



# CARMEL AREA WASTEWATER DISTRICT

---

## Regular Board Meeting

---

3945 Rio Road, Carmel, CA 93923

October 28, 2021  
Thursday  
9:00AM

---



# Carmel Area Wastewater District

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

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

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

## COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-08-21 (June 11, 2021) the following will be in effect until September 30, 2021.

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



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
**Thursday, 9:00 a.m., September 30, 2021**

Teleconference Webinar  
(See California Executive Order N-08-21)

---

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

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

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)  
Rachél Lather, District Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Plant Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Mark Dias, Safety and Regulatory Compliance Administrator, CAWD  
Mike Skinkle, Maintenance Mechanic, CAWD  
Domine Barringer, Administrative Assistant/Board Clerk, CAWD  
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD  
Karla Cristi, CMMS & Plant Administrator, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Peter McKee, Board Member of Pebble Beach Community Services District (PBCSD)  
Mike Niccum, General Manager, PBCSD  
Mark Stilwell, Restaurant/Hotel Owner in Carmel-by-the-Sea  
Brian Hanlon, CEO, Iorex Global  
Julie Koo, President, Iorex Global  
Robert Bowcock, Iorex Global  
Sterling Washington, Iorex Global  
Iris Lee, Iorex Global

**1. Public Comments:**

Mr. Stilwell publicly commented on recent inquiries into a remodel of his hotel/restaurant Carmel Lodge on the corner of 5<sup>th</sup> & San Carlos in downtown Carmel-by-the-Sea.

**2. Agenda Changes:**

There were no agenda changes.

**3. Ordinance 2021-03:**

The staff report for the new Pretreatment Ordinance No. 2021-03 was given by Rachél Lather.

After brief questions from the Board, and comments from CAWD staff, the Ordinance will have some additional clarifying language added prior to its effective date. A public hearing was opened at 9:25 a.m. and was closed at 9:26 a.m. with no public objections.

#### ***Board Action***

**A motion was made by Director Siegfried and seconded by Director Rachel to approve Ordinance No. 2021-03 as amended. Following a Roll Call vote, the Board unanimously passed Ordinance 2021-03, adopting a new pretreatment ordinance and resulting requirements.**

#### **4. *The 2019 Iorex corrosion control pilot:***

Mr. Treanor gave the staff report on the Iorex corrosion control pilot that was implemented in 2019 to eliminate corrosion and rust on the #1 Water (potable water) system. In the 2 years since its purchase there has been no quantifiable data on the system's impact on corrosion at the plant. A representative from Iorex Global, Robert Bowcock, provided a presentation and Iorex CEO, Julie Koo, offered recommendations.

The process by which CAWD implemented the purchase of this product was discussed. The Board advised staff to reevaluate the decision-making process that occurred in the introduction of the product and its implementation and communication that occurred during its use.

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

*Consists of routine items for which Board approval can be taken with a single motion and vote.*

#### ***Board Action***

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

- 5.** August 26, 2021, Regular Board Meeting Minutes; September 14, 2021, Budget Committee Meeting Minutes
- 6.** Bank Statement Review by Hayashi Wayland
- 7.** Schedule of Cash Receipts & Disbursements
- 8.** Register of Disbursements - Carmel Area Wastewater District
- 9.** Register of Disbursements – CAWD/PBCSD Reclamation Project
- 10.** Financial Statements and Supplementary Schedules
- 11.** Collection System Superintendent's Report
- 12.** Safety and Regulatory Compliance Report
- 13.** Treatment Facility Operations Report
- 14.** Laboratory/Environmental Compliance Report
- 15.** Capital Projects Report/Implementation Plan
- 16.** Project Summaries
- 17.** Plant Operations Report



18. Maintenance Projects Report
19. Principal Engineer Monthly Report of General Engineering

## **ACTION ITEMS BEFORE THE BOARD**

*These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion, Vote and Action.*

## **RESOLUTIONS**

20. **Resolution No. 2021-53;** Report by Rachél Lather

### ***Board Action***

***After discussion, a motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2021-53, authorizing a contract with MNS Engineers, Inc. to provide design services for Project #21-05 for \$202,921.***

21. **Resolution No. 2021-54;** Report by Patrick Treanor

### ***Board Action***

***After brief discussion, a motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-54, accepting the lowest responsible and responsive bid for the "WWTP Eucalyptus Pruning" (project #21-01), to Tope's for \$92, 000 with an additional change order allowance of \$15,000.***

22. **Resolution No. 2021-55;** Report by Rachél Lather

### ***Board Action***

***A motion to approve the resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2021-55, authorizing a contract amendment with MNS Engineers, Inc. for additional environmental compliance services for project #20-08 for an amount of \$47, 577.***

23. **Resolution No. 2021-56;** Report by Barbara Buikema

### ***Board Action***

***A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-56, proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Governor's Order #N-25-20 and authorizing remote teleconference meetings from October 1 through October 30, 2021.***

## COMMUNICATIONS

### 24. General Manager Report - oral report

Barbara Buikema reported on the mandatory vaccine requirement of staff. She made a request for CAWD's annual employee barbeque to be held on October 29, 2021, but because of a conflict it may be changed to November 5, 2021.

### 25. *Public Comment:*

Mr. Stilwell presented information to the Board regarding a renovation of his hotel and restaurant and the location of a grease trap cleanout. After information was provided the Board decided that the location of this grease trap cleanout and any objections to it are a matter for the City of Carmel-by-the-Sea and not for CAWD.

### 26. The Board discussed a recent spill/backup that was caused by grease and rag buildup in the sewer main line downtown, and downstream from a row of restaurants. It was decided that Collections will report on "hot spots", such as that, for grease output to the sewer main line in the monthly Collections report provided to the Board for regular meetings.

## OTHER ITEMS BEFORE THE BOARD

### 27. Fall 2021 Newsletter draft – Report by Barbara Buikema

The Board reviewed the draft and had some questions. Staff provided additional information to the board and the newsletter will be published.

## INFORMATION/DISCUSSION ITEMS

### 28. A summary of the Monterey County Treasurer Report was given by General Manager, Barbara Buikema.

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

- Director Siegfried is scheduled for the October 29, 2021, PBCSD Board meeting.
- Director Siegfried is scheduled to attend the October 19, 2021, Special Districts Association of Monterey County meeting.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on November 9, 2021.
- The Board discussed setting a date for an offsite seminar/retreat for board members.
- The size of the board packet was also discussed, and accessibility of the information provided in it. The Board would like to keep the packets as they are and provide more information to members of the public rather than less complicated text/content.

### **30. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:11 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, October 28, 2021, or an alternate acceptable date, via teleconference webinar.*

***As Reported To:***

---

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

**APPROVED:**

---

***Ken White, President***



## HAYASHI | WAYLAND

### INDEPENDENT ACCOUNTANTS' REPORT

October 14, 2021

To the Board of Directors  
Carmel Area Wastewater District

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

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

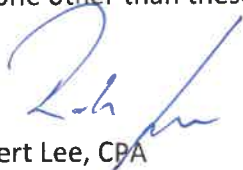
The procedures we performed and the associated findings are as follows:

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



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

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



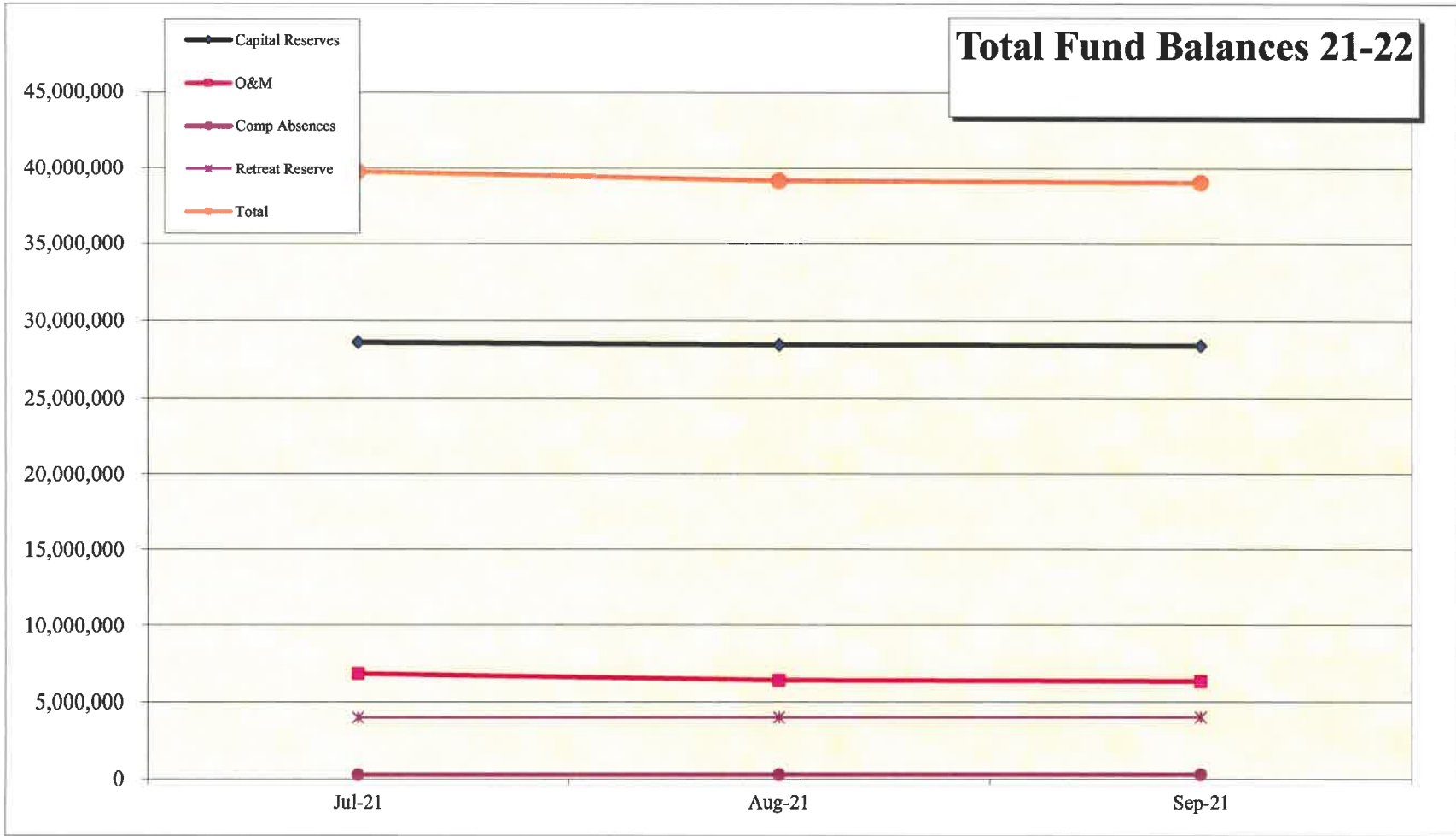
Robert Lee, CPA  
Partner  
Hayashi Wayland

Cc: Mr. Ken White, President



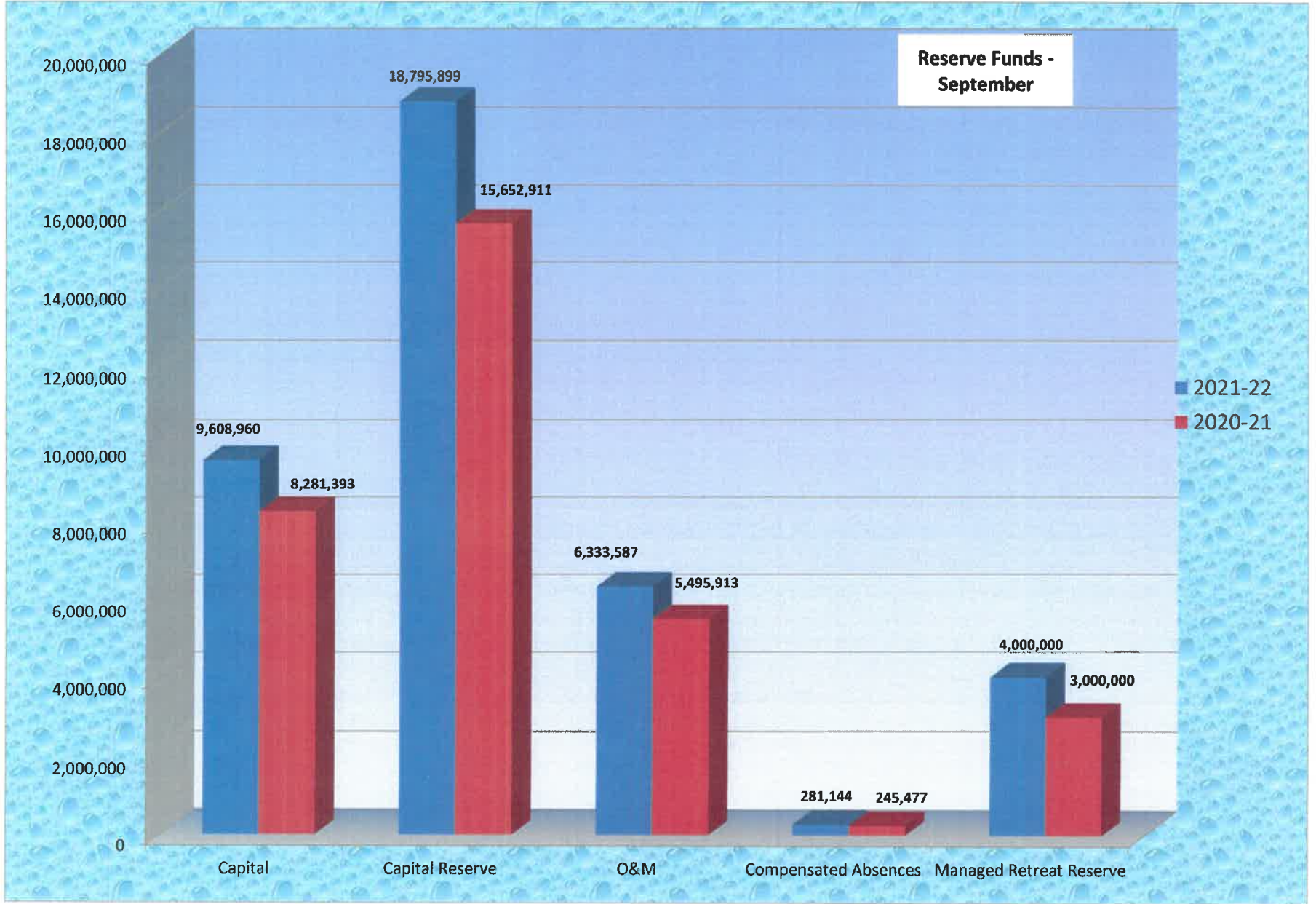
**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - SEPTEMBER 2021**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
<b>BALANCE BEGINNING OF MONTH</b>	\$9,667,654	\$18,788,671	\$6,390,768	\$281,144	\$4,000,000	\$39,128,238	\$713,591	\$109,990	\$1,195,868
<b>Receipts:</b>									
User Fees			17,719				46,452		
Property Taxes		7,228							
PBCSD Treatment Fees							230,000		
Reclamation O & M reimbursement									
Reclamation capital billing									
Permits							6,090		
PBCSD capital billing							157,306		
Other misc. revenue							19,782		
Interest income			61,355						
Connection Fees									
CCLEAN receipts							16,891		
CRFree Project grant funds							4,596		
CSRMA Wellness rebates									
Corona Road deposit									
Void checks-replace lost check									
<b>Total Receipts</b>	<b>0</b>	<b>7,228</b>	<b>79,074</b>	<b>0</b>	<b>0</b>	<b>86,302</b>	<b>481,117</b>	<b>0</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M									
Transfers to Chase Bank PR							(230,000)	230,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(58,694)		58,694						
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(58,694)</b>	<b>0</b>	<b>58,694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(230,000)</b>	<b>230,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							315,929		
Payroll & payroll taxes								223,533	
Employee Dental reimbursements							7,513		
CALPERS EFT							35,035		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							522		
US Bank EFT							14,309		
Deferred comp contributions EFT							13,316	0	
PEHP contributions EFT							3,198	0	
Bank/ADP fees							0	514	
Highlands Bond Debt Service Payment			194,949						
Annual County admin billing fee									
Repay COVID payroll tax credit taken								2,791	
GASB 68 report fee & SSA 218 fee									
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>194,949</b>	<b>0</b>	<b>0</b>	<b>194,949</b>	<b>390,408</b>	<b>226,839</b>	<b>0</b>
<b>BALANCE END OF MONTH</b>	<b>9,608,960</b>	<b>18,795,899</b>	<b>6,333,587</b>	<b>281,144</b>	<b>4,000,000</b>	<b>39,019,590</b>	<b>574,300</b>	<b>113,152</b>	<b>1,195,868</b>



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





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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
09/01/21	1969-1979	<b>VOID-PRINT ERROR</b>		0.00
09/01/21	1980	Alliant Insurance Services	2021-22 Fiduciary Liability renewal	2,538.00
09/01/21	1981	Allied Fluid Products	PVC hose with camlocks	988.11
09/01/21	1982	Amazon Capital Services	Operating supplies	208.58
09/01/21	1983	American Fidelity Assurance Company	Flex accounts	223.06
09/01/21	1984	American Fidelity Assurance	Employee insurance premiums	586.16
09/01/21	1985	AT&T Mobility	Cell and mobile device service	65.09
09/01/21	1986	AT&T	Plant fiber router, voice routing and IP card	780.02
09/01/21	1987	Automationdirect.com	Circuit breakers	879.24
09/01/21	1988	Barbara Buikema	Dental	144.00
09/01/21	1989	Bryan Mailey Electric	Various electrical repairs at the Plant and pump stations	19,338.30
09/01/21	1990	Buckles-Smith Electric	Fiber optic cable	512.40
09/01/21	1991	Burleson Consulting	Biological evaluation for the Eucalyptus Tree Trimming Project #21-01	600.00
09/01/21	1992	Carmel Marina Corporation	Admin garbage	61.99
09/01/21	1993	Cintas Corporation	Laundry service	1,574.54
09/01/21	1994	Clark Pest Control	Plant service	279.00
09/01/21	1995	Coastal Fabrication Company	Stainless steel sheets	1,445.07
09/01/21	1996	Comcast	Admin internet	233.41
09/01/21	1997	Culligan Water	C&I Exchange service for lab	17.35
09/01/21	1998	CWEA	Employee annual membership and certificate renewal	288.00
09/01/21	1999	Direct TV	Monthly service	88.99
09/01/21	2000	DKF Solutions Group	Workbook for SSO response update	654.21
09/01/21	2001	Domine Barringer	Office expense reimbursements	39.46
09/01/21	2002	Edges Electrical	Electrical supplies	3,539.72
09/01/21	2003	Environmental Resource Associates	Lab supplies	274.19
09/01/21	2004	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,645.09
09/01/21	2005	Evantec Corporation	Lab supplies	151.18
09/01/21	2006	Exceedio	RAM upgrade for maintenance computer	223.14
09/01/21	2007	Ferguson Enterprises	Green safe trace wire	2,032.89
09/01/21	2008	Frank A. Olsen Company	Aeration Basin Improvement Project #19-19 ( <b>CAPITAL</b> )	8,301.84
09/01/21	2009	Frisch Engineering	SCADA and PLC engineering	2,640.00
09/01/21	2010	Gavilan/Salinas Crane & Rigging	Hoist rental to remove parts from the top of the 1956 digester	300.00
09/01/21	2011	GLS US	Shipping of lab samples	148.52
09/01/21	2012	Got.Net	Domain parking	24.20
09/01/21	2013	Grainger	Operating supplies	459.99
09/01/21	2014	Granite Rock Company	Base rock for the Elec/Mech Rehab & Sludge Holdg Tank Project #18-01 ( <b>CAPITAL</b> )	796.58
09/01/21	2015	Hall Landscape Design	Aerial photography of the CAWD bridge trail and planning and design for the WWTP Perimeter Tree Planting Project #18-28 ( <b>CAPITAL \$2,037.50</b> )	11,666.50
09/01/21	2016	Harrington Industrial Plastics	PVC flanges and motor housing kit	677.34
09/01/21	2017	ICON Cloud Solutions	Telephone service	594.39
09/01/21	2018	Image Source	Plant copier billing	77.31
09/01/21	2019	Infrastructure Technologies, LLC	Annual subscription for the IT Pipes software	3,500.00

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
09/01/21	2020	Instrument Technology Corp.	Viavax Pro Receiver with radio power modes	2,879.08
09/01/21	2021	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	10,536.34
09/01/21	2022	Kemira Water Solutions	Ferric chloride	5,035.30
09/01/21	2023	Kennedy/Jenks Consultants	CRFREE Mitigation Pipeline Undergrounding project #19-21	4,528.75
09/01/21	2024	Kristina Pacheco	Dental	458.40
09/01/21	2025	MBWWA	Vendor show and meeting tickets	70.00
09/01/21	2026	McMaster-Carr	Stainless steel flow adjustment valves	154.53
09/01/21	2027	Michael Rachel	Dental	798.80
09/01/21	2028	Monterey Bay Engineers	Corona Road Assessment District engineer's report #18-21	11,670.00
09/01/21	2029	Monterey Auto Supply	Oil and filters	108.49
09/01/21	2030	Monterey Bay Air Resources District	Annual air board toxics permit fees	7,832.00
09/01/21	2031	OptekUSA	Preventative maintenance on microscopes	600.00
09/01/21	2032	Patelco Credit Union	Health savings accounts contributions	5,203.69
09/01/21	2033	Pacific Gas & Electric	Design and permit for electrical connection to pump for the Carmel Meadows Gravity Sewer Project #19-03 ( <b>CAPITAL \$2,500.00</b> ) and July co-gen billing	3,000.58
09/01/21	2034	Public Agency Coalition Enterprise	Health insurance premium	33,068.22
09/01/21	2035	Quill LLC	Office supplies	139.24
09/01/21	2036	Rachel Lather-Hidalgo	Dental	2,788.72
09/01/21	2037	Raymond DeOcampo	Reimbursement for lab ice	8.60
09/01/21	2038	SIMA Barnyard LLC	Customer user fee refund	5,588.24
09/01/21	2039	Univar Solutions USA Inc.	Sodium hypochlorite	7,855.00
09/01/21	2040	USA North 811 for the benefit of CA	Annual Underground Facilities Safe Excavation fee	952.77
09/01/21	2041	Vision Service Plan	Vision insurance premium	616.00
09/15/21	2042	3T Equipment Company	Pipe patch winter sewer line repair kit	793.75
09/15/21	2043	Amazon Capital Services	Office and safety supplies	235.73
09/15/21	2044	American Fidelity Assurance Company	Flex accounts	111.53
09/15/21	2045	AT&T CALNET 3	Admin, Plant alarms and Plant fiber	689.87
09/15/21	2046	AT&T	Admin alarm	44.63
09/15/21	2047	AT&T	Voice routing line	52.14
09/15/21	2048	Automationdirect.com	Operating supplies	524.74
09/15/21	2049	Bartel Associates	Actuarial services for the GASB 68 reports on the CALPERS plans	1,400.00
09/15/21	2050	Blackburn MFG	Rhino hybrid 3-rail posts and stickers	1,462.56
09/15/21	2051	Cal-Am Water	Monthly service	1,666.16
09/15/21	2052	Carmel Marina Corporation	Plant rolloffs and admin garbage	2,358.55
09/15/21	2053	CAWDPBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	664.28
09/15/21	2054	Cintas Corporation	Laundry service	378.89
09/15/21	2055	Clark Pest Control	Plant service	279.00
09/15/21	2056	Comcast	Pump station internet	1,074.70
09/15/21	2057	Conexwest	Balance due for the MODFAB custom container office for the Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	2,134.24
09/15/21	2058	Denise Duffy & Associates	Mass Annexation Project #19-09 and vegetation maintenance for Hatton Canyon	15,380.60
09/15/21	2059	Edges Electrical	Plant and Collections electrical supplies	2,446.72

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
09/15/21	2060	Fanny Mui	Dental	1,260.00
09/15/21	2061	Fastenal Company	Operating supplies	1,846.75
09/15/21	2062	First Alarm	Upgrading Plant and admin units to 4g	598.00
09/15/21	2063	Flosource	RCS MAR 10-10 Actuator	1,216.50
09/15/21	2064	Grainger	Operating supplies	245.02
09/15/21	2065	Granite Rock Company	Base rock for the Elec/Mech Rehab & Sludge Holdg Tank Project #18-01 (CAPITAL)	806.65
09/15/21	2066	Hall Landscape Design	CAWD Bridge Trail meeting and revised tree list for the Eucalyptus Tree Pruning Project #21-01 (CAPITAL \$85.00)	297.50
09/15/21	2067	Hayashi & Wayland Acctg & Consulting	July and August bank reconciliation oversight	750.00
09/15/21	2068	ICON Cloud Solutions	Telephone service	594.39
09/15/21	2069	James Grover	Dental	1,536.00
09/15/21	2070	Kennedy/Jenks Consultants	Elec/Mech Rehab & Sludge Holdg Tank Project #18-01 (CAPITAL)	9,075.00
09/15/21	2071	Kristina Pacheco	Reimburse for office postage	5.11
09/15/21	2072	Liberty Composting	Sludge hauling	8,348.11
09/15/21	2073	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFFREE Mitigation Pipeline Undergrounding Project #19-21	1,011.50
09/15/21	2074	Peerless Mobile Detailing	Detail the admin vehicle	200.00
09/15/21	2075	Peninsula Welding & Medical Supply	Non-liquid cylinders rent	103.20
09/15/21	2076	Pacific Gas & Electric	Monthly service	34,398.96
09/15/21	2077	Pure Water	Plant and admin water	111.50
09/15/21	2078	Quill LLC	Office supplies	93.16
09/15/21	2079	Raymond DeOcampo	Dental	276.00
09/15/21	2080	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	17,693.51
09/15/21	2081	Robert Siegfried	Dental	251.00
09/15/21	2082	Scarborough Lumber & Building	Operating supplies	148.62
09/15/21	2083	Sierra Instruments	Instrument repair digital board and display	1,351.56
09/15/21	2084	Silke Communications	Annual FCC license renewal of VHF channel	52.50
09/15/21	2085	Smitty's Janitorial	Plant and admin service	1,320.00
09/15/21	2086	Solenis LLC	Praestol K 144 L-NA polymer	9,958.18
09/15/21	2087	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design and Bay/Scenic Pump Station Rehab Project #20-07 (CAPITAL)	15,263.82
09/15/21	2088	State Board of Equalization	Filing fee for the Mass Annexation Project #19-09	2,500.00
09/15/21	2089	Streamline	August and September website maintenance	800.00
09/15/21	2090	Terry Equipment	Water pump service	1,241.00
09/15/21	2091	ULINE	Fiberglass podium ladders	828.26
09/15/21	2092	US Postal Service	Annual fee for PO Box	284.00
09/15/21	2093	Wellington Law Offices	District legal services	3,787.00
				<b>323,441.50</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Sep-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
09/01/21	368	Amazon Capital Services	Gould's centrifugal pump	595.85
09/01/21	369	ATS	One 3600lb tote of PHOS-58	20,075.69
09/01/21	370	Brenntag Pacific	Sulfuric acid	6,477.76
09/01/21	371	Bryan Mailey Electric	Install new nephelometer and fix lab power source	420.00
09/01/21	372	Environmental Resource Associates	Lab supplies	274.18
09/01/21	373	Evantec Corporation	Lab supplies	151.17
09/01/21	374	Gavilan/Salinas Crane & Rigging	Rent hoist to pull pump	800.00
09/01/21	375	Grainger	Grease gun and wrench	44.10
09/01/21	376	Pacific Gas & Electric	MF/RO bill	24,160.27
09/01/21	377	Shape Incorporated	Flygt pump and power cable	8,867.83
09/01/21	378	Thatcher Company of California	Sulfuric acid and citric acid with container deposits	15,493.53
09/15/21	379	Brenntag Pacific	Ammonium hydroxide	3,784.56
09/15/21	380	Coastal Fabrication	Fabricate pump stand	7,694.05
09/15/21	381	Harrington Industrial Plastics	Repair parts	49.66
09/15/21	382	Kaeser Compressors	SET filters compressor SM	418.32
09/15/21	383	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	267,311.83
09/15/21	384	Pebble Beach Community Services District	O&M reimbursement	24,307.45
09/15/21	385	Pacific Gas & Electric	Tertiary billing	22,551.18
09/15/21	386	Professional Water Technologies	IntelogX remote monitoring portal	12,000.00
09/15/21	387	Solenis LLC	Praestol K 144 L-NA polymer	4,979.09
09/15/21	388	Tesco Controls	Replace lost check #292 from 6/1/21	876.45
09/15/21	389	Thatcher Company of California	Sulfuric acid and tote credits	7,105.63
09/15/21	390	Trussell Technologies	MF/RO Ops Support project data review	1,287.50
09/15/21	391	Wells Fargo Advisors	Transfer to reserve account	158,000.00
				<b>587,726.10</b>





---

**Financial Statements  
and  
Supplementary Schedules**

**September 2021**

---

October 28, 2021

# *Carmel Area Wastewater District*

## *Balance Sheet*

September 2021

ASSETS			
Current Assets			
Cash			
Cash	40,902,909.04		
TOTAL Cash	40,902,909.04		
Other Current Assets			
Other Current Assets	648,874.85		
TOTAL Other Current Assets	648,874.85		
TOTAL Current Assets		41,551,783.89	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		
Treatment Structures			
Treatment Structures	70,358,452.24		
TOTAL Treatment Structures	70,358,452.24		
Treatment Equipment			
Treatment Equipment	8,730,143.38		
TOTAL Treatment Equipment	8,730,143.38		
Collection Structures			
Collection Structures	1,238,843.71		
TOTAL Collection Structures	1,238,843.71		
Collection Equipment			
Collection Equipment	1,509,600.36		
TOTAL Collection Equipment	1,509,600.36		
Sewers		13,293,350.40	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85		
Other Fixed Assets			
Other Fixed Assets	4,541,519.07		
TOTAL Other Fixed Assets	4,541,519.07		
Capital Improvement Projects			
Capital Improvement Projects	2,146,182.99		
TOTAL Capital Improvement Projects	2,146,182.99		
Accumulated depreciation		(53,930,419.33)	
TOTAL Fixed Assets		49,839,623.43	
Other Assets			
Other Assets		1,159,310.26	
TOTAL Other Assets		1,159,310.26	
TOTAL ASSETS		92,550,717.58	



# *Carmel Area Wastewater District*

## *Balance Sheet*

September 2021

---

LIABILITIES			
Current Liabilities			
Current Liabilities	592,844.71		
TOTAL Current Liabilities	<u>592,844.71</u>		592,844.71
Long-Term Liabilities			
Long Term Liabilities	720,148.04		
TOTAL Long-Term Liabilities	<u>720,148.04</u>		<u>720,148.04</u>
TOTAL LIABILITIES			<u>1,312,992.75</u>
NET POSITION			
Net Assets	92,243,119.81		
Year-to-Date Earnings	(1,005,394.98)		
TOTAL NET POSITION			<u>91,237,724.83</u>
TOTAL LIABILITIES & NET POSITION			<u>92,550,717.58</u>

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	607,220.65	470,852.49	136,368.16	29.0 %
TOTAL Income	607,220.65	470,852.49	136,368.16	29.0 %
Adjustments				
Discounts	9.87	0.00	9.87	
TOTAL Adjustments	9.87	0.00	9.87	
*****	607,230.52	470,852.49	136,378.03	29.0 %
***** OPERATING INCOME	607,230.52	470,852.49	136,378.03	29.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	953,929.46	937,156.70	(16,772.76)	-1.8 %
TOTAL Salaries and Payroll Taxes	953,929.46	937,156.70	(16,772.76)	-1.8 %
Employee Benefits				
Employee Benefits	210,717.63	320,977.24	110,259.61	34.4 %
TOTAL Employee Benefits	210,717.63	320,977.24	110,259.61	34.4 %
Director's Expenses				
Director's Expenses	5,008.80	8,475.00	3,466.20	40.9 %
TOTAL Director's Expenses	5,008.80	8,475.00	3,466.20	40.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	28,554.97	22,373.79	(6,181.18)	-27.6 %
TOTAL Truck and Auto Expenses	28,554.97	22,373.79	(6,181.18)	-27.6 %
General and Administrative				
General and Administrative	139,033.25	211,650.00	72,616.75	34.3 %
TOTAL General and Administrative	139,033.25	211,650.00	72,616.75	34.3 %
Office Expense				
Office Expense	3,897.62	14,043.72	10,146.10	72.2 %
TOTAL Office Expense	3,897.62	14,043.72	10,146.10	72.2 %
Operating Supplies				
Operating Supplies	88,701.43	122,598.06	33,896.63	27.6 %
TOTAL Operating Supplies	88,701.43	122,598.06	33,896.63	27.6 %
Contract Services				
Contract Services	229,450.59	395,803.84	166,353.25	42.0 %
TOTAL Contract Services	229,450.59	395,803.84	166,353.25	42.0 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	42,317.32	189,187.50	146,870.18	77.6 %
TOTAL Repairs and Maintenance	42,317.32	189,187.50	146,870.18	77.6 %
Utilities				
Utilities	89,279.65	115,266.99	25,987.34	22.5 %
TOTAL Utilities	89,279.65	115,266.99	25,987.34	22.5 %
Travel and Meetings				
Travel and Meetings	4,233.63	13,733.73	9,500.10	69.2 %
TOTAL Travel and Meetings	4,233.63	13,733.73	9,500.10	69.2 %
Permits and Fees				
Permits and Fees	7,867.00	16,700.00	8,833.00	52.9 %
TOTAL Permits and Fees	7,867.00	16,700.00	8,833.00	52.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,127.18	3,234.99	1,107.81	34.2 %
TOTAL Memberships and Subscriptions	2,127.18	3,234.99	1,107.81	34.2 %
Safety				
Safety	14,388.50	12,252.54	(2,135.96)	-17.4 %
TOTAL Safety	14,388.50	12,252.54	(2,135.96)	-17.4 %
Other Expenses				
Other Expense	60.00	1,125.03	1,065.03	94.7 %
TOTAL Other Expenses	60.00	1,125.03	1,065.03	94.7 %
TOTAL Operating Expenses	1,819,567.03	2,384,579.13	565,012.10	23.7 %
***** OPERATING INCOME (LOSS)	(1,212,336.51)	(1,913,726.64)	701,390.13	36.7 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	206,941.53	112,500.00	94,441.53	83.9 %
TOTAL Other Income or Gain	206,941.53	112,500.00	94,441.53	83.9 %
TOTAL Non-op Income, Expense, Gain or Loss	206,941.53	112,500.00	94,441.53	83.9 %
***** NET INCOME (LOSS)	(1,005,394.98)	(1,801,226.64)	795,831.66	44.2 %
***** NET INCOME (LOSS)	(1,005,394.98)	(1,801,226.64)	795,831.66	44.2 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	135,482.34	141,394.36	5,912.02	4.2 %
TOTAL Salaries and Payroll Taxes	135,482.34	141,394.36	5,912.02	4.2 %
Employee Benefits				
<i>Employee Benefits</i>	38,212.85	59,072.43	20,859.58	35.3 %
TOTAL Employee Benefits	38,212.85	59,072.43	20,859.58	35.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	944.52	2,082.51	1,137.99	54.6 %
TOTAL Truck and Auto Expenses	944.52	2,082.51	1,137.99	54.6 %
General and Administrative				
<i>General and Administrative</i>	11,172.57	7,749.99	(3,422.58)	-44.2 %
TOTAL General and Administrative	11,172.57	7,749.99	(3,422.58)	-44.2 %
Office Expense				
<i>Office Expense</i>	289.31	562.50	273.19	48.6 %
TOTAL Office Expense	289.31	562.50	273.19	48.6 %
Operating Supplies				
<i>Operating Supplies</i>	6,641.44	14,325.06	7,683.62	53.6 %
TOTAL Operating Supplies	6,641.44	14,325.06	7,683.62	53.6 %
Contract Services				
<i>Contract Services</i>	68,827.09	140,175.02	71,347.93	50.9 %
TOTAL Contract Services	68,827.09	140,175.02	71,347.93	50.9 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	21,475.20	56,749.98	35,274.78	62.2 %
TOTAL Repairs and Maintenance	21,475.20	56,749.98	35,274.78	62.2 %
Utilities				
<i>Utilities</i>	1,090.67	1,175.01	84.34	7.2 %
TOTAL Utilities	1,090.67	1,175.01	84.34	7.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	751.94	1,599.99	848.05	53.0 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	751.94	1,599.99	848.05	53.0 %
Permits and Fees				
Permits and Fees	4,531.00	3,500.00	(1,031.00)	-29.5 %
TOTAL Permits and Fees	4,531.00	3,500.00	(1,031.00)	-29.5 %
Memberships and Subscriptions				
Memberships and Subscriptions	101.00	600.00	499.00	83.2 %
TOTAL Memberships and Subscriptions	101.00	600.00	499.00	83.2 %
Safety				
Safety	10,911.77	7,800.03	(3,111.74)	-39.9 %
TOTAL Safety	10,911.77	7,800.03	(3,111.74)	-39.9 %
TOTAL Operating Expenses	300,431.70	436,786.88	136,355.18	31.2 %
***** OPERATING INCOME (LOSS)	(300,431.70)	(436,786.88)	136,355.18	31.2 %
***** NET INCOME (LOSS)	(300,431.70)	(436,786.88)	136,355.18	31.2 %
***** NET INCOME (LOSS)	(300,431.70)	(436,786.88)	136,355.18	31.2 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	180,252.95	163,234.89	(17,018.06)	-10.4 %
TOTAL Salaries and Payroll Taxes	180,252.95	163,234.89	(17,018.06)	-10.4 %
Employee Benefits				
<i>Employee Benefits</i>	53,081.20	67,733.11	14,651.91	21.6 %
TOTAL Employee Benefits	53,081.20	67,733.11	14,651.91	21.6 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	25,654.28	17,112.52	(8,541.76)	-49.9 %
TOTAL Truck and Auto Expenses	25,654.28	17,112.52	(8,541.76)	-49.9 %
General and Administrative				
<i>General and Administrative</i>	19,882.80	31,250.01	11,367.21	36.4 %
TOTAL General and Administrative	19,882.80	31,250.01	11,367.21	36.4 %
Office Expense				
<i>Office Expense</i>	79.45	2,349.99	2,270.54	96.6 %
TOTAL Office Expense	79.45	2,349.99	2,270.54	96.6 %
Operating Supplies				
<i>Operating Supplies</i>	11,687.90	9,799.98	(1,887.92)	-19.3 %
TOTAL Operating Supplies	11,687.90	9,799.98	(1,887.92)	-19.3 %
Contract Services				
<i>Contract Services</i>	42,226.88	51,550.00	9,323.12	18.1 %
TOTAL Contract Services	42,226.88	51,550.00	9,323.12	18.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	11,167.48	110,875.02	99,707.54	89.9 %
TOTAL Repairs and Maintenance	11,167.48	110,875.02	99,707.54	89.9 %
Utilities				
<i>Utilities</i>	10,260.40	11,574.99	1,314.59	11.4 %
TOTAL Utilities	10,260.40	11,574.99	1,314.59	11.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	732.63	4,101.24	3,368.61	82.1 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	732.63	4,101.24	3,368.61	82.1 %
Permits and Fees				
<i>Permits and Fees</i>	3,301.00	3,200.00	(101.00)	-3.2 %
TOTAL Permits and Fees	3,301.00	3,200.00	(101.00)	-3.2 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	667.00	995.01	328.01	33.0 %
TOTAL Memberships and Subscriptions	667.00	995.01	328.01	33.0 %
Safety				
<i>Safety</i>	3,476.73	3,702.51	225.78	6.1 %
TOTAL Safety	3,476.73	3,702.51	225.78	6.1 %
Other Expenses				
<i>Other Expense</i>	0.00	125.01	125.01	100.0 %
TOTAL Other Expenses	0.00	125.01	125.01	100.0 %
TOTAL Operating Expenses	362,470.70	477,604.28	115,133.58	24.1 %
***** OPERATING INCOME (LOSS)	(362,470.70)	(477,604.28)	115,133.58	24.1 %
***** NET INCOME (LOSS)	(362,470.70)	(477,604.28)	115,133.58	24.1 %
***** NET INCOME (LOSS)	(362,470.70)	(477,604.28)	115,133.58	24.1 %



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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	313,157.29	307,137.12	(6,020.17)	-2.0 %
TOTAL Salaries and Payroll Taxes	313,157.29	307,137.12	(6,020.17)	-2.0 %
Employee Benefits				
<i>Employee Benefits</i>	76,958.14	143,751.36	66,793.22	46.5 %
TOTAL Employee Benefits	76,958.14	143,751.36	66,793.22	46.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,530.52	1,600.00	69.48	4.3 %
TOTAL Truck and Auto Expenses	1,530.52	1,600.00	69.48	4.3 %
General and Administrative				
<i>General and Administrative</i>	69,570.36	149,750.01	80,179.65	53.5 %
TOTAL General and Administrative	69,570.36	149,750.01	80,179.65	53.5 %
Office Expense				
<i>Office Expense</i>	1,207.69	6,574.98	5,367.29	81.6 %
TOTAL Office Expense	1,207.69	6,574.98	5,367.29	81.6 %
Operating Supplies				
<i>Operating Supplies</i>	69,581.89	94,348.02	24,766.13	26.2 %
TOTAL Operating Supplies	69,581.89	94,348.02	24,766.13	26.2 %
Contract Services				
<i>Contract Services</i>	95,915.92	167,099.98	71,184.06	42.6 %
TOTAL Contract Services	95,915.92	167,099.98	71,184.06	42.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	7,124.10	17,862.48	10,738.38	60.1 %
TOTAL Repairs and Maintenance	7,124.10	17,862.48	10,738.38	60.1 %
Utilities				
<i>Utilities</i>	72,686.61	96,749.97	24,063.36	24.9 %
TOTAL Utilities	72,686.61	96,749.97	24,063.36	24.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,092.57	3,857.49	2,764.92	71.7 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,092.57	3,857.49	2,764.92	71.7 %
Permits and Fees				
<i>Permits and Fees</i>	35.00	10,000.00	9,965.00	99.7 %
TOTAL Permits and Fees	35.00	10,000.00	9,965.00	99.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	970.13	1,452.48	482.35	33.2 %
TOTAL Memberships and Subscriptions	970.13	1,452.48	482.35	33.2 %
Other Expenses				
<i>Other Expense</i>	0.00	500.01	500.01	100.0 %
TOTAL Other Expenses	0.00	500.01	500.01	100.0 %
TOTAL Operating Expenses	709,830.22	1,000,683.90	290,853.68	29.1 %
***** OPERATING INCOME (LOSS)	(709,830.22)	(1,000,683.90)	290,853.68	29.1 %
***** NET INCOME (LOSS)	(709,830.22)	(1,000,683.90)	290,853.68	29.1 %
***** NET INCOME (LOSS)	(709,830.22)	(1,000,683.90)	290,853.68	29.1 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	174,270.12	164,226.20	(10,043.92)	-6.1 %
TOTAL Salaries and Payroll Taxes	174,270.12	164,226.20	(10,043.92)	-6.1 %
Employee Benefits				
<i>Employee Benefits</i>	42,465.44	50,420.34	7,954.90	15.8 %
TOTAL Employee Benefits	42,465.44	50,420.34	7,954.90	15.8 %
Director's Expenses				
<i>Director's Expenses</i>	5,008.80	8,475.00	3,466.20	40.9 %
TOTAL Director's Expenses	5,008.80	8,475.00	3,466.20	40.9 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	425.65	1,578.76	1,153.11	73.0 %
TOTAL Truck and Auto Expenses	425.65	1,578.76	1,153.11	73.0 %
General and Administrative				
<i>General and Administrative</i>	16,457.82	22,899.99	6,442.17	28.1 %
TOTAL General and Administrative	16,457.82	22,899.99	6,442.17	28.1 %
Office Expense				
<i>Office Expense</i>	2,321.17	4,550.01	2,228.84	49.0 %
TOTAL Office Expense	2,321.17	4,550.01	2,228.84	49.0 %
Operating Supplies				
<i>Operating Supplies</i>	235.26	450.00	214.74	47.7 %
TOTAL Operating Supplies	235.26	450.00	214.74	47.7 %
Contract Services				
<i>Contract Services</i>	22,266.78	36,978.84	14,712.06	39.8 %
TOTAL Contract Services	22,266.78	36,978.84	14,712.06	39.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	732.12	1,250.01	517.89	41.4 %
TOTAL Repairs and Maintenance	732.12	1,250.01	517.89	41.4 %
Utilities				
<i>Utilities</i>	5,198.31	5,767.02	568.71	9.9 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	5,198.31	5,767.02	568.71	9.9 %
Travel and Meetings				
Travel and Meetings	1,656.49	4,175.01	2,518.52	60.3 %
TOTAL Travel and Meetings	1,656.49	4,175.01	2,518.52	60.3 %
Memberships and Subscriptions				
Memberships and Subscriptions	389.05	187.50	(201.55)	-107.5 %
TOTAL Memberships and Subscriptions	389.05	187.50	(201.55)	-107.5 %
Safety				
Safety	0.00	375.00	375.00	100.0 %
TOTAL Safety	0.00	375.00	375.00	100.0 %
Other Expenses				
Other Expense	60.00	500.01	440.01	88.0 %
TOTAL Other Expenses	60.00	500.01	440.01	88.0 %
TOTAL Operating Expenses	271,487.01	301,833.69	30,346.68	10.1 %
***** OPERATING INCOME (LOSS)	(271,487.01)	(301,833.69)	30,346.68	10.1 %
***** NET INCOME (LOSS)	(271,487.01)	(301,833.69)	30,346.68	10.1 %
***** NET INCOME (LOSS)	(271,487.01)	(301,833.69)	30,346.68	10.1 %

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

	<i>3 Months Ended September 30, 2021</i>	<i>3 Months Ended September 30, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	149,894.53	160,491.14	10,596.61	6.6 %
TOTAL Salaries and Payroll Taxes	149,894.53	160,491.14	10,596.61	6.6 %
General and Administrative				
<i>General and Administrative</i>	21,949.70	0.00	(21,949.70)	
TOTAL General and Administrative	21,949.70	0.00	(21,949.70)	
Operating Supplies				
<i>Operating Supplies</i>	554.94	2,124.99	1,570.05	73.9 %
TOTAL Operating Supplies	554.94	2,124.99	1,570.05	73.9 %
Contract Services				
<i>Contract Services</i>	213.92	0.00	(213.92)	
TOTAL Contract Services	213.92	0.00	(213.92)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	158.11	1,074.99	916.88	85.3 %
TOTAL Repairs and Maintenance	158.11	1,074.99	916.88	85.3 %
Utilities				
<i>Utilities</i>	43.66	0.00	(43.66)	
TOTAL Utilities	43.66	0.00	(43.66)	
Safety				
<i>Safety</i>	0.00	375.00	375.00	100.0 %
TOTAL Safety	0.00	375.00	375.00	100.0 %
TOTAL Operating Expenses	172,814.86	164,066.12	(8,748.74)	-5.3 %
***** OPERATING INCOME (LOSS)	(172,814.86)	(164,066.12)	(8,748.74)	-5.3 %
***** NET INCOME (LOSS)	(172,814.86)	(164,066.12)	(8,748.74)	-5.3 %

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

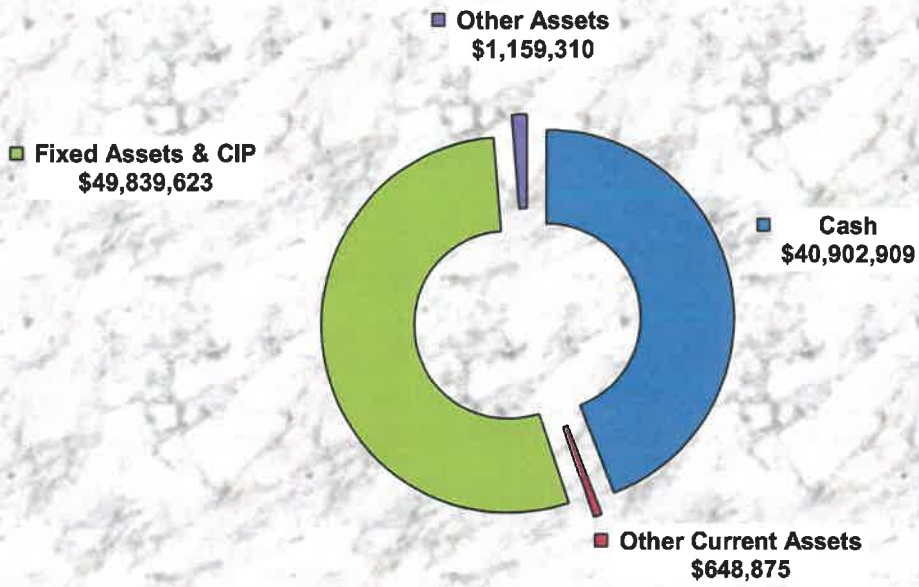
	<i>3 Months Ended</i> <i>September 30, 2021</i>	<i>3 Months Ended</i> <i>September 30, 2021</i> <i>Budget</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	1,345.00	1,250.01	94.99	7.6 %
TOTAL Income	<u>1,345.00</u>	<u>1,250.01</u>	<u>94.99</u>	<u>7.6 %</u>
*****	<u>1,345.00</u>	<u>1,250.01</u>	<u>94.99</u>	<u>7.6 %</u>
***** OPERATING INCOME	<u>1,345.00</u>	<u>1,250.01</u>	<u>94.99</u>	<u>7.6 %</u>
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	643.07	269.25	(373.82)	-138.8 %
TOTAL Salaries and Payroll Taxes	<u>643.07</u>	<u>269.25</u>	<u>(373.82)</u>	<u>-138.8 %</u>
Operating Supplies				
Operating Supplies	0.00	1,250.01	1,250.01	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,250.01</u>	<u>1,250.01</u>	<u>100.0 %</u>
Repairs and Maintenance				
Repairs and Maintenance	840.00	750.00	(90.00)	-12.0 %
TOTAL Repairs and Maintenance	<u>840.00</u>	<u>750.00</u>	<u>(90.00)</u>	<u>-12.0 %</u>
TOTAL Operating Expenses	<u>1,483.07</u>	<u>2,269.26</u>	<u>786.19</u>	<u>34.6 %</u>
***** OPERATING INCOME (LOSS)	<u>(138.07)</u>	<u>(1,019.25)</u>	<u>881.18</u>	<u>86.5 %</u>
***** NET INCOME (LOSS)	<u>(138.07)</u>	<u>(1,019.25)</u>	<u>881.18</u>	<u>86.5 %</u>
***** NET INCOME (LOSS)	<u>(138.07)</u>	<u>(1,019.25)</u>	<u>881.18</u>	<u>86.5 %</u>

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

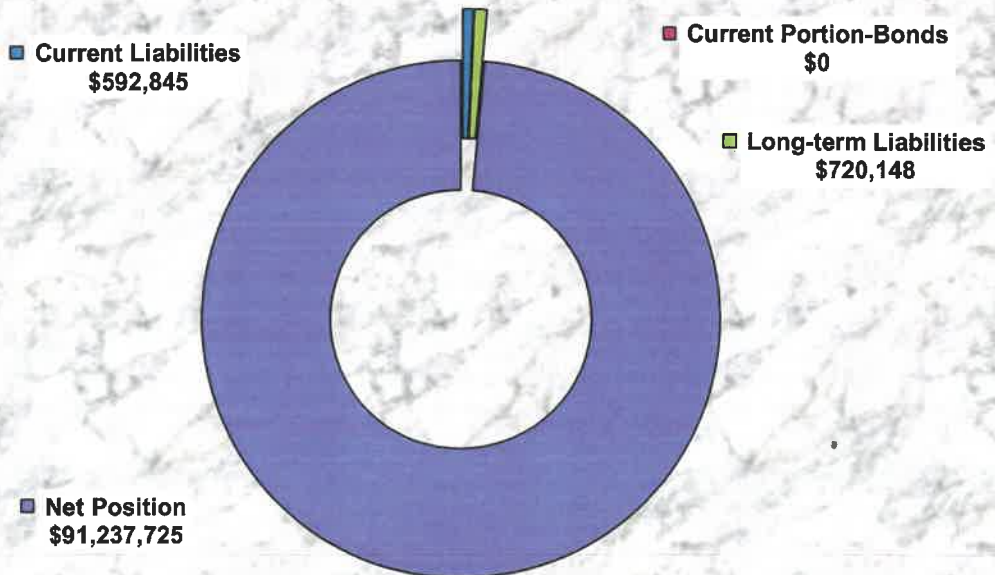
	<i>3 Months Ended</i> <i>September 30, 2021</i>	<i>3 Months Ended</i> <i>September 30, 2021</i> <i>Budget</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	26,324.16	19,749.99	6,574.17	33.3 %
TOTAL Income	<u>26,324.16</u>	<u>19,749.99</u>	<u>6,574.17</u>	33.3 %
*****	<u>26,324.16</u>	<u>19,749.99</u>	<u>6,574.17</u>	33.3 %
***** OPERATING INCOME	<u>26,324.16</u>	<u>19,749.99</u>	<u>6,574.17</u>	33.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	229.16	403.74	174.58	43.2 %
TOTAL Salaries and Payroll Taxes	<u>229.16</u>	<u>403.74</u>	<u>174.58</u>	43.2 %
Office Expense				
Office Expense	0.00	6.24	6.24	100.0 %
TOTAL Office Expense	<u>0.00</u>	<u>6.24</u>	<u>6.24</u>	100.0 %
Operating Supplies				
Operating Supplies	0.00	300.00	300.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>300.00</u>	<u>300.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	820.31	625.02	(195.29)	-31.2 %
TOTAL Repairs and Maintenance	<u>820.31</u>	<u>625.02</u>	<u>(195.29)</u>	-31.2 %
TOTAL Operating Expenses	<u>1,049.47</u>	<u>1,335.00</u>	<u>285.53</u>	21.4 %
***** OPERATING INCOME (LOSS)	<u>25,274.69</u>	<u>18,414.99</u>	<u>6,859.70</u>	37.3 %
***** NET INCOME (LOSS)	<u>25,274.69</u>	<u>18,414.99</u>	<u>6,859.70</u>	37.3 %
***** NET INCOME (LOSS)	<u>25,274.69</u>	<u>18,414.99</u>	<u>6,859.70</u>	37.3 %

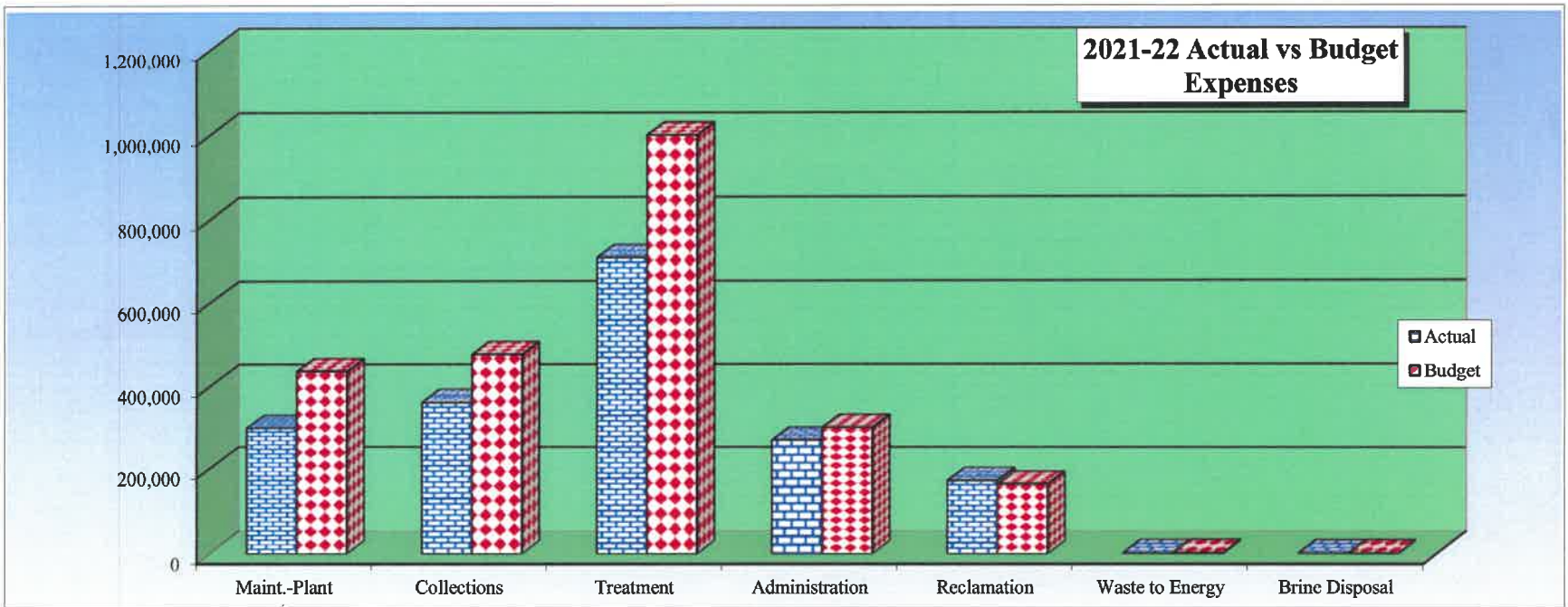
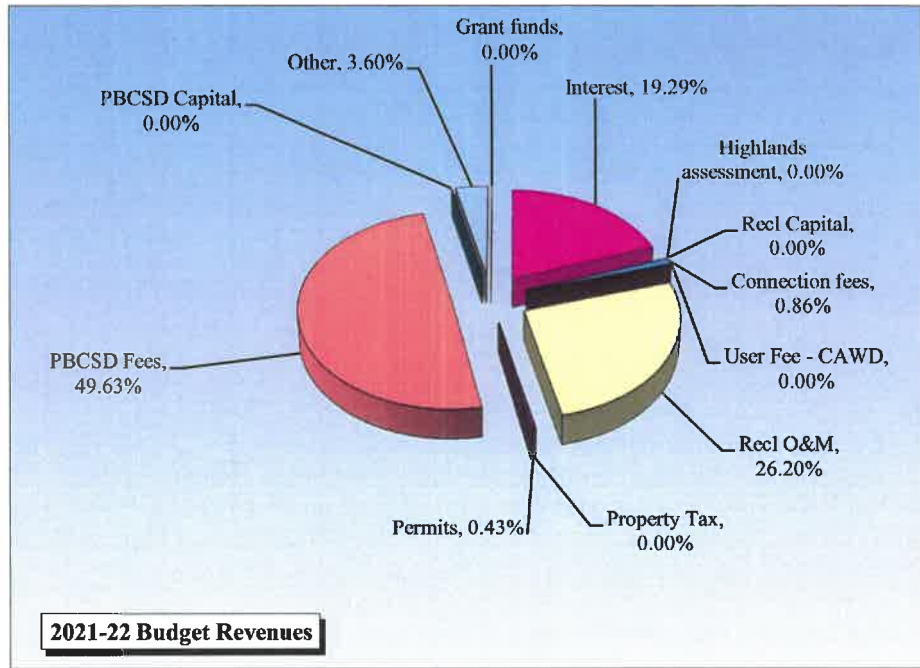
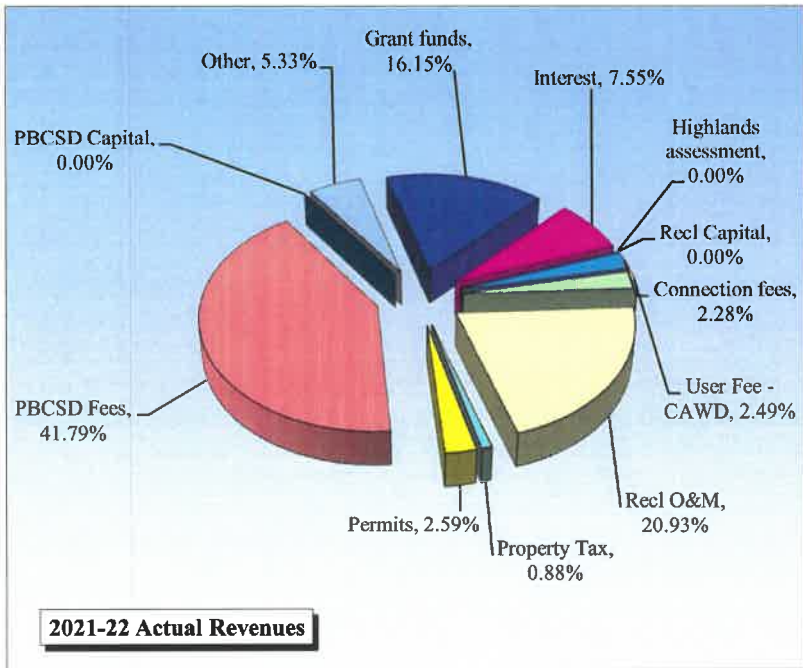


**Assets - September 30, 2021**

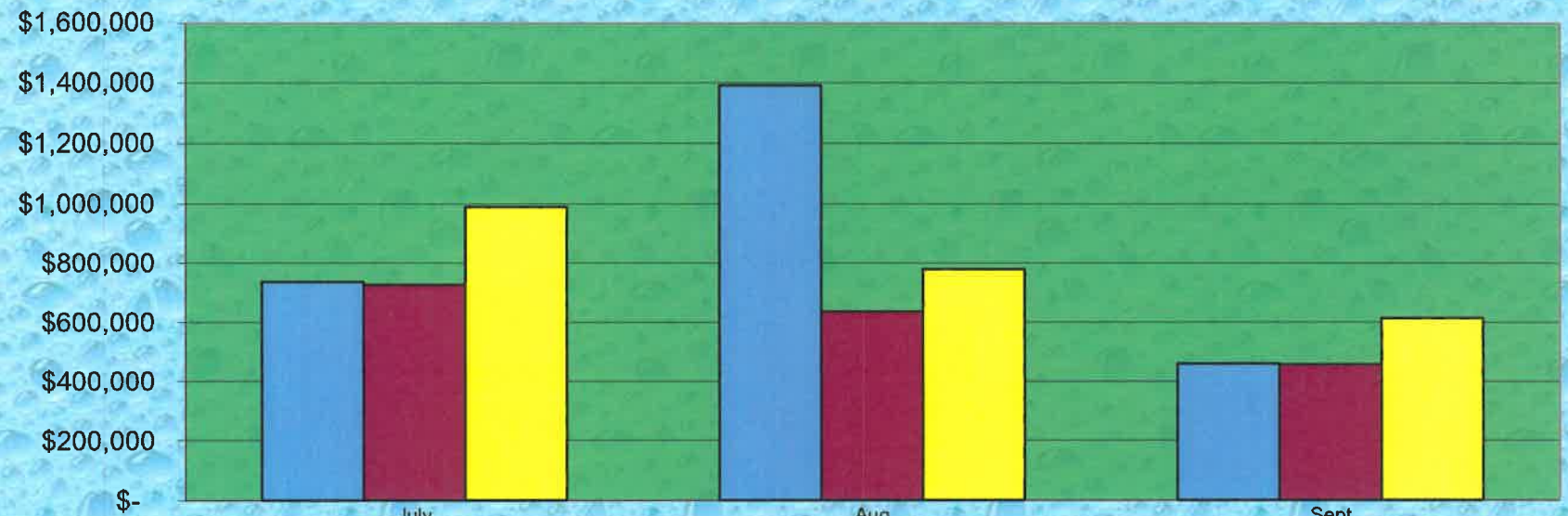


**Liabilities - September 30, 2021**





### Operating Expenses



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

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

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



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

	BEG BAL	SEP	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	364,551	6,710	32,950	397,501	150,000	21.97%
Upper Rancho Canada Pipe Relocation	188,587	240,424	364,387	552,974	1,760,000	20.70%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	80,276	0	8,834	89,110	1,200,000	0.74%
Bay/Scenic Pump Station Rehab	6,727	0	16,161	22,887	250,000	6.46%
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 21-22</i></b>	<b>640,321</b>	<b>247,134</b>	<b>422,331</b>	<b>1,062,652</b>	<b>3,360,000</b>	<b>12.57%</b>

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

	BEG BAL	SEP	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>LONG TERM CIP PROJECTS</u></b>						
<b><u>Treatment</u></b>						
Microturbine/Gas Conditioning System	55,115	0	0	55,115	150,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	896,671	44,543	68,856	965,527	5,000,000	1.38%
WWTP Perimeter Tree Planting	2,897	85	2,123	5,020	60,000	3.54%
Critical Process Flood Adaptations (RECL 30%)	21,788	0	0	21,788	50,000	NA
Aeration Basin Improvements	9,030	0	8,302	17,332	0	NA
Ops Building Basement Bathroom	8,245	1,505	10,505	18,749	0	NA
RECL share	(39,135)	(1,782)	(2,755)	(41,890)	(200,000)	1.38%
PBCSD share (1/3 of cost)	(318,204)	(14,783)	(29,010)	(347,214)	(1,686,667)	1.72%
<b><i>Total Long Term CIP Projects 21-22</i></b>	<b>636,407</b>	<b>29,567</b>	<b>58,020</b>	<b>694,427</b>	<b>3,373,333</b>	<b>1.72%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>1,276,728</b>	<b>276,701</b>	<b>480,351</b>	<b>1,757,079</b>	<b>6,733,333</b>	<b>7.13%</b>

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

**YTD Actual/  
YTD Budget  
Variance**

**Maintenance - Plant**

General and Administrative	-44.20%	Timing of engineering.
Permits and Fees	-29.50%	Mo. Bay Air Resources District permits underbudgeted. Small dollar amounts.
Safety	-39.90%	Timing of safety supplies, boots and gear.

**Collections**

Salaries and Payroll Taxes	-10.40%	Slightly underbudgeted.
Truck and Auto Expenses	-49.90%	Timing of gasoline, diesel and vehicle accessories.
Operating Supplies	-19.30%	Timing of paints and fluids and general supplies.

**Administration**

Salaries and Payroll Taxes	-6.10%	Slightly underbudgeted.
Memberships and Subscriptions	-107.50%	Timing of publications and reference works. Small dollar amounts.

**Waste to Energy**

Salaries and Payroll Taxes	-138.80%	Timing of salaries. Small dollar amounts.
Repairs and Maintenance	-12.00%	Timing of general repairs. Small dollar amounts.

**Brine Disposal**

Repairs and Maintenance	-31.20%	Timing of general repairs. Small dollar amounts.
-------------------------	---------	--

**District Obligations:**

1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance \$585,000

**Carmel Area Wastewater District  
2021-22 Resolutions Amending the Budget**

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



# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: October 28, 2021  
 SUBJECT: Monthly Report – September

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in September .....	27
Total Fees .....	\$5,340.00

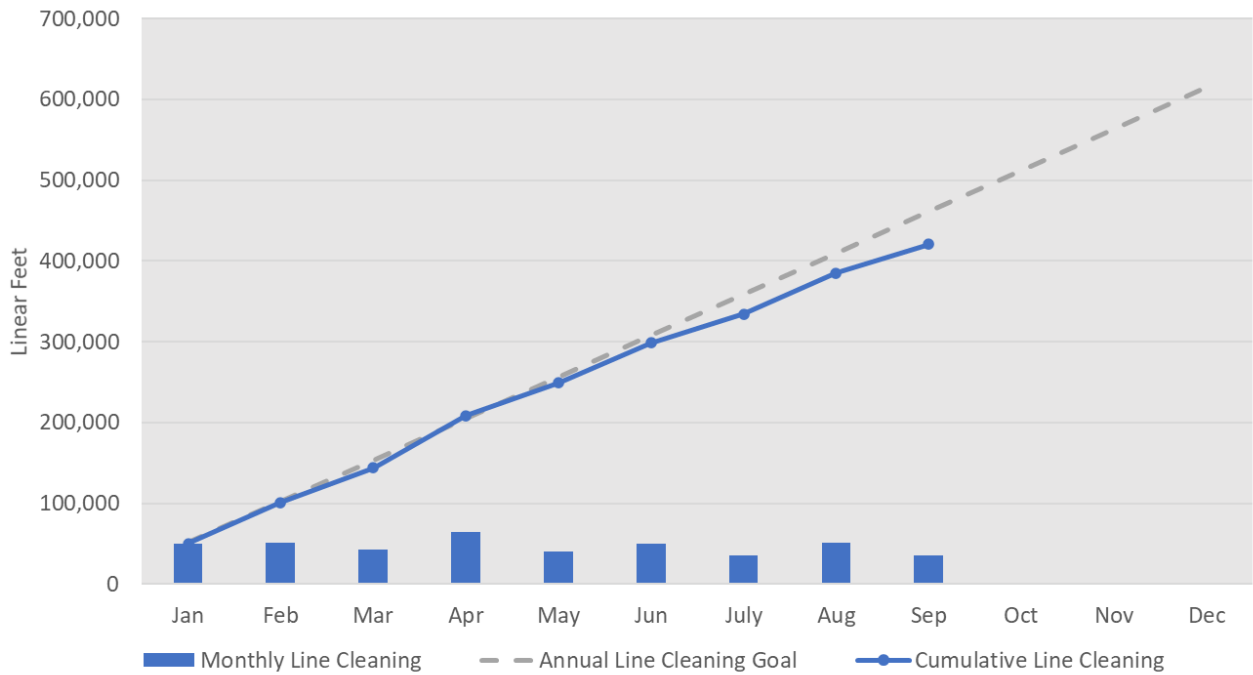
### Maintenance

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in past three months. There were 35,934 feet of sewer lines cleaned, 7,965 feet of CCTV inspections and 12 manhole inspections performed during the month of September.

### Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
September	35,934 ft.	8.74%	6 – 27 inches
August	50,824 ft.	12.36%	6 – 15 inches
July	35,498 ft.	8.63%	6 – 27 inches

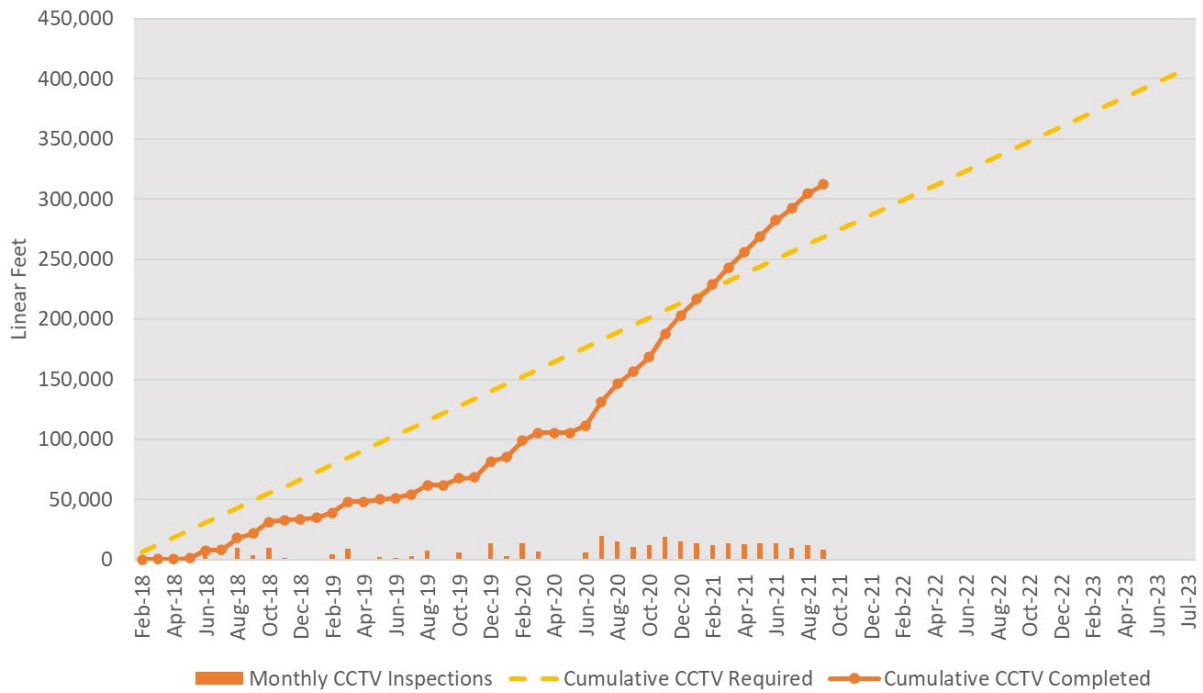
### Annual Line Cleaning Graph



### Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2021)	421,030	193,970

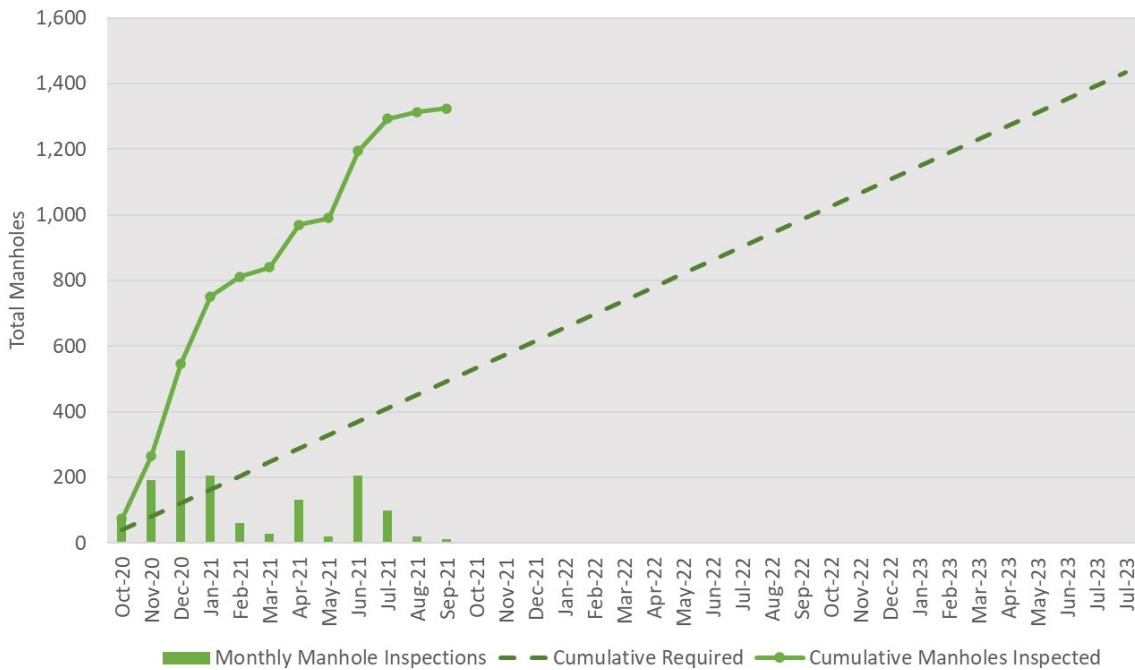
**CCTV Progress Graph (River Watch Settlement Agreement Target)**



**CCTV Table**

<b>Total Required amount (Linear Feet)</b>	<b>Cumulative Complete (Linear Feet)</b>	<b>Remaining (Linear Feet)</b>
408,672	312,334	96,338

**Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)**



**Manhole Inspection Table**

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	1325	109

**Construction Activities**

- Project #19-13 the Upper Rancho Canada Pipe Relocation project continued in September. Contractors began replacing the sewer lines in Palo Colorado Regional Park.

**Staff Development**

- Safety weeks took place the second and third weeks in September. Staff attended a confined space refresher, a hazwoper refresher, respirator fit testing, hearing testing, forklift certification training, first aid training, Cardiopulmonary Resuscitation training and various Carmel Area Wastewater District (CAWD) safety policy reviews.
- Staff completed several in-person tail gate trainings.

### General Comments

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

### Service calls responded to by crew

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
9/8/2021	9:30 AM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed homeowner to call a plumber of their choice.
9/13/2021	3:42 PM	Sink Hole	Called by homeowner for a sinkhole that had formed in their front yard. Staff verified that there were no sewer lines near the sinkhole. There was a possible storm drain near the sinkhole. Staff informed homeowner to call the County of Monterey.
9/22/2021	6:04 AM	Pump Fail	Pump #2 failure at Hacienda pump station. Staff pulled the pump to inspect and found a rag caught in the impeller. Staff removed the rag and reinstalled the pump. No problems since.

9/27/2021	1:07 PM	Sewer Overflow	Called by Carmel Fire Department to 3 NW of 13 <sup>th</sup> on Casanova for sewage overflowing from the cleanout in front yard. The home was a second home, and no one was home using water. Staff found the downstream manhole (Q613) on 13 <sup>th</sup> and Casanova blocked with grease and rags. Staff was able to open the blockage with the pressure cleaning truck. Staff cleared the sewer lines of built-up grease and rags. An estimated 454 gallons spilled into the front & side yard. Sewage also entered the single car garage. Staff cleaned and disinfected the yard. A remediation company was called to clean the garage. Staff notified the proper agencies. See map for location of spill circled in red.
9/28/2021	1:05 PM	Odor Complaint	Called by homeowner for an odor complaint in their house. Staff cleaned the main line and informed owner to run water in all drain of their home to fill up the p-traps to prevent odors from entering home.

USA Location Requests – 91

Plumbing permit inspections – 21

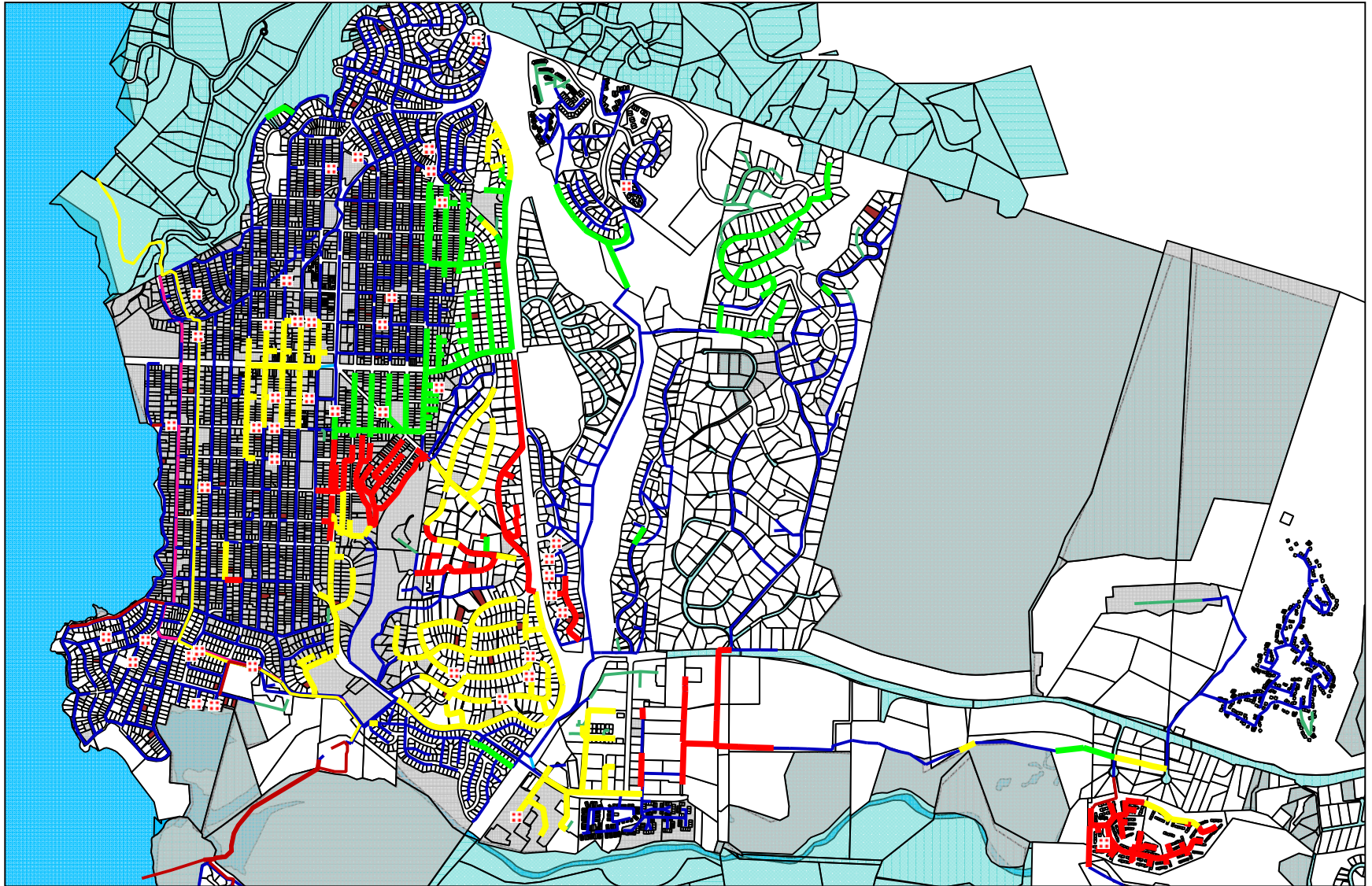
Private Sewer Lateral Compliance Certificates Issued – 25

**FUNDING**

N/A

September (Red) 35,934 feet  
August (Yellow) 50,824 feet  
July (Green) 35,498 feet

### Monthly Cleaning Map



**RedZone**  
ROBOTICS

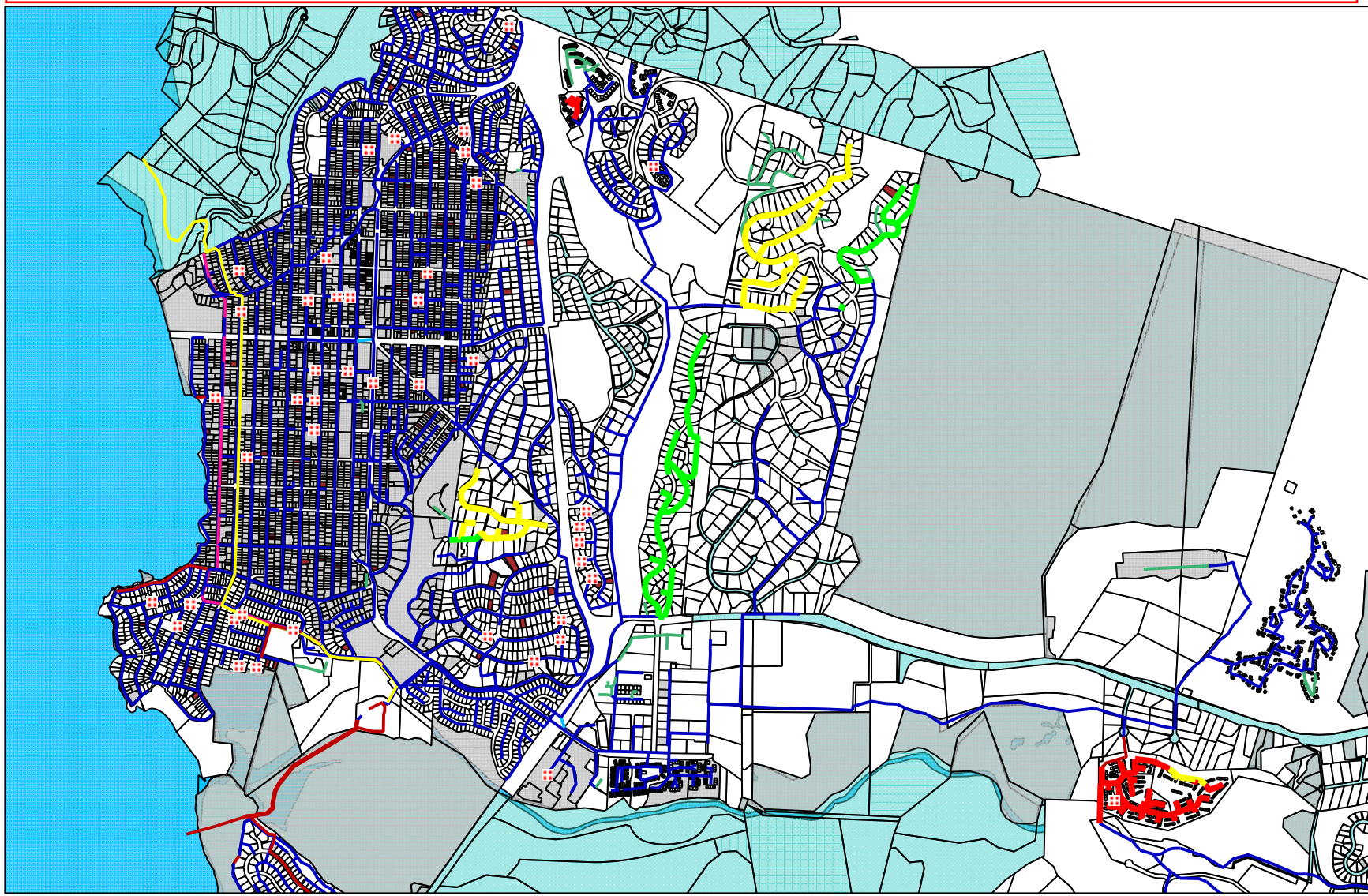
10/13/2021





September (Red) 7,965 feet  
August (Yellow) 11,913 feet  
July (Green) 10,118 feet

### Monthly CCTV Map



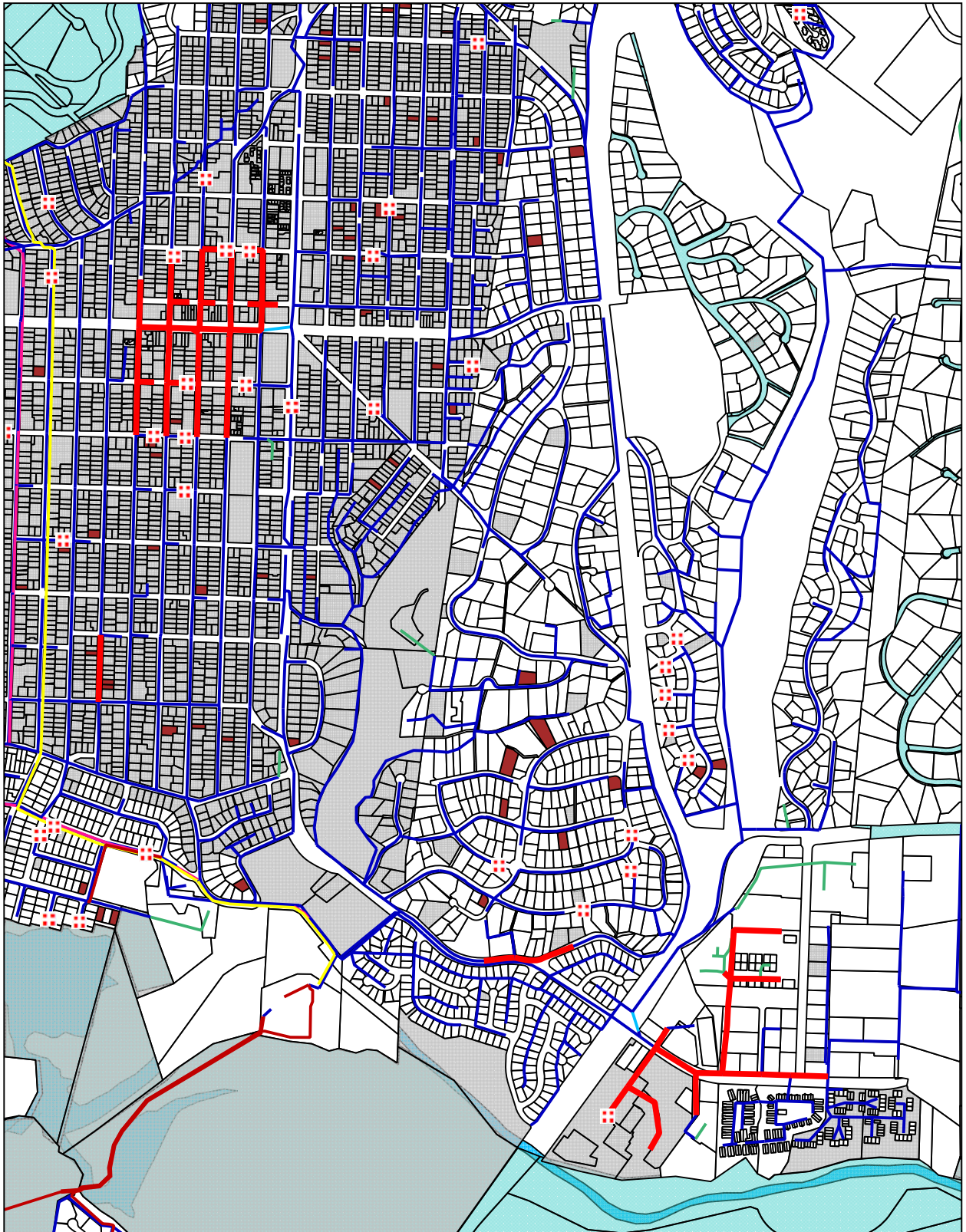
RedZone<sup>®</sup>  
ROBOTICS

10/13/2021





List of high frequency sewer lines in the District. Line segments are on this list primarily because of heavy grease. High frequency lines are cleaned on a 3 month rolling schedule. The normal sewer line cleaning frequency is 8-9 months. As sewer lines are replaced the cleaning frequency is extended to 12,24, and 36 months.



RedZone<sup>®</sup>  
ROBOTICS

10/13/2021





# CAWD GIS Maps



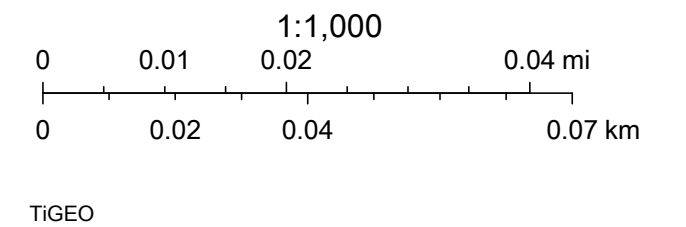
Apperence point of spill

Manhole that was surcharging

Location of spill was 3 NW of 13th on Casanova. Manhole Q643 was blocked with grease and rags a backup at residents clean-out.

10/13/2021, 1:26:57 PM

- CAWD Service Area
- Maintenance Holes v5
- FI
- MH
- Mains
- GRAVITY
- RECLAMATION
- Streets
- APN





# STAFF REPORT

To: Board of Directors

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

Date: October 28, 2021

Subject: Monthly Safety Report (for September 2021)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **Sept 8 - Compressed Gas Safety.** Trevor Holland, Lab Analyst and Environmental Inspector, gave a presentation on compressed gas safety. Compressed gases on the site actually pose a very wide range of hazards depending on their characteristics: flammable or explosive gases (propane, acetylene,); combustion accelerants (oxygen); hearing damage (compressed air); embolisms (compressed air entering cut or body opening); and asphyxiation (nitrogen and argon displacing oxygen). Storage, handling and transport of compressed gas cylinders is also critical. For example, a full nitrogen cylinder is charged at 2,500 pounds-per-square inch. If a cylinder falls and breaks the valve assembly, the cylinder can become a deadly projectile as the escaping gas propels these heavy steel cylinders at very high speeds.
- **Sept 29 - Job Site Housekeeping for safety.** Chris Foley, Maintenance Superintendent, gave a presentation on job site housekeeping. Increased focus is being given to ensure that shared equipment and tools have a permanent “home” in the plant. Shared items such as drills, ladders, hoisting equipment, and specific tools are being assigned designated storage locations. Anyone using the equipment or tools must return the item(s) at the end of each day. This allows anyone on the site to always know exactly where the equipment is and not have to look for it. This also allows each person to use the right tool for the right job instead of improvising with incorrect tools and equipment.

- **Sept 13 through Sept 24** – Annually, two full weeks are set aside for safety training. This year Fall Protection Awareness was highlighted. Second only to back injuries, falls are the number one injury in the industry. This 3-hour training covered all the different types of protections needed for the various kinds of falls including vaults, rooftops, ladders, confined spaces, edges and railings.

Because Carmel Area Wastewater District (CAWD) has a dedicated Hazardous Material Response Team (HAZMAT), full-scale scenario training is held each year. This is an all-hands-on-deck training for a large and dangerous incident. This year the scenario involved a tanker truck accident during a delivery of sodium hypochlorite (12.5% chlorine bleach). However, it is more likely that a HAZMAT response will be for a smaller incident. The sulfuric acid spill this last spring was a good example. For this reason, staff was also trained on two smaller scenarios: a small sulfuric acid spill, and a medium-sized gasoline spill. Emphasis was placed on each person, regardless of seniority, learning to think like an incident commander and assess the situation before immediately reacting.

### Ongoing Safety Improvements

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

- **Improved Safety Committee Agenda.** While not required, Safety Committees are encouraged in the industry to promote hazard communication between staff and management. These committees allow an official channel for employees to pass recommendations and concerns up to management. These meetings had become somewhat routine and were less frequent since the pandemic. In an effort to increase communication, S/C Admin Dias recommended some new standing items on the monthly agendas. The committee members agreed, and three new standing agenda items would be added: (1) reviewing safety related work orders to see if they triggered other recommendations for similar settings; (2) Discussion of how to improve CAWD's Safety Culture, (3) Brainstorm and recommend upcoming tailgate topics.
- **Compressed gas cylinder storage and transport rack.** As part of Phase II projects, an old digester is being demolished. This is just a few feet from the digester gas system. The compressor, treatment vessels and piping needed to be purged to prevent an explosion in case of an accident from falling debris or damage from heavy demolition equipment. Multiple cylinders of nitrogen were used to purge the lines of explosive digester gas. It was noted by maintenance staff that handling of the cylinders could be improved.

- A new portable cylinder storage rack was ordered so cylinders could remain safely on the racks and transported on a forklift to any place on the site. Prior to having the rack, the cylinders had to be hand-carried and then hand-strapped to a nearby solid object to avoid tipping during use.

**Tours and Outreach**

- **Tours.** Tours remain on hold. Further review of this policy is needed in light of the high infection rates and the impacts of the delta-variant on local schools. Also, any future tours will need to be carefully coordinated to avoid conflicts with Phase II construction activities.

**Injuries; First Aid Incidents; Workers Compensation Claims**

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

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

**FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

Report for: September 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.717	0.723	0.720	0.870	71.437	221.11	678.24
PBCSD Flow	9.083	0.303	0.279	0.333	28.563	100.41	307.99
<b>Total Plant Flow</b>	<b>31.800</b>	<b>1.026</b>	<b>0.999</b>	<b>1.203</b>	<b>100.00</b>	<b>321.51</b>	<b>986.23</b>
Tertiary Flow	28.143	0.938	0.786	1.103	88.500	259.92	797.30
Ocean Discharge	3.937	0.131	0.105	0.242	12.381	67.01	205.54
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

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

## ELECTRICAL COSTS

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

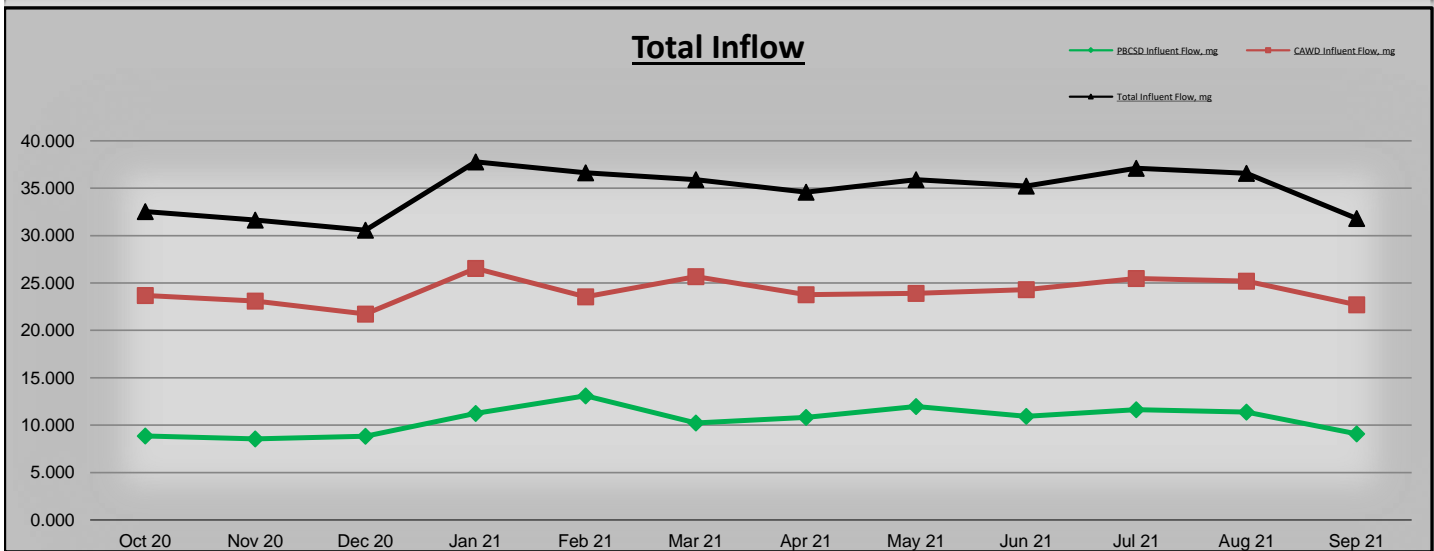
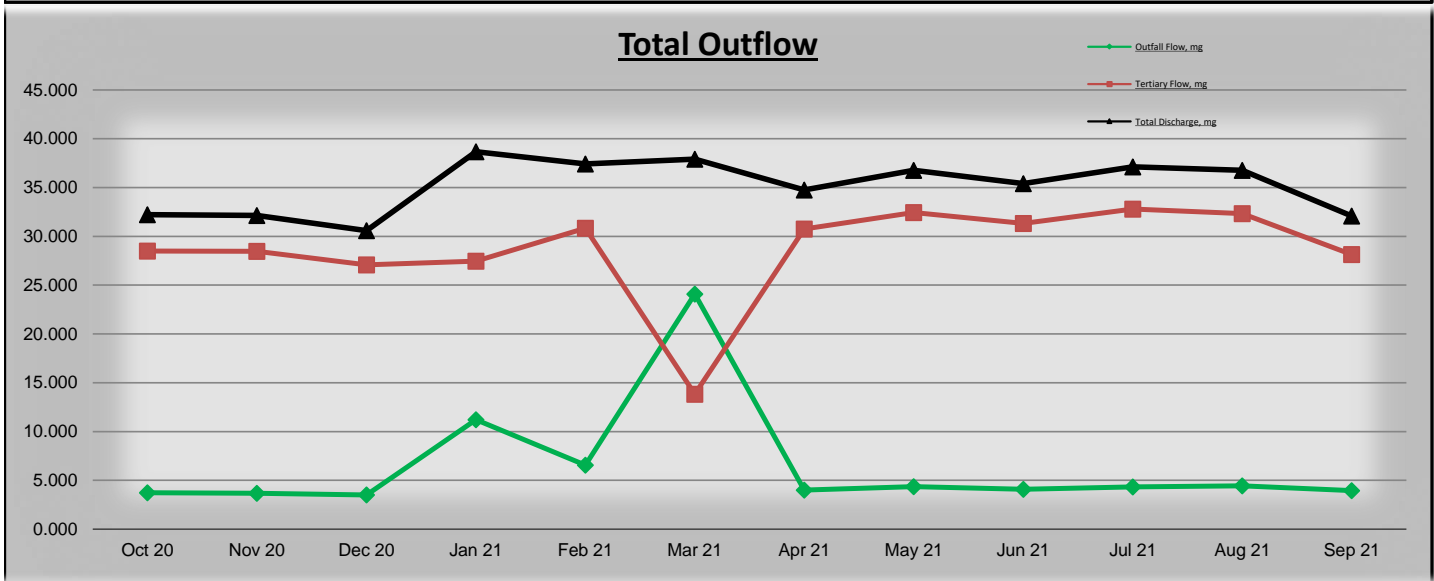
## kW-h Per Acre Foot

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

## MICROTURBINE SUMMARY

Month	Sep '21 kW-h	Aug '21	Jul '21	Jun '21	Accumulated Totals
Production, kW-h	26,353	32,481	29,434	31,493	1,160,546.00

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



## Wastewater Treatment Facility Operations Report

Report for: August 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.206	0.813	0.753	0.857	68.910	198.39	608.56
PBCSD Flow	11.372	0.367	0.332	0.442	31.090	91.32	280.13
<b>Total Plant Flow</b>	<b>36.578</b>	<b>1.180</b>	<b>1.085</b>	<b>1.299</b>	<b>100.00</b>	<b>289.71</b>	<b>888.69</b>
Tertiary Flow	32.334	1.046	0.910	1.172	88.397	231.78	710.97
Ocean Discharge	4.435	0.143	0.123	0.169	12.125	63.07	193.46
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	231.78MG (710.98acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.77 BG (26.92 K acre-ft.)
12 Month Rolling Total Reclamation Production	346.24 MG (1062.61 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Aug'21 kWh	Price per kWh	Aug'21	Jul'21	Jun'21	May'21
Secondary	86,137.00	\$ 0.233	\$ 20,112.11	\$ 20,354.14	\$ 19,997.41	\$ 15,341.63
Blowers	50,755.36	\$ 0.215	\$ 10,927.89	\$ 11,790.88	\$ 11,369.49	\$ 9,129.95
<b>CAWD Total</b>	<b>136,892.36</b>		<b>\$ 31,040.00</b>	<b>\$ 32,145.02</b>	<b>\$ 31,366.90</b>	<b>\$ 24,471.58</b>
Tertiary	98,447.96	\$ 0.229	\$ 22,551.18	\$ 23,051.78	\$ 20,558.60	\$ 14,919.41
MF/RO	94,435.00	\$ 0.238	\$ 22,485.62	\$ 24,160.27	\$ 22,509.89	\$ 20,237.92
<b>Reclaim Total</b>	<b>192,882.96</b>		<b>\$ 45,036.80</b>	<b>\$ 47,212.05</b>	<b>\$ 43,068.49</b>	<b>\$ 35,157.33</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 19,083.39</b>	<b>Reclamation Total</b>		<b>\$ 56,993.41</b>

### kW-h Per Acre Foot

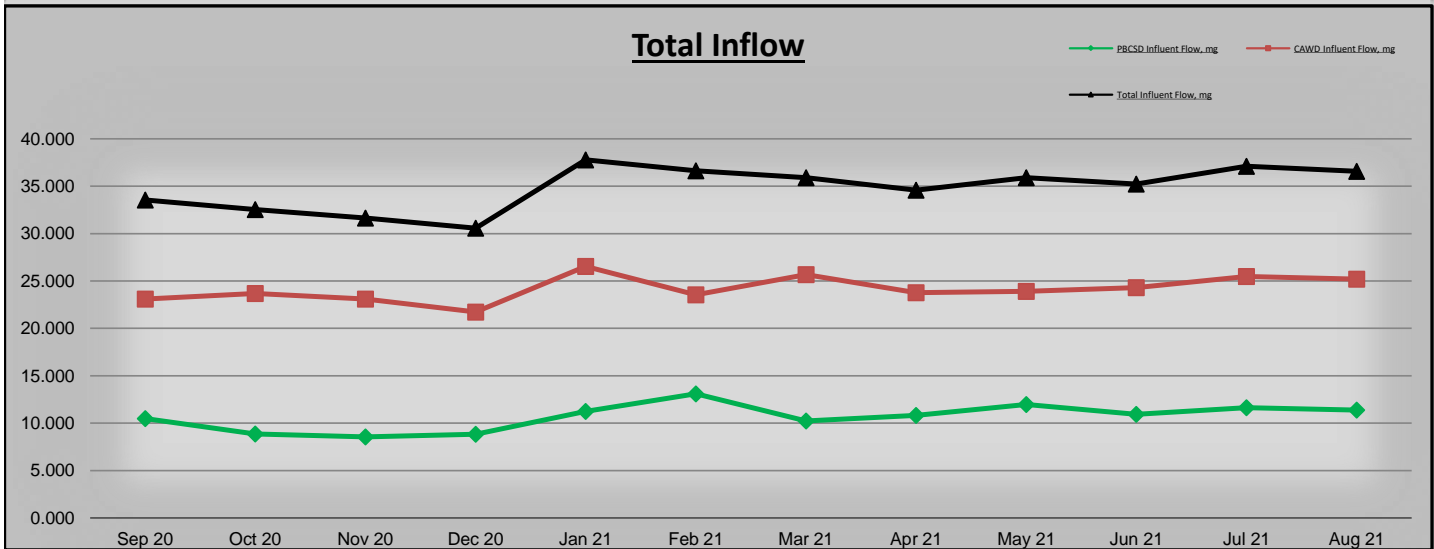
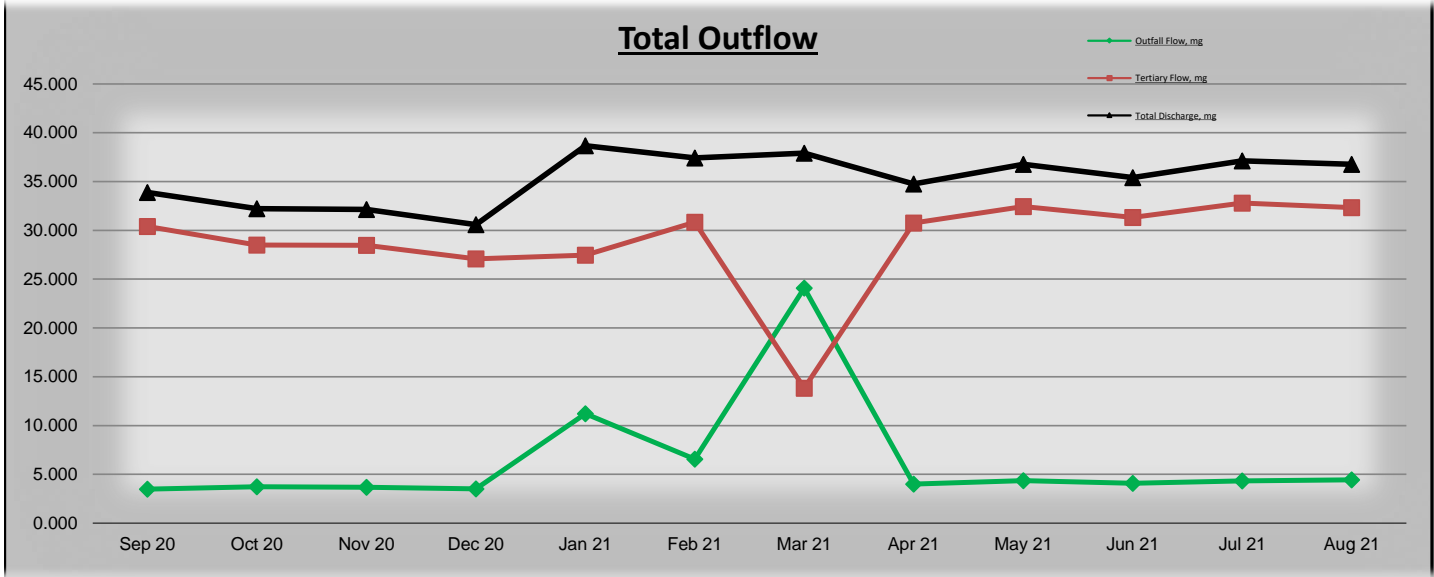
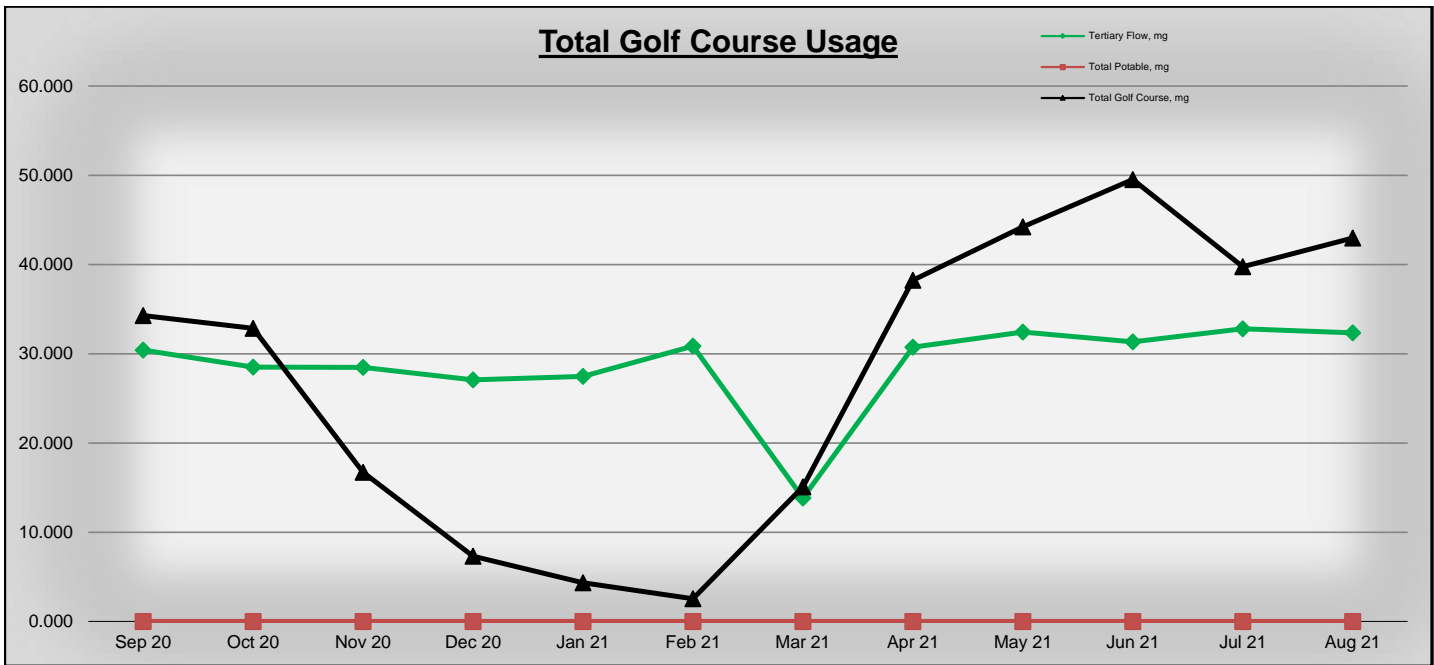
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	N/A	N/A

### MICROTURBINE SUMMARY

Month	Aug '21 kW-h	Jul '21	Jun '21	May '21	Accumulated Totals
Production, kW-h	32,481	29,434	31,493	31,196	1,134,193.00

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





## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: July 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.481	0.822	0.793	0.857	68.650	173.18	531.24
PBCSD Flow	11.636	0.375	0.352	0.420	31.350	79.95	245.25
<b>Total Plant Flow</b>	<b>37.117</b>	<b>1.197</b>	<b>1.145</b>	<b>1.277</b>	<b>100.00</b>	<b>253.13</b>	<b>776.48</b>
Tertiary Flow	32.799	1.058	0.879	1.234	88.367	199.44	611.79
Ocean Discharge	4.319	0.135	0.014	0.160	11.636	58.63	179.86
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	199.45MG (611.80acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.74 BG (26.82 K acre-ft.)
12 Month Rolling Total Reclamation Production	346.00 MG (1061.89 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Jul'21 kWh	Price per kWh	Jul'21	Jun'21	May'21	Apr'21
Secondary	90,396.00	\$ 0.225	\$ 20,354.14	\$ 19,997.41	\$ 15,341.63	\$ 15,009.94
Blowers	56,930.40	\$ 0.207	\$ 11,790.88	\$ 11,369.49	\$ 9,129.95	\$ 8,495.11
<b>CAWD Total</b>	<b>147,326.40</b>		<b>\$ 32,145.02</b>	<b>\$ 31,366.90</b>	<b>\$ 24,471.58</b>	<b>\$ 23,505.05</b>
Tertiary	102,596.24	\$ 0.225	\$ 23,051.78	\$ 20,558.60	\$ 14,919.41	\$ 15,428.62
MF/RO	102,740.00	\$ 0.235	\$ 24,160.27	\$ 22,509.89	\$ 20,237.92	\$ 19,675.11
<b>Reclaim Total</b>	<b>205,336.24</b>		<b>\$ 47,212.05</b>	<b>\$ 43,068.49</b>	<b>\$ 35,157.33</b>	<b>\$ 35,103.73</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 19,709.05</b>	<b>Reclamation Total</b>		<b>\$ 59,648.02</b>

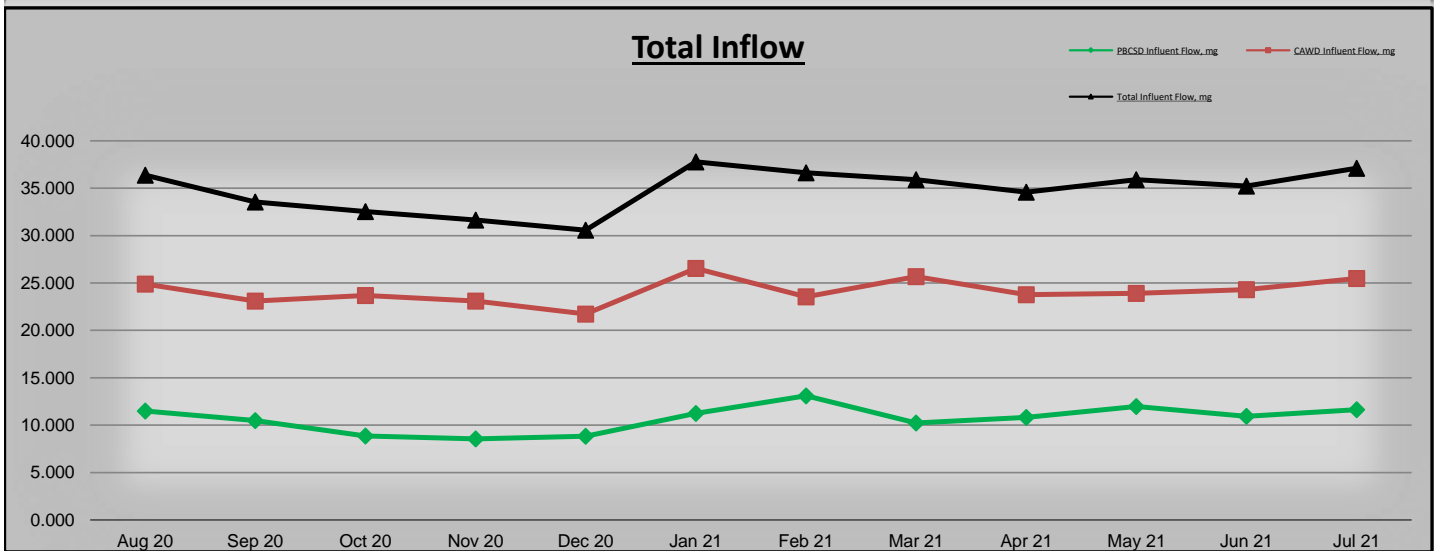
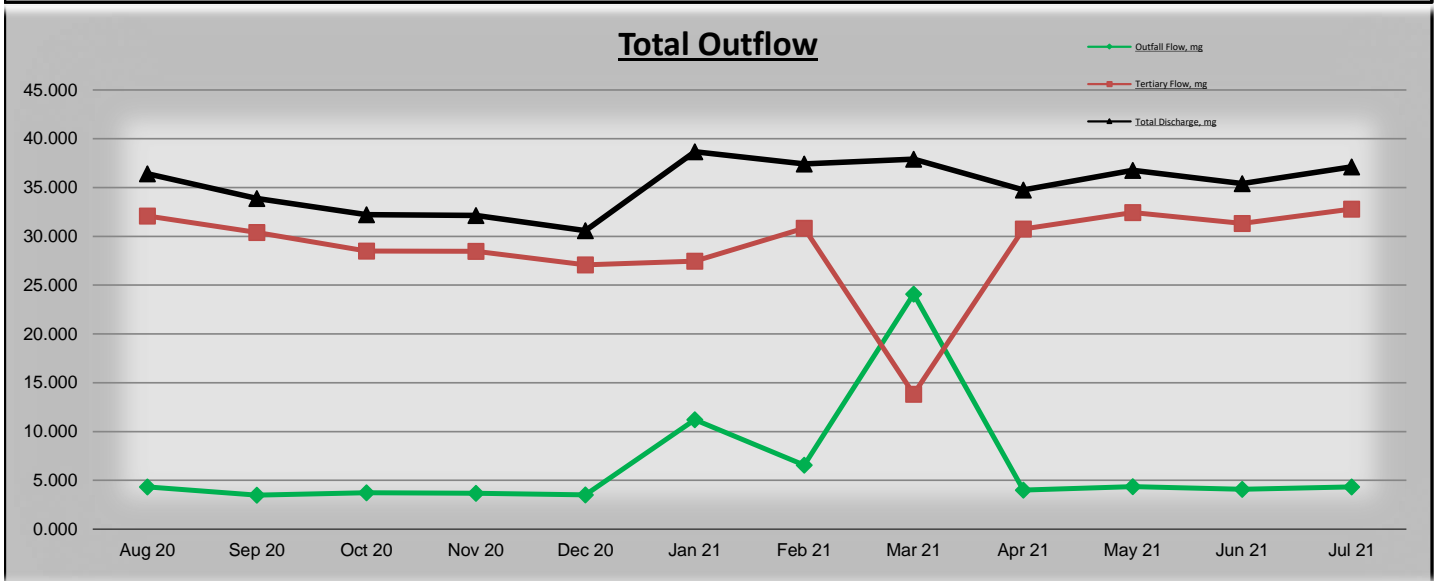
### kW-h Per Acre Foot

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

### MICROTURBINE SUMMARY

Month	Jul '21 kW-h	Jun '21	May '21	Apr '21	Accumulated Totals
Production, kW-h	29,434	31,493	31,196	31,694	1,101,712.00

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



# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: October 28, 2021

Subject: Monthly Report – September 2021

## RECOMMENDATION

Receive Report - Informational only; No action required.

## DISCUSSION

### LABORATORY REPORT

- Biobot Analytics, Inc. (Biobot) continues to provide COVID-19 analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: [https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body\\_file-e72defec-6488-4185-b5f3-ab45b2fe531e](https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body_file-e72defec-6488-4185-b5f3-ab45b2fe531e).
- On September 2, 2021, Kinnetic Laboratories, Inc. set up the composite sampler for the Central Coast Long Term Environmental Assessment Network (CCLEAN) dry season sampling. The sampling started on September 14, 2021 and continued for thirty days ending on October 14, 2021. Sample results will be available when analysis is completed and received from Applied Marine Sciences.
- On September 7, 2021, Final Effluent grab sample were collected and sent to Aquatic Bioassay and Consulting Laboratories, Inc. (ABC Lab) for Semi-Annual Bioassay analysis. Sample results will be available when received from the contract laboratory.
- The annual Performance Testing (PT) sample results have been received from RTC Sigma-Aldrich (RTC); the laboratory received all “acceptable” results for most of the analysis. There was only one “not acceptable” result for alkalinity analysis, staff will review the result reported, complete a corrective action and then order a new unknown alkalinity sample and send the result back to RTC for grading.

## ENVIRONMENTAL COMPLIANCE REPORT

- The Environmental Compliance staff had a decrease in inspections due to staff on vacation and required Safety Training from September 13 to 24.
- Environmental Compliance staff are working in collaboration with the Administrative staff to manage the Source Control Master List with respect to the implementation of Pretreatment Ordinance No. 2021-03. This effort will ensure the tracking of all entities, payment collections, and that the inspections are completed and tracked within appropriate time frames.
- On September 20, 2021, Highlands Inn Assistant Engineer Patrick O’Keefe contacted the Environmental Compliance staff that a contractor has been selected to perform the work on replacing the grease interceptor at Highlands Inn.
- Environmental Compliance Staff inspected and took pictures of work completed at the Highlands Inn on the days listed below.
  1. September 27, 2021, the contractor dug out and exposed the piping and grease interceptor, a temporary holding tank was set up to collect the kitchen waste flow.
  2. September 29, 2021, the old grease interceptor was broken up with a jack hammer and hauled away.
  3. September 30, 2021, a new 1,500-gallon grease interceptor was put in place and staff ran a dye test from the kitchen lines to the grease interceptor and dye color flow was visible.

**Restaurant Inspection Table**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Robata Grill	Yes		
Highlands Inn	Yes		New Grease Interceptor installed

**Grocery Store/Delicatessen Inspection Table**

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

**Restaurant Compliance Table**

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
July 2021	100	100
August 2021	100	100
September 2021	100	100

**FUNDING** – N/A – Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
		<b>Projects Implementation Plan Schedule</b>												
		<b>Treatment Plant Projects</b>												
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	7/25/23	\$5,000,000	\$10,946,671	In Construction	<b>Mech Rehab and Sludge Holding Tank Replacement Project</b>					
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	7/30/21	\$200,000	\$473,297	SCADA Screens 85% Complete	<b>SCADA Programming</b>					
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/22	\$150,000	\$205,114	Shutting Down for Safety During Project 18-01 Work	<b>Microturbine Integration Project</b>					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$60,000	\$237,897	Planning Stakeholder Meeting	<b>Perimeter Tree Plan and Implementation</b>					
21-01	5982.004	WWTP Eucalyptus Pruning	Treanor	7/1/20	2/1/22	\$130,000	\$150,376	Scheduling Work Dates with Contractor	<b>WWTP Eucalyptus Pruning</b>					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/23	\$0	\$0	Design/Permitting/Developing Funding Agreement	<b>Carmel River FREE Mitigation</b>					
21-03		Cathodic Protection Testing	Treanor	7/1/20	6/30/22	\$30,000	\$30,000	Testing Complete - Pre-Design On hold	<b>Cathodic Protection Testing</b>					
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$0	\$9,030	Parts in Stock - Installation On Hold	<b>Aeration Basin Improvements</b>					
19-18	1593.000	Perimeter Fencing	Dias	7/1/21	6/29/22	\$200,000	\$200,000	Developing Task List	<b>Perimeter Fencing</b>					
		Treatment Plant Access Control and Camera Project	Foley	6/1/21	12/31/21	\$24,000	\$24,000	Procurement	<b>Treatment Plant Access Control and Camera Project</b>					
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	3/1/22				<b>Treatment Plant Studies &amp; O&amp;M Manuals</b>					
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$75,000	\$1,050,000	Draft Submitted to Coastal Commission	<b>Coastal Hazards Monitoring Plan</b>					
	5500.006	Long Term SLR Planning	Treanor	5/3/21	3/1/22	\$100,000	\$1,400,000	Inactive	<b>Long Term SLR Planning</b>					
		<b>Reclamation Projects</b>												
18-26	14777	Sulfuric Acid and Citric Acid Storage and Feed Systems	Treanor	1/1/19	7/29/22	\$370,000	\$438,743	Contractor Mobilization	<b>Sulfuric Acid and Citric Acid Storage and Feed Systems</b>					
		SCADA Migration	Foley	7/1/21	6/30/22	\$140,000	\$140,000	Request for Proposal	<b>SCADA Migration</b>					
		<b>Reclamation Studies</b>	Treanor	7/2/18	6/30/22				<b>Reclamation Studies</b>					
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/22	\$32,000	\$115,000	In Study Phase	<b>Trussell MF/RO Performance Review</b>					
	69200	Trussell Brine Dilution Study	Treanor	7/1/21	6/30/22	\$31,000	\$115,000	In Study Phase	<b>Trussell Brine Dilution Study</b>					
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$50,000	\$50,000	Inactive	<b>Reclamation 15-Year Asset Management Assessment</b>					
		<b>Collections Projects</b>												
19-02		Pretreatment Ordinance	Lather	11/15/19	9/30/21	\$0	\$0	Complete	<b>Pretreatment Ordinance</b>					
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$150,000	\$2,014,551	In Design / CEQA	<b>Carmel Meadows Sewer Replacement</b>					
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	11/17/21	\$1,760,000	\$1,912,475	In Construction	<b>Upper Rancho Canada Pipe Relocation</b>					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	6/30/22	\$0	\$0	Re-Design In Progress	<b>Carmel Valley Manor Pipeline and Pump Station</b>					
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	6/30/23	\$250,000	\$756,726	In Design	<b>Bay/Scenic Pump Station Rehabilitation</b>					
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	2/5/21	6/30/23	\$1,200,000	\$1,280,276	In Design	<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>					
21-02	6130.005	2021 Pipeline Spot Repairs	Lather	7/1/21	7/1/22	\$150,000	\$150,000	Contracting	<b>2021 Pipeline Spot Repairs</b>					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
21-06	6140.005	Manhole Rehabilitation	Lather	7/1/21	7/1/22	\$150,000	\$150,000	Design In House						
21-05	1637.000	Pescadero Creek Area Pipe Relocation	Lather	7/1/21	6/30/23	\$450,000	\$1,700,000	In Design						
21-07		Mission & San Carlos Sewer Rehabilitation from Ocean to 2nd	Lather	1/3/22	1/2/24	\$250,000	\$962,500	Inactive						
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress						
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress						
		<b>Administration</b>												
		Administration Access Control and Security Cameras	Foley	6/1/21	12/31/21	\$19,291	\$19,291	Procurement						
		<b>Other Non-Capital Projects</b>												
		Workforce Now	Ingram			\$0	\$0	Contract signed waiting for Implementation Schedule and Training						
		Health Insurance Review	Buikema			\$0	\$0	Negotiations In Progress						
		Real Property Investigation	Buikema			\$75,000	\$75,000	Contract Signed						
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing						
		Lean Six Sigma	Buikema			\$0	\$0	Training Phase						
		<b>Assessment Districts/Annexations</b>	Lather	8/2/18	3/1/23									
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	3/1/22	\$0	\$50,000	Pending Recording By CA State and CDP Ammendment						
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	12/2/22	\$0	\$0	In Preliminary Design						
19-04	2510.000	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	3/11/21	3/1/23	\$0	\$0	In Study Phase						



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

<b>Project Number:</b>	<b>18-01</b>	
<b>Project Name:</b>	<b>Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab &amp; Sludge Holding Tank Replacement Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Construction	
<b>Project Description:</b>	This Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$10,946,671	\$965,527
<b>Financial:</b>	FY Budget:	FY Spent:
	\$5,000,000	\$68,856
<b>Reclamation Share:</b>	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Cutover Coordination	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for FY21/22 into FY22/23</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
<b>Contractor:</b>	Clark Bros.	

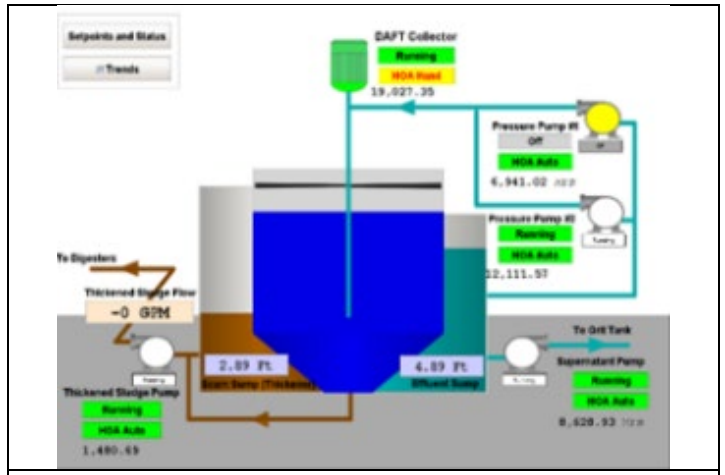


Photo: DAFT SCADA Overview

<b>Project Number:</b>	<b>18-05</b>	
<b>Project Name:</b>	<b>Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Foley	
<b>Status:</b>	SCADA Screens 85% complete	
<b>Project Description:</b>	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$473,297	\$273,297
<b>Financial:</b>	FY Budget:	FY Spent:
	\$200,000	\$17,490
<b>Reclamation Share:</b>	Partial Reclamation	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Some minor additional work remains and will roll over into FY21/22.</li> </ul>	
<b>Consultants:</b>	Frisch Engineering	





Photo: Existing Gas Conditioning System

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



Photo: Existing totes used for Sulfuric Acid storage and Feed

<b>Project Number:</b>		<b>18-26</b>
<b>Project Name:</b>		<b>Sulfuric Acid &amp; Citric Acid Storage &amp; Feed Systems Project</b>
<b>Project Location:</b>		Reclamation – Microfiltration (MF)/Reverse Osmosis (RO)
<b>Project Manager:</b>		Treanor
<b>Status:</b>		Contractor Mobilization
<b>Project Description:</b>		Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.
<b>Department:</b>		Treatment
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$438,743	\$68,743
<b>Financial:</b>	FY Budget:	FY Spent:
	\$370,000	\$0
<b>Reclamation Share:</b>		100%
<b>Other Entities:</b>		Reclamation Project
<b>Permits Required:</b>		Coastal Commission Notification
<b>Challenges:</b>		N/A
<b>Schedule:</b>		<ul style="list-style-type: none"> <li>Bid Summer 2021</li> <li>Construction 2021/2022</li> </ul>
<b>Consultants:</b>		Trussell Technologies, Inc
<b>Contractor:</b>		TBD



Photo: Eucalyptus trees on South Side of Treatment Plant

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



Photo: View gravity pipe in Carmel easement

<b>Project Number:</b> 19-03		
<b>Project Name:</b> Carmel Meadows Sewer Replacement		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> In Design / California Environmental Quality Act (CEQA)		
<b>Project Description:</b> The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget: \$2,014,551	Cumulative Spent: \$397,501
	FY Budget: \$150,000	FY Spent: \$32,950
<b>Permits Required:</b> Coastal Permit and Environmental Review		
<b>Challenges:</b> Redirecting the sewer to the pump station without requiring booster pumps for individual houses.		
<b>Schedule:</b> Design and Environmental Review completed by 1/15/22. Construction to begin FY21/22.		
<b>Consultants:</b> SRT Consultants, WRA Environmental		
<b>Contractor:</b> TBD		



*Photo: Entrance to Carmel Valley Manor*

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





Photo: View of proposed sewer line realignment

<b>Project Number:</b> 19-13		
<b>Project Name:</b> Upper Rancho Cañada Pipe Relocation		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> In Construction		
<b>Project Description:</b> This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from a 12-inch to 8-inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.		
<b>Department:</b> Collection		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,912,475	\$552,974
<b>Financial:</b>	FY Budget:	FY Spent:
	\$1,760,000	\$364,387
<b>Other Entities:</b> Monterey Regional Park District		
<b>Permits Required:</b> Environmental Review		
<b>Challenges:</b> Providing a design that allows CAWD access to assets and is acceptable to the Park District.		
<b>Schedule:</b> Construct August-December 2021		
<b>Consultants:</b> MNS Engineering Rincon Environmental		
<b>Contractor:</b> Graniterock		



Photo: Existing air diffuser system

<b>Project Number:</b> 19-19		
<b>Project Name:</b> WWTP – Aeration Basin Improvements		
<b>Project Location:</b> Wastewater Treatment Plant		
<b>Project Manager:</b> Waggoner		
<b>Status:</b> Parts in Stock – Installation On Hold		
<b>Project Description:</b> The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins.		
<b>Department:</b>		Treatment
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$9,030	\$17,332
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$8,302
<b>Reclamation Share:</b>		Estimated at 0% of project cost.
<b>Other Entities:</b>		N/A
<b>Permits Required:</b>		N/A
<b>Challenges:</b>		Weather conditions and Scheduling
<b>Schedule:</b>		<ul style="list-style-type: none"> <li>Design is complete</li> <li>Materials ordered and received</li> <li>Construction anticipated for Fall 2021</li> </ul>
<b>Consultants:</b>		N/A
<b>Contractor:</b>		TBD

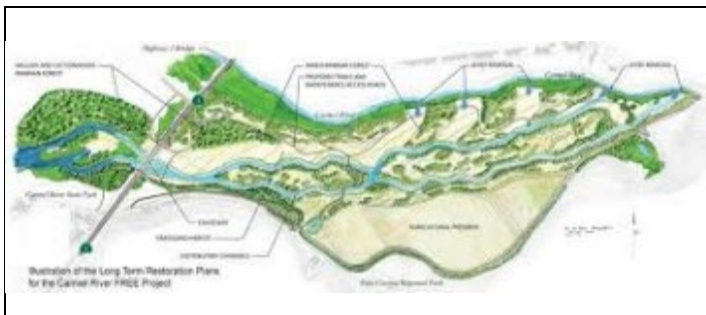


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<b>Project Number:</b>	<b>19-21</b>	
<b>Project Name:</b>	<b>Carmel River Floodplain Restoration &amp; Environmental Enhancement (CRFREE) Mitigation</b>	
<b>Project Location:</b>	Carmel River Lagoon	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Design/Permitting/Developing Funding Agreement	
<b>Project Description:</b>	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain, which will significantly impact existing wastewater pipelines that cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
<b>Department:</b>	Engineering	
<b>Financial:</b>	Coastal Conservancy Grant Budget: \$750,000	Cumulative Spent: \$453,217 FY Spent: \$133,290
** Project is being funded by CRFREE initiated grants		
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Monterey County	
<b>Permits Required:</b>	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Reginal Water Quality Control Board (RWQCB)	
<b>Challenges:</b>	Construction near environmentally sensitive habitat and obtaining new easement from State Parks	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Mitigated Neg Dec approved by Board Aug '21</li> <li>Construction anticipated in Summer 2022</li> </ul>	
<b>Consultants:</b>	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
<b>Contractor:</b>	Pending	



Photo: Looking at Pump Station Exterior

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





Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b> 20-08		
<b>Project Name:</b> Scenic Rd Pipe Bursting - Ocean to Bay		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> In Design		
<b>Project Description:</b> Replace approximately 4,950 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget: \$1,280,276	Cumulative Spent: \$89,110
	FY Budget: \$1,200,000	FY Spent: \$8,834
<b>Reclamation Share:</b> 0%		
<b>Other Entities:</b> Carmel-by-the-Sea, Coastal		
<b>Permits Required:</b> Exemptions from CEQA & Coastal Commission		
<b>Challenges:</b> Traffic Control & poorly mapped Underground Utilities		
<b>Schedule:</b> Design 2021, Construct 2022		
<b>Consultants:</b> Pending		
<b>Contractor:</b> MNS		



Photo: WWTP Aerial Showing Eucalyptus Trees Around Perimeter

<b>Project Number:</b> 21-01		
<b>Project Name:</b> WWTP Eucalyptus Pruning		
<b>Project Location:</b> Wastewater Treatment Plant		
<b>Project Manager:</b> Treanor		
<b>Status:</b> Scheduling Work Dates with Contractor		
<b>Project Description:</b> Trim Eucalyptus Trees around WWTP to control overgrowth of trees and mitigate spread of non-native tree.		
<b>Department:</b> Treatment		
<b>Financial:</b>	Cumulative Budget: \$150,376	Cumulative Spent: \$20,376
	FY Budget: \$130,000	FY Spent: \$600
<b>Reclamation Share:</b> 0%		
<b>Other Entities:</b> N/A		
<b>Permits Required:</b> Coastal Commission Notification, County Tree Cutting Permit		
<b>Challenges:</b>		
<b>Schedule:</b> Tree Trimming anticipated during non-nesting season (fall-winter 21/22). We are waiting for Tope's to return the contract.		
<b>Consultants:</b> Burleson Consulting (Environmental Monitoring) Frank Ono (Arborist)		
<b>Contractor:</b> Tope's Tree Service		



Photo: Sewer Line Repair

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



Photo: Impressed Current Rectifier

<b>Project Number:</b> 21-03		
<b>Project Name:</b> Cathodic Protection Testing		
<b>Project Location:</b> Treatment Plant		
<b>Project Manager:</b> Treanor		
<b>Status:</b> Testing Complete – Pre-Design On hold		
<b>Project Description:</b> Testing and evaluation of existing 50-year-old impressed current cathodic protection system for WWTP Ocean Outfall, and improvements design.		
<b>Department:</b> Treatment		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$30,000	\$0
	FY Budget:	FY Spent:
	\$30,000	\$6,936
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	None	
<b>Schedule:</b>	Complete by Mid 2022	
<b>Consultants:</b>	Trident Corrosion Engineering	
<b>Contractor:</b>	N/A	



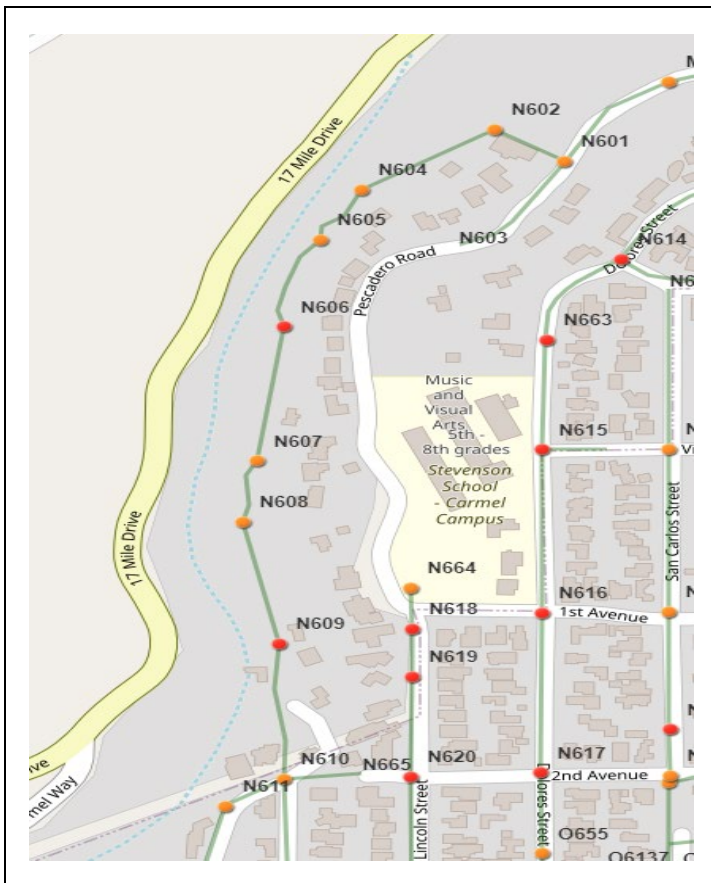


Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b> 21-05		
<b>Project Name:</b> Pescadero Creek Area Pipe Relocation		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lather		
<b>Status:</b> In Design		
<b>Project Description:</b> Relocate damaged pipe from creek slope to roadway		
<b>Department:</b> Collections		
<b>Financial: O&amp;M</b>	Cumulative Budget:	Cumulative Spent:
	\$1,700,00	\$0
<b>Financial: O&amp;M</b>	FY Budget:	FY Spent:
	\$450,000 (FY21-22)	\$0
<b>Reclamation Share:</b> 0%		
<b>Other Entities:</b> N/A		
<b>Permits Required:</b> Environmental Review		
<b>Challenges:</b> Narrow road, depth of manhole, houses to be placed on individual pumps		
<b>Schedule:</b> Start design, public outreach & Environmental in Fall 2021		
<b>Consultants:</b> MNS, Denise Duffy		
<b>Contractor:</b> TBD		

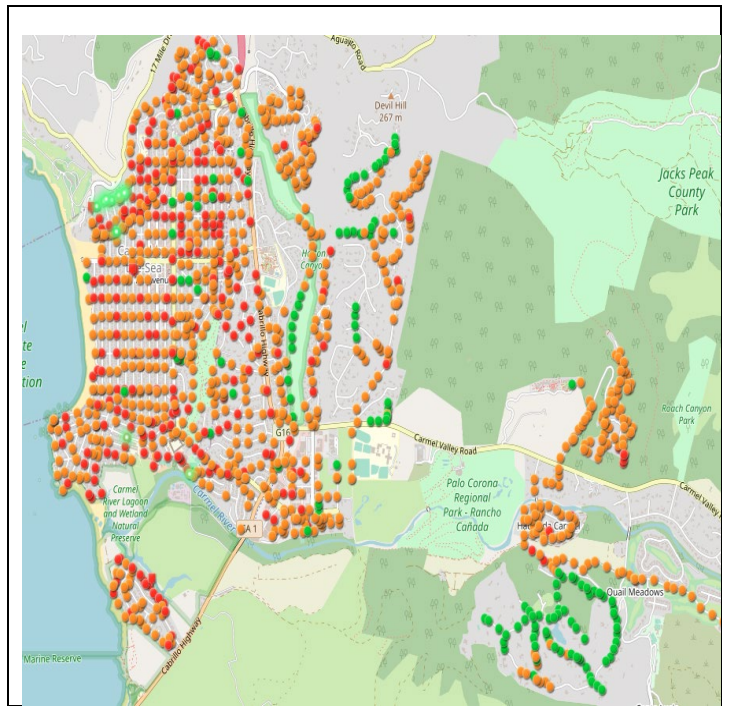


Photo: Manhole Inspection Map

<b>Project Number:</b> 21-06		
<b>Project Name:</b> Manhole Rehab		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lather		
<b>Status:</b> Design in House		
<b>Project Description:</b> Line Manholes with a solvent-free rigid polyurethane material that seals surface and provides structural integrity		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$ 150,000	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$150,000	\$0
<b>Reclamation Share:</b> 0%		
<b>Other Entities:</b> N/A		
<b>Permits Required:</b> None		
<b>Challenges:</b> Traffic Control		
<b>Schedule:</b> Complete by Mid 2022		
<b>Consultants:</b> None		
<b>Contractor:</b> TBD		

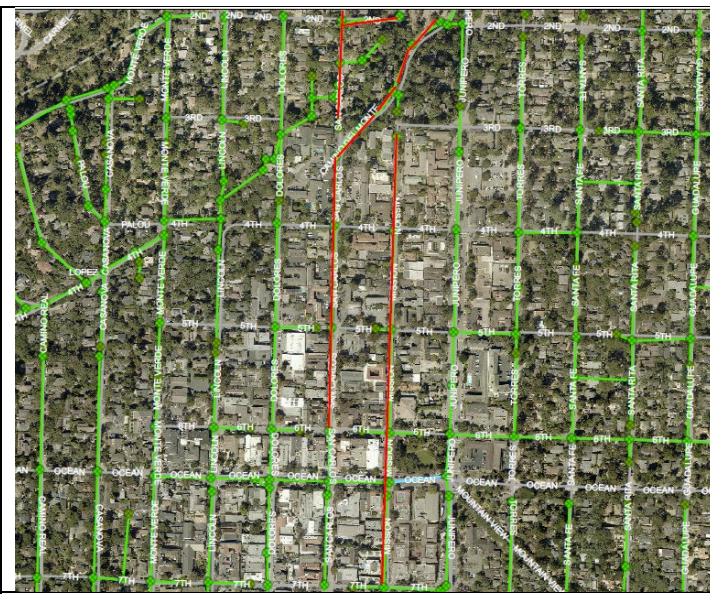


Photo: Sewer Line Rehab Location

<b>Project Number:</b> 21-07		
<b>Project Name:</b> Mission & San Carlos Sewer Rehabilitation from Ocean to 2nd		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lather		
<b>Status:</b> Inactive		
<b>Project Description:</b> Replace or pipe burst existing sewer on Mission and on San Carlos		
<b>Department:</b> Collections		
<b>Financial: O&amp;M</b>	Cumulative Budget: \$962,500	Cumulative Spent: \$0
	FY Budget: \$250,000	FY Spent: \$0
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	City of Carmel-by-the-Sea	
<b>Challenges:</b>	Traffic control in area of town, depth of repair.	
<b>Schedule:</b>	Complete by July 1, 2023	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	

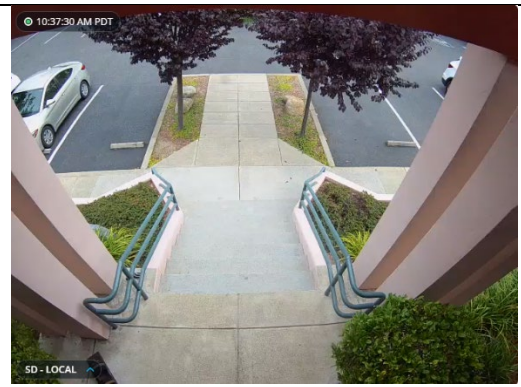


Photo: Security Cameras – Admin View

<b>Project Number:</b> TBD		
<b>Project Name:</b> Administration Access Control and Security Cameras		
<b>Project Location:</b> 3945 Rio Road		
<b>Project Manager:</b> Chris Foley		
<b>Status:</b> Procurement		
<b>Project Description:</b> Install 1 additional security camera and door access controller with card readers.		
<b>Department:</b>		Administration
<b>Financial:</b>	Cumulative Budget: \$	Cumulative Spent: \$
	FY Budget: \$19,291	FY Spent: \$
<b>Other Entities:</b>	None	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Adequate Coverage with minimal hardware.	
<b>Schedule:</b>	Construction to begin in September	
<b>Consultants:</b>	Verkada Security Systems	
<b>Contractor:</b>	Johnson Electronics	



*Photo: Security Cameras – Plant Gate View*

<b>Project Number:</b>		<b>TBD</b>
<b>Project Name:</b>		<b>Treatment Plant Access Control and Camera Project</b>
<b>Project Location:</b>		Treatment Plant
<b>Project Manager:</b>		Chris Foley
<b>Status:</b>		Procurement
<b>Project Description:</b>		Install additional security cameras to monitor vehicle storage and treatment plant site. Replace gate access controller with more secure platform.
<b>Department:</b>		Maintenance
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$	\$
<b>Financial:</b>	FY Budget:	FY Spent:
	\$24,000	\$
<b>Other Entities:</b>		None
<b>Permits Required:</b>		None
<b>Challenges:</b>		Adequate Coverage with minimal hardware.
<b>Schedule:</b>		Construction to begin in September
<b>Consultants:</b>		Verkada Security Systems
<b>Contractor:</b>		Johnson Electronics





## ADP Workforce Now

Photo: ADP Clip Art

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Workforce Now	
<b>Project Location:</b>	All Supervisor Locations	
<b>Project Manager:</b>	Beth Ingram	
<b>Status:</b>	Contract signed waiting for implementation schedule and training	
<b>Project Description:</b>	Implementation of a comprehensive Human Resource (HR) software database for all supervisors and employees to utilize. Modules provide employee development tracking, benefits administration, custom performance review templates, and employee goal management.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,520
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$2,520
<b>Challenges:</b>	Employee training	
<b>Schedule:</b>	Anticipate implementation Fall 2021	
<b>Consultants:</b>	ADP	



Photo: Caduceus

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Health Insurance Review	
<b>Project Location:</b>	Administration	
<b>Project Manager:</b>	Barbara Buikema	
<b>Status:</b>	Negotiations in progress	
<b>Project Description:</b>	As part of employee negotiations for health insurance last year the District agreed to “shop” insurance rates. Currently in discussion with Employee negotiating team. The final step is the presentation to the Salary & Benefit Committee prior to full roll out to the board.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Schedule:</b>	Must be complete by 12-15-21 or earlier depending on December board meeting scheduled date	
<b>Consultants:</b>	Beth Ingram, HR	



Photo: Real Estate Clip Art

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Real Property Investigation		
<b>Project Location:</b>			Carmel Valley		
<b>Project Manager:</b>			Barbara Buikema		
<b>Status:</b>			Contract signed		
<b>Project Description:</b>			An investigation of possible treatment facility sites in the mouth of the Carmel Valley to respond to Coastal Commission requirement to move facilities within 30 years		
<b>Department:</b>			Administration		
<b>Financial:</b>	Cumulative Budget:		Cumulative Spent:		
	\$75,000		\$0		
<b>Financial:</b>	FY Budget:		FY Spent:		
	\$75,000		\$0		
<b>Permits Required:</b>			None – at this time		
<b>Challenges:</b>			Limited possibilities, regulatory hurdles, zoning		
<b>Schedule:</b>			12 mos.		
<b>Consultants:</b>			Mahoney & Associates		



Photo: Cyber Security Clip Art

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Cyber Security		
<b>Project Location:</b>			District-wide		
<b>Project Manager:</b>			Chris Foley		
<b>Status:</b>			Ongoing		
<b>Project Description:</b>			Internal Cyber Security Incident Response Team (CSIRT) formed and they are working on a response plan & training. The upgrades to email filtering system have been completed. Stricter geofencing policies have been put in place, and a cold backup system that is sandboxed from the network is planned.		
<b>Department:</b>			All		
<b>Financial:</b>	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
<b>Financial:</b>	FY Budget:		FY Spent:		
	\$17,000		\$0		
<b>Challenges:</b>			Ongoing training & continual upgrades as skills of hackers grow		
<b>Schedule:</b>			Open ended		
<b>Consultant:</b>			Exceedio		



Photo: Six Sigma Clip Art

<b>Project Number:</b>		N/A	
<b>Project Name:</b>		Lean Six Sigma	
<b>Project Location:</b>		Management staff	
<b>Project Manager:</b>		Barbara Buikema	
<b>Status:</b>		Training phase	
<b>Project Description:</b>		Currently all managers have been assigned the task of earning a Green Belt by 12-31-21. Plan to move on with self-study course to Green Belt. Also, will investigate an in person trainer for implementation of a specific agreed upon project.	
<b>Department:</b>		Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$0	\$0	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$0	\$2,000	
<b>Permits Required:</b>	None		
<b>Challenges:</b>	Implementation phase		
<b>Schedule:</b>	Ongoing		
<b>Consultants:</b>	Self-study online		
<b>Trainer:</b>	To be determined		



Photo: California coastline

<b>Project Number:</b>		N/A	
<b>Project Name:</b>		Coastal Permit Monitoring Requirements	
<b>Project Location:</b>		Treatment Plant	
<b>Project Manager:</b>		Barbara Buikema/Patrick Treanor	
<b>Status:</b>		Ongoing	
<b>Project Description:</b>		As conditions of Coastal Permit #3-82-199-A8 - the District must submit a Long-Term Coastal Hazards Plan by 03-11-22. This shall describe the specifics that will be analyzed during the iterative planning process and identify triggers for when Executive Director review and the approval is necessary. Progress reports are due at five-year intervals by 05/01/2025, 05/01/2030, etc. Must include and describe coastal hazard trends and changes since approval of this permit and efforts to monitor and address coastal hazards over time.	
<b>Department:</b>		Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$0	\$0	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$0	\$0	
<b>Permits Required:</b>	In response to California Coastal Commission		
<b>Challenges:</b>	Establishing focus on long term objectives and committing to follow through items.		
<b>Schedule:</b>	Draft Long-Term Coastal Hazard Plan will be complete by 01-02-22		
<b>Consultants:</b>	None at this time, however we anticipate and have provided for in long term coastal hazards monitoring planning budget \$75K year.		



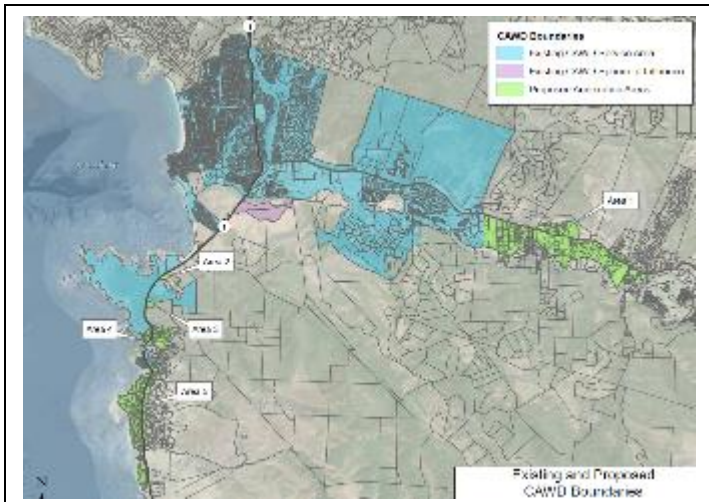


Photo: Areas of Potential Annexation

<b>Project Number:</b>	18-21, 19-04, 19-09	
<b>Project Name:</b>	2021 CAWD Sphere of Influence (SOI) Amendment & Annexation Proposal	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lathér	
<b>Status:</b>	Pending Recording by CA State	
<b>Project Description:</b>	The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$105,000 (55K+50K)	\$107,894
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$38,227 #18-21 \$17,900 #19-09
** No Budget included for Annexation b/c costs will be recouped through annexation fees.		
<b>Permits Required:</b>	Environmental Review, LAFCO Annexation Approval	
<b>Challenges:</b>	#18-21 Working with homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system. Funds from homeowner in the amount of \$67K received by CAWD.	
<b>Schedule:</b>	LAFCO annexation hearing on 3-22-21. Approved with zero protests.	
<b>Consultant:</b>	Denise Duffy & Associates	



<b>Project Number:</b>	19-02	
<b>Project Name:</b>	Pretreatment Ordinance	
<b>Project Location:</b>	Pretreatment/Collections	
<b>Project Manager:</b>	Lathér/De Ocampo/Waggoner	
<b>Status:</b>	Complete	
<b>Project Description:</b>	Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	None	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Ordinance 2021-03 Approved on 9/30/2021</li> </ul>	
<b>Consultants:</b>	None	
<b>Contractor:</b>	None	



Photo: River Watch logo

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

LAWD Collections Dept - CIP											
FY 2021/21 thru 2024/21											
Project #	PROJECT	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Causal Meadows Pipeline (Causal Creek)	\$185,415	\$1,000,000								
2	Malibu Canyon Pipeline Pipe Replacing	\$1,426,000									
3	Pipe Replaces Causal Pipe Replacements	\$1,760,000									
4	New Sewer PS Rehabilitation	\$180,000	\$150,000	\$110,000							
5	Replaces Pipe Replaces - Ocean to San	\$240,000	\$900,000	\$600,000							
6	Replaces Cook from Pipe Replaces	\$225,000	\$1,215,000								
7	Fluoridation Upgrade at Thousand Oaks Station	\$140,000									
8	Water Valve PS and Sewers - South of Santa Anita		\$150,000	\$150,000	\$200,000	\$200,000					
9	17th - Morgan to 10th Street		\$150,000	\$150,000	\$1,400,000						
10	Central Waste Sewer Rehabilitation				\$480,000	\$2,100,000					
11	Water La Cruz PS Rehabilitation				\$1,000,000	\$1,000,000	\$880,000				
12	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
13	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
14	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
15	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
16	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
17	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
18	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
19	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
20	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
21	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
22	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
23	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
24	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
25	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
26	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
27	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
28	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
29	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
30	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
31	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
32	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
33	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
34	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
35	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
36	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
37	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
38	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
39	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
40	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
41	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
42	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
43	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
44	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
45	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
46	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
47	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
48	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
49	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
50	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
51	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
52	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
53	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
54	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
55	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
56	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
57	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
58	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
59	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
60	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
61	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
62	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
63	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
64	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
65	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
66	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
67	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
68	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
69	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
70	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
71	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
72	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
73	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
74	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
75	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
76	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
77	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
78	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
79	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
80	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
81	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
82	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
83	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
84	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
85	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
86	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
87	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
88	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
89	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
90	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
91	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
92	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
93	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
94	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
95	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
96	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
97	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
98	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
99	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				
100	Water & San Canal - Ocean to 2nd				\$1,000,000	\$1,000,000	\$1,000,000				

Photo: LT Capital Schedule

<b>Project Number:</b> 20-06		
<b>Project Name:</b> Collections 20-Year CIP		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> Work in Progress		
<b>Project Description:</b> Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan		
<b>Department:</b> Collections		
<b>Projection of</b>		



To: Board of Directors

From: Ed Waggoner  
Operations Superintendent

Date: October 28, 2021

Subject: Monthly Operations Report – September 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Plant Operation

#### Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of September. This included the implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- (Project #18-05) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA). Operations staff has been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.
- September 22, Crescent Diving and Contracting, Inc. completed the annual outfall inspection. Carmel Area Wastewater District (CAWD) staff is currently waiting for the final inspection report for submittal to the Central Coast Regional Water Quality Control Board.
- September 28, CAWD staff performed a walk-thru to develop a methane gas purge plan for shutting down the micro-turbines during the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project.
- September 29, CAWD staff isolated the sludge piping for old digester #2 for demolition of the tank for the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project.

### **Reclamation:**

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) cleans on Microfiltration (MF) Cells 1, 2 and 3. All cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 4.0 to 8.7 pounds per square inch (psi).
- Staff scheduled September 1, 2021, to replace the Evoqua-Memcor S10V Modules with 160 Scinor SMT600-S26 Modules. This change out of modules was successful with operations staff and no operational downtime or discharge of secondary effluent out the outfall line occurred.

### **Training:**

- Staff continues to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for the Exposure Control Plan updates for the COVID-19 virus.
- Staff continues to participate in scheduled tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.
- September 13-24 Annual Safety Training for Operations and Laboratory staff which consisted of participated in Lockout/Tagout/Tryout (LOTOTO) procedures, Confined Space Entry, Confined Space Rescue, Hazardous Materials refresher and hands-on exercise, Hearing test, Respiratory Fit Testing, First Aid/CPR, and review of CAWD policies.

### **Capital Improvement:**

- Staff continues working with Plant Engineer, Patrick Treanor, on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.
- September 16, Coordination Site Walk with Plant Engineer, Patrick Treanor and Clark Bros. Inc., on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

- Operations staff continued various cleanup projects to prepare for the arrival of Clark Bros. Inc. Construction company's office trailer and equipment storage systems for Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

### **Meetings Attended**

- A September 8 Pre-Construction Zoom meeting with Clark Bros on Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project.
- A September 10 onsite meeting with CAL-AM at the Begonia Iron Removal Plant (BIRP) to discuss possible processing of their iron sludge from the filtration process. The Operations Superintendent's final decision was to not receive the product unless in an emergency.
- A September 23 meeting with Trussell Technologies and other Reclamation Stakeholders to Review Membrane Filtration (MF) and Reverse Osmosis (RO) Operational and Recommendations.

### **Discharge Permit Violations**

- There were no Reclamation Permit 93-72 discharge violations for the month of August 2021.
- There were no Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of August 2021.
- Staff has not received feedback from Central Coast Regional Water Quality Control Board on the submitted Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996 as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is currently under review by the Central Coast Executive Officer to be certified for future use if needed.

### **FUNDING**

N/A-Informational item only

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: October 28, 2021

Subject: Monthly Maintenance Report – September 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress/Completed

- Telstar was onsite in September to perform instrumentation calibration, configuration, and troubleshooting. The technician was very thorough and knowledgeable. Items included verification of screwpress flowmeter electronics, configuration of sodium bisulfite residual analyzer and calibration of submersible level probes. The goal is to fill in the instrumentation skill gap between electrical work and computer programming with Telstar and internal staff.
- Supervisory Control and Data Acquisition (SCADA) historian database storage growth rate was beginning to fill up hard drives and backup storage. Staff uses this data for trending items such as flows and for storing historical data. Staff worked with Frisch Engineering and created two logging strategies. By implementing two strategies staff can log critical items such as flows at a higher resolution and items such as wet well levels at a lower resolution that also will automatically overwrite after 5 years. This will reduce the need to purchase expensive storage and additional backup capacity.
- Update: The security camera and access control project is complete. New cameras and a gate controller were installed at the treatment plant. The legacy gate controller server was retired. It was identified as a cybersecurity risk due to Windows 7 operating system. The new cameras provide coverage of the vehicle storage area and plant roads.



- Update: Staff is working with Exceedio on updating the plant ethernet switching network. New switches are on order. This will improve segregation of the Supervisory Control and Data Acquisition (SCADA) network and business network by providing a single point of disconnect. Switch models will be standardized which will provide improved resiliency to hardware failures. Install Scheduled for early November.

### **Upcoming Maintenance Projects**

- Updated: Bryan Mailey Electric will be installing variable frequency drive (VFD) control for a sand filter reject pump and tertiary clarifier polymer mixer. VFD control will improve the process and consistency of the reject water flow. The polymer mixer is currently offline since at full speed it breaks up the suspended material so the addition of the VFD will allow staff to place the mixer back online at a reduced speed, which will improve the polymer mixing and tertiary clarifier process. Material is on order.
- Staff is working with Mission Communication to upgrade any remaining legacy cellular alarm radios from 3G to 5G. This is the backup alarm system for the pump stations and the older radios will no longer be supported in early 2022. Most of the radios were upgraded as part of the pump station control panel project so only a few require an upgrade.
- Maintenance and operations staff is working on a reorganization of shared shop tools. Currently tools have a specific shelf or drawer. The new approach will include a specific slot on each shelf and hand tools will have a specific slot on a pegboard. This will make it easier to identify if a tool has been checked out and provide an exact location when returning tools which will decrease wasted time looking for tools.
- Parts have arrived for the microfiltration feed line repair. The existing plastic pipe is leaking at an expansion joint. Operations staff devised a new design to install ductile iron spools adjacent to the expansion joint to reduce the stress on the plastic flanges. The work will be completed by maintenance staff in October.

### **Staff Development**

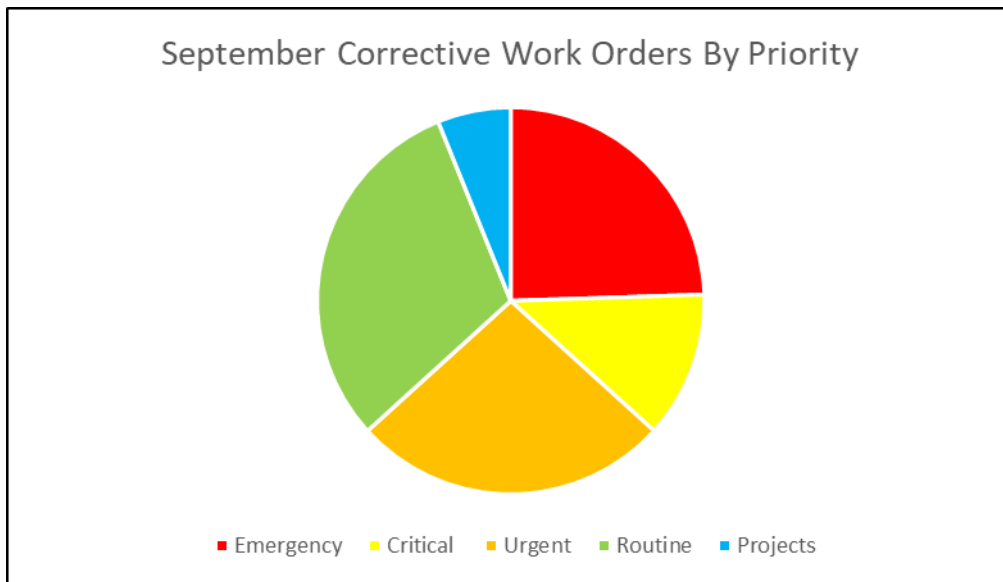
- Chris Foley and Greg Ange attended the Monterey Bay Water Works training in Castroville on September 16<sup>th</sup>. Training covered pump testing, valve training and variable frequency drive training.
- Karla Cristi completed her Six Sigma white belt certification.

## Work Order Metrics

### Preventive Maintenance

Total Work Orders Generated	417
Total Work Orders Closed/Done	355
Total Work Orders Still Open	62
Percentage of Work Orders Completed	85.13%

### Corrective Maintenance



Emergency	12
Critical	6
Urgent	13
Routine	15
Projects	3

### FUNDING

N/A- Informational item only

# STAFF REPORT

To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: October 28, 2021  
Subject: General Engineering



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

This report is provided to update the Board of the Carmel Area Wastewater District (District) on current engineering activities during the month of September 2021.

### General Engineering

The Principal Engineer continues to work on projects related to the 2021 Annexation, including Yankee Point, Carmel Valley Manor and Corona Road. The Corona Road project engineer, Monterey Bay Engineers, Inc. has completed surveying the project site and the environmental/permitting process has begun. The engineer is also moving forward with completing a draft assessment engineer report.

Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and have delayed their project in order to work with Cañada Woods to utilize another pipeline alignment that will benefit the District, CVM may potentially allow Cañada Woods to connect to the District as a satellite agency in the future. There has been a great deal of interest by other owners adjacent to this project regarding connecting to the sewer and the Principal Engineer has been working to educate the interested parties regarding the steps to take to connect.

The engineer for the Corona Road Sewer Assessment District project is finalizing the report that will provide the cost estimate and preliminary design that will be used to initiate the assessment district formation process. Denise Duffy and Associates are working on the environmental documents needed once the preliminary plans are finalized.

### **Upper Rancho Cañada Pipe Relocation Project (19-13)**

Construction of the Upper Rancho Cañada pipe relocation project has been awarded to Graniterock and pipe bursting between Via Petra /Via Mallorca and the park has been completed. The truss pipe apparently was in such poor condition that it was too easy to burst, creating large sags in the new pipeline. The construction manager, Psomas and the Principal Engineer are negotiating with Graniterock to agree on the cost to repair the sags in the first segment of pipe that was burst.

The 12-inch California American Water Company (Cal Am) water supply line that was excavated in the pipe bursting receiving trench and was discovered to have been placed directly on top of our pipeline is being replaced during the week of October 19<sup>th</sup> by Monterey Peninsula Engineering, Inc.

Trenching within the Palo Corona Park began on September 15, 2021, at the west end of the project and it is anticipated that the open cut pipeline construction will be completed by early November.

### **FUNDING**

N/A- Informational item only

# Resolutions

# STAFF REPORT



To: Board of Directors

From: Rachél Lather Principal Engineer

Date: October 28, 2021

Subject: SRT Consultants, Inc. Contract Amendment No.  
Environmental Review Services for Carmel Meadows Sewer Replacement  
Project #19-03

## RECOMMENDATION

Staff recommends that the Board of Directors:

- Adopt a resolution approving the contract amendment No. 2 with SRT Consultants, Inc. (SRT) for an amount not to exceed \$29,700 to provide services related to obtaining a Coastal Development Permit (CDP) for the project.
- Authorize the General Manager to sign a contract amendment for the proposed work.

## DISCUSSION

On December 19, 2019, under resolution 2019-58 the Board approved a contract with SRT to provide engineering design services to provide plans, specifications, and environmental permitting for the Carmel Meadows Sewer Replacement project in the amount of \$255,445. The design would reroute existing gravity sewer lines to flow to a new lift station at the end of Mariposa Drive. The scope of work did not include removal of the existing aerial sewer pipes supported by piles. The Carmel Area Wastewater District (CAWD) Board requested that the removal of the existing sewer pipes and piles be added to the project. On February 25, 2021, the Board approved Amendment No. 1, in the amount of \$60,000 under resolution 2021-10, to add this item to the project plans and the environmental investigation for the project.

It is anticipated that there will be some tree trimming needed in order to remove the existing aerial sewer pipeline and supports from the project area. Because of this, an arborist report and associated update to the Initial Study/Mitigated Negative Declaration is needed.



In addition, CAWD staff has requested that the consultant provide revisions to the CDP project description to allow the work needed for the pipeline removal. SRT has provided the attached amendment No. 2 proposal that includes additional environmental services to add the removal of the pipeline to the Draft Mitigated Negative Declaration and CDP in an amount not to exceed \$29,700 for a total contract amount not to exceed \$345,145.

## **FUNDING**

There is adequate funding in the 2021/22 budget for the remaining work to be completed in the contract, including the proposed additional services.

Attachments: SRT Proposal-Amendment No. 2 and Resolution 2021-57



Service Responsiveness Teamwork

792 Bay Street  
San Francisco, CA 94109  
415 776 5800 tel  
415 776 5200 fax  
www.SRTconsultants.com

October 13, 2021

Rachel Lather, MS, PE  
Principal Engineer  
Carmel Area Wastewater District  
Via electronic mail

**Subject: SRT Consultants Proposal Change Order No. 2 – Carmel Meadows Project**

Dear Rachel,

Per your request, SRT Consultants (SRT) is pleased to submit this letter proposal and scope of work for the Carmel Meadows Lift Station and Sewer Replacement Project (project). SRT is the prime consultant on this project with WRA, Inc. (WRA) as a CEQA subconsultant. This Change Order amends the original contract between WRA and SRT to include the additional tasks needed to complete CEQA documentation and the CDP process. WRA virtually met with Monterey County staff on September 21, 2021 and received additional information and details for completion of the CEQA and CDP process for which the additional tasks are being requested. These tasks are described in more detail below.

**ADDITIONAL WORK PRODUCTS**

This Change Order includes the following additional work products:

- Arborist Report
- Updated IS/MND
- Coastal Development Permit Application

**PHASE 4. 2021 PERMITTING AND CEQA**

***Task 1. Arborist Report.***

The IS/MND must include an Arborist Report as a supplemental material if any trees are to be removed as a result of the project. Therefore, WRA proposes to prepare an Arborist Report to analyze the species, health, and diameter breast height (DBH) of any trees that could be removed. Tree replacement plantings would be identified per Monterey County regulations, as necessary. This scope of work includes a site visit to conduct the assessment, preparation of the Arborist Report, and one iteration of revision based upon District comments on the Arborist Report.

### ***Task 2. 2021 CEQA Documentation***

Revision of IS/MND. WRA would incorporate the results of the Arborist Report into the IS/MND and provide to District staff for review. In addition, the IS/MND would be modified to include tribal and archaeological monitoring as Mitigation Measures. WRA would revise the IS/MND and MMRP accordingly.

Noticing. Based upon our meeting with Monterey County, a comprehensive list of agencies should be notified of the project, including, but not limited to: California Coastal Commission, Monterey County Clerk, Monterey County Air Resources District, California Department of Fish and Wildlife, Caltrans District 5, Tribal Representatives, Monterey County Environmental Services Department, Monterey County Department of Public Works, and the Monterey County Water Resources Agency. WRA will work with the District and Monterey County to ensure that all proper agencies and individuals are notified. In addition, WRA will assist the District in ensuring that the Notice of Intent gets distributed to adjoining property owners within 300 feet of the project site (assuming the list of property owners is provided to WRA) and is posted on-site on Ribera Drive. This scope assumes that the District would handle coordination with posting the document in the local newspaper and on the District's website.

Responses to Comments. Based upon WRA's conversation with Monterey County, there may be substantial responses to comments needed to address public concern regarding tree removal and ground disturbance occurring near cultural resources. Therefore, WRA is including 16 additional hours to accommodate responses to comments on these and any other topics that may come up.

### ***Task 3. 2021 Coastal Development Permit***

Revision of Project Description. During the September 21, 2021 discussion, Monterey County staff indicated that the Project Description would need to include a Combined Development Permit entitlement consisting of the following components:

- Coastal Development Permit to allow demolition of the specified amount of linear feet of existing sewer line, and installation of the specified amount of linear feet of sewer line and construction of a lift station;
- Coastal Development Permit to allow development within 100 feet of environmentally sensitive habitat;
- Coastal Development Permit to allow development within 750 feet of known archaeological resources;
- Coastal Development Permit to allow development on slopes exceeding 30 percent (if applicable); and
- Coastal Development Permit to allow removal of the specified number of trees and species (if applicable).

Therefore, WRA would work with District staff to ensure that the bulleted information is included to the CDP application, should these items apply. WRA will continue to coordinate with the District and the County to compile the necessary information for a complete CDP application to the County. This information includes: topographic survey, application companion page, proof of ownership and owner's concurrence (provided by CAWD), environmental information form, biological impact form, erosion/sediment control plans (prepared by others), permanent storm water control plan (prepared by

others), and site plans. For purposes of this proposal, WRA assumes that the project will not be appealed to the CCC.

**Task 4. 2021 Project Management**

Project management fees were previously absorbed into the tasks. The remaining work however will require continued WRA coordination with SRT and the District during the processes of updating the technical studies, for the arborist report, for updated initial study reviews, public notifications and publication. WRA will monitor Project budgets and timelines, providing regular updates to the client.

**REMAINING WORK PRODUCTS AND SCHEDULE**

Remaining work products are outlined in the original contract and above. To summarize next steps, a proposed work schedule is provided in Table 1.

*Table 1. Projected Schedule*

#	CEQA Tasks	Projected Dates
1	Arborist Report preparation for potential tree removal activity	November 1 – November 12
2	WRA revision of the Administrative Draft IS/MND with information for District review	November 1 – November 12
3	Notice of Completion (NOC) and Notice of Intent (NOI) submitted to State Clearinghouse	November 15 – November 19
4	NOI notifications published in a local newspaper, posted on the site, and sent to interested parties as outlined in a list provided by the District	November 22 – November 24
5	WRA submittal and 30-day circulation of the IS/MND	November 29 – December 30 (an extra day added due to the Christmas holiday)
6	Response to public comments	January 3 – January 12
11	District approval, submit Final IS/MND	January 13 – January 20
12	Planning Commission Hearing	TBD
13	City Council Hearing	TBD
12	File Notification of Determination (NOD) with the Monterey County Clerk (must be within five days of project approval)	TBD
13	District payment of the CDFW filing fee of \$2,354.75 plus the \$50 filing fee with the County Clerk.	TBD

**REVISED COSTS**

The total cost for the tasks described above is provided in Table 2 below. These costs are based on assumptions provided in the scope of work. Estimated costs are subject to change based on specific conditions that arise during the conduct of this work. Estimated cost does not include CEQA filing fees. The client will be informed if additional fees will be incurred and will be provided the reasons for any such increase. The client will be billed monthly on a time and materials basis for work completed to date.

*Table 2. Change Order 2 Estimated Cost*

	<b>Phase 4, Task</b>	<b>Estimated Cost</b>
1.	Arborist Report	\$6,050
2.	CEQA Documentation	\$15,400
3.	Coastal Development Permit	\$5,500
4.	Project Management	\$2,750
	Total	\$29,700

The total estimated additional fee for the tasks described above is provided in Table 1. These costs are based on the assumptions provided in the scope of work. Estimated costs are subject to change based on specific conditions that arise during the executions of this work.

SRT is pleased to begin work on this change order scope immediately upon receiving a notice to proceed from the District. Thank you for considering SRT for this very important work for the District. Please contact me at 415-231-5768 with any questions or if you require any additional information. We look forward to hearing from you soon.

Sincerely,



Tatyana T. Yurovsky, PE  
Principal  
SRT Consultants



RESOLUTION 2021-57

A RESOLUTION AUTHORIZING AN AMENDMENT NO. 2 TO THE ANNEXATION SERVICES CONTRACT WITH SRT CONSULTANTS, INC. FOR \$29,700 TO PROVIDE ADDITIONAL ENVIRONMENTAL REVIEW SERVICES TO OBTAIN A COASTAL DEVELOPMENT PERMIT FOR THE CARMEL MEADOWS SEWER REPLACEMENT PROJECT #19-03 IN AN AMOUNT NOT TO EXCEED A TOTAL CONTRACT AMOUNT OF \$345,145

WHEREAS, the Carmel Area Wastewater District Board of Directors approved the 2021/2022 Budget that included funding for the Carmel Meadows Sewer Replacement project engineering and environmental consulting work;

WHEREAS, SRT Consultants, Inc. have been working on the engineering and environmental design/studies for the project construction and have been requested by the Carmel Area Wastewater District Board to add the removal of the existing aerial pipeline to the project scope;

WHEREAS, in order to proceed with completing the design, environmental review, and Coastal Development Permit application for the project, additional services from SRT Consultants, Inc. are needed to be completed as described in their proposal dated October 13, 2021;

WHEREAS, SRT Consultants, Inc. has provided an acceptable proposal to amend the original contract in an amount not to exceed \$29,700 for additional services to complete environmental review and design required for the addition of the removal of the existing pipeline to the scope of the project for a total contract amount not to exceed \$345,145.

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

1. Adopt a resolution amending the contract with SRT Consultants, Inc. to provide engineering and environmental services for an amount not to exceed \$29,700; and

2. The General Manager to sign a contract amendment with SRT Consultants, Inc. for the work summarized in their proposal dated October 13, 2021.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on October 28, 2021.

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

\_\_\_\_\_  
President of the Board

ATTEST: \_\_\_\_\_  
Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: October 28, 2021

Subject: Scenic Road Pipe Bursting Ocean to Bay  
Project #20-08 Amendment #3

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend a contract with MNS Engineers, Inc. to provide coastal permitting support in the amount of \$72,455 resulting in a total contract amount of \$305,407.

## DISCUSSION

The Scenic Road collection line is a high priority for rehabilitation due to the condition of the pipeline and its location with respect to the Pacific Ocean. The Carmel Area Wastewater District Board (Board) approved Resolution 2021-11 on February 25, 2021, authorizing the General Manager to enter a contract with MNS Engineers, Inc. to provide design services for the project in the amount of \$152,685. On August 26, 2021, the Board of Directors approved Resolution 2021-48 approving Amendment #1, in the amount of \$32,690, to authorize utility location services to be added to the contract. On September 30, 2021, the Board of Directors approved Resolution 2021-55 approving Amendment #2, in the amount \$47,577, to authorize further studies, preparation of a Cultural Resources letter report and potential preparation of an Initial Study/Negative Declaration.

The gravity sewer pipe is expected to be replaced using the pipe-bursting construction technique. This method pushes a new High-Density Polyethylene (HDPE) pipe through the existing pipe. Even though there is less excavation with this technique, excavation of pits to allow launching of the pipe bursting equipment and excavation of private sewer laterals is required. This method was selected to minimize the impact to beach access, the environment, and residents. It was anticipated that a Coastal Exemption for this project would apply since it is a replacement of sewer infrastructure with no risk of substantial adverse impact on public access, environmentally sensitive habitat area, wetlands, or public views, based on the document "Repair, Maintenance and Utility Hook-up Exclusions from Permit Requirements" adopted by the Coastal Commission on September 5, 1978.

Rincon was selected to complete the environmental documents and permitting required for this project. Rincon met with staff from the City of Carmel-by-the-Sea (City) to verify that they would issue a coastal exemption for the project. The City staff contacted Coastal Commission staff who told them that the exemption would not apply to our project. Because of that, the project construction will be delayed by a year, and we will need to add tasks to the consultant contracts that are required for obtaining Coastal Permits from the City and the County of Monterey.

District staff has reached out to Kevin Kahn from the Coastal Commission to see if we can reverse the decision regarding the requirement for a coastal permit and if we are successful, the budget for this work will not be used.

The attached proposal from MNS Engineers, Inc. outlines the specific tasks associated with obtaining a coastal permit for a total cost of \$72,455.

## **FUNDING**

The 2021/2022 budget for this project is \$1,200,000.

- Attachment 1: MNS Engineers, Inc. Proposal -Amendment #3
- Attachment 2: Resolution 2021-58 Authorizing the General Manager to sign an Amendment to Contract with MNS Engineers, Inc.



811 El Capitan Way Suite 130, San Luis Obispo, CA 93401  
Ph. (805) 778-0326 / F. (805) 787-0437

October 13, 2021

Ms. Rachél Lather, M.S., P.E.  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel-By-The-Sea CA 93923

**Subject: Proposal for Professional Engineering Services – Scenic Road Sewer Main Replacement Project, Amendment No. 3, Coastal Development Permit Support**

Dear Ms. Lather:

Thank you for the opportunity to submit this amendment request for additional services for the Scenic Drive Sewer Main Replacement Project (Project) for the Carmel Area Wastewater District (District). Recently, the Project Coastal Development Permit (CDP) exemption was rejected, and a complete coastal development package will be required.

**Project Understanding**

MNS is currently developing design documents for replacement of approximately 4,950 linear feet (LF) of existing 6-inch diameter vitrified clay pipe (VCP) gravity sewer main with a new 8-inch high-density polyethylene (HDPE) sewer main located along Scenic Road from manhole O666 south of Ocean Avenue (Ave) to the Bay & Scenic Lift Station, 750-LF west of Martin Way in the community of Carmel by the Sea and unincorporated Monterey County. The work also includes replacement of approximately 30-LF of 6-inch steel force main with new 6-inch pipe at the intersection of Santa Lucia Ave and San Antonio Ave.

Our subconsultant, Rincon Consultants, Inc. (Rincon) will prepare the CDP application package on behalf of the District. For development of a complete CDP Application, additional supporting documents are required. These additional documents include:

- Arborists Report and Tree Protection Plan
- Coastal Access Plan
- Traffic Control Plan
- Construction Management Plan
- Stormwater Protection Plan

Updates to the contract documents will be made based on the requirements of the prepared plans and CDP.

**Project Scope**

MNS proposes to facilitate additional support services under Task 7 as described below.

**Task 7 – CDP Application Support**

MNS subconsultant, Rincon, will provide overall coordination of the CDP permit application for the Project. A detailed proposal for Rincon services is provided as an attachment. Work to be completed to support preparation and submittal of the CDP application is detailed in the following subtasks.

**Subtask 7.1 CDP Permit Application and Additional Project Management**

MNS and Rincon will lead the effort to prepare and submit a complete Coastal Development Permit Application Package. MNS will provide additional coordination and project management activities associated with the extended permitting duration. Rincon will provide support as described in their attached proposal.

**Subtask 7.2 Arborists Report and Tree Protection Plan**

Rincon will prepare an arborists report and tree protection plan as described in their attached proposal.

**Subtask 7.3 Traffic Control Plan and Coastal Access Plan**

MNS will prepare a set of traffic control plans (TCP) for the Project, incorporating sufficient requirements to maintain vehicular and pedestrian coastal access throughout construction. The TCP will cover portions of the work within the City and County limits. The TCP will be incorporated into the contract document package. The effort to prepare the TCP and Coastal Access Plan will be led by Martha Dadala, PE, Principal Transportation Engineer.

Traffic Control Plans will be prepared per the Caltrans Manual for Uniform Traffic Control Devices (MUTCD) and 2018 standards. Adequate temporary signage and traffic control devices will be shown in the plans. Motorist Information plans (detours) will be prepared for complete road closures. It is assumed that complete and lane closures will be allowed. The lane closure hours on weekdays will be determined after discussions with City and County. The draft TCP will be submitted to the City and County for review. MNS will respond to City and County review comments and will meet with the City and County to resolve comments and to address the recommended changes. The final TCP will incorporate the agreed upon changes.

**Subtask 7.4 Construction Management Plan**

MNS will prepare a Construction Management Plan (CMP) to be included in the CDP application package. The CMP will include:

- Roles and responsibilities of the various agencies over the Project
- Construction administration and communication
- Document control and management
- Change procedures
- Enforcement of the requirements of the contract documents including scope, schedule, budget, traffic control, public outreach, security, and public safety
- Permit compliance
- Environmental compliance
- Additional relevant information as necessary

The Construction Management Plan will be prepared by Megan Panofsky, PE, Resident Engineer.

**Subtask 7.5 Stormwater Protection Plan**

MNS will prepare a Stormwater Protection Plan (SWPP) to be included in the CDP application package and incorporated into the contract document package. A complete Stormwater Pollution Protection Plan (SWPPP) in compliance with the State General Permit will not be required as the total project disturbance will be less than one acre. The SWPP will incorporate appropriate best management practices (BMPs) and associated requirements to protect surface water quality. The Stormwater Protection Plan will be prepared by Tyler Hunt, PE, QSD.

**Subtask 7.6 Design Revisions**

MNS will update the contract documents as needed to incorporate the provisions and requirements of the CDP and associated documents described herein.

**Deliverables**



**October 13, 2021**

Page 3 of 3

- Arborists Report and Tree Protection Plan
- Traffic Control Plan and Coastal Access Plan
- Construction Management Plan
- Stormwater Protection Plan

### Compensation

MNS proposes to perform the additional base services described herein as described in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Fee Schedule, provided with our original proposal.

Task	Fee
Subtask 7.1 CDP Permit Application and Additional Project Management	\$10,510
Subtask 7.2 Arborists Report and Tree Protection Plan	\$13,138
Subtask 7.3 Traffic Control Plan and Coastal Access Plan	\$35,440
Subtask 7.4 Construction Management Plan	\$3,390
Subtask 7.5 Stormwater Protection Plan	\$6,230
Subtask 7.6 Design Revisions	\$3,747
<b>Subtotal</b>	<b>\$72,455</b>

### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to continuing to work with the District. Please feel free to contact me with any questions you may have at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,

**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments:

Rincon Consultants Proposal

MNS Standard Fee Schedule

Detailed Fee Spreadsheet



**Rincon Consultants, Inc.**

2511 Garden Road, Suite C-250  
Monterey, California 93940

831 333 0310

info@rinconconsultants.com  
www.rinconconsultants.com

October 7, 2021  
Project No: 20-10654

Nick Panofsky, PE, Lead Engineer  
MNS Engineers, Inc.  
811 El Capitan Way, Suite 130  
San Luis Obispo, California 93401  
Via email: [npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

**Subject: Scope Amendment Request for the Carmel Area Wastewater District Scenic Road Pipeline Replacement Project, Carmel-by-the-Sea, California**

Dear Mr. Panofsky:

The purpose of this letter is to request an amendment to the March 10, 2021 contract scope of work and budget between Rincon Consultants, Inc. (Rincon) and MNS Engineers, Inc. (MNS) for environmental services for the Carmel Area Wastewater District (CAWD) Scenic Road Pipeline Replacement Project. This proposal would add services to our existing contract scope of work to:

- Provide additional support related to processing of the Coastal Development Permit (CDP) applications with the City of Carmel-by-the-Sea (City) and the County of Monterey (County);
- Conduct an Arborist Study;
- Prepare an Arborist Report and Tree Protection Plan; and
- Continue to provide project management and oversight for the additional tasks.

The need for this additional environmental analysis was identified during coordination with the City and subsequent discussions with MNS and CAWD. The specific additional scope tasks associated with this request, as well as the total budget amendment request, are described in detail below.

## SCOPE OF WORK: AMENDMENT TO EXISTING SCOPE OF WORK

The following tasks outline additional effort associated with existing tasks included in the approved scope of work dated March 10, 2021.

### Task 1. Project Management

This task includes additional staff time for project management and coordination during preparation of the tree protection plan. Additional meetings for the CDP process are included in Task 3, below.

### Task 3. Coastal Development Permit Application

This task includes additional tasks associated with preparation of the CDP applications not included in the approved March 10, 2021 scope of work. The approved scope of work included preparation of the



CDP application packages and attendance at application intake meetings with the City and/or County after submittal of the application packages. Based on coordination with CAWD and MNS, CAWD requested that Rincon participate in several pre-application meetings with the City and County. In addition, based on the pre-application meeting with the City, CAWD requested that Rincon prepare a CDP exemption memorandum to aid the City with discussion with the California Coastal Commission to determine the applicability of a CDP exemption. This task includes preparation of a CDP exemption memorandum and attendance at up to 5 virtual pre-application meetings (3 meetings with the City and/or County and 2 CDP strategy meetings with CAWD and MNS).

## SCOPE OF WORK: ARBORIST REPORTS

The tasks outlined below detail new tasks not included in the approved March 10, 2021. These tasks include an Arborist Study, Arborist Report, and Tree Protection plan, which were identified as required as part of the encroachment permit application for the project.

### Overview of Tree Protection Regulations

Trenching for the project along the existing 0.9-mile pipeline on Scenic Road within the City could potentially affect protected trees defined by the City's General Plan – Coastal Resource Management Element (CRME) and Municipal Code Chapter 17.48, if conducted within their Tree Protection Zones (TPZs). The CRME policies state that Monterey pine, Monterey Cypress, and coast live oak species should be preserved and requires a documented site assessment of trees on each proposed construction site, established tree protection zones and suitable locations for development, and to avoid encroaching on the root protection zone of significant trees. The CRME does not define tree protection sizes or significant trees; as such, Rincon will reference Section 17.48 of the City's Municipal Code for specific guidance on tree protection within the City. Municipal Code Section 17.48 states that any person aiming to remove or prune a tree/shrub, except Genista, on a public street, way, park, or place within the City or on private property when more than one-half of the basal cross-sectional area of such tree is on City property, shall require a permit. The City requires that applications for tree removal permits include classification of all trees on the site and in the adjacent right-of-way by preparing a Significant Tree Evaluation Worksheet for each tree; however, since this project does not require tree removal, Rincon assumes that this classification and worksheet documentation is not required.

The additional 0.1 mile section of the project alignment lies in unincorporated Monterey County. County guidelines for protected trees were not present in the Coastal Implementation Plan (Coastal Zoning Ordinances Title 20), nor does the project area fall within any of the Specific Land Use Plan Areas within the county. Therefore, Rincon will refer to the County Municipal Code Chapter 16.60 – Preservation of Oak and Other Protected Trees for specific tree protection guidance. County Code Chapter 16.60 states that removing, poisoning, cutting down or trimming more than one-third of the green foliage of any tree is not allowed without a permit. The County does not specify protection sizes for multi-trunked trees; as such, Rincon assumes that trees with at least one trunk meeting the protection size requirements are considered protected.



## (New) Task 6. Arborist Study

A Rincon arborist will conduct a tree survey to locate and identify all protected trees defined by the City's CRME and Municipal Code and the County CIP and Municipal Code with any portion of their canopy dripline located within 20 feet of the Project site. During the survey, the following information will be documented for each protected tree:

- Field locations of all protected trees with any portion of their driplines within 20 feet of the Project site, as feasible without trespassing on private lands
- Identification of each tree by both scientific and common names
- Diameter at breast height (DBH)
- Canopy height and spread in four cardinal directions
- Dripline canopy of each tree located within the Project area
- Health assessment (dead, very poor, poor, fair, good, excellent)
- Structural defects (cracks, decay, broken limbs, etc.), if any
- Representative photographs

The tree survey will include an above-ground assessment only. Aerial branches will be examined via binoculars from the ground. Bucket trucks or climbing techniques will not be used to examine branch attachment or health. Each protected tree will be assigned a unique identification number, and a temporary identification tag will be attached to each protected tree trunk as feasible/accessible.

Based on a cursory desktop review of aerial imagery and the preliminary project plans, we estimate that there are approximately 100 protected trees that would need to be surveyed. The tree survey is expected to take approximately 29 hours of staff time (two full field days with at least one arborist and one field biologist, including drive time) and one hour of Graphic Information System (GIS) staff time to set up our Global Positioning System (GPS) device. Our cost includes travel expenses, arborist field package, and use of the GPS device with sub-meter accuracy.

This task involves coordination of the Arborist Study and site access.

## (New) Task 7. Arborist Report and Tree Protection Plan

The results of the Arborist Study will be summarized in an Arborist Report prepared in accordance with the Coastal City CRME and Municipal Code and County CIP and Municipal Code requirements. The report will include:

- Project background
- Site observations
- Individual tree analysis
- A comprehensive table providing tree data including size, species, and general health
- Tree location map
- Identification of which protected trees would be preserved, removed, or encroached by construction activities

A Tree Protection Plan establishing tree protection measures for all protected trees within the Project site will be included in the Arborist Report. The Tree Protection Plan will include measures in accordance



with the City's CRME and Municipal Code and the County CIP and Municipal Code standards and requirements, including:

- Tree protection standards, including measures to be implemented prior to construction, during construction, and after construction
- Recommendations for the health and long-term welfare of trees
- Methods of avoiding injury
- Activities permitted/prohibited within Tree Protection Zones
- Encroachment boundaries

If project component activities would result in the removal of protected trees, the Tree Protection Plan would include the following:

- Standards for Tree Impact Offsets (mitigation)
- Tree removal standards
- Locations and planting standards for replacement and transplant trees

Based on the number of potentially protected trees within the study area, preparation of the Arborist Report and Tree Protection Plan is expected to take approximately 30 hours of technical staff time, which includes addressing one round of comments from MNS Engineering. Because the Project will not impact more than 1/3 canopies of any of the existing trees, we are not expecting County permit and comments on this report. Both the draft and final Arborist Report will be submitted electronically; no hard copies will be provided. The Arborist Report will not include an engineering-grade site plan.

## (New) Task 8. Design Coordination

Modifications to design plans may be implemented based on tree locations and potential impacts to the trees; therefore, this task includes meeting and coordination between the arborist, CAWD, and the design engineer to discuss the tree data. This step is critical in the process of developing the arborist report, as it allows the arborist to accurately describe the impacts to trees resulting from the final design alignment. It is assumed that all meetings and communication will occur virtually, by telephone, and via email, respectively.

## ASSUMPTIONS

Several assumptions were considered in preparing this scope of work and associated budget. Should any of these assumptions need to be adjusted during execution of the project, the scope and budget may need to be expanded.

- Rincon will attend up to 5 virtual CDP pre-application meetings: one with the City, one with the County, one combined meeting with the City and County, and two follow-up strategy calls with CAWD/MNS
- A County tree removal permit is only required when impacted trees will be removed or more than 1/3 of their foliage is cut/trimmed
- No more than 100 protected trees will be surveyed
- Rincon will receive 90 percent design plans prior to conducting the tree survey
- The Arborist Report and Tree Protection Plan will be submitted in electronic format



- The cost for the arborist reports does not include protective measure verifications or monitoring
- Only Protected Trees will be surveyed as defined by the City of Carmel-by-the-Sea and Monterey County
- No trees will be removed; therefore, neither a tree replacement plan nor tree appraisals will be needed
- Trees will be mapped by MNS on the project site. The site plan will depict all project components, such as trenches, excavation, and grading limits.

## SCHEDULE

The schedule associated with preparation of the Arborist Study, Arborist Report, and Tree Protection Plan is outlined below.

- **Tree Survey.** Rincon will conduct the tree survey within two weeks of receiving Notice to Proceed (NTP) and receipt of 90 percent design plans.
- **Arborist Report and Tree Protection Plan** Rincon will submit electronic copies of the arborist report and tree protection plan to MNS and CAWD within 14 days of completing the tree survey.

## Cost

The estimated cost for completion of the tree protection plan task, additional CDP support, and additional project management is **\$19,114**. A breakdown of cost by task is provided at the end of this amendment request.

If you have any questions regarding this request, please do not hesitate to contact us.

Sincerely,  
**Rincon Consultants, Inc.**

Nicole West  
Project Manager

Jennifer Haddow on behalf of Megan Jones, MPP  
Vice President





## CAWD Scenic Road Pipeline Replacement Project Scope Amendment Request Cost Estimate

Task	Rate	Hours	Budget
<b>Task 1: Project Management</b>		<b>8.00</b>	<b>1,760.00</b>
Principal I	220.00	2.00	440.00
Supervisor Planner I	195.00	6.00	1,170.00
Clerical/Administrative Assistant I	75.00	2.00	150.00
<b>Task 3: Coastal Development Permit Application</b>		<b>30.00</b>	<b>5,040.00</b>
Principal I	220.00	4.00	880.00
Supervisor Planner I	195.00	8.00	1,560.00
Planner III	130.00	20.00	2,600.00
<b>(New) Task 6: Arborist Study</b>		<b>43.00</b>	<b>6,180.00</b>
Senior Biologist I	160.00	20.00	3,200.00
Biologist III	130.00	21.00	2,730.00
GIS/CADD Specialist II	125.00	2.00	250.00
<b>(New) Task 7: Arborist Report and Tree Protection Plan</b>		<b>37.00</b>	<b>4,870.00</b>
Principal I	220.00	1.00	220.00
Biologist III	130.00	30.00	3,900.00
GIS/CADD Specialist II	125.00	6.00	750.00
<b>(New) Task 8: Design Coordination</b>		<b>4.00</b>	<b>580.00</b>
Senior Biologist I	160.00	2.00	320.00
Biologist III	130.00	2.00	260.00
<b>Labor Total</b>		<b>122.00</b>	<b>18,430.00</b>
<b>Reimbursable Expenses</b>			<b>683.60</b>
GPS			190.00
Standard Field Package			95.00
Travel - Mileage			313.60
Vehicle Day Rate			85.00
<b>Reimbursable Total</b>			<b>683.60</b>
<b>Amendment Total</b>			<b>19,113.60</b>



## 2021 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$280
Senior Project/Program Manager.....	255
Project/Program Manager.....	225
Assistant Project/Program Manager.....	185
Senior Project Coordinator.....	155
Project Coordinator.....	125

### ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	190
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

### SURVEYING

Principal Surveyor.....	\$235
Lead Surveyor.....	225
Senior Survey Project Manager.....	205
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	150
Assistant Project Surveyor.....	130
Party Chief (PW).....	155
Chainperson (PW).....	135
One-Person Survey Crew (PW).....	185

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$255
Senior Construction Manager.....	235
Senior Resident Engineer.....	225
Resident Engineer.....	210
Structure Representative.....	195
Construction Manager.....	185
Assistant Resident Engineer.....	175
Sr. Construction Inspector (PW).....	165
Construction Inspector (PW).....	156
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$175
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	135
IT Technician.....	120
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	80

### GOVERNMENT SERVICES

City Engineer.....	\$215
Deputy City Engineer.....	195
Assistant City Engineer.....	180
Plan Check Engineer.....	170
Permit Engineer.....	150
City Inspector.....	135
Senior City Inspector (PW).....	165
City Inspector (PW).....	156
Principal Stormwater Specialist.....	155
Senior Stormwater Specialist.....	140
Stormwater Specialist.....	125
Stormwater Technician.....	115
Building Official.....	175
Senior Building Inspector.....	150
Building Inspector.....	135
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135
Associate Grant Writer.....	105
Assistant Grant Writer.....	85

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2022.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.

Carmel Area Wastewater District  
 Scenic Road Sewer Main Replacement - Amendment No. 3



	2021 Rate	PM		ENGINEERING				DESIGN	ADMIN	Total Resource Hours	Total Hours* Rates	SUBCONSULTANTS		Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total		
		Lead Engineer - NP	Lead Engineer - TNH	Principal Engineer - MD	Project Engineer - JD	Project Engineer - AN	Assistant Engineer	Engineering Technician	Resident Engineer - MP			Administrative Analyst	Subconsultant Participation					Rincon Consultants	Total Subconsultant Costs
<b>7 - CDP Application Support</b>	<b>Task 7</b>											<b>Task 7</b>			<b>Task 7</b>				
7.1 CDP Permit Application and Additional Project Management	Task 7.1	12							1	13	\$2,690	Task 7.1	\$6,800	\$6,800	Task 7.1	\$2,690	\$7,820	\$10,510	
7.2 Arborists Report and Tree Protection Plan	Task 7.2	2								2	\$430	Task 7.2	\$11,050	\$11,050	Task 7.2	\$430	\$12,708	\$13,138	
7.3 Traffic Control Plan and Coastal Access Plan	Task 7.3			16		60	80	120		276	\$35,440	Task 7.3	\$0	\$0	Task 7.3	\$35,440	\$0	\$35,440	
7.4 Construction Management Plan	Task 7.4	2							16	18	\$3,390	Task 7.4	\$0	\$0	Task 7.4	\$3,390	\$0	\$3,390	
7.5 Stormwater Protection Plan	Task 7.5	2	8		24					34	\$6,230	Task 7.5	\$0	\$0	Task 7.5	\$6,230	\$0	\$6,230	
7.6 Design Revisions	Task 7.6	8			8					16	\$3,080	Task 7.6	\$580	\$580	Task 7.6	\$3,080	\$667	\$3,747	
<b>Task 7 Subtotal</b>		<b>26</b>	<b>8</b>	<b>16</b>	<b>32</b>	<b>60</b>	<b>80</b>	<b>120</b>	<b>16</b>	<b>1</b>	<b>359</b>	<b>51,260</b>		<b>\$18,430</b>	<b>\$18,430</b>		<b>Task 8 Subtotal</b>	<b>\$72,455</b>	
Sub-Total	Hours	26	8	16	32	60	80	120	16	1	359	\$51,260	Sub-Total	\$18,430	\$18,430	Grand Total	\$51,260	\$21,195	\$72,455
	Cost	\$5,590	\$1,720	\$3,840	\$5,440	\$10,200	\$10,000	\$11,400	\$2,960	\$110									

RESOLUTION 2021-58

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND A CONTRACT WITH MNS ENGINEERS, INC. FOR \$72,455 TO PROVIDE COASTAL PERMITTING SUPPORT FOR THE SCENIC ROAD PIPE BURSTING OCEAN TO BAY PROJECT-#20-08 IN AN AMOUNT NOT TO EXCEED A TOTAL CONTRACT AMOUNT OF \$305,407

WHEREAS, the Carmel Area Wastewater District Board of Directors (Board) approved the 2021/2022 budget that included funding for the Scenic Road Pipe Bursting Project consulting work;

WHEREAS, the Board approved a contract with MNS Engineers, Inc. for professional services to provide construction engineering services for the Scenic Road Pipe Bursting Project in the amount of \$152,685, on February 25, 2021. On August 26, 2021, the Board approved a contract amendment in the amount of \$32,690 to add utility locating to the scope and on September 30, 2021, the Board approved a contract amendment to include cultural resources research and potentially development of and Initial Study/ Mitigated Negative Declaration for the project in the amount of \$47,577;

WHEREAS, the project was anticipated to be exempt from Coastal Permit requirements for a public utility replacement because there is not a risk of substantial adverse impacts on public access, environmentally sensitive habitat, wetlands or public views;

WHEREAS, the City of Carmel-by-the-Sea staff have indicated that the Coastal Commission staff have determined that public access will be affected during construction and the exemption does not apply.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to amend a contract with MNS Engineers to provide coastal permitting support for the project in the amount of \$72,455 for a total contract amount not to exceed \$305,407.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on October 28, 2021.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

---

President of the Board

ATTEST:

---

Secretary to the Board

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: October 28, 2021  
Subject: Upper Rancho Cañada Pipe Relocation  
Project #19-13

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend a contract with MNS Engineers, Inc. to provide additional engineering support services during construction of the Upper Rancho Cañada Pipe Relocation Project in the amount of \$15,215.

## DISCUSSION

The upper Rancho Cañada sewer is located within the Palo Corona Regional Park and has been included in the Carmel Area Wastewater District (CAWD) Collections Department five-year Capital Improvement Plan for sewer line replacement. This sewer line portion that is being replaced includes pipe that varies in size from 8 to 12 inches and was constructed in the late 1960's to early 1970's. In addition, a subdivision is proposed downstream of the project site that will require relocating the sewer trunk line through the subdivision and the Monterey Peninsula Regional Park District (MPRPD), which has plans to develop the existing golf course into a park.

The design and environmental permitting of the project was completed and in December 2020 CAWD advertised for bidding. In anticipation of construction to occur in early 2021, an engineering contract with MNS Engineers, Inc. (MNS) was approved by the Board on January 28, 2021, to perform design services during construction. Due to delays in bidding the project, construction challenges and poor utility mapping by MPRPD and California American Water Company, MNS has had to attend more construction meetings, deal with utility conflicts that required redesign and provide additional submittal reviews than were anticipated in their estimate for the original contract.

At this time, the work completed by MNS Engineers, Inc. has depleted most of the contract budget and the construction is about halfway to completion.

The attached amendment No. 2 proposal provides a summary of the anticipated scope of work through construction completion for a not-to-exceed fee of \$15,215. This will result in a total contract amount of \$45,000.

## **FUNDING**

The 2021/2022 budget for this project is \$1,760,000.

Attachment 1: MNS Proposal -Amendment No. 2 \$15,215

Attachment 2: Resolution 2021-59 Authorizing the General Manager to Amend  
Contract





811 El Capitan Way Suite 130, San Luis Obispo, CA 93401  
Ph. (805) 778-0326 / F. (805) 787-0437

October 13, 2021

Ms. Rachél Lather, M.S., P.E.  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel-By-The-Sea CA 93923

**Subject: Proposal for Professional Engineering Services – Upper Rancho Canada Sewer Relocation Project, Amendment No. 2, Additional Engineering Support Services During Construction**

Dear Ms. Lather:

Thank you for the opportunity to submit this amendment request for additional fee for the Upper Rancho Canada Sewer Relocation Project (Project) for the Carmel Area Wastewater District (District).

**Project Understanding**

MNS is currently providing construction support services for the Project. Due to utility conflicts, construction delays, and other challenges, additional budget is required to continue to provide engineering support services throughout project completion. Services above and beyond the original scope of work include

- Additional construction meetings resulting from construction delays (18 to date, with 10 additional anticipated, vs. 18 budgeted)
- Additional requests for information (RFIs) due to utility conflicts and associated redesign work (eight RFIs to date, compared to four budgeted)
- Additional submittal reviews compared to budgeted number (25 to date, with 5 additional anticipated, compared to 16 budgeted)

Changes to the sewer main alignment also necessitate updating legal descriptions and plat maps for easements on both the Palo Corona Regional Park property, and property owned by the Santa Lucia Conservancy (SLC).

**Project Scope**

MNS proposes to provide additional construction support services under Task 2 and Task 7 as detailed in the following description.

**Task 2 – Project Site Survey and Utility Research**

**2.2 Boundary Retracement and Legal Description Preparation:** MNS will revise easement documents based on the final Project alignment. We assume the sewer main was installed based on the design plans dated July 30, 2021.

**Task 7 – Engineering Support Services During Construction**

Our staff will support the District through the construction process as described in the following subtasks.

**7.1 Construction Meetings:** MNS' Project Manager will attend up to 10 additional video conference meetings during construction.

**7.2 Submittal Review:** MNS will review 10 additional Contractor shop drawings and submittals for conformance with the project drawings and specifications. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain the Submittal Log. We have assumed all submittals and SDRLs will continue to be transmitted electronically.

**October 13, 2021**

Page 2 of 2

**7.3 Respond to RFIs/RFCs:** MNS will prepare responses to RFIs forwarded by the District from the Contractor, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for six additional RFIs.

*Additional deliverables: SDRLs, responses to RFIs*

### Compensation

MNS proposes to provide additional services described herein for a not-to-exceed fee estimate of **\$15,215**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Fee Schedule, included as an attachment.

Task	Fee
Task 2.2 – Boundary Retracement and Legal Description Preparation	\$1,605
Task 7 – Detailed Design	\$13,610
<b>Subtotal</b>	<b>\$15,215</b>

### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to continuing work with the District. Please feel free to contact me with any questions you may have at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,

**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments:

Standard Fee Schedule

Detailed Fee Spreadsheet



## 2021 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$280
Senior Project/Program Manager.....	255
Project/Program Manager.....	225
Assistant Project/Program Manager.....	185
Senior Project Coordinator.....	155
Project Coordinator.....	125

### ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	190
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

### SURVEYING

Principal Surveyor.....	\$235
Lead Surveyor.....	225
Senior Survey Project Manager.....	205
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	150
Assistant Project Surveyor.....	130
Party Chief (PW).....	155
Chainperson (PW).....	135
One-Person Survey Crew (PW).....	185

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$255
Senior Construction Manager.....	235
Senior Resident Engineer.....	225
Resident Engineer.....	210
Structure Representative.....	195
Construction Manager.....	185
Assistant Resident Engineer.....	175
Sr. Construction Inspector (PW).....	165
Construction Inspector (PW).....	156
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$175
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	135
IT Technician.....	120
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	80

### GOVERNMENT SERVICES

City Engineer.....	\$215
Deputy City Engineer.....	195
Assistant City Engineer.....	180
Plan Check Engineer.....	170
Permit Engineer.....	150
City Inspector.....	135
Senior City Inspector (PW).....	165
City Inspector (PW).....	156
Principal Stormwater Specialist.....	155
Senior Stormwater Specialist.....	140
Stormwater Specialist.....	125
Stormwater Technician.....	115
Building Official.....	175
Senior Building Inspector.....	150
Building Inspector.....	135
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135
Associate Grant Writer.....	105
Assistant Grant Writer.....	85

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2022.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.

# Carmel Area Wastewater District Rancho Canada Sewer Replacement - Amendment No. 2



		PM	ENGINE	SURVEYING			
		Lead Engineer - NP	Project Engineer - JD	Principal Surveyor -	Associate Project Surveyor	Total Resource Hours	Total Hours* Rates
	2021 Rate	\$215	\$170	\$235	\$150		
<b>2 – Project Site Survey</b>	<b>Task 2</b>						
2.2 Boundary Retracement and Legal Descriptions Preparation	Task 2.2			3	6	9	\$1,605
<b>Task 2 Subtotal</b>		<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>1,605</b>
<b>8 - Engineering Support Services Construction</b>	<b>Task 8</b>						
8.1 Construction Meetings (10)	Task 8.1	10	2			12	\$2,490
8.2 Submittal Review (10)	Task 8.2	10	10			20	\$3,850
8.3 Respond to RFIs/RFCs (6)	Task 8.3	18	20			38	\$7,270
<b>Task 8 Subtotal</b>		<b>38</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>13,610</b>
Sub-Total	Hours	38	32	3	6	<b>79</b>	<b>\$15,215</b>
	Cost	\$8,170	\$5,440	\$705	\$900		

Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
<b>Task 2</b>			
Task 2.2	\$1,605	\$0	\$1,605
<b>Task 2 Subtotal</b>			<b>\$1,605</b>
<b>Task 8</b>			
Task 8.1	\$2,490	\$0	\$2,490
Task 8.2	\$3,850	\$0	\$3,850
Task 8.3	\$7,270	\$0	\$7,270
<b>Task 8 Subtotal</b>			<b>\$13,610</b>
<b>Grand Total</b>	<b>\$15,215</b>	<b>\$0</b>	<b>\$15,215</b>

RESOLUTION 2021-59

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND A CONTRACT WITH MNS ENGINEERS, INC. FOR \$15,215 TO PROVIDE ADDITIONAL ENGINEERING SUPPORT SERVICES DURING CONSTRUCTION OF THE UPPER RANCHO CAÑADA PIPE RELOCATION PROJECT-#19-13, IN AN AMOUNT NOT TO EXCEED A TOTAL CONTRACT AMOUNT OF \$45,000

WHEREAS, the Carmel Area Wastewater District Board of Directors (Board) approved the 2021/2022 budget that included funding for the Upper Rancho Cañada Pipe Relocation Project consulting work;

WHEREAS, the Board approved a contract with MNS Engineers, Inc. for professional engineering services to provide construction engineering services for the Rancho Cañada Pipe Relocation Project in the amount of \$18,820;

WHEREAS, on July 30, 2021, the Board authorized the consultant to perform additional or amended services to provide additional engineering to include easement acquisition support and redesign for the project for an additional amount of \$10,965, for a total contract amount of \$29,785;

WHEREAS, additional engineering support services by MNS Engineers, Inc. are needed due to construction delays, utility conflicts and other construction challenges as summarized in their proposal dated October 13, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to amend a contract with MNS Engineers, Inc. to provide additional engineering support services during construction for replacement and relocation of a sewer pipeline in Palo Corona Regional Park in the amount of \$15,215 for a total not to exceed contract amount of \$45,000.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on October 28, 2021.

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

---

President of the Board

ATTEST:

---

Secretary to the Board



To: Board of Directors

From: Barbara Buikema, GM

Date: October 28, 2021

Subject: Authorizing Continued Remote Teleconference Meetings Through November 30, 2021

## RECOMMENDATION

It is recommended that the Board of Directors proclaim a local emergency and authorize remote teleconference meetings for the period November 1 through November 30, 2021.

## DISCUSSION

Since March 2020, Governor Newsom has issued a series of Executive Orders (N-25-20, N-29-20, N-35-20) declaring the State of California has been under a State of Emergency aimed at containing COVID-19. The Executive Orders modified certain requirements created by the Ralph M. Brown Act (Brown Act) or the state's local agency public meetings law. The District has been successfully operating under these conditions since they went into effect.

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the modifications made to the Brown Act effective September 30, 2021. After that date, agencies are required to observe all the usual Brown Act requirements as they existed prior to issuance of the orders.

However, after discussions with the California Special District's Association (CSDA), the Governor's office, and other stakeholders, the Governor's office modified its approach and Assembly Bill 361 was introduced in February 2021 and provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's Executive Orders. Specifically, AB 361 suspends the requirements located in Government Code, section 54953. In short this means that during a state of emergency, under specified circumstances, local agencies can meet pursuant to modified Brown Act requirements.



Essentially, AB 361 extends public meeting teleconferencing until January 1, 2024. With the Delta variant leading to a rise of cases in California, it allows local governments to continue to conduct virtual meetings as long as there is a state proclaimed state of emergency, but it will not be quite as flexible as it had been under the Executive Order. It requires local officials to find that meeting in person would present an imminent safety risk to attendees. The key difference between Executive Order N-29-20 and AB 361 is that AB 361 requires a public comment period where the public can address the legislative body directly. It prohibits the board from limiting public comments only to those submitted in advance and specifies that the board must provide an opportunity for the public to comment in real time.

Local governments must reconsider the exemption every 30 days to ensure that the state of emergency proceeds and that local circumstances maintain that a health/safety risk exists. Essentially, the continued exemption of the Brown Act is dependent on when the State COVID-19 state of emergency ends.

CAWD has been open to the public for several months with a type of hybrid whereby the Board and legal counsel are in the board room and some staff members are remote. Staff recommends that we continue to operate in this manner with the public asked to utilize ZOOM.

Staff is asking the board to approve continuance of open in-person meetings for the Board and referral of the public to the ZOOM link. Please note that we have also found some participants prefer to use ZOOM rather than making the trip to our offices – it is very convenient to sign on from home. We may find that we continue offering ZOOM meetings well after the pandemic disappears to accommodate customers who desire to participate virtually.

Finally, the requirement is month-to-month renewal of the resolution. Because of the holidays this resolution will expire prior to the next regular Board meeting. Rather than call a special meeting on this issue, we are advising the Board to move forward with approval through November 30, 2021 and then at our next meeting on December 9, 2021 we will again approve a resolution to extend to January 9, 2022. After the January 27, 2022 meeting we will be back on schedule with 30 days between meetings.

## **FUNDING – No Impact**

RESOLUTION NO. 2021-60

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARMEL AREA WASTEWATER DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER #N-25-20 DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CARMEL AREA WASTEWATER DISTRICT FOR THE PERIOD NOVEMBER 1 THROUGH NOVEMBER 30, 2021, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Carmel Area Wastewater District (District) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Carmel Area Wastewater District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency has been proclaimed – Governor's order #N-25-20 dated March 4, 2020; and

WHEREAS, a State of Emergency exists in California due to the threat of COVID-19 and despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS, the Board of Directors does hereby find that due to threat from the COVID-19 virus, and, California Occupational Safety & Health Administration (Cal/OSHA) COVID-19 Prevention Standards, AND, the District's written COVID-19 Prevention Policy has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Carmel Area Wastewater District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District is holding public meetings but requires the public to use ZOOM for access.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CARMEL AREA WASTEWATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person with members of the public or staff would present a risk of infection to all present in a meeting.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative body of the Carmel Area Wastewater District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of November 30, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Carmel Area Wastewater District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Carmel Area Wastewater District, this 28th day of October, 2021, by the following vote:

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

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Secretary to the Board

## Other Items & Information/Discussion

**Carmel Area Wastewater District**

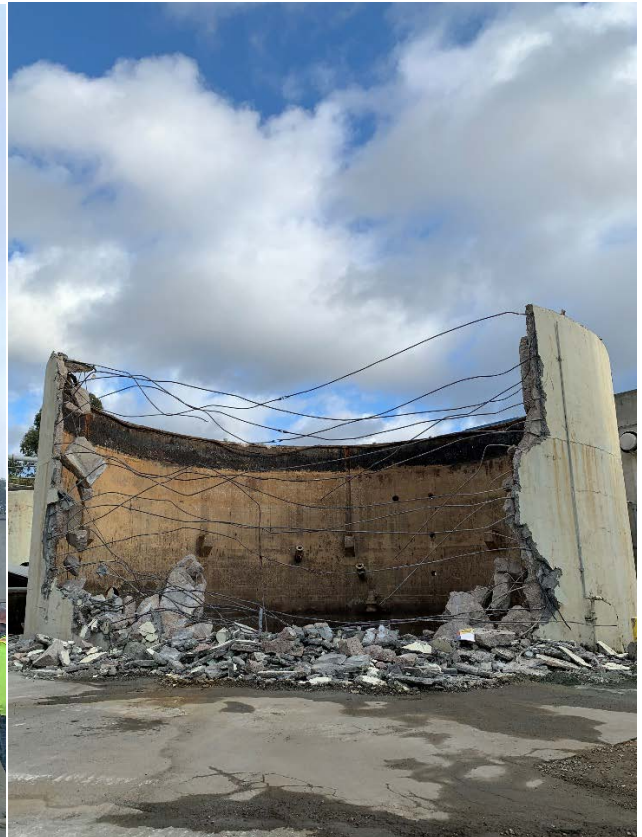
WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

**Construction Progress Report**

October 14<sup>th</sup>, 2021

Prepared by: Patrick Treanor, Plant Engineer

Contractor: Clark Bros Inc (CBI)



## Section 1: Project Summary

Project Summary			
General Contractor		Clark Bros Inc	
Contract Value			
Contract Bid Amount		\$7,291,500	
Change Orders Issued to Date		0	
Value Added Change Order Cost <sup>(1)</sup>	% of Bid Amount	\$0	0%
Non Value Added Change Order Cost <sup>(2)</sup>	% of Bid Amount	\$0	0%
Total Change Order Cost	% of Bid Amount	\$0	0%
Current Contract Value		\$7,291,500	
Open/Pending Potential Change Orders (PCO)		0	
Contract Time			
Notice To Proceed		September 7 <sup>th</sup> , 2021	
Original Contract Time		550 Calendar Days	
Calendar Days Elapsed		37 Days	
Weather Days: Accepted to Date		0 Days	
Contract Change Order(s) Time Extension		0 Days	
Current Contract Completion Date		March 3 <sup>rd</sup> , 2023	
Contract Progress Summary			
Total Project Time Expended		6.7%	
Total Project Cost Expended		0% (not including retention)	

Notes:

1. Value Added Change Orders include: District Requested Additional Work and Betterments
2. Non Value Added Change Orders include: Design Issues, and Unforeseen/Differing Site Conditions



## **Section 2: Work Performed This Month**

---

### **2.1 General**

The focus of work this month was on construction mobilization, and demolition of the old Digester #2 in preparation for construction of the foundation of the new Sludge Holding Tank.

#### **2.1.1 Critical Path Method (CPM) Schedule**

Clark Bros has submitted a preliminary schedule, however it was returned with comments and needs to be revised to meet the Contract specification requirements.

#### **2.1.2 Submittals**

The submittal data for the precast, prestressed concrete piles has been submitted and favorably reviewed. The piles have been released for fabrication in anticipation for pile driving later this fall or early winter.

#### **2.1.3 PLC and Programming**

No work observed.

### **2.2 Site Work**

#### **2.2.1 Potholing/Locating Existing Utilities**

Utility marking took place in September with PG&E and AT&T marking utilities and the Construction Manager and Plant Engineer marking CAWD utilities within the extents of the digester area.

### **2.3 Sludge Holding Tank**

Several System Outage Requests (SOR) were received and completed in the past month to allow Clark Bros to remove existing piping attached to live sludge and gas lines. The Digester Gas System associated with the Microturbines is adjacent to the demolition work and was taken offline and purged as a safety precaution to mitigate explosive gas hazards near the demolition work. The microturbines will be kept offline for the duration of construction activities which are directly adjacent to the gas treatment vessels.

Clark Bros successfully demolished the steel lid of the old Digester #2 tank and are working on demo of the concrete walls and slab.

#### **2.4 Influent Pump Station**

No work observed.

#### **2.5 Headworks Rehab**

No work observed.

#### **2.6 Chlorination Building Rehab**

No work observed.

#### **2.7 3W System Improvements**

No work observed. Product data is being submitted and reviewed.

#### **2.8 Effluent Pump Station Rehab**

No work observed.

### **Section 3: Project Issues**

---

None at this time.

### **Section 4: RFI and Submittals Review Summary**

---

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

	<b>Total Number Processed</b>	<b>Number Received in Current Month</b>
<b>RFI/Clarifications</b>	5	5

---

	<b>Total Number Processed</b>	<b>Number Received in Current Month</b>
<b>Submittals</b>	15	15

## **Section 5: Change Order Summary**

Potential change orders (PCOs) are being generated for differing site conditions, owner requested changes, and design issues.

	<b>Total Number Processed to Date</b>	<b>Open PCO Pending Quote/Approval</b>	<b>Number Generated in Current Month</b>	<b>Total Cost Approved to Date</b>
<b>Potential Change Orders (PCO)</b>	0	0	0	NA
<b>Change Orders</b>	0	0	0	\$0

## **Section 6: Project Schedule and Budget**

### **6.1 Schedule**

CPM Schedule is in development and review.

### **6.2 Budget**

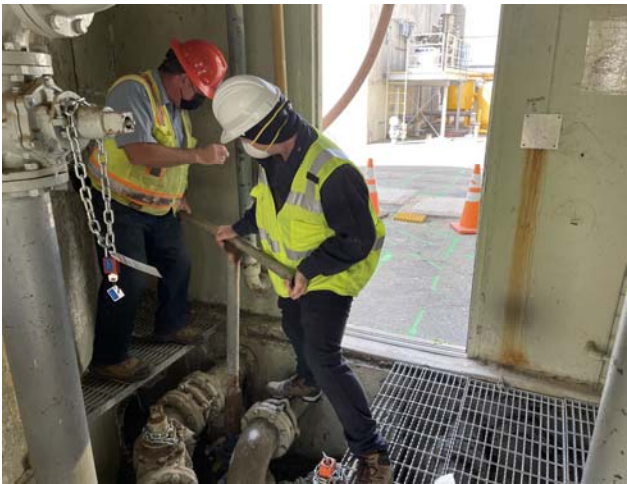
At this time the approved change orders amount to 0% of the project cost. The project management team is continually monitoring the costs of potential changes to manage costs.

Currently the amount to be paid to CBI is 0% (not including retention) of the total approved budget (0% with retention).

## **Section 7: Photos**

---

- Sludge Holding Tank













# STAFF REPORT



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: October 28, 2021

SUBJECT: November/December Board Meeting Date

## RECOMMENDATION

It is recommended that the Board of Directors pass a motion agreeing to cancel the regular November Board meeting and hold the December Board meeting on December 9, 2021.

## DISCUSSION

The November Board meeting this year will fall on the Thanksgiving Day holiday.

Staff recommends that the November meeting be cancelled, and the December meeting moved to Thursday, December 9, 2021. The December meeting would normally be held on December 30, 2021. Because that falls in between the Christmas and New Year holiday it would be difficult for staff to produce a packet.

Holding the Board meeting on December 9<sup>th</sup> places it roughly midway between the October and January 2022 meeting and follows past practice for the holiday season.

## FINANCIAL

None

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: October 28, 2021

Subject: Special District Association of Monterey County Meeting 10-19-21

## RECOMMENDATION

No action required – this report is informational only.

## DISCUSSION

The meeting was held in person at the Bayonet Blackhorse Golf Course Club House.

The featured speaker was Senator Anna Caballero, Senate District 12. The 12<sup>th</sup> Senate District includes the Salinas Valley, San Benito County, Merced County and portions of Stanislaus, Madera and Fresno Counties. COVID-19 shortened the legislative calendar and resulted in the members being asked to move only 12 bills this year. Any bill that did not move forward will continue in 2022.

AB 832 extended the eviction moratorium and expanded access to financial relief for tenants with rent in arrears, while ensuring that small landlords remained whole. This legislation extended the moratorium through September 30, 2021, and worked to increasing reimbursement to 100% for both past due rent and prospective payments for both tenants and landlords. There was acknowledgement that while the bill expired in September, the economy is coming back but many people remain on the edge financially.

SB 323 Mitigation Fee Act authorizes a local agency to establish, increase, or impose a variety of fees. Existing law prohibits a local agency from imposing fees for specified

purposes that exceeds the reasonable cost of providing service unless voter approval is obtained. This bill would require any judicial action or proceeding to void said fee must be commenced within 120 days of the effective date or the date of final passage. This is important because agencies were finding themselves under fire years after a fee was imposed, this will place a limit on protest action.

Finally, although there were other topics discussed, Senator Caballero was involved in AB/SB 156 which provides \$6 billion in investment to expand broadband infrastructure, with a commitment of \$1 billion specifically allocated for rural areas – essentially areas that are like much of Senator Caballero’s district.

Local Agency Formation Commission Representative, Kate McKenna gave an update on the Municipal Service Review for Monterey Peninsula Water Management District (MPWMD). The Commission will consider adopting the 2021 Service Review and Sphere of Influence Study at their October 25, 2021, meeting. Of interest to special districts is the property tax impact of shifting assets in the Monterey Water System from taxable status under Cal-Am ownership to tax-exempt status under MPWMD governmental ownership. There are 40 agencies affected by taxing jurisdictions. There are 11 agencies with over \$15,000 projected annual losses. For agencies that stand to lose in excess of \$5,000/yr there may be an agreement with the MPWMD to assist in recovering some of these costs. For agencies under \$5,000/yr they will not be compensated.

The next meeting will be January 18, 2022.