



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

March 28, 2019
Thursday
9:00AM

List of Common Acronyms

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



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES FEBRUARY 28, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:08 a.m.

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

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Ray DeOcampo, Lab Supervisor, CAWD
Trevor Weidner-Holland, Lab Analyst II/Environmental Compliance, CAWD
Mike Skinkle, Maintenance Worker III, CAWD
Greg Ange, Maintenance Worker II, CAWD
Barry Blevins, Collection Worker III
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Suha Kilic, Deputy General Manager/CFO, Pebble Beach Community Services District (PBCSD)
Nick Becker, Principal Engineer, PBCSD
Allan Melkesian, Director, Clear Peak Development LLC

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Mr. Waggoner spoke on behalf of Gavilan College and said they are exploring the installation of a satellite campus on the peninsula that would include a Water Management program. He asked if the CAWD Board would consider writing a letter of support indicating there is an educational interest and need in our area. Director Rachel inquired and Mr. Waggoner advised that this would be a 2-year program covering all aspects of Water Management including Operators and Mechanics, and would require a minimum 20 student class count.

2. Agenda Changes:

President White said that Item 23, on the possibility of Potable Water Service for September Ranch, will be moved to the beginning of the agenda.

President White said that Item 2.5, on a Letter of Support To Gavilan College, will be added to the agenda.

There were no other agenda changes.

ACTION ITEMS BEFORE THE BOARD

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

2.5 Letter of Support To Gavilan College For Satellite Campus and Water Management Program on the Peninsula – Verbal Report by Ed Waggoner, On Behalf Of Gavilan College

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously agreed to add this item to the Agenda and submit the requested letter of support.

OTHER ITEMS BEFORE THE BOARD

3. Employee Acknowledgements and Awards:

- **Greg Ange, Maintenance Mechanic II** – Achieved the CWEA Wastewater Treatment Plant Operator, Grade III Certification and CWEA Maintenance Worker, Grade III Certification
- **CWEA Monterey Bay Section 2018 Awards (Held 02-08-18)**
 - Maintenance Worker of the Year – Mike Skinkle
 - Lab Person of the Year – Trevor Holland
 - P3S Person of the Year – Ray DeOcampo (P3S = Pretreatment, Pollution Prevention & Stormwater)
 - Collections Worker of the Year – Barry Blevins
 - Supervisor of the Year – Daryl Lauer

All employees involved were recognized and thanked for their fine achievements.

RESOLUTIONS/ORDINANCES

- 23. Resolution No. 2019-11;** A Resolution Authorizing The General Manager To Enter Into A Contract With SRT Consultants for Evaluation of September Ranch Potable Water Service And Approve A Reimbursement Agreement Between The District and Clear Peak To Cover Cost Of SRT Consultants Proposal And District Costs - *Report By Barbara Buikema, General Manager*

As part of the due diligence process to possibly enter the potable water business, Ms. Buikema presented the suggested contract and proposal and informed the Board that the Reimbursement Agreement with Clear Peak was written by CAWD Legal Counsel. Director D'Ambrosio inquired and staff confirmed that reimbursement of any necessary legal fees are included and that CAWD would own the system. If perchance the system dries up, there is a potential downside that CAWD might be responsible to find an alternate source of water. The District is looking for studies to confirm that the possibility is slight or non-existent.

The County was explicit in stating the residences cannot attach to CalAm.

President White inquired how ongoing maintenance will be funded and Ms. Buikema explained that this would be done through a User Fee, just like CAWD sewer charges. After an analysis of Operating Costs, it would be incumbent upon the District to determine appropriate rates.

Director Siegfried expressed concern over the District owning the system and stated the risk of getting into a Measure O or J situation. He would like to see a wider matrix of modules other than those included in the SRT proposal, such as the community or developer owning the system. Mr. Wellington suggested adding on page 113 (page 3 of SRT proposal, under Task 2-Develop Probable Cost of Owning and Operating the Water System: "Discussion with SRT for ownership options". Ms. Lather felt the State would not allow the community to own this system, and Mr. Wellington concurred that it would most likely need to be an entity, agency, or corporation. Mr. Melkesian said this assessment process will be beneficial for all parties to evaluate what should be considered. They are open to all options and would like to express appreciation that CAWD is willing to think out of the box and is considering taking on a new service level.

Director Rachel asked what the target timeline is and potential number of new connections? Mr. Melkisian would like to see if the District could provide service in 4-6 months. He said the project is composed of 22 affordable housing units and 73 market rate units.

Director D'Ambrosio inquired and Mr. Wellington pointed out that on page 113 (page 3 of SRT Proposal), under Task 2, Supplementary Work: that CAWD may seek out their own rate model consultant and that on page 117, Item 9. Attorney's Fees: it is recommended that any court proceedings be settled in Monterey County. Ms. Buikema added that the Reimbursement Agreement includes the caveat that CAWD will likely require additional studies.

President White reiterated that there should be no cost to current Rate Payers for this project or to our current agreements with PBCSD. Ms. Buikema confirmed that labor fees will be separated and that there should be no financial impact to either entity.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-11.

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

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously approved the Regular Meeting Minutes of January 31, 2019, the Special Strategy Board Meeting Minutes of January 22, 2019, and enacted the following Consent Calendar items:

- 4. Approve Regular Board Meeting Minutes of January 31, 2019**
- 5. Approve Special Strategy Board Meeting Minutes of January 22, 2019**
- 6. Receive and Accept Bank Statement Review By Hayashi Wayland – December 2019**
- 7. Receive and Accept Schedule of Cash Receipts and Disbursements – January 2019**
- 8. Approve Register of Disbursements - Carmel Area Wastewater District – January 2019**

Director D'Ambrosio would like to see a quarterly report showing the cost allocation of the "various electrical projects at the plant". Mr. Foley confirmed costs are tracked to each work order and a detailed report will presented in the future.

Director Rachel inquired about microturbine compressor parts, and Mr. Foley clarified that this is support equipment to reengineer the exhaust system for the feed on the new 65 kw and old 230 kw compressors.
- 9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2019**
- 10. Receive and Accept Financial Statements and Supplementary Schedules – January 2019**
- 11. Receive and Accept Collection System Superintendent's Report – January 2019**

Director D'Ambrosio asked how long it takes, portal to portal, for each USA Location Request? Mr. Lauer said it depends on the complexity of the situation but usually from 1 hour to 1.5 days.
- 12. Receive and Accept Treatment Facility Operations Report – November 2018 December 2018 And January 2019**
- 13. Receive and Accept Laboratory/Environmental Compliance Report – January 2019**
- 14. Receive and Accept Plant Operations Report – January 2019**

Director D'Ambrosio asked what are normal TMP values? Mr. Waggoner explained that a load of 11 or 12 is failure, so we are at good averages currently.

- 15. Receive and Accept Safety And Regulatory Compliance Report – January 2019**
Director D’Ambrosio commended Mr. Dias on the importance and cultural change of reporting “close calls”.
- 16. Receive and Accept Maintenance Projects Report – January 2019**
- 17. Receive Principal Engineer Monthly Report General Engineering – January 2019**
- 18. Receive Implementation Plan – January 2019**

RESOLUTIONS/ORDINANCES

- 19. Resolution No. 2019-07;** A Resolution Authorizing The General Manager To Amend The Contract With Mainsaver Approved on August 2018 By Resolution No. 2018-35 For An Additional \$6,000 For Fiscal Year 2018-19 to Implement The Purchasing Contract Work Flow and Provide Purchasing Reports - *Report by Chris Foley, Maintenance Superintendent*

Mr. Foley explained that this further integration in CMMS will reduce duplicate entry and better track asset allocation. Staff wants to bring back the consultant for an additional week of training, and increase purchasing reports and asset cost analysis. Director Siegfried said requests should go through the Budget Committee first, and President White concurred this would be a good policy for such cost overruns. Director Rachel stated the GM has signing and oversight authority so felt this approach would slow down the process. Director D’Ambrosio said the Resolution should identify from where additional funds would be drawn, where allocated, and if the additional funds represent a budget increase or a wash/transfer.

Ms. Buikema clarified that the Resolution can be amended to confirm that this is not a budget increase, that funds are coming from the existing O&M budget and YTD unspent funds. This project is a priority and other items may be pushed. This purchasing system is an encumbrance system and will save much time going forward. President White reiterated that the Board has final oversight and needs to keep checks and balances in place.

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-07, as amended above.

- 20. Resolution No. 2019-08;** A Resolution Authorizing The General Manager To Amend The Contract With Informative Controls For an Additional Amount Not To Exceed \$50,000 For Fiscal Year 2018-19 For Automation Control and Engineering Services – *Report by Chris Foley, Maintenance Superintendent*

Mr. Foley explained that this expenditure will migrate the alarming to the newer, more robust platform and that three reporting systems will now be consolidated into one. Director Rachel asked if the RSViews software will go away in its entirety and Mr. Foley

confirmed that yes, it will now all be on Ignition. A call out will not be created for diagnostic or maintenance alarms, but those will be separated out to address the next day. There will be three levels of alarms, and a time limit for no response, before going to the next person in the queue. Ignition has no license limitations for number of screens, tags, or alarms so the District can add as many as needed without paying an additional fee. Mr. Waggoner indicated this system will also eliminate ghost alarms. Mr. Becker added that PBCSD sees the benefit of being on a mutual platform for better integration and data sharing.

Director D'Ambrosio asked and Ms. Buikema clarified this also is not a budget increase; the total project budget was already \$200k; and this expenditure is just encumbering the last \$50k. The Resolution will be amended to document budget history/details, as well as indicate the source and transfer fund accounts.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-08, as amended above.

- 21. Resolution No. 2019-09;** A Resolution Of The Board Of Directors Of The Carmel Area Waste Water District Declaring Its Official Intent To Reimburse Certain Expenditures From The Proceeds Of Debt-\$5M - *Report By Barbara Buikema, General Manager*

Ms. Buikema said that Carmel Valley Manor has expressed an interest in connecting for sewer service. Though they have not decided to go with funding just yet, the District wants to be ready with a redeemable bond, similar to Carmel Highlands, whereby the District would take out the bond and the entity would pay it back. This Resolution allows them to apply expenditures, made prior to any redeemable bond issuance, to that bond.

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-09.

- 22. Resolution No. 2019-10;** A Resolution Of The Board Of Directors Of The Carmel Area Waste Water District Declaring Its Official Intent To Reimburse Certain Expenditures From The Proceeds Of Debt-\$3.5M-Corona Road Amendment to #2018-41 - *Report By Barbara Buikema, General Manager*

Ms. Buikema said that this project has potentially expanded from 20 connections to 40, and from one main line on Corona Way to adding 2 more collector lines. Outreach to individual homeowners is happening now and an Assessment District is being considered.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-10.

OTHER ITEMS BEFORE THE BOARD

24. General Manager Vacation Schedule & Implementation of Acting Pay for Exempt Employees - Report By Barbara Buikema, General Manager

Ms. Buikema requested that the full Board approve her recommended 5% Out-of-Class pay for Acting GM coverage and to make it retroactive for Ms. Lather's week of working which has already passed. Also, the correct dates for Mr. Treanor are June 3-7, 2019. President White asked and Ms. Buikema confirmed that this is a common practice, as outlined in the MOUs from other agencies.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried, the Board unanimously approved the above mentioned Acting Pay, adding it to the policy, and making it retroactive to February 4, 2019.

25. Selection of Topics for Spring 2019 Newsletter - Report By Barbara Buikema, General Manager

In addition to the topics already listed in the staff report, other topics discussed were:

- Achievements at the CWEA Monterey Bay Section Awards
- Announce potential new users coming into the District and offer public outreach for other interested users (as reiterated in last year's Spring/Summer issue)
- Sewer User Fee costs as compared to other utilities

Board Action

After discussion with staff, the Board expressed satisfaction with the list of topics presented.

26. Treatment Plant Annual Reports - Report by Ed Waggoner, Operations Superintendent

- A. Receive and Accept Annual NPDES Report – December 2018
- B. Receive and Accept Annual Reclamation Tertiary Report December – 2018
- C. Receive and Accept Annual EPA Biosolids Report – December 2018

Mr. Waggoner confirmed that the annual reports were submitted on time and are summaries of the whole year. The seven violations on the NPDES permits is low considering the number of constituents. Reclamation had one violation which may just be a sampling issue. President White asked and staff advised that we do receive follow up questions from the State. The NPDES and Reclamation are State reports, whereas the EPA Biosolids is a Federal report.

Board Action

After discussion with staff, the Board expressed satisfaction with the reports submitted.

INFORMATION/DISCUSSION ITEMS

27. Pebble Beach Community Services District: Regular Board Meeting Of January 25, 2019 – Report by Barbara Buikema, General Manager

The report was informational only – no action required.

28. County Investment Report – Report by Barbara Buikema, General Manager

Ms. Buikema advised that the yield of 2.08 is good since it is consistently higher than LAFCO or what other agencies are giving.

The report was informational only – no action required.

29. Update On Mr. Larsen Connection In Carmel Highlands

Mr. Lauer reported that he and Ms. Lather have been providing information to Mr. Larsen and a LAFCO meeting is set for March 7, 2019. LAFCO prefers another mass annexation, including all of Carmel Highlands, rather than processing applications on an individual basis.

The report was informational only – no action required.

STAFF & BOARD MEMBER REPORTS

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

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

- Update On Sea Level Rise Committee:
The Reclamation Management Committee met and appointed Joe Houston and David Heuck as their representatives, and PBCSD appointed Leo Laska and Jeff Froke.
- Experience Modification for Workers’ Compensation:
The District’s ExMod went down from 1.42 to 1.04 which represents a significant savings. Staff and the Board congratulated Mr. Dias and Mr. Foley on their contributions toward this improvement.
- Regional Board Fine for October 2017 Violation:
This was a total settleable solids issue where the plant violated it’s permit. We will pay the \$3,000 fine as we have no grounds to dispute it, but this exemplifies the length of time it takes to receive a fine notification.

Director Siegfried suggested we insert a budget line item for fines and would like to discuss this at the next Budget Committee.

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

There were no announcements made.

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for:
Friday, February 22, 2019 at 9:30a.m. *Director Siegfried attended.*
Friday, March 29, 2019 at 9:30a.m. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for:
Wednesday, May 8, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

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

32. CLOSED SESSION

No closed session was scheduled or held.

33. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:29a.m. The next regular meeting will be held at 9:00a.m., Thursday, March 28, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully Submitted:

Domine Barringer, Board Secretary

APPROVED:

Ken White, Board President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

February 19, 2019

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of January 2019. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed two checks with only one signature. Check #33112 to Gavilan/Salinas Crane & Rigging, Inc. in the sum of \$380.00 and check #33217 to Kyle Yates, Inc. in the sum of \$585.00. This procedure did not reveal any other differences.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.



- (4) We matched interbank account transfers. This procedure did not reveal any differences.

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

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



Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

March 18, 2019

To the Board of Directors
Carmel Area Wastewater District

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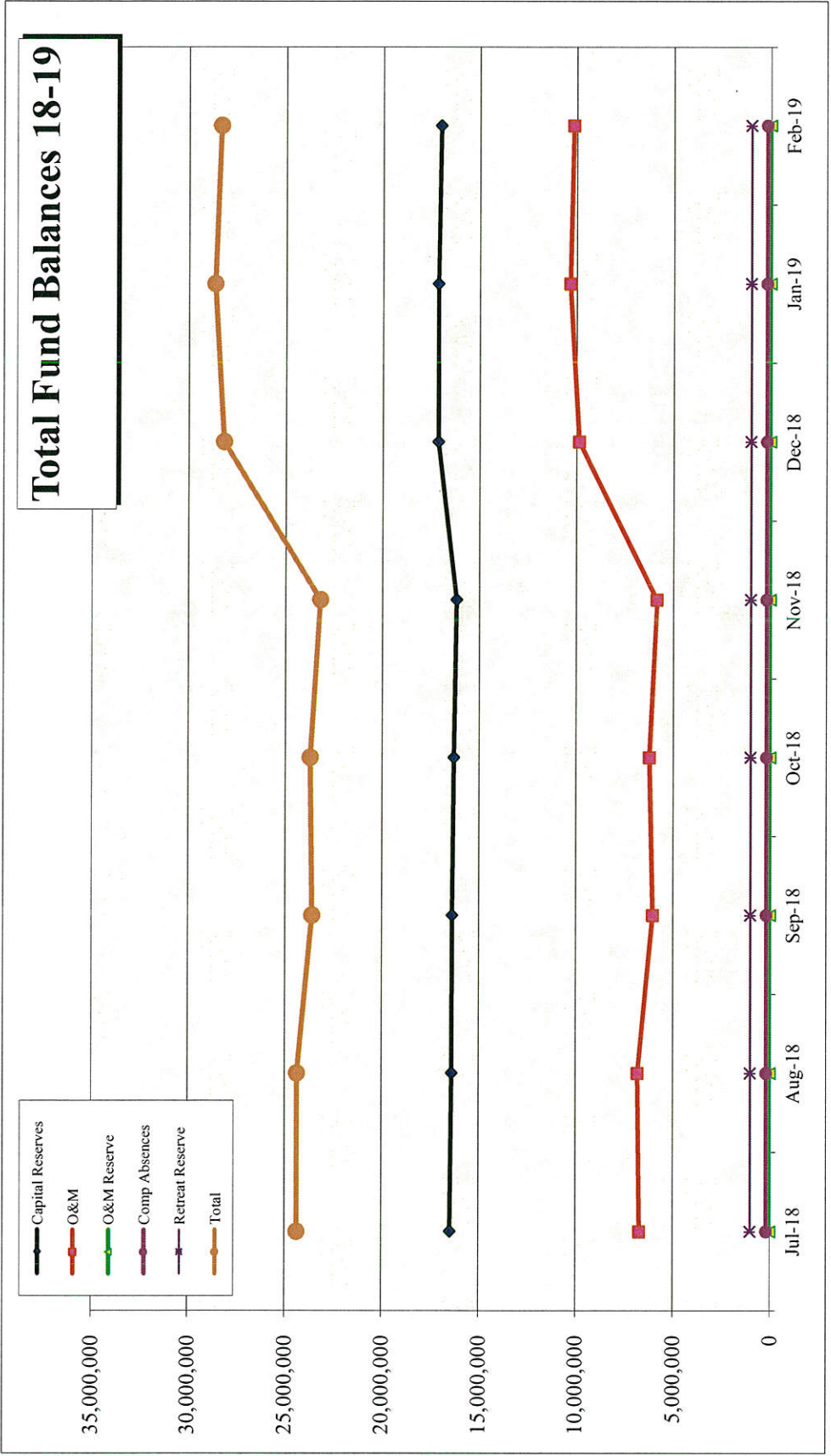
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

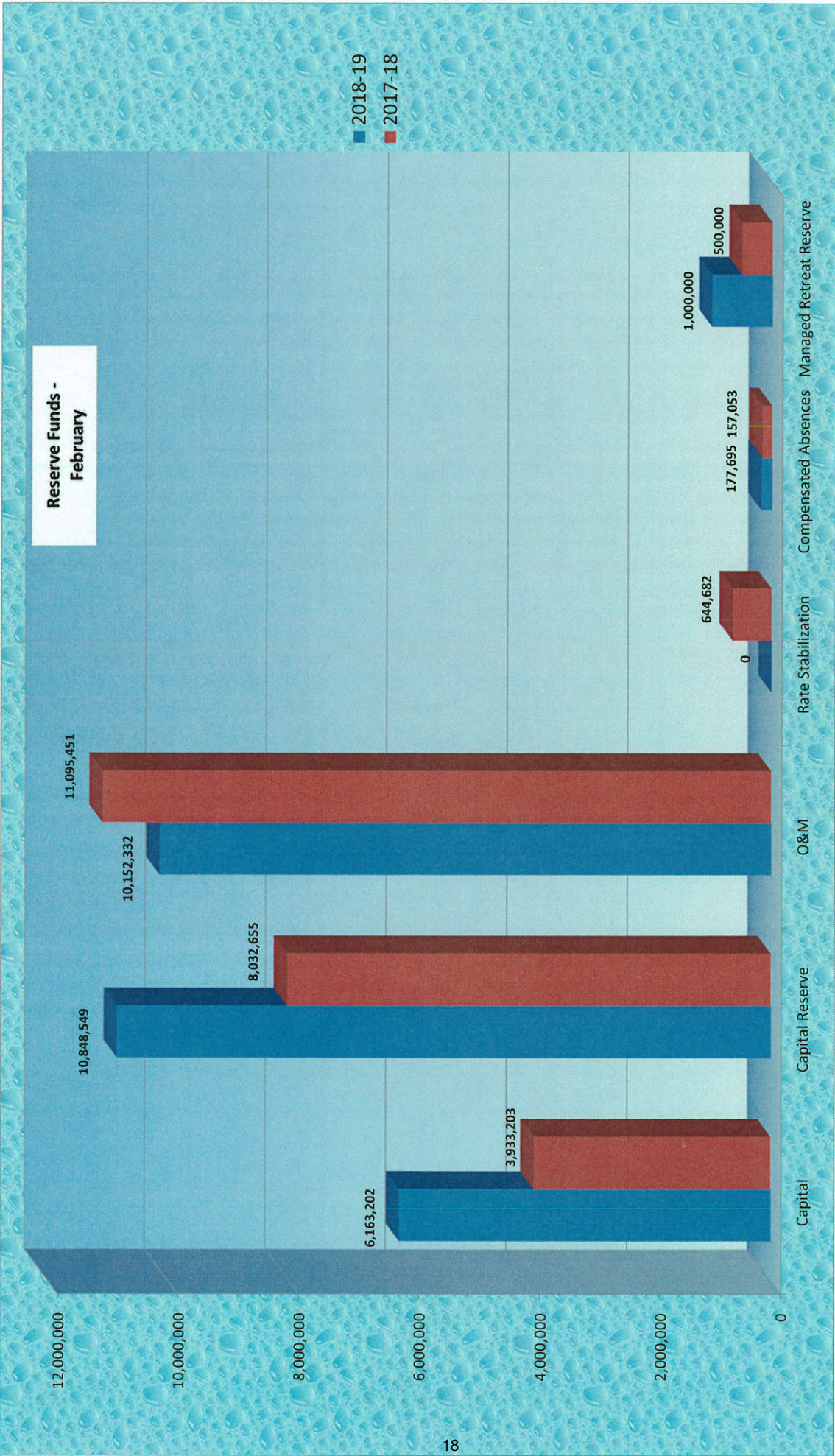


**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - FEBRUARY 2019**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
Receipts:										
BALANCE BEGINNING OF MONTH	\$6,355,338	\$10,794,376	\$10,329,329	\$0	\$177,695	\$1,000,000	\$28,656,737	\$548,384	\$110,743	\$1,150,398
User Fees			230,868					200		
Property Taxes		54,173								
PBCSD Treatment Fees										
Reclamation O & M reimbursement										
Reclamation capital billing										
Permits										
PBCSD capital billing								1,235		
Other misc. revenue								1,138		
Interest income									1	
Connection Fees										
Void checks										
Insurance proceeds-COBRA								73,789		
CLEAN receipts										
Pooled liability dividend										
Reimbursement for capping off old lateral										
Total Receipts	0	54,173	230,868	0	0	0	285,041	76,362	1	0
Fund Transfers:										
Transfers to Union Bank O&M	(192,135)		(407,865)					600,000	230,000	
Transfers to Union Bank PR								(230,000)		
Transfer rate stabilization fund per Resolution										
Intra-fund transfers for capital expenditures										
Rebalance Capital and O&M Reserves										
Total Transfers	(192,135)	0	(407,865)	0	0	0	(600,000)	370,000	230,000	0
Disbursements:										
Operations and capital								460,345		
Payroll & payroll taxes								1,969	218,691	
Employee Dental reimbursements								29,599		
CALPERS EFT								0		
CAWD SAM pension EFT								294		
CAWD pension loans EFT								24		
Home Depot EFT								3,718		
US Bank EFT										
Deferred comp contributions EFT									8,758	
PEHP contributions EFT									2,783	
Bank/ADP fees									773	
Highlands Bond Debt Service Payment										
Annual County admin billing fee										
Unfunded CALPERS liability										
GASB 68 report fee										
Total Disbursements	0	0	0	0	0	0	0	495,949	231,004	0
BALANCE END OF MONTH	6,163,202	10,848,549	10,152,332	0	177,695	1,000,000	28,341,778	498,797	109,740	1,150,398



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



Carmel Area Wastewater District
Disbursements
Feb-19

Date	Check	Vendor	Description	Amount
02/01/19	33286	American Fidelity Assurance Company	Flex accounts	183.84
02/01/19	33287	Anderson Pacific Engineering	Outfall repair	2,256.88
02/01/19	33288	Applied Marine Sciences	CCLEAN	29,288.20
02/01/19	33289	AT&T Mobility	CCLEAN bills for ocean monitoring	660.59
02/01/19	33290	Barbara Buikema	Food for special board meeting	6.99
02/01/19	33291	Bryan Mailey Electric	Various Plant electrical projects	5,537.50
02/01/19	33292	California Chamber of Commerce	Labor posters and labor law digest	303.75
02/01/19	33293	Crescent Diving & Contracting	Outfall repair	11,717.00
02/01/19	33294	Cintas Corporation	Laundry service	759.42
02/01/19	33295	Culligan Water Conditioning	C&I exchange for the lab	17.35
02/01/19	33296	Direct TV	Monthly service	77.99
02/01/19	33297	eNPDES.com & Associates	Annual eSMR software renewal	1,600.00
02/01/19	33298	Environmental Science Associates	Seal Level Rise Study	3,271.64
02/01/19	33299	Exceedio	Laptop, stamp printer and program tablet for inspection rounds at the Plant	2,841.08
02/01/19	33300	First Alarm	Quarterly fee for Plant and admin	407.64
02/01/19	33301	Got.Net	Internet service	24.20
02/01/19	33302	Grainger	Life jackets	366.21
02/01/19	33303	Infrastructure Technologies	Annual service agreement for the CCTV van	750.00
02/01/19	33304	Jack Doheny Companies	Repair leak on the CCTV tractor	2,154.08
02/01/19	33305	Keenan & Associates	Health insurance	26,291.50
02/01/19	33306	Kemira Water Solutions	Ferric chloride for the digester	3,352.34
02/01/19	33307	Kennedy/Jenks	WWTP Phase II design (CAPITAL)	15,068.97
02/01/19	33308	Ken White	Replace lost check	184.70
02/01/19	33309	Kyle Yates, Inc.	Annual OSHA required certification of the SCBA units	630.00
02/01/19	33310	MetLife-Group Benefits	Life insurance	728.70
02/01/19	33311	Mobile Modular	Final payment for the HR trailer at the Plant (CAPITAL)	1,439.83
02/01/19	33312	Motion Industries	Sludge pump driver	704.71
02/01/19	33313	Norcal Molecular, LLC	Belzona 5831 coating	1,249.94
02/01/19	33314	Office Team	Admin temp service	84.40
02/01/19	33315	Palace Business Solutions	Chairs for admin and board room	2,490.35
02/01/19	33316	Patelco Credit Union	January and February HSA contributions	7,969.28
02/01/19	33317	Patrick Treanor	Dental	325.00
02/01/19	33318	Paul's Drapery	Shade for the admin building	557.94
02/01/19	33319	Pradyumna and Ying Amatya	Reimburse user fees for period before home construction complete	959.13
02/01/19	33320	Quill Corporation	Office supplies	214.04

Carmel Area Wastewater District
Disbursements
Feb-19

Date	Check	Vendor	Description	Amount
02/01/19	33321	Robert Siegfried	Dental	255.00
02/01/19	33322	SWRCB	Annual permit fee for SW Industrial	1,400.00
02/01/19	33323	Thermo Electron North America	Gallery preventative maintenance support plan	2,456.50
02/01/19	33324	Univar USA	Sodium hypochlorite	3,781.94
02/01/19	33325	Unum Life Ins.	Long-term disability insurance	1,798.98
02/01/19	33326	USA Blue Book	Log books and chemical injection nozzle	1,193.18
02/01/19	33327	Vision Service Plan	Vision insurance	573.30
02/14/19	33328	Allied Fluid Products	Iron saddle body and plug valve	353.78
02/14/19	33329	American Fidelity Assurance Company	HRA contribution	30.00
02/14/19	33330	AT&T CALNET 3	Various telephone lines for devices	660.23
02/14/19	33331	AT&T	Admin alarm line	81.37
02/14/19	33332	Battery Systems, Inc.	UPS battery	91.67
02/14/19	33333	Bryan Mailey Electric	Various Plant electrical projects (CAPITAL \$250.00)	2,937.50
02/14/19	33334	Buckles-Smith Electric	Electrical parts	115.42
02/14/19	33335	Cal-Am Water	Monthly service	732.63
02/14/19	33336	Carmel Marina Corporation	Plant rolloffs and admin garbage	888.57
02/14/19	33337	Charles DayEngel	Dental	410.00
02/14/19	33338	Cintas Corporation	Laundry service	788.44
02/14/19	33339	Clark Pest Control	Plant service	183.00
02/14/19	33340	Corix Water Products	Pipe supplies for Del Mesa repair	372.93
02/14/19	33341	C S C of Salinas	Air hose connectors	54.88
02/14/19	33342	CSRMA	Annual property insurance premium	31,834.00
02/14/19	33343	CWEA	Employee annual memberships	376.00
02/14/19	33344	Edward Waggoner	Dental	246.00
02/14/19	33345	EJ USA, Inc.	Aluminum safety hatches around the Plant	13,917.67
02/14/19	33346	EI Camino Machine & Welding	Steel tubing	887.64
02/14/19	33347	Evantec Corporation	Lab supplies	345.43
02/14/19	33348	Fastenal Company	Operating supplies for the Plant	4,842.68
02/14/19	33349	Fisher Scientific	Lab supplies	926.96
02/14/19	33350	Frisch Engineering	Pump station PLC design (CAPITAL)	18,980.00
02/14/19	33351	Glen Hudgens MD	Employee exams	330.00
02/14/19	33352	Grainger	Operating supplies for the Plant	2,494.59
02/14/19	33353	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
02/14/19	33354	ICON Cloud Solutions	Monthly telephone billing	587.60
02/14/19	33355	Idexx Laboratories	Lab supplies	4,434.64

**Carmel Area Wastewater District
Disbursements**

Feb-19

Date	Check	Vendor	Description	Amount
02/14/19	33356	Informative Controls Company	Plant PLC programming (CAPITAL)	123,634.63
02/14/19	33357	Irene Bryant	Dental	135.00
02/14/19	33358	James Grover	Dental	217.00
02/14/19	33359	Liberty Composting	Sludge hauling	5,189.08
02/14/19	33360	Mainsaver Software	Purchasing module training (CAPITAL)	7,277.72
02/14/19	33361	MBS Business Systems	Quarterly fee for the Plant copier	389.94
02/14/19	33362	McMaster-Carr	Operating supplies for the Plant	903.86
02/14/19	33363	Michael Garrison	Dental	381.00
02/14/19	33364	Michael Hooks	Training class	167.00
02/14/19	33365	MNS Engineers	Hatton Canyon sewer project (CAPITAL)	25,483.90
02/14/19	33366	Monterey Bay Analytical Services	Sample analysis	350.00
02/14/19	33367	Monterey Bay Urgent Care	Employee exams	78.00
02/14/19	33368	Monterey Bay Diving	Hydrostatic testing and refilling of SCBA tanks	157.50
02/14/19	33369	NRI-Neptune Research	Operating supplies for the Plant	92.68
02/14/19	33370	Peninsula Welding & Medical Supply	Welding supplies and non-liquid cylinders for the lab	209.76
02/14/19	33371	PK Safety Supply	Fall protection and rescue gear	8,019.09
02/14/19	33372	Potter's Electronics	Camera repair	85.00
02/14/19	33373	Pure Water	Monthly service	239.25
02/14/19	33374	Quill Corporation	Plant and admin office supplies	690.69
02/14/19	33375	Raymond DeOcampo	Annual certificate renewal	87.00
02/14/19	33376	Rebuild-it Services Group	Parts for the secondary clarifier	2,482.59
02/14/19	33377	Scarborough Lumber (Ace Hardware)	Operating supplies	307.60
02/14/19	33378	Smitty's Janitorial	Monthly service	1,110.00
02/14/19	33379	Smile Business Products	Quarterly fee for the admin copier	1,018.73
02/14/19	33380	Solenis LLC	Polymer to dewater sludge	7,810.16
02/14/19	33381	Town and Country Gardening	Monthly service	610.00
02/14/19	33382	Toyota Material & Handling	Repair of forklift safety cage	3,532.65
02/14/19	33383	USA Blue Book	Lab supplies and chart paper	534.61
02/14/19	33384	Wellington Law Offices	Legal services	6,361.00
02/14/19	33385	West Yost Associates	Collection System Modeling - Phase 3	2,700.00
02/15/19	33386	Univar USA	Sodium hypochlorite	3,783.04
02/15/19	33387	PG&E	Monthly service	34,137.89
				462,314.09

**CAWD/PBCSD Reclamation Project
Disbursements**

Feb-19

Date	Check	Vendor	Description	Amount
02/01/19	8330	Brenntag Pacific, Inc.	Ammonium hydroxide	3,428.08
02/01/19	8331	Bryan J. Mailey Electrical	Various electrical projects	1,937.50
02/01/19	8332	Cal-Am Water	Potable water purchase from October 2018	89,565.76
02/01/19	8333	Inorganic Ventures	Lab supplies	517.18
02/01/19	8334	Myron L. Company	Annual service for 9P, RSO 241355	116.31
02/01/19	8335	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	259,282.11
02/01/19	8336	Thatcher Company of California	Sulfuric acid	3,579.04
02/01/19	8337	Thermo Electron North America LLC	Gallery PM support plan	2,456.50
02/13/19	8338	Bartkiewicz, Kronick & Shanahan	Legal services regarding water sources	250.00
02/13/19	8339	Brenntag Pacific, Inc.	Ammonium hydroxide	3,379.05
02/13/19	8340	Bryan J. Mailey Electrical	Various electrical projects	4,375.00
02/13/19	8341	OVERFLOW STUB		0.00
02/13/19	8342	Buckles-Smith Electric	Electrical supplies for various projects	1,570.07
02/13/19	8343	Endress+Hauser, Inc.	Mag flow meter and Promag grounding disc's	5,813.99
02/13/19	8344	Evantec Corporation	Lab supplies	345.42
02/13/19	8345	Fisher Scientific	Lab supplies	1,158.54
02/13/19	8346	Hach Company	Water testing supplies	791.10
02/13/19	8347	Idexx Laboratories	Lab supplies	1,327.14
02/13/19	8348	Informative Controls Company	PLC programming CIP (CAPITAL)	8,982.31
02/13/19	8349	MANCO	VFD for MLR pump at aeration	422.70
02/13/19	8350	McMaster-Carr	Fittings and tubing	249.51
02/13/19	8351	Monterey Bay Diving	Hydrostatic testing and refill of SCBA tanks	157.50
02/13/19	8352	PBCSD	Capital and O&M reimbursements	60,460.66
02/13/19	8353	T&T Valve and Instruments	Feed back cards, Bray 6A E/P positioner	5,045.83
02/13/19	8354	Trussell Technologies	MF/RO ops support and design of the sulfuric acid storage and feed system	23,491.29
02/13/19	8355	USA Blue Book	Lab supplies	69.63
02/15/19	8356	PG&E	Tertiary and MF/RO	33,033.08
				511,805.30



**Financial Statements
and
Supplementary Schedules**

February 2019

March 28, 2019

Carmel Area Wastewater District

Balance Sheet

February 2019

ASSETS

Current Assets

Cash

Cash

30,100,714.04

TOTAL Cash

30,100,714.04

Other Current Assets

Other Current Assets

421,071.87

TOTAL Other Current Assets

421,071.87

TOTAL Current Assets

30,521,785.91

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

51,563,154.88

TOTAL Treatment Structures

51,563,154.88

Treatment Equipment

Treatment Equipment

7,448,386.12

TOTAL Treatment Equipment

7,448,386.12

Collection Structures

Collection Structures

1,040,749.41

TOTAL Collection Structures

1,040,749.41

Collection Equipment

Collection Equipment

933,107.27

TOTAL Collection Equipment

933,107.27

Sewers

11,018,760.70

Disposal Facilities

Disposal Facilities

1,126,272.60

TOTAL Disposal Facilities

1,126,272.60

Other Fixed Assets

Other Fixed Assets

3,876,133.89

TOTAL Other Fixed Assets

3,876,133.89

Capital Improvement Projects

Capital Improvement Projects

19,982,489.08

TOTAL Capital Improvement Projects

19,982,489.08

Accumulated depreciation

(46,104,180.31)

TOTAL Fixed Assets

51,192,933.40

Other Assets

Other Assets

950,959.00

TOTAL Other Assets

950,959.00

TOTAL ASSETS

82,665,678.31

Carmel Area Wastewater District

Balance Sheet

February 2019

LIABILITIES

Current Liabilities		
Current Liabilities	584,378.90	
TOTAL Current Liabilities	<u>584,378.90</u>	584,378.90
Long-Term Liabilities		
Long Term Liabilities	1,905,809.61	
TOTAL Long-Term Liabilities	<u>1,905,809.61</u>	1,905,809.61
TOTAL LIABILITIES		<u>2,490,188.51</u>

NET POSITION

Net Assets	76,744,298.02	
Year-to-Date Earnings	3,431,191.78	
TOTAL NET POSITION	<u>80,175,489.80</u>	80,175,489.80
TOTAL LIABILITIES & NET POSITION		<u>82,665,678.31</u>

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,389,935.04	5,650,271.36	739,663.68	13.1 %
TOTAL Income	<u>6,389,935.04</u>	<u>5,650,271.36</u>	<u>739,663.68</u>	13.1 %
Adjustments				
Discounts	455.62	0.00	455.62	
TOTAL Adjustments	<u>455.62</u>	<u>0.00</u>	<u>455.62</u>	
*****	<u>6,390,390.66</u>	<u>5,650,271.36</u>	<u>740,119.30</u>	13.1 %
***** OPERATING INCOME	<u>6,390,390.66</u>	<u>5,650,271.36</u>	<u>740,119.30</u>	13.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,991,039.55	1,997,044.90	6,005.35	0.3 %
Payroll taxes	135.85	0.00	(135.85)	
TOTAL Salaries and Payroll Taxes	<u>1,991,175.40</u>	<u>1,997,044.90</u>	<u>5,869.50</u>	0.3 %
Employee Benefits				
Employee Benefits	479,667.06	618,845.70	139,178.64	22.5 %
TOTAL Employee Benefits	<u>479,667.06</u>	<u>618,845.70</u>	<u>139,178.64</u>	22.5 %
Director's Expenses				
Director's Expenses	22,678.08	21,699.98	(978.10)	-4.5 %
TOTAL Director's Expenses	<u>22,678.08</u>	<u>21,699.98</u>	<u>(978.10)</u>	-4.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	33,299.13	39,261.38	5,962.25	15.2 %
TOTAL Truck and Auto Expenses	<u>33,299.13</u>	<u>39,261.38</u>	<u>5,962.25</u>	15.2 %
General and Administrative				
General and Administrative	181,575.38	347,856.64	166,281.26	47.8 %
TOTAL General and Administrative	<u>181,575.38</u>	<u>347,856.64</u>	<u>166,281.26</u>	47.8 %
Office Expense				
Office Expense	34,376.48	57,985.08	23,608.60	40.7 %
TOTAL Office Expense	<u>34,376.48</u>	<u>57,985.08</u>	<u>23,608.60</u>	40.7 %
Operating Supplies				
Operating Supplies	297,162.20	258,090.16	(39,072.04)	-15.1 %
TOTAL Operating Supplies	<u>297,162.20</u>	<u>258,090.16</u>	<u>(39,072.04)</u>	-15.1 %
Contract Services				
Contract Services	572,967.48	589,712.78	16,745.30	2.8 %
TOTAL Contract Services	<u>572,967.48</u>	<u>589,712.78</u>	<u>16,745.30</u>	2.8 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	401,460.04	549,854.64	148,394.60	27.0 %
TOTAL Repairs and Maintenance	401,460.04	549,854.64	148,394.60	27.0 %
Utilities				
Utilities	267,485.07	291,238.72	23,753.65	8.2 %
TOTAL Utilities	267,485.07	291,238.72	23,753.65	8.2 %
Travel and Meetings				
Travel and Meetings	34,605.42	75,816.64	41,211.22	54.4 %
TOTAL Travel and Meetings	34,605.42	75,816.64	41,211.22	54.4 %
Permits and Fees				
Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
TOTAL Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	29,566.74	33,803.28	4,236.54	12.5 %
TOTAL Memberships and Subscriptions	29,566.74	33,803.28	4,236.54	12.5 %
Safety				
Safety	46,173.13	41,746.72	(4,426.41)	-10.6 %
TOTAL Safety	46,173.13	41,746.72	(4,426.41)	-10.6 %
Other Expenses				
Other Expense	23,795.71	19,666.72	(4,128.99)	-21.0 %
TOTAL Other Expenses	23,795.71	19,666.72	(4,128.99)	-21.0 %
TOTAL Operating Expenses	4,476,216.82	5,021,290.34	545,073.52	10.9 %
***** OPERATING INCOME (LOSS)	1,914,173.84	628,981.02	1,285,192.82	204.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,517,017.94	1,154,667.50	362,350.44	31.4 %
TOTAL Other Income or Gain	1,517,017.94	1,154,667.50	362,350.44	31.4 %
TOTAL Non-op Income, Expense, Gain or Loss	1,517,017.94	1,154,667.50	362,350.44	31.4 %
***** NET INCOME (LOSS)	3,431,191.78	1,783,648.52	1,647,543.26	92.4 %
***** NET INCOME (LOSS)	3,431,191.78	1,783,648.52	1,647,543.26	92.4 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Truck and Auto Expenses				
Truck and Auto Expenses	9,475.97	8,866.80	(609.17)	-6.9 %
TOTAL Truck and Auto Expenses	9,475.97	8,866.80	(609.17)	-6.9 %
Operating Supplies				
Operating Supplies	5,036.88	16,666.64	11,629.76	69.8 %
TOTAL Operating Supplies	5,036.88	16,666.64	11,629.76	69.8 %
Contract Services				
Contract Services	187.50	13,333.36	13,145.86	98.6 %
TOTAL Contract Services	187.50	13,333.36	13,145.86	98.6 %
Repairs and Maintenance				
Repairs and Maintenance	5,366.37	23,333.36	17,966.99	77.0 %
TOTAL Repairs and Maintenance	5,366.37	23,333.36	17,966.99	77.0 %
Safety				
Safety	4,301.40	2,213.44	(2,087.96)	-94.3 %
TOTAL Safety	4,301.40	2,213.44	(2,087.96)	-94.3 %
TOTAL Operating Expenses	24,368.12	64,413.60	40,045.48	62.2 %
***** OPERATING INCOME (LOSS)	(24,368.12)	(64,413.60)	40,045.48	62.2 %
***** NET INCOME (LOSS)	(24,368.12)	(64,413.60)	40,045.48	62.2 %
***** NET INCOME (LOSS)	(24,368.12)	(64,413.60)	40,045.48	62.2 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	301,717.09	321,631.50	19,914.41	6.2 %
TOTAL Salaries and Payroll Taxes	301,717.09	321,631.50	19,914.41	6.2 %
Employee Benefits				
Employee Benefits	89,014.76	113,361.17	24,346.41	21.5 %
TOTAL Employee Benefits	89,014.76	113,361.17	24,346.41	21.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,683.11	14,320.00	12,636.89	88.2 %
TOTAL Truck and Auto Expenses	1,683.11	14,320.00	12,636.89	88.2 %
General and Administrative				
General and Administrative	10,639.17	0.00	(10,639.17)	
TOTAL General and Administrative	10,639.17	0.00	(10,639.17)	
Office Expense				
Office Expense	1,627.49	2,900.00	1,272.51	43.9 %
TOTAL Office Expense	1,627.49	2,900.00	1,272.51	43.9 %
Operating Supplies				
Operating Supplies	73,805.16	42,866.72	(30,938.44)	-72.2 %
TOTAL Operating Supplies	73,805.16	42,866.72	(30,938.44)	-72.2 %
Contract Services				
Contract Services	167,817.48	193,166.72	25,349.24	13.1 %
TOTAL Contract Services	167,817.48	193,166.72	25,349.24	13.1 %
Repairs and Maintenance				
Repairs and Maintenance	304,871.03	364,614.72	59,743.69	16.4 %
TOTAL Repairs and Maintenance	304,871.03	364,614.72	59,743.69	16.4 %
Utilities				
Utilities	3,376.28	1,146.64	(2,229.64)	-194.4 %
TOTAL Utilities	3,376.28	1,146.64	(2,229.64)	-194.4 %
Travel and Meetings				
Travel and Meetings	5,263.39	13,086.64	7,823.25	59.8 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	5,263.39	13,086.64	7,823.25	59.8 %
Permits and Fees				
Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	4,294.00	1,540.00	(2,754.00)	-178.8 %
TOTAL Memberships and Subscriptions	4,294.00	1,540.00	(2,754.00)	-178.8 %
Safety				
Safety	9,844.16	12,869.92	3,025.76	23.5 %
TOTAL Safety	9,844.16	12,869.92	3,025.76	23.5 %
TOTAL Operating Expenses	973,953.12	1,087,904.03	113,950.91	10.5 %
***** OPERATING INCOME (LOSS)	(973,953.12)	(1,087,904.03)	113,950.91	10.5 %
***** NET INCOME (LOSS)	(973,953.12)	(1,087,904.03)	113,950.91	10.5 %
***** NET INCOME (LOSS)	(973,953.12)	(1,087,904.03)	113,950.91	10.5 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	342,324.96	322,367.76	(19,957.20)	-6.2 %
TOTAL Salaries and Payroll Taxes	342,324.96	322,367.76	(19,957.20)	-6.2 %
Employee Benefits				
Employee Benefits	115,611.02	125,597.99	9,986.97	8.0 %
TOTAL Employee Benefits	115,611.02	125,597.99	9,986.97	8.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	20,475.82	13,460.86	(7,014.96)	-52.1 %
TOTAL Truck and Auto Expenses	20,475.82	13,460.86	(7,014.96)	-52.1 %
General and Administrative				
General and Administrative	32,305.46	52,216.64	19,911.18	38.1 %
TOTAL General and Administrative	32,305.46	52,216.64	19,911.18	38.1 %
Office Expense				
Office Expense	1,303.85	7,046.64	5,742.79	81.5 %
TOTAL Office Expense	1,303.85	7,046.64	5,742.79	81.5 %
Operating Supplies				
Operating Supplies	12,512.58	15,213.28	2,700.70	17.8 %
TOTAL Operating Supplies	12,512.58	15,213.28	2,700.70	17.8 %
Contract Services				
Contract Services	87,315.05	78,504.22	(8,810.83)	-11.2 %
TOTAL Contract Services	87,315.05	78,504.22	(8,810.83)	-11.2 %
Repairs and Maintenance				
Repairs and Maintenance	60,624.86	114,000.00	53,375.14	46.8 %
TOTAL Repairs and Maintenance	60,624.86	114,000.00	53,375.14	46.8 %
Utilities				
Utilities	25,570.01	26,036.72	466.71	1.8 %
TOTAL Utilities	25,570.01	26,036.72	466.71	1.8 %
Travel and Meetings				
Travel and Meetings	8,688.51	7,533.36	(1,155.15)	-15.3 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	8,688.51	7,533.36	(1,155.15)	-15.3 %
Permits and Fees				
Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
TOTAL Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	915.33	1,366.64	451.31	33.0 %
TOTAL Memberships and Subscriptions	915.33	1,366.64	451.31	33.0 %
Safety				
Safety	2,225.47	8,620.00	6,394.53	74.2 %
TOTAL Safety	2,225.47	8,620.00	6,394.53	74.2 %
Other Expenses				
Other Expense	180.00	0.00	(180.00)	
TOTAL Other Expenses	180.00	0.00	(180.00)	
TOTAL Operating Expenses	715,687.52	777,564.11	61,876.59	8.0 %
***** OPERATING INCOME (LOSS)	(715,687.52)	(777,564.11)	61,876.59	8.0 %
***** NET INCOME (LOSS)	(715,687.52)	(777,564.11)	61,876.59	8.0 %
***** NET INCOME (LOSS)	(715,687.52)	(777,564.11)	61,876.59	8.0 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	655,772.79	673,765.58	17,992.79	2.7 %
TOTAL Salaries and Payroll Taxes	655,772.79	673,765.58	17,992.79	2.7 %
Employee Benefits				
Employee Benefits	185,103.15	223,396.52	38,293.37	17.1 %
TOTAL Employee Benefits	185,103.15	223,396.52	38,293.37	17.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
General and Administrative	63,906.54	95,335.36	31,428.82	33.0 %
TOTAL General and Administrative	63,906.54	95,335.36	31,428.82	33.0 %
Office Expense				
Office Expense	5,746.79	25,846.80	20,100.01	77.8 %
TOTAL Office Expense	5,746.79	25,846.80	20,100.01	77.8 %
Operating Supplies				
Operating Supplies	201,191.97	176,810.16	(24,381.81)	-13.8 %
TOTAL Operating Supplies	201,191.97	176,810.16	(24,381.81)	-13.8 %
Contract Services				
Contract Services	257,223.25	204,595.47	(52,627.78)	-25.7 %
TOTAL Contract Services	257,223.25	204,595.47	(52,627.78)	-25.7 %
Repairs and Maintenance				
Repairs and Maintenance	25,483.00	44,373.28	18,890.28	42.6 %
TOTAL Repairs and Maintenance	25,483.00	44,373.28	18,890.28	42.6 %
Utilities				
Utilities	225,574.23	249,066.72	23,492.49	9.4 %
TOTAL Utilities	225,574.23	249,066.72	23,492.49	9.4 %
Travel and Meetings				
Travel and Meetings	12,338.32	25,230.00	12,891.68	51.1 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	12,338.32	25,230.00	12,891.68	51.1 %
Permits and Fees				
Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
TOTAL Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,045.85	5,446.64	3,400.79	62.4 %
TOTAL Memberships and Subscriptions	2,045.85	5,446.64	3,400.79	62.4 %
Safety				
Safety	27,268.43	16,843.36	(10,425.07)	-61.9 %
TOTAL Safety	27,268.43	16,843.36	(10,425.07)	-61.9 %
Other Expenses				
Other Expense	0.00	1,333.36	1,333.36	100.0 %
TOTAL Other Expenses	0.00	1,333.36	1,333.36	100.0 %
TOTAL Operating Expenses	1,692,233.05	1,786,160.25	93,927.20	5.3 %
***** OPERATING INCOME (LOSS)	(1,692,233.05)	(1,786,160.25)	93,927.20	5.3 %
***** NET INCOME (LOSS)	(1,692,233.05)	(1,786,160.25)	93,927.20	5.3 %
***** NET INCOME (LOSS)	(1,692,233.05)	(1,786,160.25)	93,927.20	5.3 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	340,126.78	389,408.54	49,281.76	12.7 %
TOTAL Salaries and Payroll Taxes	340,126.78	389,408.54	49,281.76	12.7 %
Employee Benefits				
Employee Benefits	89,938.13	156,490.02	66,551.89	42.5 %
TOTAL Employee Benefits	89,938.13	156,490.02	66,551.89	42.5 %
Director's Expenses				
Director's Expenses	22,328.08	21,366.64	(961.44)	-4.5 %
TOTAL Director's Expenses	22,328.08	21,366.64	(961.44)	-4.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,378.40	1,111.72	(266.68)	-24.0 %
TOTAL Truck and Auto Expenses	1,378.40	1,111.72	(266.68)	-24.0 %
General and Administrative				
General and Administrative	65,393.66	200,304.64	134,910.98	67.4 %
TOTAL General and Administrative	65,393.66	200,304.64	134,910.98	67.4 %
Office Expense				
Office Expense	25,698.35	22,191.64	(3,506.71)	-15.8 %
TOTAL Office Expense	25,698.35	22,191.64	(3,506.71)	-15.8 %
Operating Supplies				
Operating Supplies	660.11	866.72	206.61	23.8 %
TOTAL Operating Supplies	660.11	866.72	206.61	23.8 %
Contract Services				
Contract Services	59,232.83	100,113.01	40,880.18	40.8 %
TOTAL Contract Services	59,232.83	100,113.01	40,880.18	40.8 %
Repairs and Maintenance				
Repairs and Maintenance	2,150.29	666.64	(1,483.65)	-222.6 %
TOTAL Repairs and Maintenance	2,150.29	666.64	(1,483.65)	-222.6 %
Utilities				
Utilities	12,964.55	14,988.64	2,024.09	13.5 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	12,964.55	14,988.64	2,024.09	13.5 %
Travel and Meetings				
Travel and Meetings	8,315.20	29,966.64	21,651.44	72.3 %
TOTAL Travel and Meetings	8,315.20	29,966.64	21,651.44	72.3 %
Permits and Fees				
Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
TOTAL Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	22,311.56	25,450.00	3,138.44	12.3 %
TOTAL Memberships and Subscriptions	22,311.56	25,450.00	3,138.44	12.3 %
Safety				
Safety	1,310.71	1,200.00	(110.71)	-9.2 %
TOTAL Safety	1,310.71	1,200.00	(110.71)	-9.2 %
Other Expenses				
Other Expense	23,615.71	18,333.36	(5,282.35)	-28.8 %
TOTAL Other Expenses	23,615.71	18,333.36	(5,282.35)	-28.8 %
TOTAL Operating Expenses	699,726.36	1,006,510.21	306,783.85	30.5 %
***** OPERATING INCOME (LOSS)	(699,726.36)	(1,006,510.21)	306,783.85	30.5 %
***** NET INCOME (LOSS)	(699,726.36)	(1,006,510.21)	306,783.85	30.5 %
***** NET INCOME (LOSS)	(699,726.36)	(1,006,510.21)	306,783.85	30.5 %

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

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	349,220.05	289,871.52	(59,348.53)	-20.5 %
TOTAL Salaries and Payroll Taxes	349,220.05	289,871.52	(59,348.53)	-20.5 %
Director's Expenses				
Director's Expenses	350.00	333.34	(16.66)	-5.0 %
TOTAL Director's Expenses	350.00	333.34	(16.66)	-5.0 %
General and Administrative				
General and Administrative	9,330.55	0.00	(9,330.55)	
TOTAL General and Administrative	9,330.55	0.00	(9,330.55)	
Operating Supplies				
Operating Supplies	3,182.85	5,666.64	2,483.79	43.8 %
TOTAL Operating Supplies	3,182.85	5,666.64	2,483.79	43.8 %
Contract Services				
Contract Services	1,191.37	0.00	(1,191.37)	
TOTAL Contract Services	1,191.37	0.00	(1,191.37)	
Repairs and Maintenance				
Repairs and Maintenance	1,851.04	2,866.64	1,015.60	35.4 %
TOTAL Repairs and Maintenance	1,851.04	2,866.64	1,015.60	35.4 %
Safety				
Safety	1,222.96	0.00	(1,222.96)	
TOTAL Safety	1,222.96	0.00	(1,222.96)	
TOTAL Operating Expenses	366,348.82	298,738.14	(67,610.68)	-22.6 %
***** OPERATING INCOME (LOSS)	(366,348.82)	(298,738.14)	(67,610.68)	-22.6 %
***** NET INCOME (LOSS)	(366,348.82)	(298,738.14)	(67,610.68)	-22.6 %

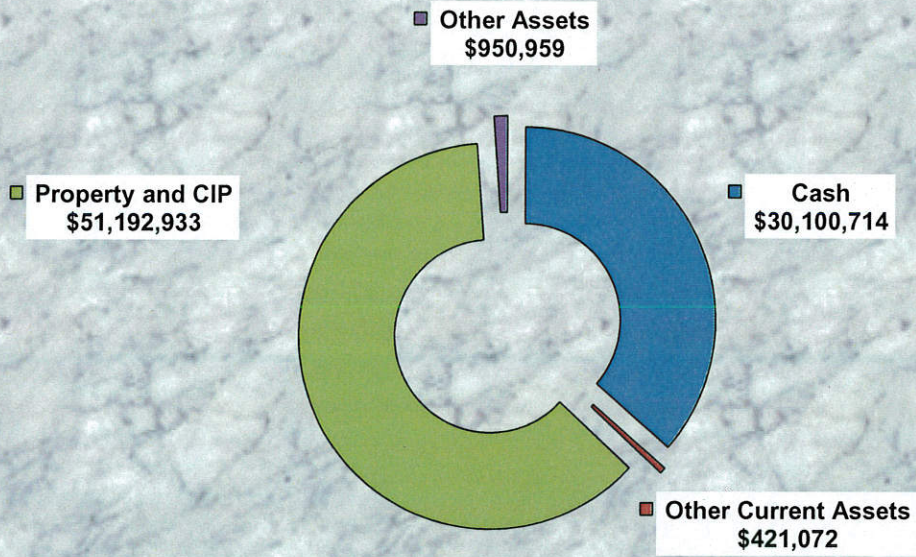
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, February 2019 - current month, Consolidated by
account, Department 9*

	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,873.14	0.00	1,873.14	
TOTAL Income	<u>1,873.14</u>	<u>0.00</u>	<u>1,873.14</u>	
*****	<u>1,873.14</u>	<u>0.00</u>	<u>1,873.14</u>	
***** OPERATING INCOME	<u>1,873.14</u>	<u>0.00</u>	<u>1,873.14</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	113.33	0.00	(113.33)	
TOTAL Salaries and Payroll Taxes	<u>113.33</u>	<u>0.00</u>	<u>(113.33)</u>	
TOTAL Operating Expenses	<u>113.33</u>	<u>0.00</u>	<u>(113.33)</u>	
***** OPERATING INCOME (LOSS)	<u>1,759.81</u>	<u>0.00</u>	<u>1,759.81</u>	
***** NET INCOME (LOSS)	<u>1,759.81</u>	<u>0.00</u>	<u>1,759.81</u>	
***** NET INCOME (LOSS)	<u>1,759.81</u>	<u>0.00</u>	<u>1,759.81</u>	

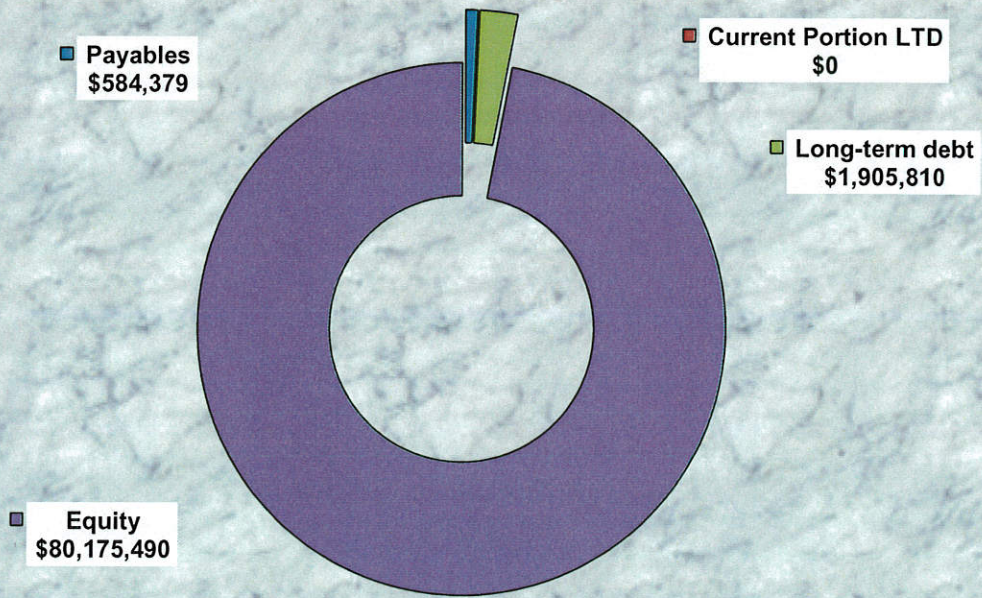
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
*Year-to-Date Variance, February 2019 - current month, Consolidated by
account, Department 10*

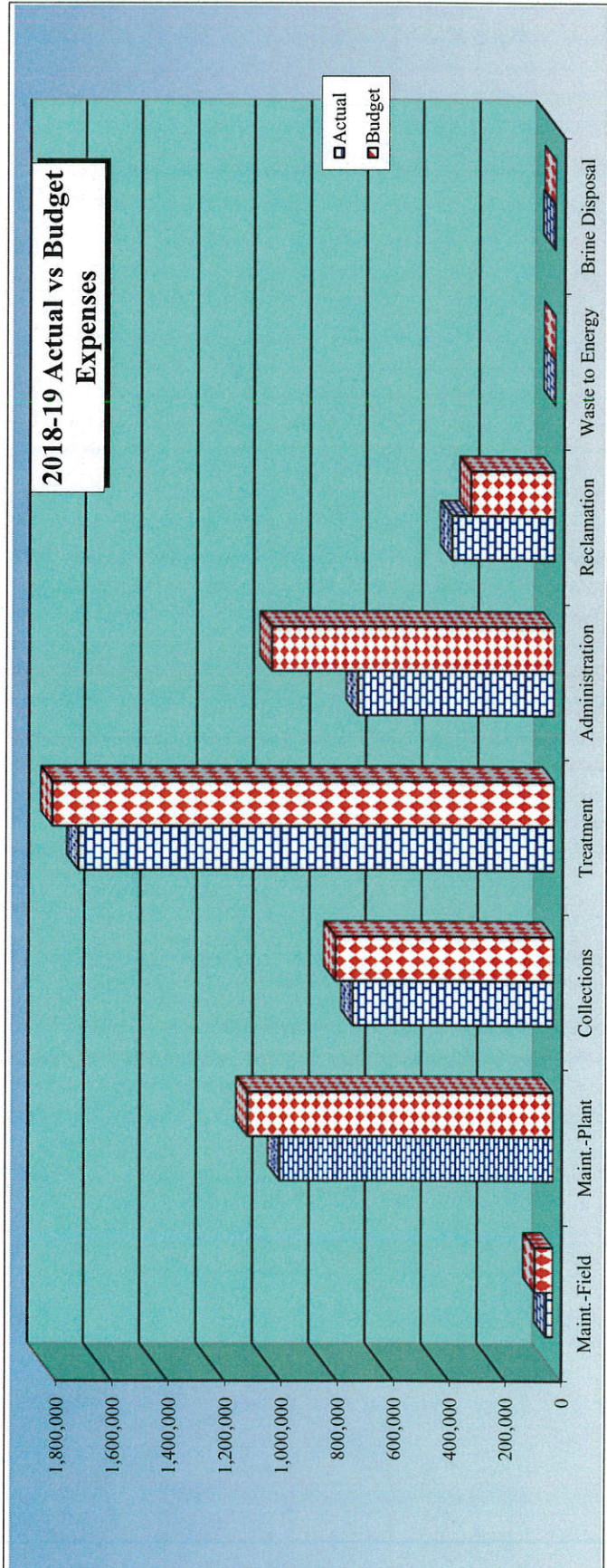
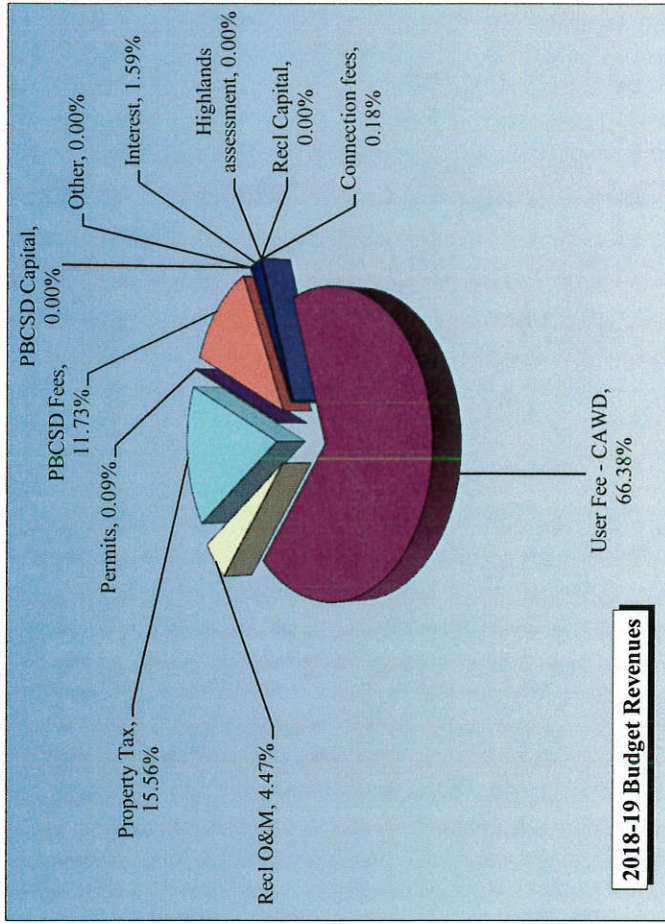
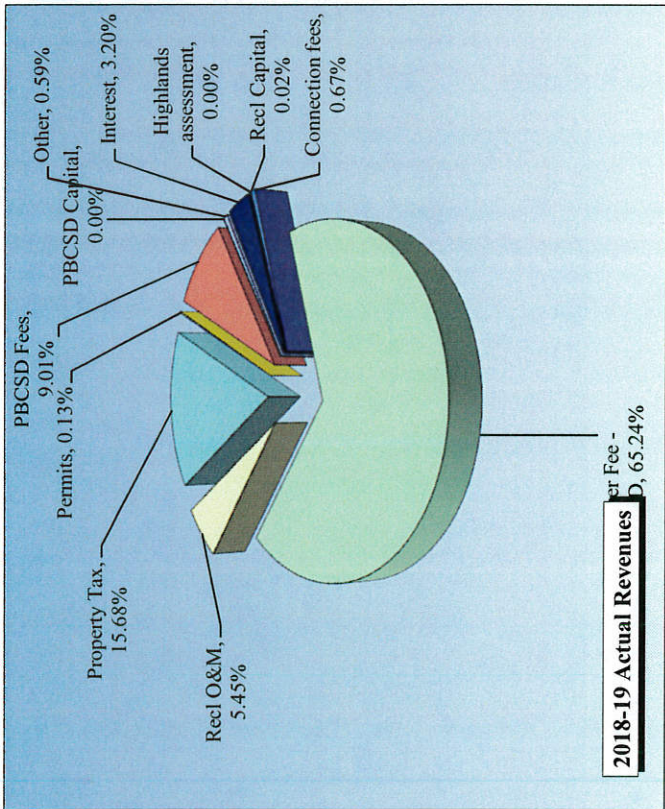
	<i>8 Months Ended February 28, 2019</i>	<i>8 Months Ended February 28, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	64,407.56	0.00	64,407.56	
TOTAL Income	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
*****	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
***** OPERATING INCOME	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,764.55	0.00	(1,764.55)	
Payroll taxes	135.85	0.00	(135.85)	
TOTAL Salaries and Payroll Taxes	<u>1,900.40</u>	<u>0.00</u>	<u>(1,900.40)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,113.45	0.00	(1,113.45)	
TOTAL Repairs and Maintenance	<u>1,113.45</u>	<u>0.00</u>	<u>(1,113.45)</u>	
TOTAL Operating Expenses	<u>3,786.50</u>	<u>0.00</u>	<u>(3,786.50)</u>	
***** OPERATING INCOME (LOSS)	<u>60,621.06</u>	<u>0.00</u>	<u>60,621.06</u>	
***** NET INCOME (LOSS)	<u>60,621.06</u>	<u>0.00</u>	<u>60,621.06</u>	
***** NET INCOME (LOSS)	<u>60,621.06</u>	<u>0.00</u>	<u>60,621.06</u>	

Assets - February 28, 2019

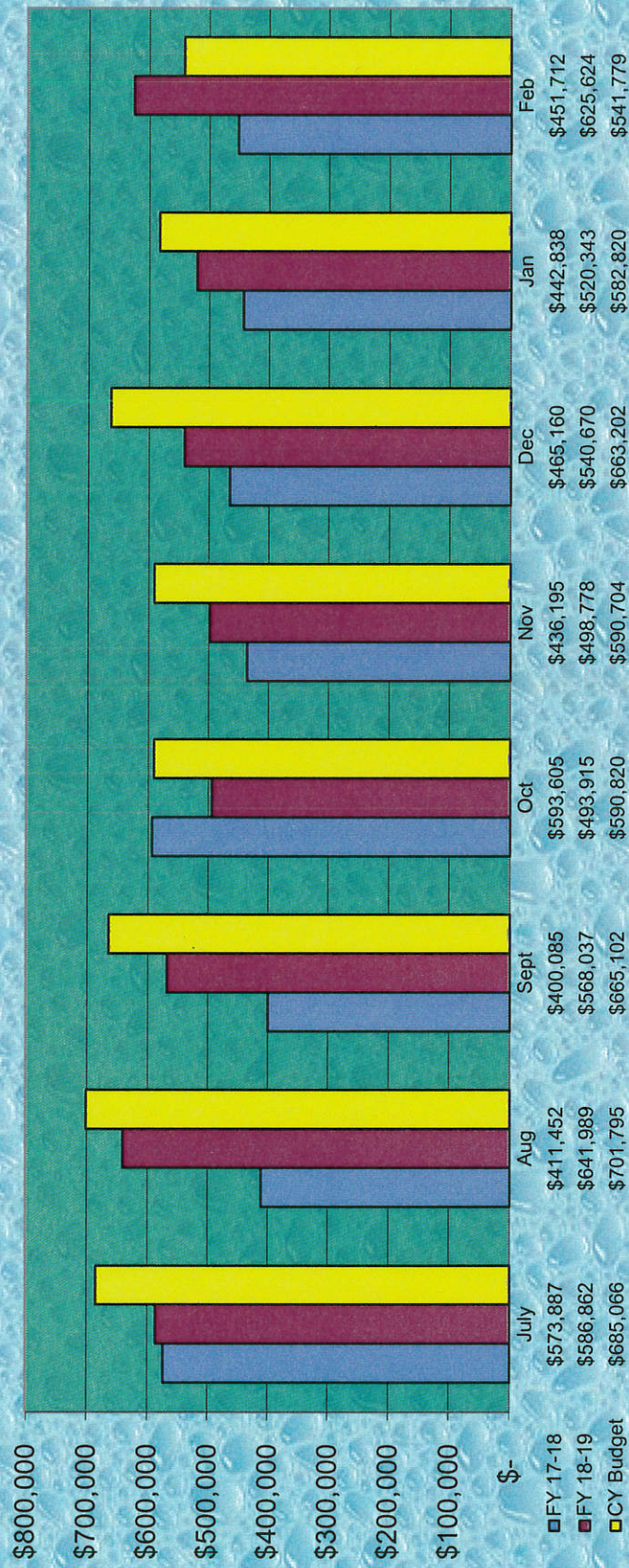


Liabilities - February 28, 2019





Operating Expenses



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

	BEG BAL	FEB	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Mobile trailer HR office-unbudgeted		0	16,735	16,735	0	NA
		0	0	0	0	NA
<u>Collections</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)		0	50,250	50,250	40,000	125.62%
Secondary Clarifier wiper/blade rehab		0	10,770	10,770	0	NA
SCADA Historian		5,048	5,048	5,048	20,000	25.24%
		0	0	0	0	NA
RECL share		0	(16,749)	(16,749)	(13,332)	125.63%
PBCSD share (1/3 of cost)		(1,683)	(16,440)	(16,440)	0	NA
		3,365	49,614	49,614	46,668	NA

Total Capital Purchases 18-19

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

	BEG BAL	FEB	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	910	2,325	935,201	13,195	17.62%
Storm water improvements	562,669	519	1,324	563,993	7,517	17.62%
Thickener (RECL 50%)	942,381	889	2,272	944,652	12,894	17.62%
Hypo/SBS (RECL 40%)	2,930,043	3,153	8,053	2,938,095	45,704	17.62%
Portable RAS pumping	1,118,978	1,245	3,180	1,122,158	18,051	17.62%
Digester firm capacity Improvements	5,340,025	6,228	15,907	5,355,932	90,283	17.62%
#1 Water improvements	377,108	326	831	377,939	4,718	17.62%
#3 Water system improvements	323,065	170	435	323,500	2,469	17.62%
Dewatering	1,278,111	1,185	3,026	1,281,137	17,173	17.62%
Standby & main power improvements	3,435,491	3,766	9,619	3,445,109	54,592	17.62%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	9,942	58,100	287,465	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Secondary Clarifier #1 Rehab	0	1,063	1,063	1,063	250,000	0.43%
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II PLC equipment	0	0	139,792	139,792	150,000	93.19%
WWTP Phase II Design	0	159,998	369,472	369,472	874,985	42.23%
RECL share		(1,706)	(6,417)	(1,654,091)	(24,729)	25.95%
PBCSD share (1/3 of cost)		(62,563)	(210,823)	(5,595,852)	(522,284)	40.37%
Total Long Term CIP Projects 18-19	17,802,761	125,125	421,646	11,191,704	1,044,568	NA
Total Capital (net of RECL and PBCSD)	19,209,974	136,286	601,085	12,339,362	1,436,393	NA

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

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Truck and Auto Expenses	-6.90%	Timing, small dollar amounts.
Safety	-94.30%	Training underbudgeted.

Maintenance - Plant

Operating Supplies	-72.20%	Electrical supplies underbudgeted.
Utilities	-194.40%	Small dollar amounts, new phones unbudgeted.
Memberships and Subscriptions	-178.80%	Small dollar amounts, memberships underbudgeted.

Collections

Salaries and Payroll Taxes	-6.20%	Overtime underbudgeted.
Truck and Auto Expenses	-52.10%	Diesel fuel underbudgeted.
Contract Services	-11.20%	Root foaming underbudgeted.
Travel and Meetings	-15.30%	Timing, employee training.

Treatment

Operating Supplies	-13.80%	Chemicals and general supplies underbudgeted.
Contract Services	-25.70%	Sea level rise study budgeted in capital. Consulting-Coastal Commission unbudgeted.
Safety	-61.90%	Emergency response supplies underbudgeted.

Administration

Truck and Auto Expenses	-24.00%	Insurance underbudgeted: actual \$1,378, budget \$605.
Office Expense	-15.80%	Furnishings, paper and temp service underbudgeted.
Repairs and Maintenance	-222.60%	Building repairs underbudgeted-small dollar amounts; actual \$1,818, budget \$667.
Safety	-9.20%	Timing, small dollar amounts.
Other Expense	-28.80%	Recruiting and newsletter underbudgeted.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

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

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in February.....	6
Total Fees.....	\$ 660.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were 4,773 feet CCTV sewer line inspections during the month of February.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
December	52,724 ft.	12.84%	6 – 27 inches
January	55,165 ft.	13.41%	6 – 12 inches
February	44,081 ft.	10.72%	6 – 12 inches

Construction Activities

During the storm on February 2nd, the pump station located at 8th & Scenic power feed was lost due to a broken power pole. The power disconnect and meter were located on the pole. PG&E made the repair to the pole but did not repair the disconnect which was District's responsibility to reinstall on pole. Maintenance and Collection staff along with electrical contractor worked as a team to reinstall power service to the pole. Power was restored three days after the storm initially hit. Please see photo at bottom of report.

General Comments

N/A

Service Calls Responded to by Crew

Date	Time	Callout	Resolution
2/1/19	2:53 PM	Lateral Overflow	Staff informed owner to call their plumber.
2/2/19	12:43 AM	Power fail at all Pump Stations	Staff monitored stations until power was restored. Power was out for several days. Staff rotated 24-hour shifts
2/5/19	8:30 AM	Odor Complaint	Called by homeowner for a smell of sewage from his neighbors' home. Staff found a sewage injector pump on the neighbor's property. Staff informed the homeowner to run clean water through their injector pump.
2/7/19	8:12 AM	Manhole Noise	Called by homeowner for a noise in the sewer manhole. Staff found no problems with the manhole. Possible animal in nearby storm drain.
2/12/19	4:17 PM	Lateral Overflow	Staff informed owner to call their plumber.

2/11/19	9:22 PM	Back up in shower of home	Staff found no problems in District main line. Problem was internal plumbing of home. Owner to call their plumber.
2/18/19	7:09 AM	Power Fail at Bay & Scenic and Monte Verde Pump stations	Staff monitored stations until power was restored.
2/25/19	1:30 PM	Water flowing down the street	Called by homeowner for a concern that neighbor's sump was pumping sewage into the street. Staff found no sewage just a sump pump for rain water.
2/26/19	11:30 AM	Lateral Overflow	Staff informed owner to call their plumber

USA Location Requests – 86

Plumbing permit inspections – 3

FUNDING

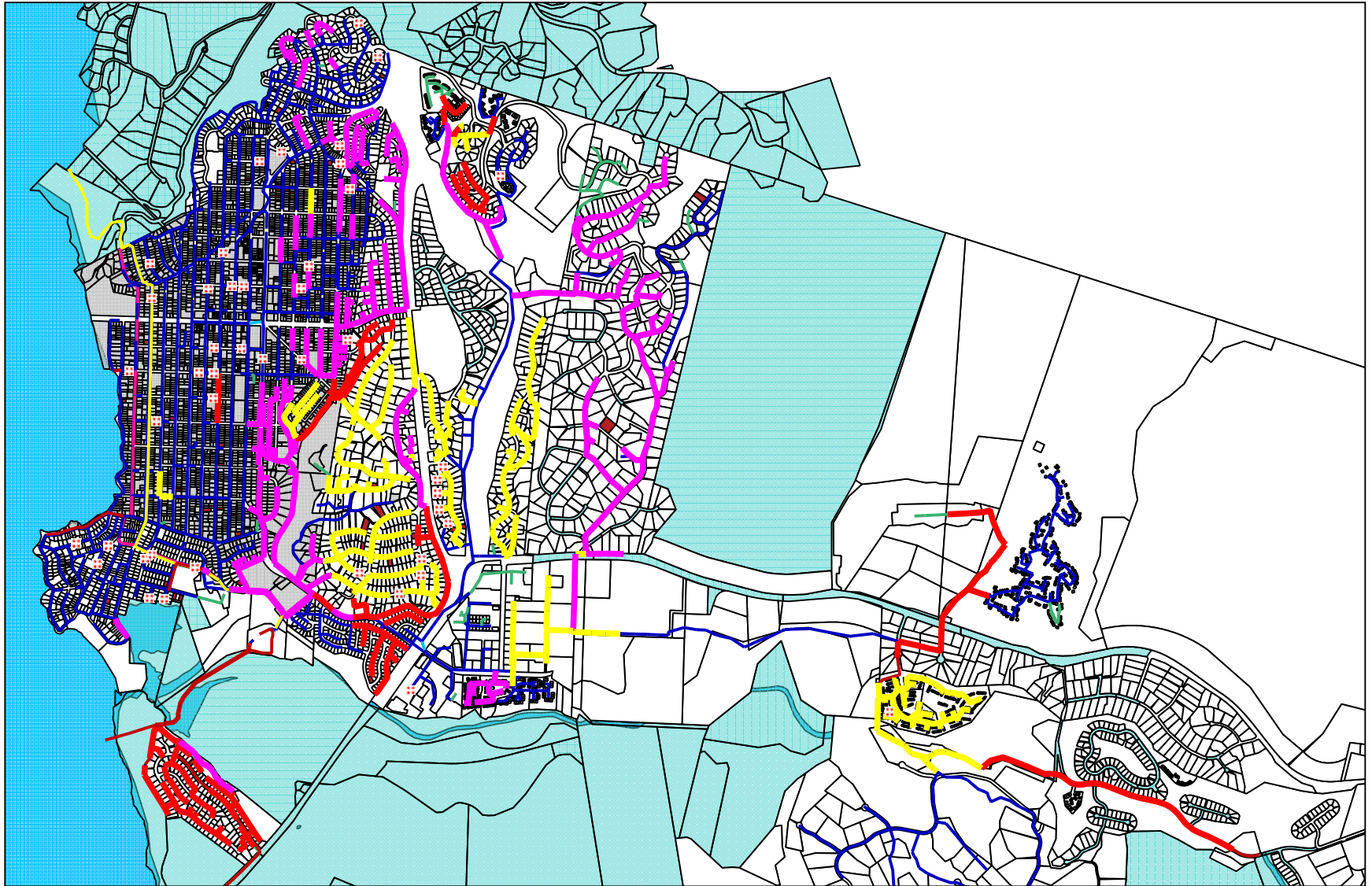
N/A- Informational item only



Meter and power disconnect

December (Magenta) - 52,724 feet
January (Yellow) - 55,165 feet
February (Red) - 44,081 feet

Monthly Cleaning Map



RedZone
ROBOTICS

3/14/2019



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: March 28, 2019

Subject: Monthly Report (for February 2019)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

Feb 14- Tailgate training. Karla Cristi, Plant Administrative Coordinator, gave a presentation on AED usage (defibrillator). February was American Heart Month. She reviewed, with visual aids and reading material, the eight steps in using the defibrillator. She also highlighted the differences in heart attack symptoms between men and women. CAWD has defibrillators at the Admin office and the plant which are inspected monthly.

Feb 21- Tailgate training. Chris Foley, Maintenance Superintendent, gave a presentation to emphasize no personal cell phone usage while on duty at the plant and in the field. Given the industrial nature of the plant with its many hazards and changing conditions, situational awareness is always the priority. The same concept applies to collections/field activities around manholes, during traffic control and at lift stations.

Ongoing Safety Improvements

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

- Fall Safety – vault hatches. **Background;** As described in previous reports, six vault hatches were identified for replacement with built-in fall protection and greater ease

of operation. **Update;** The hatches were delivered to the site in mid-January and the contractor has placed and secured them. The hatches are working as planned, and operations and maintenance crews are appreciative of the new hatches and the engineering approach to safety where hazards are pre-empted. **Item closed.**

- Respiratory Safety – gas levels at the Calle La Cruz lift station (Ribera Road).
Background; As described in previous reports, this lift station receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of dangerous hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first option –using cakes of potassium permanganate— was ineffective. The second option -- using a biological treatment-- was also ineffective. The third option, dosing liquid calcium nitrate, was started in December and showed significant improvement. **Update;** The dosage rate was doubled in January and February. The results showed moderate improvement but did not fall in proportion to the dosage increase. Attention has now turned to the influent from Pt. Lobos Parks which is pumped separately to Ribera Road where it joins flows from the Highlands. Collections crews will begin dosing at the Pt. Lobos pump station in March. Monthly tracking continuing.
- Planned installation of additional fire hydrants. **Background;** As described in previous reports, during a Fire Department walk-through last year it was noted that the plant only has two fire hydrants. Both are located on the south side of the site. While not required by the Fire Department, two additional locations were identified where existing plumbing could be retrofitted with fire hydrants. The locations are much closer to areas where firefighting may be needed such as the office buildings, the shop, the collections building and the Pad. The decision was made to have CAWD complete the repairs in house after obtaining the parts from a local vendor. **Update:** The leaking isolation valve was replaced by CAWD staff, the parts were received and the hydrants installed. **Item closed.**
- Bulk aqueous ammonia system repairs. **Background;** As first described in the October report, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is located outdoors on the south side of the tertiary building with permanent secondary containment. Newly implemented gas monitoring equipment showed that ammonia vapors are escaping out of the tank lid during the filling process. Operations staff have consistently been required to wear respirators during deliveries. Until the system is improved, an Interim Operating Procedure (IOP) has been promulgated and deliveries are overseen by the Safety Officer. Per the IOP staff are now required to remotely monitor the tank level at a safe distance using the wireless SCADA system rather than stand near the tank during filling. CAWD staff intends to retrofit the piping and venting components rather than purchasing a replacement system. A pressure gauge was installed to determine the pressures generated during filling. The

pressures were closely monitored during a delivery and showed that the tank lid cannot hold even 1/5th of 1 PSI and ammonia levels were very high around the lid. **Update:** The lid still needs be sealed and the pressure monitored again during a delivery. The plant engineer needs this data to calculate specifications to retrofit piping, connections and relief valves. Monthly tracking continuing.

Tours and Outreach

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

Mark Dias (S/C Admin), along with other members of the statewide CWEA Safety Committee, conducted an inspection of the WWTP that serves the cities of Lincoln and Auburn CA. These “plant of the year” inspections are conducted when competing plants have similar scores. The winner will be announced at the CWEA 19 conference.

Injuries; first aid responses; worker compensation claims

There were no worker’s comp claims in February. There were two minor first aid incidents: a small cut to a hand and bruised knuckles. Professional medical follow up was not needed or requested. The updated matrix is below.

Work Related Injuries and Illnesses for 2018 Reporting Year					
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	0	0
First Aid (non-OSHA)	2	2	0	0	0

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

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

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

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

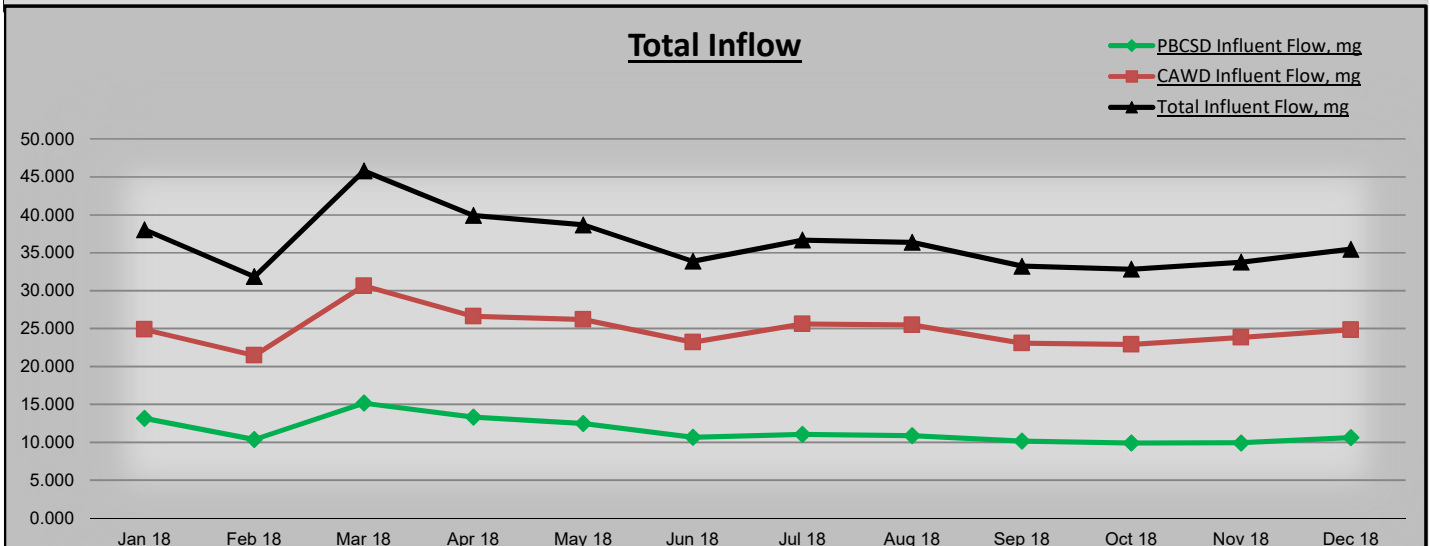
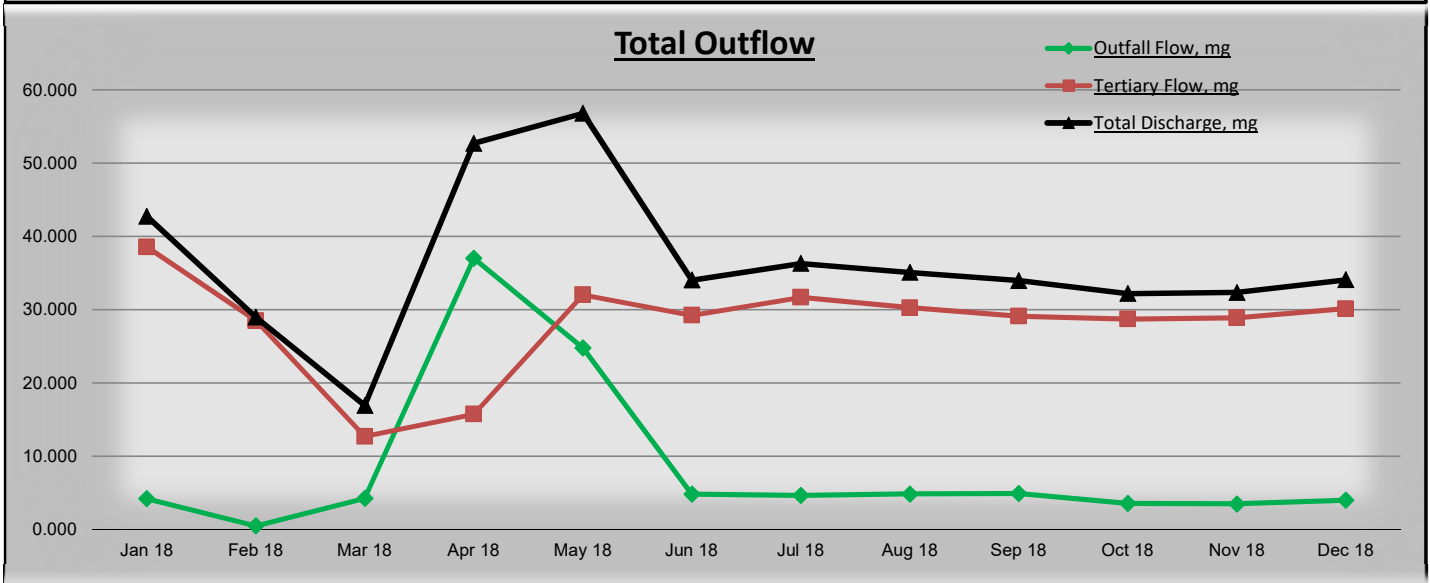
MICROTURBINE SUMMARY

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

COMMENTS

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

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



Wastewater Treatment Facility Operations Report

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

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

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

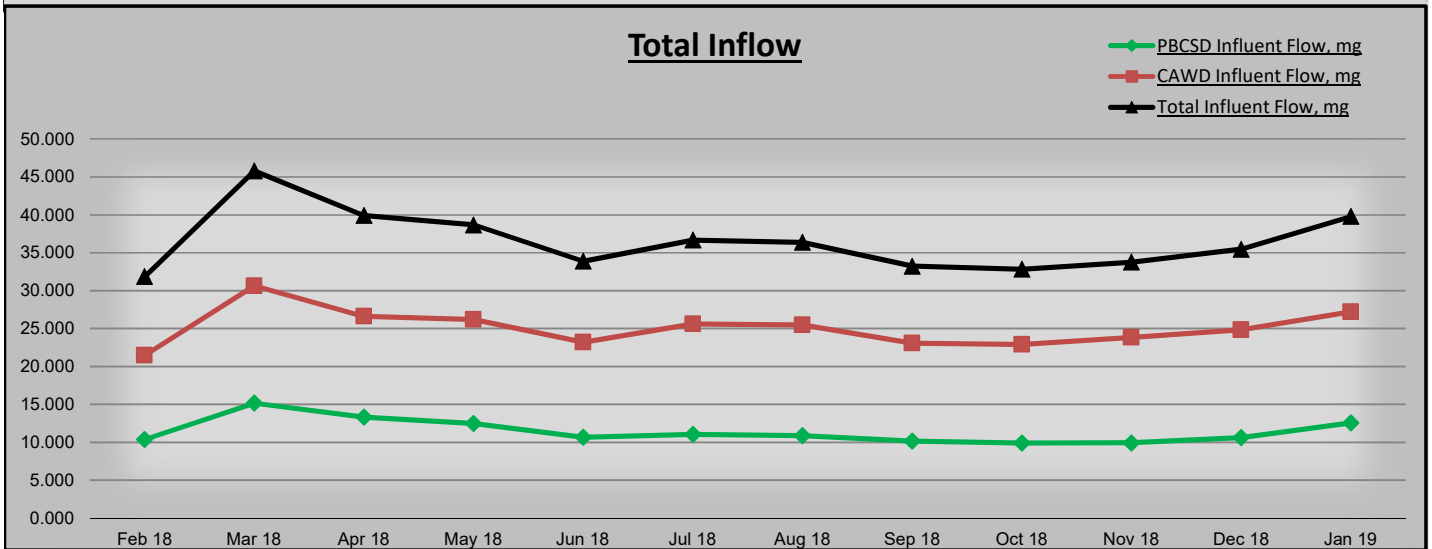
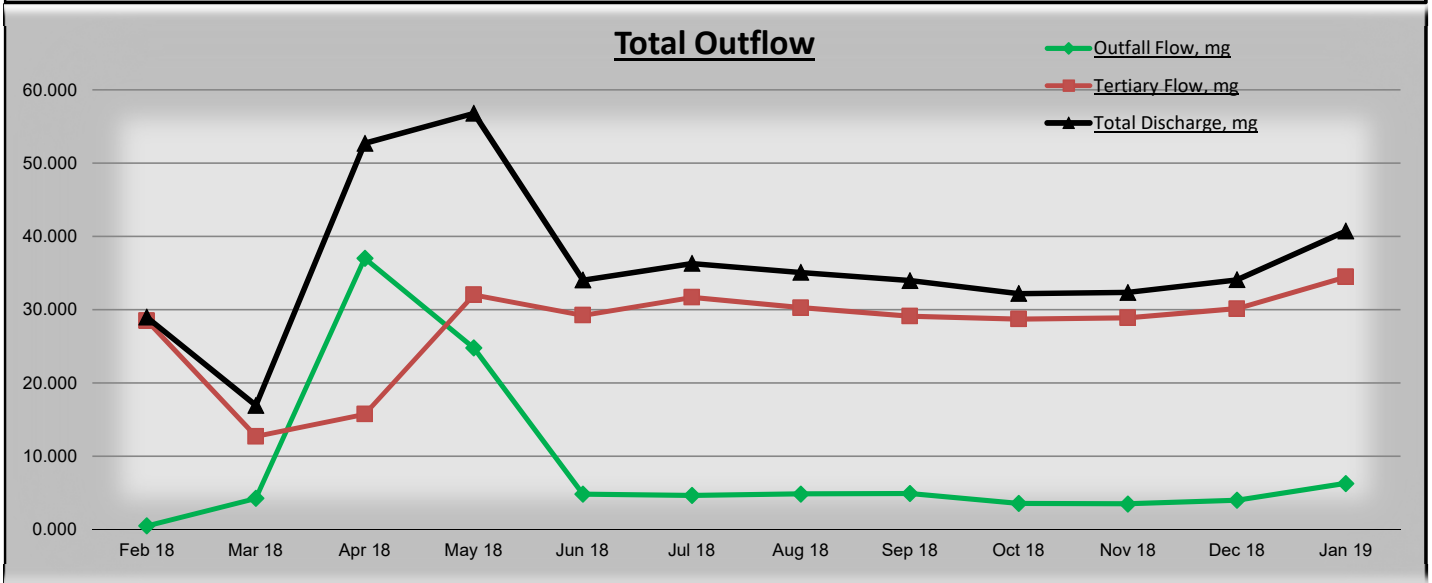
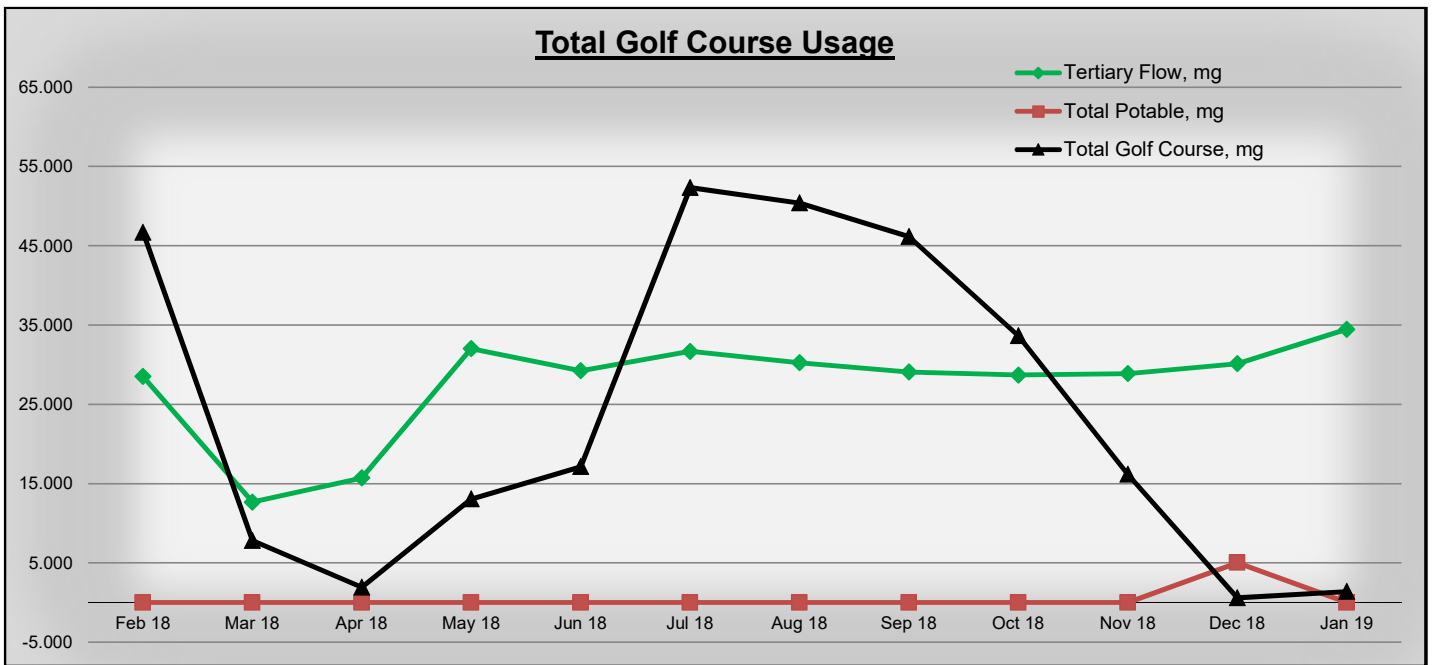
MICROTURBINE SUMMARY

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

COMMENTS

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

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



Wastewater Treatment Facility Operations Report

Report for: February 2019	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	40.133	1.433	1.006	1.915	61.482	67.34	206.56
PBCSD Flow	25.143	0.898	0.428	1.433	38.518	37.72	115.70
Total Plant Flow	65.276	2.331	1.434	3.348	100.00	105.05	322.25
Tertiary Flow	12.115	1.010	0.753	1.620	18.560	46.58	142.88
Ocean Discharge (3)	57.342	2.048	0.193	3.935	87.845	63.60	195.10
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	46.58MG (142.95acre-ft.)
Total Lifetime Reclamation Production (94-19)	7.96 BG (24.43 B acre-ft.)
12 Month Rolling Total Reclamation Production	314.93 MG (966.51 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Feb '19 kWh	Price per kWh	Feb'19	Jan'19	Dec'18	Nov '18
Secondary	163,944.00	\$ 0.132	\$ 21,715.86	\$ 19,162.99	\$ 20,442.26	\$ 19,382.41
Blowers	43,240.00	\$ 0.139	\$ 6,014.36	\$ 6,251.31	\$ 7,033.64	\$ 6,671.63
CAWD Total	207,184.00		\$ 27,730.22	\$ 25,414.30	\$ 27,475.90	\$ 26,054.04
Tertiary	63,098.24	\$ 0.134	\$ 9,880.24	\$ 12,687.06	\$ 10,296.25	\$ 13,319.23
MF/RO	34,093.00	\$ 0.157	\$ 7,268.91	\$ 20,346.02	\$ 21,161.35	\$ 15,952.35
Reclaim Total	97,191.24		\$ 17,149.15	\$ 33,033.08	\$ 31,457.60	\$ 29,271.58
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,566.85	Reclamation Total		\$ 25,312.52

kW-h Per Acre Foot

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

MICROTURBINE SUMMARY

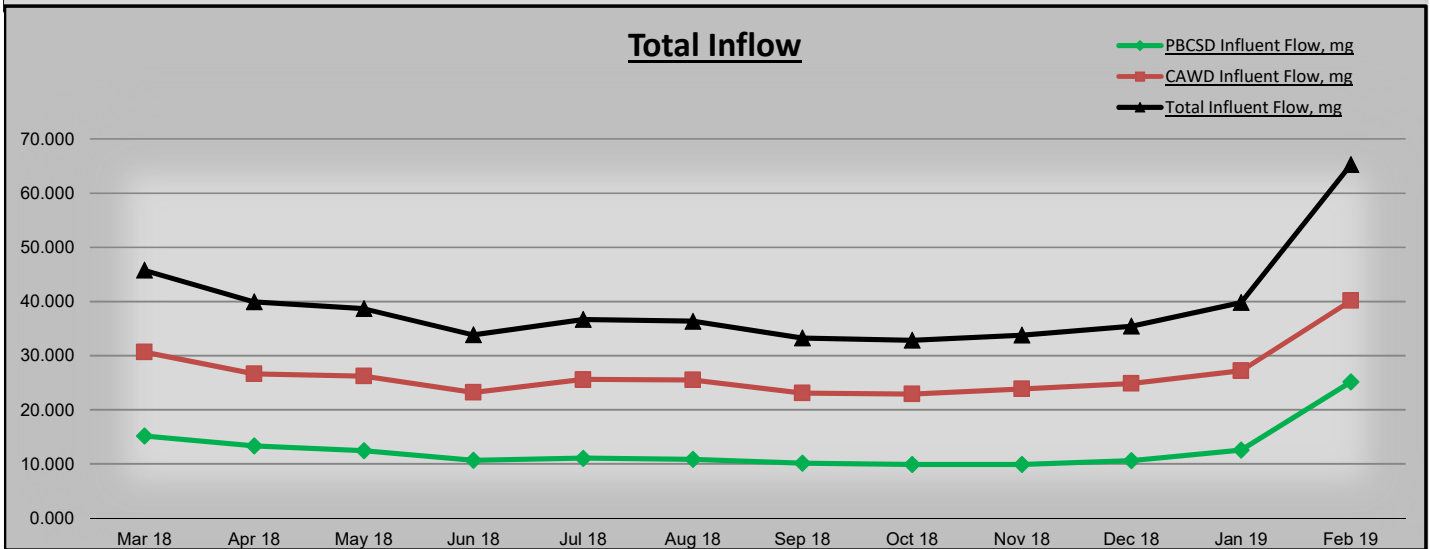
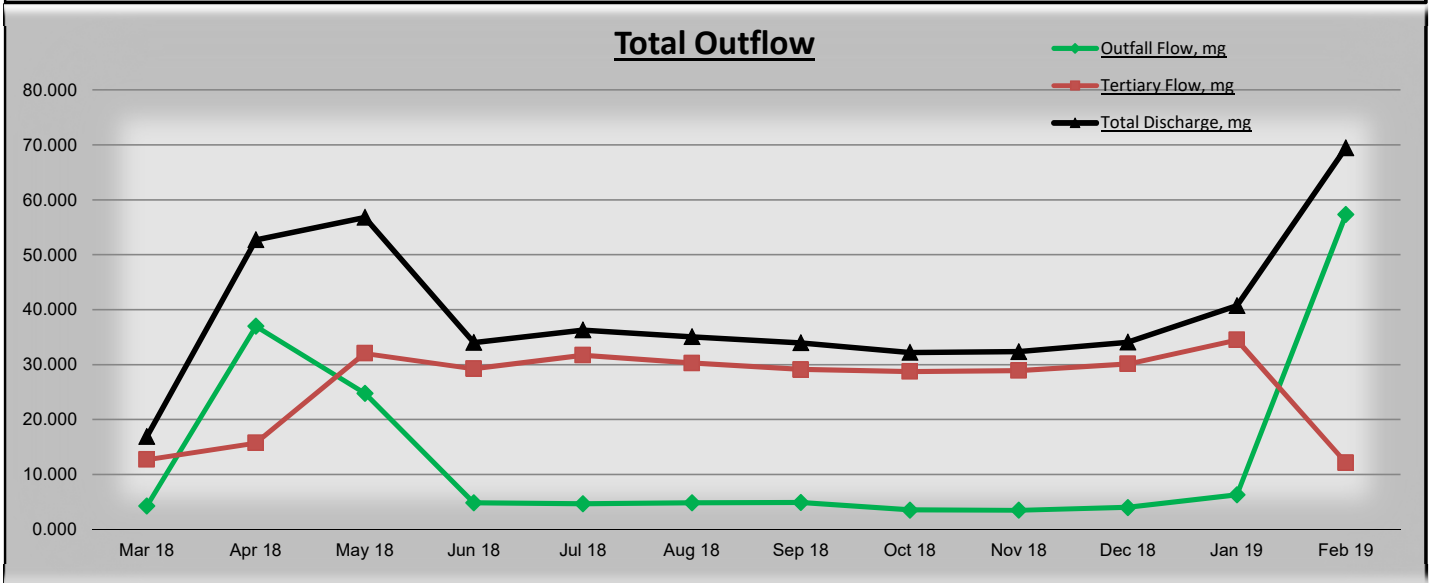
Month	Feb '19 kWh	Jan'18	Dec'18	Nov'18	Accumulated Totals
Production,kWh	0 (2)	0	0	5,495	703,885.00

COMMENTS

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

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

(3) Discrepancy between the Influent and Outfall flow is due to the Outfall flow meter malfunctioning



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: March 28, 2019

Subject: Monthly Report – February 2019

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- Sampling of the Carmel River, Lagoon and SRF-K5 will continue to the end of February. The repairs to the outfall line have been completed and Plant Superintendent Waggoner has directed the laboratory staff to stop sampling.
- CCLEAN wet weather sampling started on February 11, 2019 and will continue for a 30-day period. Due to the high amount of precipitation and Tertiary shutdown it caused the CCLEAN sampler to count more pulses and collect extra sample. Applied Marine Sciences and Kinnetic Lab were notified of the increased flow and pulse count and they instructed the CAWD lab staff to monitor the sampler readings. The CCLEAN sampler was stopped on February 28, 2019 it had collected the 60 samples necessary.
- Mr. De Ocampo and Mr. Weidner-Holland attended the CAWD Board meeting to be acknowledged by the CAWD Board. Mr. De Ocampo received the CWEA P3S Person of the Year and Mr. Weidner-Holland received the CWEA Laboratory Analyst of the Year for the Monterey Bay Section.

ENVIRONMENTAL COMPLIANCE REPORT

- Friar Tuck’s grease trap was disconnected and being repaired. Follow up inspection on February 21, 2019 grease trap was reinstalled and compliant.
- Lafayette Kitchen is now Etats-Unis.
- Mr. De Ocampo attended the CWEA P3S Conference in Seaside. The conference was from February 11-13, 2019. Mr. De Ocampo attended talks about FOG, Cannabis, Brewery, and Dental regulations. The conference provided good information and Mr. De Ocampo will be working on implementing the Dental Amalgam Separator Rule taking effect in July 2020.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Friar Tuck’s	Yes	Disconnected grease trap	Follow-up needed. Re-inspected and compliant.
Etats-Unis	Yes		
Il Fornaio	Yes		
Villa Sombreros	Yes		
Mediterranean	Yes		
Portabella	Yes		
Pangaea Grill	Yes		

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
No Inspections performed			

Restaurant Compliance Table

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

FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021		
						H1	H2	H1	H2	H1	H2	H1	H2	
	Projects Implementation Plan Schedule													
	Treatment Plant Projects													
18-01	Phase 2 - WWTP Rehabilitation Project	Treanor	Mon 4/30/18	Fri 11/5/21	\$8,875,000.00	Phase 2 - WWTP Rehabilitation Project								
	In House Projects													
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 1/15/19	\$140,000.00	Ops Building Historian and Reporting								
18-03	CMMS Improvements	Foley	Wed 7/11/18	Tue 4/30/19	\$100,000.00	CMMS Improvements								
18-12	NPDES Permit Application (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Mon 12/31/18	\$0.00	Permit Application (PARTIAL RECLAMATION)								
18-04	PLC Replacement Project (PARTIAL RECLAMATION)	Treanor/Foley	Fri 5/4/18	Tue 6/25/19	\$400,000.00	PLC Replacement Project (PARTIAL RECLAMATION)								
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Tue 6/11/19	\$250,000.00	Secondary Clarifier No. 1 Rehab								
19-01	Outfall Lagoon Crossing Repairs	Treanor	Tue 1/1/19	Wed 3/13/19	\$300,000.00	Outfall Lagoon Crossing Repairs								
	Critical Process Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Tue 7/2/19	Tue 6/30/20	\$100,000.00	Critical Process Onsite Flood Mitigations (PARTIAL RECLAMATION)								
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/29/18	Tue 7/13/21	\$300,000.00	PLC/SCADA Programming (PARTIAL RECLAMATION)								
18-06	Disinfection Analyzer Project (PARTIAL RECLAMATION)	Waggoner/Young	Mon 1/7/19	Tue 11/19/19	\$150,000.00	Disinfection Analyzer Project (PARTIAL RECLAMATION)								
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner/Young/Treanor	Fri 3/15/19	Fri 3/6/20	\$150,000.00	Digester No. 1 & Old No. 2 Purging and Cleaning								
18-11	Microturbine Integration Project	Treanor/Foley	Mon 6/3/19	Tue 6/30/20	\$510,000.00	Microturbine Integration Project								
	Effluent Building Wet Well Mixing	Waggoner	Mon 2/3/20	Tue 6/30/20	\$60,000.00	Effluent Building Wet Well Mixing								
	1 Water Corrosion Control	Waggoner	Fri 7/12/19	Thu 6/25/20	\$30,000.00	1 Water Corrosion Control								
	Operations Bldg Basement Renovation	Waggoner	Mon 2/3/20	Tue 6/30/20	\$50,000.00	Operations Bldg Basement Renovation								
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00	Cart Charging and Parking								
18-08	Standby Power Reliability Project	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00	Standby Power Reliability Project								
18-10	Aeration Basin Improvements 18/19 (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Thu 3/28/19	\$100,000.00	Aeration Basin Improvements 18/19 (PARTIAL RECLAMATION)								
	Aeration Basin Improvements 19/20	Waggoner	Mon 7/1/19	Thu 4/30/20	\$140,000.00	Aeration Basin Improvements 19/20								
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	Perimeter Tree Plan and Implementation								
	Plant Fence Replacement	TBD	Mon 7/1/19	Tue 2/16/21	\$150,000.00	Plant Fence Replacement								
	Cathodic Protection Testing	Treanor	Wed 7/3/19	Tue 6/30/20	\$30,000.00	Cathodic Protection Testing								
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00	Chlorine Contact Pipe Gallery Repairs								
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$0.00	Plant Paving, Vault Lids, Drainage								
	Lagoon Crossing Rehabilitation	Treanor	Tue 2/1/22	Wed 6/1/22	\$300,000.00	Lagoon Crossing Rehabilitation								
	Lunch Room MCC Replace with Panelboard	Foley	Wed 6/1/22	Thu 11/3/22	\$140,000.00	Lunch Room MCC Replace with Panelboard								
	RAS Pump/Piping Rehab	Treanor	Tue 2/1/22	Wed 6/1/22	\$0.00	RAS Pump/Piping Rehab								
	Treatment Plant Studies & O&M Manuals													
18-14	Sea Level Rise Study	Treanor	Tue 4/3/18	Tue 12/4/18	\$220,000.00	Sea Level Rise Study								
	Coastal Hazards Monitoring Plan	Treanor	Fri 11/1/19	Tue 9/1/20	\$35,000.00	Coastal Hazards Monitoring Plan								
					63									

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021	
						H1	H2	H1	H2	H1	H2	H1	H2
	Life Expectancy Analysis	Treanor	Wed 9/2/20	Fri 7/2/21	\$35,000.00							Life Expectancy Analysis	
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00								
	Collections Projects											Collections Projects	
18-19	Standard Plans and Specs Update	Lather	Fri 11/2/18	Thu 2/28/19	\$0.00								
19-02	Ordinances (Pretreatment and Admin Penalty)	Lather	Fri 3/15/19	Mon 9/30/19	\$0.00								
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Mon 12/31/18	\$0.00								
18-27	Highlands FM ARVs	Lauer	Mon 9/10/18	Mon 12/24/18	\$60,000.00								
	Highlands FM Flushing	Lauer	Mon 7/6/20	Fri 10/16/20	\$75,000.00								
	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00								
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Fri 2/14/20	\$600,000.00								
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Fri 3/15/19	Thu 2/11/21	\$1,294,000.00								
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Wed 10/20/21	\$1,450,000.00								
	Upper Rancho Canada Upsize Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00								
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00								
	Assesment Districts/Annexations	Lather	Mon 7/2/18	Wed 9/30/20	\$0.00								
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Thu 1/24/19	\$0.00								
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Thu 1/24/19	\$0.00								
18-29	September Ranch Water and Sewer Service	Lather	Tue 9/25/18	Thu 9/26/19	\$0.00								
	Carmel Valley Manor Sewer	Lather	Mon 7/2/18	Wed 9/30/20	\$0.00								
	2019 Mass Annexation	Lather	Fri 3/15/19	Wed 7/1/20	\$0.00								
	Collections Studies / Reports	Lauer/Lather	Thu 5/24/18	Thu 11/21/19	\$175,000.00								
18-22	Capacity Study/Asset Management Plan	Lauer/Lather	Thu 5/24/18	Mon 11/26/18	\$100,000.00								
18-23	New Connections Master Plan	Lauer/Lather	Thu 8/30/18	Tue 12/25/18	\$0.00								
19-04	Yankee Point and Otter Cove Highlands Extension	Lather	Fri 3/15/19	Thu 11/21/19	\$0.00								
19-06	Collection System SSMP	Lauer/Lather	Fri 3/15/19	Wed 7/10/19	\$0.00								
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Wed 12/26/18	Tue 6/11/19	\$75,000.00								
	Reclamation Projects												
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Thu 1/31/19	\$100,000.00								
18-25	EQ Basin Pump Electrical	Foley	Mon 10/8/18	Thu 1/31/19	\$80,000.00								
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Fri 2/28/20	\$415,000.00								
	MF/RO Sound Barriers	Treanor	Tue 10/1/19	Mon 3/2/20	\$35,000.00								
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00								
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00								
	Reclamation Studies	Treanor	Mon 7/1/19	Fri 5/29/20	\$35,000.00								

Staff Report



TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – February 2019

DATE: March 28, 2019

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant is working well. The plant continued to perform within design parameters with the high infiltration flows from the winter storms during the month of February. The treatment facility experienced numerous power outages from the severity of storms throughout the month. There were no significant operational problems or permit problems during or following these storm events.
- Storm preparedness on February 8th all CAWD staff met to review Standard Operating Procedures for the series of storms that fell during the month.
- One Tour group from California Water Environment Association P3S Group

(Pretreatment, Pollution Prevention and Storm Water) on February 13th consisting of P3S members from all areas of California.

- Project #18-10 continues to move forward with PHI, Inc. They will be down in early May to make some improvements to their mixing system to enhance the mixing of aerations basins #5 & #6.

Reclamation:

- CAWD Staff continues working with H2O Innovations, the RO programming is completed with the MF programming scheduled to be completed in late February.
- Staff has been monitoring the TMP (Trans Membrane Pressure) and Resistance values on all three MF Cells. The TMPs were averaging between 2.0 and 4.4 during full production cycles.
- Project #18-24, Staff finished installing chemical feed system including control programming for the Coagulation/Flocculation Basins in February. Staff continued testing Dynasand filters in preparation for the 2019 irrigation season.
- Staff Officially shut down MF/RO system on February 24th due to Forest Lake Reservoir being at it's 115 Million Gallon capacity. During the month of February, the MF/RO system operated only for 11 days out of the month due to the amount of rainfall and heavy storms on the Peninsula.

Training:

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

Capital Improvement Phase 2

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

Meetings Attended

- Monterey County Water Awareness Committee meeting February 14th, 2019 at California American offices in Pacific Grove.
- Monterey Water Works Association Board meeting February 28th in Moss Landing.
- February 22nd telephone conference call with Trussell Technologies to discuss the following areas Coagulation/Flocculation updates, Jar testing of Cerium Chloride, MF performance, RO Performance, Status of the Data Portal, and Sulfuric Acid Tank design.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of February 2018.
- No Violations on the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 for the month of February 2018.

FUNDING

N/A-Informational item only

Respectfully Submitted,

Edward Waggoner

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- The PLC (Programmable Logic Controller) for the tertiary building has been replaced with a new unit. This work was completed by Bryan Mailey Electric.
- Update: The engineer and vendor supplying the 65kW microturbine exhaust components visited the site to verify the layout. The engineer is working on the layout and bill of materials so the correct fittings can be ordered.
- New magnetic flow meters were installed for the effluent WIMCO pump and for the reclamation effluent pumps. The new meters have improved accuracy and have built-in verification software. The wiring and conduit were completed by Bryan Mailey Electric.
- The new vault hatches were installed for the influent wet well, aeration building and effluent building.

Upcoming Maintenance Projects

- Work continues with the Mainsaver inventory and purchasing modules. A final audit of the stock items is in progress and the material account numbers for each

asset is being updated to auto populate based on the general ledger account codes.

- The new PLC for the tertiary system will be commissioned. Updated alarming will be implemented.

Staff Development

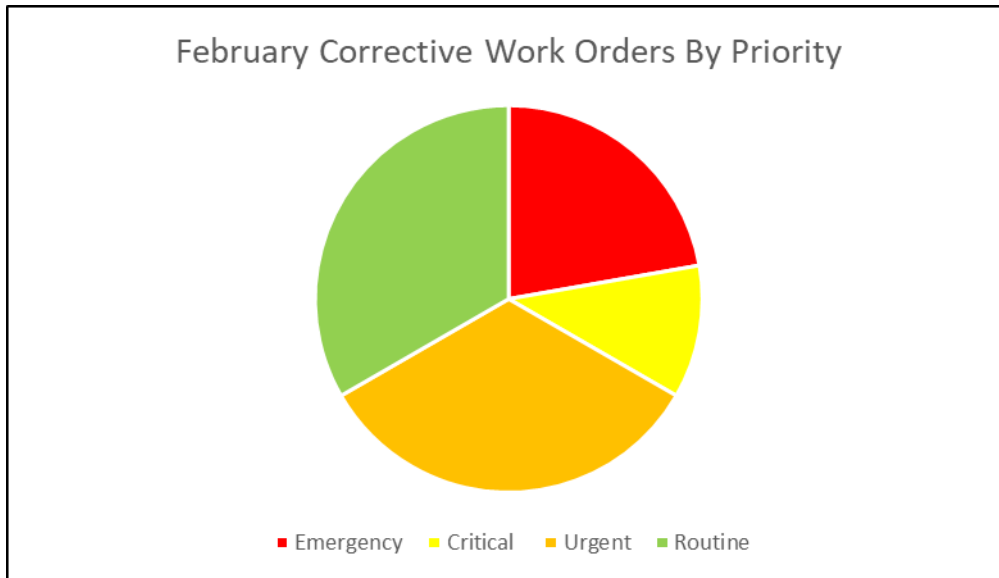
- Inventory tracking and check out training was provided to operations and maintenance staff.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	101
Total Work Orders Closed/Done	81
Total Work Orders Still Open	20
Percentage of Work Orders Completed	80.20%

Corrective Maintenance



Emergency	6
Critical	3
Urgent	9
Routine	9

FUNDING

N/A- Informational item only

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

Our attorney has recommended that we adopt an Administrative Penalty Ordinance. The Principal Engineer has completed a draft of that Ordinance and it is ready for review.

The Principal Engineer is continuing to work with property owners along Corona Road to start the process necessary to form an Assessment District. The Principal Engineer and General Manager met with Kate Daniels on March 5, 2019 to discuss the steps needed to be completed in order to move forward with annexations and outreach to the property owners along Corona Road. She has requested that CAWD write an informational letter to send to interested parties.

Since December 14, 2018, the Principal Engineer and GM have been negotiating an agreement with MNS Engineers for the Yankee Point Project design contract. MNS has signed the agreement and we are waiting for the funding in order to issue a notice to proceed to the consultant. The proponent for this project, Dan Keig, would like a resolution from CAWD that states the engineering report costs will be reimbursed if the project Assessment District is successful. He needs this in order to get financial support from other property owners in the Yankee Point area. The Principal Engineer has been working with bond counsel that she knows at Jones Hall in order to come up with a resolution and will return to the CAWD Board in April with an example.

The Principal Engineer and General Manager met with LAFCO and County of Monterey staff on March 7, 2019 in order to develop a game plan for completing the next annexations to the District.

The Principal Engineer and General Manager have requested proposals from two rate consultants for September Ranch. We have received a proposal from Raftelis and are waiting for one from Bartel Wells.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Rachél Lather Principal Engineer

Subject: Amendment to Contract for Engineering Services –Hatton Canyon Trail and Sewer Line Rehabilitation

Date: March 28, 2019

RECOMMENDATION

Staff recommends that the Board of Directors:

- Adopt a resolution amending the Hatton Canyon Engineering Services contract for the amount not to exceed \$15,865 to MNS Engineers to provide a Vegetation Restoration Plan for the permitting of the Hatton Canyon sewer line replacement and
- Ratify the actions of the General Manager to sign and execute contract amendment.

DISCUSSION

In November of 2017 the District applied for a FEMA grant through the California Governor’s Office of Emergency Services (Cal OES) in an amount up to \$900,000 for the replacement of the Hatton Canyon sewer line and to complete permanent roadway improvements. In order to be able to successfully obtain grant funding, the District contracted with MNS Engineers in October 2017 for design and permitting of the Hatton Canyon Sewer line for an amount not to exceed \$250,000. Since that time, the project plans have been 90% completed, the Mitigated Negative Declaration has been adopted by the CAWD Board and permit applications have been submitted to the various permitting agencies. In order to be awarded the grant, CAWD needs to finalize the design and obtain the Regional Water Quality Control Board permit. The Regional

Water Quality Control Board is requiring that a Vegetation Restoration Plan be submitted to them prior to issuing a permit for the project and this work was not included in the original contract for Engineering Services.

FEMA is waiting for the permits to be completed prior to awarding a grant for this project. In order to expedite the completion of the work needed for permitting, the CAWD General Manager has signed the amended agreement and the work is scheduled to be completed within 4 weeks.

MNS Engineers has provided the attached proposal for an amendment to the contract in an amount not to exceed \$15,865 to complete the Vegetation Restoration Plan.

FUNDING

The Board authorized the estimated total expenditure of \$1.45 million in the FY2018/19, CAWD Collections – CIP budget for the construction of a new sewer line in Hatton Canyon. The design proposal submitted by MNS Engineers and recommended by staff will be to finalize permitting of the entire project. Funding will come from the FY2018/19 budgeted item #1 in the CAWD Collections CIP.

Amendment No. 1 to Existing Contract
for Engineering Services
Carmel Area Wastewater District
P.O. Box 221428, Carmel, CA 93922
Tel: 831-624-1248 Fax: 831-624-0811

To: MNS Engineers, Inc.
811 El Capitan Way, Suite 130
San Luis Obispo, CA 93401

Date: March 12, 2019

This Amendment No. 1 is made and entered into on this 12th day of March, 2019 to the Agreement for Engineering Services dated October 27, 2017 between the Carmel Area Wastewater District, hereinafter referred to as "District" and MNS Engineers, Inc., hereinafter referred to as "Consultant" for the Engineering Services for the CAWD Hatton Canyon Sewer Replacement Project.

RECITALS

- District and Consultant entered into an Agreement executed on October 27, 2017 providing for Engineering Services for the Carmel Area Wastewater District Hatton Canyon Sewer Replacement Project. (Original contract budget: \$249,966)
- Whereas, the District is authorizing Consultant to perform additional or amended services as set forth herein to be known as Amendment No. 1; and whereas Consultant agrees to provide such services; now therefore the District and Consultant hereby agree to amend the Consultant Services Agreement Scope of Work to include the services described more fully in Attachment "A" and attached hereto:

Services to provide a Vegetation Restoration Plan as required by the Regional Water Quality Control Board.

AUTHORIZED CONTRACT PRICE – Amendment No. 1

Contract budget of \$15,865, which will not be exceeded without prior authorization from the District.

COMPLETION DUE DATE

It is expected that MNS Engineers, Inc. would complete the services described in Attachment "A" within approximately six weeks after Notice-to-Proceed.

IN WITNESS WHEREOF, this Amendment is executed, by the duly authorized officers of each of the parties, effective on the date shown above.

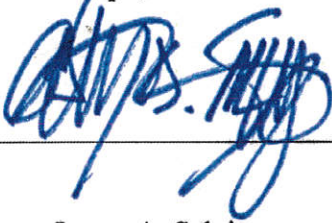
Instructions: Sign and return the original. Upon acceptance by the District a copy will be signed by its authorized representative and returned to you. Insert below, the names of your authorized representative(s).

Contractor Name/Address

MNS Engineering, Inc.
811 El Capitan Way, Suite 130
San Luis Obispo, CA 93401

Accepted for the District by:

By: _____



Name: James A. Salvito

_____ *B. Buikema*

Name: Barbara Buikema

Contractor's Authorized Representative(s)

District's Authorized Representative

Date: _____

03.11.2019

Date: _____

3-12-19

March 8, 2019

Carmel Area Wastewater District
Attention: Rachél Lather, District Engineer
3945 Rio Road
Carmel-by-the-Sea, CA 93922

SUBJECT: Hatton Canyon Sewer Replacement Project – Amendment Request No.1

Dear Ms. Lather:

Thank you for the opportunity to submit this amendment request for the Hatton Canyon Sewer Replacement Project (Project) for the Carmel Area Wastewater District (District).

Project Understanding

MNS is currently developing engineered design drawings to replace approximately 5,520 feet of existing 8-inch vitrified clay pipe (VCP) gravity sewer main located along a poorly maintained road within Hatton Canyon Park, owned by the State of California. MNS is being supported by our subconsultant, Denise Duffy and Associates (DD&A), to provide environmental permitting support for the project.

One of the mitigation measures required by the Initial Study/Mitigated Negative Declaration (IS/MND) environmental document is the preparation and implementation of a Revegetation Plan (Plan) to mitigate the impacts of construction. The Regional Water Quality Control Board, as part of our permit application, is requiring the Plan be submitted prior to their issuance of a permit. The attached proposal from Denise Duffy and Associates (DD&A) includes a scope of work and associated fee to prepare the Plan in satisfaction of the project conditions detailed in the California Environment Quality Act (CEQA) document adopted by the Carmel Area Wastewater District.

If the project is expanded to include roadway improvements, the Plan will need to be revised to address additional environmental impacts, including revisions to the Plan, for an additional fee.

Scope of Work

MNS proposes to perform the Scope of Work described herein to provide additional engineering design services for the Hatton Canyon Sewer Replacement Project.

Task 7 – Vegetation Restoration Plan

Our team, with support from our subconsultant, DD&A, will prepare a draft and final Plan for the Project. Detailed scope for preparation of the Plan is provided in DD&A's scope letter, provided as an attachment. MNS will coordinate the work, and provide input to the plan with respect to the anticipated impact to vegetated areas.

Fees

MNS proposes to perform the services described herein for an additional time and materials fee of **\$15,865**. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the current MNS fee schedule, also provided as an attachment.



Closing

Thank you for the opportunity to submit this amendment request. 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 about our submittal at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.



Nick Panofsky, PE
Supervising Engineer

Attachments (3): DD&A Proposal and Cost Estimate
Fee Estimate Spreadsheet
MNS Fee Schedule





Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

March 1, 2019

Nick Panofsky, PE
Supervising Engineer
MNS Engineers, Inc.

Subject: **Proposal and Cost Estimate for Restoration Services**

Thank you for providing Denise Duffy & Associates, Inc. (DD&A) with the opportunity to provide restoration services for the Hatton Canyon Sewer Repair Project. Attached please find a scope of work and cost estimate to prepare a Restoration Plan in satisfaction of the project conditions detailed in the adopted California Environment Quality Act adopted by the Carmel Area Wastewater District.

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

Sincerely,

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

INTRODUCTION

Denise Duffy & Associates, Inc. (DD&A) is pleased to submit this work plan and cost proposal to provide the requested restoration services for the project. The following work program to be performed by DD&A is based on our review of the project documentation and conversations with the project proponents. The goal of the plan is to provide a technical approach and specification sufficient to implement the minimum amount of restoration needed to satisfy project conditions of approval and regulatory requirements.

WORK PLAN

The scope of work includes the following tasks: 1) project initiation, 2) preparation of a site-specific Draft Restoration Plan, and 3) response to comments and preparation of a Final Restoration Plan.

Task 1. Project Initiation

This task includes review of existing materials and communication and coordination with the project team to identify project path and finalize project schedule and budget.

Task 2. Draft Restoration Plan

This task includes preparing a project-specific Draft Restoration Plan. The plan will outline planting, irrigation, monitoring and reporting methods and specifications. The existing biological report will be used as a baseline from which to plan the restoration. This task includes a limited number of hours in the field to map and photograph a potential mitigation area on site.

Task 3. Final Restoration Plan

This task includes revising the document based on multiple rounds of review and comments with regulatory staff and the project team. This task assumes 40 hours total for this task. If additional hours are requested DD&A is available to perform the requested work under a contract amendment.

Optional Task. Expand and Revise the Restoration Plan for Road Improvements

If the project description is changed to include additional impacts resulting from road improvements, the Restoration Plan would need to be expanded and revised to adequately mitigate the project impacts and satisfy regulatory requirements. The cost would be commensurate with the nature and scale of the changes in the project but can be estimated to be somewhere between \$2,500 and 4,000. However, if impacts were such that restoration would be required off-site, these costs could increase substantially.

COST ESTIMATE

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

General Assumptions:

The budget is based on completing only the tasks identified above and does not include preconstruction, construction phase or post construction surveys and monitoring and reporting that may be required. This scope does not include implementation of the restoration plan. If requested, DD&A is available to perform these tasks. However, this additional work would require an amendment to the contract.

The budget also assumes that the restoration Plan will be provided in electronic format and that no production of hard copies will be necessary.

Budget

DENISE DUFFY & ASSOCIATES							
TASKS #	Task Description	Senior Project Manager	Associate Environmental Scientist	Assistant Environmental Scientist	Graphics/GIS	Administration	Task Total
	Rate	\$ 155	\$ 105	\$ 94	\$ 100	\$ 81	
1	Project Initiation	4				2	\$782
2	Preparation of Draft Replanting Plan	4	18	32	14	4	\$7,242
3	Preparation of Final Replanting Plan	4	10	22	8	1	\$4,619
<i>Total DDA hours by person</i>		12	28	54	22	7	
Total DDA cost by person		\$ 1,860	\$ 2,940	\$ 5,076	\$ 2,200	\$ 567	\$12,643

Expenses	
Materials	\$75.00
Phone and Fax	\$20.00
Mileage	\$40.00
Total Expenses	\$135.00

TOTAL COST	\$12,778.00
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2018 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$250
Senior Project/Program Manager.....	235
Project/Program Manager.....	200
Assistant Project/Program Manager.....	175
Senior Project Coordinator.....	150
Project Coordinator.....	120

ENGINEERING

Principal Engineer.....	\$235
Lead Engineer.....	210
Supervising Engineer.....	195
Senior Project Engineer.....	180
Project Engineer.....	165
Associate Engineer.....	150
Assistant Engineer.....	135

SURVEYING

Principal Surveyor.....	\$220
Supervising Surveyor.....	195
Senior Project Surveyor.....	170
Project Surveyor.....	150
Senior Land Title Analyst.....	145
Associate Project Surveyor.....	135
Assistant Project Surveyor.....	125
Party Chief.....	150
Chainperson.....	130
One-Person Survey Crew.....	180

CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$250
Senior Construction Manager.....	235
Resident Engineer.....	210
Structure Representative.....	185
Construction Manager.....	185
Assistant Resident Engineer.....	160
Construction Inspector (PW).....	148
Office Administrator.....	105

TECHNICAL SUPPORT

CADD Manager.....	\$160
Supervising Technician.....	145
Senior Technician.....	130
Engineering Technician.....	100

ADMINISTRATIVE SUPPORT

Administrative Analyst.....	\$110
IT Technician.....	105
Graphics/Visualization Specialist.....	95
Administrative Assistant.....	70

GOVERNMENT SERVICES

City Engineer.....	\$200
Deputy City Engineer.....	185
Assistant City Engineer.....	175
Plan Check Engineer.....	160
Permit Engineer.....	140
City Inspector.....	125
City Inspector (PW).....	148
Principal Stormwater Specialist.....	150
Senior Stormwater Specialist.....	135
Stormwater Specialist.....	120
Stormwater Technician.....	110
Building Official.....	150
Senior Building Inspector.....	138
Building Inspector.....	125
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135

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 and will include all time for research, deposition, court appearance and expert testimony.

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.

RESOLUTION NO. 2019-12

RESOLUTION AUTHORIZING ADOPTING AN AMENDMENT TO HATTON CANYON ENGINEERING SERVICES CONTRACT FOR AN AMOUNT NOT TO EXCEED \$15,865 TO MNS ENGINEERS TO PROVIDE A VEGETATION RESTORATION PLAN FOR PERMITTING PURPOSES AND TO RATIFY THE ACTIONS OF GENERAL MANAGER TO SIGN AND EXECUTE CONTRACT

-oOo-

WHEREAS, the Board of Directors approved a contract with MNS Engineers for the design and permitting of the Hatton Canyon Sewer line replacement project in October 2017 in the amount of \$250,000; and

WHEREAS, in order to finalize the design and obtain the Regional Water Quality Control Board permit there is a requirement for a Vegetation Restoration Plan that was not part of the original contract for Engineering Services; and

WHEREAS, MNS Engineers has provided an acceptable proposal to amend the original contract in an amount not to exceed \$15,865 to complete the Vegetation Restoration Plan; and

WHEREAS, the Board is convinced that this contract amendment is necessary for completion of Hatton Canyon permitting requirements; and

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

1. Adopt a resolution amending the Hatton Canyon Engineering Services contract for an amount not to exceed \$15,865 to MNS Engineers to provide a Vegetation Restoration Plan for the permitting of the Hatton Canyon

Sewer line replacement; and

2. Ratifies the actions of the General Manager to sign and execute said contract amendment.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Sewage Lift Station Control Panel Upgrades - Programmable Logic Control Equipment

Date: March 28, 2019

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for procurement of Programmable Logic Control (PLC) equipment for seven lift stations.

DISCUSSION

The PLC equipment used at the seven CAWD lift stations are obsolete. CAWD staff have been preparing to replace the remaining obsolete PLC equipment at the lift stations. The first step will be to procure the equipment. Once the equipment has been procured, CAWD staff will install the new equipment.

The procurement specifications for the new equipment have been prepared by CAWD staff and they are ready to be advertised to multiple PLC integrators for bidding upon approval of a Board resolution. If approved, staff will open bids on April 25, 2019 and present a recommendation for award of an equipment contract to the lowest responsible bidder at the Board's May 2019 meeting. It is anticipated that a Notice to Proceed will be issued in June 2019 and the equipment will be procured in the 2019/20 Fiscal Year.

FUNDING

The FY19/20 CAWD Collections Department Capital Budget includes \$600,000 for procurement, engineering review of submittals and installation of the SCADA equipment at all pump stations.

The Engineer's estimate for the equipment to be procured under this contract is \$350,000. All will be funded from the CAWD capital budget. Actual costs will depend on bids received.

The BID packet is available at the District Administrative Office upon request.

RESOLUTION NO. 2019-13

RESOLUTION AUTHORIZING INVITATION TO BID FOR SEWAGE LIFT STATION
CONTROL PANEL UPGRADES - PROGRAMMABLE LOGIC CONTROL
EQUIPMENT

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding Sewer Lift Station Control Panel Upgrades invitation for bids;

WHEREAS, the procurement specifications for said equipment are on file and have been discussed this date with the Board by the District Manager;

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

1. That the PLC equipment specifications are hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid "Sewage Lift Station Control Panel Upgrades - Programmable Logic Control Equipment" project once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District Secretary.

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

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: March 28, 2019
Subject: 2019-20 Preliminary Budget

RECOMMENDATION

Staff recommends the Board pass a motion accepting the FY 2019-20 Preliminary Budget.

DISCUSSION

Attached is the CAWD FY2019-20 Preliminary Budget document for your review. Staff has made an effort to provide a streamlined version of the Preliminary given the Board's feedback from prior year. The full budget in June will contain all narrative elements.

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

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

The Budget Committee completed its review of the O&M Budget and Rate Model on 03-04-19. Staff would like to acknowledge the leadership and guidance of the Budget Committee and the Salary & Benefits Committee. The District embarked on a plan in 2011 to upgrade its treatment facility and begin the same process in its collection system while simultaneously acknowledging the potential for sea level rise. Further the Board has consistently stood behind the District's mission statement and commitment to not only protect the public health and the environment, but to do so in the most cost-effective manner possible. It is not an easy task to position a small agency to undertake and implement planning for the long term. While acknowledging both the short- and long-term needs for the District, there has been a commitment to fund those needs. Ultimately, the ability to fund gives the District the ability to help determine its own future.

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: March 28, 2019
Subject: 2019 Preliminary Rate Model

RECOMMENDATION

This is a preliminary rate model only. Final approval of proposed 2019-20 rates will occur at the June 2019 Board meeting. A motion to accept this model will permit staff to move forward with the Prop 218 notice using the proposed rates.

DISCUSSION

Attached is the Preliminary Rate Model for fiscal year 2019-20. As in the past, we continue to utilize the rate model and guidelines provided by the State Water Resources Control Board (SWRCB).

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

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

For the District's largest customer category (roughly 69% of our customer base) we are proposing a \$4.83 per month increase which is equivalent to 7.55%.

The rate model is built on the proposed O&M Budget. We subtract out Reclamation and PBCSD because they are reimbursements.

The District has been following a strategy over the last half dozen years of ramping up rates to pay for capital expenditures. Prior to this year we gradually worked to

incorporate \$1.3M into the rate model for capital purposes. (As a frame of reference that equals roughly 50% of our depreciation expense.)

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

We know, based on our current long-term capital document for the Treatment facility, that we will spend another \$15M over the next 15 years. We also know, based on analysis from West Yost that we have an estimated \$58M in work with the Collection system. There is some flexibility in how rapidly we address the Collection system work, but the Budget Committee took a very practical approach and supports addressing the High-Risk lines within 5-10 years and the Medium-High Risk lines within 10-15 years. Those two categories total \$33M. The Committee also supports the notion that long-term planning, while valuable, is not perfect, and there will certainly be projects not yet considered.

Between the Treatment Plant and Collection System the District needs to address approximately \$48M in rehabilitation work over the next 15 years. The committee was provided with a pro forma cash flow analysis and we believe that if managed appropriately the District can meet this rehabilitation goal by continuing with our “pay-as-you-go” strategy. While it will certainly be a difficult task to accomplish, we believe our success to date can be carried forward by tight fiscal management and scheduling projects so that we capitalize on our cash flows. In short, project timing becomes critical to our strategy. The one thing we are certain is that “pay-as-you-go” represents the ability to write your own future.

What is driving the Committee recommendation, in addition to rehabilitation work at the Plant and in the field, is the specter of sea level rise and the potential cost associated with moving the plant. In discussion, the Committee has considered the not only the costs of mitigation, but also the costs to analyze alternatives, and ultimately the cost to move the facility. In the run up to any potential move the District will need to analyze all available options and make the best decision for the community. That may involve a range of options from connection to Monterey 1 Water, to a move into Carmel Valley, to an entirely new technology altogether. The Committee supports doing a thorough analysis but acknowledges it will take both time and money. Hence, their decision to recommend the attached model.

The Committee recommends the rate increase presented here to fund the recommended rehab work over the next 30+ years. At the end of the next 30+ years we want to position the District such that it has a very strong balance sheet. At that time the District may need to borrow in excess of 100M to cover the costs of moving. The Budget Committee believes this rate increase helps the District plan now for our future. We can plan for the potential impacts of taking on a significant debt offering. We are committed to maintaining the Sea Level Rise reserve but that alone will not satisfy the financial requirement necessary to move the plant.

The Committee has asked that staff provide an “Option #2” to the full Board of Directors because of sensitivity to rate increases. The preferred model provides for a 7.55% increase in residential rates (our largest category). The alternative model, or “Option #2” provides for a rate increase of 6.24% in residential. In dollar terms, Option #2 will result in \$99,972 less in revenues for 2019-20. Now the question is; do we back off rate increases because the public is weary of them, or, do we continue to address the challenges ahead. The Committee feels that the 7.55% increase is a decrease from the past rate of increase and will be accepted by the public.

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

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

To offer a comparison of wastewater rates the best we can do is the last Wastewater User Charge Survey Report available from the State Water Resources Control Board from 2016-17 (We did submit data for a 2018-19 survey update that may be available prior to our fiscal year end for review). The data is two years old; but still serves as a comparative tool.

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

The SWRCB is not a perfect vehicle for rate comparison purposes. Some facts to keep in mind:

- There are only 10 areas that reported in Monterey County.
- Of the 10 that reported, MRWPCA represents 75% of the single-family residences reported.
- MRWPCA also reports only treatment charges – collection is done by each city
- PBCSD rates are subsidized by property tax revenues and are therefore artificially low.
- Half of the Monterey County reporting entities do not do both collection and treatment.
- In the 2016-17 report both King City and Soledad are perhaps the most comparable to CAWD in functions performed at \$51.35/mo. and \$46.60/mo. respectively.

The complete State Water Resources Control Board 2016-17 Survey is available online: http://www.waterboards.ca.gov/publications_forms/publications/general/index.shtml#Ww

FUNDING

The proposed rate model would provide \$8,206,671 in revenues (\$6,556,993 in User fees and \$1,650,000 in Replacement Costs). The balance of Operating Revenues is derived from PBCSD (\$1,200,000).

The 2019-20 Preliminary Budget in brief provides for:

\$7,773,902	Operating Expenses
\$215,625	Non-Operating Expenses
<u>\$5,321,800</u>	Capital Budget
\$13,311,327	Total Expenditures 2019-20
\$9,415,479	Operating Revenue
<u>\$3,126,712</u>	Non-Operating Revenue
\$12,542,191	Total Revenues 2019-20
\$769,136	Capital Reserve Requirement – or draw down required to meet current year proposed budget obligations.

Attachments:

1. 2019-20 Preliminary Rate Model
2. 2019-20 Rate Model – Option #2
3. CAWD Residential User Fee History

User Fee Rate Model

2019-20



Budget Committee Review: 03-04-19

Preliminary Board Meeting: 03-28-19

Final Board Meeting: 06-27-19

Summary Rate Model History

3/28/19

User Group	Count	Units	Model 19-20										Proposed Rates						
			Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	% Change	Rates	% Change	Annual Est. Revenue	Annual Rates	Monthly Rate	% Change 2019-20	Annual Est. Revenue	
Veterinary Offices	3	each	693.50	724.00	776.80	1,242.32	1,406.20	1,496.16	1,621.48	1,748.92	1,892.64	1,892.64	1,892.64	8.22%	1,892.64	1,892.64	157.72	8.22%	5,677.92
Animal Hosp & Board	1	each	1,676.00	1,750.00	1,876.00	3,549.50	4,017.72	4,277.74	4,636.04	5,000.44	5,411.35	5,411.35	5,411.35	8.22%	5,411.35	5,411.35	450.95	8.22%	5,411.35
Bakery	4	each	1,123.00	1,170.00	1,255.00	2,198.30	2,369.08	2,487.40	2,726.44	3,002.30	3,163.94	3,163.94	3,163.94	5.38%	3,163.94	3,163.94	263.66	5.38%	12,655.77
Bar	28	each	588.00	605.82	650.50	864.82	981.04	1,049.60	1,136.96	1,225.20	1,327.43	1,327.43	1,327.43	8.34%	1,327.43	1,327.43	110.62	8.34%	37,168.33
Beauty Salon	32	each	430.00	452.00	486.00	717.46	819.78	867.32	937.98	1,012.12	1,100.85	1,100.85	1,100.85	8.77%	1,100.85	1,100.85	91.74	8.77%	35,227.54
Business Govt/Retail	935	per 10 employees	219.40	230.42	247.70	311.50	355.02	391.92	424.10	456.10	495.41	495.41	495.41	8.62%	495.41	495.41	41.28	8.62%	463,214.40
Camera/Photo	2	each	308.00	318.92	343.00	456.96	515.96	540.98	586.62	633.34	684.51	684.51	684.51	8.08%	684.51	684.51	57.04	8.08%	1,369.01
Church/Synagogue/Mi	33	ERU = 150	313.00	330.00	355.80	478.50	546.72	582.88	630.36	677.20	736.57	736.57	736.57	8.77%	736.57	736.57	61.38	8.77%	24,306.66
Conv. Hospital	9	beds	174.90	182.26	196.00	260.20	295.10	309.56	335.34	361.40	391.50	391.50	391.50	8.33%	391.50	391.50	32.63	8.33%	3,523.54
Dental Office	15	each Dentist	350.00	350.00	367.16	485.80	561.02	588.36	634.78	678.92	742.65	742.65	742.65	9.39%	742.65	742.65	61.89	9.39%	11,139.77
Gym/Health Spa	3	each	415.00	431.12	462.00	612.82	699.50	752.92	814.44	875.36	951.57	951.57	951.57	8.71%	951.57	951.57	79.30	8.71%	2,854.71
Hotel/Motel	1,256	room	188.00	194.78	209.40	260.68	295.60	320.50	347.20	381.48	413.20	413.20	413.20	8.32%	413.20	413.20	34.43	8.32%	518,980.06
Laundromats	29	per machine	319.50	334.60	360.00	587.30	676.40	727.10	784.92	840.48	918.04	918.04	918.04	9.23%	918.04	918.04	76.50	9.23%	26,623.03
Laundry	3	each	1,482.00	1,553.00	1,666.66	2,262.74	2,514.96	2,691.76	2,929.36	3,183.98	3,411.95	3,411.95	3,411.95	7.16%	3,411.95	3,411.96	284.33	7.16%	10,235.84
Market	19	each	544.10	571.32	614.00	1,053.90	1,143.46	1,200.06	1,313.28	1,442.00	1,525.24	1,525.24	1,525.24	5.77%	1,525.24	1,525.25	127.10	5.77%	28,979.53
Medical Office	21	each Physician	190.00	196.00	202.00	247.18	283.18	299.62	318.16	334.26	364.93	364.93	364.93	9.18%	364.93	364.93	30.41	9.18%	7,663.59
Residential	7,113	each	370.50	388.00	417.10	514.32	575.46	647.14	703.18	767.84	825.78	825.78	825.78	7.55%	825.78	825.78	68.82	7.55%	5,873,781.30
Restaurants	14,400	Seat/Meal	26.22	27.54	28.90	43.36	46.98	49.36	54.02	59.36	62.73	62.73	62.73	5.68%	62.73	62.74	5.23	5.69%	903,459.15
Schools	2,500	Population	14.32	14.90	15.94	20.76	23.88	26.84	28.98	31.04	33.88	33.88	33.88	9.14%	33.88	33.89	2.82	9.17%	84,693.28
Service Stations	26	per pump	1,186.00	1,256.94	1,346.20	1,619.06	1,830.54	1,940.98	2,104.06	2,270.46	2,455.59	2,455.59	2,455.59	8.15%	2,455.59	2,455.59	204.63	8.15%	63,845.42
Supermarkets	2	each	11,451.08	12,013.78	12,918.34	14,152.08	15,350.08	16,915.86	18,513.28	20,330.52	21,500.57	21,500.57	21,500.57	5.76%	21,500.57	21,500.57	1791.71	5.76%	43,001.14
SPECIAL	57	ERU=150	325.60	338.02	363.50	480.32	548.60	594.48	642.96	690.84	751.26	751.26	751.26	8.75%	751.26	751.26	62.61	8.75%	42,821.89
TOTALS																			\$8,206,479.29

Proposed vs. Model 192.17

Model	7.55%	Proposed	7.55%
\$ Change	\$68.82	Monthly Change	\$68.82
\$ increase	\$4.83	\$ increase	\$4.83

Residential Rate Change

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

3/28/19

USER GROUP	COUNT	UNITS	FLOW (gpd/unit)	ADWF (MGD)	BOD (mg/l)	SS (mg/l)	DESIGN FLOW (MGD)	BOD (lbs/day)	SS (lbs/day)	VOLUME (MG)	BOD (lbs)	SS (lbs)
Veterinary Offices	3	each	355	0.0011	300	275	0.0011	2.665	2.443	0.389	973	892
Animal Hosp & Boarding	1	each	1,015	0.0010	300	275	0.0010	2.540	2.328	0.377	927	850
Bakery	4	each	265	0.0011	1,300	1,100	0.0011	11.493	9.724	0.380	4,195	3,549
Bar	28	each	255	0.0071	275	265	0.0071	16.376	15.780	2.606	5,977	5,760
Beauty Salon	32	each	228	0.0073	200	235	0.0073	12.170	14.299	2.663	4,442	5,219
Business/Govt/Retail	935	per 10 employees	100	0.0935	225	245	0.0935	175.453	191.049	34.128	64,038	69,730
Camera/Photo	2	each	125	0.0003	210	400	0.0003	0.438	0.834	0.091	160	304
Church/Synagogue/Mission	33	ERU = 150	153	0.0050	190	245	0.0050	7.974	10.283	1.837	2,911	3,753
Conv. Hospital	9	beds	75	0.0007	300	245	0.0007	1.689	1.379	0.246	616	503
Dental Office	15	each Dentist	170	0.0026	175	135	0.0026	3.722	2.871	0.931	1,358	1,048
Gym/Health Spa	3	each	195	0.0006	225	225	0.0006	1.098	1.098	0.214	401	401
Hotel/Motel	1,256	room	79	0.0992	350	200	0.0992	289.635	165.506	36.217	105,713	60,408
Laundromats	29	per machine	205	0.0059	185	155	0.0059	9.173	7.685	2.170	3,348	2,805
Laundry	3	each	510	0.0015	500	450	0.0015	6.380	5.742	0.558	2,329	2,096
Market	19	each	150	0.0029	900	1,005	0.0029	21.392	23.888	1.040	7,808	8,719
Medical Office	21	each Physician	87	0.0018	175	135	0.0018	2.667	2.057	0.667	973	751
Minimum/Vacant/Storage	0	each	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Public	0	ERU=175	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Residential	7,113	each	135	0.9603	375	415	0.9603	3,003.198	3,323.539	350.493	1,096.131	1,213.052
Restaurants	14,400	Seat/Meal	6	0.0864	1,300	700	0.0864	936.749	504.403	31.536	341.902	184.101
Schools	2,500	Population	8	0.0188	175	175	0.0188	27.366	27.366	6.844	9,988	9,988
Service Stations	26	per pump	455	0.0118	240	350	0.0118	23.679	34.532	4.318	8,643	12,604
Supermarkets	2	each	2,100	0.0042	925	1,000	0.0042	32.401	35.028	1.533	11,826	12,785
Theaters	0	Seats	3	0.0000	250	190	0.0000	0.000	0.000	0.000	0	0
SPECIAL	57	ERU~150	155	0.0088	200	240	0.0088	14.737	17.684	3.225	5,379	6,454
TOTALS			6,828	1.3218	418	399	1.3218	4,602.99	4,399.52	482.462	1,680.036	1,605.771

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

3/28/19

COST CATEGORY	Est. CURRENT YEAR 18-19	ESTIMATED COST 19-20
TREATMENT FACILITIES		
Fixed costs	4,509,268.00	4,648,941.00
Replacement costs	950,000.00	1,200,000.00
Total fixed costs	4,509,268.00	4,648,941.00
Replacement costs	950,000.00	1,200,000.00
SUB TOTAL	5,459,268.00	5,848,941.00
COLLECTION SYSTEM		
Fixed costs	1,237,423.00	1,480,355.00
Replacement costs	350,000.00	450,000.00
Total fixed costs	1,237,423.00	1,480,355.00
Replacement costs	300,000.00	450,000.00
SUB-TOTAL	1,537,423.00	1,930,355.00
ADMINISTRATION		
Fixed Costs	1,589,169.00	1,627,697.00
Replacement Costs	0.00	0.00
Variable costs	0.00	0.00
SUB-TOTAL	1,589,169.00	1,627,697.00
OPERATING RESERVES -	0.00	0.00
OTHER		
TOTAL FIXED COSTS	7,335,860.00	7,756,993.00
TOTAL REPLACEMENT COSTS	1,300,000.00	1,650,000.00
Less PBCSD	1,000,000.00	1,200,000.00
Less CalPERS UAL	0.00	0.00
LESS PBCSD	1,000,000.00	1,200,000.00
TOTAL CAWD O&M COSTS	7,635,860.00	8,206,993.00
DEBT SERVICE	0.00	0.00

**CARMEL AREA WASTEWATER DISTRICT - 2019-20 REVENUE PROGRAM
FORM 3 - CAPITAL COST ALLOCATION**

3/28/19

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

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

3/28/19

COST CATEGORY	PARAMETER ALLOCATION PERCENTAGE	ANNUAL COST TO EACH PARAMETER	TOTAL QUANTITIES	UNIT COST FOR EACH PARAMETER
1. COLLECTION SYSTEM O&M				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	100.000	\$2,334,252	482.46	\$4,838.20575
BOD (lbs)	0.000	\$0	1,680,036.19	\$0.00000
SS (lbs)	0.000	\$0	1,605,770.93	\$0.00000
2. DEBT SERVICE				
I/I (MG)			0.00	
Flow (MG)			350.00	\$0.00000
BOD (lbs)			1,680,036.19	\$0.00000
SS (lbs)			1,605,770.93	\$0.00000
3. CAPITAL OUTLAY				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	0.000	\$0	325.00	\$0.00000
BOD (lbs)	0.000	\$0	1,680,036.19	\$0.00000
SS (lbs)	0.000	\$0	1,605,770.93	\$0.00000
			9.50	
4. TREATMENT & DISPOSAL O&M				
I/I (MG)	0.00	\$0	0.00	
Flow (MG)	33.33	\$1,957,580	482.46	\$4,057.47848
BOD (lbs)	33.33	\$1,957,385	1,680,036.19	\$1.16508
SS (lbs)	33.33	\$1,957,580	1,605,770.93	\$1.21909
5. ADMINISTRATIVE COSTS (Allocated above)				
TO T&D	75.19	\$1,223,800		
TO COLLECTION	24.81	\$403,897		
TOTAL O&M COST		\$8,206,797		

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

3/28/19

USER GROUPS	COUNT	FLOW		BOD		SS		TOTAL ANNUAL REVENUE	AVERAGE ANNUAL REVENUE	AVERAGE MONTHLY REVENUE
		UNIT COST= 8,895.68		UNIT COST= 1.165084804		UNIT COST= 1.219090564				
		FLOW - MG	DOLLARS	BOD - lbs.	DOLLARS	SS-lbs.	DOLLARS			
Veterinary Offices	3	0.389	3,458	973	1,133	892	1,087	5,678	1,892.64	157.72
Animal Hosp & Boarding	1	0.370	3,296	927	1,080	850	1,036	5,411	5,411.35	450.95
Bakery	4	0.387	3,442	4,195	4,887	3,549	4,327	12,656	3,163.94	263.66
Bar	28	2.606	23,183	5,977	6,964	5,760	7,021	37,168	1,327.43	110.62
Beauty Salon	32	2.663	23,690	4,442	5,175	5,219	6,363	35,227	1,100.85	91.74
Business/Govt/Retail	935	34.128	303,587	64,038	74,610	69,730	85,008	463,205	495.41	41.28
Camera/Photo	2	0.091	812	160	186	304	371	1,369	684.51	57.04
Church/Synagogue/Mission	33	1.837	16,340	2,911	3,391	3,753	4,575	24,307	736.57	61.38
CONF/MEETING	0	0.000	0	0	0	0	0	0	0.00	0.00
Conv. Hospital	9	0.246	2,192	616	718	503	614	3,524	391.50	32.63
Dental Office	15	0.931	8,280	1,358	1,583	1,048	1,277	11,140	742.65	61.89
Gym/Health Spa	3	0.214	1,899	401	467	401	488	2,855	951.57	79.30
Hotel/Motel	1,256	36.217	322,173	105,713	123,165	60,408	73,642	518,980	413.20	34.43
Laundromats	29	2.170	19,303	3,348	3,901	2,805	3,420	26,623	918.04	76.50
Laundry	3	0.558	4,968	2,329	2,713	2,096	2,555	10,236	3,411.95	284.33
Market	19	1.040	9,254	7,808	9,097	8,719	10,629	28,980	1,525.24	127.10
Medical Office	21	0.667	5,932	973	1,000	600	731	7,664	364.93	30.41
Residential	7,113	350.493	3,117,876	1,096,131	1,277,086	1,213,052	1,478,820	5,873,781	825.78	68.82
Restaurants	14,400	31.536	280,534	341,902	398,345	184,101	224,436	903,315	62.73	5.23
Schools	2,500	6.844	60,880	9,988	11,637	9,988	12,176	84,693	33.88	2.82
Service Stations	26	4.318	38,411	8,643	10,069	12,604	15,365	63,845	2,455.59	204.63
Supermarkets	2	1.533	13,637	11,826	13,778	12,785	15,586	43,001	21,500.57	1,791.71
Theaters	0	0.000	0	0	0	0	0	0	0.00	0.00
SPECIAL	57	3.225	28,687	5,379	6,267	6,454	7,869	42,822	751.26	62.61
TOTALS		482.462	4,291,832	1,680,036	1,957,251	1,605,620	1,957,396	8,206,479		

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

<u>Fiscal Year</u>	<u>User Fee</u>	<u>% Change +/-</u>	<u>\$ Change</u>	<u>Monthly \$ Change</u>	<u>SF-Oakland-San Jose Annual Avg CPI</u>	<u>%</u>
70-71	\$36.00					
71-72	\$28.80	-20.00%	-\$7.20	-\$0.60	40.4	
72-73	\$24.00	-16.67%	-\$4.80	-\$0.40	42.8	5.94%
73-74	\$24.00	0.00%	\$0.00	\$0.00	47	9.81%
74-75	\$24.00	0.00%	\$0.00	\$0.00	51.8	10.21%
75-76	\$24.00	0.00%	\$0.00	\$0.00	54.6	5.41%
76-77	\$24.00	0.00%	\$0.00	\$0.00	58.8	7.69%
77-78	\$36.00	50.00%	\$12.00	\$1.00	64.3	9.35%
78-79	\$72.00	100.00%	\$36.00	\$3.00	69.8	8.55%
79-80	\$72.00	0.00%	\$0.00	\$0.00	80.4	15.19%
80-81	\$72.00	0.00%	\$0.00	\$0.00	90.8	12.94%
81-82	\$72.00	0.00%	\$0.00	\$0.00	97.6	7.49%
82-83	\$72.00	0.00%	\$0.00	\$0.00	97.8	0.20%
83-84	\$72.00	0.00%	\$0.00	\$0.00	98.4	0.61%
84-85	\$96.00	33.33%	\$24.00	\$2.00	104	5.69%
85-86	\$96.00	0.00%	\$0.00	\$0.00	108.4	4.23%
86-87	\$96.00	0.00%	\$0.00	\$0.00	111.6	2.95%
87-88	\$96.00	0.00%	\$0.00	\$0.00	115.4	3.41%
88-89	\$96.00	0.00%	\$0.00	\$0.00	120.5	4.42%
89-90	\$96.00	0.00%	\$0.00	\$0.00	126.4	4.90%
90-91	\$96.00	0.00%	\$0.00	\$0.00	132.1	4.51%
91-92	\$96.00	0.00%	\$0.00	\$0.00	137.9	4.39%
92-93	\$96.00	0.00%	\$0.00	\$0.00	142.5	3.34%
93-94	\$96.00	0.00%	\$0.00	\$0.00	146.3	2.67%
94-95	\$96.00	0.00%	\$0.00	\$0.00	148.7	1.64%
95-96	\$115.20	20.00%	\$19.20	\$1.60	151.6	1.95%
96-97	\$120.96	5.00%	\$5.76	\$0.48	155.1	2.31%
97-98	\$127.00	4.99%	\$6.04	\$0.50	160.4	3.42%
98-99	\$133.36	5.01%	\$6.36	\$0.53	165.5	3.18%
99-00	\$140.04	5.01%	\$6.68	\$0.56	172.5	4.23%
00-01	\$156.60	11.83%	\$16.56	\$1.38	180.2	4.46%
01-02	\$241.24	54.05%	\$84.64	\$7.05	189.9	5.38%
02-03	\$256.00	6.12%	\$14.76	\$1.23	193.0	1.63%
03-04	\$265.00	3.52%	\$9.00	\$0.75	196.4	1.76%
04-05	\$275.76	4.06%	\$10.76	\$0.90	198.8	1.22%
05-06	\$289.50	4.98%	\$13.74	\$1.15	202.7	1.96%
06-07	\$301.00	3.97%	\$11.50	\$0.96	209.2	3.21%
07-08	\$319.00	5.98%	\$18.00	\$1.50	216.048	3.27%
08-09	\$337.00	5.64%	\$18.00	\$1.50	222.767	3.11%
09-10	\$353.80	4.99%	\$16.80	\$1.40	224.395	0.73%
10-11	\$370.50	4.72%	\$16.70	\$1.39	227.469	1.37%
11-12	\$388.00	4.72%	\$17.50	\$1.46	233.39	2.60%
12-13	\$417.10	7.50%	\$29.10	\$2.43	239.65	2.68%
13-14	\$463.46	11.11%	\$46.36	\$3.86	245.023	2.24%
14-15	\$514.32	10.97%	\$50.86	\$4.24	251.985	2.84%
15-16	\$575.46	11.89%	\$61.14	\$5.10	258.572	2.61%
16-17	\$647.14	12.46%	\$71.68	\$5.97	266.344	3.01%
17-18	\$703.18	8.66%	\$56.04	\$4.67	274.924	3.22%
18-19	\$767.84	9.20%	\$64.66	\$5.39	285.55	3.87%
19-20	\$825.78	7.55%	\$57.94	\$4.83		

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: March 28, 2019

Subject: Pebble Beach Community Services District – Regular Board Meeting
February 22, 2019

DISCUSSION

Agenda items from the February 22, 2019 meeting that are of specific interest to this District:

- Total cash balance at the end of January 2019 was \$20.4M; of that amount, \$10.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The January 2019 Cash Basis Budget showed total revenues at 46.5% and total expenditures at 17.3%
- Forest Lake Reservoir held 113 MG (million gallons) of recycled water or 98% of permitted capacity. Current storage volume is 19% above the historic average of 95 MG.
- Total irrigation water demand for the 2019 calendar year through January was 4 AF (acre feet). Total demand for the calendar year is 83% below the 5-year average of 23 AF and 67% below the 23-year average annual usage of 12 AF. The month of January reflected a net storage increase of approximately 32 MG at Forest Lake Reservoir.
- Average daily wastewater flow of 406,000 GPD was measured in January at the PBCSD-Carmel gate. This represents 32% of the total flow at the CAWD treatment

facility. The measured PBCSD flow was 26% below the five-year average of 552,000 GPD for the month of January; the CAWD total flow was 16% below the five-year average of 1,527,000 GPD for January.

- The 4th Fairway Diversion alternative source water project provided 1AF of water in January.
- The Board approved an Amendment to the agreement with E2 Consulting Engineers, Inc. to provide engineering support services required to complete the Reclamation Storage Facilities Improvement Project for an amount not to exceed \$40K.
- The Board appointed Jeffrey Froke and Leo Laska to represent PBCSD at the Sea Level Rise Committee for the CAWD Treatment Plant.
- The Board discussed proposed changes to the PBCSD Organizational Chart:
 - The Principal Engineer position to be redefined as District Engineer.
 - Addition of a Maintenance Worker I position to staff in acknowledgement of aging and anticipated turnover of staff.
- Average daily wastewater flows measured in million gallons per day (MG) show:

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

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD - March 13, 2019**

A meeting of the Retirement Pension Plan Trustees was held on Monday, March 13, 2019 at 9:30 a.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Barbara Buikema, General Manager, Trustee
William J. Hastie, Jr., MBA, Investment Advisor

I. Portfolio Performance Review 4th Quarter 2018

CAWD Portfolio value as of 12-31-18 was \$4,848,155. The 2018 Portfolio Investment Return was <8.29%> and <11.19%> for the 4th Qtr. The market experienced a dip in October and an even larger drop in December. However, in January and February it recovered. The market review graph shows the market as up in September, and then a nearly full cycle correction October through December. It was ten years ago that the market decline of 2008 occurred, at that time there was deep pessimism and the market was grossly oversold. The market experienced what is called a “V” pattern when the market collapsed, and then the pessimism turned to optimism and the upward tick of the “V” or recovery happened. In 2018 nearly the same thing happened with the trough of the “V” on 12-24-18 and the market lost 475 points, everything was being sold off, but recovery occurred in the first two months of 2019.

The “steepness” of the V pattern is evident in the Fund Performance as of 12-31-18 report. The steepest V pattern is shown in Oppenheimer Global Opportunities with <25.12> in the 4th Qtr. The market recovery is equally evident in the YTD as of 2-28-19 report with total gain/loss after fees of \$438,074 and total return of 9.10%. The Performance Attribution report shows that across all categories of our portfolio we made a positive return. Money that had gone to the sidelines during the fourth quarter came back into the market during January-February.

The portfolio composition remains at a 60% stocks 40% bonds.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.64		0.65		0.71	
Standard Deviation (b)	7.39	11.21	7.55	11.18	9.38	12.90
Mean	12.61	15.28	7.88	10.67	13.82	16.67
Alpha	2.17		0.57		1.74	

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

(b) Strategy is to remain at roughly 2/3 of S & P 500

II. 2nd Quarter 2019 Action Plan

For the 2nd Quarter the strategy is to remain broadly diversified and rebalance as necessary.

- Sell PRIMECAP Odyssey Growth – the fund manager is relying on 1 stock, Nektar Therapeutics which is fairly volatile
- Sell ½ of Oppenheimer Global Opportunities to increase diversity
- Sell BlackRock Strategic Municipal Opportunity because with the new tax bill there is little reason to hold munis
- Buy Fidelity Advisor Growth Opportunity – this fund is more tech heavy
- Buy Columbia Dividend Income -has dividend of 4-5%

There being no further business, the meeting was adjourned at approximately 10:30 a.m.

Respectfully submitted,
Barbara Buikema
General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

4th Quarter and 2018 Performance Review

2nd Quarter Action Plan

March 13, 2018

CAWD Portfolio Value 12/31/2017	\$5,286,329.78
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CAWD Portfolio Value 12/31/2018	\$4,848,155.52
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2018 Portfolio Investment Return %	-8.29%
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2018 Portfolio Investment Return \$	-\$438,174.26
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* Best efforts calculation; Discussion to follow

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	-13.52	-4.38	9.26	8.49
Russell 1000	-13.82	-4.78	9.09	8.21
Russell Mid Cap	-15.37	-9.06	7.04	6.26
MSCI EAFE	-12.54	-13.79	2.87	0.53
MSCI Emerging Markets	-7.47	-14.58	9.25	1.65
Barclays Capital US Aggregate	1.64	0.01	2.06	2.52

Nasdaq
Dow Jones
S&P 500

4th Quarter Peak - to - Trough:
Nasdaq: -23.64%
Dow Jones: -18.61%
S&P 500: -19.36%



CAWD Portfolio Value 9/30/2018	\$5,459,260.78
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CAWD Portfolio Value 12/31/2018	\$4,848,155.52
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4 th Quarter Portfolio Investment Return %	-11.19%
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4 th Quarter Portfolio Investment Return \$	-\$611,106.26
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Mutual Fund/ETF	4th Quarter
PRIMECAP Odyssey Growth	-18.73
iShares Core S&P 500	-13.53
Columbia Contrarian Core	-14.84
Dreyfus Equity Income Fund	-12.34
Vanguard Extended Market Index	-18.18
JPMorgan Small Cap Equity	-18.14
Oppenheimer Global Opportunities	-25.12
PIMCO Income	0.71
Prudential Floating Rate	-3.64
BlackRock Strategic Muni Opportunities	-0.20

12/31/2018 To 02/28/2019 Activity Summary

Beginning Balance (12/31/2018)	\$4,816,861.09
Contributions	\$3,359.90
Withdrawals	\$22,000.00
Realized Gain / Loss	\$0.00
Unrealized Gain / Loss	\$423,344.44
Interest	\$0.00
Dividend / Cap Gains	\$23,214.01
Management Fees	\$8,484.27
Ending Balance (02/28/2019)	\$5,236,295.17
Total Gain / Loss After Fees	\$438,074.18
TWR for 12/31/2018 to 02/28/2019	9.10

Performance Attribution

From 12/31/2018 To 2/28/2019

Carmel Area Wastewater

Holdings By Security

Description	Symbol	Start Date	End Date	Beginning Market Value (\$)	Ending Market Value (\$)	Portfolio Avg. Weight (%)	Return % (IRR Gross of Fees)	Est. Return Contribution (%)
iShares Core S&P 500 ETF	IVV	12/31/2018	02/28/2019	712,823.00	802,452.44	14.80	12.57	1.86
Oppenheimer Global Opportunities Fund CI Y	OGIYX	12/31/2018	02/28/2019	440,746.09	516,698.23	9.15	17.23	1.58
Dreyfus Equity Income Fund CI I	DQIRX	12/31/2018	02/28/2019	676,765.39	748,720.27	14.05	10.63	1.49
Primecap Odyssey Growth Fund	POGRX	12/31/2018	02/28/2019	322,359.79	374,102.33	6.69	16.05	1.07
Vanguard Extended Market Index Fund CI Admiral	VEXAX	12/31/2018	02/28/2019	203,458.95	240,542.73	4.22	18.23	0.77
JPMorgan Small-Cap Equity Fund CI I	VSEIX	12/31/2018	02/28/2019	220,280.65	254,018.97	4.57	15.32	0.70
PGIM Floating Rate Income Fund-CI Z	FRFZX	12/31/2018	02/28/2019	666,328.88	697,300.35	13.83	4.65	0.64
PIMCO Income Fund CI I-2	PONPX	12/31/2018	02/28/2019	808,586.41	829,852.88	16.79	2.63	0.44
Columbia Contrarian Core Fund Advisor CI	CORRX	01/17/2019	02/28/2019	0.00	251,051.28	3.52	6.02	0.21
BlackRock Strategic Municipal Opp Fund of BlackRock Municipal Series Trust Institutional Shares	MAMTX	12/31/2018	02/28/2019	317,527.14	323,094.50	6.59	1.75	0.12
Columbia Contrarian Core Fund Institutional CI	SMGIX	12/31/2018	01/17/2019	223,089.83	0.00	1.30	6.14	0.08
Fidelity Govt Money Market Capital Reserves CI	FZAXX	12/31/2018	02/28/2019	224,894.95	198,461.18	4.43	0.32	0.01
Cash Credit (Debit) Balance	CASH	12/31/2018	02/28/2019	0.00	0.00	0.00	0.00	0.00
Grand Total				\$4,816,861.09	\$5,236,295.17		9.29	
Net of Fees Return							9.10	

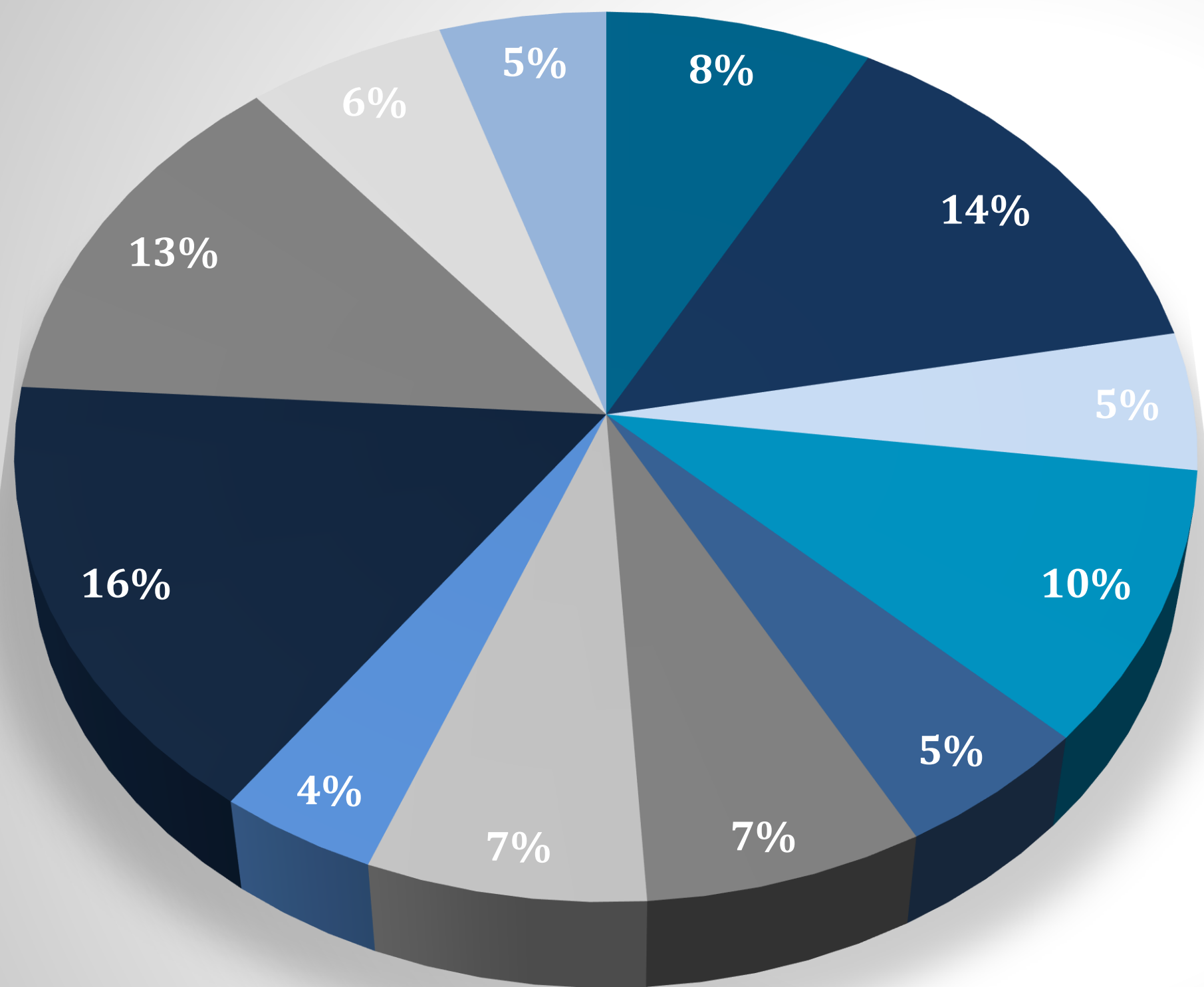
- **Sell:**

- PRIMECAP Odyssey Growth
- Dreyfus Equity Income Fund
- JPMorgan Small Cap Equity
- Oppenheimer Global Opportunities
- BlackRock Strategic Municipal Opportunity

- **Buy:**

- Fidelity Advisor Growth Opportunity
- Columbia Dividend Income
- Federated Kaufmann Small Cap
- BlackRock Real Estate Securities
- PGIM High Yield

- **Rebalance the rest of the portfolio**



- Fidelity Advisor Growth Opportunity - 8%
- iShares Core S&P 500 - 14%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 10%
- Vanguard Extended Market Index - 5%
- Federated Kaufmann Small Cap - 7%
- Oppenheimer Global Opportunities - 7%
- BlackRock Real Estate Securities - 4%
- PIMCO Income - 16%
- Prudential Floating Rate - 13%
- PGIM High Yield - 6%
- Cash - 5%

BETA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.64	0.65	0.71

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
Fidelity Advisor Growth Opportunity	0.97	0.66
iShares Core S&P 500	1.00	0.04
Columbia Contrarian Core	0.97	0.79
Columbia Dividend Income	0.85	0.71
Vanguard Extended Market Index	1.02	0.08
Federated Kaufmann Small Cap	0.90	1.16
Oppenheimer Global Opportunities	1.24	0.92
PIMCO Income	0.38	0.60
Prudential Floating Rate	0.06	0.70
PGIM High Yield	0.94	0.55

STANDARD DEVIATION:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	7.39	7.55	9.38
Standard & Poor's 500 Index	11.21	11.18	12.90

MEAN:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	12.61	7.88	13.82
Standard & Poor's 500 Index	15.28	10.67	16.67

ALPHA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	2.17	0.57	1.74