



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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**3945 Rio Road, Carmel, CA 93923**

**September 26, 2019**  
**Thursday**  
**9:00AM**

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## CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES August 29th, 2019

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:05 a.m.

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

**Absent:** Director Michael Rachel

**Others:**

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

**1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comments shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

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

**2. *Agenda Changes:*** *Any requests to move an item forward on the agenda will be considered at this time.*

- *Item #21 a comma placement to reflect as Transferring \$1,596,031 To The Capital Fund And \$3,408,502*
- *The August PBCSD meeting is canceled*

- *On page 120 there was a change in wording from page 97 to page 99*

## **ACTION ITEMS BEFORE THE BOARD**

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

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

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

### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously approved the Regular Meeting Minutes of July 25th, 2019, and enacted the following Consent Calendar items:*

- 3.** Approve Regular Board Meeting Minutes on July 25,2019 and Special Board Meeting on July 30,2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – July 2019  
And a Revised June 2019
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – July 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – July 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2019
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – July 2019
- 9.** Receive and Accept Collection System Superintendent's Report  
May, June & July 2019
- 10.** Receive and Accept Safety And Regulatory Compliance Report – July 2019
- 11.** Receive and Accept Treatment Facility Operations Report –  
July, June & May 2019
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – July 2019

**13.** Receive and Accept Capital Projects Report/Implementation Plan – July 2019

**14.** Receive and Accept Plant Operations Report – July 2019

**15.** Receive and Accept Maintenance Projects Report – July 2019

**16.** Receive Principal Engineer Monthly Report General Engineering – July 2019

*The report from the General Manager referenced a recommendation from the annexation consultant to delete the Highlands neighborhood from the annexation project. The Board reminded Staff that should a determination be made to accept the consultant's recommendation the matter must come back to the Board for approval.*

## **ACTION ITEMS BEFORE THE BOARD**

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

## **RESOLUTIONS**

**17. Resolution No. 2019-39;** A Resolution Authorizing The General Manager To Execute A Minor Services Contract with Hall Landscape Design In An Amount Not To Exceed \$27,375 for Wastewater Treatment Plant (WWTP) Perimeter Trees And Interior Landscape Planning – *Report by Plant Engineer, Patrick Treanor*

*Director White requested the neighborhood of Carmel Meadows be notified before an action is taken regarding the trimming of the trees. Mr. Treanor replied that the Carmel Meadows will be in the communication loop.*

*Director D'Ambrosio requested that Barry Blevins should use his drone to make a video record, over the trees, in order to give a sense of the tree heights and then to extrapolate a correct maximum reduction of tree heights.*

### **Board Action**

***Following a motion made by President White and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-39.***

*There was public comment from PBCSD General Manager, Mike Niccum, who suggested the study include noise reduction and vegetation options. Director Ambrosio agreed.*

**18. Resolution No. 2019-40;** A Resolution Authorizing Expenditures From The CAWD/ PBCSD Budget For 2019-20 To Replace The Reverse Osmosis (RO) Elements And Provide

Technical Support Services To Install The Elements Not To Exceed \$191,005  
*Report by Operations Superintendent, Ed Waggoner*

**Please Note:** *The amount that is listed on the original Board Agenda for this item is incorrect, the correct amount has been entered above. The corresponding reports and Resolution are correct and did not have to be changed.*

**Board Action**

**Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-40.**

**19. Resolution No. 2019-41;** A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers To Provide Design Services For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather*

*Director Siegfried questioned our template contract language concerning changes in the consultant team. Legal Counsel, Rob Wellington, advised to move forward on the present negotiated contract, as it is presented, on the Agenda. Further research will be done to determine if permanent changes to the District's standard contract template are appropriate.*

**Board Action**

**Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-41.**

**20. Resolution No. 2019-42;** A Resolution Authorizing The General Manager To Enter Into A Contract With Rincon Consultants To Prepare Environmental Documents For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather*

*Legal Counsel, Mr. Wellington, spoke of further discussion, which he had done with Ms. Lather about the inclusion of an Exhibit C to this contract. Ms. Lather and Mr. Wellington will collaborate on the creation of the Exhibit.*

**Board Action**

**Following a motion made by Director Ambrosio and seconded by President White, the Board unanimously adopted Resolution No. 2019-42, with the inclusion of the recommendation by Legal Counsel for the Engineer to consider the insertion of Exhibit C**

**21. Resolution No. 2019-43;** A Resolution Authorizing Annual Adjustment Of The District's Capital Improvement Reserve Fund Balance By Transferring \$1,596,031 To The Capital Fund And \$3,408,502 From The General O&M Fund In Accordance With The District's Reserve Policy – *Report by Principal Accountant, Jim Grover*

**Board Action**

**Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-43.**

**22. Resolution No. 2019-44;** A Resolution Ratifying The Amended Contract Amount And Approving The Actions Of The General Manager In Approving Said Amendment With ERS Industrial Services, Inc. In An Amount Not To Exceed \$19,945 For Additional Items Completed During The Secondary Clarifier Coating Project –  
*Report by Maintenance Superintendent, Chris Foley*

*President White asked the age of the clarifier and Mr. Foley answered that it is 47 years old.*

**Board Action**

**Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-44.**

**23. Resolution No. 2019-45;** A Resolution Authorizing The General Manager To Proceed With Bidding And Contract Award For The Construction of The Hatton Canyon Access Road Project. – *Report by Principal Engineer, Rachel Lather*

*Director D'Ambrosio wanted to be sure that the road will remain open and walkable for use by pedestrians and Mr. Lauer confirmed that this has been worked into the project.*

**Board Action**

**Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-45.**

**ACTION ITEMS BEFORE THE BOARD**

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

**OTHER ITEMS BEFORE THE BOARD**

**24.** Newsletter topics for upcoming District's Fall 2019 CAWD Connections newsletter  
*Report by General Manager, Barbara Buikema*

*Requesting Board input*

*Director D'Ambrosio agrees with highlighting the Hatton Canyon project and stated that he*

would like to see more information in the profile updates under the “Staff Spotlight”. Director D’Ambrosio would also like to have an addition in the Sidebar to emphasize that people should “Call CAWD first” and this should include “We want to help you.” President White supported this addition. Director Townsend also supports Director D ’Ambrosio’s comments and would like to emphasize the Fats, Oils, Grease topic. Director Siegfried would like to shift focus from how CAWD runs and improves the facility (operational improvements) to concerns which the rate payer may have about the Hatton Canyon road project or what can and cannot be flushed down a toilet. Barbara Buikema had concerns with the language associated with the Hatton Canyon project, as being misunderstood as a walking trail we built, however it should be described as a walkable access road.

## **INFORMATION/DISCUSSION ITEMS**

- 25.** *PBCSD 06-28-19 Regular Board Meeting – Report by General Manager, Barbara Buikema*  
*Informational Only – No Action Required*
- 26.** *Retirement Pension Plan 07-24-19 Trustee Meeting – Report by General Manager, Barbara Buikema*  
*Informational Only – No Action Required*
- 27.** *Summary of Monterey County Treasurer Report dated 06-30-19 – Report by General Manager, Barbara Buikema*  
*Informational Only – No Action Required*
- 28.** *Update on the Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer*  
*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.*

## **COMMUNICATIONS**

### **29.** General Manager’s Report

- Harassment Training – Thursday, October 31, 2019 at 10:00 am

- Coastal Commission Update– *Oral Report by General Manager, Barbara Buikema*

*Barbara Buikema encouraged as many of the Board members as possible to attend an upcoming Coastal Commission meeting in Half Moon Bay at Oceano Hotel on November 13-15, to show support.*

- Treatment Plant Bridge – Rio Park – Mission Project  
Introduction & Update– *Report by General Manager, Barbara Buikema*

*Director D'Ambrosio requested that commentary be added to the drone video that was created to show the planned walkway and bridge locations.*

- On Tuesday, September 3, 2019 the CAWD parking lot at the Administrative Office will have limited access all day due to resurfacing and restriping of the lot surface.

**30. 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.*

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meetings are scheduled for: ~~Friday, August 30, 2019 at 9:30a.m. Director Townsend is scheduled to attend. (cancelled)~~  
Friday, September 27, 2019 at 9:30a.m. *President White is scheduled to attend.*

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

**Reclamation Management Committee Meeting** – The next RMC meeting is scheduled for: Wednesday, November 6, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

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

***Board Action***

***The Board convened in Closed Session at 11:05 am and received information and provided direction. The Board ended the Closed Session at 11:10 am. Legal Counsel announced that no reportable action was taken and the matter at hand will be continued at the next Board meeting Closed Session.***

**32. ADJOURNMENT**



*There being no further business to come before the Board, the President adjourned the meeting at 10:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **September 26, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at [www.cawd.org](http://www.cawd.org). After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*

***Respectfully submitted:***

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

***APPROVED:***

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***Ken White, President***

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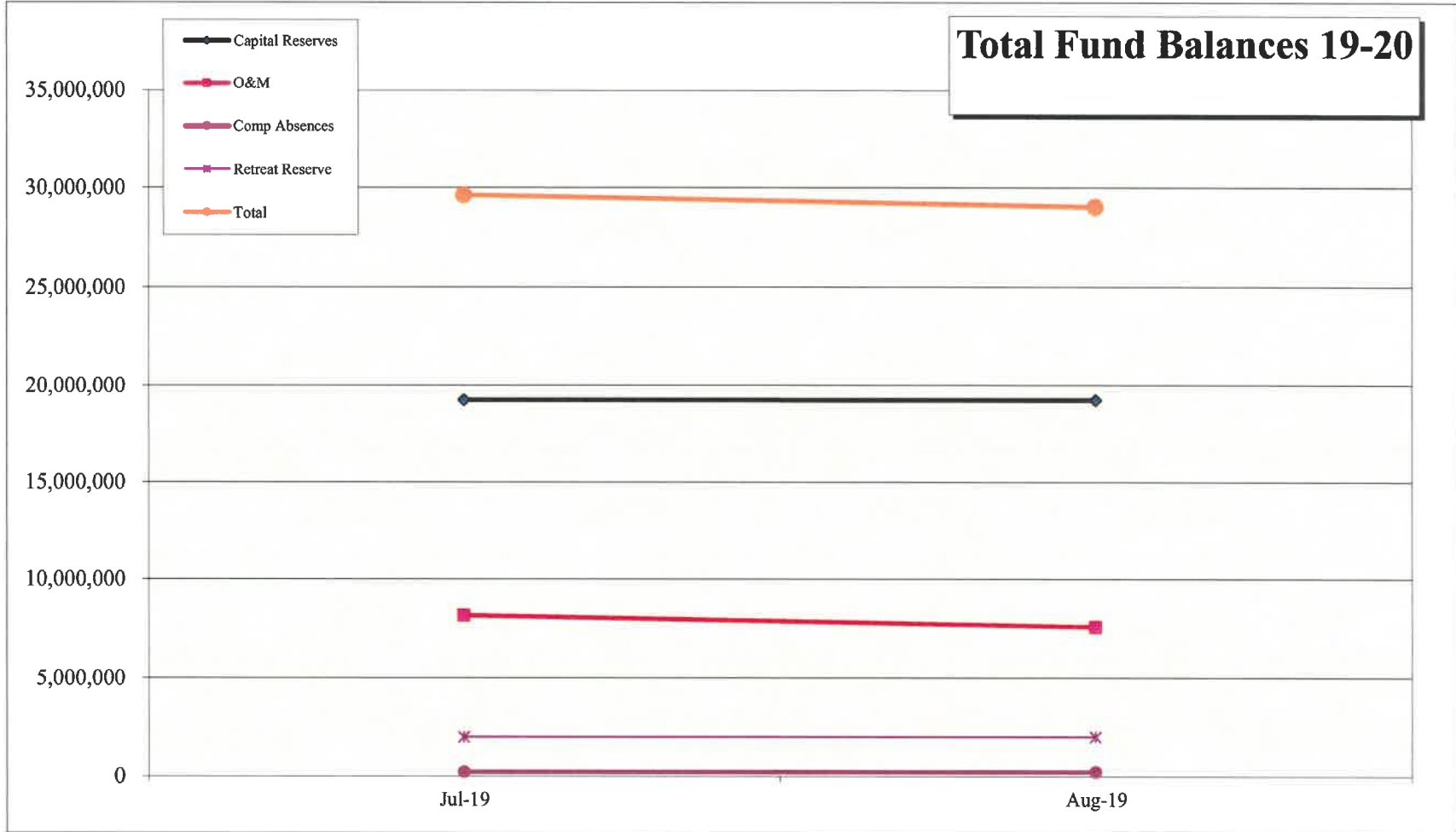
Pending receipt of H&W Independent Accountants' Report – not received at time of Board packet build.

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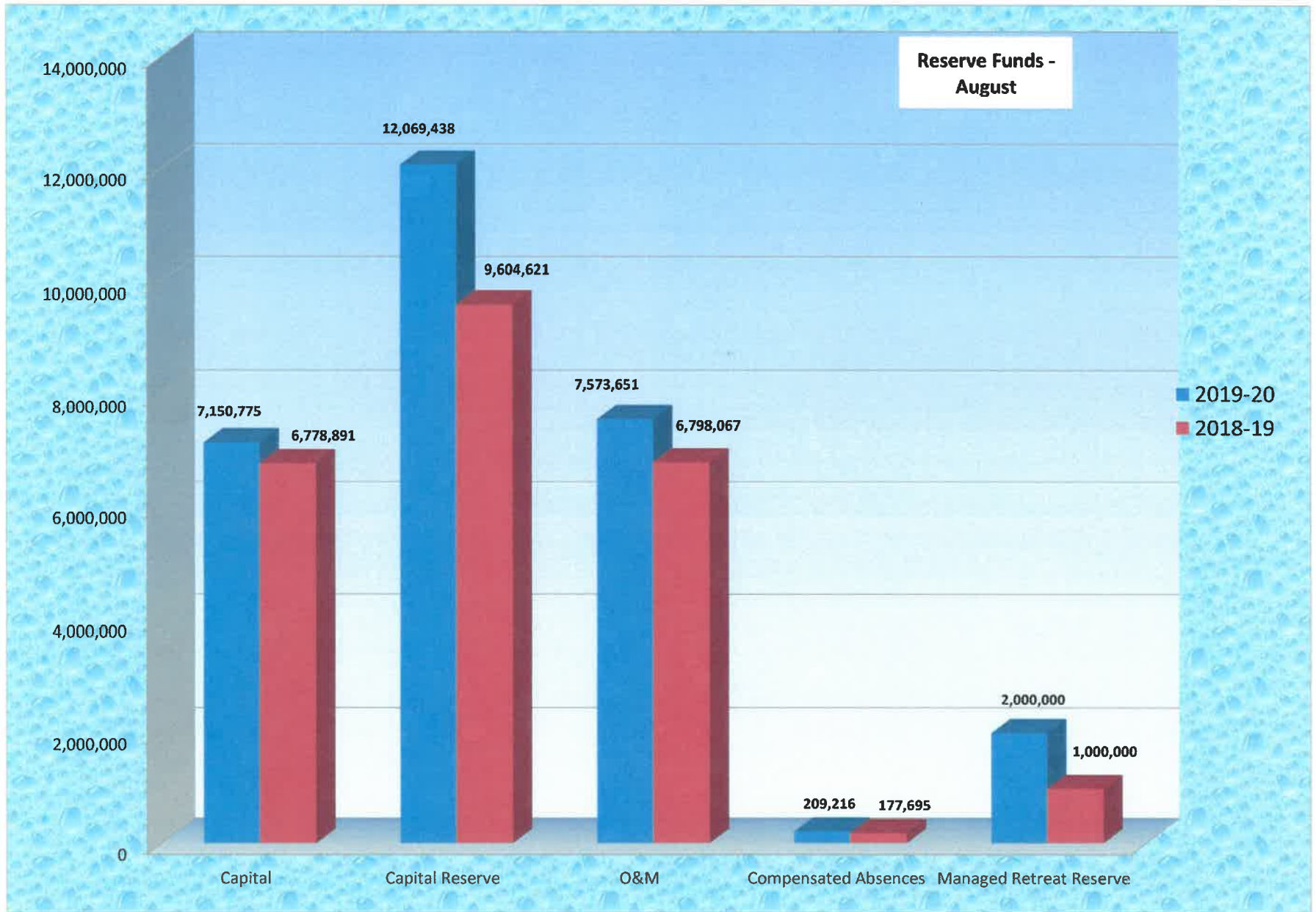
Pending receipt of H&W Independent Accountants' Report – not received at time of Board packet build.

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

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$7,167,196	\$12,069,438	\$8,157,230	\$209,216	\$2,000,000	\$29,603,081	\$532,838	\$113,873	\$1,165,012
<b>Receipts:</b>									
User Fees							21,241		
Property Taxes									
PBCSD Treatment Fees									
Reclamation O & M reimbursement							98,619		
Reclamation capital billing							49,898		
Permits							4,945		
PBCSD capital billing									
Other misc. revenue							5,193		
Interest income								1	
Connection Fees							9,292		
Void checks							6,125		
W/C audit refund									
CCLEAN receipts									
Pooled liability dividend									
September Ranch deposits									
Total Receipts	0	0	0	0	0	0	195,313	1	0
<b>Fund Transfers:</b>									
Transfers to Union Bank O&M	(16,421)		(583,579)				600,000		
Transfers to Union Bank PR							(225,000)	225,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(16,421)	0	(583,579)	0	0	(600,000)	375,000	225,000	0
<b>Disbursements:</b>									
Operations and capital							233,171		
Payroll & payroll taxes								210,436	
Employee Dental reimbursements							2,757		
CALPERS EFT							31,074		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							806		
US Bank EFT							30,371		
Deferred comp contributions EFT								9,558	
PEHP contributions EFT								2,882	
Bank/ADP fees							60	497	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee							1,100		
Total Disbursements	0	0	0	0	0	0	299,926	223,373	0
BALANCE END OF MONTH	7,150,775	12,069,438	7,573,651	209,216	2,000,000	29,003,081	803,225	115,500	1,165,012



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



**Carmel Area Wastewater District**  
**Disbursements**  
**Aug-19**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
08/01/19	33992	AT&T CALNET 3	Various phone lines for devices	1,367.61
08/01/19	33993	Bryan J. Mailey Electric	Stock and sort parts, install panel, PLC and VFD, fix influent VFD and reject flowmeter <b>(CAPITAL \$250.00)</b>	2,125.00
08/01/19	33994	Culligan Water Conditioning	C & I exchange service at the lab	17.35
08/01/19	33995	CWEA	Employee certifications and annual membership	488.00
08/01/19	33996	DKF Solutions	Overflow Emergency Response Plan update and workbooks	1,600.00
08/01/19	33997	First Alarm	Quarterly billing for Plant	407.64
08/01/19	33998	Keenan & Associates	Health insurance	24,600.25
08/01/19	33999	MetLife-Group Benefits	Life insurance	980.29
08/01/19	34000	Patelco Credit Union	Health savings account contributions	4,976.64
08/01/19	34001	Unum Life Ins.	Long-term disability insurance	1,969.28
08/01/19	34002	Vision Service Plan	Vision insurance	573.30
08/07/19	34003	California Health & Rescue Training	Confined space training	3,150.00
08/19/19	34004	Acme Analytical Solutions	Various chemicals	397.59
08/19/19	34005	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	3,760.44
08/19/19	34006	AT&T CALNET 3	Fiber line	853.20
08/19/19	34007	AutomationDirect, Inc.	Dewatering parts	455.84
08/19/19	34008	Brain-Based Strategies Consulting	Replace lost check	6,125.00
08/19/19	34009	Bryan J. Mailey Electric	Various electrical projects at the Plant	4,573.25
08/19/19	34010	Carmel Marina Corporation	Plant rolloffs	1,294.70
08/19/19	34011	CAWD\PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	525.90
08/19/19	34012	Christopher Foley	Dental	33.80
08/19/19	34013	Cintas Corporation	Laundry service	278.29
08/19/19	34014	Comcast	Pump station broadband internet	278.73
08/19/19	34015	CSI HR Group LLC	June and July HR consulting	7,800.00
08/19/19	34016	Datco Services	Employee test	54.50
08/19/19	34017	Fastenal Company	Operating supplies	550.19
08/19/19	34018	Hach Company	Probe assembly	2,172.60
08/19/19	34019	Hayashi & Wayland Accounting	Bank rec oversight	300.00
08/19/19	34020	James Grover	Dental	593.00
08/19/19	34021	Karla Cristi	Plant office supplies	46.74
08/19/19	34022	Liberty Composting	Sludge hauling	9,426.56
08/19/19	34023	MNS Engineers	Carmel Valley Sewer Expansion study	95.00
08/19/19	34024	Monterey Bay Air Resources District	Annual toxics permits	6,181.00
08/19/19	34025	Motion Industries	Input motor seal	55.35
08/19/19	34026	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	90.30
08/19/19	34027	Pacific Gas & Electric	Monthly service	40,689.51
08/19/19	34028	Pure Water	Monthly service	200.90
08/19/19	34029	Quill Corporation	Plant and admin office supplies	180.74
08/19/19	34030	Rachel Lather	Dental <b>(\$88.80)</b> and CWEA Collections meeting expense	148.80
08/19/19	34031	Raymond DeOcampo	Annual CWEA membership and employee certificate renewal	291.00
08/19/19	34032	Smitty's Janitorial	Monthly service	1,110.00
08/19/19	34033	Stamp/Erickson	Lagoon Eco-Barrier legal services	3,562.50
08/19/19	34034	Town & Country Gardening	Monthly service	610.00
08/19/19	34035	Trevor Weidner-Holland	Training class expenses	69.93

**Carmel Area Wastewater District**  
**Disbursements**  
**Aug-19**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
08/19/19	34036	Univar USA	Sodium bisulfate	7,126.47
08/19/19	34037	West Yost Associates	Collection System Modeling-Phase 3 consulting	3,366.00
08/27/19	34038	Robert Bowman	Vacation buy back	834.20
08/29/19	34039	Wellington Law Offices	Legal services	3,716.00
08/29/19	34040	A and R Plumbing	Replaces faucets and vacuum breakers	602.05
08/29/19	34041	Allied Fluid Products	Dezurik plug valve and lever	833.30
08/29/19	34042	American Fidelity Assurance Company	Flex accounts	213.84
08/29/19	34043	Andrew Millington	Training class expenses	146.57
08/29/19	34044	AT&T Mobility	Cell service	640.42
08/29/19	34045	AT&T	Admin alarm line	81.66
08/29/19	34046	AutomationDirect, Inc.	Photoelectric sensors, magnetic proximity sensors and portable cords	676.49
08/29/19	34047	Barbara Buikema	Reimbursement for admin office supplies	4.82
08/29/19	34048	Bryan J. Mailey Electric	Remap SCADA alarms, new conduit, sump pump alarm, set up solenoid <b>(CAPITAL \$250.00)</b>	12,622.50
08/29/19	34049	Buckles-Smith Electric	Electrical parts	500.63
08/29/19	34050	Cal-Am Water	Monthly service	967.21
08/29/19	34051	Carmel Marina Corporation	Admin garbage	51.13
08/29/19	34052	Christopher Dixon	Training class expenses	171.71
08/29/19	34053	Cintas Corporation	Laundry service	1,176.11
08/29/19	34054	Clark Pest Control	Plant service	273.00
08/29/19	34055	Denise Duffy & Associates	CAWD annexation	4,465.10
08/29/19	34056	Direct TV	Monthly service	80.99
08/29/19	34057	Domine Barringer	Dental	813.44
08/29/19	34058	Edges Electrical	Electrical parts	125.75
08/29/19	34059	Edward Waggoner	Tri State conference expenses	364.39
08/29/19	34060	Endress+Hauser, Inc.	Promag 500 sensor cable set	494.89
08/29/19	34061	ERS Industrial Services <b>VOID</b>	Sand blasting and coating secondary clarifier #1 <b>(CAPITAL)-VOID</b>	0.00
08/29/19	34062	Evantec Corporation	Lab supplies	1,560.62
08/29/19	34063	Fastenal Company	Operating supplies	202.66
08/29/19	34064	Ferguson Enterprises	Waterflow switch and parts	411.52
08/29/19	34065	Fisher Scientific	Lab supplies	1,150.21
08/29/19	34066	Grainger	Operating supplies	987.82
08/29/19	34067	Gregory Ange	Tri State conference expenses	202.42
08/29/19	34068	Greeley and Hansen	Develop water pollution control Plant process	8,117.00
08/29/19	34069	Harrington Industrial Plastics	PVC connectors	72.33
08/29/19	34070	ICON Cloud Solutions	Monthly telephone service	581.14
08/29/19	34071	Idexx Laboratories	Lab supplies	2,527.60
08/29/19	34072	Image Source	Plant copier service	74.90
08/29/19	34073	Jason Veile	Dental <b>(\$339.36)</b> and training class expenses	516.80
08/29/19	34074	Karla Cristi	Reimbursement for HR office furniture	666.57
08/29/19	34075	Kennedy/Jenks Consultants	WWTP Phase II Design <b>(CAPITAL)</b>	13,733.75
08/29/19	34076	Mark Napier	Training class expenses	170.54
08/29/19	34077	McCabe & Company	Coastal Commission consulting	8,395.17
08/29/19	34078	McMaster-Carr	Stainless steel U-bolts	122.06
08/29/19	34079	Microgenics Corporation	Lab supplies	208.18



**Carmel Area Wastewater District**  
**Disbursements**  
**Aug-19**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
08/29/19	34080	MNS Engineers	Hatton Canyon project and sewer expansion study (CAPITAL \$2187.50)	2,312.50
08/29/19	34081	Monterey Bay Analytical Services	Sample analysis	1,035.00
08/29/19	34082	Quill Corporation	Office supplies	571.58
08/29/19	34083	Rachel Lather	Tri State conference expenses	41.60
08/29/19	34084	Rancho Car Wash	Admin car wash to remove contaminates from Plant	75.00
08/29/19	34085	Raymond DeOcampo	Dental	358.20
08/29/19	34086	Robert Siegfried	Dental	530.00
08/29/19	34087	Scarborough Lumber (Ace Hardware)	Operating supplies	60.82
08/29/19	34088	Streamline	Website maintenance	400.00
08/29/19	34089	Trevor Weidner-Holland	Tri State conference expenses	62.02
08/29/19	34090	Trowbridge, LLC	12" pile jackets	989.80
08/29/19	34091	Univar USA	Sodium hypochlorite	7,607.68
08/29/19	34092	USA Blue Book	Zenner hydrant meter	899.95
08/29/19	34093	Victor Juarez	Pour concrete pad at Ops building	520.00
08/29/19	34094	Weco Industries	Nozzle extensions, swivel reels, leader hose and pole set for collection vehicle	3,352.99
08/29/19	34095	Wellington Law Offices	Legal service	2,000.00
				<b>235,927.82</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Aug-19**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
08/19/19	8527	Acme Analytical Solutions	Various chemicals	699.73
08/19/19	8528	Armbruster, Goldsmith & Delvac LLP	Legal fees for Coastal Commission re: Sea Level Rise	940.11
08/19/19	8529	Bryan J. Mailey Electrical	Pump P931 and RO feed cartridge labor	1,937.50
08/19/19	8530	Buckles-Smith	Electrical parts	182.05
08/19/19	8531	CAWD	Final 2018-19 capital, PG&E & Sea Level Rise expenses ( <b>CAPITAL \$49,898.06</b> )	77,406.93
08/19/19	8532	Hach Company	Digital pH sensor	4,557.71
08/19/19	8533	Harrington Industrial Plastics	PSI gauge and guard	151.25
08/19/19	8534	PBCSD	June supplemental O&M	26,735.40
08/19/19	8535	Pacific Gas & Electric	Tertiary and MF/RO	19,641.47
08/26/19	8536	CAWD	O&M reimbursement	55,564.15
08/26/19	8537	PBCSD	2018-19 Capital reimbursement	514,093.97
08/30/19	8538	Atlas Copco	Filter kits	673.22
08/30/19	8539	Beecher Engineering	MF/RO and Tertiary Standby Power pre-design	800.00
08/30/19	8540	Brenntag Pacific	Ammonium hydroxide	3,746.15
08/30/19	8541	Bryan J. Mailey Electrical	Replace tertiary pump P731 VFD, install flygt pump and new VFD at the RAS/WAS room	2,730.00
08/30/19	8542	Cal-Am Water	Monthly service	2,405.77
08/30/19	8543	Evantec Corporation	Lab supplies	1,213.42
08/30/19	8544	Fastenal	Stainless steel flange bolts	97.92
08/30/19	8545	Fisher Scientific	Lab supplies	787.41
08/30/19	8546	Hach Company	Digital ORP sensor, conductivity sensor and mounting hardware	3,125.94
08/30/19	8547	Idexx Laboratories	Lab supplies	2,407.86
08/30/19	8548	McCabe & Company	Coastal Commission consulting	2,098.79
08/30/19	8549	Microgenics Corporation	Lab supplies	131.25
08/30/19	8550	Monterey Bay Analytical Services	Sample analysis	1,290.00
08/30/19	8551	Monterey Peninsula Water Mgt. District	2018-19 annual O&M and User Fee billings	109,027.54
08/30/19	8552	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	236,053.72
08/30/19	8553	PBCSD	O&M and capital billings ( <b>CAPITAL \$100,000.00</b> )	133,691.77
08/30/19	8554	Professional Water Technologies	Opticlean -A-45, opticlean-S-45 and spectraguard	10,934.85
08/30/19	8555	Thatcher Company	Sulfuric acid and container returns	6,761.63
08/30/19	8556	Trussell Technologies	MF/RO operations support service and recommendations	4,261.25
				<b>1,224,148.76</b>



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**Financial Statements  
and  
Supplementary Schedules**

**August 2019**

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September 26, 2019

# *Carmel Area Wastewater District*

## *Balance Sheet*

August 2019

ASSETS			
Current Assets			
Cash			
Cash	31,086,817.58		
TOTAL Cash	31,086,817.58	31,086,817.58	
Other Current Assets			
Other Current Assets	1,311,798.35		
TOTAL Other Current Assets	1,311,798.35		
TOTAL Current Assets			32,398,615.93
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76	308,059.76	
Treatment Structures			
Treatment Structures	51,563,154.88		
TOTAL Treatment Structures	51,563,154.88	51,563,154.88	
Treatment Equipment			
Treatment Equipment	7,510,516.61		
TOTAL Treatment Equipment	7,510,516.61	7,510,516.61	
Collection Structures			
Collection Structures	1,040,749.41		
TOTAL Collection Structures	1,040,749.41	1,040,749.41	
Collection Equipment			
Collection Equipment	945,660.98		
TOTAL Collection Equipment	945,660.98	945,660.98	
Sewers			
			11,018,760.70
Disposal Facilities			
Disposal Facilities	1,352,472.64		
TOTAL Disposal Facilities	1,352,472.64	1,352,472.64	
Other Fixed Assets			
Other Fixed Assets	3,825,883.93		
TOTAL Other Fixed Assets	3,825,883.93	3,825,883.93	
Capital Improvement Projects			
Capital Improvement Projects	20,990,256.55		
TOTAL Capital Improvement Projects	20,990,256.55	20,990,256.55	
Accumulated depreciation			
			(48,773,180.31)
TOTAL Fixed Assets			49,782,335.15
Other Assets			
Other Assets		950,959.00	
TOTAL Other Assets		950,959.00	
TOTAL ASSETS			83,131,910.08

# *Carmel Area Wastewater District*

## *Balance Sheet*

August 2019

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### LIABILITIES

Current Liabilities		
Current Liabilities	542,204.48	
TOTAL Current Liabilities	542,204.48	542,204.48
Long-Term Liabilities		
Long Term Liabilities	1,775,866.07	
TOTAL Long-Term Liabilities	1,775,866.07	1,775,866.07
TOTAL LIABILITIES		2,318,070.55
NET POSITION		
Net Assets	81,624,467.56	
Year-to-Date Earnings	(810,628.03)	
TOTAL NET POSITION	80,813,839.53	80,813,839.53
TOTAL LIABILITIES & NET POSITION		83,131,910.08

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	325,112.38	283,322.82	41,789.56	14.7 %
TOTAL Income	<u>325,112.38</u>	<u>283,322.82</u>	<u>41,789.56</u>	14.7 %
Adjustments				
Discounts	659.85	0.00	659.85	
TOTAL Adjustments	<u>659.85</u>	<u>0.00</u>	<u>659.85</u>	
*****	<u>325,772.23</u>	<u>283,322.82</u>	<u>42,449.41</u>	15.0 %
***** OPERATING INCOME	<u>325,772.23</u>	<u>283,322.82</u>	<u>42,449.41</u>	15.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	501,177.55	490,314.18	(10,863.37)	-2.2 %
Payroll taxes	0.00	16.66	16.66	100.0 %
TOTAL Salaries and Payroll Taxes	<u>501,177.55</u>	<u>490,330.84</u>	<u>(10,846.71)</u>	-2.2 %
Employee Benefits				
Employee Benefits	171,724.11	241,725.18	70,001.07	29.0 %
TOTAL Employee Benefits	<u>171,724.11</u>	<u>241,725.18</u>	<u>70,001.07</u>	29.0 %
Director's Expenses				
Director's Expenses	4,690.00	4,974.98	284.98	5.7 %
TOTAL Director's Expenses	<u>4,690.00</u>	<u>4,974.98</u>	<u>284.98</u>	5.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	7,671.41	19,008.38	11,336.97	59.6 %
TOTAL Truck and Auto Expenses	<u>7,671.41</u>	<u>19,008.38</u>	<u>11,336.97</u>	59.6 %
General and Administrative				
General and Administrative	64,021.66	170,250.00	106,228.34	62.4 %
TOTAL General and Administrative	<u>64,021.66</u>	<u>170,250.00</u>	<u>106,228.34</u>	62.4 %
Office Expense				
Office Expense	23,541.09	8,250.04	(15,291.05)	-185.3 %
TOTAL Office Expense	<u>23,541.09</u>	<u>8,250.04</u>	<u>(15,291.05)</u>	-185.3 %
Operating Supplies				
Operating Supplies	44,278.87	63,775.80	19,496.93	30.6 %
TOTAL Operating Supplies	<u>44,278.87</u>	<u>63,775.80</u>	<u>19,496.93</u>	30.6 %
Contract Services				
Contract Services	177,563.56	273,743.28	96,179.72	35.1 %
TOTAL Contract Services	<u>177,563.56</u>	<u>273,743.28</u>	<u>96,179.72</u>	35.1 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	33,597.01	126,049.96	92,452.95	73.3 %
TOTAL Repairs and Maintenance	33,597.01	126,049.96	92,452.95	73.3 %
Utilities				
<i>Utilities</i>	58,501.14	76,200.84	17,699.70	23.2 %
TOTAL Utilities	58,501.14	76,200.84	17,699.70	23.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	22,340.51	15,190.16	(7,150.35)	-47.1 %
TOTAL Travel and Meetings	22,340.51	15,190.16	(7,150.35)	-47.1 %
Permits and Fees				
<i>Permits and Fees</i>	30,268.25	26,642.00	(3,626.25)	-13.6 %
TOTAL Permits and Fees	30,268.25	26,642.00	(3,626.25)	-13.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,343.00	2,360.02	1,017.02	43.1 %
TOTAL Memberships and Subscriptions	1,343.00	2,360.02	1,017.02	43.1 %
Safety				
<i>Safety</i>	6,513.31	11,109.18	4,595.87	41.4 %
TOTAL Safety	6,513.31	11,109.18	4,595.87	41.4 %
Other Expenses				
<i>Other Expense</i>	325.00	1,116.68	791.68	70.9 %
TOTAL Other Expenses	325.00	1,116.68	791.68	70.9 %
TOTAL Operating Expenses	1,147,556.47	1,530,727.34	383,170.87	25.0 %
***** OPERATING INCOME (LOSS)	(821,784.24)	(1,247,404.52)	425,620.28	34.1 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	11,156.21	59,900.00	(48,743.79)	-81.4 %
TOTAL Other Income or Gain	11,156.21	59,900.00	(48,743.79)	-81.4 %
TOTAL Non-op Income, Expense, Gain or Loss	11,156.21	59,900.00	(48,743.79)	-81.4 %
***** NET INCOME (LOSS)	(810,628.03)	(1,187,504.52)	376,876.49	31.7 %
***** NET INCOME (LOSS)	(810,628.03)	(1,187,504.52)	376,876.49	31.7 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	68,701.57	83,803.22	15,101.65	18.0 %
TOTAL Salaries and Payroll Taxes	68,701.57	83,803.22	15,101.65	18.0 %
Employee Benefits				
<i>Employee Benefits</i>	31,189.86	44,054.92	12,865.06	29.2 %
TOTAL Employee Benefits	31,189.86	44,054.92	12,865.06	29.2 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	301.23	2,273.36	1,972.13	86.7 %
TOTAL Truck and Auto Expenses	301.23	2,273.36	1,972.13	86.7 %
General and Administrative				
<i>General and Administrative</i>	720.95	0.00	(720.95)	
TOTAL General and Administrative	720.95	0.00	(720.95)	
Office Expense				
<i>Office Expense</i>	1,386.14	616.66	(769.48)	-124.8 %
TOTAL Office Expense	1,386.14	616.66	(769.48)	-124.8 %
Operating Supplies				
<i>Operating Supplies</i>	6,717.53	10,999.98	4,282.45	38.9 %
TOTAL Operating Supplies	6,717.53	10,999.98	4,282.45	38.9 %
Contract Services				
<i>Contract Services</i>	23,175.97	82,266.66	59,090.69	71.8 %
TOTAL Contract Services	23,175.97	82,266.66	59,090.69	71.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	28,933.35	66,333.32	37,399.97	56.4 %
TOTAL Repairs and Maintenance	28,933.35	66,333.32	37,399.97	56.4 %
Utilities				
<i>Utilities</i>	768.89	350.00	(418.89)	-119.7 %
TOTAL Utilities	768.89	350.00	(418.89)	-119.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,640.91	3,733.32	2,092.41	56.0 %



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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,640.91	3,733.32	2,092.41	56.0 %
Permits and Fees				
Permits and Fees	4,695.25	0.00	(4,695.25)	
TOTAL Permits and Fees	4,695.25	0.00	(4,695.25)	
Memberships and Subscriptions				
Memberships and Subscriptions	484.00	393.34	(90.66)	-23.0 %
TOTAL Memberships and Subscriptions	484.00	393.34	(90.66)	-23.0 %
Safety				
Safety	3,987.18	8,500.02	4,512.84	53.1 %
TOTAL Safety	3,987.18	8,500.02	4,512.84	53.1 %
TOTAL Operating Expenses	172,702.83	303,324.80	130,621.97	43.1 %
***** OPERATING INCOME (LOSS)	(172,702.83)	(303,324.80)	130,621.97	43.1 %
***** NET INCOME (LOSS)	(172,702.83)	(303,324.80)	130,621.97	43.1 %
***** NET INCOME (LOSS)	(172,702.83)	(303,324.80)	130,621.97	43.1 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	84,408.35	79,214.62	(5,193.73)	-6.6 %
TOTAL Salaries and Payroll Taxes	84,408.35	79,214.62	(5,193.73)	-6.6 %
Employee Benefits				
<i>Employee Benefits</i>	40,405.16	49,464.62	9,059.46	18.3 %
TOTAL Employee Benefits	40,405.16	49,464.62	9,059.46	18.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	5,665.87	14,203.34	8,537.47	60.1 %
TOTAL Truck and Auto Expenses	5,665.87	14,203.34	8,537.47	60.1 %
General and Administrative				
<i>General and Administrative</i>	8,770.48	48,500.00	39,729.52	81.9 %
TOTAL General and Administrative	8,770.48	48,500.00	39,729.52	81.9 %
Office Expense				
<i>Office Expense</i>	1,573.97	1,966.70	392.73	20.0 %
TOTAL Office Expense	1,573.97	1,966.70	392.73	20.0 %
Operating Supplies				
<i>Operating Supplies</i>	5,739.53	3,500.00	(2,239.53)	-64.0 %
TOTAL Operating Supplies	5,739.53	3,500.00	(2,239.53)	-64.0 %
Contract Services				
<i>Contract Services</i>	24,943.40	41,079.18	16,135.78	39.3 %
TOTAL Contract Services	24,943.40	41,079.18	16,135.78	39.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	1,717.70	44,416.66	42,698.96	96.1 %
TOTAL Repairs and Maintenance	1,717.70	44,416.66	42,698.96	96.1 %
Utilities				
<i>Utilities</i>	6,990.20	6,438.34	(551.86)	-8.6 %
TOTAL Utilities	6,990.20	6,438.34	(551.86)	-8.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	7,988.33	3,150.82	(4,837.51)	-153.5 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	7,988.33	3,150.82	(4,837.51)	-153.5 %
Permits and Fees				
<i>Permits and Fees</i>	3,191.00	3,250.00	59.00	1.8 %
TOTAL Permits and Fees	3,191.00	3,250.00	59.00	1.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	380.00	291.66	(88.34)	-30.3 %
TOTAL Memberships and Subscriptions	380.00	291.66	(88.34)	-30.3 %
Safety				
<i>Safety</i>	2,526.13	2,325.82	(200.31)	-8.6 %
TOTAL Safety	2,526.13	2,325.82	(200.31)	-8.6 %
Other Expenses				
<i>Other Expense</i>	0.00	33.34	33.34	100.0 %
TOTAL Other Expenses	0.00	33.34	33.34	100.0 %
TOTAL Operating Expenses	194,300.12	297,835.10	103,534.98	34.8 %
***** OPERATING INCOME (LOSS)	(194,300.12)	(297,835.10)	103,534.98	34.8 %
***** NET INCOME (LOSS)	(194,300.12)	(297,835.10)	103,534.98	34.8 %
***** NET INCOME (LOSS)	(194,300.12)	(297,835.10)	103,534.98	34.8 %

**Carmel Area Wastewater District**  
**Budgeted Income Statement**  
*Year-to-Date Variance, August 2019 - current month, Consolidated by  
account, Department 6*

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	162,070.91	156,718.62	(5,352.29)	-3.4 %
TOTAL Salaries and Payroll Taxes	162,070.91	156,718.62	(5,352.29)	-3.4 %
Employee Benefits				
Employee Benefits	63,960.95	90,605.70	26,644.75	29.4 %
TOTAL Employee Benefits	63,960.95	90,605.70	26,644.75	29.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
TOTAL Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
General and Administrative				
General and Administrative	28,784.15	53,333.34	24,549.19	46.0 %
TOTAL General and Administrative	28,784.15	53,333.34	24,549.19	46.0 %
Office Expense				
Office Expense	5,194.26	2,833.34	(2,360.92)	-83.3 %
TOTAL Office Expense	5,194.26	2,833.34	(2,360.92)	-83.3 %
Operating Supplies				
Operating Supplies	31,541.33	46,859.16	15,317.83	32.7 %
TOTAL Operating Supplies	31,541.33	46,859.16	15,317.83	32.7 %
Contract Services				
Contract Services	109,188.68	111,173.34	1,984.66	1.8 %
TOTAL Contract Services	109,188.68	111,173.34	1,984.66	1.8 %
Repairs and Maintenance				
Repairs and Maintenance	2,147.47	13,833.32	11,685.85	84.5 %
TOTAL Repairs and Maintenance	2,147.47	13,833.32	11,685.85	84.5 %
Utilities				
Utilities	48,231.78	65,793.34	17,561.56	26.7 %
TOTAL Utilities	48,231.78	65,793.34	17,561.56	26.7 %
Travel and Meetings				
Travel and Meetings	9,803.28	5,106.02	(4,697.26)	-92.0 %

**Carmel Area Wastewater District**  
**Budgeted Income Statement**  
*Year-to-Date Variance, August 2019 - current month, Consolidated by  
account, Department 6*

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	9,803.28	5,106.02	(4,697.26)	-92.0 %
Permits and Fees				
<i>Permits and Fees</i>	2,990.00	4,000.00	1,010.00	25.3 %
TOTAL Permits and Fees	2,990.00	4,000.00	1,010.00	25.3 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	479.00	766.68	287.68	37.5 %
TOTAL Memberships and Subscriptions	479.00	766.68	287.68	37.5 %
Other Expenses				
<i>Other Expense</i>	70.00	333.34	263.34	79.0 %
TOTAL Other Expenses	70.00	333.34	263.34	79.0 %
TOTAL Operating Expenses	464,701.84	553,156.20	88,454.36	16.0 %
***** OPERATING INCOME (LOSS)	(464,701.84)	(553,156.20)	88,454.36	16.0 %
***** NET INCOME (LOSS)	(464,701.84)	(553,156.20)	88,454.36	16.0 %
***** NET INCOME (LOSS)	(464,701.84)	(553,156.20)	88,454.36	16.0 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	94,603.70	100,085.38	5,481.68	5.5 %
TOTAL Salaries and Payroll Taxes	94,603.70	100,085.38	5,481.68	5.5 %
Employee Benefits				
<i>Employee Benefits</i>	36,168.14	57,599.94	21,431.80	37.2 %
TOTAL Employee Benefits	36,168.14	57,599.94	21,431.80	37.2 %
Director's Expenses				
<i>Director's Expenses</i>	4,690.00	4,974.98	284.98	5.7 %
TOTAL Director's Expenses	4,690.00	4,974.98	284.98	5.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,464.28	731.68	(732.60)	-100.1 %
TOTAL Truck and Auto Expenses	1,464.28	731.68	(732.60)	-100.1 %
General and Administrative				
<i>General and Administrative</i>	13,935.17	68,416.66	54,481.49	79.6 %
TOTAL General and Administrative	13,935.17	68,416.66	54,481.49	79.6 %
Office Expense				
<i>Office Expense</i>	15,386.72	2,833.34	(12,553.38)	-443.1 %
TOTAL Office Expense	15,386.72	2,833.34	(12,553.38)	-443.1 %
Operating Supplies				
<i>Operating Supplies</i>	33.96	250.00	216.04	86.4 %
TOTAL Operating Supplies	33.96	250.00	216.04	86.4 %
Contract Services				
<i>Contract Services</i>	19,107.27	38,890.76	19,783.49	50.9 %
TOTAL Contract Services	19,107.27	38,890.76	19,783.49	50.9 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	42.89	416.66	373.77	89.7 %
TOTAL Repairs and Maintenance	42.89	416.66	373.77	89.7 %
Utilities				
<i>Utilities</i>	2,504.38	3,619.16	1,114.78	30.8 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	2,504.38	3,619.16	1,114.78	30.8 %
Travel and Meetings				
Travel and Meetings	2,907.99	3,200.00	292.01	9.1 %
TOTAL Travel and Meetings	2,907.99	3,200.00	292.01	9.1 %
Permits and Fees				
Permits and Fees	19,392.00	19,392.00	0.00	
TOTAL Permits and Fees	19,392.00	19,392.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	0.00	908.34	908.34	100.0 %
TOTAL Memberships and Subscriptions	0.00	908.34	908.34	100.0 %
Safety				
Safety	0.00	33.34	33.34	100.0 %
TOTAL Safety	0.00	33.34	33.34	100.0 %
Other Expenses				
Other Expense	255.00	750.00	495.00	66.0 %
TOTAL Other Expenses	255.00	750.00	495.00	66.0 %
TOTAL Operating Expenses	210,491.50	302,102.24	91,610.74	30.3 %
***** OPERATING INCOME (LOSS)	(210,491.50)	(302,102.24)	91,610.74	30.3 %
***** NET INCOME (LOSS)	(210,491.50)	(302,102.24)	91,610.74	30.3 %
***** NET INCOME (LOSS)	(210,491.50)	(302,102.24)	91,610.74	30.3 %

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

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	91,372.63	70,252.00	(21,120.63)	-30.1 %
TOTAL Salaries and Payroll Taxes	91,372.63	70,252.00	(21,120.63)	-30.1 %
General and Administrative				
<i>General and Administrative</i>	11,810.91	0.00	(11,810.91)	
TOTAL General and Administrative	11,810.91	0.00	(11,810.91)	
Operating Supplies				
<i>Operating Supplies</i>	246.52	1,416.66	1,170.14	82.6 %
TOTAL Operating Supplies	246.52	1,416.66	1,170.14	82.6 %
Contract Services				
<i>Contract Services</i>	168.24	0.00	(168.24)	
TOTAL Contract Services	168.24	0.00	(168.24)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	457.31	716.66	259.35	36.2 %
TOTAL Repairs and Maintenance	457.31	716.66	259.35	36.2 %
Utilities				
<i>Utilities</i>	5.89	0.00	(5.89)	
TOTAL Utilities	5.89	0.00	(5.89)	
Safety				
<i>Safety</i>	0.00	250.00	250.00	100.0 %
TOTAL Safety	0.00	250.00	250.00	100.0 %
TOTAL Operating Expenses	104,061.50	72,635.32	(31,426.18)	-43.3 %
***** OPERATING INCOME (LOSS)	(104,061.50)	(72,635.32)	(31,426.18)	-43.3 %
***** NET INCOME (LOSS)	(104,061.50)	(72,635.32)	(31,426.18)	-43.3 %



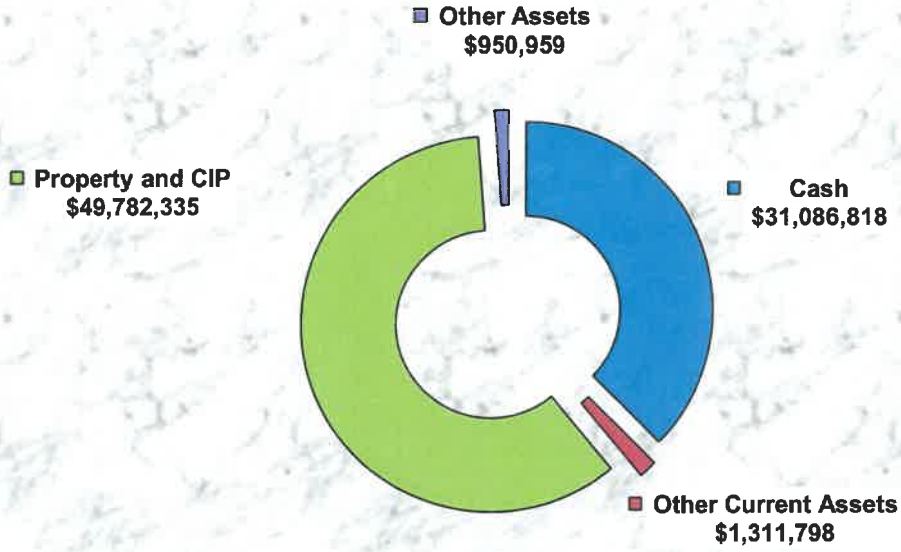
**Carmel Area Wastewater District**  
**Budgeted Income Stmt.- Waste to Energy**  
*Year-to-Date Variance, August 2019 - current month, Consolidated by  
account, Department 9*

	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	281.55	166.66	114.89	68.9 %
TOTAL Income	281.55	166.66	114.89	68.9 %
*****	281.55	166.66	114.89	68.9 %
***** OPERATING INCOME	281.55	166.66	114.89	68.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	20.39	22.00	1.61	7.3 %
TOTAL Salaries and Payroll Taxes	20.39	22.00	1.61	7.3 %
Operating Supplies				
Operating Supplies	0.00	333.34	333.34	100.0 %
TOTAL Operating Supplies	0.00	333.34	333.34	100.0 %
TOTAL Operating Expenses	20.39	355.34	334.95	94.3 %
***** OPERATING INCOME (LOSS)	261.16	(188.68)	449.84	238.4 %
***** NET INCOME (LOSS)	261.16	(188.68)	449.84	238.4 %
***** NET INCOME (LOSS)	261.16	(188.68)	449.84	238.4 %

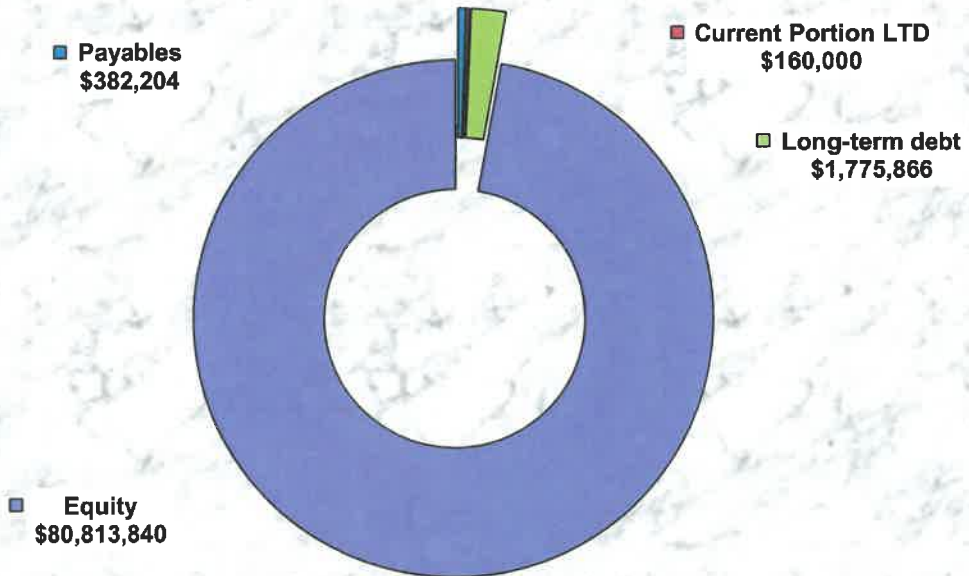
***Carmel Area Wastewater District***  
***Budgeted Income Stmt.- Brine Disposal***  
*Year-to-Date Variance, August 2019 - current month, Consolidated by  
account, Department 10*

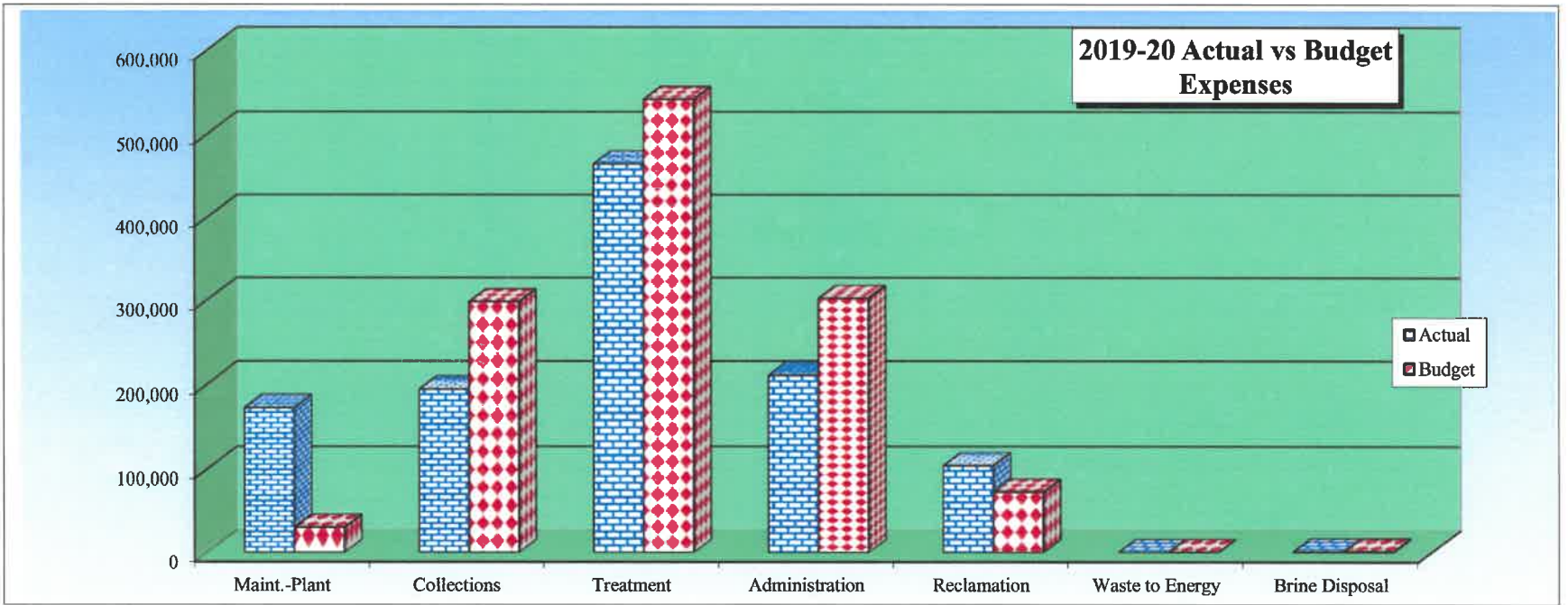
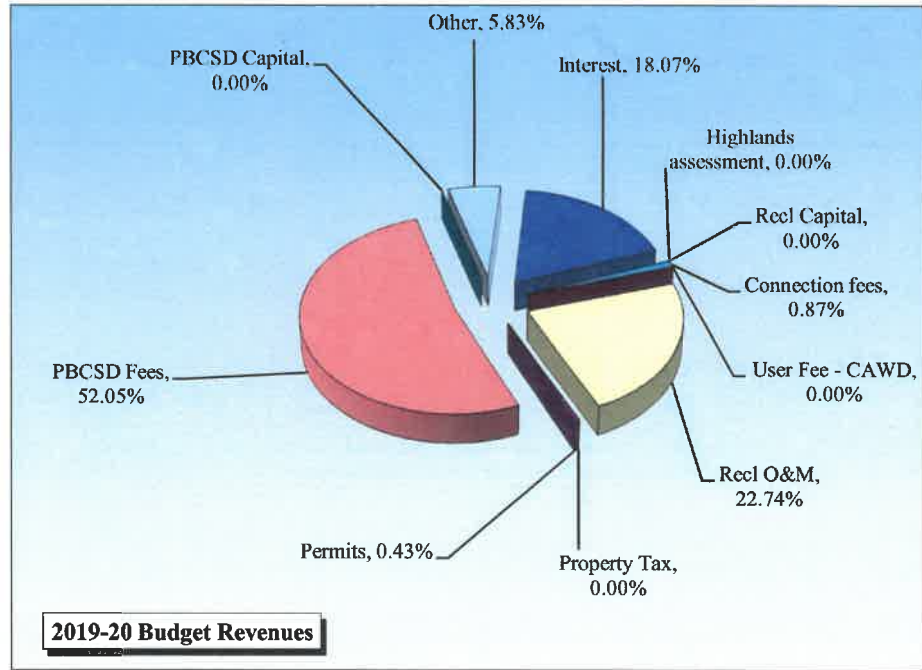
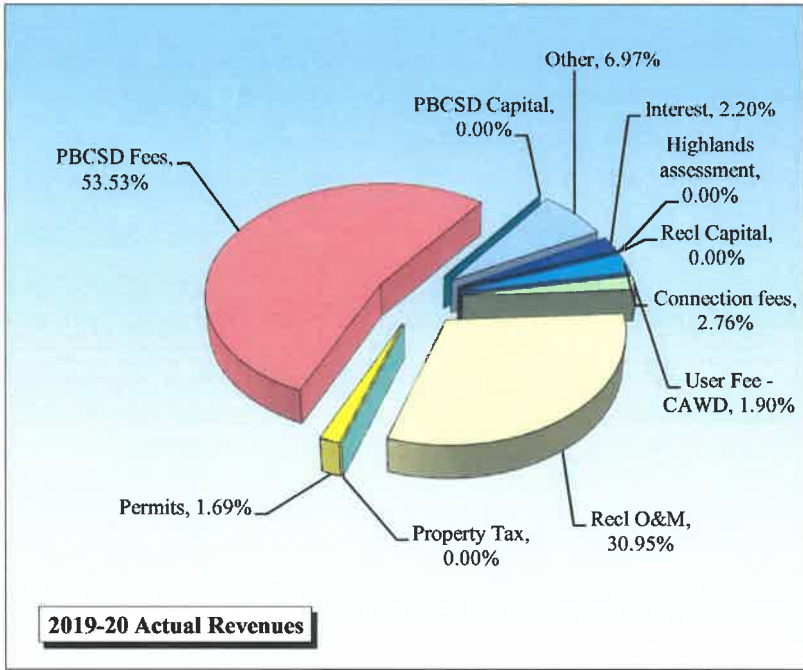
	<i>2 Months Ended August 31, 2019</i>	<i>2 Months Ended August 31, 2019 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	19,012.45	20,000.00	(987.55)	-4.9 %
TOTAL Income	<u>19,012.45</u>	<u>20,000.00</u>	<u>(987.55)</u>	-4.9 %
*****	<u>19,012.45</u>	<u>20,000.00</u>	<u>(987.55)</u>	-4.9 %
***** OPERATING INCOME	<u>19,012.45</u>	<u>20,000.00</u>	<u>(987.55)</u>	-4.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	218.34	218.34	100.0 %
Payroll taxes	0.00	16.66	16.66	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>235.00</u>	<u>235.00</u>	100.0 %
Operating Supplies				
Operating Supplies	0.00	416.66	416.66	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>416.66</u>	<u>416.66</u>	100.0 %
Contract Services				
Contract Services	980.00	333.34	(646.66)	-194.0 %
TOTAL Contract Services	<u>980.00</u>	<u>333.34</u>	<u>(646.66)</u>	-194.0 %
Repairs and Maintenance				
Repairs and Maintenance	298.29	333.34	35.05	10.5 %
TOTAL Repairs and Maintenance	<u>298.29</u>	<u>333.34</u>	<u>35.05</u>	10.5 %
TOTAL Operating Expenses	<u>1,278.29</u>	<u>1,318.34</u>	<u>40.05</u>	3.0 %
***** OPERATING INCOME (LOSS)	<u>17,734.16</u>	<u>18,681.66</u>	<u>(947.50)</u>	-5.1 %
***** NET INCOME (LOSS)	<u>17,734.16</u>	<u>18,681.66</u>	<u>(947.50)</u>	-5.1 %
***** NET INCOME (LOSS)	<u>17,734.16</u>	<u>18,681.66</u>	<u>(947.50)</u>	-5.1 %

**Assets - August 31, 2019**

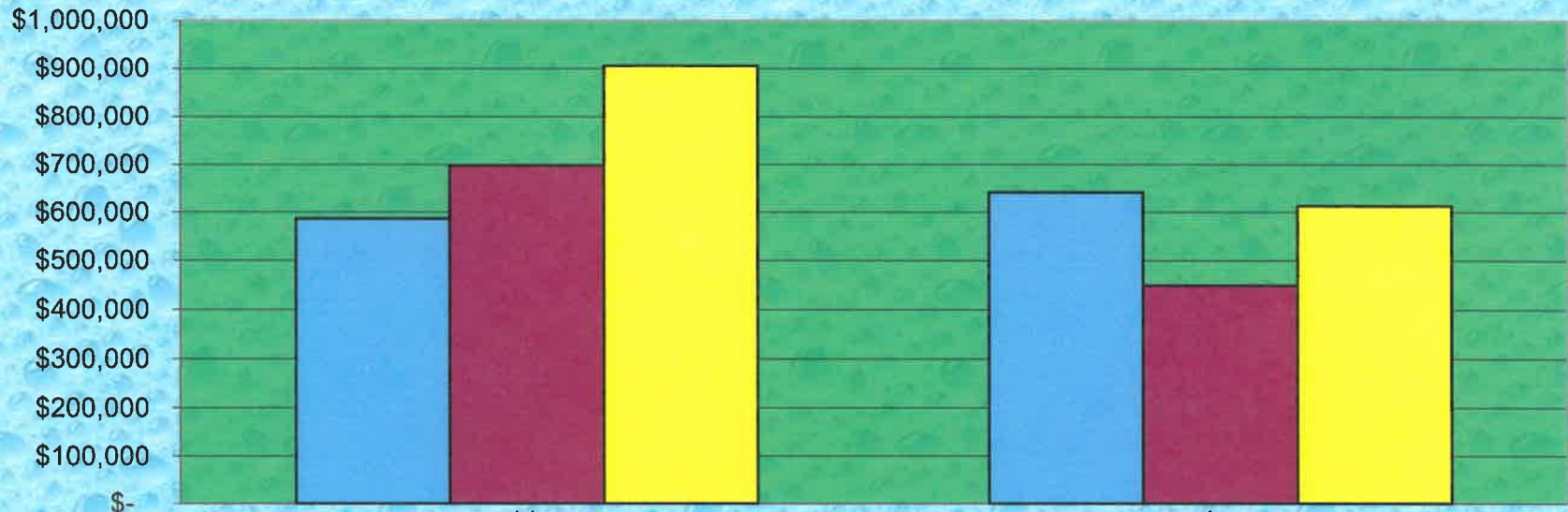


**Liabilities - August 31, 2019**





### Operating Expenses



- FY 18-19
- FY 19-20
- CY Budget

July  
\$586,862  
\$697,777  
\$905,914

Aug  
\$641,989  
\$449,779  
\$613,313

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Treatment</u></b>		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<b><i>Total Capital Purchases 19-20</i></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Collections</u></b>						
Design and construction plans for Calle La Cruz force main	197,558	0	0	197,558	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	152,880	0	0	152,880	160,000	NA
Hatton Canyon Trail	234,040	2,188	2,370	236,410	1,450,000	NA
Pump Stations-SCADA	65,943	0	0	65,943	450,000	NA
<b><u>Treatment</u></b>						
Study SCADA, PLC, and Communication Systems (RECL 50%)	370,965	0	0	370,965	0	NA
Waste Gas Burner	565,080	0	0	565,080	0	NA
SBS Tank Rehab (Brine Disposal)	11,333	0	0	11,333	0	NA
Aeration Basin #5 Baffle	39,778	0	0	39,778	0	NA
Aeration Basin #6 Baffle	36,620	0	0	36,620	0	NA
RECL share		0	0	(185,483)	0	NA
PBCSD share (1/3 of cost)		0	0	(279,431)	0	NA
<b><i>Total CIP Projects 19-20</i></b>	<b>1,674,197</b>	<b>2,188</b>	<b>2,370</b>	<b>1,211,652</b>	<b>2,060,000</b>	<b>NA</b>

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	935,201	0	0	935,201	0	NA
Storm water improvements	563,993	0	0	563,993	0	NA
Thickener (RECL 50%)	944,652	0	0	944,652	0	NA
Hypo/SBS (RECL 40%)	2,938,095	0	0	2,938,095	0	NA
Portable RAS pumping	1,122,158	0	0	1,122,158	0	NA
Digester firm capacity Improvements	5,355,932	0	0	5,355,932	0	NA
#1 Water improvements	377,939	0	0	377,939	0	NA
#3 Water system improvements	323,500	0	0	323,500	0	NA
Dewatering	1,281,137	0	0	1,281,137	0	NA
Standby & main power improvements	3,445,109	0	0	3,445,109	0	NA
Perimeter Fencing	3,000	0	0	3,000	150,000	NA
Outfall Crossing rehabilitation	289,274	0	0	289,274	0	NA
Microturbine/Gas Conditioning System	1,410	0	0	1,410	0	NA
Secondary Clarifier #1 Rehab	139,430	140,088	140,088	279,518	127,190	110.14%
Microturbine	175,106	10,743	10,743	185,849	0	NA
Mainsaver Inventory Module (RECL 33%)	77,241	0	0	77,241	0	NA
SCADA Network Phase II PLC equipment	208,449	0	0	208,449	0	NA
WWTP Phase II Design (RECL 4%)	630,923	52,106	52,106	683,029	750,000	6.95%
Dewatering Elevator/Fall Safe Hatch	17,473	0	0	17,473	0	NA
SCADA Programming	123,635	0	0	123,635	60,000	NA
Digester No. 1 & No. 2 Cleaning	0	234	234	234	125,000	0.19%
RECL share		0	0	(1,673,311)	(30,000)	NA
PBCSD share (1/3 of cost)		(67,724)	(67,724)	(5,880,187)	(394,063)	17.19%
<b><i>Total Long Term CIP Projects 19-20</i></b>	<b>19,110,701</b>	<b>135,447</b>	<b>135,447</b>	<b>11,760,374</b>	<b>788,127</b>	<b>NA</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>20,784,898</b>	<b>137,635</b>	<b>137,817</b>	<b>12,972,026</b>	<b>2,848,127</b>	<b>NA</b>



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

**YTD Actual/  
YTD Budget  
Variance**

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**Maintenance - Plant**

General and Administrative		Insurance unbudgeted.
Office Expense	-124.80%	Timing difference-computers
Utilities	-119.70%	Timing difference-telephone fixed cost.
Memberships and Subscriptions	-23.00%	Timing difference-employee certifications and CWEA memberships

**Collections**

Salaries and Payroll Taxes	-6.60%	Vacation and comp time buy backs.
Operating Supplies	-64.00%	Timing difference-paints and fluids
Utilities	-8.60%	Timing difference-Calle, Highlands and telephone over budget.
Travel and Meetings	-153.50%	Timing difference-training.
Memberships and Subscriptions	-30.30%	Timing difference-CWEA membership.
Safety	-8.60%	Timing difference-training

**Treatment**

Office Expense	-83.30%	Timing difference-computers
Travel and Meetings	-92.00%	Timing difference-training.

**Administration**

Truck and Auto Expenses	-100.10%	Insurance underbudgeted.
Office Expense	-443.10%	Copy machine budgeted in capital. Cost less than \$10,000.

**Waste to Energy**

**Brine Disposal**

Contract Services	-194.00%	Electrical service unbudgeted.
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**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: September 26, 2019  
 SUBJECT: Monthly Report – August

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in August .....	17
Total Fees.....	\$2,560.00

### Maintenance

Attached is a map of the locations cleaned in past three months. There were 4,613 feet of Closed-Circuit Television (CCTV) sewer line inspections during the month of August.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
June	39,321 ft.	9.56%	6 – 12 inches
July	46,346 ft.	11.27%	6 – 27 inches
August	47,201 ft.	11.48%	6 – 15 inches

### Construction Activities

Collections staff worked with Engineering, Maintenance and Operations to drain and clean the influent flowmeter. This was a two-day project that required by-passing the influent wet well and pump station.

### General Comments

Staff attended Tri-State training conference and a four-day electrical training class in August.

CAWD had a display table for water awareness day at the Monterey County Fair. There were team members from Collections and Operations that fielded questions and passed out information pamphlets. Staff reported that the response from the public was very favorable.

### Service Calls Responded to by Crew

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
8/9/19	1:30 PM	Lateral Spill	Called by homeowner for a lateral spill, owner advised to call their plumber.
8/14/19	10:49 AM	Back up in shower	Called by homeowner for a backup in their shower, owner advised to call their plumber.
8/26/19	9:41 AM	Odor Complaint	Owner had sewer odor in home, staff had them run water in all fixtures to fill p-traps which solved the odor problem

USA Location Requests – 130

Plumbing permit inspections – 15

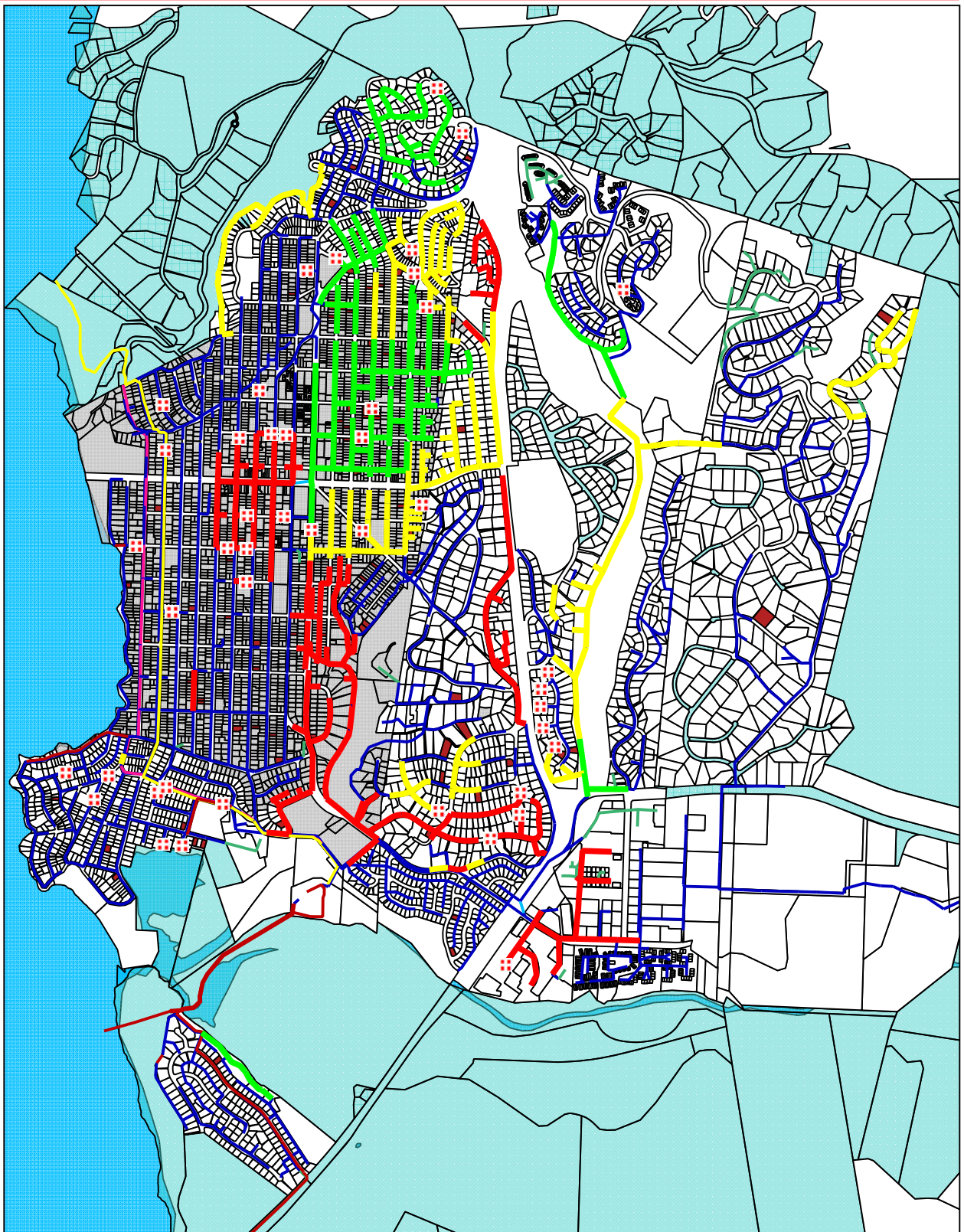
Private Sewer Lateral Compliance Certificates Issued – 4

### **FUNDING**

N/A

June (Green) - 39,321 feet  
July (Yellow) - 46,346 feet  
August (Red) - 47,201 feet

### Monthly Cleaning Map



9/13/2019



# STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and  
Regulatory Compliance Administrator

Date: September 26, 2019

Subject: Monthly Report (for August 2019)



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### **Safety & Training**

Aug 7- Tailgate training. Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), presented on Disaster Response. More specifically S/C Admin Dias outlined issues to consider after a large earthquake. Dias listed the general order for inspection of key infrastructure and chemical storage from a safety standpoint. The inspections would start with threats large enough to necessitate an evacuation. One such threat could be a large break in the digester gas system. This gas is approximately 70% methane. While it is at low pressure there are large volumes contained in the digester and piping. Dias reviewed the characteristics of methane and its explosive ranges, and outline the monitoring, weather conditions and logic that would be used to determine if an evacuation was needed.

Aug 13- Tailgate training. S/C Admin Dias informed staff that our Workers Compensation carrier had updated the reporting forms for all their clients and a packet of forms had been customized for CAWD. Their goal was to help agencies eliminate confusion and reporting mistakes. Given the multiple forms it was easy to become confused which forms were needed. Employees do not need to change any procedures however the supervisors do need to use the updated forms.

Aug 21- Tailgate training. As part of the Safety Culture improvements S/C Admin Dias rolled out a new Near Miss Reporting form. Anonymous submittals were welcome.

Dias reiterated that just as much or more information could be gleaned from a near miss as an actual injury/accident. It was also emphasized that unless management and the safety officer are aware of a danger they cannot fix it and the danger persists for fellow workers.

Aug 28- Tailgate training. Michael Garrison, Operator I provided a refresher on hearing and eye protection and emphasized that personal protective gear is only effective if it is used.

August- In August S/C Admin Dias focused on coordination for the annual Safety Weeks. Safety Weeks are a series of trainings scheduled over a two-week period each September. Trainings will include; First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), Confined Space, Confined Space Rescue, Fire Extinguisher, annual respirator fit testing, annual hearing testing, and the review of numerous CAWD policies. New for this this year is Haz Mat field operations (technician level) training. This will be provided to members of the Hazardous Materials response team. Concurrently CAWD is developing a new Hazardous Materials Response Plan which is being funded via a CSRMA sponsored program. Staff will first be trained on the new Plan and then conduct hands-on training based on a realistic spill response scenario.

### **Ongoing Safety Improvements**

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

- 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 two options proved ineffective. The third option, dosing liquid calcium nitrate, was started in December and showed significant improvement. The dosage rate was increased in January/February. The results showed some additional improvement but did not fall in proportion to the dosage increase. The dosage was again increased in May to three times the initial dosage. The gas levels decreased only marginally which shifted focus to reducing the remaining gas generated from Pt. Lobos State Parks. This is a second effluent stream pumped separately to Ribera Road. Collections staff

constructed and installed a second dosing system at Pt. Lobos which became operational mid-Aug. Gas measurements began in late Aug. Gas levels did not fall significantly. **Update;** Dosage was stopped at Pt. Lobos and was increased very significantly at Highlands. Data measurements showed the gas levels are now typically below “immediately dangerous” levels. Protocols will be developed for this space and it is expected this can be removed as a safety issue in the next report.

- Bulk aqueous ammonia system repairs. **Background;** as described in previous reports, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is outdoors at the tertiary building with permanent secondary containment. New gas monitoring equipment showed that ammonia vapors were 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. 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 intended to retrofit the piping and venting rather than purchasing a replacement system. A pressure gauge was installed to determine the pressures generated during filling. The pressures were monitored during a delivery and showed that the tank lid essentially held zero pressure and ammonia levels were still high around the tank. A new, non-vented lid was installed in March. The system still would not hold pressure and both the lid, and the pressure gauge were leaking. In July the lid was reinstalled using a new ammonia resistant sealant along with a diaphragm-isolated gauge. This was a major improvement. Air monitoring showed 0.0 PPM of ammonia around the tank and piping during the last delivery. Follow up monitoring showed the system also held all vapors during warm afternoons when off-gassing peaks. **Update:** During the deliveries there were two unexplained short-term gas spikes. In August the cause was investigated and it is coming from a leak somewhere in the piping. The delivery ended before the exact location could be determined. Staff hopes to pinpoint the leak during a September delivery. Staff is cautiously optimistic that if the system continues to hold pressure during deliveries and on hot days, the plant engineer may not need to design a retrofit of the system. Monthly tracking continuing.

### **Tours and Outreach**

No tours were given in August.

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

There were no first aid or Worker Comp incidents in August. The latest matrix is below.

	<b>Work Related Injuries and Illnesses for 2019 Reporting Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	0	0	0	0	0
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	1	0	0	0
<b>First Aid (non-OSHA)</b>	0	6	0	0	0

**FUNDING**

N/A- Informational item only



All data not available - amended report to be issued next month.

## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: August 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.680	0.828	0.614	0.916	70.174	229.00	702.44
PBCSD Flow	10.915	0.352	0.307	0.424	29.826	123.97	380.29
<b>Total Plant Flow</b>	<b>36.595</b>	<b>1.180</b>	<b>0.921</b>	<b>1.340</b>	<b>100.00</b>	<b>352.97</b>	<b>1082.72</b>
Tertiary Flow	30.335	0.979	0.808	1.111	82.894	190.89	585.56
Ocean Discharge	4.132	0.133	0.107	0.156	11.291	165.26	506.93
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	190.89MG (585.85acre-ft.)
Total Lifetime Reclamation Production (94-19)	8.11 BG (24.88 B acre-ft.)
12 Month Rolling Total Reclamation Production	307.67 MG (944.24 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Aug '19 kWh	Price per kWh	Aug'19	Jul'19	Jun'19	May'19
Secondary	142,658.00	\$ 0.191	\$ 27,224.60	\$ 26,228.72	\$ 24,190.38	\$ 23,692.08
Blowers	60,625.68	\$ 0.199	\$ 12,091.11	\$ 9,352.35	\$ 9,165.27	\$ 8,501.44
<b>CAWD Total</b>	<b>203,283.68</b>		<b>\$ 39,315.71</b>	<b>\$ 35,581.07</b>	<b>\$ 33,355.65</b>	<b>\$ 32,193.52</b>
Tertiary	94,206.48	\$ 0.193	\$ 19,963.18	\$ 19,514.70	\$ 18,627.98	\$ 18,248.09
MF/RO	N/A (2)	\$ 0.212	N/A (2)	\$ 126.77	\$ 27,347.31	\$ 21,568.26
Reclaim Total	#VALUE!		#VALUE!	\$ 19,641.47	\$ 45,975.29	\$ 39,816.35
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 24,069.03</b>	<b>Reclamation Total</b>		<b>N/A (2)</b>

### kW-h Per Acre Foot

	2018				2019			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	N/A	N/A
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	N/A	N/A

### MICROTURBINE SUMMARY

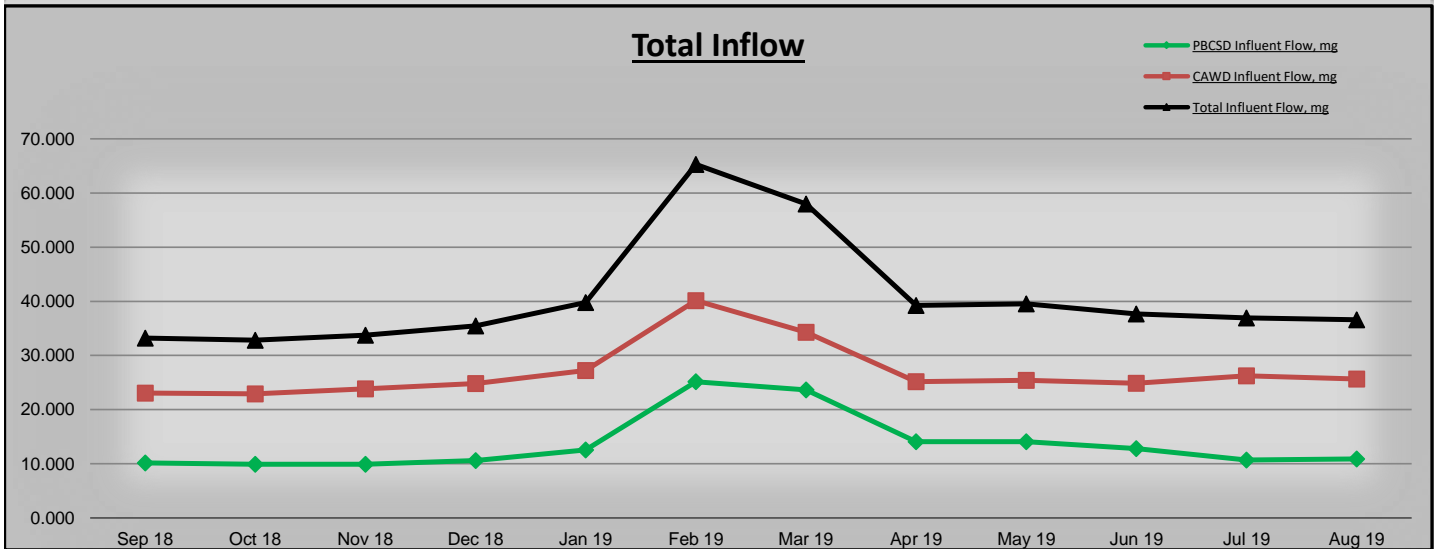
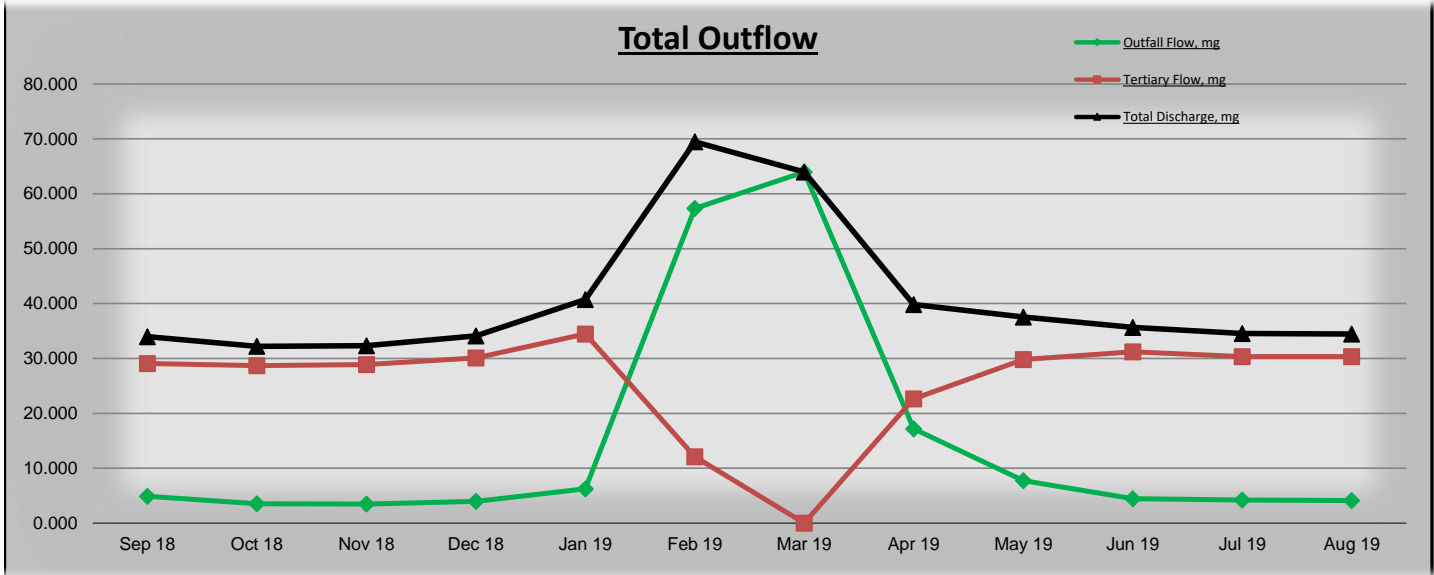
Month	Aug '19 kWh	Jul'19	Jun'19	May'19	Accumulated Totals
Production,kWh (3)	8,792	11,211	10,409	0	734,297.00

### 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) PG&E data not available at the time this report was due.

(3) Micro Turbine production low due to new exhaust piping installation for the new 65kW Micro Turbine



# Wastewater Treatment Facility Operations Report

Report for: July 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	26.243	0.847	0.804	0.923	71.046	203.32	623.67
PBCSD Flow	10.695	0.345	0.315	0.382	28.954	113.06	346.80
<b>Total Plant Flow</b>	<b>36.938</b>	<b>1.192</b>	<b>1.119</b>	<b>1.305</b>	<b>100.00</b>	<b>316.37</b>	<b>970.47</b>
Tertiary Flow	30.325	0.978	0.796	1.140	82.097	160.56	492.51
Ocean Discharge	4.216	0.136	0.117	0.205	11.414	161.13	494.25
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	160.56MG (492.76acre-ft.)
Total Lifetime Reclamation Production (94-19)	8.08 BG (24.78 B acre-ft.)
12 Month Rolling Total Reclamation Production	307.59 MG (943.98 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Jul '19 kWh	Price per kWh	Jul'19	Jun'19	May'19	Apr'19
Secondary	129,604.00	\$ 0.202	\$ 26,228.72	\$ 24,190.38	\$ 23,692.08	\$ 20,378.22
Blowers	50,171.20	\$ 0.186	\$ 9,352.35	\$ 9,165.27	\$ 8,501.44	\$ 7,660.09
<b>CAWD Total</b>	<b>179,775.20</b>		<b>\$ 35,581.07</b>	<b>\$ 33,355.65</b>	<b>\$ 32,193.52</b>	<b>\$ 28,038.31</b>
Tertiary	88,931.76	\$ 0.198	\$ 19,514.70	\$ 18,627.98	\$ 18,248.09	\$ 9,247.47
MF/RO (2)	128,369.00	\$ 0.219	\$ 126.77	\$ 27,347.31	\$ 21,568.26	\$ 18,985.21
<b>Reclaim Total</b>	<b>217,300.76</b>		<b>\$ 19,641.47</b>	<b>\$ 45,975.29</b>	<b>\$ 39,816.35</b>	<b>\$ 28,232.68</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 21,476.72</b>	<b>Reclamation Total</b>		<b>\$ 33,745.82</b>

## kW-h Per Acre Foot

	2018				2019			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	N/A	N/A
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	N/A	N/A

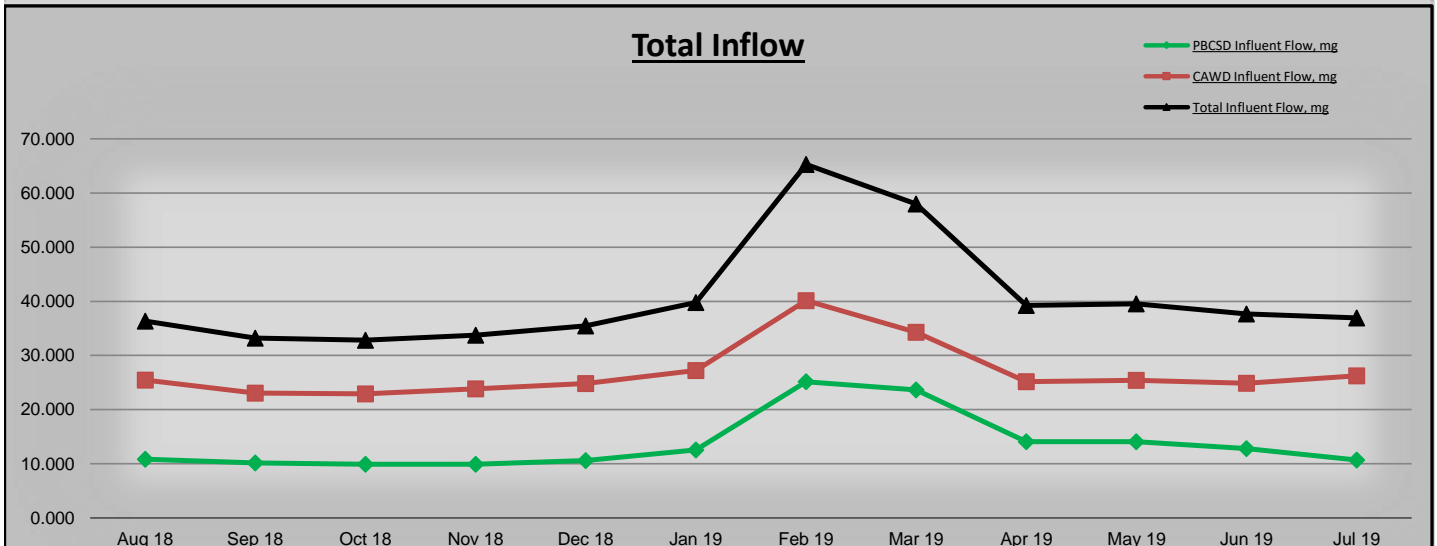
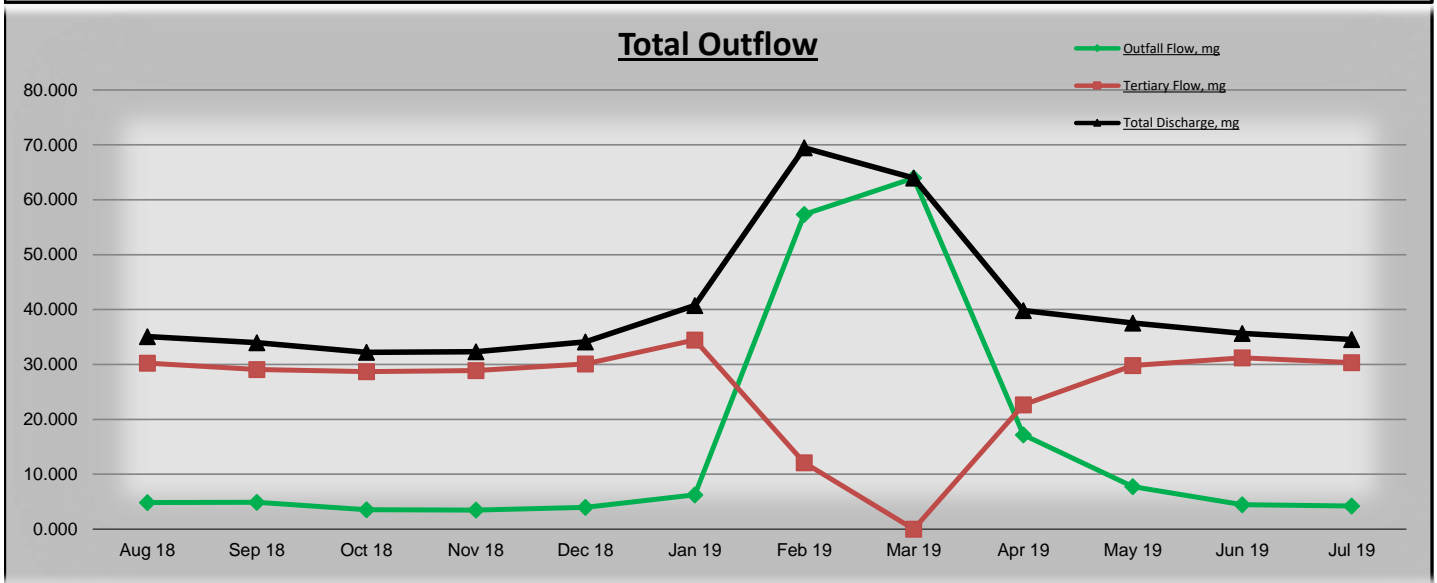
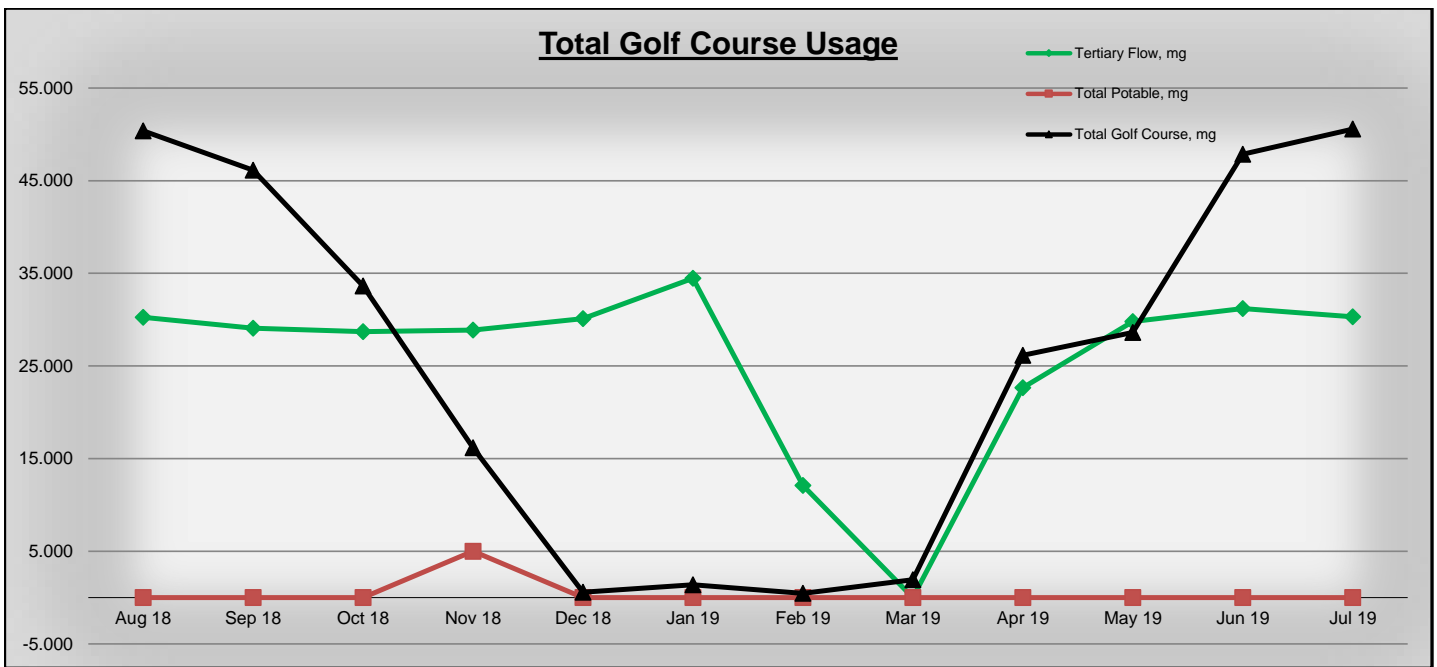
## MICROTURBINE SUMMARY

Month	July '19 kWh	Jun'19	May'19	Apr'19	Accumulated Totals
Production, kWh	11,211	10,409	0	0	725,505.00

## 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) MF/RO statement was adjusted by Monterey Bay Community Power (MBCP) due to March-June "billing corrections"



## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: June 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.856	0.828	0.805	0.920	66.005	177.07	543.17
PBCSD Flow	12.802	0.427	0.352	0.612	33.995	102.36	314.00
<b>Total Plant Flow</b>	<b>37.658</b>	<b>1.255</b>	<b>1.157</b>	<b>1.532</b>	<b>100.00</b>	<b>279.44</b>	<b>857.16</b>
Tertiary Flow	31.196	1.040	0.923	1.296	82.840	130.23	399.49
Ocean Discharge	4.450	0.148	0.124	0.191	11.817	156.91	481.32
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	130.23MG (399.69acre-ft.)
Total Lifetime Reclamation Production (94-19)	8.05 BG (24.69 B acre-ft.)
12 Month Rolling Total Reclamation Production	308.93 MG (948.12 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Jun '19 kWh	Price per kWh	Jun'19	May'19	Apr'19	Mar'19
Secondary	121,483.00	\$ 0.199	\$ 24,190.38	\$ 23,692.08	\$ 20,378.22	\$ 20,620.81
Blowers	51,819.36	\$ 0.177	\$ 9,165.27	\$ 8,501.44	\$ 7,660.09	\$ 6,406.28
<b>CAWD Total</b>	<b>173,302.36</b>		<b>\$ 33,355.65</b>	<b>\$ 32,193.52</b>	<b>\$ 28,038.31</b>	<b>\$ 27,027.09</b>
Tertiary	89,291.04	\$ 0.192	\$ 18,627.98	\$ 18,248.09	\$ 9,247.47	\$ 2,064.83
MF/RO	127,753.00	\$ 0.209	\$ 27,347.31	\$ 21,568.26	\$ 18,985.21	\$ 1,689.48
<b>Reclaim Total</b>	<b>217,044.04</b>		<b>\$ 45,975.29</b>	<b>\$ 39,816.35</b>	<b>\$ 28,232.68</b>	<b>\$ 3,754.31</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 20,779.51</b>	<b>Reclamation Total</b>		<b>\$ 58,551.43</b>

### kW-h Per Acre Foot

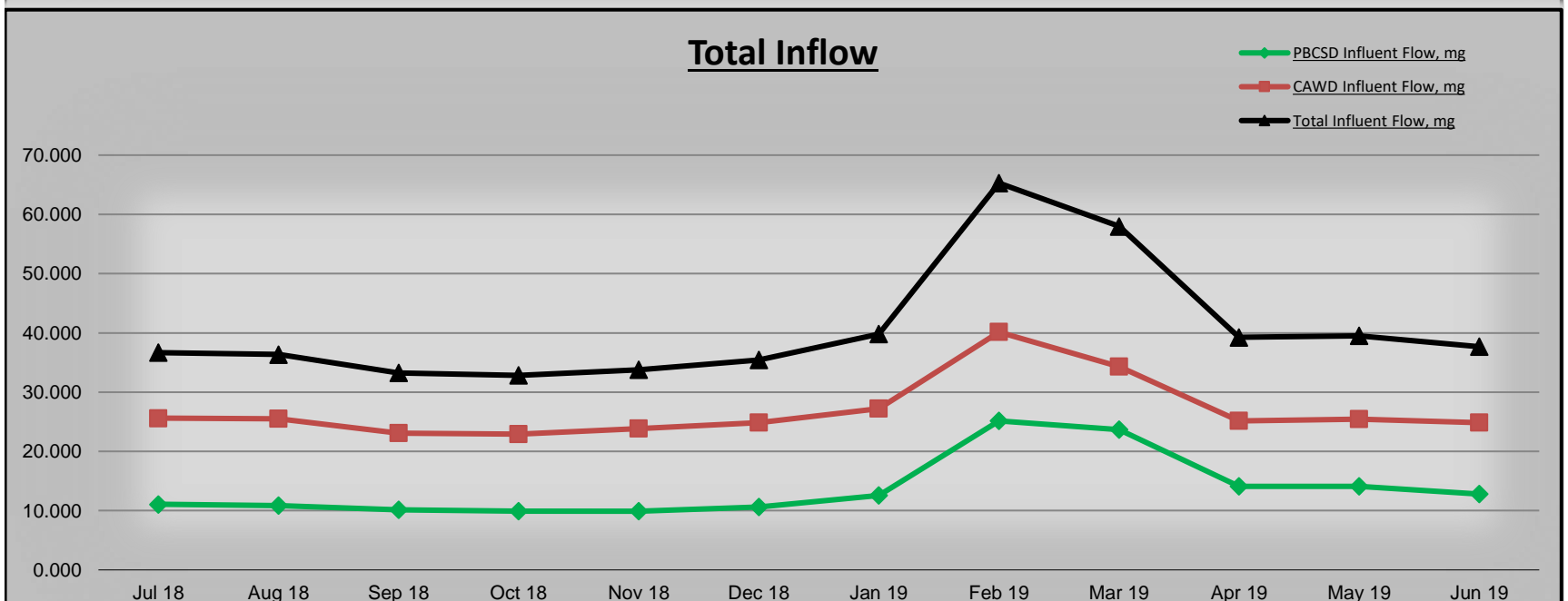
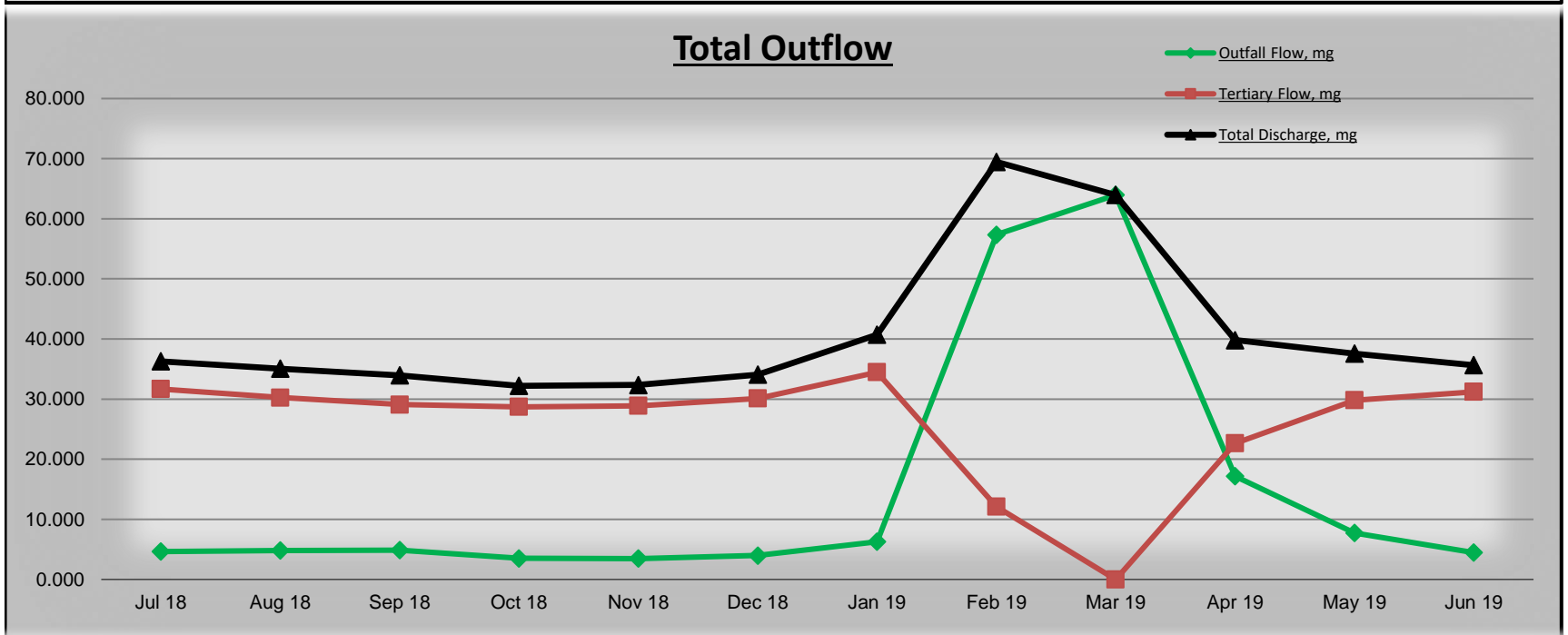
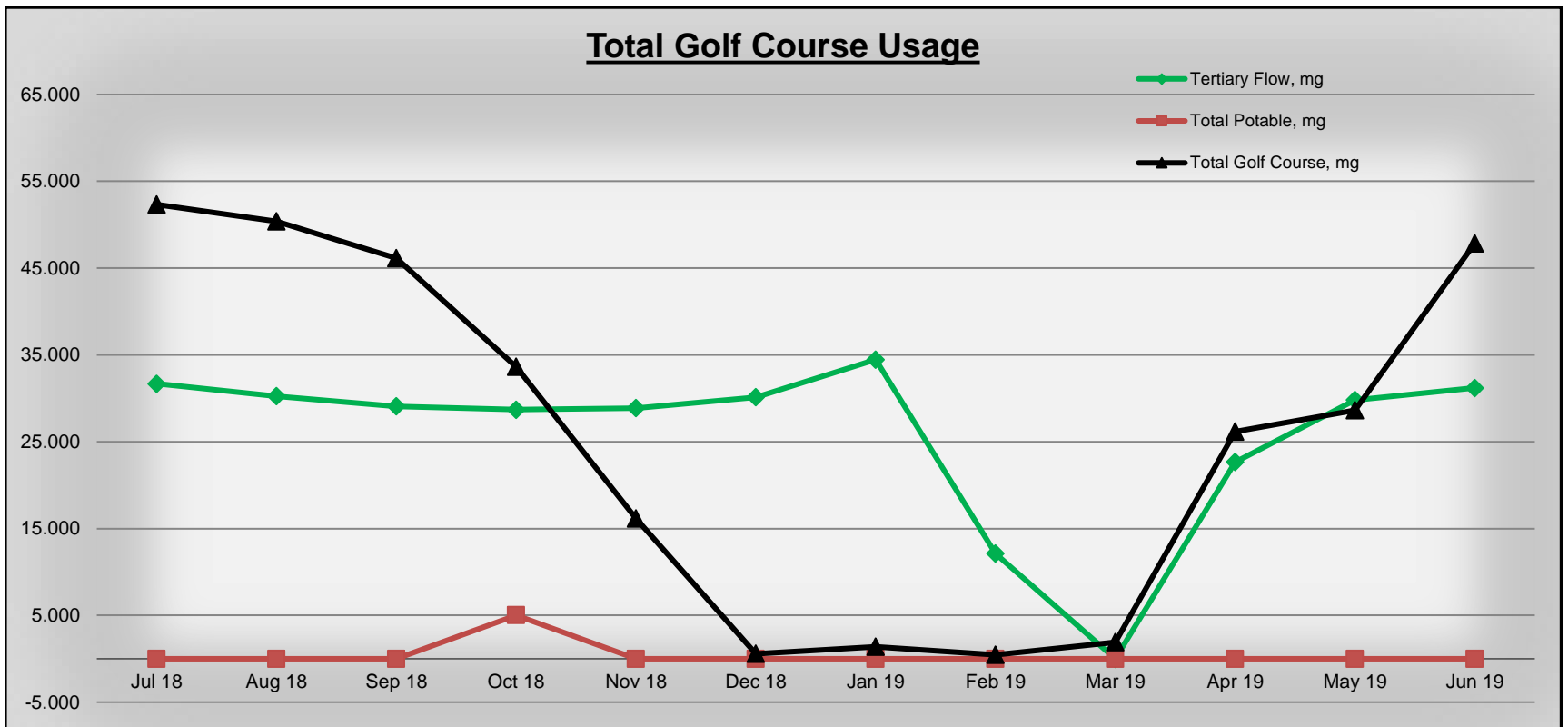
	2018				2019			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	N/A	N/A
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	N/A	N/A

### MICROTURBINE SUMMARY

Month	June '19 kWh	May'19	Apr'19	Mar'19	Accumulated Totals
Production,kWh	10,409	0	0	0	714,294.00

### 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



# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo  
Laboratory/Environmental Compliance  
Supervisor

Date: September 26, 2019

Subject: Monthly Report – August 2019

## RECOMMENDATION

Receive Report-Informational only; No action required

## DISCUSSION

### LABORATORY REPORT

- CAWD Laboratory staff has been given the responsibilities to properly train a high school student intern in proper laboratory procedures. The high student is Magnus Lauer a senior at Monterey High School.
- CAWD Laboratory analysts performed the annual Proficiency Testing analysis to be certified under the Environmental Laboratory Accreditation Program (ELAP) and maintain the ELAP certification.

### ENVIRONMENTAL COMPLIANCE REPORT

- An update on the Protein Matrix test product at Highlands Inn Lift Station so far has seen minor improvement, the information was sent back to the manufacture representative. We are working out the details to have the correct dosage.
- Lab Supervisor De Ocampo participated with CAWD Collections Superintendent and CAWD District Engineer in a webinar with DKF Solutions Group to revise and to review the CAWD Water Quality Monitoring Plan in the Sewer System Management Plan (SSMP). Each department will be receiving a draft plan and asked to provide comments to DKF Solutions.

**Restaurant Inspection Table**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Carmel Poke Co.	No	Excessive Grease	Warning Issued: Follow up inspection grease trap was compliant.
From Scratch Restaurant	Yes		
Sur Restaurant	Yes		
Lafayette Bakery	Yes		
Highlands Inn	Yes		
Carmel Foundation	Yes		
All Saints Episcopal Church	Yes		
Pacific Meadows	Yes		
Hacienda Carmel Community	Yes		
Carmel Youth Center	Yes		

**Grocery Store/Delicatessen Inspection Table**

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

**Restaurant Compliance Table**

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
June 2019	100%	100%
July 2019	99%	99%
August 2019	99%	100%

**FUNDING**

N/A-Informational item only



Project Number	Task Name	Manager	Start	Finish	Cost	Status	2018		2019		2020		2021	
							H1	H2	H1	H2	H1	H2	H1	H2
	Projects Implementation Plan Schedule													
	Treatment Plant Projects													
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	Mon 4/30/18	Thu 11/4/21	\$10,150,000.00	100% Design								
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 12/31/19	\$140,000.00	Contracting with Database Consultant								
18-03	CMMS Improvements (Ops Rounds)	Foley	Wed 7/11/18	Mon 9/30/19	\$100,000.00	Conceptualizing Tablet Based Data Entry for Ops Rounds								
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Fri 8/30/19	\$250,000.00	Punchlist/Closeout								
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Tue 7/13/21	\$300,000.00	Ongoing Programming Work								
18-08	Standby Power Reliability Project	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00	Design								
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Treanor/Young	Fri 3/15/19	Fri 3/6/20	\$125,000.00	Bid/Award								
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Tue 6/30/20	\$510,000.00	Pre-Design / Testing								
19-01	Critical Process Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Mon 6/29/20	\$100,000.00	Planning								
19-10	1 Water Corrosion Control	Waggoner	Mon 7/1/19	Fri 6/12/20	\$30,000.00	Alternatives Analysis								
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	Planning Study								
19-18	Plant Fence Replacement	Foley	Mon 12/2/19	Tue 7/20/21	\$150,000.00	Bid Document Prep								
19-19	Aeration Basin Improvements 19/20	Waggoner	Mon 3/2/20	Fri 7/31/20	\$140,000.00	Planning								
	Cathodic Protection Testing	Treanor	Mon 2/3/20	Fri 1/29/21	\$30,000.00	Inactive								
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00	Inactive								
	Operations Bldg Basement Renovation	Waggoner	Mon 2/3/20	Tue 6/30/20	\$50,000.00	Inactive								
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$50,000.00	Inactive								
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00	Inactive								
	Lagoon Crossing Rehabilitation	Treanor	Tue 2/1/22	Fri 5/30/25	\$300,000.00	Inactive								
	RAS Pump/Piping Rehab	Treanor	Tue 2/1/22	Wed 6/1/22	\$0.00	Inactive								
	Lunch Room MCC Replace with Panelboard	Foley	Wed 6/1/22	Thu 11/3/22	\$140,000.00	Inactive								
	Treatment Plant Studies & O&M Manuals	Treanor	Fri 6/28/19	Wed 7/24/24	\$270,000.00									
19-14	BioWin Modeling	Treanor	Fri 6/28/19	Wed 3/4/20	\$50,000.00	Data Collection and Model Development in Progress								
	Coastal Hazards Monitoring Plan	Treanor	Fri 11/1/19	Tue 9/1/20	\$35,000.00	Inactive								
	Life Expectancy Analysis	Treanor	Wed 9/2/20	Fri 7/2/21	\$35,000.00	Inactive								
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00	Inactive								
	Reclamation Projects													
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Sun 6/30/19	\$100,000.00	Approaching Sand Filter Startup								

Project Number	Task Name	Manager	Start	Finish	Cost	Status	2018		2019		2020		2021	
							H1	H2	H1	H2	H1	H2	H1	H2
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Wed 5/13/20	\$415,000.00	On Hold / Permitting	RO Pretreatment Acid Tanks and Containment							
18-25	EQ Basin Pump Electrical/Mechanical	Foley	Mon 10/8/18	Mon 9/30/19	\$80,000.00	Final Testing	EQ Basin Pump Electrical/Mechanical							
19-12	MF/RO Sound Barriers	Treanor	Mon 7/29/19	Fri 12/27/19	\$80,000.00	Building Sound Enclosure	MF/RO Sound Barriers							
19-16	Tertiary MF/RO Standby Power	Treanor	Mon 7/29/19	Fri 5/1/20	\$350,000.00	Pre-Design	Tertiary MF/RO Standby Power							
19-15	MF Feed Pipe Replacement	Treanor	Wed 1/29/20	Tue 6/30/20	\$35,000.00	Inactive	MF Feed Pipe Replacement							
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00	Inactive	Reclamation Line Cathodic Protection Testing							
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00	Inactive	Painting Project							
	Reclamation Studies	Treanor	Mon 7/1/19	Tue 6/1/21	\$75,000.00		Reclamation Studies							
	Trussell MF/RO Performance Review	Treanor	Mon 7/1/19	Tue 3/31/20	\$40,000.00	In Study Phase	Trussell MF/RO Performance Review							
	Reclamation 15-Year Asset Management Assessment	Treanor	Wed 7/1/20	Tue 6/1/21	\$35,000.00	Inactive	Reclamation 15-Year Asset Management Assessment							
	<b>Collections Projects</b>						<b>Collections Projects</b>							
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 3/13/20	\$0.00	Inactive	Pretreatment Ordinance							
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Mon 9/30/19	\$0.00	Testing and Planning	Highlands H2S Control							
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Thu 10/15/20	\$1,450,000.00	Re-Bid in January 2020 / Grant Has Been Approved	Hatton Canyon Pipe Bursting							
19-17	Hatton Canyon Road Maintenance	Lather	Mon 8/26/19	Sat 11/30/19	\$298,000.00	Design	Hatton Canyon Road Maintenance							
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Thu 2/13/20	\$600,000.00	Procurement	Pump Station PLC/SCADA Replacement							
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Fri 3/15/19	Wed 2/10/21	\$1,294,000.00	Preliminary Design	Carmel Meadows Gravity Sewer Improvements							
19-11	Monte Verde at 2nd Ave Sewer Replacement	Lather	Thu 5/30/19	Thu 11/7/19	\$150,000.00	Construction	Monte Verde at 2nd Ave Sewer Replacement							
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Planning	Rio Road CIPP Lining Project							
18-29	September Ranch Water and Sewer	Lather	Fri 3/1/19	Fri 7/30/21	\$0.00	Study	September Ranch Water and Sewer							
19-13	Upper Rancho Canada Upsize Line	Lather	Mon 7/1/19	Fri 2/2/24	\$1,500,000.00	Design / CEQA	Upper Rancho Canada							
18-27	Highlands FM ARVs	Lauer	Wed 7/1/20	Wed 10/14/20	\$60,000.00	Inactive	Highlands FM ARVs							
	Highlands FM Flushing	Lauer	Wed 7/1/20	Mon 11/30/20	\$75,000.00	Inactive	Highlands FM Flushing							
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Inactive	Rancho Canada							
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Wed 9/30/20	\$105,000.00		Assessment Districts/Annexations							
19-09	2019 Mass Annexation	Lather	Fri 3/15/19	Mon 1/6/20	\$50,000.00	CEQA	2019 Mass Annexation							
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Mon 1/6/20	\$0.00	Circulating Petition	Corona Road Assessment District							
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Mon 1/6/20	\$0.00	On Hold	Riley Ranch Annexation/Connection							
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Wed 9/30/20	\$0.00	In Design By Owner	Carmel Valley Manor Sewer							
19-04	Yankee Point and Otter Cove Highlands Extension	Lather	Mon 5/6/19	Thu 1/9/20	\$55,000.00	On Hold	Yankee Point and Otter Cove Highlands Extension							
	<b>Collections Studies / Reports</b>	Lauer/Lather	Fri 2/1/19	Fri 11/1/19	\$105,000.00		<b>Collections Studies / Reports</b>							
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Fri 2/1/19	Wed 7/17/19	\$75,000.00	Inactive	Monte Verde and Bay/Scenic FM Assessment							
19-06	Collection System SSMP	Lauer/Lather	Mon 7/1/19	Fri 11/1/19	\$30,000.00	Prep for Internal Audit	Collection System SSMP							

# Staff Report



TO: Board of Directors

FROM: Ed Waggoner  
Operations Superintendent

SUBJECT: Monthly Report – August 2019

DATE: September 26th, 2019

## RECOMMENDATION

Receive Report-Informational only; no action required

## DISCUSSION

### Plant Operation

#### Treatment Plant:

- The treatment plant operations staff has been wrapping up projects and concentrating on Prevent Maintenance Work Orders during the month of August.
- Project # 18-09 Secondary Clarifier #1 Plant staff is in the process of installing weirs and sludge collection system in the basin. Staff is finishing punch list for Rebuild-It Services Group to return and address those items.
- Operator Mike Hooks and Collections Operators Barry Blevins and Andrew Millington staffed the CAWD Informational Booth at The Monterey County Fair on Saturday August 31<sup>st</sup>, along with the Operations Superintendent.

- Operations staff worked with Engineering, Maintenance and Collections to drain and clean sediment buildup in the influent flowmeter pipeline from the influent diversion box to the headworks influent channel. This was a two-day project that required by-passing the influent wet well and pump station.

**Reclamation:**

- CAWD Staff continues working with H2O Innovations on the remote communication and monitoring of the Micro Filtration and Reverse Osmosis systems with the following parties; Trussell Technologies, Scinor Water America, Evoqua Water Technologies and Carmel Area Wastewater District. CAWD staff is still waiting for the final connection as there are complications with the firewall. Exceedio and H2O Innovations are currently in direct contact with each other on remedying those complications.
- CAWD staff performed two Clean-in-place (CIP) on Micro Filtration (MF) cell number 3 which houses the Scinor membranes in August due to high Trans Membrane Pressures (TMP).
- Project # 18-24 Reclamation Sand Filter Integration Project CAWD is in the process of testing and correcting minor SCADA programing and water level monitoring items.

**Training:**

- Plant in-house training continues with weekly Safety meetings.
- CAWD Employees from Operations and Laboratory attended the Annual Tri-State Seminar in Las Vegas during the week of August 5<sup>th</sup> through the 8<sup>th</sup>. Those attended were Kevin Young, Ed Waggoner, Trevor Holland and Charles DayEngel (who won a scholarship from the Monterey Bay Water Works Association).
- CAWD employees Chris Dixon and Jason Veile attended electrical workshop- “Basics to Troubleshooting” from August 12<sup>th</sup> through August 15<sup>th</sup> taught by TPC Training.
- CAWD Employee Charles DayEngel attended an Operations Review Class in Sacramento from August 26<sup>th</sup> through August 30<sup>th</sup> taught by Wastewater

Technology Trainers.

**Capital Improvement**

- Staff continues to communicate with Patrick Treanor (CAWD) on the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project 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 August 8<sup>th</sup>, 2019 at California Water Services District offices in Salinas.
- Monterey Bay Water Works Association Board meeting August 8<sup>th</sup> in Moss Landing.
- Telephone conference call on August 9<sup>th</sup> on Micro Filtration/Reverse Osmosis Operational Support from Trussell Technologies.
- Inhouse SCADA (Supervisory Control and Data Acquisition) Reporting Meeting August 27<sup>th</sup>.

**Discharge Permit Violations**

- No Reclamation Permit 93-72 discharge violations for the month of August 2019.
- No Violations on the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 for the month of August 2019.

FUNDING

N/A-Informational item only

Respectfully Submitted,

*Edward Waggoner*

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: September 26, 2019

Subject: Monthly Maintenance Report – August 2019

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress

- The headworks grinder had a bearing failure. The unit was removed, and the repair is in progress. The preventative maintenance schedule inspection frequency was decreased to prevent future failures.
- Preventative maintenance was completed on the digester heat exchangers. The units were opened and inspected. Extensive cleaning was required to remove debris. The quantity of debris reinforces the need to upgrade the headworks screening.
- (Project 19-12) Staff continues to work on the assembly of the sound barrier panels. The north side panels have been installed and the framework will now be installed so the rest of the assembled panels can be installed.
- (Project 18-09) Bryan Mailey electric is working on completing the control panel and electrical install for secondary clarifier No.1 skimming arm drive. Rebuild-It Services is scheduled to complete the punch list items for the new bridge and mechanical drive in September. The drain piping and weir gates are also scheduled to be installed in September/October and then the clarifier can be placed back in service.

## Upcoming Maintenance Projects

- (Project 18-05) A conference call was held with Inductive Automation the supplier of our Supervisory Control and Data Acquisition (SCADA) software to discuss the best approach for navigating between collections, reclamation and treatment plant SCADA areas. The decision was made to create a separate project for collections and a combined project for reclamation and the treatment plant.
- (Project 18-18) The control panel submittals were approved, and the panels are in production. Frisch engineering has begun the Programmable Logic Controller (PLC) and SCADA Programming.

## Staff Development

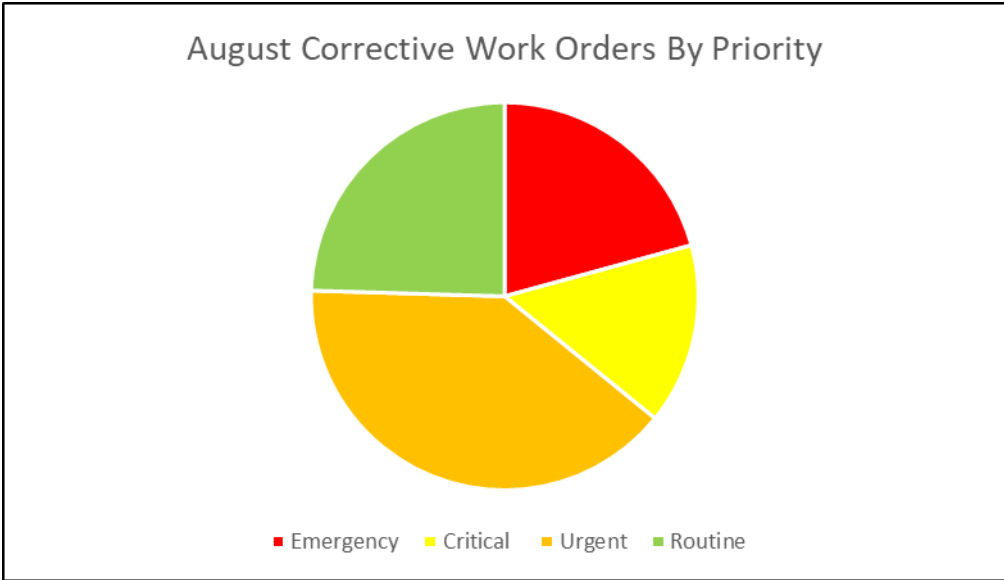
- Mark Dias and Chris Foley attended a workshop at Monterey Bay Air Resources District on AB 2588 Air Toxics “Hot Spots” Program guidelines.

### **Work Order Metrics**

#### **Preventive Maintenance**

Total Work Orders Generated	214
Total Work Orders Closed/Done	189
Total Work Orders Still Open	25
Percentage of Work Orders Completed	88.32%

**Corrective Maintenance**



Emergency	11
Critical	8
Urgent	21
Routine	13

**FUNDING**

N/A- Informational item only



# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: September 26, 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

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Manor and Corona Road.

The environmental review process for the mass annexation has commenced and is anticipated to be completed this fall. A meeting with Denise Duffy & Associates to discuss the status of the annexation project occurred on September 6, 2019. The requirements of the Initial Study Checklist have changed since the 2016 annexation. The State added cultural, wildfire and energy sections to the checklist. In addition, due to state law AB52, there are more stringent requirements for notification and outreach to Native American associations if work is proposed to be completed within Sacred Land. The only area within the annexation that is anticipated to have a positive response as Sacred Land is the Yankee Point area. The law requires that the District send letters to each tribe to notify them of the proposed annexation. We will be sending letters in the next few weeks and will inform the Board of any results.

Dan Keig has withdrawn his involvement in the Yankee Point Project and there are no other homeowners that will step into his role at this time.

SRT Consultants (SRT) has completed the research portion (Task 1) of the due diligence engineering study of September Ranch water system and have completed much of the remaining tasks. We have reviewed the test results for the green sand filter process

and the Total Dissolved Solids (TDS) levels were high enough that we requested that the developer use a Reverse Osmosis (RO) system for treatment of the well water. Revised plans have not been received at this point but there have been discussions between the District, SRT and Clear Peak Group regarding changes to the engineering report and permit applications. We have received and reviewed the preliminary sewer system design by Whitson Engineering.

The District received notice that the request for a one-year extension of the grant funding for the Hatton Canyon Access Road grading project was approved by the California Governor's Office of Emergency Services (Cal OES) and work needs to be completed prior to July 31, 2020. Staff have met with the State Department of Parks and Recreation (State Parks) regarding this project and we agreed that the work needs to be completed this fall. State Parks has completed a Notice of Exemption for the project and posted the notice at the State Clearinghouse on August 28, 2019. MNS Engineering completed plans and specification for the project and the notice to bidders was published on September 20, 2019. Bid opening is scheduled for October 3, 2019 at 10:00 a.m. Weather permitting, this project will be constructed prior to December 1, 2019.

The SSMP Audit and Update is being conducted by Causey Consulting. District staff met with him for a kick-off meeting and provided documents for the audit and update. Mr. Causey is reviewing the information and plans to come to CAWD on September 27, 2019 to interview key staff regarding the effectiveness of the current SSMP. He will then finalize the audit and update the SSMP.

### **Collections**

Hatton Canyon Pipe Bursting project bids were opened on July 23, 2019 and the low (and only) bidder was KJ Woods Construction in the amount of \$1,038,000. On August 22, 2019 we had not received notice of award of grant funding from Cal OES or FEMA (Federal Emergency Management Agency) and a letter was sent from the District to KJ Woods Construction informing them that we decided it was in the best interest of the District to re-bid the project after the grant is awarded. On September 5, 2019 the District was informed by Cal OES that the project was approved for funding by FEMA. We are still waiting for the California Fish and Wildlife permit to be issued and construction is required to be completed between June 1 and August 30, so we plan to commence construction of the project in June 2020.

Monterey Peninsula Engineering (MPE) has started construction of the Monte Verde Sewer Replacement project. They encountered considerable conflicts with other

utilities and will work on a time and materials basis in the areas where water and gas lines are located within the sewer trench.

**FUNDING**

N/A- Informational item only

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: September 26, 2019  
Subject: Rio Road CIPP Lining Project  
Project #19-07

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the General Manager to enter into a contract with Kennedy Jenks Consultants, Inc. to provide engineering design services for \$110,407.

## DISCUSSION

The Rio Road trunk line is located within Rio Road starting near the CAWD office driveway and ending at the treatment plant. A portion of this trunk line was successfully lined in 2017 and this project will complete the lining of the 50-year-old asbestos cement pipeline. This project has been included in the CAWD Collections Department five-year Capital Improvement Plan for sewer line rehabilitation. The sewer includes pipe that varies in size from 24 to 27 inches in diameter and was constructed in 1968.

In 2017 CAWD rehabilitated a 600-ft section of the 27-inch gravity sewer line in Larson Field that was cracking due to ground settlement. The rehabilitation involved inserting a cured-in-place pipe liner into the existing pipe, making the new sewer watertight and replacing the structural integrity. Kennedy Jenks Consultants, Inc. provided engineering support for that emergency lining project and staff requested that they provide a proposal to complete plans and specifications for bidding purposes for the remaining unlined portions of the trunk line. The Kennedy Jenks Consultants, Inc. proposal is attached to this staff report. Since the project will be completed within the existing pipeline, it is anticipated that no discretionary permits will be required.

## FUNDING

The proposal to do the work of \$110,407 will be funded by the Collections Capital Improvement budget. The 2019/2020 budget for this project is \$1,340,000 which includes design and construction costs.

13 September 2019

Ms. Rachel Lather  
District Engineer  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel, CA 93922

Subject: Proposal for Engineering Services  
Rio Road Trunk Sewer Rehabilitation  
KJ B10681077

Dear Ms. Lather:

We are pleased to submit this proposal for providing professional engineering services for design and bid phase services for the Rio Road Trunk Sewer Rehabilitation Project. Our proposal is based on a review of the original design drawings, the Districts sewer maps, and a proposal from the cured in place pipe vendor SAK dated May 20, 2019.

This proposal is to develop contract documents for bid and construction to perform CIPP sewer rehabilitation of approximately 4,000 linear feet of trunk sewer. We have enclosed our project understanding, scope of services, and budget and we will mobilize the engineering resources necessary to complete this project on time and budget. We can begin work as soon as we receive a signed copy of this proposal and a notice to proceed.

### Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated 1 Jan 2019 are made a part of our agreement (part of Exhibit B). If this proposal meets with your approval, please prepare a contract using this proposal, fee and schedule of charges for our signature.

We look forward to continuing to work with you and your staff. Should you have any questions, please feel free to call me at (406) 578-4501.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



James Bowland P.E.  
Project Manager



John M. Wyckoff P.E.  
Vice President

## **Project Understanding**

In preparing this scope of work, we have the following project understanding based upon our discussions with District staff and our previous work with the District. This project is needed to rehabilitate approximately 4,000 linear feet of 27-inch and 24-inch diameter trunk line in Rio Road. The District has requested bid ready plans, specifications, and bidding support for the project. The key elements of our understanding are listed below:

1. Provide plans and specifications to support the rehabilitation of 4,000 linear feet using cured-in-place pipe.
2. The District's desire is to have the design completed within approximately 3 months and plans to bid this project early next spring for construction in the early summer of 2020 for substantial completion by the end of June 2020.

## **Scope of Services**

Based on the above understanding, the following is a description of our proposed scope of services:

### **Task 1 – Project Management, QA/QC**

Task 1 will consist of the day to day management of the project including the following subtasks:

#### **Subtask 1.1 – Meetings**

Kennedy/Jenks will facilitate the following meetings with the District:

- a. One kick off meeting: 2-hr meeting via conference call
- b. Design Review Meetings after 75% and 90% submittals. (two 2-hour meetings)
- c. Prebid meeting budgeted at 8 hours for the project manager to attend if requested by the District.

#### **Subtask 1.2 – Project Management**

Kennedy/Jenks will provide project management focused on managing project personnel to control project costs, meet the District's schedule requirements, communicate key issues to the District and provide timely project invoices with monthly progress reports. A project file will be maintained, that will include copies of correspondence, reports, summaries of meetings, and memoranda.

#### **Subtask 1.3 – Quality Assurance/Quality Control (QA/QC)**

Quality assurance reviews will be performed in accordance with Kennedy/Jenks' standards. Senior engineers with backgrounds in pipeline design will perform technical review of the project's concepts and criteria and will review each deliverable before submission to the District.

### **Task 1 Deliverables and District Responsibilities**

Deliverables:

- Meeting agendas and meeting summaries (electronic copy),
- Monthly progress reports and invoices.

District Assistance

- Attend meetings
- Attend the site walk

## **Task 2 - Design**

### **Subtask 2.1 - 75% Design**

Since the project is well defined Kennedy/Jenks will start with a 75% Design. This submittal will contain the specifications, general drawings (G sheets), plan and profile drawings, detail drawings, and bypass pumping plans to a 75% level. The 75% submittal will also include an engineers opinion of probable construction cost.

Included in the 75% design phase will be preparation of an application for a Caltrans encroachment permit for the portion of the sewer that crosses Highway 1. It is unknown at this time if an encroachment permit is needed for maintenance work.

Deliverables:

- Division 0, 1, and 2 specifications (electronic copy),
- 75% Drawings, and (electronic PDF copy)
- 75% level opinion of probable construction cost, AACE Class 3 (electronic PDF copy)
- Completed application for Caltrans Encroachment Permit (District pays fee)

District Assistance

- Review and provide comments on deliverables.
- Provide fee for Encroachment Permit.

### **Subtask 2.2 - 100% Design**

A 100% Design will be developed containing complete drawings, technical specifications and incorporate the District's comments on the 75% submittal. The 100% submittal will be provided to the District to review prior to issuing bid documents. These deliverables will be developed to a point that they are complete and contain final drawings, final specifications, and an updated opinion of probable construction cost.

Deliverables:

- 100% Drawings
- Completed specifications
- Updated Engineers opinion of probable construction cost, AACE Class 2

District Assistance

- Review and provide comments on deliverables.

### **Subtask 2.3 - Final Design (bid documents)**

Kennedy/Jenks will produce final documents that address any of the District's remaining comments on the 100% submittal. Following a final quality control review, we will provide final signed bid ready design documents to CAWD for issuing for public bidding. The final Contract Documents will include signed plans, front end specifications, and technical specifications.

Deliverables:

- Signed and stamped plans and specifications. One full size hard copy of the drawings and ½ size and full size PDFs of the drawings and a hard copy and pdf copy of the specifications.

District assistance:

- Provide and pay for reproduction and distribution of plans and specifications.

A lists of design drawings and specifications sections estimated for this project are enclosed as Exhibit A - List of Drawings and Specifications, and serve as the basis for estimating our design effort. Deliverables will be submitted in electronic PDF form.

### **List of Assumptions for the Design Phase**

- This design project will not include surveying. Drawings will be developed using aerial photos, District provided construction drawings, and the Districts GIS alignments.
- This design project will not include any geotechnical work as no excavation is anticipated.
- Any permitting beyond basic SWPP and a Caltrans encroachment permit will be handled by the District. A Caltrans encroachment permit may be needed for the Highway 1 crossing. We do not anticipate any environmental permitting beyond negative declaration for CEQA will be needed for this project. Permit fees will be payed by the District.



- Traffic control will be the sole responsibility of the contractor. Kennedy/Jenks will include a traffic control specification for this project but no traffic control drawings.
- Intermediate design submittals will be transmitted electronically using PDF format.
- Any construction easements identified during design will be obtained by the District.

### **Task 3 – Bid Phase Assistance**

Task 3 includes assisting the District in bidding the project to potential bidders. This task includes the following subtasks:

#### **Subtask 3.1 – Pre-Bid Meeting**

Kennedy/Jenks will facilitate a one-hour pre-bid meeting and then a site walk for coordination with potential bidders.

#### **Subtask 3.2 – Prepare Addendum**

Kennedy/Jenks will respond to bidders' questions during the bid phase and provide additional contract document clarifications via one addendum. We assume that the District will serve as the point of contact during the bid phase and will compile Contractor questions and deliver them to Kennedy/Jenks for response in the addendum.

#### **Subtask 3.3 – Review Bids**

Kennedy/Jenks will review the bids after they are received by the District and will recommend award to the Bidder who is the apparent lowest responsive bidder based on the bid review.

### **Task 4 – Construction Phase Assistance**

Task 4 includes providing construction management and engineering services during construction for the project. The construction management task is not being budgeted at this phase since the actual duration of the work is currently unknown. We do have a good understanding of engineering services during construction and that budget has been provided. When the duration of the work is known an amendment to this contract can be made to perform on-site construction management.

It is anticipated that this task will likely include the following subtasks:

- Subtask 4.1 – Construction Management
- Subtask 4.2 – Request for Information/Clarifications  
-Up to 4 RFIs
- Subtask 4.3 – Submittal Review  
-Up to 10 submittals
- Subtask 4.4 – Potential Change Review

- Up to 2 change orders
- Subtask 4.5 – Record Drawings
  - Will provide record drawings based on contractor’s mark ups of drawings

## Estimated Schedule

The schedule for the design and bid portion of this project is anticipated to be approximately 30 weeks from notice to proceed to the conclusion of bid services.

The proposed project schedule is as follows:

<b>Item</b>	<b>Finish Date</b>	<b>Duration</b>
Notice to Proceed with Design	October 1 <sup>st</sup> , 2019	1 Day
75% Design Submittal	November 1 <sup>st</sup> , 2019	4 Weeks
District Reviews 75% Design	November 8 <sup>th</sup> , 2019	1 Week
100% Design Submittal	December 6 <sup>th</sup> , 2019	4 Weeks
District Reviews 100% Design	December 13 <sup>th</sup> , 2019	1 Weeks
Bid Document Submittal	January 3 <sup>rd</sup> , 2020	3 Weeks
District Advertise Bid	January 31 <sup>st</sup> , 2020	3-4 Weeks
Bid Opening	January 31 <sup>st</sup> , 2020	1 Day
Construction Notice to Proceed	February 28 <sup>th</sup> , 2020	4 Weeks
Construction	April – May, 2020	2 Months

## **Basis of Compensation**

We propose that compensation for our services be on a time and expense reimbursement basis in accordance with our attached Schedule of Charges dated 1 January 2019. Payments shall be made monthly based on invoices which describe services and list actual costs and expenses.

Based on our estimate of services required, we propose a not-to-exceed budget of \$110,407 which contains a ten percent contingency. The budget summarized in the table below, will cover design and bid phase services. We will notify you prior to beginning any additional scope of work items to negotiate a revised scope and prepare an appropriate budget amendment.

A detailed fee estimate and January 1, 2019 Schedule of Charges is contained in Exhibit B. The Schedule of Charges will be used through December 31, 2020.

TASKS	ESTIMATED BUDGET
<b>Task 1 – Project Management</b>	
Subtask 1.1 – Meetings	\$6,033
Subtask 1.2 – Project Management	\$4,075
Subtask 1.3 – QA/QC	\$4,995
<i>Task 1 - Subtotal</i>	<b>\$15,102</b>
<b>Task 2 - Design</b>	
Subtask 2.1 – 75% Design	\$34,090
Subtask 2.2 – 100% Design	\$21,089
Subtask 2.3 – Final Design (Bid Documents)	\$11,124
<i>Task 2 - Subtotal</i>	<b>\$66,303</b>
<b>Task 3 – Bid Phase Services</b>	
Subtask 3.1 – Pre-Bid Meeting	\$4,465
Subtask 3.2 – Prepare Addendum (Max 1)	\$2,357
Subtask 3.3 – Review Bids/Recommendation to Award	\$2,456
<i>Task 3 - Subtotal</i>	<b>\$9,269</b>
<b>Task 4 – Construction Phase Services</b>	
Subtask 4.1 – Construction Management	TBD
Subtask 4.2 – Request for Information/Clarifications	\$4,035
Subtask 4.3 – Submittal Review	\$5,393
Subtask 4.4 – Potential Change Order Review	\$5,393
Subtask 4.5 – Record Drawings	\$4,913
<i>Task 4 - Subtotal</i>	<b>\$19,733</b>
<b>All Phases Total</b>	<b>\$110,407</b>

Enclosure(s)

Exhibit A–List of Drawings and Specifications

Exhibit B– Schedule of Charges, and Standard Conditions

## Exhibit A

### **List of Drawings**

- G1 – Title Page
- G2 – Legend, Abbreviations, and General Notes
- C1 – Plan and Profile 1
- C2 – Plan and Profile 2
- C3 – Plan and Profile 3
- C4 – Plan and Profile 4
- C5 – Plan and Profile 5 (if needed)
- C6 – CIPP and Manhole Rehabilitation Details
- C7 – Bypass Pumping Plan and Details 1
- C8 – Bypass Pumping Plan and Details 1

### **List of Specifications**

#### **Division 0: BIDDING REQUIREMENTS**

- 00010 Invitation to Bid
- 00100 Instructions to Bidders
- 00200 Information Available to Bidders
- 00300 Bid Form
- 00410 Bid Security
- 00411 Designation of Equipment or Material Manufacturers
- 00414 Security for Compensation Certificate
- 00416 Bidder's References
- 00420 Bidder's Qualifications
- 00430 Subcontractor List
- 00480 Noncollusion Affidavit

#### **DIVISION 1: GENERAL REQUIREMENTS**

- 01010 Summary of the Work and Contract Considerations
- 01040 Coordination and Project Requirements
- 01140 Environmental Protection Procedures
- 01300 Submittals
- 01500 Construction Facilities and Temporary Controls
- 01550 Traffic Regulation
- 01700 Contract Closeout

#### **DIVISION 2: TECHNICAL SPECIFICATIONS**

- 02200 Site Preparation
- 02550 CIPP Lining

Exhibit B  
Schedule of Charges, and Standard Conditions

**Client:**

**Contract/Proposal Date:**

Standard Conditions

January 1, 2017

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said thirty (30) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within thirty (30) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT: WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1 million on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed: (a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers, manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.
8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any statements of estimated construction costs furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.
11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability



resulting from the further distribution of such documents, or any portion of them, and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.

12. **ELECTRONIC OR MAGNETIC DATA.** Documents provided by CONSULTANT in electronic or magnetic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic or magnetic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic or magnetic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by law to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.

**Client/Address:**

**Contract/Proposal Date:**

## Schedule of Charges

January 1, 2019

### PERSONNEL COMPENSATION

<b>Classification</b>	<b>Hourly Rate</b>
Engineer-Scientist-Specialist 1 .....	\$130
Engineer-Scientist-Specialist 2 .....	\$160
Engineer-Scientist-Specialist 3 .....	\$180
Engineer-Scientist-Specialist 4 .....	\$195
Engineer-Scientist-Specialist 5 .....	\$215
Engineer-Scientist-Specialist 6 .....	\$240
Engineer-Scientist-Specialist 7 .....	\$265
Engineer-Scientist-Specialist 8 .....	\$280
Engineer-Scientist-Specialist 9 .....	\$295
CAD-Technician .....	\$115
Senior CAD-Technician .....	\$130
CAD-Designer .....	\$150
Senior CAD-Designer .....	\$170
Project Administrator .....	\$125
Administrative Assistant .....	\$105
Aide.....	\$80

In addition to the above Hourly Rates, an Associated Project Cost charge of \$9.74 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

### Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2019 through December 31, 2019. After December 31, 2019, invoices will reflect the Schedule of Charges currently in effect.

Proposal Fee Estimate (Assoc. Proj. Costs per Schedule of Charges)

Kennedy Jenks

CLIENT Name: Carmel Area Wastewater District  
 PROJECT Description: Rio Road Trunk Sewer  
 Proposal/Job Number: B10681077 9/13/2019

January 1, 2019 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-2	CAD-Design	Project Administrator	Aide	Total	KJ Labor	KJ Escalation	KJ Assoc. Proj. Costs	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:									Hours	Fees	0%	\$9.74	Fees	10%				Fees
Hourly Rate:	\$295	\$280	\$265	\$240	\$160	\$150	\$125	\$80										
<b>Task 1 - Project Management, QA/QC</b>																		
1.1 Meetings				16	12				28	\$5,760	\$0	\$273		\$0	\$6,033	\$0	\$0	\$6,033
1.2 Project Management					12		8		20	\$3,880	\$0	\$195		\$0	\$4,075	\$0	\$0	\$4,075
1.3 Quality Assurance/Quality Control		8		8	4				20	\$4,800	\$0	\$195		\$0	\$4,995	\$0	\$0	\$4,995
<b>Task 1 - Subtotal</b>	0	8	0	36	16	0	8	0	68	\$14,440	\$0	\$662	\$0	\$0	\$15,102	\$0	\$0	\$15,102
<b>Task 2 - Design</b>																		
2.1 75% Design				30	60	96	8		194	\$32,200	\$0	\$1,890		\$0	\$34,090	\$0	\$0	\$34,090
2.2 100% Design				20	32	60	8		120	\$19,920	\$0	\$1,169		\$0	\$21,089	\$0	\$0	\$21,089
2.3 Bid Documents				16	20	20	4		60	\$10,540	\$0	\$584		\$0	\$11,124	\$0	\$0	\$11,124
<b>Task 2 - Subtotal</b>	0	0	0	66	112	176	20	0	374	\$62,660	\$0	\$3,643	\$0	\$0	\$66,303	\$0	\$0	\$66,303
<b>Task 3 - Bid Services</b>																		
3.1 Pre Bid Meeting				8	8				16	\$3,200	\$0	\$156	\$1,000	\$100	\$3,356	\$0	\$1,100	\$4,456
3.2 Prepare Addendum				4	8				12	\$2,240	\$0	\$117		\$0	\$2,357	\$0	\$0	\$2,357
3.3 Review Bids				2	4	8			14	\$2,320	\$0	\$136		\$0	\$2,456	\$0	\$0	\$2,456
<b>Task 3 - Subtotal</b>	0	0	0	14	20	8	0	0	42	\$7,760	\$0	\$409	\$1,000	\$100	\$8,169	\$0	\$1,100	\$9,269
<b>Task 4 - Construction Phase Assistance</b>																		
4.1 Construction Management				0	0				0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
4.2 RFI's				8	12				20	\$3,840	\$0	\$195		\$0	\$4,035	\$0	\$0	\$4,035
4.3 Submittal Review				8	20				28	\$5,120	\$0	\$273		\$0	\$5,393	\$0	\$0	\$5,393
4.4 Potential Change Review				8	20				28	\$5,120	\$0	\$273		\$0	\$5,393	\$0	\$0	\$5,393
4.5 Record Drawings				4	8	16			28	\$4,640	\$0	\$273		\$0	\$4,913	\$0	\$0	\$4,913
<b>Task 4 - Subtotal</b>	0	0	0	28	60	16	0	0	104	\$18,720	\$0	\$1,013	\$0	\$0	\$19,733	\$0	\$0	\$19,733
<b>All Phases Total</b>	0	8	0	144	208	200	28	0	588	\$103,580	\$0	\$5,727	\$1,000	\$100	\$109,307	\$0	\$1,100	\$110,407

RESOLUTION 2019-46

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH KENNEDY JENKS CONSULTANTS, INC. TO PROVIDE ENGINEERING DESIGN SERVICES IN THE AMOUNT OF \$110,407 FOR THE RIO ROAD CIPP LINING PROJECT

-oOo-

WHEREAS, the District approved the 2019/2020 budget that included funding for the Rio Road CIPP (Cured-in-Place Pipe) Lining Project design;

WHEREAS, the District received a proposal from Kennedy Jenks Consultants, Inc. for professional engineering services to prepare bid documents and provide construction support for the Rio Road CIPP Lining Project;

WHEREAS, in order to proceed with design of the project, the District must execute a contract with Kennedy Jenks Consultants, Inc. to prepare plans and specifications for the project as summarized in their proposal dated September 13, 2019 in the amount of \$110,407.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with Kennedy Jenks Consultants, Inc. to prepare plans and specifications for CIPP lining of a sewer trunk line in Rio Road.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 26, 2019.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary to the Board

# MEMORANDUM



To: Board of Directors  
From: Barbara Buikema, GM  
Date: September 26, 2019  
Subject: 2019-2021 Contract Negotiating Ground Rules

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager and members of the Salary/Benefits Committee on behalf of the Board to sign the attached 2019-2021 Contract Negotiating Ground Rules

## DISCUSSION

The District and Employees entered into their first Contract Negotiating Ground Rules agreement in 2018. Because that agreement expires in 2020 and the current negotiations will overlap that time period employees are asking the Board to authorize a new contract now, prior to commencing negotiations for the next two-year period.

Primary changes made to new contract:

- Chief Negotiator changes from James Grover to Patrick Treanor
- Increase the number of negotiators from 3 to 4. Previously there was 1 representative for Operations, Lab, and Maintenance (14 employees). The new breakdown will be 1 representative for Operations and Lab (10 employees) and 1 representative for Maintenance and Non-Exempt Admin (6 employees). Employees contend this will result in a better distribution of representation and more manageable group sizes.
- Contract date changed from 2018-20 to 2019-2021
- An acknowledgement that while the Employee Negotiators will receive paid District time to carry out their role in the Meet and Confer process, all employees may not utilize District paid time to meet amongst themselves is included in Section A, #2.
- The final agreement for an MOU will be prepared by the District and delivered to employee negotiators for approval and ratification. In the prior contract there was some confusion over who held responsibility for actual preparation of the MOU which this provision is intended to clear up.

The Salary/Benefits Committee met on September 17, 2019 to approve the changes to the renewed contract.

The proposed contract is in compliance with the Meyers-Milias-Brown Act and has been reviewed by District counsel. Note: The Meyers-Milias-Brown Act governs labor management relations in government employment fields and serves to promote full communication between public agencies and their employees. The act requires that government employers meet and confer in good faith with labor unions and representatives of recognized employee organizations regarding wages, hours, and other terms and conditions of employment.

Note: the attached contract is a red-line version intended to show the changes from the prior 2018-20 version of the contract.

## **FINANCIAL**

At this time, the additional cost would be wages devoted to increasing the number of negotiators from 3 to 4. While it is not clear how many hours will be devoted to negotiation, we can estimate 15-20 hours per negotiator at \$40/hr. or \$600-\$800 apiece.

Should employees decide they wish to engage either Subject Matter Experts (SME's) or Technical Advisors (TA's) they would be required to bear the cost of their own experts (Section C. #8).

Should employees decide they wish to engage a facilitator they would be responsible for the cost of their own facilitator (Section D. #5).

The Agreement makes no provision for mediation if an agreement cannot be reached.

**Carmel Area Wastewater District**  
**2019 – 2021 Contract Negotiating Ground Rules**

**A. Purpose**

1. The undersigned representatives of the Carmel Area Wastewater District Management and the Employees of the Carmel Area Wastewater District hereby agree to the following ground rules to govern the procedural aspects of the meet and confer process between the parties. As used herein, meet and confer process includes any and all impasse procedures.
2. **In addition to governing the meet and confer process, the following limitations are set on meetings between employees. Employees shall not use District paid time to conduct formal meetings amongst themselves regarding negotiations. Employees may meet on District property to discuss negotiations.**
3. Both the District and Employees agree to meet and confer in good faith pursuant to California State Law under the general provisions of the Meyers-Milias-Brown Act.
4. This MOU will remain in full force and effect until such time as the current negotiations are completed and a new local supplement agreement is signed by the parties.

**B. Location and Scheduling**

1. The meet and confer sessions shall be scheduled by the Chief Negotiators of each party through mutual agreement. The chief Negotiator for each party shall be responsible for notifying their respective negotiating team members as to the meeting times, dates, locations, etc. Appropriate meeting sites that allow each side to hold confidential caucus shall be agreed to by the parties at the first meeting. Sites may be changed from time to time as the need arises by mutual agreement of the parties.
2. Attendance at the meet and confer sessions shall be limited to the two bargaining teams. Any resources people or guest shall only be invited and allowed to attend by mutual agreement of the parties. Requests by either party to invite anyone other than the declared negotiating team members shall be made in advance of scheduled meetings whenever possible.



3. A fifteen-minute break will also be provided as determined by the Chief Negotiators.

**C. Participation**

1. The Employees shall be represented by (Patrick Treanor) as Chief Negotiator, who shall have the authority to present, amend and receive proposals for discussion and to reach tentative agreement. The parties agree that reasonable release time, without loss of pay or benefits, shall be arranged for up to 4 employees of the District to attend meet and confer sessions. Employees so released shall not be eligible for overtime or other expenses as part of their duties representing the other employees, and no employee who is not scheduled to work when meet and confer sessions are held shall be entitled to paid release time. Employee representatives shall be released from duty up to 1 hour before meet and confer sessions and up to 1 hour following the meet and confer session, if requested and agreed to by the District, in order to review the meeting and plan the next meeting(s). Each employee representative shall be responsible for properly notifying his/her supervisor and/or when requesting to be released from duty to attend negotiations.
2. District Representatives: The District will be represented by Barbara Buikema, as its Chief Negotiator and to reach any tentative agreement. Other members of the District's negotiating team, if any, will be identified at the first formal meeting.
3. Composition of Negotiating teams: once formal negotiating teams have been established, and by no later than the second meeting of the parties, all members of both teams should be present to conduct formal negotiations. Every effort will be made by both parties to have all members of both parties to have all members present at each meeting. In the event unforeseen circumstances prevent a member from attending a scheduled meeting, the meeting shall be held with that member absent. If any member misses two scheduled meetings, they shall be automatically and permanently dropped as a member of the negotiating team. No new members may be added after the second meeting. It is the intent of the parties to include members on the negotiating teams who are committed to good faith bargaining and who are committed to being involved in the entire process. The parties acknowledge that the free exchange of complete and accurate information, ideas and opinions can only occur if team members of both parties attend each and every negotiation session.

Nothing contained herein shall prevent either Chief Negotiator from canceling a scheduled meeting prior to the time set for the meeting.

4. All proposals from either side shall be in writing. Any verbal proposals offered during the course of negotiations shall be committed to writing prior to the response from the responding party. Counter proposals shall also be in writing and any verbal counter proposal offered during the course of negotiations shall be committed to writing prior to the next formal meeting.

Except by mutual agreement, no new proposal unrelated to proposals on the table, shall be submitted by either party after the 4<sup>th</sup> meet and confer session. This is in no way intended to interfere with either party's ability to make counter proposals but intended to identify all areas of bargaining.

"Package Proposals" may be made by either party at any time in an effort to conclude negotiations and reach agreement. Package proposals may contain new issues if they are intended to further the interests of the parties in reaching agreement and such package shall not be considered bad faith bargaining. Package proposal as are understood to mean a proposal in which all items offered must be accepted or rejected as a whole.

5. Request for Information: all requests for information by either party shall be in writing and in enough detail to specify the document or type of information requested.
6. Notes, Records and Minutes: each side shall take their own notes and keep their own records and meeting minutes. No mechanical recording devices such as a tape recorder shall be allowed, nor shall the services of a recording stenographer be used.
  - a. Bargaining team members may use non-voice activated laptops and may connect to the internet in order to research, make, and keep its own notes and records.
  - b. Cellular phones, smartphones and other mobile communication devices will be placed on vibrate or silent mode during all negotiation sessions.
7. Confidentiality: Both parties agree to the best of their abilities that the confidentiality of the bargaining process will be maintained until such time as a total agreement has been reached or a formal declaration of impasse has been made. Specifically, no press releases, TV or radio ads shall be made, or interviews conducted until either party declares that an impasse has been reached and a discussion on the procedures for attempting to resolve the impasse has been held.

No part of this section is meant to restrict dissemination of information to each teams' constituent groups. This includes copies of minutes and proposals, as well as free discussions of topics, direction, and overall climate of the meetings.

8. Subject Matter Experts (SME's) and Technical Advisors (TA's) must be mutually agreed to in advance by the Chief Negotiators. SME's and TA's will remain silent and play no role in the negotiation process unless authorized by the Chief Negotiators. When authorized, SME's and TA's may only comment on matters within the scope of their expertise.

**D. Negotiation management**

1. ~~The Employees will offer a complete set of proposals on \_\_\_\_\_.~~ After any joint exchanges have been made, no new proposals can be submitted by either party absent mutual agreement of the Chief Negotiators.
2. The parties will alternate presenting proposed supplemental agreement articles. The parties will introduce each proposed article before any discussion of the article takes place. The party introducing the proposal will explain it and provide the meaning, objectives and interests relative to the proposal language. Both parties will be allowed full opportunity to present necessary and relevant information to support their positions. Both parties recognize the importance of concluding negotiations as expeditiously as reasonably possible.
3. The record of the parties' proposals and agreements for each article and any other joint bargaining documents will be in Microsoft Word format.
4. Caucuses: either party may call a caucus at any time during the bargaining sessions. The bargaining team requesting a caucus will leave the negotiation room to caucus in the caucus room. There is no limit on the number of caucuses held but the parties will make every effort to restrict the number of caucuses and will provide a reasonable estimate on the anticipated length of the caucus and will provide updates if more time is necessary so as not to unduly disrupt or delay negotiations.
5. The parties, by mutual agreement, may enlist the assistance of a facilitator in the bargaining process.

6. Tentative agreements: the parties agree that they will sign off on tentative agreements as they are reached. No proposal shall be binding until an overall agreement is reached and ratified by the parties. Once a total tentative agreement has been reached, each party shall have the obligation to recommend adoption of the total package to their respective constituents.
  
7. Withdrawn proposals: once either party has withdrawn a proposal, that proposal shall no longer be considered during negotiations, and if applicable, may not be considered in arbitration. Unaccepted package proposals shall not constitute withdrawals.
  
8. Memorandum of Understanding: When a total agreement is ratified the parties will enter into a written Memorandum of Understanding (MOU). **The MOU shall be prepared by the District and presented to the designated negotiators for their comment, approval and ratification.** Each side shall make a good faith effort to obtain ratification/approval of their respective constituents. The MOU shall be submitted to the CAWD Employees and upon ratification be submitted to the District's Board. No MOU shall be binding or in effect until it has been approved by the District's Board.
  
9. These ground rules are effective upon signature by both parties. The parties may amend any provision of these ground rules by mutual consent and in writing.

\_\_\_\_\_  
Patrick Treanor, Chief Employee Negotiator

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Barbara Buikema, District Chief  
Negotiator

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Kevin Young, Employee Negotiator

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Ken White, Board President

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Mike Skinkle, Employee Negotiator

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Mike Rachel, Director

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Mark Napier, Employee Negotiator  
Date signed: \_\_\_\_\_

RESOLUTION NO. 2019-47

A RESOLUTION AUTHORIZING THE GENERAL MANAGER AND MEMBERS OF THE SALARY/BENEFITS COMMITTEE ON BEHALF OF THE BOARD TO SIGN THE 2019-2021 CONTRACT NEGOTIATING GROUND RULES

-oOo-

WHEREAS, by Staff Report (and accompanying materials) included with the agenda packet for the September 26, 2019, regular meeting of this Board, staff has recommended that this Board authorize signing the employee presented 2019-2021 Contract Negotiating Ground Rules; and

WHEREAS, the Board has determined it is in compliance with the Meyers-Milias-Brown Act and has been fully reviewed by District Counsel; and

WHEREAS, on the basis of staff report and comments of staff, this Board is persuaded that the recommendations noted immediately above are in the best interest of the District.

NOW, THEREFORE BE IT RESOLVED that the General Manager and Salary/Benefits Committee on behalf of the Board may sign the 2019-2021 Contract Negotiating Ground Rules.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on September 26, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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

ATTEST:

\_\_\_\_\_  
Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Project #18-07 Contract Award – Digester No. 1 Dewatering and Cleaning and Budget Amendment not to exceed \$132,250

Date: September 26, 2019

## RECOMMENDATION

After review of the bid proposals, staff recommends that the Board of Directors:

- Adopt a resolution awarding a contract for the Digester No. 1 Dewatering and Cleaning Project in the amount of \$257,250.00 (subject to actual unit price quantities) to the lowest qualified responsible bidder – Synagro – WWT, Inc.
- Approve a budget amendment to the FY19/20 CAWD Treatment Plant Long Term Capital Budget for Digester No. 1 and No. 2 – Cleaning in an amount not to exceed \$132,250.
- Authorize the General Manager to sign and execute a contract with Synagro – WWT, Inc to complete the project per the bid documents.

## DISCUSSION

The board approved Resolution No. 2019-35 on July 25, 2019 authorizing solicitation of bids for Digester No. 1 Cleaning. Sealed bids were opened on August 30<sup>th</sup> at the District office. The following is a tally of the bids received:

**Table 1: Digester No. 1 Dewatering and Cleaning Bids**

<b>BIDDER</b>	<b>BID AMOUNT</b>
Synagro – WWT, Inc.	\$257,250
Wastewater Solids Management	\$336,690
Davner Construction and Engineering Services Inc.	\$345,000

The lowest qualified responsible bidder was determined to be Synagro – WWT, Inc. Synagro is a large residuals management company with operations in 33 states and over 650 municipal and industrial customers. Their long-time involvement in the larger solid waste hauling and disposal industry was likely a factor in their being the lowest bidder.

The FY19/20 Budget for the project was \$125,000. The reasons for the discrepancy between the bid price and the budget are as follows:

1. Estimating the total cost of solids removal, hauling and disposal for this project is difficult because the quantity of solid debris accumulated in the digester cannot be measured, or estimated with certainty. The actual cost of the project will be dependent on the actual quantity of inert solids accumulated in the digester. The budget estimate was based on the assumption that there would be about 75 dry tons of solids debris, but in the bid documents it was decided to include an estimate of 150 dry tons as the bid basis. Either number could be right, but the estimate isn't binding and CAWD will only pay for the actual tonnage removed as the bid is based on a per ton unit price. See Figure 1 for unit costs from Synagro.
2. The budget did not account for the fact that the Marina landfill would not accept the waste material, and so the waste will need to be hauled to a landfill in the Central Valley. There is a general scarcity in disposal sites for biosolids due to California Senate Bill 1383 which aims to reduce the amount of organic waste in landfills. The bill was signed into law in 2016 and although enforcement doesn't begin until January 1<sup>st</sup>, 2022 some landfills are already cutting back on receiving of organic waste. Much of the accumulated material in the digester that will be removed is not compostable (sand and debris) and so composting facilities were not a viable alternative. The digester waste will be part inert solids/trash and part organic waste and so it falls in a gray area between the requirements for composting and landfill application.



While the low bid is higher than budgeted, it is still recommended that the Board award the project. Given that the material will need to be hauled to the Central Valley, the bid price is reasonable. Furthermore, the issue regarding unknown quantities of solids build up makes estimating difficult and so the actual cost will be based on actual tonnage. This project is crucial to enabling inspections and maintenance to occur on this digester. Furthermore, taking this digester offline for an extended period is anticipated to save about 10,000 kilowatt-hours of electricity each month.

**Figure 1: Synagro Bid Tabulation**

Work Item	Unit	Quantity	Unit Cost, dollars	Cost, dollars
1. Mobilization	1	LS	N/A	\$ 41,500.00
2. Sludge Dewatering <sup>1</sup>	645,000	Gallons	\$0.05	\$ 32,250.00
3. Cleaning of Digester No. 1	1	LS	N/A	\$ 3,500.00
4. Waste Materials Hauling and Disposal <sup>2</sup>	150	DRY TONS	\$1,200.00	\$ 180,000.00
Total Bid Amount (Sum of all Work Items)				
Amount in Numbers	\$ 257,250.00			
Amount in Words	Two Hundred Fifty Seven Thousand Two Hundred & Fifty Dollars			

**FUNDING**

The FY19/20 CAWD Treatment Plant Long Term Capital Budget includes \$125,000 for Digester No. 1 and No. 2 - Cleaning. The additional \$132,250 cost of cleaning will come from Capital Reserves.

RESOLUTION NO. 19-48

A RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE  
“DIGESTER NO. 1 DEWATERING AND CLEANING” AND AWARDING A  
CONTRACT AND AMENDING THE BUDGET IN AN AMOUNT NOT TO EXCEED  
\$132,250

-oOo-

WHEREAS, the Board of Directors authorized solicitations of bids for said  
project in Resolution No. 2019-35;

WHEREAS, Synagro – WWT, Inc submitted the lowest responsible bid of  
\$257,250.00.

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

1. That the Board accepts the bid of the lowest responsible bidder (i.e.  
Synagro – WWT, Inc.) and awards the contract for the above-mentioned  
project to said bidder at the price of \$257,250.00 (subject to actual unit  
price quantities).
2. That the Board authorizes a Budget amendment not to exceed \$132,250 for  
the Digester No. 1 and No. 2 Cleaning Project to be funded from Capital  
Reserves.
3. That the Board authorizes and directs the General Manager to execute a  
written contract with the successful bidder and move forward with the  
project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 26, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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President of the Board

ATTEST:

---

Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: September 26, 2019

Subject: Project 18-18 Pump Station PLC/SCADA Replacement

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for the electrical work and installation of the new pump station control panels.

## DISCUSSION

The existing pump station control panels contain obsolete components and are past their useful life. In order to upgrade the components and to migrate to improved alarm notification the control panels require replacement. The new panels contain a new Programmable Logic Controller (PLC) for each pump station, the control relays and communication equipment for remote monitoring.

Frisch Engineering completed the design of the new control panels and the bid to manufacture the panels was awarded to Technical Systems, Inc. at the May 2019 board meeting.

Once the control panels are completed and delivered, they will require installation. The scope of work for the bid will provide for mounting, conduit connection and wiring of the panels. There is a total of 7 panels that will require wiring and installation.

After the bidding process is completed a request for approval of the lowest responsible bidder will be presented to the board.

## FUNDING

The FY19/20 Collection Capital Budget has \$90,000 budgeted for installation under the project 18-18 with a contingency of \$10,000 for a total of \$100,000.

RESOLUTION NO. 2019-49

A RESOLUTION AUTHORIZING INVITING BIDS FOR "SEWAGE LIFT STATION CONTROL PANEL UPGRADES - EQUIPMENT INSTALLATION"

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WHEREAS, the Board of Directors has received and reviewed staff's report regarding Sewage 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 Control Panel Installation Scope of Work is 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 – Control Panel Installation" 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 September 26, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: September 26, 2019

Subject: Project 19-18 Plant Fence Replacement

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for the replacement of the existing treatment plant perimeter fence.

## DISCUSSION

The treatment plant fence replacement project will replace the existing perimeter fence with a new 8-foot fence without barb wire on the top of the fence. The existing fence has deteriorated due to age and has multiple areas where it is failing. A solid fence is essential to controlling access to the treatment plant for security and public safety. The vegetation has already been removed from the existing fence so that the fencing replacement project can proceed.

A survey of the treatment plant property has been completed to verify property lines. The existing fence would be removed, and the new fence would be placed in the identical location. Staff will coordinate with adjacent neighbors and submit a request to the Coastal Commission requesting a waiver since this is an "in kind" replacement of a District asset.

## FUNDING

The FY19/20 CAWD Treatment Plant Capital Budget includes \$150,000 for the treatment plant replacement project.

RESOLUTION NO. 2019-50

A RESOLUTION AUTHORIZING INVITING BIDS FOR "TREATMENT PLANT FENCE REPLACEMENT PROJECT"

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WHEREAS, the Board of Directors has received and reviewed staff's report regarding Treatment Plant Fence Replacement Project invitation for bids;

WHEREAS, the procurement specifications for said construction 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 Treatment Plant Fence Replacement Project is 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 "Treatment Plant Fence Replacement 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 September 26, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary to the Board