



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

April 29, 2021
Thursday
9:00AM



Carmel Area Wastewater District

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

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

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

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.

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



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
*Thursday, 9:00 a.m., March 25, 2021***

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

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

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

Absent: None

A quorum was present.

Others: Via Zoom

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachél Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Barry Blevins, Collections Worker III, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffery Froke, Director, Pebble Beach Community Services District (PBCSD)
Nick Becker, District Engineer, PBCSD

1. Public Comments:

No Public Comment

2. Agenda Changes:

Agenda changes were announced at the end of the meeting, just before adjournment as follows:

- Item #18 of the Agenda at page 91; LAFCO hearing is set for March **22**, 2021 & protest hearing is set for April **26**, 2021.

3. Ordinance No. 2021-01 Presentation:

OPEN PUBLIC HEARING AT 9:03 a.m.

Extensive discussion between Board members and staff followed the verbal presentation given by Principal Engineer, Rachél Lather. The Board approved the moving of action on this Ordinance until later in the meeting upon clarification of the legal minimum vote requirement (2/3rd vote vs. majority vote) for this Ordinance.

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

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

- 4.** February 25, 2021 Regular Board Meeting Minutes & March 8, 2021 Budget Committee Meeting Minutes
- 5.** Bank Statement Review by Hayashi Wayland for February 2021-(report was not attached)
- 6.** Schedule of Cash Receipts & Disbursements for February 2021
- 7.** Register of Disbursements - Carmel Area Wastewater District for February 2021
- 8.** Register of Disbursements – CAWD/PBCSD Reclamation Project for February 2021
- 9.** Financial Statements and Supplementary Schedules for February 2021
- 10.** Collection System Superintendent's Report for February, January 2021 & December 2020
- 11.** Safety and Regulatory Compliance Report for February 2021
- 12.** Treatment Facility Operations Report for February, January 2021 & December 2020
- 13.** Laboratory/Environmental Compliance Report for February 2021
- 14.** Capital Projects Report/Implementation Plan
- 15.** Project Summaries
- 16.** Plant Operations Report for February 2021
- 17.** Maintenance Projects Report for February 2021
- 18.** Principal Engineer Monthly Report General Engineering for February 2021

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

- 19. Resolution No. 2021-13;** Report by Principal Engineer, Rachél Lather

Board Action

After discussion, a motion to approve the resolution was made by President White and seconded by Director Rachel. Following a Roll Call vote, the Board passed Resolution 2021-13 (with a 4 to 1 vote), authorizing the General Manager to contract with SRT Consultants to provide design services for the Bay/Scenic Pump Station Rehabilitation Project #20-07 for \$291,890.

- 20. Resolution No. 2021-14;** Report by Plant Engineer, Patrick Treanor

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2021-14, authorizing the General Manager to execute an amended contract with Johnson Marigot Consulting in an amount not to exceed \$59,800 to provide additional regulatory support services for the “CRFREE Mitigation Pipeline Undergrounding Project” #19-21.

- 21. Resolution No. 2021-09;** Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D’Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-09, accepting the lowest responsive and responsible bid for the “Upper Rancho Cañada Pipe Relocation Project #19-13” and awarding a contract for \$1,069,069, contingent upon obtaining construction easements for the project by April 23rd, 2021.

OTHER ITEMS BEFORE THE BOARD

- 22. CAWD FY 2021-22 Preliminary Budget;** Report by General Manager, Barbara Buikema
Board Action

Board Action

A motion to approve the Budget was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously accepted the FY 2021-22 Budget.

- 23. CAWD FY 2021-22 Preliminary Rate Model;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve the Rate Model was made by Director Rachel and seconded by President White. Following a Roll Call vote, the Board unanimously accepted the FY 2021-22 Rate Model.

- 24. Engagement of a Real Estate Professional;** Report by General Manager, Barbara Buikema

Board Action

The Board agreed to table this issue until the April regular Board meeting for more research to be collected.

COMMUNICATIONS

25. General Manager Report - oral report
 - A. Summary of the Carmel Lagoon community meeting of March 11, 2021.
 - B. Summary of the COVID-19 vaccine clinic on March 23, 2021 held at the District plant.

INFORMATION/DISCUSSION ITEMS

26. PBCSD February 26, 2020 Board Meeting – Report by General Manager, Barbara Buikema Announced that the PBCSD March 26, 2021 Board meeting is cancelled.
27. Software License listing for the District – Report by Maintenance Superintendent, Chris Foley
28. Newsletter draft review – Report by General Manager, Barbara Buikema

Board Action

After extensive discussion, a motion to approve the draft newsletter was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously approved the draft newsletter.

29. Announcements on subjects of interest to the Board made by members of the Board or Staff
 - Director Rachel announced he has a new panel member position as an advisor for the Monterey Peninsula Water Management District's Ordinance 152 Citizens Oversight Panel.
 - Director D'Ambrosio was scheduled to attend the March 26, 2021 PBCSD Board Meeting which has been cancelled.
Director Rachel is scheduled to attend the April 30, 2021, PBCSD Board meeting.
 - Director Townsend is scheduled to attend the April 20, 2021 Special Districts Association of Monterey County meeting.
 - President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on May 11, 2021.

30. Return to Ordinance No. 2021-01:

District Counsel, Rob Wellington, provided clarification of the voting requirements for the Ordinance. Counsel advised that this Ordinance is a Proposition 218 matter and therefore is governed by the provisions set by that proposition of a 2/3rds voting requirement. Counsel also thoroughly described the errata sheet (list of errors of a printed document) that was suggested to be made to the supplemental policy document. The list was provided by District Counsel and counsel for the Carmel Valley Manor of which is currently tied to this Ordinance in order to continue and move forward with their process of connecting to the District sewer system.

CLOSE PUBLIC HEARING AT 10:54 a.m.

Board Action

A motion to approve the ordinance was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board passed Ordinance 2021-01 (with a 4-0-1 vote with one abstention from Director Townsend), implementing regulations governing reimbursement for required sewer capacity exceeding the needs attributable to a project.

31. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, April 29, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@kawd.org.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



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

April 15, 2021 at 1:00 p.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL: The meeting commenced at 1:01 p.m.

Present:

President White, Committee member
Director Michael Rachel, Committee member
Barbara Buikema, General Manager
Chris Foley, Maintenance Superintendent
Domine Barringer, Board Secretary

Absent: None

Others:

AGENDA ITEMS:

Information/Discussion Items:

The Committee Discussed the updated job descriptions for the District. The Maintenance Superintendent presented a Power Point presentation summarizing the job description changes.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 11:53 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, April 29, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



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

April 20, 2021 at 11:30 a.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 11:40 a.m.

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

Absent: None

Others: N/A

AGENDA ITEMS:

Information/Discussion Items:

The Committee Discussed the Quarterly Portfolio Review given by Hastie Financial Group.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 12:30 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, April 29, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

March 23, 2021

To the Board of Directors
Carmel Area Wastewater District

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

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

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

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



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

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



Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President





HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

April 15, 2021

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Carmel Area Wastewater District

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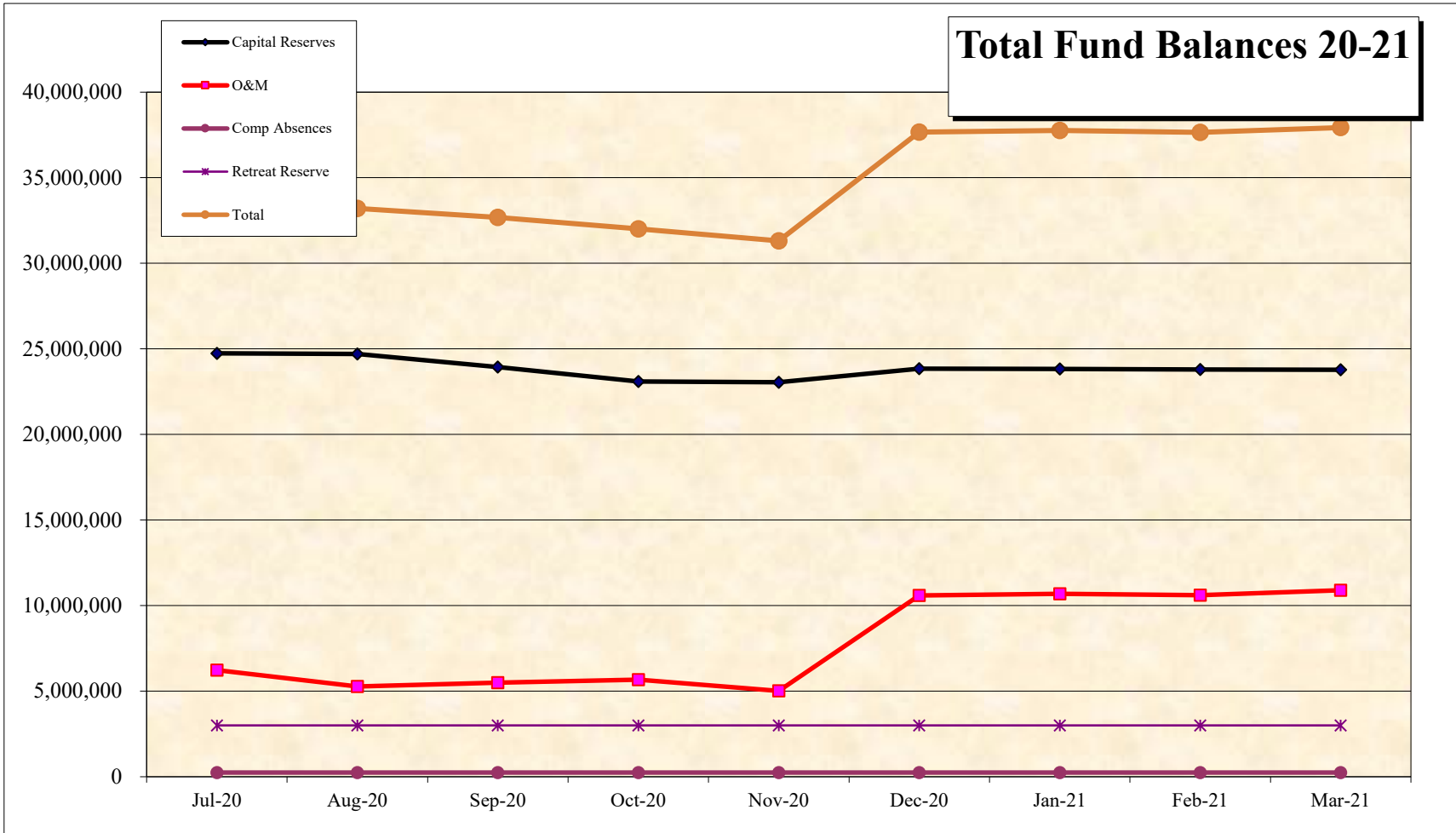
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

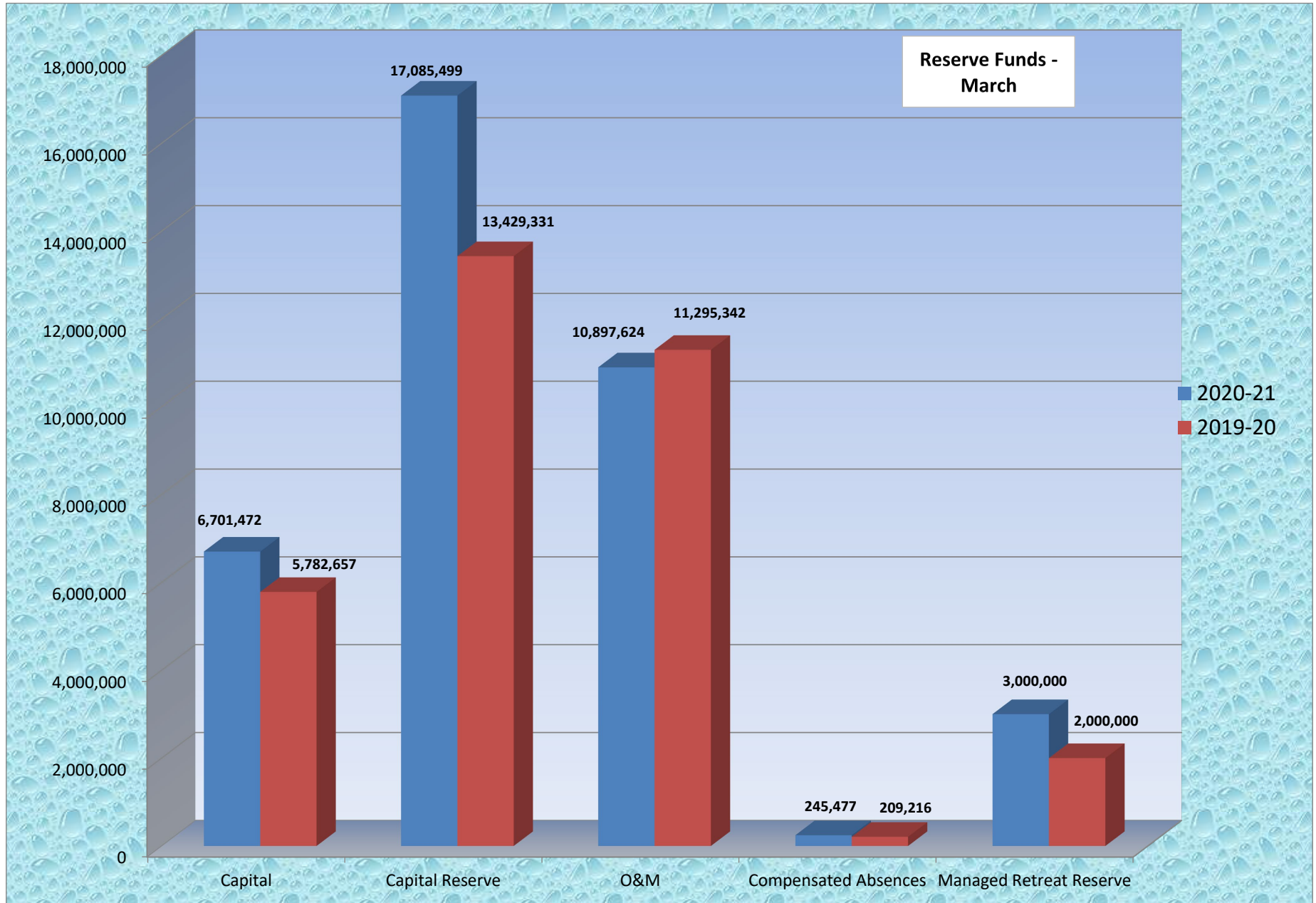


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - MARCH 2021

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$6,778,585	\$17,021,517	\$10,608,646	\$245,477	\$3,000,000	\$37,654,224	\$646,426	\$12,400	\$1,193,588
Receipts:									
User Fees			231,811				100		
Property Taxes		63,982							
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							58,761		
Reclamation capital billing									
Permits							5,600		
PBCSD capital billing									
Other misc. revenue							8,312		
Interest income									
Connection Fees							6,994		
CCLEAN receipts							42,818		
CRFree Project grant funds							167,809		
CSRMA PLP ins. dividend							19,586		
Yankee Point Study deposit									
Void checks-replace lost check							33,341	139	
Total Receipts	0	63,982	231,811	0	0	295,793	458,321	139	0
Fund Transfers:									
Transfers to Chase Bank O&M									
Transfers to Chase Bank PR							(325,000)	325,000	
Transfer from Chase Bank Defined Benefit									
Intra-fund transfers for capital expenditures	(77,113)		77,113						
Rebalance Capital and O&M Reserves									
Total Transfers	(77,113)	0	77,113	0	0	0	(325,000)	325,000	0
Disbursements:									
Operations and capital							441,355		
Payroll & payroll taxes								220,196	
Employee Dental reimbursements							3,915		
CALPERS EFT							34,986		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							168		
US Bank EFT							8,793		
Deferred comp contributions EFT							11,966	0	
PEHP contributions EFT							3,158	0	
Bank/ADP fees							0	518	
Highlands Bond Debt Service Payment			19,946						
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	19,946	0	0	19,946	504,928	220,714	0
BALANCE END OF MONTH	6,701,472	17,085,499	10,897,624	245,477	3,000,000	37,930,071	274,818	116,824	1,193,588



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



Carmel Area Wastewater District
Disbursements
Mar-21

Date	Check	Vendor	Description	Amount
03/02/21	1273	American Fidelity Assurance Company	Flex accounts	111.53
03/02/21	1274	American Fidelity Assurance	Employee insurance premiums	586.16
03/02/21	1275	Culligan Water	C&I Exchange service for lab	17.35
03/02/21	1276	Direct TV	Monthly service	88.99
03/02/21	1277	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,610.93
03/02/21	1278	FedEx	Ship cyclo machinery to Sumitomo Machinery	603.91
03/02/21	1279	Got.Net	Domain parking	24.20
03/02/21	1280	Hach Company	Lab supplies	373.21
03/02/21	1281	Idexx Laboratories	Lab supplies	1,579.40
03/02/21	1282	Image Source	Plant copier billing	59.34
03/02/21	1283	Karla Cristi	Vision copay	10.00
03/02/21	1284	Manco	Eaton VFD 10hp	1,190.28
03/02/21	1285	Marcello & Company	Final audit billing for SCO Report	1,800.00
03/02/21	1286	Michael Rachel	Dental	190.00
03/02/21	1287	Monterey Bay Analytical Services	Final effluent samples	514.00
03/02/21	1288	Norman S. Wright dba Duckworth Mechanical	1hp motor and blower housing unit	1,395.04
03/02/21	1289	Patelco Credit Union	Health savings accounts contributions	5,203.69
03/02/21	1290	Univar USA Inc.	Sodium hypochlorite	3,927.68
03/02/21	1291	Vision Service Plan	Vision insurance premium	660.00
03/09/21	1292	State Water Resources Control Board	CRFREE Mitigation Pipeline Undergrounding project #19-21 401 certification fee	1,500.00
03/11/21	1293	Applied Industrial Technologies	Rhino dirt for polymer, oil and paint spills	148.31
03/11/21	1294	Aquatic Bioassay & Consulting Labs	Testing final effluent samples	1,915.00
03/11/21	1295	AT&T CALNET 3	Fiber line	683.46
03/11/21	1296	AT&T	Admin alarm	44.63
03/11/21	1297	Beth Ingram	January and February HR services	7,275.00
03/11/21	1298	Boot Barn	Employee work boots	225.00
03/11/21	1299	Bret Boatman	Admin Building Modifications-COVID-19 #20-01 (CAPITAL)	625.00
03/11/21	1300	Buckles-Smith Electric	Dimmable light switches	133.59
03/11/21	1301	Cal-Am Water	Monthly service	824.32
03/11/21	1302	Carmel Marina Corporation	Admin garbage and Plant rollofs	1,333.05
03/11/21	1303	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E and County interest for County transfer error	739.86
03/11/21	1304	Charles DayEngel	Dental	283.00
03/11/21	1305	Cintas Corporation	Laundry service	1,054.22
03/11/21	1306	Clark Pest Control	Plant service	273.00
03/11/21	1307	Department of Consumer Affairs	Employee professional license	180.00
03/11/21	1308	Eaton Corporation	Annual service for lab UPS	3,810.00
03/11/21	1309	Edges Electrical	Electrical supplies	415.83
03/11/21	1310	Fastenal Company	Operating supplies	2,467.61
03/11/21	1311	FGL Environmental	Sample analysis	1,088.00
03/11/21	1312	Gavilan/Salinas Crane & Rigging	Hoist rental to lift pumps	1,530.00
03/11/21	1313	GLS US	Shipping costs for samples	140.65
03/11/21	1314	Grainger	Operating and safety supplies	3,433.92
03/11/21	1315	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
03/11/21	1316	ICON Cloud Solutions	Monthly telephone service	594.67
03/11/21	1317	Jack Doheny Companies	Load test resistor, 1000 feet of CCTV cable and operating supplies	8,717.10
03/11/21	1318	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	23,805.83
03/11/21	1319	Kaesar Compressors	Air filter cartridges	155.63
03/11/21	1320	Kennedy/Jenks Consultants	CRFREE Mitigation Pipeline Undergrounding project #19-21	71,090.68
03/11/21	1321	Liberty Composting	Sludge hauling	4,834.44
03/11/21	1322	MANCO	Effluent 75hp VFD and keypad (CAPITAL)	10,365.40

Carmel Area Wastewater District
Disbursements
Mar-21

Date	Check	Vendor	Description	Amount
03/11/21	1323	Mission Communications	Annual service for manhole monitoring	3,796.20
03/11/21	1324	MNS Engineers	Hatton Canyon Pipeline Bursting Project #18-17, Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL \$15,273.75) and Sewer System Extension Feasibility Study	16,358.75
03/11/21	1325	Monterey Bay Window Cleaning	Admin building service	1,195.00
03/11/21	1326	Monterey Regional Waste Management	Collections waste disposal	116.66
03/11/21	1327	MSDSonline DBA VelocityEHS	Annual subscription for MSDS sheets	1,697.40
03/11/21	1328	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding project #19-21	174.74
03/11/21	1329	The NELAC Institute	Annual membership for lab employee	37.50
03/11/21	1330	Peninsula Welding & Medical Supply	Non-liquid cylinders rent and a box electrode	138.51
03/11/21	1331	P S O M A S	Hatton Canyon Pipeline Bursting Project #18-17(CAPITAL)	2,270.00
03/11/21	1332	Pure Water	Monthly service	124.25
03/11/21	1333	Quill LLC	Office supplies	709.54
03/11/21	1334	Rachel Lather-Hidalgo	Dental	103.40
03/11/21	1335	Scarborough Lumber & Building	Operating supplies	205.65
03/11/21	1336	Smitty's Janitorial	Plant service	900.00
03/11/21	1337	Streamline	Website maintenance	400.00
03/11/21	1338	Terry Equipment	Pneumatic cylinder and piston rod	181.72
03/11/21	1339	Thermo Electron North America	Annual service for the Gallery Analyzer	2,555.00
03/11/21	1340	Town & Country Gardening	Plant and admin monthly service	610.00
03/11/21	1341	Wellington Law Offices	District legal services	5,296.00
03/11/21	1342	Winsupply of Monterey County	Stainless steel blind flange	352.15
03/11/21	1343	Xylem Water Solutions	Aeration Basin Improvements Project #19-19 (CAPITAL)	1,106.93
03/19/21	1344	American Fidelity Assurance Company	Flex accounts	111.53
03/19/21	1345	AT&T Mobility	Cell service	767.82
03/19/21	1346	Bryan Mailey Electric	Various Plant and Collections projects, Project #20-01 (CAPITAL \$1,642.59)	8,717.34
03/19/21	1347	Cintas Corporation	Safety vests	70.31
03/19/21	1348	Clark Pest Control	Replace lost check for Plant service	273.00
03/19/21	1349	Comcast	Admin internet	233.94
03/19/21	1350	Comcast	Pump stations internet	537.35
03/19/21	1351	Denise Duffy & Associates	LAFCO application for CAWD annexation project	4,135.50
03/19/21	1352	Edges Electrical	Electrical supplies	56.74
03/19/21	1353	Evantec Corporation	Lab supplies	937.32
03/19/21	1354	Exceedio	Collections laptop and cable	2,524.31
03/19/21	1355	Fanny Mui	Dental	260.00
03/19/21	1356	Fisher Scientific	Lab supplies	2,112.11
03/19/21	1357	Frisch Engineering	SCADA and PLC engineering	8,370.00
03/19/21	1358	Grainger	Chemical resistant gloves	186.19
03/19/21	1359	Idexx Laboratories	Lab supplies	2,296.14
03/19/21	1360	Jack Doheny Companies	1000 feet of CCTV cable	5,432.75
03/19/21	1361	Kennedy/Jenks Consultants	Stormwater permit consulting services	5,070.00
03/19/21	1362	McMaster-Carr	Stainless steel forged pipe flange	144.29
03/19/21	1363	OVERFLOW STUB		0.00
03/19/21	1364	Pacific Gas & Electric	Monthly service	28,375.72
03/19/21	1365	Robert Bowman	Dental	325.00
03/19/21	1366	Sherwin Williams Company	Epoxy and joint filler	317.26
03/19/21	1367	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	19,282.70
03/19/21	1368	Trevor Weidner-Holland	Dental	1,429.20
03/19/21	1369	Univar USA Inc.	Sodium bisulfate and hypochlorite	11,592.27
03/19/21	1370	Wellington Law Offices	District legal services	4,880.00
03/24/21	1371	Applied Marine Sciences	CCLEAN expenses	2,355.00

Carmel Area Wastewater District
Disbursements
Mar-21

Date	Check	Vendor	Description	Amount
03/24/21	1372	AT&T Mobility	Cell service	561.56
03/24/21	1373	Biobot Analytics	Influent sample testing	1,400.00
03/24/21	1374	CAWD/PBSCD Reclamation Project	Reimburse Reclamation for the return of a fraudulent charge deposited by Union Bank to the CAWD account in error	1,787.85
03/24/21	1375	Community Printers	Printing for wipes mailer	1,441.79
03/24/21	1376	Denise Duffy & Associates	Hatton Canyon Pipeline Bursting Project #18-17(CAPITAL)	26,546.90
03/24/21	1377	Direct TV	Monthly service	88.99
03/24/21	1378	Fanny Mui	Dental	1,089.60
03/24/21	1379	Got.Net	Domain parking	24.20
03/24/21	1380	Image Source	Plant copier billing	81.74
03/24/21	1381	Monterey Bay Analytical Services	Sample analysis	459.00
03/24/21	1382	Public Agency Coalition Enterprise	March and April health insurance premiums. Replaced lost March check	66,136.44
03/24/21	1383	Shimadzu Scientific Instruments	Annual preventative maintenance for lab instruments	2,198.50
03/24/21	1384	Trevor Weidner-Holland	Dental	234.40
03/26/21	1385	Monterey County Auditor-Controller	2020-21 LAFCO admin fee	17,397.00
03/30/21	1386	Applied Marine Sciences	CCLEAN expenses	5,690.68
				445,269.75

CAWD/PBCSD Reclamation Project
Disbursements
Mar-21

Date	Check	Vendor	Description	Amount
03/11/21	214	ATS	PHOS-58 3600 tote	19,035.69
03/11/21	215	Brenntag Pacific	Ammonium hydroxide	3,544.88
03/11/21	216	Edges Electrical	Electrical parts	104.10
03/11/21	217	Gavilan/Salinas Crane & Rigging	Hoist rental to lift pumps	330.00
03/11/21	218	Grainger	Operating supplies	335.70
03/11/21	219	Hach Company	Desiccant dryer cartridges	280.60
03/11/21	220	Idexx Laboratories	Lab supplies	1,579.39
03/11/21	221	MANCO	VFD chop alpha panel	1,636.92
03/11/21	222	MSDOnline dba VelocityEHS	Annual subscription for the MSDA sheets	1,131.60
03/11/21	223	The NELAC Institute	Employee annual lab membership	37.50
03/11/21	224	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	256,782.88
03/11/21	225	Pebble Beach Community Services District	O&M reimbursement	13,360.06
03/11/21	226	Professional Water Technologies	Spectraguard360-275G Antiscalent	5,100.96
03/11/21	227	T&T Valve and Instrument	Lever for a 4" bray valve	38.05
03/11/21	228	Thermo Electron North America	Annual support for the Gallery Analyzer and ICS 300 AERS 500 Anion Suppressor	3,751.14
03/11/21	229	Trussell Technologies	MF/RO Ops Support project	997.50
03/19/21	230	Brenntag Pacific	Ammonium hydroxide	3,667.49
03/19/21	231	Bryan Mailey Electric	Sand filter sludge pump repair and lab breaker panel repair	280.00
03/19/21	232	Cal-Am Water	Monthly service	2,597.07
03/19/21	233	Carmel Area Wastewater District	O&M, aeration and secondary PG&E reimbursements	57,400.79
03/19/21	234	Pacific Gas & Electric	Tertiary and MF/RO	29,796.77
03/24/21	235	Shimadzu Scientific Instruments	Annual preventative maintenance on lab instruments	2,198.50
03/24/21	236	Thatcher Company of California	Citric and sulfuric acid	15,484.01
				419,471.60



**Financial Statements
and
Supplementary Schedules**

March 2021

April 29, 2021

Carmel Area Wastewater District

Balance Sheet

March 2021

ASSETS			
Current Assets			
Cash			
Cash	39,515,301.52		
TOTAL Cash	39,515,301.52		39,515,301.52
Other Current Assets			
Other Current Assets	246,615.13		
TOTAL Other Current Assets	246,615.13		246,615.13
TOTAL Current Assets		39,761,916.65	39,761,916.65
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		308,059.76
Treatment Structures			
Treatment Structures	70,358,452.24		
TOTAL Treatment Structures	70,358,452.24		70,358,452.24
Treatment Equipment			
Treatment Equipment	8,646,960.95		
TOTAL Treatment Equipment	8,646,960.95		8,646,960.95
Collection Structures			
Collection Structures	1,238,843.71		
TOTAL Collection Structures	1,238,843.71		1,238,843.71
Collection Equipment			
Collection Equipment	1,026,408.97		
TOTAL Collection Equipment	1,026,408.97		1,026,408.97
Sewers			11,119,419.83
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85		1,643,890.85
Other Fixed Assets			
Other Fixed Assets	4,478,694.65		
TOTAL Other Fixed Assets	4,478,694.65		4,478,694.65
Capital Improvement Projects			
Capital Improvement Projects	4,153,317.70		
TOTAL Capital Improvement Projects	4,153,317.70		4,153,317.70
Accumulated depreciation		(51,069,397.63)	
TOTAL Fixed Assets		51,904,651.03	51,904,651.03
Other Assets			
Other Assets		968,707.57	
TOTAL Other Assets		968,707.57	968,707.57
TOTAL ASSETS		92,635,275.25	92,635,275.25

Carmel Area Wastewater District

Balance Sheet

March 2021

LIABILITIES

Current Liabilities		
Current Liabilities	417,974.42	
TOTAL Current Liabilities	<u>417,974.42</u>	417,974.42
Long-Term Liabilities		
Long Term Liabilities	866,609.01	
TOTAL Long-Term Liabilities	<u>866,609.01</u>	866,609.01
TOTAL LIABILITIES		<u>1,284,583.43</u>

NET POSITION

Net Assets	87,268,148.73	
Year-to-Date Earnings	4,082,543.09	
TOTAL NET POSITION		<u>91,350,691.82</u>
TOTAL LIABILITIES & NET POSITION		<u>92,635,275.25</u>

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	7,464,928.75	6,435,145.69	1,029,783.06	16.0 %
TOTAL Income	7,464,928.75	6,435,145.69	1,029,783.06	16.0 %
Adjustments				
Discounts	151.04	0.00	151.04	
TOTAL Adjustments	151.04	0.00	151.04	
*****	7,465,079.79	6,435,145.69	1,029,934.10	16.0 %
***** OPERATING INCOME	7,465,079.79	6,435,145.69	1,029,934.10	16.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,660,342.93	2,631,362.68	(28,980.25)	-1.1 %
TOTAL Salaries and Payroll Taxes	2,660,342.93	2,631,362.68	(28,980.25)	-1.1 %
Employee Benefits				
Employee Benefits	1,316,693.88	626,925.39	(689,768.49)	-110.0 %
TOTAL Employee Benefits	1,316,693.88	626,925.39	(689,768.49)	-110.0 %
Director's Expenses				
Director's Expenses	15,576.00	27,724.94	12,148.94	43.8 %
TOTAL Director's Expenses	15,576.00	27,724.94	12,148.94	43.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	56,142.94	64,534.41	8,391.47	13.0 %
TOTAL Truck and Auto Expenses	56,142.94	64,534.41	8,391.47	13.0 %
General and Administrative				
General and Administrative	326,892.76	628,653.50	301,760.74	48.0 %
TOTAL General and Administrative	326,892.76	628,653.50	301,760.74	48.0 %
Office Expense				
Office Expense	27,056.36	44,662.53	17,606.17	39.4 %
TOTAL Office Expense	27,056.36	44,662.53	17,606.17	39.4 %
Operating Supplies				
Operating Supplies	273,453.82	314,986.41	41,532.59	13.2 %
TOTAL Operating Supplies	273,453.82	314,986.41	41,532.59	13.2 %
Contract Services				
Contract Services	619,541.50	1,038,777.65	419,236.15	40.4 %
TOTAL Contract Services	619,541.50	1,038,777.65	419,236.15	40.4 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	262,435.64	438,237.50	175,801.86	40.1 %
TOTAL Repairs and Maintenance	262,435.64	438,237.50	175,801.86	40.1 %
Utilities				
<i>Utilities</i>	280,276.59	368,078.85	87,802.26	23.9 %
TOTAL Utilities	280,276.59	368,078.85	87,802.26	23.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	8,026.44	59,774.85	51,748.41	86.6 %
TOTAL Travel and Meetings	8,026.44	59,774.85	51,748.41	86.6 %
Permits and Fees				
<i>Permits and Fees</i>	65,842.50	83,812.00	17,969.50	21.4 %
TOTAL Permits and Fees	65,842.50	83,812.00	17,969.50	21.4 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	32,434.40	47,369.06	14,934.66	31.5 %
TOTAL Memberships and Subscriptions	32,434.40	47,369.06	14,934.66	31.5 %
Safety				
<i>Safety</i>	96,766.38	154,936.37	58,169.99	37.5 %
TOTAL Safety	96,766.38	154,936.37	58,169.99	37.5 %
Other Expenses				
<i>Other Expense</i>	15,804.16	17,025.06	1,220.90	7.2 %
TOTAL Other Expenses	15,804.16	17,025.06	1,220.90	7.2 %
TOTAL Operating Expenses	6,057,286.30	6,546,861.20	489,574.90	7.5 %
***** OPERATING INCOME (LOSS)	1,407,793.49	(111,715.51)	1,519,509.00	1360.2 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	2,674,749.60	1,269,774.75	1,404,974.85	110.6 %
TOTAL Other Income or Gain	2,674,749.60	1,269,774.75	1,404,974.85	110.6 %
TOTAL Non-op Income, Expense, Gain or Loss	2,674,749.60	1,269,774.75	1,404,974.85	110.6 %
***** NET INCOME (LOSS)	4,082,543.09	1,158,059.24	2,924,483.85	252.5 %
***** NET INCOME (LOSS)	4,082,543.09	1,158,059.24	2,924,483.85	252.5 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	362,905.76	440,050.00	77,144.24	17.5 %
TOTAL Salaries and Payroll Taxes	362,905.76	440,050.00	77,144.24	17.5 %
Employee Benefits				
Employee Benefits	243,506.30	124,871.77	(118,634.53)	-95.0 %
TOTAL Employee Benefits	243,506.30	124,871.77	(118,634.53)	-95.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	2,094.23	19,102.56	17,008.33	89.0 %
TOTAL Truck and Auto Expenses	2,094.23	19,102.56	17,008.33	89.0 %
General and Administrative				
General and Administrative	16,703.07	56,250.00	39,546.93	70.3 %
TOTAL General and Administrative	16,703.07	56,250.00	39,546.93	70.3 %
Office Expense				
Office Expense	1,499.60	4,687.47	3,187.87	68.0 %
TOTAL Office Expense	1,499.60	4,687.47	3,187.87	68.0 %
Operating Supplies				
Operating Supplies	35,498.64	38,325.06	2,826.42	7.4 %
TOTAL Operating Supplies	35,498.64	38,325.06	2,826.42	7.4 %
Contract Services				
Contract Services	260,567.27	522,725.09	262,157.82	50.2 %
TOTAL Contract Services	260,567.27	522,725.09	262,157.82	50.2 %
Repairs and Maintenance				
Repairs and Maintenance	167,153.11	227,925.00	60,771.89	26.7 %
TOTAL Repairs and Maintenance	167,153.11	227,925.00	60,771.89	26.7 %
Utilities				
Utilities	3,942.22	3,449.97	(492.25)	-14.3 %
TOTAL Utilities	3,942.22	3,449.97	(492.25)	-14.3 %
Travel and Meetings				
Travel and Meetings	3,804.62	7,049.97	3,245.35	46.0 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	3,804.62	7,049.97	3,245.35	46.0 %
Permits and Fees				
<i>Permits and Fees</i>	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,179.30	3,750.00	570.70	15.2 %
TOTAL Memberships and Subscriptions	3,179.30	3,750.00	570.70	15.2 %
Safety				
<i>Safety</i>	29,339.24	67,762.56	38,423.32	56.7 %
TOTAL Safety	29,339.24	67,762.56	38,423.32	56.7 %
Other Expenses				
<i>Other Expense</i>	1,667.00	0.00	(1,667.00)	
TOTAL Other Expenses	1,667.00	0.00	(1,667.00)	
TOTAL Operating Expenses	1,136,304.36	1,522,449.45	386,145.09	25.4 %
***** OPERATING INCOME (LOSS)	(1,136,304.36)	(1,522,449.45)	386,145.09	25.4 %
***** NET INCOME (LOSS)	(1,136,304.36)	(1,522,449.45)	386,145.09	25.4 %
***** NET INCOME (LOSS)	(1,136,304.36)	(1,522,449.45)	386,145.09	25.4 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	469,798.07	465,819.95	(3,978.12)	-0.9 %
TOTAL Salaries and Payroll Taxes	469,798.07	465,819.95	(3,978.12)	-0.9 %
Employee Benefits				
<i>Employee Benefits</i>	307,353.88	140,449.81	(166,904.07)	-118.8 %
TOTAL Employee Benefits	307,353.88	140,449.81	(166,904.07)	-118.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	52,248.47	43,684.94	(8,563.53)	-19.6 %
TOTAL Truck and Auto Expenses	52,248.47	43,684.94	(8,563.53)	-19.6 %
General and Administrative				
<i>General and Administrative</i>	80,557.08	34,749.97	(45,807.11)	-131.8 %
TOTAL General and Administrative	80,557.08	34,749.97	(45,807.11)	-131.8 %
Office Expense				
<i>Office Expense</i>	6,258.59	6,825.06	566.47	8.3 %
TOTAL Office Expense	6,258.59	6,825.06	566.47	8.3 %
Operating Supplies				
<i>Operating Supplies</i>	28,240.41	23,249.97	(4,990.44)	-21.5 %
TOTAL Operating Supplies	28,240.41	23,249.97	(4,990.44)	-21.5 %
Contract Services				
<i>Contract Services</i>	131,695.92	144,637.50	12,941.58	8.9 %
TOTAL Contract Services	131,695.92	144,637.50	12,941.58	8.9 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	46,984.21	145,250.06	98,265.85	67.7 %
TOTAL Repairs and Maintenance	46,984.21	145,250.06	98,265.85	67.7 %
Utilities				
<i>Utilities</i>	31,230.60	29,737.53	(1,493.07)	-5.0 %
TOTAL Utilities	31,230.60	29,737.53	(1,493.07)	-5.0 %
Travel and Meetings				
<i>Travel and Meetings</i>	924.23	14,366.16	13,441.93	93.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 5

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	924.23	14,366.16	13,441.93	93.6 %
Permits and Fees				
<i>Permits and Fees</i>	6,038.00	5,950.00	(88.00)	-1.5 %
TOTAL Permits and Fees	6,038.00	5,950.00	(88.00)	-1.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,723.89	1,882.53	(841.36)	-44.7 %
TOTAL Memberships and Subscriptions	2,723.89	1,882.53	(841.36)	-44.7 %
Safety				
<i>Safety</i>	11,688.16	47,501.34	35,813.18	75.4 %
TOTAL Safety	11,688.16	47,501.34	35,813.18	75.4 %
Other Expenses				
<i>Other Expense</i>	3,404.60	150.03	(3,254.57)	-2169.3 %
TOTAL Other Expenses	3,404.60	150.03	(3,254.57)	-2169.3 %
TOTAL Operating Expenses	1,179,146.11	1,104,254.85	(74,891.26)	-6.8 %
***** OPERATING INCOME (LOSS)	(1,179,146.11)	(1,104,254.85)	(74,891.26)	-6.8 %
***** NET INCOME (LOSS)	(1,179,146.11)	(1,104,254.85)	(74,891.26)	-6.8 %
***** NET INCOME (LOSS)	(1,179,146.11)	(1,104,254.85)	(74,891.26)	-6.8 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	893,534.26	861,993.09	(31,541.17)	-3.7 %
TOTAL Salaries and Payroll Taxes	893,534.26	861,993.09	(31,541.17)	-3.7 %
Employee Benefits				
<i>Employee Benefits</i>	517,750.31	256,578.18	(261,172.13)	-101.8 %
TOTAL Employee Benefits	517,750.31	256,578.18	(261,172.13)	-101.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
<i>General and Administrative</i>	130,385.78	329,416.06	199,030.28	60.4 %
TOTAL General and Administrative	130,385.78	329,416.06	199,030.28	60.4 %
Office Expense				
<i>Office Expense</i>	8,620.66	18,974.97	10,354.31	54.6 %
TOTAL Office Expense	8,620.66	18,974.97	10,354.31	54.6 %
Operating Supplies				
<i>Operating Supplies</i>	200,057.41	242,686.44	42,629.03	17.6 %
TOTAL Operating Supplies	200,057.41	242,686.44	42,629.03	17.6 %
Contract Services				
<i>Contract Services</i>	171,869.19	287,214.97	115,345.78	40.2 %
TOTAL Contract Services	171,869.19	287,214.97	115,345.78	40.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	24,698.89	52,087.41	27,388.52	52.6 %
TOTAL Repairs and Maintenance	24,698.89	52,087.41	27,388.52	52.6 %
Utilities				
<i>Utilities</i>	191,550.35	318,530.16	126,979.81	39.9 %
TOTAL Utilities	191,550.35	318,530.16	126,979.81	39.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	2,144.07	22,083.75	19,939.68	90.3 %

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

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf/></i>	<i>% Var</i>
TOTAL Travel and Meetings	2,144.07	22,083.75	19,939.68	90.3 %
Permits and Fees				
<i>Permits and Fees</i>	30,863.50	37,162.00	6,298.50	16.9 %
TOTAL Permits and Fees	30,863.50	37,162.00	6,298.50	16.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,646.03	5,400.00	2,753.97	51.0 %
TOTAL Memberships and Subscriptions	2,646.03	5,400.00	2,753.97	51.0 %
Safety				
<i>Safety</i>	54,338.96	37,500.03	(16,838.93)	-44.9 %
TOTAL Safety	54,338.96	37,500.03	(16,838.93)	-44.9 %
Other Expenses				
<i>Other Expense</i>	0.00	1,500.03	1,500.03	100.0 %
TOTAL Other Expenses	0.00	1,500.03	1,500.03	100.0 %
TOTAL Operating Expenses	2,229,918.67	2,471,569.09	241,650.42	9.8 %
***** OPERATING INCOME (LOSS)	(2,229,918.67)	(2,471,569.09)	241,650.42	9.8 %
***** NET INCOME (LOSS)	(2,229,918.67)	(2,471,569.09)	241,650.42	9.8 %
***** NET INCOME (LOSS)	(2,229,918.67)	(2,471,569.09)	241,650.42	9.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 7

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	501,593.40	452,783.82	(48,809.58)	-10.8 %
TOTAL Salaries and Payroll Taxes	501,593.40	452,783.82	(48,809.58)	-10.8 %
Employee Benefits				
<i>Employee Benefits</i>	248,083.39	105,025.63	(143,057.76)	-136.2 %
TOTAL Employee Benefits	248,083.39	105,025.63	(143,057.76)	-136.2 %
Director's Expenses				
<i>Director's Expenses</i>	15,176.00	27,024.94	11,848.94	43.8 %
TOTAL Director's Expenses	15,176.00	27,024.94	11,848.94	43.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	340.98	1,304.91	963.93	73.9 %
TOTAL Truck and Auto Expenses	340.98	1,304.91	963.93	73.9 %
General and Administrative				
<i>General and Administrative</i>	83,884.78	208,237.47	124,352.69	59.7 %
TOTAL General and Administrative	83,884.78	208,237.47	124,352.69	59.7 %
Office Expense				
<i>Office Expense</i>	10,677.51	14,175.03	3,497.52	24.7 %
TOTAL Office Expense	10,677.51	14,175.03	3,497.52	24.7 %
Operating Supplies				
<i>Operating Supplies</i>	351.77	1,350.00	998.23	73.9 %
TOTAL Operating Supplies	351.77	1,350.00	998.23	73.9 %
Contract Services				
<i>Contract Services</i>	49,295.08	84,200.09	34,905.01	41.5 %
TOTAL Contract Services	49,295.08	84,200.09	34,905.01	41.5 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	11,574.51	3,750.03	(7,824.48)	-208.7 %
TOTAL Repairs and Maintenance	11,574.51	3,750.03	(7,824.48)	-208.7 %
Utilities				
<i>Utilities</i>	15,449.80	16,361.19	911.39	5.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 7

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	15,449.80	16,361.19	911.39	5.6 %
Travel and Meetings				
Travel and Meetings	1,153.52	16,274.97	15,121.45	92.9 %
TOTAL Travel and Meetings	1,153.52	16,274.97	15,121.45	92.9 %
Permits and Fees				
Permits and Fees	17,397.00	22,000.00	4,603.00	20.9 %
TOTAL Permits and Fees	17,397.00	22,000.00	4,603.00	20.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	23,885.18	36,336.53	12,451.35	34.3 %
TOTAL Memberships and Subscriptions	23,885.18	36,336.53	12,451.35	34.3 %
Safety				
Safety	1,400.02	1,422.47	22.45	1.6 %
TOTAL Safety	1,400.02	1,422.47	22.45	1.6 %
Other Expenses				
Other Expense	10,732.56	15,375.00	4,642.44	30.2 %
TOTAL Other Expenses	10,732.56	15,375.00	4,642.44	30.2 %
TOTAL Operating Expenses	990,995.50	1,005,622.08	14,626.58	1.5 %
***** OPERATING INCOME (LOSS)	(990,995.50)	(1,005,622.08)	14,626.58	1.5 %
***** NET INCOME (LOSS)	(990,995.50)	(1,005,622.08)	14,626.58	1.5 %
***** NET INCOME (LOSS)	(990,995.50)	(1,005,622.08)	14,626.58	1.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 8

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	429,906.97	405,265.51	(24,641.46)	-6.1 %
TOTAL Salaries and Payroll Taxes	429,906.97	405,265.51	(24,641.46)	-6.1 %
Director's Expenses				
<i>Director's Expenses</i>	400.00	700.00	300.00	42.9 %
TOTAL Director's Expenses	400.00	700.00	300.00	42.9 %
General and Administrative				
<i>General and Administrative</i>	15,362.05	0.00	(15,362.05)	
TOTAL General and Administrative	15,362.05	0.00	(15,362.05)	
Operating Supplies				
<i>Operating Supplies</i>	9,305.59	6,374.97	(2,930.62)	-46.0 %
TOTAL Operating Supplies	9,305.59	6,374.97	(2,930.62)	-46.0 %
Contract Services				
<i>Contract Services</i>	4,964.04	0.00	(4,964.04)	
TOTAL Contract Services	4,964.04	0.00	(4,964.04)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	6,826.30	3,224.97	(3,601.33)	-111.7 %
TOTAL Repairs and Maintenance	6,826.30	3,224.97	(3,601.33)	-111.7 %
Utilities				
<i>Utilities</i>	38,103.62	0.00	(38,103.62)	
TOTAL Utilities	38,103.62	0.00	(38,103.62)	
Safety				
<i>Safety</i>	0.00	749.97	749.97	100.0 %
TOTAL Safety	0.00	749.97	749.97	100.0 %
TOTAL Operating Expenses	504,868.57	416,315.42	(88,553.15)	-21.3 %
***** OPERATING INCOME (LOSS)	(504,868.57)	(416,315.42)	(88,553.15)	-21.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 8

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(504,868.57)	(416,315.42)	(88,553.15)	-21.3 %
***** NET INCOME (LOSS)	(504,868.57)	(416,315.42)	(88,553.15)	-21.3 %

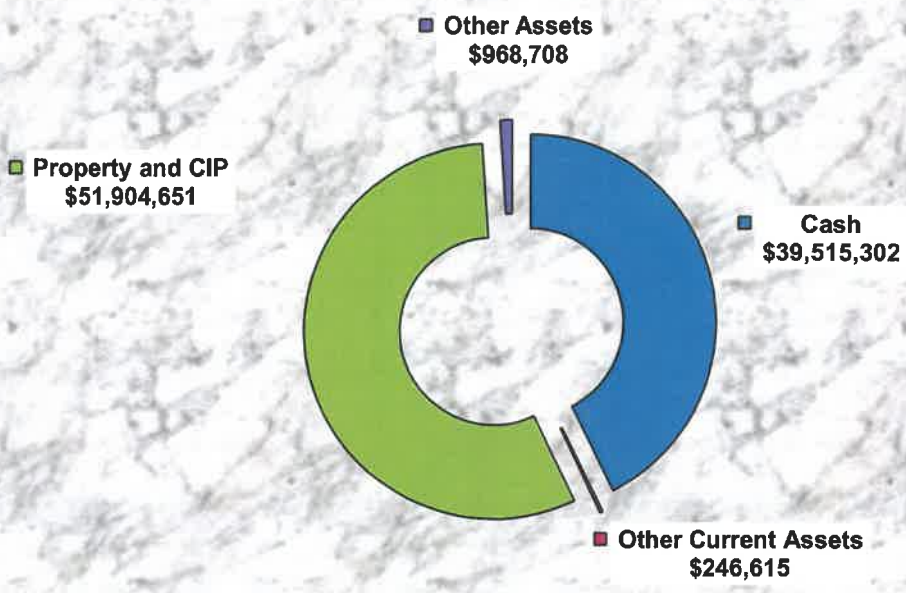
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 9

	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	3,834.00	6,374.97	(2,540.97)	-39.9 %
TOTAL Income	<u>3,834.00</u>	<u>6,374.97</u>	<u>(2,540.97)</u>	-39.9 %
*****	<u>3,834.00</u>	<u>6,374.97</u>	<u>(2,540.97)</u>	-39.9 %
***** OPERATING INCOME	<u>3,834.00</u>	<u>6,374.97</u>	<u>(2,540.97)</u>	-39.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,685.82	4,037.31	2,351.49	58.2 %
TOTAL Salaries and Payroll Taxes	<u>1,685.82</u>	<u>4,037.31</u>	<u>2,351.49</u>	58.2 %
Operating Supplies				
Operating Supplies	0.00	1,874.97	1,874.97	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,874.97</u>	<u>1,874.97</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	4,198.37	2,625.03	(1,573.34)	-59.9 %
TOTAL Repairs and Maintenance	<u>4,198.37</u>	<u>2,625.03</u>	<u>(1,573.34)</u>	-59.9 %
Permits and Fees				
Permits and Fees	7,100.00	12,200.00	5,100.00	41.8 %
TOTAL Permits and Fees	<u>7,100.00</u>	<u>12,200.00</u>	<u>5,100.00</u>	41.8 %
TOTAL Operating Expenses	<u>12,984.19</u>	<u>20,737.31</u>	<u>7,753.12</u>	37.4 %
***** OPERATING INCOME (LOSS)	<u>(9,150.19)</u>	<u>(14,362.34)</u>	<u>5,212.15</u>	36.3 %
***** NET INCOME (LOSS)	<u>(9,150.19)</u>	<u>(14,362.34)</u>	<u>5,212.15</u>	36.3 %
***** NET INCOME (LOSS)	<u>(9,150.19)</u>	<u>(14,362.34)</u>	<u>5,212.15</u>	36.3 %

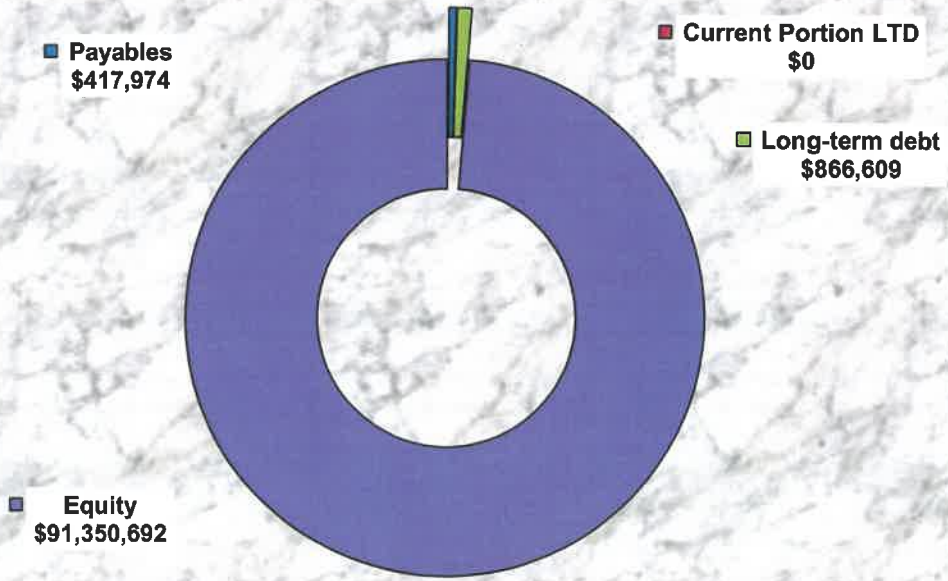
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, March 2021 - current month, Consolidated by
account, Department 10

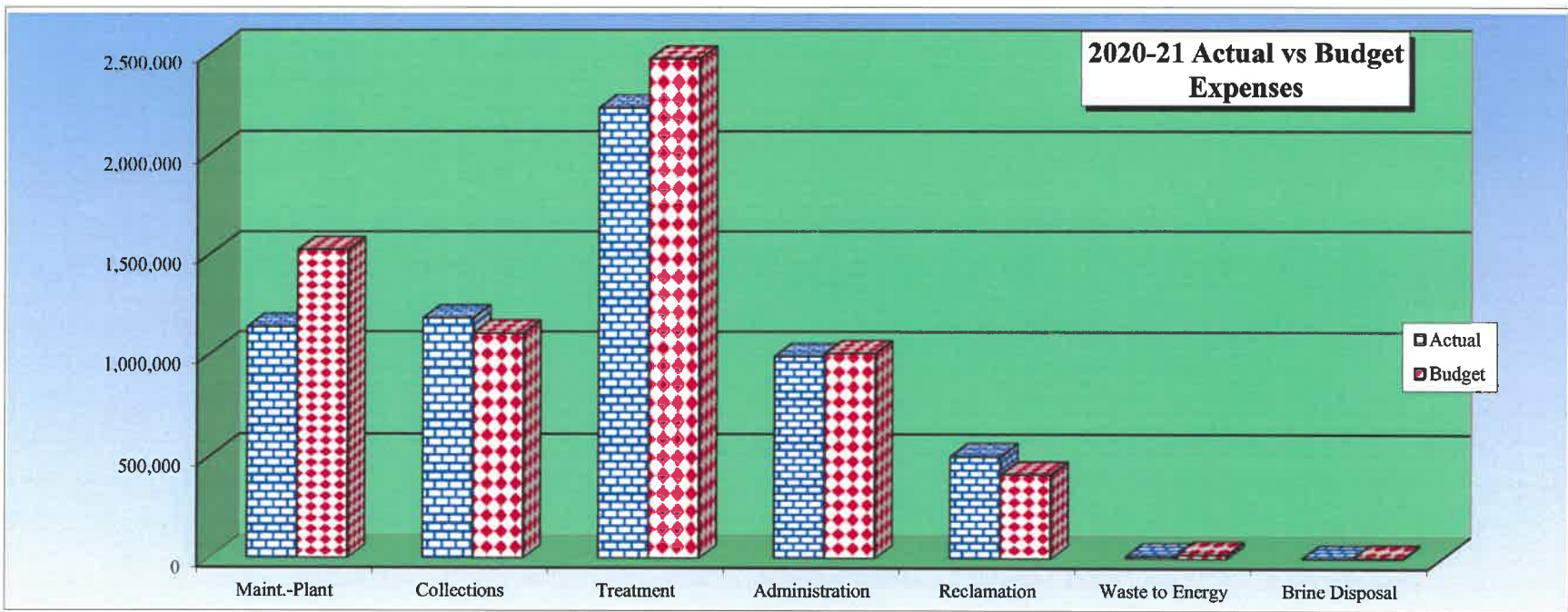
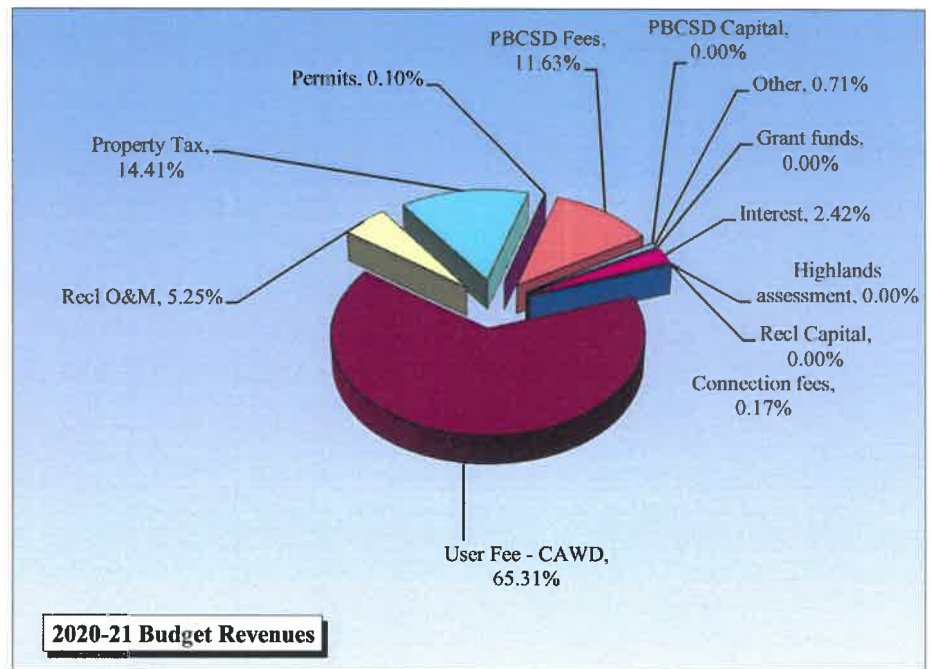
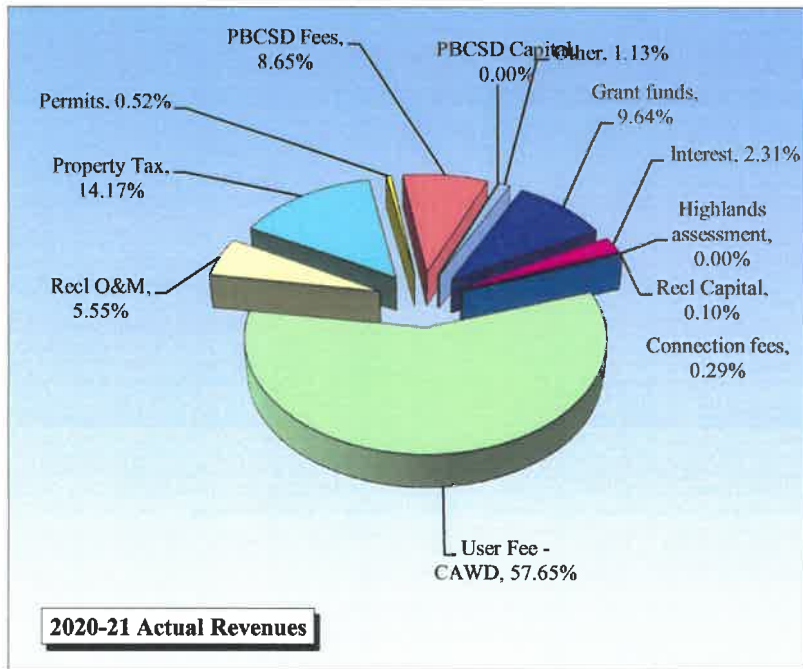
	<i>9 Months Ended March 31, 2021</i>	<i>9 Months Ended March 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	68,513.26	48,750.03	19,763.23	40.5 %
TOTAL Income	<u>68,513.26</u>	<u>48,750.03</u>	<u>19,763.23</u>	40.5 %
*****	<u>68,513.26</u>	<u>48,750.03</u>	<u>19,763.23</u>	40.5 %
***** OPERATING INCOME	<u>68,513.26</u>	<u>48,750.03</u>	<u>19,763.23</u>	40.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	918.65	1,413.00	494.35	35.0 %
TOTAL Salaries and Payroll Taxes	<u>918.65</u>	<u>1,413.00</u>	<u>494.35</u>	35.0 %
Operating Supplies				
Operating Supplies	0.00	1,125.00	1,125.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,125.00</u>	<u>1,125.00</u>	100.0 %
Contract Services				
Contract Services	1,150.00	0.00	(1,150.00)	
TOTAL Contract Services	<u>1,150.00</u>	<u>0.00</u>	<u>(1,150.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,000.25	3,375.00	2,374.75	70.4 %
TOTAL Repairs and Maintenance	<u>1,000.25</u>	<u>3,375.00</u>	<u>2,374.75</u>	70.4 %
TOTAL Operating Expenses	<u>3,068.90</u>	<u>5,913.00</u>	<u>2,844.10</u>	48.1 %
***** OPERATING INCOME (LOSS)	<u>65,444.36</u>	<u>42,837.03</u>	<u>22,607.33</u>	52.8 %
***** NET INCOME (LOSS)	<u>65,444.36</u>	<u>42,837.03</u>	<u>22,607.33</u>	52.8 %
***** NET INCOME (LOSS)	<u>65,444.36</u>	<u>42,837.03</u>	<u>22,607.33</u>	52.8 %

Assets - March 31, 2021

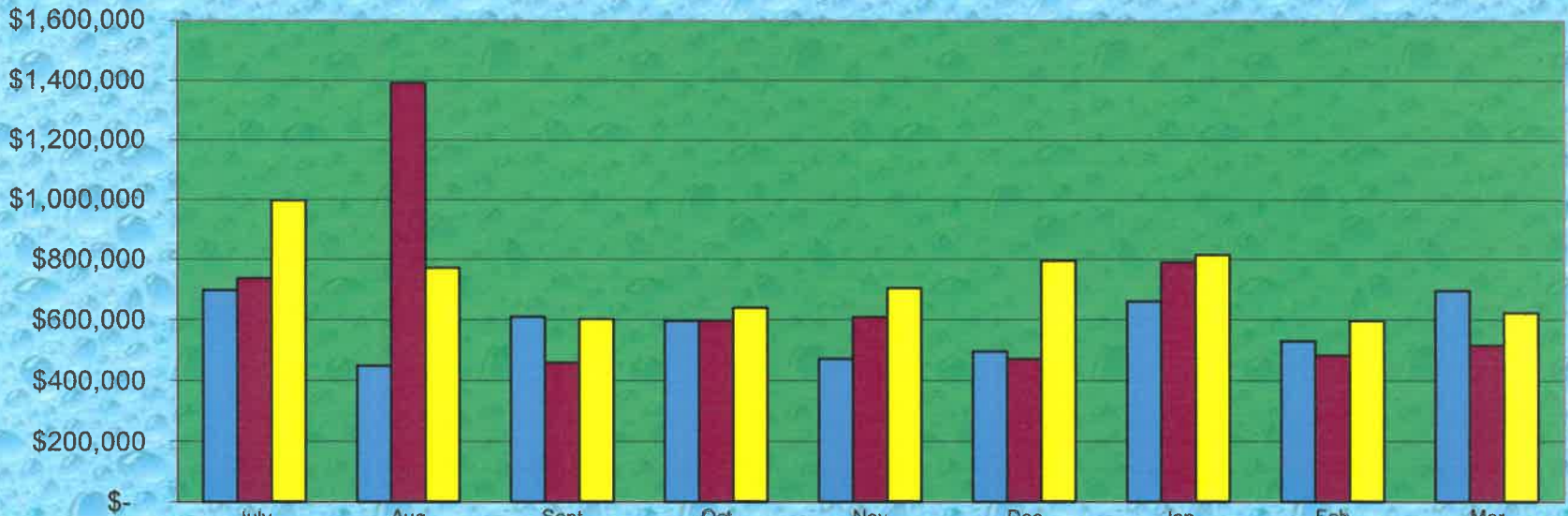


Liabilities - March 31, 2021





Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547	\$529,803	\$695,630
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524	\$472,000	\$790,837	\$484,440	\$516,146
■ CY Budget	\$997,134	\$771,378	\$601,855	\$640,410	\$705,305	\$795,767	\$815,635	\$596,255	\$623,125

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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Camera Head-unbudgeted		0	10,386	10,386	0	NA
Jet Truck Water Pump-unbudgeted		0	30,145	30,145	0	NA
Portable Diesel Generator		77,156	77,156	77,156	80,000	96.45%
Ford F-350 with Royal Crane Body		81,814	81,814	81,814	80,000	102.27%
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		0	18,371	18,371	0	NA
500 kw Portable Generator		0	301,789	301,789	450,000	67.06%
Cyclo Reducer-Screwpress-unbudgeted		0	11,460	11,460	0	NA
Effluent 75hp VFD-unbudgeted		0	10,365	10,365	0	NA
Polymer Feed System (RECL 50%)		19,528	19,528	19,528	22,500	86.79%
RECL share		(9,764)	(9,764)	(9,764)	(30,733)	31.77%
PBCSD share (1/3 of cost)		(3,255)	(117,250)	(117,250)	(147,256)	79.62%
		165,479	434,000	434,000	454,511	NA

Total Capital Purchases 20-21

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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
Admin. Building Modifications-COVID-19	0	21,712	61,804	61,804	75,000	82.41%
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	19,283	94,811	321,347	185,445	51.13%
Hatton Canyon Pipeline Bursting	271,186	36,123	1,037,115	1,308,302	1,450,000	71.53%
Pump Stations-SCADA	456,569	0	5,230	461,799	0	NA
Upper Rancho Canada Pipe Relocation	62,991	1,903	83,062	146,053	1,760,000	4.72%
Rio Road CIPP Lining Project	129,163	0	680,268	809,431	1,340,000	50.77%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	180	0	NA
<u>Treatment</u>						
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<i>Total CIP Projects 20-21</i>	1,146,445	79,020	1,962,470	3,108,915	4,810,445	40.80%

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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	20,781	4,579	34,334	55,115	45,000	76.30%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	0	11,417	881,288	906,000	1.26%
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	1,919	55,082	74,284	35,000	157.38%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
Aeration Basin Improvements	0	539	9,030	9,030	87,000	10.38%
RECL share		0	(457)	(457)	(36,240)	1.26%
PBCSD share (1/3 of cost)		(2,346)	(36,469)	(36,469)	(361,253)	10.10%
<i>Total Long Term CIP Projects 20-21</i>	934,539	4,692	72,938	1,007,477	722,507	10.10%
Total Capital (net of RECL and PBCSD)	2,080,984	249,191	2,469,408	4,550,392	5,987,463	41.24%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Employee Benefits	-95.00%	CALPERS unfunded liability payments unbudgeted.
Utilities	-14.30%	Cell service underbudgeted.
Other Expense	NA	Recruiting unbudgeted.

Collections

Salaries and Payroll Taxes

Employee Benefits	-118.80%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-19.60%	Gasoline, repair parts and vehicle accessories underbudgeted.
General and Administrative	-131.80%	Insurance and engineering underbudgeted.
Operating Supplies	-21.50%	Electrical supplies underbudgeted.
Utilities	-5.00%	Telephone underbudgeted.
Memberships and Subscriptions	-44.70%	Publications and reference works underbudgeted, small dollar amounts.
Other Expense	-2169.30%	Recruiting unbudgeted, small dollar amounts.

Treatment

Employee Benefits	-101.80%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted, small dollar amounts.
Safety	-44.90%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-10.80%	Underbudgeted.
Employee Benefits	-136.20%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-208.70%	General repairs unbudgeted, small dollar amounts.

Waste to Energy

Repairs and Maintenance	-59.90%	Underbudgeted, small dollar amounts.
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Brine Disposal

Contract Services	NA	Lab analysis unbudgeted, small dollar amounts.
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District Obligations:

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

**Carmel Area Wastewater District
2020-21 Resolutions Amending the Budget**

Resolution #	Description	Budgeted		Amendment		Spent To Date
2020-47	A Resolution Approving the Contract Amendment for an Amount not to exceed \$22,900 for the Annexation Services Contract with Denise Duffy & Associates, Inc. to include extra work performed during the environmental review and Local Agency Formation Commission (LAFCO) application services for the 2020 Sphere of Influence and Annexation Project & Authorize the General Manager to sign the Contract Amendment #19-09	\$	-	\$	22,900	\$ 22,849
2020-49	A Resolution approving the payment of CalPERS Classic Unfunded Accrued Liability in an amount not to exceed \$725,000 and CALPERS Public Employees' Pension Reform Act (PEPRA) Unfunded Accrued Liability in an Amount not to exceed \$56,674 with funds from District Reserves	\$	-	\$	725,000	\$ 725,000
		\$	-	\$	56,674	\$ 56,674
2020-60	A Resolution Authorizing the General Manager to enter into a contract with Downtown Ford for the purchase of a Ford F350 Utility truck with a box mount crane in the amount not to exceed \$82,507.30	\$	80,000	\$	2,507	\$ 81,814
2020-73	A Resolution ratifying the amended contract amount and approving the actions of the General Manager in approving said amendment with Graniterock in an amount not to exceed \$23,139.82 for additional work completed during wetland basin grading for the Hatton Canyon Pipeline Replacement Project #18-17	\$	29,880	\$	23,140	\$ 53,020
2021-10	A Resolution authorizing an amendment to the annexation services contract with SRT Consultants for the Carmel Meadows Project, #19-03 in an amount not to exceed \$60,000.	\$	255,445	\$	60,000	\$ 168,468
2021-14	A Resolution authorizing an amendment to the contract with Johnson Marigot Consulting in an amount not to exceed \$59,800 to provide additional regulatory support services for the Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project #19-21.	\$	168,815	\$	59,800	\$ 155,844
Total To Date		\$	534,140	\$	950,021	\$ 1,263,668

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: April 29, 2021
 SUBJECT: Monthly Report – March

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in March	36
Total Fees	\$6,060.00

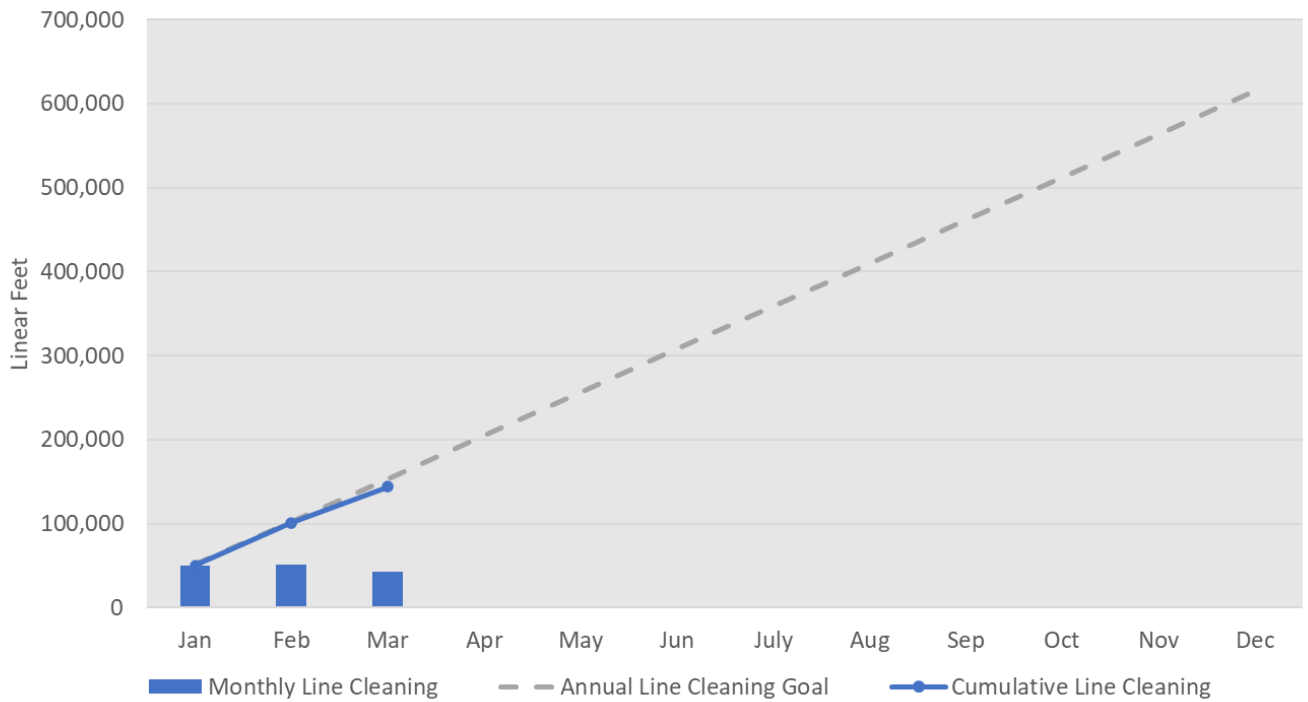
Maintenance

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in past three months. There was 42,977 feet of sewer lines cleaned, 13,991 feet of CCTV inspections, and 29 manhole inspections were performed during the month of March.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
March	42,977 ft.	10.45%	6 – 10 inches
February	50,669 ft.	12.32%	6 - 12 inches
January	50,188 ft.	12.20%	6 – 15 inches

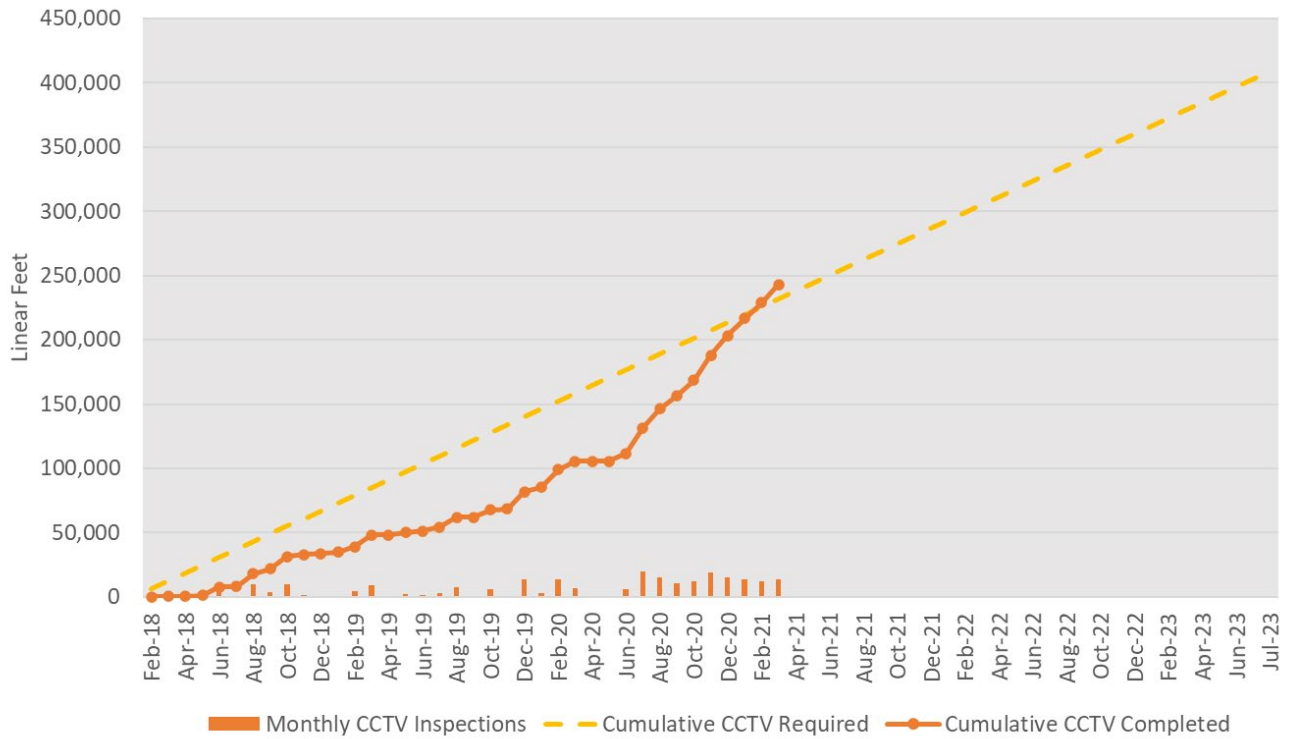
Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2021)	143,834	471,166

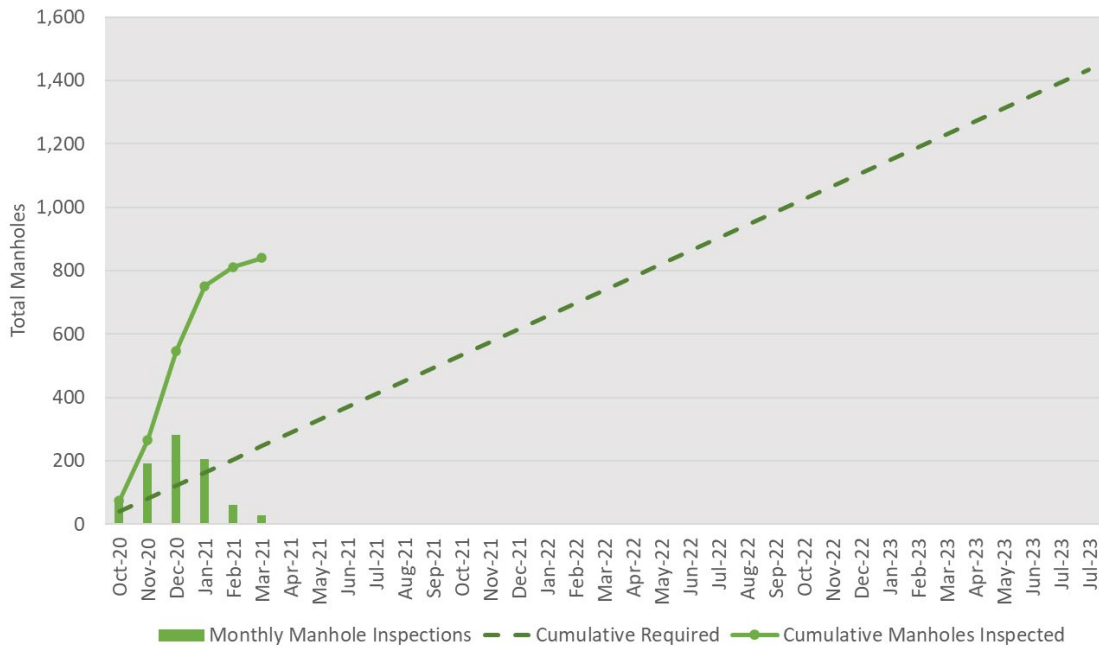
CCTV Progress Graph (River Watch Settlement Agreement Target)



CCTV Table

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	242,859	165,813

Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)



Manhole Inspection Table

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	840	594

Construction Activities

- N/A

Staff Development

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

General comments

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

Service calls responded to by crew

Date	Time	Callout	Resolution
3/2/2021	10:13 AM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed homeowner to call a plumber of their choice.
3/8/2021	10:06 AM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed homeowner to call a plumber of their choice.
3/22/2021	8:24 AM	Odor Complaint	Called by homeowner for strong smell in their bathroom. Staff was cleaning in the area and probably sucked out the p-traps. Informed homeowner to run water in all fixtures to fill p-traps. Odor problem was resolved.
3/23/2021	4:16 PM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed homeowner to call a plumber of their choice.

USA Location Requests – 140

Plumbing permit inspections – 32

Private Sewer Lateral Compliance Certificates Issued – 33

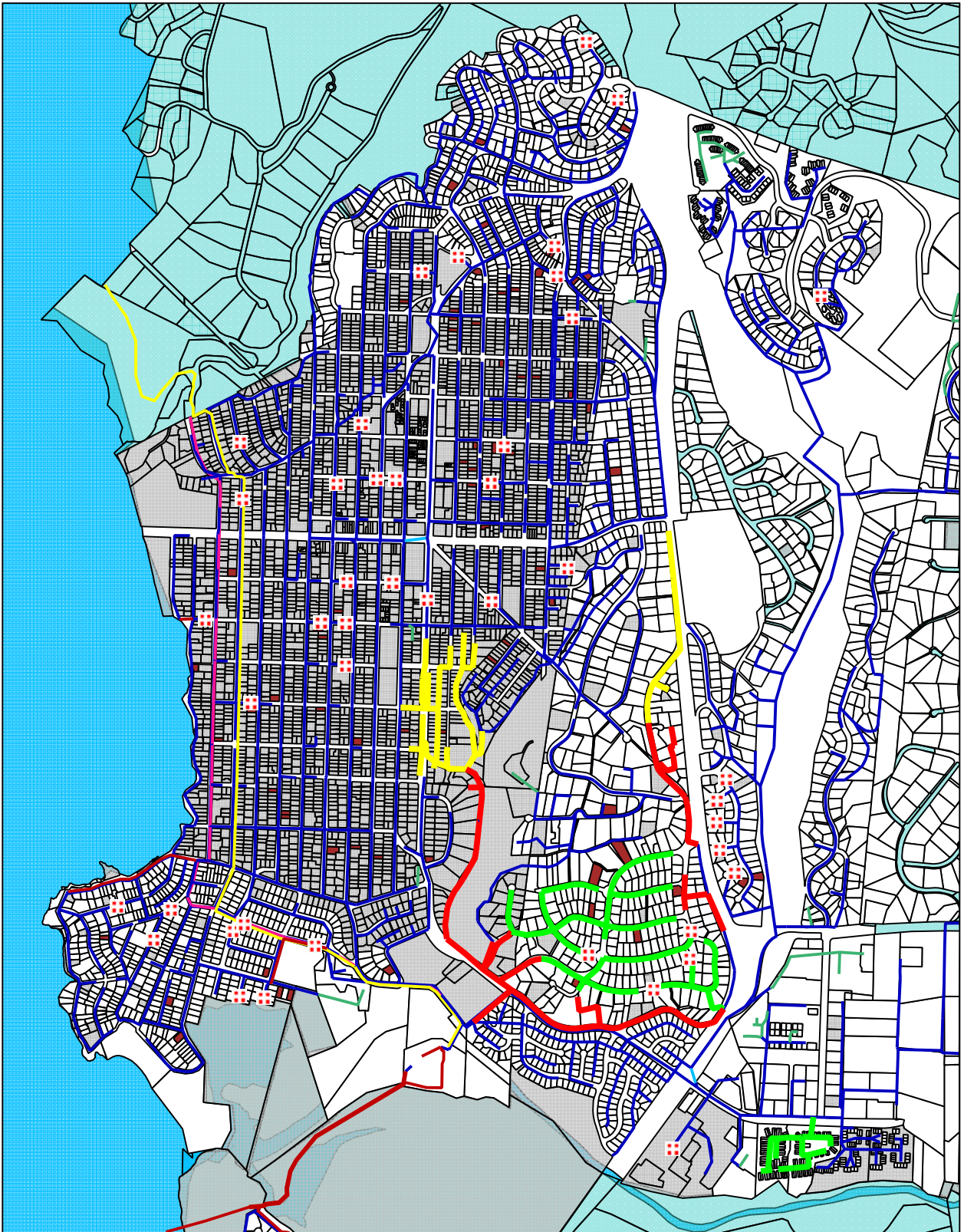
FUNDING

N/A

March (Red)
February (Yellow)
January (Green)

13,991 feet
12,199 feet
19,265 feet

Monthly CCTV Map



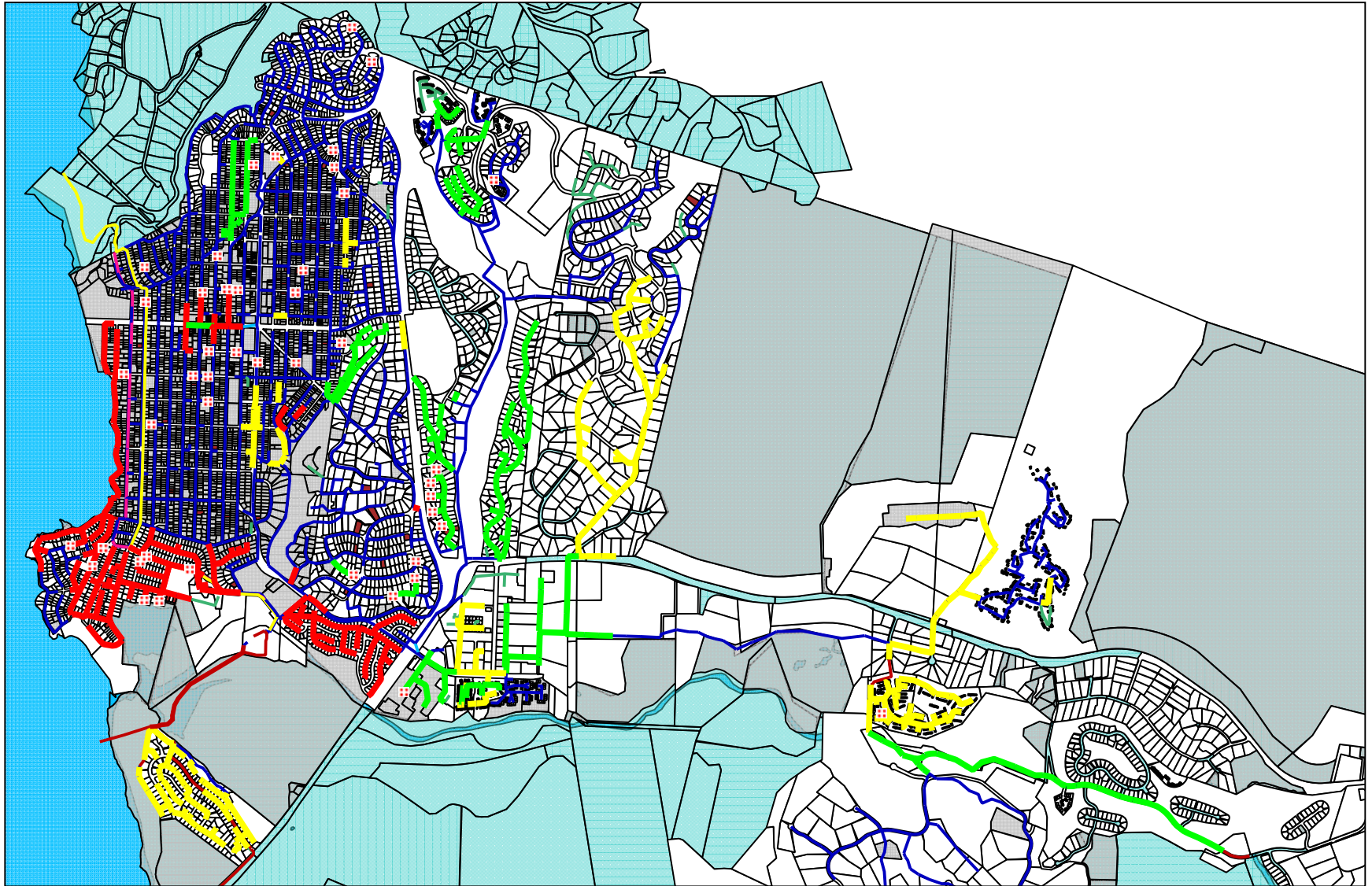
RedZone[®]
ROBOTICS

4/12/2021



March (Red) 42,977 feet
February (Yellow) 50,669 feet
January (Green) 50,188 feet

Monthly Cleaning Map



RedZone
ROBOTICS

4/12/2021



STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: April 29, 2021

Subject: Monthly Safety Report (for March 2021)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- **March 18- Tailgate training.** Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), gave a tailgate training on eye protection and discussed using rated safety glasses, goggles and face shields. Emphasis was placed on knowing when safety glasses do not provide adequate protection and when goggles or face shields are needed to be safe.
- **March 25- Tailgate training.** S/C Admin Dias reminded plant staff about looking out for the safety of contractors and vendors working on site. It is easy to assume contractors have their own insurance and work at their own risk. However, under certain circumstances the District can be liable for injuries to contractors. This includes not informing the contractors of a known hazard and not taking reasonable measures to protect them from hazards or ensuring they protect themselves. It is especially easy to assume that highly-trained and specialized contractors “know what they are doing” and so they can work on equipment or in buildings with little oversight. Hidden hazards can include chemical lines, multiple power sources, special lock-out-tag-out procedures, automatic equipment start ups, etc.

Ongoing Safety Improvements

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

- **Permanent Storage Location for Petroleum and Paints.** For the last several years oils, lubricants, waste oil, and waste solvents have been stored in a portable covered 4-drum poly spill containers. These are the seven yellow and black containers south of the shop building. Also, several dozen gallons of paint and epoxies were being stored in a steel transport/shipping container near the rear of the plant.

While these storage methods were compliant, they would be a potential source of stormwater contamination during a major flood event. For example, if flood waters reached the same elevation as the 1995 flood, the bottom half of the petroleum containers would be inundated. They would need to be quickly relocated to higher ground before flood waters arrived. However, extreme weather remains unpredictable and it should not be assumed that there will be adequate warning time to relocate containers. Further, after a flood warning, plant personnel would first prioritize protecting essential plant processes and relocating critical and high-value equipment. Moving and elevating all the petroleum containers and dozens of paint cans would be a lower priority.

To preempt competing priorities, new permanent storage options were considered. Each had their pros and cons. With the removal of the 1-ton chlorine cylinders in the chlorine storage room, that space had become available. The room was nearly ideal and is also a safer location. The concrete room was designed to store chemicals (chlorine), it is essentially fire-proof, has high-volume ventilation and is several feet above the flood elevation. Appropriate storage racks and secondary containment systems were purchased and installed. The petroleum and paint transfer was completed in April. The Health Department was previously contacted and had confirmed this would be an acceptable storage location.

Tours and Outreach

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

Injuries; First Aid Incidents; Workers Compensation Claims

There were no first aid injuries or Workers Compensation claims in March. The most recent tracking matrix for 2021 is below.

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

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: March 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.666	0.828	0.700	1.036	71.501	75.74	232.33
PBCSD Flow	10.230	0.330	0.278	0.436	28.499	34.58	106.06
Total Plant Flow	35.896	1.158	0.978	1.472	100.00	110.32	338.39
Tertiary Flow	13.835	0.814	0.268	1.150	38.542	72.13	221.27
Ocean Discharge	24.090	0.777	0.105	1.933	67.111	41.88	128.45
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	72.14MG (221.28acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.61 BG (26.43 K acre-ft.)
12 Month Rolling Total Reclamation Production	330.82 MG (1015.28 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Mar '21 kWh	Price per kWh	Mar'21	Feb'21	Jan'21	Dec'20
Secondary	93,461.00	\$ 0.173	\$ 16,198.02	\$ 15,090.53	\$ 18,806.56	\$ 16,496.43
Blowers	50,147.12	\$ 0.166	\$ 8,318.61	\$ 7,945.21	\$ 7,150.70	\$ 7,445.03
CAWD Total	143,608.12		\$ 24,516.63	\$ 23,035.74	\$ 25,957.26	\$ 23,941.46
Tertiary	44,758.00	\$ 0.205	\$ 9,180.31	\$ 14,362.85	\$ 12,382.80	\$ 13,365.15
MF/RO (2)	N/A	#VALUE!	N/A	\$ 15,433.92	\$ 15,204.40	\$ 16,305.46
Reclaim Total	#VALUE!		#VALUE!	\$ 29,796.77	\$ 27,587.20	\$ 29,670.61
Adjusted Monthly Totals (1)	CAWD Total		\$ 14,998.21	Reclamation Total (2)		N/A

kW-h Per Acre Foot

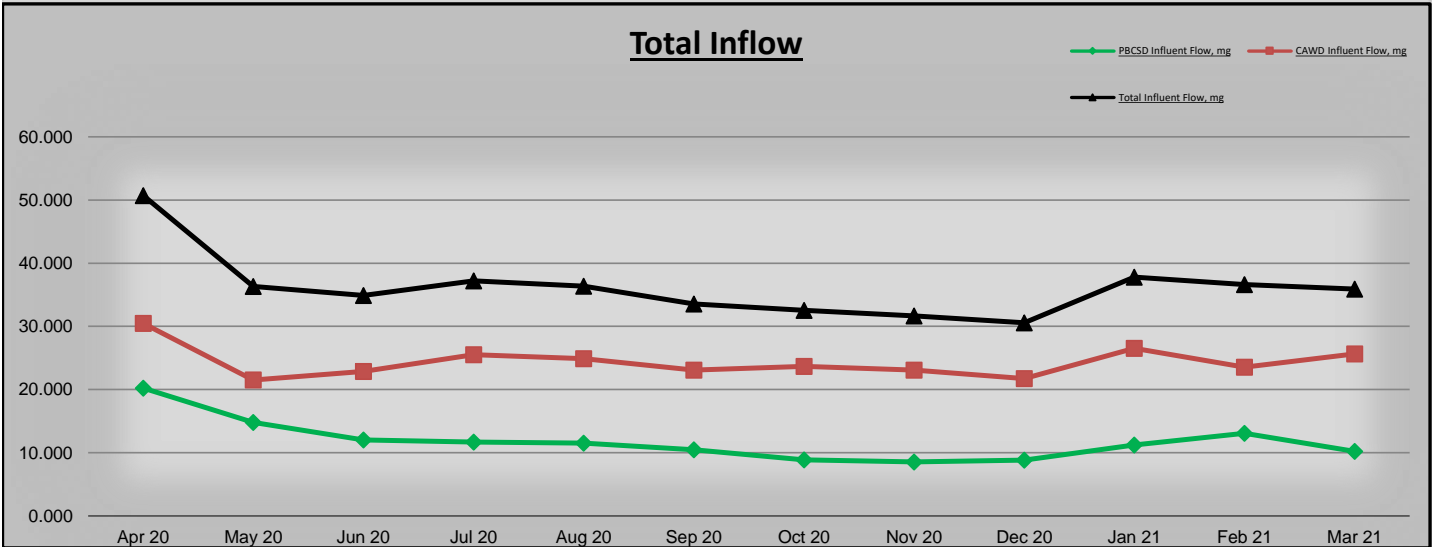
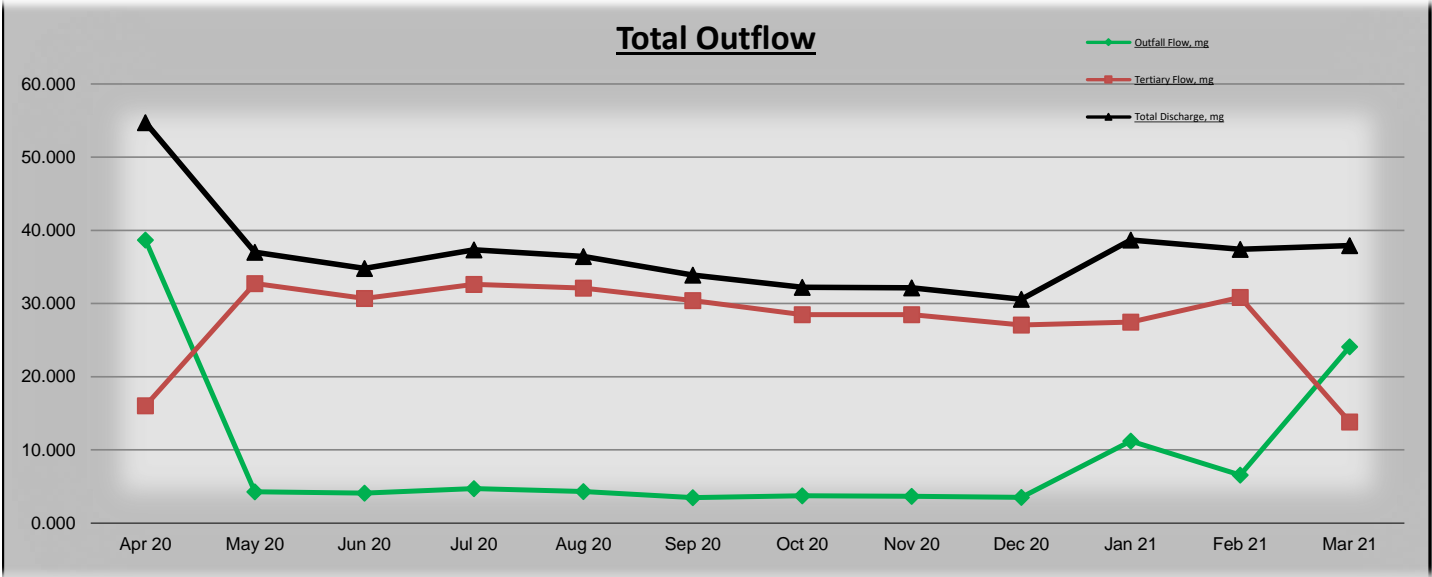
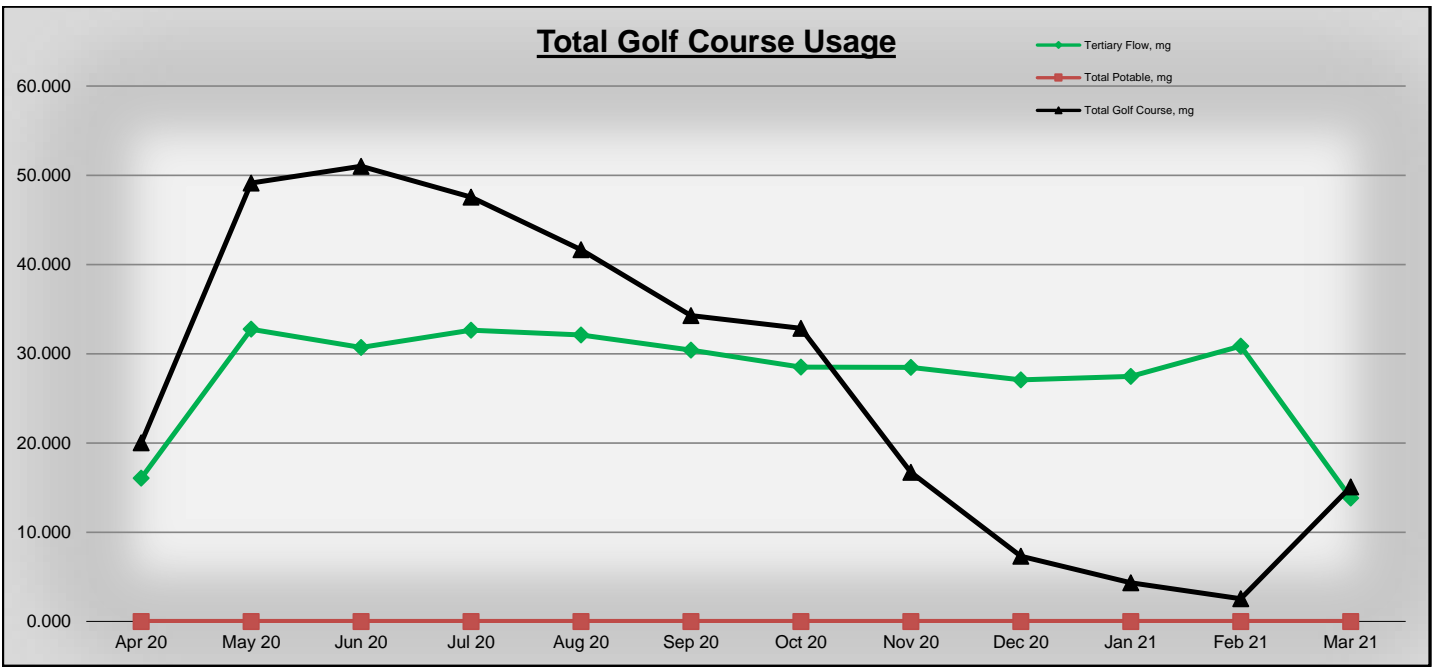
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	N/A (2)	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	Mar '21 kW-h	Feb '21	Jan '21	Dec'20	Accumulated Totals
Production,kW-h	29,055	22,833	21,019	24,832	977,895.00

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

(2) PG&E statement not available when this report was due



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: February 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.536	0.841	0.696	0.976	64.239	50.07	153.60
PBCSD Flow	13.102	0.468	0.318	0.608	35.761	24.35	74.68
Total Plant Flow	36.638	1.309	1.014	1.584	100.00	74.42	228.28
Tertiary Flow	30.843	1.102	0.871	1.191	84.183	58.30	178.83
Ocean Discharge	6.569	0.235	0.108	0.567	17.929	17.79	54.56
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	58.30MG (178.84acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.60 BG (26.39 K acre-ft.)
12 Month Rolling Total Reclamation Production	323.34 MG (992.33 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Feb '21 kWh	Price per kWh	Feb'21	Jan'21	Dec'20	Nov'20
Secondary	96,112.00	\$ 0.157	\$ 15,090.53	\$ 18,806.56	\$ 16,496.43	\$ 17,253.78
Blowers	56,129.36	\$ 0.142	\$ 7,945.21	\$ 7,150.70	\$ 7,445.03	\$ 7,671.12
CAWD Total	152,241.36		\$ 23,035.74	\$ 25,957.26	\$ 23,941.46	\$ 24,924.90
Tertiary	96,020.08	\$ 0.150	\$ 14,362.85	\$ 12,382.80	\$ 13,365.15	\$ 12,688.58
MF/RO	88,260.00	\$ 0.175	\$ 15,433.92	\$ 15,204.40	\$ 16,305.46	\$ 17,314.64
Reclaim Total	184,280.08		\$ 29,796.77	\$ 27,587.20	\$ 29,670.61	\$ 30,003.22
Adjusted Monthly Totals (1)	CAWD Total		\$ 14,212.95	Reclamation Total		\$ 38,619.56

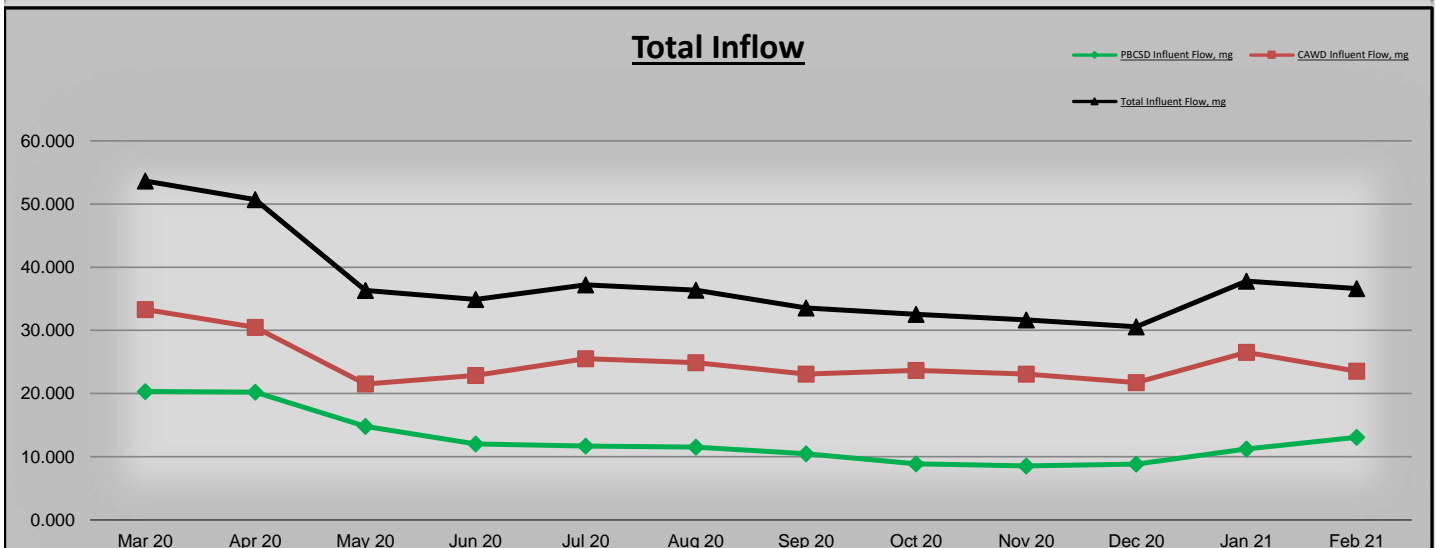
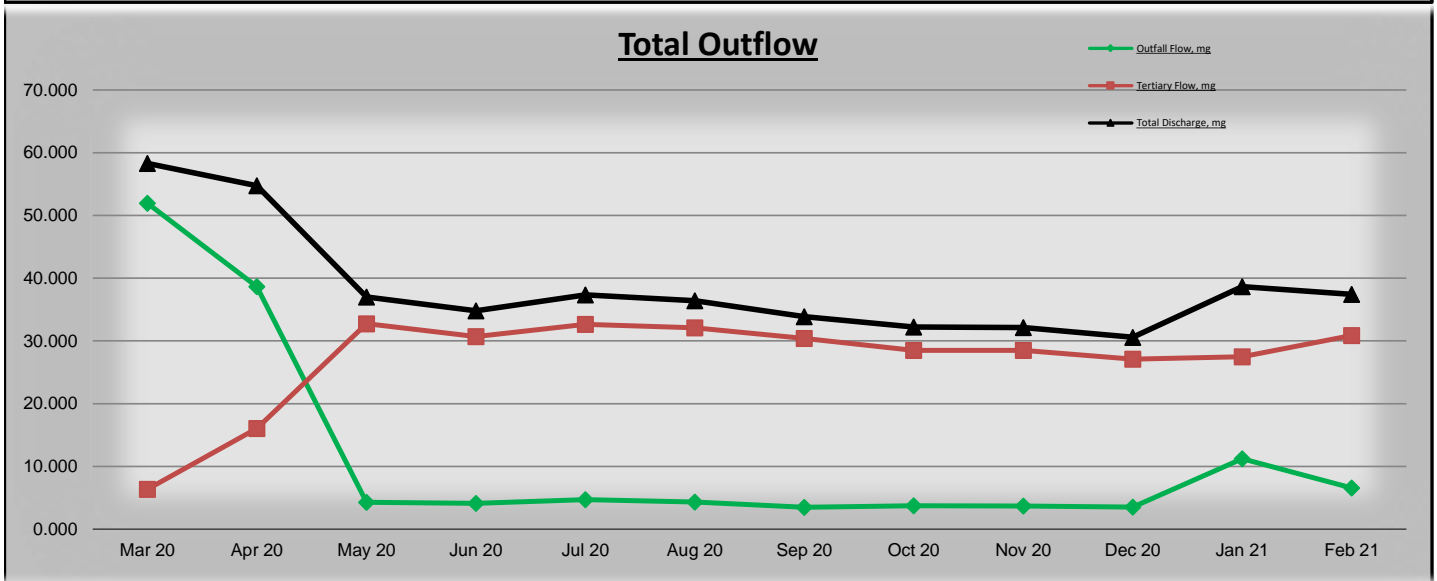
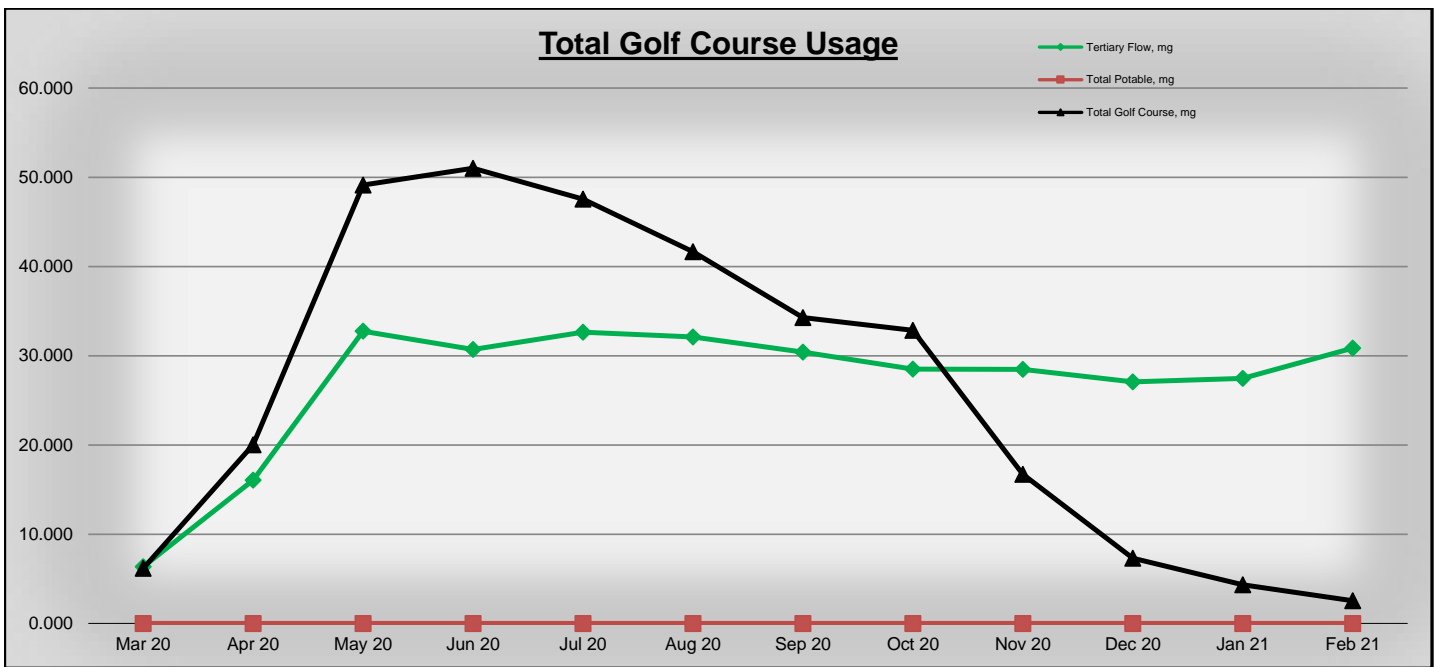
kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	N/A	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	N/A	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	Feb '21 kW-h	Jan '21	Dec '20	Nov '20	Accumulated Totals
Production, kW-h	22,833	21,019	24,832	25,327	948,840.00

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



Wastewater Treatment Facility Operations Report

Report for: January 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.537	0.856	0.627	2.556	70.239	26.54	81.40
PBCSD Flow	11.244	0.363	0.221	1.317	29.761	11.24	34.49
Total Plant Flow	37.781	1.219	0.848	3.873	100.00	37.78	115.89
Tertiary Flow	27.456	0.886	0.718	1.220	72.671	27.46	84.22
Ocean Discharge	11.216	0.362	0.012	3.172	29.687	11.22	34.40
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	27.46MG (84.22acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.57 BG (26.29 K acre-ft.)
12 Month Rolling Total Reclamation Production	307.62 MG (944.10 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jan '21 kWh	Price per kWh	Jan'21	Dec'20	Nov'20	Oct'20
Secondary	118,216.00	\$ 0.159	\$ 18,806.56	\$ 16,496.43	\$ 17,253.78	\$ 20,991.81
Blowers	48,855.44	\$ 0.146	\$ 7,150.70	\$ 7,445.03	\$ 7,671.12	\$ 8,664.63
CAWD Total	167,071.44		\$ 25,957.26	\$ 23,941.46	\$ 24,924.90	\$ 29,656.44
Tertiary	78,279.96	\$ 0.158	\$ 12,382.80	\$ 13,365.15	\$ 12,688.58	\$ 18,497.83
MF/RO	82,333.00	\$ 0.185	\$ 15,204.40	\$ 16,305.46	\$ 17,314.64	\$ 18,941.85
Reclaim Total	160,612.96		\$ 27,587.20	\$ 29,670.61	\$ 30,003.22	\$ 37,439.68
Adjusted Monthly Totals (1)	CAWD Total		\$ 15,978.28	Reclamation Total		\$ 37,566.18

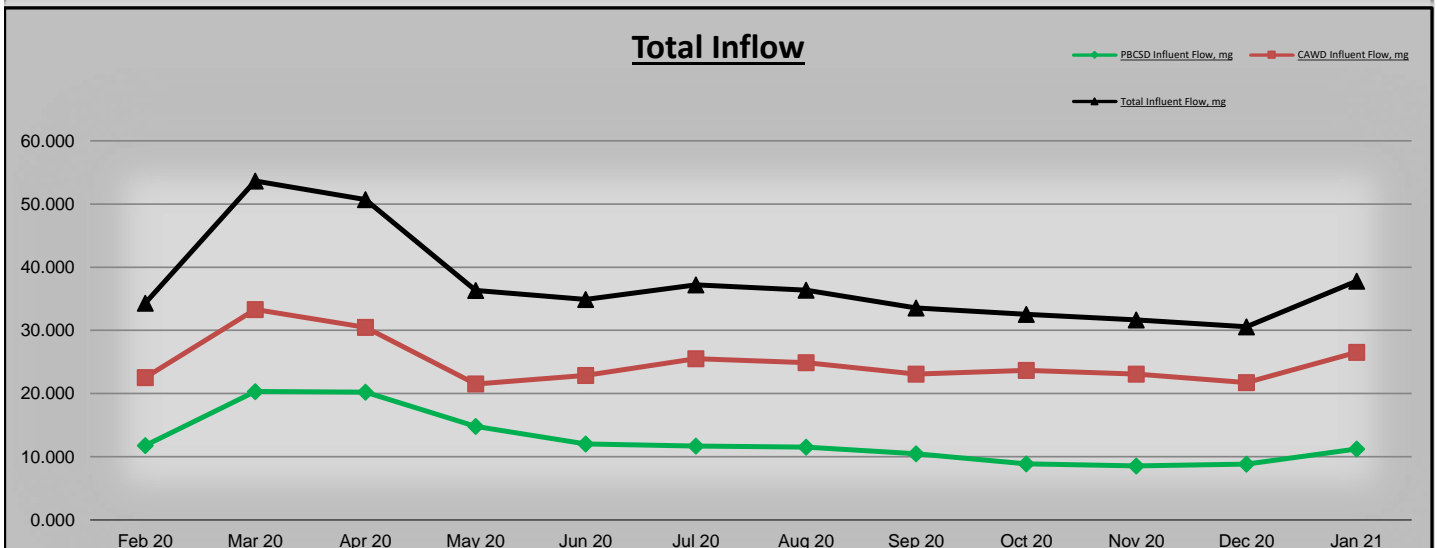
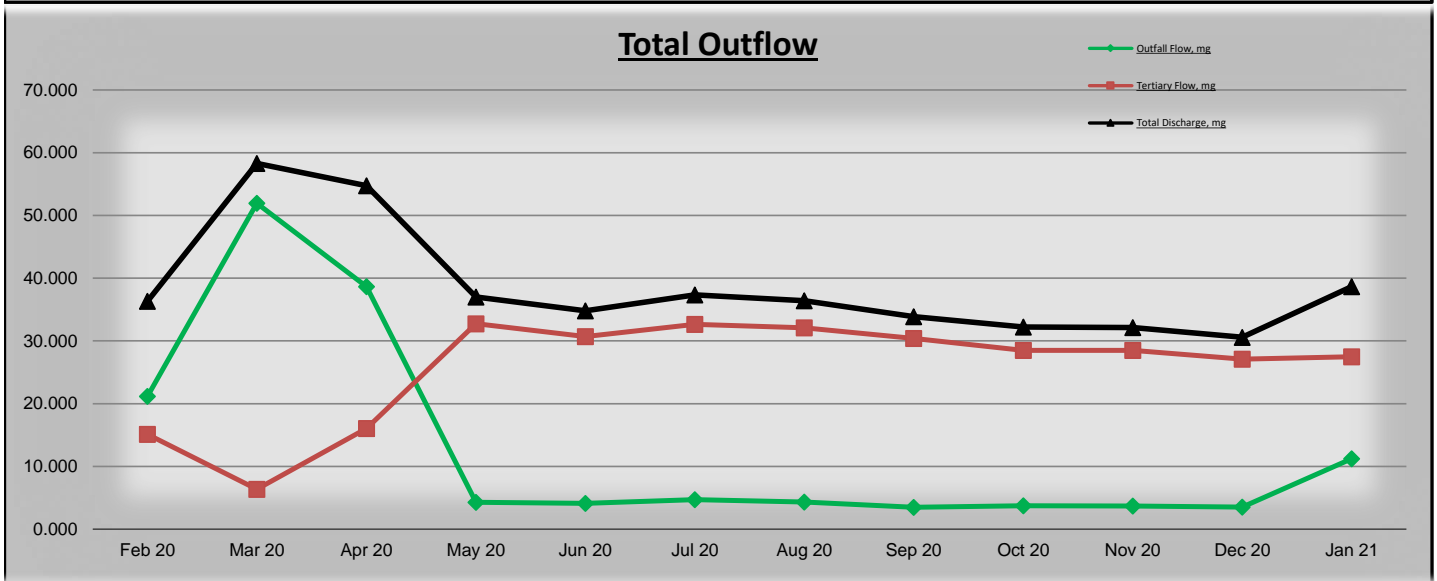
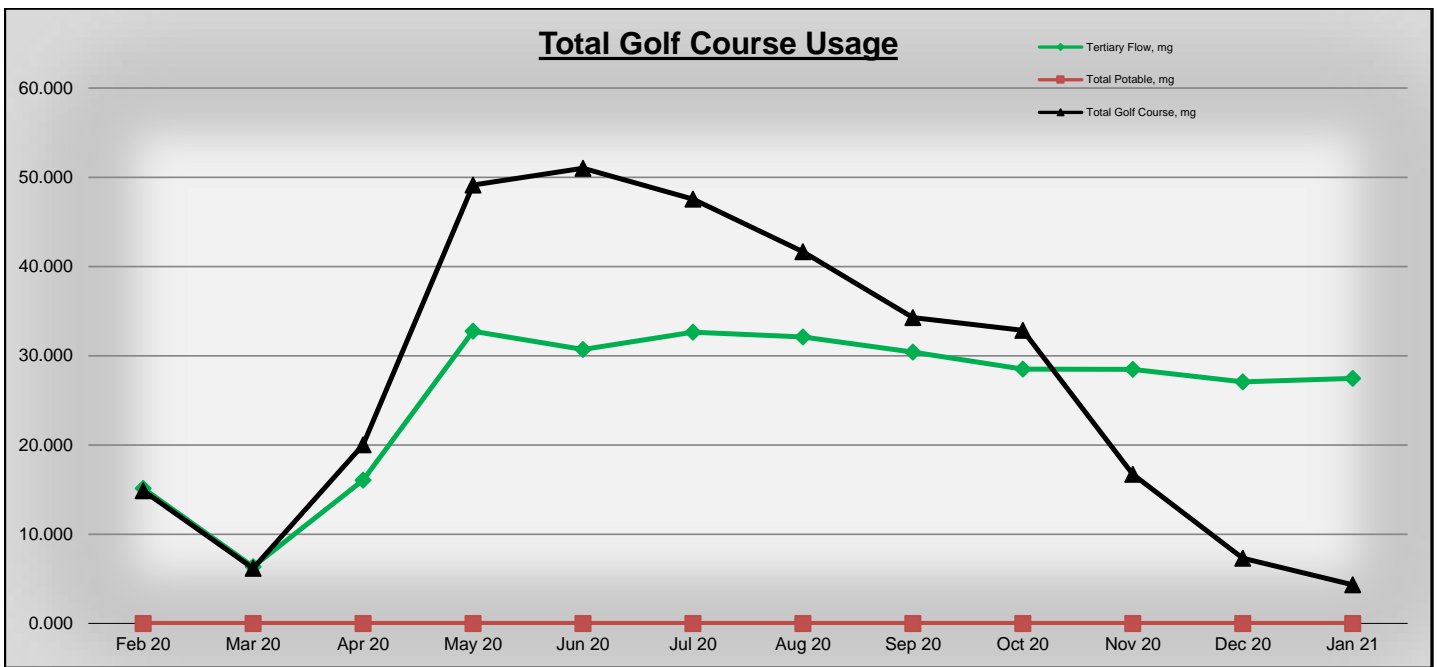
kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	N/A	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	N/A	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	Jan '21 kW-h	Dec '20	Nov '20	Oct '20	Accumulated Totals
Production, kW-h	21,019	24,832	25,327	28,722	926,007.00

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



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: April 29, 2021

Subject: Monthly Report – March 2021

RECOMMENDATION

Receive Report - Informational only; No action required.

DISCUSSION

LABORATORY REPORT

- Biobot Analytics continues to provide COVID-19 analysis for CAWD composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body_file-e72defec-6488-4185-b5f3-ab45b2fe531e .
- The laboratory staff collected the first set (Jan 2021- June 2021) of stormwater samples for the year 2021 on March 6 and 9, 2021. The second set of samples will be collected after a storm event during the period July 2021- December 2021. The results will be submitted in December 2021.
- CAWD and Kennedy-Jenks are completing the update for the current Storm Water Pollution Prevention Plan (SWPPP) under the California Statewide Water Industrial General Permit (IGP) Order 2014-00570DWQ.
- The wet season sampling for CCLEAN (Central Coast Long Term Environmental Assessment Network) started on March 8, 2021 and continued for thirty days to April 8, 2021. The results will be provided by Applied Marine Sciences when it is completed.

ENVIRONMENTAL COMPLIANCE REPORT

- Turf Image a CAWD contractor, was contacted regarding a problem with the Source Control Inspection Program application form and the contractor was able to quickly resolve the issue.
- Source Control has been diligently notifying businesses to renew their discharge permits before they expire.
- Myo Yogurt at the Crossroads Shopping Center was requested to provide kitchen plan information to the District Engineer in order to complete the to discharge permit application.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Hogs Breath Inn	Yes		
Casanova	Yes		
Carmel Bistro Giovanni	Yes		
Vesuvio	Yes		
Il Tegamino	Yes		

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
Lucky's Supermarket	Yes		

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
January 2021	100	100
February 2021	100	99
March 2021	100	100

FUNDING – N/A – Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
		Projects Implementation Plan Schedule												
		Treatment Plant Projects												
18-01	1620.000	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	7/25/23	\$2,905,000	\$10,616,000	Coastal Commission Notification and Inviting Bids	Mech/Elec Rehab and Sludge Holding Tank Replacement Project					
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	6/30/21	\$240,000	\$364,715	SCADA Screens 50% Complete	PLC/SCADA Programming					
18-08	1629.000	Standby Power Reliability Project	Treanor/Foley	10/8/18	12/23/20	\$450,000	\$469,202	Generator Work Complete - Staff Adding Uninterruptible Power Supply in Server Room	Standby Power Reliability Project					
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/21	\$100,000	\$676,000	Test 30 kW	Microturbine Integration Project					
19-01	1630.000	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Waggoner	7/1/19	6/29/21	\$65,000	\$86,000	Minor Work Proceeding	Onsite Flood Mitigations (PARTIAL RECLAMATION)					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$0	\$213,000	Determining Tree Types / Final Landscape Plan for Interior	Perimeter Tree Plan and Implementation					
21-01	5982.004	WWTP Eucalyptus Pruning	Treanor	7/1/20	2/1/22	\$0	\$180,000	CEQA	WWTP Eucalyptus Pruning					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/22	\$0	\$0	Design/CEQA/ Developing Funding Agreement	Carmel River FREE Mitigation					
21-03		Cathodic Protection Testing	Treanor	7/1/20	6/29/21	\$30,000	\$30,000	Testing in May	Cathodic Protection Testing					
21-05		Cart Charging and Parking	Foley	7/1/20	6/1/21	\$25,000	\$25,000	Completed	Cart Charging and Parking					
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$40,000	\$127,000	Materials Onsite Pending Installation in Spring	Aeration Basin Improvements					
20-03	6799.006	Treatment COVID Improvements	Foley	7/1/20	6/30/21	\$50,000	\$50,000	Implementation	Treatment COVID Improvements					
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	5/2/22				Treatment Plant Studies & O&M Manuals					
20-02	5500.006	WWTP Stormwater Pollution Prevention Plan Update	Treanor	6/1/20	4/30/21	\$35,000	\$35,000	In Study Phase	WWTP Stormwater Pollution Prevention Plan Update					
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$150,000	\$1,200,000	Draft In Development	Coastal Hazards Monitoring Plan					
	5500.006	Long Term SLR Planning	Treanor	5/3/21	5/2/22	\$150,000	\$1,550,000	Inactive	Long Term SLR Planning					
		Reclamation Projects												
18-26	14777	RO Pretreatment Acid Tanks and Containment	Treanor	1/1/19	6/1/22	\$290,000	\$358,506	On Hold	RO Pretreatment Acid Tanks and Containment					
		Reclamation Line Cathodic Protection Testing	Treanor	1/1/21	6/3/21	\$0	\$40,000	Inactive	Reclamation Line Cathodic Protection Testing					
		Reclamation Studies	Treanor	7/2/18	6/1/22				Reclamation Studies					
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/21	\$30,000	\$115,000	In Study Phase	Trussell MF/RO Performance Review					
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$0	\$35,000	Inactive	Reclamation 15-Year Asset Management Assessment					
		Collections Projects												
19-02		Pretreatment Ordinance	Lather	11/15/19	5/14/21	\$0	\$0	Scheduling Committee Review	Pretreatment Ordinance					
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	In Design / CEQA	Carmel Meadows Sewer Replacement					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Negotiating Easement	Upper Rancho Canada Pipe Relocation					
20-04	6799.005	Collections COVID Improvements	Foley	7/1/20	6/30/21	\$50,000	\$50,000	Implementation	Collections COVID Improvements					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	12/10/21	\$0	\$0	Design by Owner Construction Planned Upon Completion of Annexation	Manor Pipeline and Pump Station					
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	7/7/23	\$100,000	\$600,000	In Design	Bay/Scenic Pump Station Rehabilitation					
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	2/5/21	6/30/22	\$200,000	\$1,400,000	In Design	Scenic Rd Pipe Bursting - Ocean to Bay					
21-02		2021 Pipeline Spot Repairs	Lather	7/1/21	7/1/22	\$0	\$150,000	Design In House	2021 Pipeline Spot Repairs					
21-04		Manhole Rehabilitation	Lather	7/1/21	7/1/22	\$0	\$150,000	Design In House	Manhole Rehabilitation					
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement					
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress	Collections 20-Year CIP					
		Assessment Districts/Annexations	Lather	8/2/18	3/1/23				Assessment Districts/Annexations					
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	5/3/21	\$0	\$50,000	LAFCO Protest Hearing Scheduled April 26th	Amendment and Annexation Proposal					
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	9/2/21	\$0	\$0	Pending Board Approval of Design Engineer	Assessment District					
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	9/2/21	\$0	\$0	Pending Annexation	Annexation/Connection					
19-04		Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	3/11/21	3/1/23	\$0	\$0	In Study Phase	Carmel Highlands Sewer Collection System Expansion – Yankee Point					
Administration Projects														
20-01	1633.000	Administration Building COVID Control Improvements	Treanor/Foley	6/9/20	12/22/20	\$75,000	\$75,000	Installation of HVAC and Lobby Doors Complete - Final Punchlist	Administration Building COVID Control Improvements					



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

Project Number:		18-01
Project Name:		WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project
Project Location:		Wastewater Treatment Plant
Project Manager:		Treanor
Status:		Coastal Commission Notification and Inviting Bids
Project Description:		The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$10,616,000	\$881,288
Financial:	FY Budget:	FY Spent:
	\$2,905,000	\$11,416
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Cutover Coordination	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for 2020 through 2021 	
Consultants:	Design: Kennedy/Jenks Consultants Construction Management: TBD	
Contractor:	TBD	

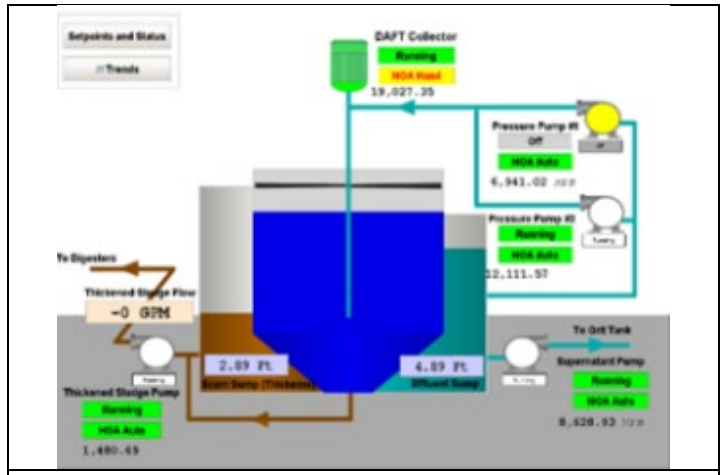


Photo: DAFT SCADA Overview

Project Number:		18-05	
Project Name:		Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project	
Project Location:		Wastewater Treatment Plant	
Project Manager:		Foley	
Status:		SCADA Screens 70% complete	
Project Description:		During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
Department:		Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$364,715	\$169,856	
Financial:	FY Budget:	FY Spent:	
	\$240,000	\$66,285	
Reclamation Share:	Partial Reclamation		
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in FY20/21. 		
Consultants:	Frisch Engineering		



Photo: New Standby Generator

Project Number:	18-08								
Project Name:	Standby Power Reliability Project								
Project Location:	Wastewater Treatment Plant								
Project Manager:	Treanor/Foley								
Status:	Generator Work Complete - Staff Adding Uninterruptible Power Supply in Server Room								
Project Description:	This project involves purchasing a trailer mounted 500kW generator to serve as a full back up to the existing standby system in case the existing 750kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and only powers half the main Switchgear).								
Department:	Treatment								
Financial:	<table border="1"> <tr> <td>Cumulative Budget:</td> <td>Cumulative Spent:</td> </tr> <tr> <td>\$469,202</td> <td>\$374,154</td> </tr> <tr> <td>FY Budget:</td> <td>FY Spent:</td> </tr> <tr> <td>\$450,000</td> <td>\$354,952</td> </tr> </table>	Cumulative Budget:	Cumulative Spent:	\$469,202	\$374,154	FY Budget:	FY Spent:	\$450,000	\$354,952
Cumulative Budget:	Cumulative Spent:								
\$469,202	\$374,154								
FY Budget:	FY Spent:								
\$450,000	\$354,952								
Reclamation Share:	N/A								
Other Entities:	N/A								
Permits Required:	Air Board Permit								
Challenges:	N/A								
Schedule:	<ul style="list-style-type: none"> Design to be completed in 2019 Construction anticipated for 2020 								
Consultants:	Beecher Engineering								
Contractor:	Quinn Power Systems Bryan Mailey Electric								



Photo: Existing Gas Conditioning System

Project Number:	18-11								
Project Name:	Microturbine Integration Project								
Project Location:	Wastewater Treatment Plant								
Project Manager:	Treanor/Foley								
Status:	Test 30kW								
Project Description:	Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls are needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.								
Department:	Treatment								
Financial:	<table border="1"> <tr> <td>Cumulative Budget:</td> <td>Cumulative Spent:</td> </tr> <tr> <td>\$676,000</td> <td>\$55,114</td> </tr> <tr> <td>FY Budget:</td> <td>FY Spent:</td> </tr> <tr> <td>\$100,000</td> <td>\$34,333</td> </tr> </table>	Cumulative Budget:	Cumulative Spent:	\$676,000	\$55,114	FY Budget:	FY Spent:	\$100,000	\$34,333
Cumulative Budget:	Cumulative Spent:								
\$676,000	\$55,114								
FY Budget:	FY Spent:								
\$100,000	\$34,333								
Reclamation Share:	N/A								
Other Entities:	N/A								
Permits Required:	Air Board Permit								
Challenges:	Complexity of System								
Schedule:	<ul style="list-style-type: none"> Pre-Design to be completed in 2019/2020 Final Design to be completed in 2020/2021-Construction anticipated for 2021 								
Consultants:	Frisch Engineering (programming)								
Contractor:	TBD								

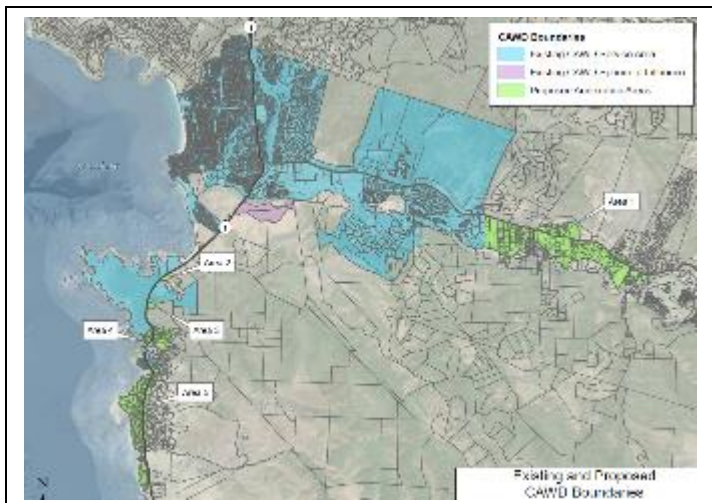


Photo: Areas of Potential Annexation

Project Number:	18-21, 19-04, 19-05, 19-09	
Project Name:	2020 CAWD Sphere of Influence (SOI) Amendment & Annexation Proposal	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	LAFCO Protest Hearing Scheduled April 26th	
Project Description:	The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$105,000 (55K+50K)	\$51,767
Financial:	FY Budget:	FY Spent:
	\$0	\$26,527
** No Budget included for Annexations b/c costs will be recouped through annexation fees.		
Permits Required:	Environmental Review, LAFCO Annexation Approval	
Challenges:	#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.	
Schedule:	Applied for LAFCO Annexation in August 2020. #19-09 LAFCO annexation hearing on 3-22-21.	
Consultant:	Denise Duffy & Associates	



Photo: Existing totes used for Sulfuric Acid storage and Feed

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



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number:		18-28
Project Name:		Perimeter Tree Plan and Implementation
Project Location:		Wastewater Treatment Plant
Project Manager:		Treanor
Status:		Determining Tree Types / Final Landscape Plan for Interior
Project Description:		Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$213,000	\$2,897
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation:		N/A
Other Entities:		N/A
Permits Required:		Currently unknown (In Study Phase)
Challenges:		Time it will take for new trees to grow up that will fully screen treatment plant from view
Schedule:		<ul style="list-style-type: none"> Study to occur in 2021
Consultants:		Scott Hall Landscape Design
Contractor:		TBD



Photo: Old Flood Door in Headworks Basement

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

PRE-TREATMENT ORDINANCE
2020-XX



CARMEL AREA WASTEWATER DISTRICT

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



Photo: View gravity pipe in Carmel easement

Project Number: 19-03		
Project Name: Carmel Meadows Gravity Sewer Improvements		
Project Location: Collection System		
Project Manager: Lathér		
Status: In Design / CEQA		
Project Description: The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,259,102	\$321,347
Financial:	FY Budget:	FY Spent:
	\$185,445	\$94,809
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
Schedule:	Design FY20/21. Construct FY21/22.	
Consultants:	SRT Consultants	
Contractor:	TBD	



Photo: Entrance to Carmel Valley Manor

Project Number:			19-08		
Project Name:			Carmel Valley Manor Pipeline and Pump Station		
Project Location:			Collection System		
Project Manager:			Lathér		
Status:			Design by Owner – Construction Planned upon Completion of Annexation		
Project Description:			Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD’s sewer system.		
Department:			Collections		
Financial:		Cumulative Budget:	Cumulative Spent:		
		\$0	\$180		
Reclamation Share:		FY Budget:	FY Spent:		
		\$0	\$180		
Other Entities:		0%			
Permits Required:			County Encroachment Permit, Environmental Review in process		
Challenges:			Funding, Repayment Agreement, LAFCO annexation		
Schedule:			3-22-21 LAFCO Annexation hearing		
Consultants:			MNS and Rincon are working for Carmel Valley Manor to permit and design the project.		
Contractor:			N/A		



Photo: View of proposed sewer line realignment

Project Number:			19-13		
Project Name:			Upper Rancho Cañada Pipe Realignment		
Project Location:			Collection System		
Project Manager:			Lathér		
Status:			Negotiating Easement		
Project Description:			This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from a 12-inch to 8-inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.		
Department:			Collection		
Financial:		Cumulative Budget:	Cumulative Spent:		
		\$1,822,991	\$146,052		
Other Entities:		FY Budget:	FY Spent:		
		\$1,760,000	\$83,061		
Permits Required:			Environmental Review		
Challenges:			Providing a design that allows CAWD access to assets and is acceptable to the Park District.		
Schedule:			Design FY 19/20. Construct FY 20/21.		
Consultants:			MNS Engineering Rincon Environmental		



Photo: Existing air diffuser system

Project Number:	19-19	
Project Name:	WWTP – Aeration Basin Improvements	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Materials Onsite Pending Installation in Spring 2021	
Project Description:	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$40,000	\$9,030
Financial:	FY Budget:	FY Spent:
	\$40,000	\$9,030
Reclamation Share:	Estimated at 0% of project cost.	
Other Entities:	CAWD/PBCSD Reclamation Project	
Permits Required:	No permits as project is preventative maintenance project	
Challenges:	Weather conditions and Scheduling	
Schedule:	<ul style="list-style-type: none"> Design is complete Materials ordered and received Construction anticipated for Spring 2021 	
Consultants:	In house (Design Plant Engineer), Environetics for Baffles	
Contractor:	TBD	

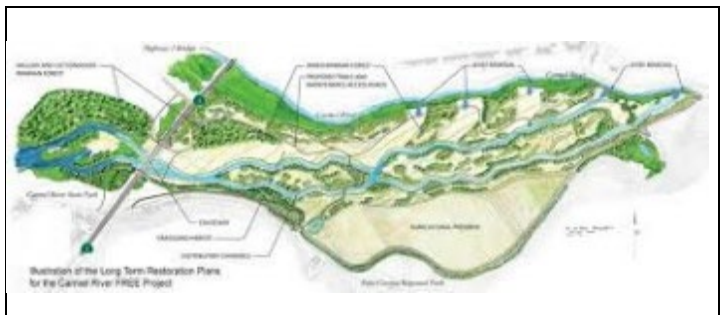


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21	
Project Name:	Carmel River FREE Mitigation	
Project Location:	Carmel River Lagoon	
Project Manager:	Trearor	
Status:	Design/CEQA/Developing Funding Agreement	
Project Description:	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
Department:	Engineering	
Financial:	Grant Budget:	Cumulative Spent:
	\$750,000	\$217,963
Financial:	Grant FY Budget:	FY Spent:
	\$750,000	\$217,963
** Project is being funded by CRFREE initiated grants		
Reclamation Share:	0%	
Other Entities:	Monterey County	
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)	
Challenges:	Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks	
Schedule:	<ul style="list-style-type: none"> Design and CEQA anticipated completion Summer 2021 Construction anticipated in Summer 2022 	
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
Contractor:	Pending	



Photo: Admin Building Permit Desk

Project Number: 20-01		
Project Name: Administration Building COVID Control Improvements		
Project Location: Administration Building		
Project Manager: Treanor/Foley		
Status: Complete		
Project Description: HVAC Improvements to control airborne viruses, enclosure of permit desk to eliminate contact between staff and visitors.		
Department: Administration		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$75,000	\$61,803
Financial:	FY Budget:	FY Spent:
	\$75,000	\$61,803
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Building Permits	
Challenges:	Emerging science around COVID-19	
Schedule:	<ul style="list-style-type: none"> • Design June and July 2020 • Construction complete 	
Consultants:	Design: Davner Engineering	
Contractor:	Coast Counties Glass	



Photo: WWTP Stormwater Pump Station

Project Number: 20-02		
Project Name: WWTP Stormwater Pollution Prevention Plan Update		
Project Location: Treatment Plant		
Project Manager: Treanor/Dias		
Status: In Study Phase		
Project Description: Update to the existing CAWD WWTP Stormwater Pollution Prevention Plan as required by the National Pollution Discharge Elimination System (NPDES) General Stormwater Permit		
Department: Treatment		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$35,000	\$23,923
Financial:	FY Budget:	FY Spent:
	\$35,000	\$23,923
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Part of General Stormwater Permit	
Challenges:	None	
Schedule:	<ul style="list-style-type: none"> • Plan Development in 2021 	
Consultants:	Kennedy Jenks Consultants	
Contractor:	N/A	



Photo: River Watch logo

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

LAWD Collections Dept - CIP											
FY 2021/21 thru 2024/21											
Project #	PROJECT	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Canal Meadows Pipeline (Carrizo Creek)	\$165,415	\$1,000,000								
2	Malibu Canyon Pipeline Pipe Replacing	\$1,426,000									
3	Upper San Gabriel Canyon Pipe Replacements	\$1,760,000									
4	New Service PS Rehabilitation	\$180,000	\$150,000	\$150,000							
5	Palmdale Pipe Replacements - Orange to San	\$240,000	\$900,000	\$600,000							
6	Palmdale Creek from Pipe Replaces	\$225,000	\$1,250,000								
7	Fluvial Control System at Thousand Oaks Pump Station	\$140,000									
8	Waterline Yards PS and Sewers - South of Santa Anita			\$150,000	\$150,000	\$200,000	\$200,000				
9	17th St. Wastewater to the Street			\$750,000	\$750,000	\$1,000,000	\$1,000,000				
10	Canal Wastewater Sewer Rehabilitation					\$400,000	\$2,100,000				
11	Water Line 25th St. Rehabilitation					\$1,000,000	\$1,000,000	\$800,000			
12	Waterline & San Carlos - Orange to San					\$1,000,000	\$1,000,000	\$1,000,000			
13	Palmdale Station Pipe Replacements to 10th							\$1,000,000	\$600,000		
14	Palmdale PS area access upgrade							\$200,000	\$1,000,000	\$1,000,000	
15	Leisure Street Pipe Replacing 4th to 10th							\$150,000		\$500,000	
16	Storm Sewer and Checkvalves Pipe Replacing - Orange to Santa									\$200,000	\$1,178,000
17	Canal Road 100'-con. 4th & Walnut Avenues									\$100,000	\$1,000,000
18	Palmdale Wastewater				\$100,000			\$700,000		\$100,000	\$1,000,000
19	Plant Upgrade @ Orange Avenues							\$400,000	\$300,000		\$500,000
20	Palmdale Wastewater Treatment Plant										
21	San Gabriel Pipeline Rehabilitation										
22	Downing Hill at Thousand Oaks (20% Contingency)	\$1,000,000	\$2,100,000	\$2,100,000	\$2,200,000	\$2,800,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000
Collections 2024/21		\$2,965,415	\$2,150,000	\$2,150,000	\$2,200,000	\$2,800,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000
PSMA Grant Funding		\$683,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Grants		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAWD CIP		\$2,965,415	\$2,150,000	\$2,150,000	\$2,200,000	\$2,800,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000

Photo: LT Capital Schedule

Project Number: 20-06		
Project Name: Collections 20-Year CIP		
Project Location: Collection System		
Project Manager: Lathér		
Status: Work in Progress		
Project Description: Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan		
Department: Collections		
Projection of Total Capital Costs-20Yr	Construction Costs:	Administration Costs:
\$60,000,000	\$50,000,000	\$10,000,000 (20% engineering, legal, admin)
Financial:	Cumulative 15YR Budget:	Cumulative Spent:
	EST \$30M	N/A
Financial:	FY Budget:	FY Spent:
	N/A	N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:		
Schedule:	2020 - 2040	
Consultants:	West Yost	
Contractor:	N/A	



Photo: Looking at Pump Station Exterior

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



Photo: Pipe Bursting Limits on Scenic

Project Number:			20-08
Project Name:			Scenic Rd Pipe Bursting - Ocean to Bay
Project Location:			Collection System
Project Manager:			Lathér
Status:			In Design
Project Description:			Replace approximately 4,950 linear feet of existing 6-inch clay pipe with a new 8-inch (HDPE) Includes manhole rehabilitation.
Department:			Collections
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$1,400,000	\$0	
Financial:	FY Budget:	FY Spent:	
	\$200,000	\$0	
Reclamation Share:		0%	
Other Entities:		Carmel-by-the-Sea, Coastal	
Permits Required:		Exemptions from CEQA & Coastal	
Challenges:		Traffic Control	
Schedule:		Design 2021, Construct 2022	
Consultants:		Pending	
Contractor:		Pending MNS	



Photo: WWTP Aerial Showing Eucalyptus Trees Around Perimeter

Project Number:			21-01
Project Name:			WWTP Eucalyptus Tree Pruning
Project Location:			Wastewater Treatment Plant
Project Manager:			Treanor
Status:			CEQA
Project Description:			Trim Eucalyptus Trees around WWTP to control overgrowth of trees and mitigate spread of non-native tree.
Department:			Treatment
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$180,000	\$0	
Financial:	FY Budget:	FY Spent:	
	\$180,000	\$0	
Reclamation Share:			0%
Other Entities:			N/A
Permits Required:			Coastal Commission Notification, County Tree Cutting Permit
Challenges:			
Schedule:			Tree Trimming anticipated during non-nesting season (fall-winter 21/22)
Consultants:			Burleson Consulting (Environmental Monitoring) Frank Ono (Arborist)
Contractor:			TBD



Photo: Sewer Line Repair

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



Photo: Impressed Current Rectifier

Project Number:		21-03	
Project Name:		Cathodic Protection Testing	
Project Location:		Treatment Plant	
Project Manager:		Treanor	
Status:		Testing in May	
Project Description:		Testing and evaluation of existing 50-year old impressed current cathodic protection system for WWTP Ocean Outfall, and improvements design.	
Department:		Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$30,000	\$0	
Financial:	FY Budget:	FY Spent:	
	\$30,000	\$0	
Reclamation Share:		0%	
Other Entities:		N/A	
Permits Required:		None	
Challenges:		None	
Schedule:		Complete by June 2021	
Consultants:		Trident Corrosion Engineering	
Contractor:		N/A	

STAFF REPORT

To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: April 29, 2021

Subject: Monthly Operations Report – March 2021



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of March. This includes the implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- Staff completed removing the wooden toe guards around the Aeration Building. These wooden toe guards have been replaced with aluminum toe guards on the Aeration Building walkways and work areas.
- (Project 18-05) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA) Operations staff has been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

Reclamation:

- Due to the Forest Lake Reservoir being full the Reclamation System was shut down on March 3 and again from March 10 through the 22 of March. Staff restarted system on March 23, 2021.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) on Micro Filtration Cells 1, 2 and 3. All cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 3.7 to 5.9 pounds per square inch (psi).

Training:

- Staff is continuing to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for the Exposure Control Plan Updates for the COVID-19 virus.
- Staff continues to participate in a scheduled tailgate safety meeting with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.

Capital Improvement:

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

Meetings Attended

- Quarterly Conference call with Trussell Technologies and other stakeholders for the Reclamation System on March 22, 2021.

Discharge Permit Violations

- There were no Reclamation Permit 93-72 discharge violations for the month of February 2021.
- There were no Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of February 2021.
- Staff has received no feedback from Central Coast Regional Water Quality Control Board on the submitted Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996 as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is currently under review by the Central Coast Executive Officer to be certified for future use if needed.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: April 29, 2021

Subject: Monthly Maintenance Report – March 2021

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- Update: A minor leak was discovered on an 8" pipe connection during the spot coating maintenance in the contact channel basement pipe gallery. Staff applied a temporary patch and the plant engineer recommended pipe wrapping as a permanent solution. Solution provided by vendor is under review by staff.
- The 4" fitting that previously failed on the reclamation blend line was wrapped with Epoxy and mesh so that the repair is permanent.
- Bryan Mailey Electric completed the electrical grounding and Ground Fault Circuit Interrupter (GFCI) replacement work. All of the GFCI breakers and receptacles were tested in the plant. If the test failed then the breaker or receptacle was replaced. This is an important safety item since staff regularly work around water and electricity.
- (Project 21-05) Bryan Mailey Electric completed installation of cart charging receptacles. Receptacles were installed below the blower building mezzanine next to the operations building. This reduced the cost by eliminating the need to install a canopy and separate electrical branch panel and allowed carts to be parked adjacent to the operations building.
- Bryan Mailey electric replaced the tertiary 800-amp main breaker with a reconditioned breaker. The existing breaker was original and will be sent in to be tested and reconditioned and then placed in stock as a spare.

This is a critical asset since it is a single point of failure. A Pacific Gas and Electric shutdown was required and the work was completed in less than 4 hours so that no water was diverted to the outfall.

Upcoming Maintenance Projects

- Update: A replacement flow meter was ordered for the natural gas line to the digester boiler. Once installed it will be integrated into the Supervisory Control and Data Acquisition System (SCADA) system and provide real time flow values when the boiler is consuming natural gas. Electrical connections were installed to new flow meter location and staff will schedule a certified welder to install the flanges on the gas piping so the install can be completed. Flanges and gaskets are on site and work is scheduled for late April.
- (Project 18-11) Update: The exhaust parts arrived for the 30-kilowatt microturbine and the final pieces are in the process of being installed. The 30-kilowatt microturbine has an interlock preventing it from starting. Staff reached out to the vendor to schedule a visit to assist with startup.
- Reclamation pump 932 was sent out for reconditioning. During predictive testing the motor had lower readings than the other 2 motors. This triggered a recondition event, which is about half the cost of a complete rewind. The motor recondition will be completed in April and reinstalled.
- (Project 18-05) Staff is working with Frisch Engineering on the SCADA migration for the aeration basin and blower system. The control scheme is under review by operations and engineering to determine the best strategy so that blower surges are prevented and dissolved oxygen setpoint is maintained while minimizing energy demand.

Staff Development

- The Simutech Multimedia Electrical troubleshooting virtual training was deployed, and staff are completing the modules. Each module builds on the previous one.
- Maintenance and Collections staff received crane training on the new collections truck. The training was provided by the Maintenance Superintendent.

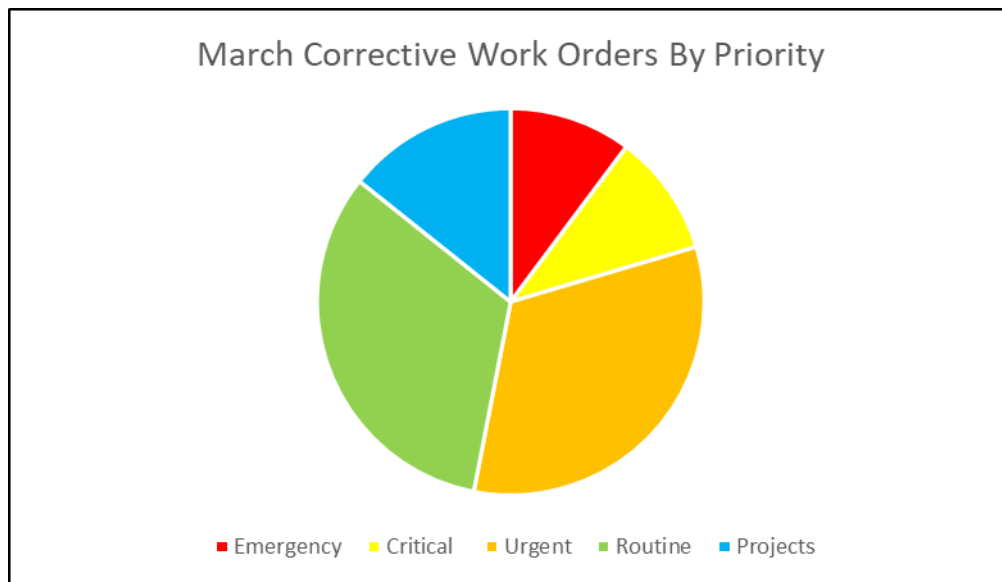
- Pipe wrap training was provided to Maintenance staff by the Belzona Distributor. Pipe wrap can be applied for emergency repairs or to extend the life of an asset. This approach is being used to extend the life of polyvinyl chloride (PVC) piping as a substitute for replacing the pipe fittings. The wrap does not require a shutdown and it takes less time than replacing the piping.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	420
Total Work Orders Closed/Done	377
Total Work Orders Still Open	43
Percentage of Work Orders Completed	89.76%

Corrective Maintenance



Emergency	5
Critical	5
Urgent	16
Routine	16
Projects	7

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: April 29, 2021
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is provided to update the Board on current engineering activities during the month of March 2021.

General Engineering

The Principal Engineer continues to work on projects related to the 2021 Annexation, including Yankee Point, Carmel Valley Manor and Corona Road. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in 2021. They have submitted 100% plans and specification for review by staff. On March 18, 2021 CVM and CAWD staff participated in a Carmel Valley Road Committee meeting to discuss concerns of the road committee.

The Local Agency Formation Commission (LAFCO) has scheduled the hearing regarding the annexation for March 26, 2021 at 2 p.m. There have been dozens of calls regarding the annexation since our last board meeting and all of them have been positive. We are hopeful that there will be no appeals regarding the annexation, but if there are appeals, the hearing will be set for April 25, 2021.

The Yankee Point/Spindrifft agreement has been signed and the engineering contract is signed. The project kickoff meeting was completed on March 3, 2021.

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

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT

To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: April 29, 2021
Subject: 2021 Pipeline Spot Repairs project #21-02



RECOMMENDATION

It is recommended that the Board of Directors approve Resolution 2021-15 to authorize the General Manager to invite bids for a construction contract for the 2021 Pipeline Spot Repairs project and return to your Board on June 24, 2021 with results of the bidding and a recommendation to award the contract to the lowest responsive and responsible bidder.

DISCUSSION

The 2021 Spot Repair Project consists of 16 locations mainly within Carmel-by-the-Sea. This project has been included in the CAWD Collections Department ten-year Capital Improvement Plan. The sewer includes vitrified clay pipe that varies in size from 6 to 10 inches in diameter, and many of the pipelines were constructed in the early 1900's. Each of the segments were found to have holes in the pipe that could result in exfiltration of sewage or a sink hole within a street.

Staff has worked with the City and County Public Works departments to select locations and methods of repair that are located in areas that will be paved in 2021 or they are not scheduled for pavement work in the near future. In order to minimize trench failures and delays due to compaction of backfill, the backfill is required to consist of low strength slurry. The table below summarizes the spot repair locations.

PIPE SEGMENT	LOCATION
M778-M776	Santa Fe north of 6th
N621-N622	San Carlos North of Vista
N625-N624	San Carlos North of 2nd
N642-N643	Junipero north of Vista
O702-O704	Santa Fe north of 4th
O714-O710	3rd Ave. between Guadalupe & Carpenter
O737-O738	Ocean between Carpenter & Hatton
O738-O744	Ocean between Carpenter & Hatton
O761-O784	Corner of Ocean and Carpenter
O775-O778	Santa Fe between 6th and 5th
O776-O777	Santa Fe north of 5th
O778-O779	Santa Fe north of 6th
O785-O787	6th Between Santa Rita & Guadalupe
O787-O779	6th Between Santa Fe & Santa Rita
S613-S612	2717 Pradera in backyard easement

Staff has completed the plans and specifications for the project, and they are available for review at the District Office. In order to proceed with bidding the project, the Board will need to approve the attached resolution authorizing the General Manager to invite bids for the project. Staff will return to the board at the June 24, 2021 board meeting with results of the bidding and a recommendation to award the contract to the lowest responsive and responsible bidder.

FUNDING

Funding of \$150,000 is available in the 2021/22 Collections Capital Improvement Budget. The engineer's estimate is \$112,500.

RESOLUTION NO. 2021-15

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR
THE "2021 PIPELINE SPOT REPAIRS" PROJECT #21-02

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the "2021 Pipeline Spot Repairs" project invitation for bids.

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

1. That the 2021 Pipeline Spot Repairs project plans and specifications are hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid project.
3. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid "2021 Pipeline Spot Repairs" project once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District Secretary.
4. Sealed proposals or bids shall be delivered to the Secretary of the Board of the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of the District, 3945 Rio Road, Post Office Box 221428, Carmel, California, 93922, said time being not less than ten (10) days from the time of the first publication of the Notice. Bids will be publicly opened and examined on said date and hour by the District Secretary and will be referred to and considered by the Carmel Area Wastewater District Board at its next regular meeting following the opening of the

bids in the Board Room of the District Office, 3945 Rio Road, Carmel, California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: April 29, 2021

Subject: Corona Road Assessment District Project #18-21

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt resolution 2021-16 authorizing the General Manager to accept funds and enter into an agreement with the Corona Road area neighborhood residents to use the funds to proceed with hiring Monterey Bay Engineers, Inc. to complete an assessment engineer's report and Denise Duffy & Associates to complete an environmental study for the project.
2. Adopt a resolution 2021-17 authorizing the General Manager to sign a contract with the engineering consultant, Monterey Bay Engineers, Inc., for the project in an amount not to exceed \$41,500.
3. Adopt a resolution 2021-18 authorizing the General Manager to sign a contract with the environmental consultant, Denise Duffy & Associates, for the project in an amount not to exceed \$25,900.

DISCUSSION

The Corona Road area neighborhood in the Highlands area of Monterey County is interested in forming an assessment district to construct sewer facilities on the west and east side of Highway One near Corona Road. The advocates of the sewer project have been circulating a petition to request that the District move forward with assessment district proceedings with 78% of the affected property owners having signed the petition.

The Corona Road area was included in the 2021 Annexation that was recently approved by the Local Agency Formation Commission (LAFCO).

During the review process, an additional eight property owners at the upper end of Corona Road requested to be added to the annexation and included in the sewer assessment district. These properties were included in the approved annexation.

In order to get to the point where the Carmel Area Wastewater District (CAWD) Board can move forward with assessment district proceedings, an assessment engineering report, preliminary plans and additional environmental permitting needs to be completed. Once a preliminary design and cost estimate is obtained, CAWD can move forward with the assessment district formation process and obtain Coastal Permits for the project.

The property owners have selected Monterey Bay Engineers, Inc. to provide the preliminary plans, project cost estimate and assessment engineer's report for \$41,500 and Denise Duffy & Associates to complete project specific environmental consulting for \$25,900 (proposals attached for reference). The interested property owners have provided funds to cover these costs and have signed a copy of the attached Participant Deposit and Reimbursement Agreement for their individual contribution to the total cost of the consultant's work.

A draft participant agreement was provided by Scott Ferguson of Jones Hall, A Professional Law Corporation who has extensive experience with assessment district proceedings and will act as bond counsel for the proposed assessment district. The agreement was reviewed by District legal counsel and approved. District costs associated with the assessment district formation will be reimbursed when the assessment district is approved and funded.

FUNDING

The Corona Road neighborhood has agreed to completely finance the engineering and environmental contracts for the full contract amounts totaling \$67,400 to be deposited with the District.

ATTACHMENTS:

- Monterey Bay Engineers, Inc. proposal for preliminary design and engineer's report
- Denise Duffy & Associates proposal for professional environmental services
- Deposit and Reimbursement Agreement for Corona Road Assessment District



Monterey Bay Engineers, Inc.

Civil Engineering • Land Surveying

Steve C. Wilson, RCE 25,136 / PLS 5,207
Brian M. Wilson, PLS 7,771
Benjamin C. Wilson, RCE 72,928

607 Charles Ave. Suite B, Seaside, Ca 93955
Phone (831) 899-7899 Fax (831) 899-7879
Email : mbayengr@mbay.net

November 30, 2020

Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93923
Attn: Rachel Lather, P.E.

Re: Corona Road Sanitary Sewer Connections to the Carmel Area Wastewater District
Preparation of the Engineer's Report for the Assessment District Formation

Dear Ms. Lather:

We are pleased to present you with our proposal to complete the preliminary design, and engineer's report for the proposed sanitary sewer collection system and pumping facilities necessary to provide connections to the Carmel Area Wastewater District's public sewer system in the Corona Road area. We have attended meetings with the property owners and the district engineer at the offices of the Carmel Area Wastewater District (CAWD), and have reviewed the site conditions. In the past, we have provided land surveying and civil engineering services for the former O'Boyle property (29300 Coast Highway 1), the Carmel Highlands Fire District (73 Fern Canyon Road), and the Keig properties (70 Coast Highway 1) for similar services, and we are very familiar with the Carmel Highlands area. We have also studied the hydraulic performance of the existing force in Highway 1 that begins at the Highlands Inn and terminates in Carmel Riviera. We understand that the CAWD is in the process of annexing the properties in this area, and is using the services of Denise Duffy and Associates for the annexation processes. These properties are identified as "Area 3" on the 2019 Annexation Map. This work does not include the properties situated to the south of the Carmel Highlands Fire Station situated to the west of Highway 1 because of the remoteness of these properties from the Corona Road area.

Our services will include, but may not be limited to, providing the services necessary to assist the Carmel Area Wastewater District (CAWD) with the annexation of the Corona Road properties into the service area of the CAWD, completing the preliminary design of the gravity sanitary sewer collection system(s), preliminary conceptual design of the pumping station at Highway 1, and further analysis of the existing force main in State Highway 1 leading to the gravity system in Carmel Riveira. The objective will be to complete the research and studies necessary to include in the Engineers' Report necessary for formulation of the Assessment District, as well as identifying the potential issues and costs associated with getting the permits for this system issued by the county and the California Department of Transportation (CALTRANS). Work toward obtaining a Combined Coastal Development Permit from the County of Monterey is also a part of this proposal.

Our proposed services will consist of the following in approximately this order:

- 1) We will develop a rationale statement given the historical method of dealing with treatment of domestic sewage, recent changes to the California Department of Health Services and the Monterey County Health Department standards. Cost comparisons will also be developed showing the benefits of formation of this assessment district and resulting sanitary sewer collection system. Future development of this area will also be taken into account for the preliminary design and system capacity calculations.
- 2) We will complete a preliminary design of the collection system, along with determining the best location for the pumping facility that will be necessary to inject the raw sewage into the existing force main in State Highway 1. Our preliminary design will be directed at minimizing the disturbance of existing public and private improvements to the extent possible. The collection system will be installed in the existing county road easements wherever possible. The necessity for any new easements, should they be required, will be identified with the preliminary design. Any issues relating to conflicts with the existing Cal-Am Water System in or around Corona Road will be identified. Currently PG&E gas service does not exist in Carmel Highlands, and the PG&E electrical distribution system is above ground. All other "dry" utilities are presently being served from overhead. We will also complete a cost comparison between the lateral borings and open trenching methods to identify which methods are the most economical. The duplex sewage pumping facility will need to have enough holding capacity such that power outages can be tolerated without overflowing the system. As customary, back-up power generation will also be available to the lift station with the final system design. This preliminary design will need to be reviewed by the CAWD to assure compliance with their standards.

The homes to the west of Highway 1 opposite Corona Road will either need to have individual lift pumps to the lift station that will be constructed with the Corona Road system, or as an alternate, they may be served by a smaller common lift station. The options will be studied with the preliminary design. The preliminary design will also include sewer system flow projections for the Corona Road system. In accordance with the design principles for connections to others sharing the Carmel Highlands force main in Highway 1, this system will NOT operate simultaneously with the existing Highlands Inn lift station. The increased total flow volume associated with this project will be a benefit to the CAWD because it will increase the total volume of treated sewage available for re-use. This added volume also diminishes the time that untreated sewage remains in the existing 4-mile long force main.

- 3) We have identified that the existing 4-mile long force main in Highway 1 for an unknown reason operates under excessive pressure. This back-pressure increases the pumping costs for the district. Future testing of some segments of this force main will be necessary to identify the areas where hydraulic restrictions exist. This work, should it be undertaken,

must be done with the assistance of the CAWD operations personnel together with monitored flow and pressure-tests.

- 4) We will prepare a construction cost estimate based upon the approximate anticipated quantities in order to service the properties within the annexation area. This estimate precedes the preparation of detailed plans, and is subject to revisions as the design of the needed improvements evolves. The cost estimates will include the costs of any permits necessary from the County of Monterey Resources Management Agency, CALTRANS for work in or around Highway 1, and Coastal Commission permits. A Combined Coastal Development Permit will be required. We will prepare an estimate of the Total Assessment District Costs based on the costs encountered with other similar sized projects. These estimated costs are to be used to determine the approximate cost for each individual parcel in this study area.
- 5) It is our understanding that Denise Duffy and Associates will be obtaining the approval from the County of Monterey, the Local Agency Formation Commission, and the California agencies involved for the annexation of this area to the CAWD. The environmental review for the Combined Coastal Development permit will also be performed by Denise Duffy and Associates. Therefore, the costs for these services are not included in this proposal since Denise Duffy and Associates will be contracting directly with the CAWD.
- 6) An accurate listing of all affected properties will be developed along with allocating the projected Assessment District cost amounts.
- 7) We will include the owner's petition signatures and we will create the graphic exhibit for the proposed Assessment District.
- 8) It will be necessary for the CAWD to obtain a Combined Coastal Development Permit from the County of Monterey to allow for the construction and operation of this proposed sanitary sewer collection system. Preparation of the application materials, meeting with county staff, and attending hearings will be provided. The estimated fees for this service are based on the assumption that it will take one year to obtain the final approval through the county's processes. With the advent of reduced services because of the current virus precautions, that time estimate may need to be revised as the county's processes evolve.

Our proposal does not include the following services, as they will be completed after the processes that formulate the Assessment District are completed.

- A) Geotechnical Studies, Soils testing, Biological Reports, Forester's reports, Landscape design, Environmental Studies, and any fees charged by the CAWD, the County of Monterey, CALTRANS, or other governmental agencies. (The current fee structure of the County of Monterey indicates there is an Application Request fee of \$540.00, and the Combined Coastal Development fee is \$14,025.00). Construction of the sanitary sewer collection system in existing road rights of way and under existing road pavement is not

“categorically exempt” from CEQA. The environmental work should be completed in conjunction with the preliminary design, and the cost for his work should be included in paragraph 5) above.

- B) Title documents for the proposed lift station easement (or fee parcel to be owned by the CAWD). Creation of the legal descriptions, graphic exhibits, obtaining a Title Report,
- C) Detailed Topographic Mapping, determination of the Limits of the county’s Road Easements, Construction Plans, Specifications, and Details will for the sanitary sewer collection system, pumping facilities, and force main. These plans and designs will be reviewed in the future by the CAWD.
- D) Advertising for construction bids, preparation of bidders’ instructions, assessing the qualifications of the contractors bidding the project, construction management, inspections, approving periodic payments, and providing the final certification that the project has been constructed in accordance with the approved plans.
- E) Obtaining an Encroachment Permit from the California Department of Transportation (CALTRANS) District 5 Office in San Luis Obispo. Lateral drilling for the highway crossing is preferred instead of an open trench cut. If an open trench is proposed, they will need a traffic control plan for reversible traffic, and depending on the time of year, they may require the work to be done at night. Any pressure lines crossing the highway must be installed in a casing terminating at least five feet outside the pavement limits. CALTRANS insists that any pipelines within their right-of-way be owned by a public utility.
- F) Construction staking as required for this project. The staking may be limited to providing the horizontal positioning and design elevations for the proposed work. The fees for this work can vary greatly depending upon the contractor's capabilities and the amount of time we are required to complete the work. We will also be present at the start-up of the pumping facility to make certain the installation is functioning properly and performs to specifications.

The professional fees for the fees for the included work outlined above will be approximately as follows:

1)	Project meetings, rationale, research and statements	\$ 5,000
2)	Preliminary Design and design alternatives, flow projections	\$ 7,000
3)	Hydraulic analysis of the existing 4-inch force main	\$ 8,000
4)	Preliminary Construction Cost Estimates	\$ 4,500
5)	Work by others, not a part of this proposal	
6)	Inventory and map showing affected parcels	\$ 3,500
7)	Assembling Property Owners’ petitions	\$ 1,500
8)	<u>Application materials and processing county Coastal Permit</u>	<u>\$ 12,000</u>
	Total of included professional services	\$ 41,500

Upon completion of portions of the above work, or at the end of each month, a statement will be sent to you. Our rates for professional services, and extra work if authorized by you are:

Survey Crew (2 men and equipment)	\$180/hr
Principal Civil Engineer & Land Surveyor	\$150/hr
Staff Registered Civil Engineer	\$125/hr
Staff Professional Land Surveyor	\$125/hr
Assistant (EIT or LSIT)	\$105/hr
Senior Engineering Technician	\$ 90/hr
Engineering Technician or Draftsman	\$ 60/hr
Black & White Engineering copies (24x36)	\$ 2.00/sheet
Reimbursables: Plotting, Federal Express	at cost

We look forward to this opportunity to be of service. Upon receipt of a signed copy of this agreement, with the American Council of Engineering Companies (ACEC-CA) provisions attached, or a contract with the CAWD in a form and terms that are suitable to us, we will begin work. Contact us if you have any questions, or need additional information.

Sincerely yours,

Read and Accepted,



Steven C. Wilson
President, Monterey Bay Engineers

Carmel Area Wastewater District

INTRODUCTION

Denise Duffy & Associates (DD&A) proposes to provide professional environmental services for the Carmel Area Wastewater District's (CAWD or District) Corona Road Area Sewer Extension Project. DD&A assisted CAWD on the District's sphere of influence and service amendment update to the Corona Road Area. Corona Road residents and the District are considering an expansion of services to the Corona Road area located in the Carmel Highlands. The District is currently in the application process for annexation approval by the Monterey County Local Agency Formation Commission (LAFCO), a first step to allow for the District to extend wastewater services to the area (the project).

Services will be provided in accordance with the District's requirements and the California Environmental Quality Act (CEQA).¹ DD&A recently completed a Mitigated Negative Declaration (MND) for the Districts Annexation and Sphere of Influence Amendment which included the Corona area.

DD&A will provide these services based on the following information:

- Local knowledge, resources and background information developed over decades of experience conducting planning and environmental services for local municipalities and water agencies;
- Consultation with the lead agency (CAWD);
- County of Monterey General Plan and Carmel Highlands documents; and
- Available information from DD&A GIS and information supplied by the District and project engineers on mapping and improvements proposed for service extension.

The following scope provides DD&A's approach and work scope for the CEQA compliance. The attached scope of work assumes engineering mapping and project description will be provided in sufficient detail to initiate and complete the CEQA document.

PROJECT UNDERSTANDING

The District is the Lead Agency under CEQA and must approve the service extension and the accompanying CEQA document. This scope of work assumes the appropriate environmental document will be an Initial Study/Mitigated Negative Declaration (IS/MND). Services to be provided by DD&A shall consist of completing the required CEQA IS/MND documentation in

¹ If a potentially significant impact under CEQA is identified that can be mitigated, a Mitigated Negative Declaration (MND) is the appropriate document and all references in this scope of work assume an MND document to satisfy CEQA requirements. Although not anticipated, if significant impacts are identified that cannot be mitigated, the preparation of an Environmental Impact Report (EIR) would be required.

support of the proposed project for sewer service extension. The proposed project area is as described in the certified IS/MND for the CAWD Annexation, 2020.

SCOPE OF WORK

The following tasks assume CAWD and LAFCO can rely upon an IS/MND to comply with CEQA for the proposed Service Area Boundary and Sphere of Influence Boundary amendments.

Note: For budget purposes, the tasks are separated into two phases: Phase 1 includes Tasks 1-6 through the end of the public review period for the Draft IS/MND. Phase 2, Tasks 7 to 10, include review and responses to comments on the public draft, preparation of the final document and certification of the Final IS/MND.

Phase 1: Tasks 1-6.

Task 1: Project Initiation/Meetings/Project Management Phase 1

The DD&A team will attend a project initiation meeting with CAWD to identify data needs, confirm deliverables, and establish schedules and protocols for communication. It will also be important to develop a clear and comprehensive project description that includes any potential direct and indirect physical changes that may result in environmental impacts and, if applicable, mitigation measures required for the proposed project. This will be addressed at the initiation meeting, as well as throughout the environmental documentation process.

DD&A will also be available to attend the following meetings to focus on the environmental processing and related issues:

- Preliminary project meeting with CAWD staff and Corona assigned engineer (assumes zoom/ conference call)
- CAWD staff and engineering meetings (two) during course of project Phase 1
- One meeting or call to discuss comments on Administrative Draft IS/MND.

This task also includes project and contract management for Phase 1.

Task 2: Research and Review Existing Documentation

In order to fully understand available background materials for the project and ultimately to efficiently satisfy the environmental processing for the project, DD&A will research the following background materials:

- Recent service information as available to understand implications of annexation;
- CAWD Adopted Sphere of Influence and Annexation IS/MND (2020)
- Existing planning, engineering and environmental documents, including those from the proposed service area and its surrounding vicinity.

DD&A will prepare a list of resources/references for use in the preliminary project review for confirmation by CAWD. A list of key project agency contacts for the project will also be developed. No technical hydrologic or biological study is proposed for this proposal; it is assumed that a planning level assessment will be adequate to address the service extension in the environmental document.

Task 3: Develop Draft Project Description

Based upon initial discussions, research, inquiries, and base maps (CADD) to be provided by CAWD or project engineers, DD&A will prepare a Draft Project Description. This scope of work assumes DD&A will revise the Draft Project Description once based upon comments from the District. This scope of work and budget assumes mapping and engineering services will be provided by the project engineers and CAWD to complete the required environmental documentation and necessary engineering maps for the project. Available data regarding lots within the proposed annexation area is assumed to be accessed through CAWD and/or DD&A GIS.

Task 4: Prepare Administrative Draft IS/MND

DD&A proposes to prepare an IS/MND in accordance with CEQA. DD&A will submit an electronic copy of the Administrative Draft IS/MND to CAWD for review and comment. DD&A also anticipates that CAWD may consider submitting the provided Administrative Draft IS/MND to project engineers for review and comment in order to address any comments on the Draft IS/MND prior to release for public review and comment.

Per Section 15063 of CEQA Guidelines, the IS/MND will include the following:

- A brief description of the project, including its location, purpose of, and need for;
- An identification of the environmental setting in the vicinity of the project site, as it exists before commencement of the project from both a local and regional perspective;
- An identification of the environmental effects of the project using an environmental checklist, including a brief narrative supporting the conclusions identified in the checklist. The explanations may reference another information source through citation to the document where the information may be found;
- Recommended feasible mitigation measures or project design changes, as necessary;
- MND determination/signature page for CAWD;
- Determination of consistency with local plans and zoning; and
- List of report preparers and bibliography.

The following environmental topics will be specifically addressed in the IS/MND, in addition to all other elements required by CEQA Guidelines Appendix G:

- Land Use and Planning (including Coastal Considerations/Policy Analysis)
- Air Quality

- Biological Resources
- Cultural Resources/Tribal Consultation/AB 52 Compliance
- Geotechnical/Soil Considerations
- Hydrogeology/Groundwater
- Surface Hydrology/Drainage/Water Quality
- Public Services/Utilities
- Traffic & Circulation
- Water Supply
- Energy and Wildfire (Updated 2019 CEQA Guidelines Checklist requirements)

For each environmental topic, the IS/MND will include a discussion of existing conditions and will identify potential environmental impacts of the project using significance criteria (i.e., thresholds of significance) to determine the level of impact for each identified issue. The project impact section will present potentially significant impacts and identify mitigation that avoids, eliminates, or reduces impacts to a less-than-significant level. This scope assumes that mitigation measures or project design changes will be available and feasible to successfully reduce impacts to a less-than-significant level.

In evaluating the significance of the environmental effect, the IS/MND will consider direct physical changes in the environment and reasonably foreseeable indirect physical changes in the environment [15064(d)]. The decision as to whether a project may have one or more significant effects shall be “based on substantial evidence in the record of the lead agency” [15064(f)].

Task 5: Prepare Screen-Check Draft IS/MND

After review of the Administrative Draft IS/MND by CAWD (and project engineer), DD&A will revise the document based on the comments received. DD&A assumes that CAWD will provide one set of written comments each on the Administrative Draft IS/MND, either in letter form or on a single copy of the document. DD&A will then submit an electronic, Screen-Check Draft for final review by the District.

Task 6: Prepare Public Review Draft IS/MND & Notices

After review of the Screen-Check Draft IS/MND, DD&A will revise the document based on the comments received. DD&A will provide the document in Adobe Acrobat (pdf) format on CD for posting on CAWD website. This scope assumes that all documents will be provided to District in electronic format. DD&A will be responsible for submittal of the electronic document and any required copies to the State Clearinghouse. DD&A will also prepare the Notice of Intent to Adopt (NOI) and Notice of Completion (NOC). This scope also assumes distribution, public mailings and publication (of IS/MND documentation, public notices, etc.) for the 30-day public review period will be conducted by the District.

Next Phase 2: Tasks 7 to 10²

Task 7: Respond to Comments; Prepare Administrative Draft Final IS/MND

DD&A will respond to public comments received on the Public Draft IS/MND received during the 30-day public review period. DD&A, in consultation with CAWD will prepare formal responses to these comments. The comment letters and responses, as well as any necessary changes to the text of the Draft IS/MND, will be incorporated into the Administrative Draft Final IS/MND and submitted to CAWD for review and comment.

Task 8: Prepare Final IS/MND

After receiving and incorporating comments from CAWD and project engineers. DD&A will prepare the Final IS/MND. DD&A will provide the document in Adobe Acrobat (pdf) format on CD for posting on the CAWD website.

As previously identified, a Negative Declaration is assumed to be the appropriate level of CEQA documentation for the project, thereby removing the requirement of the preparation of a Mitigation Monitoring and Reporting Program (MMRP). However, if mitigation measures are determined to be required in order to reduce potential project impacts to a less than significant level, DD&A could prepare a MMRP on behalf of the District as reimbursable expenses.

This scope also assumes the District will be responsible for the preparation of a Findings of Fact and a Board Resolution that adopts the Final IS/MND and MMRP (if applicable), authorizes filing the Notice of Determination (NOD), and approves the project (or, alternatively, DD&A could conduct and pay for these items as reimbursable expenses).

Task 9: Project Management Phase 2

DD&A will provide project management services that include client and agency communication, scheduling, contract management, and administration.

Task 10: Meeting/Hearing Attendance for Phase 2

DD&A will be available to attend the following meetings and calls to focus on the environmental processing and documentation:

- Project meeting with CAWD staff and project engineers (assumes zoom/ conference call) as needed
- One meeting or call to discuss comments on the Draft IS/MND
- One Board Meeting/Public Hearing

² These tasks may be authorized separately after review of comments received from Task 5, above.

SCHEDULE

DD&A's suggested schedule for tasks is illustrated below. Initiation assumes receipt of authorization to proceed and all required project information has been received.

Task	Task Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1.0	Initiation: Collect and Analyze Date	X	X					
2.0	Research and Review Existing Documentation	X	X					
3.0	Develop Draft Project Description/Mapping		X	X				
4.0	Prepare Administrative Draft IS/MND		X	X				
5.0	Prepare Screen-Check Draft IS/MND				X			
6.0	Prepare Public Review Draft IS/MND/Notices (30-day review)				X	X		
7.0	Respond to Comments; Prepare Administrative Draft Final IS/MND						X	
8.0	Prepare Final IS/MND						X	
9.0	Project Management	X	X	X	X	X	X	X
10.0	Meeting/Hearing Attendance District Board							X

COST ESTIMATE

The cost for preparation of the IS/MND is presented in the following summary spreadsheet.

All work will be billed monthly based on tasks completed. Expenses associated with the environmental services include, but are not limited to, mileage, graphics, delivery, and copying. Additionally, project phases are proposed as noted below.

Task	Task Description	DDA	Expenses/ Fee	TOTAL
	Estimated Costs Phase One			
1.0	Initiation: Collect and Analyze Data ³	\$2,100		\$2,100
2.0	Research and Review Existing Documentation	\$1,200		\$1,200
3.0	Develop Draft Project Description/Mapping	\$1,300		\$1,300
4.0	Prepare Administrative Draft IS/MND	\$9,200		\$9,200
5.0	Prepare Screen-Check Draft IS/MND	\$2,000		\$2,000
6.0	Prepare Public Review Draft and IS/MND/Notices	\$2,000		\$2,000
	Subtotal Phase One	\$17,800	EST \$800	\$18,600
	Estimated Costs Phase Two⁴			
7.0	Respond to Comments; Prepare Administrative Draft Final IS/MND (after 30-day review)	\$2,000		\$2,000
8.0	Prepare Final IS/MND/MMRP	\$2,000		\$2,000
9.0	Project Management	\$1,200		\$1,200
10.0	Meeting/Hearing Attendance	\$1,500		\$1,500
	DD&A Expenses/Fees	\$6,700	\$ 600	\$7,300
DD&A TOTAL w/Expenses				\$25,900

³ Includes Project Management Phase 1

⁴ Costs for Tasks 7-10 are estimated only and can be confirmed once comments are received on Public Review the IS/MND.

**DEPOSIT AND REIMBURSEMENT AGREEMENT
Corona Road Assessment District**

THIS DEPOSIT AND REIMBURSEMENT AGREEMENT (this "Agreement") is made by and between the Carmel Area Wastewater District (the "District") and _____ (the "Property Owner").

R E C I T A L S :

WHEREAS, the Property Owner has requested that the District consider the formation of an assessment district (the "Assessment District") under the Municipal Improvement Act of 1913 (Division 12 of the Streets and Highways Code) (the "Act") and the issuance of bonds secured by assessments levied within the Assessment District; and

WHEREAS, in order to initiate the assessment district process, funds are needed to hire an Assessment Engineer and an Environmental Consultant to provide studies and estimated costs for the sewer improvements needed to provide sewer services to the community (Corona Road Area); and

WHEREAS, the Corona Road Area property owners and the Carmel Area Wastewater District have selected Monterey Bay Engineers, Inc. as the Assessment Engineer and Denise Duffy & Associates as the Environmental Consultant for the project; and

WHEREAS, the Property Owner is willing to deposit funds with the District to ensure payment of the District's costs in forming the Assessment District and in connection with the issuance of bonds for the Assessment District and the proposed expenditure of the proceeds thereof, provided that such funds so advanced are reimbursed to the Property Owner from the proceeds of the Bonds to the extent provided herein; and

WHEREAS, the District and the Property Owner now desire to specify the terms of said deposit and reimbursement.

A G R E E M E N T :

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, and for other consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Initial Deposit: Additional Advances. The Property Owner is, concurrently with its execution of this Agreement, delivering to the District a good faith deposit in an amount up to \$2100 or more per parcel.

The Property Owner identified below shall deposit \$_____ (the "Initial Deposit"), to be used by the District to pay the costs in conducting proceedings for the formation of the Assessment District and the issuance of the Bonds (as more fully described in Section 2(a) below, the "Initial Costs").

The Initial Deposit shall be made in the form of a check made payable to the “Carmel Area Wastewater District.” The District, by its execution hereof, acknowledges receipt of the undersigned’s good faith Initial Deposit. The check representing the Initial Deposit will be cashed by the District.

The Property Owner may at their discretion advance any additional amounts necessary to pay any Initial Costs incurred by the District in excess of the amount of the Initial Deposit (the “Additional Deposits” and, collectively with the Initial Deposit, the “Deposits”).

The Deposits may be commingled with other funds of the District for purposes of investment and safekeeping, but the District shall at all times maintain records of and account for the expenditure of the Deposits.

Section 2. Use of the Deposits. The Deposits shall be administered as follows:

(a) Payment of Initial Costs. The General Manager of the District may draw upon the Deposits from time to time to pay the Initial Costs, which shall consist of the fees and expenses of any consultants to the District employed in connection with the formation of the Assessment District, including without limitation engineers and environmental consultants and

(b) Reimbursement Upon Issuance of Bonds. If the Bonds are issued, the District shall provide for reimbursement to the Property Owner, without interest, of all amounts charged against the Deposits, solely from the proceeds of the Bonds and only to the extent otherwise permitted under the Act.

On or within 10 business days after the date of issuance and delivery of the Bonds, the General Manager of the District shall return the then unexpended Deposits to the Property Owner, without interest, less an amount equal to any Initial Costs incurred by the District, or that the District is otherwise committed to pay, that have not yet been so paid.

(c) Return of Unexpended Deposits Upon Abandonment of Assessment Proceedings. If the Bonds are not issued, the General Manager of the District shall, within 10 business days after adoption by the District’s Board of Directors of a resolution stating the intent of the District to terminate proceedings under the Act with respect to the Assessment District, return any then-unexpended Deposits to the Property Owner, without interest, less an amount equal to any Initial Costs incurred by the District, or that the District is otherwise committed to pay, that have not yet been so paid.

Section 3. Agreement Not Debt or Liability of District. It is hereby acknowledged and agreed that this Agreement is not a debt or liability of the District.

District shall in no event be liable hereunder other than to return the unexpended and uncommitted portions of the Deposits as provided in Section 2 above and provide an accounting under Section 6 below. The District shall not be obligated to advance any of its own funds to reimburse the Property Owner for any amounts under this Agreement, to pay any costs associated with the formation of the Assessment District or the issuance of the Bonds, or for any of the Initial Costs..

No member of the District’s Board of Directors, nor any officer, employee or agent of the District, is personally liable hereunder.

Section 4. No Obligation to Issue Bonds. This Agreement shall in no way obligate the District to issue the Bonds.

Section 5. Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.

Section 6. Accounting. The General Manager of the District shall provide the Property Owner with a written accounting of the expenditures of the Deposits within 10 business days of receipt by the General Manager of the District of a written request therefor submitted by an authorized representative of the Property Owner. No more than one accounting will be provided in any calendar month and the cost of providing all accountings shall be charged to the Deposits.

Section 7. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto and shall run with the land.

Section 8. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

* * * * *

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year written alongside their signature line below.

Executed on:	PROPERTY OWNER: :
_____ , 2021	[_____]
	By: _____
	Its: _____
Executed on:	DISTRICT:
_____ , 2021	CARMEL AREA WASTEWATER DISTRICT
	By: _____
	General Manager

RESOLUTION NO. 2021-16

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH THE CARMEL HIGHLANDS NEIGHBORHOOD RESIDENTS OF CORONA ROAD TO MANAGE THE CONSULTING WORK TO PREPARE FOR THE FORMATION OF A SEWER ASSESSMENT DISTRICT PROJECT #18-21

-oOo-

WHEREAS, the Corona Road area neighborhood has expressed an interest in connecting to the Carmel Area Wastewater District (District) for sewer service; and

WHEREAS, the appropriate initial step is to complete an assessment engineering study and environmental permitting to determine the cost and preliminary design of the project; and

WHEREAS, the Corona Road area neighborhood representatives have collected funds for the District to manage the contract with Monterey Bay Engineers, Inc. in the amount of \$41,500 and Denise Duffy & Associates in the amount of \$25,900.

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 agreement with the Carmel Highlands Corona Road area neighborhood to manage the studies needed to be completed prior to moving forward with the assessment district formation process.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

RESOLUTION 2021-17

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH MONTEREY BAY ENGINEERS, INC. (MBE) TO PROVIDE ASSESSMENT DISTRICT ENGINEERING SERVICES FOR THE CORONA ROAD ASSESSMENT DISTRICT PROJECT #18-21 IN AN AMOUNT NOT TO EXCEED \$41,500

WHEREAS, the Corona Road Area Neighborhood have provided funding for the Corona Road Assessment District project (Project) engineering consulting work;

WHEREAS, the District received a proposal from MBE for professional engineering services to provide construction engineering services for the Project;

WHEREAS, in order to proceed with Assessment District engineering services, the District must execute a contract with MBE for the Project as summarized in their proposal dated November 30, 2020 in the amount of \$41,500.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with MBE to provide assessment district engineering services for construction of a sewer in the vicinity of Corona Road in Carmel.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

RESOLUTION 2021-18

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH DENISE DUFFY & ASSOCIATES TO PROVIDE ENVIRONMENTAL CONSULTING SERVICES FOR THE CORONA ROAD ASSESSMENT DISTRICT PROJECT- #18-21 IN AN AMOUNT NOT TO EXCEED \$25,900

WHEREAS, the District has received funding from the proponents of the Corona Road Assessment District project (Project) for the environmental consulting work;

WHEREAS, the District received a proposal from the environmental consultant, Denise Duffy & Associates, who completed the environmental review documents for the 2021 annexation project and provided a proposal dated October 13, 2020 to complete project specific environmental documents for the project for a not to exceed amount of \$25,900;

WHEREAS, in order to proceed with the preliminary design of the project, the District must execute a contract with Denise Duffy & Associates to provide environmental services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with Denise Duffy & Associates to provide environmental documents for the Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: April 29, 2021

Subject: Project #21-01 - Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the "Eucalyptus Tree Pruning" Pursuant to the California Environmental Quality Act (CEQA)

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review and consider the attached Final Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan (MMRP) for the Eucalyptus Tree Pruning;
2. Find that based on the IS/MND and the public review that there is no substantial evidence that the project will have a significant effect on the environment and that the mitigated negative declaration reflects the District's independent judgment and analysis;
3. Adopt the Final Initial Study/Mitigated Negative Declaration (IS/MND) pursuant to the California Environmental Quality Act (CEQA) Guidelines;
4. Adopt the accompanying Mitigation Monitoring and Reporting Plan

DISCUSSION

CAWD proposes to prune existing eucalyptus trees that surround the Wastewater Treatment Plant (WWTP). The existing eucalyptus trees have the potential to fall or drop debris which could damage existing WWTP infrastructure. There are a total of approximately ninety (90) full grown eucalyptus trees surrounding the WWTP.

The existing eucalyptus trees were planted during the 1980's to create a visual screen around the existing wastewater treatment plant. Many of the existing trees have grown to be much higher than they need to be to screen the existing facility. Existing eucalyptus trees around the WWTP range from about 75 to 90 feet tall. CAWD plans to prune the trees to 42 feet tall along the Southern boundary of the WWTP, and 52 feet tall along the Westerly side of the Northern property line.

The Draft CEQA IS/MND for Eucalyptus Tree Pruning at the Wastewater Treatment Plant was submitted to the State Clearinghouse and noticed for public comment starting on February 8th, 2021. In addition to the normal public notifications for CEQA (i.e. posting in local newspaper, County Clerk's Office, and CAWD website) letters were mailed to homes within view of the WWTP eucalyptus trees. Two emails were received from nearby residents and both were supportive of pruning the eucalyptus.

One other comment letter was received from the California Department of Fish and Wildlife (CDFW) requesting specific mitigations for California Red-legged Frog, Monarch Butterflies, and other United States Fish and Wildlife Service (USFWS) special status species. CAWD included the mitigations requested by CDFW, including additional enhancements. CAWD has already contracted with Burleson Consulting (a qualified biological consultant) for assistance with the habitat assessment mitigations under the General Manager signing authority.

Daily onsite monitoring by a qualified biologist during pruning activities will also need to be included in the project due to the potential for sensitive species to occur in or near the eucalyptus trees. A resolution to authorize a contract for biological monitoring services will be brought to the board for approval at the same time as the contract to perform the tree pruning work.

It is anticipated that the tree pruning work will occur in late 2021 after bird nesting season has ended.

CLOSING

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

FUNDING

Costs for recording the Mitigated Negative Declaration at the County Clerk office will be applied to the Plant Maintenance "Plant Tree Trimming" Budget.

Attachment:

- FINAL Initial Study / Mitigated Negative Declaration & Mitigation Monitoring and Reporting Plan – Eucalyptus Tree Pruning

RESOLUTION NO. 2021-19

A RESOLUTION ADOPTING A MITIGATED NEGATIVE DECLARATION AND
MITIGATION MONITORING AND REPORTING PLAN FOR THE “EUCALYPTUS
TREE PRUNING” (PROJECT #21-01) PURSUANT TO THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT

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

WHEREAS, a Notice of Intent to Adopt a Mitigated Negative Declaration was filed with the County Clerk on February 8th, 2021, and noticed for public review, and

WHEREAS, the Draft Mitigated Negative Declaration was submitted to the State Clearinghouse and was posted on January 29th, 2021, and

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

WHEREAS, the District sent the Notice of Intent by mail to residences within view of the Wastewater Treatment Plant Eucalyptus Trees,

WHEREAS, the public review period occurred over 36 days where all documents and project reports were available to the public for review, and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt a Mitigated Negative Declaration and the accompanying Mitigation Monitoring and Reporting Plan for the “Eucalyptus Tree Pruning.”

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29th, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: April 29, 2021

Subject: A Resolution Authorizing A Notice of Intent to Adopt a Mitigated Negative Declaration for Project #19-21 – “Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project” and Circulate Draft Mitigated Negative Declaration for Public Comment

RECOMMENDATION

It is recommended that the Board of Directors authorize filing of a notice of intent and circulation of a Draft Mitigated Negative Declaration for public comment for the CRFREE Mitigation Pipeline Undergrounding Project pursuant to California Environmental Quality Act Section 15072 (CEQA) Guidelines.

DISCUSSION

The purpose of the CRFREE Mitigation Pipeline Undergrounding Project is to relocate the existing wastewater pipeline infrastructure that crosses over the Carmel Lagoon to mitigate risk of damage caused by diverted flood flows created by the CRFREE project. The new pipelines will be installed deep below ground so that they would not be subject to damage by increase flood flows. The project involves installing an approximately 1,000-foot segment of two parallel wastewater pipelines under the Carmel River Lagoon using horizontal directional drilling (HDD). The pipelines to be relocated are the District’s treated water ocean outfall and the raw sewage force main that serves communities South of the Wastewater Treatment Plant.

The Draft MND is available for review at the Plant Engineer’s office.

FUNDING

There are no fees for filing the notice of intent, although there are minor fees associated with advertising the notice in the Pine Cone. Costs for this work are being applied to the Coastal Conservancy Grant that was awarded for the Design and Environmental/ Permitting work for the Project.

RESOLUTION NO. 2021-20

A RESOLUTION AUTHORIZING A NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION FOR PROJECT #19-21 – “CRFREE MITIGATION PIPELINE UNDERGROUNDING PROJECT” AND CIRCULATE DRAFT MITIGATED NEGATIVE DECLARATION FOR PUBLIC COMMENT

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WHEREAS, pursuant to Article 6 (Section 15072) of the CEQA guidelines, the Carmel Area Wastewater District (CAWD), as Lead Agency, intends to adopt a mitigated negative declaration for the CRFREE Mitigation Pipeline Undergrounding Project, and

WHEREAS, the Notice of Intent to Adopt a Mitigated Negative Declaration will be published in the Pine Cone, posted on and off the site, filed with the county clerk’s office, and

WHEREAS, the Mitigated Negative Declaration will be submitted to the State Clearinghouse for review by State Agencies, and

WHEREAS, the Mitigated Negative Declaration will be posted on the CAWD website, and

WHEREAS, the public review period will be no less than 30 days during which time all documents and project reports will be open for public review.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize a Notice of Intent to Adopt a Mitigated Negative Declaration for the CRFREE Mitigation Pipeline Undergrounding Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29th, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: April 29, 2021

Subject: Project #18-01 – WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project - Budget Amendment #2 for Additional Design to Include Influent Chopper Pumps in Bid Documents for \$26,810

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize a budget amendment, in the amount of \$26,810, for additional engineering design services by Kennedy Jenks to incorporate two new Influent Chopper Pumps into the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project bid documents.

DISCUSSION

In the December 2020 board meeting staff presented issues related to Influent Pump clogging at the WWTP caused by baby wipes being disposed in the sewer system. It was proposed to replace one of the existing high flow influent pumps with a Vaughan chopper pump to address the ongoing pump clogging issues. At this board meeting the CAWD Board authorized purchase of a Vaughan brand chopper pump for the Influent Pump Station to be installed by District staff. Staff did not move forward with pump procurement due to challenging pipe reconfiguration, and structural pad modifications necessary to convert to a chopper pump.

Staff would like to revise the approach to implementation/installation of Vaughan chopper pumps in the Influent Pump Station by incorporating these pumps in Project #18-01, which already includes similar pump replacement work in the Influent Pump Station. Economies of scale and similarity to adjacent work included in Project #18-01 makes it an efficient means of implementation and will result in a quality installation.

Project #18-01 already includes installing two new Flygt brand pumps in the Influent Pump Station for average dry weather flows. The new Flygt pumps have open face impellers suitable for passing baby wipes without clogging.

There are two other pumps for wet weather flows in the Influent Pump Station that were not going to be replaced in Project #18-01. Staff proposes to add replacement of these two remaining Influent pumps with chopper pumps in Project #18-01. This will result in improved handling of baby wipes for all the pumps in the Influent Pump Station.

FUNDING

Costs for additional design work to include replacing two existing Influent Pumps with Chopper Pumps, and the cost for the construction, is included in the Long Term CIP Item #1 "Project #18-01 - WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project".

The authorized Kennedy Jenks budget for engineering design services is currently \$914,155 and this \$26,810 amendment #2 would bring the total contract amount to \$940,965. This amendment will be covered under current year budget of \$2.935M.

AMENDMENT NO. 2 TO AGREEMENT FOR CONSULTING SERVICES
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
AND THE CARMEL AREA WASTEWATER DISTRICT
FOR THE PHASE 2 WWTP REHABILITATION PROJECT

THIS AMENDMENT NO. 2 is made and entered into on this ___ day of March, 2021 to the Agreement for Consulting Services dated August 2, 2018, hereinafter referred to as "AGREEMENT", between Kennedy/Jenks Consultants, Inc., a California corporation, hereinafter referred to as "CONSULTANT", and the Carmel Area Wastewater District hereinafter referred to as "DISTRICT", for the Phase 2 WWTP Rehabilitation Project, hereinafter referred to as "PROJECT".

RECITALS:

WHEREAS, DISTRICT is authorizing CONSULTANT to perform additional or amended services as set forth herein; and

WHEREAS, DISTRICT and CONSULTANT agree to revise the PROJECT as follows:

NOW, THEREFORE, DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

Scope of Services: The Scope of Services in the AGREEMENT is amended as follows:

1. Replace existing Influent Pumps 1 and 3 with Vaughan chopper pumps, including new concrete pads. New Vaughan pumps are expected to be Pedestal model 8N – 50 HP – 3,000 gpm at 40 ft.
 - a. Confirm pump selection does not leave "flow gaps" in combination with the to be installed new Flygt non clogs pumps. Model curves together.
 - b. Confirm with Duperon that chopper pumps are not problematic upstream of new screens.
 - c. Update associated drawings (G0006, S0003, M2101, M2102, E0302, E0402, E2101, E2102, E2104, E2105, E2106, E2107, E2108, E2109, E2110, E2115, I0012, I0013, I2101)
 - d. Update associated specifications

Deliverables: Electronic PDF of updated drawings, specifications, and cost estimate.

Schedule: CONSULTANT is authorized to proceed with the modified Scope of Services effective on the date of this Amendment. CONSULTANT shall prepare the documents within 40 calendar days.

Compensation: Compensation for the services provided under this Amendment shall be calculated on the same basis as in the AGREEMENT unless explicitly modified by this or previous amendment(s). Compensation for the services performed under this Amendment is \$26,810 which increases the total compensation under the AGREEMENT to \$940,965.

All other terms and conditions of the AGREEMENT and any amendments thereto remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

KENNEDY/JENKS CONSULTANTS, INC.

CARMEL AREA WASTEWATER DISTRICT

Signature: _____ Signature: _____

Printed Name: _____ Printed Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

RESOLUTION NO. 2021-21

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDED CONTRACT WITH KENNEDY JENKS CONSULTANTS IN AN AMOUNT NOT TO EXCEED \$26,810 TO PROVIDE ADDITIONAL ENGINEERING DESIGN SERVICES FOR PROJECT #18-01 - "WWTP ELEC/MECH REHAB AND SLUDGE HOLDING TANK REPLACEMENT PROJECT"

-oOo-

WHEREAS, the District requires additional professional services from Kennedy Jenks Consultants to incorporate design of Chopper Pump Installation for the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project; 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 \$26,810, with Kennedy Jenks Consultants for additional design services for the "WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project", bringing the amended contract total to \$940,965.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: April 29, 2021

Subject: Project #18-01 – Wastewater Treatment Plant (WWTP) Elec/Mech Rehab and Sludge Holding Tank Replacement Project – Authorization to Invite Bids for Construction

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to Invite Bids for the construction of Project #18-01 - WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project.

DISCUSSION

On April 9, 2021, CAWD received the Coastal Development Permit for ongoing development at the WWTP for maintenance and repair of the facilities. This permit provides the approval mechanism for projects such as the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project. This project will replace existing electrical and mechanical equipment in several areas of the WWTP that is reaching the end of its useful life. Also, the project includes demolition of three old sludge tanks and installation of one new sludge holding tank.

The Coastal Development Permit requires, for projects such as this, that CAWD submit a notification to the Coastal Commission for review at least 30 days before work begins.

FUNDING

Costs for construction is included in the Long Term CIP Item #1 “Project #18-01 Elec/Mech Rehabilitation and Sludge Holding Tank Replacement Project”.

RESOLUTION NO. 2021-22

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR THE CONSTRUCTION OF PROJECT #18-01 - "WASTEWATER TREATMENT PLANT (WWTP) ELEC/MECH REHAB AND SLUDGE HOLDING TANK REPLACEMENT PROJECT"

-oOo-

WHEREAS, the District Wastewater Treatment Plant requires ongoing investments to repair and maintain the facility in good working order to continue to meet service levels for treatment of wastewater; and

WHEREAS, the current Coastal Development Permit for the Wastewater Treatment Plant allows such development; and

WHEREAS, the California Coastal Commission will be notified of the development work to repair and maintain the existing facility in accordance with the current Coastal Development Permit Special Conditions.

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

1. The General Manager is hereby authorized to invite bids for the construction of the "WWTP Elec/Mech Rehabilitation and Sludge Holding Tank Replacement Project".
2. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid Project once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District Secretary.

3. Sealed proposals or bids shall be delivered to the Secretary of the Board of the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of the District, 3945 Rio Road, Carmel, California, 93922, said time being not less than ten (10) days from the time of the first publication of the Notice.

Bids will be publicly opened and examined on said date and hour by the District Secretary and will be referred to and considered by the Carmel Area Wastewater District Board at its next regular meeting following the opening of the bids at the district office located at 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 April 29, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 29, 2021

Subject: CalPERS Section 115 Funding Request

RECOMMENDATION

Recommend the Board approve a resolution authorizing funding the District's California Employers' Pension Prefunding Trust (CEPPT) Section 115 plan with a transfer from general reserves of \$500K.

DISCUSSION

At the October 2020 regular board meeting the board approved opening a Section 115 Trust fund with CalPers but declined to authorize funding until staff returned with a Risk/Reward analysis. The process was delayed slightly because of both CAWD and Reclamation budget preparation.

Investment risk is defined as the probability or likelihood of occurrence of losses relative to the expected return on any particular investment. As a rule of thumb, the higher the risk, the better the return. There is no such thing as a risk-free investment. Stocks, bonds, mutual funds, and exchange-traded funds can lose value, or even their entire value if market conditions sour. Even conservative investments or cash carry risk – namely inflation risk. Diversification is one of the best ways to manage risk in any portfolio.

CAWD will have significant challenges over the next twenty plus years funding the CalPERS Unfunded Actuarial Liability (UAL). During the 21-22 budget process the Budget Committee discussed our projection for the next twenty years on how the CEPPT might be utilized. The outcome was that we need to deposit an estimated \$2M over the next twenty years and we anticipate the same output requirement. The initial deposit of \$500K has the potential to earn more than \$100K in the first 5 years, and over the next twenty years it may earn as much as \$500K (depending on the rate of payout).

Based on the District’s history – we have expended \$1.3M in the first 15 years of our membership in CalPERS on the UAL, there is nothing to suggest that rate of payout will change in the next twenty years. Funding the CCEPT now and managing it into the future will help the District stay on top of the UAL.

The CEPPT Investment Program offers two investment options (Strategy 1 and Strategy 2). Both options have the same asset classifications but the allocation between the two strategies shifts. Strategy 2 is much more heavily weighted in fixed income bonds (73%) while Strategy 1 is nearly evenly split between equity and fixed income. Detail of the split is on the CEPPT Program Informational Flyer. The returns are summarized below:

	MSCI ACWI IMI Index	US Aggregate Bond Index	Global Liquid RE Securities	US Treasury Inflation Protected
1 Year	0.92%	10.35%	14.41%	7.13%
3 Year	9.81%	2.93%	6.33%	2.22%
5 Year	7.06%	3.39%	7.29%	2.45%
10 Year	8.91%	3.76%	9.04%	3.46%

Comparison with other portfolios will give the reader some rough comparison of the various levels of “risk” in each portfolio, or risk that we are familiar with. The Strategic Asset Management plan (SAM), our legacy pension plan, is included as an example of a 60/40 stocks/bonds portfolio. The CEPPT is a relatively new product for CalPERS and has one year of data.

	SAM 60/40 stocks/equity	U.S Treasuries	Monterey County	CEPPT Strategy 1	CEPPT Strategy 2
Fiscal YTD	1.03%	.02%	1.21%	12.15%	4.87%
1 Year	17.55%	.06%	2.32%	14.29%	6.62%
3 Year	28.29%	.35%	1.41%		
5 Year	9.926%	.90%			
10 Year	9.675%	1.69%			

As with any investment portfolio, whether the SAM or Strategy 1 or 2 there will always be variability in returns. Both Strategy 1 and 2 outperformed their goal returns of 5% and 4% respectively for their first year with CalPERS CEPPT as shown in the program informational flyer.

FINANCIAL IMPACT

This is a transfer from general reserves to a Section 115. Immediate impact on financial statements will be zero. When the funds are utilized, it would represent an expense. Transfer into the Section 115 does represent a transfer into a restricted fund because the funds will only be available for pension funding.

This action will represent the initial deposit of \$500K into the CEPPT. Assuming CAWD will have \$2M in unfunded accrued liability expenses over the next twenty years we will need to grow the account to \$2M, or add \$100K/yr. That \$100K will need to come from investment earnings or our ratepayers. As we make deposits into the fund over the next two decades, we will also make the decision when and how much to transfer to paydown the UAL. The Board should anticipate ~\$2M cumulative over the next twenty years, but certainly the fund will rise and fall according to our activity needs.

Finally, in the unlikely event that we do not continue to accrue a UAL balance, the Section 115 account may be utilized to make our regular contributions to CalPERS.

Attachments:

1. CEPPT Program Informational Flyer
2. CEPPT – Strategy 1
3. CEPPT – Strategy 2

The California Employers' Pension Prefunding Trust

Prefund future pension costs with a CalPERS trust fund

The CEPPT is designed to give public agencies who offer defined benefit pensions the opportunity to save money by investing now for their future pension contributions.

How can you use the CEPPT?

- Prefund normal cost contributions and unfunded liability payments
- Make additional discretionary payments
- As a contingency fund for future volatility

Advantages

The CEPPT is designed to save you money and stabilize your budget by offering:

- CalPERS investment management
- Low total participation costs
- Efficient and effective customer outreach and support
- Simple and streamlined account transactions

Participation Costs

The CEPPT is a self-funded, not-for-profit program where participating employers pay for the total cost of trust operation. The CEPPT has an all-inclusive fee rate of 25 basis points (0.25 percent) of employer account assets under management. There are no other fees. All employers pay the same fee rate, which may be higher or lower in the future.

“ The CEPPT program gives us a powerful tool to help ensure the stabilization and sustainability of our long-term retirement benefits. With its low fees, flexibility, risk diversification, and professional staff, it is the perfect program to save money for our agency and the ratepayers we serve. ”

– Robert Housley, Director of Finance and Human Resources
Midway City Sanitary District

The CEPPT is an employer pension contribution prefunding trust fund administered by CalPERS that was established by Senate Bill 1413 and formed under Section 115 of the Internal Revenue Code.

Figures as of October 2020

© October 2020

Portfolio Options

The CEPPT offers two broadly diversified, risk-efficient, and cost-effective investment options. You may choose one or both investment options based on your investment time horizon. You control the funding decisions as contributions and disbursements are voluntary.

CEPPT Portfolios	Strategy 1	Strategy 2
Expected Net Rate of Return	5.00%	4.00%
Standard Deviation	8.2%	5.2%

Asset Classification	Benchmark	Strategy 1	Strategy 2
Global Equity	MSCI ACWI IMI (Net)	40% ±5%	14% ±5%
Fixed Income	Bloomberg Barclays U.S. Aggregate Bond Index	47% ±5%	73% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid (Net)	8% ±5%	8% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg Barclays US TIPS Index (Series L)	5% ±3%	5% ±3%
Liquidity	91-Day Treasury Bill	0% +2%	0% +2%

Contact Us

For more information, visit us online at www.calpers.ca.gov/ceppt, call a CEPPT program representative at (916) 795-9071, or email CEPPT4U@calpers.ca.gov.



CEPPT Strategy 1



February 28, 2021

Objective

The CEPPT Strategy 1 portfolio seeks to provide capital appreciation and income consistent with its strategic asset allocation. There is no guarantee that the portfolio will achieve its investment objective.

Strategy

The CEPPT Strategy 1 portfolio is invested in various asset classes that are passively managed to an index. CalPERS periodically adjusts the composition of the portfolio in order to match the target allocations. Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CEPPT Strategy 2, this portfolio has a higher allocation to equities than bonds. Historically, equities have displayed greater price volatility and, therefore, this portfolio may experience greater fluctuation of value. Employers that seek higher investment returns, and are able to accept greater risk and tolerate more fluctuation in returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes in composition as well as targeted allocation percentages and ranges at any time.

Assets Under Management

As of the specified reporting month-end:

CEPPT Strategy 1	Annual Expense Ratio
\$19,364,172	0.25%

Composition

Asset Class Allocations and Benchmarks

The CEPPT Strategy 1 portfolio consists of the following asset classes and corresponding benchmarks:

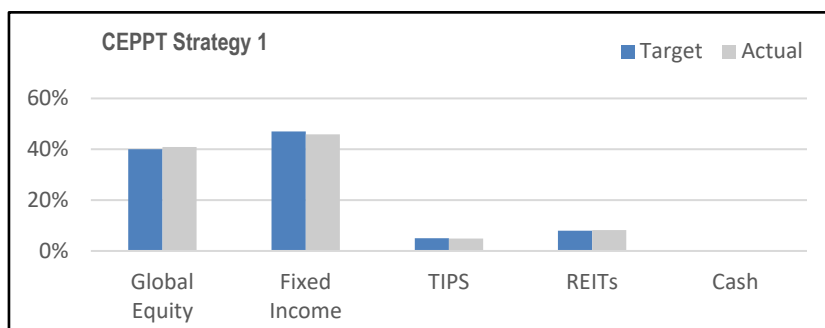
Asset Class	Target Allocation	Target Range	Benchmark
Global Equity	40%	± 5%	MSCI All Country World Index IMI (Net)
Fixed Income	47%	± 5%	Bloomberg Barclays U.S. Aggregate Bond Index
Treasury Inflation-Protected Securities ("TIPS")	5%	± 3%	Bloomberg Barclays U.S. TIPS Index, Series L
Real Estate Investment Trusts ("REITs")	8%	± 5%	FTSE EPRA/NAREIT Developed Index (Net)
Cash	-	+ 2%	91-Day Treasury Bill

Portfolio Benchmark

The CEPPT Strategy 1 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may temporarily deviate from the target allocation for a particular asset class based on market, economic, or other considerations.



CEPPT Strategy 1 Performance as of February 28, 2021

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	10 Years*	Since Inception* (October 1, 2019)
Gross Return ^{1,3}	0.47%	2.58%	12.15%	14.29%	-	-	-	10.94%
Net Return ^{2,3}	0.46%	2.52%	11.98%	14.03%	-	-	-	10.69%
Benchmark Return	0.60%	2.64%	12.05%	14.41%	-	-	-	11.05%
Standard Deviation ⁴	-	-	-	-	-	-	-	-

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

* Returns for periods greater than one year are annualized.

¹ Gross performance figures are provided net of SSGA operating expenses.

² Net performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees.

³ See the Expenses section of this document.

⁴ Standard deviation is based on gross returns.

CEPPT Strategy 1



February 28, 2021

General Information

Information Accessibility

The CEPPT Strategy 1 portfolio consists of assets managed internally by CalPERS and/or by external managers. Since it is not a mutual fund, a prospectus is not available and daily holdings are not published. CalPERS provides a quarterly statement of the employer's account and other information about the CEPPT. For total market value, detailed asset allocation, investment policy and performance information, please visit our website at www.calpers.ca.gov.

Portfolio Manager Information

The CalPERS Board, through its Investment Committee, directs the CEPPT investment strategy based on policies approved by the Board of Administration. State Street Global Advisors (SSGA) manages all underlying investments for CEPPT, which includes: Global Equity, Fixed Income, Real Estate Investment Trusts, and Treasury Inflation-Protected Securities.

Custodian and Record Keeper

State Street Bank serves as custodian for the CEPPT. Northeast Retirement Services serves as recordkeeper.

Expenses

CEPPT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the expenses, the greater reduction of investment return. Currently, CEPPT expense ratios are 0.25%. This equates to \$2.50 per \$1,000 invested. The expenses consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSGA to manage all asset classes, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per unit. The expense ratio is subject to change at any time and without prior notification due to factors such as changes to average fund assets or market conditions. CalPERS reviews the operating expenses annually and changes may be made as appropriate. Even if the portfolio loses money during a period, the expenses will still be charged.

What Employers Own

Each employer invested in CEPPT Strategy 1 owns units of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

Price

The value of the portfolio changes daily based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

Principal Risks of the Portfolio

The CEPPT fund is a trust fund dedicated to prefunding employer contributions to defined benefit pension plans for eligible state and local agencies. CEPPT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives or provide sufficient funding to meet employer obligations.

An investment in the portfolio is not a bank deposit, nor is it insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CEPPT Principal Investment Risks" located at www.calpers.ca.gov.

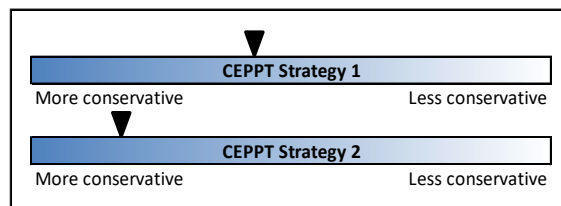
Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit www.calpers.ca.gov and follow the links to California Employers' Pension Prefunding Trust.

CEPPT Strategy Risk Levels

CalPERS offers employers the choice of one of two investment strategies. Projected risk levels among risk strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2
Global Equity	40%	14%
Fixed Income	47%	73%
Treasury-Inflation Protected Securities	5%	5%
Real Estate Investment Trusts	8%	8%



CEPPT Strategy 2



February 28, 2021

Objective

The CEPPT Strategy 2 portfolio seeks to provide capital appreciation and income consistent with its strategic asset allocation. There is no guarantee that the portfolio will achieve its investment objective.

Strategy

The CEPPT Strategy 2 portfolio is invested in various asset classes that are passively managed to an index. CalPERS periodically adjusts the composition of the portfolio in order to match the target allocations. Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CEPPT Strategy 1, this portfolio has a lower allocation to equities and a higher allocation to bonds. Historically, funds with a lower percentage of equities have displayed less price volatility and, therefore, this portfolio may experience comparatively less fluctuation of value. Employers that seek greater stability of value, in exchange for possible lower investment returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes in composition as well as targeted allocation percentages and ranges at any time.

Assets Under Management

As of the specified reporting month-end:

CEPPT Strategy 2	Annual Expense Ratio
\$10,034,968	0.25%

Note: Current asset allocation values and percentages are based on 3/1/2021 ending market values due to a significant employer contribution that was received in the fund on the last business day of the month (2/26/2021) and not fully reflected in the asset allocation until 3/1/2021.

Composition

Asset Class Allocations and Benchmarks

The CEPPT Strategy 2 portfolio consists of the following asset classes and corresponding benchmarks:

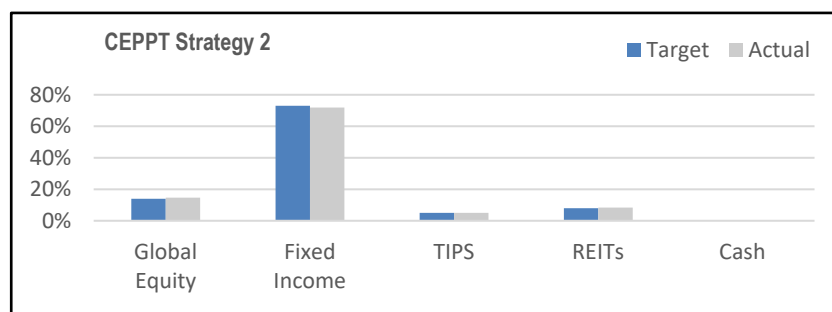
Asset Class	Target Allocation	Target Range	Benchmark
Global Equity	14%	± 5%	MSCI All Country World Index IMI (Net)
Fixed Income	73%	± 5%	Bloomberg Barclays U.S. Aggregate Bond Index
Treasury Inflation-Protected Securities ("TIPS")	5%	± 3%	Bloomberg Barclays U.S. TIPS Index, Series L
Real Estate Investment Trusts ("REITs")	8%	± 5%	FTSE EPRA/NAREIT Developed Index (Net)
Cash	-	+ 2%	91-Day Treasury Bill

Portfolio Benchmark

The CEPPT Strategy 2 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may temporarily deviate from the target allocation for a particular asset class based on market, economic, or other considerations.



CEPPT Strategy 2 Performance as of February 28, 2021

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	10 Years*	Since Inception* (January 1, 2020)
Gross Return ^{1,3}	-0.52%	0.21%	4.87%	6.62%	-	-	-	6.61%
Net Return ^{2,3}	-0.54%	0.15%	4.71%	6.38%	-	-	-	6.36%
Benchmark Return	-0.46%	0.13%	4.69%	6.45%	-	-	-	6.44%
Standard Deviation ⁴	-	-	-	-	-	-	-	-

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

* Returns for periods greater than one year are annualized.

¹ Gross performance figures are provided net of SSGA operating expenses.

² Net performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees.

³ See the Expenses section of this document.

⁴ Standard deviation is based on gross returns.

CEPPT Strategy 2



February 28, 2021

General Information

Information Accessibility

The CEPPT Strategy 2 portfolio consists of assets managed internally by CalPERS and/or by external managers. Since it is not a mutual fund, a prospectus is not available and daily holdings are not published. CalPERS provides a quarterly statement of the employer's account and other information about the CEPPT. For total market value, detailed asset allocation, investment policy and performance information, please visit our website at www.calpers.ca.gov.

Portfolio Manager Information

The CalPERS Board, through its Investment Committee, directs the CEPPT investment strategy based on policies approved by the Board of Administration. State Street Global Advisors (SSGA) manages all underlying investments for CEPPT, which includes: Global Equity, Fixed Income, Real Estate Investment Trusts, and Treasury Inflation-Protected Securities.

Custodian and Record Keeper

State Street Bank serves as custodian for the CEPPT. Northeast Retirement Services serves as recordkeeper.

Expenses

CEPPT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the expenses, the greater reduction of investment return. Currently, CEPPT expense ratios are 0.25%. This equates to \$2.50 per \$1,000 invested. The expenses consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSGA to manage all asset classes, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per unit. The expense ratio is subject to change at any time and without prior notification due to factors such as changes to average fund assets or market conditions. CalPERS reviews the operating expenses annually and changes may be made as appropriate. Even if the portfolio loses money during a period, the expenses will still be charged.

What Employers Own

Each employer invested in CEPPT Strategy 2 owns units of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

Price

The value of the portfolio changes daily based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

Principal Risks of the Portfolio

The CEPPT fund is a trust fund dedicated to prefunding employer contributions to defined benefit pension plans for eligible state and local agencies. CEPPT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives or provide sufficient funding to meet employer obligations.

An investment in the portfolio is not a bank deposit, nor is it insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CEPPT Principal Investment Risks" located at www.calpers.ca.gov.

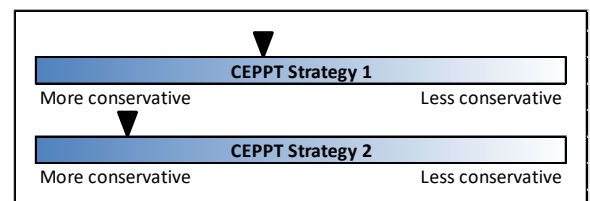
Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit www.calpers.ca.gov and follow the links to California Employers' Pension Prefunding Trust.

CEPPT Strategy Risk Levels

CalPERS offers employers the choice of one of two investment strategies. Projected risk levels among risk strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2
Global Equity	40%	14%
Fixed Income	47%	73%
Treasury-Inflation Protected Securities	5%	5%
Real Estate Investment Trusts	8%	8%



RESOLUTION NO. 2021-23

A RESOLUTION AUTHORIZING FUNDING THE DISTRICT'S CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST (CEPPT) SECTION 115 PLAN WITH A TRANSFER FROM GENERAL RESERVES OF \$500K

-oOo-

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

WHEREAS, the Board of Directors is convinced that it is appropriate and prudent to fund said CEPPT with a transfer from General Reserves of \$500K and authorize a transfer from General Reserves.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby resolve, determine, find and order that \$500K be transferred from General Reserves to fund the CEPPT account.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Award Recommendation –
Upper Rancho Cañada Pipe Relocation Project # 19-13

Date: April 29, 2021

RECOMMENDATION

It is requested that the Board approve a resolution authorizing an amended negotiation deadline of May 17, 2021 for the General Manager to sign the Upper Rancho Canada Pipe Relocation Project #19-13 construction contract.

DISCUSSION

Staff needs additional time to finalize the easement agreement with Monterey Peninsula Regional Park District (MPRPD) to include both the construction and final easement areas. In addition, we need time to finalize the easement agreement with the Santa Lucia Conservancy. Resolution #2021-09 dated March 25, 2021 extended the negotiation dates to April 23, 2021. We now need to extend that date a second time.

Since October 2020, staff have been working with and communicating with the MPRPD to develop an acceptable easement agreement. Staff was assured that the MPRPD would prioritize negotiations in order to get it completed prior to the bid date in January 2021. In early November, the General Manager stated that “MPRPD has notified their Legal Counsel that your team will be developing and emailing us a draft utility easement agreement for the sewer line project at the Rancho Canada Unit. He is aware that this matter has a very tight timeframe.”

In early December we were contacted by their legal counsel and he provided easement agreements that he had used before. In early December we sent a couple of different easement agreement drafts to them but did not get feedback from the MPRPD until January 6, 2021. At that time, we were informed by the MPRPD District Manager, Dr. Payan, that he hired an appraiser to determine the value of the easement. He stated in an email that we could continue with construction without the agreement, but CAWD District Counsel has advised us to get a construction easement agreement prior to commencing construction.

Since the last Board meeting, we were informed by Counsel for the MPRPD that they have convinced their client that the easement has minimal value and agreed to trade CAWD for stub outs and upgrades to their lateral (value ~\$20K) and they would then be prepared to sign a full easement agreement with some changes to access and staging areas. In addition, on April 22, 2021 we were informed that the Santa Lucia Conservancy is willing to sign an agreement with some changes to the plans that protect the wetland area.

RESOLUTION NO. 2021-24

A RESOLUTION AUTHORIZING AN AMENDED NEGOTIATION DEADLINE OF MAY 17, 2021 FOR THE GENERAL MANAGER TO SIGN THE UPPER RANCHO CAÑADA PIPE RELOCATION PROJECT #19-13 CONSTRUCTION CONTRACT

-oOo-

WHEREAS, THE Board of Directors desires to negotiate further with the Monterey Peninsula Regional Park District and with the Santa Lucia Conservancy with the objective of reaching an agreement on final utility easement areas; and

WHEREAS, the Board of Directors is convinced that it is appropriate and prudent to complete said negotiations in good faith to permit the construction of the Upper Rancho Cañada Pipe Relocation Project #19-13 to move forward.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby resolve, determine, find and order that the negotiations and deadline for signing construction contract for the Upper Rancho Cañada Pipe Relocation Project #19-13 is hereby extended to May 17, 2021.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 29, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Other Items & Information/Discussion

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: April 29, 2021
Subject: Municipal Service Review (MSR) & Sphere of Influence (SOI) Study by
Local Agency Formation Commission (LAFCO)

RECOMMENDATION

It is recommended that the Board of Directors accept and file the LAFCO 2021 MSR and SOI Study of the Carmel Area Wastewater District.

DISCUSSION

LAFCO has completed its MSR of Carmel Area Wastewater District (District). The study and its recommendations were adopted by LAFCO on March 22, 2021.

A MSR is a comprehensive study to determine the adequacy of governmental service being provided by local agencies under LAFCO jurisdiction (Government Code Section 56425). These studies may be used by LAFCO, other governmental agencies, and the public to better understand and improve provision of services and to identify opportunities for greater cooperation between service providers. The service review is a prerequisite to a sphere of influence update.

The last review of the District was completed in June 2016.

FUNDING

N/A- Informational item only

Attachment: LAFCO 2021 Municipal Service Review and Sphere of Influence Study
(Adopted March 22, 2021)

2021 Municipal Service Review and
Sphere of Influence Study:
Carmel Area Wastewater District



Adopted by the Commission on March 22, 2021

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Carmel Area Wastewater District



Carmel Area Wastewater District – At a Glance	
Formation Date	July 8, 1908
Legal Authority	Sanitary District Act of 1923 (<i>Health and Safety Code section 6400 et seq.</i>)
Board of Directors	Five-member Board of Directors, elected at-large to four-year terms
District Area	Existing: 9.75 square miles / 6,240 acres Proposed (Oct. 2020): 925-acre sphere amendment and annexation Total: 11.3 square miles / 7,215 acres
Sphere of Influence Area	95 acres (Odello site) outside existing and proposed District boundaries
Population	Approximately 11,000 within existing District boundaries; 4,500 Pebble Beach residents contractually served for wastewater treatment; 1,800 residents in proposed annexation area
Authorized Powers	Wastewater collection and treatment, recycled water distribution
Budget (FY 2020-21)	\$17.6 million
District Mission	Carmel Area Wastewater District is a special district dedicated to protecting the public health and the environment by cost-effective collection and treatment of wastewater and the return of clean water to the environment.
General Manager	Barbara Buikema
Contact Information	P.O. Box 221428 (3945 Rio Road), Carmel, CA 93922 831-624-1248
Website	www.cawd.org

Background and Purpose of this Review

The purpose of a municipal service review and sphere of influence study, or “MSR,” is to provide a comprehensive analysis for improving efficiency, cost-effectiveness, accountability, and reliability of public services provided by cities and special districts. An MSR evaluates the structure and operation of an agency and discusses possible areas for improvement and coordination. An MSR is used by LAFCO when updating a sphere of influence, and can also be used by the subject agencies when considering changes in their operations.

A sphere of influence is defined in State law as a plan for the probable physical boundaries and service area of a local agency, as determined by the LAFCO in the county where the agency is based. The sphere of influence is adopted and amended by LAFCO following a public hearing.

This study provides information about the services and boundaries of the **Carmel Area Wastewater District**. The study is for use by LAFCO in conducting a statutorily required review and update process. The Cortese-Knox-Hertzberg Act requires that the Commission conduct periodic reviews and updates of Spheres of Influence of all cities and districts in Monterey County (Government Code section 56425). The CKH Act also requires LAFCO to conduct a review of municipal services before adopting Sphere updates (Government Code section 56430). The last service review of the District was completed in June 2016.

Executive Summary

The main conclusions of this report are:

1. Carmel Area Wastewater District provides critical wastewater collection, treatment, and reclamation (recycled water) services to residents of Carmel-by-the-Sea and nearby unincorporated areas.
2. CAWD partners with the Pebble Beach Community Services District and the Monterey Peninsula Water Management District to distribute recycled water for landscape irrigation, thereby helping reduce annual water extractions from the Carmel River.
3. The District is currently proposing a **925-acre sphere of influence amendment and concurrent annexation** (population approximately 1,800) – *please see maps on the following pages.*
4. The District has adequate capacity to meet existing and projected future wastewater treatment needs in its existing and proposed boundaries.
5. A primary challenge facing the District is the potential for sea level rise to impact the wastewater treatment plant. Potential options for relocation of the plant are being studied, and reserve funds are being set aside.
6. District finances are stable and responsibly managed. The Board and staff adhere to requirements for accountability, transparency and ethics, and are committed to delivery of high-quality services in a cost-efficient manner.
7. Based on the above conclusions, LAFCO staff recommends approval of the District's proposed **sphere amendment and annexation.**

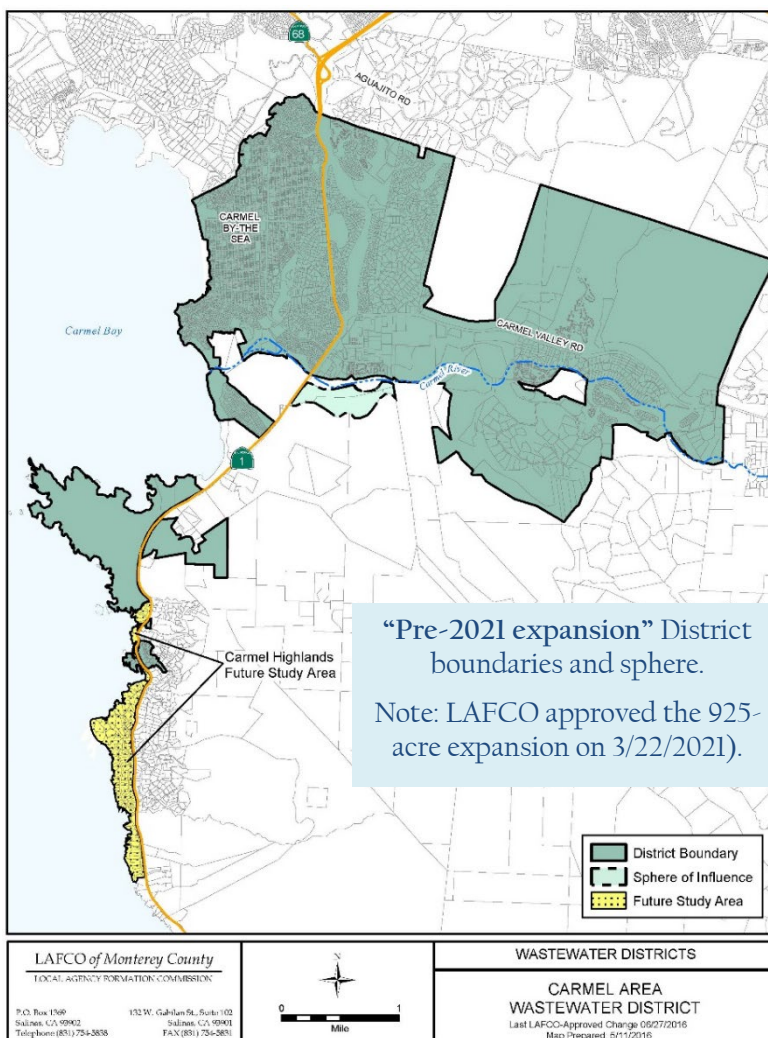
District Overview

Description of District

The Carmel Sanitary District was formed in 1908 to serve the community of Carmel-by-the-Sea, and is one of the oldest sanitary districts in the state. Formation preceded incorporation of the City of Carmel-by-the-Sea by ten years. In 1934, the District was reorganized under the Health and Safety Code District Act of 1923.

District boundaries include the City of Carmel-by-the-Sea and surrounding unincorporated areas of Carmel, Carmel Valley, Carmel Meadows, and Carmel Highlands. The District provides collection, treatment and disposal of wastewater for 11,000 people within district boundaries, and treatment and disposal services for an additional 4,500 people in Del Monte Forest under a contractual agreement with Pebble Beach Community Services District

The District is governed by a five-member board of directors who are elected at large for four-year terms. With a budget of \$17.6 million (Fiscal Year 2020-21), the District currently employs 25 full-time and two part-time employees.



District Services

The District collects wastewater from Carmel and surrounding areas, providing advanced treatment to near drinking water standards. Almost all treated wastewater is sent to Del Monte Forest where it is used to irrigate golf courses such as Pebble Beach, Poppy Hills, and Spanish Bay.

The basic components of the District's wastewater system include:

1. **Collection system:** Wastewater collections is the conveyance of wastewater from a business or residence to the wastewater treatment plant, using underground pipes and lift stations.
2. **Wastewater treatment plant:** CAWD's treatment plant has a permitted capacity of 3.0 million gallons per day (MGD) of dry-weather flow. Current average dry-weather flow is approximately 1.1 MGD, of which approximately two-thirds is from CAWD customers and the remaining one-third is from Pebble Beach connections. After primary, secondary, and disinfection/dechlorination treatment processes, the water is safe enough to discharge to the ocean. However, about 90% of the water is conveyed to the District's on-site reclamation facility for further ("tertiary") treatment to allow the water to be reused for irrigating golf courses in Pebble Beach.



3. **Reclamation treatment facility (recycled water):** The District's 2008 advanced treatment facility treats the water to an even higher level, using microfiltration and reverse-osmosis membranes to filter out dissolved ions (salts) from the water. The District-owned facility is a part of a larger project including storage and conveyance infrastructure that was created in partnership with the Pebble Beach Community Services District and the Monterey Peninsula Water Management District. The overall reclamation project offsets about 1,000 acre feet per year of potable water that would otherwise be drawn from the Carmel River adjudicated basin. This offset amount represents roughly 10% of the total annual water taken from the Carmel River.



Agency Structure

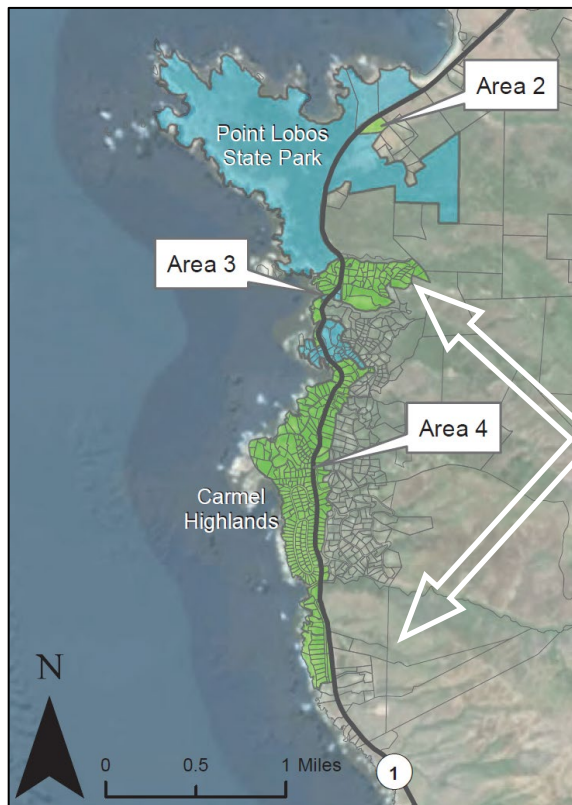
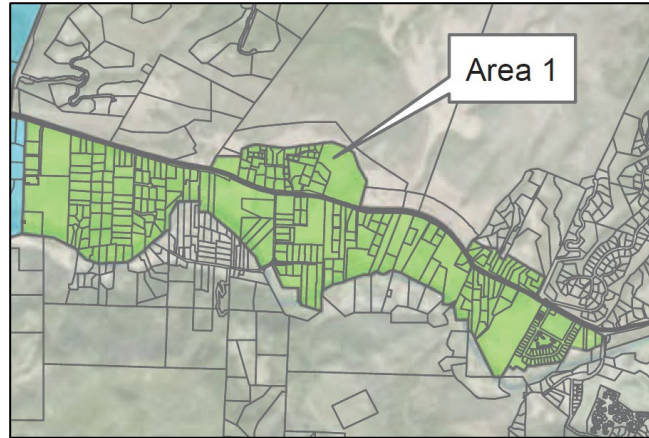
Largely mirroring the District's facilities and the steps in the wastewater collection and treatment process, CAWD's personnel are organized into the following departments:

- Engineering and projects
- Collections
- Treatment operations
- Reclamation
- Laboratory (sampling, collection, monitoring, analyzing, and reporting on the quality of the wastewater treatment process)
- Source control (permitting and enforcement of regulations that limit the type and amount of pollutants businesses can discharge to the sewer system)

Proposed Sphere of Influence Amendment and Annexation

In October 2020, the District submitted a LAFCO application for a 925-acre sphere amendment and annexation. The proposal area consists mostly of developed sites in the Carmel Valley and Carmel Highlands areas. The proposal's basic objective is to enable property owners within the proposal area to connect to the District's sanitary sewer system. Over time, an increase in the number of sewer connections will steadily reduce reliance on individual septic systems, thereby improving groundwater quality in the area. The proposed sphere amendment and annexation consists of four areas, as summarized below.

Mid-Carmel Valley (Area 1; 372 parcels): North and south of Carmel Valley Road, between Quail Meadows and the Mid-Valley Shopping Center. Includes Carmel Valley Manor, Valley Hills shopping center and surrounding parcels, Cypress lane, Prado del Sol, and Meadows Road parcels, and an area centered on Schulte Road.



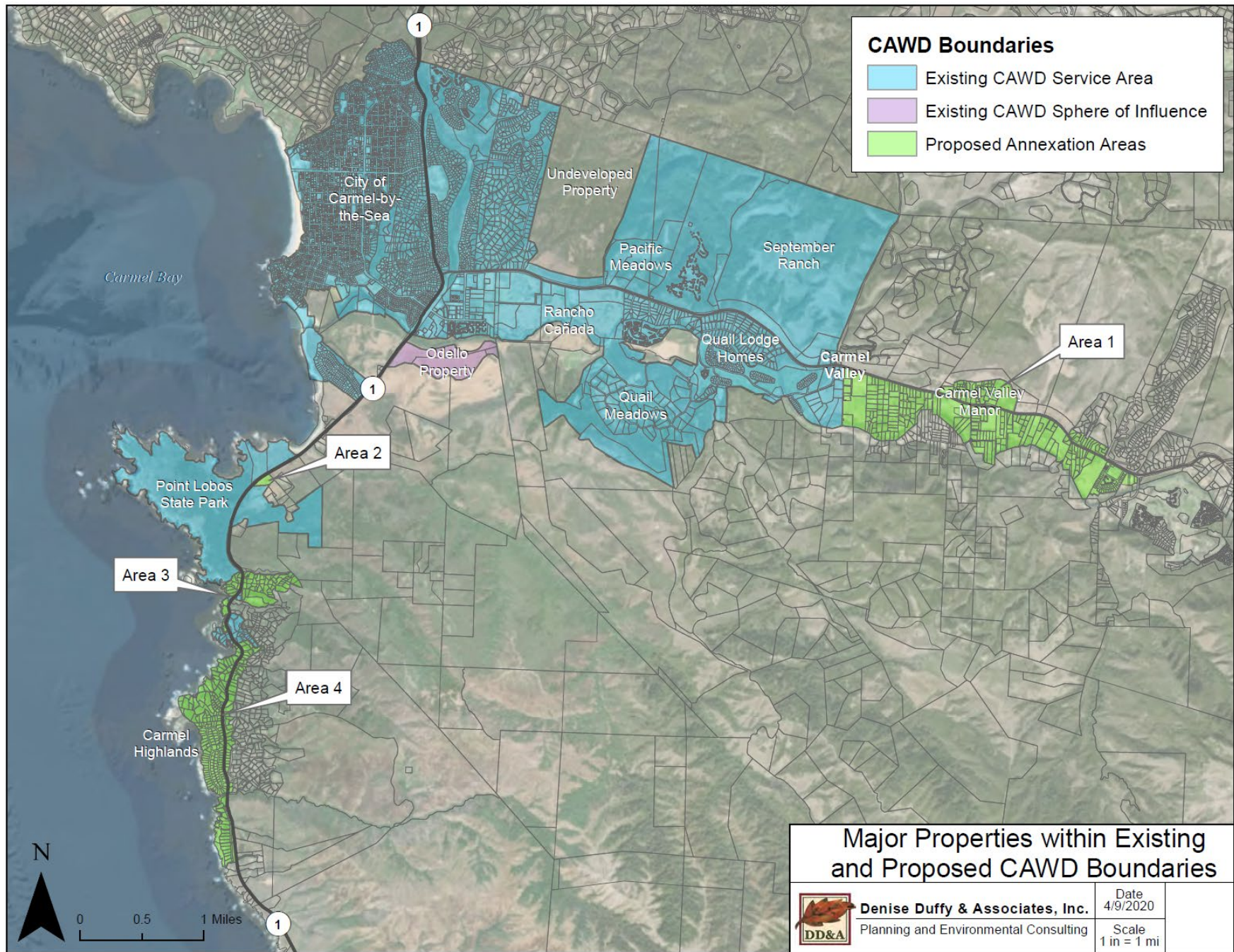
Larsen property (Area 2): One single-family parcel, across Highway 1 from Point Lobos State Natural Reserve

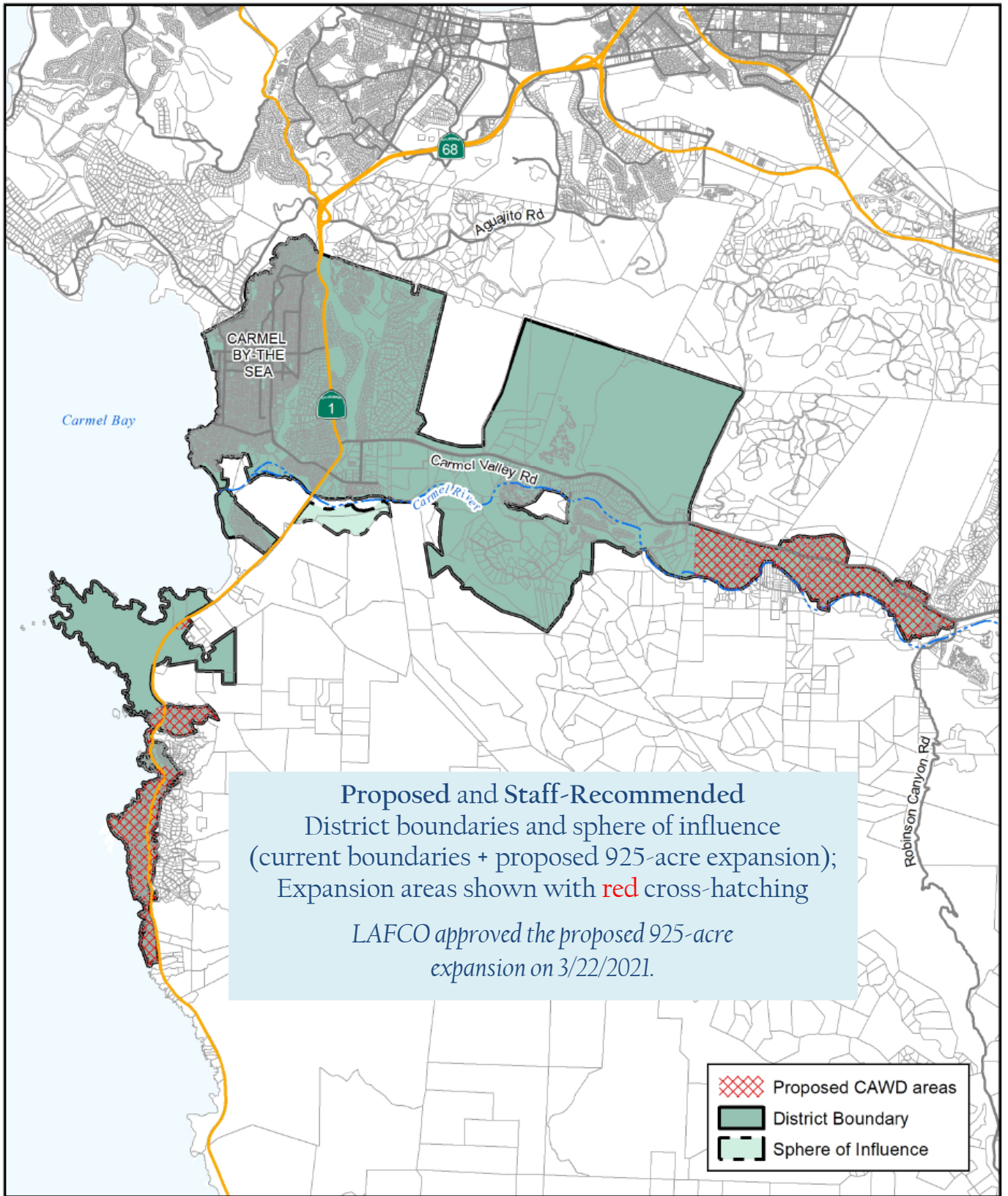
North Carmel Highlands (Area 3; 68 parcels): Includes 50 parcels in the Corona Road area east of Highway 1, plus 18 parcels on the west side of the highway.

South Carmel Highlands (Area 4, 268 parcels): Yankee Point and Otter Cove single-family residential neighborhoods

*Note: In 2016, LAFCO designated Areas 3 and 4 as a **Future Study Area** for the District. As defined by Monterey LAFCO's locally adopted Policies and Procedures, a Future Study Area is "territory outside of an adopted Sphere of Influence that may warrant inclusion in the sphere in future years. Further study would have to be completed prior to inclusion."*

No additional areas are currently proposed for inclusion in the District's sphere. In many cases, designating a sphere beyond the current annexation proposal can be beneficial as an indicator of the District's future expansion plans. For present purposes, the District has not identified any additional areas (beyond the current proposal) where District services have a reasonable certainty of being feasibly expanded in the foreseeable future. The current sphere amendment and annexation area focused on those areas reasonably close to areas that have planned collection line construction (near a major corridor or where the need for septic system replacement was greatest). Future additional expansion areas in the longer-term will require detailed technical and environmental review.

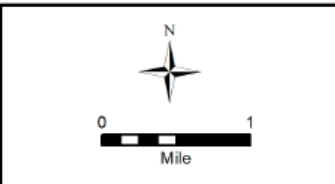




LAFCO of Monterey County
 LOCAL AGENCY FORMATION COMMISSION

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 Salinas, CA 93902
 Telephone (831) 754-5838

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WASTEWATER DISTRICTS

CARMEL AREA WASTEWATER DISTRICT

Last LAFCO-Approved Change 02/28/2014
 Map Prepared: 3/5/2021

1. Population and growth:

Carmel Area Wastewater District serves the City of Carmel-by-the-Sea and nearby unincorporated areas. Current in-district population is approximately 11,000. The District’s wastewater treatment plant also contractually provides service to about 4,500 residents within the Pebble Beach Community Services District. County staff estimates that about 1,800 residents live in the proposed annexation area, representing about a 12% increase to the total population already served by the District..

Areas served by the District are generally stable or declining in population. For example, the most recent (2018) adopted regional growth forecast published by the Association of Monterey Bay Area Governments projects essentially no population change for the City of Carmel-by-the-Sea, with a 2020 population of about 3,830 projected to increase to 3,876 by the year 2040.

The popularity of Carmel and Pebble Beach residences as vacation homes has removed many dwellings from permanent occupancy. While this trend does not decrease the number of sewer connections, it reduces the full-time occupancy of homes and the corresponding volume of wastewater.

2. Disadvantaged unincorporated communities:

State law defines DUCs as communities with an annual median household income of less than 80 percent of the statewide annual median household income. No DUCs exist in the District’s existing or proposed boundaries or sphere.

3. Capacity of facilities; adequacy of public services and infrastructure needs:

The District has a strong record of successfully providing essential services to its residents, with no unmet needs identified. The District has sufficient capacity and authorization to serve the proposed expanded Sphere of Influence. The treatment plant’s current permitted capacity is 3.0 million gallons per day (MGD). District staff estimates that the average daily dry weather flow is currently about 1.1 MGD. Assuming roughly similar per-capita wastewater flows from the District’s proposed annexation area, with a 12% total served population increase, District staff estimates that the total daily flow would likely increase to about 2.0 MGD if all of the annexation area’s population were to connect to the District’s sewer system. As a result, the annexation’s buildout would not generate wastewater treatment demand beyond the treatment plant’s permitted or operational capacity.

Most of the proposed expansion area is developed, with limited undeveloped or undisturbed parcels. Future development of currently undeveloped parcels in the Carmel Valley and Carmel Highlands annexation areas would mostly be residential uses. Potential future wastewater service to these vacant parcels has been accounted for in the District’s estimation of future wastewater treatment demand.

A detailed capital improvement program has been adopted and funded to ensure that the District will continue to provide adequate service. Expanded wastewater lines would be funded by property owners before service is extended.

As stated in the District’s current budget message, “The District is facing significant challenges in its future and is attempting to position itself to manage the outcome... Sea Level Rise is likely to affect the treatment facility within the next 30-40 years. As such, the plant must make a decision about its future. Specifically, whether to move the facility into Carmel Valley or to connect with Monterey 1 Water or some other option. The estimate is well over \$100M for either option. We recognize that even with a combination of loans and grants the District will need to come up with the local match, or 20-25% of that financial requirement.”



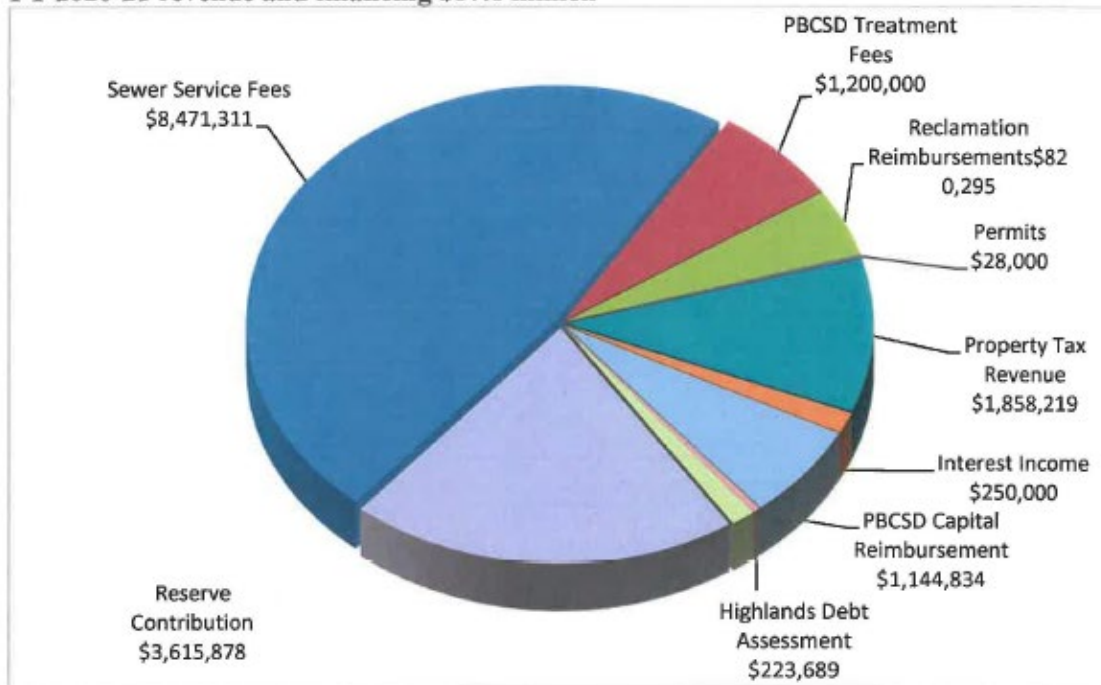
4. Financial ability:

The District has the financial ability to provide services within its existing and proposed boundaries. The District maintains a positive balance of revenues over expenses. CAWD staff budgets its revenues and expenses annually and has developed a detailed capital improvement plan. Financial status is reviewed annually by professionally prepared audits, and consistently receives a “clean” audit report.

The District receives funding from a variety of sources, including sewer service fees, treatment fees from Pebble Beach CSD, reimbursement from the reclamation project, property tax revenue, interest income, and funds from the participants in a Highlands-area bond issuance. Wastewater service fees – including fees from wastewater coming from Pebble Beach – account for approximately \$9.7 million, or about 55.4% of total budgeted revenues for Fiscal Year 2020-21.

How is the District Funded?

FY 2020-21 revenue and financing \$17.6 million



Projected Budget Revenues 2020-21

Financial reserve funds: The District maintains financial reserves to cover projects and unexpected events. CAWD has a strong commitment to funding operations and projects on a “pay-as-you-go” basis; prior to entering any capital project, District policy is to ensure that the project has all necessary funding available. There are three different categories of reserves:

1. Compensated Accruals Reserve: Funds set aside to fund accrued liability due employees for their vacation leave
2. Capital Reserve: Funds for capital rehabilitation and replacement of the treatment plant and the collection system
3. Defend or Managed Retreat Reserve: Established in 2017 to address the future needs of the District in response to potential sea level rise issues. To be reviewed annually by the Board of Directors with a funding goal of \$15 million over 15 years.

In Fiscal Year 20-21, \$3.6 million, or about 19% of District revenues are coming from reserves. The District is planning to reinvest over \$3.6 million in sewer line rehabilitation in the collection system, and over \$2.2 million at the wastewater treatment facility for electrical/mechanical rehabilitations.

Appendix 1 includes a summary of the District’s annual budget and District assets.

Pension-related matters: Like many public agencies, CAWD contracts with the California Public Employees’ Retirement System (CalPERS) for pension and health benefits. CalPERS has a chronic and ongoing unfunded liability; i.e., a gap between CalPERS’s estimated obligations to retirees and the current value of CalPERS assets and investment allocated to those obligations. The overall, CalPERS-

wide funding gap is currently approximately \$160 billion. This shortfall has, in turn, made it increasingly necessary for local agencies to divert additional funds annually to CalPERS to meet their local agency's proportionate share of current and future payment obligations.

CAWD currently has no unfunded CalPERS pension liability. As of the end of fiscal year 2019-2020 (June 30, 2020), the District reported an "overfunding" – i.e. a surplus of pension plan assets – of just over \$1 million.

The District is exploring funding an Internal Revenue Service Code Section 115 Trust, with an initial amount of \$500,000 from the capital reserve account. A 115 trust is a vehicle for segregating agency funds from general assets for the purpose of funding essential governmental functions. For example, a 115 trust can be used to set aside monies to meet future pension contributions or liabilities. Using a 115 investment trust will allow the District to achieve better investment returns than currently earned at the County of Monterey Treasury and the State Treasurer's Office Local Agency Investment Fund (LAIF).

The District offers a post-employment health plan to meet its employees' postemployment health care needs and expenses. Under the plan, Nationwide Retirement Solutions Company (NRS) provides administrative services in exchange for a fee as agreed upon by the District and NRS. The plan, which is funded by employee contributions during their employment with CAWD, does not establish a long-term liability of the District.

5. **Shared facilities:**

The District works closely with the Pebble Beach CSD, the City of Carmel-by-the-Sea, the Monterey Peninsula Water Management District, and private entities to achieve mutually beneficial provision of public services. In the longer term, as a potential means of addressing sea level rise impacts to the CAWD treatment plant next to the Carmel River lagoon, the District is studying the possibility of connecting to the Monterey One Water treatment facility, located inland near Marina. The District is exploring the possibility of its treatment plant bridge being included in a future recreation corridor, possibly working in partnership with the Monterey Peninsula Regional Parks District.

6. **Accountability for community service needs:**

A five-member Board of Directors, elected at-large by District voters, governs the District. Regular Board meetings occur once per month at the District's offices, and are publicly noticed in accordance with Brown Act requirements. Annual financial audits are on-time and up to date, as are Board members' compliance with periodic financial disclosure and ethics training requirements. The District maintains a very high level of openness and public accountability, including a robust and highly informative web site.

7. **Matters required by local LAFCO policies:**

No additional locally adopted LAFCO policies are specifically relevant to this Study.

Sphere of Influence Review and Update Determinations – per Govt. Code section 56425(e)

1. **The present and planned land uses in the area, including agricultural and open-space lands**

The District's boundaries include mostly residential land uses, as well as some commercial uses and significant open spaces. Most lands within the District's existing and proposed sphere are already developed. No planned development projects or other changes would significantly affect the context of this review.

2. **The present and probable need for public facilities and services in the area**

District facilities and services respond to an established need for wastewater treatment and recycled water. Expansion of the District's boundaries will incrementally reduce reliance on individual on-site septic systems in the area. No significant needs for new facilities or services are anticipated in the near term. Longer-term, sea level rise may threaten the District's treatment plant in its present location.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide

The District has consistently demonstrated capacity to serve its residents. District staff maintains and annually updates a detailed 15-year capital improvement program to proactively plan for, and fund, needed future infrastructure investments.

4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

There are no District-relevant social or economic communities of interest in the areas served.

5. Present and probable need for those public facilities and services of any disadvantaged communities within the existing sphere of influence

No DUCs exist in the District's existing or proposed sphere.

Acknowledgements

LAFCO wishes to thank Carmel Area Wastewater District staff for the time and energy they have put into providing essential information in the preparation of the Service Review. In particular we would like to thank General Manager Barbara Buikema, Principal Engineer Rachél Lather, and the District's consultant team.

Photo credits: Sloane Dell'Orto, page 10; CAWD, all others.



Appendix: Carmel Area Wastewater District – Budget Summary and District Assets

Provided below are:

1. Adopted fiscal year 2020-21 budget summary (two pages)
2. Statements of Net Position as of June 30, 2020 and 2019 (two pages)
3. Statements of Revenue, Expenses, and Change in Net Position as of June 30, 2020 and 2019 (one page)

Sources

1. CAWD staff – District's web site; personal communications and written communications with LAFCO staff
2. District's adopted budget for fiscal year 2020-21;
3. Annual Financial Report ("audit") for Year Ended June 30, 2020, prepared by Marcello and Co., CPAs
4. Initial Study and Mitigated Negative Declaration prepared for CAWD by Denise Duffy and Associates – figures showing proposed SOI/annexation areas 1-4

**Carmel Area Wastewater District
Budget Summary
2020-21**

Description	2018-19			Estimated thru 01-31-20			Proposed 2020-21 Budget	% Chg. Prior Yr. Actual	Projected 2021-22 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Actual	Budget	% of Budget				
Beginning Fund Balance	26,326,207	26,326,207		32,398,289	32,398,289		34,527,275	106.57%	30,911,398	-10.47%
Operating Revenues	10,099,370	9,279,993	108.83%	9,071,435	9,887,417	91.75%	10,222,956	112.69%	10,665,290	4.33%
	10,099,370	9,279,993	108.83%	9,071,435	9,887,417	91.75%	10,222,956	112.69%	10,665,290	4.33%
Op Expend. (less deprec.)										
Treatment	2,447,451	2,768,559	88.40%	3,008,006	2,855,757	105.33%	3,182,836	105.81%	3,447,229	8.31%
Maintenance - Plant	1,158,545	1,691,895	68.48%	1,334,827	1,876,166	71.15%	1,861,996	139.49%	1,914,015	2.79%
Maintenance - Field	47,998	100,625	47.70%	0	0	∞	0	∞	0	∞
Administration	996,166	1,572,510	63.35%	1,261,760	1,686,164	74.83%	1,306,814	103.57%	1,463,995	12.03%
Collection	998,209	1,237,424	80.67%	1,335,062	1,705,960	78.26%	1,439,868	107.85%	1,729,543	20.12%
Reclamation Project	560,639	457,133	122.64%	606,510	471,938	128.51%	541,645	89.31%	560,413	3.47%
Waste to Energy	7,775	0	∞	28,153	9,108	309.10%	23,583	83.77%	25,290	7.24%
Brine Disposal	4,624	0	∞	6,138	7,910	77.60%	7,884	128.45%	7,385	-6.33%
Total Operating Exp	6,221,406	7,828,146	79.47%	7,580,456	8,613,003	88.01%	8,364,625	110.34%	9,147,870	9.36%
Operating Gain/(Loss) (exclusive of depreciation)	3,877,963	1,451,847	267.11%	1,490,979	1,274,414	116.99%	1,858,331	124.64%	1,517,420	-18.35%
Depreciation Expense	2,489,149	2,669,000	93.26%	2,669,000	2,669,000	100.00%	2,669,000	100.00%	2,669,000	0.00%
Amortization Expense	0	4,860	0.00%	4,860	4,860	100.00%	4,860	100.00%	4,860	0.00%
Operating Gain/(Loss)	1,388,814	(1,222,013)	-113.65%	(1,182,881)	(1,399,446)	84.52%	(815,529)	68.94%	(1,156,440)	41.80%
Non Operating Revenues	3,989,136	3,701,631	107.77%	2,627,330	3,341,282	78.63%	3,846,892	146.42%	5,208,195	35.39%
Non Operating Expend.	212,310	213,762	99.32%	211,000	215,625	97.86%	223,689	106.01%	219,632	-1.81%
Net Income/(Loss)	5,165,640	2,265,856	227.98%	1,233,450	1,726,211	71.45%	2,807,674	227.63%	3,832,123	36.49%
Capital Budget										
Equipment Purchases										

**Carmel Area Wastewater District
Budget Summary
2020-21**

Description	2018-19			Estimated thru 01-31-20			Proposed 2020-21 Budget	% Chg. Prior Yr. Actual	Projected 2021-22 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Actual	Budget	% of Budget				
Administration	16,735	0	∞	0	14,000	0.00%	0	∞	0	∞
Maintenance	0	200,000	0.00%	0	0	∞	18,500	∞	0	-100.00%
Collections	12,554	0	∞	554,098	410,000	135.15%	160,000	28.88%	120,000	-25.00%
Treatment	75,820	33,000	229.76%	40,561	17,800	227.87%	116,466	287.14%	176,500	51.55%
Capital Improvement Projects										
Administration	0	0	∞	0	0	∞	75,000	∞	0	∞
Maintenance	0	0	∞	0	0	∞	0	∞	0	∞
Collections	147,626	2,210,000	6.68%	521,057	3,725,000	13.99%	5,035,445	966.39%	2,340,000	-53.53%
Treatment	195,113	164,001	118.97%	4,370	305,396	1.43%	25,000	572.08%	25,000	0.00%
Treatment Long Term Capit:	1,153,763	4,265,331	27.05%	658,238	2,695,000	24.42%	3,667,000	557.09%	7,424,000	102.45%
Total Capital Budget	1,601,611	6,872,332	23.31%	1,778,324	7,167,196	24.81%	9,097,411	511.57%	10,085,500	10.86%
Ending Fund Balance	32,379,385	24,393,591	132.74%	34,527,275	29,631,164	116.52%	30,911,398	89.53%	27,331,881	-11.58%

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

Page 1 of 2

*for comparative
purposes only*

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

The accompanying notes are an integral part of these financial statements

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

Page 2 of 2

*for comparative
purposes only*

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

The accompanying notes are an integral part of these financial statements

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

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

The accompanying notes are an integral part of these financial statements

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: April 29, 2021

SUBJECT: Rio Road Pipe Cross Bore Claim Settlement Agreement

RECOMMENDATION

It is recommended that the Carmel Area Wastewater District Board of Directors (Board) pass a motion approving acceptance of the Settlement Agreement with Monterey County for \$8,466.06 on the claim for the cross bore in Rio Road pipeline.

DISCUSSION

At the regular February 2021 board meeting the Board directed that a letter be sent to the Monterey County Board of Supervisors contesting their offer of 50% for repair costs. The Board of Supervisors discussed the letter at a meeting with input from Robert Palomino, Subdivision & Encroachments Inspector at County of Monterey Department of Public Works. Mr. Palomino held that the District failed to show him Closed Circuit Television (CCTV) video or CCTV photos of the conduit cross bore. Therefore, the County is holding to their original offer and requests that the District sign a settlement agreement to claim their offer of \$8,466.06.

The attached form is the standard Monterey County settlement agreement. I informed them that the District could not agree to the final paragraph that requires the settlement be kept confidential. I notified them that we would be seeking approval at our regular board meeting and that this agreement did not meet the standards for a closed session item.

FINANCIAL IMPACT

The District will be responsible for 50% of the repair or \$8,466.06 in repairs to our pipeline on Rio Road.

FINAL RELEASE AND SETTLEMENT OF ALL CLAIMS

In consideration of the payment of **EIGHT THOUSAND FOUR HUNDRED SIXTY SIX DOLLARS & 06/100, (\$8,466.06)**, by the County of Monterey, hereinafter referred to as releasees, the receipt whereof is hereby acknowledged, on behalf of **CARMEL AREA WASTEWATER DISTRICT**, we hereby release and discharge releasees and all other persons and entities from all claims and demands, actions and causes of action, damages, costs, loss of services, loss of income, expenses and compensation on account of or in any way growing out of, or **resulting from construction work/pipe intrusion which may have resulted from work that began on or around March 26, 2020 at or near the Intersection of Rio Road and Carmel Center Place, County of Monterey, California**, or arising out of any other act or omission of releasees occurring prior to the effective date of this document, and do hereby for my heirs, executors and administrators, covenant with said releasees to indemnify and save harmless the said releasees and all other persons and entities from all further claims and demands for damages, costs, loss of liens, or claims of liens, or other actions, liability or loss on account of or in any way relating to said incident or this settlement.

It is further agreed that this Release expresses a full, final and complete settlement of liability claimed and denied and, regardless of the adequacy of the compensation, is intended to avoid litigation, and that there is absolutely no agreement on the part of said releasees to make any payment or to do or refrain from doing any act or thing other than is herein expressly stated and clearly agreed to in this document.

It is expressly understood and agreed that all rights under Section 1542 of the Civil Code of the State of California are hereby waived, which section reads as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his settlement with the debtor.”

It is further agreed that this Release shall apply to all unknown and unanticipated damages resulting from said incident as well as to those now disclosed.

It is expressly understood and agreed that the terms of this settlement and release agreement shall remain confidential between the parties hereto and shall not be disclosed to any other individual, unless required to do so by state or federal law, and that no attempt will be made to publicize or circulate the information in any fashion whatsoever. The settlement information remains subject to the Public Records Act.

WITNESS my hand this _____ day of _____, in the year 20__.

In the presence of:

Name/Signature/Title

Claimant

Address/City/ State

INTERCARE #:131710

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: April 29, 2021

Subject: 2021 Job Description Physical Requirements Update

RECOMMENDATION

It is recommended the Board of Directors pass a motion to accept the updated job descriptions for all Carmel Area Wastewater District (CAWD) positions.

DISCUSSION

CAWD's last full review of all the job descriptions was completed in 2009. Since then, job descriptions were updated as job openings were posted. Going forward the job descriptions will become part of an employee's annual review.

It was brought to the General Manager's attention, at a conference, that legacy physical requirements were no longer adequate for pre-employment physicals and workers' compensation return to work scenarios. The existing job descriptions were not specific enough to reflect actual daily duties of the physical demands being performed. Employees would be required to lift up to 75 pounds (lbs., but the objects, motions, or weights were not specified). The updated physical demands clearly delineate what the employee will encounter while performing the essential functions of the job.

A project team was formed with executive sponsorship from the General Manager, and included the Maintenance Superintendent, Safety and Regulatory Compliance Administrator, and Administrative Assistants. This project aligned well with CAWD's continued safety improvements and goal of reducing the workers' compensation experience modification factor.

METHODOLOGY

The goals of the job description update were defined:

1. Provide a robust pre-employment physical task list that will be provided to a qualified physician. This list would ensure that new hires would be capable of performing the duties associated with their job title.
2. The physical task list will be used for workers' compensation cases to determine when an employee is healthy enough to return to work and define what duties could be assigned when on light duty. The goal being to return the employee back to work as soon as possible without risk of reinjury.

OCCUMETRIC was recommended by California Sanitation Risk Management Authority to perform the physical assessment. CAWD's Safety and Compliance Administrator coordinated the assessments for each job type with Don Freeman (OCCUMETRIC). Multiple items and tasks were evaluated and recorded. The data was then uploaded to a web portal setup for CAWD.

Staff then researched various Wastewater districts for a format that could be adapted to reflect the data from the physical requirements. The job descriptions format from Dublin San Ramon Services District met the criteria.

The updated physical requirement template was then applied to each job description. The data was then added from the physical assessments.

Some key takeaways:

1. The upper portion of the job description that includes the essential duties was not modified except for consistency and minor edits.
2. The education and experience requirement section were modified so the wording is consistent and up to date with CAWD policies.
3. Disaster Service Worker language was added to each job description. This was always part of employee responsibilities but not included in the job description. Disaster service workers may be called on for assistance in the event of a disaster to perform their job duties.

4. The lifting requirements were expanded to include the motion, actual objects and weight of the objects.
5. During review of the data, it was noted that the risk increased significantly from 65 lbs. to 75 lbs. for operations, maintenance, and collections. Based on this data the maximum lift was lowered from 75 lbs. to 65 lbs.
6. Engineering or administrative solutions were applied for items that previously fit between the 65 lbs. to 75 lbs. span.
7. During a review by our attorney, it was recommended that we take advantage of this effort and re-classify the Administrative Assistant/Board Clerk as confidential employees. The Board has discussed this change in the past, so we believe it is appropriate to implement at this time. The change is reflected in the job description.

REVIEW PROCESS

- The draft copies were reviewed by the Administrative Assistants for clerical errors and consistency.
- Copies were then distributed to management staff for comments. Comments were then incorporated, and job descriptions were updated into final draft form.
- The General Manager provided the employee negotiators with the final draft which were distributed to their respective employee groups for comment.
- Copies of all “new” job descriptions were provided to legal counsel for review.
- The job description update project was presented to the Salary and Benefits Committee on April 15, 2021. The Committee agreed with the recommended changes and gave their approval for staff to move the project to the full Board.

One job description is included as a sample and all other job descriptions are available upon request

FUNDING

N/A- Informational item only



July 2015

January 2021
FLSA: EXEMPT

New data highlighted in yellow

~~Strike throughs on old job descriptions~~

COLLECTION SYSTEM SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, directs and assists in a variety of maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities and properties associated with the District's wastewater collection system and related facilities. Coordinates assigned activities with outside agencies. Provides responsible and complex technical support to the General Manager/~~Chief Engineer~~.

This is an "at will" management position.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over collection system staff. Works in close relationship with Principal Engineer, Maintenance and Operations staff.

CLASS CHARACTERISTICS

This is a management level position that oversees and directs all activities of the operation and ongoing maintenance of the District's wastewater collection system and related facilities including day-to-day operations, maintenance, repair, and short and long-range planning, including budgeting. Responsibilities include coordinating the activities of the division with those of other divisions and departments and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

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

➤

➤ **EXAMPLES OF ESSENTIAL FUNCTIONS (continued)**

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Assume management responsibility for all services and activities associated with the operation, maintenance and repair of the District's wastewater collection system and lift stations.
- Oversee and participate in the development and administration of the wastewater collection system annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Plans, organizes, administers, reviews, and evaluates the work of collections system staff. Assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Provide for the selection, training, professional development, and work evaluation of department staff; authorize discipline as required; and provide policy guidance and interpretation to staff.
- Monitor and evaluate the efficiency and effectiveness of wastewater collection system methods and procedures; recommend, within divisional policy, appropriate service and staffing levels.
- Develop, implement and oversee a comprehensive maintenance program; ensure that equipment is properly inspected, repaired and maintained.
- Utilizes the computerized maintenance management system (CMMS) and ensures that standard operating procedures and parameters are developed and maintained for all collection system processes.
- Coordinate wastewater collection system activities with those of other divisions, outside agencies and organizations.
- Provide highly responsible and complex technical support to the General Manager/Principal Engineer, prepare and present staff reports.
- Conduct inspections of collection lines; identify areas which require maintenance or repair; ensure work is carried out in compliance with District standards.
- Oversee, direct and inspect the work of contractors for a variety of construction or maintenance projects including main installations, connections, backfill, and compaction and grading.
- Develop and implement safety training programs for wastewater collection system staff; ensure compliance with all District safe working practices, rules and regulations. Collaborate safety training with District Safety and Regulatory Compliance Officer.
- Serve as liaison for the District on wastewater collection issues with outside agencies, vendors, and customers; negotiate and resolve sensitive and controversial issues.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to wastewater collection division programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.
- Selects, trains, motivates and evaluates personnel performance; implements discipline and termination procedures, when required.
- Participate in team efforts with other management employee to encourage and reward employee accomplishments.

- Responsible for developing, auditing, and updating the sewer system management plan (SSMP) and is one of the legally responsible officials (LRO) responsible for certifying SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS).
- Develops and emergency response plan for the Collections Service Group.
- Prepares requests for estimates, requests for bids, and other documentation for maintenance and capital projects as relates to collection system. Reviews and comments on engineering plans and specifications for wastewater collection projects.
- Implements and maintains a system of inventory and information management. Oversees the development, data entry into, and reports generated from asset management software including databases that store information on maintenance and repair of valves, line breaks, etc.
- Develop and implement procedure to identify and enact program monitoring, measurement, and modifications. Analyze and examine performance statistics and make recommendations regarding methods of improving unit effectiveness.
- Manage District insurance claims related to the collection system.
- Work with County Health Department and other regulatory agencies to resolve sewage related complaints.
- Conduct system hydraulic capacity assessment, evaluation, and assurance. Characterize the capacity status of different segments of the system. Identify areas with capacity limitations. Predict areas with future capacity limitations. Undertake efforts to quantify and reduce inflow and infiltration to manageable levels. Quantify capacity requirements. Plan, design, and implement corrective or preemptive actions to maintain system design capacity and performance.
- Conduct system structural condition assessment and evaluation. Combination of inspection and conversion of recorded data into assessment knowledge.
- Communication and outreach with customers, constituents, and other stakeholders. Must be ongoing, open, timely, and two-way, with reciprocal information sharing. Develop strategies for ongoing communication and outreach as part of multiyear strategic planning.
- Reduce energy consumption throughout system while increasing efficiency and reliability. Pair energy savings decisions with balanced consideration of cost and reduction of District's carbon footprint.
- Analyze and plan for addition of stormwater (dry weather flows) to our system. Provide analysis on impact of combined vs. separate sewer and stormwater in terms of service to users, receiving water impacts, and regulatory guidance.
- Analyze principal system deficiencies that are related to impacts of climate change. This includes flooding, sea water intrusion, changes in storm intensity and frequency. Participate in planning for future response to climate change.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a wastewater collection system maintenance program.

- Operating characteristics of collection system maintenance equipment and tools including heavy equipment, and CCTV inspection and surveillance devices.
- Methods and techniques, tools and materials used in the maintenance and repair of wastewater collection systems and lift stations.
- Wastewater collection system inspection methods and techniques.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Recent developments, current literature and sources of information related to wastewater collection.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices related to collection system maintenance.
- Pertinent federal, state, and local laws, codes and regulations

Skill to:

- Developing and implementing goals, objectives, policies, procedures.
- Training, developing, evaluating staff.
- Reading and interpreting maps, drawings, and specifications.
- Utilizing a variety of computerized programs, including CMMS.
- Have a clear understanding of the District's goals and be able to communicate these goals.
- Be able to conceptualize and translate concepts into programs.
- Analyzing operating problems, evaluating alternative proposals, and making sound conclusions.

Ability to:

- ~~Meet respiratory requirements and use self contained breathing apparatus (SCBA) when necessary in accordance with the District's Standard Procedure~~
- Perform the full range of maintenance, cleaning and inspection duties.
- Implement appropriate safety procedures.
- Read and understand plans and profiles of sewer systems.
- Understand and carry out complex oral and written instruction.
- Schedule and supervise the work of others.
- Understand and apply maintenance techniques.
- Maintain accurate records and prepare clear and concise reports.
- Use English to effectively communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive harmonious working relationships with subordinates and peers.
- Ability to perform a variety of mechanical maintenance and repair work to shop, plant and field equipment.
- Supervise/direct/coordinate the work of staff.
- Hire, supervise, train and evaluate staff.
- Interpret and explain and enforce District policies and procedures.
- Read, interpret and explain blueprints, construction drawings, specifications, and maps.

EDUCATION AND EXPERIENCE:

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

Education: Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in mechanical systems technology, construction, engineering or a related field.

Experience: Five years of increasingly responsible experience in wastewater collection system operation and maintenance, including two years of administrative and supervisory responsibility.

License or Certification:

~~Must possess a valid California Class C driver's license and have a satisfactory driving record. Possession of a California Class B license with endorsements is desired.~~

Required Qualifications:

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

➤ 40-hour HAZWOPER certificate within one (1) year of employment.

~~Must possess a valid California Water Environment Association (CWEA) – Collection System Maintenance Grade IV certificate.~~

~~Desirable certifications: CWEA – Mechanical Technologist Grade I
CWEA – Environmental Compliance Inspector Grade I~~

~~A successful applicant may substitute other certifications and/or degree programs that support training and experience desired. Any licenses and certifications must be maintained during employment.~~

➤ Possession of, or ability to obtain within 18 months of date of hire, a California Water Environment Association (CWEA) – Collection System Maintenance Grade IV certificate.

➤ Possession of, or ability to obtain within 18 months, a valid California Water Environment Association (CWEA) – Mechanical Technologist Grade I certificate.

Desired Qualifications:

- Possession of a California Class B license with endorsements.

Additional Requirements:

Ability to be on standby for after hour emergency call outs and acknowledge the notification within 15 minutes when on standby duty. If an emergency requires the employee to return to work, they must do so within 1 hour of responding to the notification.

Employee must pass a respiratory fit test within 2 months of employment and adhere to District respiratory policy which specifies facial hair restrictions.

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code.

In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

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

PHYSICAL DEMANDS

~~Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.~~

PHYSICAL DEMANDS

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

Standing:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while supervising and guiding journey level technicians, and related positions in installation, maintenance and repair activities, overseeing the most complex and difficult maintenance and repair work and performing such work from time to time if needed including using tools, communicating with coworkers and contractors during informal meetings, during field inspections and performing other described job duties.

Walking:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while supervising and guiding journey level technicians, and related positions during installation and maintenance tasks, overseeing the most complex and difficult maintenance and repair activities and performing such work as needed, transporting tools, parts and equipment as needed, to and from offices, and performing other described job duties.

Sitting:

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

Kneeling/Crouching/Squatting:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs during inspections and performing the most complex and difficult repair work in conjunction with using tools, retrieving or positioning items on and off lower shelves, ground level, or lower areas, inspecting and accessing equipment, and performing other described job duties.

Crawling:

- Average Frequency: 1 to 3 times per year
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while working underneath building structures, accessing and inspecting equipment, and performing other described job duties.

Laying on Back/Stomach:

- Average Frequency: 1 to 3 times per year
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while accessing and inspecting equipment.

Climbing/Balancing:

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Ladder or stair steps, vehicle floorboards
- Description: Performs while ascending or descending extension ladders up to 40 feet, stepladders 10 to 12 feet, stair steps at plant sites, accessing vehicle cab 1 to 3 steps.

Reaching:

Above Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs during inspections, possibly while performing the most complex and difficult maintenance and repair work and retrieving or positioning items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

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

Below Waist Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs during inspections and performing the most complex and difficult repair work in conjunction with using tools, retrieving or positioning items on and off lower shelves, ground level, or lower areas, inspecting and accessing equipment, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performed during

Twisting/Rotating:

Waist:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing and inspecting equipment and performing other described job duties.

Neck:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: During normal body mechanics, performs while supervising and guiding employees including overseeing the most complex and difficult tasks and performs such work as needed, driving and performing other described job duties.

Wrists:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while performing the most complex and difficult maintenance and repair work in conjunction with using a variety of basic or power tools including screwdrivers, wire strippers, pliers, and other related tools and performing other described job duties. Unilateral or bilateral hand use.

Bending:

Waist:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performing inspections, performing the most complex and difficult maintenance and repair work, possibly while using tools and performing other described job duties.

Head/Neck:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)

- Description: Performs while supervising and guiding journey level technicians, and related positions in installation, maintenance and repair activities, overseeing the most complex and difficult maintenance and repair work and performing such work from time to time if needed including using tools, performs while reading and writing, inspecting and accessing equipment, using basic or power tools, and performing other described job duties.

Wrists:

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

Lifting/Carrying:

0 to 10 lbs.:

- Objects: Smaller power tools (drills, grinders, air tools, grease gun, skill saw, etc.); hand tools (wrenches, screwdrivers, pliers, hammers, ratchets, strippers/cutters, etc.); small tool bag, socket set, fasteners; couplings, short sections of metal/pipe or wood; miscellaneous parts, wiring, levels, tape measures, small fire extinguisher, electrical cords, diagnostic equipment, aerosol cans, rollers, brushes, one-gallon containers, two safety cones, step-stool/ladder, broom, squeegee/mop, shovel, binders, manuals, writing utensils, telephone handset, chair
- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Distance: Average - less than 100 feet including ascending/descending stairs. Maximum - 1,000 feet
- Description: Using hand or power tools as needed, performs a variety of lifts and carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, cleaning, assembling/disassembling, diagnosing, repairing, bolting, screwing, cleaning, sweeping, stocking, storing, office duties, paperwork/manuals, writing.

11 to 25 lbs.:

- Objects: Larger hand tools (large sledgehammer, large wrenches), medium power tools (pneumatic nail gun, reciprocating saws, hammer-drill, core drill), medium tool bag, bucket of tools, 3-gallon containers, up to five safety cones, medium fire extinguisher, 6' ladder, pneumatic pipe plug, shovel with dirt, picking/digging tools, sections of metal/pipe or wood, boxes of tools/parts; valves, 100' of $\frac{3}{4}$ " hose, 20' of 2" suction hose, 13-gallon trash can, partial box of paper/files
- Average Frequency: Routine- 1 per hour

- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: Less than 100 feet, including ascending/descending stairs
- Height: Ground to shoulder or above
- Description: Using hand or power tools as needed, performs a variety of moderate duty lifts/carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, assembling/disassembling, diagnosing/repairing, bolting, screwing, cleaning, stocking, storing, valve removal/replacement, battery removal/replacement; small grate and lid removal/replacement; digging and filling. Retrieval, set-up, breakdown and replacement of equipment for projects.

26 to 50 lbs.:

- Objects: Large tool bag/kit, metal chain, small electric motors, 12' ladder, 20' extension ladder, jack hammer, concrete and metal debris, flanges, couplers, sections of metal/pipe or plastic/wood, smaller valves, small impellers, band saw, flange, pipe vice, oil bucket, blower, shaft, threader, traffic signage, wheelbarrow, 5-gallon container/bucket, empty pallet, case of paper or full box of files, 30-gallon garbage can, 50' of 1" hose, 10' of 6" suction hose, valve box lid, car battery
- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: 4 times per hour
- Maximum Duration: Up to 15 minutes at a time
- Distance: Less than 50 feet, including ascending/descending stairs
- Height: Ground to shoulder
- Description: Using hand or power tools as needed, performs a variety of medium duty lifts/carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, assembling/disassembling, bolting, stocking, storing, valve removal/replacement, battery removal/replacement; grate and lid removal/replacement; digging and filling. Retrieval, set-up, breakdown and replacement of equipment for projects. Jackhammer use includes pushing, pulling, partial lifting, lifting, and guiding.

51 to 60 lbs.:

- Objects: 28' extension ladder, 10' step ladder, confined space winch, wheelbarrow, medium electric motor, medium VFD unit, steel flanges, steel elbows/necks/spools, couplers, longer sections of metal/pipe or wood, 100' of 1" hose, truck battery, 30' of 2" hose, 15' of 6" hose, 4' x 4' aluminum vault lid, sandbag, small steel stormwater grating
- Average Frequency: 4 times per month
- Average Duration: Seconds at a time
- Maximum Frequency: Four times per day
- Maximum Duration: Less than 1 minute at a time
- Height: Ground to waist
- Description: As needed for activities including repair and construction projects; retrieval, set-up, breakdown and replacement of project equipment; confined space entry set-up/breakdown, accessing vaults, collections infrastructure repair, flood preparations.

61 to 120 lbs. (two-person lifts):

- Objects: 32' extension ladder, AA frame ladder, forklift propane cylinder [63 pounds shoulder height], 2' submersible pump, portable railing anchor plate, trash pumps, vault lid, electric motors, VFDs, confined space base tripod, bollards, jumping jack, steel manhole covers, steel piping, 15' or more of large suction hose, generator, 8" x 20' suction pipe, large steel stormwater grating, various steel valves, flanges, elbows up to 150 lbs.
- Average Frequency: As assigned - 1 to 4 times per month
- Average Duration: Seconds at a time
- Maximum Frequency: As assigned - 4 times per day
- Maximum Duration: Less than a minute at a time
- Distance: Less than 25 feet
- Height: Ground to waist
- Description: As needed for non-routine projects and activities including repair, replacement or construction projects; confined space entry set-up/breakdown, accessing vaults, collections infrastructure repair. Lifting straps are to be used if safety will be increased.

Dragging/Pulling:

76 to 100 lbs. (single-person pulls):

- Objects: Floor jack, manhole covers, 100' of charged 1" water line, charged suction lines, metal grating, aluminum pipe, heavy duty electrical wire, long sections of plastic or wood, collections equipment jetting lines, collections camera tether/cable
- Average Frequency: 4 times per month
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: Four times per day
- Maximum Duration: 5 minutes
- Distance: Less than 5 feet to 100' feet for collections lines
- Height: Ground level or partial lift of one end from ground
- Description: A combination of pulling and/or partial lifting as needed to move heavy objects including: using a floor jack, removing and replacing a manhole lid with a metal hook, dragging hose, dragging lengths of pipe, wood or metal, dragging metal grating. Lifting straps are to be used if safety will be increased.

Grasping:

Simple:

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Performs while operating a variety of equipment (forklifts, truck, golf cart, tractor, backhoe, etc.); operating small power tools; using small hand tools; retrieving and relocating

miscellaneous tools, parts; utilizing a telephone handset, handling paperwork; utilizing calking and grease guns; spraying aerosol cans; painting with rollers or brushes, mopping, sweeping, vacuuming, landscaping; scraping, utilizing a squeegee; any grasping necessary to complete required lifts/carries below 25 lbs. Unilateral and bilateral hand use.

Power:

- Average Frequency: Routine- 1 per hour
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Performs while utilizing a shovel, digging bar or pick while digging; operating a jackhammer in conjunction with pushing, pulling, partial lifting and guiding; utilizing wrenches to remove or secure and torque bolts; using pry bars, wrenches, levers; tie down and securing equipment; utilizing wide variety of power tools grinders, electric chop saw, presses, drills, chainsaw, installing cabinetry including repairing walls. Any grasping necessary to complete required lifts/carries and pulls above 25 lbs. Unilateral and bilateral hand use.

Fine Manipulation:

- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Performs while using of small hand tools (screwdrivers, small sockets, Allen wrenches, etc.), placing bolts, nuts, screws, nails, small parts; joining small components; using electrical testing equipment; making equipment adjustments, using machine-user interfaces, utilizing a writing utensil, using computer keyboards/tablets and mouse, touchpad or touch screens; using telephone. Unilateral or bilateral hand use.

Machine/Tools:

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

- Drills
- Pneumatic nail gun
- Pliers
- Tape measures
- Sockets
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saws
- Hammers
- Diagnostic tools
- Allen wrenches
- Digging bar
- Pick
- Writing utensil
- Telephone handset
- Sledgehammer
- Grinders
- Air tools
- Grease gun
- Skill saw
- Levels
- Square
- Wire strippers
- Spray can
- Roto hammer
- Jackhammer
- Pipe wrenches
- Presses
- Chop saw
- Computer keyboard, mouse, monitor
- Band saw
- Cut off saw
- Forklift
- 28-ton truck
- Golf cart
- Tractor
- Backhoe
- Aerial lift
- Dollies
- 4-wheeled cart
- Wrenches
- Motors
- Ladders
- Valves
- Generators
- Electric snakes
- Rollers
- Blowers
- Vacuum
- Broom
- Mop
- Squeegee
- Paint brushes

Weights and Measures:

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

Items Weighed:

- 4" C-900 pipe fitting – 6 lbs.
- 6" C-900 pipe fitting – 12 lbs.
- Gas Can (2 gallon) – 13 lbs.
- Suction hose (2" x 20' Green PVC) – 16 lbs.
- 6" x 4" I-beam – 20 lbs.
- Flow thru plug 6-8" – 20 lbs.
- 8" C-900 – 23 lbs.
- Pneumatic plug 10-18" – 25 lbs.
- Pipe (4" x 20' SDR 35) – 27 lbs.
- 3/8" chain – 28 lbs.
- Valve box lid (B12) – 28 lbs.
- Shoring (2' x 24-36" cylinder) – 30 lbs.
- Discharge hose (2" x 50' blue PVC) – 30 lbs.
- Cut off saw (hot saw) – 32 lbs.
- Jack hammer (30 pound) – 33 lbs.
- Gas can (5 gallon) – 33 lbs.
- Firehose (2.5" x 50') – 34 lbs.
- Confined space blower – 35 lbs.
- Electric motor (1 HP) – 35 lbs.
- Ventilation Blower (12V) – 36 lbs.
- Confined space winch – 41 lbs.
- Storm drain inlet (2x2) – 42 lbs.
- 20' extension ladder – 42 lbs.
- Concrete/Asphalt debris – 50 lbs.
- 6' plug hand crank – 50 lbs.
- Standard wheelbarrow (full) – 50 lbs.
- Metering vault lid (open) – 52 lbs.
- 28' extension ladder – 57 lbs.
- Traffic valve box (G5) – 58 lbs.
- Sandbags – 60 lbs.
- Pipe (4"x6' mission clay) – 60 lbs.
- Perma-Patch sack (60 pound) – 60 lbs.
- Concrete sack (60 pound) – 60 lbs.
- 2" Submersible sump pump – 60 lbs.
- Pipe (6"x20' SDR 35 – 61 lbs.
- Bumper crane assembly – 62 lbs.
- Lumber boards (2"x12"x16') – 64 lbs.
- Jack Hammer (60 pound) – 65 lbs.
- 2x4 grate – 71 lbs.
- Jet hose (pulling) – 71 lbs.
- Bollards (remove and replace) – 72 lbs.
- 32' extension ladder – 72 lbs.
- 4" plug valve – 75 lbs.
- 24" Manhole lid (open/lift) – 75 lbs.
- Concrete Sack (90 pound) – 90 lbs.
- Plywood (4'x8'x 1 1/8") – 94 lbs.
- Confined space base (tripod) – 95 lbs.
- Valve box (B12) – 96 lbs.
- Jack hammer (90 pound) – 97 lbs.
- Move furniture – 100 lbs.
- 2" Trash Pump (187 GPM) – 104 lbs.
- Pipe (8"x20' SDR 35) – 110 lbs.
- 4" gate valve – 114 lbs.
- 6" gate valve – 194 lbs.
- Manhole lid (36" diameter) – 229 lbs.

PERSONAL PROTECTIVE EQUIPMENT

Depending on the hazard, the employee is required to wear head, hearing, eye, foot, face, respiratory, body harness, and/or hand protection.

ENVIRONMENTAL ELEMENTS

~~Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes.~~

ENVIRONMENTAL ELEMENTS

- Employee is frequently exposed to outside weather conditions
- Employee is occasionally exposed to high, precarious places
- Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals
- Employee is exposed to unpleasant smells and odors
- Employee is exposed to moderate cold, moderate heat
- Employee is exposed to risk of electrical shock or mechanical hazards
- Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens
- The noise level in the work environment is usually loud
- Employee, as needed, works indoors, office setting, climate controlled

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

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 29, 2021

Subject: Special District Association Meeting April 20, 2021

DISCUSSION

The Special Districts Association of Monterey County (SDA) met virtually on April 20, 2021.

The meeting content is summarized as follows:

- Phil Deppert, Congressman Panetta's District Chief of Staff was the featured speaker. He discussed the funding that came out of the American Rescue Plan of 2021 for Special District's. Although the Speaker's office was lobbied, the speaker did not agree with the bill and they were not totally familiar with Special Districts. The Speaker thought the state could provide for Special Districts out of their share of funding. The bill set aside 5% for that purpose but because the governor did not support it the bill did not end up in the final American Rescue Plan.

When asked what Special District's can do to secure funding, he advised lobbying to the governor's office and to work the program route through Grants.gov. There may be a pathway through the current infrastructure bill, but the state is not going to provide funding for any lost revenues. The pending Infrastructure Bill does not have much detail just yet, but it will include highways, bridges, transit systems, airports, drinking water, electric grid, and broadband upgrades. A workforce modernization plan will be the underpinning of all aspects of the pending bill.

- A budget Committee was appointed for 2021. Rick Verbanec is the chair, other members include Mary Ann Leffel and Kathleen Lee.

- The Legislative Chair Report included Elain Magner from the Special District's Leadership Foundation who spoke about a raffle to fund scholarships for training/conferences. Charlotte Holifield from California Special District Association (CSDA) urged districts to join with the National Special District Coalition to support the "Special Districts Provide Essential Services Act" urging congress to include the bill's language in future COVID-19 relief packages aiding state and local government.
- There was a brief presentation on activities in the Coastal 4 Network. Legislative Days, May 18-19, will be virtual and have a two for one pricing model. The state conference this year will be in Monterey, August 30 – September 2, at the new conference center.
- The Finance Committee reported that the bank accounts were virtually flatlined due to the pandemic.
- Local Agency Formation Commission (LAFCO) reported on the recent approval of CAWD's 2021 annexation. LAFCO also received an application from Monterey Peninsula Water Management District (MPWMD) to activate latent powers to allow them to distribute retail potable water. This would enable the District to begin negotiations regarding eminent domain proceedings. Public meeting to be held April 26,2021.

The next SDA meeting is scheduled for Tuesday, July 20, 2021 at 6:00 p.m. at Bayonet and Black Horse Golf Course Clubhouse in Seaside.

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – April 20, 2021**

A meeting of the Retirement Pension Plan Trustees was held on Thursday, April 20, 2021 at 11:40 a.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Robert Siegfried, Director, Trustee
Barbara Buikema, General Manager, Trustee
Bill Hastie, Hastie Financial Group, Managing Partner
Haley Hitchman, Hastie Financial Group, Partner

Note: This meeting was held via ZOOM software

I. 1st Quarter 2021 Review

As of 03-31-21 the total weighed return for the quarter was 1.03%. The Ending Balance with accrued interest was \$6,399,341. Total Gains for the quarter were \$51,336.

The single largest change in the stock markets is the “rotation” from growth to value stocks. Growth stocks are those companies that are considered to have the potential to outperform the overall market over time because of their future potential. Value stocks are classified as companies that are currently trading below what they are really worth and will thus provide a superior return While this rotation happened in a matter of a few weeks, it had been expected to occur for the last few years. Throughout most of 2019 and all of 2020, the portfolio was generally overweight in growth-style stocks. The result in 2020 was that we received a rate of return above that which would be expected for the risk of our investments.

Since stocks bottomed on March 23, 2020, after the COVID-driven sell-off, domestic equities have posted very strong returns. The rotation spoken of earlier is interesting to examine. Through September 2020 the market was driven by growth stocks. Starting in early September 2020 the tide began to turn and value stocks took on a leadership role, outperforming growth stocks by nearly 20% through the end of March 2021. What our advisor, Hastie Financial Group, and the Pension Committee is attempting to balance is, will the recent value leadership extend much longer.

Tailwinds that might keep the value rally going include strong economic growth. Expectations are for a strong GDP in 2021 but it is not clear if it will stall in 2022 or continue. Value stocks will require additional catalysts if their performance boom is to continue.

The Biden administration has signaled it intends to push significant stimulus programs, including its infrastructure plan that will cost trillions. The Fed has indicated it will continue to accommodate economic growth by keeping rates low. And the fixed income markets appear to be anticipating prolonged economic growth by increasing yields.

The U.S. bond market has had a difficult time in 2020, namely over rising interest rates and the expectation for rising inflation. The primary measure of interest rates – the yield on the 10-year Treasury – has risen from a low of 0.55% to 1.6% in recent weeks. It has declined a bit from the 1.6% rate, but the impact on the bond market has been significantly negative. With few exceptions (high yield bonds, for example), the general bond market has had a negative performance in 2020.

II. 2nd Quarter Action Plan

Hastie Financial Group has recommended a large number of changes to the portfolio as compared with prior quarters. The changes reflect a move away from growth stocks and into value stocks. There continues to be discussion from the Committee about whether we need to re-evaluate our investment style for something more aggressive. Currently, and for some time now, we have been 60/40 stock/bonds. Last quarter the Committee gave its approval to change to 65/35 stock/bond ratio. Asked his opinion on a more aggressive approach Mr. Hastie opined that the plan is currently fully funded and that for a public pension plan it is simply not prudent to assume risk when not necessary.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.66		0.64		0.67	
Standard Deviation (b)	12.47	18.40	9.95	14.89	9.46	13.58
Mean	13.77	16.78	13.02	16.29	9.84	13.91
Alpha	1.94		1.90		0.26	

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

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

There being no further business, the meeting was adjourned at approximately 12:30 a.m.

Respectfully submitted,
Barbara Buikema, General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

1st Quarter and 2021 Performance Review

2nd Quarter 2021 Action Plan

April 20, 2021

Change in Market Value Register

From 1/1/2021 to 3/31/2021

Carmel Area Wastewater

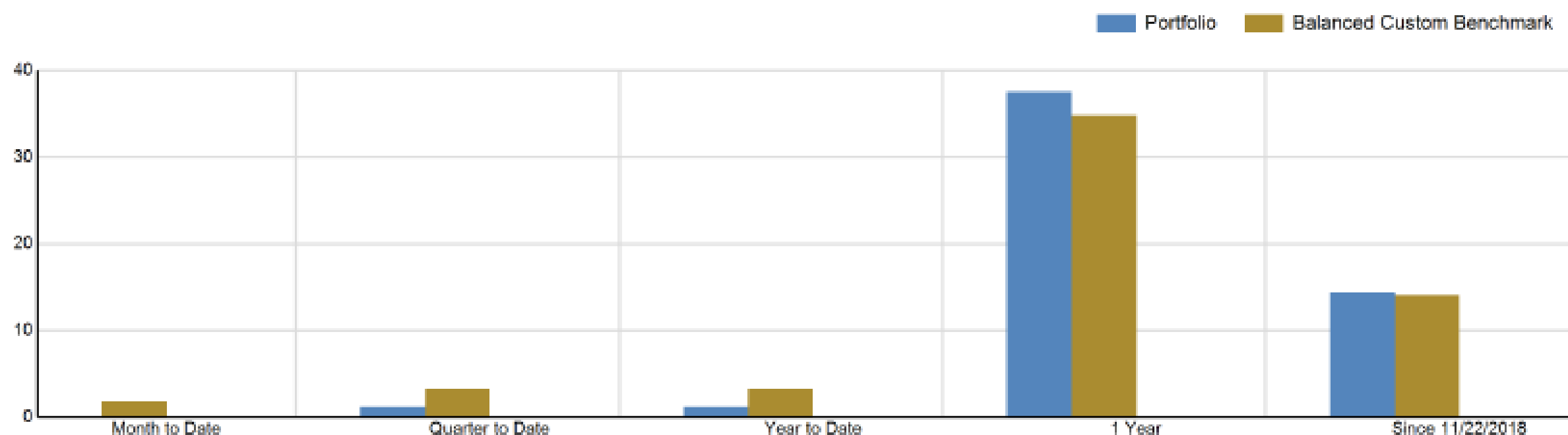
Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	01/01/2021	6,380,109.46	(46,237.92)	51,336.54	25,298.78	6,399,341.67	65,470.13	03/31/2021	1.03
Total	1/1/2021	\$6,380,109.46	(\$46,237.92)	\$51,336.54	\$25,298.78	\$6,399,341.67	\$65,470.13	3/31/2021	1.03

Performance Summary

As of 3/31/2021

Carmel Area Wastewater

Time Weighted Return



Activity Summary

Beginning Balance (11/21/2018)	\$0.00
Contributions	\$5,029,476.99
Withdrawals	\$418,168.68
Realized Gain / Loss	\$808,544.46
Unrealized Gain / Loss	\$611,927.15
Interest	\$0.00
Dividend / Cap Gains	\$457,719.68
Management Fees	\$85,788.98
12B1 Credits	\$92.11
Ending Balance (03/31/2021)	\$6,403,802.73
Total Gain / Loss After Fees	\$1,792,494.42

Performance Summary

Period	Portfolio	Balanced Custom Benchmark
Month to Date	0.04	1.81
Quarter to Date	1.10	3.28
Year to Date	1.10	3.28
1 Year	37.49	34.78
Since 11/22/2018	14.38	14.02

Note: Returns are time-weighted and annualized for any period greater than one year. This report is incomplete without the accompanying disclosure page.

Performance by Security

From 1/1/2021 to 3/31/2021

Carmel Area Wastewater

Holdings by Account and Asset Class (Primary)

Description	Market Value (1/1/2021)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (3/31/2021)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
iShares Core S&P 500 ETF	885,906.89	(159,576.18)	2,557.91	778,700.43	6.46
JPMorgan Large-Cap Growth Fund CI I	793,951.20	(339,822.36)	.00	462,036.47	1.10
Columbia Contrarian Core Fund Advisor CI	365,125.65	57,864.60	.00	448,851.86	6.85
Neuberger Berman Large-Cap Value Fund Institutional CI	.00	445,019.66	.00	443,680.48	-0.30
MFS Mid-Cap Value Fund CI I	.00	254,296.95	.00	256,713.90	0.95
Bridgeway Small-Cap Value Fund	.00	254,308.95	.00	242,284.05	-4.73
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	509,426.56	(337,000.83)	.00	199,006.99	6.10
iShares Morningstar Mid-Cap Growth ETF	355,452.43	(157,212.70)	25.99	194,900.78	-1.04
Columbia Dividend Income Fund Advisor CI	438,746.15	(464,132.30)	.00	.00	5.79
International Equity					
PGIM Jennison International Opportunities Fund-CI Z	717,701.69	(390,504.52)	.00	328,383.23	0.23
Bank of New York Mellon Global Emerging Markets CI I	.00	262,320.91	.00	237,742.13	-9.37

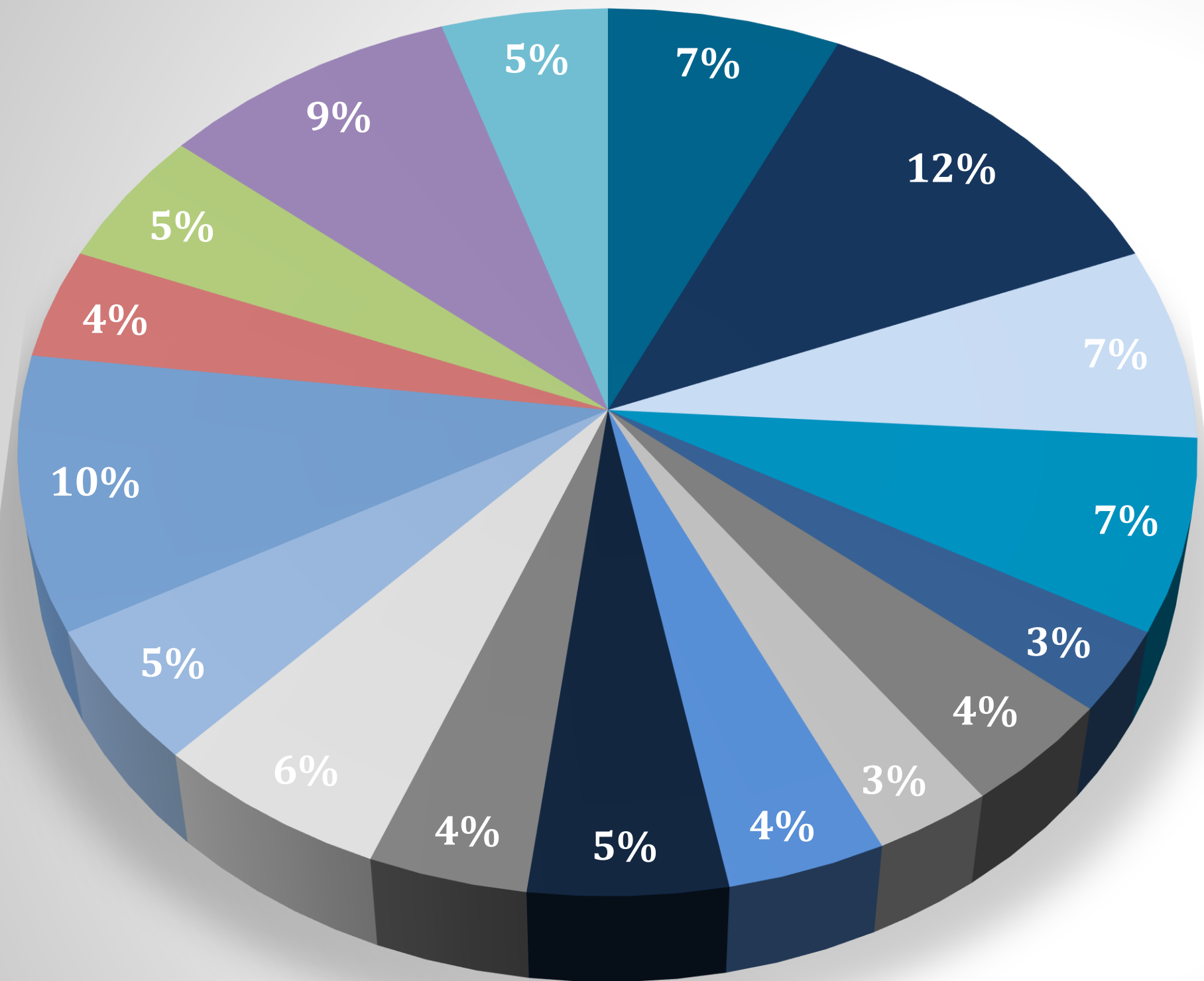
Description	Market Value (1/1/2021)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (3/31/2021)	Annualized Return % (IRR Net of Fees)
Domestic Bond					
Columbia Mortgage Opportunities Fund Advisor CI	.00	637,369.66	1,627.29	642,667.11	1.09
PGIM High-Yield Fund- CI Z	538,547.66	4,998.27	4,998.27	544,512.53	1.11
BlackRock Floating Rate Income Portfolio Institutional	.00	381,445.42	.00	380,294.18	-0.30
American Funds Inflation Linked Bond Fund CI F- 2	.00	327,901.13	.00	321,895.61	-1.83
American Funds U.S. Government Securities CI F-2	293,291.21	11,992.46	11,992.46	296,377.14	1.05
Goldman Sachs Enhanced Income Fund CI Administration	.00	254,308.95	.00	254,296.95	-0.00
BlackRock Inflation-Protected Bond Inv Institutional	307,961.53	(309,512.97)	2.19	.00	0.57
Guggenheim Total Return Bond Fund Institutional CI	420,061.50	(405,465.81)	1,864.94	.00	-3.03
International Bond					
PGIM Global Total Return Fund CI Z	477,850.23	(451,614.69)	2,223.46	.00	-5.03

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	6.17	56.35	16.78	16.29
Russell 1000	5.91	60.59	17.31	16.66
Russell Mid Cap	8.14	73.64	14.73	14.67
Russell 2000	12.70	94.85	14.76	16.35
MSCI EAFE	3.48	44.57	6.02	8.85
MSCI Emerging Markets	2.29	58.39	6.48	12.07
Barclays Capital US Aggregate	-3.37	0.71	4.65	3.10

- **Sell or Reduced:**
 - JPMorgan Large Cap Growth
 - Columbia Dividend Income
 - iShares Morningstar Mid Cap
 - Federated Kaufmann Small Cap
 - PGIM International Opportunities
 - PGIM Global Total Return
 - Guggenheim Total Return

- **Buy:**
 - Columbia Contrarian Core
 - Neuberger Berman Large Value
 - MFS Mid Cap Value
 - Bridgeway Small Value
 - BlackRock Floating Rate
 - Columbia Mortgage Opportunities
 - Goldman Sachs Enhanced Income

- **Rebalance the rest of the portfolio**



- JP Morgan Large Cap Growth - 7%
- iShares Core S&P 500 - 12%
- Columbia Contrarian Core - 7%
- Neuberger Berman Large Value - 7%
- iShares Morningstar Mid Cap - 3%
- MFS Mid Value - 4%
- Federated Kaufmann Small Cap - 3%
- Bridgeway Small Value - 4%
- PGIM International Opportunities - 5%
- BNY Mellon Global Emerging Markets - 4%
- BlackRock Floating Rate - 6%
- American Funds Govt Securities - 5%
- Columbia Mortgage Opportunities - 10%
- Goldman Sachs Enhanced Income - 4%
- American Funds Inflation Protected - 5%
- PGIM High Yield - 9%
- Cash - 5%

BETA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.66	0.64	0.67

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
JP Morgan Large Cap Growth	1.06	0.69
iShares Core S&P 500	1.00	0.03
Columbia Contrarian Core	1.03	0.77
Neuberger Berman Large Cap Value	1.04	0.68
iShares Morningstar Mid Cap	1.07	0.06
MFS Mid Value	1.16	0.82
Federated Kaufmann Small Cap	1.09	0.91
Bridgeway Small Value	1.25	0.94
PGIM International Opportunities	0.87	0.90
BNY Mellon Global Emerging Markets	1.02	1.00
BlackRock Floating Rate	0.21	0.71
American Funds Govt Securities	0.70	0.34
Columbia Mortgage Opportunities	0.42	0.76
Goldman Sachs Enhanced Income	0.19	0.60
American Funds Inflation Protected Bond	0.60	0.54
PGIM High Yield	0.79	0.40

STANDARD DEVIATION:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	12.47	9.95	9.46
Standard & Poor's 500 Index	18.40	14.89	13.58

MEAN:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	13.77	13.02	9.84
Standard & Poor's 500 Index	16.78	16.29	13.91

ALPHA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	1.94	1.90	0.26

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**"Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

All returns are shown net of fees unless otherwise indicated. Commonwealth relies upon data, formulas, and software to calculate the performance of portfolios. Periodic software enhancements may possibly cause inconsistencies with some performance calculations. Please notify your advisor if you have reason to believe calculations are incorrect to help ensure proper performance calculations going forward.

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Blended benchmark returns are composed of individual index data and index composition may change over time. All indices are unmanaged and it is not possible to invest directly in an index or blended benchmark. Unlike investments, indices and blended benchmarks do not incur management fees, charges, or expenses.

Balanced Custom Benchmark - 48.00% Russell 3000; 5.50% US Treasury Bills; 4.00% Bloomberg Barclays US Government Intermediate; 20.00% Bloomberg Barclays US Govt/Credit 1-3 Yr ; 9.00% MSCI ACWI ex USA (GR) ; 8.50% BofA Merrill Lynch US High-Yield - Master II; 5.00% Bloomberg Barclays US TIPS Index - Rebalance monthly.

Russell 3000 - The Russell 3000 Index is composed of 3000 large U.S. companies, as determined by market capitalization. This portfolio of securities represents approximately 98% of the investable U.S. equity market.

US Treasury Bills - The 3-Month Treasury Bill represents the monthly return equivalents of yield averages, which are not marked to market; this index is an average of the last three three-month Treasury Bill issues.

Bloomberg Barclays US Government Intermediate - The Bloomberg Barclays US Government Intermediate Bond Index is a broad measure of U.S. Government Treasury and Agency Securities with maturities of up to ten years.

Bloomberg Barclays US Govt/Credit 1-3 Yr - The Bloomberg Barclays US Govt/Credit 1-3 Yr Index measures a composite of government and corporate issues with maturities between 1-3 years.

MSCI ACWI ex USA (GR) - The MSCI ACWI ex USA (Gross) is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of Developed and Emerging Markets. The MSCI ACWI ex USA index does not include the United States. (Total Return Gross USD)

BofA Merrill Lynch US High-Yield - Master II - The Merrill Lynch US High Yield Master II Index is a commonly used benchmark index for high yield corporate bonds. It is administered by Merrill Lynch. The Master II is a measure of the broad high yield market, unlike the Merrill Lynch BB/B Index, which excludes lower-rated securities.

Bloomberg Barclays US TIPS Index - The Bloomberg Barclays U.S. TIPS Index is a rules based, market value-weighted index that tracks inflation-protected securities issued by the U.S. Treasury.