



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

February 28, 2019
Thursday
9:00AM

List of Common Acronyms

ACWA	Assoc of California Water Agencies	MG/L	Milligrams per Liter
AF	Acre Feet	MGD	Million Gallons per Day
APWA	American Public Works Assoc	MLSS	Mixed Liquor Suspended Solids
AWWA	American Water Works Assoc	MLVSS	Mixed Liquor Volatile Suspended Solids
BFE	Base Flood Elevation (FEMA)	MOU	Memorandum of Understanding
BMP	Best Management Practice	MPN	Most Probable Number (of coliform organisms)
BOD	Biochemical Oxygen Demand	MPWMD	Monterey Peninsula Water Management District
BTU	British Thermal Units	MSL	[Elevation above] Mean Sea Level
C&I	Calcium & Ion	NEC	National Electric Code
Cal OES	California Office of Emergency Services	NELAC	National Environmental Laboratory Accreditation Council
Cal/OSHA	California Occupational Safety and Health Administration	NEPA	National Environmental Policy Act
CalPERS	California Public Employees Retirement System	NMFS	National Marine Fisheries Service (NOAA)
CASA	California Association of Sanitation Agencies	NOAA	National Oceanic & Atmospheric Administration
CAWD	Carmel Area Wastewater District	NPDES	National Pollutant Discharge Elimination System
CCAMP	Central Coast Ambient Monitoring Program	NPS	Non-Point Source [Pollution]
CCLEAN	Central Coast Long Term Environmental Assessment Network	NPSHa	Net Positive Suction Head Available
CCTV	Closed Circuit Television	NPSHr	Net Positive Suction Head Required
CECs	Constituents of Emerging Concern	OM&R	Operations, Maintenance, and Replacement
CEQA	California Environmental Quality Act	OSHA	Occupational Safety & Health Act
CFR	Code of Federal Regulations	PBC	Pebble Beach Company
CIP	Capital Improvement Project/Plan	PBCSD	Pebble Beach Community Services District
CL2	Chlorine	PCB's	Polychlorinated Biphenyls
CMMS	Computerized Maintenance Mgmt Software	PEHP	Post Employment Health Plan
CMOM	Capacity, Management, Operations & Maintenance	pH	Hydrogen Ion Concentration (Potential of Hydrogen)
COD	Chemical Oxygen Demand	PLC	Programmable Logic Controller
CPI	Consumer Price Index	POTW	Publicly Owned Treatment Works
CRFREE	Carmel River Floodplain Restoration & Environmental Enhancement	PPM	Parts per Million
CRWQCB	Calif Regional Water Quality Control Board	PS	Point Source [Pollution]
CSDA	California Special District Association	PS	Pump Station
CSO	Combined Sewer Overflow	PSI	Pounds per Square Inch
CSS	Combined Sewer System	QA/QC	Quality Assurance/Quality Control
CU FT	Cubic Feet	RAS	Return Activated Sludge
CWA	Clean Water Act (EPA)	RFP	Request for Proposals
CWEA	California Water Environment Assoc	RFQ	Request for Qualifications
DAF	Dissolved Air Flotation	RMP	Risk Management Program
DEG	Degrees	RO	Reverse Osmosis
DEIS	Draft Environmental Impact Statement (NEPA/EPA)	RPM	Revolutions per Minute
DHS	Department of Health Services	RWQCB	Regional Water Quality Control Board
DO	Dissolved Oxygen	SAR	Sodium Adsorption Ratio
DWF	Dry Weather Flow	SBS	Sodium Bisulfite
EA	Environmental Assessment (NEPA/EPA)	SCADA	Supervisory Control and Data Acquisition
EFT	Electronic Funds Transfer	SLR	Sea Level Rise
EIS/EIR	Environmental Impact Statement/Report	SOR	Standard Oxygen Requirement
ELAP	Environmental Laboratory Accreditation Program	SOUR	Specific Oxygen Uptake Rate
EPA	[U.S.] Environmental Protection Agency	SRF	State Revolving Loan Fund
ESMP	Electronic Self-Monitoring Report	SRT	Solids Retention Time (same as MCRT)
F/M	Food to Microorganism ratio	SRV	Sewer Relief Valve
FEB	Flow Equalization Basin	SS	Suspended Solids (same as TSS)
FEMA	Federal Emergency Management Agency	SSMP	Sewer System Management Plan
FOG	Fats, Oils and Grease	SSO	Sanitary Sewer Overflow
GAL	Gallon	SVI	Sludge Volume Index
GASB	Government Accounting Standards Board	SWRCB	State Water Resources Control Board
GPD	Gallons per Day	TDML	Total Maximum Daily Load
HP	Horsepower	TMP	Trans Membrane Pressure
I/I	Infiltration and Inflow	TDS	Total Dissolved Solids
IPR	Indirect Potable Reuse	TOC	Total Organic Carbon
IRWUG	Independent Reclaimed Water Users Group	TS/TSS	Total Suspended Solids
IS/MND	Initial Study/Mitigated Negative Declaration	UV	Ultraviolet Treatment
kw	Kilowatt	VFD	Variable Frequency Drive
kwH	Kilowatt hour	VS	Volatile Solids
LAFCO	Local Agency Formation Commission	VSS	Volatile Suspended Solids
LAMP	Local Area Management Plan	WAS	Waste Activated Sludge
lbs	Pounds	WDR	Waste Discharge Requirements
LIMS	Laboratory Information Management Software	WEF	Water Environment Federation
MCC	Motor Control Center	WPCF	Water Pollution Control Federation
MCRT	Mean Cell Retention Time	WWTP	Waste Water Treatment Plant
MF/RO	Microfiltration/Reverse Osmosis		



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JANUARY 31, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 a.m.

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

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Karla Cristi, CMMS-Plant Administrative Coordinator, CAWD
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Jeffrey B. Froke, Board Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
David Heuck, Executive Vice President & Chief Administrative Officer, Pebble Beach Company
Rich Larsen, Private Homeowner, Carmel Highlands

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Public Comment No: 1

Mr. Larsen said that his family moved into their Carmel Highlands house 4 years ago. It is located directly across Hwy 1 from the District's main sewer line. Mr. Larsen feels it should not take 4 years for his connection process. He asked that CAWD agendize the "Larsen Sewer Connection" to get this project moving and to track progress going forward. He understands that CalTrans will need to approve extension of the sewer line under the highway. He said that he will go directly to Local Agency Formation Commission (LAFCO) to get annexed to CAWD. Ms. Lather has provided Mr. Larsen with an annexation application. Director White asked if there are neighboring property owners also interested in connecting. Mr. Larsen explained that lots in this area are a couple of acres each and would require extensive trenching. His neighbors are reluctant to connect at this time. Ms. Buikema apologized for the delay and clarified that although LAFCO does not like stand-alone annexations they do not forbid them. She told him that

design plans, completed by an engineering firm, need to be presented to CAWD for review and approval. President White expressed appreciation to Mr. Larsen for his attitude and cooperation despite the delays.

Public Comment No: 2

Mr. Niccum said that PBCSD made a final payment, in December, for the CAWD plan Operations & Maintenance and Capital costs for prior year. He expressed dissatisfaction and concern since he felt this situation has been an issue for a number of years. It took 6 months this year, working with CAWD staff, to clarify cost allocation. Mr. Niccum gave an example of a Board meeting a couple of weeks ago, page 19 of the Minutes, wherein after review by PBCSD engineers, he felt false statements had been made about costs for the outfall pipe and collection lines. Mr. Niccum said that this is not an isolated incident and asked that cost allocations be done during the public process. He would like his engineers to start participating in CAWD's Budget Committee meetings and stated that both agencies should maintain a good, long term agreement and avoid litigation. He would like to keep working together but feels that PBCSD has not been treated fairly. Ms. Buikema said that PBCSD will be notified and invited to all CAWD Budget Committee meetings going in the future.

President White stated that he is sorry for the disappointment, but that perhaps these differences of opinion should be discussed during a smaller group meeting. Director D'Ambrosio felt it is a necessary and productive process to sit down and discuss differences instead of letting frustrations build up. Director Rachel thought it may be beneficial to have the full Boards of both agencies meet for full disclosure. It was agreed to start small then expand the group size after some solutions have been worked out.

2. Agenda Changes:

President White said that Item 27, on Sea Level Rise (SLR), will be moved to the beginning of the agenda. There we no other agenda changes.

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.

27. Sea Level Rise Report – Staff Report by Patrick Treanor, Plant Engineer

The SLR report as presented, followed conservative guidance standards for planning purposes regarding climate change and critical infrastructure. Due to the significant community impact, the recommendation was made to form a committee to include other agencies in the solution process. Director D'Ambrosio recommended that PBCSD be included, and in order to take a holistic approach, the Committee should include the topics of a floodwall and Carmel River Floodplain Restoration and Environmental Enhancement Project (CRFREE). To clarify the baseline of critical plant levels, Mr. Treanor stated that 15 ft above sea level (SL) is the lowest ground level at the plant, and that building structures go up to 24 ft above SL. Sea level at high tide is approximately 7 feet above zero. The baseline elevation and riverine flooding are the main issues

anticipated to be exacerbated by climate change, although the plant was designed to operate in a floodplain. Director Rachel inquired and Mr. Treanor confirmed that CAWD and other agencies are keeping historical data, photographs, and storm impacts on the plant and river that can be compared over time. President White and Director Townsend commented that many agencies are studying and are affected by Sea Level Rise. There will be ongoing, multi-agency collaboration.

Ms. Buikema recommended the SLR committee be made up of members from CAWD, PBCSD and the PB Company. Mr. Niccum and Mr. Heuck agreed to participate. Ms. Buikema pointed out that CAWD is the biggest property owner with 15 acres in the lagoon. The District needs to be the leader on this issue if we want to guide our future. Mr. Niccum stated that the lowest area of the treatment plant and first to be addressed should be the MF/RO pad. Ms. Buikema asked that “buy-in” for the formation of the SLR Committee be put on the next RMC meeting agenda and she confirmed the Coastal Commission has been alerted that we are doing our due diligence, but that March would be too soon to have our Draft Memorandum of Understanding put on their agenda.

Director Siegfried inquired and Ms. Buikema confirmed that the District would like the Committee to obtain legal opinions from a firm experienced with Coastal issues. Mr. Niccum asked if this is a staff committee or policy making committee, and Ms. Buikema responded that she would like the CAWD Board to appoint two Board members to the committee and staff would act in a support role.

Board Action

Following a motion made by Director D’Ambrosio and seconded by Director Townsend, the Board unanimously accepted the report; agreed to allow outside agencies to participate in the committee; and appointed Directors D’Ambrosio and Siegfried to the SLR Committee.

OTHER ITEMS BEFORE THE BOARD

3. Employee Acknowledgements:

- **Greg Ange, Maintenance Mechanic II – Achieved the CWEA Wastewater Treatment Plant Operator, Grade III Certification**

Mr. Ange was not able to attend so this item was moved to the next Regular Board meeting.

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

Board Action

Following a motion made by Director Siegfried and seconded by President White, the Board unanimously approved the Regular Meeting Minutes of December 13, 2018, the Special Meeting Minutes of December 27, 2018 and January 15, 2019, and enacted the following Consent Calendar items:

- 4. Approve Regular Board Meeting Minutes of December 13, 2018**
- 5. Approve Special Board Meeting Minutes of December 27, 2018**
- 6. Approve Special Board Meeting Minutes of January 15, 2019**
- 7. Receive and Accept Bank Statement Review By Hayashi Wayland – November 2018**
- 8. Receive and Accept Schedule of Cash Receipts and Disbursements – November 2018 And December 2018**
- 9. Approve Register of Disbursements - Carmel Area Wastewater District – November 2018 And December 2018**

Director D'Ambrosio referred to Check No: 33075 Del Monte Gardeners and asked for reasons of potential liability, if the fence has been reinstalled? Mr. Lauer confirmed that it is a joint project between CAWD and the Mission and that the fence is scheduled to go in next week.
- 10. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November 2018 And December 2018**

Director Rachel referred to Check No: 8269 and asked for background on the expenditures for Scinor cell membranes. Mr. Waggoner advised that with the longest run of 2.5 years, the plant has experienced membrane failure. Over the last 5 months, all cells have been replaced and many treatment plants are moving over to this Scinor product. The cost benefit expected by this move, along with many other steps taken, is that secondary effluent quality will improve and that the lifespan of filters will potentially be extended to 5 years.
- 11. Receive and Accept Financial Statements and Supplementary Schedules – November 2018 And December 2018**
- 12. Receive and Accept Collection System Superintendent's Report – December 2018**
- 13. Receive and Accept 2018 Annual Collection System Superintendent's Report**

Director Siegfried stated the report lacked analysis and comparable data. He asked that a template be developed clearly indicating specific information that needs to be included in reports to the Board. Ms. Lather said that she has completed Sewer System Management Plan (SSMP) audits in the past and will be doing one for CAWD this next year. She thought it would address Director Siegfried's concerns and outstanding questions, and that it will include such things as trends, data for the past 5 years, root control and related spills, etc. Audits are conducted every 2 years. Ms. Buikema suggested staff report back next month with an outline of all parameters included in the SSMP so the Board can decide if they would like additional information added.

Mr. Waggoner said that for treatment processes, all information is submitted in tabulation and electronic form. The state only requires annual reporting, so it is challenging to do a

comparison. He further commented that comparable data will be more accessible once all aspects of the Mainsaver program are up and running.

Director D'Ambrosio asked about the grease trap on Sanitary Sewer Overflow #3 and Mr. Lauer confirmed that the school's pizza oven did not have a grease trap in place prior to this occurrence and that a check valve has now been installed. The Sanitary Sewer Overflow (SSO) happened further downstream but this was the low spot.

14. Receive and Accept Safety And Regulatory Compliance Report – December 2018

Director Siegfried asked that this Item be pulled from the Consent Agenda for further discussion later in the meeting.

**15. Receive and Accept Treatment Facility Operations Report – October 2018
November 2018 And December 2018**

16. Receive and Accept Laboratory/Environmental Compliance Report – December 2018

17. Receive and Accept Capital Projects Report/Implementation Schedule – December 2018

18. Receive and Accept Plant Operations Report – December 2018

19. Receive and Accept Maintenance Projects Report – December 2018

Director Siegfried asked and Mr. Waggoner confirmed that the downtime was not on the new turbines.

20. Receive Principal Engineer Monthly Report General Engineering – December 2018

RESOLUTIONS/ORDINANCES

21. Resolution No. 2019-02; A Resolution Authorizing The General Manager To Execute a Minor Services Contract With Hall Landscape Design In An Amount Not To Exceed \$27,375 For WWTP Perimeter Trees and Interior Landscape Planning - Report by Patrick Treanor, Plant Engineer

Mr. Treanor and Ms. Buikema stated that the study is broken into two parts: the perimeter Eucalyptus trees and the plant interior. The contract must be approved the by the Coastal Commission and California Environmental Quality Act (CEQA) for environmental impact.

Director D'Ambrosio previously drafted a vegetation management plan and recommended that the District pursue an updated, all inclusive, landscape plan. He mentioned that State Parks may support removing the eucalyptus trees since they are an invasive species. A coastal biologist or related approved expert would need to be consulted. Director D'Ambrosio said the concept was to plant native wetland species to block the view. The whole process could take seven to ten years.

Director White said the District needs to be concerned about the Meadow's property owners and do public outreach before any trees are cut. Since the money is coming from reserves, and the issue is not time sensitive, Director Siegfried suggested delaying the expenditure to next fiscal year so the costs could be budgeted.

Board Action

Following a motion made by Director Siegfried and seconded by President White, the Board unanimously agreed to table Resolution No. 2019-02 to the June Board meeting.

- 22. Resolution No. 2019-03; A Resolution Authorizing The General Manager To Enter Into A contract With Cintas Uniform Company For Laundry and Linen Service For A Period of Five Years - Report By Daryl Lauer, Collection Superintendent**

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-03.

- 23. Resolution No. 2019-04; A Resolution Authorizing The General Manager To Enter Into A Contract With The City Of Carmel-by-the-Sea In An Amount Not To Exceed \$25,000 To Provide Storm Interceptor Cleaning Services - Report By Daryl Lauer, Collection Superintendent**

Director D'Ambrosio suggested that when the Treatment Plant paving is finished, we may want to add into this City contract a periodic street sweeping of the plant and entryway.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-04.

- 24. Resolution No. 2019-05; A Resolution Approving An Amendment To The District's Vehicle Policy - Report By Barbara Buikema, General Manager**

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-05.

- 25. Resolution No. 2019-06; A Resolution Approving An Amendment To The District's Expense Reimbursement Policy - Report By Barbara Buikema, General Manager**

Ms. Buikema confirmed the sections regarding Vehicle Use have been updated and reviewed by Legal Counsel.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-06.

OTHER ITEMS BEFORE THE BOARD

26. Board Member Committee Assignments for 2019 – Report by Irene Bryant, Board Secretary Pro Tem

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously accepted the 2019 Committee Assignments, including the addition of the SLR Committee Members added under Item 27 of this meeting.

28. Collection System Asset Management – Staff Report by Rachel Lather, Principal Engineer And Daryl Lauer, Collections Superintendent

Mr. Lauer said this Asset Management Plan (AMP) addresses everything under the ground, identifies risk, consequence of failure, and includes a severity index rating. Ms. Lather pointed out the sections of Medium-High and High-Risk priorities that could take 10-20 years to address. The Board felt this was a very good report and noted that the Budget Committee will have much planning and analysis to determine how and when to implement these repairs.

Director Rachel initiated discussion on High Risk priorities. Mr. Lauer stated that the High-Risk categories might not be in imminent danger of failing today but are on a path of probability with consequences of failure, and areas or bodies of water affected that need to be mitigated. Ms. Lather advised that they are attempting to prioritize repairs by risk rating and group them into packages so that the District could better obtain efficient bids to address affected areas.

Board Action

Following a motion made by President White and seconded by Director Siegfried, the Board unanimously accepted the report.

14. Receive and Accept Safety and Regulatory Compliance Report – December 2018

Referring to Respiratory Safety and environmental concerns, Director Siegfried stated that the plant needs to have a better handle on the nitrogen process ins and outs of the system, even though the amounts of off-gassing are miniscule. He feels we need to fall in line with what the state does. Mr. Treanor advised this requires more research and study to understand the process better. There should be improved tracking methods, as well as ongoing analysis of data. He noted that nitrogen and oxygenation techniques are completely different. Mr. Waggoner agreed that a short-term solution was needed, and pointed out that detention time will be reduced as other users connect to that part of the pipeline. Mr. Lauer said that last week's logs indicated we've had the largest reduction of hydrogen sulfide in 5 years.

Board Action

Following a motion made by President White and seconded by Director Siegfried, the Board unanimously accepted the report.

INFORMATION/DISCUSSION ITEMS

29. CMMS (Computerized Maintenance Mgmt. Software) Demo And Progress Update – Report by Chris Foley, Maintenance Superintendent

Ms. Cristi presented a PowerPoint presentation noting that CMMS will always be a “work in progress”. The goal this past year was to develop asset management, whereas the upcoming focus will be to get reporting information into a useable format. After initial maintenance is performed, reliability centered maintenance will also be further analyzed and scheduled accordingly. Purchasing is being transitioned into the Mainsaver system so the information will auto populate, though it won’t prevent manual scanning since that is required for the annual audit. President White inquired and staff advised that we have been working on this program since 2012.

The report was informational only – no action required.

30. Pebble Beach Community Services District: Regular Board Meeting Of December 7, 2018 – Report by Barbara Buikema, General Manager

The report was informational only – no action required.

31. Semi-Annual Progress Report Update For July-Dec 2018 – Report by Barbara Buikema, General Manager

The Board commended staff for progress on entering a Memorandum of Understanding (MOU) with the County for the outfall project and remaining the Lead Agency for the Central Coast Long-term Environmental Assessment Network (CCLEAN).

The report was informational only – no action required.

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 a matter be set as a future Agenda Item.

32. General Manager’s Report - Oral Report by Barbara Buikema, General Manager

- The District has formally rescinded our \$1M California Governor’s Office of Emergency Services (CalOES) grant for the outfall pipeline. We could not meet the qualifications and time limitations with HDD (horizontal directional drilling) which exceeded the benefit-cost analysis. The District is now partnering with the County, and they will apply for the additional funds under their grant. If awarded, we will be a sub grantee of the County.
- Ms. Buikema announced that she will be taking a 1-week vacation and that Ms. Lather will be the Acting General Manager in her absence.

33. Announcements On Subjects Of Interest To The Board Made By Members Of The Board or Staff - Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

- Director Rachel inquired about the significant time savings with using the CSI HR Group. Ms. Buikema said that the District has purchased a separate trailer for Ms. Ingram, and that employees are happy that there is now a dedicated representative for human resources who is available by phone 24/7. CSI HR Group is also making progress on the outdated Employee Handbook and is working to incorporate all past approved Board Resolutions.
- Director Townsend would also like staff to work on an introductory binder for newly elected Board Directors. She also reminded current Board Members to check their mail and inbox in the Director's office.

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for: Friday, January 25, 2019 at 9:30a.m. *Director Rachel attended.*
Friday, February 22, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, February 13, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County–The next SDA meeting is scheduled for: Wednesday, February 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

34. CLOSED SESSION

Pursuant to Government Code Section 54956 and 54957 et seq., the Board met in closed session.

- A. Conference with Labor Negotiators** pursuant to Government Code Section 54957.6.
District designated representatives: Board of Directors, Unrepresented Employees: All
- B. Public Employee Performance Evaluation** pursuant to Government Code Section 54957(b). Title: General Manager

The Board convened in closed session at 11:00a.m. and reconvened to open session at 11:20a.m. Legal Counsel announced that in closed session the Board took up both items listed on the closed session agenda, and as to each matter the Board received information from the General Manager, and no reportable action was taken.

35. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:21a.m. The next regular meeting will be held at 9:00a.m., Thursday, February 28, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

As Reported To:

Irene Bryant, Board Secretary Pro Tem

APPROVED:

Ken White, Board President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
SPECIAL BOARD MEETING MINUTES
BOARD STRATEGY STUDY SESSION MEETING
January 22, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:26 a.m.

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

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Chris Foley, Maintenance Superintendent
Ed Waggoner, Plant Superintendent
Daryl Lauer, Collections Superintendent
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Catherine Hambley, Ph.D., LeapFrog Consulting Facilitator
Robert Wellington, Wellington Law Offices, District Legal Counsel
Suha Kilic, Deputy General Manager, Pebble Beach Community Services District, (PBCSD)
Peter McKee, President, (PBCSD)
Nicholas Becker, Principal Engineer, (PBCSD)

Location: Hayashi & Wayland – 26515 Carmel Rancho Blvd, Suite 100, Carmel, CA 93923

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Mr. Kilic would like both parties to focus on the synergies built between PBCSD and CAWD and would like to keep looking forward. Mr. Kilic was appreciative of Mr. Foley assisting PBCSD with fixing their pump stations. In turn, PBCSD provided the use of their boat for a recent CAWD project. These are mutually beneficial relationships.

2. Agenda Changes:

There were no agenda changes.

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.

3. PURPOSE OF STRATEGIC MEETING

The purpose of this meeting is to discuss strategy and vision and the inclusion of Staff ideas. The intent is to have the Board build upon the ideas presented.

A. Mission Statement – Review

- CAWD returns clean water to the community through cost-effective collections and treatment.
- Further discussion is needed regarding the use of environment, clean, and community within the mission statement.
- Alternative Suggestion: CAWD returns clean water to the environment through cost effective collection and treatment.
- The consensus was for the Board to discuss further and to compare to other Districts.

B. Purpose- Why do we exist? (Our Mission)

- The protection of the public health and the environment through cost effective collection and treatment of wastewater and the return of clean water to the environment.

C. Threats and Opportunities

Threats:

- What are the potential obstacles to our success?
- What are the seen and unforeseen threats we face?
 - Water conservation.
 - Seal level rise.
 - Retirements.
 - Local competition for talent and scope of services.
 - Board succession planning.

Opportunities:

- What are potential opportunities we could seize upon?
- What could we leverage that we are not currently leveraging? (e.g. assets, relationships, public education).
 - Lagoon project.
 - Automation.
 - Relationships with City of Carmel and Monterey County.
 - Public outreach/education.
 - Expand our District.
 - Shared Services.
 - Provide water delivery.

D. Vision Statement- Review -Where is CAWD headed?

- CAWD will be known as best in industry.
- CAWD can be best in our respective category.

E. Core Values – What we stand for?

- Integrity: Always focus on doing what’s right, even if it is the more difficult choice.
- Service Orientation: Strive to understand and address the needs of all our “customers”, including co-workers, the public, other agencies, and vendors.
- Teamwork: Collaborate with others and work together as one team, regardless of department.
- Shared Learning: Find opportunities to mentor others, to learn from each other, and to continually improve
- Safety: Empower or people to act in ways that protect our co-workers, the public, and the environment.
- Financial Stewardship: Recognize that our people all play a role in being fiscally responsible so that CAWD has the financial resources to fulfill its mission.

F. Strategic Goals & Targets – What results will we measure?

- Strive for Excellence.
- Seize Opportunities to Expand Services.
- Adopt innovations and new ideas.
- Maximize our assets.
- Grow and retain talent.

G. Strategies– How we will we achieve our vision?

- Reduce the call-out’s under our control to zero.
- Attain zero violations
- Maintain cash reserves to fund our long-term capital plan.
- Recover at least 87% of our water.

H. Action Plans- What is the work to be done?

- Report on metrics to Board quarterly.

***Break from 9:56 am to 10:10 am
President White Reconvened meeting at 10:10 am***

No Board Action taken. No motions were made during this strategy meeting as this is a study session. There was a consensus to report quarterly and to have further discussions.

Break from 11:25 am to 11:30 am (Staff left the premise)

The Board reconvened at 11:30 am and the 2nd half of the meeting was adjourned at 12:09 pm.

Attendees:

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

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Catherine Hambley, Ph.D., LeapFrog Consulting Facilitator
Robert Wellington, Wellington Law Offices, District Legal Counsel

I. Sea Level Rise

- Recommendation of staff is to form a Committee with guidance from the Board and the Committee should include PBCSD.
- Significant impact on the Community.

J. Board Succession

- What is the approach to Board succession for CAWD?

No Board Action taken. No motions were made during this strategy meeting as this is a study session. There was a consensus to report quarterly and to have further discussions.

4. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 12:09 p.m. The next regular meeting will be held at 9:00 a.m., Thursday, January 31, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

January 19, 2019

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of December 2018. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

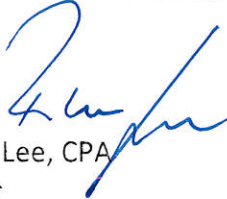
- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed one check with only one signature. Check #33127 to Town & Country Gardening & Landscaping in the sum of \$610.00. This procedure did not reveal any other 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.



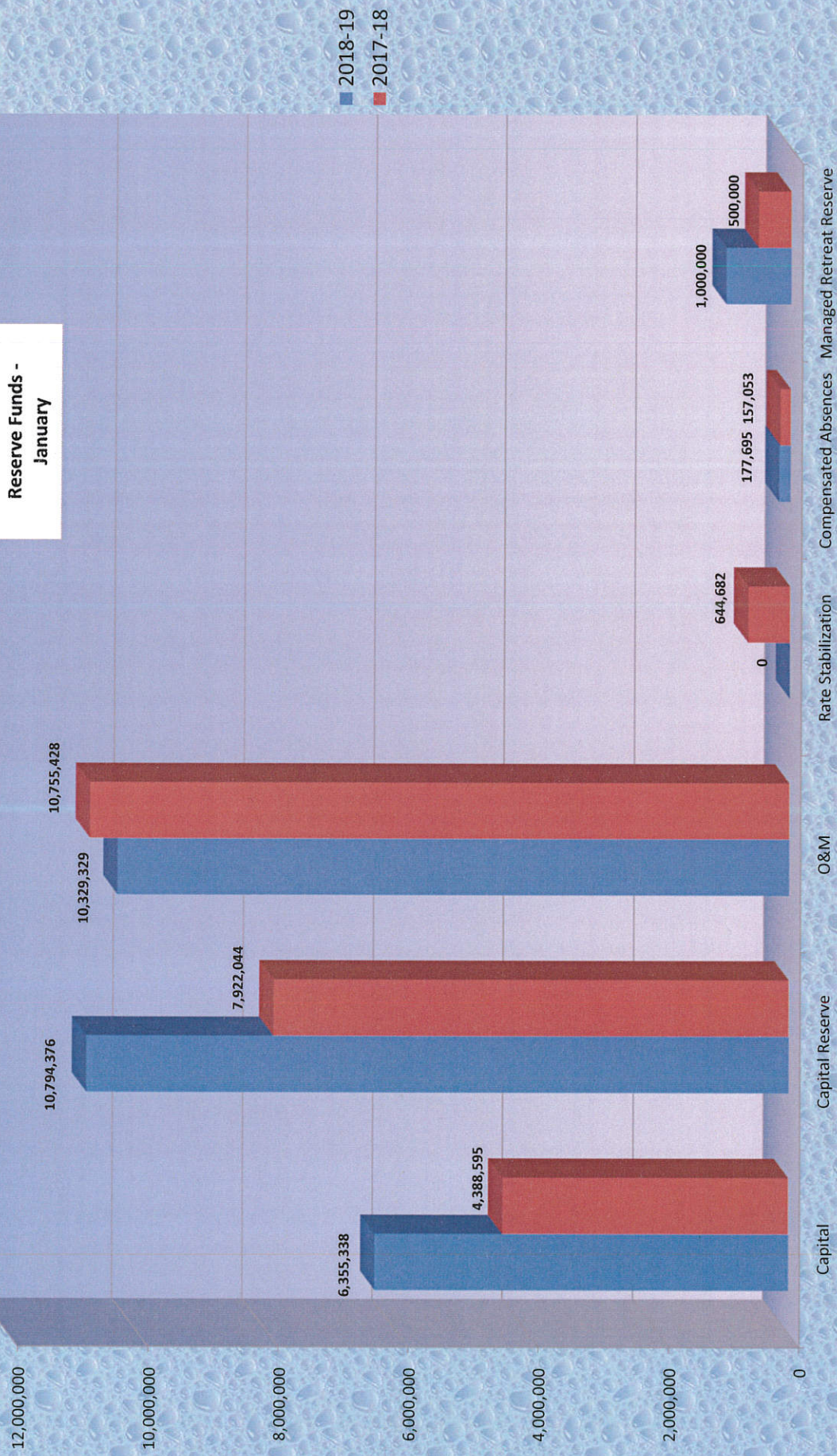
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

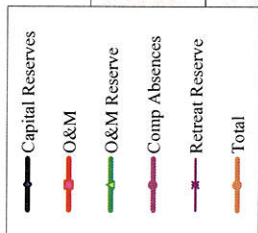
**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JANUARY 2019**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	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	\$6,409,406	\$10,727,700	\$9,861,447	\$0	\$177,695	\$1,000,000	\$28,176,248	\$700,704	\$115,375	\$1,143,489
Receipts:										
User Fees			287,400					200		
Property Taxes		66,676								
PBCSD Treatment Fees								330,878		
Reclamation O & M reimbursement								58,417		
Reclamation capital billing								1,005		
Permits								6,508		
PBCSD capital billing									1	6,910
Other misc. revenue			126,413						185	
Interest income										
Connection Fees										
Void checks										
Insurance proceeds-COBRA										
CLEAN receipts										
Pooled liability dividend										
Reimbursement for capping off old lateral										
Total Receipts	0	66,676	413,813	0	0	0	480,489	404,508	186	6,910
Fund Transfers:										
Transfers to Union Bank O&M										
Transfers to Union Bank PR									220,000	
Transfer rate stabilization fund per Resolution			54,068					(220,000)		
Intra-fund transfers for capital expenditures	(54,068)									
Rebalance Capital and O&M Reserves	(54,068)	0	54,068	0	0	0	0	(220,000)	220,000	0
Total Transfers	(54,068)	0	54,068	0	0	0	0	(220,000)	220,000	0
Disbursements:										
Operations and capital								287,589		
Payroll & payroll taxes										
Employee Dental reimbursements									212,042	
CALPERS EFT								6,767		
CARD SAM pension EFT								28,286		
CARD pension loans EFT								0		
Home Depot EFT								881		
US Bank EFT								834		
Deferred comp contributions EFT								12,470		
PEHP contributions EFT									8,758	
Bank/ADP fees									3,549	
Highlands Bond Debt Service Payment									469	
Annual County admin billing fee										
Unfunded CALPERS liability										
GASB 68 report fee										
Total Disbursements	0	0	0	0	0	0	0	336,827	224,817	0
BALANCE END OF MONTH	6,355,338	10,794,376	10,329,329	0	177,695	1,000,000	28,656,737	548,384	110,743	1,150,398

Reserve Funds -
January



Total Fund Balances 18-19



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

Carmel Area Wastewater District
Disbursements
Jan-19

Date	Check	Vendor	Description	Amount
01/02/19	33191	Accurate Air Engineering	Microturbine compressor parts	1,179.00
01/02/19	33192	American Fidelity Assurance Company	Flex accounts	119.22
01/02/19	33193	Applied Industrial Technologies	Gas compressor motor	1,437.54
01/02/19	33194	AT&T Mobility	Cell service	673.83
01/02/19	33195	AT&T CALNET 3	Various telephone lines for devices	700.65
01/02/19	33196	Battery Systems	UPS batteries	155.72
01/02/19	33197	Beck's Shoes	Employee work boots	225.00
01/02/19	33198	Bryan Mailey Electric	Various electrical projects at the Plant	5,000.00
01/02/19	33199	California Special Districts Association	Annual membership renewal	7,252.00
01/02/19	33200	CASA	Annual membership renewal	13,370.00
01/02/19	33201	Carmel Pine Cone	Public notice of sewer ordinance amendment	90.00
01/02/19	33202	Carmel Print & Copy	Employee business cards and name plate	118.49
01/02/19	33203	Charles DayEngel	Dental	1,490.00
01/02/19	33204	Cintas Corporation	Laundry service	763.54
01/02/19	33205	Culligan Water Conditioning	C&I exchange service for the lab	18.35
01/02/19	33206	CWEA	Employee certificate renewal	87.00
01/02/19	33207	Direct TV	Monthly service	77.99
01/02/19	33208	Fastenal Company	Operating supplies	1,291.17
01/02/19	33209	First Alarm	Quarterly alarm service	405.96
01/02/19	33210	Fisher Scientific	Lab supplies	643.29
01/02/19	33211	Got.Net	Internet service	24.20
01/02/19	33212	Grainger	Operating supplies	59.74
01/02/19	33213	James Grover	Vision copy	10.00
01/02/19	33214	Karla Cristi	Dental	1,800.40
01/02/19	33215	Keenan & Associates	Health insurance	25,256.90
01/02/19	33216	Kennedy/Jenks	Outfall Project (CAPITAL)	12,235.00
01/02/19	33217	Kyle Yates, Inc.	Flow testing of the SCBA's (self contained breathing apparatus')	585.00
01/02/19	33218	MANCO	Level display for brine tank	549.40
01/02/19	33219	McMaster-Carr	Operating supplies	27.98
01/02/19	33220	MetLife-Group Benefits	Life insurance	696.75
01/02/19	33221	Michael Hooks	Dental	344.20
01/02/19	33222	MNS Engineers	Hatton Canyon Project and Valley Expansion Feasibility Study (CAPITAL \$190.00)	380.00
01/02/19	33223	Office Team	Temp service at the admin office	250.68
01/02/19	33224	Palace Business Solutions	Admin desk drawers	460.38
01/02/19	33225	Raymond DeOcampo	Dental	600.00
01/02/19	33226	Smitty's Janitorial	Monthly service	1,110.00
01/02/19	33227	Solenis LLC	Polymer used for the dewatering of digested sludge and DAFT feed	7,810.16

Carmel Area Wastewater District

Disbursements

Jan-19

Date	Check	Vendor	Description	Amount
01/02/19	33228	Town & Country Gardening	Monthly service	610.00
01/02/19	33229	Toyota Material Handling	Annual forklift service	256.45
01/02/19	33230	Turf Image	GIS mapping and printed poster map	444.62
01/02/19	33231	Univar USA	Sodium bisulfate and sodium hypochlorite	10,360.06
01/02/19	33232	Unum Life Ins.	Life insurance	1,785.11
01/02/19	33233	USA Blue Book	Cast iron flanged ball valve for leak at the effluent building	399.03
01/02/19	33234	Vision Service Plan	Vision insurance	551.25
01/02/19	33235	Wellington Law Offices	Legal services	7,005.00
01/03/19	33236	County of Mo. Sheriff's Office Alarm Unit	Annual alarm permit	30.00
01/03/19	33237	CSRMA	Annual PLP insurance premium	54,161.00
01/03/19	33238	Mainsaver Software	Purchasing work flow development (CAPITAL)	7,125.64
01/03/19	33239	Mobile Modular	65% payment for HR trailer at the Plant	11,046.26
01/03/19	33240	Northern Safety and Industrial	Safety gloves and signs	352.13
01/03/19	33241	Pure Water	Monthly service	111.50
01/03/19	33242	Toyota Material Handling	Service on cart and fault codes	1,044.00
01/15/19	33243	American Fidelity Assurance Company	Flex accounts	76.92
01/15/19	33244	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	587.76
01/15/19	33245	AT&T	Admin building alarm line	81.48
01/15/19	33246	Beck's Shoes	Employee work boots	568.20
01/15/19	33247	Bestor Engineers	Outfall Project (CAPITAL)	13,260.00
01/15/19	33248	Borges & Mahoney	Chlorine and dechlor analyzer parts	3,552.95
01/15/19	33249	Cal-Am Water	Monthly service	813.01
01/15/19	33250	Carmel Marina Corp.	Admin garbage and Plant rollofs	3,500.91
01/15/19	33251	Charlotte Townsend	Dental	321.60
01/15/19	33252	Cintas Corporation	Laundry service	740.78
01/15/19	33253	Clark Pest Control	Pest control at the Plant	183.00
01/15/19	33254	CSI HR Group LLC	Replace lost check from November 2018	4,162.50
01/15/19	33255	Daryl Lauer	Dental	920.00
01/15/19	33256	Datco Services	Quarterly service fees	175.50
01/15/19	33257	Evantec Corporation	Lab supplies	382.61
01/15/19	33258	Fastenal Company	Safety, operating and office supplies	420.95
01/15/19	33259	Frisch Engineering	CIP-Pump Station PLC Design (CAPITAL)	11,257.50
01/15/19	33260	Grainger	Batteries	719.39
01/15/19	33261	Gregory Ange	Dental	283.00
01/15/19	33262	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
01/15/19	33263	ICON Cloud Solutions	Monthly telephone billing	603.26
01/15/19	33264	James Grover	Dental	552.00

Carmel Area Wastewater District
Disbursements
Jan-19

Date	Check	Vendor	Description	Amount
01/15/19	33265	Liberty Composting	Sludge hauling	6,034.08
01/15/19	33266	Monterey County LAFCO	Extension of service fee	250.00
01/15/19	33267	Monterey Tire Service	Cart tire	136.03
01/15/19	33268	Office Team	Admin temp service	83.56
01/15/19	33269	Palace Business Solutions	Conference table for Rachel	338.62
01/15/19	33270	Peninsula Welding & Medical Supply	Non-liquid cylinders	90.30
01/15/19	33271	PK Safety Supply	Safety and rescue gear	1,084.94
01/15/19	33272	Quest Diagnostics	New employee test	49.00
01/15/19	33273	Quill Corporation	Office supplies	79.34
01/15/19	33274	Syn-Tech Systems	Annual limited maintenance fee for Fuelmaster software	550.00
01/15/19	33275	Technical Systems Inc.	SCADA Phase II PLC equipment (CAPITAL)	10,000.00
01/15/19	33276	Trevor Weidner-Holland	Dental	125.00
01/15/19	33277	West Yost Associates	Collection System Modeling - Phase 3	1,653.00
01/16/19	33278	American Red Cross	First aid and CPR training	934.00
01/16/19	33279	Cal-Am Water	Monthly service	28.17
01/16/19	33280	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	429.53
01/16/19	33281	Marcello & Company	Balance due for audit	9,200.00
01/16/19	33282	Michael Garrison	Dental	331.00
01/16/19	33283	OVERFLOW STUB		0.00
01/16/19	33284	PG & E	Monthly service	35,277.15
01/28/19	33285	State Water Resources Control Board	Permit for outfall repair in the lagoon	1,638.00
				294,356.63

**CAWD/PBCSD Reclamation Project
Disbursements**

Jan-19

Date	Check	Vendor	Description	Amount
01/02/19	8304	Brenntag Pacific, Inc.	Ammonium hydroxide	3,392.25
01/02/19	8305	Bryan J. Mailey Electrical	Various electrical projects	7,312.50
01/02/19	8306	Grainger	Lab water supply filters	59.73
01/02/19	8307	Hach Company	Turbidity meters for the MF/RO system	6,217.05
01/02/19	8308	MANCO	VFD for the MLR pump	1,637.18
01/02/19	8309	McMaster-Carr	VOID	0.00
01/02/19	8310	Professional Water Technologies	Spectraguard antiscalant for the RO system	5,016.96
01/02/19	8311	Thatcher Company of California	Sulfuric acid	1,844.36
01/02/19	8312	Trussell Technologies	Sulfuric acid tank design and MF/RO ops study (CAPITAL \$12,790.00)	16,659.78
01/02/19	8313	USA Blue Book	Washable filters for the blower	404.58
01/02/19	8314	McMaster-Carr	Corrosion-resistant stainless steel screws	96.37
01/15/19	8315	Allied Fluid Products	Flange bolt kits	116.59
01/15/19	8316	Bartkiewicz, Kronick & Shanahan	Legal consultation regarding new sources of water	2,125.00
01/15/19	8317	Borges & Mahoney	Chlorine analyzer repair parts	3,629.94
01/15/19	8318	Evantec Corporation	Lab supplies	382.61
01/15/19	8319	Idexx Laboratories	Lab supplies	1,472.44
01/15/19	8320	McMaster-Carr	Pressure gauge and pipe fittings	186.04
01/15/19	8321	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	239,063.48
01/15/19	8322	Stifel Nicolaus & Company	Quarterly COP remarketing fees	2,470.14
01/15/19	8323	T & T Valve and Instrument	MF cell #2 feed valve	571.93
01/15/19	8324	Technical Systems	Tertiary PLC hardware for SCADA (CAPITAL)	5,000.00
01/15/19	8325	U.S. Bank	Annual COP admin fees	4,585.00
01/16/19	8326	Buckles-Smith Electric	Tertiary UPS parts	171.87
01/16/19	8327	CAWD	Reimbursement for O&M, aeration and secondary PG&E	58,417.22
01/16/19	8328	PBCSD	December O&M	21,391.51
01/16/19	8329	PG & E	Tertiary and MF/RO	31,457.60
				413,682.13



**Financial Statements
and
Supplementary Schedules**

January 2019

February 28, 2019

Carmel Area Wastewater District

Balance Sheet

January 2019

ASSETS			
Current Assets			
Cash			
Cash	30,466,263.45		
TOTAL Cash	30,466,263.45		
Other Current Assets			
Other Current Assets	296,142.71		
TOTAL Other Current Assets	296,142.71		
TOTAL Current Assets		30,762,406.16	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		
Treatment Structures			
Treatment Structures	51,563,154.88		
TOTAL Treatment Structures	51,563,154.88		
Treatment Equipment			
Treatment Equipment	7,443,337.94		
TOTAL Treatment Equipment	7,443,337.94		
Collection Structures			
Collection Structures	1,040,749.41		
TOTAL Collection Structures	1,040,749.41		
Collection Equipment			
Collection Equipment	933,107.27		
TOTAL Collection Equipment	933,107.27		
Sewers		11,018,760.70	
Disposal Facilities			
Disposal Facilities	1,126,272.60		
TOTAL Disposal Facilities	1,126,272.60		
Other Fixed Assets			
Other Fixed Assets	3,876,133.89		
TOTAL Other Fixed Assets	3,876,133.89		
Capital Improvement Projects			
Capital Improvement Projects	19,785,121.93		
TOTAL Capital Improvement Projects	19,785,121.93		
Accumulated depreciation		(46,104,180.31)	
TOTAL Fixed Assets		50,990,518.07	
Other Assets			
Other Assets		950,959.00	
TOTAL Other Assets		950,959.00	
TOTAL ASSETS		82,703,883.23	

Carmel Area Wastewater District

Balance Sheet

January 2019

LIABILITIES	
Current Liabilities	
Current Liabilities	442,343.72
TOTAL Current Liabilities	442,343.72
Long-Term Liabilities	
Long Term Liabilities	1,940,391.20
TOTAL Long-Term Liabilities	1,940,391.20
TOTAL LIABILITIES	2,382,734.92
NET POSITION	
Net Assets	76,744,298.02
Year-to-Date Earnings	3,576,850.29
TOTAL NET POSITION	80,321,148.31
TOTAL LIABILITIES & NET POSITION	82,703,883.23

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	5,965,861.18	5,509,926.94	455,934.24	8.3 %
TOTAL Income	<u>5,965,861.18</u>	<u>5,509,926.94</u>	<u>455,934.24</u>	8.3 %
Adjustments				
Discounts	441.19	0.00	441.19	
TOTAL Adjustments	<u>441.19</u>	<u>0.00</u>	<u>441.19</u>	
*****	<u>5,966,302.37</u>	<u>5,509,926.94</u>	<u>456,375.43</u>	8.3 %
***** OPERATING INCOME	<u>5,966,302.37</u>	<u>5,509,926.94</u>	<u>456,375.43</u>	8.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,736,409.62	1,762,098.44	25,688.82	1.5 %
Payroll taxes	118.25	0.00	(118.25)	
TOTAL Salaries and Payroll Taxes	<u>1,736,527.87</u>	<u>1,762,098.44</u>	<u>25,570.57</u>	1.5 %
Employee Benefits				
Employee Benefits	439,679.46	556,330.80	116,651.34	21.0 %
TOTAL Employee Benefits	<u>439,679.46</u>	<u>556,330.80</u>	<u>116,651.34</u>	21.0 %
Director's Expenses				
Director's Expenses	15,083.08	19,079.15	3,996.07	20.9 %
TOTAL Director's Expenses	<u>15,083.08</u>	<u>19,079.15</u>	<u>3,996.07</u>	20.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	27,685.40	35,720.52	8,035.12	22.5 %
TOTAL Truck and Auto Expenses	<u>27,685.40</u>	<u>35,720.52</u>	<u>8,035.12</u>	22.5 %
General and Administrative				
General and Administrative	168,442.38	319,010.81	150,568.43	47.2 %
TOTAL General and Administrative	<u>168,442.38</u>	<u>319,010.81</u>	<u>150,568.43</u>	47.2 %
Office Expense				
Office Expense	33,391.75	50,777.57	17,385.82	34.2 %
TOTAL Office Expense	<u>33,391.75</u>	<u>50,777.57</u>	<u>17,385.82</u>	34.2 %
Operating Supplies				
Operating Supplies	273,836.75	225,828.89	(48,007.86)	-21.3 %
TOTAL Operating Supplies	<u>273,836.75</u>	<u>225,828.89</u>	<u>(48,007.86)</u>	-21.3 %
Contract Services				
Contract Services	512,735.97	536,752.06	24,016.09	4.5 %
TOTAL Contract Services	<u>512,735.97</u>	<u>536,752.06</u>	<u>24,016.09</u>	4.5 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	232,659.53	485,191.56	252,532.03	52.0 %
TOTAL Repairs and Maintenance	232,659.53	485,191.56	252,532.03	52.0 %
Utilities				
Utilities	227,951.67	254,833.88	26,882.21	10.5 %
TOTAL Utilities	227,951.67	254,833.88	26,882.21	10.5 %
Travel and Meetings				
Travel and Meetings	26,576.15	66,339.56	39,763.41	59.9 %
TOTAL Travel and Meetings	26,576.15	66,339.56	39,763.41	59.9 %
Permits and Fees				
Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
TOTAL Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	26,157.74	32,625.37	6,467.63	19.8 %
TOTAL Memberships and Subscriptions	26,157.74	32,625.37	6,467.63	19.8 %
Safety				
Safety	45,839.74	36,922.13	(8,917.61)	-24.2 %
TOTAL Safety	45,839.74	36,922.13	(8,917.61)	-24.2 %
Other Expenses				
Other Expense	23,795.71	19,333.38	(4,462.33)	-23.1 %
TOTAL Other Expenses	23,795.71	19,333.38	(4,462.33)	-23.1 %
TOTAL Operating Expenses	3,850,592.70	4,479,511.12	628,918.42	14.0 %
***** OPERATING INCOME (LOSS)	2,115,709.67	1,030,415.82	1,085,293.85	105.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,461,140.62	1,154,667.50	306,473.12	26.5 %
TOTAL Other Income or Gain	1,461,140.62	1,154,667.50	306,473.12	26.5 %
TOTAL Non-op Income, Expense, Gain or Loss	1,461,140.62	1,154,667.50	306,473.12	26.5 %
***** NET INCOME (LOSS)	3,576,850.29	2,185,083.32	1,391,766.97	63.7 %
***** NET INCOME (LOSS)	3,576,850.29	2,185,083.32	1,391,766.97	63.7 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Truck and Auto Expenses				
Truck and Auto Expenses	6,943.03	7,758.45	815.42	10.5 %
TOTAL Truck and Auto Expenses	6,943.03	7,758.45	815.42	10.5 %
Operating Supplies				
Operating Supplies	5,036.88	14,583.31	9,546.43	65.5 %
TOTAL Operating Supplies	5,036.88	14,583.31	9,546.43	65.5 %
Contract Services				
Contract Services	187.50	11,666.69	11,479.19	98.4 %
TOTAL Contract Services	187.50	11,666.69	11,479.19	98.4 %
Repairs and Maintenance				
Repairs and Maintenance	4,777.41	20,416.69	15,639.28	76.6 %
TOTAL Repairs and Maintenance	4,777.41	20,416.69	15,639.28	76.6 %
Safety				
Safety	4,301.40	1,999.26	(2,302.14)	-115.1 %
TOTAL Safety	4,301.40	1,999.26	(2,302.14)	-115.1 %
TOTAL Operating Expenses	21,246.22	56,424.40	35,178.18	62.3 %
***** OPERATING INCOME (LOSS)	(21,246.22)	(56,424.40)	35,178.18	62.3 %
***** NET INCOME (LOSS)	(21,246.22)	(56,424.40)	35,178.18	62.3 %
***** NET INCOME (LOSS)	(21,246.22)	(56,424.40)	35,178.18	62.3 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	267,458.54	283,792.50	16,333.96	5.8 %
TOTAL Salaries and Payroll Taxes	267,458.54	283,792.50	16,333.96	5.8 %
Employee Benefits				
Employee Benefits	83,340.39	101,785.84	18,445.45	18.1 %
TOTAL Employee Benefits	83,340.39	101,785.84	18,445.45	18.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,577.40	12,530.00	10,952.60	87.4 %
TOTAL Truck and Auto Expenses	1,577.40	12,530.00	10,952.60	87.4 %
General and Administrative				
General and Administrative	10,639.17	0.00	(10,639.17)	
TOTAL General and Administrative	10,639.17	0.00	(10,639.17)	
Office Expense				
Office Expense	1,627.49	2,537.50	910.01	35.9 %
TOTAL Office Expense	1,627.49	2,537.50	910.01	35.9 %
Operating Supplies				
Operating Supplies	71,783.92	37,508.38	(34,275.54)	-91.4 %
TOTAL Operating Supplies	71,783.92	37,508.38	(34,275.54)	-91.4 %
Contract Services				
Contract Services	157,387.75	169,020.88	11,633.13	6.9 %
TOTAL Contract Services	157,387.75	169,020.88	11,633.13	6.9 %
Repairs and Maintenance				
Repairs and Maintenance	148,992.16	320,231.63	171,239.47	53.5 %
TOTAL Repairs and Maintenance	148,992.16	320,231.63	171,239.47	53.5 %
Utilities				
Utilities	3,238.31	1,003.31	(2,235.00)	-222.8 %
TOTAL Utilities	3,238.31	1,003.31	(2,235.00)	-222.8 %
Travel and Meetings				
Travel and Meetings	4,810.39	11,450.81	6,640.42	58.0 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,810.39	11,450.81	6,640.42	58.0 %
Permits and Fees				
Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,589.00	1,347.50	(241.50)	-17.9 %
TOTAL Memberships and Subscriptions	1,589.00	1,347.50	(241.50)	-17.9 %
Safety				
Safety	9,844.16	11,386.18	1,542.02	13.5 %
TOTAL Safety	9,844.16	11,386.18	1,542.02	13.5 %
TOTAL Operating Expenses	762,288.68	958,994.53	196,705.85	20.5 %
***** OPERATING INCOME (LOSS)	(762,288.68)	(958,994.53)	196,705.85	20.5 %
***** NET INCOME (LOSS)	(762,288.68)	(958,994.53)	196,705.85	20.5 %
***** NET INCOME (LOSS)	(762,288.68)	(958,994.53)	196,705.85	20.5 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	298,475.50	284,442.14	(14,033.36)	-4.9 %
TOTAL Salaries and Payroll Taxes	298,475.50	284,442.14	(14,033.36)	-4.9 %
Employee Benefits				
Employee Benefits	104,422.43	112,510.27	8,087.84	7.2 %
TOTAL Employee Benefits	104,422.43	112,510.27	8,087.84	7.2 %
Truck and Auto Expenses				
Truck and Auto Expenses	17,500.74	12,881.69	(4,619.05)	-35.9 %
TOTAL Truck and Auto Expenses	17,500.74	12,881.69	(4,619.05)	-35.9 %
General and Administrative				
General and Administrative	31,805.46	47,633.31	15,827.85	33.2 %
TOTAL General and Administrative	31,805.46	47,633.31	15,827.85	33.2 %
Office Expense				
Office Expense	1,303.85	6,165.81	4,861.96	78.9 %
TOTAL Office Expense	1,303.85	6,165.81	4,861.96	78.9 %
Operating Supplies				
Operating Supplies	10,952.16	13,311.62	2,359.46	17.7 %
TOTAL Operating Supplies	10,952.16	13,311.62	2,359.46	17.7 %
Contract Services				
Contract Services	84,615.66	77,508.38	(7,107.28)	-9.2 %
TOTAL Contract Services	84,615.66	77,508.38	(7,107.28)	-9.2 %
Repairs and Maintenance				
Repairs and Maintenance	49,381.13	102,250.00	52,868.87	51.7 %
TOTAL Repairs and Maintenance	49,381.13	102,250.00	52,868.87	51.7 %
Utilities				
Utilities	20,861.47	22,782.13	1,920.66	8.4 %
TOTAL Utilities	20,861.47	22,782.13	1,920.66	8.4 %
Travel and Meetings				
Travel and Meetings	7,805.51	6,591.69	(1,213.82)	-18.4 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	7,805.51	6,591.69	(1,213.82)	-18.4 %
Permits and Fees				
Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
TOTAL Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	915.33	1,195.81	280.48	23.5 %
TOTAL Memberships and Subscriptions	915.33	1,195.81	280.48	23.5 %
Safety				
Safety	2,088.08	7,595.00	5,506.92	72.5 %
TOTAL Safety	2,088.08	7,595.00	5,506.92	72.5 %
Other Expenses				
Other Expense	180.00	0.00	(180.00)	
TOTAL Other Expenses	180.00	0.00	(180.00)	
TOTAL Operating Expenses	635,941.92	700,467.85	64,525.93	9.2 %
***** OPERATING INCOME (LOSS)	(635,941.92)	(700,467.85)	64,525.93	9.2 %
***** NET INCOME (LOSS)	(635,941.92)	(700,467.85)	64,525.93	9.2 %
***** NET INCOME (LOSS)	(635,941.92)	(700,467.85)	64,525.93	9.2 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	565,179.47	594,499.04	29,319.57	4.9 %
TOTAL Salaries and Payroll Taxes	565,179.47	594,499.04	29,319.57	4.9 %
Employee Benefits				
Employee Benefits	170,912.48	200,944.98	30,032.50	14.9 %
TOTAL Employee Benefits	170,912.48	200,944.98	30,032.50	14.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
General and Administrative	57,710.54	89,918.69	32,208.15	35.8 %
TOTAL General and Administrative	57,710.54	89,918.69	32,208.15	35.8 %
Office Expense				
Office Expense	5,663.83	22,615.95	16,952.12	75.0 %
TOTAL Office Expense	5,663.83	22,615.95	16,952.12	75.0 %
Operating Supplies				
Operating Supplies	181,527.24	154,708.89	(26,818.35)	-17.3 %
TOTAL Operating Supplies	181,527.24	154,708.89	(26,818.35)	-17.3 %
Contract Services				
Contract Services	212,512.24	186,329.63	(26,182.61)	-14.1 %
TOTAL Contract Services	212,512.24	186,329.63	(26,182.61)	-14.1 %
Repairs and Maintenance				
Repairs and Maintenance	25,408.82	39,201.62	13,792.80	35.2 %
TOTAL Repairs and Maintenance	25,408.82	39,201.62	13,792.80	35.2 %
Utilities				
Utilities	192,225.20	217,933.38	25,708.18	11.8 %
TOTAL Utilities	192,225.20	217,933.38	25,708.18	11.8 %
Travel and Meetings				
Travel and Meetings	8,005.05	22,076.25	14,071.20	63.7 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	8,005.05	22,076.25	14,071.20	63.7 %
Permits and Fees				
Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
TOTAL Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,669.85	4,813.31	3,143.46	65.3 %
TOTAL Memberships and Subscriptions	1,669.85	4,813.31	3,143.46	65.3 %
Safety				
Safety	27,268.43	14,866.69	(12,401.74)	-83.4 %
TOTAL Safety	27,268.43	14,866.69	(12,401.74)	-83.4 %
Other Expenses				
Other Expense	0.00	1,166.69	1,166.69	100.0 %
TOTAL Other Expenses	0.00	1,166.69	1,166.69	100.0 %
TOTAL Operating Expenses	1,478,661.88	1,593,192.12	114,530.24	7.2 %
***** OPERATING INCOME (LOSS)	(1,478,661.88)	(1,593,192.12)	114,530.24	7.2 %
***** NET INCOME (LOSS)	(1,478,661.88)	(1,593,192.12)	114,530.24	7.2 %
***** NET INCOME (LOSS)	(1,478,661.88)	(1,593,192.12)	114,530.24	7.2 %

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

	<i>7 Months Ended</i> <i>January 31, 2019</i>	<i>7 Months Ended</i> <i>January 31, 2019</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	296,691.81	343,595.77	46,903.96	13.7 %
TOTAL Salaries and Payroll Taxes	296,691.81	343,595.77	46,903.96	13.7 %
Employee Benefits				
Employee Benefits	81,004.16	141,089.71	60,085.55	42.6 %
TOTAL Employee Benefits	81,004.16	141,089.71	60,085.55	42.6 %
Director's Expenses				
Director's Expenses	14,733.08	18,745.81	4,012.73	21.4 %
TOTAL Director's Expenses	14,733.08	18,745.81	4,012.73	21.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,378.40	1,048.38	(330.02)	-31.5 %
TOTAL Truck and Auto Expenses	1,378.40	1,048.38	(330.02)	-31.5 %
General and Administrative				
General and Administrative	58,956.66	181,458.81	122,502.15	67.5 %
TOTAL General and Administrative	58,956.66	181,458.81	122,502.15	67.5 %
Office Expense				
Office Expense	24,796.58	19,458.31	(5,338.27)	-27.4 %
TOTAL Office Expense	24,796.58	19,458.31	(5,338.27)	-27.4 %
Operating Supplies				
Operating Supplies	640.87	758.38	117.51	15.5 %
TOTAL Operating Supplies	640.87	758.38	117.51	15.5 %
Contract Services				
Contract Services	56,957.33	92,226.48	35,269.15	38.2 %
TOTAL Contract Services	56,957.33	92,226.48	35,269.15	38.2 %
Repairs and Maintenance				
Repairs and Maintenance	1,800.29	583.31	(1,216.98)	-208.6 %
TOTAL Repairs and Maintenance	1,800.29	583.31	(1,216.98)	-208.6 %
Utilities				
Utilities	11,626.69	13,115.06	1,488.37	11.3 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	11,626.69	13,115.06	1,488.37	11.3 %
Travel and Meetings				
Travel and Meetings	5,955.20	26,220.81	20,265.61	77.3 %
TOTAL Travel and Meetings	5,955.20	26,220.81	20,265.61	77.3 %
Permits and Fees				
Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
TOTAL Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	21,983.56	25,268.75	3,285.19	13.0 %
TOTAL Memberships and Subscriptions	21,983.56	25,268.75	3,285.19	13.0 %
Safety				
Safety	1,114.71	1,075.00	(39.71)	-3.7 %
TOTAL Safety	1,114.71	1,075.00	(39.71)	-3.7 %
Other Expenses				
Other Expense	23,615.71	18,166.69	(5,449.02)	-30.0 %
TOTAL Other Expenses	23,615.71	18,166.69	(5,449.02)	-30.0 %
TOTAL Operating Expenses	625,557.05	906,863.27	281,306.22	31.0 %
***** OPERATING INCOME (LOSS)	(625,557.05)	(906,863.27)	281,306.22	31.0 %
***** NET INCOME (LOSS)	(625,557.05)	(906,863.27)	281,306.22	31.0 %
***** NET INCOME (LOSS)	(625,557.05)	(906,863.27)	281,306.22	31.0 %

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

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	306,987.29	255,768.99	(51,218.30)	-20.0 %
TOTAL Salaries and Payroll Taxes	306,987.29	255,768.99	(51,218.30)	-20.0 %
Director's Expenses				
Director's Expenses	350.00	333.34	(16.66)	-5.0 %
TOTAL Director's Expenses	350.00	333.34	(16.66)	-5.0 %
General and Administrative				
General and Administrative	9,330.55	0.00	(9,330.55)	
TOTAL General and Administrative	9,330.55	0.00	(9,330.55)	
Operating Supplies				
Operating Supplies	3,123.03	4,958.31	1,835.28	37.0 %
TOTAL Operating Supplies	3,123.03	4,958.31	1,835.28	37.0 %
Contract Services				
Contract Services	1,075.49	0.00	(1,075.49)	
TOTAL Contract Services	1,075.49	0.00	(1,075.49)	
Repairs and Maintenance				
Repairs and Maintenance	1,186.27	2,508.31	1,322.04	52.7 %
TOTAL Repairs and Maintenance	1,186.27	2,508.31	1,322.04	52.7 %
Safety				
Safety	1,222.96	0.00	(1,222.96)	
TOTAL Safety	1,222.96	0.00	(1,222.96)	
TOTAL Operating Expenses	323,275.59	263,568.95	(59,706.64)	-22.7 %
***** OPERATING INCOME (LOSS)	(323,275.59)	(263,568.95)	(59,706.64)	-22.7 %
***** NET INCOME (LOSS)	(323,275.59)	(263,568.95)	(59,706.64)	-22.7 %

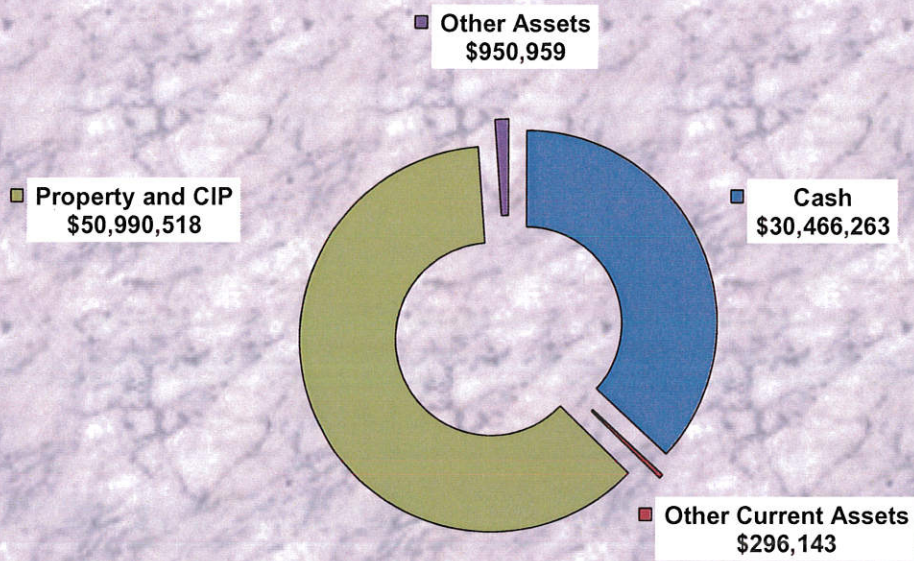
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, January 2019 - current month, Consolidated by
account, Department 9*

	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,480.45	0.00	1,480.45	
TOTAL Income	<u>1,480.45</u>	<u>0.00</u>	<u>1,480.45</u>	
*****	<u>1,480.45</u>	<u>0.00</u>	<u>1,480.45</u>	
***** OPERATING INCOME	<u>1,480.45</u>	<u>0.00</u>	<u>1,480.45</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	80.11	0.00	(80.11)	
TOTAL Salaries and Payroll Taxes	<u>80.11</u>	<u>0.00</u>	<u>(80.11)</u>	
TOTAL Operating Expenses	<u>80.11</u>	<u>0.00</u>	<u>(80.11)</u>	
***** OPERATING INCOME (LOSS)	<u>1,400.34</u>	<u>0.00</u>	<u>1,400.34</u>	
***** NET INCOME (LOSS)	<u>1,400.34</u>	<u>0.00</u>	<u>1,400.34</u>	
***** NET INCOME (LOSS)	<u>1,400.34</u>	<u>0.00</u>	<u>1,400.34</u>	

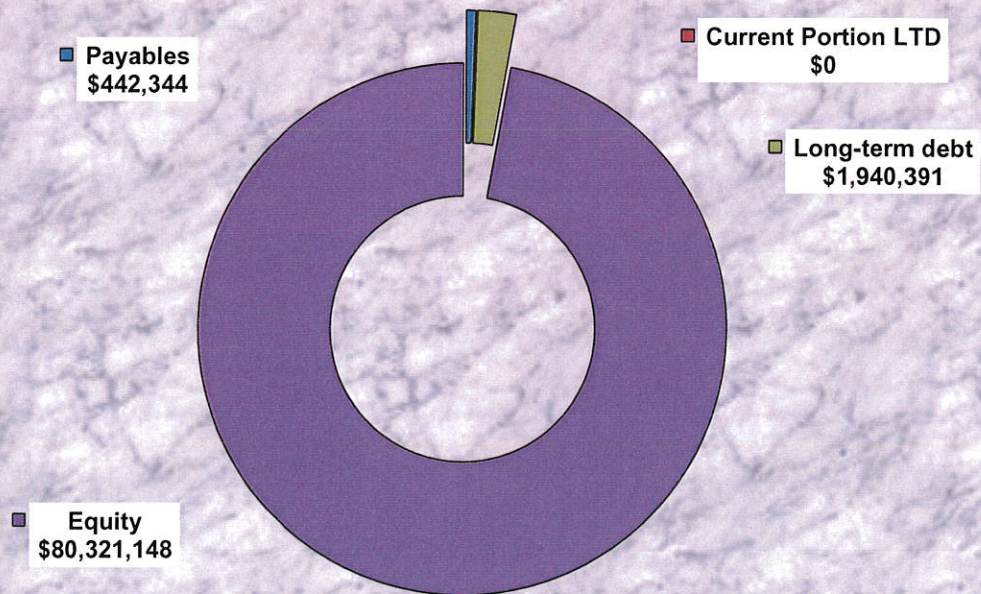
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
*Year-to-Date Variance, January 2019 - current month, Consolidated by
account, Department 10*

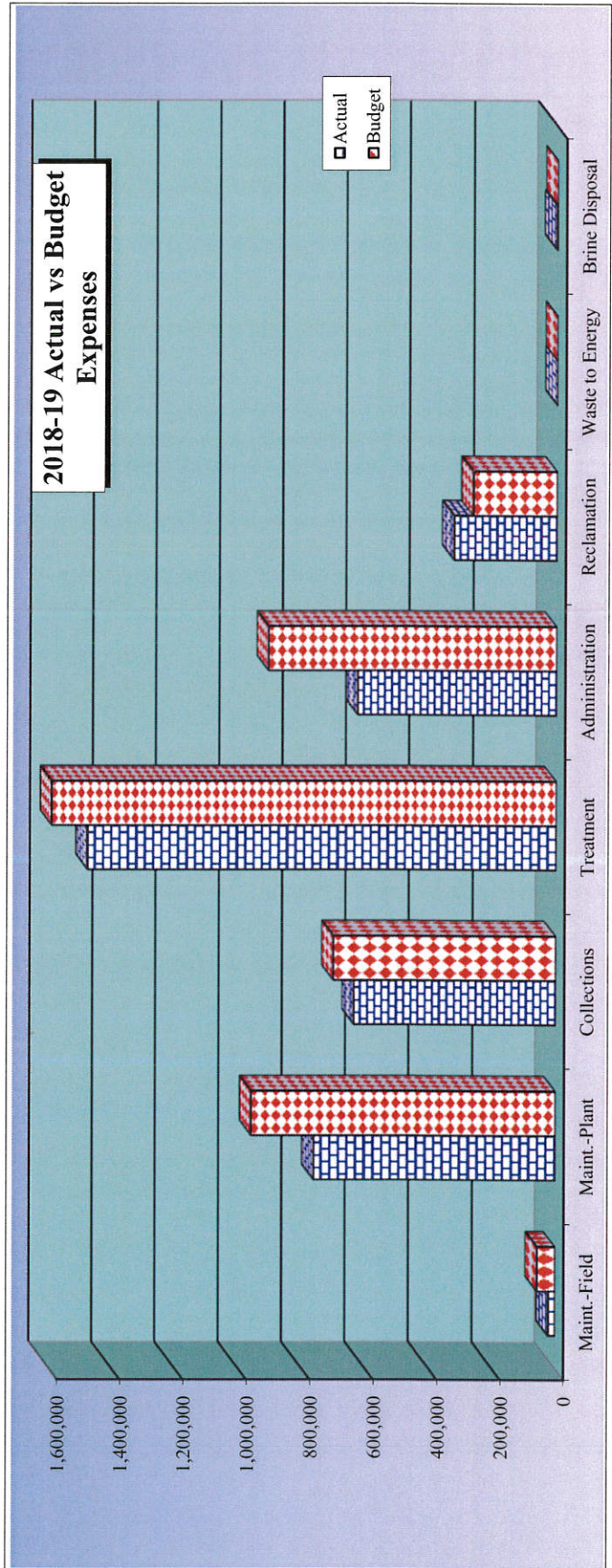
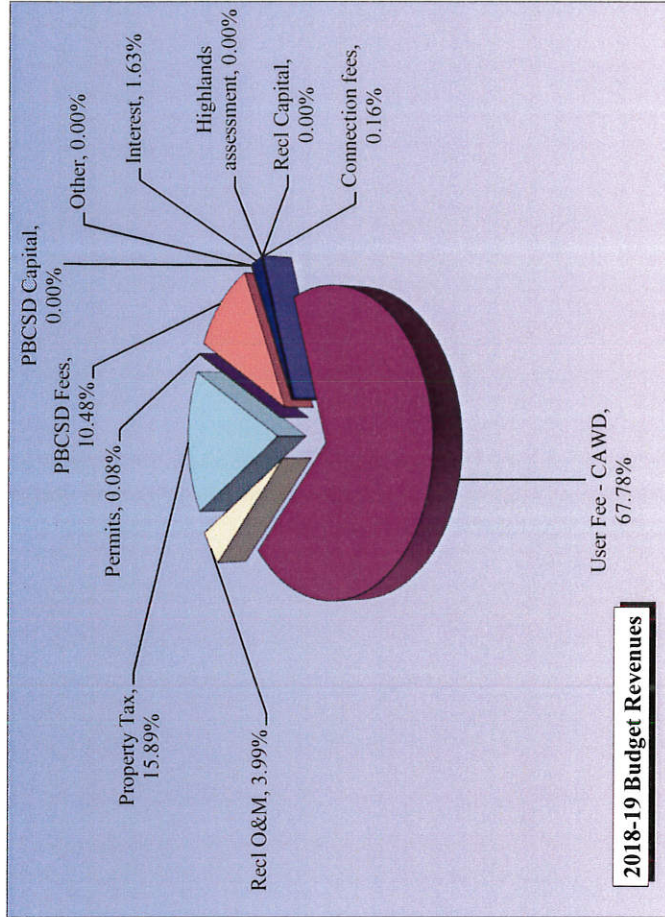
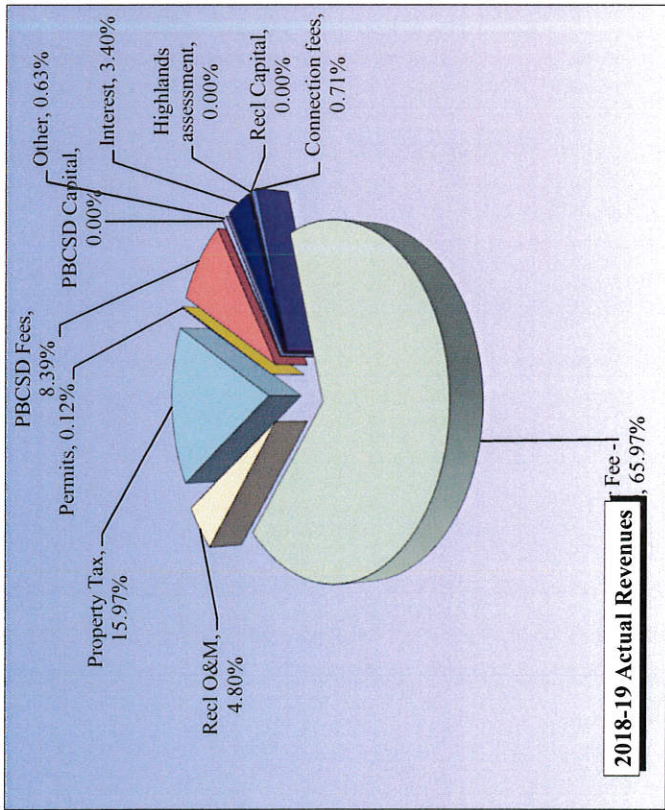
	<i>7 Months Ended January 31, 2019</i>	<i>7 Months Ended January 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	48,379.41	0.00	48,379.41	
TOTAL Income	<u>48,379.41</u>	<u>0.00</u>	<u>48,379.41</u>	
*****	<u>48,379.41</u>	<u>0.00</u>	<u>48,379.41</u>	
***** OPERATING INCOME	<u>48,379.41</u>	<u>0.00</u>	<u>48,379.41</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,536.90	0.00	(1,536.90)	
Payroll taxes	118.25	0.00	(118.25)	
TOTAL Salaries and Payroll Taxes	<u>1,655.15</u>	<u>0.00</u>	<u>(1,655.15)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,113.45	0.00	(1,113.45)	
TOTAL Repairs and Maintenance	<u>1,113.45</u>	<u>0.00</u>	<u>(1,113.45)</u>	
TOTAL Operating Expenses	<u>3,541.25</u>	<u>0.00</u>	<u>(3,541.25)</u>	
***** OPERATING INCOME (LOSS)	<u>44,838.16</u>	<u>0.00</u>	<u>44,838.16</u>	
***** NET INCOME (LOSS)	<u>44,838.16</u>	<u>0.00</u>	<u>44,838.16</u>	
***** NET INCOME (LOSS)	<u>44,838.16</u>	<u>0.00</u>	<u>44,838.16</u>	

Assets - January 31, 2019

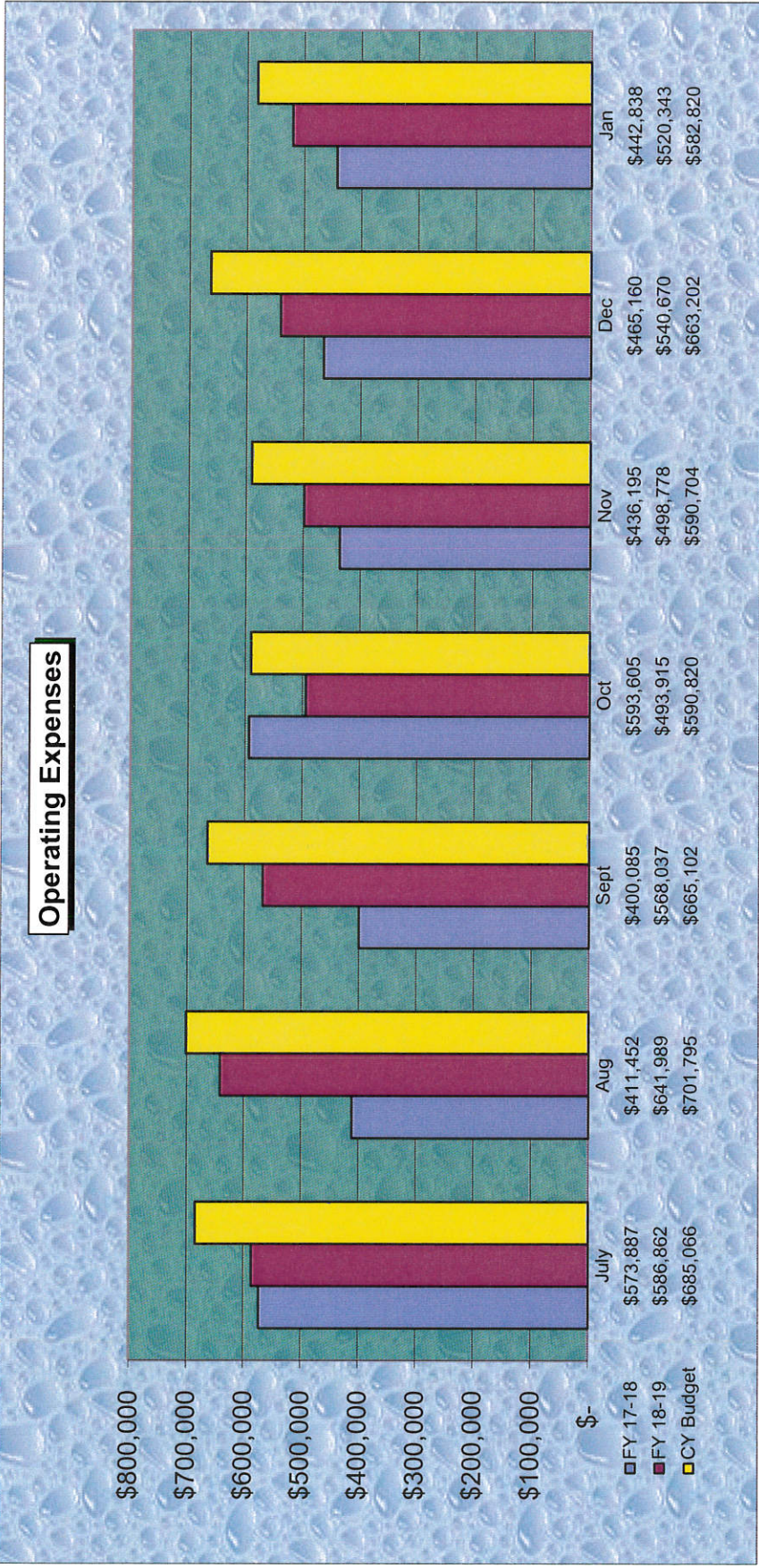


Liabilities - January 31, 2019





Operating Expenses



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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Mobile trailer HR office-unbudgeted	12,486		16,735	16,735	0	NA
<u>Collections</u>						
	0	0	0	0	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)	7,278		50,250	50,250	40,000	125.62%
Secondary Clarifier wiper/blade rehab	0		10,770	10,770	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
RECL share	(2,426)		(16,749)	(16,749)	(13,332)	125.63%
46 PBCSD share (1/3 of cost)	(1,617)		(14,757)	(14,757)	0	NA
	15,721		46,249	46,249	26,668	NA

Total Capital Purchases 18-19

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	182,581	0	11,998	194,580	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	117,152	0	0	117,152	0	NA
Hatton Canyon Trail	169,355	25,674	45,692	215,048	0	NA
Pump Stations-SCADA	0	18,980	49,968	49,968	300,000	16.66%
<u>Treatment</u>						
Study SCADA, PLC, and Communication Systems (RECL 50%)	370,965	0	773	371,738	0	NA
Waste Gas Burner	563,717	0	829	564,546	7,736	10.72%
SBS Tank Rehab (Brine Disposal)	3,443	0	7,890	11,333	0	NA
Aeration Basin #5 Baffle	0	0	6,081	6,081	30,000	20.27%
Aeration Basin #6 Baffle	0	0	2,425	2,425	30,000	8.08%
RECL share		0	(386)	(185,869)	0	NA
PBCSD share (1/3 of cost)		0	(3,241)	(256,751)	(22,579)	14.35%
	1,407,213	44,654	122,030	1,090,249	345,157	NA
	Total CIP Projects 18-19					

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	0	1,415	934,291	13,195	10.72%
Storm water improvements	562,669	0	806	563,475	7,517	10.72%
Thickener (RECL 50%)	942,381	0	1,382	943,763	12,894	10.72%
Hypo/SBS (RECL 40%)	2,930,043	0	4,900	2,934,942	45,704	10.72%
Portable RAS pumping	1,118,978	0	1,935	1,120,913	18,051	10.72%
Digester firm capacity Improvements	5,340,025	0	9,679	5,349,704	90,283	10.72%
#1 Water improvements	377,108	0	506	377,614	4,718	10.72%
#3 Water system improvements	323,065	0	265	323,330	2,469	10.72%
Dewatering	1,278,111	0	1,841	1,279,952	17,173	10.72%
Standby & main power improvements	3,435,491	0	5,852	3,441,343	54,592	10.72%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	164	48,158	277,523	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II PLC equipment	0	123,635	139,792	139,792	150,000	93.19%
WWTP Phase II Design	0	15,319	209,474	209,474	874,985	23.94%
RECL share		0	(4,711)	(1,652,385)	(24,729)	19.05%
PBCSD share (1/3 of cost)		(46,373)	(148,260)	(5,533,289)	(438,951)	33.78%
Total Long Term CIP Projects 18-19	17,802,761	92,745	296,521	11,066,579	877,901	NA
Total Capital (net of RECL and PBCSD)	19,209,974	153,120	464,799	12,203,076	1,249,726	NA

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

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Safety -115.10% Training underbudgeted.

Maintenance - Plant

Operating Supplies -91.40% Electrical supplies underbudgeted.

Utilities -222.80% New phones unbudgeted.

Memberships and Subscriptions -17.90% Maintenance department memberships unbudgeted-small dollar amounts.

Collections

Truck and Auto Expenses -35.90% Diesel fuel underbudgeted.

Contract Services -9.20% Root foaming underbudgeted.

Travel and Meetings -18.40% Timing-employee training.

Treatment

Operating Supplies -17.30% Timing-chemicals and lab supplies. General supplies underbudgeted.

Contract Services -14.10% Sea level rise study budgeted in capital.

Safety -83.40% Emergency response supplies underbudgeted.

Administration

Truck and Auto Expenses -31.50% Insurance underbudgeted: actual \$1,378, budget \$605.

Office Expense -27.40% Furnishings, paper and temp service underbudgeted.

Repairs and Maintenance -208.60% Building repairs underbudgeted-small dollar amounts; actual \$1,468, budget \$583.

Other Expense -30.00% Recruiting and newsletter underbudgeted.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

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

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: February 28, 2019
 SUBJECT: Monthly Report – January

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in January.....	9
Total Fees.....	\$ 1675.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were no CCTV sewer line inspections during the month of January.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
November	50,568 ft.	12.30%	6 – 15 inches
December	52,724 ft.	12.84%	6 – 27 inches
January	55,165 ft.	13.41%	6 – 12 inches

Construction Activities

Staff made an emergency repair to a 10' section of sewer line in the Del Mesa area that was ripped from the ground when a tree fell.

General Comments

N/A

Service Calls Responded to by Crew

Date	Time	Callout	Resolution
1/2/19	12:25 PM	Internal plumbing of home blockage	Staff informed owner to call their plumber
1/7/19	1:30 PM	Lateral Overflow	Staff informed owner to call their plumber
1/14/19	10:58 AM	Mainline Overflow	Called by maintenance staff to the Del Mesa retirement community for sewer overflowing. Staff arrived to find a large Monterey pine had fallen and the root mass broke the pipeline near the tree. Staff set up a temporary by-pass until a repair was made. 2008 gallons spilled.
1/15/19	4:53 PM	Power fail Calle La Cruz and Ribera Pump Station	Staff monitored stations until power was restored.
1/16/19	4:09 PM	Power Fail at Hacienda pump station	Staff monitored stations until power was restored.
1/18/19	8:45 AM	Lateral Overflow	Staff informed owner to call their plumber
1/22/19	10:21 AM	Fallen tree on easement	Homeowner had concern that a fallen tree caused possible damage to sewer line. Staff check the mainline and found no damage to sewer pipe.
1/26/19	3:17 PM	Lateral Overflow	Staff informed owner to call their plumber

USA Location Requests – 66

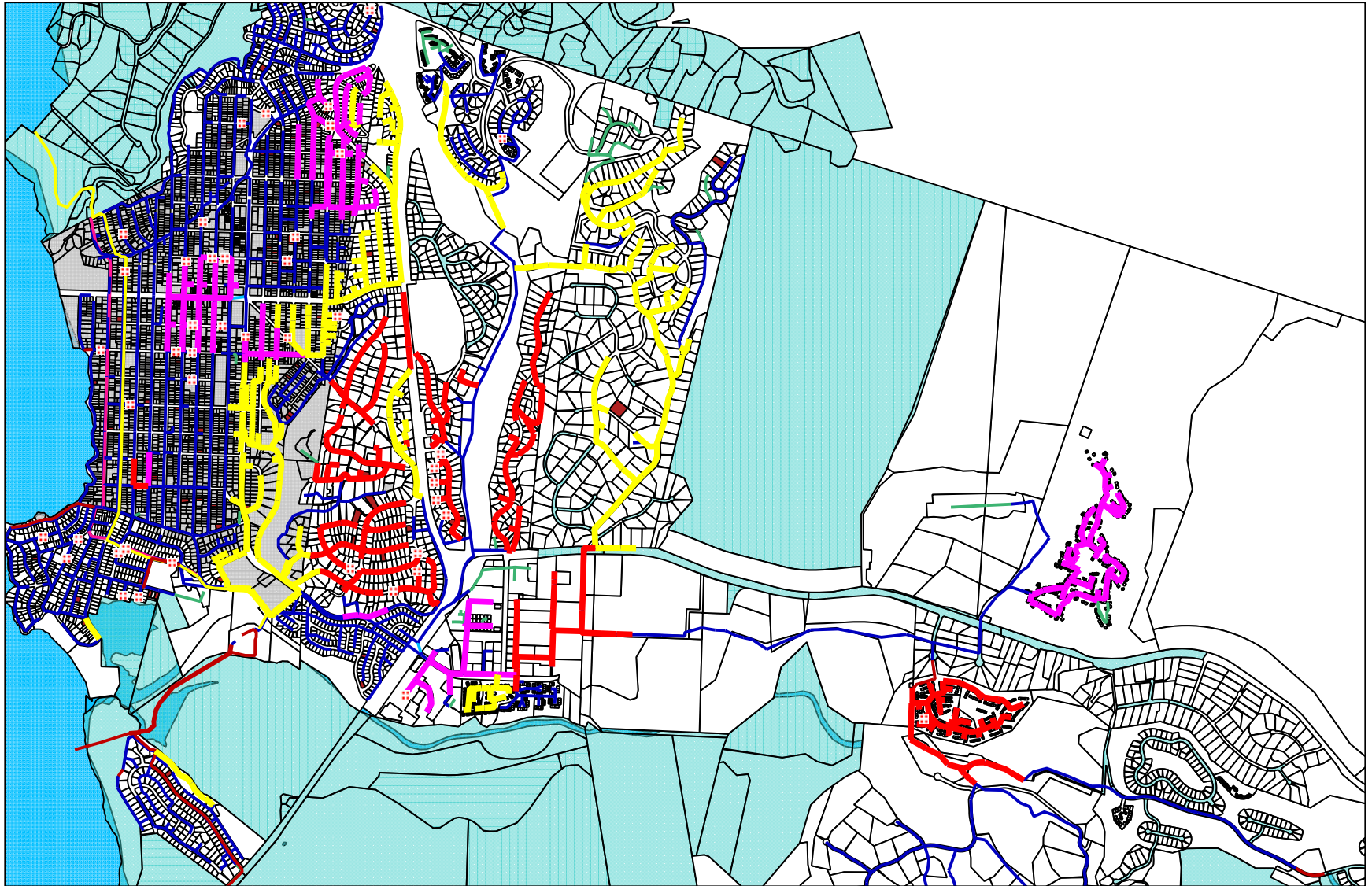
Plumbing permit inspections – 8

FUNDING

N/A- Informational item only

November (Magenta) - 50,568 feet
December (Yellow) - 52,724 feet
January (Red) - 55,165 feet

Monthly Cleaning Map



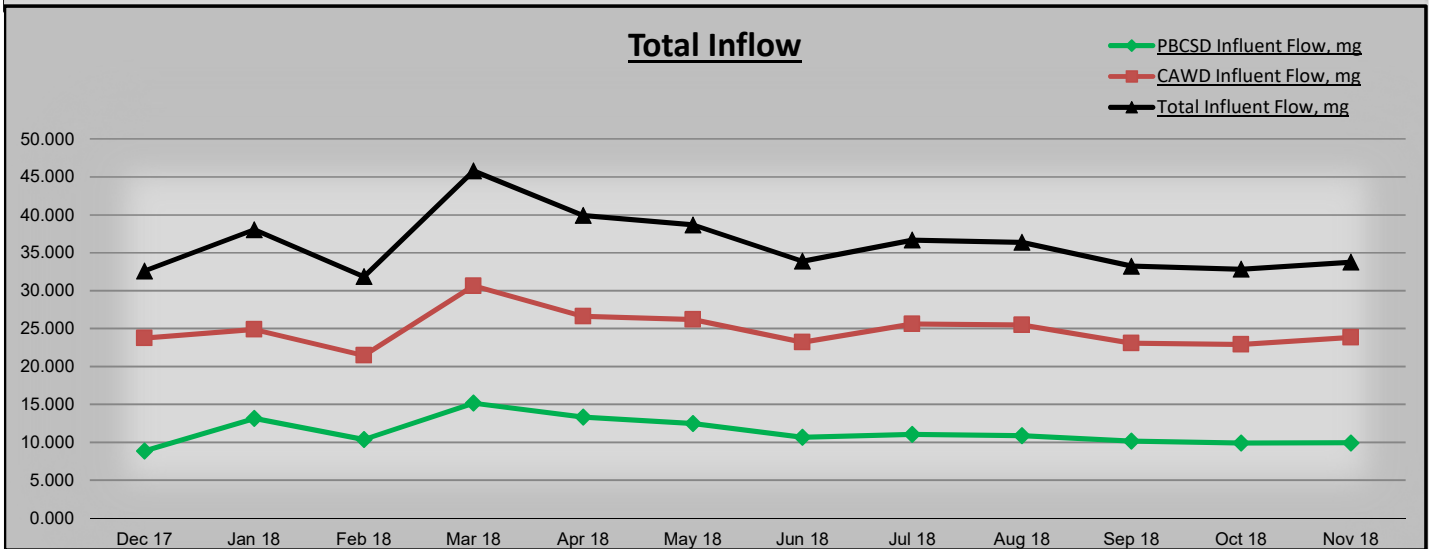
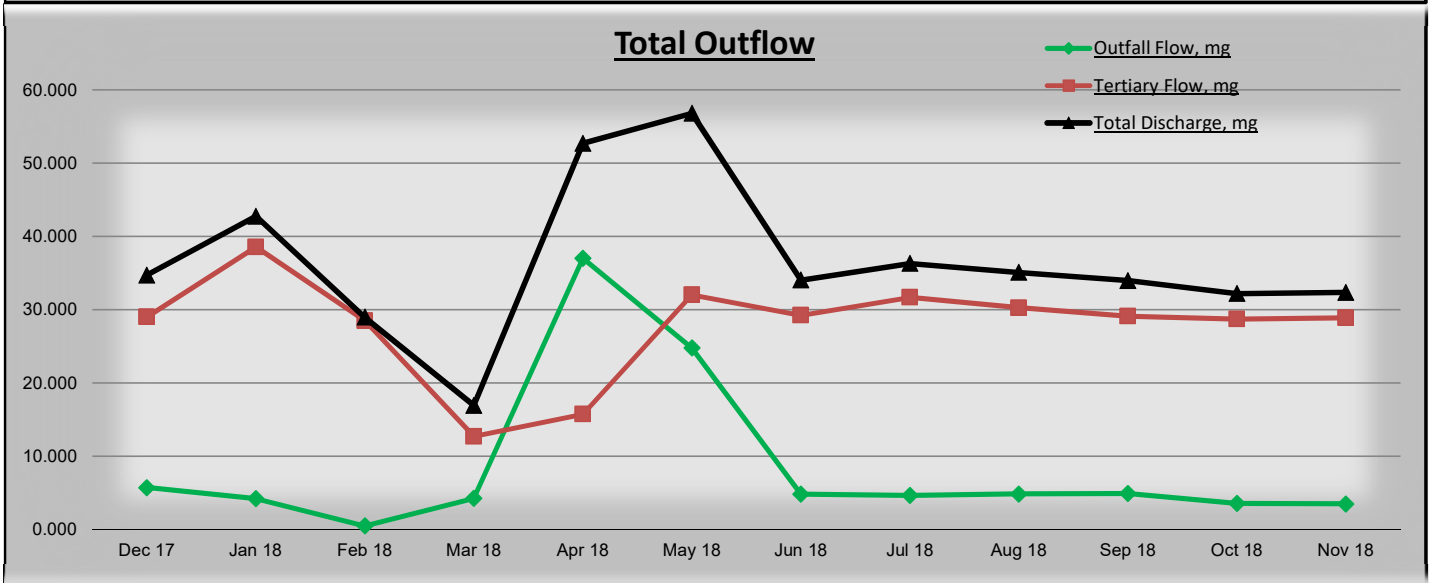
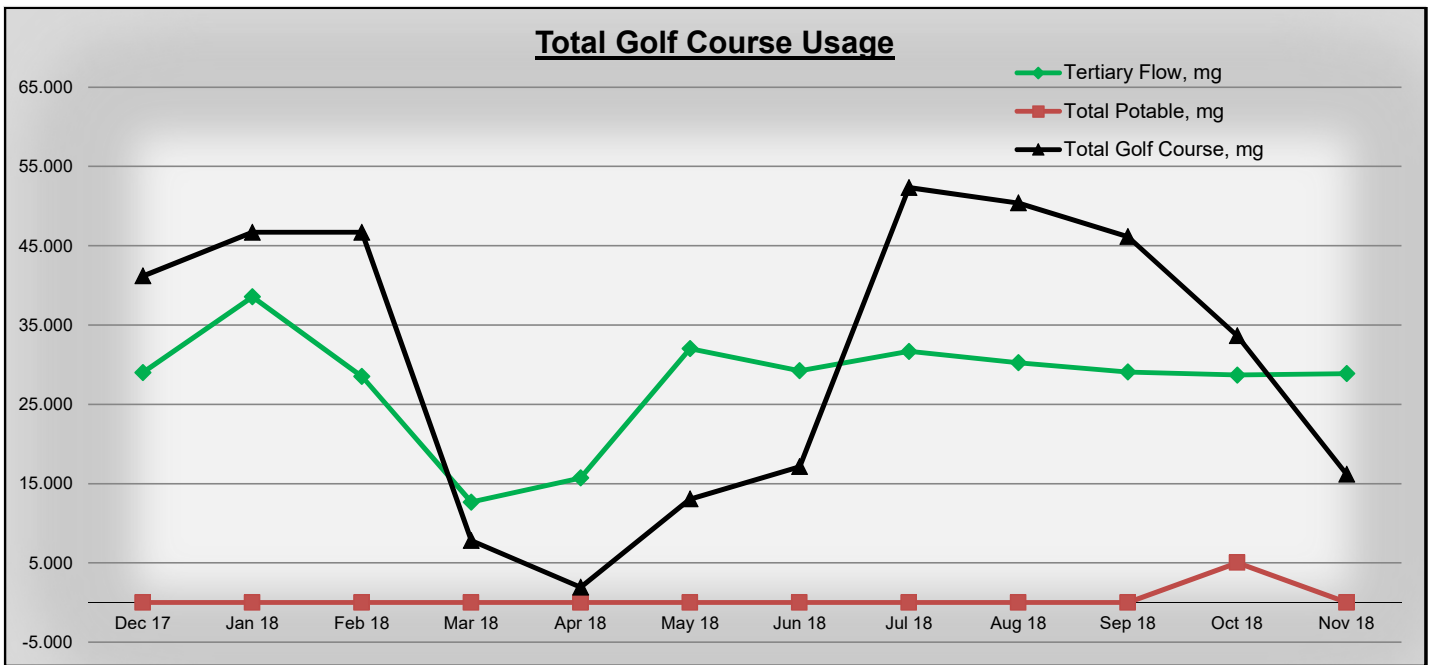
RedZone[®]
ROBOTICS

2/12/2019



Wastewater Treatment Facility Operations Report

HYDRAULIC LOADINGS								2018 YEAR-TO-DATE	
Report for: November 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet		
CAWD Flow	23.837	0.794	0.683	1.167	70.603	273.84	840.00		
PBCSD Flow	9.925	0.331	0.250	0.556	29.397	127.04	389.70		
Total Plant Flow	33.762	1.125	0.933	1.723	100.00	400.88	1229.70		
Tertiary Flow	28.880	0.963	0.684	1.353	85.540	305.28	936.45		
Ocean Discharge	3.464	0.115	0.077	0.162	10.260	96.83	297.03		
Potable Water	0.000	0.000	0.000	0.000	0.000	5.009	15.365		
TERTIARY PROCESS HISTORY									
Total Annual Reclamation Production (2018)				305.28 MG (936.90 acre-ft.)					
Total Lifetime Reclamation Production (94-18)				7.88 BG (24.20 B acre-ft.)					
12 Month Rolling Total Reclamation Production				334.30 MG (1025.97 acre-ft.)					
ELECTRICAL COSTS									
Monthly Totals	Nov '18 kWh	Price per kWh	Nov'18	Oct'18	Sept '18	Aug '18			
Secondary	142,086.00	\$ 0.136	\$ 19,382.41	\$ 25,142.67	\$ 25,935.21	\$ 22,246.67			
Blowers	55,650.00	\$ 0.120	\$ 6,671.63	\$ 9,909.43	\$ 8,638.06	\$ 9,138.52			
CAWD Total	197,736.00		\$ 26,054.04	\$ 35,052.10	\$ 34,573.27	\$ 31,385.19			
Tertiary	89,891.68	\$ 0.132	\$ 13,319.23	\$ 16,298.32	\$ 17,384.70	\$ 17,179.94			
MF/RO	109,247.00	\$ 0.148	\$ 15,952.35	\$ 23,515.58	\$ 24,351.67	\$ 24,987.80			
Reclaim Total	199,138.68		\$ 29,271.58	\$ 39,813.90	\$ 41,736.37	\$ 42,167.74			
Adjusted Monthly Totals (1)	CAWD Total		\$ 16,815.66	Reclamation Total			\$ 38,509.96		
kW-h Per Acre Foot									
2017					2018				
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR	
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	n/a	
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	n/a	
MICROTURBINE SUMMARY									
Month	November '18 kWh	Oct'18	Sept'18	Aug '18	Accumulated Totals				
Production, kWh	5,495	9,222	11,383	11,457	703,885.00				
COMMENTS									
(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Laboratory usage									
(2) Micro Turbine system off-line Nov 15 thru Nov 30 due to equipment malfunction									



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2018 YEAR-TO-DATE	
Report for: December 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.846	0.802	0.706	0.900	70.083	298.69	916.21
PBCSD Flow	10.606	0.342	0.275	0.508	29.917	137.65	422.23
Total Plant Flow	35.452	1.144	0.981	1.408	100.00	436.33	1338.44
Tertiary Flow	30.118	0.972	0.815	1.275	84.954	335.40	1028.84
Ocean Discharge	3.969	0.128	0.096	0.213	11.195	100.80	309.20
Potable Water	0.000	0.000	0.000	0.000	0.000	5.009	15.365

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2018)	335.40 MG (1029.34 acre-ft.)
Total Lifetime Reclamation Production (94-18)	7.91 BG (24.29 B acre-ft.)
12 Month Rolling Total Reclamation Production	335.40 MG (1029.35 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Dec '18 kWh	Price per kWh	Dec'18	Nov'18	Oct '18	Sept '18
Secondary	154,252.00	\$ 0.133	\$ 20,442.26	\$ 19,382.41	\$ 25,142.67	\$ 25,935.21
Blowers	50,255.52	\$ 0.140	\$ 7,033.64	\$ 6,671.63	\$ 9,909.43	\$ 8,638.06
CAWD Total	204,507.52		\$ 27,475.90	\$ 26,054.04	\$ 35,052.10	\$ 34,573.27
Tertiary	80,662.88	\$ 0.134	\$ 10,296.25	\$ 13,319.23	\$ 16,298.32	\$ 17,384.70
MF/RO	130,778.00	\$ 0.128	\$ 21,161.35	\$ 15,952.35	\$ 23,515.58	\$ 24,351.67
Reclaim Total	211,440.88		\$ 31,457.60	\$ 29,271.58	\$ 39,813.90	\$ 41,736.37
Adjusted Monthly Totals (1)	CAWD Total	\$ 20,430.52	Reclamation Total			\$ 38,502.98

kW-h Per Acre Foot

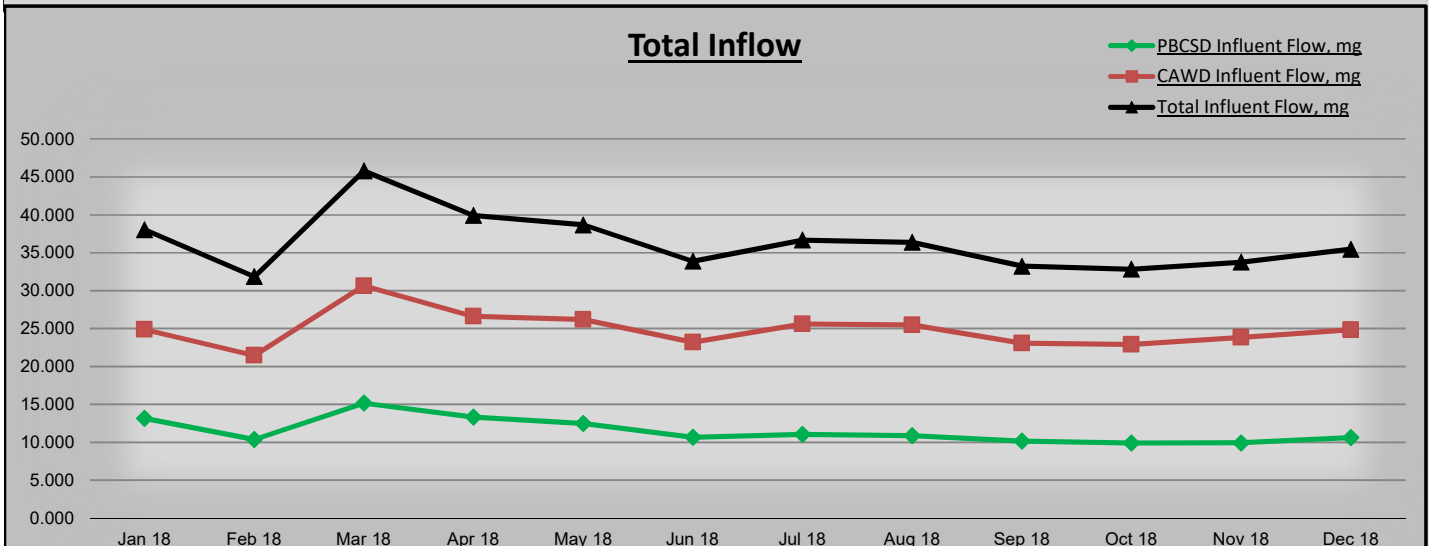
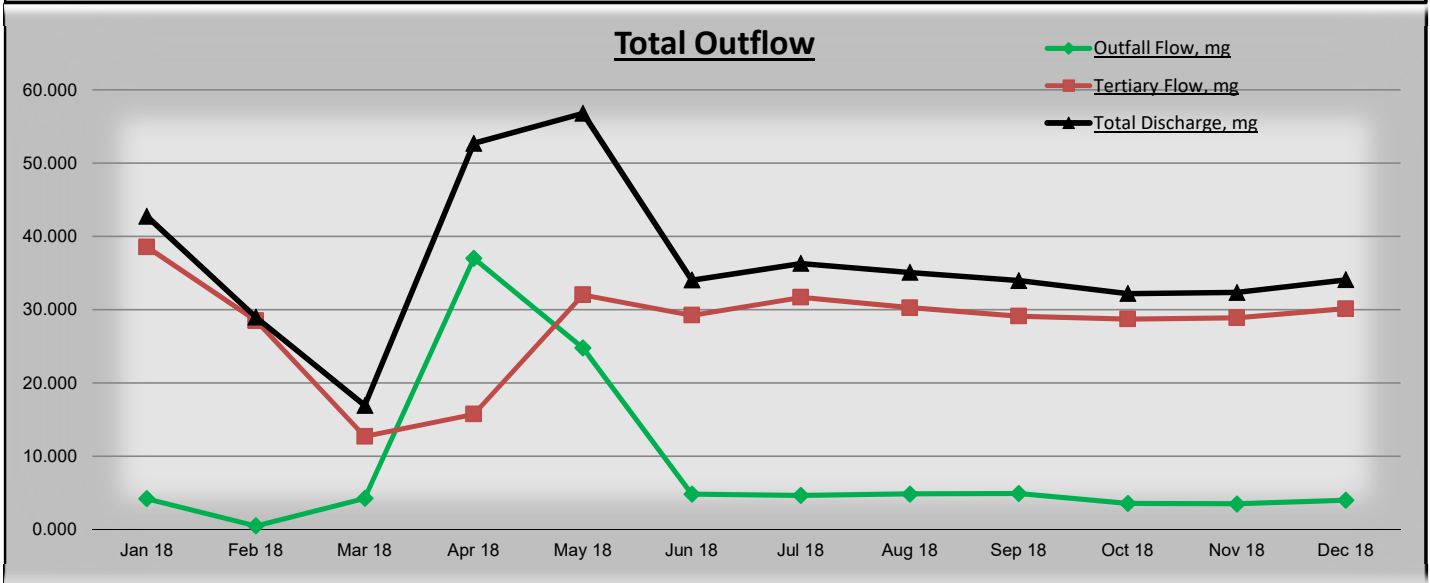
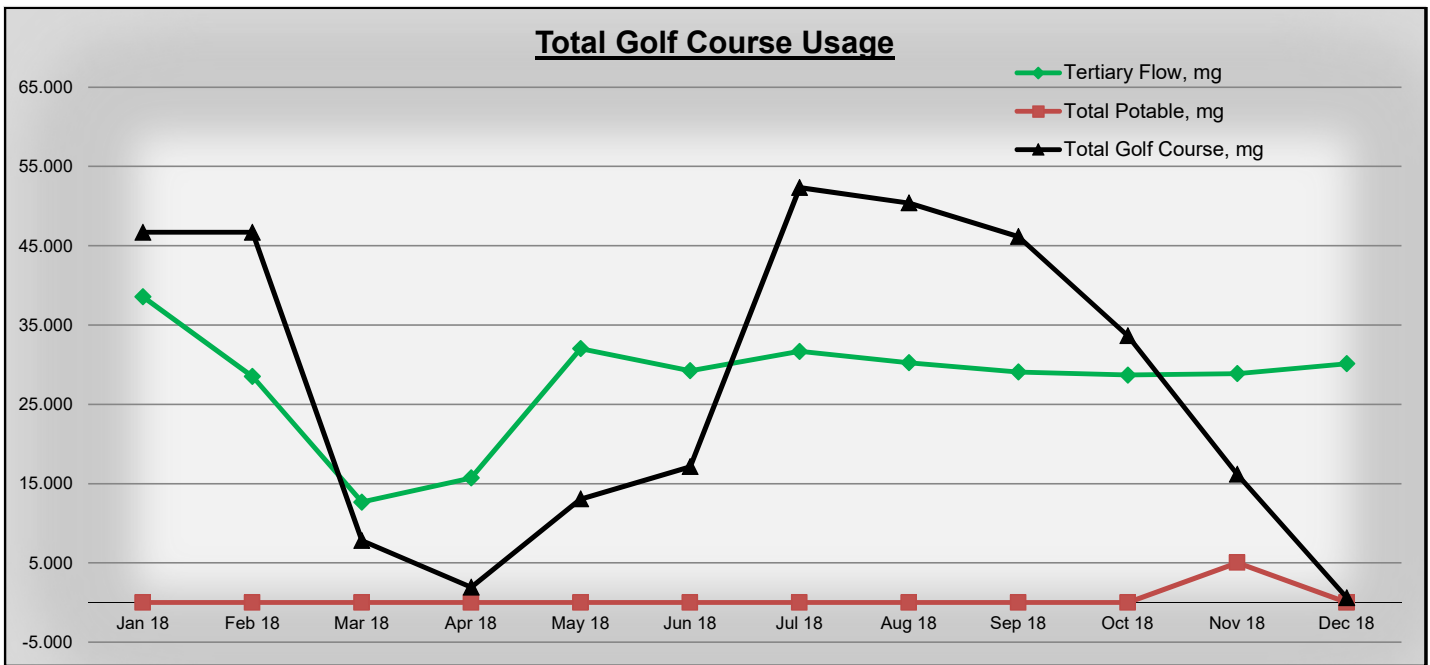
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	1883.03
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	2254.65

MICROTURBINE SUMMARY

Month	December '18 kWh	Nov'18	Oct'18	Sept '18	Accumulated Totals
Production, kWh	0 (2)	5,495	9,222	11,383	703,885.00

COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Laboratory usage
- (2) Micro Turbine system off-line the month of December due to equipment malfunction



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: January 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	27.204	0.877	0.751	1.253	68.390	27.20	83.45
PBCSD Flow	12.574	0.406	0.319	0.650	31.610	12.57	38.57
Total Plant Flow	39.778	1.283	1.070	1.903	100.00	39.78	122.02
Tertiary Flow	34.463	1.112	0.877	1.432	86.638	34.46	105.71
Ocean Discharge	6.259	0.202	0.123	0.502	15.735	6.26	19.20
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	34.46 MG (105.71 acre-ft)
Total Lifetime Reclamation Production (94-19)	7.95 BG (24.40 B acre-ft.)
12 Month Rolling Total Reclamation Production	331.31 MG (1016.80 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jan '19 kWh	Price per kWh	Jan'19	Dec'18	Nov '18	Oct '18
Secondary	141,257.00	\$ 0.136	\$ 19,162.99	\$ 20,442.26	\$ 19,382.41	\$ 25,142.67
Blowers	44,136.64	\$ 0.142	\$ 6,251.31	\$ 7,033.64	\$ 6,671.63	\$ 9,909.43
CAWD Total	185,393.64		\$ 25,414.30	\$ 27,475.90	\$ 26,054.04	\$ 35,052.10
Tertiary	93,509.88	\$ 0.137	\$ 12,687.06	\$ 10,296.25	\$ 13,319.23	\$ 16,298.32
MF/RO	127,386.00	\$ 0.136	\$ 20,346.02	\$ 21,161.35	\$ 15,952.35	\$ 23,515.58
Reclaim Total	220,895.88		\$ 33,033.08	\$ 31,457.60	\$ 29,271.58	\$ 39,813.90
Adjusted Monthly Totals (1)	CAWD Total	\$ 18,217.48	Reclamation Total			\$ 40,229.90

kW-h Per Acre Foot

	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	1883.03
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	2254.65

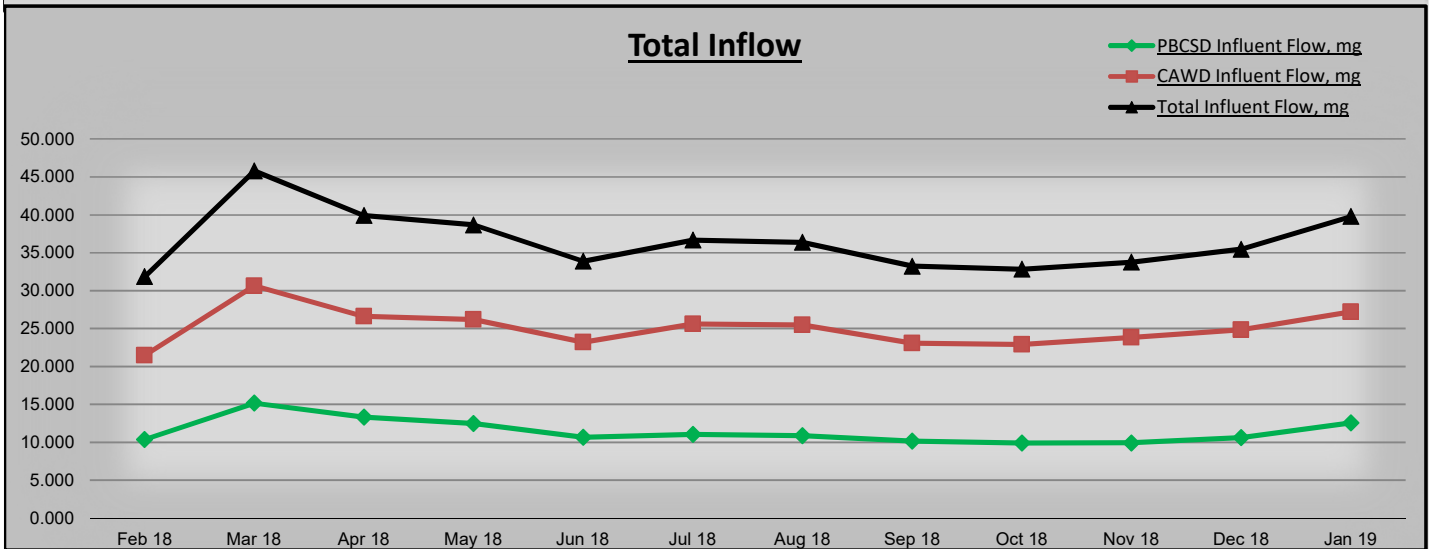
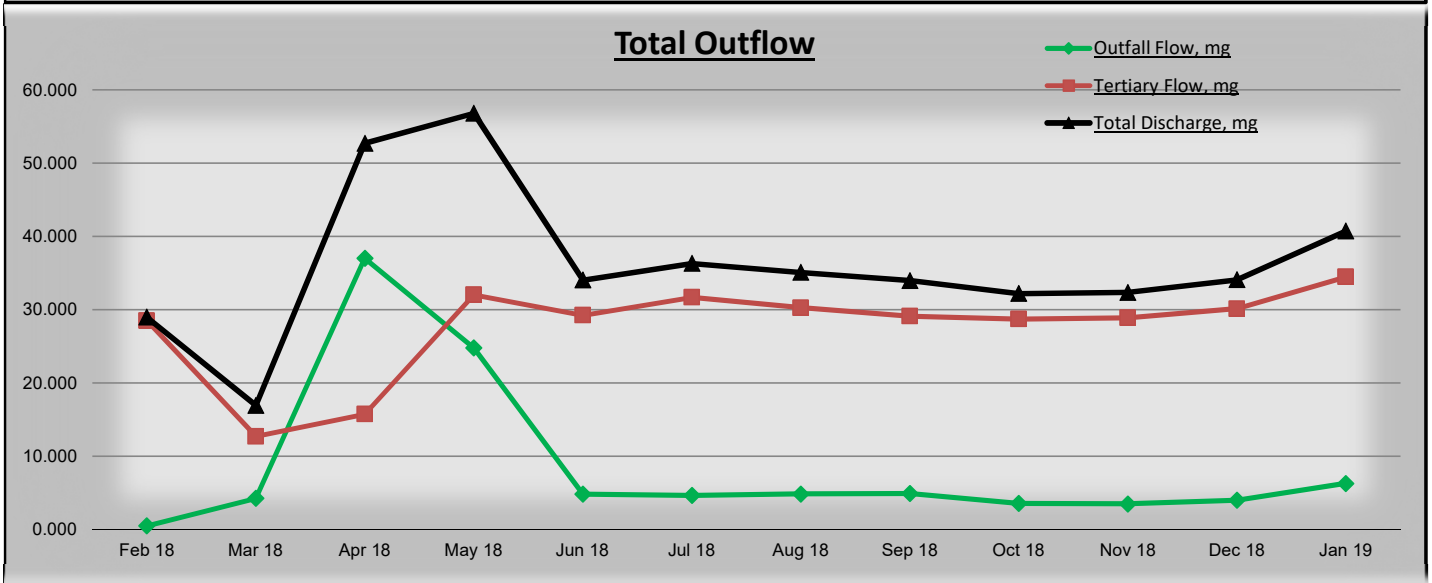
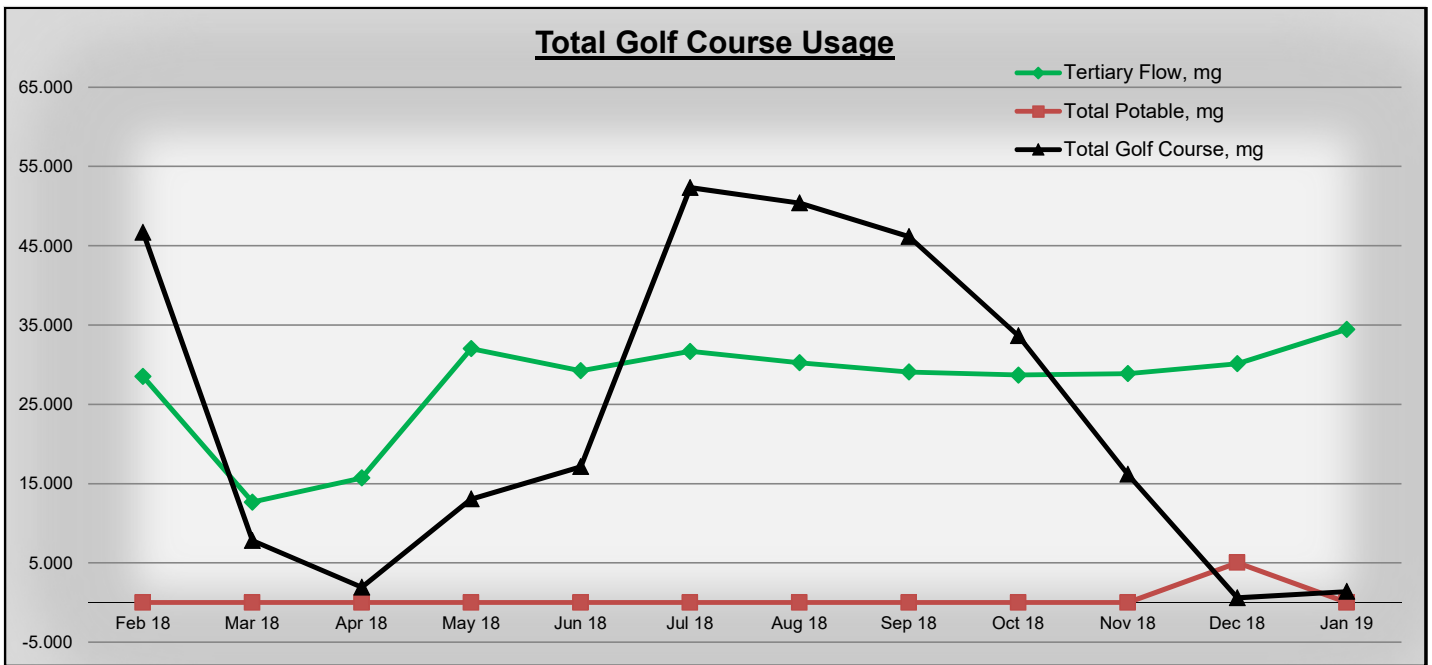
MICROTURBINE SUMMARY

Month	Jan '19 kWh	Dec'18	Nov'18	Oct'18	Accumulated Totals
Production,kWh	0 (2)	0	5,495	9,222	703,885.00

COMMENTS

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

(2) Micro Turbine system off-line the month of January due to equipment malfunction



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: February 28, 2019

Subject: Monthly Report – January 2019

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- Plant Superintendent Waggoner requested the laboratory staff to perform sampling and analysis of 3 locations in the event the Lagoon Outfall Pipe fails. The sites are Carmel River Bridge on the northside of the treatment plant, Carmel River Lagoon and SRF-K5. The analysis for the Carmel River and Lagoon will be Total Coliform, Fecal Coliform, Enterococcus, Total Suspended Solids, and BOD. The analysis for SRF-K5 will be Total Coliform, Fecal Coliform, Enterococcus, Total Suspended Solids. The sampling will be on a Monday, Wednesday and Friday schedule until further notice that the Outfall Line repair is completed.
- CCLEAN staff is preparing for Wet Season monitoring of Final Effluent on 1-24-19. The start of the CCLEAN will begin on February 11, 2019.

ENVIRONMENTAL COMPLIANCE REPORT

- Pangaca Grill has opened at the old Grill on Ocean location.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
L'escargot	Yes		
All Saints Episcopal Church	Yes		

Patisserie Boissiere	Yes		
Casanova	Yes		
Anton and Michel	Yes		
Akanoi	Yes		
Mission Ranch	Yes		
Aabha Indian Cuisine	Yes		
Allegro Pizzeria	Yes		
A.W. Shucks	Yes		

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
Nov 2018	100%	100%
Dec 2018	100%	100%
Jan 2019	100%	100%

FUNDING

N/A-Informational item only



Staff Report

TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – January 2019

DATE: February 28, 2019

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant in general is working well. The plant continued to perform with the high infiltration flows from the winter storms during January.
- Staff finished submitting all paperwork for renewal of the “Report of Waste Discharge” (ROWD) for both Ocean Outfall Discharge Permit (NPDES) and Reclamation Discharge Permit.
- Staff submitted Annual Reports for the Ocean Outfall Discharge Permit, Reclamation Discharge Permit and the Annual Biosolids Permit.
- One Tour group from Pebble Beach Golf Courses on January 18th consisting of their Golf Interns and Superintendents.

Reclamation:

- CAWD Staff continues working with H2O Innovations. The RO programming is completed with the MF programming scheduled to be completed in late February.
- Staff has been monitoring the TMP (Trans Membrane Pressure) and Resistance values on all three MF Cells. The TMPs are averaging between 2.0 and 4.4 during full production cycles.
- Project #18-24, Staff finished installing chemical feed system including control programming for the Coagulation/Flocculation Basins in January. Staff continued testing Dynasand filters in preparation for the 2019 irrigation season.

Training:

- Plant in-house training continues with weekly Safety meetings.
- Operations Superintendent on Fridays every week has Operations training (1 hour) which is mandatory for Operations Staff and is available to Laboratory, Maintenance, Collection and any other CAWD employees.

Capital Improvement Phase 2

- Staff continues to communicate with Patrick Treanor (CAWD) on Phase 2 assessments of plant equipment and planning for the following areas; Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Monterey County Water Awareness Committee meeting January 10, 2019 at Monterey One Water District offices in Monterey.
- Monterey Water Works Association Board meeting January 10, 2019 in Moss Landing.
- Monterey County Water Awareness Committee Strategic planning meeting January 24, 2019 at Carmel Area Wastewater District Offices in Carmel.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of December 2018.
- No Violations on the NPDES (National Pollutant Discharge Elimination System)

NPDES Number CA0047996, Order No. R3-2014-0012 for the month of December 2018.

FUNDING

N/A-Informational item only

Respectfully Submitted,

Edward Waggoner

STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: February 28, 2019

Subject: Monthly Report (for January 2019)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

Jan 10 - Tailgate training. Jason Veile, Operator, gave a presentation on Strains and Sprains. Using CSRMA training materials, Jason highlighted proper lifting techniques and the importance of warm ups and stretches to reduce these types of injuries. Jason is also on the Wellness Committee and regularly leads plant crews in morning stretches.

Jan 17 - Tailgate training. Because the Carmel River was predicted to flood later in the day, a flood Response briefing was held in lieu of a worker safety topic. Safety and Compliance Administrator Mark Dias (S/C Admin Dias) presented information from NOAA weather and the County Office of Emergency Services. While the plant would not be impacted, management gave direction on preparing for different scenarios.

See Emergency Flood Response item below.

Jan 24 - Tailgate training. Mark Napier, Collections, gave a presentation on "close calls." Often when an accident nearly occurs but no one is injured it may not be reported. Whenever there is a close call everyone should be informed since it may happen again but with an injury. The more information we have the more improvements can be made. S/C Admin Dias emphasized that just as much, or more, good information can be gleaned from a close call than an actual accident. Reporting close calls is a key element in establishing a safety culture. Safety culture was a topic introduced in December and will be a focus moving forward.

Jan 31- Monthly Safety Topic. S/C Admin Dias presented the annually required review of CAWD's Blood Borne Pathogen Policy. This policy was updated in 2018 to reflect the most recent Cal OSHA regulations. Exposure to blood borne pathogens in the wastewater industry is much less likely than the high-risk medical field for example. However, the job is not risk free and the policy identifies the top exposure hazards and lays out specific engineering and administrative controls to preempt exposures in the first place. The policy is available to staff in hard copy, on a shared computer drive and on a shared intranet webpage (SharePoint).

Ongoing Safety Improvements

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

- Fall Safety – vault hatches. **Background;** As described in previous reports, six vault hatches were identified for replacement with built-in fall protection and greater ease of operation. **Update;** The hatches were delivered to the site in mid-January. A contractor has been selected to place and secure them. Interim safety protocols for use of the existing hatches have been implemented.
- Respiratory Safety – gas levels at the Calle La Cruz lift station (Ribera Road). **Background;** As described in previous reports, this lift station receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of dangerous hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first option –using cakes of potassium permanganate— was ineffective. The second option -- using a biological treatment-- was also ineffective. The third option, dosing liquid calcium nitrate, was started in December. **Update;** In December the hydrogen sulfide readings showed the most promise of any efforts so far. While the readings were still above action levels they had dropped significantly. A higher dosing rate was used starting in mid-January and the results showed improvement. Monthly tracking continuing.
- Planned installation of additional fire hydrants. **Background;** As described in previous reports, during the Fire Department walk-through in June it was noted that the plant only has two fire hydrants. Both are located on the south side of the site. While not required by the Fire Department, two additional locations were identified where existing plumbing could be retrofitted with fire hydrants. The locations are much closer to areas where firefighting may be needed such as the office buildings, the shop, the collections building and the Pad. **Update:** The leaking isolation valve was replaced by CAWD staff. In January the decision was made to have CAWD

complete the repairs in house after obtaining the parts from a local vendor. Parts have been ordered.

- Bulk aqueous ammonia system repairs. **Background;** As first described in the October report, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is located outdoors on the south side of the tertiary building with permanent secondary containment. Newly implemented gas monitoring equipment showed that ammonia vapors escape out of the tank lid during the filling process. Operations staff have consistently been required to wear respirators during deliveries. Until the system is improved, an Interim Operating Procedure (IOP) has been promulgated and deliveries are overseen by the Safety Officer. Per the IOP staff are now required to remotely monitor the tank level at a safe distance using the wireless SCADA system rather than stand near the tank during filling. CAWD staff intends to retrofit the piping and venting components rather than purchasing a replacement system. **Update:** In December a sensitive pressure gauge was installed on the tank to determine the actual pressures generated during filling. The plant engineer needs this data to calculate specifications to retrofit piping, connections and relief valves. This gauge was closely monitored during a January delivery. The results showed that the tank lid cannot hold even 1/5th of 1 PSI and ammonia levels were very high around the lid. The lid will be sealed in February and the pressure will be monitored again. Monthly tracking continuing.

Emergency Response (Flood) Preparations

In December Superintendent Foley and S/C Admin Dias attended a Winter Storm Preparedness Workshop hosted by the Monterey County Office of Emergency Services (OES). OES staff highlighted their upgraded website and demonstrated its multiple, real-time tracking resources. In January and February two winter storms provided the opportunity for CAWD staff to use these resources and closely track the timing and intensity of flood surges down the river and past the plant.

The storms of January 16/17 brought the Carmel River above its minor flood stage for roughly two hours. The storms of Feb 3/4 brought the lower Carmel River just above minor flood stage for less than an hour. Events of this size do not impact the interior of the plant or plant operations in any way.

At the peak of the larger January event about one foot of water crossed the lowest section of the plant access road for roughly 90 minutes. At the peak of the smaller February event, about one inch of water crossed the lowest section of the plant access road for about 15 minutes. For both storms the peak levels at the plant occurred six hours after the peak at the Robles Del Rio gauge, and one hour after the peak at the lower Via Mallorca gauge. The OES website can graph these two gauges, the lagoon

level, actual rainfall and predicted rainfall all on one page. To prepare for future events, the website data was documented along with simultaneous pictures and videos of water levels on the road and outside the plant levees.

S/C Admin Dias and plant management were placed on the County OES “push” list for events impacting our local area (including tsunamis). The system worked and we received flood notifications via texts and email. Overall staff now has a much higher level of confidence in predicting the timing and intensity of future flood events.

Tours and Outreach

No tours were given in January. Multiple tours have been scheduled for February, March and April.

Injuries; first aid responses; worker compensation claims

There were no worker’s comp claims in January. OSHA tracks injuries on a calendar year basis. The first matrix of the year is below.

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

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: February 28, 2019
Subject: Monthly Maintenance Report – January 2019

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- Update 2: Parts were received, and the work is scheduled for January. The microturbine gas compressor failed. Parts were received for gas compressor. The new motor is still on order.
- The exhaust components for the new 65kilowatt microturbine are still being procured by the vendor. The vendor required engineering review and verification from the microturbine manufacturer to ensure the installation is correct.

Upcoming Maintenance Projects

- The tertiary system annual preventative maintenance will be completed along with replacement of any components that require a shutdown. This includes the reclaim flowmeter and some programmable logic controller components. This work is scheduled when the tertiary system will be offline in February.
- The new vault hatches for the dewatering and influent area have arrived. Mathew's Mechanical is scheduled to install the new hatches in late February. This will provide improved fall protection for staff when working around open hatches.

Staff Development

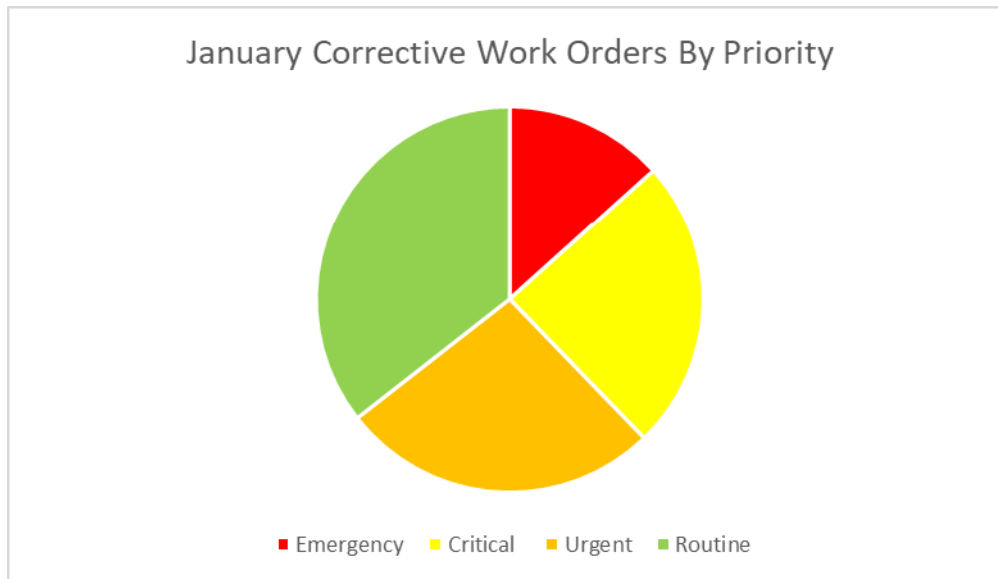
- Training on the new purchasing software was provided for administrative staff and the new system is being utilized.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	162
Total Work Orders Closed/Done	100
Total Work Orders Still Open	62
Percentage of Work Orders Completed	61.73%

Corrective Maintenance



Emergency	6
Critical	11
Urgent	12
Routine	16

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: February 28, 2019
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

Standard Plans and Specifications have been updated based on comments received at the last committee meeting. The update to the Plumbing Ordinance has been reviewed by our attorney and a final draft of the updated ordinance is available for review. Finally, our attorney has recommended that we adopt an Administrative Penalty Ordinance. The Principal Engineer is currently working on a draft of that Ordinance.

The Principal Engineer has received a proposal for assistance with the Sewer System Management Plan (SSMP) update and audit from Causey Consulting. This firm is well known for their expertise in SSMP development and provided services to CAWD in the past. This work will commence after July 1, 2019.

The Principal Engineer is continuing to work with property owners along Corona Road to start the process necessary to form an Assessment District. The property owners are currently circulating a petition requesting that our Board proceed with establishing an assessment district for the project.

The Principal Engineer has been in contact with Rich Larsen regarding his interest in connecting to the CAWD sewer system. Mr. Larsen will need to provide plans for the connection, including crossing under Highway 1 and complete the LAFCO application. Once those two documents are received, the Principal Engineer can approach CalTrans for a permit and LAFCO to start the annexation process.

Since December 14, 2018, the Principal Engineer and GM have been negotiating an agreement with MNS Engineers for the Yankee Point Project design contract. MNS has signed the agreement and we are waiting for the funding in order to issue a notice to proceed to the consultant.

FUNDING

N/A- Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021
						H1	H2	H1	H2	H1	H2	H1
	Projects Implementation Plan Schedule											
	Treatment Plant Projects											
18-01	Phase 2 - WWTP Rehabilitation Project	Treanor	Mon 4/30/18	Thu 5/13/21	\$8,875,000.00							
	In House Projects											
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 1/15/19	\$140,000.00							
18-03	CMMS Improvements	Foley	Wed 7/11/18	Fri 2/1/19	\$100,000.00							
18-12	NPDES Permit Application (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Mon 12/31/18	\$0.00							
18-13	Blower PLC Mods	Foley	Tue 6/26/18	Fri 11/2/18	\$0.00							
18-04	PLC Replacement Project (PARTIAL RECLAMATION)	Treanor/Foley	Fri 5/4/18	Tue 6/25/19	\$400,000.00							
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Tue 6/11/19	\$100,000.00							
	Outfall Lagoon Crossing Repairs	Treanor	Tue 1/1/19	Fri 3/1/19	\$300,000.00							
	Critical Process Onsite Flood Mitigations	Treanor	Tue 7/2/19	Tue 6/30/20	\$0.00							
18-05	PLC/SCADA Programming	Foley	Thu 7/5/18	Wed 4/29/20	\$300,000.00							
18-06	Disinfection Analyzer Project (PARTIAL RECLAMATION)	Waggoner/Young	Mon 1/7/19	Tue 11/19/19	\$150,000.00							
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner/Young	Fri 3/1/19	Wed 10/2/19	\$150,000.00							
	Effluent Building Wet Well Mixing	Waggoner	Mon 2/3/20	Fri 8/13/21	\$60,000.00							
	1 Water Corrosion Control	Waggoner	Fri 7/12/19	Thu 6/25/20	\$30,000.00							
	Operations Bldg Basement Renovation	Waggoner	Mon 2/3/20	Fri 8/13/21	\$50,000.00							
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00							
18-08	Standby Power Reliability Project	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00							
18-10	Aeration Basin Improvements (PARTIAL RECLAMATION)	Waggoner	Wed 6/27/18	Wed 4/29/20	\$140,000.00							
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$0.00							
	Plant Fence Replacement	TBD	Mon 7/1/19	Tue 2/16/21	\$150,000.00							
	Cathodic Protection Testing	Treanor	Wed 7/3/19	Tue 6/30/20	\$30,000.00							
	Lunch Room MCC Replace with Panelboard	Foley	Mon 1/18/21	Tue 6/22/21	\$140,000.00							
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00							
	Plant Paving, Vault Lids, Drainage	Treanor	Mon 3/2/20	Fri 11/26/21	\$50,000.00							
	Lagoon Crossing Rehabilitation	Treanor	Thu 7/1/21	Tue 8/30/22	\$1,000,000.00							
	RAS Pump/Piping Rehab	Treanor	Mon 3/29/21	Mon 8/23/21	\$100,000.00							
	Treatment Plant Studies & O&M Manuals	Treanor	Tue 4/3/18	Wed 7/24/24	\$440,000.00							
18-14	Sea Level Rise Study	Treanor	Tue 4/3/18	Tue 12/4/18	\$220,000.00							
	Coastal Hazards Monitoring Plan	Treanor	Fri 11/1/19	Tue 9/1/20	\$35,000.00							
	Life Expectancy Analysis	Treanor	Wed 9/2/20	Fri 7/2/21	\$35,000.00							
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00							

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		20
						H1	H2	H1	H2	H1	H2	H1
	Collections Projects											Collections Pr
18-19	Standard Plans and Specs Update	Lather	Fri 11/2/18	Thu 2/28/19	\$0.00	Standard Plans and Specs Update						
18-20	Permitting Procedures Streamlining	Lauer	Thu 8/2/18	Wed 9/26/18	\$0.00	Permitting Procedures Streamlining						
18-21	Highlands and Riley Ranch Annexation	Lather	Thu 8/2/18	Thu 1/24/19	\$0.00	Highlands and Riley Ranch Annexation						
18-29	September Ranch Water and Sewer Service	Lather	Tue 9/25/18	Thu 9/26/19	\$0.00	September Ranch Water and Sewer Service						
	Carmel Valley Manor Sewer	Lather	Wed 9/26/18	Wed 9/16/20	\$0.00	Carmel Valley Manor Sewer						
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Mon 12/31/18	\$0.00	Highlands H2S Control						
18-27	Highlands FM ARVs	Lauer	Mon 9/10/18	Mon 12/24/18	\$60,000.00	Highlands FM ARVs						
	Highlands FM Flushing	Lauer	Mon 7/6/20	Fri 10/16/20	\$75,000.00	Highlands FM Flushing						
	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Rio Road CIPP Lining Project						
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Fri 2/14/20	\$250,000.00	Pump Station PLC/SCADA Replacement						
	Carmel Meadows Gravity Sewer Improvements	Lather	Thu 8/1/19	Wed 6/30/21	\$1,294,000.00	Carmel Meadows Gravity Sewer Improvements						
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Wed 10/20/21	\$1,450,000.00	Hatton Canyon Pipe Bursting						
	Rancho Canada New Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Rancho Canada New Line						
	Collections Studies	Lauer/Lather	Thu 5/24/18	Tue 6/11/19	\$175,000.00	Collections Studies						
18-22	Capacity Study/Asset Management Plan	Lauer/Lather	Thu 5/24/18	Mon 11/26/18	\$100,000.00	Capacity Study/Asset Management Plan						
18-23	New Connections Master Plan	Lauer/Lather	Thu 8/30/18	Tue 12/25/18	\$0.00	New Connections Master Plan						
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Wed 12/26/18	Tue 6/11/19	\$75,000.00	Monte Verde and Bay/Scenic FM Assessment						
	Reclamation Projects					Reclamation Projects						
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Thu 1/31/19	\$200,000.00	Reclamation Sand Filter Integration Project						
18-25	EQ Basin Pump Electrical	Foley	Mon 10/8/18	Thu 1/17/19	\$80,000.00	EQ Basin Pump Electrical						
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Fri 2/28/20	\$250,000.00	RO Pretreatment Acid Tanks and Containment						
	Reclamation Studies	Treanor	Mon 7/1/19	Fri 5/29/20	\$35,000.00	Reclamation Studies						

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: February 28, 2018

Subject: Mainsaver Purchasing Contract Amendment

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend a contract with Mainsaver in for an additional \$6,000 for fiscal year 2018-19 to implement the purchasing contract work flow and provide purchasing reports.

DISCUSSION

The District has been focused on implementing a comprehensive asset management system. The core of the system is the Mainsaver CMMS (Computerized Maintenance Management System) program. The Mainsaver program consists of multiple modules. Staff has implemented the Purchasing and Inventory modules and identified two more tasks that would improve the system.

The two additional tasks are:

- Purchasing contracts - This task includes discovery, configuration and training of work flow requirements to track engineering, chemical and service contracts with vendors. The improved contract tracking will consist of one purchase order that is applied to a contract and when an invoice is received it will be applied to this contract in the purchasing module. This is an improvement on the current system because it will automate the contract accounting and provide a system to associate all the documents in a database.
- Purchasing Reporting - This task will create standard reports for purchases via the Mainsaver software that meet our requirements for public record requests and internal budget controls. Onsite training will also be provided.

FUNDING

The original contract for \$60,100 was approved at the August 2018 Board Meeting with Resolution No. 2018-35. The additional \$6,000 requested here is available from the Maintenance Department O&M 2018-19 budget.

RESOLUTION NO. 2018-35

A RESOLUTION AUTHORIZING (1) A 2018-19 BUDGET REALLOCATION FROM THE MAINTENANCE CAPITAL – SECONDARY SCUM PUMP TO THE MAINSAVER PROJECT AND (2) AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH MAINSAVER IN AN AMOUNT NOT TO EXCEED \$60,100 TO COMPLETE THE PURCHASING AND MOBILE MODULE IMPLEMENTATION

-oOo-

WHEREAS, the District has been focused on implementing a comprehensive asset management system and the core of said system is the Mainsaver CMMS program; and

WHEREAS, the District staff has successfully implemented the Work Order and Inventory modules; and

WHEREAS, staff would like to complete implementation by the addition of the Purchasing module and the Mobile module; and

WHEREAS, the Board is convinced that the addition of these modules and the implementation project associated with them will benefit the District by further refining its CMMS capabilities and work flow throughout the facility by completely integrating all functions and increasing staff efficiency with mobile capability. .

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

- (1) A 2018-19 Budget reallocation from Maintenance Capital – Secondary Scum Pump to the Mainsaver Project in the amount of \$20,100, and
- (2) Authorize the General Manager to enter into a contract with Mainsaver to purchase and complete the implementation of the Purchasing Module and Mobile Module in an amount not to exceed \$60,100.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 30, 2018 by the following vote:

AYES: BOARD MEMBERS: D'Ambrosio, Rachel, Siegfried, Townsend, White

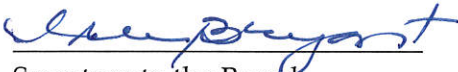
NOES: BOARD MEMBERS: None

ABSENT: BOARD MEMBERS: None



President of the Board

ATTEST:



Secretary to the Board

RESOLUTION 2019-07

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND THE CONTRACT WITH MAINSAVER APPROVED IN AUGUST 2018 BY RESOLUTION NO. 2018-35 FOR AN ADDITIONAL \$6,000 FOR FISCAL YEAR 2018-19 TO IMPLEMENT THE PURCHASING CONTRACT WORK FLOW AND PROVIDE PURCHASING REPORTS

-oOo-

WHEREAS, the District has been focused on implementing a comprehensive asset management system and the core of said system is the Mainsaver CMMS program; and

WHEREAS, the Board of Directors approved a contract in the amount of \$60,100 to implement the purchasing a mobile modules; and

WHEREAS, staff has implemented said modules and identified two more tasks that would further improve the system as follows:

- Purchasing contracts – which includes discovery, configuration and training of work flow requirements to track engineering, chemical and service contracts with vendors.
- Purchasing Reporting – which will create standard reports for purchases that meet our requirements for public record requests and internal budget controls; and

WHEREAS, the Board is convinced that the addition of these two tasks will benefit the District by further refining its CMMS capabilities and work flow.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract amendment with Mainsaver for an additional \$6,000 to add the tasks specified above for Purchasing contracts and Purchasing Reporting.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 28, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: February 28, 2019

Subject: 2018-19 Engineering and Programming Contract Amendment for Informative Controls

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend the contract with Informative Controls for an additional amount not to exceed \$50,000 for fiscal year 2018-19 for Automation Control and Engineering Services.

DISCUSSION

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

A critical component of this system is the alarming and notification. Currently the alarms from the new and existing equipment are connected to the legacy alarm system. This work would migrate the alarms for the new and existing equipment to the alarm module in the new SCADA system.

Many of the alarms still exist from retired equipment but are disabled. These alarms would be removed as part of the cleanup and migration to the new system.

Reclamation funds were previously allocated as part of the reclamation project when the contract was originally approved at the August 2018 board meeting. The focus of the work thus far has been improving control and screens for the blower system and treatment plant. This additional request would provide funding to continue forward with the alarm migration in a parallel path with the work performed on the reclamation alarm system and controls.

The reclamation SCADA screens would remain on the legacy software and the

treatment plant would continue to function on the new software. All of the alarming would be through the new software which will provide improved notification and descriptions when an alarm is triggered.

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

The 2018-19 Capital Budget PLC Programming Update project was budgeted for \$150,000 which \$100,000 has already been encumbered. The remaining \$50,000 would be allocated for this amendment.

FUNDING

The original contact of \$150,000 was approved at the August 2018 board meeting with Resolution No. 2018-42. It is shown below as “Request #1”.

CAWD Budget \$150K – Request #1 \$100K
Reclamation Budget \$50K – Request #1 \$50K

This request for an additional \$50K is for CAWD and utilizes the remaining budget provided for in 2018-19. It is shown below as “Request #2”.

CAWD Budget \$150K – Request #1 \$100K; Request #2 \$50K
Reclamation Budget \$50K – Request #1 \$50K

RESOLUTION NO. 2018-42

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH INFORMATIVE CONTROLS IN AN AMOUNT NOT TO EXCEED \$150,000 FOR FISCAL YEAR 2018-19 TO CONTINUE THE TREATMENT PLANT SCADA AND PLC UPGRADES AND IMPLEMENT TERTIARY PLC IMPROVEMENTS

-oOo-

WHEREAS, the Phase 1 Treatment Plant Rehabilitation Project initiated a migration to a modern and reliable SCADA system and new Programmable Logic Controllers (PLC) were installed as part of Phase 1 and the new SCADA system was programmed to monitor them; and

WHEREAS, the District's Operations Department is current working between the old RSView32 SCADA and the new Ignition SCADA system; and

WHEREAS, this contract will allow staff to continue the migration for the Treatment Plant to the new system; and

WHEREAS, the Board is convinced that this contract will continue to improve alarm visibility, data reporting, process control and specific process improvements at the facility. And further that Informative Controls is qualified to perform said automation design and programming work in a manner that is satisfactory to the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with Informative Controls in an amount not to exceed \$150,000 for fiscal year 2018-19 to continue the Treatment Plant SCADA and PLC upgrades and implement Tertiary PLC improvements.

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

Carmel Area Wastewater District duly held on August 30, 2018 by the following vote:

AYES: BOARD MEMBERS: D'Ambrosio, Rachel, Siegfried, Townsend, White

NOES: BOARD MEMBERS: None

ABSENT: BOARD MEMBERS: None



President of the Board

ATTEST:



Secretary to the Board

RESOLUTION 2019-08

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND THE CONTRACT WITH INFORMATIVE CONTROLS FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$50,000 FOR FISCAL YEAR 2018-19 FOR AUTOMATION CONTROL AND ENGINEERING SERVICES

-oOo-

WHEREAS, the Board of Directors approved a contract with Informative Controls in an amount not to exceed \$150,000 for fiscal year 2018-19 to continue the treatment plant Supervisory Control and Data Acquisition (SCADA) and programmable logic controller (PLC) upgrades and implement Tertiary PLC improvements; and

WHEREAS, the District continues the migration of the SCADA system and upgrade of the PLC hardware and programming; and

WHEREAS, there is a need to migrate the alarms for the new and existing equipment to the alarm module in the new SCADA system; and

WHEREAS, the alarms still exist from retired equipment and would be removed as part of the cleanup and migration to the new system; and

WHEREAS, the Board is convinced that this contract will continue to improve alarm visibility, data reporting, process control and specific process improvements at the facility. Further, Informative Controls is qualified to perform said automation design and programming work in a manner that is satisfactory to the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, hereby authorizes the General Manager to amend the contract with Informative Controls for an additional amount not to exceed \$50,000 for the fiscal year 2018=19 to continue with Treatment plant SCADA and PLC upgrades.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 28, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 28, 2019

Subject: Reimbursement Resolution – Carmel Valley Manor Project

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution declaring its official intent to reimburse certain expenditures from the proceeds of debt for the Carmel Valley Manor Sewer Project in an amount up to \$5.0M.

DISCUSSION

Carmel Valley Manor is a continuing care retirement community located at 8545 Carmel Valley road and currently serves 230 residents. The facility produces approximately 20,000 gallons per day of residential wastewater. They have approached the District with an interest in connecting to our system.

Their current septic system is in a precarious state. Due to the age of their system, maintenance activities are being performed on a higher than typical frequency to maintain proper operation and performance. The septic tank is pumped to remove approximately 7,000 gallons of waste on a monthly basis with additional maintenance to remove approximately 10,000 gallons of waste biannually.

The Carmel Valley Manor engaged MNS Engineers, Inc to perform a feasibility study on connecting to CAWD. They are currently attempting to finalize an agreement for full design with MNS.

The preliminary cost estimate from MNS Engineers was \$3.3M. We are recommending the resolution be for a maximum principal amount of \$5M to ensure that it covers any unknowns.

FUNDING

Current project maximum estimate is \$5.0M for the entire project. The Carmel Valley Manor is currently working on obtaining engineering design work.

The intention is to finance all “public” costs of the project. That means it would include:

Annexation costs	Engineering Design
Connection fees	Construction
Financing costs	Construction Management
Environmental	CAWD staff time to manage project

Carmel Valley Manor

PREPARED FOR:

Ms. Jane Ispen, President & CEO
Carmel Valley Manor

Final Report:
Carmel Valley Manor
Wastewater Feasibility Study

PREPARED BY:

Sim Ong, PE
& John Mukhar, PE

MNS ENGINEERS, INC.

111 N. Market Street, Suite 440
San Jose, CA 95113
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805.692.6931 Fax

www.mnsengineers.com

Carmel Valley Manor
Camel Valley Manor Wastewater Feasibility Study
Final Report

President and CEO

Jane Ipsen

Director of Environmental Services

Brian C. Rasmussen

MNS Engineers Staff

John Mukhar, PE, QSD

Sim Ong, PE

Nicholas Panofsky, PE

Paul Greenway, PE

Prepared by:



John Mukhar, PE C51052
Principal Engineer
MNS Engineers, Inc.

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Section 1. Project Overview

1.1. Objective

The goal of this Carmel Valley Manor Feasibility Study (Study) is to evaluate the feasibility and capital cost of constructing wastewater conveyance facilities from Carmel Valley Manor to the Carmel Area Wastewater District (CAWD) collection system, which currently terminates within Valley Greens Drive on the south side of the Carmel Valley River adjacent to the Quail Lodge Golf Club.

1.2. Background

Carmel Valley Manor is a continuing care retirement community offering a resort-style retirement located on a 28-acre site at 8545 Carmel Valley Road in a portion of unincorporated Monterey County east of the City of Carmel-by-the-Sea. The facility currently serves 230 residents in independent and assisted living units. The main parcel is broken down into 32 residential buildings, the main administration building that includes the dining room and pavilion, a meeting house, a health center and clinic, guest cottages, and maintenance facilities. There are an additional five parcels of single family homes on the west side of the main parcel, these parcels are not included in this study. The site plan is shown on Figure 1.

In addition to the residential units, the site includes fitness centers, a swimming pool, laundry facilities, kitchens, guest cottages, a medical clinic and supporting facilities such as a maintenance center and a woodshop.

The facility currently produces approximately 20,000 gallons per day (GPD) of residential wastewater. Wastewater from the main campus is collected and conveyed through a gravity collection system to a main septic tank treatment prior to being discharged to a leach field. There are seven other individual residential units served by independent septic systems. These stand-alone independent units are not included in this study. All septic tanks are maintained on a regular interval to maintain functionality.

The main septic tank and leach field are located on the north east quadrant of the main campus; a record drawing showing this location is provided as Figure 2.

After nearly 60 years of service, concerns have been raised regarding the condition and performance of the existing wastewater system, as well as compliance with permissible nitrate loading rates in the leach field.

Figure 1. Carmel Valley Manor Site plan



1.3. Benefits

There are numerous advantages associated with transitioning the wastewater discharge from Carmel Valley Manor septic system to the CAWD collection system. Elimination of the existing septic tank and leach field will eliminate ongoing costs associated with maintenance of these facilities including pumping and jetting. The areas currently occupied by wastewater infrastructure can be repurposed for development or other uses. Ongoing issues associated and the potential for nitrate loading violations will be eliminated, and compliance actions by Monterey County Health Department will be avoided. The conveyance capacity of connecting to the public wastewater collection system will provide capacity to manage future on-site development. Costs associated with rehabilitation of the existing wastewater treatment and disposal system will also be avoided.

1.4. Existing Septic System

Constructed in 1961, the main septic tank is a cast-in-place rectangular concrete tank with a liquid volume of 20,800 gallons and a 26,496 square feet of leach field area located on the north east quadrant of the main campus.

1.4.1. Septic Tank

Type: cast-in-place rectangular concrete tank
 Dimension: 13 feet by 36 feet
 Liquid depth: 6.25 feet
 Operating volume: 20,800 gallons

1.4.2. Leach Field

Type: 6-inch drain tile in gravel pack
 Number of cells: 2
 Leach field area per cell: 92 feet by 144 feet, or 13,248 square feet
 Total leach field area: 26,496 square feet

1.4.3. Wastewater Production Rates

Potable water purchased from California American Water is used for indoor applications as well as outdoor irrigation. Water for Carmel Valley Manor is measured using a single common water meter. To estimate average wastewater production rates, water meter billing data for the period between November and February for the past four years was used, as outdoor irrigation is at its minimum during these months with the assumption of 100% of purchased water during these periods is discharged to the wastewater collection system. Table 1 provides a summary of water consumption for these months. The average water consumption during these months was 20,558 gallons per day (GPD). This equates to an average wastewater production rate of 14 gallons per minute (GPM).

Table 1: Potable Water Usage

	January GPD	February GPD	November GPD	December GPD
2014	Not Available	Not Available	Not Available	17,930
2015	19,670	19,665	17,075	16,520
2016	16,135	18,010	24,160	19,925
2017	18,350	22,600	27,778	26,201
2018	20,914	23,436		
Monthly Average	18,767	20,928	23,004	20,144

Diurnal flow patterns from indoor water usage, such as showering and washing, creates peaks in flow rates. A typical daily peaking factor of 1.5 to 2.5 times the average daily flow (21 to 35 GPM) can be expected for a small wastewater facility. Seasonal peaks, caused by inflow and infiltration from storm water and ground water can contribute additional flow to the system, creating peak flows in excess of daily diurnal peak flows. These seasonal peaks can have a factor of 3 to 4 times the average flows (42 to 56 GPM) depending on the integrity of the collection system.

Minimum daily flow is another factor which must be considered in the design. Low flow periods can create a condition where solids are not adequately flushed through the system, causing potential issues. A typical low flow factor of 0.25 (3.5 GPM) is applied to the average daily flow rate to approximate this condition and is used to size design collection system infrastructure.

A typical design standard for septic tanks is to provide a minimum detention time in the septic tank of 24 hours. The existing septic tank has an operating volume of 20,800 gallons; with an average flow of 20,558 gallons per day, the septic tank is operating at or near the design detention time at 24.3 hours during average demand conditions and is likely over capacity during peak loading conditions.

The leach field areas are designed based on soil conditions, specifically soil hydraulic percolation rates, which typically range between 0.2-1.2 gallons per day per square foot (GPD/sf). The existing leach field has a hydraulic loading area of 26,496 square feet for both cells which translate to an average hydraulic loading of 0.78 gpd/sf. This hydraulic loading rate is within the acceptable design of a typical leach field assuming the insitu soils are moderately well draining. If one cells is used at a time, the hydraulic loading area of 13,248 square feet for each cell which translate to a hydraulic loading of 1.55 gpd/sf. This hydraulic loading rate is above the acceptable design of a typical leach field, assuming the soil is well-draining.

1.4.4. Septic System Operations and Maintenance

Due to the age of the existing wastewater system, maintenance activities are being performed on a higher than typical frequency to maintain proper operation and performance. The septic tank is partially pumped to remove approximately 7,000 gallons (2-loads) of waste on a monthly basis with additional maintenance pumping to remove approximately 10,000 gallons (3-loads) of waste biannually. The tank is completely pumped and inspected every other year. The drain pipes in the leach fields are jetted annually.

Generally, the existing septic system is well maintained with excellent periodic pumping, line jetting, and tank inspections. Alternating usage of the leach fields between the two cells to allow for adequate resting and recovery is good practice. No major disrepair of the system is noted.

For septic systems of this size, complete pumping is recommended at an interval between 18 and 30 months to maintain system functionality. Sufficient time between pumping provides microbes adequate time to digest and stabilize the solids. The current maintenance schedule for the existing main septic system is provided in Table 2.

Table 2: Current Septic System Maintenance Schedule

Description	Frequency	Month Due
Alternate drain fields	Monthly	Every month
Pump 7,000 gallons from the main septic tank	Monthly	Every month
Pump 10,000 gallons from the main septic tank	6 Months	May, November
Jet from tank to the loading dock area	3 Months	March, June, September, December
Pump loading dock grease interceptor	2 Months	January, March, May, July, September, November
Pump Hillcrest grease interceptor	4 Months	January, May, September
Pump/jet drain fields	Annually	August
Pump main septic tank completely	2 years	January, alternating years

1.5. Existing CAWD Collection System

CAWD is an independent political entity operating under authority of the California State Health and Safety Code, and as such is governed by its own five member Board of Directors who are elected for terms of four years. CAWD provides collection, treatment and disposal of wastewater for 11,000 people within CAWD Boundaries and treatment and disposal for an additional 4,500 people in Del Monte Forest as provided for by contract agreement with Pebble Beach Community Services District.

CAWD serves an area bounded by Carmel Bay to the west, Carmel Highlands to the south and Del Monte Forest to the north. Service extends as far east as Quail Meadows and Del Mesa Carmel. CAWD maintains approximately eighty miles of sewers within the existing service area. The service area consists of the City of Carmel-by-the-Sea and outlying County areas including Carmel Woods, Hatton Fields, portions of lower Carmel Valley, Carmel Meadows, Hacienda Carmel, Del Mesa Carmel, Quail Meadows, Pacific Meadows and to the South, Highlands Inn, the Tickle Pink Inn and the Highlands Sanitary Association and several individual lots in the vicinity. The total service area is comprised of approximately 5.5 square miles. CAWD’s service does not currently include Carmel Valley Manor; as a condition of serving Carmel Valley Manor, extending CAWD Boundary will be required.

An existing 8-inch PVC gravity sewer main, constructed in 2003, extends east along Valley Greens Drive, terminating at the bridge crossing at the Carmel River near the Quail Lodge Golf Club. The final segment of sewer collection system prior to the Carmel River crossing transitions to a 500-foot, 4-inch diameter HDPE forcemain which extends through the west bridge abutment and terminates.

Section 2. Feasibility Study

The goal of this study is to evaluate the feasibility of connecting to the CAWD collection system, and to develop the associated capital costs of the required infrastructure.

2.1. Design Criteria

The proposed wastewater conveyance infrastructure will be required to conform to CAWD standards. The following design criteria were used in developing the proposed wastewater collection system:

- Minimum diameter for gravity sewers: 8-inch
- Minimum slope for 8-inch pipe: 0.0034 ft/ft
- Minimum diameter for all force mains: 4-inch
- PVC SDR 35 pipe to be used for all gravity sewer lines
- HDPE pipe, DR 21 minimum for all force mains
- Manning's roughness coefficient of 0.010 for PVC and HDPE pipelines
- Minimum pipe velocity of 2.0 ft/sec
- Vertical drop across manhole: 0.1-feet
- Minimum manhole depth: 4 feet
- No curved gravity sewers will be allowed
- Maximum distance between manholes: 600 feet
- Maximum design capacity of gravity sewers occurs when depth divided by diameter (d/D) equals 0.5

2.2. Proposed Infrastructure

The proposed strategy to reroute wastewater to the CAWD collection system is feasible. The connection point to the Carmel Valley Manor collection system is assumed to occur at the existing wastewater manhole upstream of the main septic tank to redirect wastewater towards Carmel Valley Road through a new sewer line. Along this alignment wastewater from the wood shop and a guest cottage can also be connected to the new sewer line. Upon completion of the connection to CAWD collection system, the existing main septic tank and leach field will be properly abandoned in place.

To convey wastewater from Carmel Valley Road to the current limit of the CAWD collection system on the south side of the Carmel River requires construction of a combination of a gravity sewer and a pump station with an associated force main. A preliminary evaluation of this option requires the construction of an approximately 6,000 feet gravity sewer, a new pump station, and an additional 4,000 feet of forcemain. The proposed pipeline alignments and proposed pump station location are shown in Figure 3.

Carmel Valley Road is a publicly traveled way, owned and maintained by the County of Monterey. For the purposes of this study, we have assumed pipelines will be installed by the open trench method. Roadway surface repairs will need to conform to County of Monterey standards. For the roads included in the project area, a surface repair consisting of four inches of Class A hot mix asphalt over a 20-inch layer of aggregate based compacted to 95% relative compaction is anticipated.

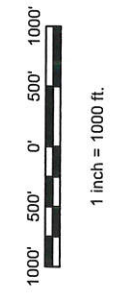


FIGURE 3: SEWER EXTENSION ALIGNMENT LAYOUT
 CARMEL VALLEY MANOR SEWER EXTENSION FEASIBILITY STUDY
 CARMEL VALLEY MANOR



25 San Juan Grade Rd
 Suite 105
 Salinas, CA 93906
 Phone: 831-242-0058
 www.mnsengineers.com



2.3. Cost Estimate

A construction cost estimate for the proposed infrastructure has been developed based on typical construction cost for the area and information obtained from publicly available reference material. Actual site conditions such as geology and conflicts with existing utilities may increase actual construction costs. The final alignment and design may also change these costs. A detailed construction cost estimate is included as Attachment 1, with the total construction cost anticipated to be \$2,510,000. These cost estimates are based on the assumption the work will be contracted through the CAWD, requiring compliance with prevailing wage laws. If Carmel Valley Manor designed and constructed independently, the construction costs could construct a little lower.

Total project costs are included in Table 3, to incorporate anticipated costs and fees associated with the proposed improvements. In addition to construction of the project, additional expense is anticipated to be incurred as a result of the following items:

- Detailed Engineering Design
- Geotechnical Engineering
- Topographic and Boundary Survey
- Land Acquisition Costs
- Environmental Permitting
- Monterey County Encroachment Permitting
- Monterey County Health Department Permitting
- Construction Management
- CAWD Connection Fee

Other than construction costs, costs associated with these items have been estimated based on recent experience completing similar work.

A preliminary evaluation of the connection fees to CAWD have been estimated; this fee will be negotiated with CAWD to determine the best classification for the site and may end up as a combination of different uses. Additional negotiations and agreements with the CAWD could be reached on cost sharing of the capitol costs and future uses of the system.

The Monterey County Health Department is the regulatory agency jurisdiction of onsite septic systems within the County and will require a permit to connect to the CAWD and abandon the existing septic system.

Compliance with the California Environmental Quality Act (CEQA) will need to be addressed with the preparation of an environmental document, reviewed and approved by the CAWD Board of Directors, as the lead agency.

Land acquisition costs for the pump station will be dependent on the final location of the station and has been estimated.

Table 3: Preliminary Project Cost Estimates

Description	Estimated Cost
Construction Cost	\$2,510,000
Engineering Design	\$150,000
Geotechnical Engineering	\$30,000
Topographic and Boundary Survey	\$20,000
Land Acquisition for Pump Station	\$250,000
CAWD Connection Fee	\$250,000
Permitting	\$50,000
CEQA Compliance	\$50,000
Construction Management	\$60,000
Total	\$3,370,000

2.4. Recommendation

It is recommended that Carmel Valley Manor proceed with discussions with CAWD to further evaluate the potential for a sewer line extension to serve the area along Carmel Valley Road. CAWD is currently in discussions with other private entities to provide wastewater collection services within this area; there is potential for a jointly financed project to divide the capital costs associated with these improvements among multiple parties. It is also recommended to proceed with this connection to the CAWD sewer lines for the future benefit of Carmel Valley Manor.

Detailed engineering will be required to develop contract documents for the construction of the proposed improvements, as well as an agreement completed with CAWD associated with the proposed improvements.



ESTIMATED CONSTRUCTION COST

Project: Carmel Valley Manor Connection project

Prepared By: NEP

Alternative: N/A

Date Prepared: 5/3/2018

Estimate Type: Conceptual
 Preliminary (w/o plans)
 Design Development @ _____ % complete

MNS Proj. No. CMAWD:170488

Current at ENR
 Escalated to ENR
 Months to Midpoint of Construction 12

Item No.	Description	Qty.	Units	Materials		Installation		Sub-Contractor		Total
				S/Unit	Total	S/Unit	Total	S/Unit	Total	
1	Mobilization	1	LS	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$16,500.00
2	Shoring	1	LS	\$5,000.00	\$5,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$30,000.00
5	8-inch HDPE PVC SDR 35 Open Trench Gravity Sewer Main	6000	LF	\$60.00	\$360,000.00	\$60.00	\$360,000.00	\$0.00	\$0.00	\$720,000.00
6	4-inch HDPE Sewer Foremain and Bridge Crossing	4000	LF	\$40.00	\$160,000.00	\$50.00	\$200,000.00	\$0.00	\$0.00	\$360,000.00
7	48-inch Manhole	20	EA	\$3,500.00	\$70,000.00	\$3,500.00	\$70,000.00	\$0.00	\$0.00	\$140,000.00
8	60 GPM Wastewater Pump Station	1	LS	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$250,000.00
9	Existing Septic System Abandonment	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00
	Subtotals				\$731,500.00		\$805,000.00		\$0.00	\$1,536,500.00
	Division 1 Costs	@	2.00%		\$14,630.00		\$16,100.00		\$0.00	\$30,730.00
	Subtotals				\$746,130.00		\$821,100.00		\$0.00	\$1,567,230.00
	Taxes - Materials Costs	@	8.75%		\$65,286.38		\$65,286.38		\$0.00	\$65,286.38
	Subtotals				\$811,416.38		\$882,100.00		\$0.00	\$1,632,516.38
	Contractor OH&P	@	15.00%		\$121,712.46		\$123,165.00		\$0.00	\$244,877.46
	Subtotals				\$933,128.83		\$944,265.00		\$0.00	\$1,877,393.83
	Estimate Contingency	@	30.00%							\$563,218.15
	Subtotals									\$2,440,611.98
	Escalate to Midpoint of Construct	@	3.00%							\$73,218.36
	Estimated Bid Cost									\$2,513,830.34
	Total Estimate									\$2,513,840.00
	Total Estimate									\$2,510,000.00

RESOLUTION NO. 2019-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CARMEL AREA WASTEWATER DISTRICT
DECLARING ITS OFFICIAL INTENT
TO REIMBURSE CERTAIN EXPENDITURES
FROM THE PROCEEDS OF DEBT**

WHEREAS, the Carmel Area Wastewater District (the “District”) intends to pay the costs of Carmel Valley Manor Project (the “project costs”);

WHEREAS, the District anticipates that it will issue debt obligations in the form of a loan agreement the payments under which would contain a separately stated interest component for the purpose of financing the project costs on a long-term basis;

WHEREAS, the District’s obligations under the loan agreement will be considered debt for federal income tax purposes;

WHEREAS, the maximum principal amount of such debt expected to be issued to finance the project costs is \$5,000,000.00;

WHEREAS, the District expects to pay certain project costs prior to the issuance of the debt obligations; and

WHEREAS, in order to obtain favorable treatment of expenditures of proceeds of the debt obligations used to reimburse the District’s prior expenditures, Treasury Regulations section 1.150-2 requires the District to declare its official intent to reimburse such prior project costs expenditures with proceeds of debt;

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

1. Findings. The Board hereby finds and determines that the foregoing recitals are true and correct.

2. Official Intent. The District hereby states that it reasonably expects to reimburse its expenditures on project costs with proceeds of debt to be incurred by the District. The foregoing statement is a declaration of official intent that is made under and only for the purpose of establishing compliance with the requirements of Treasury Regulations section 1.150-2. This resolution does not bind the District to make any expenditure of project costs or to incur any debt for the project costs.

3. Additional Acts. The officers of the District, and each of them individually, are hereby authorized and directed, to do any and all things and to execute, deliver and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this resolution. All actions heretofore taken by the officers of the District that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

4. Effective Date. This resolution shall take effect from and after its adoption.

ADOPTED on February 28, 2019, by the following vote:

AYES: D'Ambrosio, Rachel, Siegfried, Townsend, White

NOES: None

ABSTAIN: None

ABSENT: None

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 28, 2019

Subject: Reimbursement Resolution Amendment – Corona Road Sewer Project

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution declaring and amending its official intent to reimburse certain expenditures from the proceeds of debt for the Corona Road Sewer Project in an amount up to \$3.5M.

DISCUSSION

The District approved a resolution in August 2018 #2018-41 in the amount of \$500,000 for this project. At that time, we thought it would simply be a trunk line down Corona Road, or approximately 900 ft. Since then the project has expanded to include a line on Corona Way and continue at the top of the hill on Corona Road. This will enable the project to include roughly 40 parcels in the project and encourage more of the neighborhood to participate.

The participants held a community meeting on December 20, 2018 and were given the steps necessary to create an Assessment District. At that meeting there were several homeowners outside the original area plan that professed an interest in participating. Additionally, the original plan did not consider a line up Corona Way with the intention that homeowners would extend individual laterals to Corona Road. This increased interest from the neighborhood and extension of the line has increased the original estimate from \$500K to \$3.5M.

In order to be both conservative and proactive staff is recommending that we return with a new resolution declaring an intent to reimburse expenditures from the project with the proceeds of debt in an amount up to \$3.5M.

FUNDING

Current project estimate is roughly \$3.5M for the entire project. The residents are currently working on obtaining additional engineering estimates.

The intention is to finance all “public” costs of the project. That means it would include:


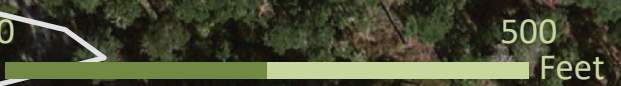
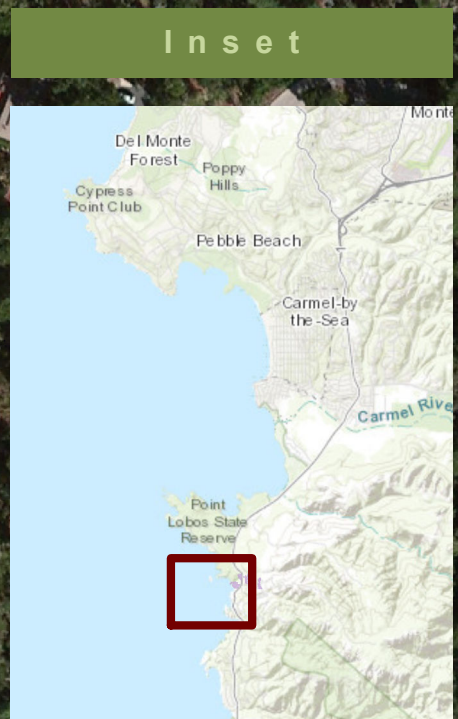
Annexation costs	Engineering Design
Connection fees	Construction
Financing costs	Construction Management
Environmental	CAWD staff time to manage project

Carmel Area Wastewater District - Lower Corona Road Sewer Project



Legend

- Interested Parcel
- Potential Parcel
- Forced Main
- Road
- Potential Public Sewer
- PS Pump Station

RESOLUTION NO. 2019-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CARMEL AREA WASTEWATER DISTRICT
DECLARING ITS OFFICIAL INTENT
TO REIMBURSE CERTAIN EXPENDITURES
FROM THE PROCEEDS OF DEBT**

WHEREAS, the Carmel Area Wastewater District (the “District”) intends to pay the costs of Corona Road Sewer Project (the “project costs”);

WHEREAS, the District anticipates that it will issue debt obligations in the form of a loan agreement the payments under which would contain a separately stated interest component for the purpose of financing the project costs on a long-term basis;

WHEREAS, the District’s obligations under the loan agreement will be considered debt for federal income tax purposes;

WHEREAS, the maximum principal amount of such debt expected to be issued to finance the project costs is \$3,500,000.00;

WHEREAS, the District expects to pay certain project costs prior to the issuance of the debt obligations; and

WHEREAS, in order to obtain favorable treatment of expenditures of proceeds of the debt obligations used to reimburse the District’s prior expenditures, Treasury Regulations section 1.150-2 requires the District to declare its official intent to reimburse such prior project costs expenditures with proceeds of debt;

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

1. Findings. The Board hereby finds and determines that the foregoing recitals are true and correct.
2. Official Intent. The District hereby states that it reasonably expects to reimburse its expenditures on project costs with proceeds of debt to be incurred by the District. The foregoing statement is a declaration of official intent that is made under and only for the purpose of establishing compliance with the requirements of Treasury Regulations section 1.150-2. This resolution does not bind the District to make any expenditure of project costs or to incur any debt for the project costs.
3. Additional Acts. The officers of the District, and each of them individually, are hereby authorized and directed, to do any and all things and to execute, deliver and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this resolution. All actions heretofore taken by the officers of the District that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

4. Effective Date. This resolution shall take effect from and after its adoption.

ADOPTED on February 28, 2019, by the following vote:

AYES: D'Ambrosio, Rachel, Siegfried, Townsend, White

NOES: None

ABSTAIN: None

ABSENT: None

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: February 28, 2019
Subject: September Ranch Potable Water Service

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the General Manager to:

- Enter into a contract with SRT Consultants for evaluation of September Ranch Potable Water Service (proposal dated 01-29-19), and
- Approve a Reimbursement Agreement between the District and Clear Peak to cover the cost of SRT Consultants proposal and District costs.

DISCUSSION

At the regular September 27, 2018 the Board granted approval for staff to engage a consulting engineer with potable water experience to assist in analyzing the costs for the District to operate and maintain the September Ranch potable water system with all costs to be paid by the project developer, Clear Peak.

Staff solicited proposals from two engineering firms: Black & Veatch and SRT Consultants. Our intent, as discussed in the September board meeting, was to examine a variety of issues relating to September Ranch to ensure the District does its complete due diligence. Our approach was to be essentially two pronged, first an engineering scope that would determine costs associated with construction and operation of the water system, treatment and distribution, and second, a public policy perspective to analyze how a potable water system would mesh with CAWD's current operations.

The SRT Consultants proposal is approximately 68% of the Black and Veatch proposal. Clear Peak has indicated that they preferred the lower cost option. The SRT Consultants proposal does not include a rate study or review of administrative requirements to operate a water system parallel to our existing wastewater operations.

Clear Peak has also expressed concern that our efforts not duplicate any of their efforts to move the project forward. To the best of our knowledge, there is no duplication of engineering effort in either the Black & Veatch or SRT proposal.

Additionally, on 02-18-19 Clear Peak advised the District that they would have a “proposal from a rate specialist including Capital Reserves and operating knowledge for Water Delivery Systems as well as Systems/Admin support.” The District does not typically allow others to select consultants on its behalf, so this is an unusual approach; but it is being brought forward by Clear Peak. The District is under no obligation to accept.

The District has yet to make any commitment to Clear Peak regarding takeover of the September Ranch Water Service. Our intention is to fully analyze the proposal prior to returning it to the Board for a decision. Approval of the SRT Consultants proposal in no way obligates the District to provide further service to September Ranch.

FUNDING

The SRT Consultants proposal will be 100% funded by Clear Peak. The Reimbursement Agreement provides for 100% payment up front of SRT contract amount plus a 10% contingency. In addition, the Reimbursement Agreement requires a deposit of \$10K for CAWD legal fees and admin/engineering work.



Water Resources Engineers

90 New Montgomery St. #905
San Francisco, CA 94105
415 776 5800 tel
415 776 5200 fax
www.SRTconsultants.com

January 29, 2019

Barbara Buikema
General Manager
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

SUBJECT: September Ranch Water Service

Dear Barbara,

SRT Consultants is pleased to submit this proposal to support Carmel Area Wastewater District (CAWD or District) in determining a path forward for providing water service to the September Ranch community. We understand that this is an important decision for the District and one that will require careful research and planning. SRT offers you our expertise in starting and managing small public water systems in California, including a system acquired by a wastewater agency. We will aim to ensure that you and your Board of Directors have the necessary information to make an informed decision regarding taking ownership of the new September Ranch water system. There are many stakeholders and issues for CAWD to consider, and we offer our services as a resource to assist you with this complex undertaking. Please find attached a summary of our understanding of the current situation, based on our January 10, 2019 meeting, and a proposal for the first phase of requested services.

We look forward to the opportunity to assist the District with this important work. If you require additional information, please contact me at (415) 231-5768 or via email, Tanya@SRTConsultants.com. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Tanya Yurovsky".

Tanya Yurovsky, PE
Principal

CC: Rachél Lather, Ed Waggoner

Project Understanding

The September Ranch development consists of a combination of 73 market-rate lots and 22 inclusionary housing units, totalling 95 potential new water services connections. Per the Conditions of Approval (COA) of the tentative subdivision map filed with the Monterey County Board of Supervisors in 2010, Clear Peak Development (Clear Peak) is required to bond and install the required improvements to provide water service to the community. After consulting with the Local Agency Formation Commission of Monterey County (LAFCO), Clear Peak has requested that Carmel Area Wastewater District (CAWD) expand its services to supply water to the September Ranch community. CAWD is currently a public wastewater utility in excellent standing with County and State and has agreed to expand its wastewater service area to include September Ranch. CAWD and its Board of Directors require additional information before deciding to expand its services to drinking water. The current questions and issues include, but are not limited to:

- Evaluating the effort and cost of obtaining and maintaining a domestic water supply permit from the County of Monterey Health Department (Health Department);
- Estimating the capital expenses and long-term costs of owning and managing a water system;
- Establishing the need for any CAWD staffing additions;
- Evaluating the supply sustainability and treatment feasibility of the proposed sources;
- Determining potential options for nearby emergency supply connections;
- Investigating any legally-required changes to the CAWD Board of Directors; and
- Understanding the possible water rate structure and implications of water affordability.

Scope of Work

SRT proposes the following scope of services to provide CAWD with information it needs to determine a path forward for providing - or not providing - water service to September Ranch. Additional work may be required by SRT or others, and we have made an effort to highlight those recommendations below, where possible.

Task 1 - Information Review

SRT will review the available materials from Clear Peak and gather additional information through meetings with the County/LAFCO. The information gathered during this task will be used to estimate the probable cost of owning and operating the water system and to identify any early issues with obtaining a domestic water supply permit. SRT will also identify gaps in the available information and topics that may need further exploration. The information review will include the following:

- Available capital costs for the system
- Previous supply and demand studies
- Treatment system conceptual design
- Source water quality data
- Emergency supply options

- Any developer plans for handling new connections, and at what stage of project development will CAWD take over the water infrastructure

Deliverable: *Technical memorandum to include findings of information review and to identify gaps in available information.*

Supplementary Work: *We recommend that CAWD engage an outside legal counsel to determine if any changes to its Board of Directors structure be required upon expanding services to include the September Ranch water system.*

Task 2 - Develop Probable Cost of Owning and Operating the Water System

Using available information from Task 1 and our knowledge of similar water systems in the state, SRT will estimate the capital and recurring costs of owning and operating the September Ranch water system. The cost analysis is anticipated to evaluate:

- Operations, maintenance, and replacement of distribution system assets
- Operations, maintenance, and replacement of treatment system assets
- Operator and other staff requirements
- Monitoring and reporting
- Power requirements

The results of this task will be provided to CAWD in a format that may be given to a professional rate consultant to develop a water rate study.

Deliverable: *Technical memorandum to include line item cost estimate, written assumptions, and 30-year life-cycle cost analysis of new water system.*

Supplementary Work: *We recommend that CAWD seek the services of a professional rate consultant to advise on rate structure options and provide preliminary estimates of the cost of water service to September Ranch customers.*

Task 3 - Summary of Domestic Water Supply Permit Application

It is recommended that CAWD, as the potential owner of the September Ranch water system, plans to apply directly for the domestic water supply permit with the County of Monterey Health Department. The County of Monterey is delegated by the State Water Resources Control Board Division of Drinking Water to issue water supply permits for water systems up to 250 connections. Although Clear Peak has indicated that they will deliver a fully permitted water system, it is highly likely that the Health Department will require that the water supply permit and all associated documents be developed and submitted by the operating agency.

The permit application process is well-understood by SRT and County officials, albeit extensive. The purpose of this task is to summarize the application process so that CAWD and its Board of Directors

understand the steps and uncertainties with obtaining the water supply permit. To provide this summary, SRT will meet with the County Health Department and LAFCO and then provide an estimated level of effort to prepare the following:

- Alternatives analysis, if required
- Water supply permit application
- Technical, Managerial, and Financial (TMF) assessment form
- Permit application technical report

Deliverable: Technical memorandum summarizing the domestic water supply permit process for CAWD to provide water service to September Ranch and estimating the level of effort to complete the work.

Cost Proposal

SRT proposes completing the tasks described above for the following lump sum fee.

Task	Fee
1 - Information Review	\$25,000
2 - Probable Cost of Owning and Operating the Water System	\$32,000
3 - Summary of Water Permit Application Process	\$10,000
Total Fee	\$67,000

REIMBURSEMENT AGREEMENT

COSTS FOR FEASIBILITY STUDIES RELATED TO PROPOSED PROVISION OF WATER SERVICES TO SEPTEMBER RANCH BY CARMEL AREA WASTEWATER DISTRICT

THIS AGREEMENT is made and entered into on _____, 2019, by and between Clear Peak Development LLC (September Ranch Development), hereinafter referred to as “Developer,” and the Carmel Area Wastewater District, a special district organized under the laws of the State of California, hereinafter referred to as “CAWD,” as follows:

Recitals

A. September Ranch is located within the current district boundaries of CAWD, and Developer plans to construct dwellings on 73 market-rate lots in addition to 22 inclusionary housing units on the 891 acre property in Monterey County, hereinafter referred to as the “Project.” CAWD will be providing wastewater collection and treatment services to the Project.

B. Developer has requested CAWD to consider providing domestic water service to the Project as well. CAWD does not presently provide any water services, but is willing to consider providing water service as requested.

C. CAWD, in the exercise of its due diligence and to determine the feasibility of providing the requested water service, will need to first investigate the feasibility of providing water services to the Project, to include studies regarding, among other matters, permitting, staffing, engineering, testing, maintenance, rate structure, billing, cash flow, economic viability and any related legal issues. To ensure that its current wastewater collection and treatment ratepayers are in no event impacted by the cost of these studies, CAWD must be fully paid and reimbursed for any and all such costs and for CAWD staff time, further consultant and other study determined as necessary by CAWD, and legal support.

D. CAWD has solicited, in conjunction with Developer, bids for completion of the studies described above. Two have been received, one from Black and Veatch (“B&V”) and one from SRT Consultants (“SRT”). CAWD has informed Developer that CAWD prefers the B&V bid because it includes analysis of items CAWD considers critical, some of which items are not part of the SRT proposal. It is therefore likely that upon return of the SRT study, CAWD may very well determine that it is necessary to solicit additional studies, for which Developer must pay and reimburse CAWD. Notable among the additional studies, if required, will be rate and associated studies to confirm to CAWD’s satisfaction that there will be revenues adequate to fully fund all operation, maintenance and all other costs associated with CAWD’s provision of water services to the Project, and to assure that no portion of such costs will be paid for by or will negatively impact CAWD’s ratepayers for wastewater services.

Terms and Conditions

In consideration of the mutual promises contained herein, CAWD and Developer agree to the following terms and conditions:

1. Retention of SRT. CAWD shall retain SRT to perform the services described in its proposal dated January 29, 2019, consisting of four pages, subject: September Ranch Water Service, attached hereto, marked Exhibit A, and made a part hereof by this reference.

2. Developer Payment. a) Upon execution of this Reimbursement Agreement, and prior to CAWD finally retaining SRT as provided in Section 1, above, Developer shall deliver and pay to CAWD \$67,000.00, the “total fee” set out for SRT performance in the attached proposal, plus an additional \$6,700.00 in anticipation of possible adjustments to the SRT scope of work. Failure to make such payments within 20 days of execution shall result in termination of this Reimbursement Agreement.

b) Upon execution of this Reimbursement Agreement Developer shall deliver and pay to CAWD \$10,000 as reimbursement for staff and legal costs incurred to date of execution hereof and as a deposit on estimated CAWD costs for the duration of this Reimbursement Agreement. In the event that the deposit balance falls below \$2,000 CAWD shall notify Developer of the amount of additional deposit required to have CAWD continue to provide staff, legal and other services in furtherance of the request to provide water service to Developer. Developer shall pay the required amount within 10 days of notification. Failure to make such payment shall result in termination of this Reimbursement Agreement.

3. Additional Studies; Payment. As noted in the Recitals above, CAWD will likely require additional studies. Whether such additional studies are required shall be in the sole discretion of CAWD. If CAWD determines that additional studies are required, CAWD shall so notify Developer, and Developer shall within 20 days of notification deliver and pay to CAWD the estimated costs of the additional studies. Until payment is made, CAWD will not commit to and will not proceed with the studies. Failure of Developer to make payment within 20 days of notification to pay and deliver same shall result in termination of this Reimbursement Agreement.

4. Settlement of Costs. Following termination of this Agreement CAWD shall ascertain any balance due from or to Developer from the amounts previously paid or deposited, and either notify Developer of any amount due or refund the unused balance of any payment or deposit. Any amount due to either party shall be paid within 20 days after termination.

5. Term. This Reimbursement Agreement shall commence on the execution hereof by both parties and shall terminate on the earlier of a) termination as provided in Section 2 or Section 3 above, or b) completion of all studies required by CAWD and CAWD’s determination to either provide or decline to provide domestic water services to the Project.

6. CAWD Retains Discretion. Nothing set out in this Reimbursement Agreement shall be construed as a limitation on CAWD’s discretion to determine whether the Project is feasible or

infeasible. If infeasible, CAWD shall decline to provide water services as requested. If feasible and CAWD chooses to proceed, the rights and obligations of CAWD and Developer will be set out in an agreement or agreements to be negotiated between the parties following termination of this Reimbursement Agreement. Entering into this Reimbursement Agreement shall not be construed to indicate or imply any guarantee or assurance that CAWD will determine to provide water services following its due diligence as informed by the studies referenced herein, or following any negotiations between the parties for further agreement or agreements.

7. Modification. This Reimbursement Agreement is not subject to amendment or modification except by a writing signed by both the Developer and CAWD.

8. Entire Agreement. This Reimbursement Agreement contains the entire agreement of the parties with respect to matters covered herein, and no other agreement, statement or promise made by or to CAWD or Developer by or to anyone that is not contained herein shall be binding or valid.

9. Attorney's Fees. In the event of any controversy, claim or dispute relating to this Reimbursement Agreement or the breach thereof, the prevailing party shall be entitled to recover from the other party reasonable expenses, attorney's fees and costs.

10. Counterparts. This Reimbursement Agreement may be executed in two counterparts, each of which shall be deemed an original, but both of which shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF, Developer and CAWD, each by their authorized representatives, have executed this Reimbursement Agreement on the date first written above.

CARMEL AREA WASTEWATER DISTRICT

CLEAR PEAK DEVELOPMENT LLC

By: _____
Barbara Buikema, General Manager

By: _____

Its: _____

Date: _____

Date: _____

Approved as to form:

By: _____
District Counsel

RESOLUTION 2019-11

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH SRT CONSULTANTS FOR EVALUATION OF SEPTEMBER RANCH POTABLE WATER SERVICE AND APPROVE A REIMBURSEMENT AGREEMENT BETWEEN THE DISTRICT AND CLEAR PEAK TO COVER COST OF SRT CONSULTANTS PROPOSAL AND DISTRICT COSTS

-oOo-

WHEREAS, the District authorized the General Manager to engage a consultant for an analysis of the September Ranch Potable Water Services in September 2018 to study the possibility of the District taking over its operations, and

WHEREAS, the District received two proposals and has selected the lowest cost proposal from SRT Consultants; and

WHEREAS, District's counsel has prepared a Reimbursement Agreement between the District and Clear Peak to cover the cost of the SRT Consultants proposal; and

WHEREAS, the District must execute two agreements:

- SRT Consultants dated January 29, 2019 in the amount of \$67,000 utilizing the District's standard contract template; and
- Reimbursement Agreement between the District and Clear Peak relating to recovery of costs for feasibility studies related to proposed provision of water services to September Ranch by the District; and

WHEREAS, the Board is convinced that the addition of these two tasks will benefit the District by its analysis of the September Ranch Potable Water Service project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with SRT Consultants to analyze September Ranch Potable Water Service and to sign Reimbursement Agreement with Clear Peak for costs of September Ranch Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 28, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: February 28, 2019
Subject: GM Vacation Schedule & Implementation of Acting Pay for Exempt Employees

RECOMMENDATION

It is recommended that the Board pass a motion authorizing the implementation of the policy “Acting Pay for Exempt Employees” for the three weeks that the General Manager takes vacation time through June 30, 2019.

DISCUSSION

During the Week of February 4 – 8 Rachel Lather, Principal Engineer performed as Acting General Manager in my absence. She did an excellent job.

I plan to take additional vacation time as follows:

April 1 – 5, 2019 Acting GM – Chris Foley

June 3 – 4, 2019 Acting GM – Patrick Treanor

I have been asked by employees if they are eligible for Out-of-Class pay for the week they perform as Acting General Manager.

According to our policy (approved August 2017) it must be approved by the full Board prior to implementation. Given that the policy should have been implemented prior to my February vacation period I am asking the Board to bypass the Salary & Benefits Committee’s approval. My recommendation is that for each week I am on vacation that the “Acting GM” receive an additional 5% salary for that week. I am asking that Rachel Lather be awarded 5% after-the-fact because the oversight was strictly an administrative oversight.

Human Resources	Topic No.:
	Topic: Acting Pay for Exempt Employees
	Date: August 2017

Acting Pay for Exempt Employees

The purpose of the Carmel Area Wastewater District's (CAWD) Acting Pay for Exempt Employees is to provide a vehicle to appropriately compensate those exempt employees who are asked by the General Manager to work outside their job classification, for a work period totaling more than eighty hours; and, are satisfactorily working excessive hours or doing excessive work, beyond the work required of the employee's regular position.

This policy applies to exempt employees who are asked by the General Manager to work outside of their job classification or to take on additional duties of another exempt employee, for a work period totaling more than eighty hours.

In order to recognize the employee's effort, the General Manager has the discretion to pay an employee satisfactorily working outside of class, Acting Pay of up to 12% above the employee's current pay level. When to award Acting Pay and the amount of Acting Pay (up to 12%) is fully within the discretion of the General Manager.

Exempt employee will only be eligible for Acting Pay under the following circumstances:

- It must be approved by the General Manager in advance.
- Employees eligible for Acting Pay will be considered based on their skills and ability to satisfactorily perform the work. The decision to grant Acting Pay will not be based on seniority.
- The General Manager will make the final determination on the percentage of Acting Pay offered. The determination will be based on the nature of the work required.
- Acting Pay will only be awarded for full 8-hour increments or days.
- Should the employee use sick leave, vacation, or administrative leave at any time while performing their duties out of class they will not be eligible for Acting Pay.

- Should an observed District holiday fall within the assignment to an out of class position the employee will not be eligible for Acting Pay on that day
- Any recommendation to implement Acting Pay must first be approved by the Salary & Benefits Committee and then by the full Board.

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: February 28, 2019
Subject: Selection of Topics for CAWD Spring 2019
Newsletter

DISCUSSION

Staff is requesting Board input for topics to the District's Spring 2019 newsletter. The spring issue is a four-page issue and includes the annual Prop 218 notice.

Suggested topics for the upcoming issue include:

- CRFree Project and CAWD
- Hatton Canyon project and grant funding
- Micro-plastics
- New Principal Engineer – Rachel Lather
- Safety spotlight
- Microorganism of the Month
- Budget graphs
- Sidebar – if you see something, say something. Call CAWD first.
- Disposal of flushable wipes in the trash, not the toilet

FISCAL IMPACT

The 2018-19 Budget provides \$28,500 for two newsletters and a Prop 218 Notice – this includes consultant services for design and writing, printing, postage, and delivery. The Spring 2019 issue is the second of the two issues planned and is included in the approved newsletter budget.

STAFF REPORT



To: Board of Directors

From: Edward Waggoner,
Operations Superintendent

Date: February 28, 2019

Subject: Carmel Area Wastewater District 2018 Annual NPDES Discharge
Monitoring Summary Report.

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Following Order No. R3-2014-0012 and NPDES No. CA0047996 in Table E-9: Monitoring Periods and Reporting Schedule. An Annual Summary and Ocean Outfall Report including an Annual Biosolids Report must be submitted to the State of California Central Coast Regional Water Quality Control Board by February 1st by the following calendar year of sampling and inspections.

The following attachments of the Monitoring Summary, Ocean Outfall Inspection and Biosolids Report meets General Monitoring and Reporting Requirements for 40 C.F.R. 503 and 23 CCR 15 for the year 2018.

FUNDING

N/A-Informational item only

Date: January 31, 2019

Division of Water Quality
C/O DMR Processing Center
P.O. Box 100
Sacramento, CA 95812-1000

Facility Name: Carmel Area Wastewater District

Address (mailing): P.O. Box 221428, Carmel, CA 93922

Address (shipping): Highway One & Carmel River, Carmel, CA 93923

Contact Person: Edward Waggoner

Job Title: Operations Superintendent

Phone Number: 831-624-1249

WDR/NPDES Order Number: R3-2014-0012 (NPDES PERMIT – CA0047996)

WDID Number: 3 270101001

Type of Report (circle one): Monthly Quarterly Semi-Annual Annual

Month(s) (circle applicable Months*):

Jan	Feb	March	Apr	May	Jun
Jul	Aug	Sept	Oct	Nov	Dec

*Annual Reports (circle the first month of the reporting period)

Year: 2018

Violation(s): _____ No (there are no violations to report) X Yes
If Yes is marked (complete a-g):

a) Parameter(s) in Violation: Total Coliform Bacteria Effluent Limitations for Instantaneous Maximum and Total Coliform Bacteria Average Monthly.

b) Section(s) of WDR/NPDES Violated: Section III Effluent Limitations and Discharge Specifications-A.1a Table 4.

c) Reported Value(s): August 13th value of 17,329 MPN/100 mL, August 14th value of 12,033 MPN/100 mL, August 20th value of >24,196 MPN/100 mL, August 21st value of >24,196 MPN/100 mL, August 27th value of >24,196 MPN/100.

Monthly Average exceedance for August value of 1,685.3 MPN/100 mL.

d) WDR/NPDES Limit Condition: Total Coliform Instantaneous Maximum of 10,000 MPN/100 mL and Total Coliform Bacteria Month Average of 230 MPN/100 mL.

e) Dates of Violation(s): August 13th, August 14th, August 20th, August 21st, August 27th for Instantaneous Maximums and August 31st for the Monthly Average.

f) Explanation of Cause(s): Carmel Area Wastewater District Staff is upgrading the Aeration Blower Control System with the new Supervisory Control And Data Acquisition System. During this upgrade process staff needed to shut down the blower equipment supplying air to the aeration basins for time periods of 15 minutes up to 2 hours. These shut downs caused the treatment plant to fall out of the Nitrification/Denitrification process repeatedly during the month of August. This caused a large amount of Nitrite to form in the secondary effluent flow to the Microfiltration/Reverse Osmosis System which elevated the chlorine demand on the Brine Reject Line going to the plant's ocean outfall line.

All chlorine analyzer systems were indicating normal chlorine residuals of above 1 mg/L.

g) Corrective Action(s): (1) Staff continued to increase the Sodium Hypochlorite dosage until the Total Coliform Counts came into an acceptable level. (2) Staff finished the main Blower and SCADA upgrades as quickly as possible to allow the plant to operate in the proper Nitrification/Denitrification modes of operation. Once the plant started Nitrifying the Nitrite concentrations lower to an acceptable level and reduce the chlorine demand on the effluent brine flows. (3) Staff doubled the detention time in the chlorinated Brine Reject Line by adding two serpentine runs of 4-inch Schedule 80 PVC piping before the chlorine analyzers.

In accordance with the Standard Provisions and Reporting Requirements, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision following a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my knowledge of the person(s) who manage the system or those directly responsible for data gathering, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

If you have any questions or require additional information, please contact me at the number provided above.

Sincerely,

Edward Waggoner
Operations Superintendent



Carmel Area Wastewater District

Discharge Monitoring Report

2018 Annual

Operations & Compliance Report

NPDES #CA0047996

ORDER # R3-2014-0012

**ADVANCED SECONDARY
(Ocean Discharge)**



Carmel Area Wastewater District

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

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

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

Tuesday, January 22, 2019

Mr. Peter von Langen
California Regional Water Quality Control Board
Central Coast Region
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401-7906
centralcoast@waterboards.ca.gov

Subject: 2018 Carmel Area Wastewater District Annual Secondary Operations & Compliance Report - ORDER #R3-2014-0012, NPDES #CA0047996

Dear Mr. Von Langen

Enclosed please find the Carmel Area Wastewater District's Annual Report submitted as requested by the California Regional Water Quality Control Board and the State Water Resources Control Board

- Section One (1): Tabular summary of the monitoring data obtained during the previous year -2018
Section Two (2): Graphical summary of the monitoring data obtained during the previous year -2018
Section Three (3): Discussion of compliance record and corrective actions taken or requested to bring discharge into full compliance.
Section Four (4): List of current operating personnel and their grade of certification.
Section Five (5): Carmel Area Wastewater District's Operation & Maintenance Manual status discussion.
Section Six (6): Statement concerning the laboratories used by Carmel Area Wastewater District to monitor compliance with effluent limits and summary of performance as required by section B, General Monitoring Requirements.
Section Seven (7): Summary of sludge quantities, analyses of sludge chemical and moisture content, and ultimate sludge destination not included as there exists a provision for sludge monitoring within the Carmel Area Wastewater District's Monitoring and Reporting Program.
Section Eight (8): Evaluation of the effectiveness of the local source control or pretreatment program using the State Water Resources Control Board's "Guidelines for Determining the Effectiveness of Local Pretreatment Program."

Respectfully Submitted,

CARMEL AREA WASTEWATER DISTRICT


Edward Waggoner
Operations Superintendent

SECTION ONE

Tabular summary of the monitoring data

TABULAR SUMMARY OF 2018 NPDES REPORTABLE DATA

Month	Influent Flows			BOD			Suspended Solids			Sett Solids	CL2 Residual	Removal Efficiency		pH Effluent Units		O&G	
	Total	CAWD total	PBCSD total	Influent mg/l	Effluent mg/l	Effluent lb/day	Influent mg/l	Effluent mg/l	Effluent lb/day	Effluent ml/l	Effluent mg/l	BOD %	T.S.S. %	Min	Max	Effluent mg/l	Effluent lb/day
Jan	38.026	24.883	13.143	233	16	17	1614	13	10	0.10	0.00	93	99	6.2	7.0	0.00	0.00
Feb	31.840	21.455	10.385	373	11	14	500	19	25	0.10	0.00	97	96	6.8	7.3	0.00	0.00
Mar	45.789	30.628	15.161	298	9	37	369	10	71	0.12	0.00	97	97	6.6	7.3	0.00	0.00
Apr	39.910	26.603	13.307	390	6	25	545	9	55	0.10	0.00	98	98	6.5	7.3	0.00	0.00
May	38.659	26.193	12.466	469	12	14	698	19	25	0.10	0.00	97	97	6.9	7.6	3.33	4.27
Jun	33.858	23.183	10.675	484	11	14	1091	15	19	0.10	0.00	98	99	7.0	7.7	0.00	0.00
Jul	36.645	24.346	12.299	392	9	11	634	16	21	0.11	0.00	98	97	7.0	7.6	0.00	0.00
Aug	36.346	25.482	10.864	367	17	26	658	13	18	0.10	0.00	95	98	7.0	7.6	3.67	4.59
Sep	33.219	23.073	10.146	267	13	15	530	13	14	0.11	0.00	95	98	6.6	7.6	0.00	0.00
Oct	32.829	22.915	9.914	356	17	15	573	16	15	0.10	0.00	95	97	6.7	7.4	3.00	3.09
Nov	33.762	23.837	9.925	328	17	13	565	12	11	0.10	0.00	95	98	6.6	7.1	0.00	0.00
Dec	35.452	24.846	10.606	290	11	10	732	13	15	0.10	0.00	96	98	6.3	7.3	0.00	0.00

Month	Turbidity Effluent NTU's	Ammonia Effluent ug/l	Nitrate Effluent mg/l	Effluent Temp Deg. F	Sludge Cake Total Cu.Yds.	Effluent Coliform Bacteria mpn/100 ml	Urea Effluent mg/l	Silicate Effluent mg/l	Receiving Waters								
									Total Coliform			Fecal Coliform			Entero. Org.		
									K-4 mpn/100 ml	K-5 mpn/100 ml	K-6 mpn/100 ml	K-4 mpn/100 ml	K-5 mpn/100 ml	K-6 mpn/100 ml	K-4 mpn/100 ml	K-5 mpn/100 ml	K-6 mpn/100 ml
Jan	3.90	16600	51.5	67.8	103.2	3.55	45	62	NA	NA	NA	NA	NA	NA	NA	NA	NA
Feb	2.22	42800	149	68.9	137.6	1	124	141	NA	NA	NA	NA	NA	NA	NA	NA	NA
Mar	3.39	28500	184	66.7	110.8	1.12	185	166	NA	NA	NA	NA	NA	NA	NA	NA	NA
Apr	2.86	38500	21.2	68.2	207.9	1.14	600	42	NA	NA	NA	NA	NA	NA	NA	NA	NA
May	2.58	23900	183	69.9	135.4	1.07	104	151	NA	NA	NA	NA	NA	NA	NA	NA	NA
Jun	2.73	174000	8	71.2	124.8	1	130	155	NA	NA	NA	NA	NA	NA	NA	NA	NA
Jul	8.24	136000	14	72.6	226.0	1	184	161	NA	NA	NA	NA	NA	NA	NA	NA	NA
Aug	3.01	171000	2.5	72.8	191.8	4499	113	159	1722	196	<10	<10	<10	<10	10	<10	<10
Sep	2.37	19100	156	72.6	125.9	1	160	176	NA	NA	NA	NA	NA	NA	NA	NA	NA
Oct	3.08	29000	180	72.4	141.4	1	187	171	NA	NA	NA	NA	NA	NA	NA	NA	NA
Nov	1.80	18400	114	70.3	132.9	1	191	166	NA	NA	NA	NA	NA	NA	NA	NA	NA
Dec	1.70	35700	225	67.3	122.6	1.7	116	175	NA	NA	NA	NA	NA	NA	NA	NA	NA

**CARMEL AREA WASTEWATER DISTRICT
2018 EFFLUENT NITROGEN SPECIES ANALYSIS**

Month	Nitrate Effluent mg/l	Ammonia Effluent ug/l	Toxicity Conc TU a	Toxicity Conc TU c
January	51.5	16600		
February	149.0	42800		
March	184.0	28500	0.41	25
April	21.2	38500		
May	183.0	23900		
June	8.0	174000		
July	14.0	136000		
August	2.5	171000		
September	156.0	19100	0.6	100
October	180.0	29000		
November	114.0	18400		
December	225.0	35700		

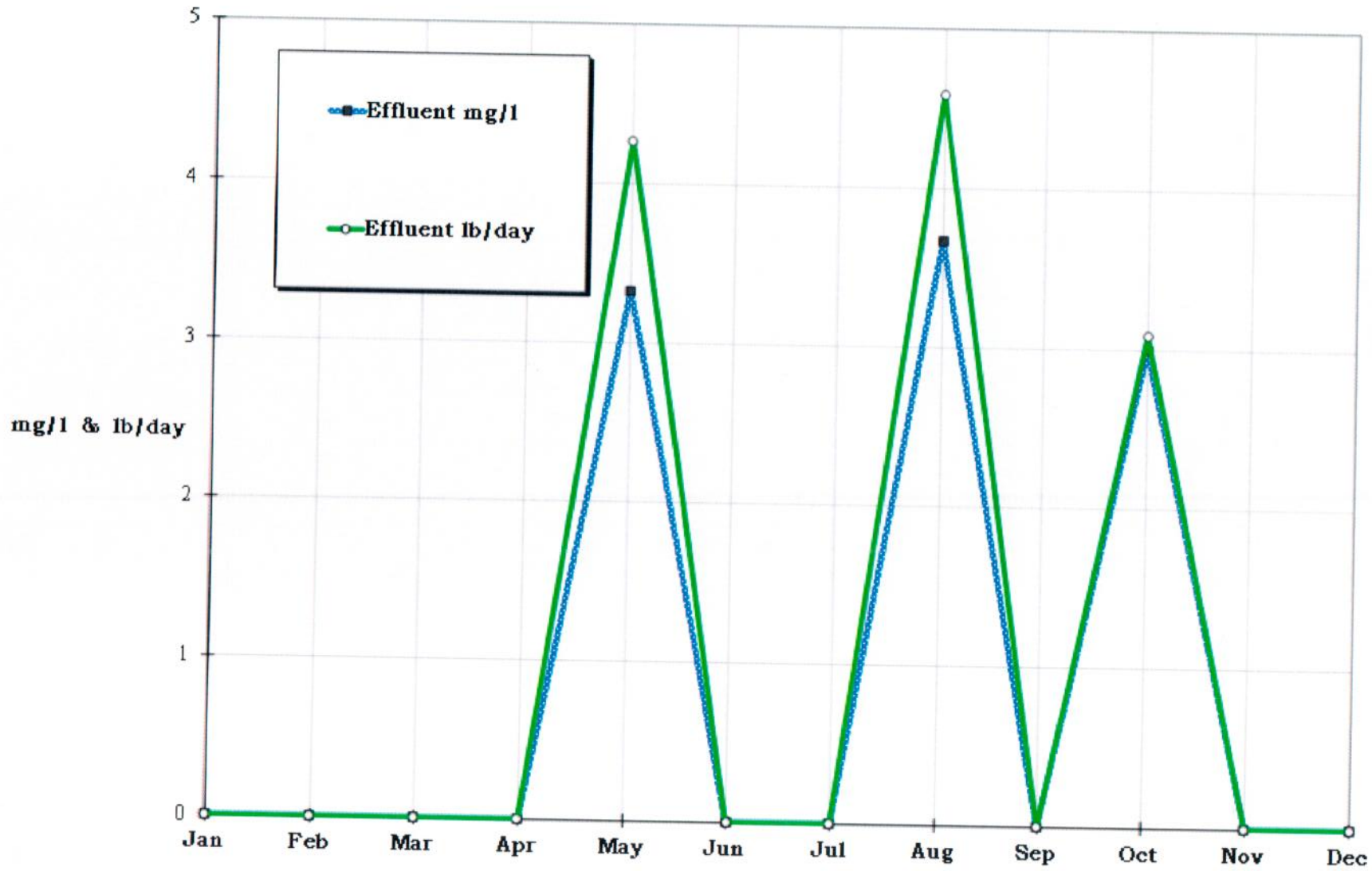
2018 SEMI-ANNUAL EFFLUENT ANALYSIS

Constituent	Units	Mar-18	Sep-19
Acrolein & Acrylonitrile	µg/L	Not Detected	Not Detected
Ammonia-N	mg/L	4.9	19.1
Antimony	µg/L	Not Detected	Not Detected
Arsenic	µg/L	1	2.3
Beryllium	µg/L	Not Detected	Not Detected
Cadmium	µg/L	Not Detected	Not Detected
Chlorine Residual, Total	mg/L	Not Detected	Not Detected
Chromium III	µg/L	0.94	Not Detected
Chromium VI	µg/L	Not Detected	Not Detected
Chromium, Total	µg/L	1	3.5
Copper	µg/L	14	55
Cyanide	µg/L	5.2	11
Dioxin	pg/L	Not Detected	Not Detected
Gross Alpha	pCi/L	0.000 ± 1.13	2.10 ± 2.30
Gross Beta	pCi/L	19.9 ± 2.35	54.3 ± 2.42
Lead	µg/L	Not Detected	2.6
Mercury by EPA 245.2	µg/L	Not Detected	Not Detected
Nickel	µg/L	Not Detected	21
Organochlorine Pest. & PCBs	µg/L	Not Detected	Not Detected
Phenolic Compounds	mg/L	Not Detected	0.67
Polynuclear Aromatics	µg/L	0.23	1.2
Selenium	µg/L	1	1.2
Semivolatile Org. Comp.	µg/L	Not Detected	2.8
Silver	µg/L	Not Detected	Not Detected
Thallium	µg/L	Not Detected	Not Detected
Tributyltin	µg/L	Not Detected	Not Detected
Volatile Org. Comp.	µg/L	6.0	3.5
Zinc	µg/L	120	420

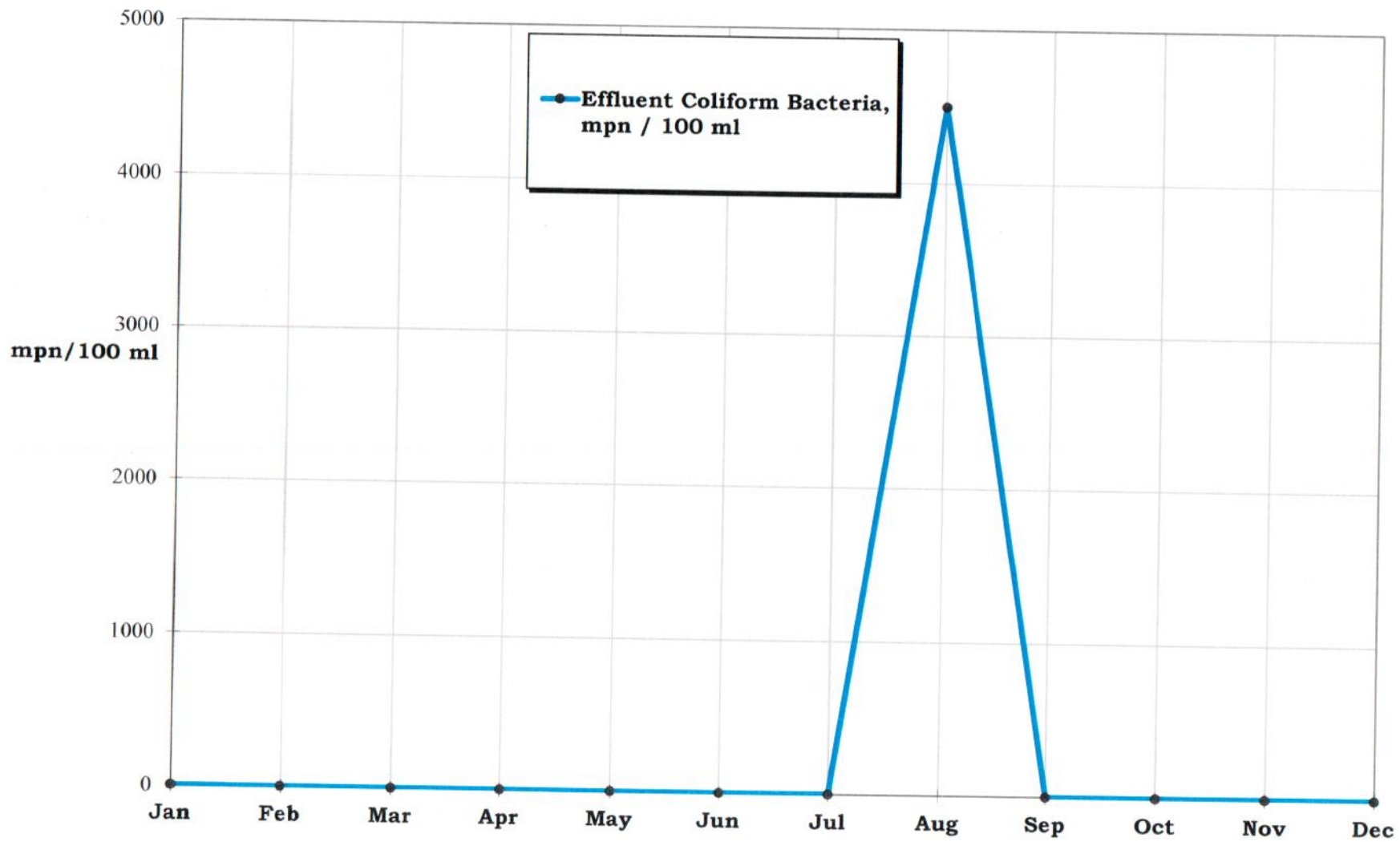
SECTION TWO

Graphical summary of the monitoring
data

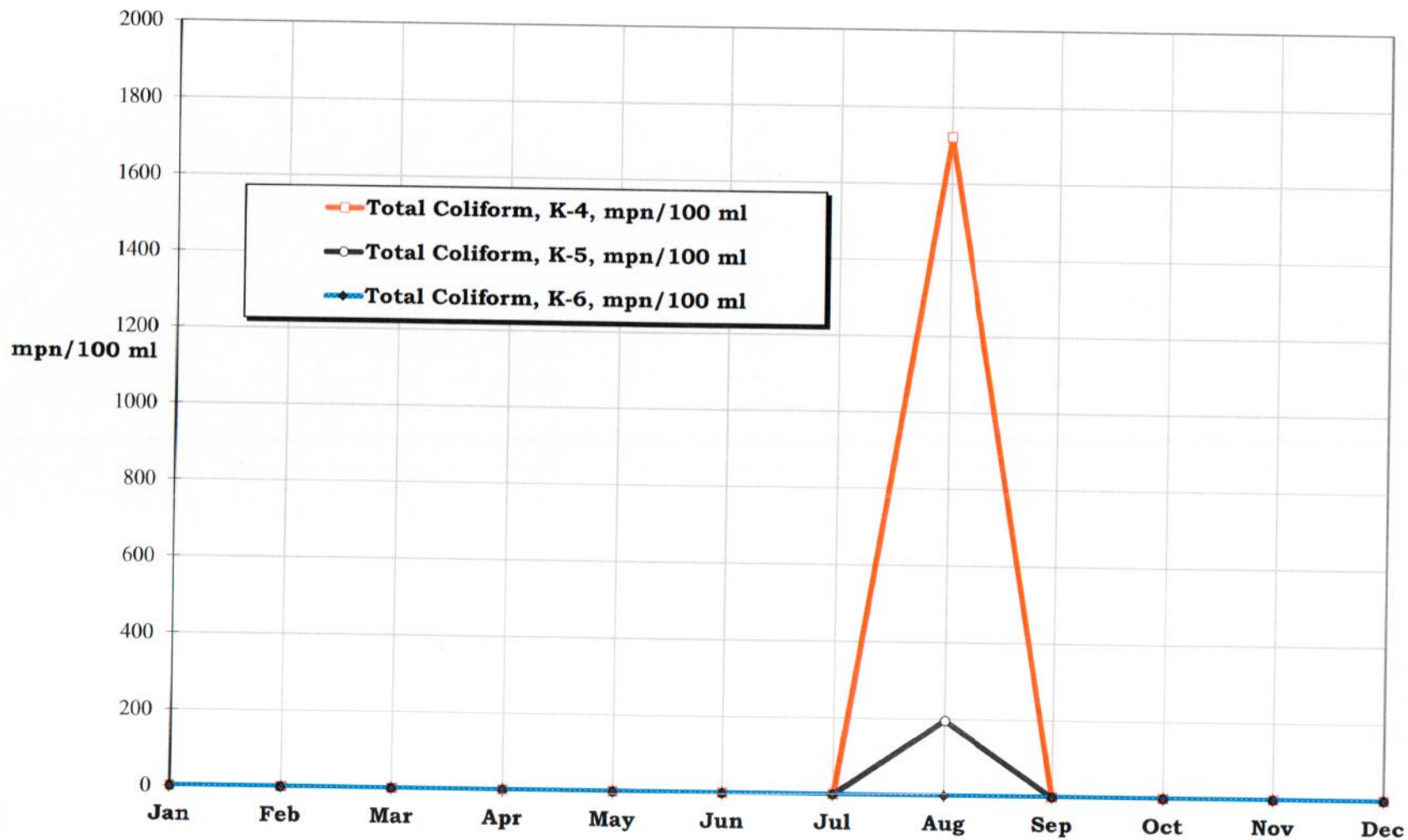
Effluent Oil & Grease 2018



Effluent Coliform Monthly Average 2018

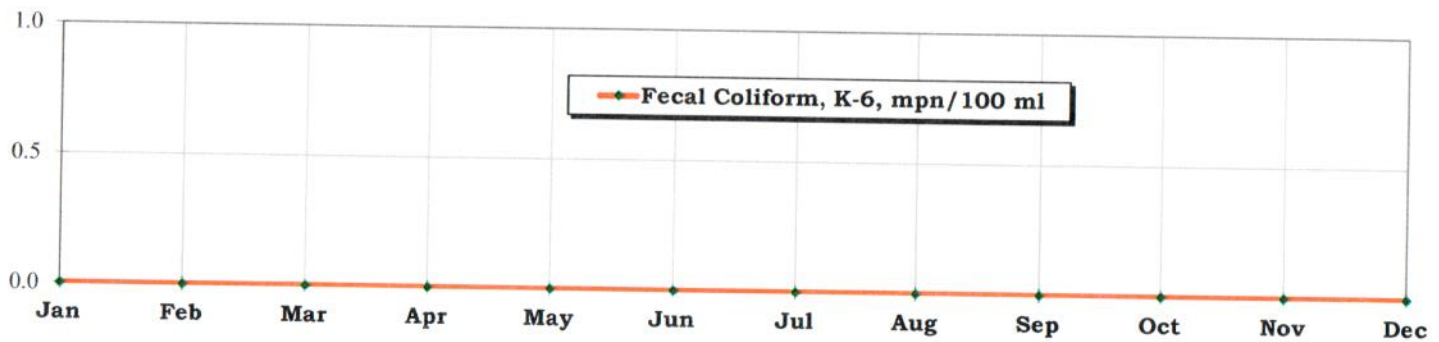
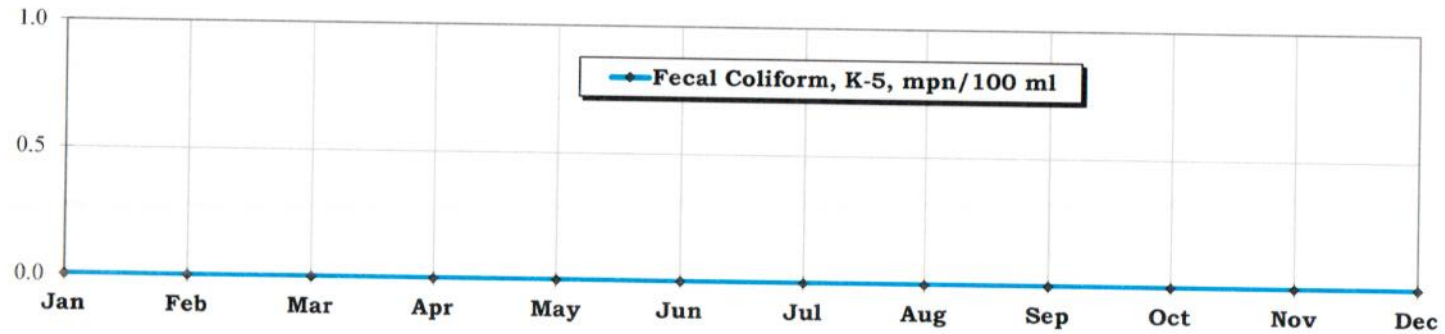
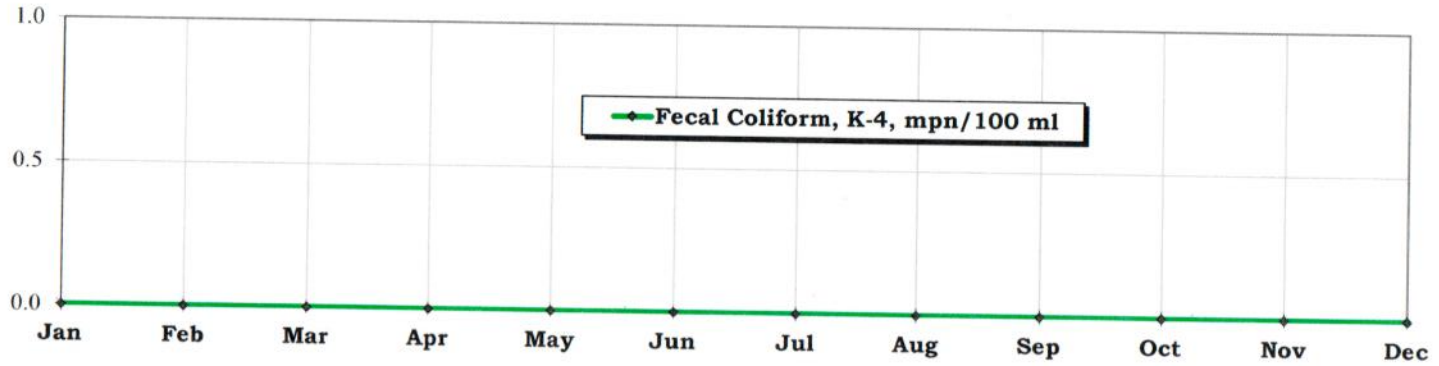


Receiving Water - Total Coliform Monthly Maximum 2018

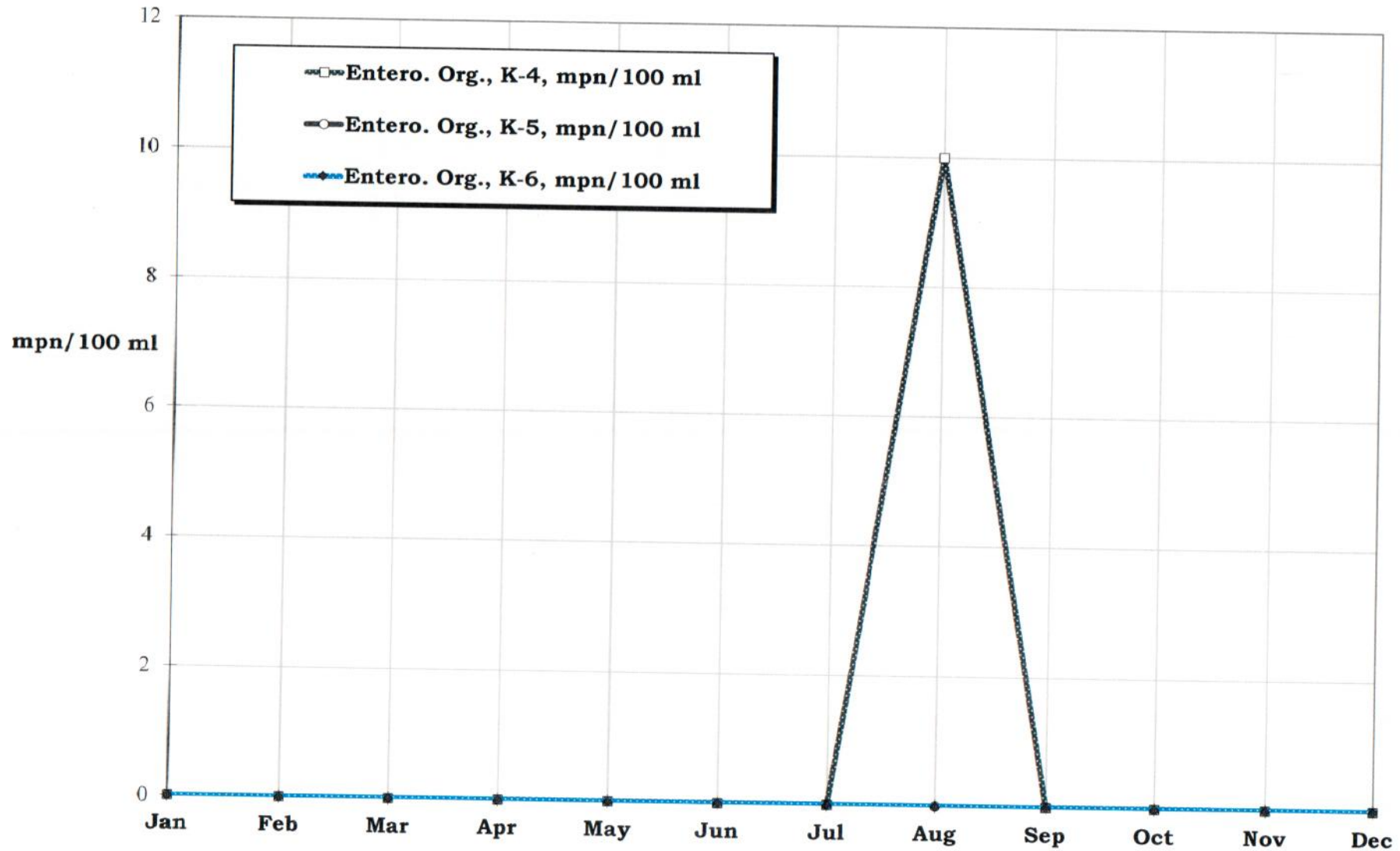


Receiving Water - Fecal Coliform Monthly Maximum 2018

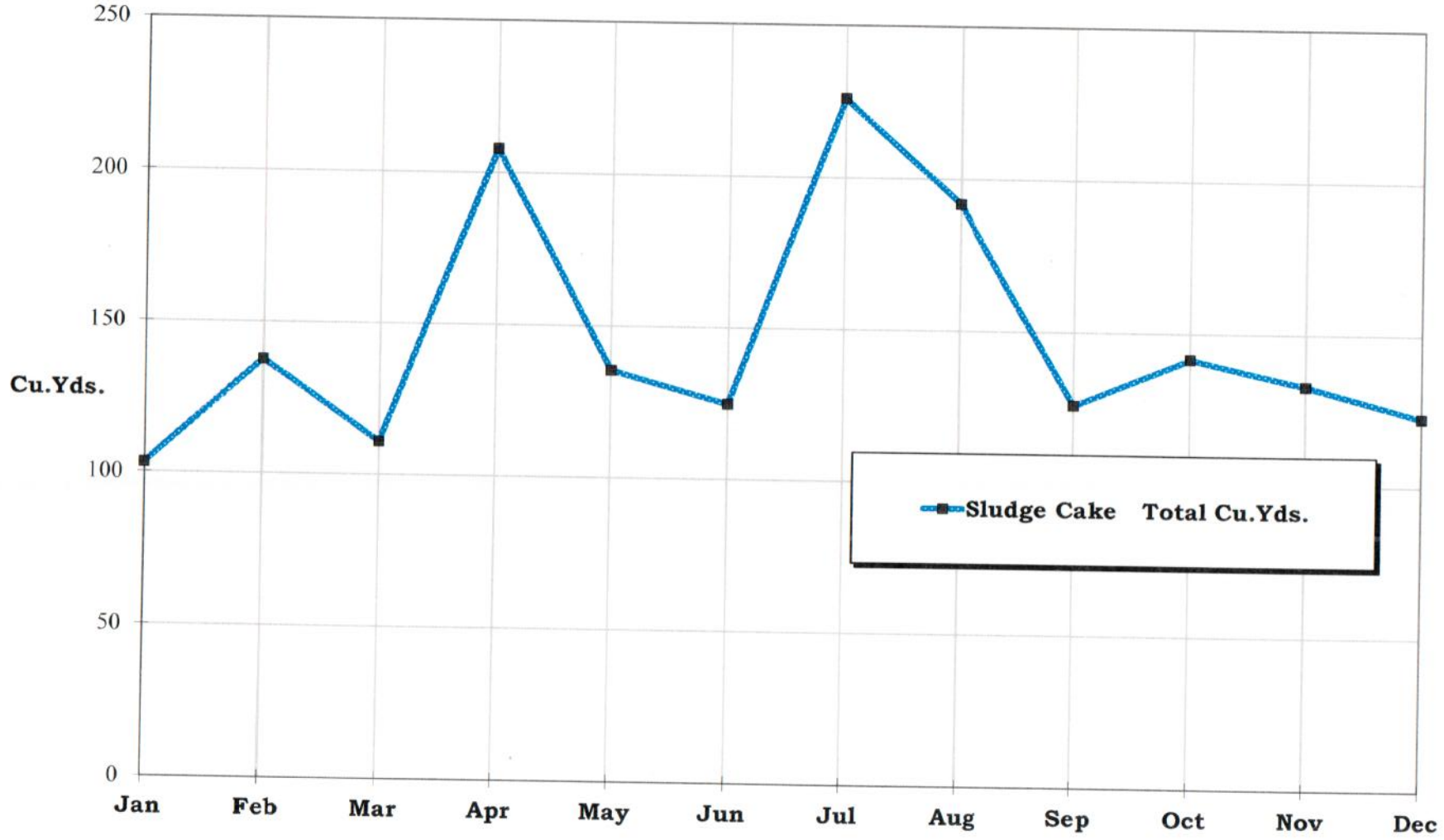
mpn/100 ml



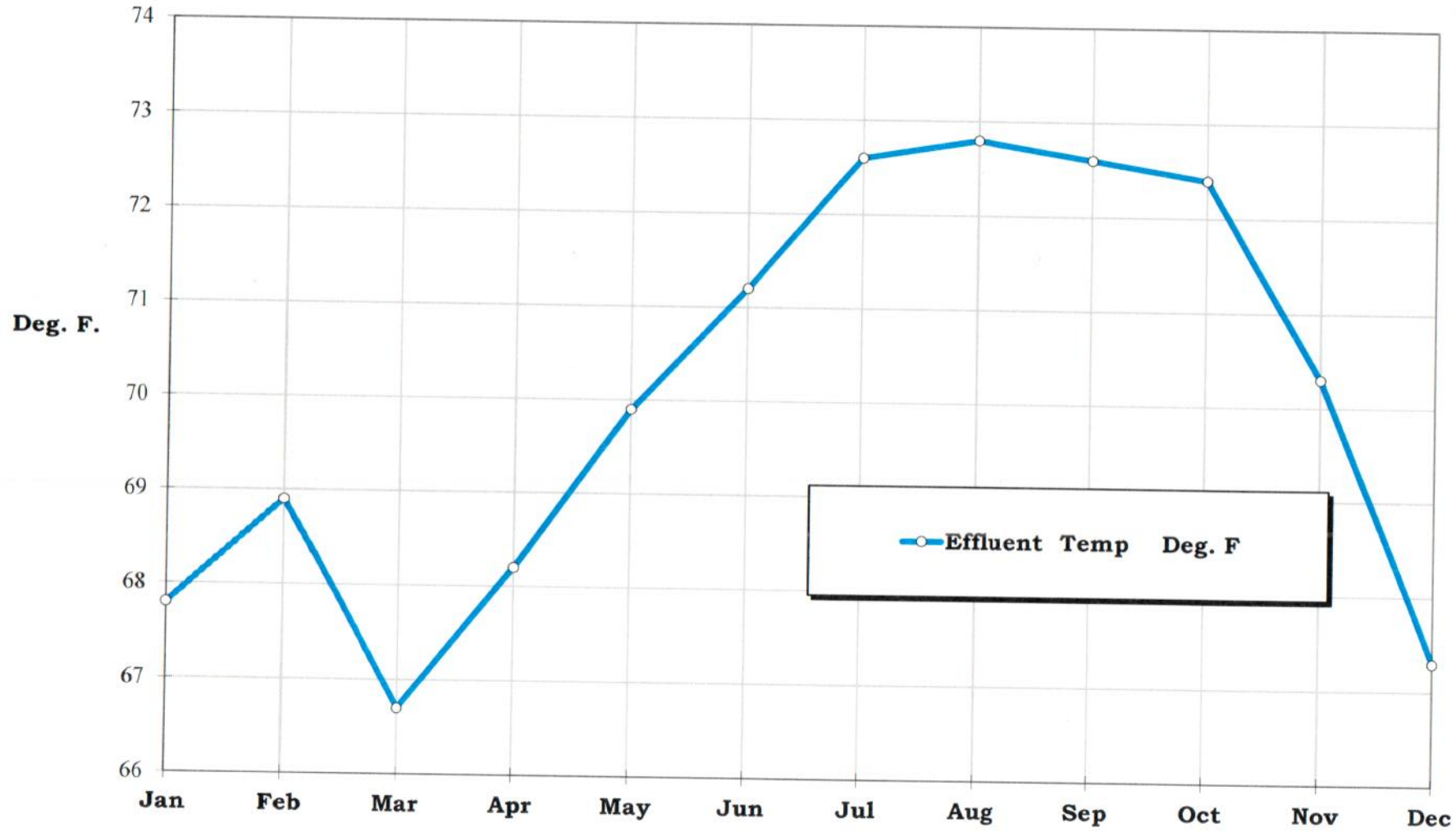
Receiving Water - Enterococcus Organisms Monthly Maximum 2018



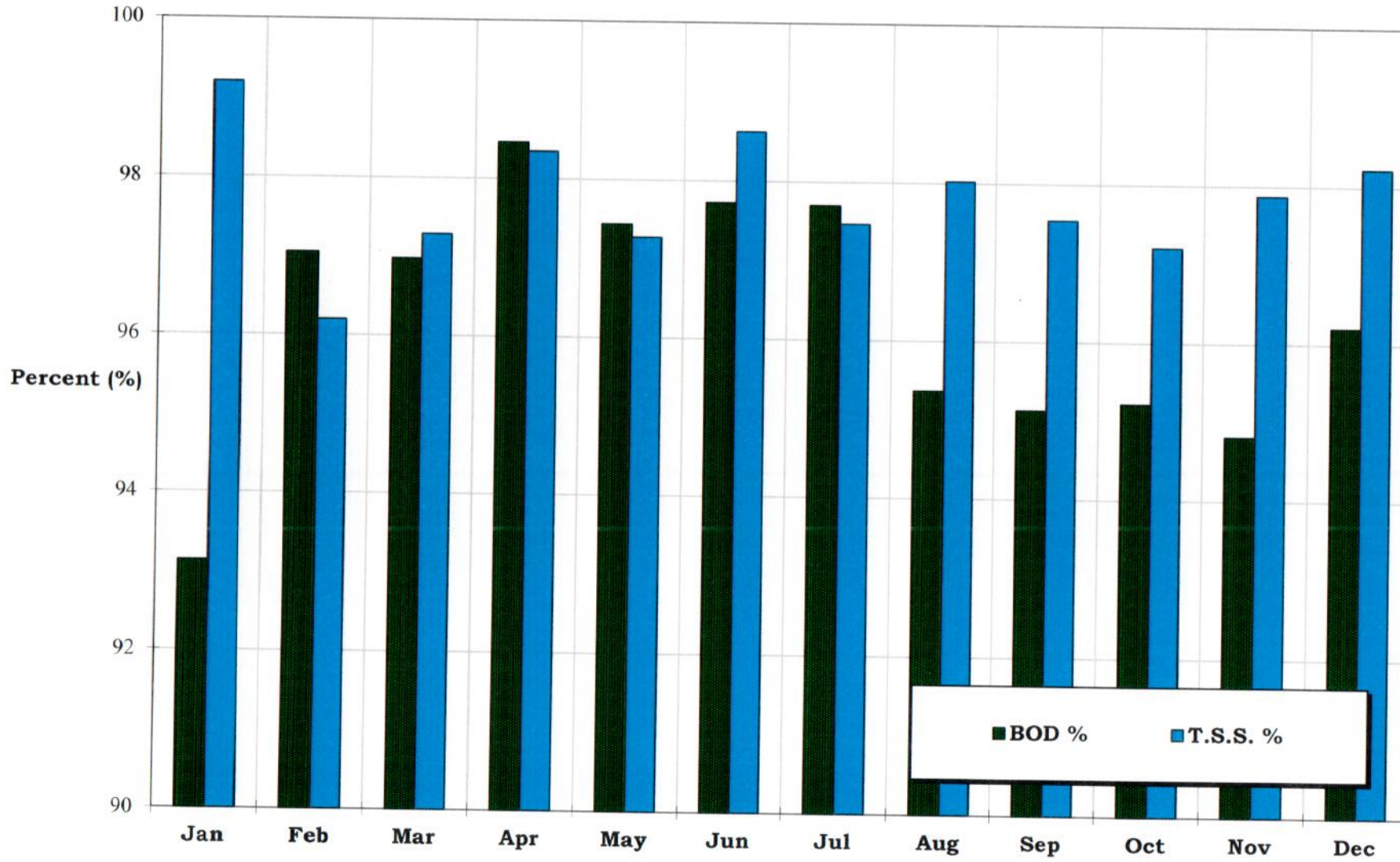
Sludge Hauling 2018



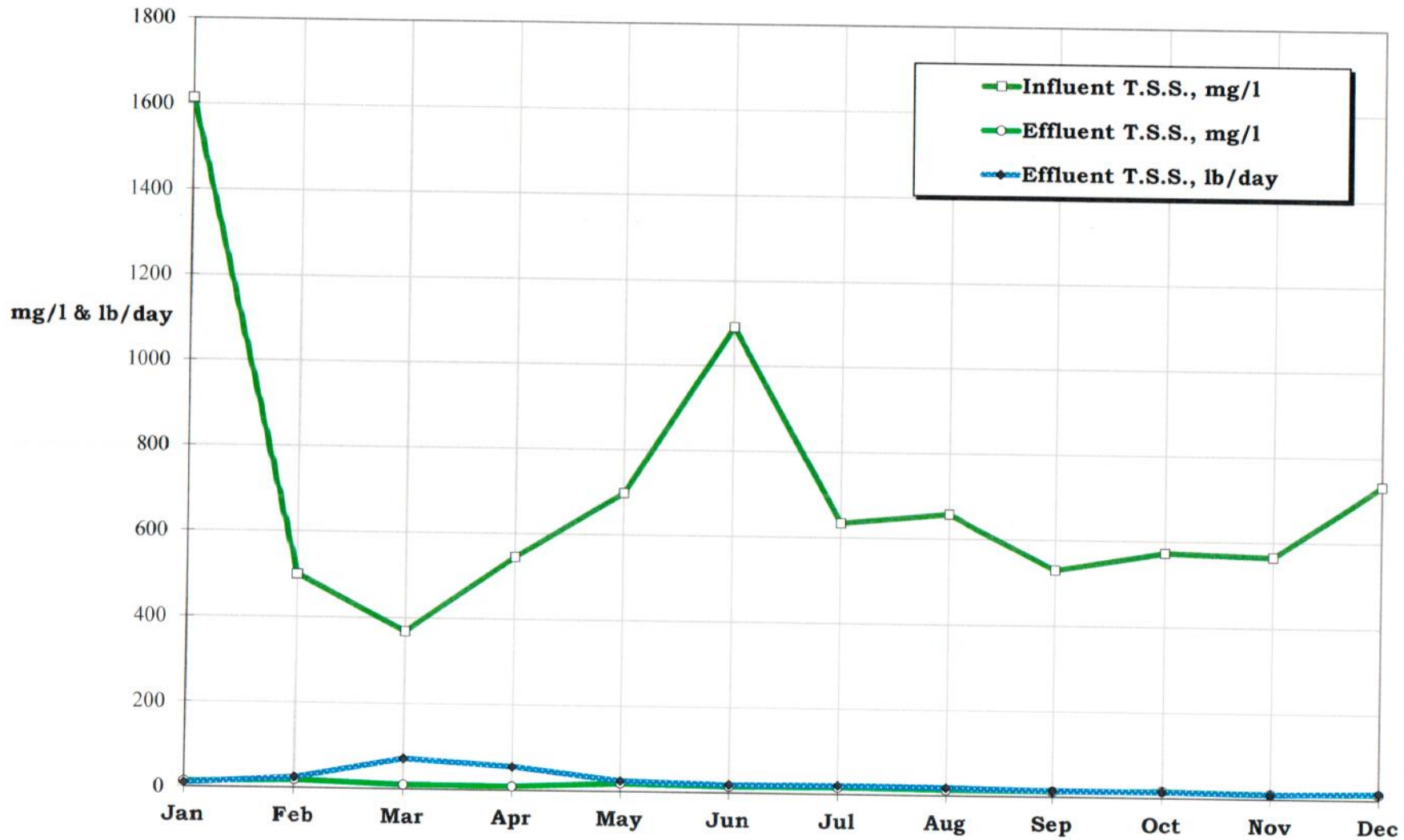
Effluent Temperature 2018



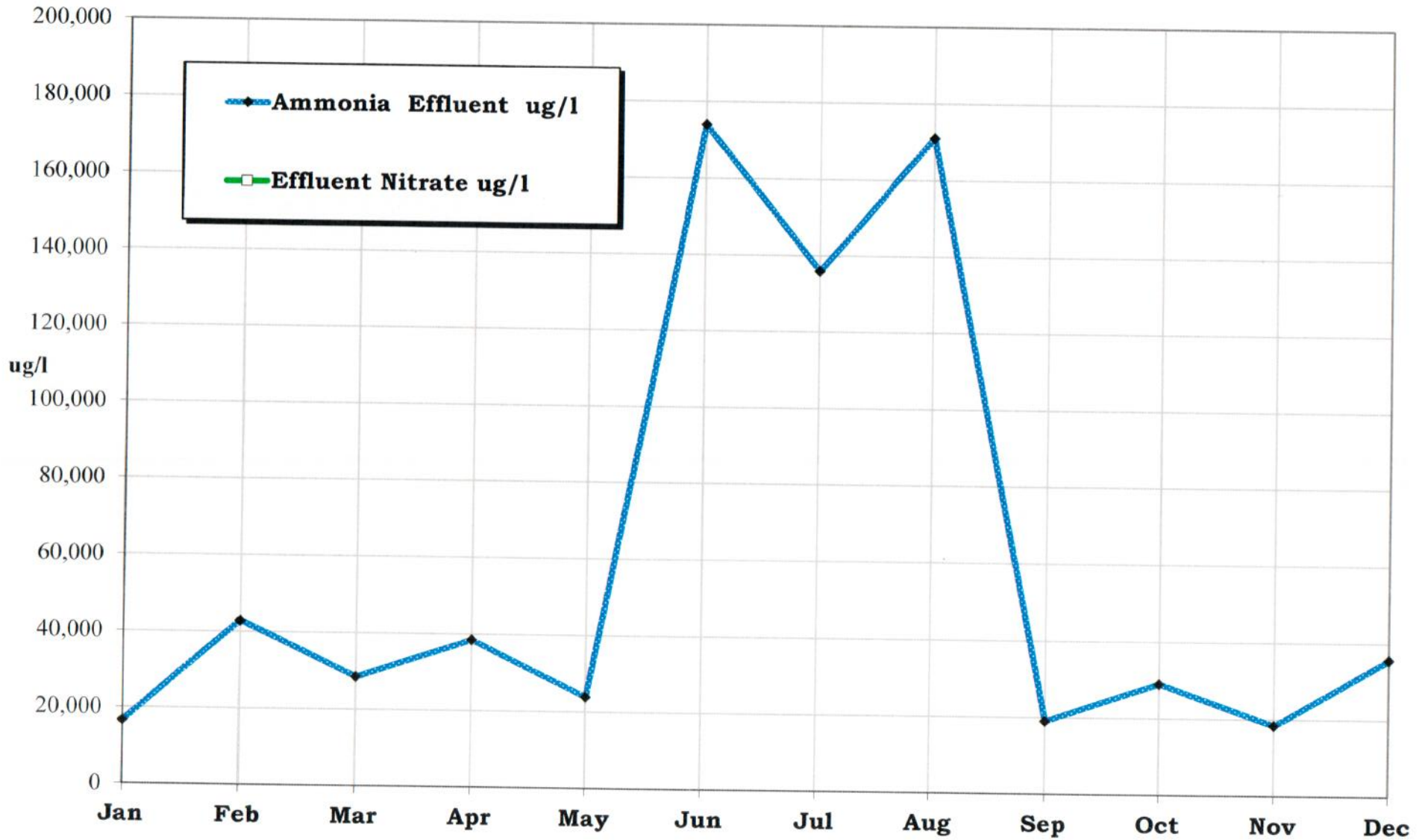
Effluent BOD & T.S.S Removal Efficiency 2018



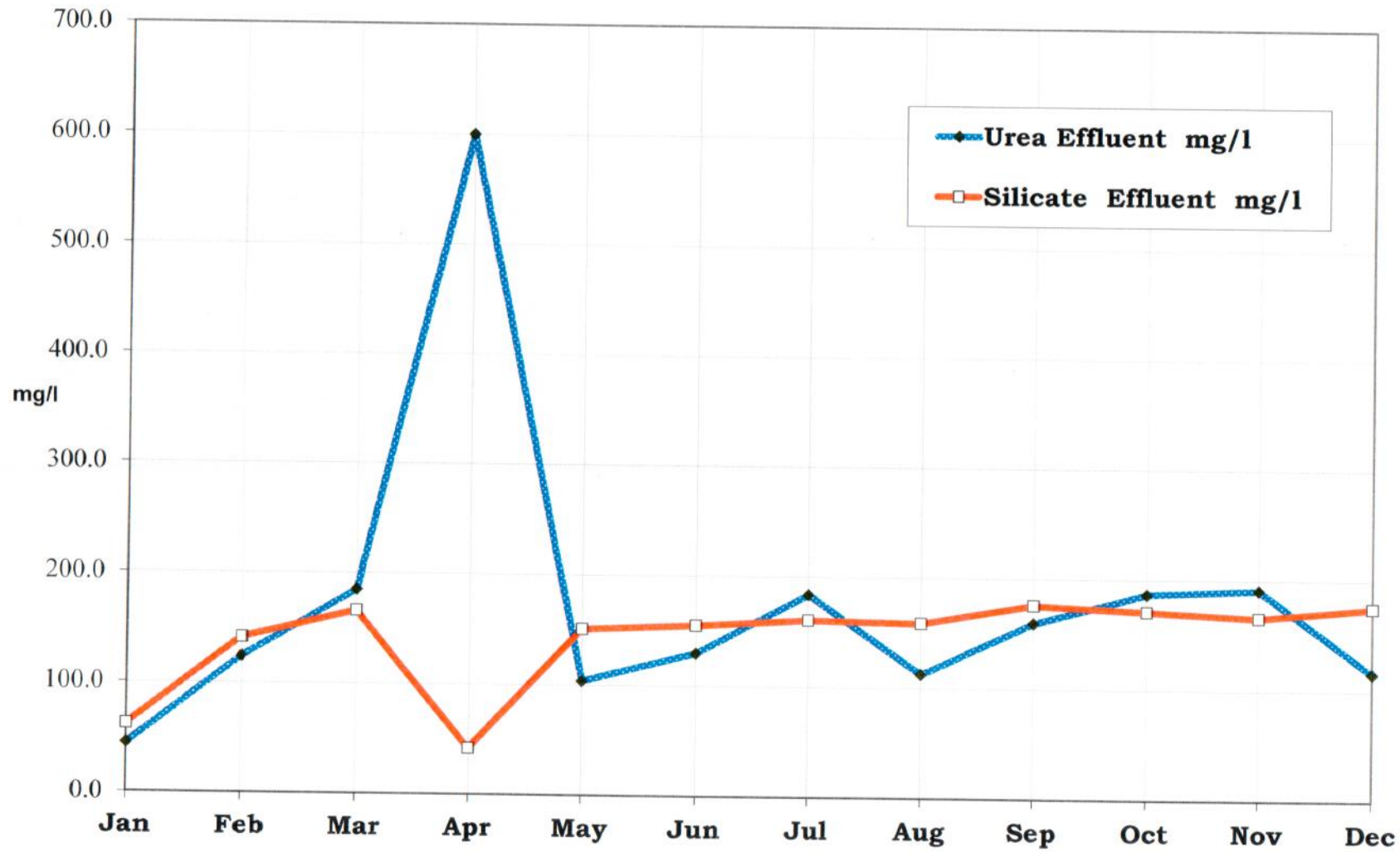
Influent / Effluent T.S.S. 2018



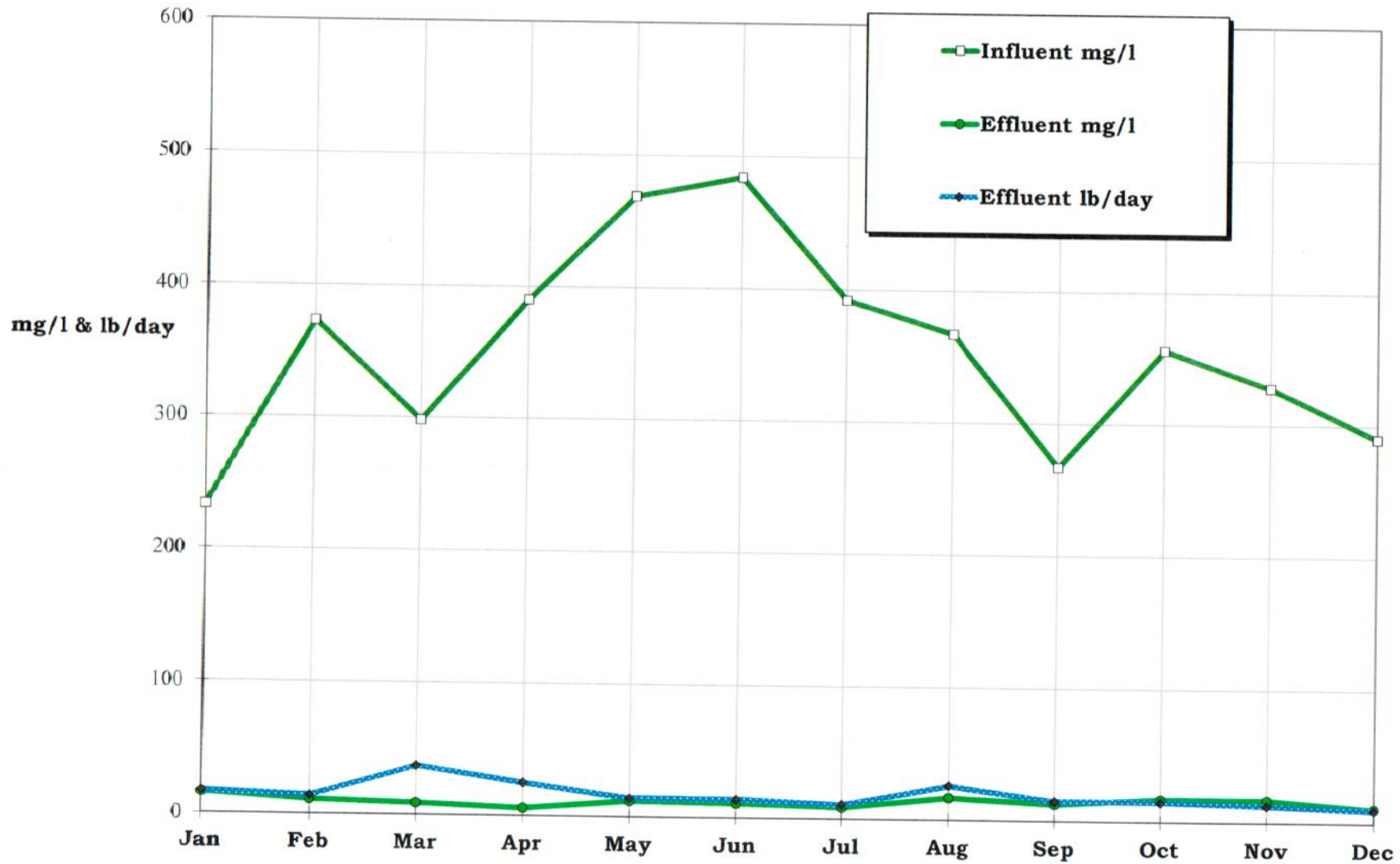
Effluent Ammonia / Nitrogen 2018



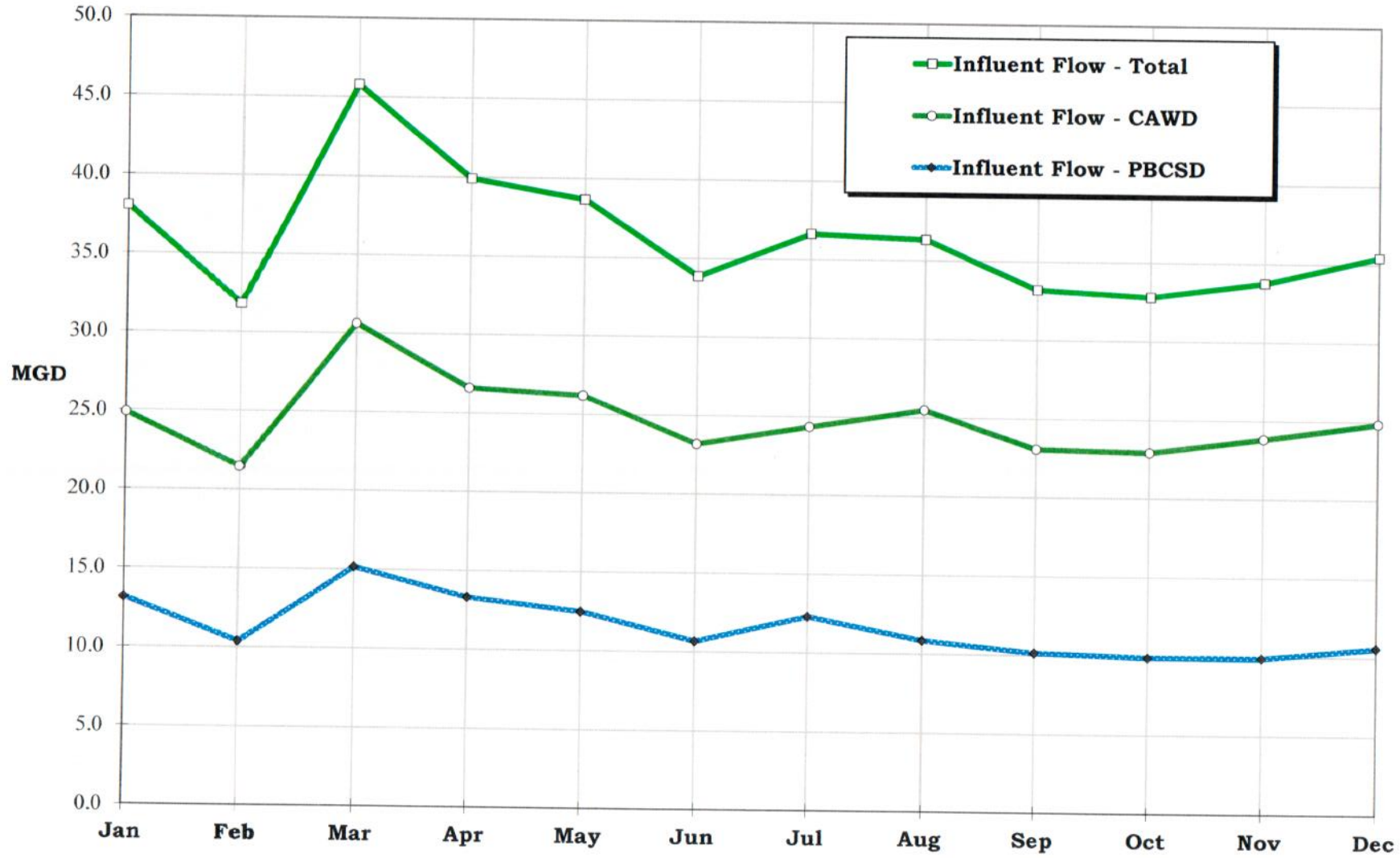
Effluent Urea / Silicate 2018



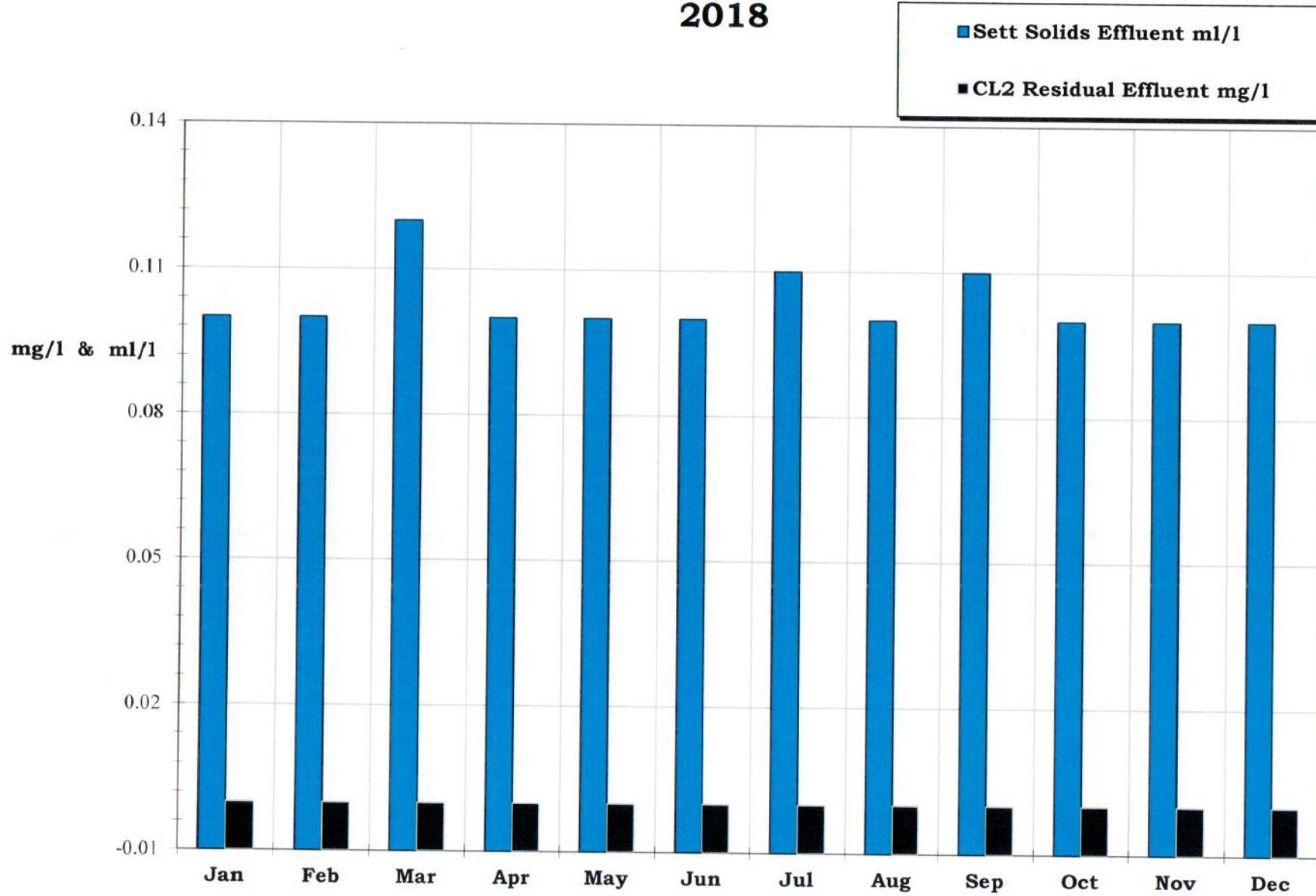
Influent / Effluent BOD 2018



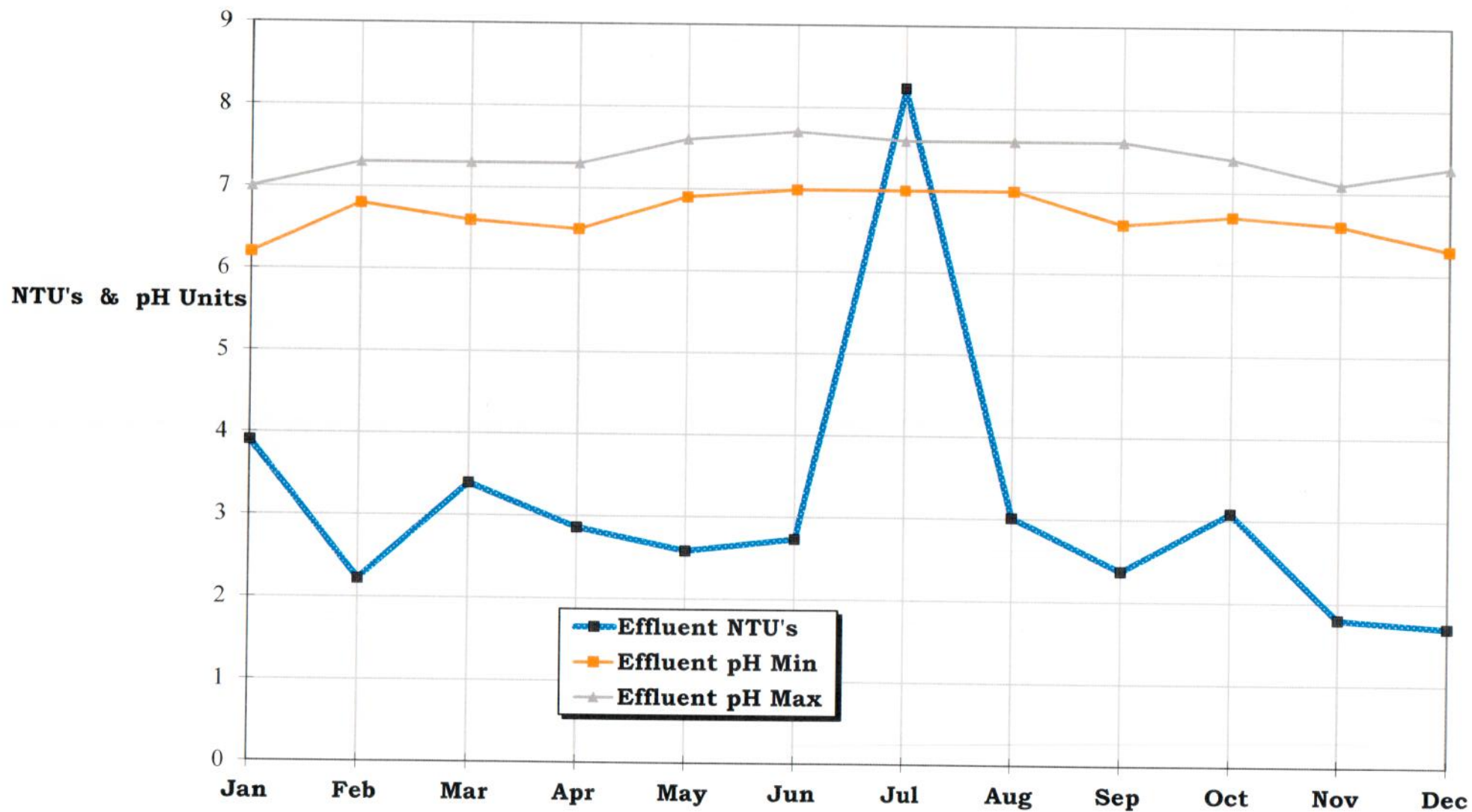
Annual Influent Flows 2018



Effluent Setttable Solids & Chlorine Residual 2018



Effluent Turbidity and pH 2018



SECTION THREE

Discussion of compliance record and
corrective actions

August, 2018: Total Coliform Bacteria Effluent Limitations for Instantaneous Maximum and Total Coliform Bacteria Average Monthly.

Dates of Violation(s): August 13th, August 14th, August 20th, August 21st, August 27th for Instantaneous Maximums and August 31st for the Monthly Average.

Reported Value(s): August 13th value of 17,329 MPN/100 mL, August 14th value of 12,033 MPN/100 mL, August 20th value of >24,196 MPN/100 mL, August 21st value of >24,196 MPN/100 mL, August 27th value of >24,196 MPN/100.

Monthly Average exceedance for August value of 1,685.3 MPN/100 mL.

Explanation of Cause(s): Carmel Area Wastewater District Staff is upgrading the Aeration Blower Control System with the new Supervisory Control And Data Acquisition System. During this upgrade process staff needed to shut down the blower equipment supplying air to the aeration basins for time periods of 15 minutes up to 2 hours. These shut downs caused the treatment plant to fall out of the Nitrification/Denitrification process repeatedly during the month of August. This caused a large amount of Nitrite to form in the secondary effluent flow to the Microfiltration/Reverse Osmosis System which elevated the chlorine demand on the Brine Reject Line going to the plant's ocean outfall line.

All chlorine analyzer systems were indicating normal chlorine residuals of above 1 mg/L.

Corrective Action(s): (1) Staff continued to increase the Sodium Hypochlorite dosage until the Total Coliform Counts came into an acceptable level. (2) Staff finished the main Blower and SCADA upgrades as quickly as possible to allow the plant to operate in the proper Nitrification/Denitrification modes of operation. Once the plant started Nitrifying the Nitrite concentrations lower to an acceptable level and reduce the chlorine demand on the effluent brine flows. (3) Staff doubled the detention time in the chlorinated Brine Reject Line by adding two serpentine runs of 4-inch Schedule 80 PVC piping before the chlorine analyzers.

SECTION FOUR

List of current operating personnel

**SENIORITY DISTRIBUTION & CERTIFICATION LEVELS OF
CAWD TREATMENT PLANT PERSONNEL
2018**

Name	Operations Position	SWRCB Certification Level Maintained
Edward Waggoner	Operations Superintendent	V
Kevin Young	Operations Supervisor	V
Christian Schmidt	Senior Operator	III
Chris Dixon	Senior Operator	III
Charles DayEngel	Operator II	II
Michael Hooks	Operator II	III
Jason Vile	Operator I	II
Michael Garrison	Operator I	III
Name	Maintenance Position	Certification Level Maintained
Chris Foley	Maintenance Superintendent	IV
Michael Skinkle	Maintenance Worker	III
Greg Ange	Maintenance Worker	III
Mark Dias	Compliance Administrator	n/a
Name	Laboratory Position	Certification Level Maintained
Ray De Ocampo	Laboratory Supervisor	III & I
Trevor Holland	Laboratory Analyst/Environmental Compliance II	IV & I
Fanny Mui	Laboratory Analyst/Environmental Compliance I	II & I



SECTION FIVE

Carmel Area Wastewater District's
Operation & Maintenance Manual status

Carmel Area Wastewater District Wastewater District
Operation Maintenance Manual

STATUS

The Carmel Area Wastewater District's Operation and Maintenance Manual was written and submitted to the District in 1987 following a large expansion project which was completed in 1986.

Modifications to the existing secondary treatment facility in support of tertiary filtration required modifications and updates to the Operations and Maintenance Manual. These modifications were completed, and the manual submitted to the District in 1996

Updates to the Operations and Maintenance Manual were completed in 2018 by Engineering Firm Kennedy Jenks for the facility capital improvement project which was completed also in 2018.

SECTION SIX

Laboratories used by Carmel Area
Wastewater District

Statement concerning the laboratories used by the Carmel Area Wastewater District to monitor compliance with effluent limits and summary of performance as required by section B. General

- 1 Monterey Bay Analytical Services
4 Justin Court, Suite D
Monterey , CA 93940

CA ELAP # 2385

- 2 Pacific Eco Risk
Corporate Headquarters
2250 Cordelia Road
Fairfield, CA 94534

ORELAP ID 4043

- 3 Carmel Area Wastewater District (CAWD)
Highway One & Carmel River
Carmel, CA 93923
(831) 624-1249 -Phone
(831) 624-1478 -Fax

CA ELAP # 1804

SECTION SEVEN

Summary of sludge quantities and
analyses

CARMEL AREA WASTEWATER DISTRICT

Annual Biosolids Monitoring Report

Period: January 2018 - June 2018
 Sample Date: 19-Mar-18

Name POLLUTANTS	Concentration (mg/kg) Dry Weight unless indicated	EPA 503 pollution limits for land application	
		Pollutant Concentrations (40 CFR 503.13) (monthly avg.)	Ceiling Concentrations (40 CFR 503.13) (daily maximum)
Arsenic	2.1	41 mg/Kg	75 mg/Kg
Cadmium	1.1	39 mg/Kg	85 mg/Kg
Chromium	14.0	1200 mg/Kg	3000 mg/Kg
Copper	440.0	1500 mg/Kg	4300 mg/kg
Lead	11.0	300 mg/Kg	840 mg/kg
Mercury	0.4	17 mg/Kg	57 mg/Kg
Molybdenum	6.4	18 mg/Kg	75 mg/Kg
Nickel	13.0	420 Mg/Kg	420 mg/Kg
Selenium	3.0	100 mg/Kg	100 mg/Kg
Zinc	1400.0	2800 mg/Kg	7500 mg/Kg
Hex Chromium	ND		
Boron	46.0		
Silver	3.5		
Antimony	1.1		
Barium	190.0		
Beryllium	ND		
Cobalt	1.8		
Thallium	ND		
Vanadium	5.8		
Cyanide	2.6		
Total Phosphorus	18,000		
Total Kjeldahl Nitrogen	56,000		
Ammonia Nitrogen	7600		
Nitrate Nitrogen	ND		
Total Solids	17.1%		
pH units	7.35		
Grease/Oil	2600		

Pathogen Reduction (40 CFR 503.32)

Class B - (PSRP) Anaerobic Digestion at 95 F for minimum of 15 days

Vector Attraction Reduction (40 CFR 503.33)

Option 1 - VS reduced by a minimum of 38%

Certification

I certify, under penalty of law, that the Class B pathogen requirements in 503.32 and the vector attraction reduction requirement in 503.33 using option (1) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including fine and imprisonment".

Name & Title: Edward Waggoner - Operations Superintendent

Signature: _____



Telephone Number: (831) 624-1249

Date: _____

CARMEL AREA WASTEWATER DISTRICT

Annual Biosolids Monitoring Report

Period:

July 2018 - December 2018

Sample Date:

7-Sep-18

EPA 503 pollution limits for land application

Name POLLUTANTS	Concentration (mg/kg) Dry Weight unless indicated	EPA 503 pollution limits for land application	
		Pollutant Concentrations (40 CFR 503.13) (monthly avg.)	Ceiling Concentrations (40 CFR 503.13) (daily maximum)
Arsenic	1.9	41 mg/Kg	75 mg/Kg
Cadmium	2.0	39 mg/Kg	85 mg/Kg
Chromium	16.0	1200 mg/Kg	3000 mg/Kg
Copper	600.0	1500 mg/Kg	4300 mg/kg
Lead	11.0	300 mg/Kg	840 mg/kg
Mercury	0.5	17 mg/Kg	57 mg/Kg
Molybdenum	9.5	18 mg/Kg	75 mg/Kg
Nickel	18.0	420 Mg/Kg	420 mg/Kg
Selenium	4.8	100 mg/Kg	100 mg/Kg
Zinc	1700.0	2800 mg/Kg	7500 mg/Kg
Hex Chromium	ND		
Boron	37.0		
Silver	4.1		
Antimony	1.5		
Barium	210.0		
Beryllium	ND		
Cobalt	2.2		
Thallium	ND		
Vanadium	4.7		
Cyanide	3.3		
Total Phosphorus	17,000		
Total Kjeldahl Nitrogen	71,000		
Ammonia Nitrogen	8300		
Nitrate Nitrogen	40		
Total Solids	18.7%		
pH units	8.7		
Grease/Oil	8300		

Pathogen Reduction (40 CFR 503.32)

Class B - (PSRP) Anaerobic Digestion at 95 F for minimum of 15 days

Vector Attraction Reduction (40 CFR 503.33)

Option 1 - VS reduced by a minimum of 38%

Certification

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Name & Title: Edward Waggoner - Operations Superintendent

Signature: _____

Telephone Number: (831) 624-1249

Date: _____

Carmel Area Wastewater District

2018 process data for pathogen reduction and vector attraction reduction

Month	Detention Time (days)	Temperature (F)		Volatile Solids Reduction (%)
		Dig #1	Dig #2	
Jan	35	97.0	97.2	67
Feb	35	96.6	96.8	56
Mar	44	96.7	96.8	64
Apr	24	94.1	96.3	61
May	30	0.0	98.0	84
Jun	33	0.0	96.9	72
Jul	26	0.0	98.7	64
Aug	29	0.0	99.8	57
Sept	33	0.0	97.7	69
Oct	35	0.0	99.6	68
Nov	35	0.0	98.2	67
Dec	39	0.0	97.2	66

All data reported as monthly averages

Pathogen Reduction using anaerobic digestion

Certification

I certify, under penalty of law, that the Class B pathogen requirements in 503.32 and the vector attraction reduction requirement in 503.33 using option (1) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including fine and imprisonment".

Name and Title: Edward Waggoner - Operations Superintendent

Signature: 

Phone Number: (831) 624-1249

Date: _____

SECTION EIGHT

Evaluation of the effectiveness of the
local source control or pretreatment
program

Evaluation of the effectiveness of the local source control or pretreatment program using the State Water Resources Control Board's "Guidelines for Determining the Effectiveness of Local Pretreatment Program."

<u>1</u>	Influent Characteristics	Date	Result	Units
	Arsenic	9/5/2018	ND	ug/L
	Cadmium	9/5/2018	ND	ug/L
	Total Chromium	9/5/2018	ND	ug/L
	Lead	9/5/2018	ND	ug/L
	Copper	9/5/2018	120	ug/L
	Mercury	9/5/2018	ND	ug/L
	Nickel	9/5/2018	5.7	ug/L
	Silver	9/5/2018	ND	ug/L
	Zinc	9/5/2018	340	ug/L

Cyanide
 Phenolic compounds
 Total Chlorinated Hydrocarbon
 Ammonia-N
 Radioactivity
 Toxicity

2 Number of Inspections Performed:
 Pretreatment Inspections annual-(189)

Number of Enforcement Actions:
 Notice of Violations of the Pretreatment Ordinance – (5)

3 Number of Major Industry Contributors- None (0)

4 All New dischargers- None (0)

5 All New Dischargers constitute a Major Industry- None (0)

6 Man power and funds to run Source Control Program
 Environmental Compliance Supervisor (1)
 Environmental Compliance Inspectors (2)
 Funds for Source Control Program are from User Fees (Connection Permit, Construction Fees, and Source Control Application/ Permit, and Source Control Fines).
 -\$450



Ron Null

Owner and General Manager
15817 Highway 89
Crescent Mills, CA 95934
Main: 530-816-0019
rnull@cdcioffice.com

Carmel Area Wastewater District
3945 Rio Road, PO Box 221428
Carmel, California 93922
Drew Lander P.E., Principal Engineer

17July2017

Mr Lander,

Please find enclosed this letter report and summary dive video, record from our July 6, 2017 underwater survey of the Carmel marine outfall exterior diffuser sections. The letter report (below) describes the field methods, findings, and recommendations while the video file contains highlights recorded from the diver's helmet mounted video camera.

In summary the outfall was found to be in overall satisfactory condition with no visible evidence of damage or significant defects. Probing inside the diffuser sections encountered no obstructions. It is recommended that the existing periodic dive survey continue monitoring these conditions as needed.

Please review the report and video and bring to our attention any questions, errors omissions or new information which may come to light. Thank you for the opportunity to serve your needs for underwater work and we look forward to it again in the future.

Sincerely,

A handwritten signature in black ink that reads 'Ron Null'.

Ron Null
Crescent Diving & Contracting, Inc.

"Engineered Solutions for Water in the West"

LETTER REPORT



Marine Outfall Survey at Carmel, CA

This letter report describes the July 6, 2017 underwater survey of the Carmel Outfall diffuser sections performed by CDCI for the Carmel Area Wastewater District.

Prepared for

Carmel Area Wastewater District
3945 Rio Road / PO BOX 221428
Carmel, California 93922
Drew Lander, P.E.

Prepared under

Minor Services or Construction Contract
Agreement No. 2017-04
Dated: July 25, 2017

Prepared by

Crescent Diving & Contracting Inc.
15817 Highway 89 / PO Box 160
Crescent Mills, California 95934
David Rosenberg, P.E.

Executive Summary

The Carmel Outfall Diffusers were found to be in overall satisfactory condition after being visually surveyed and probed using an electrician's metal wire pull. No obstructions were encountered nor were there any other visible signs of damage or significant defects.

A surface-supplied commercial diving crew from CDCI conducted the survey on July 6, 2017 while the CAWD on-site representative was able to monitor the two-way communications a helmet-mounted video and topside screen.

The outfall was located from the beach along its portion where the 10 diffusers rise vertically from the sand/shell bottom with rock outcroppings and heavy kelp. Underwater survey of the outfall exterior diffusers—namely the flanges, piping, and the duckbill type backflow prevention valves--found no visible signs of damage or significant defects. And when probing inside each diffuser section they were found to be clear of major obstructions.

Ocean Outfall Survey -- 2017
Carmel Area Wastewater Outfall
Letter Report, Summary of Findings

CDCI

It is recommended that the existing periodic dive survey continue to monitor these conditions and marine growth cleaning be used in order to uncover detail and help collection of additional as-built information.



Figure 1 -- View looking offshore along the approximate alignment of the Carmel Outfall.

Introduction & Background

In July 2017 Carmel Area Wastewater District contracted CDCI to perform an underwater survey of the outfall with a surface-supplied commercial diver. This type of equipment has advantages of two-way communication with the dive station on the beach as well as real time video display from the helmet-mounted camera.

The outfall is a 24 inch diameter reinforced concrete pipe, which extends from shore and branches to a line of 10 diffusers. Each diffuser consists of a 4 inch vertical pipe with flanged connections, a 90-degree elbow and duckbill type backflow prevention valve at the end—typically 4 to 6 feet above the adjacent “natural seabed”.

Drawings indicate varying profile views, but this is the general arrangement (the 4 to 6 foot height that the diver encountered is shown differently in the drawings (see Figure 2).

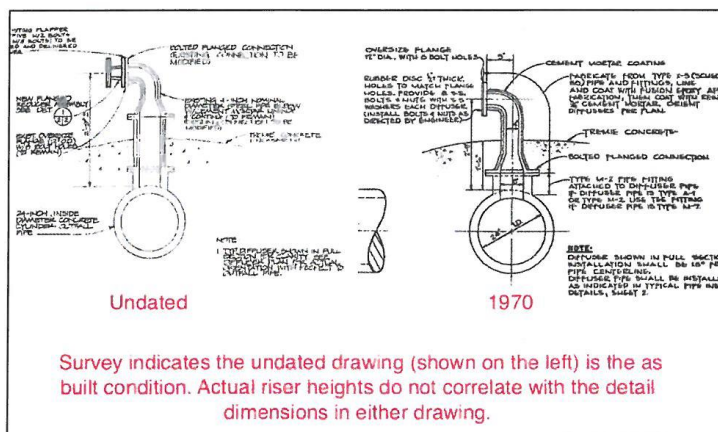


Figure 2 Drawings excerpts of the outfall profile and diffuser details.

Methods

This was a routine, “Level 1” inspection including visual inspection of 100% of the diffusers (e.g. all of the diffusers along the portions where they are visible to the diver.) Additionally each diffuser was probed with an electrician’s metal pull wire, previously marked at length increments, to check for major obstructions (see Figure 4.)

The surface supplied diving crew accessed the site via the beach, using the exposed upland portion of the outfall alignment as a guide. Surface-to-diver communications and LCD display from the helmet-mounted video were available real time and the survey was attended by and completed to the satisfaction of the CAWD on-site representative.

Plant operators moved water and dye through the outfall until shortly after the diver located the first riser, confirmed flow and began the survey. Each tideflex or “duckbill” type riser valve was sounded or probed with a plastic insertion tube and electrician’s metal pull-wire to check for obstructions along the vertical pipe diffuser sections. A “go/ no-go” methodology was adopted for the wire soundings, with a “go” meaning at least 7 ft. of wire inserted without encountering resistance. As much as 15 or 20 ft. of the wire was inserted on the first couple of trials, more than sufficient to demonstrate that the pipe is free of major obstructions along the entire length of the diffuser and in to the junction with the 24 inch diameter outfall. The remaining diffusers were then checked using the wire inserted to a length of approximately 7 ft. or more.

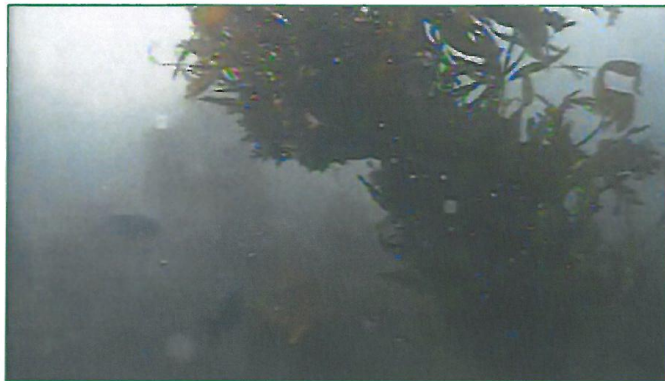


Figure 3 -- Overall view underwater of diffuser No. 4 showing the extent of kelp and marine growth. A rapid assessment of the diffuser is still possible, but finer detail is hidden by the growth.

Findings

All 10 of the diffusers were surveyed by the diver using these methods, and recorded from a helmet-mounted camera and surface to diver communications (See Appendix A - Video Log). Overall the diffusers appear to be in satisfactory condition with no apparent damage or significant deterioration or obstructions found in the pipe sections, flanged connections elbows or duckbill type backflow prevention valves.



Figure 4 -- View underwater of the probe setup with an electrician's pull wire, introduced through the backflow prevention valve via a small piece of plastic pipe.



Figure 5 View underwater of a typical duckbill type backflow prevention valve and riser.

Dye indicator was detected along with positive flow at the diffusers, beginning at the furthest riser (labeled as No. 1. No dye was visible elsewhere along the alignment (which would indicate a major breach of the outfall.) The probing wire and plastic introducer passed easily through each duckbill valve and several feet into the diffuser pipe at each location.

Hard marine growth of up to 3" thickness is typical of 50% or more of the overall area including the bolted flanged connections, riser pipes elbows and the backflow prevention valves. Soft growth is even heavier—up to 100% of the overall area and 6 inches thick maximum.

Kelp also grows alongside the diffusers and in beds throughout the surrounding seabed. For example, it is difficult to discern around each location whether this material is hard coral growth, tremie encasement or the reinforced concrete pipe itself (see Figure 6).



Figure 6 -- Typical view underwater of the diffuser pipe at the seabed. Typically the 24 in. pipe was not visible and appeared to be encased in either tremie concrete or hard coral.

Recommendations

It is recommended that these conditions continue to be monitored as required by a periodic dive survey. Marine growth cleaning can help to reveal details and collect additional as-built or baseline information.

Appendix A – Video Log

CAWD 17-203, 7-6-17

<u>Run Time</u>	<u>Description</u>
00:00	Start Diver Survey
00:30	Introduction
01:30	Diver inspecting Diffuser #1 (furthest downstream)
01:45	Flow demonstrated at Diffuser #1
03:15	Drawing Comparison of Undated vs. 1970 Profiles Diffuser Plan and Details, Misc. Sheet 4, Carmel Sanitary District 1970.
03:20	Outfall Diffuser Modifications Sheet 2, Carmel Sanitary District.
03:30	Comparison of Undated vs. 1970 details. (profile views.) 2'-9" dimension shown is more like 5 ft. approx. (by diver's estimate)
04:10	Location Map (Carmel Sanitary District.) Lean towards southeast
04:20	Diver Probing with electrician's pull wire
06:50	Diffuser # 2
09:40	Diffuser # 3
12:05	Diffuser # 4
15:15	Diffuser # 5
16:50	Diffuser # 6
18:25	Diffuser # 7
20:00	Diffuser # 8
21:50	Diffuser # 9
23:15	Diffuser #10
24:40	Drawing- Outfall Sewer (Location Map, List of Drawings and Alignment Plan), Final Credits
25:11	End

STAFF REPORT



To: Board of Directors

From: Edward Waggoner,
Operations Superintendent

Date: February 28, 2019

Subject: Carmel Area Wastewater District 2018 Annual Reclamation Discharge
Monitoring Summary Report.

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Following Order No.93-72: Monitoring Periods and Reporting Schedule. An Annual Summary Report must be submitted to the State of California Central Coast Regional Water Quality Control Board by February 1st by the following calendar year of sampling and inspections.

The following attachments of the Monitoring Summary Report meets General Monitoring and Reporting Requirements for Water Quality Control Plan, Central Coast Basin and California Code of Regulations, Title 22, Water Reclamation Criteria for the year 2018.

FUNDING

N/A-Informational item only

Date: January 30, 2019



California Regional Water Quality Control Board
Central Coast Division
Attn: **Monitoring and Reporting Review Section**
Submit to: centralcoast@waterboards.ca.gov

Dear Mr. Harris,

Facility Name: Carmel Area Wastewater District

Address (mailing): P.O. Box 221428, Carmel, CA 93922

Address (shipping): Highway One & Carmel River, Carmel, CA 93923

Contact Person: Edward Waggoner

Job Title: Operations Superintendent

Phone Number: 831-624-1249

WDR/NPDES Order Number: #93-72 (RECLAMATION PERMIT)

WDID Number: 3 270101001

Type of Report (circle one): Monthly Quarterly Semi-Annual Annual

Month(s) (circle applicable Months*):

Jan	Feb	March	Apr	May	Jun
Jul	Aug	Sept	Oct	Nov	Dec

Year: 2018

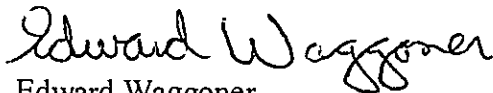
Violation(s): _____ No (there are no violations to report) _____ Yes
If Yes is marked (complete a-g):

- a) Parameter(s) in Violation: None
- b) Section(s) of WDR/NPDES Violated: None
- c) Reported Value(s): NA
- d) WDR/NPDES Limit Condition: NA
- e) Dates of Violation(s): None
- f) Explanation of Cause(s): None
- g) Corrective Action(s): None

In accordance with the Standard Provisions and Reporting Requirements, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision following a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my knowledge of the person(s) who manage the system or those directly responsible for data gathering, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

If you have any questions or require additional information, please contact me at the number provided above.

Sincerely,



Edward Waggoner
Operations Superintendent



Carmel Area Wastewater District

2018 Annual

Operations & Compliance Report

ORDER # 93-72

**Reclamation
(Tertiary)**



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

Carmel Area Wastewater District

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

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

Friday, January 18, 2019

California Regional Water Quality Control Board
Central Coast Region
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401-7906
centralcoast@waterboards.ca.gov

Subject: 2018 Carmel Area Wastewater District Annual Reclamation Operations & Compliance Report -
ORDER #93-72

Dear To Whom It May Concern,

Enclosed please find the Carmel Area Wastewater District's Annual Report submitted as requested by the California Regional Water Quality Control Board and the State Water Resources Control Board

Section One (1): Tabular summary of the monitoring data obtained during the previous year -2018
Section Two (2): Graphical summary of the monitoring data obtained during the previous year -2018
Section Three (3): Discussion of compliance record and corrective actions taken or requested to bring discharge into full compliance.
Section Four (4): List of current operating personnel and their grade of certification.
Section Five (5): Carmel Area Wastewater District's Operation & Maintenance Manual status discussion.
Section Six (6): Statement concerning the laboratories used by Carmel Area Wastewater District to monitor compliance with effluent limits and summary of performance as required by section B, General Monitoring Requirements.

Respectfully Submitted,

CARMEL AREA WASTEWATER DISTRICT

Edward Waggoner
Operations Superintendent

SECTION ONE

Tabular summary of the monitoring data

Reclamation

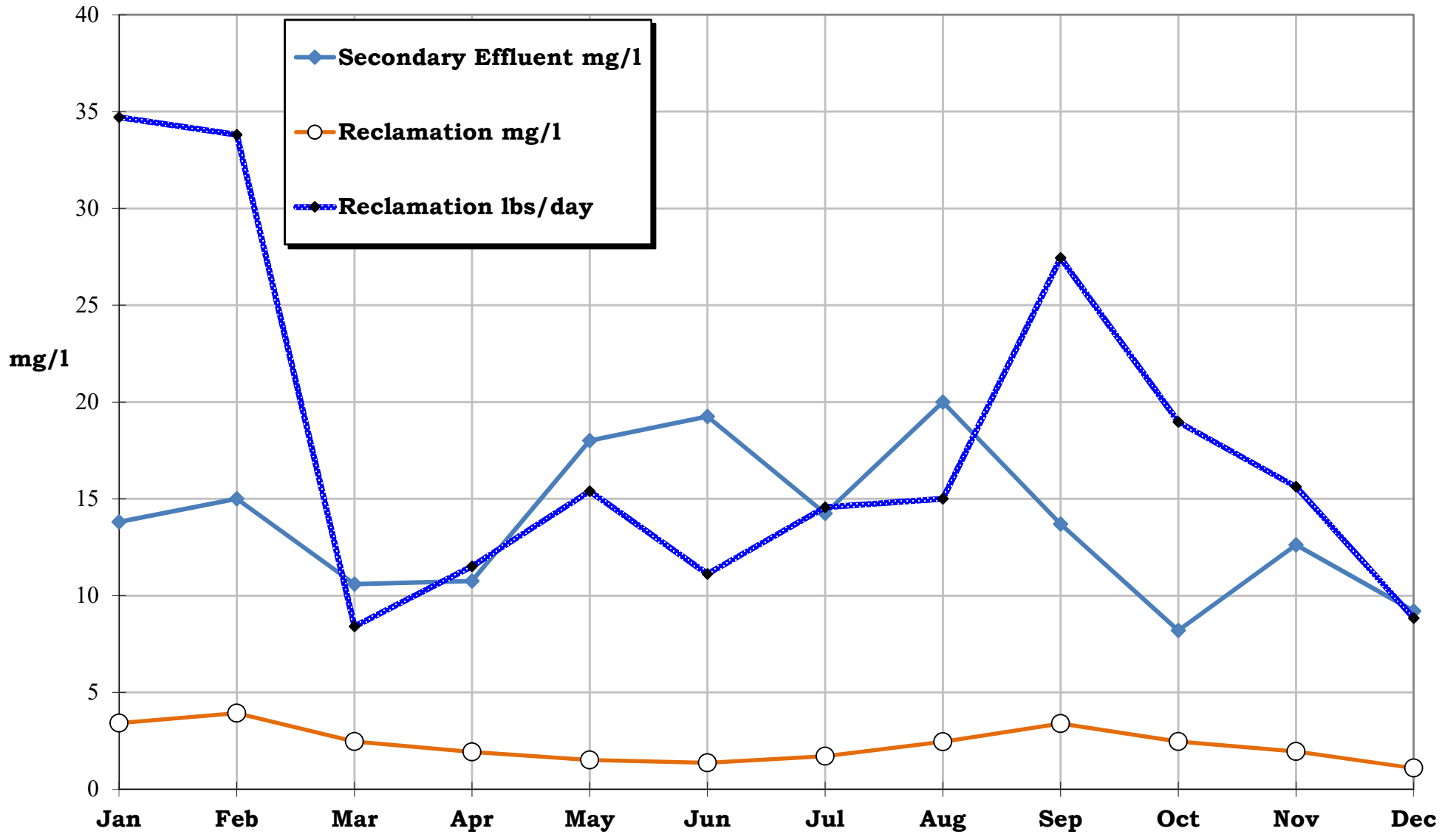
TABULAR SUMMARY OF 2018 NPDES REPORTABLE DATA

Month	Reclaimed Flows		BOD			Total Suspended Solids			Sett. Solids Reclamation ml/ Reclamation ml/	CL2 Residual Reclamation mg/l		Removal Efficiency		Turbidity Tertiary NTU's		pH Reclamation Units	Total Coliforms mpn / 100 ml	TDS mg/l
	Total Flow	Daily Avg	Secondary Effluent mg/l	Reclamation mg/l	Reclamation lbs/day	Secondary Effluent mg/l	Reclamation mg/l	Reclamation lb/day		Max	Min	BOD %	T.S.S. %	Avg	Max			
Jan	37.730	1.217	13.8	3.42	34.71	19.6	0.17	1.77	<0.1	6.2	8.2	75.2	99.1	0.03	0.04	7.6	5.6	769
Feb	28.892	1.032	15.0	3.93	33.81	23.6	0.34	2.89	<0.1	6.1	10.5	73.8	98.6	0.02	0.03	7.5	<1.0	
Mar	12.671	0.409	10.6	2.47	8.41	12.6	0.20	0.68	<0.1	8.6	12.2	76.7	98.4	0.02	0.05	7.1	<1.0	
Apr	15.717	0.714	10.8	1.93	11.51	12.0	0.13	0.76	<0.1	8.1	12.4	82.0	98.9	0.02	0.03	7.2	<1.0	324
May	32.028	1.217	18.0	1.52	15.39	16.0	0.17	1.77	<0.1	9.4	12.5	91.6	98.9	0.02	0.03	7.2	<1.0	
Jun	29.270	0.976	19.3	1.37	11.12	23.6	0.13	1.06	<0.1	6.5	9.7	92.9	99.5	0.01	0.03	7.3	1.1	
Jul	31.673	1.022	14.3	1.71	14.57	30.5	0.26	2.25	<0.1	7.5	9.1	88.0	99.1	0.02	0.03	7.3	<1.0	215
Aug	22.753	0.734	20.0	2.45	15.01	23.6	0.02	0.12	<0.1	6.2	9.6	87.7	99.9	0.02	0.03	7.2	<1.0	
Sep	29.087	0.970	13.7	3.39	27.44	21.1	0.47	3.83	<0.1	7.8	11.2	75.2	97.8	0.01	0.03	7.1	1.0	
Oct	28.693	0.926	8.2	2.46	18.97	22.4	0.52	3.98	<0.1	9.6	11.2	70.0	97.7	0.01	0.03	7.2	<1.0	241
Nov	28.880	0.963	12.6	1.95	15.63	14.4	0.11	0.91	<0.1	9.5	11.5	84.6	99.2	0.02	0.03	7.4	<1.0	
Dec	30.120	0.972	9.2	1.09	8.84	10.8	0.10	0.84	<0.1	9.3	11.1	88.1	99.0	0.02	0.02	7.2	<1.0	

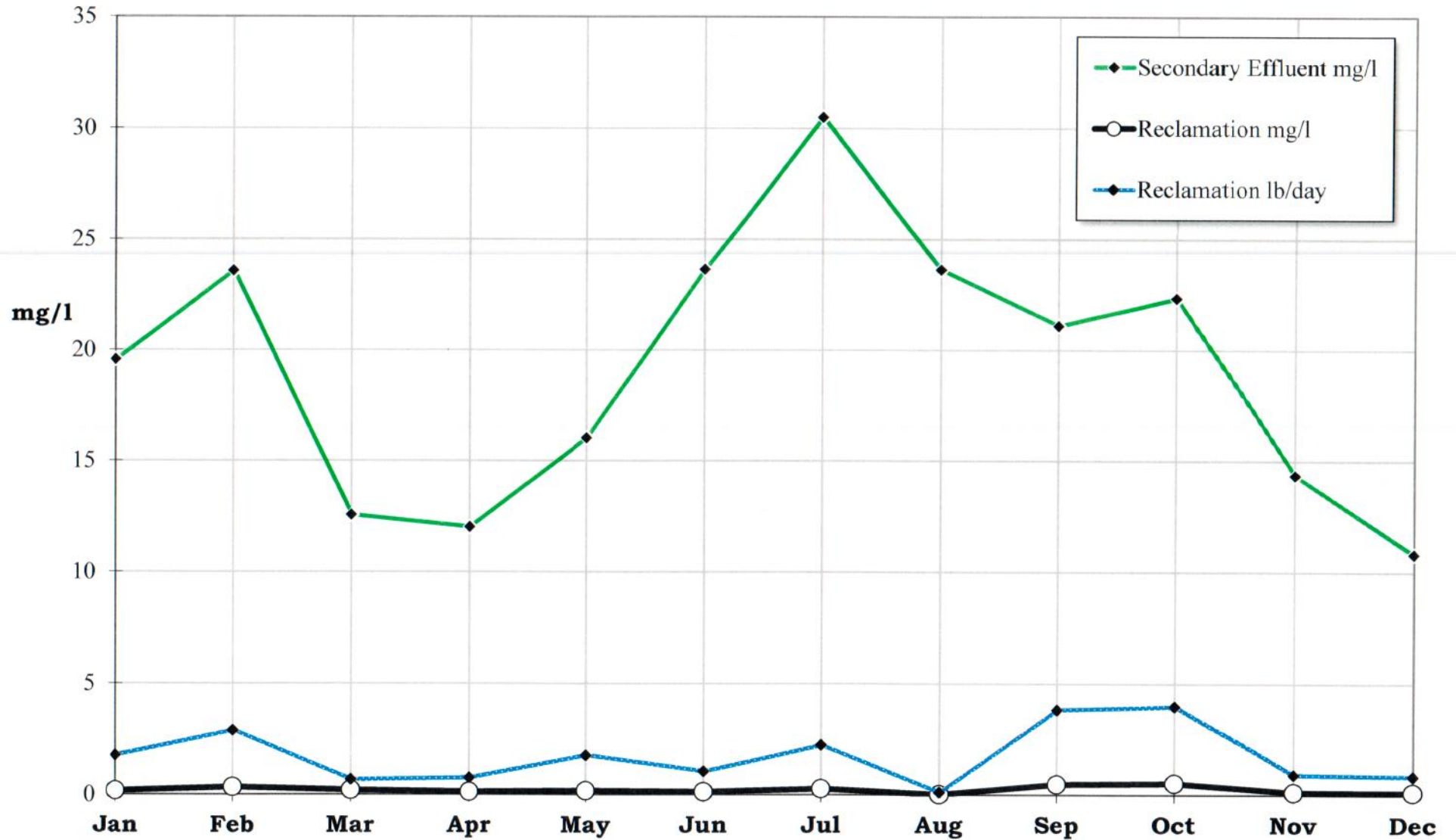
SECTION TWO

Graphical summary of the monitoring data

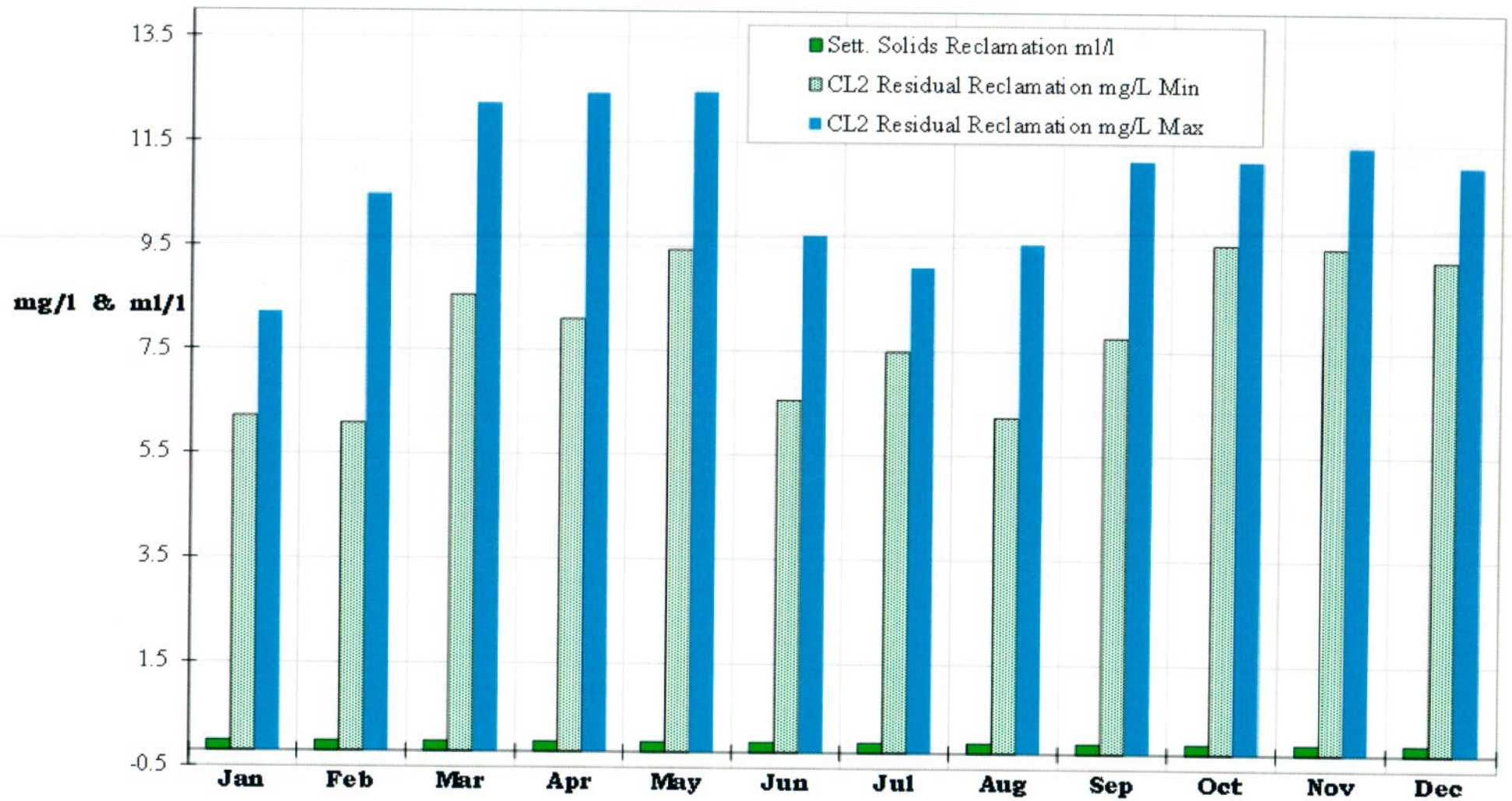
Reclamation Influent / Effluent BOD 2018



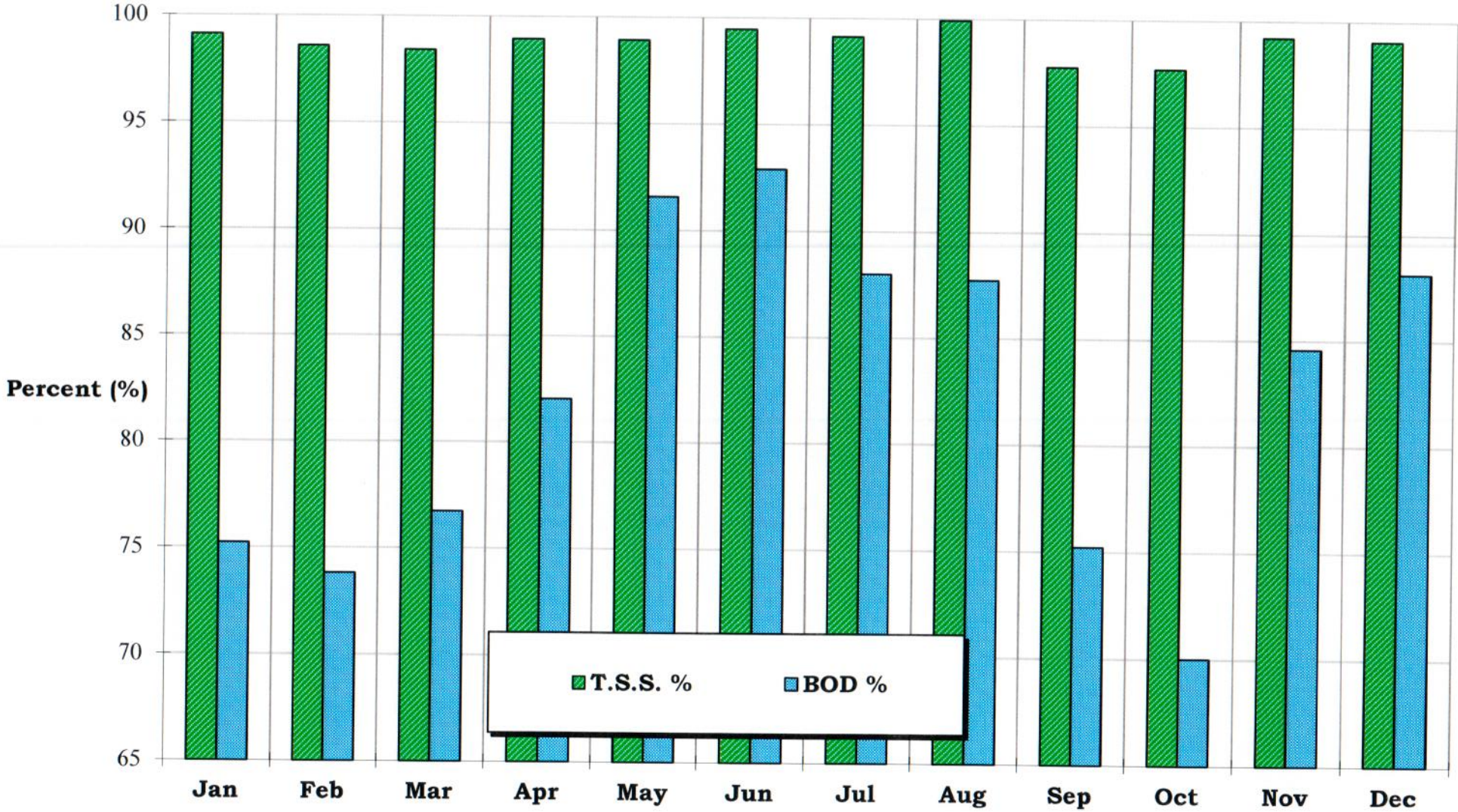
Reclamation Influent / Effluent T.S.S. 2018



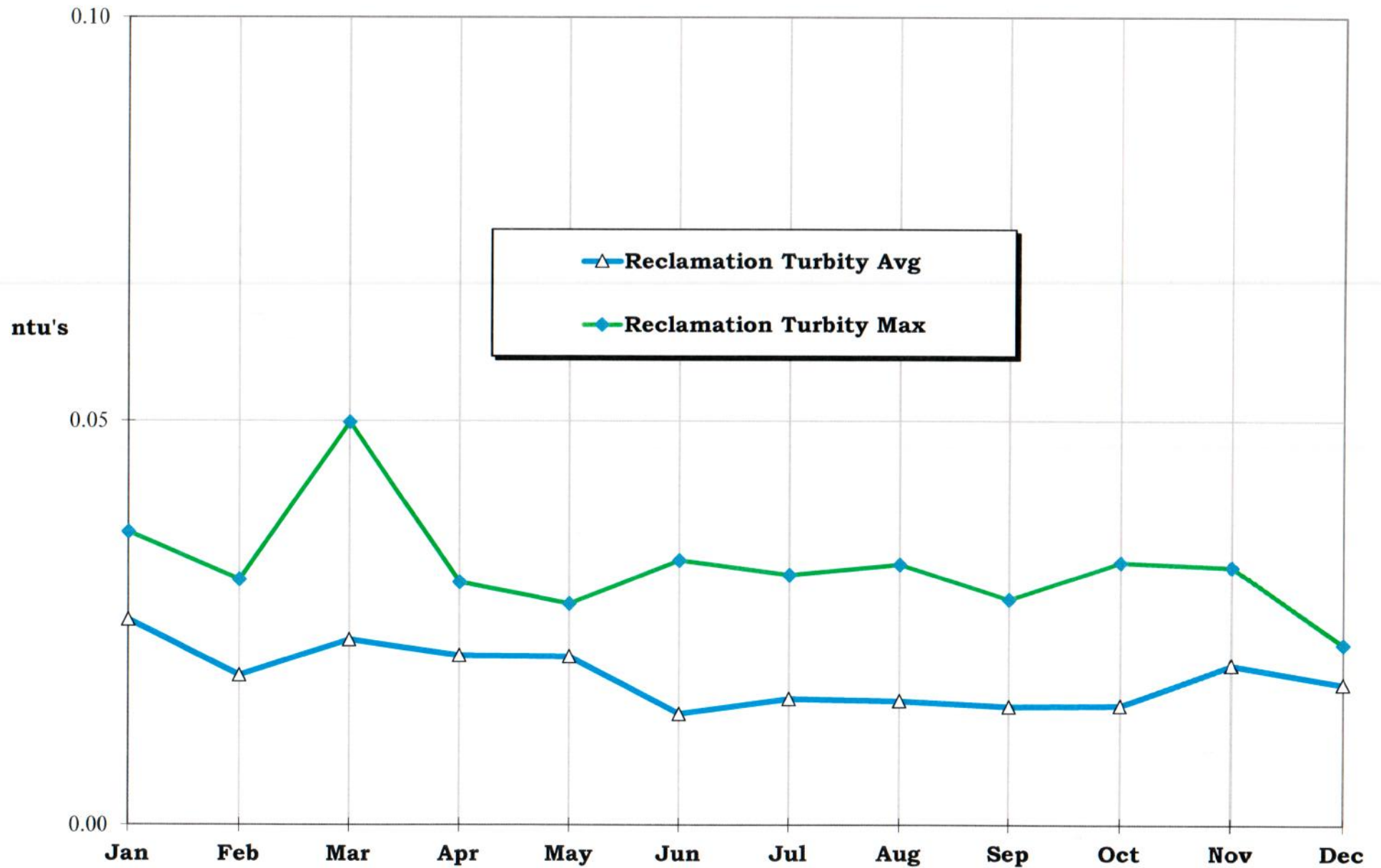
Reclamation Effluent Sett Solids & Chlorine Residual 2018



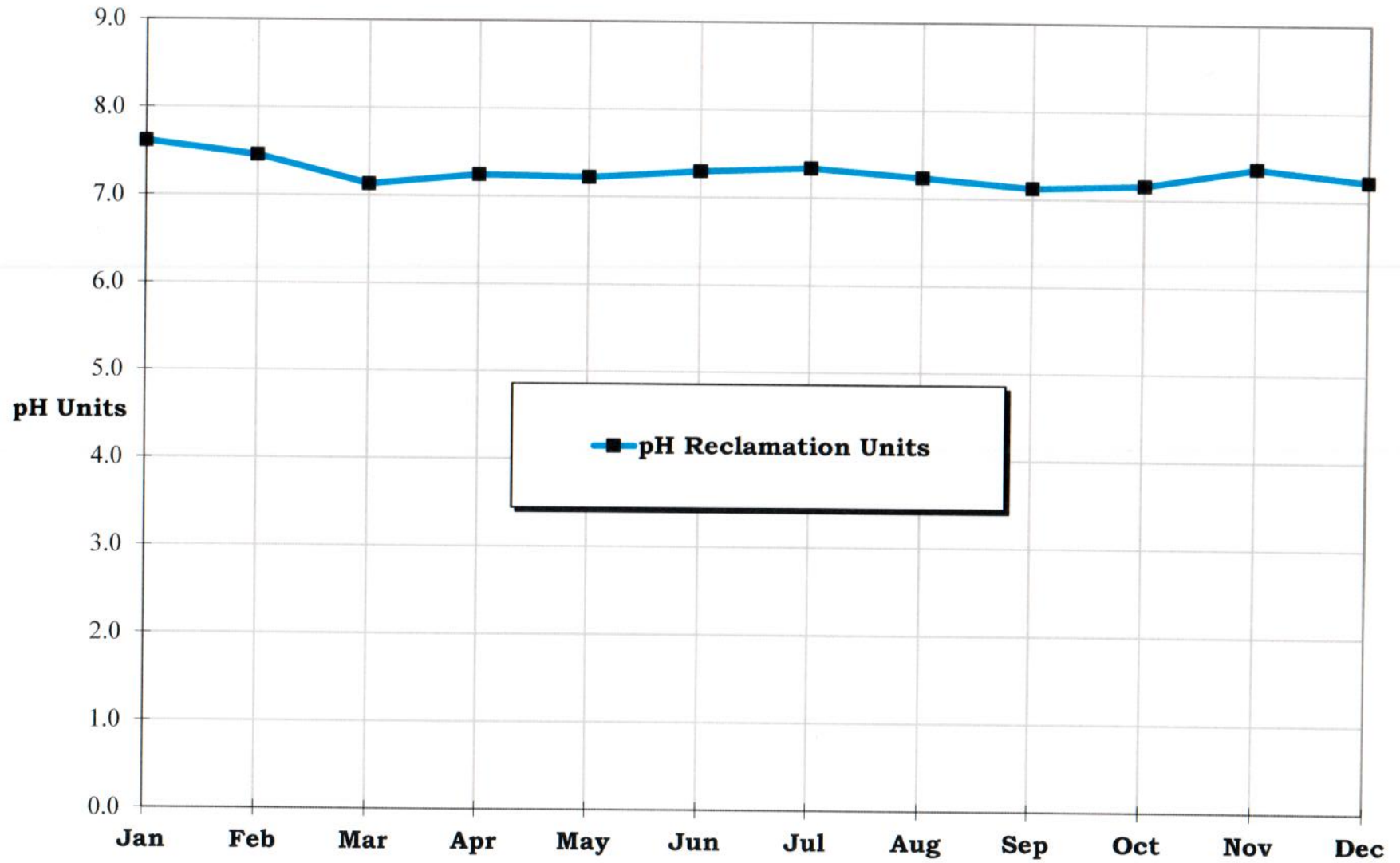
Reclamation Effluent BOD & T.S.S Removal Efficiency 2018



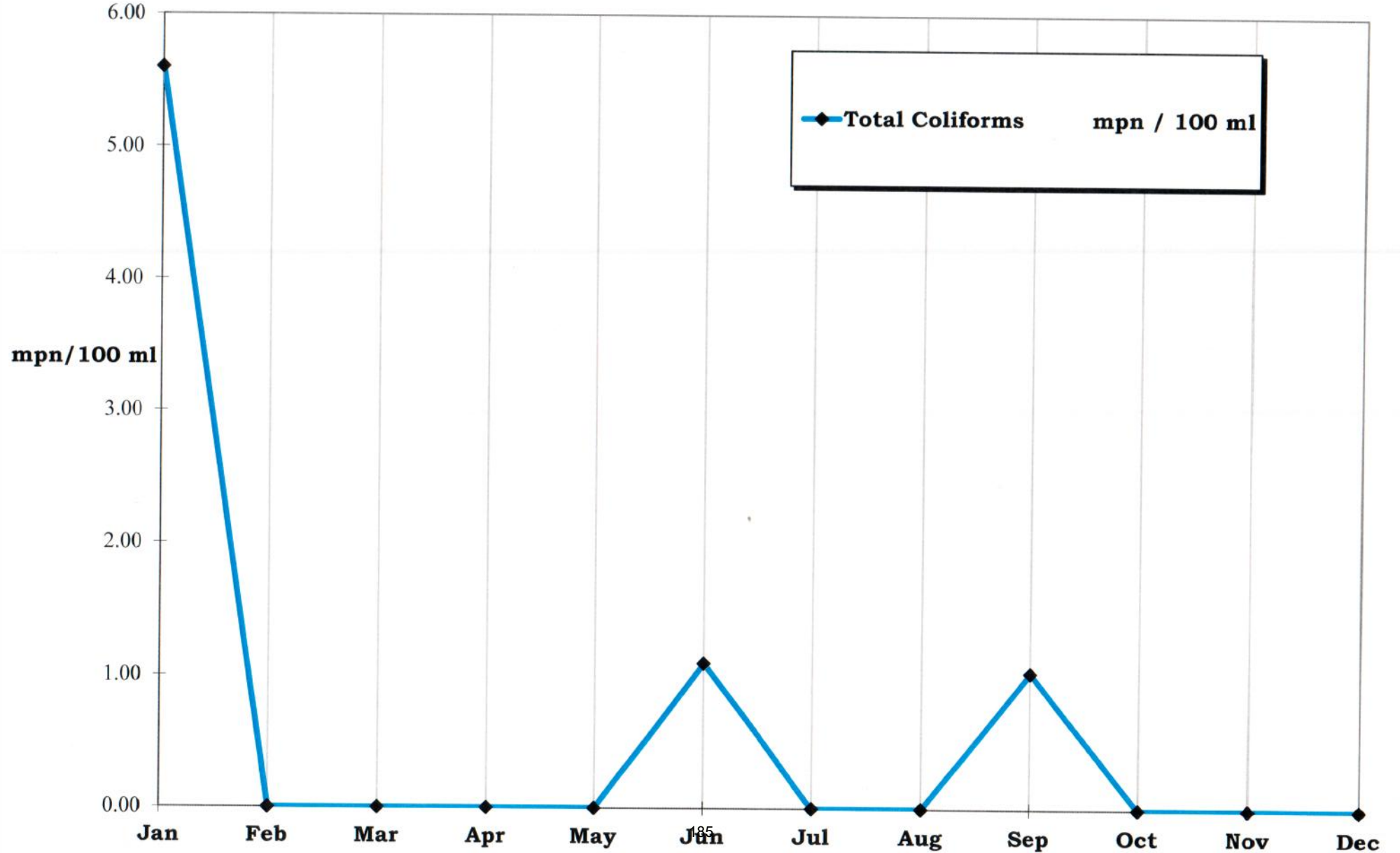
Reclamation Effluent Turbidity 2018



Reclamation Effluent pH 2018



Reclamation Total Coliform Monthly Maximum 2018



SECTION THREE

Discussion of compliance record and
corrective actions

**DISCUSSION OF COMPLIANCE RECORD AND CORRECTIVE ACTIONS TAKEN OR
REQUESTED TO BRING DISCHARGE INTO FULL COMPLIANCE**

January 9th, 2018: Violation of Median number of Coliform Organisms

Plant was switching over from gaseous chlorine system to the new Sodium Hypochlorite disinfection system. Process engineers were making programming changes to the new operating system. During this switch over and testing of the new systems there were breaks in the disinfection

Corrective Action: Staff and SCADA system contractors have finished fine tuning the new Sodium hypochlorite dosing system. In addition, Plant Operating Staff has reviewed and updated their sampling protocol.

SECTION FOUR

List of current operating personnel

**SENIORITY DISTRIBUTION & CERTIFICATION LEVELS OF
CAWD TREATMENT PLANT PERSONNEL
2018**

Name	Operations Position	SWRCB Certification Level Maintained
Edward Waggoner	Operations Superintendent	V
Kevin Young	Operations Supervisor	V
Christian Schmidt	Senior Operator	III
Chris Dixon	Senior Operator	III
Charles DayEngel	Operator II	II
Michael Hooks	Operator II	III
Jason Vile	Operator I	II
Michael Garrison	Operator I	III
Name	Maintenance Position	Certification Level Maintained
Chris Foley	Maintenance Superintendent	IV
Michael Skinkle	Maintenance Worker	III
Greg Ange	Maintenance Worker	III
Mark Dias	Compliance Administrator	n/a
Name	Laboratory Position	Certification Level Maintained
Ray De Ocampo	Laboratory Supervisor	III & I
Trevor Holland	Laboratory Analyst/Environmental Compliance II	IV & I
Fanny Mui	Laboratory Analyst/Environmental Compliance I	II & I



SECTION FIVE

Carmel Area Wastewater District's
Operation & Maintenance Manual status

**Carmel Area Wastewater District Wastewater District
Operation Maintenance Manual**

STATUS

The Carmel Area Wastewater District's Reclamation Operation and Maintenance Manual was first written and submitted to the District on 12 August, 1994 following a review and comment period.

Corrections/amendments were made and the final version of the Tertiary Operations and Maintenance Manual was submitted to the Carmel Area Wastewater District on 14 March, 1995

The Tertiary Operations and Maintenance Manual was updated in 2007 as part of the Micro Filtration Reverse Osmosis (MF RO) Project. This was done by a joint effort with the Pebble Beach Community Service District.

The Reclamation Operations and Maintenance Manual, as submitted to the District by the design engineer, exist, by contract, as a hardbound copy as well as in an electric version such that Carmel Area Wastewater District Operations/Maintenance/Lab staff can modify procedures/drawings as required by experience/knowledge and system modifications. Thusly modifications occur on an on-going basis.

SECTION SIX

Laboratories used by Carmel Area
Wastewater District

Statement concerning the laboratories used by the Carmel Area Wastewater District to monitor compliance with effluent limits and summary of performance as required by section B. General Monitoring Requirements.

1 Monterey Bay Analytical Services
4 Justin Court, Suite D
Monterey , CA 93940

CA ELAP # 2385

2 Pacific Eco Risk
Corporate Headquarters
2250 Cordelia Road
Fairfield, CA 94534

ORELAP ID 4043

3 Carmel Area Wastewater District (CAWD)
Highway One & Carmel River
Carmel, CA 93923
(831) 624-1249 -Phone
(831) 624-1478 -Fax

CA ELAP # 1804

STAFF REPORT



To: Board of Directors

From: Edward Waggoner,
Operations Superintendent

Date: February 28, 2019

Subject: Carmel Area Wastewater District 2018 Annual EPA Biosolids Discharge
Monitoring Summary Report.

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Following 40 CFR 503.18: Monitoring Periods and Reporting Schedule. A Biosolids Annual Summary Report must be submitted to the Environmental Protection Agency by February 1st by the following calendar year of sampling and inspections.

The following attachments of the Biosolids Monitoring Summary Report meets General Monitoring and Reporting Requirements for Water Quality Control Plan, United States Environmental Protection Agency and Code of Federal Regulations, 40 CFR 503.18, Publicly Owned Treatment Works, Sewage Sludge Management Criteria for the year 2018.

FUNDING

N/A-Informational item only



EPA's sewage sludge regulations require certain publicly owned treatment works (POTWs) and Class I sewage sludge management facilities to submit to a Sewage Sludge (Biosolids) Annual Report (see 40 CFR 503.18 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_118), 503.28 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_128), 503.48 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_148)). Facilities that must submit a Sewage Sludge (Biosolids) Annual Report include POTWs with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I Sludge Management Facilities (as defined by 40 CFR 503.9 (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_19)), and facilities otherwise required to file this report (e.g., permit condition, enforcement action, state law). This is the electronic form for Sewage Sludge (Biosolids) Annual Report filers to use if they are located in one of the states, tribes, or territories (<https://www.epa.gov/npdes/npdes-state-program-information>) where EPA administers the Federal biosolids program.

For the purposes of this form, the term 'sewage sludge' (https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.32.503&rgn=div5#se40.32.503_19) also refers to the material that is commonly referred to as 'biosolids'. EPA does not have a regulatory definition for biosolids but this material is commonly referred to as sewage sludge that is placed on, or applied to the land to use the beneficial properties of the material as a soil amendment, conditioner, or fertilizer. EPA's use of the term 'biosolids' in this form is to confirm that information about beneficially used sewage sludge (a.k.a. biosolids) should be reported on this form.

Please note that EPA may contact you after you submit this report for more information regarding your sewage sludge management program.

Facility Information

Facility Name: CARMEL WWTP

Program Information

Please select at least one of the following options pertaining to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with 40 CFR part 503. The facility is:

- a POTW with a design flow rate equal to or greater than one million gallons per day
- a POTW that serves 10,000 people or more

In the reporting period, did you manage your sewage sludge or biosolids using any of the following management practices: land application, surface disposal, or incineration? YES
 NO

If your facility is a POTW, please provide the estimated total amount of sewage sludge produced at your facility for the reporting period (in dry metric tons). If your facility is not a POTW, please provide the estimated total amount of biosolids produced at your facility for the reporting period (in dry metric tons).

260.3

Reporting Period Start Date: 01/01/2018

Reporting Period End Date: 12/31/2018

Treatment Processes

Processes to Significantly Reduce Pathogens (PSRP):

Anaerobic Digestion

Processes to Further Reduce Pathogens (PFRP):

Physical Treatment Options:

Preliminary Operations (e.g., sludge grinding, degritting, blending)

Thickening (e.g., gravity and/or flotation thickening, centrifugation, belt filter press, vacuum filter)

Other Processes to Manage Sewage Sludge:

Methane or Biogas Capture and Recovery

Analytical Methods

Did you use any analytical methods to analyze sewage sludge in the reporting period? YES NO

Analytical Methods

- EPA Method 6020 - Arsenic (ICP-MS)
- EPA Method 6020 - Cadmium (ICP-MS)
- EPA Method 6020 - Chromium (ICP-MS)
- EPA Method 6020 - Copper (ICP-MS)
- EPA Method 6020 - Lead (ICP-MS)
- EPA Method 7471 - Mercury (CVAA)
- EPA Method 6020 - Molybdenum (ICP-MS)
- EPA Method 6020 - Nickel (ICP-MS)
- EPA Method 6020 - Selenium (ICP-MS)
- EPA Method 6020 - Zinc (ICP-MS)
- EPA Method 6020 - Beryllium (ICP-MS)
- EPA Method 351.2 - Total Kjeldahl Nitrogen
- EPA Method 350.1 - Ammonia Nitrogen
- Standard Method 2540 - Total Solids
- Standard Method 2540 - Volatile Solids
- EPA Method 9045 - pH (> 7% solids)
- Standard Method 2550 - Temperature

Sludge Management - Land Application

ID: 001

Amount: 260.3

Management Practice Detail: Distribution and Marketing - Compost

Bulk or Bag/Container: Bulk

Handler, Preparer, or Applier Type: Off-Site Third-Party Handler or Applier

NPDES ID of handler:

Facility Information:
Liberty Composting, Inc.
12421 Holloway Rd, P. O. Box 5,
Lost Hills, CA 93249

Contact Information:
Melody Ray
Compliance Manager
661-797-2914

Pathogen Class: Class B

Sewage Sludge or Biosolids Pathogen Reduction Options:

- Class B-Alternative 2 PSRP 3: Anaerobic Digestion

Sewage Sludge or Biosolids Vector Attraction Reduction Options:

- Option 1 - Volatile Solids Reduction

Did the facility land apply bulk sewage sludge when one or more pollutants in the sewage sludge exceeded 90 percent or more of any of the cumulative pollutant loading rates in Table 2 of 40 CFR 503.13?

YES NO UNKNOWN

Monitoring Data

INSTRUCTIONS: Pollutants, pathogen densities, and vector attraction reduction must be monitored when sewage sludge or biosolids are applied to the land. Please use the following section to report monitoring data for the land application conducted by you or your facility in the reporting period for this SSUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID (40 CFR 503.8(a) (http://www.ecfr.gov/cgi-bin/text-idx?mode=pt40.32.503&rgn=div5#se40.32.503_18)). All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis. EPA will be using these data to demonstrate compliance with EPA's land application requirements (40 CFR 503, Subpart B).

Compliance Monitoring Periods

INSTRUCTIONS: Please use the table below to identify the start date and end date for each compliance monitoring period. The number of compliance monitoring periods reported will correspond to the required frequency of monitoring (monthly, quarterly, semi-annually, or annually). For example, if monthly monitoring is required, you should report 12 compliance monitoring periods. The required frequency is determined by the number of metric tons (dry weight basis) of sewage sludge or biosolids land applied in the reporting period for this SSUID (40 CFR 503.16 (http://www.ecfr.gov/cgi-bin/text-idx?mode=pt40.32.503&rgn=div5#se40.32.503_116)).

Compliance Monitoring Event No. 1

Compliance Monitoring Period Start Date: 01/01/2018

Compliance Monitoring Period End Date: 12/31/2018

Do you have analytical results to report for this monitoring period? YES NO

Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event? [For example, this will be the case if you only collected and analyzed one sample of sewage sludge or biosolids for this compliance monitoring period.]

YES NO

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a) (http://www.ecfr.gov/cgi-bin/text-idx?mode=pt40.32.503&rgn=div5#se40.32.503_113), EPA's regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?mode=pt40.32.503&rgn=div5#se40.32.503_113)). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 (http://www.ecfr.gov/cgi-bin/text-idx?mode=pt40.32.503&rgn=div5#se40.32.503_113) to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Arsenic	=	1.9	
Cadmium	=	2	
Copper	=	600	
Lead	=	11	
Mercury	=	0.5	
Molybdenum	=	9.5	
Nickel	=	18	
Selenium	=	4.8	
Zinc	=	1700	

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Cadmium	=	2	
Copper	=	600	
Lead	=	11	
Mercury	=	0.5	
Nickel	=	18	
Selenium	=	4.8	
Zinc	=	1700	

Report the average concentration (mg/kg, dry weight basis) of Total Nitrogen (TKN plus Nitrate-Nitrite, as N) in the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)	If No Data, Select One Of The Following
Total Nitrogen (TKN plus Nitrate-Nitrite)	=	71000	

Sludge Management - Surface Disposal

Sludge Management - Incineration

Sludge Management - Other Management Practice

Additional Information

Please enter any additional information that you would like to provide in the comment box below.

Carmel Area Wastewater District contracts with Liberty Composting to haul away and compost all Biosolids generate at the WWTP. Liberty Composting contact information is as follows: 12421 Holloway Road, P.O. Box 5, Lost Hills, CA 93249. Liberty Composting Annual Report for CAWWDD is one of the additional attachments to this report.

Additional Attachments

Name	Created Date	Size
Liberty_Composting_Carmel_Annual_Report.pdf	01/17/2019 6:29 PM	507.09 KB

Certification Information

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Certified By: Edward L. Waggoner (CAL047996)

Certified On: 01/29/2019 12:09 PM

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 31, 2019

Subject: Pebble Beach Community Services District – Regular Board Meeting
December 7, 2018

DISCUSSION

Agenda items from the January 25, 2019 meeting that are of specific interest to this District:

- Total cash balance at the end of December 2018 was \$20.2M; of that amount, \$10.6M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The December 2018 Cash Basis Budget showed total revenues at 43.5% and total expenditures at 14.9%
- The Board approved a contract with Hayashi & Wayland Accounting and Consulting, LLP to perform the District's annual financial audit for three years 2018-19 through 2020-21.
- Forest Lake Reservoir held 86 MG (million gallons) of recycled water or 75% of permitted capacity. Current storage volume is 12% above the historic average of 77 MG.
- Total irrigation water demand for the 2018 calendar year through December was 986 AF (acre feet). Total demand for the calendar year is 1% above the 5-year average of 983 AF and 1% above the 23-year average annual usage of 978 AF. The months of November and December reflect a net storage increase of approximately 12 and 30 MG respectively at Forest Lake Reservoir.

- Average daily wastewater flow of 342,000 GPD was measured in December at the PBCSD-Carmel gate. This represents 30% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 28% below the five-year average of 478,000 GPD for the month of December; the CAWD total flow was 19% below the five-year average of 1,404,000 GPD for December.
- The three alternative source water projects were shut down on November 21, 2018 due to recent storm events. Total year-to-date production for the 2018 calendar year through December 31, 2018 is 41 acre-feet.
- The Board authorized the purchase of server hardware and software for the SCADA System Improvement Project, Phase 1 for an amount not to exceed \$80K.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 18	36.645	25.589	11.056	30.171%
Aug - 18	36.346	25.482	10.864	29.890%
Sept - 18	33.219	23.073	10.146	30.543%
Oct - 18	32.829	22.915	9.914	30.199%
Nov-18	33.762	23.837	9.925	29.397%
Dec-18	35.452	24.846	10.606	29.917%
Total	208.253	145.742	62.511	30.016%

STAFF REPORT



To: Board of Directors

From: B. Buikema, General Manager

Date: February 28, 2019

Subject: Summary of Monterey County Treasurer Report dated 12-31-18

RECOMMENDATION

No action required – this is informational only

DISCUSSION

During the October – December quarter, the selloff in equity markets pushed investors to seek the relative safety of U.S. Treasury obligations, pushing yields lower. Interest rates with maturities greater than 1-year fell sharply, while short term rates moved up slightly. This resulted in an inverted yield curve at the quarter end, with the 1-year Treasury yielding more than a 5-year Treasury. As was widely expected, the Federal Reserve raised the federal funds target rate by 25 basis points (0.25%) for the fourth time in 2018 at its December meeting. The U.S. economy is experiencing a strong labor market, adding 762K total jobs in the second quarter, a deceleration of inflation to just below the Fed’s 2% target and positive contributions from business investment, consumer spending, and federal, state, and local government spending. Potential headwinds exist in the form of geopolitical risks, tariffs, slower housing market momentum, contracting oil supply and rising interest rates.

PORTFOLIO CHARACTERISTICS			
	06-30-18	09-30-18	12-31-18
Total Assets	\$1,560,422,623.40	\$1,331,217,570.21	\$1,528,686,820.37
Market Value	\$1,551,265,646.11	\$1,323,210,566.84	\$1,518,307,204.45
Days to Maturity	233	222	272
Yield	1.63%	1.84%	2.08%
Estimated Earnings	\$6,477,652.90	\$6,517,874.72	\$7,409,471.25

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

PORTFOLIO ASSET COMPOSITION 12-31-18	
Corporate Notes	15.2%
Overnight Liquid Assets	25.3%
US Treasuries	29.8%
Federal Agencies	13.4%
Commercial Paper	8.2%
Negotiable CDs	4.4%
Supranationals	3.1%
Municipal Bonds	0.0%
Asset Backed Securities	0.6%

The County Treasury continues to perform comparatively to portfolio benchmarks this quarter. The County investment strategy continues to focus on capturing relative value while remaining cautious.

Future Strategy: The Treasurer has 72% of the portfolio invested in maturities under one year and 27% invested in the 1-3 year maturity range. In the current interest rate environment of rising rates, holding shorter-term securities allows the County to capture higher yields as maturities are reinvested. We will continue to manage the portfolio under the established tenets of safety and liquidity while seeking to maximize the rate of return.

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

Note: The full Monterey County Treasurer Report is available at:
www.co.monterey.ca.us/taxcollector/Treasury_Main.html