



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

March 26, 2020  
Thursday  
9:00AM

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# Carmel Area Wastewater District

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

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

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

## COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.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](http://www.cawd.org)) and allow members of the public to attend and address the meeting electronically.
- The District will give advance notice of all teleconference meeting as prescribed by the Brown Act
- The public may listen to the meeting by logging on to the District website and clicking on the Virtual Webinar.
- Public comment may be submitted 24 hours prior to the meeting by clicking on the "Public Comment Form" listed directly beneath the Virtual Webinar on our website. If received within 24 hours of the meeting we will ensure that a response is given at the meeting. Any comments after the cutoff will still receive a response; however, it may not be during the meeting.
- 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 web site periodically for updates regarding the District and Board activity.



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES February 27, 2020

3945 Rio Road, Carmel, CA 93923

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 8:58 a.m.

**Present:** Directors: D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel, And President White

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Rachel Lather, District Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Kevin Young, Operations Supervisor, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Domine Barringer, Administrative Assistant/Board Clerk, CAWD  
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Richard Verbanec, Director, Pebble Beach Community Service District (PBCSD)  
Mike Niccum, General Manager, PBCSD

## **1. *Appearances/Public Comments:***

No appearances or public comments were requested.

## **2. *Agenda Changes:***

- Page 5 of Agenda, Item #34, Please add:  
Coastal Development Permit Amendment  
River Watch information that the General Manager will discuss  
Updated Hazard Mitigation Plan

Other Miscellaneous communication:

- Pages 53, 55 & 57, in the History Section, correction of unit of measure

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

- Page 143, James Grover, stricken as attending the meeting of the Pension Plan Trustees

## **OTHER ITEMS BEFORE THE BOARD**

- 3.** Robert Bowman was not present to be acknowledged for being chosen as the 2019 California Water Environment Association, Monterey Bay Section, Collection Worker of the Year and so the Board requested an acknowledgment be held at the next regular Board meeting scheduled for March 26, 2020.
- 4.** The Board and staff members awarded Director Charlotte Townsend with a Longevity Award for 33 years of service and 95 years of age.
- 5.** Kristina Pacheco, CAWD Board Secretary Pro Tem, gave a presentation of the District's new website.

## **ACTION ITEMS BEFORE THE BOARD**

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

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

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

### ***Board Action***

***Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:***

- 6.** Regular Board Meeting Minutes of 01-30-20  
Pension Committee Meeting Minutes of 01-29-20  
Special Board Meeting Minutes of 02-10-20  
Pension Committee Meeting Minutes of 02-10-20
- 7.** The Bank Statement Review by Hayashi Wayland – January 2020
- 8.** The Schedule of Cash Receipts and Disbursements – January 2020
- 9.** The Register of Disbursements - Carmel Area Wastewater District – *January 2020*



10. The Register of Disbursements – CAWD/PBCSD Reclamation Project – *January 2020*
11. The Financial Statements and Supplementary Schedules – *January 2020*
12. The Collection System Superintendent’s Report (January 2020 ,2019 December & November)
13. The Safety and Regulatory Compliance Report – January 2020
14. The Treatment Facility Operations Report – (*January 2020, December & November 2019*)
15. The Laboratory/Environmental Compliance Report – January 2020
16. The Capital Projects Report/Implementation Plan
17. The Project Summaries
18. The Plant Operations Report – January 2020
19. The Maintenance Projects Report – January 2020
20. The Principal Engineer Monthly Report, General Engineering – January 30, 2020 (previously not formally received) and February 27,2020

## **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**

21. **Resolution No. 2020-06**; report given by Maintenance Superintendent, Chris Foley.

### ***Board Action***

***Following discussion, a motion was made by Director D’Ambrosio and seconded by Director Siegfried. The Board unanimously voted to adopt Resolution No. 2020-06 to approve and adopt The Surplus Asset Disposal Policy.***

22. **Resolution No. 2020-09**; report given by Principal Engineer, Rachél Lather.

### ***Board Action***

***Following a motion made by Director Townsend and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-09, authorizing the General Manager to invite Bids for Project #18-17, the Hatton Canyon Pipeline Replacement Project.***

**23. Resolution No. 2020-10;** report given by Principal Engineer, Rachél Lather.

***Board Action***

***Following discussion, a motion was made by Director D'Ambrosio and seconded by Director Rachel. The Board unanimously voted to adopt Resolution No. 2020-10, accepting the completed Project #19-17, and directed the General Manager to file a Notice of Completion for the Hatton Canyon Access Road Grading Project.***

**24. Resolution No. 2020-11;** report given by General Manager, Barbara Buikema.

***Board Action***

***Following extensive discussion, a motion was made by President White and seconded by Director Townsend. The Board unanimously voted to adopt Resolution No. 2020- 11, authorizing the General Manager to contract with Hall Landscape Design for preliminary design work on the inter-agency Public Riparian Trail System.***

**25. Resolution No. 2020-12;** report given by Plant Supervisor, Ed Waggoner.

***Board Action***

***Following extensive discussion, a motion was made by Director D'Ambrosio and seconded by Director Townsend. The Board unanimously voted to adopt Resolution No. 2020-12, authorizing the General Manager to contract with the City of Carmel-by-the-Sea for a three-year period to perform commercial stormwater compliance inspections.***

**26. Resolution No. 2020-13;** report given by Maintenance Superintendent, Chris Foley.

***Board Action***

***Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2020-13, accepting the lowest responsible bid for Project #18-18, the Pump Station Programmable Logic Controller Panel Installation, and authorized the General Manager to contract with that bidder in the amount of \$94,555.23, plus a 10% Change Order contingency.***

**27. Resolution No. 2020-14;** report given by General Manager, Barbara Buikema.

***Board Action***

***Following extensive discussion, a motion was made by Director Siegfried and seconded by Director D'Ambrosio. The Board unanimously voted to adopt Resolution No. 2020-14, approving the approach taken in negotiations with the Coastal Commission regarding the After-The-Fact Permit for the Phase I Project and the proposed Coastal Development Amendment, and authorized the acceptance of this amendment.***

## **ACTION ITEMS BEFORE THE BOARD**

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

## **OTHER ITEMS BEFORE THE BOARD**

**28.** Carmel River Free (CRFREE) Negotiations for a Memorandum of Understanding with Monterey County and The Big Sur Land Trust (BSLT)-Legal Counsel - *Report by General Manager, Barbara Buikema*

### ***Board Action***

***Following a motion made by Director Rachel and seconded by Director Townsend, the Board voted unanimously to accept the General Manager's action to engage a specialized attorney to assist in CRFREE negotiations.***

## **INFORMATION/DISCUSSION ITEMS**

**29.** *The General Manager's report on the PBCSD January 31, 2020 Board Meeting was reviewed. It was mentioned that the Board will be notified of a date for a follow up retreat for the Board, also that staff improve the appearance of the administrative building's landscaping.*

**30.** *There was a brief discussion regarding topics for the upcoming newsletter. Topics include the Hazard Mitigation Plan, the new District's VacCon truck, the Microorganism Of The Month, the use of the phrase "If you see something, say something.", and the rate payer's cost of the plant's processing flushed wipes, and the wipe microfibers that enter the environment. It also was requested that a separate newsletter be created, concerning the District's new website.*

**31.** *The General Manager's report on the Monterey County Investment Report was reviewed.*

**32.** *The General Manager's Pension Committee meeting was reviewed.*

**33.** *There was no update on the proposed Mr. Larsen sewer connection in Carmel Highlands.*

## **STAFF & BOARD MEMBER REPORTS**

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

## COMMUNICATIONS

**34.** The General Manager's Report included information on the Monterey County Hazard Mitigation Plan, the General Manager's interview for the Carmel High School Sandpiper newspaper, the settlement with River Watch and the CAWD Mission/Vision Statement being placed on the wall of the District Boardroom.

The Board requested that the District's Mission statement be on the Agenda of a future Board Meeting for discussion and possibly to update it.

**35.** Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff

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

- A request to research internships for High School students was made.
- The Board asked the District to look into the Coronavirus pandemic and then develop an emergency preparedness plan and process.
- Director Townsend is scheduled to attend the PBCSD Board Meeting on Friday, February 28, 2020 at 9:30 a.m.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Tuesday, April 21, 2020 at 6:00 p.m.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, May 13, 2020 at 9:30 a.m.

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

*A closed session of the Board is not planned, but may be held if necessary, for certain limited purposes, as authorized pursuant to California Government Code.*

## 37. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:10 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **March 26, 2020** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

***As Reported To:***

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

***APPROVED:***

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***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SPECIAL MEETING OF THE BUDGET COMMITTEE  
MINUTES**

March 6, 2020 at 9:00 a.m.

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

**Present:**     Committee Members: Robert Siegfried & Greg D'Ambrosio

**Absent:**     N/A

**Others:**     Barbara Buikema, CAWD General Manager

1. **Appearances/Public Comments:**  
None

2. **Agenda Changes:**  
There were no changes.

3. **Agenda:** Review of the 2020-21 Preliminary Budget

The Committee discussed the preliminary budget with nothing further to report.

**ADJOURNMENT:** *There being no further business to come before the Committee, Greg D'Ambrosio adjourned the meeting at 10:40 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 26, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SPECIAL MEETING OF THE BUDGET COMMITTEE  
MINUTES**

March 9, 2020 at 9:00 a.m.

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

**Present:**     Committee Members: Robert Siegfried & Greg D'Ambrosio

**Absent:**     N/A

**Others:**     Barbara Buikema, CAWD General Manager

1. **Appearances/Public Comments:**  
None

2. **Agenda Changes:**  
There were no changes.

3. **Agenda:** Review of the 2020-21 Preliminary Budget

The Committee discussed the budget and there is nothing further to report.

**ADJOURNMENT:** *There being no further business to come before the Committee, Director D'Ambrosio adjourned the meeting at 10:40 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 26, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SPECIAL MEETING OF THE BUDGET COMMITTEE  
MINUTES**

March 12, 2020 at 9:00 a.m.

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

**Present:**     Committee Members: Robert Siegfried & Greg D'Ambrosio

**Absent:**     N/A

**Others:**     Barbara Buikema, CAWD General Manager  
Chris Foley, CAWD Maintenance Superintendent

**1. Appearances/Public Comments:**

None

**2. Agenda Changes:**

There were no changes.

**3. Agenda:** Review of the 2020-21 Preliminary Budget

The Committee discussed the preliminary budget with nothing further to report.

**ADJOURNMENT:** *There being no further business to come before the Committee, Robert Siegfried adjourned the meeting at 11:00 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 26, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***





**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SPECIAL MEETING OF THE BUDGET COMMITTEE  
MINUTES**

March 13, 2020 at 3:00 p.m.

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**CALL TO ORDER - ROLL CALL**     The meeting was called to order at 3:00 p.m.

**Present:**     Committee Members: Robert Siegfried & Greg D'Ambrosio

**Absent:**     N/A

**Others:**     Barbara Buikema, CAWD General Manager  
Chris Foley, CAWD Maintenance Superintendent

**1. Appearances/Public Comments:**

None

**2. Agenda Changes:**

There were no changes.

**3. Agenda:** Review of the 2020-21 Preliminary Budget

The Committee discussed the preliminary budget with nothing further to report.

**ADJOURNMENT:** *There being no further business to come before the Committee, Robert Siegfried adjourned the meeting at 4:40 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 26, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***



## HAYASHI | WAYLAND

### INDEPENDENT ACCOUNTANTS' REPORT

March 23, 2020

To the Board of Directors  
Carmel Area Wastewater District

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

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

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

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



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

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



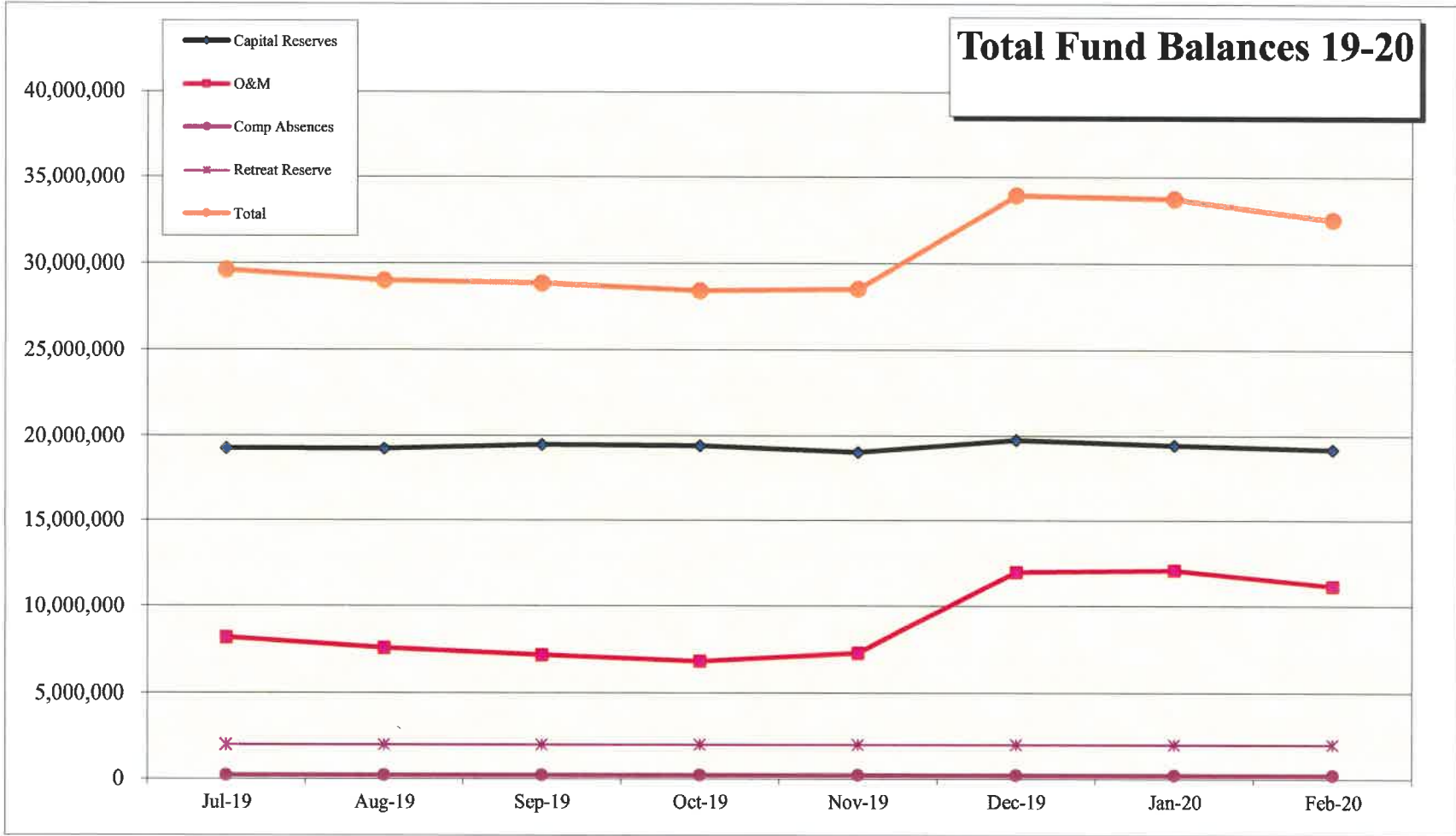
Robert Lee, CPA  
Partner  
Hayashi Wayland

Cc: Mr. Ken White, President

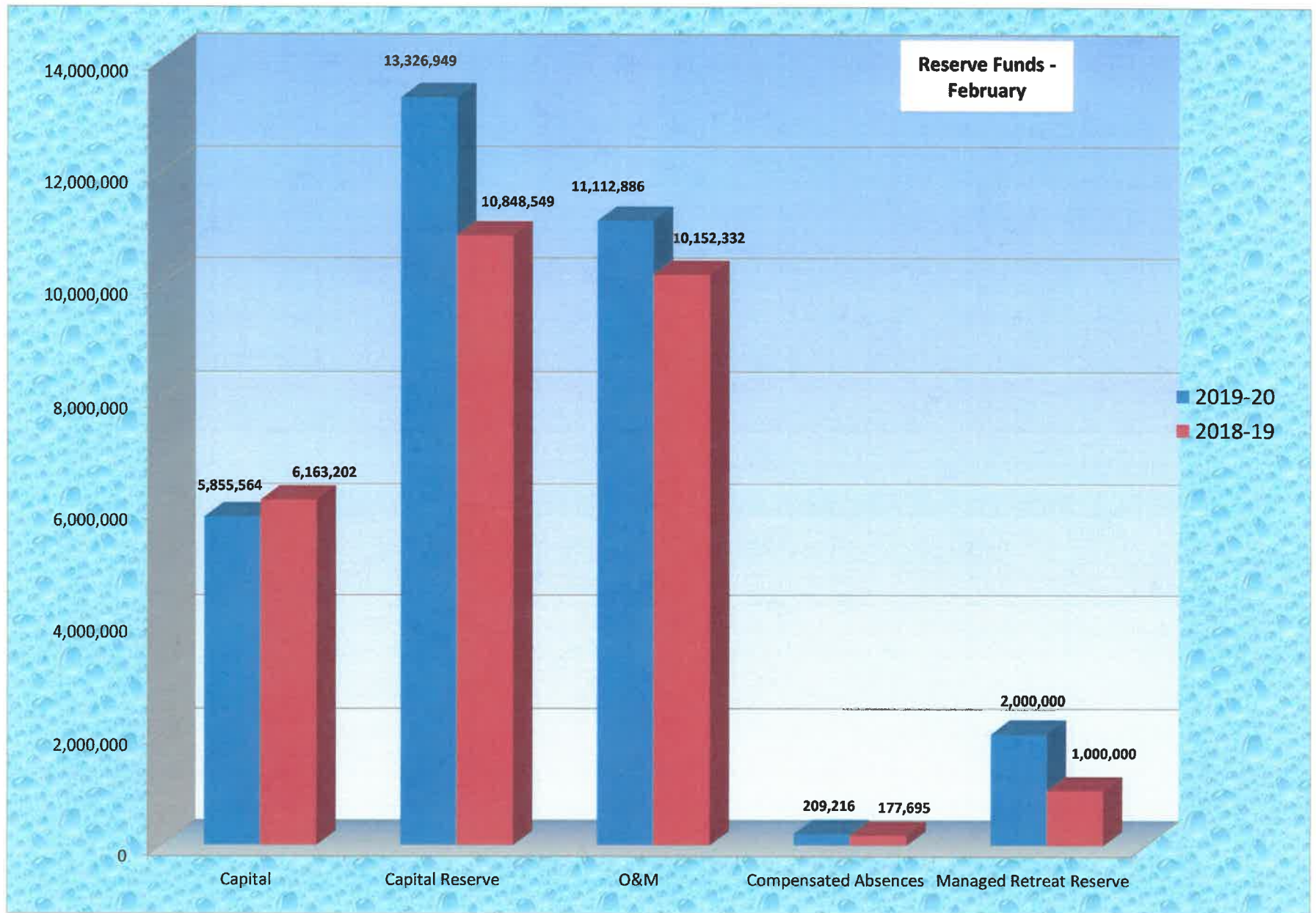


**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - FEBRUARY 2020**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$6,110,756	\$13,326,949	\$12,057,694	\$209,216	\$2,000,000	\$33,704,615	\$337,911	\$118,665	\$1,178,922
<b>Receipts:</b>									
User Fees									
Property Taxes									
PBCSD Treatment Fees									
Reclamation O & M reimbursement							5,151		
Reclamation capital billing							8,673		
Permits							5,820		
PBCSD capital billing									
Other misc. revenue							9,058		
Interest income								1	
Connection Fees									
Plan Review									
W/C audit refund									
CCLEAN receipts							158,016		
Pooled liability dividend									
September Ranch deposits									
Total Receipts	0	0	0	0	0	0	186,717	1	0
<b>Fund Transfers:</b>									
Transfers to Union Bank O&M	(255,192)		(944,808)				1,200,000		
Transfers to Union Bank PR							(230,000)	230,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(255,192)	0	(944,808)	0	0	(1,200,000)	970,000	230,000	0
<b>Disbursements:</b>									
Operations and capital							656,896		
Payroll & payroll taxes								218,267	
Employee Dental reimbursements							3,808		
CALPERS EFT							31,682		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							0		
US Bank EFT							7,108		
Deferred comp contributions EFT								11,435	
PEHP contributions EFT								2,928	
Bank/ADP fees							0	249	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
Void deposit check-NSF									
Total Disbursements	0	0	0	0	0	0	700,082	232,879	0
BALANCE END OF MONTH	5,855,564	13,326,949	11,112,886	209,216	2,000,000	32,504,615	794,547	115,787	1,178,922



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



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
02/03/20	34639	American Fidelity Assurance Company	Flex accounts	246.14
02/03/20	34640	Applied Marine Sciences	CCLEAN December expenses	29,117.50
02/03/20	34641	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	2,793.00
02/03/20	34642	AT&T Mobility	Cell service	626.28
02/03/20	34643	Barry Blevins	Reimburse health insurance deductions	52.41
02/03/20	34644	Barbara Buikema	Reimbursement of office and meeting expenses	54.88
02/03/20	34645	BGE Solutions	Two H2S scrubbers and iron media	12,000.00
02/03/20	34646	Break Away Concrete Cutting	Redirect DAF overflow	450.00
02/03/20	34647	Bryan Mailey Electric	Remove old chlorinators, wiring 65kw microturbine, relocate front gate antenna and rewire plug for lab distiller	4,493.99
02/03/20	34648	Cal-Am Water	Monthly service	96.47
02/03/20	34649	California Chamber of Commerce	Labor posters and law digest	306.74
02/03/20	34650	Christian Schmidt	Dental and class expenses <b>(dental \$150.00)</b>	317.00
02/03/20	34651	Cintas Corporation	Laundry service	1,310.55
02/03/20	34652	Comcast	Pump stations internet	107.47
02/03/20	34653	Comcast	Calle La Cruz pump station internet	109.78
02/03/20	34654	Culligan Water	C&I exchange service for the lab	17.35
02/03/20	34655	CWEA	Employee membership renewals	576.00
02/03/20	34656	Daryl Lauer	Dental	562.60
02/03/20	34657	Direct TV	Monthly service	80.99
02/03/20	34658	Domine Barringer	Dental	250.00
02/03/20	34659	Edges Electrical	Electrical supplies	790.72
02/03/20	34660	Fastenal Company	Operating supplies	972.05
02/03/20	34661	First Alarm	Cell communicators for the fire alarm at the admin office and quarterly alarm billing for the Plant	1,346.64
02/03/20	34662	FOSS North America	New automation distillation unit for the lab <b>(CAPITAL)</b>	17,345.02
02/03/20	34663	Got.Net	Domain parking	24.20
02/03/20	34664	Grainger	Gas analyzer and blood pressure monitor	522.21
02/03/20	34665	Infrastructure Technologies	IT Pipes annual subscription	750.00
02/03/20	34666	Karla Cristi	Vision copay	40.00
02/03/20	34667	Kennedy/Jenks Consultants	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 <b>(CAPITAL)</b>	19,001.25
02/03/20	34668	<b>VOID</b>		0.00
02/03/20	34669	Liebert Cassidy Whitmore	Annual membership for the Monterey Bay Employment Relations Consortium	3,585.00
02/03/20	34670	MetLife-Group Benefits	Life Insurance	1,173.74
02/03/20	34671	Michael Rachel	Dental	190.00
02/03/20	34672	Miele, Inc.	Lab supplies	122.83
02/03/20	34673	<b>VOID</b>		0.00
02/03/20	34674	Monterey Auto Supply	Batteries	381.17
02/03/20	34675	Office Team	Admin temp service	138.30
02/03/20	34676	Patelco Credit Union	Health Savings Accounts	5,626.78
02/03/20	34677	Quill LLC	Office supplies	266.01
02/03/20	34678	Raymond DeOcampo	Dental and certificate renewal <b>(dental \$664.00)</b>	753.00
02/03/20	34679	Robert Siegfried	Dental	345.00
02/03/20	34680	Rockwell Solutions	New pump	5,991.30
02/03/20	34681	Trevor Weidner-Holland	Dental	125.00
02/03/20	34682	Turf Image	GIS address and map update	1,120.00
02/03/20	34683	ULINE	Recycling containers and trash cans	424.79
02/03/20	34684	Univar USA	Sodium bisulfate and hypochlorite	11,147.38



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
02/03/20	34685	Unum Life Ins.	Long-term disability insurance	1,970.92
02/03/20	34686	Vision Service Plan	Vision insurance	595.35
02/03/20	34687	Vision Communications	New radio	1,034.07
02/03/20	34688	Water Environmental Federation	Employee annual membership	332.00
02/03/20	34689	Water Awareness Committee		1,000.00
02/03/20	34690	Wayside Garage	2013 Ford Transit service	351.92
02/03/20	34691	Weco Industries	Cleaning nozzle fins, hose ends and screws for nozzle plate	473.54
02/03/20	34692	Wilbur-Ellis Company	CN-9 for Highlands	1,536.72
02/05/20	34693	Kristina Pacheco	Dental	366.40
02/05/20	34694	Monterey Bay Analytical Services	Final effluent samples	635.00
02/10/20	34695	Clean Methane Systems LLC	Activated carbon coal base pelletized bags	3,951.02
02/11/20	34696	Acme Analytical Solutions	Potassium iodide, crystals	2,022.60
02/11/20	34697	AT&T CALNET 3	Various phone lines for devices	1,114.93
02/11/20	34698	Automationdirect.com	Operating supplies	277.46
02/11/20	34699	Carmel Marina Corporation	Plant rolloffs, admin garbage and recycle material from the Plant	1,745.70
02/11/20	34700	Cintas Corporation	Laundry service	328.32
02/11/20	34701	Comcast	Pump stations internet	107.47
02/11/20	34702	Comcast	Calle La Cruz pump station internet	119.78
02/11/20	34703	Daryl Lauer	Dental	400.00
02/11/20	34704	Edges Electrical	Electrical supplies	16.14
02/11/20	34705	Exceedio	Tablet docks, batteries and battery chargers	1,857.83
02/11/20	34706	Fastenal Company	Operating supplies	1,890.92
02/11/20	34707	Grainger	Shower valve	376.87
02/11/20	34708	Graniterock	Hatton Canyon Access Road Project 19-17 (CAPITAL)	202,581.52
02/11/20	34709	Hach Company	Lab supplies	2,073.91
02/11/20	34710	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
02/11/20	34711	ICON Cloud Solutions	Monthly telephone service	579.24
02/11/20	34712	Informative Controls Company	SCADA engineering services and Microturbine Project 18-11 (CAPITAL \$2,640.50)	116,438.60
02/11/20	34713	Karla Cristi	Dental	356.00
02/11/20	34714	Liberty Composting	Sludge hauling	8,730.80
02/11/20	34715	Mainsaver Software	Mainsaver Project 18-03 (CAPITAL)	3,737.00
02/11/20	34716	Mark Dias	Vision copay	40.00
02/11/20	34717	McCabe & Company	Coastal Commission consulting	8,000.00
02/11/20	34718	Monterey Auto Supply	High power V-belts	16.30
02/11/20	34719	Office Team	Admin temp service	461.00
02/11/20	34720	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	103.20
02/11/20	34721	Pure Water	Monthly service	149.75
02/11/20	34722	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project 19-13 (CAPITAL)	687.00
02/11/20	34723	Seepex, Inc.	Repair parts for the waste-to-energy equipment	893.80
02/11/20	34724	Smitty's Janitorial	Monthly service	1,110.00
02/11/20	34725	Smith & Loveless	Screw with coupling bolts, drive shaft kit and sealed lower bearing	8,365.03
02/11/20	34726	Streamline	Website maintenance	400.00
02/11/20	34727	Toro Petroleum	Oil	597.16
02/11/20	34728	Town & Country Gardening	Monthly service	656.09
02/11/20	34729	USA Blue Book	Valve seats and pump heads	566.32
02/11/20	34730	Wellington Law Offices	Legal services - Coastal Commission re: Sea Level Rise, Plant and admin	4,117.89



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
02/12/20	34731	Occumetric	Physical demand assessment of District jobs	6,000.00
02/20/20	34732	Allied Fluid Products	Gaskets	226.26
02/20/20	34733	American Fidelity Assurance Company	Flex accounts	123.07
02/20/20	34734	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	8,911.14
02/20/20	34735	AT&T	Plant alarm	7.49
02/20/20	34736	Bryan Mailey Electric	Replace flygt pump, replace microturbine PLC and relocate wireless access point from CDC to the boiler building	7,070.00
02/20/20	34737	Cal-Am Water	Monthly service	913.36
02/20/20	34738	CAWD\PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	423.18
02/20/20	34739	Cintas Corporation	Laundry service	359.94
02/20/20	34740	CSI HR Group LLC	November and December HR services	6,225.00
02/20/20	34741	Fanny Mui	Conference travel expenses	208.79
02/20/20	34742	Fastenal Company	Adhesive sealant	294.71
02/20/20	34743	FGL Environmental	EPA 625 Pest sample analysis of final effluent	270.00
02/20/20	34744	Fisher Scientific	Lab supplies	243.92
02/20/20	34745	Frisch Engineering	Pump Station SCADA Project 18-18 (CAPITAL)	9,200.00
02/20/20	34746	Image Source	Plant copier charges	76.13
02/20/20	34747	James Grover	Dental	399.00
02/20/20	34748	McMaster-Carr	Operating supplies	129.16
02/20/20	34749	Office Team	Admin temp service	345.75
02/20/20	34750	Pacific Gas & Electric	Monthly service	29,138.26
02/20/20	34751	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
02/20/20	34752	Toro Petroleum	Gasoline and diesel	5,173.32
02/21/20	34753	American Fidelity Assurance	Employee insurance premiums	699.52
02/21/20	34754	SIMA Barnyard LLC	User fee refunds for change in tenants	21,756.03
02/25/20	34755	California River Watch	Legal fees	25,000.00
				<b>660,704.16</b>

**CAWD/PBCSD Reclamation Project  
Disbursements  
Feb-20**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
02/03/20	8693	Applied Industrial Technologies	Two Baldor motors	1,403.92
02/03/20	8694	Armbruster Goldsmith & Delvac LLP	Legal fees for Coastal Commission re: Sea Level Rise	698.25
02/03/20	8695	Bryan Mailey Electric	Replace tertiary bubbler system, wire MF feed pump, repair coag/floc mix system <b>(CAPITAL \$140.00)</b>	4,130.00
02/03/20	8696	CAWD	Reimburse 50% of the cost of the new ammonia distillation unit at the lab <b>(CAPITAL)</b>	8,672.51
02/03/20	8697	Edges Electrical	Electrical supplies	571.89
02/03/20	8698	Grainger	Centrifugal pump	639.28
02/03/20	8699	Hach Company	USB adapter, turbo flow clean system and ethernet adapter	6,463.05
02/03/20	8700	Miele, Inc.	Lab supplies	194.62
02/03/20	8701	MJ Murphy Lumber	Redwood lumber	249.29
02/03/20	8702	<b>VOID</b>		0.00
02/03/20	8703	Pebble Beach Company	COP interest reimbursement	4,364.75
02/03/20	8704	T&T Valve and Instrument	Valve repair kits	1,197.62
02/03/20	8705	Trussell Technologies	MF/RO Ops Support project	1,038.75
02/05/20	8706	Monterey Bay Analytical Services	RO panel samples	1,290.00
02/11/20	8707	Brenttag Pacific	Ammonium hydroxide	3,658.22
02/11/20	8708	CAWD	Reimbursement for sodium bisulfate and hypochlorite	5,150.82
02/11/20	8709	Edges Electrical	Belden wire, connectors and a latch enclosure	6,297.34
02/11/20	8710	Fastenal Company	Safety gloves	27.03
02/11/20	8711	Ferguson Enterprises	PVC pipe	233.47
02/11/20	8712	Hach Company	Digital sensors, lab supplies and a boron vial test	4,115.89
02/11/20	8713	Informative Controls Company	Tertiary systems SCADA integration	19,182.00
02/11/20	8714	MANCO	Two VFD's and keypads	1,301.62
02/11/20	8715	McCabe & Company	Coastal Commission consulting	2,000.00
02/11/20	8716	Monterey Bay Analytical Services	RO panel samples	1,332.00
02/11/20	8717	Myron L. Company	Annual service and calibration of instrument, replace sensor, keypad, gasket and case	689.11
02/11/20	8718	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	253,008.76
02/11/20	8719	U.S. Bank	Annual COP administration fees	4,585.00
02/20/20	8720	Armbruster Goldsmith & Delvac LLP	Legal fees for Coastal Commission re: Sea Level Rise	2,227.79
02/20/20	8721	Bryan Mailey Electric	Replace bubbler level control system in the tertiary reject well	1,120.00
02/20/20	8722	Cal-Am Water	Monthly service	2,427.99
02/20/20	8723	CAWD	O&M, aeration and secondary PG&E reimbursements	47,829.83
02/20/20	8724	Fisher Scientific	Lab supplies	630.24
02/20/20	8725	McMaster-Carr	Operating supplies	239.64
02/20/20	8726	PBCSD	O&M and capital billings <b>(CAPITAL \$57,346.42)</b>	73,909.23
02/20/20	8727	Pacific Gas & Electric	Tertiary and MF/RO	16,330.03
02/20/20	8728	USA Blue Book	Lab supplies	111.65
				<b>477,321.59</b>



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**Financial Statements  
and  
Supplementary Schedules**

**February 2020**

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March 26, 2020

# Carmel Area Wastewater District

## Balance Sheet

February 2020

ASSETS		
Current Assets		
Cash		
Cash	34,593,871.34	
TOTAL Cash	34,593,871.34	
Other Current Assets		
Other Current Assets	314,189.63	
TOTAL Other Current Assets	314,189.63	
TOTAL Current Assets		34,908,060.97
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	70,049,164.20	
TOTAL Treatment Structures	70,049,164.20	
Treatment Equipment		
Treatment Equipment	7,909,349.37	
TOTAL Treatment Equipment	7,909,349.37	
Collection Structures		
Collection Structures	1,040,749.41	
TOTAL Collection Structures	1,040,749.41	
Collection Equipment		
Collection Equipment	949,252.97	
TOTAL Collection Equipment	949,252.97	
Sewers		
		11,119,419.83
Disposal Facilities		
Disposal Facilities	1,352,472.64	
TOTAL Disposal Facilities	1,352,472.64	
Other Fixed Assets		
Other Fixed Assets	4,256,215.86	
TOTAL Other Fixed Assets	4,256,215.86	
Capital Improvement Projects		
Capital Improvement Projects	3,145,500.60	
TOTAL Capital Improvement Projects	3,145,500.60	
Accumulated depreciation		
		(48,548,769.63)
TOTAL Fixed Assets		51,581,415.01
Other Assets		
Other Assets	625,566.50	
TOTAL Other Assets		625,566.50
TOTAL ASSETS		87,115,042.48

# *Carmel Area Wastewater District*

## *Balance Sheet*

February 2020

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LIABILITIES	
Current Liabilities	
Current Liabilities	378,398.01
TOTAL Current Liabilities	<u>378,398.01</u>
Long-Term Liabilities	
Long Term Liabilities	1,045,893.85
TOTAL Long-Term Liabilities	<u>1,045,893.85</u>
TOTAL LIABILITIES	<u>1,424,291.86</u>
NET POSITION	
Net Assets	82,222,714.86
Year-to-Date Earnings	3,468,035.76
TOTAL NET POSITION	<u>85,690,750.62</u>
TOTAL LIABILITIES & NET POSITION	<u>87,115,042.48</u>

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	6,354,302.25	5,955,178.28	399,123.97	6.7 %
TOTAL Income	<u>6,354,302.25</u>	<u>5,955,178.28</u>	<u>399,123.97</u>	6.7 %
Adjustments				
Discounts	804.98	0.00	804.98	
TOTAL Adjustments	<u>804.98</u>	<u>0.00</u>	<u>804.98</u>	
*****	<u>6,355,107.23</u>	<u>5,955,178.28</u>	<u>399,928.95</u>	6.7 %
***** OPERATING INCOME	<u>6,355,107.23</u>	<u>5,955,178.28</u>	<u>399,928.95</u>	6.7 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,134,852.42	2,083,775.20	(51,077.22)	-2.5 %
Payroll taxes	122.36	66.64	(55.72)	-83.6 %
TOTAL Salaries and Payroll Taxes	<u>2,134,974.78</u>	<u>2,083,841.84</u>	<u>(51,132.94)</u>	-2.5 %
Employee Benefits				
Employee Benefits	415,986.59	575,618.60	159,632.01	27.7 %
TOTAL Employee Benefits	<u>415,986.59</u>	<u>575,618.60</u>	<u>159,632.01</u>	27.7 %
Director's Expenses				
Director's Expenses	17,547.56	20,049.92	2,502.36	12.5 %
Medical exam/flu shots	77.33	0.00	(77.33)	
TOTAL Director's Expenses	<u>17,624.89</u>	<u>20,049.92</u>	<u>2,425.03</u>	12.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	40,229.89	49,018.52	8,788.63	17.9 %
TOTAL Truck and Auto Expenses	<u>40,229.89</u>	<u>49,018.52</u>	<u>8,788.63</u>	17.9 %
General and Administrative				
General and Administrative	316,205.90	607,730.00	291,524.10	48.0 %
Public outreach & promotion	1,792.81	0.00	(1,792.81)	
TOTAL General and Administrative	<u>317,998.71</u>	<u>607,730.00</u>	<u>289,731.29</u>	47.7 %
Office Expense				
Office Expense	47,324.25	33,350.16	(13,974.09)	-41.9 %
TOTAL Office Expense	<u>47,324.25</u>	<u>33,350.16</u>	<u>(13,974.09)</u>	-41.9 %
Operating Supplies				
Operating Supplies	229,109.95	255,103.20	25,993.25	10.2 %
TOTAL Operating Supplies	<u>229,109.95</u>	<u>255,103.20</u>	<u>25,993.25</u>	10.2 %
Contract Services				

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Contract Services	660,008.99	816,943.32	156,934.33	19.2 %
TOTAL Contract Services	660,008.99	816,943.32	156,934.33	19.2 %
Repairs and Maintenance				
Repairs and Maintenance	224,988.92	474,199.84	249,210.92	52.6 %
TOTAL Repairs and Maintenance	224,988.92	474,199.84	249,210.92	52.6 %
Utilities				
Utilities	239,969.84	304,803.36	64,833.52	21.3 %
TOTAL Utilities	239,969.84	304,803.36	64,833.52	21.3 %
Travel and Meetings				
Travel and Meetings	45,088.80	56,835.64	11,746.84	20.7 %
TOTAL Travel and Meetings	45,088.80	56,835.64	11,746.84	20.7 %
Permits and Fees				
Permits and Fees	60,274.75	80,642.00	20,367.25	25.3 %
TOTAL Permits and Fees	60,274.75	80,642.00	20,367.25	25.3 %
Memberships and Subscriptions				
Memberships and Subscriptions	33,323.75	31,560.08	(1,763.67)	-5.6 %
TOTAL Memberships and Subscriptions	33,323.75	31,560.08	(1,763.67)	-5.6 %
Safety				
Safety	36,519.79	46,636.72	10,116.93	21.7 %
TOTAL Safety	36,519.79	46,636.72	10,116.93	21.7 %
Other Expenses				
Other Expense	10,867.74	19,571.72	8,703.98	44.5 %
TOTAL Other Expenses	10,867.74	19,571.72	8,703.98	44.5 %
TOTAL Operating Expenses	4,514,291.64	5,455,904.92	941,613.28	17.3 %
***** OPERATING INCOME (LOSS)	1,840,815.59	499,273.36	1,341,542.23	268.7 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,627,220.17	1,258,332.00	368,888.17	29.3 %
TOTAL Other Income or Gain	1,627,220.17	1,258,332.00	368,888.17	29.3 %
TOTAL Non-op Income, Expense, Gain or Loss	1,627,220.17	1,258,332.00	368,888.17	29.3 %
***** NET INCOME (LOSS)	3,468,035.76	1,757,605.36	1,710,430.40	97.3 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	291,752.02	356,163.69	64,411.67	18.1 %
TOTAL Salaries and Payroll Taxes	291,752.02	356,163.69	64,411.67	18.1 %
Employee Benefits				
<i>Employee Benefits</i>	75,887.03	95,709.88	19,822.85	20.7 %
TOTAL Employee Benefits	75,887.03	95,709.88	19,822.85	20.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,214.93	8,193.44	5,978.51	73.0 %
TOTAL Truck and Auto Expenses	2,214.93	8,193.44	5,978.51	73.0 %
General and Administrative				
<i>General and Administrative</i>	12,206.88	0.00	(12,206.88)	
TOTAL General and Administrative	12,206.88	0.00	(12,206.88)	
Office Expense				
<i>Office Expense</i>	10,872.81	2,466.64	(8,406.17)	-340.8 %
TOTAL Office Expense	10,872.81	2,466.64	(8,406.17)	-340.8 %
Operating Supplies				
<i>Operating Supplies</i>	28,557.03	43,999.92	15,442.89	35.1 %
TOTAL Operating Supplies	28,557.03	43,999.92	15,442.89	35.1 %
Contract Services				
<i>Contract Services</i>	253,474.07	331,566.64	78,092.57	23.6 %
TOTAL Contract Services	253,474.07	331,566.64	78,092.57	23.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	128,288.89	265,333.28	137,044.39	51.6 %
TOTAL Repairs and Maintenance	128,288.89	265,333.28	137,044.39	51.6 %
Utilities				
<i>Utilities</i>	2,244.54	1,400.00	(844.54)	-60.3 %
TOTAL Utilities	2,244.54	1,400.00	(844.54)	-60.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	4,703.14	8,933.28	4,230.14	47.4 %



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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	4,703.14	8,933.28	4,230.14	47.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,189.60	1,573.36	(616.24)	-39.2 %
TOTAL Memberships and Subscriptions	2,189.60	1,573.36	(616.24)	-39.2 %
Safety				
Safety	21,750.98	35,200.08	13,449.10	38.2 %
TOTAL Safety	21,750.98	35,200.08	13,449.10	38.2 %
TOTAL Operating Expenses	834,141.92	1,150,540.21	316,398.29	27.5 %
***** OPERATING INCOME (LOSS)	(834,141.92)	(1,150,540.21)	316,398.29	27.5 %
***** NET INCOME (LOSS)	(834,141.92)	(1,150,540.21)	316,398.29	27.5 %
***** NET INCOME (LOSS)	(834,141.92)	(1,150,540.21)	316,398.29	27.5 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	364,392.21	336,662.14	(27,730.07)	-8.2 %
TOTAL Salaries and Payroll Taxes	364,392.21	336,662.14	(27,730.07)	-8.2 %
Employee Benefits				
Employee Benefits	109,996.01	122,634.63	12,638.62	10.3 %
TOTAL Employee Benefits	109,996.01	122,634.63	12,638.62	10.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	35,441.46	37,913.36	2,471.90	6.5 %
TOTAL Truck and Auto Expenses	35,441.46	37,913.36	2,471.90	6.5 %
General and Administrative				
General and Administrative	60,034.84	146,000.00	85,965.16	58.9 %
TOTAL General and Administrative	60,034.84	146,000.00	85,965.16	58.9 %
Office Expense				
Office Expense	5,271.59	7,866.80	2,595.21	33.0 %
TOTAL Office Expense	5,271.59	7,866.80	2,595.21	33.0 %
Operating Supplies				
Operating Supplies	22,763.89	14,000.00	(8,763.89)	-62.6 %
TOTAL Operating Supplies	22,763.89	14,000.00	(8,763.89)	-62.6 %
Contract Services				
Contract Services	101,773.50	148,654.22	46,880.72	31.5 %
TOTAL Contract Services	101,773.50	148,654.22	46,880.72	31.5 %
Repairs and Maintenance				
Repairs and Maintenance	47,493.55	147,666.64	100,173.09	67.8 %
TOTAL Repairs and Maintenance	47,493.55	147,666.64	100,173.09	67.8 %
Utilities				
Utilities	26,457.89	25,753.36	(704.53)	-2.7 %
TOTAL Utilities	26,457.89	25,753.36	(704.53)	-2.7 %
Travel and Meetings				
Travel and Meetings	13,847.72	12,603.28	(1,244.44)	-9.9 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	13,847.72	12,603.28	(1,244.44)	-9.9 %
Permits and Fees				
<i>Permits and Fees</i>	5,816.00	5,750.00	(66.00)	-1.1 %
TOTAL Permits and Fees	5,816.00	5,750.00	(66.00)	-1.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,746.86	1,166.64	(580.22)	-49.7 %
TOTAL Memberships and Subscriptions	1,746.86	1,166.64	(580.22)	-49.7 %
Safety				
<i>Safety</i>	8,665.47	9,303.28	637.81	6.9 %
TOTAL Safety	8,665.47	9,303.28	637.81	6.9 %
Other Expenses				
<i>Other Expense</i>	156.00	133.36	(22.64)	-17.0 %
TOTAL Other Expenses	156.00	133.36	(22.64)	-17.0 %
TOTAL Operating Expenses	803,856.99	1,016,107.71	212,250.72	20.9 %
***** OPERATING INCOME (LOSS)	(803,856.99)	(1,016,107.71)	212,250.72	20.9 %
***** NET INCOME (LOSS)	(803,856.99)	(1,016,107.71)	212,250.72	20.9 %
***** NET INCOME (LOSS)	(803,856.99)	(1,016,107.71)	212,250.72	20.9 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	699,239.87	666,054.14	(33,185.73)	-5.0 %
TOTAL Salaries and Payroll Taxes	699,239.87	666,054.14	(33,185.73)	-5.0 %
Employee Benefits				
Employee Benefits	154,302.37	202,268.18	47,965.81	23.7 %
TOTAL Employee Benefits	154,302.37	202,268.18	47,965.81	23.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
TOTAL Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
General and Administrative				
General and Administrative	167,429.41	170,063.36	2,633.95	1.5 %
TOTAL General and Administrative	167,429.41	170,063.36	2,633.95	1.5 %
Office Expense				
Office Expense	9,702.55	11,333.36	1,630.81	14.4 %
TOTAL Office Expense	9,702.55	11,333.36	1,630.81	14.4 %
Operating Supplies				
Operating Supplies	165,153.45	187,436.64	22,283.19	11.9 %
TOTAL Operating Supplies	165,153.45	187,436.64	22,283.19	11.9 %
Contract Services				
Contract Services	250,679.12	214,493.36	(36,185.76)	-16.9 %
TOTAL Contract Services	250,679.12	214,493.36	(36,185.76)	-16.9 %
Repairs and Maintenance				
Repairs and Maintenance	39,756.46	55,333.28	15,576.82	28.2 %
TOTAL Repairs and Maintenance	39,756.46	55,333.28	15,576.82	28.2 %
Utilities				
Utilities	201,263.94	263,173.36	61,909.42	23.5 %
TOTAL Utilities	201,263.94	263,173.36	61,909.42	23.5 %
Travel and Meetings				
Travel and Meetings	19,204.45	20,424.08	1,219.63	6.0 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	19,204.45	20,424.08	1,219.63	6.0 %
Permits and Fees				
<i>Permits and Fees</i>	35,066.75	48,500.00	13,433.25	27.7 %
TOTAL Permits and Fees	35,066.75	48,500.00	13,433.25	27.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,854.95	3,366.72	1,511.77	44.9 %
TOTAL Memberships and Subscriptions	1,854.95	3,366.72	1,511.77	44.9 %
Safety				
<i>Safety</i>	4,302.15	0.00	(4,302.15)	
TOTAL Safety	4,302.15	0.00	(4,302.15)	
Other Expenses				
<i>Other Expense</i>	70.00	1,333.36	1,263.36	94.8 %
TOTAL Other Expenses	70.00	1,333.36	1,263.36	94.8 %
TOTAL Operating Expenses	1,748,265.50	1,845,579.84	97,314.34	5.3 %
***** OPERATING INCOME (LOSS)	(1,748,265.50)	(1,845,579.84)	97,314.34	5.3 %
***** NET INCOME (LOSS)	(1,748,265.50)	(1,845,579.84)	97,314.34	5.3 %
***** NET INCOME (LOSS)	(1,748,265.50)	(1,845,579.84)	97,314.34	5.3 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
<b>Operating Expenses</b>				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	400,932.16	425,362.87	24,430.71	5.7 %
TOTAL Salaries and Payroll Taxes	400,932.16	425,362.87	24,430.71	5.7 %
Employee Benefits				
<i>Employee Benefits</i>	75,801.18	155,005.91	79,204.73	51.1 %
TOTAL Employee Benefits	75,801.18	155,005.91	79,204.73	51.1 %
Director's Expenses				
<i>Director's Expenses</i>	17,197.56	19,699.92	2,502.36	12.7 %
Medical exam/flu shots	77.33	0.00	(77.33)	
TOTAL Director's Expenses	17,274.89	19,699.92	2,425.03	12.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,333.47	1,111.72	(1,221.75)	-109.9 %
TOTAL Truck and Auto Expenses	2,333.47	1,111.72	(1,221.75)	-109.9 %
General and Administrative				
<i>General and Administrative</i>	63,767.48	291,666.64	227,899.16	78.1 %
Public outreach & promotion	1,792.81	0.00	(1,792.81)	
TOTAL General and Administrative	65,560.29	291,666.64	226,106.35	77.5 %
Office Expense				
<i>Office Expense</i>	21,247.82	11,683.36	(9,564.46)	-81.9 %
TOTAL Office Expense	21,247.82	11,683.36	(9,564.46)	-81.9 %
Operating Supplies				
<i>Operating Supplies</i>	375.36	1,000.00	624.64	62.5 %
TOTAL Operating Supplies	375.36	1,000.00	624.64	62.5 %
Contract Services				
<i>Contract Services</i>	49,799.69	120,895.74	71,096.05	58.8 %
TOTAL Contract Services	49,799.69	120,895.74	71,096.05	58.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	5,087.89	1,666.64	(3,421.25)	-205.3 %
TOTAL Repairs and Maintenance	5,087.89	1,666.64	(3,421.25)	-205.3 %

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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Utilities				
Utilities	9,977.51	14,476.64	4,499.13	31.1 %
TOTAL Utilities	9,977.51	14,476.64	4,499.13	31.1 %
Travel and Meetings				
Travel and Meetings	7,333.49	14,875.00	7,541.51	50.7 %
TOTAL Travel and Meetings	7,333.49	14,875.00	7,541.51	50.7 %
Permits and Fees				
Permits and Fees	19,392.00	19,392.00	0.00	
TOTAL Permits and Fees	19,392.00	19,392.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	26,600.74	25,453.36	(1,147.38)	-4.5 %
TOTAL Memberships and Subscriptions	26,600.74	25,453.36	(1,147.38)	-4.5 %
Safety				
Safety	1,596.01	1,133.36	(462.65)	-40.8 %
TOTAL Safety	1,596.01	1,133.36	(462.65)	-40.8 %
Other Expenses				
Other Expense	10,641.74	18,105.00	7,463.26	41.2 %
TOTAL Other Expenses	10,641.74	18,105.00	7,463.26	41.2 %
TOTAL Operating Expenses	713,954.24	1,121,528.16	407,573.92	36.3 %
***** OPERATING INCOME (LOSS)	(713,954.24)	(1,121,528.16)	407,573.92	36.3 %
***** NET INCOME (LOSS)	(713,954.24)	(1,121,528.16)	407,573.92	36.3 %
***** NET INCOME (LOSS)	(713,954.24)	(1,121,528.16)	407,573.92	36.3 %



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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	371,019.58	298,571.00	(72,448.58)	-24.3 %
TOTAL Salaries and Payroll Taxes	371,019.58	298,571.00	(72,448.58)	-24.3 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
General and Administrative				
<i>General and Administrative</i>	12,767.29	0.00	(12,767.29)	
TOTAL General and Administrative	12,767.29	0.00	(12,767.29)	
Operating Supplies				
<i>Operating Supplies</i>	5,677.02	5,666.64	(10.38)	-0.2 %
TOTAL Operating Supplies	5,677.02	5,666.64	(10.38)	-0.2 %
Contract Services				
<i>Contract Services</i>	642.61	0.00	(642.61)	
TOTAL Contract Services	642.61	0.00	(642.61)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	2,637.15	2,866.64	229.49	8.0 %
TOTAL Repairs and Maintenance	2,637.15	2,866.64	229.49	8.0 %
Utilities				
<i>Utilities</i>	25.96	0.00	(25.96)	
TOTAL Utilities	25.96	0.00	(25.96)	
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	931.60	0.00	(931.60)	
TOTAL Memberships and Subscriptions	931.60	0.00	(931.60)	
Safety				
<i>Safety</i>	205.18	1,000.00	794.82	79.5 %
TOTAL Safety	205.18	1,000.00	794.82	79.5 %
TOTAL Operating Expenses	394,256.39	308,454.28	(85,802.11)	-27.8 %



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

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
***** OPERATING INCOME (LOSS)	(394,256.39)	(308,454.28)	(85,802.11)	-27.8 %
***** NET INCOME (LOSS)	(394,256.39)	(308,454.28)	(85,802.11)	-27.8 %
***** NET INCOME (LOSS)	(394,256.39)	(308,454.28)	(85,802.11)	-27.8 %

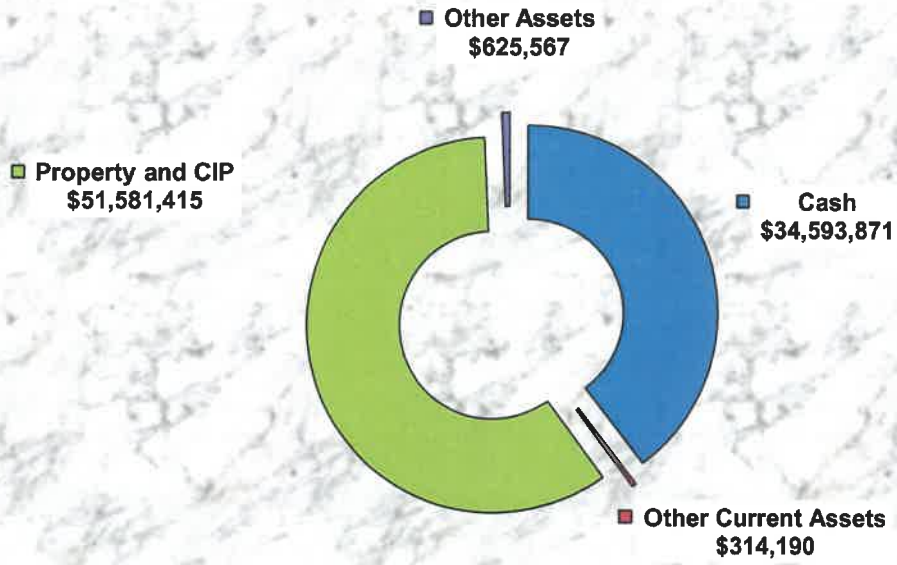
***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Waste to Energy***  
*Year-to-Date Variance, February 2020 - current month, Consolidated by*  
*account, Department 9*

	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	6,294.85	666.64	5,628.21	844.3 %
TOTAL Income	<u>6,294.85</u>	<u>666.64</u>	<u>5,628.21</u>	844.3 %
*****	<u>6,294.85</u>	<u>666.64</u>	<u>5,628.21</u>	844.3 %
***** OPERATING INCOME	<u>6,294.85</u>	<u>666.64</u>	<u>5,628.21</u>	844.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	5,929.30	88.00	(5,841.30)	-6637.8 %
TOTAL Salaries and Payroll Taxes	<u>5,929.30</u>	<u>88.00</u>	<u>(5,841.30)</u>	-6637.8 %
Operating Supplies				
Operating Supplies	6,525.89	1,333.36	(5,192.53)	-389.4 %
TOTAL Operating Supplies	<u>6,525.89</u>	<u>1,333.36</u>	<u>(5,192.53)</u>	-389.4 %
Contract Services				
Contract Services	2,100.00	0.00	(2,100.00)	
TOTAL Contract Services	<u>2,100.00</u>	<u>0.00</u>	<u>(2,100.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,426.69	0.00	(1,426.69)	
TOTAL Repairs and Maintenance	<u>1,426.69</u>	<u>0.00</u>	<u>(1,426.69)</u>	
Permits and Fees				
Permits and Fees	0.00	7,000.00	7,000.00	100.0 %
TOTAL Permits and Fees	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	100.0 %
TOTAL Operating Expenses	<u>15,981.88</u>	<u>8,421.36</u>	<u>(7,560.52)</u>	-89.8 %
***** OPERATING INCOME (LOSS)	<u>(9,687.03)</u>	<u>(7,754.72)</u>	<u>(1,932.31)</u>	-24.9 %
***** NET INCOME (LOSS)	<u>(9,687.03)</u>	<u>(7,754.72)</u>	<u>(1,932.31)</u>	-24.9 %
***** NET INCOME (LOSS)	<u>(9,687.03)</u>	<u>(7,754.72)</u>	<u>(1,932.31)</u>	-24.9 %

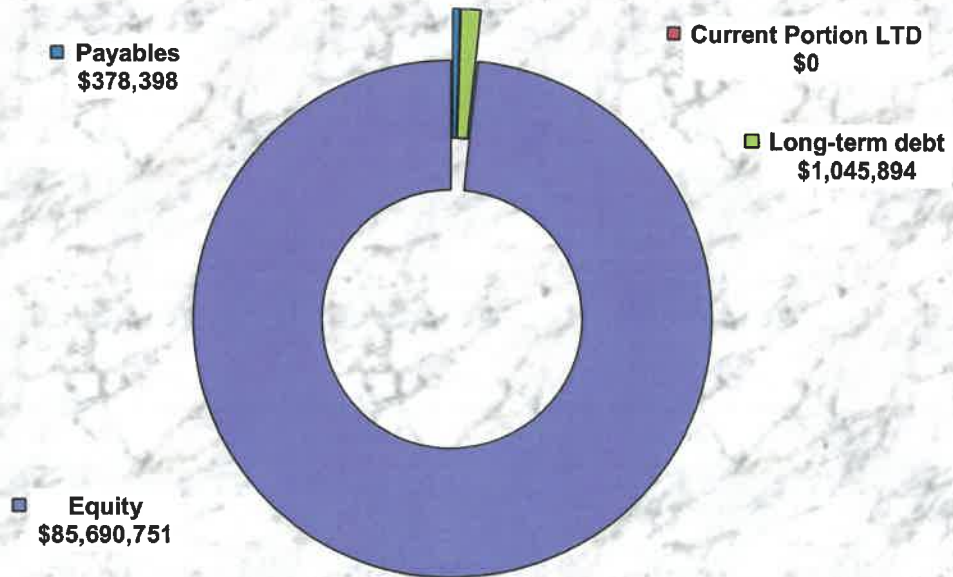
***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Brine Disposal***  
***Year-to-Date Variance, February 2020 - current month, Consolidated by***  
***account, Department 10***

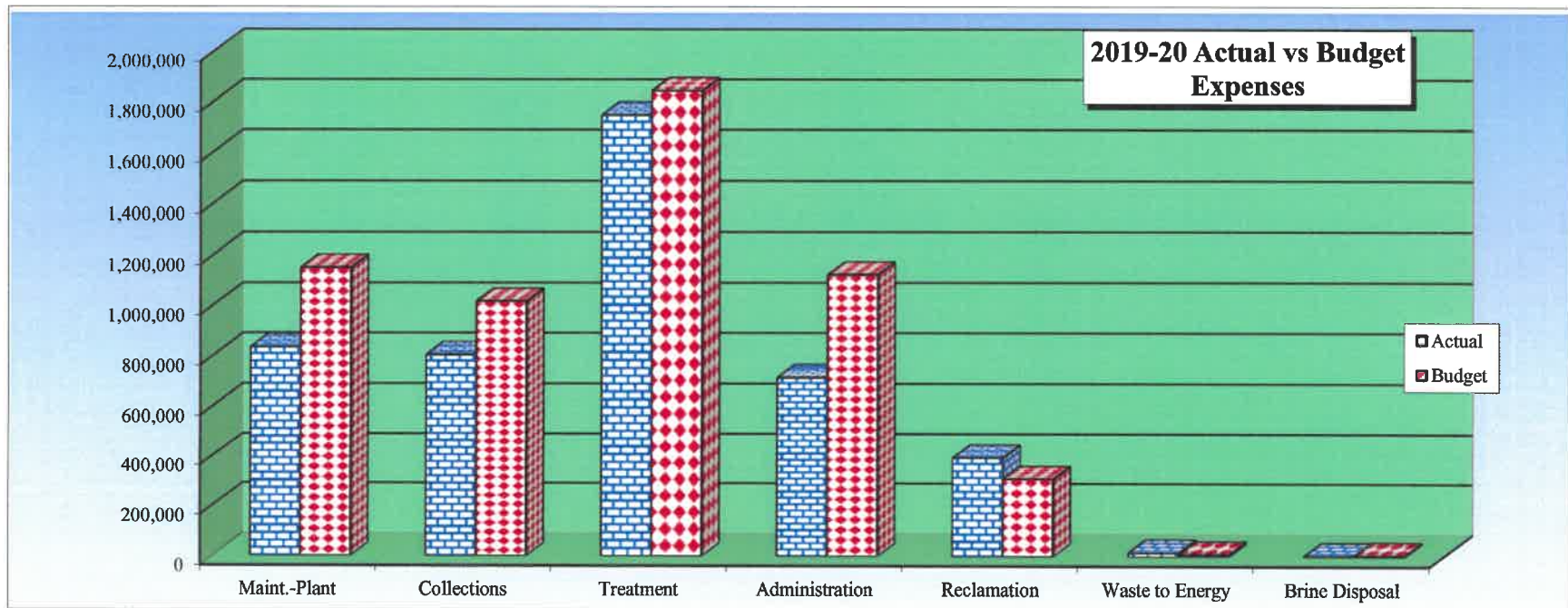
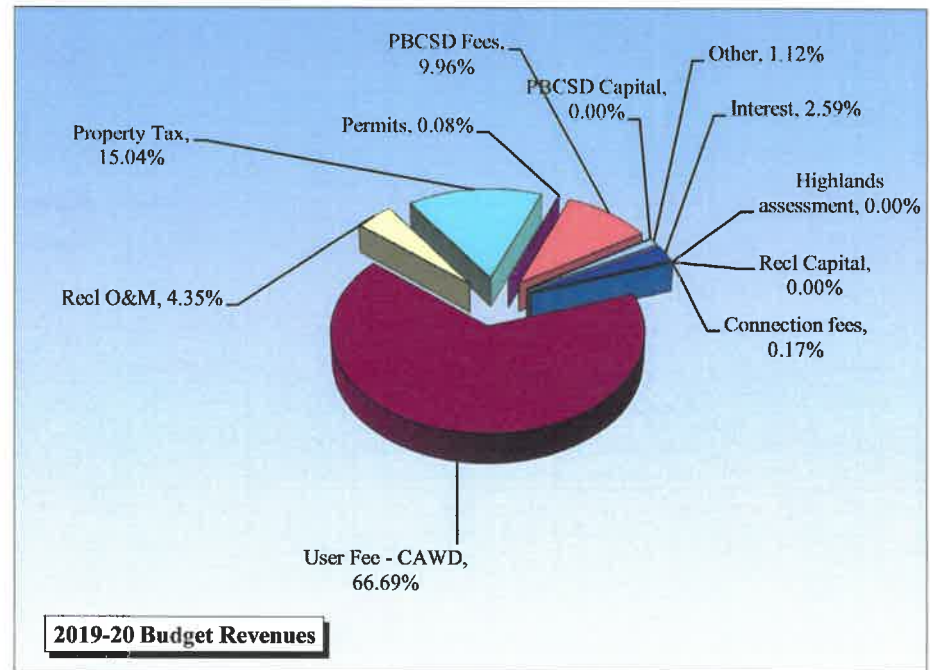
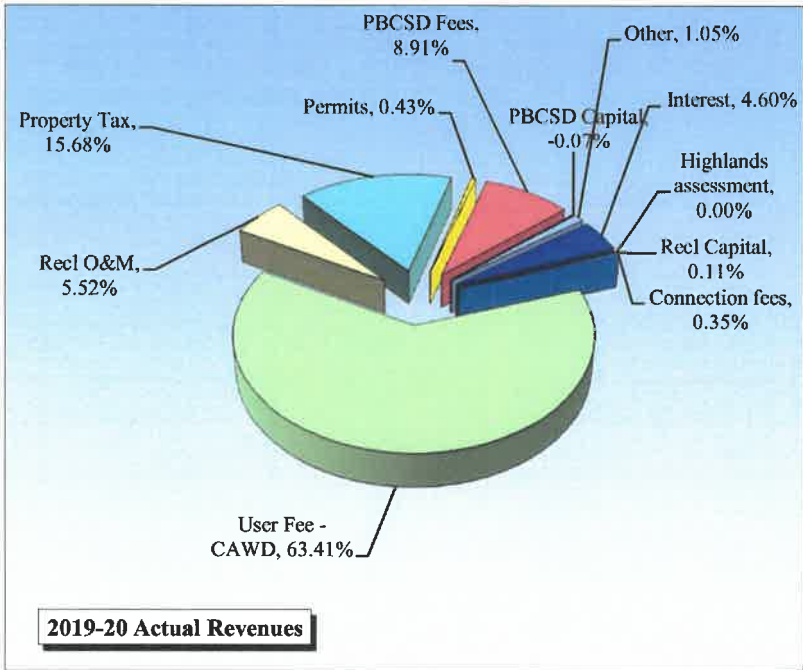
	<i>8 Months Ended February 29, 2020</i>	<i>8 Months Ended February 29, 2020 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	60,148.30	80,000.00	(19,851.70)	-24.8 %
TOTAL Income	<u>60,148.30</u>	<u>80,000.00</u>	<u>(19,851.70)</u>	-24.8 %
*****	<u>60,148.30</u>	<u>80,000.00</u>	<u>(19,851.70)</u>	-24.8 %
***** OPERATING INCOME	<u>60,148.30</u>	<u>80,000.00</u>	<u>(19,851.70)</u>	-24.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,587.28	873.36	(713.92)	-81.7 %
Payroll taxes	122.36	66.64	(55.72)	-83.6 %
TOTAL Salaries and Payroll Taxes	<u>1,709.64</u>	<u>940.00</u>	<u>(769.64)</u>	-81.9 %
Office Expense				
Office Expense	229.48	0.00	(229.48)	
TOTAL Office Expense	<u>229.48</u>	<u>0.00</u>	<u>(229.48)</u>	
Operating Supplies				
Operating Supplies	57.31	1,666.64	1,609.33	96.6 %
TOTAL Operating Supplies	<u>57.31</u>	<u>1,666.64</u>	<u>1,609.33</u>	96.6 %
Contract Services				
Contract Services	1,540.00	1,333.36	(206.64)	-15.5 %
TOTAL Contract Services	<u>1,540.00</u>	<u>1,333.36</u>	<u>(206.64)</u>	-15.5 %
Repairs and Maintenance				
Repairs and Maintenance	298.29	1,333.36	1,035.07	77.6 %
TOTAL Repairs and Maintenance	<u>298.29</u>	<u>1,333.36</u>	<u>1,035.07</u>	77.6 %
TOTAL Operating Expenses	<u>3,834.72</u>	<u>5,273.36</u>	<u>1,438.64</u>	27.3 %
***** OPERATING INCOME (LOSS)	<u>56,313.58</u>	<u>74,726.64</u>	<u>(18,413.06)</u>	-24.6 %
***** NET INCOME (LOSS)	<u>56,313.58</u>	<u>74,726.64</u>	<u>(18,413.06)</u>	-24.6 %
***** NET INCOME (LOSS)	<u>56,313.58</u>	<u>74,726.64</u>	<u>(18,413.06)</u>	-24.6 %

**Assets - February 29, 2020**



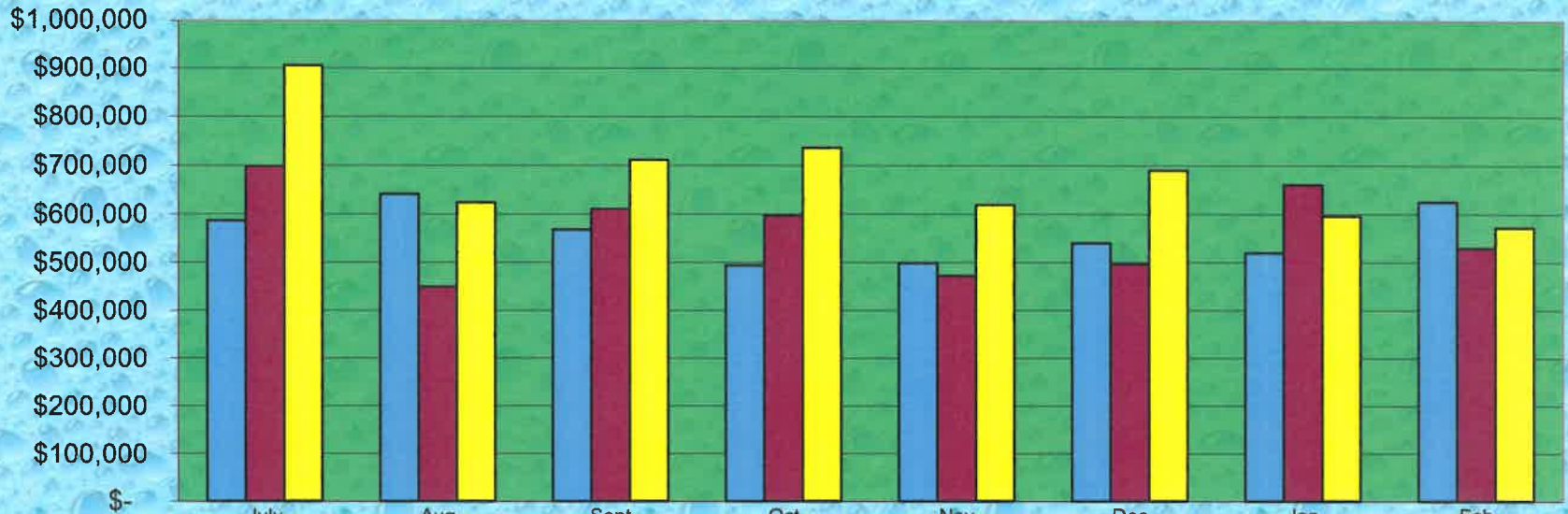
**Liabilities - February 29, 2020**







### Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
■ FY 18-19	\$586,862	\$641,989	\$568,037	\$493,915	\$498,778	\$540,670	\$520,343	\$625,624
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547	\$529,803
■ CY Budget	\$905,914	\$624,813	\$711,326	\$736,730	\$619,435	\$689,630	\$595,922	\$572,133

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

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

*Total Capital Purchases 19-20*

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

	BEG BAL	FEB	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Collections</u></b>						
Design and construction plans for Calle La Cruz force main	197,558	0	536	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	152,880	1,258	1,258	154,138	160,000	0.79%
Hatton Canyon Trail	233,858	420	15,584	249,442	0	NA
Pump Stations-SCADA	65,943	9,027	233,827	299,770	450,000	51.96%
Hatton Canyon Access Road-unbudgeted	0	0	247,815	247,815	0	NA
Upper Rancho Canada Pipe Relocation	0	1,205	26,548	26,548	200,000	13.27%
Rio Road CIPP Lining Project	0	18,461	25,860	25,860	1,340,000	1.93%
<b><u>Treatment</u></b>						
#1 Water System Pipeline Corrosion	0	0	4,370	4,370	30,000	14.57%
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	(1,457)	(1,457)	(10,000)	14.57%
<b><i>Total CIP Projects 19-20</i></b>	<b>650,239</b>	<b>30,372</b>	<b>554,341</b>	<b>1,204,580</b>	<b>2,170,000</b>	<b>25.55%</b>



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

	BEG BAL	FEB	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Perimeter Fencing	3,000	0	0	3,000	150,000	NA
Outfall Crossing rehabilitation	289,274	0	2,144	291,418	0	NA
Microturbine/Gas Conditioning System	1,410	0	10,953	12,363	510,000	2.15%
Secondary Clarifier #1 Rehab	139,430	295	142,081	281,511	127,190	111.71%
Microturbine	0	0	2,641	2,641	510,000	0.52%
Mainsaver Inventory Module (RECL 33%)	77,241	0	3,737	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	630,923	15,619	179,586	810,510	750,000	23.94%
SCADA Programming	123,635	0	1,080	124,715	60,000	1.80%
Digester No. 1 & No. 2 Cleaning	0	0	306,245	306,245	257,250	119.05%
WWTP Perimeter Tree Planting	0	0	2,897	2,897	60,000	4.83%
Standby Power Reliability Project	0	400	1,400	1,400	730,000	0.19%
Critical Process Flood Adaptations (RECL 15%)	0	0	21,788	21,788	50,000	43.58%
RECL share		(625)	(11,698)	(11,698)	(30,000)	38.99%
PBCSD share (1/3 of cost)		(5,229)	(220,951)	(220,951)	(1,058,147)	20.88%
<b><i>Total Long Term CIP Projects 19-20</i></b>	<b>1,264,913</b>	<b>10,459</b>	<b>441,902</b>	<b>1,706,815</b>	<b>2,116,293</b>	<b>20.88%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>1,915,152</b>	<b>40,831</b>	<b>1,571,600</b>	<b>3,486,752</b>	<b>4,777,226</b>	<b>32.90%</b>

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

**YTD Actual/  
YTD Budget  
Variance**

**Maintenance - Plant**

General and Administrative		Insurance unbudgeted.
Office Expense	-340.80%	Computers and equipment underbudgeted.
Utilities	-60.30%	Timing difference-telephone fixed cost. Small dollar amounts.
Memberships and Subscriptions	-39.20%	MSDSonline unbudgeted.

**Collections**

Salaries and Payroll Taxes	-8.20%	Underbudgeted.
Operating Supplies	-62.60%	Timing difference-general supplies; paints and fluids underbudgeted.
Travel and Meetings	-9.90%	Timing difference-training and meetings.
Memberships and Subscriptions	-49.70%	MSDSonline unbudgeted, timing difference -employee certifications.
Other Expense	-17.00%	Timing difference-legal notices. Small dollar amounts.

**Treatment**

Salaries and Payroll Taxes	-5.00%	Underbudgeted.
Contract Services	-16.90%	Coastal Commission consulting unbudgeted.
Safety		Unbudgeted.

**Administration**

Truck and Auto Expenses	-109.90%	Insurance underbudgeted.
Office Expense	-81.90%	Copy machine budgeted in capital. Cost less than \$10,000.
Repairs and Maintenance	-205.30%	Parking lot asphalt underbudgeted.
Safety	-40.80%	Policies and procedures unbudgeted.

**Waste to Energy**

Salaries and Payroll Taxes	-6637.80%	Underbudgeted-small dollar amounts.
Operating Supplies	-389.40%	General supplies unbudgeted.
Contract Services		Electrical service unbudgeted.
Repairs and Maintenance		Unbudgeted-small dollar amounts.

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

**YTD Actual/  
YTD Budget  
Variance**

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**Brine Disposal**

Salaries and Payroll Taxes	-81.90%	Timing difference-small dollar amounts.
Office Expense		Unbudgeted.
Contract Services	-15.50%	Electrical service unbudgeted.

**District Obligations:**

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

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

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
2019-36	Elec/Mech Rehab & Sludge Holding Tank	\$ 750,000	\$ 39,170	\$ 810,510
2019-44	Secondary Clarifier #1 Rehab	\$ 127,190	\$ 19,945	\$ 142,081
2019-48	Digester No. 1 Dewatering and Cleaning	\$ 125,000	\$ 132,250	\$ 306,245
2019-55	Monte Verde & 2nd Avenue Sewer Line Project	\$ 75,000	\$ 9,557	\$ 100,659
2019-62	Digester No. 1 Dewatering and Cleaning	\$ 257,250	\$ 60,000	\$ 306,245
	<b>Total To Date</b>	<b>\$ 1,334,440</b>	<b>\$ 260,922</b>	<b>\$ 1,665,739</b>
	<b>Contingencies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**STAFF REPORT**

TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: March 26, 2020  
 SUBJECT: Monthly Report – February



**RECOMMENDATION**

Receive Report- Informational only; no action required.

**Permits Issued**

Sewer Lateral Permits issued in February .....	50
Total Fees .....	\$7,915.00

**Maintenance**

Attached is a map of the locations cleaned in past three months. There were 12,285 feet of Circuit Television (CCTV) sewer line inspections performed during the month of February.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
February	42,355 ft.	10.30%	6 – 12 inches
January	71,941 ft.	17.49%	6 - 12 inches
December	45,172 ft.	10.99%	6 – 27 inches

### Construction Activities

- N/A

### Staff Development

- Staff attended weekly tailgate safety meetings.
- CAWD hosted a CSRMA training event on traffic control in February. CAWD staff that attended included our safety officer and source control team members, along with personnel from the City of Salinas and the City of Pacific Grove.

### General comments

- N/A

### Service calls responded to by crew

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
2/6/20	8:44 AM	Odor Complaint	Called by homeowner for a sewer odor from their home. Staff found no problem in the homeowner's lateral or District mainline. Staff told the homeowner to run water down all drain to fill p-traps. The homeowner had not used all the fixtures since returning. Problem resolved.
2/25/20	3:52 PM	Lateral overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.

Date	Time	Callout	Resolution
2/27/20	3:37 PM	Possible main line back up	Called by local plumber for a report of a possible main line blockage. Staff cleaned the main line in question and found no blockage. The sag in the main line gave the appearance that the line had a blockage.

USA Location Requests – 103

Plumbing permit inspections – 45

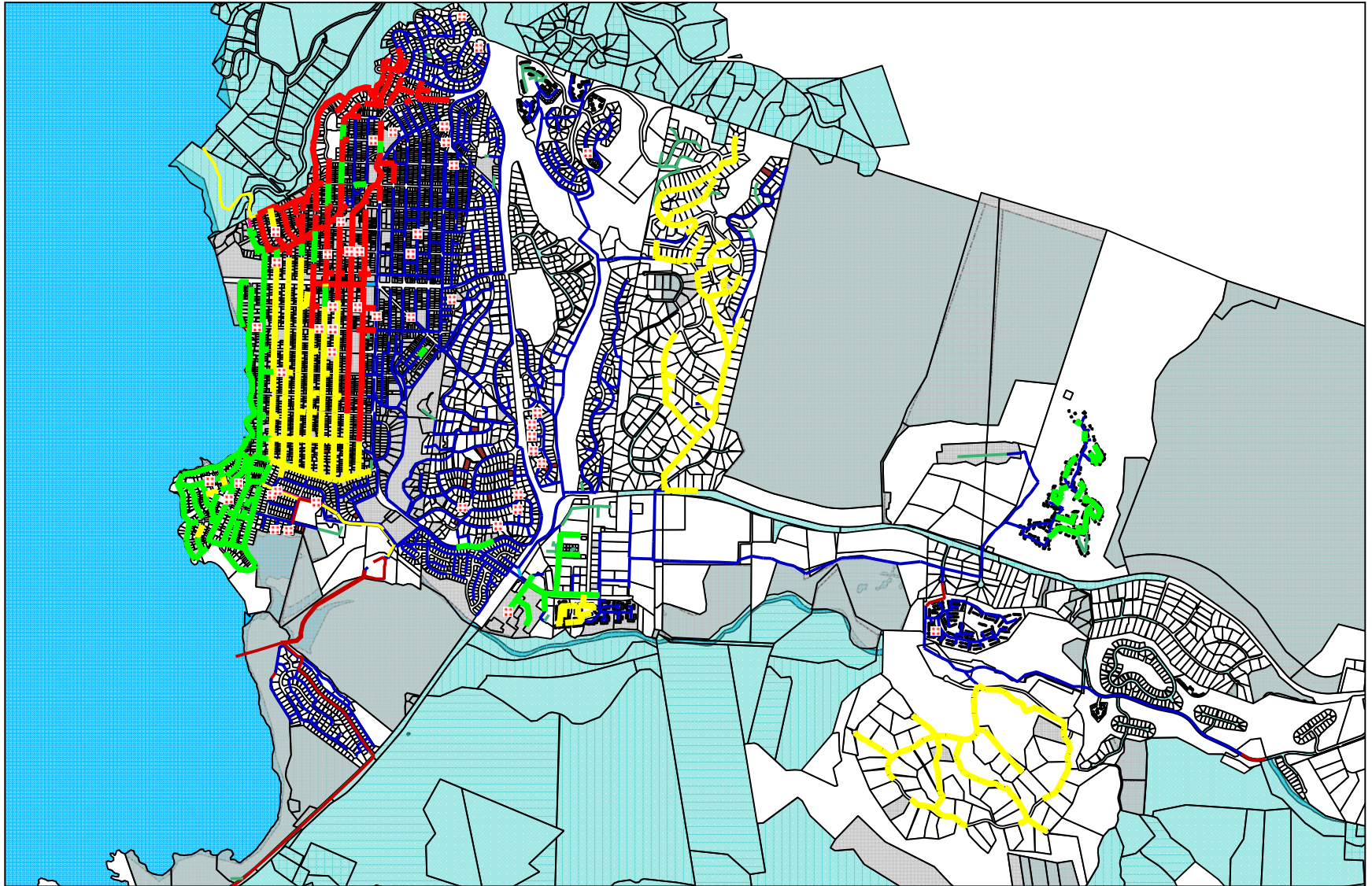
Private Sewer Lateral Compliance Certificates Issued – 35

**FUNDING**

N/A

February (Red) 42,355 Feet  
January (Yellow) 71,941 Feet  
December (Green) 45,172 Feet

### Monthly Cleaning Map





# STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and  
Regulatory Compliance Administrator

Date: March 26, 2020

Subject: Monthly Safety Report (for February 2020)



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Safety & Training

- Feb 5- Tailgate training. Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), reviewed the updated Vehicle Accident Report Forms. The updated forms had been placed in all the District vehicles. S/C Admin Dias highlighted key sections of the form that should not be left blank.
- Feb 12 - Tailgate training. Trevor Holland, Lab Analyst, gave a tailgate on how fatigue can impact safety. He emphasized tips on how to remain alert especially during repetitive tasks.
- Feb 19- Tailgate training. S/C Admin Dias gave an Electrical Safety Quiz which covered circuit breakers and Ground-Fault Interrupter (GFI) devices. The quiz included common misconceptions such as that a circuit breaker can protect workers from electrocution. Circuit breakers are designed to protect the equipment from overload damage – while a worker will be injured at much lower loads. GFI devices trip much faster and at much lower levels than the typical circuit breaker. Therefore, proper Lock-Out procedures and use of GFI devices are critical.

## Ongoing Safety Improvements

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

- Feb – Dec 2020: Update of Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP or Plan). S/C Admin Dias, under direction of the General Manager Barbara Buikema and Superintendent Foley, represented the District at the second of six planned monthly meetings in Salinas. The County is updating their 2016 Plan and will release the updated Plan in 2021. The general goals of a MJHMP are:
  - To protect life and property by reducing the potential for future damages and economic losses that result from known hazards.
  - To speed recovery and redevelopment following future disaster events.
  - To sustain and enhance existing governmental coordination throughout Monterey County and demonstrate a firm local commitment to hazard mitigation principles; and
  - To comply with federal and state requirements for local hazard mitigation plans.
  - To qualify for additional grant funding, in both the pre-disaster and post-disaster environment.

In the 2016 Plan all twelve cities in Monterey County were required to have their own chapter. In the Updated 2021 Plan, CAWD will now also have its own chapter.

There are several steps in developing a Plan. For the District, the key steps will be to conduct: (1) a Hazards Analysis for the plant; (2) A Vulnerability Assessment; and (3) develop Mitigation Strategies. “Hazards” are typically natural disasters such as fires, floods, tsunamis, earthquakes, etc., but can include man-made threats such as power outages, or terrorism.

The District already has most of this information and analyses on hand in the form of existing flood, fire, response, and stormwater plans, etc. While integrating the information will take some effort, it is not believed an inordinate amount of new analysis or data generation will be needed. Further, MJHMPs are broad-based planning tools and so are not intended to be exhaustive or include every conceivable hazard scenario.

**Tours and Outreach**

February 24<sup>th</sup> and February 27<sup>th</sup>- Two large tour groups from the Tularcitos School in Carmel Valley visited the plant the last week in February. On each day approximately fifty 5<sup>th</sup> graders toured the plant. The coordinator from the school remains very enthusiastic about these tours and we look forward to continuing these next year.

**Injuries; first aid responses; worker compensation claims**

There were no Worker Comp or first aid incidents in February. The current tracking matrix is below.

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

**FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: February 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.540	0.777	0.726	0.857	65.684	49.46	151.72
PBCSD Flow	11.776	0.406	0.326	0.558	34.316	28.07	86.09
<b>Total Plant Flow</b>	<b>34.316</b>	<b>1.183</b>	<b>1.052</b>	<b>1.415</b>	<b>100.00</b>	<b>77.53</b>	<b>237.81</b>
Tertiary Flow	15.126	0.772	0.283	1.041	44.079	40.98	125.71
Ocean Discharge	21.188	0.731	0.107	1.589	61.744	40.56	124.42
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	40.98MG (125.71acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.27 BG (25.39 K acre-ft.)
12 Month Rolling Total Reclamation Production	315.32 MG (967.71 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Feb '20 kWh	Price per kWh	Feb'20	Jan'20	Dec'19	Nov'19
Secondary	131,530.00	\$ 0.139	\$ 18,265.49	\$ 13,462.38	\$ 20,135.92	\$ 21,644.01
Blowers	48,123.20	\$ 0.135	\$ 6,492.59	\$ 6,656.77	\$ 5,882.03	\$ 8,312.62
<b>CAWD Total</b>	<b>179,653.20</b>		<b>\$ 24,758.08</b>	<b>\$ 20,119.15</b>	<b>\$ 26,017.95</b>	<b>\$ 29,956.63</b>
Tertiary	33,779.44	\$ 0.214	\$ 7,232.74	\$ 10,844.00	\$ 13,984.80	\$ 11,727.35
MF/RO (3)	N/A	#VALUE!	N/A	\$ 6,569.94	\$ 20,713.96	\$ 21,638.69
<b>Reclaim Total</b>	<b>#VALUE!</b>		<b>#VALUE!</b>	<b>\$ 17,413.94</b>	<b>\$ 34,698.76</b>	<b>\$ 33,366.04</b>
<b>Adjusted Monthly Totals</b>	<b>CAWD Total</b>		<b>\$ 15,128.58</b>	<b>Reclamation Total</b>		<b>N/A</b>

## kW-h Per Acre Foot

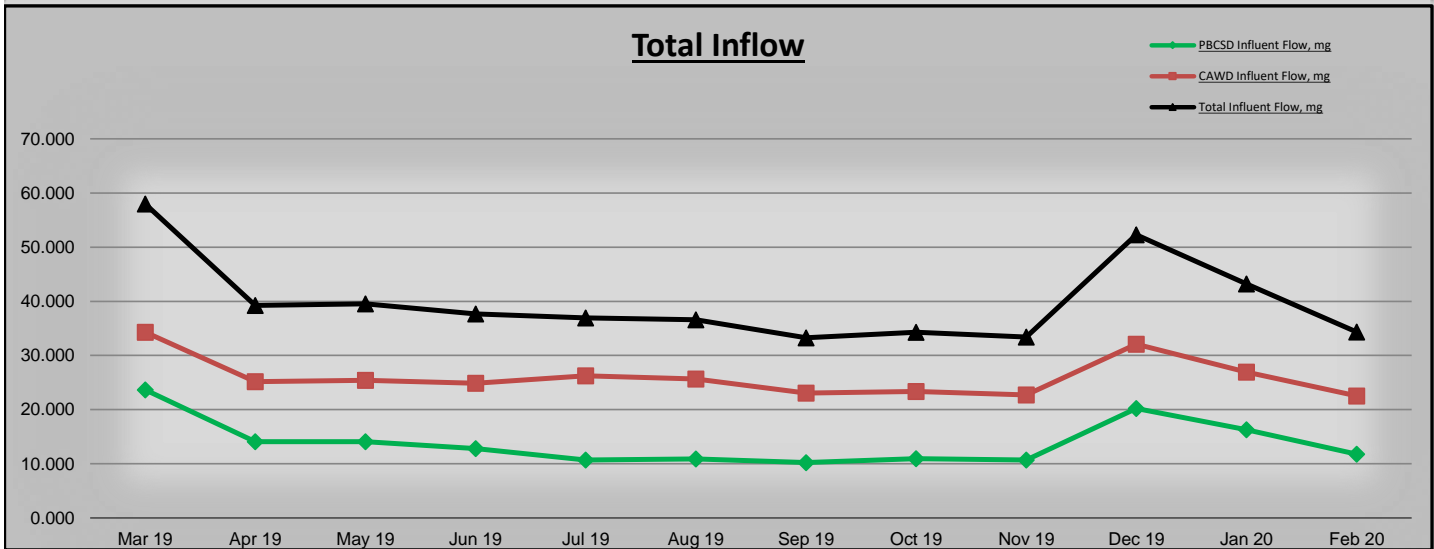
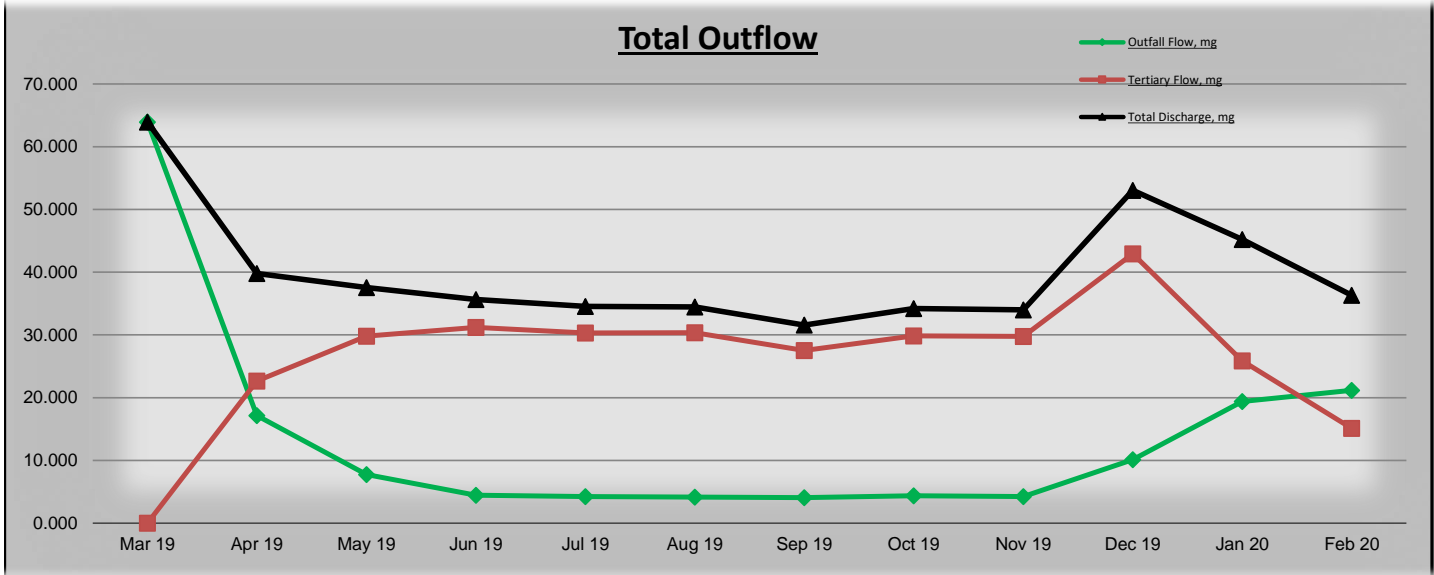
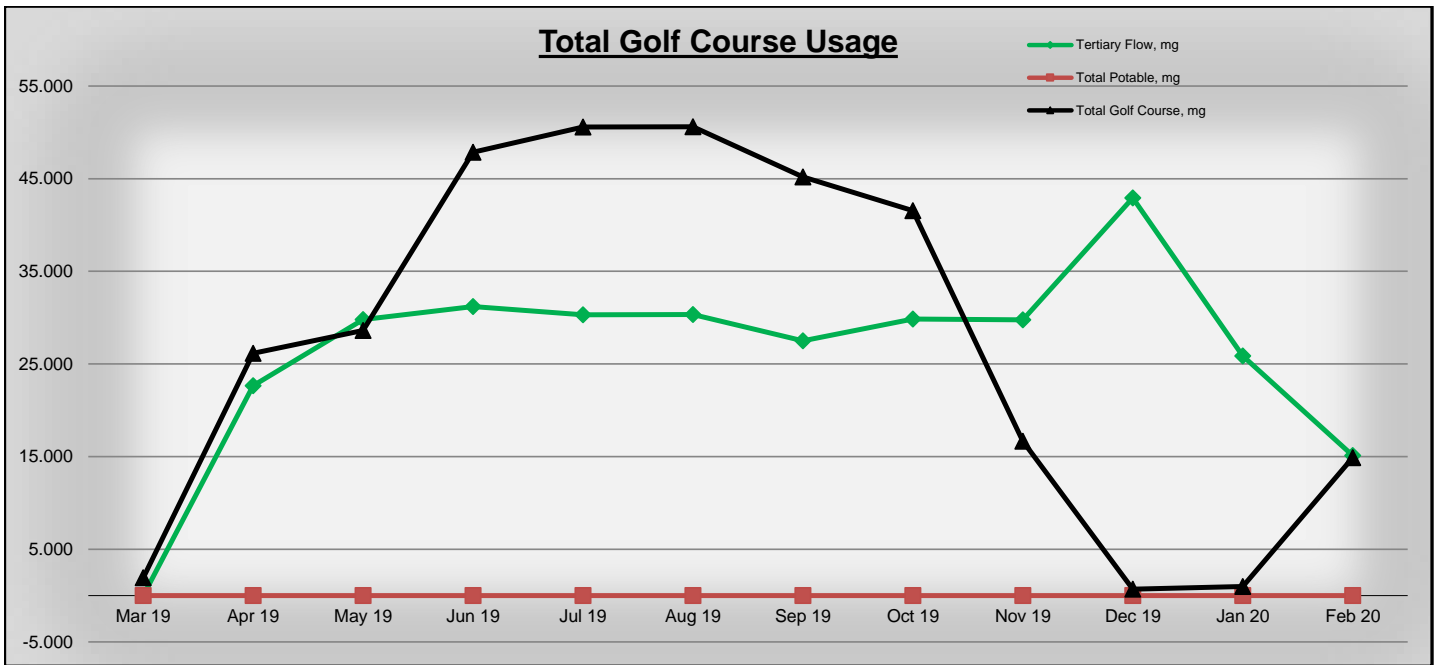
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	N/A	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	N/A	N/A	N/A	N/A

## MICROTURBINE SUMMARY

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

## COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage
- (2) No power production due to the Micro-Turbine chiller malfunction
- (3) No PG&E statement available at the time the Board Report was due.



## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: January 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.920	0.869	0.751	1.054	62.300	26.92	82.58
PBCSD Flow	16.290	0.525	0.419	0.794	37.700	16.29	49.97
<b>Total Plant Flow</b>	<b>43.210</b>	<b>1.394</b>	<b>1.170</b>	<b>1.848</b>	<b>100.00</b>	<b>43.21</b>	<b>132.55</b>
Tertiary Flow	25.854	1.175	0.391	1.657	59.833	25.85	79.31
Ocean Discharge	19.373	0.625	0.112	1.915	44.835	19.37	59.43
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

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

### ELECTRICAL COSTS

Monthly Totals	Jan '20 kWh	Price per kWh	Jan'20	Dec'19	Nov'19	Oct'19
Secondary	122,278.00	\$ 0.110	\$ 13,462.38	\$ 20,135.92	\$ 21,644.01	\$ 27,377.55
Blowers	46,150.72	\$ 0.144	\$ 6,656.77	\$ 5,882.03	\$ 8,312.62	\$ 9,780.08
<b>CAWD Total</b>	<b>168,428.72</b>		<b>\$ 20,119.15</b>	<b>\$ 26,017.95</b>	<b>\$ 29,956.63</b>	<b>\$ 37,157.63</b>
Tertiary	92,592.00	\$ 0.117	\$ 10,844.00	\$ 13,984.80	\$ 11,727.35	\$ 16,769.05
MF/RO (3)	48,679.00	\$ 0.135	\$ 6,569.94	\$ 20,713.96	\$ 21,638.69	\$ 24,051.04
<b>Reclaim Total</b>	<b>141,271.00</b>		<b>\$ 17,413.94</b>	<b>\$ 34,698.76</b>	<b>\$ 33,366.04</b>	<b>\$ 40,820.09</b>
<b>Adjusted Monthly Totals</b>	<b>CAWD Total</b>		<b>\$ 12,378.59</b>	<b>Reclamation Total</b>		<b>\$ 25,154.50</b>

### kW-h Per Acre Foot

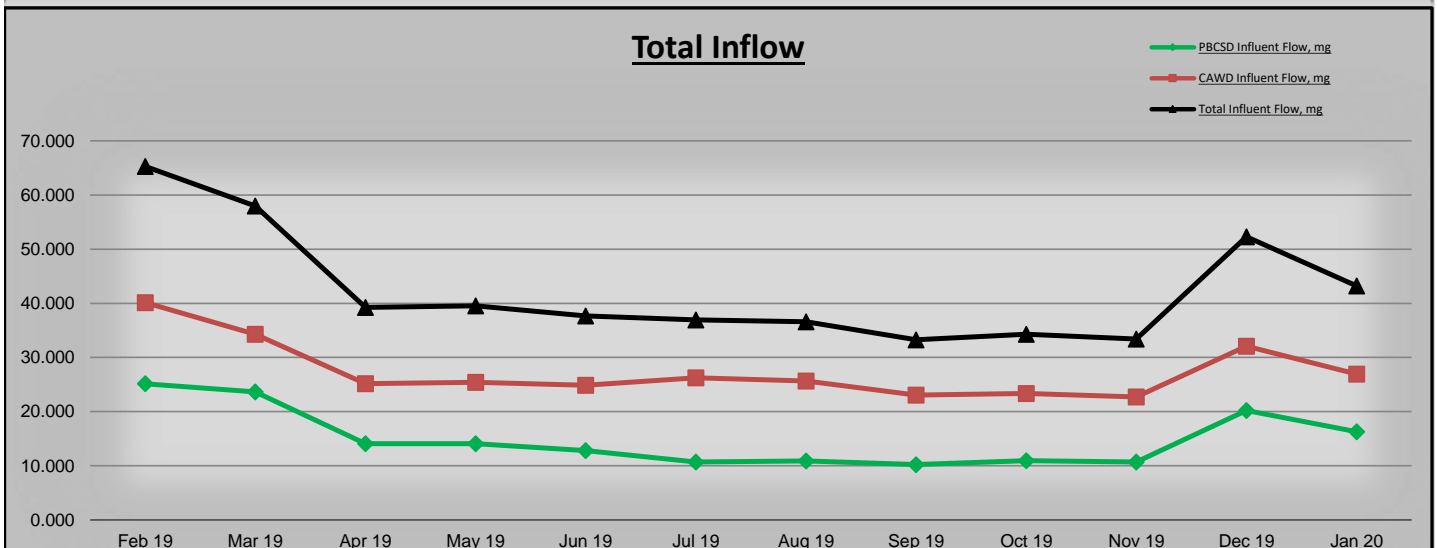
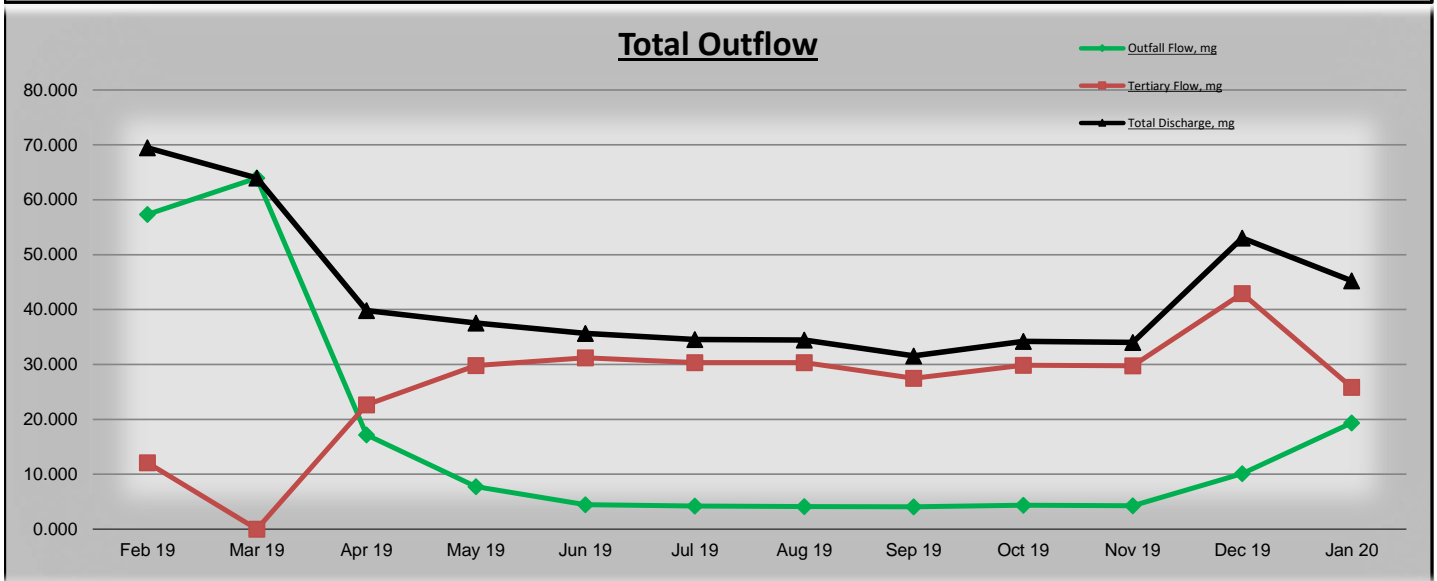
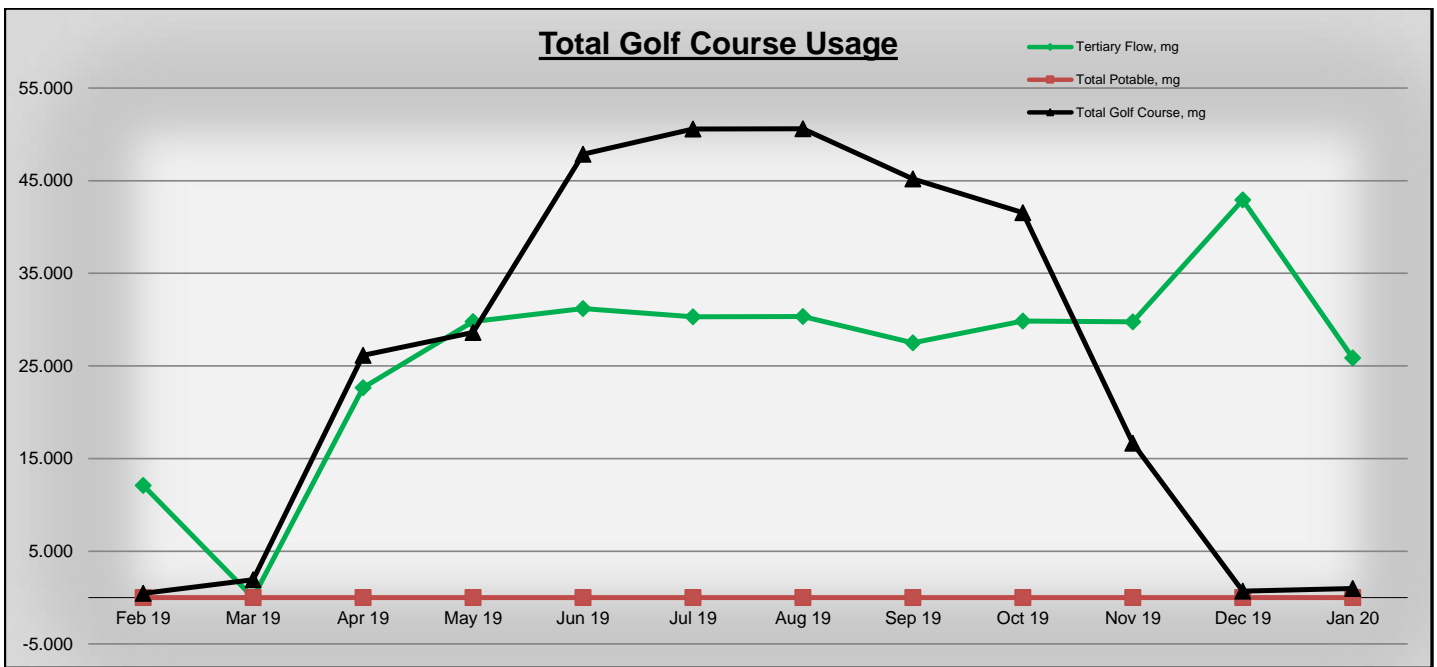
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	N/A	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	N/A	N/A	N/A	N/A

### MICROTURBINE SUMMARY

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

### COMMENTS

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



## Wastewater Treatment Facility Operations Report

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

### TERTIARY PROCESS HISTORY

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

### ELECTRICAL COSTS

Monthly Totals	Dec '19 kWh	Price per kWh	Dec'19	Nov'19	Oct'19	Sept'19
Secondary	132,236.00	\$ 0.152	\$ 20,135.92	\$ 21,644.01	\$ 27,377.55	\$ 26,506.56
Blowers	54,889.36	\$ 0.107	\$ 5,882.03	\$ 8,312.62	\$ 9,780.08	\$ 10,725.36
<b>CAWD Total</b>	<b>187,125.36</b>		<b>\$ 26,017.95</b>	<b>\$ 29,956.63</b>	<b>\$ 37,157.63</b>	<b>\$ 37,231.92</b>
Tertiary	95,294.52	\$ 0.147	\$ 13,984.80	\$ 11,727.35	\$ 16,769.08	\$ 16,105.51
MF/RO	126,011.00	\$ 0.164	\$ 20,713.96	\$ 21,638.69	\$ 24,051.04	\$ 38,146.33
<b>Reclaim Total</b>	<b>221,305.52</b>		<b>\$ 34,698.76</b>	<b>\$ 33,366.04</b>	<b>\$ 40,820.12</b>	<b>\$ 54,251.84</b>
<b>Adjusted Monthly Totals</b>	<b>CAWD Total</b>		<b>\$ 18,783.35</b>	<b>Reclamation Total</b>		<b>\$ 41,933.36</b>

### kW-h Per Acre Foot

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

### MICROTURBINE SUMMARY

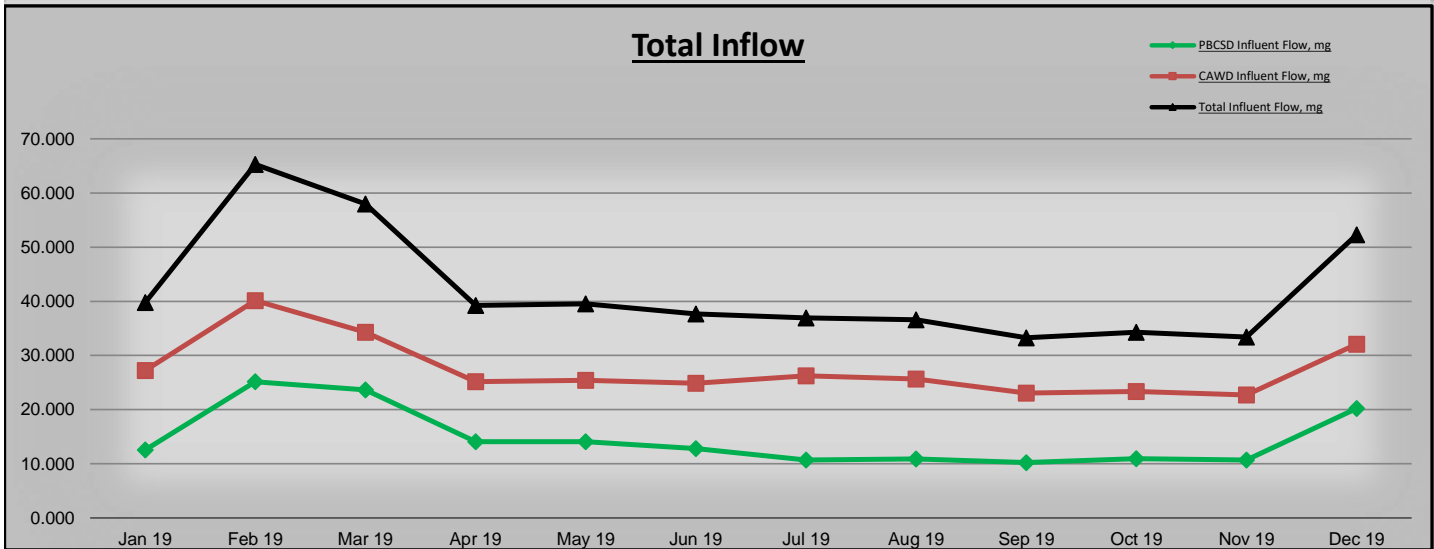
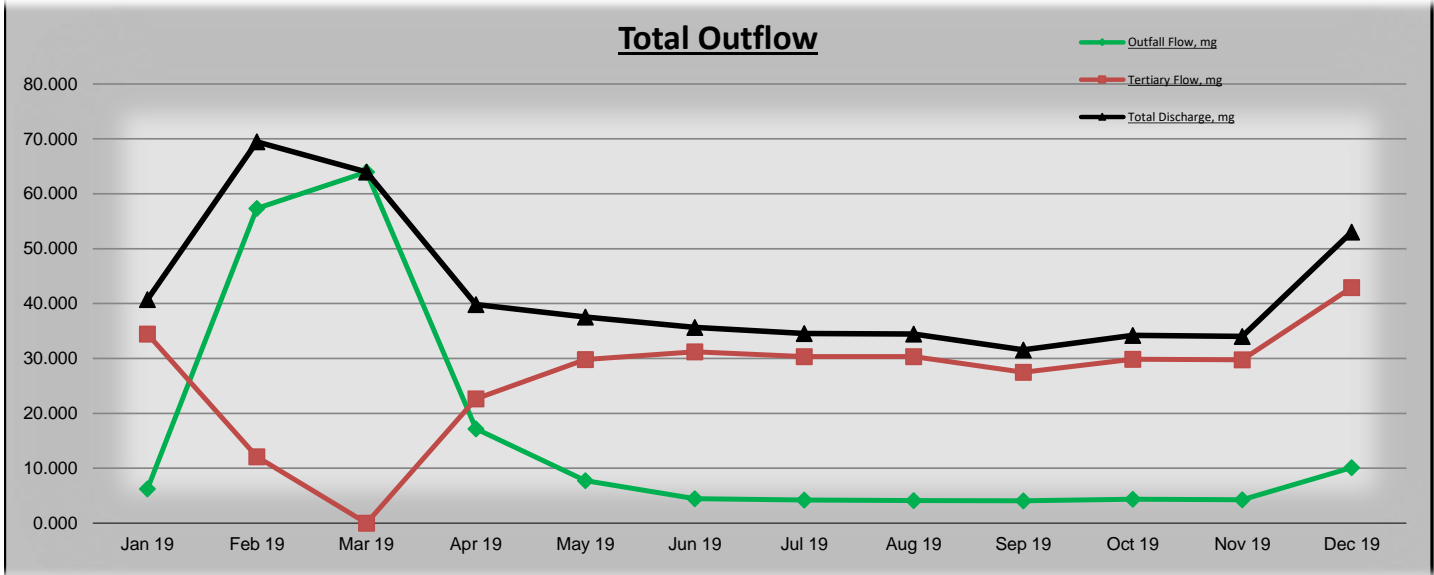
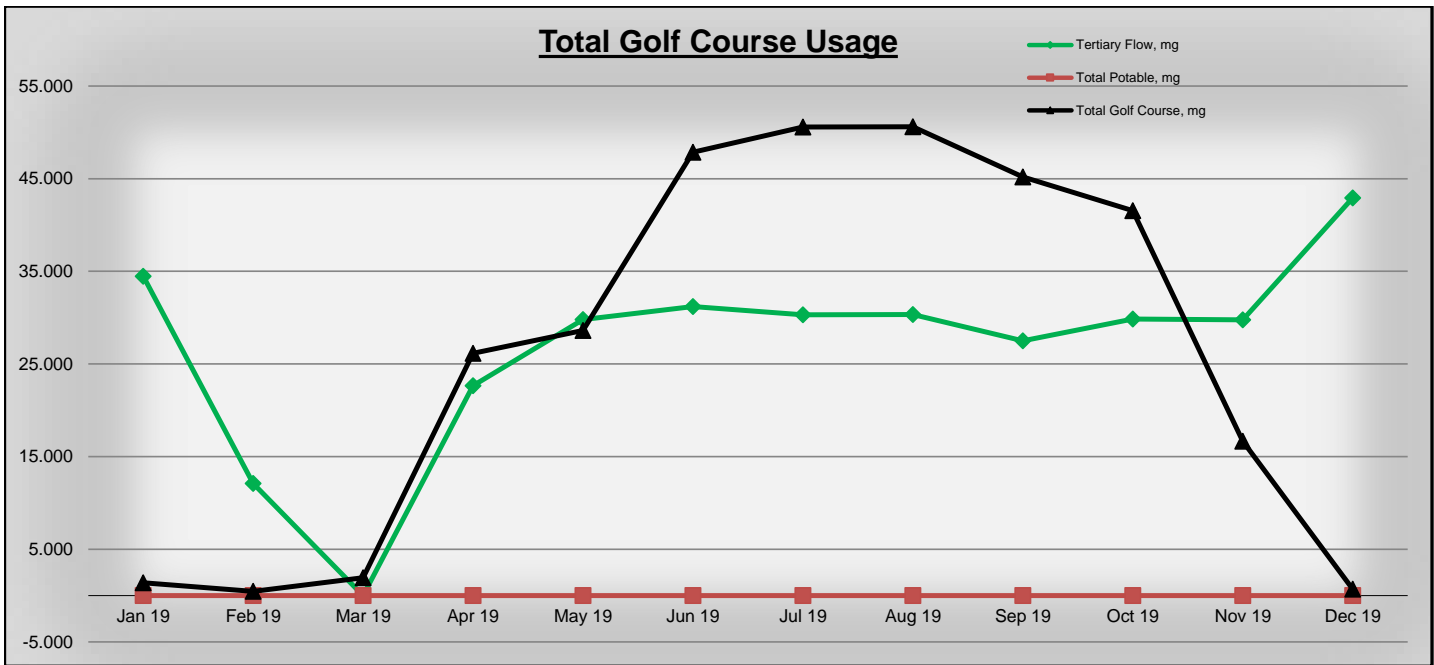
Month	Dec '19 kWh	Nov '19	Oct '19	Sept'19	Accumulated Totals
Production,kWh (2)	0	6,865	6,086	11,083	758,331.00

### COMMENTS

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

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





# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo  
Laboratory/Environmental Compliance  
Supervisor

Date: March 26, 2019

Subject: Monthly Report – February 2020

## RECOMMENDATION

Receive Report-Informational only; No action required

## DISCUSSION

### LABORATORY REPORT

- On February 2, 2020 the Secondary Effluent Sampler #2 had a controller issue when the sample was collected in the morning. The controller would not reset, and a portable sampler was set up temporarily until the sampler was repaired the next day.
- Contract laboratory testing result for Final Effluent collected on January 30, 2020 for total Dichlorodiphenyldichloroethane (DDD) had a detection of 0.017 microgram per liter (Carmel Area Wastewater District (CAWD) National Pollutant Discharge Elimination System (NPDES) permit limit is 0.021 micrograms per liter). The CAWD laboratory staff will be collecting samples from brine delivery trucks and influent to monitor DDD over the next 3 months, the Plant Engineer and Plant Superintendent have also requested analysis on Hexachlorobenzene.
- Laboratory staff has investigated changing to a new contract laboratory to analyze CAWD's NPDES permit Semi-Annual, and Quarterly analysis.
- Central Coast Long-Term Environmental Assessment Network (CCLEAN) wet season sampling started on February 28, 2020 on CAWD Final Effluent. Sampling will proceed for 30 days.
- On February 25, 2020, the Tertiary Coliform sample had a test result of 261.3 MPN (Most Probable Number) that is an exceedance of the Tertiary WDR reporting limit for daily maximum of 23 MPN. The Tertiary system had been

shut down the previous day due to the Forest Lake Reservoir being full at 1:00 pm and started back up at 9:07 am.

**ENVIRONMENTAL COMPLIANCE REPORT**

- Source Control staff has been working with the Highlands Inn Engineer, Terry Riffle, to complete a design of the plumbing connections from the kitchen to the grease interceptor. A separate plumbing contractor will be taking over to complete the work and make the necessary connections. Mr. Riffle was notified that if the work is not completed within 30 days, a Notice of Violation will be issued that could lead to further fines.
- Mr. Ocampo and Mr. Holland met with office staff to complete a flow chart of the Commercial Discharge Permit process for new restaurant applications or to renew existing discharge applications. There are a few more items to be corrected and reviewed before finalizing the process.
- On February 25, 2020, CAWD Source Control Inspector(s) Fanny Mui and Trevor Weidner-Holland attended the safety training for California Sanitation Risk Management Authority (CSRMA) Traffic Control/ Flagger Training.

**Restaurant Inspection Table**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Carmel Bakery	Yes		
Little Napoli	Yes		
Cultura	Yes		
Cantinetta Luca	Yes		
Pescadero/Barmel	Yes		
Cypress Inn	Yes		
Katy's Place	Yes		
Little Swiss Café	Yes		

**Grocery Store/Delicatessen Inspection Table**

<b>Grocery Store/Delicatessen</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Bruno's Market and Deli	Yes		

### Restaurant Compliance Table

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
Dec 2019	100%	100%
Jan 2020	100%	100%
Feb 2020	100%	98%

### FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
	Projects Implementation Plan Schedule											
	Treatment Plant Projects											
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	Mon 4/30/18	Thu 6/30/22	\$9,780,000.00	In Final Design Phase						
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 6/30/20	\$77,245.00	Final Testing Phase						
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Tue 7/13/21	\$300,000.00	In Progress						
18-08	Standby Power Reliability Project	Foley	Mon 10/8/18	Fri 10/23/20	\$730,000.00	In Design Phase						
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	Fri 3/15/19	Tue 6/30/20	\$317,250.00	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2						
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Thu 4/30/20	\$510,000.00	Pre-Design / Installing New Controls for 65 kW						
19-01	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Mon 6/29/20	\$100,000.00	Implementation						
19-10	1 Water Corrosion Control	Waggoner	Mon 7/1/19	Fri 6/12/20	\$30,000.00	Pilot Testing Ionization System at Chlorine Building						
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	In Study Phase						
19-19	Aeration Basin Improvements 19/20	Waggoner	Mon 3/2/20	Tue 6/30/20	\$140,000.00	10% Vendors Research Phase						
	Cathodic Protection Testing	Treanor	Mon 2/3/20	Fri 1/29/21	\$30,000.00	Inactive						
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00	Inactive						
19-21	Carmel River FREE Mitigation	Treanor	Wed 7/1/20	Wed 11/30/22	\$0.00	Developing Agreement with County & Funding Coordination						
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$50,000.00	Inactive						
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00	Inactive						
	Treatment Plant Studies & O&M Manuals	Treanor	Fri 6/28/19	Wed 7/24/24	\$270,000.00							
19-14	BioWin Modeling	Treanor	Fri 6/28/19	Tue 3/31/20	\$50,000.00	Final Report and Workshop in March 2020						
	Coastal Hazards Monitoring Plan	Treanor	Fri 5/1/20	Fri 4/30/21	\$35,000.00	Inactive						
	Long Term SLR Planning	Treanor	Mon 5/3/21	Mon 5/2/22	\$35,000.00	Inactive						
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00	Inactive						
	Reclamation Projects											
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Tue 4/13/21	\$415,000.00	On Hold						
19-16	Tertiary MF/RO Standby Power	Foley	Mon 7/1/19	Fri 10/30/20	\$350,000.00	Cost Benefit Analysis						
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00	Inactive						
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00	Inactive						
	Reclamation Studies	Treanor	Mon 7/1/19	Tue 6/1/21	\$75,000.00							
	Trussell MF/RO Performance Review	Treanor	Mon 7/1/19	Tue 3/31/20	\$40,000.00	In Study Phase						
	Reclamation 15-Year Asset Management Assessment	Treanor	Wed 7/1/20	Tue 6/1/21	\$35,000.00	Inactive						
	Collections Projects											
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 5/29/20	\$0.00	Initiated Review of draft by Ed Waggoner and Ray DeOcampo						

Project Number	Task Name	Manager	Start	Finish	Cost	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Thu 4/30/20	\$0.00	Installation of Long Term CN9 Dosing Equipment	<b>Highlands H2S Control</b>					
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Thu 10/15/20	\$1,450,000.00	Re-Bid in February 2020 / Grant Has Been Approved	<b>Hatton Canyon Pipe Bursting</b>					
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Tue 9/29/20	\$510,000.00	Construction In-Progress	<b>Pump Station PLC/SCADA Replacement</b>					
19-03	Carmel Meadows Gravity Sewer Improvement	Lather	Fri 3/15/19	Wed 6/30/21	\$1,294,000.00	Preliminary Design	<b>Carmel Meadows Gravity Sewer Improvements</b>					
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Bidding	<b>Rio Road CIPP Lining Project</b>					
18-29	September Ranch Water and Sewer	Lather	Fri 3/1/19	Fri 7/30/21	\$0.00	Water Study/On Hold	<b>September Ranch Water and Sewer</b>					
19-13	Upper Rancho Canada Upsize Line	Lather	Mon 7/1/19	Fri 2/2/24	\$1,500,000.00	Design	<b>Upper Rancho Canada</b>					
	Highlands FM Flushing	Lauer	Wed 7/1/20	Mon 11/30/20	\$75,000.00	Inactive	<b>Highlands FM Flushing</b>					
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Inactive	<b>Rancho Canada</b>					
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Wed 6/30/21	\$50,000.00		<b>Assessment Districts/Annexations</b>					
19-09	2019 Mass Annexation	Lather	Fri 3/15/19	Tue 6/30/20	\$50,000.00	CEQA	<b>2019 Mass Annexation</b>					
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	Circulating Petition	<b>Corona Road Assessment District</b>					
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	On Hold	<b>Riley Ranch Annexation/Connection</b>					
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Wed 6/30/21	\$0.00	In Design By Owner	<b>Carmel Valley Manor Sewer</b>					
	Collections Studies / Reports	Lauer/Lather	Mon 2/3/20	Fri 7/17/20	\$75,000.00		<b>Collections Studies / Reports</b>					
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Mon 2/3/20	Fri 7/17/20	\$75,000.00	Inactive	<b>Monte Verde and Bay/Scenic FM Assessment</b>					



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

**Project Name:** WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project  
**Project Location:** Wastewater Treatment Plant  
**Project Manager:** Treanor  
**Project Number:** 18-01  
**Status:** In Final Design Phase  
**Project Description:** The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.  
**Department:** Treatment  
**Budget Status:** Budget: \$9,780,000  
 Actual to Date: \$814,897  
**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:**

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

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



*Photo: Existing Server Hardware that will be replaced in Project*

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

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

**Consultants:** WorkSmart Automation  
**Contractor:** N/A

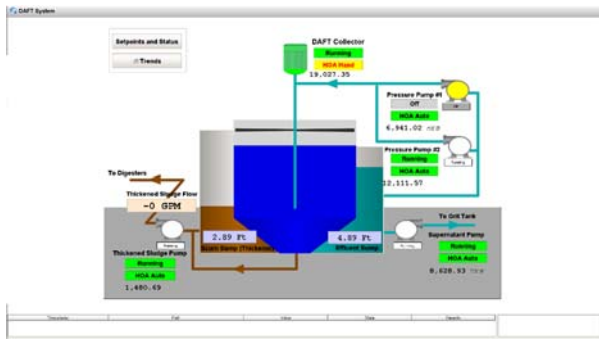


Photo: DAFT SCADA Overview

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

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Foley

**Project Number:** 18-05

**Status:** In progress

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

**Department:** Treatment

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

**Reclamation Share:** Partial Reclamation

**Schedule:**

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

**Consultants:** Informative Controls

**Contractor:** N/A



Photo: Old Digester No. 2

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

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Waggoner

**Project Number:** 18-07

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

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

**Department:** Treatment

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

**Reclamation Share:** N/A

**Other Entities:** N/A

**Permits Required:** N/A

**Challenges:** Unknown quantity of debris in Digester No. 1

**Schedule:**

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

**Contractor:** Synagro WWT





Photo: Example Trailer Standby Generator

**Project Name:** Standby Power Reliability Project

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Foley

**Project Number:** 18-08

**Status:** In Design Phase

**Project Description** This project involves purchasing a trailer mounted 750kW generator to serve as a full capacity backup to the existing standby system in case the existing 750kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and is not capable of powering the entire WWTP if the 750kW were to fail during a power outage).

**Department:** Treatment

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

**Reclamation Share:** N/A

**Other Entities:** N/A

**Permits Required:** Air Board Permit

**Challenges:** N/A

**Schedule:**

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

**Consultants:** Beecher Engineering

**Contractor:** TBD



Photo: Existing Gas Conditioning System

**Project Name:** Microturbine Integration Project  
Wastewater Treatment Plant

**Project Location:** Treanor/Foley

**Project Manager:** 18-11

**Project Number:** Pre-Design / Installing New Controls for 65 kW Turbine

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

**Project Description** Treatment

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

**Budget Status:** N/A

**Reclamation Share:** N/A

**Other Entities:** Air Board Permit

**Permits Required:** N/A

**Challenges:**

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

**Schedule:**

- Engine System Integrated

**Consultants:** TBD

**Contractor:**



Photo: View H2S damage to Calle La Cruz wet well

**Project Name:** H2S Control at Calle La Cruz Pump Station

**Project Location:** Collection System

**Project Manager:** Lauer

**Project Number:** 18-16

**Status:** Proper dosage of CN-9 to reduce H2S has been achieved. Working on long term dosing station.

**Project Description:** H2S gasses are causing damage to the wet well and are a health hazard. H2S readings of 700ppm have been observed. Staff have tried several different products and found CN-9 (Calcium Nitrate) to work.

**Department:** Collections

**Budget Status:** Budget: \$0  
Actual to Date: \$0

**Permits Required:** N/A

**Challenges:** Getting the right dosage to remove odor. Dealing with source of problem.

**Schedule:** Ongoing

**Contractor:** In-house to date



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

**Project Name:** Hatton Canyon Pipe Bursting

**Project Location:** Collection System

**Project Manager:** Lather

**Project Number:** 18-17

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

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

**Department:** Collection

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

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

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

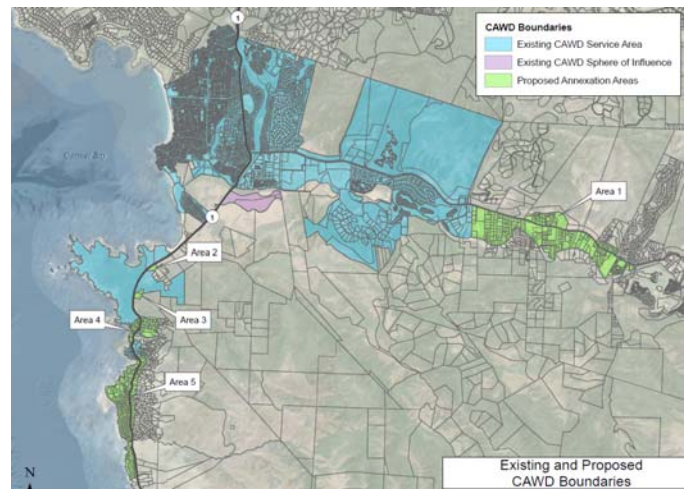
**Challenges:** The project is located within a State Parks easement along the west bank of Hatton Creek. Existing access road is surrounded by riparian habitat.

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



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

<b>Project Name:</b>	Pump Station PLC/SCADA Replacement
<b>Project Location:</b>	Collections Pump Stations
<b>Project Manager:</b>	Foley
<b>Project Number:</b>	18-18
<b>Status:</b>	Construction In-Progress
<b>Project Description</b>	This project will replace the obsolete Programmable Logic Controllers at 7 sewage pump station that are no longer supportable due to lack of parts. The PLC programming will be updated, and the Supervisory Control and Data Acquisition Visualization screens will be updated to the Ignition SCADA software.
<b>Department:</b>	Treatment
<b>Budget Status:</b>	Budget: \$600,000 Actual to Date: \$299,770
<b>Reclamation Share:</b>	0%
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction complete in Fall of 2019</li> </ul>
<b>Consultants:</b>	Frisch Engineering
<b>Contractor:</b>	Technical Systems, Inc



*Photo: Areas of Potential Annexation*

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





*Photo: Existing totes used for Sulfuric Acid storage and Feed*

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

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

**Department:** Treatment

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

**Reclamation Share:** 100%

**Other Entities:** Reclamation Project

**Permits Required:** Coastal Commission Notification

**Challenges:** N/A

**Schedule:**

- Bid second half of 2020
- Construction 2021

**Consultants:** Trussell Technologies, Inc

**Contractor:** TBD



*Photo: Eucalyptus trees on South Side of Treatment Plant*

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

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

**Department:** Treatment

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

**Reclamation:** 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:**

- Study to occur in 2020

**Consultants:** Scott Hall Landscape Design

**Contractor:** TBD

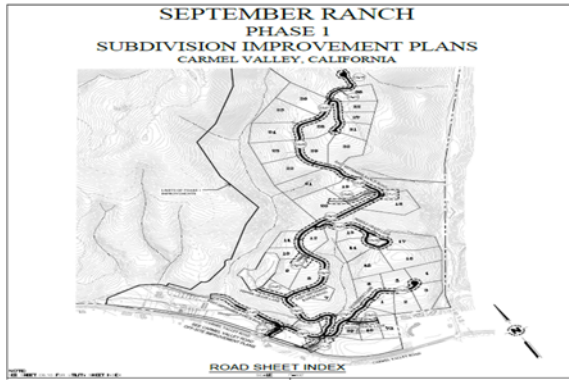


Photo: View new home development

**Project Name:** September Ranch Subdivision

**Project Location:** Collection and Water System

**Project Manager:** Lather

**Project Number:** 18-29

**Status:** Water Study/On Hold

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

**Department:** Collection

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

**Other Entities/Consultants:** SRT Consultants -completed review on behalf of CAWD.

**Permits Required:** N/A

**Challenges:** Groundwater treatment and reliability concerns. Sewer review resulted in a request to eliminate 6 small pump stations.

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



Photo: Old Flood Door in Headworks Basement

**Project Name:** Critical Process Onsite Flood Adaptations

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Treanor

**Project Number:** 19-01

**Status:** Implementation

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

**Department:** Treatment

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

**Reclamation Share:** 15% Reclamation

**Other Entities:** Reclamation Project

**Permits Required:** Coastal Commission Notification

**Challenges:** N/A

**Schedule:**

- Planning in 2019
- Modifications in 2020

**Consultants:** N/A

**Contractor:** TBD

**PRE-TREATMENT ORDINANCE  
2020-XX**



**CARMEL AREA WASTEWATER DISTRICT**

**Project Name:** Update Pretreatment Ordinance

**Project Location:** Pretreatment/Collections

**Project Manager:** Lather/De Ocampo/Waggoner

**Project Number:** 19-02 Pre-Treatment Ordinance

**Status:** Initiated Review of draft by Ed Waggoner and Ray DeOcampo

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

**Department:** Treatment

**Budget Status:** Budget: \$0.00

**Reclamation Share:** n/a

**Other Entities:** n/a

**Permits Required:** none

**Challenges:** none

**Schedule:**

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

**Consultants:** none

**Contractor:** none



*Photo: View gravity pipe in Carmel easement*

**Project Name:** Carmel Meadows Pipeline

**Project Location:** Collection System

**Project Manager:** Lather

**Project Number:** 19-03

**Status:** Preliminary design

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

**Department:** Collections

**Budget Status:** Budget: \$1,324,000  
Actual to Date: \$154,138

**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:** n/a



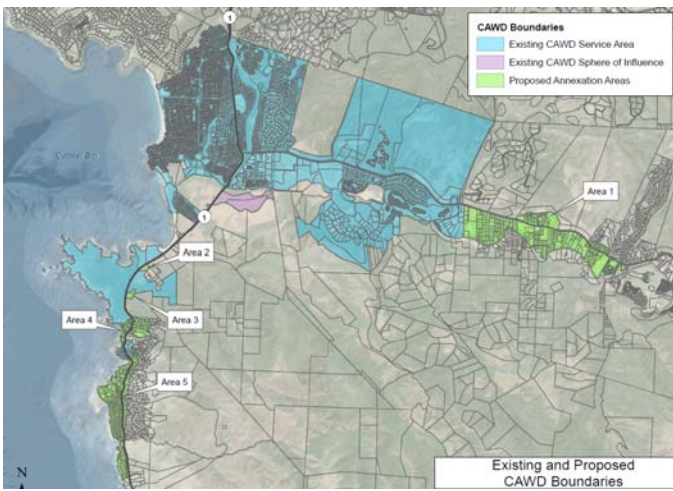


Photo: Areas of Potential Annexation

**Project Name:** Assessment District/Annexations

**Project Location:** Collection System

**Project Manager:** Lather

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

**Status:** Developing CEQA Documents

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

**Department:** Collections

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

**Permits Required:** Environmental Review, LAFCO Approval. Coastal Approval in CZ

**Challenges:** Getting homeowner groups to form an Assessment District to pay for infrastructure needed to connect to our sewer system. Adding more homes on Corona Rd.

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

**Consultant:** Denise Duffy & Associates



Photo: View CIPP Liner being installed

**Project Name:** Rio Rd CIPP Lining project

**Project Location:** Collection System

**Project Manager:** Lather

**Project Number:** 19-07

**Status:** Bidding

**Project Description:** The rehabilitation of 4000 feet of 24 to 27-inch diameter Asbestos Cement Pipe (ACP) trunk line that runs along Rio Road in Carmel. Lining existing pipe with (CIPP) Cured-In-Place Pipe. This pipe is in poor condition and is beyond its useful life. It was identified as a priority for repair in the Asset Management Plan.

**Department:** Collections

**Budget Status:** Budget: \$1,340,000  
Actual to Date: \$25,860

**Permits Required:** N/A

**Challenges:** Traffic Control.

**Schedule:** Construct late Spring 2020.

**Consultant:** Design by Kennedy/Jenks

**Contractor:** TBD



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

**Project Name:** WWTP – 1 Water Corrosion Control Project

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Ed Waggoner

**Project Number:** 19-10

**Status:** Pilot Test Ionization System at Chlorine Building

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

**Department:** Treatment

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

**Reclamation Share:** Estimated at 1% of project cost.

**Other Entities:** CAWD/PBCSD Reclamation Project

**Permits Required:** None

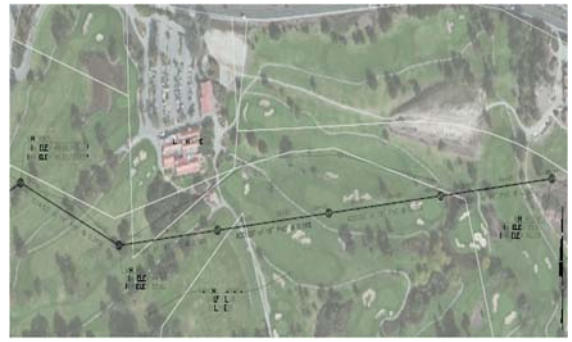
**Challenges:** Using New technologies (Lorex Company)

**Schedule:**

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

**Consultants:** In house (Design Plant Engineer)

**Contractor:** In house staff



*Photo: View of proposed sewer line realignment*

**Project Name:** Upper Rancho Canada Sewer line realignment and size increase

**Project Location:** Collection System

**Project Manager:** Lather

**Project Number:** 19-13

**Status:** Design

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

**Department:** Collection

**Budget Status:** Budget: \$1,500,000  
Actual to Date: \$26,548

**Other Entities:** Monterey Regional Park District

**Permits Required:** Environmental Review

**Challenges:** Providing a design that allows CAWD access to assets and is acceptable to the Park District.

**Schedule:** Design FY 19/20. Construct FY 21/22.

**Consultants:** MNS Engineering  
Rincon Environmental



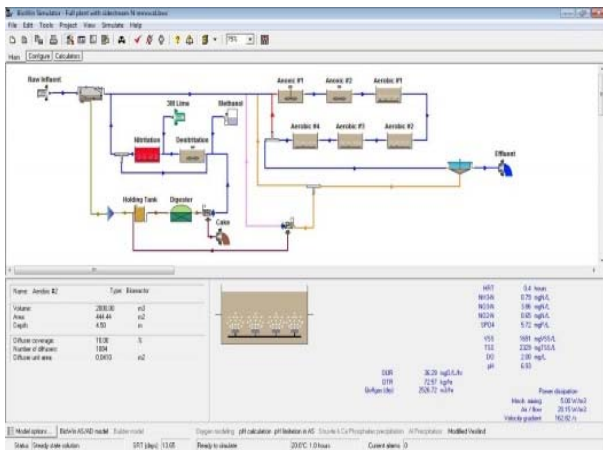


Photo: BioWin Model Screenshot

**Project Name:** Wastewater Treatment Plant Computer Model – BioWin Modeling

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Treanor

**Project Number:** 19-14

**Status:** Final Report and Workshop in March 2020

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

**Department:** Treatment

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

**Reclamation Share:** N/A

**Other Entities:** N/A

**Permits Required:** N/A

**Challenges:** N/A

**Schedule:**

- Study to be completed in April 2020

**Consultants:** Greeley and Hansen

**Contractor:** N/A



Photo: Example Trailer Standby Generator

**Project Name:** Tertiary MF/RO Standby Power

**Project Location:** Reclamation – MF/RO

**Project Manager:** Foley

**Project Number:** 19-16

**Status:** Cost Benefit Analysis

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

**Department:** Treatment

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

**Reclamation Share:** 100%

**Other Entities:** Reclamation Project

**Permits Required:** N/A

**Challenges:** N/A

**Schedule:**

- Preliminary Design in Fall 2019
- Potential Implementation in 2020

**Consultants:** Beecher Engineering

**Contractor:** N/A



*Photo: Existing air diffuser system*

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

**Project Location:** Wastewater Treatment Plant

**Project Manager:** Ed Waggoner

**Project Number:** 19-19

**Status:** In 10% Vendors Research Phase

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

**Department:** Treatment

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

**Reclamation Share:** Estimated at 0% of project cost.

**Other Entities:** CAWD/PBCSD Reclamation Project

**Permits Required:** No permits as project is preventative maintenance project

**Challenges:** Weather conditions and Scheduling

**Schedule:**

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

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

**Contractor:** TBD



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

**Project Name:** Carmel River FREE Mitigation

**Project Location:** Carmel River Lagoon

**Project Manager:** Treanor

**Project Number:** 19-21

**Status:** Developing Agreement with County & Funding Coordination

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

**Department:** Engineering

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

**Reclamation Share:** 0%

**Other Entities:** Monterey County

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

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

**Schedule:**

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

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

**Contractor:** Pending



# Staff Report

TO: Board of Directors

FROM: Ed Waggoner, Operations Superintendent

SUBJECT: Monthly Report – February 2020

DATE: March 26, 2020

## RECOMMENDATION

Receive Report-Informational only; no action required

## DISCUSSION

### Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on preventative maintenance work orders during the month of February.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff is continuing to remove the final 3 feet of solids, grit and other debris from the floor of old digester #2 as operational time permits.
- (Project # 18-09) Secondary Clarifier #1 -Plant staff completed the process of leveling weir system in the clarifier. Rebuilt-it Services finished their punch list for the clarifier in February. Project is complete and clarifier ready to be placed back into service.

### Reclamation:

- CAWD Staff continues working with H2O Innovations on the remote communication and monitoring of the Micro Filtration and Reverse Osmosis (RO) systems. Currently the communication system is providing data to all user groups with minor adjustments being made to the software to produce real time data and monthly reports.
- CAWD staff performed one Clean-in-place (CIP) on Micro Filtration (MF) cells number #1, #2 and #3 all the cleaning was routine maintenance.
- (Project # 18-24) Reclamation Sand Filter Integration Project - we are waiting for a second variable frequency drive unit to be installed on the second sand filter feed pump.
- Staff has continued preventative maintenance work on pumps, motors, and other equipment. Staff restarted the Micro Filtration and Reverse Osmosis System with limited production on February 10 (including numerous starts and stops of equipment) to keep the Forest Lake Reservoir at 115 million gallons.

#### **Training:**

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

#### **Capital Improvement**

- Staff continues to communicate with Plant Engineer, Patrick Treanor (CAWD), on 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**

- Monterey County Water Awareness Committee meeting February 13, at Carmel Area Wastewater District Offices, 3945 Rio Road, Carmel.

#### **Discharge Permit Violations**

- There was one discharge violation of Reclamation Permit 93-72 for the month of February 2020. The violation was of Section A, Paragraph 3 “the number of coliforms shall not exceed 23 per 100 milliliters in any sample”. On February 25, when starting the MF/RO System (after a 24-hour shut down) there was a

chlorine residual of 5.9 mg/L (Discharge Permit requires a minimum chlorine residual of 5.0 mg/L) and a result of 261 coliforms per 100 milliliters. All other coliform samples after February 25, had test result of less than 2.0 coliforms per 100 milliliters.

Staff reviewed the Standard Operating Procedures (SOP) for sampling of Reclamation Final Effluent and found no procedures used during sampling that would cause an exceedance of the coliform sample limit.

- No Violations of the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 were encountered during the month of February 2020.

## **FUNDING**

N/A-Informational item only

Respectfully Submitted,

*Edward Waggoner*

# STAFF REPORT



To: Board of Directors  
From: Chris Foley, Maintenance Superintendent  
Date: March 26, 2020  
Subject: Monthly Maintenance Report – February 2020

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress

- The microturbine chiller unit arrived from Italy and is scheduled to be installed in March. The updated controls which integrate the microturbines with the waste gas burner will then be commissioned and the 65-kilowatt microturbine unit will be placed online in April.
- (Project 18-18) Installation of the Pump Station Programmable Logic Controller Control Panels is in progress. This project is expected to take 3 months to complete.
- (Project 18-05) Migration of the Reclamation SCADA (Supervisory Control and Data Acquisition) screens to the Inductive Automation Ignition SCADA platform is in progress.
- The skylights on the operations building are being replaced with solid covers and then new roofing material will be installed. This eliminates a fall hazard and leak potential.

### Upcoming Maintenance Projects

- Maintenance will be working on the installation of an updated food waste receiving pump. This pump is more robust and has a higher capacity so that the

system will be less likely to clog or fail.

- Staff is working on the job plan to install the updated gypsum feed equipment at the reclamation facility.
- Parts have been ordered to install the vent line from the high-pressure digester gas to the low-pressure side. This will provide engineering controls to safely vent the stored gas in the siloxane scrubber vessel to the flare.

### **Staff Development**

Chris Foley attended an EPA (Environmental Protection Agency) PSPS (Public Safety Power Shutoff) training in Vacaville. Key takeaways are:

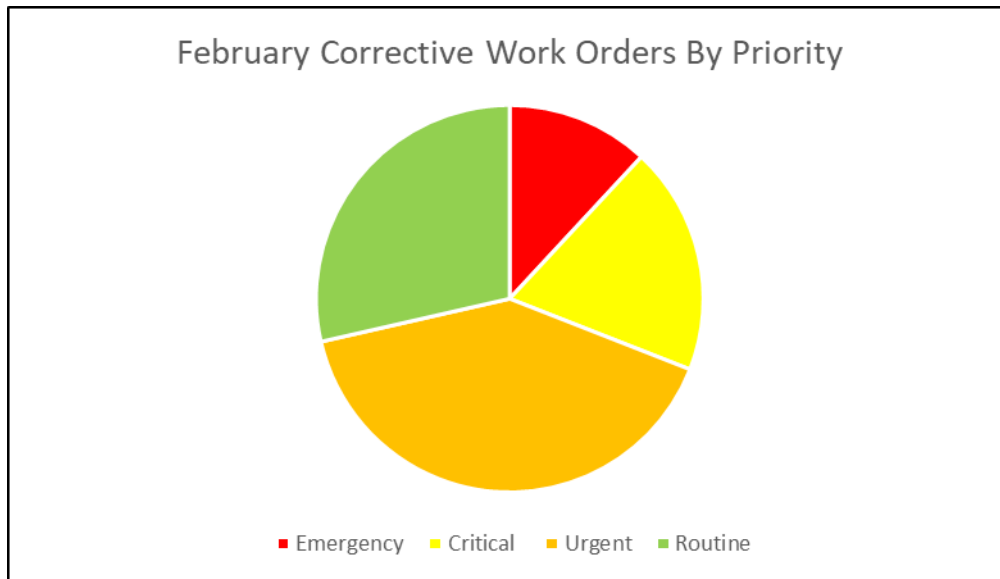
- PSPS events will continue even after PG&E (Pacific Gas & Electric) completes the wildfire hardening upgrades of its system.
- The CAWD treatment plant is not located in a Tier 2- Elevated or Tier 3- Extreme Fire threat area but the electrical transmission to the treatment plant is located in a Tier 2 zone.
- PG&E is focused on smarter, smaller and shorter PPS events. They are managing this approach by installing more weather monitoring stations, increasing staff and upgrading their infrastructure.
- During PPS events fuel deliveries become an issue. CAWD has purchased a portable tote so that fuel can be transferred to equipment from the treatment plant vehicle filling station to standby generators. This tote along with the standby generator diesel fuel tank provides 2 weeks of fuel for the generators.

## Work Order Metrics

### Preventive Maintenance

Total Work Orders Generated	209
Total Work Orders Closed/Done	175
Total Work Orders Still Open	34
Percentage of Work Orders Completed	83.73%

### Corrective Maintenance



Emergency	5
Critical	8
Urgent	17
Routine	12

### FUNDING

N/A- Informational item only



# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: March 26, 2020  
Subject: General Engineering

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

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

### General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Valley Manor and Corona Road. We met with Dan Keig and Kate Daniels regarding the Corona Road annexation project and they are reaching out to neighbors and have requested that we add all the parcels along Corona Road to the annexation scope. The circulation of environmental documents had been delayed until after we are able to determine the process for annexations with the Coastal Commission staff. This delay has made it possible for our environmental consultant to add these parcels to the annexation maps. This will further delay the circulation of the environmental documents. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in the Fall/Winter of 2020/21. Dan Keig is planning to move forward with the Yankee Point and Otter Cove engineering study.

## FUNDING

N/A- Informational item only

# Resolutions

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: March 26, 2020  
Subject: Hatton Canyon Pipeline Project #18-17

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the General Manager to enter into a contract with Denise Duffy & Associates, Inc. (DDA) to provide environmental monitoring and restoration services for \$77,848.

## DISCUSSION

The Hatton Canyon pipeline is being replaced utilizing pipe bursting technology and is located within an environmentally sensitive habitat along an access road within the canyon. DDA has been working with CAWD to obtain environmental permits and complete the Environmental Review for the project. In order to continue with construction of the project, the permits and environmental documents require that environmental monitoring and restoration of habitat be provided. DDA has provided a proposal to provide the environmental services for pre-construction, construction, and post construction. The proposal also includes monitoring and reporting and implementation of the approved restoration plan.

## FUNDING

The proposal to do the work of \$77,848 will be funded by the Collections Capital Improvement budget that includes FEMA grant funding of \$983,029. The 2020/2021 budget for this project is \$1,450,000 which includes all construction costs.

February 20, 2020


Rachél Lather, M.S., P.E.  
Principal Engineer  
Carmel Area Wastewater District

*Subject:*       **Hatton Canyon Sewer Repair Project - Proposal and Cost Estimate for Pre-Construction, Construction-Phase, and Post-Construction Surveys; Monitoring and Reporting; and Implementation of the Restoration Plan**

Thank you for providing Denise Duffy & Associates, Inc. (DD&A) with the opportunity to provide monitoring and restoration services for the Hatton Canyon Sewer Repair Project (project). Attached please find a scope of work and cost estimate to conduct required surveys, monitoring, reporting, and restoration for the project.

If the attached scope and budget are acceptable, please sign and return a copy of the attached Authorization to Proceed form. We look forward to performing this work for you.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Harwayne", with a long horizontal flourish extending to the right.

Josh Harwayne, Senior Project Manager  
DENISE DUFFY & ASSOCIATES, INC

Denise Duffy & Associates, Inc. (DD&A) is pleased to submit this work plan and cost proposal to provide the requested monitoring and restoration services for the project. The following work program to be performed by DD&A is based on our review of the project documentation. The objective of this scope is to ensure compliance with all project conditions of approval and regulatory requirements related to biological resources. All relevant measures are presented below. DD&A has reviewed the Mitigation and Monitoring and Restoration Plans and has pulled out all relevant conditions below.

### *Special-Status Wildlife Species*

**Task 1 - Mitigation Measure BIO-1.** DD&A proposes to implement the approved and required restoration plan, as detailed below. This task includes planting approximately 1,500 plants over a total of 0.17 acres, as required by the regulatory permits and authorizations for the project.

**Task 1a - Revegetate 0.3 Acre of Riparian Habitat.** Riparian tree stakes shall be collected during construction and stored in appropriate conditions (kept wet) until they can be installed after the project is completed. The stakes shall be at least 10 inches in length and 3/4 inch to 1 1/2 inches in diameter at the base of the cutting. Cuts shall be made with sharp, clean tools. The top of each stake shall be cut square above a leaf bud, and the base of each stake shall be cut below a leaf bud at an angle of approximately 45 degrees. The stakes shall have leaves and branches trimmed off flush with the stem. Riparian tree stakes shall be taken at random from healthy, vigorous plants that are going to be impacted by the project.

**Task 1b - Revegetate 0.12 Acre of Wetland Habitat.** Riparian/wetland revegetation species must be a species listed on the Planting Plan. Not all species on the list must be planted; however, at least three riparian/wetland species from the Planting Plan must be planted within the project site. Riparian/wetland tree stakes shall be installed at 6 feet on center intervals and herbaceous and shrub species shall be installed at 3 feet on center intervals throughout riparian/wetland revegetation areas. Each individual shall be planted in a hole that is approximately twice the width of and slightly shallower than the rootball. When planted the rootball should be approximately 0.5 inch above the surrounding soil. The holes shall be filled in only with native soils.

**Task 1c - Revegetate 0.2 Acre of Monterey Pine Forest.** Monterey pine forest revegetation species must be a species listed on the Planting Plan. Not all species on the list must be planted; however, at least two Monterey pine forest species from the Planting Plan must be planted within the project site. Monterey pine forest individuals shall be installed at 3 feet on center intervals throughout the Monterey pine forest revegetation areas. Each individual shall be planted in a hole that is approximately twice the width of and slightly shallower than the rootball. When planted the rootball should be approximately 0.5 inch above the surrounding soil. The holes shall be filled in only with native soils.

**Task 1d - Install Two Monterey Pine and Four Coast Live Oak Seedlings.** Monterey pine and coast live oak trees shall be installed in the areas indicated on the Planting Plan. Each individual shall be planted in a hole that is approximately twice the width of and slightly shallower than the rootball. When planted the rootball should be approximately 0.5 inch above the surrounding soil. The holes shall be filled in only with native soils.

**Task 1e - Application of a Mulch Layer.** Application of a mulch layer (approximately three inches thick) is recommended for erosion control within disturbed areas, as well as for invasive species control. Mulch used must be green material, derived from any single or mixture of chipped, shredded, or ground vegetation; or clean processed recycled wood products. Mulch used shall be certified to be free of weed seeds, pathogens, and deleterious materials, such as paint, petroleum products, herbicides, fungicides, or other chemical residues harmful to animal life or plant growth.

**Task 1f - Exclusionary Fencing.** Exclusionary fencing shall be installed around all Monterey pine and coast live oak tree plantings. The design and materials used for the fencing shall be determined during the design/build phase of the project at the discretion of the Revegetation Contractor, Project Monitor, and the Project Proponent. During the monitoring period, if plants become restricted by foliage protectors, the tops of foliage protectors shall be removed. Foliage protectors shall be completely removed, including the support stakes, within 15 working days prior to completion of the monitoring period.

**Task 1g - Maintenance of Revegetation Areas.** Maintenance of revegetation areas shall take two forms: first, annual maintenance including invasive plant removal (weeding) and second, weeding and/or replanting that may be applied as indicated by the monitoring and adaptive management protocols detailed in Section 8.0 and 10. of the Revegetation Plan.

French broom, poison hemlock, and other invasive weed species shall be removed from all revegetation areas annually for three years. Control of invasive weeds shall be achieved by hand clearing between individual installed plantings during a dry period between April 15 and May 15.

**Task 1h - Post Restoration Monitoring and Reporting.** A qualified biologist/revegetation practitioner shall be contracted prior to the installation of the revegetation and designated as the Project Monitor. The Project Monitor will work with the Revegetation Contractor(s) prior to and during revegetation implementation (including plant material collection), perform the required inspections and prepare the monitoring reports. Any changes in the Planting Plan shall be approved by the Project Monitor and the Project Proponent. All revegetation areas shall be monitored subsequent to the installation (within 30 days), and then annually in the month of June for the next five years. A monitoring report shall be submitted to the Project Proponent subsequent to each monitoring visit (within 30 days). The total duration of monitoring shall be a minimum of five years from initial revegetation monitoring and may be extended if the success criteria detailed in Section 3.0 are not met.

**Task 2 - *Mitigation Measure BIO-3.*** A qualified biologist shall conduct an Employee Education Program for construction crew and Carmel Area Wastewater District staff prior to construction activities. A qualified biologist shall meet with the construction crew at the onset of construction at the proposed project area to educate the construction crew on the following: 1) the appropriate access route in and out of the construction area and review proposed project boundaries; 2) how a biological monitor will examine the area and agree upon a method that will ensure the safety of the monitor during such activities, 3) the special-status species that may be present; 4) the specific mitigation measures that will be incorporated into the construction effort; 5) the general provisions and protections afforded by the U.S. Fish and Wildlife Service (USFWS) and the California Department of Fish and Wildlife (CDFW) and the penalties for non-compliance; and 6) the proper procedures if a special-status animal is encountered within the proposed project site.

**Task 3 - *Mitigation Measure BIO-5.*** A qualified biologist shall conduct pre-construction surveys for woodrat nests within the Proposed Project Area and within a buffer zone of 25 feet from the proposed project Area. This is a standard buffer zone used and endorsed by the CDFW on other projects within the vicinity of the proposed project. All woodrat nests shall be flagged for avoidance of direct construction impacts where feasible. Nests that cannot be avoided shall be manually deconstructed. Deconstruction includes clearing the vegetation from around the nest prior to dismantling to encourage the dispersal of the animal during dismantling due to lack of sufficient cover, and/or dismantling by hand, allowing animals to escape either along existing woodrat trails or toward another available habitat. If a litter of young is found or suspected, nest materials should be replaced, and the nest left alone for two to three weeks before a recheck to verify that the young are capable of independent survival before proceeding with the next dismantling.

**Task 4 - *Mitigation Measure BIO-6.*** Construction activities that may directly affect (e.g., vegetation removal) or indirectly affect (e.g. noise/ground disturbance) nesting raptors and/or other protected bird species will be timed to avoid the breeding and nesting seasons. Specifically, trenching, pipe bursting, and vegetation removal can be scheduled after September 16 and before January 31.

If construction activities must occur during the breeding and nesting season (February 1 through September 15), a qualified biologist shall conduct pre-construction surveys for nesting raptors and other protected avian species within 300 feet of the proposed construction activities. Pre-construction surveys should be conducted no more than 7 days prior to the start of the construction activities during the early part of the breeding season (February through April) and no more than 14 days prior to the initiation of these activities during the late part of the breeding season (May through August). Based on the results of these surveys, one or more of the following will occur:

- If it is determined that nests of raptors or other migratory bird are not present at the site, no additional mitigation is required.
- If raptors or other migratory bird nests are identified, the qualified biologist would notify the project proponent and an appropriate no-disturbance buffer would be imposed within which no construction activities or disturbance would take place (generally 300 feet in all directions for raptors; other avian species may have species-specific requirements) until the young of the year have fledged and are no longer reliant upon the nest or parental care for survival, as determined by a qualified biologist.

**Task 5 - *Mitigation Measure BIO-7.*** A qualified biologist will survey the proposed project area and immediately adjacent areas 48 hours before and the morning of the onset of work activities for the presence of California Red-Legged Frog (CRLF). If any life stage of CRLF is observed, construction activities will not commence until the USFWS is consulted and appropriate actions are taken to allow project activities to continue.

**Task 6 - *Mitigation Measure BIO-8.*** During ground disturbing and vegetation removal activities, a qualified biologist shall survey appropriate areas of the construction site daily before the onset of work activities for the presence of CRLF. The qualified biologist shall remain available to come to the site if a CRLF is identified until all ground disturbing activities are completed. If any life stage of the CRLF is found and these individuals are likely to be killed or injured by work activities, the qualified biologist shall be contacted, and work shall stop in that area until the CRLF has moved on its own out of the work area and the USFWS has been contacted. Construction activities will not resume until the USFWS is consulted and appropriate actions are taken to allow project activities to continue.

**Task 7 - *Construction Monitoring.*** In addition to the task detailed above, DD&A proposes to be on-site as needed to ensure that the contractor follows the project description and remains within the designated work areas. This task includes 40 hours of staff time. For the purposes of this proposal, it is assumed that DD&A can perform this task within 40 hours. If additional services are needed and requested, DD&A can perform the services with an amendment to the contract.

**Task 8 - *Construction Reporting.*** This task includes communication and coordination amongst the project team in regard to biological compliance on the project. In addition, it includes the preparation of a final monitoring report required to be filled with the regulatory agencies to document the successful implementation of the required measures.

## **COST ESTIMATE**

The tasks required to complete the project will be billed on a time and materials basis as outlined in the attached budget.



**Denise Duffy & Associates, Inc. Estimated Budget for  
HATTON CANYON SEWER PROJECT**

	<b>Task Description</b>	<b>Senior Project Manager</b>	<b>Associate Planner/Scientist</b>	<b>Assistant Planner/Scientist</b>	<b>Field Tech</b>	<b>Admin</b>	<b>Materials</b>	<b>Task Total</b>
	<i>Rate</i>	<b>\$184</b>	<b>\$105</b>	<b>\$94</b>	<b>\$66</b>	<b>\$82</b>		
1	Restoration Plan Implementation							
1a	Revegetate 0.3 Acre of Riparian Habitat	2	4	6	10		\$2,250	\$ 4,262
1b	Revegetate 0.12 Acre of Wetland Habitat	8	10	20	60	4	\$7,340	\$ 16,030
1c	Revegetate 0.2 Acre of Monterey Pine Forest	2	4	6	10		\$2,150	\$ 4,162
1d	Install Two Monterey Pine and Four Coast Live Oak Seedlings		2		6		\$600	\$ 1,206
1e	Application of a Mulch Layer			10	40	4	\$4,356	\$ 8,264
1f	Exclusionary Fencing		2		6		\$120	\$ 726
1g	Maintenance of Revegetation Areas	8	4	10	60	4	\$600	\$ 7,720
1h	Post Restoration Monitoring and Reporting	8	4	50		4		\$ 6,920
	<b>Total For Task 1</b>							<b>\$ 49,290</b>
2	Employee Education	2	8			8		\$ 1,864
3	Woodrat Surveys		16	16			\$150	\$ 3,334
4	Bird Surveys		16	16			\$150	\$ 3,334
5	Preconstruction Frog Surveys	4	4					\$ 1,156
6	Construction Phase Frog Surveys	8	20	20	20			\$ 6,772
7	Construction Monitoring	4	10	26	40			\$ 6,870
8	Construction Reporting	8	8	10	20	8		\$ 5,228
	<b>Total Budget</b>	<b>\$ 9,936</b>	<b>\$ 11,760</b>	<b>\$ 17,860</b>	<b>\$ 17,952</b>	<b>\$ 2,624</b>	<b>\$ 17,716</b>	<b>\$ 77,848</b>

RESOLUTION 2020-15

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH DENISE DUFFY & ASSOCIATES, INC. TO PROVIDE PROJECT ENVIRONMENTAL SURVEYS; MONITORING AND REPORTING; AND IMPLEMENTATION OF THE RESTORATION PLAN FOR THE HATTON CANYON PIPELINE REPLACEMENT PROJECT #18-17 IN THE AMOUNT OF \$77,848

WHEREAS, the District approved the 2019/2020 budget that included funding for the Hatton Canyon Pipeline Replacement Project consulting work;

WHEREAS, Denise Duffy & Associates completed the initial study, mitigated negative declaration, environmental permitting and revegetation plan for the project;

WHEREAS, in order to proceed with construction of the project, the District must execute a contract with Denise Duffy & Associates for \$77,848 to provide environmental consulting services during construction and post-construction, as summarized in their proposal dated February 20, 2020.

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 services during construction and post-construction of a sewer pipeline in Hatton Canyon.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on March 26, 2020.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST: \_\_\_\_\_

Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Award Recommendation –  
Rio Road Cured-In-Place Pipe (CIPP) Lining Project # 19-07

Date: March 26, 2020

## RECOMMENDATION

After review of the bid proposals, staff recommends that the Board of Directors adopt a resolution ratifying the contract to be signed by the General Manager with the lowest qualified responsible bidder and authorize an additional contingency amount of 15% of contract.

## DISCUSSION

The Board approved Resolution No. 2020-03 on January 30, 2020 authorizing solicitation of bids for construction of the Rio Road CIPP Lining Project. Because of the “shelter in place” requirements throughout California, emailed bids were accepted, as well as sealed bids.

Five bids were opened at 2 p.m. on March 17, 2020 at the District office and the results are provided in the following table.

<b>BIDDER</b>	<b>BID AMOUNT</b>
Andes Construction	\$1,472,570
Express Sewer & Drain	\$1,221,812
Insituform	\$697,554
Lamassu Utility Service	\$725,812.20
SAK	\$1,218,785

The lowest bidder was determined to be Insituform in the total amount of \$697,554. It is intended that the recommendation of staff at the Board meeting will be to award the contract. However; staff is still in the process of analyzing the low bid and if it determines that there is some problem with that bid, it may be the staff's recommendation to instead award the contract to the second low bid at \$725,812.20 and so on. Further information will be provided as necessary at the board meeting, including a revised resolution if necessary.

The contingency amount of 15% is recommended based on current the Coronavirus Disease (COVID-19) emergency situation. This is slightly higher than our typical "rule of thumb", but given the unusual circumstances we find ourselves in with higher than normal uncertainty staff recommends an increase to 15%

The bid tabulation for Insituform is provided below. The Engineer's Estimate is \$1,300,000.

**RIO ROAD CIPP LINING PROJECT- BID TABULATION**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost, dollars</b>	<b>Cost, dollars</b>
1.	Mobilization/Demobilization	1	LS	NA	30,000
2.	Acts of God Insurance	1	LS	NA	1,000
3.	CCTV and Cleaning	1	LS	NA	91,860
4.	Traffic Control	1	LS	NA	43,660
5.	Bypass Pumping	1	LS	NA	20,890
6.	27- inch Diameter CIPP Lining	2,106	LF	\$135	284,310
7.	24- inch Diameter CIPP Lining	1,981	LF	\$114	225,834
<b>TOTAL BID AMOUNT</b>		<b>\$697,554</b>			

LS= Lump Sum, LF= Lineal Feet, NA= Not Applicable

**FUNDING**

The 2019-2020 budget for this project is \$1,340,000, including engineering, inspection services and construction.

RESOLUTION NO. 2020-16

RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE "RIO ROAD  
CURED IN PLACE PIPE (CIPP) LINING PROJECT"  
PROJECT # 19-07 PLUS CONTINGENCY AMOUNT ALLOCATION OF 15%

-oOo-

WHEREAS, the Board of Directors authorized solicitation for bids, under Resolution 2020-03, for the Rio Road CIPP Lining project on January 30, 2020; and

WHEREAS, there were five bids received at the bid opening on March 17, 2020 and it is the District's intention to award the contract to the lowest responsible bidder; and

WHEREAS, the Engineer's Estimate for the project was \$1,300,000 and all bids were competitive between bidders.

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

1. That the Board accepts the bid of the lowest responsible bidder and awards the contract for the above-mentioned project to said bidder.
2. That the Board authorizes the General Manager to approve contingency items not to exceed 15% of bid amount. The contingency amount was arrived at because of the emergency situation with the Coronavirus Disease (COVID-19).
3. That the Board authorizes and directs the General Manager to execute a written contract with the successful bidder,

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the

Carmel Area Wastewater District duly held on March 26, 2020 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: March 26, 2020  
Subject: Construction Inspection Services-  
Project #19-07

## RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2020-17 authorizing the General Manager to sign a contract with Psomas for Construction Inspection Services for the Rio Road CIPP (Cured-In-Place Pipe) Project in the amount of \$162,480.

## DISCUSSION

On December 12, 2019, your Board approved the circulation of a Request for Qualifications (RFQ) among engineering consultants in order to establish a list of qualified professionals to use for construction management and inspection of our projects. Four qualified consultants provided qualifications to the District Engineer on January 31, 2020. These were Kennedy Jenks, MNS Engineers, Psomas and Tanner Pacific.

We anticipate constructing the CIPP pipe lining of the Rio Road collection main in May 2020, followed by the Hatton Canyon Pipe Bursting project in June 2020. Because Kennedy Jenks is the design engineer for the Rio Road CIPP lining project and MNS is the design engineer for the Hatton Canyon Pipe Bursting, staff decided to ask Psomas and Tanner Pacific to provide a proposal for these projects. Both of these companies specialize in construction management and inspection services. The staff from Psomas that are dedicated to our project have more experience, specifically with lining projects. The cost estimates were similar when compared based on the time estimates for the project construction management and inspection work.

Proposals were provided on March 16, 2020 and reviewed by CAWD. Based on the proposals and the experience of each of these consultants, we recommend that your Board authorize the General Manager to sign a contract with Psomas for an amount not to exceed \$162,480.

## FUNDING

Construction management and inspection services will be funded by the 2019/2020 budget for the Rio Road CIPP Lining project of \$1,340,000.

March 16, 2020

Rachel Lather  
Principal Engineer  
Carmel Area Wastewater District  
3945 Rio Rd  
Carmel, CA 93922

Subject: PSOMAS Construction Management and Inspection Services Proposal

Project: Rio Road CIPP Lining Project

Dear Rachel,

We are pleased to provide, as requested, PSOMAS's proposed Scope of Services and Proposed Budget for providing Construction (CM) and Inspection Services for the Rio Road CIPP Lining Project.

Our proposed Scope of Services for the project is enclosed as Attachment A, based on our understanding of the needs of this project. Also enclosed as Attachment B is the estimated level of effort and budget to provide Pre-Construction, Construction and Closeout Services throughout the duration of the Project.

Please contact me if you have any questions regarding our proposal. We look forward to continuing to support Carmel Area Wastewater District in achieving their goals.

Sincerely,

**PSOMAS**



Melanie Carrido, P.E.  
Construction Manager

Enclosures

cc: Gary Skrel  
Donna Bubelis

1660 Olympic Boulevard  
Suite 300  
Walnut Creek, CA 94596

Tel 925.933.2300  
[www.Psomas.com](http://www.Psomas.com)



**Carmel Area Wastewater District (CAWD)  
Rio Road CIPP Lining Project  
Construction Management and Inspection  
Proposed Scope of Services and Budget  
Psomas**

**Attachment A**

**A. SCOPE OF WORK**

**Task 1 – PRECONSTRUCTION ACTIVITIES**

- 1) Bid Period Assistance
  - a) Addenda support and input as requested or needed.
- 2) Notice to Proceed (NTP) Assistance
  - a) Psomas will assist the CAWD in coordinating with the Contractor to determine mutually agreed to NTP date and issue the NTP for the Project.
- 3) Preconstruction Conference:
  - a) Psomas will prepare the agenda for the Conference.
  - b) Psomas will facilitate the conference after Notice of Award issuance to the Contractor and prior to NTP.
  - c) Psomas will prepare and distribute the Record of Discussions.

**Task 2 – CONSTRUCTION PHASE**

- 1) Construction Administration Services
  - a) Psomas will provide construction administration services.
  - b) Psomas will receive all correspondence from the Contractor and will address all inquiries from the Contractor and all construction related correspondence. Design Consultant and/or CAWD will be responsible for providing any design input.
  - c) Project Coordination: Psomas will act as the project coordinator and the point of contact for all communications with the Contractor. Psomas will coordinate the construction related activities of the Design Consultant, CAWD and Contractor.
  - d) Document Tracking System: Psomas will establish, implement and maintain Procore for tracking the construction project correspondence and documents and for processing submittals, RFI's and coordinating their review and responses with CAWD and the Design Consultant.
- 2) Meetings
  - a) Psomas will prepare the agenda for the progress meetings and other construction meetings required during the Project.
  - b) Psomas will facilitate the progress meetings and other construction meetings.
  - c) CAWD and Design Consultant will attend the progress meetings as necessary. Design Consultant will attend other construction meetings when design input is required.
  - d) Psomas will prepare and issue the Record of Discussions for the progress and other construction meetings.
  - e) Psomas will attend monthly management and/or Operations team meetings with CAWD on an as-needed basis.

- 3) Field Observation Activities
  - a) Psomas will provide and maintain photographs for status monitoring of the project.
  - b) Environmental Monitoring: Psomas will coordinate and communicate with CAWD's Biological consultant in regard to construction activities that require Biological and Cultural Resources Construction Monitoring services if needed.
  - c) For days on-site Psomas will provide field observation services to monitor compliance with the Contract Documents.
  - d) For days on-site Psomas will provide and maintain photographs of daily field activities.
  - e) For days on-site Psomas will prepare a daily field observation report documenting all field activities, field crews, Contractor equipment, and field problems.
  - f) Psomas will monitor the record drawings maintained by the Contractor monthly.
  - g) Materials Testing, Psomas will contract with separate subconsultant to furnish material testing as needed for periodic Quality Assurance verification.
    - i) Backfill Materials; Density Curves and Compaction Testing as-needed
    - ii) Concrete Sampling and Compression Testing
    - iii) Psomas will schedule and coordinate the material testing for the Project.
    - iv) Psomas will have oversight responsibility for material testing for the Project.
  - h) Specialty Inspection: Psomas will contract with separate subconsultant to provide specialty inspection as needed for periodic Quality Assurance verification and as generally summarized below:
    - i) Protective Coatings
- 4) Coordination with Outside Agencies, Permit Consultants and the Public
  - a) Outside Agency Coordination: Psomas will provide field coordination with the Agencies and verify that the Contractor has obtained necessary permits. For days on-site Psomas will document Contractor permit compliance issues.
  - b) Permitting Consultant Coordination: Psomas will coordinate and support the CAWD's permitting consultants or in-house staff as-needed to provide necessary funding documentation.
  - c) \*Optional – Labor Compliance – Psomas if requested by CAWD can provide subconsultant firm support for Labor Compliance Monitoring. Note, Attachment B budget does not include this option.
  - d) \*Optional – Bio Monitoring – Psomas if requested by CAWD can provide subconsultant firm support for Bio Monitoring and Reporting as needed. Note, Attachment B budget does not include this option.
- 5) Submittals
  - a) Psomas will establish, implement and coordinate the submittal processing.
  - b) Psomas will receive the submittals from the Contractor and check the submittals for general conformity with the Contract requirements. If obvious deficiencies are apparent in the submittal, Psomas will send the submittal back to the Contractor for correction.
  - c) Psomas will route all submittals to CAWD and/or the CAWD's Design Consultant as appropriate, via Procore for review and will route the reviewed submittal back to the Contractor.
  - d) Psomas will maintain, log and track submittals utilizing Procore. Psomas will track the status of submittal review with CAWD, Design Consultant and the status of shop drawing resubmittals with the Contractor.

March 2020



- e) CAWD and/or applicable Design or Permit Consultant will review all design or permit related submittals.
- 6) Clarification and RFI Processing
- a) Psomas will establish, implement and coordinate the system for processing clarifications.
  - b) Psomas will receive all Requests for Information (RFIs) from the Contractor and determine if the request is a valid RFI; if not, Psomas will return the RFI to the Contractor.
  - c) Psomas will provide a response to the Contractor for any administrative and general RFIs.
  - d) Psomas will route all other RFIs to CAWD, or Design Consultant as appropriate.  
the CAWD or Design Consultant will review RFIs and provide design/technical response.
  - e) Psomas will review the CAWD's and/or Design Consultant's response and verify acceptability of response. If the response materially affects the Construction Contract Documents, it will be reviewed with CAWD, as necessary, to verify that it is required. If required, CAWD will issue a change request.
  - f) Psomas will maintain a system for logging and tracking RFIs. Psomas will track the status of RFI review with Design Consultant.
  - g) CAWD or Design Consultant will prepare Design Clarifications where Psomas, Design Consultant, or the CAWD identifies design issues. Psomas will prepare Clarification Letters for transmittal to the Contractor of Design Clarifications and other clarifications.
- 7) Change Order Preparation, Negotiation & Processing
- a) CAWD or Design Consultant will prepare design details for change requests.
  - b) Psomas will prepare and issue the change request to the Contractor with the appropriate design documents.
  - c) Psomas will prepare an independent cost estimate and/or verify the acceptability of the Contractor's cost proposal for each change request. Design Consultant's input may be requested for specific equipment and material costs.
  - d) Psomas will negotiate change orders with the Contractor.
  - e) In the event the Contractor encounters a time sensitive problem where time is not available to negotiate a change order amount, Psomas will issue a field order consistent with the construction contract specifications. Field orders will be discussed and approved by CAWD prior to issuance to the Contractor. In the event that CAWD's personnel are unavailable, Psomas is authorized to instruct the Contractor to proceed with the work described in the field order. Psomas's authorization prior to receiving CAWD's approval is limited to construction activities which are necessary to remedy an emergency and/or mitigate Contractor standby costs to the District.
  - f) Psomas will prepare change orders for execution by CAWD and Contractor.
  - g) Psomas will implement and maintain a system for logging and tracking changes.
  - h) Psomas will provide a monthly summary to CAWD providing an assessment of Project construction costs and pending CCO costs.
- 8) Progress Payment
- a) Psomas will review and approve the Contractor's Schedule of Values for Progress Payment purposes.
  - b) Psomas will verify the quantity and acceptability of stored materials.
  - c) Psomas will verify the Contractor's construction progress as it relates to the progress payments.

March 2020

- d) Psomas will administer, prepare and process the monthly progress payments utilizing Procore.
  - e) Psomas will prepare the District's summary cover sheet for the progress payments, which will be executed by Psomas, the Contractor and CAWD.
  - f) Psomas will contract with separate subconsultant to provide labor compliance as required for Project funding.
- 9) Scheduling
- a) Psomas will assist the Contractor in their development of the initial Baseline Schedule.
  - b) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Baseline Schedule.
  - c) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Schedule Updates.
  - d) Psomas will maintain an "as-built" schedule data and monitor the Contractor's daily efforts during construction.
- 10) Tie-Ins and Shutdowns: Psomas will coordinate Tie-Ins, Shutdowns and Bypasses as-needed with the CAWD's Engineering and Operations staff, and Contractor.
- 11) Final Inspection and Punch List
- a) Psomas will have primary responsibility for conducting the final inspection.
  - b) The District will participate and provide input on final inspection.
  - c) Design Consultant will provide design input on final inspection items.
  - d) Psomas will have oversight and final review responsibility for the final inspection.
  - e) Psomas will prepare the list of outstanding deficiencies.
  - f) Psomas will prepare and issue the punch list from the list of deficiencies.
  - g) Psomas will have primary responsibility for verifying that punch list work is complete. The District will have secondary responsibility.

### TASK 3 - POST CONSTRUCTION ACTIVITIES

- 1) Project Closeout
- a) Psomas will furnish all project documents to the District in electronic files.
  - b) Psomas will review record drawings provided by Contractor and incorporate any additional documented changes or deviations to original drawings.
  - c) Psomas will prepare a final report, which will include budget and major issue items.
- 2) Dispute Resolution: Dispute resolution services are not included in this Scope of Work. If dispute resolution services are needed during or after the Project, either an amendment or a separate agreement will be executed.
- 3) Warranty Coordination
- a) Psomas will maintain a warranty file.
  - b) Coordination of warranty work after the Contract Period is not included in this Scope of Work. If Post Construction warranty coordination services are required, an amendment or a separate agreement will be executed.

March 2020

**B. PROJECT TEAM**

Gary Skrel, P.E. will be the Project Manager. Melanie Carrido, P.E. will be the Construction Manager. Dennis Budasz, Inspector and Patrick Hughes, Office Engineer/Field Engineer. Other members of our Group, if necessary, will assist as construction activities require.

**C. PROPOSED WORK EFFORT AND BUDGET**

Attachment B presents our estimated level of effort and budget.

**D. TERMS and CONDITIONS**

The work will be covered under the CAWD's and Psomas's Professional Services Agreement, once executed.

March 2020



Attachment B

Carmel Area Water District  
 Rio Road CIPP Pipeline Project  
 Construction Management and Inspection Services  
 16-Mar-20

Description	Work Hour Breakdown					Total Hours	Hourly Rate	Amount
	2020							
	Pre-Con	Construction			Close-out			
	Apr	May	June	July	Aug			
<b>Psomas</b>								
Gary Skrel (Principal)	8	8	8	8	8	40	\$ 245	\$ 9,800
Construction Manager	8	40	40	40	40	168	\$ 185	\$ 31,080
Field Engineer		40	40	40	40	160	\$ 120	\$ 19,200
Inspector		80	80	160	80	400	\$ 170	\$ 68,000
2nd Inspector (Night Shift)		0	80	80	0	160	\$ 170	\$ 27,200
Admin Support		8	8	8	8	32	\$ 100	\$ 3,200
<b>CM Total Labor</b>						960		\$ 158,480
<b>Other Direct Costs</b>								
Vehicle and Other Direct Cost Allowances		\$1,000	\$1,000	\$1,000	\$1,000	n/a		\$ 4,000
<b>Total CM Budget</b>								\$ 162,480

Notes:

1. Assumes preconstruction support activities starting April 2020
2. Assumes Construction NTP May 2020.
3. Assumes Construction duration of 60 calendar days plus 30 days for procurement and one month close out period.
4. Assumes limited overtime or night work.
5. Normal expenses related to postage, routine copying, computers, mobile phones, etc. are included as part of the hourly billing rates.

RESOLUTION 2020-17

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CONTRACT WITH PSOMAS TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE RIO ROAD CIPP LINING PROJECT #19-07 IN THE AMOUNT OF \$162,480

-oOo-

WHEREAS, the District approved the 2019/2020 budget that included funding for the Rio Road Cured-In- Place Pipe (CIPP) Lining project in the budget for Collections Capital Improvements;

WHEREAS, due to the need for inspection services that rely on special training and experience with cured-in-place lining projects, the District requested a proposal from PSOMAS to provide construction management and inspection services for the Rio Road CIPP Lining project;

WHEREAS, in order to proceed with construction inspection of the project, the District must execute a contract with PSOMAS to provide inspection services in the amount of \$162,480.

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 PSOMAS to provide construction management and inspection services for the Rio Road CIPP Lining project;

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on March 26, 2020.

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: March 26, 2020

Subject: Project #18-01 - California Environmental Quality Act (CEQA) – Draft Mitigated Negative Declaration for the Wastewater Treatment Plant (WWTP) Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project

## RECOMMENDATION

It is recommended that the Board of Directors approve filing a notice of intent and circulation of a Draft Mitigated Negative Declaration for public comment for rehabilitation work at the wastewater treatment plant (WWTP) included in the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project pursuant to California Environmental Quality Act (CEQA) Guidelines.

## DISCUSSION

Project #18-01 is a capital improvement project at the WWTP which intends to maintain the facilities in good operating condition by replacing certain key pieces of electrical and mechanical equipment. The project involves replacement of select electrical and mechanical equipment with in-kind or substantially similar equipment. The new equipment will be installed to serve the existing Influent Pump Station, Headworks, Chlorination Building, and Effluent Pump Station. Not all equipment in these areas is being replaced, and no structural changes are being made to the existing buildings. The project also includes a new electrical feed to the existing Laboratory Building to connect it to the WWTP Standby Power grid (so that the laboratory can function without interruption during a power outage).

Furthermore, the project includes demolition of three existing concrete sludge tanks and a small storage building, and the installation of one new sludge tank in the location of one demolished tank. The new tank storage capacity will be about 75,000 gallons. The three sludge tanks being demolished are about 70,000 gallons, 188,000 gallons, and 70,000 gallons respectively.



In order to initiate public and regulatory review of the proposed project, as required by the California Environmental Quality Act, a Notice of Intent to adopt a Mitigated Negative Declaration and circulation of the Draft Mitigated Negative Declaration for public comment and regulatory review is required.

**Attachment:**

- DRAFT CEQA Initial Study / Mitigated Negative Declaration – WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

**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 will be applied to the Long-Term Capital Improvements Project #18-01 FY19/20 budget.

# DRAFT Initial Study/Mitigated Negative Declaration

## WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

### Carmel Area Wastewater District Wastewater Treatment Plant



March 2020



Carmel Area Wastewater District  
3945 Rio Road  
P.O. Box 221428  
Carmel, CA. 93922

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## Section 1: Introduction

---

### 1.1 Introduction

This Initial Study/Mitigated Negative Declaration (IS/MND) has been prepared in accord with the provisions of the California Environmental Quality Act (CEQA) and assess the potential environmental impacts of the proposed Project. The proposed Project includes rehabilitation of existing Influent Pump Station, Headworks, Chlorination Building, and Effluent Pump Station by installation of various new electrical and mechanical equipment. Furthermore, the project includes demolition of three existing sludge tanks and installation of one new sludge tank.

1. **Project title:** WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project
  
2. **Lead agency name and address:** Carmel Area Wastewater District (CAWD)  
3945 Rio Road  
Carmel, CA 93922
  
3. **Contact person and phone number:** Barbara Buikema  
General Manager  
831-624-1248
  
4. **Project location:** Monterey County
  
5. **Project sponsor name and address:** Carmel Area Wastewater District (CAWD)  
3945 Rio Road  
Carmel, CA 93922
  
6. **General plan designation:** Coastal Zone
  
7. **Zoning:** Public Quasi Public (PQP)
  
8. **Other Agency Approvals Required:** Coastal Commission

## **Section 2: General Description and Location**

---

### **2.1 General Description**

Carmel Area Wastewater District (CAWD) proposes to conduct rehabilitation of several areas of the wastewater treatment plant to maintain the facilities in good operating condition.

The project involves replacement of select electrical and mechanical equipment with in-kind or substantially similar equipment. The new equipment will be installed to serve the existing Influent Pump Station, Headworks, Chlorination Building, and Effluent Pump Station. Not all equipment in these areas is being replaced, and no changes are being made to the existing building structures.

Furthermore, the project includes demolition of three existing sludge tanks and a small storage building, and the installation of one new sludge tank in the location of one demolished tank. The new tank storage capacity will be about 75,000 gallons. The three sludge tanks being demolished are about 70,000 gallons, 188,000 gallons, and 70,000 gallons respectively.

### **2.2 Project Location**

The general location of the Project is shown in Figure 1. The Plant is located South of the Carmel River, as shown in Figure 2. The closest residences to the plant are across the river on the northeast side, approximately 100 yards from the closest process structure on the plant site. Directly north of the plant site, across the river, are the Junipero Serra School and the Larsen Youth Baseball field, approximately 200 yards away. The Carmel Elementary School is over 0.3 miles northwest of the Plant site. The other sides of the plant site are bounded by undeveloped land. The west boundary of the plant site is slightly more than 800 yards from the Pacific Ocean and Highway 1 is approximately 600 yards to the east and south of the plant site. The Plant facilities are screened from view by heavy tree cover and vegetation that surrounds the Plant site.

The Plant site is within the flood plain of the Carmel River and the facilities on the Plant site are protected from flooding by using structures that are made of concrete with first floor elevations above the flood levels. The 100-yr flood level according to FEMA is between 16 ft to 20 ft elevation (0 to 4 ft. above ground level). Accordingly, the mechanical and electrical equipment for the Project will be designed to be elevated above the flood elevation, or protected from the flood waters if they are below the flood elevation.

The existing facilities located on the Plant site are typical industrial facilities that are found on a site of a publicly owned wastewater treatment plant. The Plant site is categorized as Public/Quasi-Public in the Monterey County Land Use Plan.

## **2.3 Description of Project Components**

The components of the Project are described below. The site layout showing the location of the components of the Project is shown on Figure 3. Four existing structures will be demolished including three sludge holding tanks. One new sludge holding tank will be constructed within the footprint of one of the existing tanks that will be demolished. The remainder of the work is within existing structures or within the footprint of existing process areas.

The Project components will generally consist of civil, mechanical, structural, electrical, instrumentation and control modifications. General work that will be completed related to the components listed below consists of earthwork, removal of existing buried piping, installation of buried piping, installation of buried electrical conduits, demolition of incidental quantities of existing asphalt pavement, and placement of new asphalt pavement in areas of demolition.

### **2.3.1 Influent-Standby Generator Building Electrical/Mechanical Rehabilitation**

The Project includes rehabilitation work inside the existing Influent Pump Station and Standby Generator Structure. The rehabilitation work will include replacing the existing electrical motor control center (MCC), installing two smaller pumps in the existing pump room, and demolition of one redundant existing 450 kW Standby Generator.

### **2.3.2 Headworks -Operations Building Electrical/Mechanical Rehabilitation**

The Project includes rehabilitation work for the existing Headworks process. The rehabilitation work will include replacing the existing electrical motor control center (MCC) with a new MCC in the Operations Building, replacing the existing mechanical screening equipment in the existing structure, replacing the existing grit removal collector drive in the existing tank structure, and replacing the existing influent flowmeter in the existing structure.

### **2.3.3 Chlorination Building Electrical/Mechanical Rehabilitation**

The Project includes rehabilitation work inside the existing Chlorination Building. The rehabilitation work will include replacing the existing electrical motor control center (MCC), replacing the existing programmable logic controller (PLC), replacing the existing plant water hydropneumatic tank, and replacing the existing chlorine analyzers.

### **2.3.4 Effluent Pump Station Electrical/Mechanical Rehabilitation**

The Project includes rehabilitation work inside the existing Effluent Pump Station structure. The rehabilitation work will include replacing the existing electrical motor control center (MCC), replacing the existing programmable logic controller (PLC), and replacing the existing effluent flowmeter.

### **2.3.5 Laboratory Power Standby Power Feeder**

The CAWD/Reclamation Laboratory Facilities are not connected to the standby power system at the treatment plant. Therefore, if power goes out the lab has to hook up a small portable generator and the loss of power may effect sample testing. A new power sub feed from the Chlorination Building will be installed to provide automatic standby power at the lab.

### **2.3.6 Demolition of Three Existing Sludge Tanks and One Storage Building**

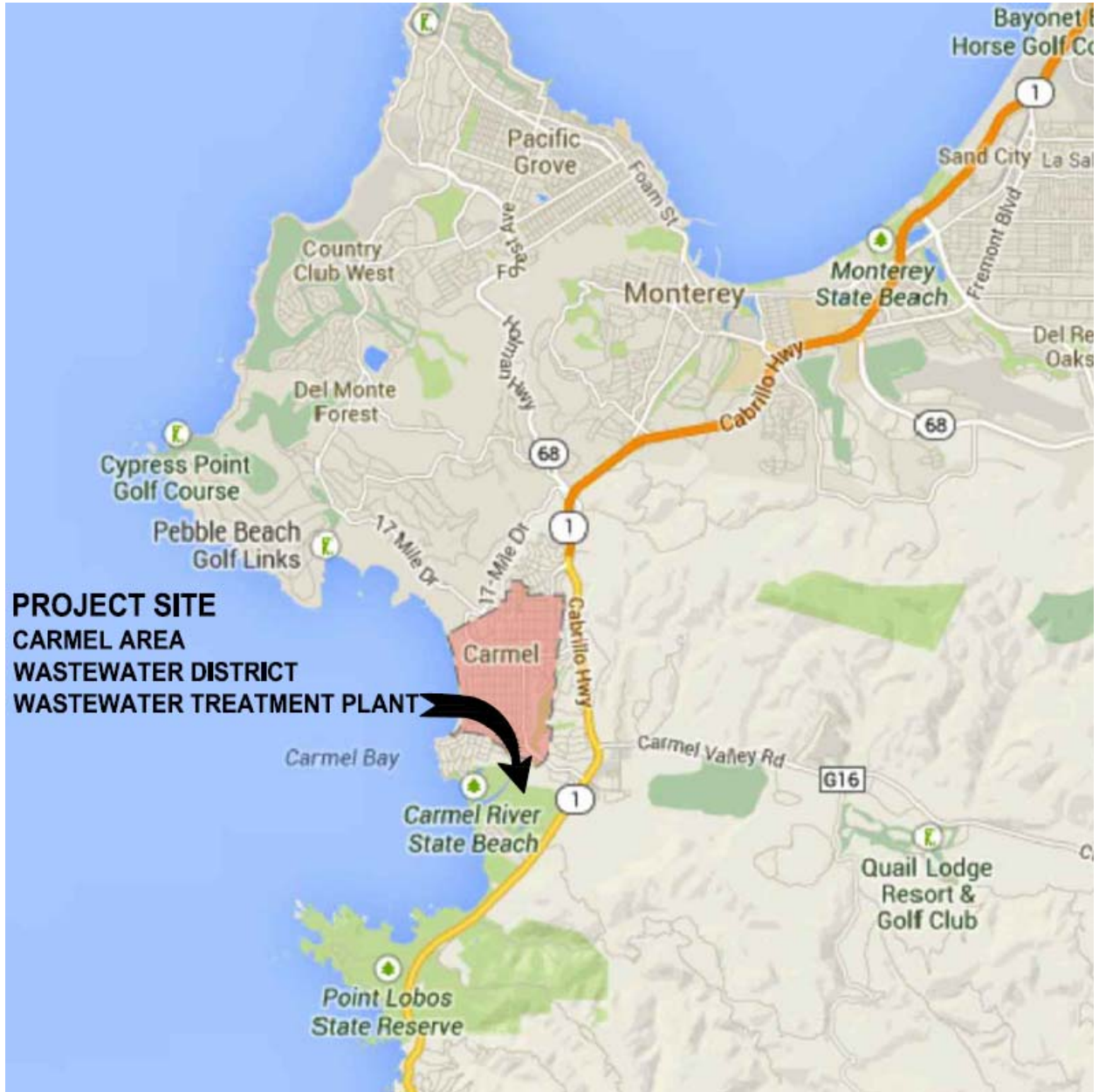
The Project includes demolition of existing sludge handling structures, sludge recirculation pump, and exposed and below grade piping. Four existing structures will be demolished (three sludge holding tanks, and one storage building). Demolition of piping for these structures includes piping in the basement of the Digester No. 1 Control Building.

### **2.3.7 Construction of One New Sludge Holding Tank**

One new 75,000 gallon sludge holding tank will be constructed in the location of the existing 188,000 sludge holding tank and will include a new recirculation pump to replace the one that is demolished. The construction of the new sludge holding tank involves driving sixteen (16) precast concrete piles. Data and reports from recent pile driving tests at the site from construction in 2015 show that each pile will take about 20 minutes to drive into place. Therefore, elevated noise is anticipated for a combined time of less than 6 hours spread out over several days. The electrical feeds to the New Sludge Holding tank will be routed from the existing MCC in the Digester No. 2 Control Building.



Figure 1: Project Vicinity Map



**Figure 2: Project Location**



Address: 26900 State Route 1, Carmel, CA 93923



Figure 3: Site Layout



**EXISTING BUILDINGS TO RECEIVE NEW WORK**

- 1 INFLUENT-STANDBY GENERATOR BUILDING
- 2 HEADWORKS
- 3 OPERATIONS BUILDING
- 4 CHLORINATION BUILDING
- 5 EFFLUENT BUILDING
- 6 LABORATORY BUILDING
- 7 DIGESTER NO. 1 CONTROL BUILDING
- 8 DIGESTER NO. 2 CONTROL BUILDING

**EXISTING STRUCTURES TO BE DEMOLISHED**

- i 188,000 GALLON SLUDGE TANK
- ii 70,000 GALLON SLUDGE TANK
- iii 70,000 GALLON SLUDGE TANK
- iv STORAGE BUILDING

**NEW STRUCTURE**

- A NEW 75,000 GALLON SLUDGE HOLDING TANK

CARMEL AREA WASTEWATER DISTRICT  
WASTEWATER TREATMENT FACILITY  
BUILDING NUMBER PLAN

## Section 3: Determination

---

### 3.1 Environmental Factors Potentially Affected:

The environmental factors checked below would be potentially significantly affected by this Project as indicated by the checklist on the following pages.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Aesthetics               | <input type="checkbox"/> Agricultural & Forestry Resources | <input type="checkbox"/> Air Quality                        |
| <input type="checkbox"/> Biological Resources     | <input type="checkbox"/> Cultural Resources                | <input type="checkbox"/> Geology/Soils                      |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials     | <input type="checkbox"/> Hydrology/Water Quality            |
| <input type="checkbox"/> Land Use/Planning        | <input type="checkbox"/> Mineral Resources                 | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Population/Housing       | <input type="checkbox"/> Public Services                   | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Transportation/Traffic   | <input type="checkbox"/> Utilities/Service Systems         | <input type="checkbox"/> Mandatory Findings of Significance |

### 3.2 Determination: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed Project, nothing further is required.

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Signature

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Date

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Title

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For

## Section 4: Evaluation of Environmental Impacts

The Carmel Area Wastewater District, as the CEQA Lead Agency, has prepared this initial study to identify potentially significant effects of the project and revisions to the project that would avoid or mitigate the effects to a point where clearly no significant effects would occur. This document includes a checklist for each resource topic, supporting explanations, and a discussion of mitigation measures that have been incorporated into the proposed project.

The resource topics considered in this Initial Study include:

- Aesthetics
- Agricultural and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services
- Recreation
- Transportation and Traffic
- Utilities and Service Systems

### 4.1 Aesthetics

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The site is industrial in nature and does not involve scenic resources or a scenic vista. The proposed Project facility improvements will be located within the existing Plant site and will cause a relatively minor change in the visual characteristics of the existing facility. All new facilities would be installed in areas that are already graded and/or paved. As a result, the proposed improvements will not create substantial impacts to the visual quality of the site or surroundings. The character of the site will be temporarily disrupted during the construction period.

The Plant has existing lighting features, including nighttime safety lighting, as part of normal operations. Lighting fixtures added as part of the Project will not add a new source of substantial light or glare to the site, and will be equipped with off switches to turn the lights out at night when they are not needed.

In addition to the above, the Plant site is surrounded by trees and vegetation that effectively screen the existing facilities on the Plant site, such that the existing facilities are not visible beyond the fence line of the site. The new facilities also will not be visible beyond the fence line of the site.

**Mitigation Measures**

No mitigation measures are necessary for aesthetic resources.

## 4.2 Agricultural and Forestry Resources

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:	<b>Potentially Significant Impact</b>	<b>Less Than Significant with Mitigation Incorporated</b>	<b>Less Than Significant Impact</b>	<b>No Impact</b>
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



The facilities will be installed on the site of the existing Plant. The Plant site is not used for any agricultural resources.

**Mitigation Measures**

No mitigation measures are necessary for agricultural resources.

**4.3 Air Quality**

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The operation of the new components of the Project will not cause any change to the air emissions or odors from the Plant site compared to the existing air quality condition. Many

project components consist of replacing existing project equipment with new similar equipment that are not sources of air emissions or odors, and therefore will not impact air quality. The Project does not expand the capacity of the Plant to treat wastewater and does not change the processes used to treat wastewater.

### **Construction Impacts**

Dust may be generated during the construction of the sludge holding tank, and the installation of the adjacent paving. Overall, minimal earthmoving for a short duration is anticipated during construction of the above components. The area of the earthmoving is as follows:

- Demolition of existing sludge tanks and storage structure and construction of one new tank: 0.18 acres

The 0.18 total acres of minor earthmoving work for the above described improvements is significantly less than the Monterey Bay Unified Air Pollution Control District (APCD) threshold of 2.2 acres per day, and therefore will not have a potentially significant impact for particulate matter.

The contractor will be required to employ general dust suppression methods. By employing dust suppression, and due to the fact that the Plant is surrounded by vegetation, it's anticipated that dust, if generated, will not be noticeable beyond the Plant site.

The Project will use typical construction equipment such as dump trucks, pile drivers, and front end loaders that will temporarily emit precursors of ozone. Per Section 5.3 of the CEQA Air Quality Guidelines published by the APCD, these emissions are accommodated in the emission inventories of State and federally approved air plans and would not have a significant impact on the attainment and maintenance of ozone Ambient Air Quality Standards (AAQS).

### **Operations Impacts**

No additional Plant vehicles or Plant vehicle miles will be needed as a result of the Project.

### **Mitigation Measures**

Employ dust suppression during construction activities that create dust.

#### 4.4 Biological Resources

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have substantial adverse effects, either directly or through habitat modifications, on any species identified as a candidate, sensitive or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will be within the footprint of the existing Plant and all work will occur on previously developed, disturbed, and paved land within the Plant site. Biological resource values are extremely limited and there is no suitable habitat for sensitive species on the Plant site. There are no known sensitive species as identified by the California Department of Fish and Wildlife or the U.S. Fish and Wildlife Service in areas where the Project work will occur. The Project does not include any work in wetlands as defined by Section 404 of the Clean Water Act. The Project will not result in disturbance to local natural systems or biological resources.

Pile driving activities for the construction of the Sludge Holding Tank will generate short term construction noise. The project includes driving 18 piles. The duration of pile driving noise to drive one pile would last about 20 minutes followed by about 20 to 60 minutes with no noise. Therefore, the cumulative time that pile driving noise will occur would be about 6 hours spread out over the course of approximately two or three days.

CAWD has conducted pile driving during previous projects at the WWTP and conducted sound tests during the latest pile driving activities in 2015. Sound measurements taken show the maximum and equivalent decibels (dB) at various distances from the pile driving activities. The results are shown in Figure 4. The equivalent amplitude of sound measured at distances of about 300 feet from the pile driving was measured at about 80 dB.

### Mitigation Measures

Mitigation will be carried out for potential noise effects on nesting raptors and/or other protected avian/bat species. Mitigation for noise effects will include:

Pile driving activities that may indirectly affect nesting raptors and/or other protected avian/bat species will be timed to avoid the primary breeding and nesting seasons (generally February 1<sup>st</sup> through September 31<sup>st</sup>).

In addition, prior to pile driving, a qualified biologist shall conduct pre-construction surveys for avian/bat species within 300 feet of the proposed pile driving activities. Pre-construction surveys will be conducted prior to the initiation of the pile driving activities, with a final preconstruction survey occurring no more than 72 hours prior to the start of pile driving. Based on the results of these surveys, one or more of the following will occur:

- If avian/bat surveys determine that protected species are not nesting or roosting within the survey area, then no additional mitigation is required.
  
- If avian/bat surveys identify nests or roosts that would be impacted by the pile driving activities, the qualified biologist would notify the CAWD representative and an appropriate no-disturbance buffer would be imposed within which no pile driving activities would take place until the young of the year are no longer reliant upon the nest/roost or parental care for survival, as determined by a qualified biologist.

**Figure 4: Pile Driving Sound Measurements from 2015 Project**



**SUMMARY OF AVERAGE AND MAXIMUM SOUND LEVELS  
CAWD WWTP REHABILITATION - PHASE 1  
CARMEL, CA**

Pile	Time Started	Time Ended	Run Time	Approx. Distance from Rig (ft.)	LAeq (dB)	LAFmax (dB)
5	9/30/2015 9:07	9/30/2015 9:42	36:01.0	590	64.7	79.3
11	9/29/2015 15:22	9/29/2015 16:07	44:44.1	615	64.2	85
13	9/29/2015 14:28	9/29/2015 15:19	50:49.4	600	64.6	81.2
22	9/30/2015 7:54	9/30/2015 8:29	34:41.3	635	63.1	78.9
28	9/30/2015 8:33	9/30/2015 9:07	34:00.0	610	64.7	79.3
30	9/29/2015 8:40	9/29/2015 9:39	59:12.9	305	75.6	96.9
34	9/30/2015 10:30	9/30/2015 11:38	08:01.7	265	78.9	98.4
42	9/30/2015 13:11	9/30/2015 14:09	57:44.1	295	77.8	95
54	9/29/2015 9:40	9/29/2015 10:29	49:03.5	270	81.3	101.3
64	9/29/2015 10:35	9/29/2015 11:13	37:40.6	310	81.2	99.5
68	9/29/2015 11:28	9/29/2015 11:34	06:31.0	600	61.9	72.5
71	9/30/2015 14:11	9/30/2015 14:41	29:35.3	295	77.3	94.3
75	9/29/2015 12:59	9/29/2015 13:28	29:38.1	100	93	107.3
79	9/30/2015 15:25	9/30/2015 15:57	32:00.5	305	77	94.9
84	9/30/2015 14:43	9/30/2015 15:20	36:16.9	320	74.8	94
128	9/30/2015 16:29	9/30/2015 17:02	32:37.4	320	76.1	96.5
137	9/30/2015 15:59	9/30/2015 16:29	30:30.0	310	78.2	98.8

## 4.5 Cultural Resources

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The ground disturbed for the Project will be in areas that have previously been disturbed during past construction and Plant operation and maintenance activities. Cultural resources were not found during this previous work, so the potential for encountering important cultural, archaeological and paleontological resources is considered to be very low.

### Mitigation Measures

No mitigation measures are necessary for cultural resources.

## 4.6 Geology and Soils

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or offsite landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A geotechnical report was completed by Geotechnical Consultants Inc. (GTC) for the Project site to provide foundation design criteria for the new facilities to be constructed on the site. Based on the findings of the investigation, GTC concluded that the construction of the proposed facilities on the project site is geotechnically feasible.

The proposed facilities will be designed in accordance with the 2010 American Society of civil Engineers/Structural Engineering Institute (ASCE/SEI) "Minimum Design Loads for Buildings and Other Structures", referred to hereafter as ASCE 7-10. ASCE 7-10 was adopted by the California Building Code effective as of January 1, 2014. ASCE 7-10 prescribes minimum design loads for civil structures. When used in tandem with appropriate design practices, quality control procedures, and construction practices, the risk of structural failure is minimized to a level acceptable to the California Building Code.

The primary geologic hazards at the Plant site are strong ground shaking related to moderate to large earthquakes occurring on one of the regional active faults in the vicinity, liquefaction, seismic settlement, and flooding inundation. Hazards related to fault rupture, lateral spread, inundation by tsunami, land sliding, and expansive soils are considered low to very low. Construction of the Project will not result in substantial risks to life or property.

Due to the liquefaction potential and the seismic settlement potential, the new Sludge Holding Tank will be pile supported. Other minor structures, such as concrete slabs, will have a foundation that is designed to minimize settlement to the extent possible.

**Mitigation Measures**

No mitigation measures are necessary for geology and soils resources other than employing the design standards referenced above.

**4.7 Greenhouse Gas Emissions**

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will likely cause a slight reduction in greenhouse gas (GHG) emissions for two primary reasons:

- The Project includes installing smaller influent pumps which will use less electricity than the existing pumps.
- The Project includes installing variable frequency drives in the new MCC in the Chlorination Building for the plant water pumps so to reduce energy consumption.

No additional Plant vehicles or Plant vehicle miles will be needed for operations as a result of the Project.

**Mitigation Measures**

No mitigation measures are necessary for GHG.

#### 4.8 Hazards and Hazardous Materials

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project is located on the site of an operating wastewater treatment plant, and public access to the site is restricted. Hazardous chemicals are used in various processes for wastewater treatment, however the Project does not involve any changes to the existing chemical systems.

### Mitigation Measures

No mitigation measures are necessary for hazards or hazardous materials

## 4.9 Hydrology and Water Quality

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will not change the treatment processes used by the Plant, nor will it increase the wastewater treatment capacity of the Plant. Consequently the Project will not change the water quantity or quality of the Plant effluent.

The drainage pattern of water on Plant site will not be functionally changed by the construction of the project. The plant site has a self-contained stormwater system that captures any runoff within the plant site and pumps it into the wastewater treatment system.

The Plant is within a flood plain as defined by the Flood Insurance Rate Map No. 06053C0320G of Monterey County. The existing Plant consists of numerous concrete structures that may impede flow in the flood plain. The Project involves a net reduction in buildings onsite that could impede flow in the flood plain.

**Mitigation Measures**

No mitigation measures are necessary for hydrology and water quality.

#### 4.10 Land Use and Planning

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will be constructed within the Plant site and the work has no impact on land use or planning. The facilities to be constructed are similar to other existing facilities on the Plant site, and are consistent with the land use of the Plant site.

The Plant site is within the jurisdiction of the California Coastal Commission and there is an existing permit that authorizes rehabilitation projects that intend to maintain the existing facility. The existing permit requires the coastal commission be notified 30 days prior to commencement of construction.

#### Mitigation Measures

No mitigation measures are necessary for land use and planning.

#### 4.11 Mineral Resources

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

There are no known mineral resources in the project area.

#### Mitigation Measures

No mitigation measures are necessary for mineral resources.

#### 4.12 Noise

Would the project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Exposure of persons to or generation of excessive ground-borne vibration or ground-borne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Would the project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above level, existing without the project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

During the construction of the project, concrete piles will be driven using a pile hammer over a period of a few days. The short term increase in noise levels above what is typically generated on the Plant site will be noticeable off site. Pile driving noise was measured during similar pile driving activities during WWTP construction in 2015. The pile driving noise was measured at various distances from the pile driver and are shown in Figure 4. The nearest residence on the North side of the Carmel River is over 400 feet from the pile driving activities; at this distance the equivalent dB is estimated to be less than 75 dB based on the previous tests. The Occupational Safety and Health Administration (OSHA) has set the 8-hour noise exposure limit at 90 dB. The total time of pile driving is expected to be around 6 hours (about 20 minutes per pile) based on past pile driving. The 6 hours of driving is expected to be spread out over about 3 days assuming about 6 piles are driven per day.

Except for the pile driving, the Project will not expose the public to noticeable noise levels for the following reasons:

- The Plant site is isolated from the public
- The Plant site is surrounded by heavy vegetation that screens the site

Operation of the Project components will have minimal, if any, impact on the noise level on the Plant site. In general, the new mechanical equipment is replacing existing mechanical equipment and will not have noticeably different noise characteristics.

**Mitigation Measures**

- The Carmel Area Wastewater District will distribute an information flyer to residents and businesses that have the potential to notice the noise generated by the pile driving activities. While the noise cannot be mitigated, the flyer will at least inform the public about the higher noise levels during pile driving, and note that the noise will be short term.
- The specifications for the construction of the Project will limit the normal construction hours to between 7 a.m. and 5 p.m. on Monday through Friday. Special construction needs may require some work to be completed outside these hours, but this will be atypical.
- Typical noise levels for construction equipment (not including pile driving equipment) will be limited to a maximum of 90 decibels within 50 feet of the equipment.

**4.13 Population and Housing**

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the proposed project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will have no impact on population since will not increase the treatment capacity of the Plant. There is no housing on the Plant site, and the Project does not involve housing.

**Mitigation Measures**

No mitigation measures are necessary for population and housing.

#### 4.14 Public Services

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
i. Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii. Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii. Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv. Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
v. Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project will have no impact on public services. The Project includes components that will need to be operated and maintained by the existing Plant staff. However, the components are replacing the function of existing components, and therefore will not cause a noticeable increase in workload and will not cause additional staff to be hired. The Project will have no impact on other public services.

#### Mitigation Measures

No mitigation measures are necessary for public services.

#### 4.15 Recreation

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Plant site is not used for public, or private recreation, hence the Project has no impact on recreation.

#### Mitigation Measures

No mitigation measures are necessary for recreation.

#### 4.16 Transportation/Traffic

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
transportation including mass transit and non-motorized travel and relevant components of the circulation system, including, but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

There will be a temporary increase in traffic to the Plant site during construction of the facilities due to construction vehicle traffic. The construction vehicle traffic will enter the Plant site via the Plant access road from Highway 1. The construction vehicle traffic will likely be an average of less than 20 vehicles per day, consisting primarily of light duty trucks and personal vehicles with occasional heavy duty trucks for supply and material deliveries. Since Highway 1 is heavily travelled, the extra construction vehicle traffic on Highway 1 will be negligible. The Plant access road is used only to access the Plant site and is not used by the public.

After completion, the Project will not create a change in vehicle traffic entering and exiting the plant from the current conditions.

### Mitigation Measures

No mitigation measures are necessary for transportation or traffic.

## 4.17 Utilities and Service Systems

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the projects projected demand in addition to the providers existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the projects solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The project will not increase the capacity of the wastewater treatment Plant or change the capability of the Plant to treat wastewater. Therefore, the quantity and quality of the Plant effluent will not be changed by the Project.

The Plant will likely use less electricity as a result of the project. There will be no anticipated change to the quantity of potable water and natural gas used by the Plant as a result of the Project. The Project will not have any impact on other utilities or services.

### Mitigation Measures

No mitigation measures are necessary for utilities and service systems.



## Section 5: Mandatory Findings of Significance

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Project consists of a variety of modifications to the existing Carmel Area Wastewater District wastewater treatment plant (Plant) so that it will retain its capability to reliably function to meet the conditions of its National Pollutant Discharge Elimination System (NPDES) permit

to discharge wastewater. The modifications will have no impact on fish, wildlife, or human beings. The incremental modifications contained in the Project will not change the cumulative existing impact of the overall Plant on the environment.

The Project will have minor impacts on the environment during the construction phase, and mitigation measures will be included to minimize these impacts.

Once construction is completed, the Project could not have a significant impact on the environment. A Mitigated Negative Declaration will be prepared for the Project to account for the minor potential environmental impacts during construction.

RESOLUTION NO. 2020-18

A RESOLUTION APPROVING A NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION FOR THE WWTP ELEC/MECH REHAB AND SLUDGE HOLDING TANK REPLACEMENT PROJECT-PROJECT #18-01

-o0o-

WHEREAS, pursuant to Article 6 (Section 15072) of the California Environmental Quality Act (CEQA) guidelines, the Carmel Area Wastewater District (CAWD), as Lead Agency, intends to adopt a mitigated negative declaration for the Wastewater Treatment Plant Electrical Mechanical Rehab and Sludge Holding Tank Replacement 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 noticed in additional ways as required, 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 approve a Notice of Intent to Adopt a Mitigated Negative Declaration for WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on March 26<sup>th</sup>, 2020, 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: March 26, 2020  
Subject: Resolution Ordering an Election



## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution ordering an election, requesting the County Elections Department to conduct the election, and requesting consolidation of the election.

## DISCUSSION

At the January 2017 Board meeting the District agreed to consolidate its elections with the statewide schedule and move to even years. The District has three seats open for the November 3, 2020 election.

Elections Code §10400 requires that whenever an election is called that the District provide a resolution from the Board of Directors at least 88 days prior to the date of the election requesting the consolidation and setting forth the office to be voted upon. By approving this resolution now, the District will easily meet the requirement.

Note: If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election (Elections Code §10515).

## FUNDING

The District has three seats open for the November 3, 2020 election. Estimated cost per 200-word filing statement is \$250. These costs are provided for in the 2020-21 Operating Budget.

## Resolution No. 2020-19

# RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

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### CARMEL AREA WASTEWATER DISTRICT

**WHEREAS**, pursuant to Elections Code §10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. The city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code §10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code §10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, pursuant to Elections Code §13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and

**WHEREAS**, Elections Code §15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes ("tie votes") for an office to be voted upon; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on a **November 3, 2020**.

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** that the governing body of the **Carmel Area Wastewater District** hereby orders an election be called and consolidated with any and all elections also called to be held on **November 3, 2020** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Carmel Area Wastewater District requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code §10401 and §10403.

**BE IT FURTHER RESOLVED AND ORDERED** that pursuant to Elections Code §10002 said governing body hereby requests the Board of Supervisors of the County of Monterey to permit the Monterey County Elections Department to provide any and all services necessary for conducting an election and agrees to pay for said services in full, and

**BE IT FURTHER RESOLVED AND ORDERED** that the Monterey County Elections Department conduct the election for the purpose of electing **three** Members to this Governing Board on the **November 3, 2020** ballot:

SEATS OPEN	OFFICE	TERM	DIST/DIV (if applicable)
Robert Siegfried	Director	4 yrs.	
Charlotte Townsend	Director	4 yrs.	
Greg D'Ambrosio	Director	4 yrs.	

**BE IT FURTHER RESOLVED AND ORDERED** that pursuant to Election Code §13307 the **Carmel Area Wastewater District** has resolved that all costs of the Candidate's statement be paid by the **District and** that no candidate may submit a statement of over **200** words.

**BE IT FURTHER RESOLVED AND ORDERED** that pursuant to code §15651, a tie vote shall be resolved by **Carmel Area Wastewater District Board of Directors**.

**BE IT FURTHER RESOLVED AND ORDERED** that tie votes shall be determined by **coin toss**.

**PASSED AND ADOPTED** by the **Carmel Area Wastewater District** on this 26th day of March, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

SIGNED: \_\_\_\_\_  
Chairperson of said Governing Board

ATTEST: \_\_\_\_\_  
Secretary

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: March 26, 2020

Subject: Coronavirus Disease (COVID-19) Risk Mitigation and Response Plan

## **RECOMMENDATION**

It is recommended the Board of Directors adopt a resolution approving the COVID-19 Risk Mitigation and Response Plan.

## **DISCUSSION**

At the February 27, 2020 regular Board meeting staff was directed to return in March with a COVID-19 Plan. Since February the situation has changed very rapidly and remains in a state of flux.

Staff has developed a tiered response plan to the COVID-19 virus that is specifically designed to ensure the protection of employee's and the continued operation of the treatment facility and collection system. As of the writing of this staff report (03-17-20) we are at Risk Level 3: Monterey County has issued a "Shelter-in-Place" order.

The Plan was released to employees on March 17<sup>th</sup> in order to give them as much information as possible about the District's plans.

## **FINANCIAL IMPACT**

At this time, the financial impact is not completely known. To date, the District has purchased or placed orders for additional supplies (i.e. gloves, face masks, etc.). Some supplies we were able to get immediately but for others our orders are at least in the queue.

We have set up a specific General Ledger number for this event so that when it is over, we will be able to easily collect cost information.

**CARMEL AREA WASTEWATER DISTRICT**  
**COVID-19 Risk Mitigation and Response Plan**



**CARMEL AREA WASTEWATER DISTRICT**  
**3945 Rio Road**  
**Carmel, CA 93923**  
**Last Updated March 18, 2020**



This plan has been developed to protect the District employees against risk. Specific goals of this plan are to:

- 1) Identify triggers and implement action plans to best protect staff from contracting and spreading COVID 19 (Coronavirus Disease), and
- 2) To maintain essential functions and critical processes for the District

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*The General Manager reserves the right to modify or change this plan at any time based on her discretion, updated information or direction from health authorities.*

*If the General Manager is not able to continue to work due to quarantine or illness then the role will be assigned in this order: Plant Engineer, Maintenance Superintendent, Principal Engineer.*

**Carmel Area Wastewater District**  
**COVID-19 Risk Mitigation and Response Plan**

**1. Precautionary Measures to Reduce the Spread of the COVID-19 in the Workplace**

The following is a list of ongoing actions recommended by the Center for Disease Control (CDC) and other health authorities that people should be implementing to reduce their risk of contracting COVID-19 and to reduce the spread of the virus.

**1.a. Precautionary Actions for Immediate Implementation by District Employees**

The recommended precautionary actions listed below are like, or the same as, the now familiar measures to minimize our annual risk of contracting influenza (i.e. the flu).

Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and other health authorities.

- Employees who have symptoms of acute respiratory illness (i.e. fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home and not come back to work until they are free of fever (100.4°F) or greater using an oral thermometer, signs of fever, or other respiratory illness for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- If you have a member in your household that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period prior to returning to the workplace. Keep your supervisor apprised of your household member's recovery.
- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, notify your supervisor, and immediately go home.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
  - Avoid close contact with people who are sick. Maintain 6 ft. or greater distance between yourself and anyone who is coughing or sneezing.
  - Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available. Wash your hands as soon as possible after coughing or sneezing.

- Wash your hands frequently with soap and water for at least 20 seconds.
- If soap and water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Put away any community candy jars.
- Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, keys and doorknobs.
- Use disinfecting wipes to wipe-down common-surface places where appropriate. Use cleaning products that contain at least 60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.

**1.b. Precautionary Actions for Immediate Implementation by District Management**

- Stay aware of the latest information on the COVID-19 outbreak, available on the CDC website, State Department of Public Health and Monterey County Public Health website. Be prepared to follow the directives from these official agencies.
- Determine which staff can work remotely and set up with Exceedio.
- All non-essential travel is cancelled.
- Recommend staff gatherings not exceed 10 people and work remotely when possible.
- Cancel all on-site group tours.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.
- Provide disposable wipes for employee use in wiping down frequently touched surfaces within the workplace.
- Follow Monterey County Health Department directives for mitigation strategies or requirements.

## 2. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change if COVID-19 becomes established in Carmel. The co-equal objectives for this portion of the plan are to:

- i. Best protect employees against the spread of COVID-19, and
- ii. Maintain critical District wastewater supply operations for the community.

The plan for maintaining District operations is tiered based on the COVID-19 risk level in Carmel, as discussed in greater detail below.

### 2.a. Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and no Confirmed Cases in Monterey County and Surrounding Counties.

Trigger Points: Risk Level 1 shall be declared by the General Manager when confirmed cases of COVID-19 were announced in the United States and in the state of California.

Note: Notification by the General Manager shall be via phone to each Superintendent and a general email to all staff.

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus the District shall conduct normal business operations, with the addition of implementing the precautionary measures identified in Section I of this Plan.

### 2.b. Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Confirmed Cases in Surrounding Counties.

Trigger Points: Risk Level 2 shall be declared by the General Manager when confirmed cases of COVID-19 are announced in surrounding counties.

Note: Notification by the General Manager shall be via phone to each Superintendent and a general email to all staff.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, and surrounding counties.

In addition to the actions being implemented under Risk Level 1, including the precautionary measures identified in Section 1 of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following:

- Have cleaning service disinfect identified surfaces and bathrooms more frequently.
  - Supplement through employee efforts to daily sanitization of identified administrative office surfaces on days that the cleaning service does not do so.
- Those collecting money at the front counter from the public are to wear rubber medical gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
  - Remove and dispose of gloves and wash hands prior to eating or touching common surface places within the office.
- Limit routine in-person meetings in favor of conference calls.
- Ensure all supplies for treating wastewater are fully stocked.
- Temporary flexible workplace and leave policies, and other relevant aspects of this Plan shall be communicated to all District employees.
- If an employee does not exhibit COVID-19 symptoms, but becomes sick (e.g. headache, upset stomach, something other than COVID-19 related), the employee shall stay home until no longer sick. The General Manager/Superintendent will direct the employee to go home if the employee is exhibiting sickness symptoms at work.
- If there is no medical diagnosis of COVID-19 the District is not required to send an employee home. However, the District must exercise reasonable care in order to provide for the safety of other employees and will act if symptoms associated with COVID-19 are present.
- The employee will be eligible for compensation via established sick leave policies. If an employee sent home from work has a sick leave balance from which to draw, the District requires the employee use that leave balance. If an employee sent home from work has no sick leave balance from which to draw,

or the employee exhausts their sick leave, the employee will be required to draw down on accrued vacation time. If both sick and vacation accrual balances are exhausted the employee will be placed on paid administrative leave.

- Waive requirement of a doctor's note when an employee is off for more than three days.
- If an employee receives a medical diagnosis of COVID-19 they will qualify for Family Medical Leave Act (FMLA)/ California Family Rights Act (CFRA) leave because the leave condition constitutes a "serious health condition".
- Provide Board members with the ability to attend meetings remotely or cancel meetings as necessary.
- Close administrative office to the general public.
- Eliminate all group food served to employees.
- Eliminate use of reusable community dishes and utensils, switch to compostable.
- Enable non-essential staff to work remotely if work can be completed remotely.
- The General Manager will coordinate with local agencies to discuss procedures and potentially mutual aid.

At Risk Level 2, District management will start to hold meetings on Risk Level 3 and 4 scenarios and determine the trigger points and list specific steps needed to implement the necessary modified operations for those higher risk levels. These scenario exercises are intended to identify shortcomings in the District's preparedness and to focus near-term efforts on remedying the gaps in the response planning as quickly as possible. If not already in place, authorities, triggers, and procedures for activating and terminating key elements of this Plan will be identified and prepared for immediate implementation if a level 3 or 4 trigger is reached.

**2.c. Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and confirmed cases in Monterey County.**

Trigger Points: Risk Level 3 will be declared by the General Manager if confirmed cases of COVID-19 are announced for Monterey County. A shelter in place order for Monterey County will also trigger Risk Level 3.

**As of March 18, 2020 CAWD is operating under Risk Level 3, due to the recent shelter in place order by Monterey County.**

At Risk Level 3, COVID-19 may be declared an epidemic by the CDC and local health authorities in the United States and California and numerous cases have been confirmed in people living in Monterey County and surrounding counties. As such, the risk of contracting COVID-19 for District employees is no longer low. At the direction of the General Manager, the District will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain wastewater service to the public, with the minimal number of employees.

Operational scenarios will be prepared for possible implementation on how best to maintain essential services with reduced staff, should one or more District employees contract the virus. In addition to the actions being implemented under Risk Level 1 and Risk Level 2, Operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following:

- Cease collecting payment at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone.
  - Notify the public by website, media, answering service, and notice board.
  - Closedown the administrative office to the general public.
  - Notify other local agencies and vendors of the District's office closure to the public (via email or phone).
- Board meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings.

- Implement practices developed, including staggered shifts, less interaction with homeowners, methods of leaving door notices, etc. to increase physical distance among employees and between employees and the public. Further direction given in Attachment A.
  - Separate departments and minimize in-person interactions between District administrative, operations, and distribution employees to the maximum extent possible.
    - Within departments, minimize face-to-face interactions of key personnel as well.
    - Coordinate by email, phone, and text messages whenever possible and effective.
  
- At the direction of the General Manager, certain employees may be directed to perform their duties from home.
  
- Collections Dept.: Implement staggered schedule during Shelter in Place to minimize contact with other personnel and public and will continue to practice safety. Two Teams will Pressure Clean three days/wk. Hours remain 7:00 a.m. – 3:30 p.m.
  
- Treatment Dept.: will implement staggered shifts Mon – Fri. Outside work will be limited, no heavy equipment, only critical projects and normal activities will continue. New projects deemed non-critical will be placed on hold.
  - Day shift (7:00 a.m. – 3:30 p.m.)
  - Swing shift (3:00 p.m. – 11:00 p.m.)
  
- Maintenance Dept.: One maintenance mechanic during day shift, and one during swing shift. CMMS Administrator will work 3 days onsite and 2 days remotely.
  
- Admin Dept.: Both engineers are currently working remotely. One Administrative Services Clerk will work remotely.

2.d. **Risk Level 4: Initial Confirmed Case(s) of COVID-19 Among District Employees**

Trigger Point: Risk Level 4 will be declared by the General Manager if one or more District employees, or an immediate family/household member of an employee, test positive for COVID-19.



Because of the small size of the District, one or more District employees (or their immediate family/household members) being confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other District employees of contracting the virus.

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 shall include, but not necessarily be limited to, the following:

- All employees not scheduled to maintain critical function will remain home until directed otherwise by the General Manager or their supervisor.
  - Each employee will be compensated by the District under Paid Administrative Leave until the employee is cleared to return to work by a health official or the General Manager. Under Risk Level 4 employees will not be required to utilize accrual balances (sick/vacation) prior to implementation of Paid Administrative Leave.
  - Employees not exhibiting symptoms of COVID-19 will be on-call for work activities at the direction of the General Manager, or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
- Employee(s) that have contracted COVID-19 (or employees who have family/household members that have confirmed COVID-19) will not be allowed to return to work until they can provide a doctor's note clearing them of COVID-19.
- If an employee has been confirmed to have COVID-19, the General Manager will inform other employees, using the phone tree, of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All District employees who have been exposed will be instructed to stay home.
- Board meetings shall continue to be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person

contact among employees and between employees and the public.

- Implement all identified minimum essential functions necessary to maintain only essential processes and services defined in Attachment B.

**Attachment A**  
**Action Plan for Risk Level 3**

Staff will isolate themselves into the following groups during lunch and breaks in separate areas

- Group 1: Treatment, Maintenance and Laboratory staff
- Group 2: Collections staff
- Group 3: Administrative staff (General Manager, Engineers, Principal Accountant, Board Clerks)

- Group 1 – Plant Operations and assigned shifts will continue as normal except on swing shift outside work would be limited and no heavy equipment will be operated. Only critical projects and normal activities will continue. New projects deemed non-critical will be placed on hold.

Operations and Maintenance will move to a staggered day and swing shift. The shifts will be assigned for a minimum of 1 week duration.

- Day Shift (7:00 a.m. – 3:30 p.m.) – Maintenance Superintendent, Operations Supervisor, Operations Staff, Lab Supervisor, Lab Tech, Maintenance Mechanic, CMMS Administrator 3 days onsite and 2 days remote.
  - Swing Shift (3:00 p.m. – 11:00 p.m.) – Operations Superintendent, Operations Staff, Lab Tech, Maintenance Mechanic
- Group 2 – Collections maintenance will continue as normal. Staff will perform normal inspection rounds and cleaning. Inspections will be completed with minimal interaction with plumbers or the public. Underground Service Alerts will continue.
  - Treatment plant site access – the Treatment plant will be closed to non-essential vendors and contractors. Deliveries will still be accepted but they should be directed to be dropped off at the maintenance shop where the material can be isolated, and staff will not interact person to person. Brine and Food Waste will be accepted, but drivers may not enter buildings. CAWD staff will document the delivery while maintaining separation.
  - Group 3 – Administrative staff will continue to conduct business as normal, but the office will be closed to the public. All interactions with the public will be via telephone, permit drop box in front of Admin or email. Engineers will work both remotely and on site as projects require.

- Board of Director Meetings will be held via conference call or a virtual meeting.

**Attachment B**  
**Action Plan for Risk Level 4**

Staff will isolate themselves into the following groups:

- Group 1: Treatment and Laboratory staff
- Group 2: Collections staff
- Group 3: Administrative staff (CMMS Administrator, Safety Officer, Superintendents, Engineers, Principal Accountant, Board Clerks)

- Group 1- There will be two treatment plant operators, one administrative person to process purchase orders, one laboratory person and one maintenance person assigned to each shift. They will keep the plant in operation and perform essential duties such as inspection rounds, State required sampling and basic maintenance. Lab staff will process samples. Staff will check in at the beginning and end of each shift with the Chief Plant Operator (CPO). The CPO will monitor Supervisory Control and Data Acquisition (SCADA) and supervise staff from home.
- Group 2- Two collections workers will be assigned to each shift. Collections staff will cease cleaning, CCTV work and normal activities. They will perform station checks twice per week, perform repairs, respond to SSO's and monitor SCADA from the collection's office. The collections supervisor will split time between the collections office and supervise staff from home via remote access. No inspections will be completed and interaction with the public will only occur due to an emergency. USA's will cease.
- Treatment plant site access- The treatment plant will be closed to non-essential vendors and contractors. Deliveries will still be accepted but they should be directed to be dropped off at the maintenance shop where the material can be isolated, and staff will not interact person to person.
- Group 3- Administrative Staff will continue to conduct business as normal but the office will be closed to the public. All interactions with the public will be via telephone or email.
- Sewer permits will be processed electronically and invoice for payment will be sent.
- Board of Director Meetings will be held via conference call or a virtual meeting.

RESOLUTION NO. 2020-20

A RESOLUTION APPROVING THE CARMEL AREA WASTEWATER DISTRICT  
CORONAVIRUS DISEASE (COVID-19) – RISK MITIGATION AND RESPONSE PLAN

-oOo-

WHEREAS, the Carmel Area Wastewater District recognizes the importance of planning a Risk Mitigation and Response Plan to COVID-19; and

WHEREAS, the staff has developed a tiered response plan to the virus that is specifically designed to ensure the protection of employee’s and the continued operation of the treatment facility and collection system; and

WHEREAS, the Board and staff recognize that the COVID-19 virus status is a fluid situation and the policy statement attached and made part of this resolution is designed to be amended as more information becomes available.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, approves the CAWD COVID-19 Risk Mitigation and Response Plan.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on March 26, 2020 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

Section Break

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: March 26, 2020

Subject: 2020-21 Preliminary Budget

## RECOMMENDATION

Staff recommends the Board pass a motion accepting the FY 2020-21 Preliminary Budget.

## DISCUSSION

Attached is the CAWD FY 2020-21 Preliminary Budget document for your review. Staff has provided a streamlined version of the Preliminary Budget and will provide the full budget with dividers in final form. The full budget in June will contain all narrative elements.

The Preliminary Budget must be accepted at this time so that we may proceed with preparation of the Prop 218 rate notice and provide 45 days of public notice as required by law. A summary of major budget items, recommended by staff, and approved by the Budget and Salary Committees, is detailed in the Preliminary document.

A Discussion of the District Message and Budget-in-Brief may be found in the opening pages of the Preliminary Budget document.

The Budget Committee completed its review of the O&M Budget and Rate Model on 03-13-20. Staff would like to acknowledge the leadership and guidance of the Budget Committee and the Salary & Benefits Committee. The Board has consistently stood behind the District's mission statement and commitment to not only protect the public health and the environment, but to do so in the most cost-effective manner possible. It is not an easy task to position a small agency to undertake and implement planning for the long term. While acknowledging both the short and long-term needs for the District, there has been a commitment to fund those needs. Ultimately, the ability to fund gives the District the ability to help determine its own future.

# STAFF REPORT



To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: March 26, 2020  
Subject: 2020 Preliminary Rate Model

## RECOMMENDATION

This is a preliminary rate model only. Final approval of proposed 2020-21 rates will occur at the June 2020 Board meeting. A motion to accept this model will permit staff to move forward with the Prop 218 notice using the proposed rates.

## DISCUSSION

Attached is the Preliminary Rate Model for fiscal year 2020-21. As in the past, we continue to utilize the rate model and guidelines provided by the State Water Resources Control Board (SWRCB).

In looking at the summary page of the model you will note:

- The left side of the spreadsheet provides historical data.
- The middle section is the result of the SWRCB model.
- The right side of the spreadsheet shows the rates approved by the Budget Committee.

For the District's largest customer category (roughly 70% of our customer base) we are proposing a \$5.06 per month increase which is equivalent to 7.36%.

The rate model is built on the proposed Operation & Maintenance Budget. We subtract out Reclamation and Pebble Beach Community Services District (PBCSD) because they are reimbursements.

The Budget Committee is keenly aware of the pressure to keep user fees low and considerable discussion ensued as to the advantages of keeping the focus on low rates versus a focus on future challenges. The Committee understands that arrival at our current position happened because of careful planning and a generally supportive public. From the beginning to the end of the discussion, however; the Committee was in favor of the rates



presented here because of the continuing challenges the District faces going forward.

To summarize the Committee rationale for the proposed rate increase:

- The District is planning for \$30M in capital improvements in its Collection System over the next twelve years
- The District is planning for \$24M in capital improvements at its Treatment facility over the next fifteen years
- Based on the District’s Sea Level Rise (SLR) study in 2018 and its agreement with the California Coastal Commission we believe we may have 30-40 years remaining at our current location
- Recommend the District maintain our “Pay-as-You-Go” program – the District should not plan on taking on any debt prior to moving the facility to ensure that we are in excellent financial condition prior to any move
- Pay cash for any land purchases (if analysis determines that is necessary)
- Prepare the District to provide 20-25% of local match for moving facility and debt for the balance
- Prepare the District to finance the return of existing site to riparian habitat
- Paydown CalPERS Unfunded Accrued Liability and if necessary, termination costs
- Prepare for provision of Collections corporate yard, if required
- Prepare for reserve fund for Collections only district, if required

The Committee recommends the rate increase presented here to prepare for the rehab work and required transition over the next 30+ years. The Budget Committee believes this rate increase continues the efforts to help the District plan now for our future. We can plan for the potential impacts of taking on a significant debt offering brought on by sea level rise. We are committed to maintaining and building the Sea Level Rise reserve but that alone will not satisfy the financial requirement necessary.

Below is a history of Capital Funding built into the District’s rate model since 2012.

<b>Fiscal Year</b>	<b>Capital Funding</b>	<b>Cumulative Total</b>
2012-13	\$250,000	\$250,000
2013-14	\$250,000	\$500,000
2014-15	\$250,000	\$750,000
2015-16	\$ -0-	\$750,000
2016-17	\$250,000	\$1,000,000
2017-18	\$200,000	\$1,200,000
2018-19	\$100,000	\$1,300,000
2019-20	\$350,000	\$1,650,000
2020-21	\$-0-	\$1,650,000

The last statewide rate study was completed in 2016-17. The complete State Water Resources Control Board 2016-17 Survey is available online:

[http://www.waterboards.ca.gov/publications\\_forms/publications/general/index.shtml#Ww](http://www.waterboards.ca.gov/publications_forms/publications/general/index.shtml#Ww)

<b>Fiscal Year</b>	<b>Average per month</b>	<b>% CAWD Increase</b>
Statewide 2016-17	\$42.87	
Monterey 2016-17	\$53.93	
CAWD 2014-15	\$42.86	
CAWD 2015-16	\$47.95	11.89%
CAWD 2016-17	\$53.93	12.46%
CAWD 2017-18	\$58.60	8.66%
CAWD 2018-19	\$63.98	9.20%
CAWD 2019-20	\$68.82	7.55%
Proposed CAWD 2020-21	\$73.88	7.36%

**FUNDING**

The proposed rate model would provide \$8,812,256 in revenues (\$7,162,256 in User fees and \$1,650,000 in Replacement Costs). The balance of Operating Revenues is derived from PBCSD (\$1,200,000).

The 2020-21 Preliminary Budget in brief provides for:

\$8,891,994	Operating Expenses
\$223,689	Non-Operating Expenses
<u>\$8,435,411</u>	Capital Budget
\$17,551,094	Total Expenditures 2020-21
\$10,551,451	Operating Revenue
<u>\$3,783,392</u>	Non-Operating Revenue
\$14,334,843	Total Revenues 2020-21
\$3,216,251	Capital Reserve Requirement – or draw down required to meet current year proposed budget obligations.

Attachments:

1. 2020-21 Preliminary Rate Model
2. CAWD Residential Rate History

# User Fee Rate Model

## 2020-21



Budget Committee Review: 03-13-20

Preliminary Board Meeting: 03-26-20

Final Board Meeting: 06-25-20

Summary Rate Model History

3/13/20

User Group	Count	Units	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	% Change	Model 20-21			Proposed Rates					
													Rates	% Change	Annual Est. Revenue	Annual Rates	Monthly Rate	% Change 20-21	Annual Est. Revenue		
Veterinary Offices	3	each	693.50	724.00	776.80	1,242.32	1,406.20	1,496.16	1,621.48	1,748.92	1,892.64	8.22%	2,026.76	7.09%	6,080.28	2,026.76	168.90	7.09%	6,080.28		
Animal Hosp & Board	1	each	1,676.00	1,750.00	1,876.00	3,549.50	4,017.72	4,277.74	4,636.04	5,000.44	5,411.36	8.22%	5,794.82	7.09%	5,794.82	5,794.82	482.90	7.09%	5,794.82		
Bakery	4	each	1,123.00	1,170.00	1,255.00	2,198.30	2,369.08	2,487.40	2,726.44	3,002.30	3,163.94	5.38%	3,424.73	8.24%	13,698.92	3,424.74	285.39	8.24%	13,698.96		
Bar	28	each	588.00	605.82	650.50	864.82	981.04	1,049.60	1,136.96	1,225.20	1,327.44	8.34%	1,420.83	7.04%	39,783.15	1,420.84	118.40	7.04%	39,783.43		
Beauty Salon	32	each	430.00	452.00	486.00	717.46	819.78	867.32	937.98	1,012.12	1,100.86	8.77%	1,176.46	6.87%	37,646.87	1,176.46	98.04	6.87%	37,646.87		
Business/Govt/Retail	935	per 10 employees	219.40	230.42	247.70	311.50	355.02	391.92	424.10	456.10	495.42	8.62%	529.72	6.92%	495,292.42	529.72	44.14	6.92%	495,292.42		
Camera/Photo	2	each	308.00	318.92	343.00	456.96	515.96	540.98	586.62	633.34	684.52	8.08%	733.39	7.14%	1,466.78	733.40	61.12	7.14%	1,466.80		
Church/Synagogue/Mi	33	ERU = 150	313.00	330.00	355.80	478.50	546.72	582.88	630.36	677.20	736.58	8.77%	787.16	6.87%	25,976.40	787.16	65.60	6.87%	25,976.40		
Conv. Hospital	9	beds	174.90	182.26	196.00	260.20	295.10	309.56	335.34	361.40	391.50	8.33%	419.07	7.04%	3,771.66	419.08	34.92	7.05%	3,771.75		
Dental Office	15	each Dentist	350.00	350.00	367.16	485.80	561.02	588.36	634.78	678.92	742.66	9.39%	791.86	6.62%	11,877.89	791.86	65.99	6.62%	11,877.89		
Gym/Health Spa	3	each	415.00	431.12	462.00	612.82	699.50	752.92	814.44	875.36	951.58	8.71%	1,017.16	6.89%	3,051.49	1,017.16	84.76	6.89%	3,051.49		
Hotel/Motel	1,256	room	188.00	194.78	209.40	260.68	295.60	320.50	347.20	381.48	413.22	8.32%	442.31	7.04%	555,547.48	442.32	36.86	7.04%	555,560.04		
Laundromats	29	per machine	319.50	334.60	360.00	587.30	676.40	727.10	784.92	840.48	918.06	9.23%	979.44	6.69%	28,403.68	979.46	81.62	6.69%	28,404.26		
Laundry	3	each	1,482.00	1,553.00	1,666.66	2,262.74	2,514.96	2,691.76	2,929.36	3,183.98	3,411.96	7.16%	3,668.21	7.51%	11,004.62	3,668.22	305.68	7.51%	11,004.65		
Market	19	each	544.10	571.32	614.00	1,053.90	1,143.46	1,200.06	1,313.28	1,442.00	1,525.26	5.77%	1,648.48	8.08%	31,321.09	1,648.48	137.37	8.08%	31,321.09		
Medical Office	21	each Physician	190.00	196.00	202.00	247.18	283.18	299.62	318.16	334.26	364.94	9.18%	384.36	5.32%	8,071.52	384.36	32.03	5.32%	8,071.52		
Residential	7,113	each	370.50	388.00	417.10	514.32	575.46	647.14	703.18	767.84	825.78	7.55%	886.51	7.35%	6,305,774.94	886.52	73.88	7.36%	6,305,846.07		
Restaurants	14,400	Seat/M meal	26.22	27.54	28.90	43.36	46.98	49.36	54.02	59.36	62.74	5.69%	67.82	8.09%	976,574.70	67.82	5.65	8.09%	976,574.70		
Schools	2,500	Population	14.32	14.90	15.94	20.76	23.88	26.84	28.98	31.04	33.90	9.21%	36.15	6.64%	90,375.96	36.16	3.01	6.67%	90,400.96		
Service Stations	26	per pump	1,186.00	1,256.94	1,346.20	1,619.06	1,830.34	1,940.98	2,104.06	2,270.46	2,455.60	8.15%	2,630.23	7.11%	68,385.93	2,630.24	219.19	7.11%	68,386.19		
Supermarkets	2	each	11,451.08	12,013.78	12,918.34	14,152.08	15,350.08	16,915.86	18,513.28	20,330.52	21,500.58	5.76%	23,239.43	8.09%	46,478.87	23,239.44	1936.62	8.09%	46,478.89		
SPECIAL	57	ERU=150	325.60	338.02	363.50	480.32	548.60	594.48	642.96	690.84	751.26	8.75%	802.93	6.88%	45,766.98	802.94	66.91	6.88%	45,767.55		
<b>TOTALS</b>															<b>\$8,812,146.41</b>			<b>\$8,812,256.99</b>			

Proposed vs. Model 110.58

Residential Rate Change

	<b>Model</b>	<b>Proposed</b>
\$ Change	7.35%	7.36%
Monthly Charge	\$73.88	\$73.88
\$ increase	\$5.06	\$5.06

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 1 - SUMMARY OF USERS AND WASTEWATER CHARACTERISTICS**

3/13/20

USER GROUP	COUNT	UNITS	FLOW (gpd/unit)	ADWF (MGD)	BOD (mg/l)	SS (mg/l)	DESIGN FLOW (MGD)	BOD (lbs/day)	SS (lbs/day)	VOLUME (MG)	BOD (lbs)	SS (lbs)
Veterinary Offices	3	each	355	0.0011	300	275	0.0011	2.665	2.443	0.389	973	892
Animal Hosp & Boarding	1	each	1,015	0.0010	300	275	0.0010	2.540	2.328	0.370	927	850
Bakery	4	each	265	0.0011	1,300	1,100	0.0011	11.493	9.724	0.387	4,195	3,549
Bar	28	each	255	0.0071	275	265	0.0071	16.376	15.780	2.606	5,977	5,760
Beauty Salon	32	each	228	0.0073	200	235	0.0073	12.170	14.299	2.663	4,442	5,219
Business/Govt/Retail	935	per 10 employees	100	0.0935	225	245	0.0935	175.453	191.049	34.128	64,038	69,730
Camera/Photo	2	each	125	0.0003	210	400	0.0003	0.438	0.834	0.091	160	304
Church/Synagogue/Mission	33	ERU = 150	153	0.0050	190	245	0.0050	7.974	10.283	1.837	2,911	3,753
Conv. Hospital	9	beds	75	0.0007	300	245	0.0007	1.689	1.379	0.246	616	503
Dental Office	15	each Dentist	170	0.0026	175	135	0.0026	3.722	2.871	0.931	1,358	1,048
Gym/Health Spa	3	each	195	0.0006	225	225	0.0006	1.098	1.098	0.214	401	401
Hotel/Motel	1,256	room	79	0.0992	350	200	0.0992	289.635	165.506	36.217	105,713	60,408
Laundromats	29	per machine	205	0.0059	185	155	0.0059	9.173	7.685	2.170	3,348	2,805
Laundry	3	each	510	0.0015	500	450	0.0015	6.380	5.742	0.558	2,329	2,096
Market	19	each	150	0.0029	900	1,005	0.0029	21.392	23.888	1.040	7,808	8,719
Medical Office	21	each Physician	87	0.0018	175	135	0.0018	2.667	2.057	0.667	973	751
Minimum/Vacant/Storage	0	each	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Public	0	ERU=175	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Residential	7,113	each	135	0.9603	375	415	0.9603	3,003.198	3,323.539	350.493	1,096,131	1,213,052
Restaurants	14,400	Seat/Meal	6	0.0864	1,300	700	0.0864	936.749	504.403	31.536	341,902	184,101
Schools	2,500	Population	8	0.0188	175	175	0.0188	27.366	27.366	6.844	9,988	9,988
Service Stations	26	per pump	455	0.0118	240	350	0.0118	23.679	34.532	4.318	8,643	12,604
Supermarkets	2	each	2,100	0.0042	925	1,000	0.0042	32.401	35.028	1.533	11,826	12,785
Theaters	0	Seats	3	0.0000	250	190	0.0000	0.000	0.000	0.000	0	0
SPECIAL	57	ERU~150	155	0.0088	200	240	0.0088	14.737	17.684	3.225	5,379	6,454
<b>TOTALS</b>			<b>6,828</b>	<b>1.3218</b>	<b>418</b>	<b>399</b>	<b>1.3218</b>	<b>4,602.99</b>	<b>4,399.52</b>	<b>482.462</b>	<b>1,680,036</b>	<b>1,605,771</b>

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 2 - OPERATION AND MAINTENANCE COSTS AND DEBT SERVICE**

3/13/20

<b>COST CATEGORY</b>	<b>Est. CURRENT YEAR 19-20</b>	<b>ESTIMATED COST 20-21</b>
<b>TREATMENT FACILITIES</b>		
Fixed costs	4,648,941.00	5,331,416.00
Replacement costs	1,200,000.00	<b>1,200,000.00</b>
Total fixed costs	4,648,941.00	5,331,416.00
Replacement costs	1,200,000.00	1,200,000.00
<b>SUB TOTAL</b>	<b>5,848,941.00</b>	<b>6,531,416.00</b>
<b>COLLECTION SYSTEM</b>		
Fixed costs	1,480,355.00	1,610,457.00
Replacement costs	450,000.00	<b>450,000.00</b>
Total fixed costs	1,480,355.00	1,610,457.00
Replacement costs	450,000.00	450,000.00
<b>SUB-TOTAL</b>	<b>1,930,355.00</b>	<b>2,060,457.00</b>
<b>ADMINISTRATION</b>		
Fixed Costs	1,627,697.00	1,420,926.00
Replacement Costs	0.00	<b>0.00</b>
Variable costs	0.00	0.00
<b>SUB-TOTAL</b>	<b>1,627,697.00</b>	<b>1,420,926.00</b>
<b>OPERATING RESERVES -</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER</b>		
TOTAL FIXED COSTS	7,756,993.00	8,362,799.00
TOTAL REPLACEMENT COSTS	1,650,000.00	1,650,000.00
Less PBCSD	1,200,000.00	1,200,000.00
Less CalPERS UAL	0.00	0.00
<b>LESS PBCSD</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>
<b>TOTAL CAWD O&amp;M COSTS</b>	<b>8,206,993.00</b>	<b>8,812,799.00</b>
<b>DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>



**CARMEL AREA WASTEWATER DISTRICT - 2020-21 REVENUE PROGRAM  
FORM 3 - CAPITAL COST ALLOCATION**

3/13/20

COSTS	TOTAL COST	FLOW		BOD		SS	
		%	\$	%	\$	%	\$
Collection System	0	100.00	0	0.00	0	0.00	0
Treatment Plant	0	34.00	0	33.00	0	33.33	0
Outfall/Intercept.	0	100.00	0	0.00	0	0.00	0
Step 3 Admin.							
Step 1 & 2							
<b>SUBTOTAL - ALL COSTS</b>							
Less Exclusions							
Total G.F. Costs							
Total N.G.F. Costs							
Federal Grant at 75% of 9							
Annual ICR							
<b>LOCAL SHARE</b> (8+12-1/2% of 9)							

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 4 - UNIT COST DETERMINATION**

3/13/20

COST CATEGORY	PARAMETER ALLOCATION PERCENTAGE	ANNUAL COST TO EACH PARAMETER	TOTAL QUANTITIES	UNIT COST FOR EACH PARAMETER
<b>1. COLLECTION SYSTEM O&amp;M</b>				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	100.000	\$2,401,216	482.46	\$4,977.00215
BOD (lbs)	0.000	\$0	1,680,036.19	\$0.00000
SS (lbs)	0.000	\$0	1,605,770.93	\$0.00000
<b>2. DEBT SERVICE</b>				
I/I (MG)			0.00	
Flow (MG)			350.00	\$0.00000
BOD (lbs)			1,680,036.19	\$0.00000
SS (lbs)			1,605,770.93	\$0.00000
<b>3. CAPITAL OUTLAY</b>				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	0.000	\$0	325.00	\$0.00000
BOD (lbs)	0.000	\$0	1,680,036.19	\$0.00000
SS (lbs)	0.000	\$0	1,605,770.93	\$0.00000
			9.50	
<b>4. TREATMENT &amp; DISPOSAL O&amp;M</b>				
I/I (MG)	0.00	\$0	0.00	
Flow (MG)	33.33	\$2,137,194	482.46	\$4,429.76454
BOD (lbs)	33.33	\$2,136,981	1,680,036.19	\$1.27198
SS (lbs)	33.33	\$2,137,194	1,605,770.93	\$1.33095
<b>5. ADMINISTRATIVE COSTS (Allocated above)</b>				
TO T&D	76.02	\$1,080,167		
TO COLLECTION	23.98	\$340,759		
<b>TOTAL O&amp;M COST</b>		<b>\$8,812,585</b>		



**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 5 - SUMMARY OF FUND COSTS - O & M**

3/13/20

USER GROUPS	COUNT	FLOW		BOD		SS		TOTAL ANNUAL REVENUE	AVERAGE ANNUAL REVENUE	AVERAGE MONTHLY REVENUE
		UNIT COST= 9,406.77		UNIT COST= 1.271984899		UNIT COST= 1.330945852				
		FLOW - MG	DOLLARS	BOD - lbs.	DOLLARS	SS-lbs.	DOLLARS			
Veterinary Offices	3	0.389	3,657	973	1,237	892	1,187	6,080	2,026.76	168.90
Animal Hosp & Boarding	1	0.370	3,485	927	1,179	850	1,131	5,795	5,794.82	482.90
Bakery	4	0.387	3,639	4,195	5,336	3,549	4,724	13,699	3,424.73	285.39
Bar	28	2.606	24,515	5,977	7,603	5,760	7,666	39,783	1,420.83	118.40
Beauty Salon	32	2.663	25,051	4,442	5,650	5,219	6,946	37,647	1,176.46	98.04
Business/Govt/Retail	935	34.128	321,029	64,038	81,456	69,730	92,807	495,292	529.72	44.14
Camera/Photo	2	0.091	858	160	203	304	405	1,467	733.39	61.12
Church/Synagogue/Mission	33	1.837	17,279	2,911	3,702	3,753	4,995	25,976	787.16	65.60
CONF/MEETING	0	0.000	0	0	0	0	0	0	0.00	0.00
Conv. Hospital	9	0.246	2,318	616	784	503	670	3,772	419.07	34.92
Dental Office	15	0.931	8,755	1,358	1,728	1,048	1,395	11,878	791.86	65.99
Gym/Health Spa	3	0.214	2,009	401	510	401	533	3,051	1,017.16	84.76
Hotel/Motel	1,256	36.217	340,683	105,713	134,466	60,408	80,399	555,547	442.31	36.86
Laundromats	29	2.170	20,412	3,348	4,258	2,805	3,733	28,404	979.44	81.62
Laundry	3	0.558	5,253	2,329	2,962	2,096	2,789	11,005	3,668.21	305.68
Market	19	1.040	9,785	7,808	9,931	8,719	11,604	31,321	1,648.48	137.37
Medical Office	21	0.667	6,273	973	1,000	600	799	8,072	384.36	32.03
Residential	7,113	350.493	3,297,007	1,096,131	1,394,262	1,213,052	1,614,506	6,305,775	886.51	73.88
Restaurants	14,400	31.536	296,652	341,902	434,894	184,101	245,029	976,575	67.82	5.65
Schools	2,500	6.844	64,378	9,988	12,705	9,988	13,294	90,376	36.15	3.01
Service Stations	26	4.318	40,618	8,643	10,993	12,604	16,775	68,386	2,630.23	219.19
Supermarkets	2	1.533	14,421	11,826	15,042	12,785	17,016	46,479	23,239.43	1,936.62
Theaters	0	0.000	0	0	0	0	0	0	0.00	0.00
SPECIAL	57	3.225	30,335	5,379	6,842	6,454	8,591	45,767	802.93	66.91
<b>TOTALS</b>		<b>482.462</b>	<b>4,538,410</b>	<b>1,680,036</b>	<b>2,136,743</b>	<b>1,605,620</b>	<b>2,136,993</b>	<b>8,812,146</b>		

**Carmel Area Wastewater District  
Residential User Fee History**

<u>Fiscal Year</u>	<u>User Fee</u>	<u>% Change +/-</u>	<u>\$ Change</u>	<u>Monthly \$ Change</u>	<u>SF-Oakland-San Jose Annual Avg CPI %</u>	
70-71	\$36.00					
71-72	\$28.80				40.4	
72-73	\$24.00	-20.00%	-\$7.20	-\$0.60	42.8	5.94%
73-74	\$24.00	0.00%	\$0.00	\$0.00	47	9.81%
74-75	\$24.00	0.00%	\$0.00	\$0.00	51.8	10.21%
75-76	\$24.00	0.00%	\$0.00	\$0.00	54.6	5.41%
76-77	\$24.00	0.00%	\$0.00	\$0.00	58.8	7.69%
77-78	\$36.00	50.00%	\$12.00	\$1.00	64.3	9.35%
78-79	\$72.00	100.00%	\$36.00	\$3.00	69.8	8.55%
79-80	\$72.00	0.00%	\$0.00	\$0.00	80.4	15.19%
80-81	\$72.00	0.00%	\$0.00	\$0.00	90.8	12.94%
81-82	\$72.00	0.00%	\$0.00	\$0.00	97.6	7.49%
82-83	\$72.00	0.00%	\$0.00	\$0.00	97.8	0.20%
83-84	\$72.00	0.00%	\$0.00	\$0.00	98.4	0.61%
84-85	\$96.00	33.33%	\$24.00	\$2.00	104	5.69%
85-86	\$96.00	0.00%	\$0.00	\$0.00	108.4	4.23%
86-87	\$96.00	0.00%	\$0.00	\$0.00	111.6	2.95%
87-88	\$96.00	0.00%	\$0.00	\$0.00	115.4	3.41%
88-89	\$96.00	0.00%	\$0.00	\$0.00	120.5	4.42%
89-90	\$96.00	0.00%	\$0.00	\$0.00	126.4	4.90%
90-91	\$96.00	0.00%	\$0.00	\$0.00	132.1	4.51%
91-92	\$96.00	0.00%	\$0.00	\$0.00	137.9	4.39%
92-93	\$96.00	0.00%	\$0.00	\$0.00	142.5	3.34%
93-94	\$96.00	0.00%	\$0.00	\$0.00	146.3	2.67%
94-95	\$96.00	0.00%	\$0.00	\$0.00	148.7	1.64%
95-96	\$115.20	20.00%	\$19.20	\$1.60	151.6	1.95%
96-97	\$120.96	5.00%	\$5.76	\$0.48	155.1	2.31%
97-98	\$127.00	4.99%	\$6.04	\$0.50	160.4	3.42%
98-99	\$133.36	5.01%	\$6.36	\$0.53	165.5	3.18%
99-00	\$140.04	5.01%	\$6.68	\$0.56	172.5	4.23%
00-01	\$156.60	11.83%	\$16.56	\$1.38	180.2	4.46%
01-02	\$241.24	54.05%	\$84.64	\$7.05	189.9	5.38%
02-03	\$256.00	6.12%	\$14.76	\$1.23	193.0	1.63%
03-04	\$265.00	3.52%	\$9.00	\$0.75	196.4	1.76%
04-05	\$275.76	4.06%	\$10.76	\$0.90	198.8	1.22%
05-06	\$289.50	4.98%	\$13.74	\$1.15	202.7	1.96%
06-07	\$301.00	3.97%	\$11.50	\$0.96	209.2	3.21%
07-08	\$319.00	5.98%	\$18.00	\$1.50	216.048	3.27%
08-09	\$337.00	5.64%	\$18.00	\$1.50	222.767	3.11%
09-10	\$353.80	4.99%	\$16.80	\$1.40	224.395	0.73%
10-11	\$370.50	4.72%	\$16.70	\$1.39	227.469	1.37%
11-12	\$388.00	4.72%	\$17.50	\$1.46	233.39	2.60%
12-13	\$417.10	7.50%	\$29.10	\$2.43	239.65	2.68%
13-14	\$463.46	11.11%	\$46.36	\$3.86	245.023	2.24%
14-15	\$514.32	10.97%	\$50.86	\$4.24	251.985	2.84%
15-16	\$575.46	11.89%	\$61.14	\$5.10	258.572	2.61%
16-17	\$647.14	12.46%	\$71.68	\$5.97	266.344	3.01%
17-18	\$703.18	8.66%	\$56.04	\$4.67	274.924	3.22%
18-19	\$767.84	9.20%	\$64.66	\$5.39	285.55	3.87%
19-20	\$825.78	7.55%	\$57.94	\$4.83	295.004	3.31%
20-21	\$886.52	7.36%	\$60.74	\$5.06		

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: March 26, 2020

Subject: Pebble Beach Community Services District – Regular Board Meeting  
February 28, 2020

## DISCUSSION

Agenda items from the February 28, 2020 meeting that are of specific interest to this District:

- Total cash balance at the end of January 2020 was \$24.7M; of that amount, \$12.1M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The January 2020 Cash Basis Budget reflect Total Revenues at 48.0% of budget and Expenditures at 19.4%.
- Forest Lake Reservoir held 115 MG (million gallons) of recycled water or 100% of permitted capacity. Current storage volume is 9% above the historic average of 106 MG.
- Total irrigation water demand for the 2020 calendar year through January was 3 AF (acre feet). Total demand for the calendar year is 75% below the 5-year average of 12 AF. The month of January reflected a net storage increase of approximately 25 million gallons bringing the reservoir to capacity. By comparison, a net storage increase of approximately 32 MG was observed in January of last year.
- Average daily wastewater flow of 525,000 GPD (gallons per day) was measured in January at the PBCSD-Carmel gate. This represents 38% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 8% below the five-

year average of 568,000 GPD for the month of January; the CAWD total flow was 10% below the five-year average of 1,547,000 GPD for January.

- Alternative source water total production year-to-date is 7.9 MG. The 4<sup>th</sup> Fairway Diversion, MPCC (Monterey Peninsula Country Club) No. 8 Well, and MPCC No. 9 Well were taken offline in mid-November for the winter season.
- The Board approved E2 Consulting Engineers to provide preliminary engineering services in association with the Seal Rock (P3) Pump Station Improvement Project for an amount not to exceed \$135K.
- The Board approved a contract with Professional Pipe Services (Pro-Pipe) for the Wastewater Collection System Assessment Project Phase 1 in an amount not to exceed \$1M.
- The Board approved further consideration of a Retirement Incentive Plan that would require employees to identify a retirement date in advance, providing the District between 4 – 16 months to plan in considerations for 3 years medical coverage, a cash payment as a retirement incentive, or a combination of the two.
- Average daily wastewater flows measured in million gallons per day (MG) show:

<b>MONTH</b>	<b>TOTAL</b>	<b>CAWD FLOW</b>	<b>PBCSD FLOW</b>	<b>PBCSD</b>
July - 19	36.938	26.243	10.695	28.954%
Aug - 19	36.595	25.680	10.915	29.826%
Sept - 19	33.270	23.040	10.230	30.748%
Oct - 19	34.302	23.355	10.947	31.914%
Nov - 19	33.403	22.711	10.692	32.009%
Dec - 19	52.279	32.078	20.201	38.641%
Jan - 20	43.210	26.920	16.290	37.700%
Total	269.997	180.027	89.970	33.322%

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: March 26, 2020

Subject: Quarterly Progress Report (Jan – Mar 2020)

## RECOMMENDATION

This report is informational only – no action is required. The Board requested a quarterly update of progress made throughout the District. This report is designed to offer a high-level view of the first quarter of calendar year 2020.

## DISCUSSION

### General Management

The first quarter of 2020 has been consumed with legal/regulatory issues.

- River Watch settlement - successfully worked with legal counsel on a minimal dollar settlement and agreement that CAWD should be able to successfully complete in the next five years.
- Carmel River Floodplain Restoration and Environmental (CRFREE) Project – the County approved the Final Environmental Impact Report (EIR) which required CAWD to work with counsel on last minute changes. We have now moved on to the negotiation phase for the agreement between the County and CAWD on the Outfall Undergrounding Project.
- Coastal Conservancy – the District has applied for and plans to accept a grant from the Conservancy in the amount of \$750K. Due to Coronavirus Disease (COVID)-19 the April meeting has been cancelled and has been pushed to June 18<sup>th</sup> in Sacramento.
- Ecosystem Protection Barrier (EPB) is back in play after a hiatus. The County plans to restart the EIR in May. A meeting was conducted with Sarah Hardgrave, Policy Analyst for Mary Adams, and in that meeting I expressed the District’s concerns and desire to participate in any proposed solution.

- Coastal Commission permit issue was, in general, successfully resolved. This project took a considerable amount of time with legal counsel and with our partners in the treatment plant and reclamation.
- Completed cleaning of Digester #1 and will continue to work on #2 inhouse.
- Updated Sewer system Management Plan (SSMP) – we engaged a consultant to perform a full external audit of the existing plan, made amendments, and provided an updated certification to the State Water Resources Control Board.
- Continue to work on long term capital for Collection system with Bid for Rio Road Cured-In-Place Lining Project, FY19/20 Manhole & Sewer Repair Project, new VacCon truck and surplus of existing VacCon, Hatton Canyon Pipeline
- Moved website platform to Streamline – all management staff participated in this move and update of our website
- Continued upgrade of Programmable Logic Controller Panels at pump stations.
- Immediately after resolving permit issue with Coastal Commission CAWD is now ready to send CEQA (California Environmental Quality Act) documents to them for Phase II.
- Developed COVID-19 Risk Mitigation and Response Plan
- Developed virtual meeting protocol with ZOOM platform.

#### Financial Matters

- Updated Sewer Connection fee to reflect asset addition of Phase II.
- Developed a new a Surplus Asset Disposal Policy
- Annual financial audit completed for 06-30-19 without any issues to report
- Researched solution to grant funding/single audit lack of experience on staff

#### Personnel Management

- Employee negotiation for two-year contract ongoing – to be completed by June 2020.

- Health Insurance split from MCSIG (Monterey County Schools Insurance Group) and became a stand-alone group PACE (Public Agency Coalition Enterprise). CAWD was the sole agency to vote against this change so we will have to wait to see implications, however, I would anticipate less negotiation power with a smaller group.
- Succession Planning continues with Mr. Foley as Acting General Manager during end of December through January 7<sup>th</sup>. He did a great job. For myself, I would say that two weeks is incredibly long.
- Encourage continued participation of staff in CWEA from all staff.

#### Public & Community Relations

- Continued participation in County Service Area (CSA)1 and CSA 50 meetings on flood control.
- 2020 American Public Works Association 1<sup>st</sup> Place Award for projects under \$5M for our Hatton Canyon Road Rehabilitation Project.
- Renewed contract with City of Carmel-by-the-Sea for stormwater drain inspections and storm interceptor cleaning services
- We continue to work closely with State Parks – not only to manage our current relationship but to potentially set the tone of the future at Point Lobos and for District infrastructure needs.