

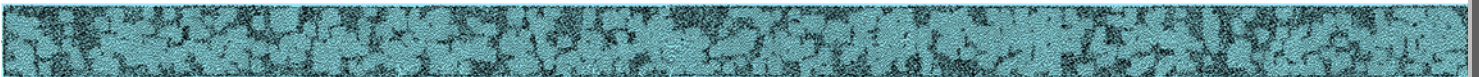


CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

July 25, 2019
Thursday
9:00AM





CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES June 27, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

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

Absent: President: Ken White

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Mark Dias, Safety/Regulatory Compliance Administrator I
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Robert Rathie, Wellington Law Offices, CAWD Legal Counsel
Peter McKee, President, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD
Richard Youngblood, President, Water Awareness Committee
Paul Deering, Owner, Deering Design

1. Appearances/Public Comments: *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion. Note: If you believe you possess any disability that would require special accommodations in order to attend this meeting, please call Carmel Area Wastewater District at 624-1248.*

2. Agenda Changes: *Any requests to move an item forward on the agenda will be considered at this time.*

Ms. Buikema requested two item changes:

- Move Agenda Item #33 directly after the Public Hearing

- Add General Managers Comments just before Item #34

There was Board consensus to move Item #33 after the Public Hearing and before the Consent Calendar, and to add the General Manager comments before Item #34.

ACTION ITEMS BEFORE THE BOARD

Action Items consist of business which requires a vote by the Board. These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion and Action.

OTHER ITEMS BEFORE THE BOARD

3. Water Awareness Committee:

Monterey Bay Area Presentation Of A County-Wide Water Wise Habits and Pollution Prevention Video Contest Award. Presentation Of Award To Local High-School Student. Monterey Bay Area-Wide Save Water Video Contest Memo.

Informational Only- the student was not able to attend. Mr. Youngblood was present for the recognition.

4. Receive Staff Report for Sewer Rates for fiscal Year 2019-20. Report By Barbara Buikema, General Manager

Director Siegfried requested initiation of contact with a 3rd party for rate model analysis and development. General Manager Buikema suggested conferring with staff Engineers and the initiation of contact with a 3rd party, to occur in the Fall of 2019.

PUBLIC HEARING

Public Hearing which Opened At 9:12 am or as Soon Thereafter As The Matters May Be Taken Up.

President Pro Tem Siegfried opened the meeting for public comment.

A member of the public, Paul Deering, extended his appreciation of CAWD and General Manager Buikema's Lagoon work.

5. ORDINANCES

Ordinance No. 2019-04; An Ordinance Establishing Sewer Service Charges For Fiscal Year 2019-20 And Thereafter, Providing For the Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed-*Report By Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Ordinance No. 2019-04 establishing Sewer Service Charges for Fiscal Year 2019-20 and thereafter, providing for the collection of such charges on the tax roll, and providing further that this Ordinance and the charges established hereby and the tax collection procedure selected herein shall remain in effect until either the said charges are revised or this Ordinance is otherwise amended or repealed.

The hearing was closed at 9:15 a.m. and there was no majority protest received.

33. CAWD Website Update Presentation- *By Safety Administrator/Regulatory Compliance, Mark Dias.*

Maintenance Superintendent, Chris Foley, provided a brief background regarding the necessity to update CAWD's current website and introduced Mark Dias, Safety Administrator.

Mark Dias gave a presentation on the new CAWD website. The project team solicited vendor bids and decided on Streamline. Streamline specializes in special districts and is well suited to service the needs of our district and satisfy special district legal requirements and best practices for transparency and disclosure. Mr. Dias stated that over the next quarter the project team will build the new website, initially tackling key topics, followed by each department handling their respective portions of the website, with final website approval coming from General Manager, Barbara Buikema. Mr. Dias also showed the functionality of the website with a brief walkthrough of the "sandbox" version of the new website.

Director Rachel commented on concerns with the public being able to interface and transact business directly on the website in lieu of coming into office. Chris Foley & Daryl Lauer both commented that this new website is a great platform to move toward that ability, but at the present stage we are focused on getting the website created and moving forward, CAWD will have the ability to develop the website to include those capabilities.

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

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

Board Action

Following a motion made by Director Rachel and seconded by Director D'Ambrosio, the Board unanimously approved the Regular Meeting Minutes of May 30th, 2019, and enacted the following Consent Calendar items:

- 6.** Approve Regular Board Meeting Minutes for May 30,2019
 - 7.** Receive and the Accept Bank Statement Review by Hayashi Wayland – May 2019
 - 8.** Receive and Accept Schedule of Cash Receipts and Disbursements – May 2019
 - 9.** Approve Register of Disbursements - Carmel Area Wastewater District – May 2019
 - 10.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2019
 - 11.** Receive and Accept Financial Statements and Supplementary Schedules – May 2019
- Director Siegfried requested that this item be moved to the end of the agenda.
- 12.** Receive and Accept Collection System Superintendent's Report - March, April & May 2019
 - 13.** Receive and Accept Safety And Regulatory Compliance Report- May 2019
 - 14.** Receive and Accept Treatment Facility Operations Report – May, April & March 2019
 - 15.** Receive and Accept Laboratory/Environmental Compliance Report – May 2019

- 16. Receive and Accept Capital Projects Report/Implementation Plan– May 2019
- 17. Receive and Accept Plant Operations Report – May 2019
- 18. Receive and Accept Maintenance Projects Report – May 2019
- 19. Receive Principal Engineer’s Monthly Report General Engineering – May 2019

ACTION ITEMS BEFORE THE BOARD

Action Items consist of business which requires a vote by the Board. These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion and Action.

RESOLUTIONS

20. Resolution No. 2019-21; A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2019– *Report by General Manager, Barbara Buikema*

The connection fee model recommends an increase to \$4,646.04 or an increase of \$110.22. Staff recommends revisiting the calculation after the close of the fiscal year 2018-19 audit.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-21.

21. Resolution No. 2019-22; A Resolution Certifying Compliance with State Law With Respect To The Levying Of General and Special Taxes, Assessments and Property Related Fees and Charges– *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Rachel and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-22.

22. Resolution No. 2019-23; A Resolution Determining The Fiscal Year 2019-20 Tax Proceeds Appropriation Limitation For the Carmel Area Wastewater District *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Townsend and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-23.

23. Resolution No. 2019-24; A Resolution Authorizing The Adoption of Carmel Area Wastewater District’s Annual Budget for the Fiscal Year 2019-20
Report by General Manager, Barbara Buikema

The final 2019-20 Budget was presented. The General Manager suggested reading The Budget Message, which is in the front of both volumes, for a summary of the document. Changes to the preliminary budget are listed on page 107.

Director D’ Ambrosio states that his understanding of page 105-106 is that \$450,000 is in Capital Additions and that \$1.8M is a carryover. Barbara Buikema agreed that the bulk of the changes are carryover projects.

Director Siegfried stated that the report is well written but questioned the legality and use of the term “revenue stream” and felt that the organization seeking them out is inappropriate. Barbara Buikema stated that some sources of revenue are new to the organization such as from brine and cannabis growers. Barbara said that the new income directly offsets operation costs. Director D’Ambrosio requested a legal opinion regarding the legality of the term and District Counsel, Robert Rathie, Esq., advised that it is legal and also that there will be further legal review done.

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-24.

24. Resolution No. 2019-25; A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges-Effective July 1,2019–*Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director D’Ambrosio and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-25.

25. Resolution No. 2019-26; A Resolution Approving A Contribution of \$1M to The “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process FY 2019-20 -*Report by General Manager, Barbara Buikema*

The Budget Committee recommended an additional \$1M to be allocated to this fund for the 2019-20 fiscal year.

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-26.

26. Resolution No. 2019-27; A Resolution Revising The Fee for Industrial Discharge Permits, As Adopted By Resolution No. 91-03, Commencing February 1, 1993.
Report by Principal Engineer, Rachel Lather

Rachel Lather reported that the fees for Pretreatment Inspection have been \$40 dollars over a 2-year period for 28 years and have not been increased. Ms. Lather reviewed the current fees and costs for inspection, and after her analysis she recommends raising it to \$150 per year.

Director Siegfried would like to place on the Board of Director's agenda, a discussion of the policy for repeat visits following inspections to restaurants and how to recoup costs. The General Manager agrees that policy issues can be addressed apart from ordinance issues, and Ms. Lather is currently working on updating/changing the Ordinance.

Board Action

Following a motion made by Director Townsend and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-27.

27. Resolution No. 2019-28; A Resolution Authorizing Inviting Bids for a Sewer Line Replacement Project- Hatton Canyon, Contingent Upon a Grant Award
Report by Principal Engineer, Rachel Lather

Rachel Lather reported that the Hatton Canyon line has been troublesome since 1995. In 2017 CAWD applied for a FEMA grant to repair it. FEMA agreed to fund the project but would like to know how soon CAWD would be able to complete it. Ms. Lather recommends opening bidding for the project, dependent on the funding of the project. Ms. Lather and Robert Rathie, District Counsel, have discussed "escrow bidding" action to accommodate and encourage bidding.

Board Action

Following a motion made by Director D' Ambrosio and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-28.

28. Resolution No. 2019-29; A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An amount Not To Exceed \$79,390 For Electrical Engineering Programming Services For The Pump Station PLC/SCADA Replacement Project-Frisch Engineering-*Report by Maintenance Superintendent, Chris Foley*

Chris Foley reported this is a request that the Board of Directors authorize the General Manager to contract with Frisch Engineering, to complete programming for the Pump Station PLC/SCADA Replacement Project. Director Rachel questioned whether such programming would allow CAWD staff to be able to maintain and troubleshoot the settings. Mr. Foley confirmed that this is part of what they are planning to put in place and will designate multiple individuals to be given this ability. Director Rachel asked additionally, if a change is made in the program or settings, is it part of the history and Mr. Foley confirmed

that the program will track those changes at set points and logs will be generated of all changes and settings.

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-29.

29. Resolution No. 2019-30; A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An Amount Not To Exceed \$35,600 For Electrical Design Services For The Standby Power Reliability Project- Beecher Engineering
Report by Plant Engineer, Patrick Treanor

Patrick Treanor reported that this resolution is part of the Project #18-08 Standby Power Reliability Project. Mr. Treanor stated that asset management work was done in 2012 to diminish or eliminate the high probability/consequence of failure issues of the standby power now in place. Currently CAWD standby generators are in a high-risk zone, and this purchase and installation will remove CAWD from that risk zone of failure. This resolution will authorize the purchase of a trailer mounted, portable, 400 KW generator. Director Rachel asked what the transfer response time is? Mr. Treanor stated it is about 10 seconds, and the whole transfer process is very safe.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-30.

ACTION ITEMS BEFORE THE BOARD

Action Items consist of business which requires a vote by the Board. These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion and Action.

OTHER ITEMS BEFORE THE BOARD

30. PG&E Energy Use History – *Presentation by Plant Engineer, Patrick Treanor*

Informational Only – No Action Required

Director Rachel requested a follow up report of the PG&E usage in 6 months and Mr. Treanor agreed. Director Rachel requested the dollar amount of the energy savings that is expected? Mr. Treanor estimated it to be ~ \$2000.00 monthly.

11. Receive and Accept Financial Statements and Supplementary Schedules –
May 2019

Director Siegfried would like to allocate the purchase of software last month to Engineering

funds and not to Contingency funds since we are confirmed to be under budget. Ms. Buikema agreed that it would be coded to Engineering.

INFORMATION/DISCUSSION ITEMS

31. *PBCSD 05-31-19 Regular Board Meeting - Report By Barbara Buikema, General Manager*

32. *Update on the Mr. Larsen Connection In Carmel Highlands- Oral Report by Collections Superintendent, Daryl Lauer*

No report at this time.

STAFF & BOARD MEMBER REPORTS

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

COMMUNICATIONS

34. *Announcements On Subjects Of Interest To The Board Made By Members Of The Board or Staff -*

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

- Director Townsend stated that it has been 6 months since a special meeting for strategy was held and she would like to discuss any progress at the next board meeting.
- Mr. Niccum will have an annual Public Safety day July 20th, Saturday – He invited the CAWD Board to attend.
- CAWD's annual Employee BBQ – will be July 19th at Rio Vista Room

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for:
Friday, June 28, 2019 at 9:30a.m. *Director Rachel is scheduled to attend.*
Friday, July 26, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, November 6, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County–The next SDA meeting is scheduled for: Tuesday, July 16, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

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

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

Board Action

The Board convened in closed session at 11:00 am and received information and provided direction. There was no reportable action taken. The Board closed session at 11:17 am. Legal Counsel announced that no reportable action was taken.

36. ADJOURNMENT

*There being no further business to come before the Board, the President Pro Tem adjourned the meeting at 10:52 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **July 25, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at www.cawd.org. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*

Respectfully submitted:

Domine Barringer, Secretary to the Board

APPROVED:

Robert Siegfried, President Pro Tem



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

CALL TO ORDER - ROLL CALL The meeting was called to order at 9:00 a.m.

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

Absent: none

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel

Director Charlotte Townsend arrived at 9:24 a.m.

1. OPENING SESSION

A. Appearances/Public Comments:

There were no appearances or public comments.

B. Agenda Changes:

There were no agenda changes.

C. Announcement of Closed Session

No one addressed the Board before Closed Session. The Board convened closed session at 9:00 a.m.

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

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

The Board came out of closed session at 11:05, and Legal Counsel announced that in the closed session the Board had taken up and discussed the two agenda items, the performance evaluations of the General Manager and the Legal Counsel. The General Manager's evaluation was continued over for further discussion at a later Board meeting. The Board concluded the evaluation of the Legal Counsel. No reportable action was taken.

ADJOURNMENT: *There being no further business to come before the Board, the President adjourned the meeting at 11:06 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, July 25, 2019 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

3.
As Reported To:

Kristina Pacheco, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

July 16, 2019

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 June 2019. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

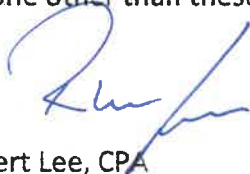
- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure revealed that two check numbers were recorded incorrectly. Check #33768 to the Water Awareness Committee of Monterey County in the sum of \$1,000.00 was incorrectly recorded as check #33769. Check #33769 to the Vision Service Plan in the sum of \$595.35 was incorrectly recorded as check #33768. This procedure did not reveal any other differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure did not reveal any differences.



- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

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

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



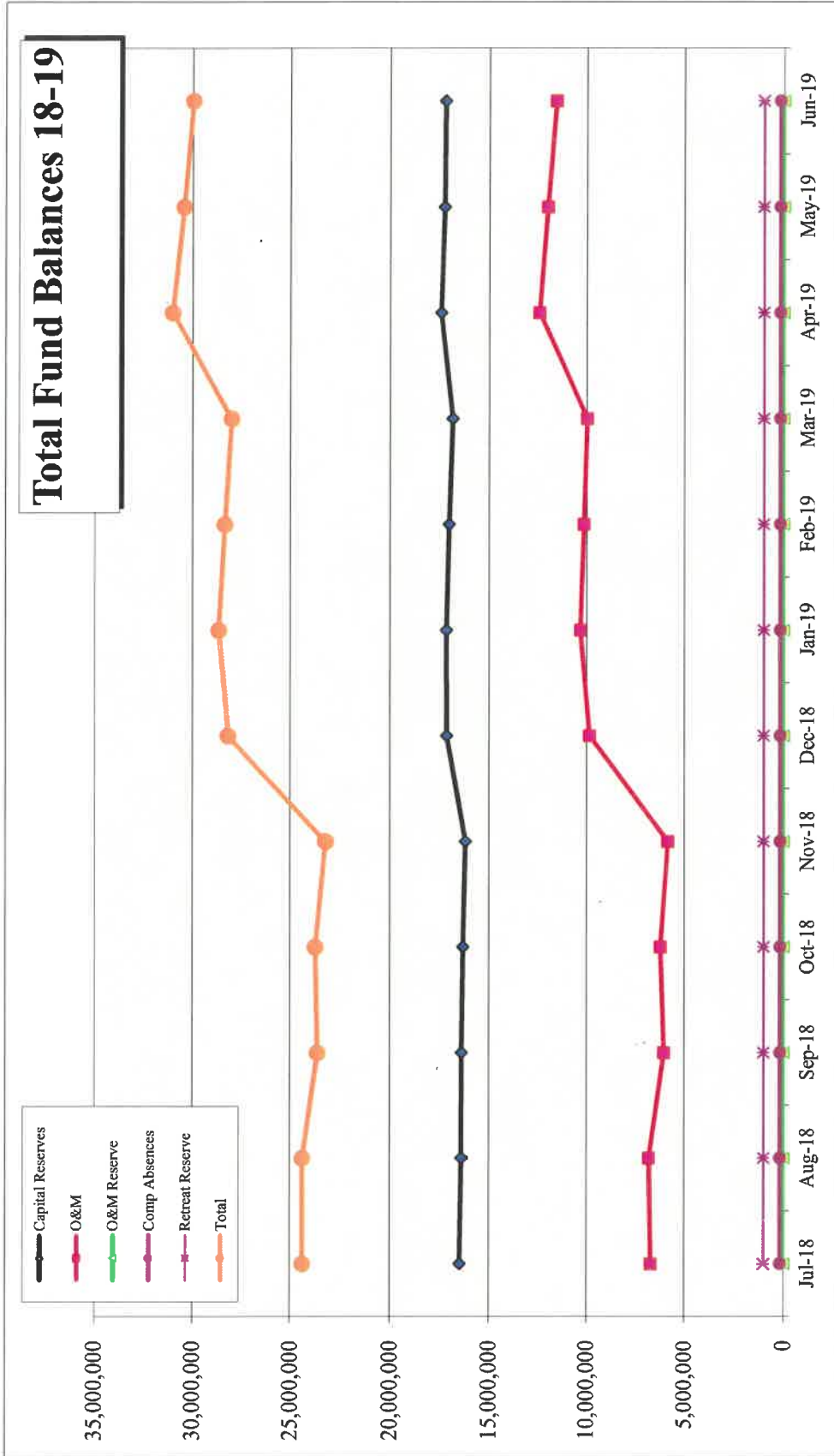
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

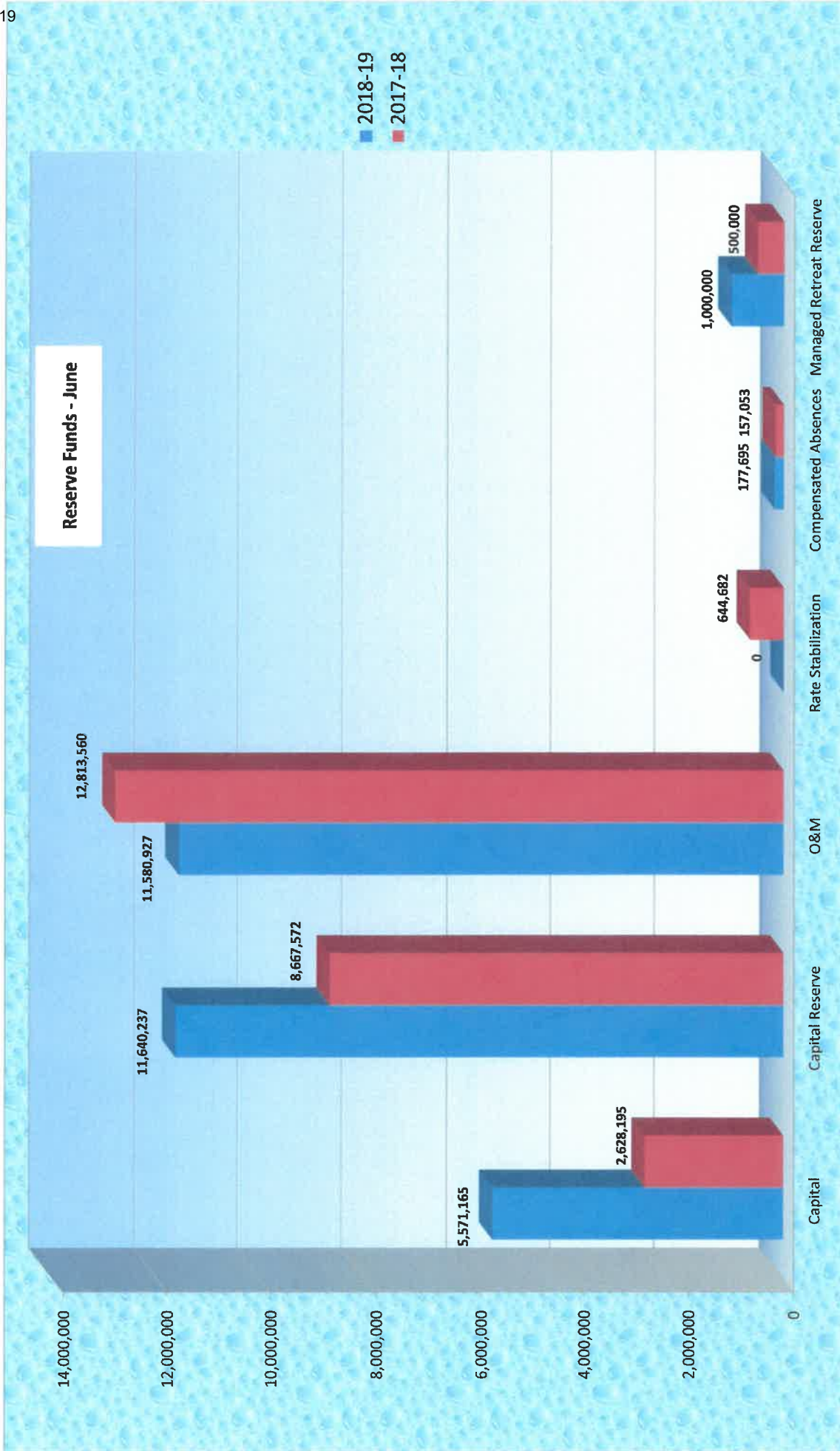


**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JUNE 2019**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	Compensated Accruals Reserve	Defend or Managed Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$5,637,560	\$11,616,259	\$12,018,516	\$0	\$177,695	\$1,000,000	\$30,450,030	\$554,059	\$104,764	\$1,157,615
Receipts:										
User Fees			96,017					49,418		
Property Taxes		23,978						90,000		
PBCSD Treatment Fees								60,867		
Reclamation O & M reimbursement								5,170		
Reclamation capital billing								37,705		
Permits								15,321		1
PBCSD capital billing										
Other misc. revenue										
Interest income										
Connection Fees										
Void checks										
W/C audit refund										
CCLEAN receipts										
Pooled liability dividend										
September Ranch deposits										
Total Receipts	0	23,978	96,017	0	0	0	119,995	348,647	1	0
Fund Transfers:										
Transfers to Union Bank O&M	(66,395)		(533,605)					600,000		
Transfers to Union Bank PR								(230,000)	230,000	
Transfer rate stabilization fund per Resolution										
Intra-fund transfers for capital expenditures										
Rebalance Capital and O&M Reserves										
Total Transfers	(66,395)	0	(533,605)	0	0	0	(600,000)	370,000	230,000	0
Disbursements:										
Operations and capital								310,506		
Payroll & payroll taxes									203,328	
Employee Dental reimbursements								6,339		
CALPERS EFT								28,421		
CAWD SAM pension EFT								0		
CAWD pension loans EFT								587		
Home Depot EFT								458		
US Bank EFT								14,378		
Deferred comp contributions EFT									8,758	
PEHP contributions EFT									2,721	
Bank/ADP fees									506	
Highlands Bond Debt Service Payment										
Annual County admin billing fee										
Unfunded CALPERS liability										
GASB 68 report fee										
Total Disbursements	0	0	0	0	0	0	0	360,690	215,312	0
BALANCE END OF MONTH	5,571,165	11,640,237	11,580,927	0	177,695	1,000,000	29,970,025	912,017	119,453	1,157,615



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



Carmel Area Wastewater District
Disbursements
Jun-19

Date	Check	Vendor	Description	Amount
06/01/19	33717	A and R Plumbing	Replace toilet and supply lines at Admin. Building	188.62
06/01/19	33718	Accurate Air Engineering	Hydrovane oil	125.51
06/01/19	33719	Airtec Service	Service fan in compressor room	280.00
06/01/19	33720	American Fidelity Assurance Company	Flex accounts	106.92
06/01/19	33721	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	587.76
06/01/19	33722	Andrew Millington	Cal State Sacramento class expenses	143.44
06/01/19	33723	Applied Marine Sciences	CCLEAN bills for ocean monitoring	21,870.90
06/01/19	33724	Armbruster Goldsmith & Delvac LLP	Legal retainer for the Coastal Commission Plant issue	15,000.00
06/01/19	33725	Atlas Copco	Air compressor filter	50.60
06/01/19	33726	AT&T Mobility	Cell service	655.68
06/01/19	33727	AT&T CALNET 3	Various phone lines for devices	709.80
06/01/19	33728	Beck's Shoes	Employee work boots	194.12
06/01/19	33729	Bryan J. Mailey Electric	Install PLC and work on clarifiers (CAPITAL \$2,500.00)	3,000.00
06/01/19	33730	Buckles-Smith Electric	Galvanized couplings (CAPITAL)	22.93
06/01/19	33731	Byte Technology	Website prepaid maintenance bundle	750.00
06/01/19	33732	Carmel Pine Conc	Legal notices regarding new ordinances	337.50
06/01/19	33733	Charlotte Townsend	Dental	553.00
06/01/19	33734	Christopher Dinner Heating	Service rooftop HVACs	1,097.50
06/01/19	33735	Cintas Corporation	Laundry service	1,632.93
06/01/19	33736	County of Mo. Sheriff's Office Alarm Unit	Admin office false alarms	150.00
06/01/19	33737	Culligan Water Conditioning	C&I exchange service and tank at the lab	17.35
06/01/19	33738	CWEA	Employee annual dues and certificate renewals	556.00
06/01/19	33739	Dept. of Forestry & Fire Protection	Trail clearing around the Plant and Hatton Canyon	680.82
06/01/19	33740	Direct TV	Monthly service	80.99
06/01/19	33741	Environetics, Inc.	Aeration tank baffles (CAPITAL)	47,510.00
06/01/19	33742	Evantec Corporation	Lab supplies	622.79
06/01/19	33743	Fanny Mui	Reimbursement for work boots	212.86
06/01/19	33744	Gavilan/Salinas Crane & Rigging	Crane rental to place PLC cabinet (CAPITAL)	500.00
06/01/19	33745	Got.Net	Internet service	24.20
06/01/19	33746	Government Finance Officers Assn.	Annual dues	160.00
06/01/19	33747	Grainger	Metric motor and operating supplies	1,028.77
06/01/19	33748	Gregory Ange	Dental	1,027.00
06/01/19	33749	Henry Pratt Company	Six aeration tank Weir gates	17,539.55
06/01/19	33750	Karla Cristi	Dental	588.52
06/01/19	33751	Keenan & Associates	Health insurance	24,600.25
06/01/19	33752	Kemira Water Solutions	Ferric chloride	4,546.53
06/01/19	33753	McMaster-Carr	Operating supplies	43.92
06/01/19	33754	MeLife-Group Benefits	Life insurance	821.20
06/01/19	33755	Monterey Bay Analytical Services	Final effluent sample analysis	595.00
06/01/19	33756	Office Team	Admin temp service	506.40

Carmel Area Wastewater District
Disbursements
Jun-19

Date	Check	Vendor	Description	Amount
06/01/19	33757	Palace Business Solutions	Plant office chair	434.43
06/01/19	33758	Patelco Credit Union	HSA contributions	4,976.64
06/01/19	33759	Patrick Treanor	Reimbursement for professional license	115.00
06/01/19	33760	Rachel Lather	American Public Works Association dinner meeting	33.00
06/01/19	33761	Rocky Capehart, LLC	Inspector Training & Certification Program for cured-in-place pipe	995.00
06/01/19	33762	Scarborough Lumber (Ace Hardware)	Operating supplies	227.09
06/01/19	33763	Shape Incorporated	Flygt sensor floats	771.49
06/01/19	33764	State Water Resource Control Board	Fine for settleable solids violation from October 2017	3,000.00
06/01/19	33765	Teledyne Instruments	Lab supplies	419.15
06/01/19	33766	Trevor Weidner-Holland	Dental	217.00
06/01/19	33767	Unum Life Ins.	Long-term disability insurance	1,915.32
06/01/19	33768	Vision Service Plan	Vision insurance	595.35
06/01/19	33769	Water Awareness Committee of Mo. Co.	Annual membership dues	1,000.00
06/18/19	33770	American Fidelity Assurance Company	Flex accounts and HRA contribution	313.82
06/18/19	33771	Andrew Millington	Dental and training class expenses	2,298.53
06/18/19	33772	AT&T	Alarm control panel line	81.34
06/18/19	33773	Barry Bleivins	Training class expenses	316.18
06/18/19	33774	Barbara Buikema	Dental	206.00
06/18/19	33775	Bestor Engineers	Carmel Meadows project (CAPITAL)	232.50
06/18/19	33776	Borges & Mahoney	Probe analyzer, 600 RPM motor, rotor body, bearings and rings	2,506.96
06/18/19	33777	Bryan J. Mailey Electric	Install VFD, move plug at admin office, fix breaker, PLC/SCADA project (CAPITAL \$275.63)	2,525.63
06/18/19	33778	Buckles-Smith Electric	Electrical part	13.62
06/18/19	33779	Cal-Am Water	Monthly service	1,037.49
06/18/19	33780	Calcon Systems	Ignition SCADA Software Support subscription	6,579.34
06/18/19	33781	California Hazardous Services	Fuel filtering and tank cleaning	3,540.00
06/18/19	33782	Carmel Marina Corp.	Admin garbage and Plant rolloffs	2,235.29
06/18/19	33783	Carmel Pine Cone	Bid notice for Monte Verde sewer line project	90.00
06/18/19	33784	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	482.04
06/18/19	33785	Cintas Corporation	Laundry service	1,159.83
06/18/19	33786	Community Printers	Newsletter inserts	266.79
06/18/19	33787	CSI HR Group LLC	April and May HR services	14,000.00
06/18/19	33788	Daryl Lauer	Dental	358.00
06/18/19	33789	Datco Services	Employee testing	54.50
06/18/19	33790	Edges Electrical	Black wire	72.71
06/18/19	33791	Exceedio	SCADA historian set up (CAPITAL)	880.00
06/18/19	33792	Fastenal Company	Operating supplies	1,207.05
06/18/19	33793	Grainger	Operating supplies	1,191.81
06/18/19	33794	Granite Rock Company	Fast set concrete	201.02
06/18/19	33795	Greg D'Ambrosio	Dental	335.00
06/18/19	33796	Harrington Industrial	PVC cylinder calibration	210.53

Carmel Area Wastewater District
Disbursements
Jun-19

Date	Check	Vendor	Description	Amount
06/18/19	33797	Hayashi & Wayland Accounting	Bank rec oversight	300.00
06/18/19	33798	ICON Cloud Solutions	Monthly telephone service	586.07
06/18/19	33799	Idexx Laboratories	Lab supplies	1,723.13
06/18/19	33800	Image Source	New copy machine for the Plant	6,029.97
06/18/19	33801	Jason Veile	Dental	163.00
06/18/19	33802	Liberty Composting	Sludge hauling	8,690.76
06/18/19	33803	Manco	Pump station PLC project (CAPITAL)	6,294.76
06/18/19	33804	McCabe & Company	Coastal Commission consulting service	10,000.00
06/18/19	33805	McMaster-Carr	Operating supplies	109.11
06/18/19	33806	Michael Hooks	Training class expenses	167.00
06/18/19	33807	Miele, Inc.	ProCare coarse salt	67.80
06/18/19	33808	MNS Engineers	Review District's standard plans, Hatton Canyon project and Carmel Valley sewer expansion feasibility study (CAPITAL \$8,178.75)	9,203.75
06/18/19	33809	Monterey Bay Urgent Care	Employee medical exams	178.00
06/18/19	33810	Norcal Molecular	Patching compound	205.10
06/18/19	33811	Office Team	Admin office temp service	400.90
06/18/19	33812	Peninsula Welding & Medical Supply	Welding supplies and non-liquid cylinder rental	148.15
06/18/19	33813	Pacific Gas & Electric	Monthly service	39,106.99
06/18/19	33814	Pure Water	Monthly service	166.75
06/18/19	33815	Quill Corporation	Office supplies	148.59
06/18/19	33816	Rachel Lather	Dental	524.00
06/18/19	33817	Smitty's Janitorial	Monthly service	1,110.00
06/18/19	33818	Toro Petroleum	Gasoline and diesel	6,095.49
06/18/19	33819	Town & Country Gardening	Monthly service	610.00
06/18/19	33820	Trevor Weidner-Holland	Dental	367.40
06/18/19	33821	Univar USA	Sodium hypochlorite and bisulfate	10,806.69
06/18/19	33822	Wellington Law Offices	Legal services	7,427.00
				316,845.22

CAWD/PBCSD Reclamation Project
Disbursements
Jun-19

Date	Check	Vendor	Description	Amount
06/01/19	8454	Atlas Copco	Smartbox GX5 kit and filter kits	1,739.70
06/01/19	8455	Brenntag Pacific	Ammonium hydroxide	3,638.94
06/01/19	8456	Bryan J. Mailey Electrical	Equalization Basin project and Coag/Floc project (CAPITAL)	4,462.50
06/01/19	8457	Cal-Am Water	Monthly service	2,129.56
06/01/19	8458	CAWD	Reimbursements for CAWD credit card purchases (CAPITAL \$2,304.08)	2,307.90
06/01/19	8459	Christopher Dinner Heating, Inc.	HVAC rooftop lab unit repair	165.00
06/01/19	8460	Evantec Corporation	Lab supplies	503.20
06/01/19	8461	Gavilan/Salinas Crane & Rigging	Crane rental to place MLR pump in AB4A	500.00
06/01/19	8462	Grainger	Operating supplies and Coag/Floc project (CAPITAL \$466.30)	591.85
06/01/19	8463	McMaster-Carr	Operating supplies	161.08
06/01/19	8464	Monterey Bay Analytical Services	RO panel sample analysis	1,290.00
06/01/19	8465	Shape Incorporated	Discharge connection and bracket (CAPITAL)	1,607.63
06/01/19	8466	Thatcher Company of California	Sulfuric acid and container returns	3,752.72
06/01/19	8467	Trussell Technologies	MF/RO operations support	12,446.25
06/18/19	8468	Allied Fluid Products	Neoprene sheets	43.03
06/18/19	8469	Borges & Mahoney	Motor, rotor body, rings and bearings	405.79
06/18/19	8470	Brenntag Pacific	Potassium hydroxide and ammonium hydroxide	26,784.52
06/18/19	8471	Bryan J. Mailey Electrical	Replace fuse holders in RO PLC panel, fix control panel and prep electrical for flygt pump installation on the sand filter project and replace VFD at the EQ basin (CAPITAL \$4,250.00)	5,250.00
06/18/19	8472	Exceedio	SCADA historian set up (CAPITAL)	880.00
06/18/19	8473	Harrington Industrial Plastics	PVC flanges, rings and bearings	1,200.71
06/18/19	8474	Idexx Laboratories	Lab supplies	1,723.12
06/18/19	8475	Miele, Inc.	ProCare Universal coarse salt	67.80
06/18/19	8476	Pacific Gas & Electric	Tertiary and MF/RO	39,816.35
06/18/19	8477	R&B Company	Megaflange adapter	391.14
06/18/19	8478	Siemens Industry	Reject flowmeter	3,979.21
				115,838.00



**Financial Statements
and
Supplementary Schedules**

June 2019

July 25, 2019

Carmel Area Wastewater District

Balance Sheet

June 2019

ASSETS

Current Assets

Cash

Cash

32,159,108.94

TOTAL Cash

32,159,108.94

Other Current Assets

Other Current Assets

377,231.66

TOTAL Other Current Assets

377,231.66

TOTAL Current Assets

32,536,340.60

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

51,563,154.88

TOTAL Treatment Structures

51,563,154.88

Treatment Equipment

Treatment Equipment

7,450,726.12

TOTAL Treatment Equipment

7,450,726.12

Collection Structures

Collection Structures

1,040,749.41

TOTAL Collection Structures

1,040,749.41

Collection Equipment

Collection Equipment

945,660.98

TOTAL Collection Equipment

945,660.98

Sewers

11,018,760.70

Disposal Facilities

Disposal Facilities

1,126,272.60

TOTAL Disposal Facilities

1,126,272.60

Other Fixed Assets

Other Fixed Assets

3,883,545.51

TOTAL Other Fixed Assets

3,883,545.51

Capital Improvement Projects

Capital Improvement Projects

20,706,476.35

TOTAL Capital Improvement Projects

20,706,476.35

Accumulated depreciation

(48,773,180.31)

TOTAL Fixed Assets

49,270,226.00

Other Assets

Other Assets

950,959.00

TOTAL Other Assets

950,959.00

TOTAL ASSETS

82,757,525.60

Carmel Area Wastewater District

Balance Sheet

June 2019

LIABILITIES

Current Liabilities		
Current Liabilities	720,530.82	
TOTAL Current Liabilities	720,530.82	720,530.82
Long-Term Liabilities		
Long Term Liabilities	1,826,398.07	
TOTAL Long-Term Liabilities	1,826,398.07	1,826,398.07
TOTAL LIABILITIES		2,546,928.89
	NET POSITION	
Net Assets	76,744,298.02	
Year-to-Date Earnings	3,466,298.69	
TOTAL NET POSITION		80,210,596.71
TOTAL LIABILITIES & NET POSITION		82,757,525.60

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, June 2019 - current month, Consolidated by account

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	9,948,608.24	9,279,993.00	668,615.24	7.2 %
TOTAL Income	<u>9,948,608.24</u>	<u>9,279,993.00</u>	<u>668,615.24</u>	7.2 %
Adjustments				
Discounts	598.13	0.00	598.13	
TOTAL Adjustments	<u>598.13</u>	<u>0.00</u>	<u>598.13</u>	
*****	<u>9,949,206.37</u>	<u>9,279,993.00</u>	<u>669,213.37</u>	7.2 %
***** OPERATING INCOME	<u>9,949,206.37</u>	<u>9,279,993.00</u>	<u>669,213.37</u>	7.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	3,094,149.14	3,054,304.00	(39,845.14)	-1.3 %
Payroll taxes	196.46	0.00	(196.46)	
TOTAL Salaries and Payroll Taxes	<u>3,094,345.60</u>	<u>3,054,304.00</u>	<u>(40,041.60)</u>	-1.3 %
Employee Benefits				
Employee Benefits	634,334.45	875,142.00	240,807.55	27.5 %
TOTAL Employee Benefits	<u>634,334.45</u>	<u>875,142.00</u>	<u>240,807.55</u>	27.5 %
Director's Expenses				
Director's Expenses	33,345.81	33,250.00	(95.81)	-0.3 %
TOTAL Director's Expenses	<u>33,345.81</u>	<u>33,250.00</u>	<u>(95.81)</u>	-0.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	44,701.44	53,667.00	8,965.56	16.7 %
TOTAL Truck and Auto Expenses	<u>44,701.44</u>	<u>53,667.00</u>	<u>8,965.56</u>	16.7 %
General and Administrative				
General and Administrative	263,323.59	463,240.00	199,916.41	43.2 %
TOTAL General and Administrative	<u>263,323.59</u>	<u>463,240.00</u>	<u>199,916.41</u>	43.2 %
Office Expense				
Office Expense	66,121.36	86,815.00	20,693.64	23.8 %
TOTAL Office Expense	<u>66,121.36</u>	<u>86,815.00</u>	<u>20,693.64</u>	23.8 %
Operating Supplies				
Operating Supplies	399,337.64	387,135.00	(12,202.64)	-3.2 %
TOTAL Operating Supplies	<u>399,337.64</u>	<u>387,135.00</u>	<u>(12,202.64)</u>	-3.2 %
Contract Services				
Contract Services	768,553.77	845,305.00	76,751.23	9.1 %
TOTAL Contract Services	<u>768,553.77</u>	<u>845,305.00</u>	<u>76,751.23</u>	9.1 %

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, June 2019 - current month, Consolidated by account

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	586,636.34	828,507.00	241,870.66	29.2 %
TOTAL Repairs and Maintenance	586,636.34	828,507.00	241,870.66	29.2 %
Utilities				
Utilities	391,421.85	436,858.00	45,436.15	10.4 %
TOTAL Utilities	391,421.85	436,858.00	45,436.15	10.4 %
Travel and Meetings				
Travel and Meetings	55,192.66	113,725.00	58,532.34	51.5 %
TOTAL Travel and Meetings	55,192.66	113,725.00	58,532.34	51.5 %
Permits and Fees				
Permits and Fees	64,963.50	78,667.00	13,703.50	17.4 %
TOTAL Permits and Fees	64,963.50	78,667.00	13,703.50	17.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	34,752.74	38,785.00	4,032.26	10.4 %
TOTAL Memberships and Subscriptions	34,752.74	38,785.00	4,032.26	10.4 %
Safety				
Safety	52,072.21	61,045.00	8,972.79	14.7 %
TOTAL Safety	52,072.21	61,045.00	8,972.79	14.7 %
Other Expenses				
Other Expense	46,302.18	444,550.00	398,247.82	89.6 %
TOTAL Other Expenses	46,302.18	444,550.00	398,247.82	89.6 %
Depreciation and Amortization				
Depreciation and Amortization	2,669,000.00	2,673,860.00	4,860.00	0.2 %
TOTAL Depreciation and Amortization	2,669,000.00	2,673,860.00	4,860.00	0.2 %
TOTAL Operating Expenses	9,204,405.14	10,474,855.00	1,270,449.86	12.1 %
***** OPERATING INCOME (LOSS)	744,801.23	(1,194,862.00)	1,939,663.23	162.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	2,721,497.46	3,637,869.00	(916,371.54)	-25.2 %
TOTAL Other Income or Gain	2,721,497.46	3,637,869.00	(916,371.54)	-25.2 %
TOTAL Non-op Income, Expense, Gain or Loss	2,721,497.46	3,637,869.00	(916,371.54)	-25.2 %
***** NET INCOME (LOSS)	3,466,298.69	2,443,007.00	1,023,291.69	41.9 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Field
*Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 3*

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	11,372.83	13,300.00	1,927.17	14.5 %
TOTAL Truck and Auto Expenses	11,372.83	13,300.00	1,927.17	14.5 %
Operating Supplies				
<i>Operating Supplies</i>	10,277.88	25,000.00	14,722.12	58.9 %
TOTAL Operating Supplies	10,277.88	25,000.00	14,722.12	58.9 %
Contract Services				
<i>Contract Services</i>	1,503.38	20,000.00	18,496.62	92.5 %
TOTAL Contract Services	1,503.38	20,000.00	18,496.62	92.5 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	5,366.37	35,000.00	29,633.63	84.7 %
TOTAL Repairs and Maintenance	5,366.37	35,000.00	29,633.63	84.7 %
Safety				
<i>Safety</i>	4,301.40	3,070.00	(1,231.40)	-40.1 %
TOTAL Safety	4,301.40	3,070.00	(1,231.40)	-40.1 %
Other Expenses				
<i>Other Expense</i>	0.00	3,855.00	3,855.00	100.0 %
TOTAL Other Expenses	0.00	3,855.00	3,855.00	100.0 %
TOTAL Operating Expenses	32,821.86	100,225.00	67,403.14	67.3 %
***** OPERATING INCOME (LOSS)	(32,821.86)	(100,225.00)	67,403.14	67.3 %
***** NET INCOME (LOSS)	(32,821.86)	(100,225.00)	67,403.14	67.3 %
***** NET INCOME (LOSS)	(32,821.86)	(100,225.00)	67,403.14	67.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 4

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 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>	464,148.72	491,907.00	27,758.28	5.6 %
TOTAL Salaries and Payroll Taxes	464,148.72	491,907.00	27,758.28	5.6 %
Employee Benefits				
<i>Employee Benefits</i>	112,370.02	161,133.00	48,762.98	30.3 %
TOTAL Employee Benefits	112,370.02	161,133.00	48,762.98	30.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,500.60	21,480.00	18,979.40	88.4 %
TOTAL Truck and Auto Expenses	2,500.60	21,480.00	18,979.40	88.4 %
General and Administrative				
<i>General and Administrative</i>	10,639.17	0.00	(10,639.17)	
TOTAL General and Administrative	10,639.17	0.00	(10,639.17)	
Office Expense				
<i>Office Expense</i>	4,754.70	4,350.00	(404.70)	-9.3 %
TOTAL Office Expense	4,754.70	4,350.00	(404.70)	-9.3 %
Operating Supplies				
<i>Operating Supplies</i>	84,502.39	64,300.00	(20,202.39)	-31.4 %
TOTAL Operating Supplies	84,502.39	64,300.00	(20,202.39)	-31.4 %
Contract Services				
<i>Contract Services</i>	194,597.22	289,750.00	95,152.78	32.8 %
TOTAL Contract Services	194,597.22	289,750.00	95,152.78	32.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	407,571.72	542,147.00	134,575.28	24.8 %
TOTAL Repairs and Maintenance	407,571.72	542,147.00	134,575.28	24.8 %
Utilities				
<i>Utilities</i>	5,788.65	1,720.00	(4,068.65)	-236.5 %
TOTAL Utilities	5,788.65	1,720.00	(4,068.65)	-236.5 %
Travel and Meetings				
<i>Travel and Meetings</i>	8,941.18	19,630.00	10,688.82	54.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 4

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	8,941.18	19,630.00	10,688.82	54.5 %
Permits and Fees				
<i>Permits and Fees</i>	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	5,039.00	2,310.00	(2,729.00)	-118.1 %
TOTAL Memberships and Subscriptions	5,039.00	2,310.00	(2,729.00)	-118.1 %
Safety				
<i>Safety</i>	10,860.71	18,805.00	7,944.29	42.2 %
TOTAL Safety	10,860.71	18,805.00	7,944.29	42.2 %
Other Expenses				
<i>Other Expense</i>	0.00	70,210.00	70,210.00	100.0 %
TOTAL Other Expenses	0.00	70,210.00	70,210.00	100.0 %
TOTAL Operating Expenses	1,311,714.08	1,694,142.00	382,427.92	22.6 %
***** OPERATING INCOME (LOSS)	(1,311,714.08)	(1,694,142.00)	382,427.92	22.6 %
***** NET INCOME (LOSS)	(1,311,714.08)	(1,694,142.00)	382,427.92	22.6 %
***** NET INCOME (LOSS)	(1,311,714.08)	(1,694,142.00)	382,427.92	22.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
*Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 5*

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 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>	516,374.25	493,033.00	(23,341.25)	-4.7 %
TOTAL Salaries and Payroll Taxes	516,374.25	493,033.00	(23,341.25)	-4.7 %
Employee Benefits				
<i>Employee Benefits</i>	162,912.32	179,440.00	16,527.68	9.2 %
TOTAL Employee Benefits	162,912.32	179,440.00	16,527.68	9.2 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	29,163.78	16,020.00	(13,143.78)	-82.0 %
TOTAL Truck and Auto Expenses	29,163.78	16,020.00	(13,143.78)	-82.0 %
General and Administrative				
<i>General and Administrative</i>	50,238.46	70,550.00	20,311.54	28.8 %
TOTAL General and Administrative	50,238.46	70,550.00	20,311.54	28.8 %
Office Expense				
<i>Office Expense</i>	8,051.48	10,570.00	2,518.52	23.8 %
TOTAL Office Expense	8,051.48	10,570.00	2,518.52	23.8 %
Operating Supplies				
<i>Operating Supplies</i>	20,402.51	22,820.00	2,417.49	10.6 %
TOTAL Operating Supplies	20,402.51	22,820.00	2,417.49	10.6 %
Contract Services				
<i>Contract Services</i>	95,979.07	95,400.00	(579.07)	-0.6 %
TOTAL Contract Services	95,979.07	95,400.00	(579.07)	-0.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	115,873.17	181,000.00	65,126.83	36.0 %
TOTAL Repairs and Maintenance	115,873.17	181,000.00	65,126.83	36.0 %
Utilities				
<i>Utilities</i>	38,820.98	39,055.00	234.02	0.6 %
TOTAL Utilities	38,820.98	39,055.00	234.02	0.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	15,089.28	11,300.00	(3,789.28)	-33.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 5

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	15,089.28	11,300.00	(3,789.28)	-33.5 %
Permits and Fees				
<i>Permits and Fees</i>	5,634.60	5,600.00	(34.60)	-0.6 %
TOTAL Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,900.33	2,320.00	419.67	18.1 %
TOTAL Memberships and Subscriptions	1,900.33	2,320.00	419.67	18.1 %
Safety				
<i>Safety</i>	6,679.49	12,720.00	6,040.51	47.5 %
TOTAL Safety	6,679.49	12,720.00	6,040.51	47.5 %
Other Expenses				
<i>Other Expense</i>	517.50	97,595.00	97,077.50	99.5 %
TOTAL Other Expenses	517.50	97,595.00	97,077.50	99.5 %
Depreciation and Amortization				
<i>Depreciation and Amortization</i>	335,000.00	335,000.00	0.00	
TOTAL Depreciation and Amortization	335,000.00	335,000.00	0.00	
TOTAL Operating Expenses	1,402,637.22	1,572,423.00	169,785.78	10.8 %
***** OPERATING INCOME (LOSS)	(1,402,637.22)	(1,572,423.00)	169,785.78	10.8 %
***** NET INCOME (LOSS)	(1,402,637.22)	(1,572,423.00)	169,785.78	10.8 %
***** NET INCOME (LOSS)	(1,402,637.22)	(1,572,423.00)	169,785.78	10.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 6

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 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>	1,038,825.90	1,030,465.00	(8,360.90)	-0.8 %
TOTAL Salaries and Payroll Taxes	1,038,825.90	1,030,465.00	(8,360.90)	-0.8 %
Employee Benefits				
<i>Employee Benefits</i>	245,733.64	311,912.00	66,178.36	21.2 %
TOTAL Employee Benefits	245,733.64	311,912.00	66,178.36	21.2 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
<i>General and Administrative</i>	113,251.54	117,002.00	3,750.46	3.2 %
TOTAL General and Administrative	113,251.54	117,002.00	3,750.46	3.2 %
Office Expense				
<i>Office Expense</i>	18,755.54	38,770.00	20,014.46	51.6 %
TOTAL Office Expense	18,755.54	38,770.00	20,014.46	51.6 %
Operating Supplies				
<i>Operating Supplies</i>	276,746.46	265,215.00	(11,531.46)	-4.3 %
TOTAL Operating Supplies	276,746.46	265,215.00	(11,531.46)	-4.3 %
Contract Services				
<i>Contract Services</i>	379,164.07	285,565.00	(93,599.07)	-32.8 %
TOTAL Contract Services	379,164.07	285,565.00	(93,599.07)	-32.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	48,271.73	65,060.00	16,788.27	25.8 %
TOTAL Repairs and Maintenance	48,271.73	65,060.00	16,788.27	25.8 %
Utilities				
<i>Utilities</i>	327,592.07	373,600.00	46,007.93	12.3 %
TOTAL Utilities	327,592.07	373,600.00	46,007.93	12.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	19,948.06	37,845.00	17,896.94	47.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 6

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	19,948.06	37,845.00	17,896.94	47.3 %
Permits and Fees				
<i>Permits and Fees</i>	35,026.90	42,615.00	7,588.10	17.8 %
TOTAL Permits and Fees	35,026.90	42,615.00	7,588.10	17.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,898.85	7,980.00	4,081.15	51.1 %
TOTAL Memberships and Subscriptions	3,898.85	7,980.00	4,081.15	51.1 %
Safety				
<i>Safety</i>	27,675.41	24,750.00	(2,925.41)	-11.8 %
TOTAL Safety	27,675.41	24,750.00	(2,925.41)	-11.8 %
Other Expenses				
<i>Other Expense</i>	0.00	111,370.00	111,370.00	100.0 %
TOTAL Other Expenses	0.00	111,370.00	111,370.00	100.0 %
Depreciation and Amortization				
<i>Depreciation and Amortization</i>	2,300,000.00	2,300,000.00	0.00	
TOTAL Depreciation and Amortization	2,300,000.00	2,300,000.00	0.00	
TOTAL Operating Expenses	4,835,176.00	5,013,651.00	178,475.00	3.6 %
***** OPERATING INCOME (LOSS)	(4,835,176.00)	(5,013,651.00)	178,475.00	3.6 %
***** NET INCOME (LOSS)	(4,835,176.00)	(5,013,651.00)	178,475.00	3.6 %
***** NET INCOME (LOSS)	(4,835,176.00)	(5,013,651.00)	178,475.00	3.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
*Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 7*

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 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>	534,485.78	595,566.00	61,080.22	10.3 %
TOTAL Salaries and Payroll Taxes	534,485.78	595,566.00	61,080.22	10.3 %
Employee Benefits				
<i>Employee Benefits</i>	113,318.47	222,657.00	109,338.53	49.1 %
TOTAL Employee Benefits	113,318.47	222,657.00	109,338.53	49.1 %
Director's Expenses				
<i>Director's Expenses</i>	32,345.81	32,250.00	(95.81)	-0.3 %
TOTAL Director's Expenses	32,345.81	32,250.00	(95.81)	-0.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,378.40	1,365.00	(13.40)	-1.0 %
TOTAL Truck and Auto Expenses	1,378.40	1,365.00	(13.40)	-1.0 %
General and Administrative				
<i>General and Administrative</i>	79,863.87	275,688.00	195,824.13	71.0 %
TOTAL General and Administrative	79,863.87	275,688.00	195,824.13	71.0 %
Office Expense				
<i>Office Expense</i>	34,559.64	33,125.00	(1,434.64)	-4.3 %
TOTAL Office Expense	34,559.64	33,125.00	(1,434.64)	-4.3 %
Operating Supplies				
<i>Operating Supplies</i>	1,430.08	1,300.00	(130.08)	-10.0 %
TOTAL Operating Supplies	1,430.08	1,300.00	(130.08)	-10.0 %
Contract Services				
<i>Contract Services</i>	95,523.11	154,590.00	59,066.89	38.2 %
TOTAL Contract Services	95,523.11	154,590.00	59,066.89	38.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,475.86	1,000.00	(2,475.86)	-247.6 %
TOTAL Repairs and Maintenance	3,475.86	1,000.00	(2,475.86)	-247.6 %
Utilities				
<i>Utilities</i>	19,210.91	22,483.00	3,272.09	14.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 7

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	19,210.91	22,483.00	3,272.09	14.6 %
Travel and Meetings				
Travel and Meetings	11,214.14	44,950.00	33,735.86	75.1 %
TOTAL Travel and Meetings	11,214.14	44,950.00	33,735.86	75.1 %
Permits and Fees				
Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
TOTAL Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	23,914.56	26,175.00	2,260.44	8.6 %
TOTAL Memberships and Subscriptions	23,914.56	26,175.00	2,260.44	8.6 %
Safety				
Safety	1,310.71	1,700.00	389.29	22.9 %
TOTAL Safety	1,310.71	1,700.00	389.29	22.9 %
Other Expenses				
Other Expense	45,784.68	161,520.00	115,735.32	71.7 %
TOTAL Other Expenses	45,784.68	161,520.00	115,735.32	71.7 %
Depreciation and Amortization				
Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Operating Expenses	1,056,118.02	1,637,281.00	581,162.98	35.5 %
***** OPERATING INCOME (LOSS)	(1,056,118.02)	(1,637,281.00)	581,162.98	35.5 %
***** NET INCOME (LOSS)	(1,056,118.02)	(1,637,281.00)	581,162.98	35.5 %
***** NET INCOME (LOSS)	(1,056,118.02)	(1,637,281.00)	581,162.98	35.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
*Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 8*

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 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>	537,098.08	443,333.00	(93,765.08)	-21.2 %
TOTAL Salaries and Payroll Taxes	537,098.08	443,333.00	(93,765.08)	-21.2 %
Director's Expenses				
<i>Director's Expenses</i>	1,000.00	1,000.00	0.00	
TOTAL Director's Expenses	1,000.00	1,000.00	0.00	
General and Administrative				
<i>General and Administrative</i>	9,330.55	0.00	(9,330.55)	
TOTAL General and Administrative	9,330.55	0.00	(9,330.55)	
Operating Supplies				
<i>Operating Supplies</i>	5,205.67	8,500.00	3,294.33	38.8 %
TOTAL Operating Supplies	5,205.67	8,500.00	3,294.33	38.8 %
Contract Services				
<i>Contract Services</i>	1,786.92	0.00	(1,786.92)	
TOTAL Contract Services	1,786.92	0.00	(1,786.92)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	4,964.04	4,300.00	(664.04)	-15.4 %
TOTAL Repairs and Maintenance	4,964.04	4,300.00	(664.04)	-15.4 %
Utilities				
<i>Utilities</i>	9.24	0.00	(9.24)	
TOTAL Utilities	9.24	0.00	(9.24)	
Safety				
<i>Safety</i>	1,244.49	0.00	(1,244.49)	
TOTAL Safety	1,244.49	0.00	(1,244.49)	
TOTAL Operating Expenses	560,638.99	457,133.00	(103,505.99)	-22.6 %
***** OPERATING INCOME (LOSS)	(560,638.99)	(457,133.00)	(103,505.99)	-22.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
*Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 8*

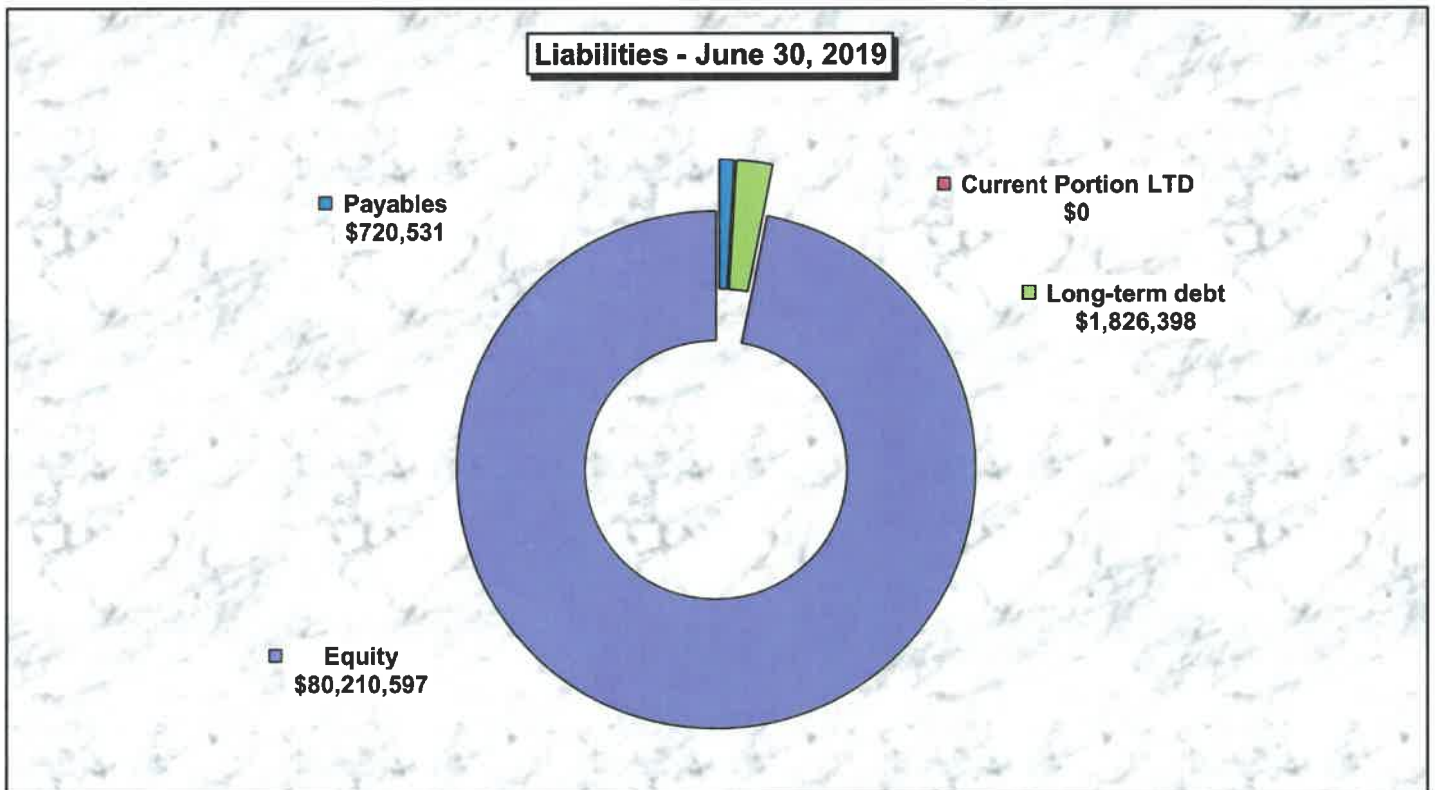
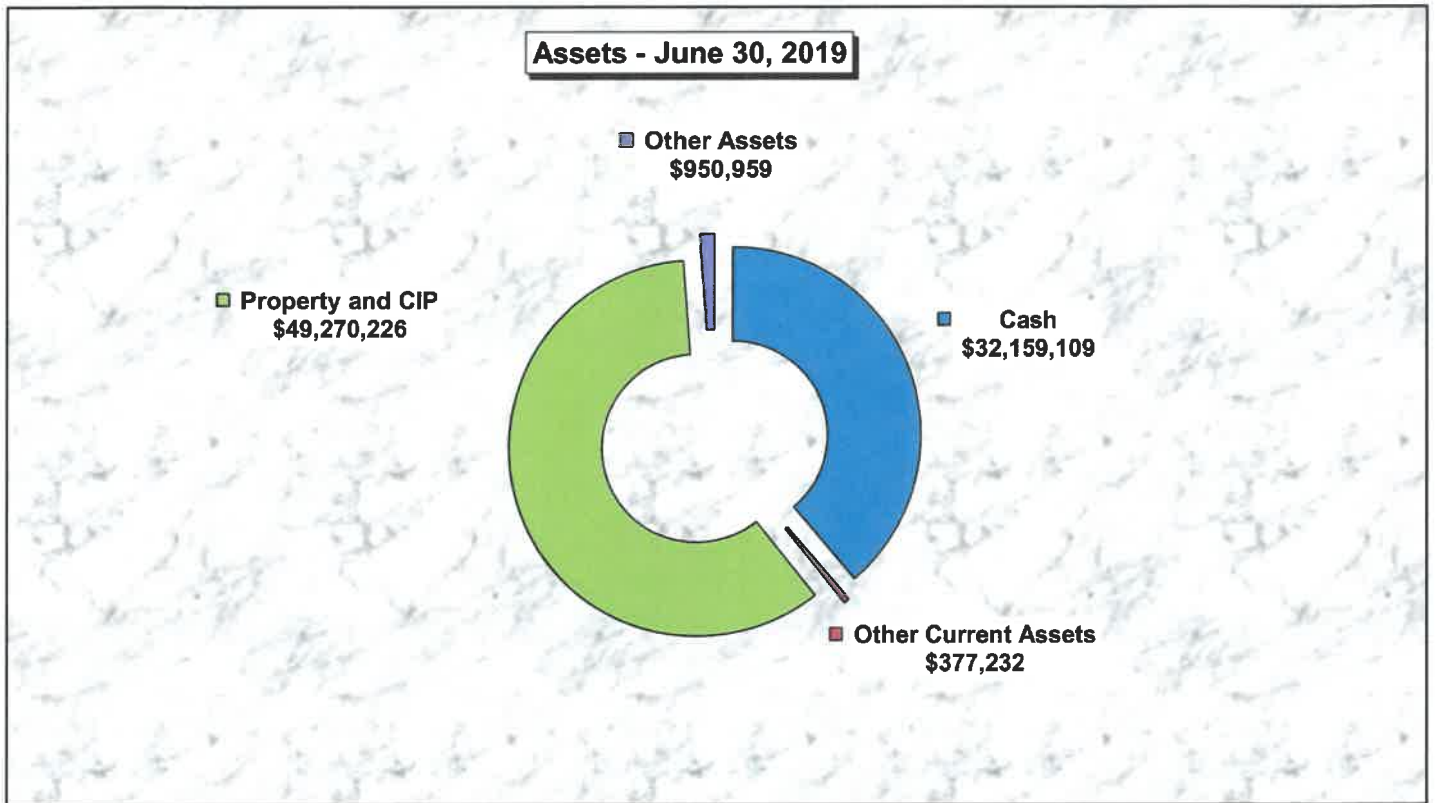
	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(560,638.99)	(457,133.00)	(103,505.99)	-22.6 %
***** NET INCOME (LOSS)	(560,638.99)	(457,133.00)	(103,505.99)	-22.6 %

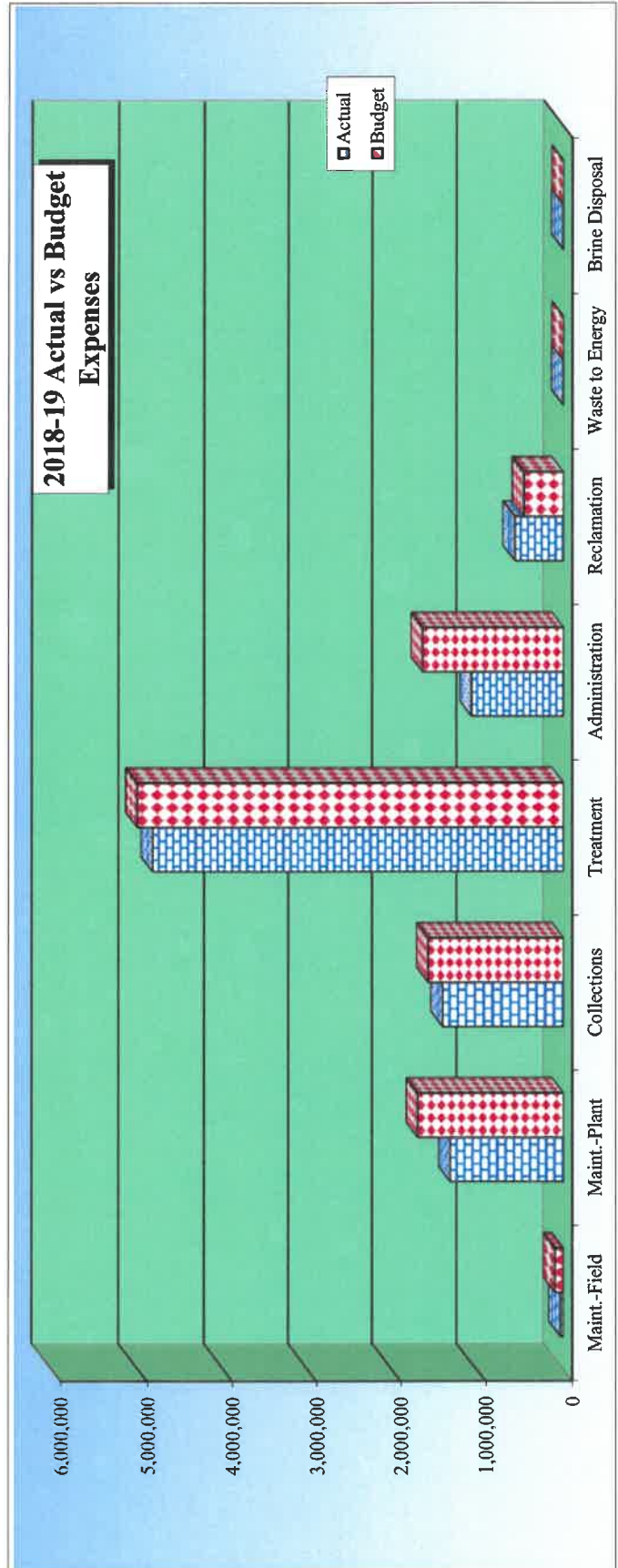
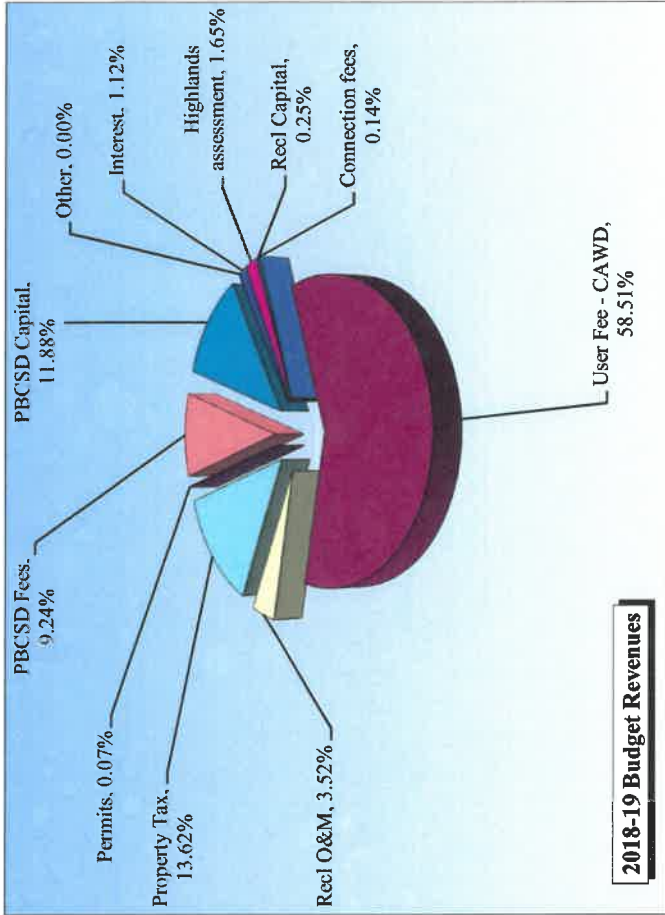
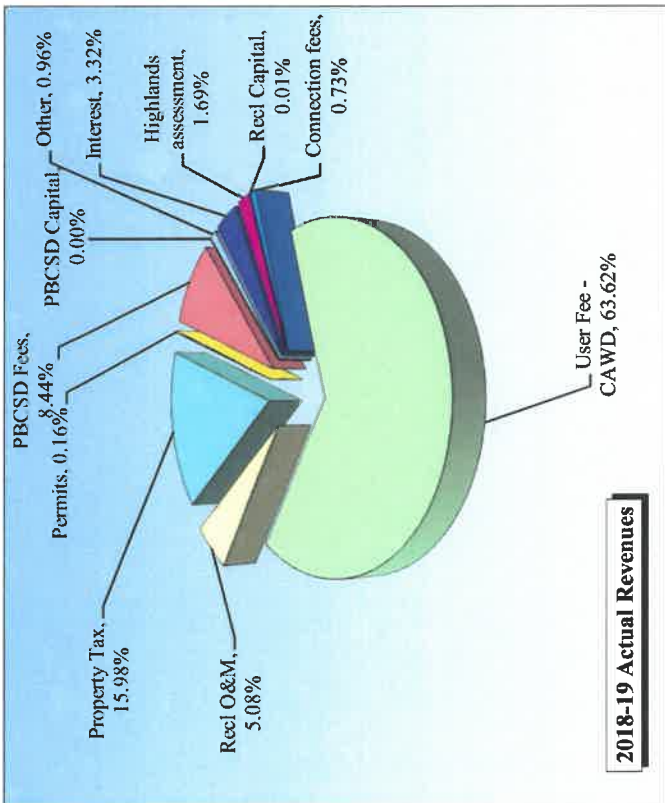
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 9

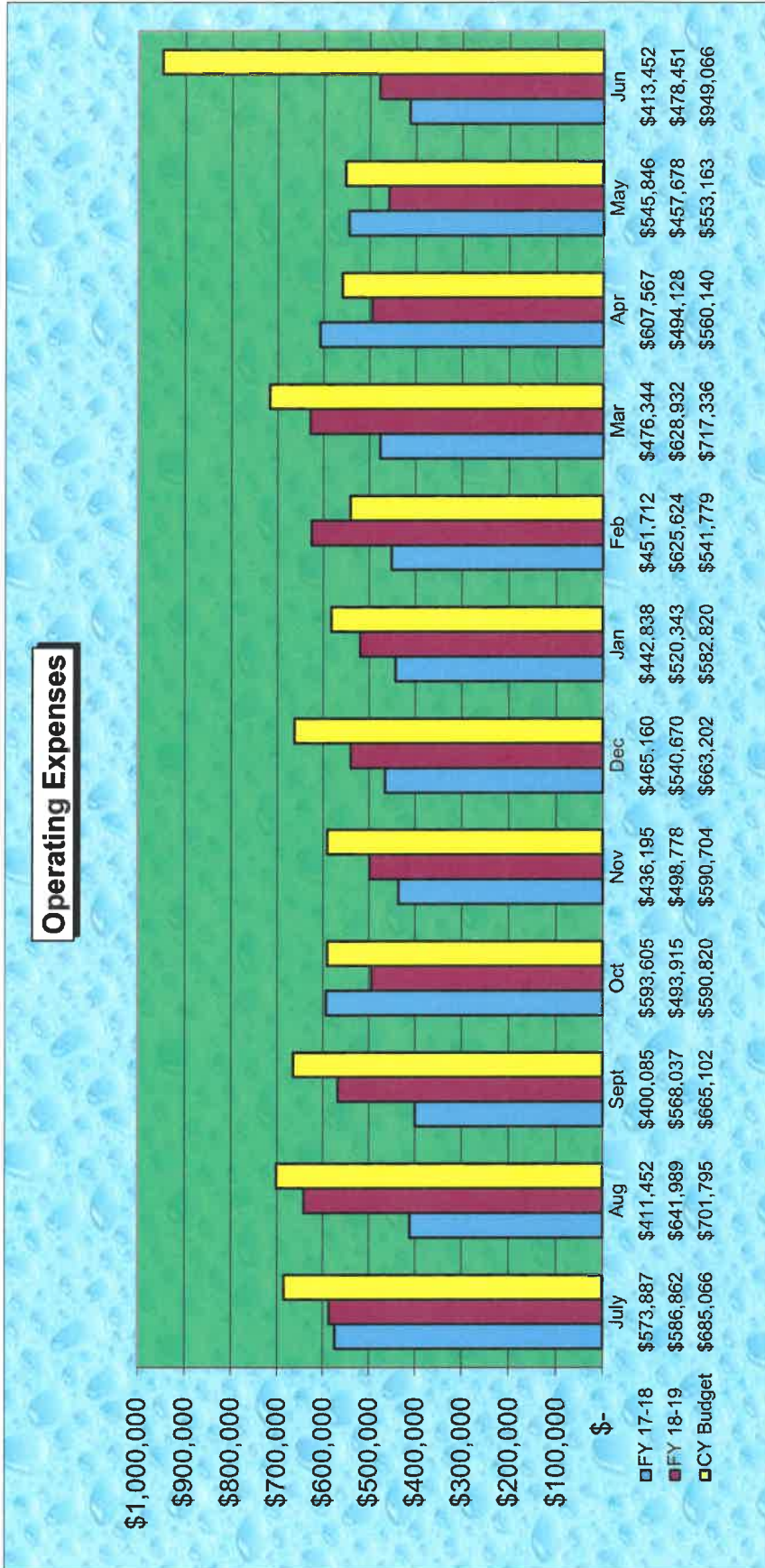
	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	3,486.64	0.00	3,486.64	
TOTAL Income	<u>3,486.64</u>	<u>0.00</u>	<u>3,486.64</u>	
*****	<u>3,486.64</u>	<u>0.00</u>	<u>3,486.64</u>	
***** OPERATING INCOME	<u>3,486.64</u>	<u>0.00</u>	<u>3,486.64</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	675.27	0.00	(675.27)	
TOTAL Salaries and Payroll Taxes	<u>675.27</u>	<u>0.00</u>	<u>(675.27)</u>	
TOTAL Operating Expenses	<u>675.27</u>	<u>0.00</u>	<u>(675.27)</u>	
***** OPERATING INCOME (LOSS)	<u>2,811.37</u>	<u>0.00</u>	<u>2,811.37</u>	
***** NET INCOME (LOSS)	<u>2,811.37</u>	<u>0.00</u>	<u>2,811.37</u>	
***** NET INCOME (LOSS)	<u>2,811.37</u>	<u>0.00</u>	<u>2,811.37</u>	

Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, June 2019 - current month, Consolidated by
account, Department 10

	<i>12 Months Ended June 30, 2019</i>	<i>12 Months Ended June 30, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	121,642.15	0.00	121,642.15	
TOTAL Income	<u>121,642.15</u>	<u>0.00</u>	<u>121,642.15</u>	
*****	<u>121,642.15</u>	<u>0.00</u>	<u>121,642.15</u>	
***** OPERATING INCOME	<u>121,642.15</u>	<u>0.00</u>	<u>121,642.15</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,541.14	0.00	(2,541.14)	
Payroll taxes	196.46	0.00	(196.46)	
TOTAL Salaries and Payroll Taxes	<u>2,737.60</u>	<u>0.00</u>	<u>(2,737.60)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,113.45	0.00	(1,113.45)	
TOTAL Repairs and Maintenance	<u>1,113.45</u>	<u>0.00</u>	<u>(1,113.45)</u>	
TOTAL Operating Expenses	<u>4,623.70</u>	<u>0.00</u>	<u>(4,623.70)</u>	
***** OPERATING INCOME (LOSS)	<u>117,018.45</u>	<u>0.00</u>	<u>117,018.45</u>	
***** NET INCOME (LOSS)	<u>117,018.45</u>	<u>0.00</u>	<u>117,018.45</u>	
***** NET INCOME (LOSS)	<u>117,018.45</u>	<u>0.00</u>	<u>117,018.45</u>	







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

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Mobile trailer HR office-unbudgeted		0	16,735	16,735	0	NA
		0	0	0	0	NA
<u>Collections</u>						
Highlands muffin monster-unbudgeted		0	12,554	12,554	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)		0	57,662	57,662	40,000	144.15%
Secondary Clarifier wiper/blade rehab		0	10,770	10,770	0	NA
SCADA Historian-(RECL 50%)		0	7,388	7,388	20,000	36.94%
		0	0	0	0	NA
RECL share		0	(22,913)	(22,913)	(13,332)	171.86%
PBCSD share (1/3 of cost)		0	(17,636)	(17,636)	0	NA
	0	0	64,560	64,560	46,668	NA

Total Capital Purchases 18-19

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

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
Treatment						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	0	2,325	935,201	13,195	17.62%
Storm water improvements	562,669	0	1,324	563,993	7,517	17.62%
Thickener (RECL 50%)	942,381	0	2,272	944,652	12,894	17.62%
Hypo/SBS (RECL 40%)	2,930,043	0	8,053	2,938,095	45,704	17.62%
Portable RAS pumping	1,118,978	0	3,180	1,122,158	18,051	17.62%
Digester firm capacity Improvements	5,340,025	0	15,907	5,355,932	90,283	17.62%
#1 Water improvements	377,108	0	831	377,939	4,718	17.62%
#3 Water system improvements	323,065	0	435	323,500	2,469	17.62%
Dewatering	1,278,111	0	3,026	1,281,137	17,173	17.62%
Standby & main power improvements	3,435,491	0	9,619	3,445,109	54,592	17.62%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	0	61,136	290,501	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Secondary Clarifier #1 Rehab	0	61,083	139,430	139,430	250,000	55.77%
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II PLC equipment	0	0	254,071	254,071	150,000	169.38%
WWTP Phase II Design	0	152,777	611,194	611,194	874,985	69.85%
Dewatering Elevator/Fall Safe Hatch	0	0	17,473	17,473	25,000	69.89%
RECL share		0	(6,417)	(1,654,091)	(24,729)	25.95%
PBCSD share (1/3 of cost)		(71,287)	(382,449)	(5,767,478)	(530,617)	72.08%
	17,802,761	142,573	764,897	11,534,955	1,061,235	NA
Total Long Term CIP Projects 18-19						
Total Capital (net of RECL and PBCSD)	19,209,974	197,586	1,073,301	12,811,579	1,453,060	NA

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Field

Safety -40.10% Training underbudgeted.

Maintenance - Plant

Office Expense -9.30% Computers and equipment underbudgeted.

Operating Supplies -31.40% Electrical supplies underbudgeted.

Utilities -236.50% Small dollar amounts, new phones and fiber line unbudgeted.

Memberships and Subscriptions -118.10% Small dollar amounts, memberships underbudgeted.

Collections

Truck and Auto Expenses -82.00% Diesel fuel underbudgeted.

Travel and Meetings -33.50% Employee training and conferences underbudgeted.

Treatment

Contract Services -32.80% Sea level rise study budgeted in capital. Consulting-Coastal Commission unbudgeted.

Safety -11.80% Emergency response supplies underbudgeted.

Administration

Operating Supplies -10.00% Personnel expenses underbudgeted-small dollar amounts: actual \$1,430, budget \$1,300.

Repairs and Maintenance -247.60% Building repairs underbudgeted-small dollar amounts; actual \$3,476, budget \$1,000.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

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

STAFF REPORT

TO: Board of Directors

FROM: Daryl Lauer, Collection Superintendent

DATE: July 25, 2019

SUBJECT: Monthly Report – June



RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in June	20
Total Fees.....	\$3,005.00

Maintenance

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

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
April	45,753 ft.	11.13%	6 – 10 inches
May	48,124 ft.	11.70%	6 – 12 inches
June	39,321 ft.	9.56%	6 – 12 inches

Construction Activities

Staff repaired the base and trough on three manholes in June. Confined space entry was made into the wet well at Calle La Cruz pump station to install a new transducer and relocate the float tree.

General Comments

The Collection System ran smoothly during the US Open.

Robert Bowman participated as part of the Confined Space Rescue team two-day training.

Service Calls Responded to by Crew

Date	Time	Callout	Resolution
6/7/19	2:01 PM	Power Outage at Calle La Cruz & Ribera Pump Stations	Staff monitored stations until power was restored.
6/23/19	12:49 PM	Backup into Business	Called by plumber for a backup into a business. Staff cleaned District mainline and found no problem. Informed business owner and plumber that the problem was in the private lateral.
6/24/19	9:39 AM	Lateral Spill	Called by homeowner for a lateral spill, owner advised to call their plumber.

USA Location Requests – 121

Plumbing permit inspections – 16

Private Sewer Lateral Compliance Certificates Issued – 2

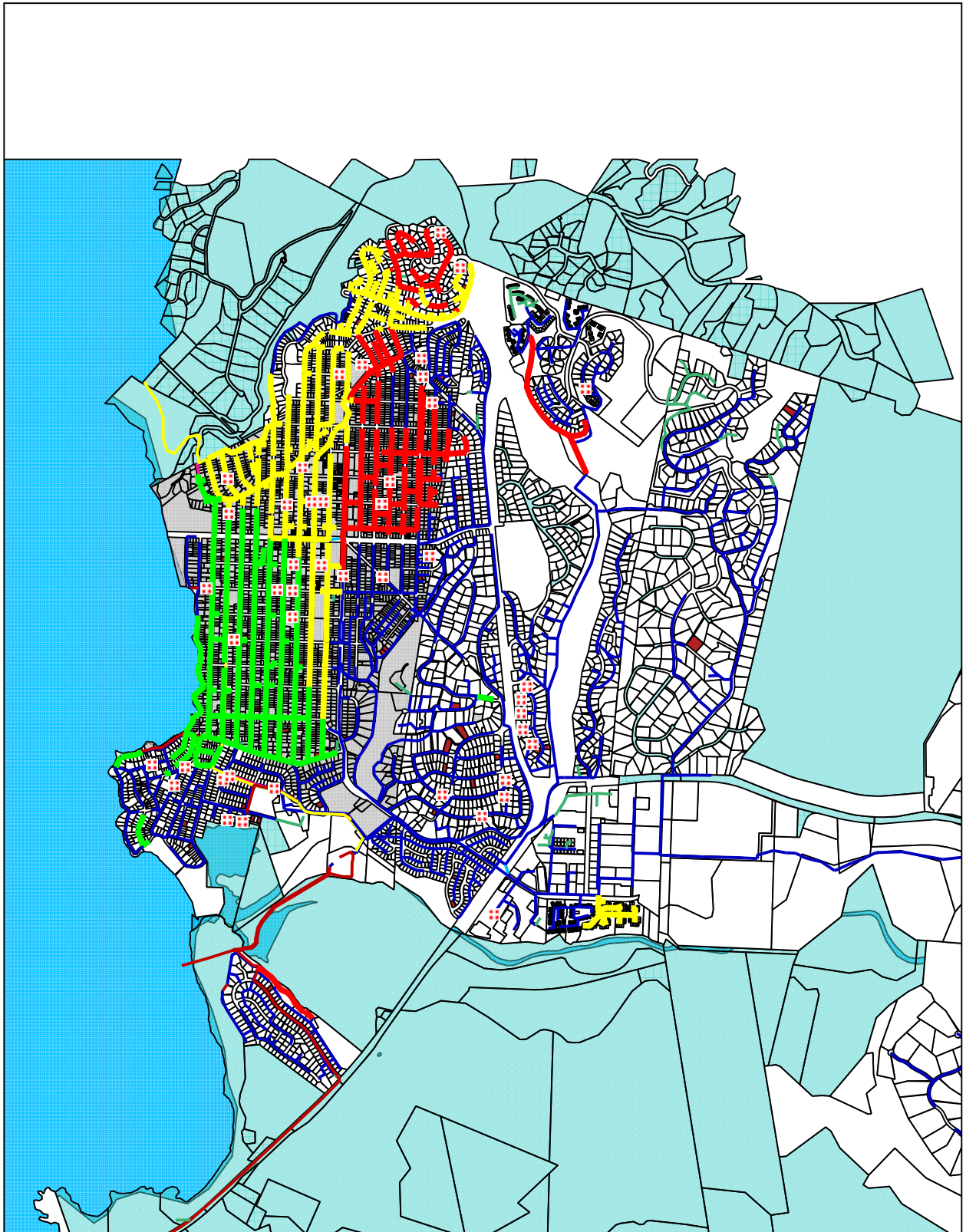
(See Example of Certificate)

FUNDING

N/A

April (Green) - 45,753 feet
May (Yellow) - 48,124 feet
June (Red) - 39,321 feet

Monthly Cleaning Map



7/12/2019





**Private Sewer Lateral
Program**

Compliance Certificate for Private Sewer Lateral

Parcel Address: 3945 Rio Rd.

Parcel Number: 000-000-000

Expiration Date: 7/25/29

Special Instructions: N/A

Retain this PSL certificate for your records for any future parcel sale, re-model greater than \$50,000.

Certificate Number: 1234

Issue Date: 7/25/19

Type: Lateral Compliance

STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: July 25, 2019

Subject: Monthly Report (for June 2019)



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

June 12- Tailgate training. Chris Dixon, Senior Operator, gave a presentation on tips to avoid over exertion via safe lifting techniques and prevention of heat exhaustion especially as we enter the summer months.

June 19- Tailgate training. Mark Dias, Safety/Compliance Administrator (S/C Admin Dias), presented a “how to” video on safe tick removal and debunked persistent removal myths such as using fire/matches, oils, fingernail polish, etc. The first aid boxes and the Collections crew will be supplied with tick removal tools.

June 26- Tailgate training. Daryl Lauer, Collections Superintendent, gave a presentation on improving the use of Personal Protective Equipment (PPE) by integrating it with the digital Standard Operating Procedures (SOP) program. SOPs have been developed for a wide range of Collections equipment (chainsaws, generators, VACCON, etc.). Each SOP includes directions for PPE and safety. The SOP program generates Quick Response (QR) label codes that are placed on the equipment. By scanning the QR code with a phone or tablet before the job, staff can download the SOP and ensure they bring the proper PPE to the job site.

External/Professional Training

June 5 and 6 – Supplemental Confined Space Rescue Training. Because of the plant’s location in the unincorporated area, fully equipped/trained external responders would

need to come from Seaside/Salinas. It is expected to take up to an hour for those responders to assemble, arrive, assess and begin meaningful assistance. Therefore; CAWD previously established a designated confined space “rescue team.” Training throughout the year is needed to maintain this response capability. For two days in June the CAWD rescue team received hands on training from a noted expert in this field. Emphasis was on practical, hands on training; especially how to speed up a rescue under realistic scenarios, using the actual equipment on-hand. Three rescue entries were completed, including an entry wearing Self Contained Breathing Apparatus (SCBA) gear. This approach was well received by the team and will be reinforced with the same trainer during the annual Safety Weeks training in September.

Ongoing Safety Improvements

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

- Respiratory Safety – gas levels at the Calle La Cruz lift station (Ribera Road).
Background; As described in previous reports, this lift station receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of dangerous hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first two options proved ineffective. The third option, dosing liquid calcium nitrate, was started in December and showed significant improvement. The dosage rate was increased in January/February. The results showed some additional improvement but did not fall in proportion to the dosage increase. The dosage was again increased in May to three times the initial dosage. The gas levels decreased only marginally which shifted focus to reducing the remaining gas generated from Pt. Lobos State Parks. This is a second effluent stream pumped separately to Ribera Road. **Update;** Collections staff constructed and installed a second dosing system at Pt. Lobos which became operational mid-July. Gas measurements will begin in late July. Monthly tracking continuing.
- Bulk aqueous ammonia system repairs. **Background;** as described in previous reports, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is outdoors at the tertiary building with permanent secondary containment. New gas monitoring equipment showed that ammonia vapors are escaping out of the tank lid during the filling process. Operations staff have consistently been required to wear respirators during deliveries. Until the system is improved, an Interim Operating Procedure (IOP) has been promulgated. Per the IOP staff are now required to remotely monitor the tank level at a safe distance using the wireless Supervisory Control and Data Acquisition (SCADA)

system rather than stand near the tank during filling. CAWD staff intends to retrofit the piping and venting rather than purchasing a replacement system. A pressure gauge was installed to determine the pressures generated during filling. The pressures were monitored during a delivery and showed that the tank lid essentially held zero pressure and ammonia levels were very high around the lid. A new, non-vented lid was installed in March. The pressure was monitored during a delivery and the system did not hold pressure. Using sulfur sticks staff confirmed both the lid and the pressure gauge are leaking. **Update:** An ammonia resistant sealant and a new gauge have been received and will be installed by late July. Once the system can be sealed, internal pressures will be documented during filling. The plant engineer will use this data to calculate specifications to retrofit the piping, connections and relief valves. Monthly tracking continuing.

- New Item - Slip prevention. It had been noted that during rain events and times of summer drizzle that the wooden deck between the trailers at the plant became very slippery. Because of this slip/fall hazard several rubber mats were used, however the rest of the deck remained slick. The deck was resurfaced using embedded grit and has worked very well on wet mornings. **Item closed.**
- New Item - Emergency Communications broadcasting. It had been noted that the methods to notify all plant staff of an emergency were not ideal. Specifically, the plant siren/klaxon located on the Operations building is not audible in the Lab; and most Collections staff do not have two-way radios on the same frequency as the plant staff. To improve emergency communications the new phone system was set up with a "broadcast" feature. This allows anybody near a phone to simply push a single button which immediately activates the speakers on all phones at the plant. S/C Admin Dias explained how the system works and confirmed the feature was operational at the lab and collections phones. A drill will be coordinated in July so staff in each building can practice using the system. **Item closed.**

Tours and Outreach

There were no tours given in June as the Monterey Peninsula College science class tour was rescheduled for early July.

Injuries; first aid responses; worker compensation claims

There were no worker's comp injuries/claims in June. There was one first aid incident where an employee sustained a cut to a fingertip while picking a sharp piece of metal. The cut was cleaned, bandaged and the employee returned to work without further complications. The updated matrix is below.

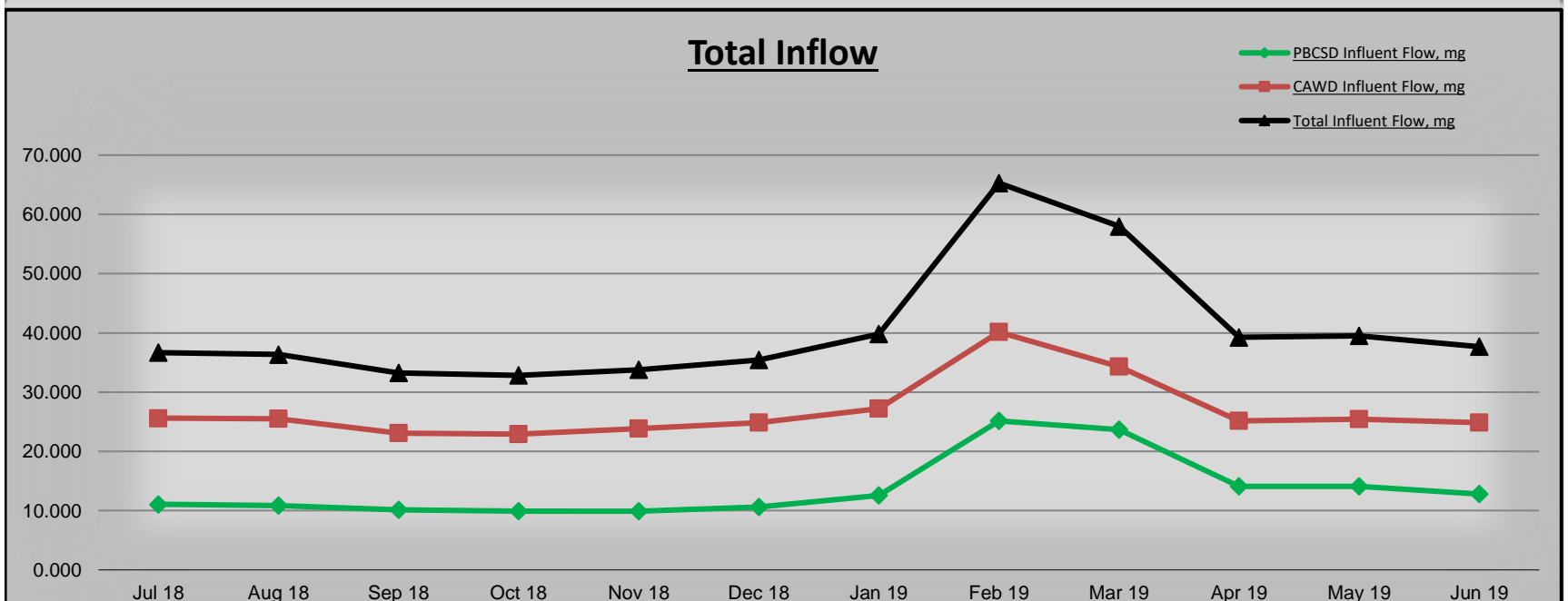
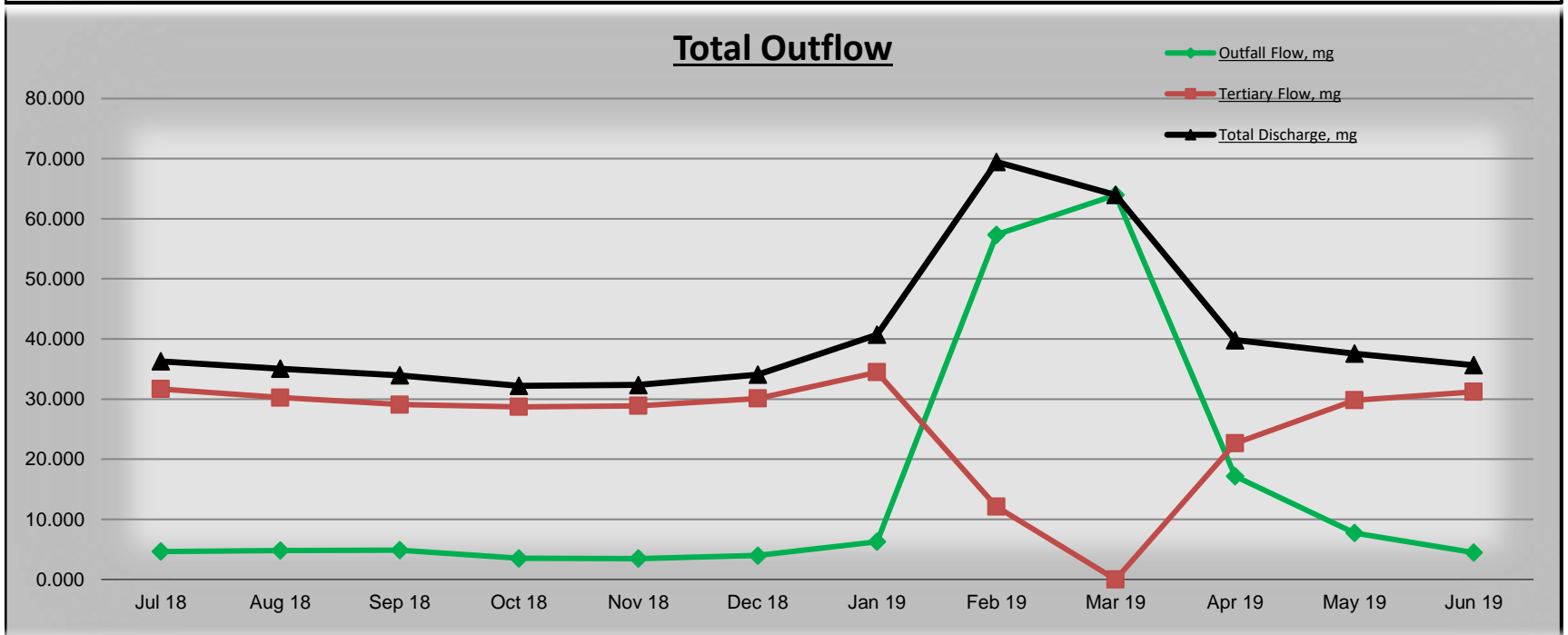
Work Related Injuries and Illnesses for 2019 Reporting Year					
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	0	0
First Aid (non-OSHA)	1	5	0	0	0

FUNDING

N/A- Informational item only

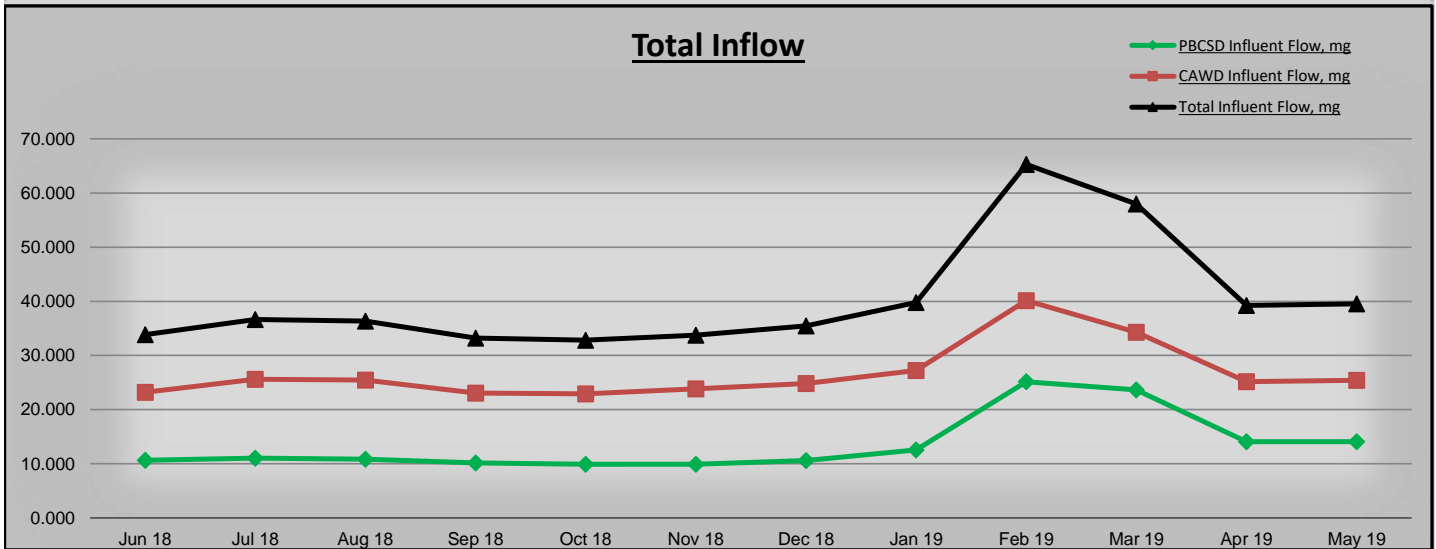
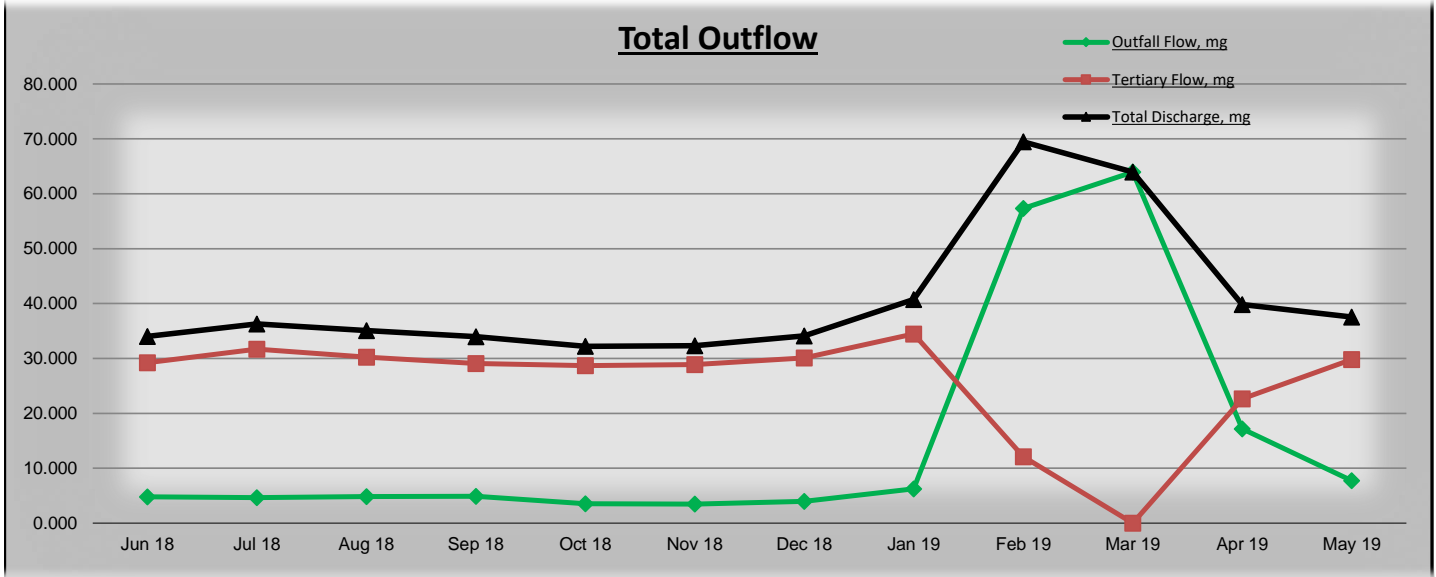
Wastewater Treatment Facility Operations Report

HYDRAULIC LOADINGS								2019 YEAR-TO-DATE	
Report for: June 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet		
CAWD Flow	24.856	0.828	0.805	0.920	66.005	189.87	582.44		
PBCSD Flow	12.802	0.427	0.352	0.612	33.995	89.56	274.73		
Total Plant Flow	37.658	1.255	1.157	1.532	100.00	279.44	857.16		
Tertiary Flow	31.196	1.040	0.923	1.296	82.840	130.23	399.49		
Ocean Discharge	4.450	0.148	0.124	0.191	11.817	156.91	481.32		
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
TERTIARY PROCESS HISTORY									
Total Annual Reclamation Production (2019)				130.23MG (399.69acre-ft.)					
Total Lifetime Reclamation Production (94-19)				8.05 BG (24.69 B acre-ft.)					
12 Month Rolling Total Reclamation Production				308.93 MG (948.12 acre-ft.)					
ELECTRICAL COSTS									
Monthly Totals	Jun '19 kWh	Price per kWh	Jun'19	May'19	Apr'19	Mar'19			
Secondary	121,483.00	\$ 0.199	\$ 24,190.38	\$ 23,692.08	\$ 20,378.22	\$ 20,620.81			
Blowers	51,819.36	\$ 0.177	\$ 9,165.27	\$ 8,501.44	\$ 7,660.09	\$ 6,406.28			
CAWD Total	173,302.36		\$ 33,355.65	\$ 32,193.52	\$ 28,038.31	\$ 27,027.09			
Tertiary	89,291.04	\$ 0.192	\$ 18,627.98	\$ 18,248.09	\$ 9,247.47	\$ 2,064.83			
MF/RO	127,753.00	\$ 0.209	\$ 27,347.31	\$ 21,568.26	\$ 18,985.21	\$ 1,689.48			
Reclaim Total	217,044.04		\$ 45,975.29	\$ 39,816.35	\$ 28,232.68	\$ 3,754.31			
Adjusted Monthly Totals (1)	CAWD Total		\$ 24,451.51	Reclamation Total		\$ 54,879.43			
kW-h Per Acre Foot									
	2018				2019				
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR	
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	N/A	N/A	
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	N/A	N/A	
MICROTURBINE SUMMARY									
Month	June '19 kWh	May'19	Apr'19	Mar'19	Accumulated Totals				
Production,kWh	10,409	0	0	0	714,294.00				
COMMENTS									
(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage									



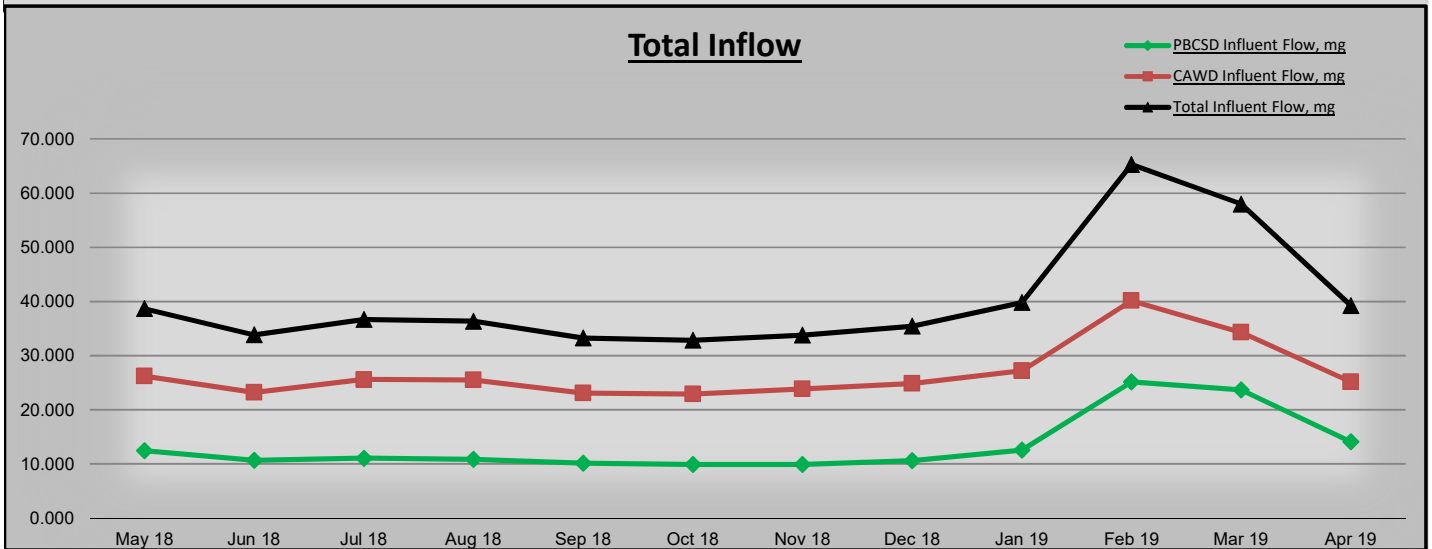
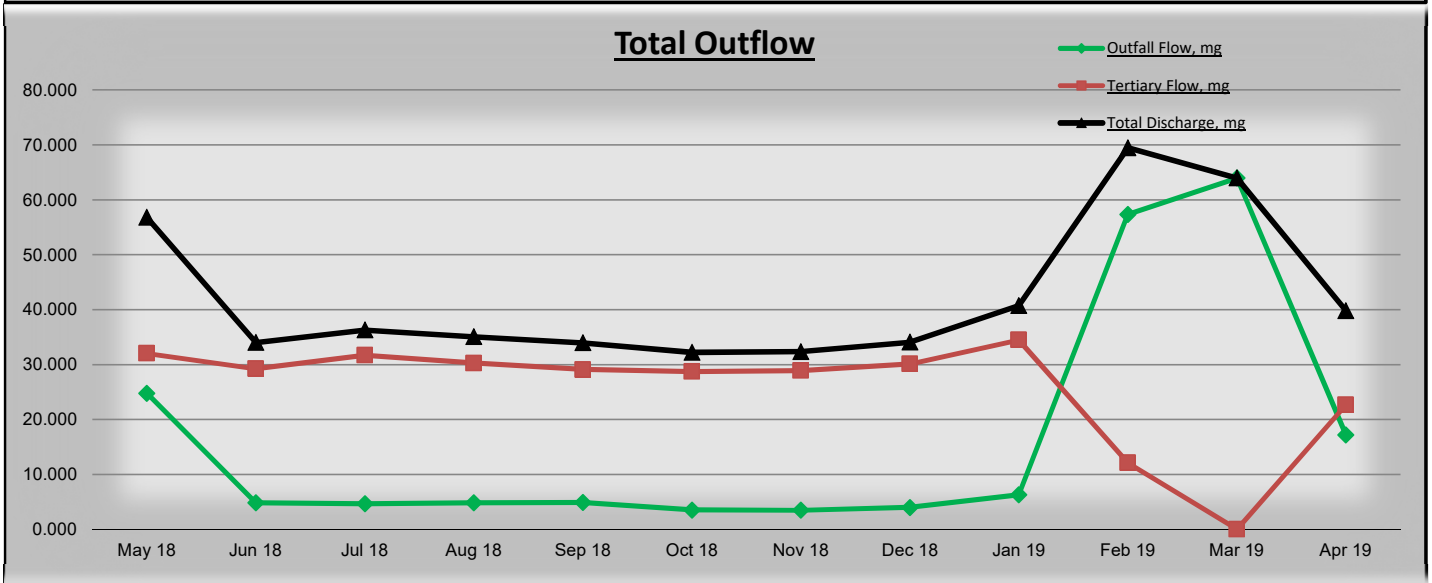
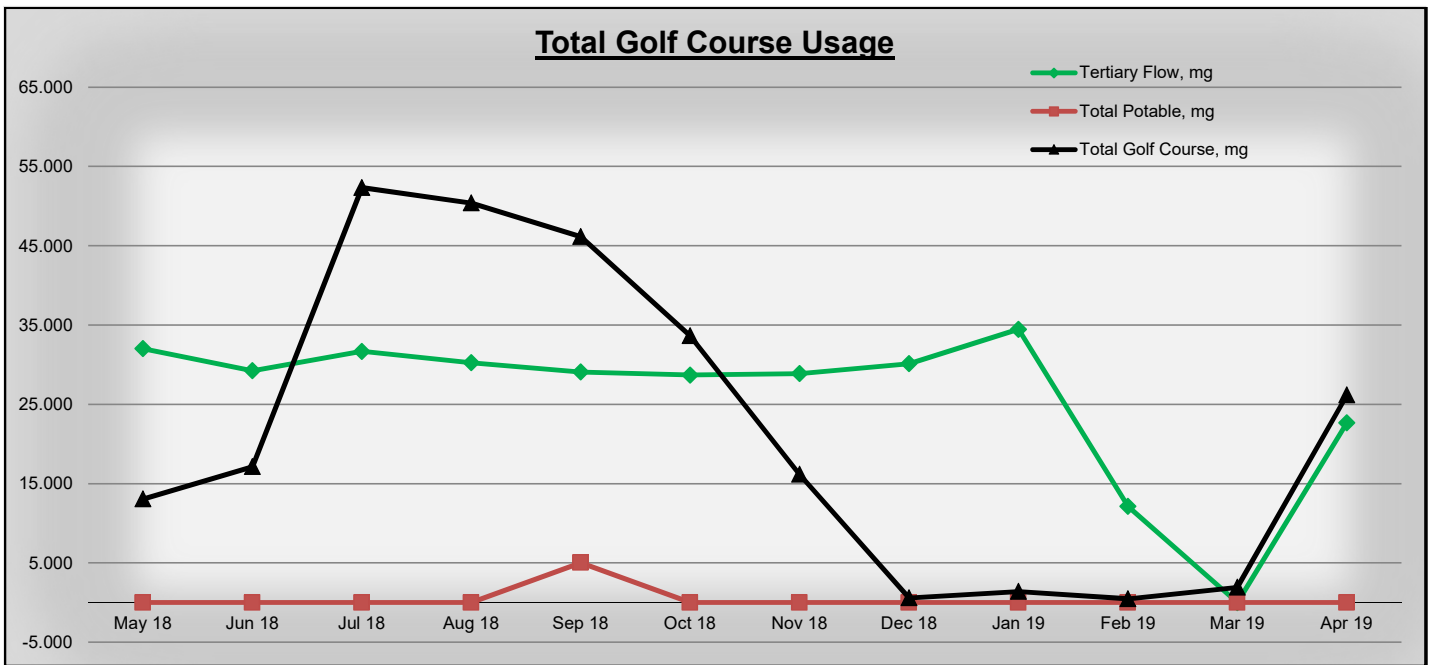
Wastewater Treatment Facility Operations Report

HYDRAULIC LOADINGS								2019 YEAR-TO-DATE	
Report for: May 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet		
CAWD Flow	25.428	0.820	0.727	1.111	64.344	152.22	466.92		
PBCSD Flow	14.091	0.455	0.366	0.651	35.656	89.56	274.73		
Total Plant Flow	39.519	1.275	1.093	1.762	100.00	241.78	741.65		
Tertiary Flow	29.806	0.961	0.209	1.373	75.422	99.04	303.79		
Ocean Discharge	7.753	0.250	0.084	1.647	19.618	152.46	467.67		
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
TERTIARY PROCESS HISTORY									
Total Annual Reclamation Production (2019)			99.04MG (303.95acre-ft.)						
Total Lifetime Reclamation Production (94-19)			8.01 BG (24.59 B acre-ft.)						
12 Month Rolling Total Reclamation Production			306.97 MG (942.08 acre-ft.)						
ELECTRICAL COSTS									
Monthly Totals	May '19 kWh	Price per kWh	May'19	Apr'19	Mar'19	Feb'19			
Secondary	144,776.00	\$ 0.164	\$ 23,692.08	\$ 20,378.22	\$ 20,620.81	\$ 21,715.86			
Blowers	47,406.32	\$ 0.179	\$ 8,501.44	\$ 7,660.09	\$ 6,406.28	\$ 6,014.36			
CAWD Total	192,182.32		\$ 32,193.52	\$ 28,038.31	\$ 27,027.09	\$ 27,730.22			
Tertiary	93,201.48	\$ 0.168	\$ 18,248.09	\$ 9,247.47	\$ 2,064.83	\$ 9,880.24			
MF/RO	102,744.00	\$ 0.196	\$ 21,568.26	\$ 18,985.21	\$ 1,689.48	\$ 7,268.91			
Reclaim Total	195,945.48		\$ 39,816.35	\$ 28,232.68	\$ 3,754.31	\$ 17,149.15			
Adjusted Monthly Totals (1)	CAWD Total		\$ 23,369.31	Reclamation Total			\$ 48,640.56		
kW-h Per Acre Foot									
	2018				2019				
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR	
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	N/A	N/A	N/A	
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	N/A	N/A	N/A	
MICROTURBINE SUMMARY									
Month	May '19 kWh	Apr'19	Mar'19	Feb'19	Accumulated Totals				
Production,kWh	0 (2)	0	0	0	703,885.00				
COMMENTS									
(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage									
(2) Micro Turbine system off-line the month of May due to equipment malfunction									



Wastewater Treatment Facility Operations Report (Amended)

HYDRAULIC LOADINGS								2019 YEAR-TO-DATE	
Report for: April 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet		
CAWD Flow	25.143	1.308	1.166	1.457	64.083	126.79	388.92		
PBCSD Flow	14.092	0.470	0.408	0.568	35.917	75.47	231.50		
Total Plant Flow	39.235	1.308	1.166	1.457	100.00	202.26	620.42		
Tertiary Flow	22.654	0.755	0.000	1.174	57.739	69.23	212.37		
Ocean Discharge	17.158	0.572	0.122	1.667	43.731	144.71	443.89		
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
TERTIARY PROCESS HISTORY									
Total Annual Reclamation Production (2019)				69.23MG (212.47acre-ft.)					
Total Lifetime Reclamation Production (94-19)				7.98 BG (24.50 B acre-ft.)					
12 Month Rolling Total Reclamation Production				309.19 MG (948.90 acre-ft.)					
ELECTRICAL COSTS									
Monthly Totals	Apr '19 kWh	Price per kWh	Apr'19	Mar'19	Feb'19	Jan'19			
Secondary	144,516.00	\$ 0.141	\$ 20,378.22	\$ 20,620.81	\$ 21,715.86	\$ 19,162.99			
Blowers	50,011.92	\$ 0.153	\$ 7,660.09	\$ 6,406.28	\$ 6,014.36	\$ 6,251.31			
CAWD Total	194,527.92		\$ 28,038.31	\$ 27,027.09	\$ 27,730.22	\$ 25,414.30			
Tertiary	54,990.20	\$ 0.144	\$ 9,247.47	\$ 2,064.83	\$ 9,880.24	\$ 12,687.06			
MF/RO	110,877.00	\$ 0.168	\$ 18,985.21	\$ 1,689.48	\$ 7,268.91	\$ 20,346.02			
Reclaim Total	165,867.20		\$ 28,232.68	\$ 3,754.31	\$ 17,149.15	\$ 33,033.08			
Adjusted Monthly Totals (1)	CAWD Total		\$ 20,485.65	Reclamation Total			\$ 35,785.34		
kW-h Per Acre Foot									
2018					2019				
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR	
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	N/A	N/A	N/A	
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	N/A	N/A	N/A	
MICROTURBINE SUMMARY									
Month	Apr '19 kWh	Mar'19	Feb'19	Jan'19	Accumulated Totals				
Production,kWh	0 (2)	0	0	0	703,885.00				
COMMENTS									
(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage									
(2) Micro Turbine system off-line the month of April due to equipment malfunction									



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: July 25, 2019

Subject: Monthly Report – June 2019

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- On June 5 & 6, 2019, Mr. Holland participated in the CAWD Confined Space Rescue Training at the Treatment Plant.
- On June 13, 2019, laboratory staff noticed that blue color water was coming into the Headworks of the Treatment Plant; this was anticipated as it was coming from the chemical waste trucks dumping chemical toilet waste into the collection sewer system from the US Open Golf Tournament at Pebble Beach.
- On June 17, 2019, the annual laboratory UPS Battery back-up system was serviced by Eaton. The Eaton Technician advised that the battery life is on its fifth year of service and should be replaced, the batteries are scheduled to be replaced on the 2019-2020 budget.

ENVIRONMENTAL COMPLIANCE REPORT

- CAWD Environmental Compliance Staff completed the second set of Stormwater Inspections for the City of Carmel for 2018-2019 contract. Mr. De Ocampo notified City of Carmel Environmental Compliance Manager Agnes Martelet of the completion and the billing invoice will be sent out.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Sushi Heaven	Yes		Stormwater Inspection*, SC Inspection
L'escargot	Yes		Stormwater Inspection*, SC Inspection
Akaoni	Yes		Stormwater Inspection*, SC Inspection
Tommy Wok	Yes		Stormwater Inspection*, SC Inspection
The Forge in the Forest	Yes		Stormwater Inspection*, SC Inspection
Hog's Breath Inn	Yes		Stormwater Inspection*, SC Inspection
Casanova's	Yes		Stormwater Inspection*, SC Inspection
Mulligan's Public House	Yes		Stormwater Inspection*, SC Inspection
Seventh & Dolores	Yes		Stormwater Inspection*, SC Inspection
Yeast of Eden	Yes		Stormwater Inspection*, SC Inspection
Carmel Valley Coffee Roasting			Stormwater Inspection*

* denotes that City of Carmel Environmental Compliance Manager is reviewing inspection notes to see if follow up is needed.

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
April 2019	100%	100%
May2019	99%	99%
June 2019	100%	100%

FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021	
						H1	H2	H1	H2	H1	H2	H1	H2
	66												
	Projects Implementation Plan Schedule												
	Treatment Plant Projects												
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	Mon 4/30/18	Thu 11/4/21	\$8,875,000.00								
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 12/31/19	\$140,000.00								
18-03	CMMS Improvements (Ops Rounds)	Foley	Wed 7/11/18	Mon 9/30/19	\$100,000.00								
18-10	Aeration Basin Improvements 18/19 (PARTIAL RECLAMATION)	Waggoner	Wed 6/27/18	Fri 6/21/19	\$100,000.00								
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Fri 8/30/19	\$250,000.00								
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Tue 7/13/21	\$300,000.00								
18-08	Standby Power Reliability Project	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00								
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Treanor/Young	Fri 3/15/19	Fri 3/6/20	\$125,000.00								
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Tue 6/30/20	\$510,000.00								
19-01	Critical Process Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Mon 6/29/20	\$100,000.00								
	Aeration Basin Improvements 19/20	Waggoner	Mon 7/1/19	Thu 4/30/20	\$140,000.00								
19-10	1 Water Corrosion Control	Waggoner	Mon 7/1/19	Fri 6/12/20	\$30,000.00								
	Cathodic Protection Testing	Treanor	Wed 7/3/19	Tue 6/30/20	\$30,000.00								
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00								
	Plant Fence Replacement	Treanor	Mon 12/2/19	Tue 7/20/21	\$150,000.00								
	Effluent Building Wet Well Mixing	Waggoner	Mon 2/3/20	Tue 6/30/20	\$60,000.00								
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00								
	Operations Bldg Basement Renovation	Waggoner	Mon 2/3/20	Tue 6/30/20	\$50,000.00								
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$0.00								
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00								
	Lagoon Crossing Rehabilitation	Treanor	Tue 2/1/22	Wed 6/1/22	\$300,000.00								
	RAS Pump/Piping Rehab	Treanor	Tue 2/1/22	Wed 6/1/22	\$0.00								
	Lunch Room MCC Replace with Panelboard	Foley	Wed 6/1/22	Thu 11/3/22	\$140,000.00								
	Treatment Plant Studies & O&M Manuals												
18-14	Sea Level Rise Study	Treanor	Tue 4/3/18	Tue 12/4/18	\$220,000.00								
19-14	BioWin Modeling	Treanor	Fri 6/28/19	Wed 3/4/20	\$50,000.00								
	Coastal Hazards Monitoring Plan	Treanor	Fri 11/1/19	Tue 9/1/20	\$35,000.00								
	Life Expectancy Analysis	Treanor	Wed 9/2/20	Fri 7/2/21	\$35,000.00								
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00								
	Reclamation Projects												
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Sun 6/30/19	\$100,000.00								

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021	
						H1	H2	H1	H2	H1	H2	H1	H2
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Wed 5/13/20	\$415,000.00	RO Pretreatment Acid Tanks and Containment							
18-25	EQ Basin Pump Electrical/Mechanical	Foley	Mon 10/8/18	Mon 9/30/19	\$80,000.00	EQ Basin Pump Electrical/Mechanical							
19-12	MF/RO Sound Barriers	Treanor	Tue 10/1/19	Mon 3/2/20	\$35,000.00			MF/RO Sound Barriers					
19-15	MF Feed Pipe Replacement	Treanor	Wed 1/29/20	Tue 6/30/20	\$35,000.00			MF Feed Pipe Replacement					
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00			Reclamation Line Cathodic Protection Testing					
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00			Painting Project					
	Reclamation Studies	Treanor	Mon 7/1/19	Tue 6/1/21	\$75,000.00			Reclamation Studies					
	MF/RO Performance Review	Treanor	Mon 7/1/19	Tue 3/31/20	\$40,000.00			MF/RO Performance Review					
	Reclamation 15-Year Asset Management Assessment	Treanor	Wed 7/1/20	Tue 6/1/21	\$35,000.00			Reclamation 15-Year Asset Management Assessment					
	Collections Projects					Collections Projects							
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 3/13/20	\$0.00	Pretreatment Ordinance							
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Fri 6/28/19	\$0.00	Highlands H2S Control							
18-17	Hatton Canyon Pipe Bursting and Road Maintenance	Lather	Wed 5/23/18	Wed 10/20/21	\$1,450,000.00	Hatton Canyon Pipe Bursting and Road Maintenance							
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Thu 2/13/20	\$600,000.00	Pump Station PLC/SCADA Replacement							
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Fri 3/15/19	Wed 2/10/21	\$1,294,000.00	Carmel Meadows Gravity Sewer Improvements							
19-11	Monte Verde at 2nd Ave Sewer Replacement	Lather	Thu 5/30/19	Thu 11/7/19	\$150,000.00	Monte Verde at 2nd Ave Sewer Replacement							
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Rio Road CIPP Lining Project							
18-27	Highlands FM ARVs	Lauer	Thu 8/1/19	Thu 11/14/19	\$60,000.00	Highlands FM ARVs							
	Highlands FM Flushing	Lauer	Tue 10/1/19	Mon 1/13/20	\$75,000.00	Highlands FM Flushing							
18-29	September Ranch Water and Sewer	Lather	Fri 3/1/19	Fri 7/30/21	\$0.00	September Ranch Water and Sewer							
19-13	Upper Rancho Canada Upsize Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Upper Rancho Canada Upsize Line							
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Rancho Canada New Development Line							
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Wed 9/30/20	\$55,000.00	Assessment Districts/Annexations							
19-09	2019 Mass Annexation	Lather	Fri 3/15/19	Mon 1/6/20	\$0.00	2019 Mass Annexation							
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Mon 1/6/20	\$0.00	Corona Road Assessment District							
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Mon 1/6/20	\$0.00	Riley Ranch Annexation/Connection							
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Wed 9/30/20	\$0.00	Carmel Valley Manor Sewer							
19-04	Yankee Point and Otter Cove Highlands Extension	Lather	Mon 5/6/19	Thu 1/9/20	\$55,000.00	Yankee Point and Otter Cove Highlands Extension							
	Collections Studies / Reports	Lauer/Lather	Thu 5/24/18	Fri 11/1/19	\$205,000.00	Collections Studies / Reports							
18-22	Capacity Study/Asset Management Plan	Lauer/Lather	Thu 5/24/18	Mon 11/26/18	\$100,000.00	Capacity Study/Asset Management Plan							
18-23	New Connections Master Plan	Lauer/Lather	Thu 8/30/18	Sun 6/30/19	\$0.00	New Connections Master Plan							
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Fri 2/1/19	Wed 7/17/19	\$75,000.00	Monte Verde and Bay/Scenic FM Assessment							
19-06	Collection System SSMP	Lauer/Lather	Mon 7/1/19	Fri 11/1/19	\$30,000.00	Collection System SSMP							



Staff Report

TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – June 2019

DATE: July 25, 2019

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant weathered the US Open, June 11th thru June 16th well considering that during this time period CAWD accepted the chemical toilet waste from the event. This waste had a high concentration of ammonia which placed a high oxygen demand on the activated sludge system. Plant staff made process control adjustment for the higher loadings, those adjustments were to the aeration system to prevent the facility from violating the National Pollutant Discharge Elimination System or the Water Reclamation Requirements.
- Project # 18-09 Operations and Maintenance staff assisted Rebuild-it Services Group, LLC in the installation of the Secondary Clarifier #1 gear drive

mechanism and bridge replacement work that started on May 27th. Punch list work will be performed once ERS finishes media blasting and coating of the launders, weirs, and sludge collection system which started on July 8th.

- Project #18-10 Operations and maintenance staff assisted Mathews Mechanical in installing the Environetics Director II Tank Baffle System in Aeration Basins #5 and # 6 during the week of June 17th, 2019. CAWD staff replaced 6 influent slide gates, three gates in each Aeration Basin during the same time period. PHI, Inc was on-site also during the week of June 17th evaluating their wedge mixing system and adjusting the equipment while working with CAWD staff on the aeration basin mixing pilot project.

Reclamation:

- CAWD Staff continues working with H2O Innovations on the remote communication and monitoring of the Micro Filtration and Reverse Osmosis systems to the following parties; Trussell Technologies, Scinor Water America, Evoqua Water Technologies and Carmel Area Wastewater District. CAWD staff is still waiting for the final connection and project equipment connections as of June 30th.
- CAWD staff performed a Clean-in-Place (CIP) on Micro Filtration (MF) cell number 3 which houses the Scinor membranes.
- Project # 18-24 Reclamation Sand Filter Integration Project is currently waiting for new air supply lines to sand lifting mechanisms to arrive on-site. Once on-site CAWD staff will install during the week of July 22nd and begin operations of sand filtration equipment including backwashing pumps and clarifier.

Training:

- Plant in-house training continues with weekly Safety meetings.
- Operations Superintendent continues Operations training on Tuesday afternoon on Operational Processes which is mandatory for Operations Staff and is available to Laboratory, Maintenance, Collection and any other CAWD employees.

Capital Improvement Phase 2

- Staff continues to communicate with Patrick Treanor (CAWD) on the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas; Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Staff attended a 95% design review for the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project at the treatment facility on June 10th.
- Monterey County Water Awareness Committee meeting June 13th, 2019 at Marina Coast Water District offices in Marina.
- Monterey Water Works Association Board meeting June 13th in Moss Landing.
- Telephone conference call on June 28th on Micro Filtration/Reverse Osmosis Operational Support from Trussell Technologies.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of June 2019.
- No Violations on the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 for the month of June 2019.

FUNDING

N/A-Informational item only

Respectfully Submitted,

Edward Waggoner

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: July 25, 2019

Subject: Monthly Maintenance Report – June 2019

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- The belt press local control panel has an obsolete PLC (Programmable Logic Controller) that requires replacement so that the functionality can be upgraded, and a new program can be implemented. Bryan Mailey Electric is rewiring the control panel based on the new design by Informative Controls.
- The slide gates in aeration basins 5 and 6 are being replaced with new units.
- The flow meter for the Reverse Osmosis reject water failed and was replaced. The specification for the new meter were challenging due to the low flow requirements and material compatibility. Staff worked with various vendors and a solution from Siemens was selected.

Upcoming Maintenance Projects

- All of the components have arrived for the 65kW microturbine exhaust and is scheduled for install in July. The Monterey Bay Air Resources District is issuing an updated permit to operate that includes one 30kW and one 65kW unit.
- ERS Industrial is scheduled to begin abrasive blasting and coating of secondary clarifier #1 on July 7th. A preconstruction site walk was held between ERS and CAWD staff to review safety plan and site containment plan.

- Research has been completed and hardware has been ordered for the lift station site to site communication upgrade. The new units will use an ultra-secure Virtual Private Network to send data and alarms from the lift stations to the treatment plant.

Staff Development

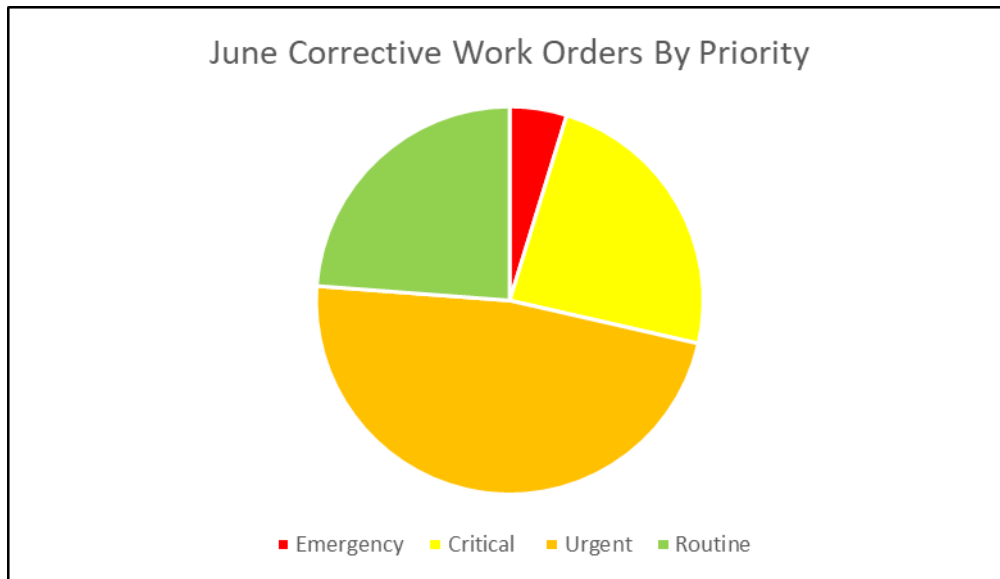
- An equipment demonstration on ultrasonic flowmeters was provided by Flexim Instruments. This started an interesting discussion on flowmeter applications, accuracy and types. Staff is now more knowledgeable in flow meter applications.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	186
Total Work Orders Closed/Done	158
Total Work Orders Still Open	28
Percentage of Work Orders Completed	84.95%

Corrective Maintenance



Emergency	1
Critical	5
Urgent	10
Routine	5

FUNDING

N/A- Informational item only

STAFF REPORT

To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: July 25, 2019
Subject: General Engineering



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Annexation, including Carmel Manor and Corona Road. An informational letter regarding the proposed annexation and assessment district formation was sent to residents in the area of Corona Road on June 24, 2019.

SRT Consultants (SRT) has completed the research portion (Task 1) of the due diligence engineering study of September Ranch water system and have completed much of the remaining tasks. Clear Peak is waiting until we have determined if there are any "red flags" or other things that would preclude CAWD from going forward before signing an agreement or providing funding for the rate consultant, Raftelis. We anticipate that CAWD will have sufficient information to make a decision regarding the water system by December 2019.

Dan Keig has not signed the agreement or provided funding for the Yankee Point Project design contract with MNS. Mr. Keig's attorney has indicated that he is working on a new amended version of the agreement. The Principal Engineer continues to work with the General Manager to resolve this issue with Mr. Keig.

Collections

On July 16, 2019 the mandatory pre-bid meeting was conducted for replacement of the Hatton Canyon pipeline. Addendum No. 1 was issued on July 3, 2019 that provided for escrow of bid documents. Seven contractors and the representative for TT Technologies (manufacturer of the pipe bursting equipment) attended the pre-bid meeting on July 16, 2019. Bids will be opened on July 23, 2019 and FEMA has a deadline of July 24, 2019 to provide funding for construction this year. The bids for this project will be brought to your Board at the July 25th meeting. If FEMA cannot give us approval in time for this year's construction window, we will either re-bid or delay award of the contract until next year.

FUNDING

N/A- Informational item only

Memorandum

TO: Board of Directors

FROM: Daryl Lauer, Collection Superintendent

DATE: July 25, 2019

SUBJECT: Vac-Con Combination Truck Purchase



RECOMMENDATION

It is recommended the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Atlantic Machinery, Incorporated for the purchase of a new Vac-Con Combination Sewer and Storm Drain cleaning truck in the amount of \$408,907.

DISCUSSION

Purchase of a new combination sewer cleaning truck was approved by the Board in the 2019/2020 budget. In anticipation of purchasing a new truck, Collections staff has been researching and testing trucks from multiple vendors. After completing this research, the Collections Superintendent has determined that the Vac-Con Model V350/850 Combination truck meets the District's needs. The truck can be purchased from Atlantic Machinery, Inc.

Because both the District and Atlantic Machinery, Inc. are members of the Sourcewell government-purchasing cooperative that enables public agencies to exercise joint purchasing powers, our District can get discount pricing on many items and services. Being part of the Sourcewell cooperative replaces the need for the District to get multiple bids. Sourcewell has already vetted a competitive bidding process in substantial compliance with the District's Purchasing Policy for its members and Atlantic Machinery, Inc. was the lowest bidder through that process for the Vac-Con trucks. The total bid amount for the truck, including license and taxes, is \$408,906.94.

FUNDING

The 2019-20 Collections Capital Equipment Budget includes \$410,000 for the purchase of a vacuum truck.

RESOLUTION NO. 2019-31

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH ATLANTIC MACHINERY, INCORPORATED FOR THE PURCHASE OF A VAC-CON COMBINATION SEWER AND STORM DRAIN CLEANING TRUCK IN THE AMOUNT OF \$408,907

-oOo-

WHEREAS, the Board of Directors authorized the FY2019-2020 capital budget expenditure of \$408,906.94 for the replacement of the Collections Department sewer cleaning combo vehicle; and

WHEREAS, Atlantic Machinery, Inc a member of Sourcewell government purchasing cooperative has been awarded lowest bid through the joint purchasing powers competitive bidding process; and

WHEREAS, Carmel Area Wastewater District is a member agency of the Sourcewell Government Purchasing Cooperative.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that accepts and awards the contract to Atlantic Machinery, Inc. in the amount of \$408,906.94 and authorizes the General Manager to execute a contract with Atlantic Machinery, Inc. for the equipment procurement.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: #18-28 - Landscape Design Contract for Planning work Regarding WWTP Perimeter Trees and Interior Landscaping – Hall Landscape Design

Date: July 25, 2019

RECOMMENDATION

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

DISCUSSION

This contract work would be the jumping off point for Project #18-28. The project would span the course of many years if the new tree plan proves to be feasible. The planning work included in this resolution aims to develop preliminary plans and strategies for potentially removing the eucalyptus trees that surround the WWTP and replacing them with native species. The eucalyptus trees provide an excellent visual screen of the WWTP from the surrounding area, however they do require ongoing maintenance including trimming the top of the trees to limit the height and mitigate trees falling in high winds. The trees were planted about 40 years ago and with proper care could potentially last another 100 years more.

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

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

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

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

FUNDING

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

ATTACHMENTS

1. Hall Landscape Design proposal dated 13 December 2018

⁸⁰
December 13, 2018

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

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

Dear Barbara,

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

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

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

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

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

81
December 13, 2018

Carmel Area Wastewater District
Attn. Barbara Buikema, General Manager

Landscape Design Proposal

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

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

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

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

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

Scott Hall, landscape architect
Hall Landscape Design



CC: Patrick Treanor, P.E. Plant Engineer

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

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

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

Work Order Agreement
December 13, 2018

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

II. Meetings

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

III. Reimbursement & Schedule of Fees

- A. Reproductions to be billed separately from the agreement
 - 1. Plots for review, presentation and etc. beyond the Preliminary meeting
 - 2. Engineering
 - 3. Biologists and other consultants required in the design.

B. Office Fee Schedule

- Principal Design + Meetings \$95hourly
- Principal Production..... \$80 hourly
- Staff / Design..... \$65 hourly

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

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

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

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

Signed by:

Barbara Buikema, General Manager CAWD

date:

RESOLUTION NO. 2019-32

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

-oOo-

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

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT

To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: July 25, 2019

Subject: 2019-20 Maintenance Contract with Bryan Mailey Electric



RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Mailey Electric in an amount not to exceed \$220,000 for fiscal year 2019-20 for electrical maintenance work.

DISCUSSION

The District has continued to rehabilitate the treatment plant electrical and control systems and been able to complete in-house electrical maintenance tasks that improve the plant. There is an ongoing need for electrical expertise and skillset that is not available internally.

The District can retain Bryan Mailey Electric to perform electrical maintenance work for the district. Bryan previously worked for Anderson Pacific during the Phase I upgrade and now has his own business. Bryan has a unique understanding of the District's electrical system and is very familiar with District standards. Qualified industrial electrical firms are difficult to find due to the economic environment and overall lack of skilled industrial electricians. Bryan's hourly rate is less than other firms and he has the required availability. Time and material rate sheets were requested from 3 firms and Bryan Mailey Electric had the lowest cost.

The District is also able to provide most of the material which result in significant cost savings by avoiding the contractor markup.

By utilizing a "not to exceed" time and material contract, staff is able to issue one contract while still managing the budget through the District work order and purchase order system.

FUNDING

The 2019-20 Plant Maintenance Budget \$150,000

The 2019-20 Collections Budget \$50,000

The 2019-20 Reclamation Budget \$20,000

RESOLUTION NO. 2019-33

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER
INTO A CONTRACT WITH MAILEY ELECTRIC FOR ELECTRICAL
SERVICES IN FISCAL YEAR 2019-20 IN AN AMOUNT NOT TO EXCEED
\$220,000

-oOo-

WHEREAS, the District requires the services of a qualified electrician on an ongoing basis for various projects at the treatment plant facility and the pump stations; and

WHEREAS, the District has vetted various local electrical firms and has determined that Mailey Electric has the necessary expertise and has been well satisfied with their work to date; and

WHEREAS, staff has determined the District would be better served by a "not to exceed" contract which contains defined insurance requirements, permitting and payment requirements; and

WHEREAS, the benefit of having an electrical firm on contract will increase efficiency and ensure that we are able to schedule work involving electrical needs in advance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report and

presentation made on July 225, 2019 that this proposal has merit and hereby authorizes the General Manager to enter into a contract with Mailey Electric for fiscal year 2019-20 in an amount not to exceed \$220,000.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: July 25, 2019

Subject: 2019-20 Engineering and Programming Contract for Informative Controls

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to execute a contract with Informative Controls for an amount not to exceed \$310,000 for fiscal year 2019-20 for Automation Control and Engineering Services.

DISCUSSION

The District continues the migration of the SCADA (Supervisory Control and Data Acquisition) System and upgrade of the PLC (Programmable Logic Controllers) hardware and programming.

A critical component of this system is the visualization screens, alarming and data logging. This contract would continue the work of migrating the alarms and the screens to the new system. The work would also include:

- Design and upgrade of hardware for the microturbine system and integration of the microturbines, boiler and flare.
- Continued improvement of the aeration system controls.
- Migration of remaining RSView32 treatment plant screens.
- Improved influent pump controls and alarming.
- Secondary clarifier SCADA speed control.

By utilizing a “not to exceed” time and material contract, staff is able to issue one contract while still managing the budget through the District work order and purchase order system.

The District evaluated multiple system integrators and determined that Informative Controls could provide the best solution due to onsite availability and extensive experience migrating SCADA systems.

FUNDING

The 2019-20 Capital Budget PLC Programming Update project. \$60,000

The 2019-20 Maintenance Budget. \$200,000.

The 2019-20 Reclamation Budget. \$50,000.

RESOLUTION NO. 2019-34

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER
INTO A CONTRACT WITH INFORMATIVE CONTROLS FOR
INTEGRATION SERVICES IN FISCAL YEAR 2019-20 IN AN AMOUNT
NOT TO EXCEED \$310,000

-oOo-

WHEREAS, the District requires the services of a qualified integrator on an ongoing basis for continued migration of the Supervisory Control and Data Acquisition (SCADA) System and upgrade of the Programmable Logic Controllers (PLC) hardware and programming; and

WHEREAS, the District has utilized Informative Controls in the past and determined that they have the necessary expertise and has been well satisfied with their work to date to allow them to continue the work of migrating the alarms and screens to the new system; and

WHEREAS, staff has determined the District would be better served by a "not to exceed" contract which contains defined insurance requirements, permitting and payment requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report and presentation made on July 25, 2019 that this proposal has merit and hereby

authorizes the General Manager to enter into a contract with Informative Controls for fiscal year 2019-20 in an amount not to exceed \$310,000.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: #18-07 - Invitation to Bid Digester No. 1 Cleaning

Date: July 25, 2019

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to invite bids for purging, dewatering, and cleaning of the inside of Digester No. 1 to remove it from service.

DISCUSSION

Project #18-07 is in the beginning stages. Detailed bid documents have been developed by CAWD staff, and staff is ready to initiate the public bidding process.

The new Digester No. 2 installed in the Phase 1 WWTP Rehabilitation Project has been online for about 1 year and has performed continuously without any problems. Now that Digester No. 2 has been proven to function well, Plant Staff is planning to take Digester No. 1 offline for an extended period. To take the Digester offline will require purging of the gas dome with inert gas, draining the tank, removing accumulated sediment, and pressure washing the inside of the digester. Digester No. 1 has not been taken offline and drained for about 20 years and so it is assumed there will be a significant amount of accumulated sediment to remove.

Taking Digester No. 1 offline is important to reduce the energy use currently required to mix and recirculate this tank. Digester No. 1 is scheduled for rehabilitation of structural components (cover and walls) and piping in about 5 years from now and will

remain offline until repairs are developed and implemented.

The cleaning is likely to begin in the Fall - accounting for the time required for bidding, award, and contractor mobilization.

FUNDING

The FY19/20 CAWD Treatment Plant Long Term Capital Budget includes \$125,000 for Item #5 - "Digester No. 1 Cleaning".

RESOLUTION NO. 2019-35

RESOLUTION AUTHORIZING INVITING BIDS FOR "DIGESTER NO. 1 CLEANING"

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding Digester No. 1 Cleaning invitation for bids;

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

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

1. That the Digester No. 1 Cleaning plans and specifications are hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the District staff is hereby directed to publish a Notice requesting bids for the aforesaid "Digester No. 1 Cleaning" project once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District.
4. Sealed proposals or bids shall be delivered to the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25th, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: #18-01 – Design Budget Amendment for Elec/Mech Rehabilitation and Sludge Holding Tank Project

Date: July 25, 2019

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize a budget amendment for additional design work by Kennedy/Jenks Consultants associated with Project #18-01 Elec/Mech Rehabilitation and Sludge Holding Tank Project in the amount of \$39,170.

DISCUSSION

Project #18-01 is in the 95% design stage meaning that design is near completion. During the FY19/20 budget process CAWD staff determined that it would be more efficient to combine a few additional small rehabilitation projects into the larger “Elec/Mech Rehabilitation” Project that were previously envisioned to be completed as separate in-house projects.

The work proposed to be added is adjacent to other work in the #18-01 design in the Chlorine Contact Building and the Effluent Pump Station. The work includes disinfection analyzer rehabilitation, Effluent Pump Station large bubble mixing system (Reclamation), and design of Input/Output wiring for the new Chlorination Building Programmable Logic Controller. The work associated with these items was originally estimated to cost about \$200,000 to design and complete the installation in-house. Including this work in the larger project will allow for integration of design and

streamlined implementation.

FUNDING

The Kennedy/Jenks fee for proposed design and bid services was originally \$874,985 and this \$39,170 amendment is the only budget amendment to date. Funding will come from FY19/20 CAWD Treatment Plant Long Term Capital Budget for Item #1.

RESOLUTION NO. 2019-36

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDED CONTRACT WITH KENNEDY/JENKS CONSULTANTS FOR PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$39,170 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE "WASTEWATER TREATMENT PLANT (WWTP) ELEC/MECH REHAB AND SLUDGE HOLDING TANK PROJECT"

-oOo-

WHEREAS, the District requires additional professional services from Kennedy/Jenks Consultants for WWTP rehabilitation design associated with chlorine analyzers, effluent wet well mixing, and programmable logic controls; and

WHEREAS, Kennedy/Jenks Consultants has performed adequately under the existing contract previously authorized by the Board and has demonstrated expertise in the field of services required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into an amended professional services agreement to increase the prior contract amount by \$39,170, with Kennedy/Jenks Consultants for additional design scope for the "WWTP Elec/Mech Rehabilitation and Sludge Holding Tank Project".

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Award Recommendation –
Monte Verde Sewer at 2nd Avenue Sewer Replacement
Project #19-11

Date: July 25, 2019

RECOMMENDATION

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

- Adopt a resolution awarding a contract for the Monte Verde Extension at 2nd Avenue Sewer Replacement project to the lowest qualified responsible bidder.
- Authorize the General Manager to sign and execute a contract with the lowest qualified bidder for construction of the project.

DISCUSSION

The board approved Resolution No. 2019-19 on May 30, 2019 authorizing solicitation of bids for construction of the Monte Verde at 2nd Avenue project. A mandatory pre-bid site visit was conducted on June 25, 2019 with representatives from five construction companies in attendance.

Two sealed bids were opened on July 18, 2019 at the District office and the results are provided in the following table.

BIDDER	BID AMOUNT
Engineer's Estimate	\$80,000
Don Chapin Company	\$105,540
Monterey Peninsula Engineering	\$91,100

The lowest qualified responsible bidder was determined to be Monterey Peninsula Engineering in the amount of \$91,100. The bid tabulation is provided below. The Engineer's Estimate for the project is \$80,000.

Monterey Peninsula Engineering Bid Tabulation

Item No.	Description	Quantity	Unit	Unit Price	Total
1.	Mobilization/Demobilization to include mobilizing labor, equipment and materials to the job site, all insurance bonding costs, cleanup and demobilization.	1	LS	10,000	10,000
2.	Dewater, if required, and sustain an adequately-sized sewer bypass system throughout duration of the project.	1	LS	2,500	2,500
3.	Road repair, subgrade preparation and all baserock and asphalt required to repair private road.	1	LS	12,000	12,000
4.	Sewer line excavation and off haul of materials unsuitable for backfill.	1	LS	1,000	1,000
5.	Connect existing lateral to new main	5	EA	2500	12,500
6.	Sewer line replacement, 8" diameter pipe meeting specifications. Specify Material: C900 SDR26 green pipe	380	Lft	125	47,500
7.	Trench safety and shoring.	1	LS	500	500
8.	Storm water compliance.	1	LS	100	100
9.	Traffic Control and site safety.	1	LS	5,000	5000
TOTAL BID AMOUNT		\$91,100			

FUNDING

The FY19/20 CAWD Collections Capital Budget includes \$200,000 for sewer lines.

RESOLUTION NO. 19-37

RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE “MONTE VERDE EXTENSION AND 2ND AVENUE SEWER LINE REPLACEMENT” AND AUTHORIZING GENERAL MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST QUALIFIED BIDDER IN THE AMOUNT OF \$91,100

-oOo-

WHEREAS, the Board of Directors authorized solicitation for bids for the Monte Verde Extension and 2nd Avenue Sewer Replacement project on May 30, 2019; and

WHEREAS, there were two bids received at the bid opening on July 18, 2019 and the lowest responsible bid was determined to be Monterey Peninsula Engineering (MPE); and

WHEREAS, the Engineer’s Estimate for the project was \$80,000 and all bids were competitive between bidders.

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

1. That the Board accepts the bid of the lowest responsible bidder (i.e. MPE) and awards the contract for the above-mentioned project to said bidder at the price specified in the bid of \$91,100.
2. That the Board authorizes the General Manager to approve project change orders not to exceed 5% of bid amount (\$4,555).
3. That the Board authorizes and directs the General Manager to execute a written contract with the successful bidder, MPE, for an amount not to exceed \$91,100.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 25, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Award Recommendation –
Hatton Canyon Pipeline Replacement
Project #18-17

Date: July 25, 2019

RECOMMENDATION

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

- Adopt a resolution determining and designating the lowest responsive and responsible bidder for the Hatton Canyon Pipeline Replacement Project.
- Consistent with the Notice to Bidders, upon grant funding for the Project being secured from the California Governor's Office of Emergency Services (Cal OES) Hazard Mitigation Grant program, award a contract to the low bidder.
- Contingent upon award of the contract, authorize the General Manager to execute the contract with the low bidder for construction of the Project.
- If the award is not made prior to August 22, 2019, the time through which all bidders are required to hold open their bids, authorize staff to either: (1) negotiate with the designated low bidder concerning an extension of the time during which the low bidder will hold open its bid; or (2) reject all bids and cancel the Project.

DISCUSSION

The Board approved Resolution No. 2019-13 on June 27, 2019 authorizing solicitation of bids for construction of the Hatton Canyon Pipeline Replacement Project, contingent on receiving grant funding. A mandatory pre-bid site visit was conducted on July 16, 2019 with representatives from four construction companies in attendance, a representative from TT Technologies (manufacturer of pipe bursting equipment), and representatives

from MNS Engineering (the design engineer).

Sealed bids were opened on July 23, 2019 at the District office and the results will be presented to your Board at the July 25, 2019 Board meeting. In addition, staff will be in contact with Cal OES in order to determine if grant funding will provide an update to your Board at the meeting.

The Engineer's Estimate for the project is \$1.12 million.

FUNDING

The FY 19/20 CAWD Collections Capital Budget includes \$1.4 million for this project.

HATTON CANYON SEWER REPLACEMENT KJ WOODS CONSTRUCTION – BID TABULATION

Item No.	Description	Quantity	Unit	Unit Price	Total \$
1.	Mobilization and demobilization	1	LS	50,000	50,000
2.	Environmental protection	1	LS	9,200	9,200
3.	Dewater and sustain adequately-sized bypass system	1	LS	10,000	10,000
4.	Sheeting, shoring, bracing, and excavation safety	1	LS	25,000	25,000
5.	Replace existing 6-inch PVC and 8-inch VCP sewer main with 10-inch HDPE DR17, IPS pipe	5,580	LF	150	837,000
6.	Repair sewer sag	100	LF	250	25,000
7.	Reconnect sewer lateral	6	EA	2,000	12,000
8.	Manhole exterior sealing	20	EA	2,000	40,000
9.	Install 48-inch sewer manhole	1	EA	14,000	14,000
10.	Demolish and replace concrete surrounding SSMH O803 and reset frame and cover	1	LS	2,500	2,500
11.	Raise manhole frame and cover 24 inches	6	EA	500	3,000
12.	Raise manhole frame and cover 6 inches	1	EA	300	300
13.	Plug existing inlet and restore manhole bench	2	EA	1,000	2,000
14.	Repair crack in existing manhole SSMH P801 barrel	1	LS	500	500
15.	Remove and replace grade rings and reset existing frame and cover on SSMH P802	1	LS	500	500
16.	Remove and replace existing manhole cone and chimney section on SSMH R822	1	LS	4,000	4,000
17.	Replace existing frame and cover on SSMH R823	1	LS	500	500
18.	Bike Path Restoration	100	SF	25	2,500
TOTAL BID AMOUNT		\$1,038,000			

BIDDER	BID AMOUNT
Engineer's Estimate	\$1,120,000
KJ Woods Construction, Inc.	\$1,038,000

RESOLUTION NO. 2019-38

A RESOLUTION DETERMINING AND DESIGNATING THE LOWEST RESPONSIBLE BIDDER FOR HATTON CANYON PIPELINE REPLACEMENT PROJECT, AND CONSISTENT WITH NOTICE TO BIDDERS UPON RECEIPT OF GRANT FUNDING, AWARD A CONTRACT TO THE LOWER BIDDER, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE SAID CONTRACT WITH THE LOW BIDDER, AND IF THE GRANT FUNDING IS NOT SECURED PRIOR TO AUGUST 22, 2019 AUTHORIZE STAFF TO EITHER NEGOTIATE AN EXTENTION WITH THE DESIGNATED LOW BIDDER OR REJECT ALL BIDS AND CANCEL THE PROJECT

-oOo-

WHEREAS, the District authorized solicitation of bids for construction of the Hatton Canyon Pipeline Replacement Project at its regular June 27, 2019 meeting contingent on receiving FEMA grant funding; and

WHEREAS, the District will open sealed bids on June 23, 2019 and present the results to the Board at its July 25, 2019 meeting; and

WHEREAS, staff will remain in contact with FEMA to determine if grant funding is awarded; and

WHEREAS, the Board determines and designates KJ Woods Construction, Inc. as the lowest responsive and responsible bidder for the Hatton Canyon Pipeline Replacement Project and consistent with the Notice to Bidders, upon grant funding for the project being secured from the California

Governor's Office of Emergency Services (CalOES) Hazard Mitigation Grant Program awards a contract to the low bidder and contingent upon award of the contract authorizes the General Manager to execute said contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report and presentation made on July 25, 2019 that:

- It determines and designates KJ Woods Construction, Inc. as the lowest responsible and responsive bidder for the Hatton Canyon Pipeline Replacement Project in the amount of \$ 1,038,000; and
- Consistent with the Notice to Bidders, upon grant funding for the Project being secured from CalOES Hazard Mitigation Grant program awards a contract to KJ Woods Construction, Inc.; and
- Authorizes the General Manager to execute said contract with KJ Woods Construction, Inc. contingent upon securing grant funding; and
- If the grant funding is not secured prior to August 22, 2019, staff is authorized to either (1) negotiate with the designated low bidder concerning an extension of the time during which the low bidder will hold open its bid; or (2) reject all bids and cancel the Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of
the Carmel Area Wastewater District duly held on July 25, 2019, by the following
vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: July 25, 2019
Subject: Reimbursement Report 2018-19



RECOMMENDATION

It is recommended that the Board of Directors pass a motion to accept the Reimbursement report for fiscal year 2018-19.

DISCUSSION

In accordance with Government Code 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

The District will post this report on its web site under the Financial tab.

FINANCIAL

No impact – this information is currently reported on the monthly Disbursement Report. This report represents a compilation of fiscal year reimbursements over \$100.

**Carmel Area Wastewater District
2018-19 Annual Reimbursement Report Over \$100**

Date	Check	Vendor	Description	Amount
06/01/19	33759	Patrick Treanor	Reimbursement for professional license	115.00
08/29/18	32741	Christopher Foley	Reimbursement for OIT certificate	125.00
10/17/18	32913	Fanny Mui	Conference expenses	125.79
04/12/19	33579	Rachel Lather-Hidalgo	Conference expenses	135.16
10/17/18	32928	Michael Skinkle	Conference expenses	136.75
06/01/19	33722	Andrew Millington	Cal State Sacramento class expenses	143.44
10/17/18	32904	Christopher Foley	Conference expenses	145.00
07/02/18	32527	Christian Schmidt	Reimbursement of excess deduction	149.38
11/02/18	32983	Christian Schmidt	Certificate renewal	150.00
07/02/18	32537	Fanny Mui	Reimbursement for certification test	165.00
12/03/18	33085	Michael Hooks	Tuition reimbursement	167.00
02/14/19	33364	Michael Hooks	Training class	167.00
06/18/19	33806	Michael Hooks	Training class expenses	167.00
05/03/19	33646	Michael Hooks	Employee certificate	170.00
05/03/19	33614	Barry Blevins	Conference expenses	181.93
02/01/19	33308	Ken White	Replace lost compensation check	184.70
08/01/18	32648	Kevin Young	Annual CWEA membership reimbursement	188.00
03/01/19	33417	Mark Dias	Reimbursement for class meals and safety gear	188.22
05/03/19	33656	Raymond DeOcampo	Training expenses	192.30
08/29/18	32753	Gregory Ange	Reimbursement for certification	195.00
03/01/19	33434	Rachel Lather-Hidalgo	FOG collection system workshop	196.00
03/22/19	33496	Christopher Foley	Detailing boat used for outfall repair	200.00
06/01/19	33743	Fanny Mui	Reimbursement for work boots	212.86
10/01/18	32844	Barry Blevins	Work boots	218.49
08/15/18	32709	Raymond DeOcampo	CWEA membership and lab analyst certificate renewal	285.00
06/18/19	33771	Andrew Millington	Tuition (\$167.00), Textbook (\$111.53), Parking (\$20)	298.53
05/15/19	33710	Robert Bowman	Electrical workshop expenses	306.00
06/18/19	33773	Barry Blevins	Training class expenses	316.18
05/03/19	33633	Fanny Mui	Conference expenses	383.19
03/28/19	33525	Gregory Ange	Exam fee and certificate for Grade III	465.00
07/02/18	32524	Barry Blevins	Reimbursement for certification tests	555.00
05/10/19	33667	Andrew Millington	Training expenses	631.93
05/03/19	33657	Robert Siegfried	Conference expenses	748.00
03/22/19	33507	Robert Siegfried	WaterReuse conference expenses	753.31
05/10/19	33683	Michael Skinkle	Conference expenses	787.33
03/22/19	33503	Mark Dias	Rescue training hotel	929.97
09/07/18	32780	Robert Bowman	Vacation buy back	1,299.70
05/02/19	33604	Robert Bowman	Vacation buy back	2,008.95

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: July 25, 2019
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 2% retroactive to July 1, 2018.

DISCUSSION

In December 2018 the Salary & Benefits Committee presented a proposal to the General Manager that offered a 2.0% incentive for the implementation of a 100% "hands off" Succession Plan for a minimum of 3 weeks. The 2% incentive objective, when completed, was to be retroactive to July 1, 2018.

The Salary & Benefit Committee met on July 16, 2019 to discuss the General Manager's satisfactory completion of this goal prior to June 30, 2019 deadline. The Committee recommended the incentive pay be awarded and brought to the full Board for award as stated in the December 2, 2018 document.

FUNDING

There are enough funds available in the Administration O&M budget to cover this incentive pay. The retroactive amount is \$3,867.

**Salary & Benefits Committee Meeting on December 2, 2018 and
CAWD Board Meeting Closed Session on December 13, 2018**

Subject: GM Compensation

**Compensation Period: July 1, 2018 to June 30, 2019 based on
performance review for the period of July 1, 2017 to June 30, 2018**

**It is the opinion of the GM that she is underpaid as compared to her
peers per the 2017 State Controller Data for Wastewater GM
Salaries. The State Controller Data is compiled from the
compensation of 67 Wastewater General Managers throughout all
of California. She is currently compensated at \$ 187,761 which is
83.9% of the mean GM compensation of \$ 223,888, and 85.8 % of
the median GM compensation of \$ 218,816.**

**Proposal for GM Compensation for the period of July 1, 2018 to
June 30, 2019 per the Salary & Benefits Committee and CAWD
Board.**

- 1. 3.0% COLA retroactive to July 1, 2018**
- 2. An additional 2.0% incentive for accomplishment of the
following objective: Implement a 100% “hands off” Succession
Plan for a minimum of 3 weeks. Reportable to the CAWD
Board as accomplished prior to June 30, 2019. The 2%
incentive objective when completed will be retroactive to July
1, 2018.**

**The 3.0% COLA will increase her compensation to \$ 193,394 which
is 86.3% of the mean of \$ 223,888, and 88.4% of the median of
\$ 218,816. The 2.0% incentive will increase her compensation to
\$197,261 which is 88.1% of the mean and 90.1% of the median.**

STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 25, 2019

Subject: Pebble Beach Community Services District – Regular Board Meeting June 28, 2019



DISCUSSION

Agenda items from the June 28, 2019 meeting that are of specific interest to this District:

- The District was awarded the Transparency Certificate of Excellence by the Special District Leadership Foundation.
- Total cash balance at the end of May 2019 was \$21.9M; of that amount, \$13.0M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- Forest Lake Reservoir held 105 MG (million gallons) of recycled water or 91% of permitted capacity. Current storage volume is 38% above the historic average of 76 MG.
- Total irrigation water demand for the 2019 calendar year through May was 180 AF (acre feet). Total demand for the calendar year is 41% below the 5-year average of 306AF and 38% below the 24-year average annual usage of 289 AF. The month of May reflected a net storage increase of approximately 4 MG at Forest Lake Reservoir due to late season rainfall.
- Average daily wastewater flow of 455,000 GPD was measured in May at the PBCSD-Carmel gate. This represents 36% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 18% above the five-year average of 386,000 GPD for the month of May; the CAWD total flow was 2% above the five-year average of 1,246,000 GPD for May.

- Currently two facilities, the 4th Fairway Diversion and MPCC No. 9 Well are online. Startup for all three facilities was initiated on April 22nd noting a failed pump controller on MPCC No. 8 Well. Total production for the 2019 calendar year-to-date is approximately 2.4 million gallons.
- The Board approved and agreement with Tank Industry Consultants to provide engineering services for the Reclamation Storage Tank Rehabilitation Project for an amount not to exceed \$150K.
- The Board approved an agreement with Granite Drilling Company for drilling services required for a new water well located near China Rock for a cost not to exceed \$100K.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 18	36.645	25.589	11.056	30.171%
Aug - 18	36.346	25.482	10.864	29.890%
Sept - 18	33.219	23.073	10.146	30.543%
Oct - 18	32.829	22.915	9.914	30.199%
Nov-18	33.762	23.837	9.925	29.397%
Dec-18	35.452	24.846	10.606	29.917%
Jan - 19	39.778	27.204	12.574	31.610%
Feb - 19	65.276	40.133	25.143	38.518%
Mar - 19	57.969	34.308	23.661	40.817%
Apr - 19	39.235	25.143	14.092	35.917%
May - 19	39.519	25.428	14.091	35.656%
Total	450.030	297.958	152.072	33.792%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 25, 2019

Subject: Quarterly Progress Report (April – June 2019)

RECOMMENDATION

This report is informational only – no action is required. The Board requested a quarterly update of progress made throughout the District. This report is designed to offer a high-level view of the second quarter of 2019.

DISCUSSION

General Management

- We completed the revision to the Uniform Plumbing Ordinance, New Standard Plans and Specifications, and a new Administrative Penalties Ordinance. This involved the assistance of a Board committee. But this particular project has been “in process” for about 5 years. I’ve listed it here but honestly, much of the kudos should go to engineering and collection departments who finally made this project a reality.
- We’ve initiated a second “mass” annexation that will go out as far into Carmel Valley as Mid Valley Shopping Center and then south to Yankee Point and the Spindrift neighborhoods. The need in the community is there, and we believe that with the County LAMP (Local Agency Management Plan) we should make the effort to serve the community. When we get the infrastructure in to Carmel Valley Manor we believe that will open the gates to many other potential connections.
- We are working with multiple groups to encourage connection to the District. This goes hand in hand with the mass annexation, but also involves assisting in the formation of local assessment districts to aid in the financing. Currently we are working with Carmel Valley Manor and Corona Road residents.

We are proceeding with project to upgrade programmable logic control

equipment at each of the lift stations and to move them all to Ignition – the same software program used at the plant.

- Phase 2 design proceeds on track – currently at 90%. However, we will not move forward with this project until we resolve our Coastal Commission permit issues.
- We are making progress with evaluation of September Ranch concept. The contract with SRT Consultants is well underway and we anticipate engaging a rate model consultant in the fall. Clear Peak Development is anxious to start contract documents, but we have deferred on the basis that a decision had yet to be made by our Board of Directors.
- We continue to work on a resolution for our After-the-Fact permit on Phase I with the Coastal Commission along with their document to move the facility in the event of sea level rise. We have engaged a land use attorney, David Goldberg and continue to meet with our partners in the Sea Level Rise committee. The Coastal Commission has indicated they would like to take this matter to the full commission before calendar year end.

Financial Matters

- Completed 2019-20 Budget and Rate Model in June 2019. I'm aware of the comments about the size of the budget and that it's excessive. I couldn't agree less with that assessment. I am very determined to present our budget to the Government Finance Officers Association for the Distinguished Budget Award. I've been talking about this for some time but now I have a new plan – teamwork! It occurs to me that I've got that team that can help me make it a reality. It is an incredible amount of work for me to produce the current budget alone, but I'm working on a new team approach to move it forward.
- Received confirmation from Federal Emergency Management/Office of Emergency Management that we will receive the grant for Hatton Canyon. That is \$1M in grant funds! They would like us to bid the project an attempt to complete by fall of this year. We are making the effort, but it is likely it will go next summer.

Personnel Management

- I believe that this year we witnessed our long-range focus on training payoff in quite a spectacular fashion at the awards circuit. At the State level, California Water Environment Association recognized Barry Blevins #1 in Collections, Mike Skinkle #2 Maintenance, Trevor Holland #2 Lab, and Ray DeOcampo #2 Pollution Control. That is an incredible winning streak.

- We are also engaged in a shift in our training efforts. Previously we sent staff to many “general” wastewater conferences where they offered training. Now we are offering, and staff is hungry for, more specialized training. We’ve sent people to classes on activated sludge and electrical training to give a couple of examples. The strategy is always to encourage and fine tune our staff’s technical abilities,
- I’ve also shifted my spiel when I talk to staff. I continue to encourage certification and outside learning. But I am also more pointed in telling them that if they are only going to turn wrenches or punch buttons in a pre-programmed sequence there probably is not much of a future for them at CAWD. I am attempting (and I’m telling my managers the same) that we want people who can think on their feet. We want problem solvers. We want people with solutions. And we want people who can do this collaboratively. I believe we’ve done a great job encouraging learning the last 8-9 years. Now, I would like to refine it a bit.
- I believe we finally resolved the issue with the Administrative Services Coordinator. While I can be criticized for not acting more strongly or quickly my focus and great concern was with an ADA lawsuit. While the Board may not care for how this issue unfolded, to date we have avoided a lawsuit.
- On July 11th we held a training session on team building that utilized the NeuroColor Temperament Inventory testing. We have a very strong team at the management level here; but things can always be better. The focus of the training was to maximize the team that we already have by becoming more aware of strategies that would maximize the strengths of the team. I believe it was very well received and have had some requests to hold the same training for the entire staff.
- Continue to manage the transition to job sharing arrangement at the Admin Office front desk. I’m very positive about our new hire, Kristina Pacheco and I believe the original vision of true job share is now very likely.
- Continue to work with Beth Ingram from CSI HR Group to ensure success of outsourced human resource function. Staff is increasingly utilizing her services and we find the model of one day at the plant and on call if required to work quite well. We continue to work on the updated Employee Manual. We are also reviewing an electronic Human Resource Manager program – this would meet one of the recommendations of the Administration Assessment Study performed in Nov ’17.

- I took a third week of vacation the first week of June and assigned Patrick Treanor, Plant Engineer the job of “Acting GM”. He did a superb job for the District and I think he got a better sense of what the General Manager position might look like for him.

Public & Community Relations

- We’ve started the process of updating our web site. It is sorely in need of a facelift and we think that much can be done to make the web site more public friendly. We’ve engaged with Streamline – a web firm that specializes in service to special districts.
- Continued participation in CSA1 and CSA 50 meetings on flood control.
- Continue to interact with County, Big Sur Land Trust, and public about District’s role in Carmel River Free Project and on Outfall line.
- We continue to work closely with State Parks – not only to manage our current relationship but to potentially set the tone for the long term. Staff has reached out to them regarding Hatton Canyon and ongoing trimming along the trails and easements on their property. We’ve also discussed treating hydrogen sulfide issues directly at Point Lobos. There have been very preliminary discussions about the District taking on a contract to clean lines in Point Lobos. I believe we’ve reached a place where State Parks has some measure of confidence in the work we do and how it impacts both agencies.
- I continue to participate in Integrated Regional Water Management (IRWM) meetings.
- I attend the Special District Association Meetings quarterly with Director Townsend.
- We have worked on putting together a public outreach program and intend to have a table at the PBCSD Public Safety Day on July 20th and at the Monterey County Fair. There is some enthusiasm among staff for the opportunity to man the display.
- It has become somewhat apparent this last quarter that PBCSD is not wholly satisfied with our relationship. That makes my last comment aspirational in nature and more in line with a goal rather than accomplishment. Clearly stated, I need to work to improve our working relationship. I am not suggesting that I will accommodate PBCSD on everything they would like. However, I believe it

may go some distance to accommodating if I contact Mr. Niccum more frequently. He has said to me that he was the "first call" Ray von Dohren made when the District was planning projects, etc. Mr. Niccum has also said that he considers PBCSD to be our "partner" in the plant. I think I can make this relationship better by reaching out more frequently to him.