



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

December 10, 2020
Thursday
9:00AM



Carmel Area Wastewater District

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

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

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

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.

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

CERTIFICATE OF REGISTRAR OF VOTERS

State of California }
County of Monterey } ss.

I, **Claudio Valenzuela**, Registrar of Voters of the County of Monterey, State of California hereby certify;

WHEREAS, the number of nominees did not exceed the number of offices required by law to be filled at the Election held on the 3rd day of November 2020 within the boundaries of the **Carmel Area Wastewater District, Director**;

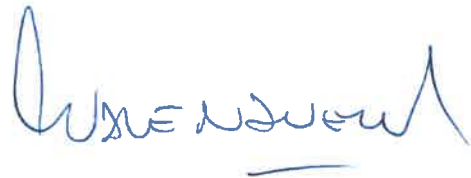
NOW, THEREFORE the Registrar of Voters hereby requests the supervising authority to appoint the following qualified person or persons as listed below:

Charlotte F. Townsend, 4-year term

Bob Siegfried, 4-year term

Gregory D'Ambrosio, 4-year term

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this Monday, November 23, 2020 and filed this date with the **Carmel Area Wastewater District**.



Claudio Valenzuela
Registrar of Voters

Certificate of Appointment in Lieu of Election and Oath of Office

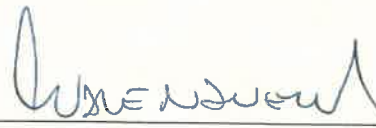
STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, Claudio Valenzuela, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Charlotte F. Townsend** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 3, 2020**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 20, 2020**.

Claudio Valenzuela,
Monterey County Registrar of Voters

By 

STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, **Charlotte F. Townsend**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signature)

Subscribed and sworn to before me, this ____ day of _____, 20__.

(Signature of Person Administering Oath)

(Title)

Certificate of Appointment in Lieu of Election and Oath of Office

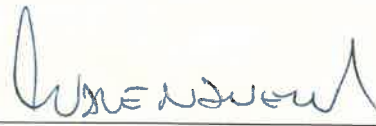
STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, Claudio Valenzuela, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Bob Siegfried** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 3, 2020**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 20, 2020**.

Claudio Valenzuela,
Monterey County Registrar of Voters

By 

STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, **Bob Siegfried**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signature)

Subscribed and sworn to before me, this ____ day of _____, 20__.

(Signature of Person Administering Oath)

(Title)

Certificate of Appointment in Lieu of Election and Oath of Office

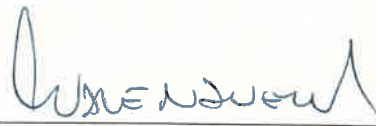
STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, Claudio Valenzuela, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Gregory D'Ambrosio** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 3, 2020**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 20, 2020**.

Claudio Valenzuela,
Monterey County Registrar of Voters

By 

STATE OF CALIFORNIA }
COUNTY OF MONTEREY } ss

I, **Gregory D'Ambrosio**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signature)

Subscribed and sworn to before me, this ____ day of _____, 20__.

(Signature of Person Administering Oath)

(Title)



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., October 29, 2020

Teleconference Webinar

(See California Executive Order N-29-20 during Covid19 Pandemic)

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

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

Absent: None

A quorum was present.

Others: Via Zoom

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)

Rachél Lather, District Engineer, CAWD

Patrick Treanor, Plant Engineer, CAWD

Ed Waggoner, Plant Superintendent, CAWD

Chris Foley, Maintenance Superintendent, CAWD

Karla Cristi, CMMS Plant Administrative Coordinator, 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

Peter McKee, Director, Pebble Beach Community Services District (PBCSD)

Mike Niccum, General Manager, PBCSD

Nancy Johnson, Senior Accountant, PBCSD

Kate Daniels, Corona Road annexation supporter

Lillian Hull, Corona Road annexation supporter

Matt Goss, CalPERS Customer Outreach and Support Manager

Jasper Jacobs, CalPERS Customer Outreach and Support

Patrick Johnston, Engineer, West Yost Associates

Kari Zajac, Project Manager, Rincon Consultants, Inc.

1. Public Comments:

No public comment

2. Agenda Changes:

- Item No. 18, page 78, was removed from the Consent Agenda for the Staff Report presentation and discussion directly after the Consent Agenda.
- Item No. 21, page 92, the Staff Report presentation, discussion and action was moved forward to directly after the Consent Agenda.

- Item No. 3, the staff presentation and discussion were moved forward to directly after the Consent Agenda.
- Item No. 24, the staff presentation and discussion were moved forward to directly after the Consent Agenda.

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

A motion to receive and approve was made by Director Rachel and seconded by Director Townsend. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:

- 3.** Regular Board Meeting Minutes of September 24, 2020 and Pension Committee Meeting Minutes of September 24, 2020
- 4.** Bank Statement Review by Hayashi Wayland – September 2020
- 5.** Schedule of Cash Receipts & Disbursements – September 2020
- 6.** Register of Disbursements - Carmel Area Wastewater District – September 2020
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project – September 2020
- 8.** Financial Statements and Supplementary Schedules – September 2020
- 9.** Collection System Superintendent’s Report – (2020-September, August, July)
- 10.** Safety and Regulatory Compliance Report – September 2020
- 11.** Treatment Facility Operations Report – (2020-September, August, July)
- 12.** Laboratory/Environmental Compliance Report – September 2020
- 13.** Capital Projects Report/Implementation Plan
- 14.** Project Summaries
- 15.** Plant Operations Report – September 2020
- 16.** Maintenance Projects Report – September 2020

AGENDA ITEMS MOVED TO BE HEARD, DISCUSSED, AND/OR TAKE ACTION ON

17. Principal Engineer Monthly Report General Engineering – September 2020

After a brief introduction both Kate Daniels and Lillian Hull updated the Board on the ongoing actions to garner support of the annexation of the Corona Road area of the Carmel Highlands. This update was informational only and no action was required.

18. Resolution No. 2020-67; Report given by the General Manager, Barbara Buikema and comment from CalPERS officials, Matt Goss and Jasper Jacobs.

Board Action

Extensive discussion followed the General Manager's report and the CalPERS officials answered questions as needed. Director Siegfried moved to approve the resolution and Director Rachel seconded. Following a roll call vote, the Board unanimously adopted Resolution 2020-67, authorizing an agreement and election to prefund a Defined Benefit Pension Plan trust fund with CalPERS, have the General Manager sign the Agreement, approving \$500K for deposit into the trust and assign oversight of the fund to the Pension Committee. In addition, Director Siegfried made a motion and Director Rachel seconded, and following a roll call vote, the Board decided to have staff issue a Request for Proposal (RFP) from other pension management agencies to gather information for the Board and to ensure the District has done due diligence in their decision to adopt this Resolution and the subsequent actions taken in doing so.

19. Mainsaver presentation

Chris Foley gave a PowerPoint presentation regarding updates that staff has done to Mainsaver [Computerized Maintenance Management Software (CMMS)] program. This was informational only and no action was taken.

20. Collection System Flow Modeling Update

Rachél Lather gave a PowerPoint presentation to update the Board on the ongoing Capacity Study of the CAWD collection system. This was informational only and no action was taken.

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

21. **Resolution No. 2020-65**; Report given by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-65, adopting an Initial Study/Mitigated Negative Declaration (IS/MND) and the Mitigation Monitoring and Reporting Plan (MMRP) and approving the Rancho Canada Sewer Replacement Project #19-13.

22. **Resolution No. 2020-66**; Report given by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-66, accepting the completed project, and directing the General Manager to file a Notice of Completion for the Rio Road Cured-In-Place-Pipe (CIPP) Lining Project #19-07.

23. **Resolution No. 2020-68**; Report given by the General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board adopted Resolution 2020-68, amending the Salary Administration Policy to update and clarify provisions relating to "Call-Back Time" in the Personnel Policies and Procedures Manual and Employee Handbook.

24. **Resolution No. 2020-69**; Report given by the General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-69, authorizing the President to sign the Certification of Assurance of Compliance for Community Power Resiliency Allocation Grant Program.

OTHER ITEMS BEFORE THE BOARD

25. Pretreatment Committee Selection; report given by the General Manager, Barbara Buikema.

Board Action

Director Siegfried made a motion and Director Rachel seconded a motion to approve the creation of an Ad Hoc Pretreatment Committee consisting of President White and Director D'Ambrosio. This was accepted unanimously following a Roll Call vote.

26. The Board approved a December 10th Board meeting date in lieu of two separate meetings for November and December.

27. Appeal to the Board by a District Constituent

As of the day of the Board meeting there was no information supplied to the District staff regarding an appeal. District legal counsel, however, did have contact with a gentleman who was concerned about a second home (built in 2005) on a family member's property that the District had noticed the property owner's of not having paid a connection fee or annual usage fees for. Counsel advised that the concern will most likely be handled without having to bring it to the Board.

COMMUNICATIONS

28. General Manager's Report – *Oral report by Barbara Buikema*

- Parking on Rio Road - public meeting with Mary Adams on October 15, 2020
The parking will be prohibited for trucks and the District has obtained an exemption as a public agency.
- Carmel Lagoon Agency Stakeholder Meeting on October 9, 2020
The Agency went over procedure updates for the winter months. They advised of Monterey County's moving forward with the Scenic Road Protection Barrier and an Ecosystem Protective Barrier (EPB) is still under discussion by the Agency.
- Carmel River Floodplain/Restoration & Environmental Enhancement Project (CRFREE) Memorandum of Understanding
Update status. The District has not received a term sheet from the Monterey County Counsel in order to move forward with discussion for the project.

INFORMATION/DISCUSSION ITEMS

* These are informational only items, and no action was taken.

29. No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.

30. Hiring practices of other agencies, report by Human Resources Consultant, Beth Ingram but given by Barbara Buikema.

31. PBCSD September 25, 2020 Board Meeting, report by the General Manager, Barbara Buikema.

32. Special District Association Meeting, report given by the General Manager, Barbara Buikema.

33. Announcements On Subjects Of Interest To The Board Made By Members Of The Board Or Staff

- A Board member would like to discuss some items of concern on the Agenda template and will meet with the General Manager.
- A Board member requested editing authority and final approval of the District's newsletter as a new provision in releasing the newsletters to the public and the Board voted unanimously to have a final review of the newsletter at a regularly scheduled Board meeting before it is authorized to be released to the public.
- Director Rachel is scheduled to attend the Friday, October 30, 2020 PBCSD Board Meeting. Director Siegfried is scheduled to attend the December 11, 2020 PBCSD Board Meeting.
- A Director will be scheduled to attend the Special Districts Association of Monterey County meeting of January 19, 2021 during the December CAWD Board Meeting.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 10, 2020.

34. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 10:53 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **December 10, 2020**, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES
November 2, 2020 at 2:00 p.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 2:00 p.m.

Present: Director Michael Rachel, Trustee & Committee member
 Legal Counsel, Robert Wellington, Trustee & Committee member
 General Manager, Barbara Buikema, Trustee & Committee member

Absent: None

Other: William Hastie, Hastie Financial Group
 Haley Hitchman, Hastie Financial Group

AGENDA ITEMS:

1. The Pension Committee met to discuss the CAWD Defined Benefit Plan 3rd Quarter Review and 4th Quarter Action Plan

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 2:40 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 10, 2020, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

November 16, 2020

To the Board of Directors
Carmel Area Wastewater District

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

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

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

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



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

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

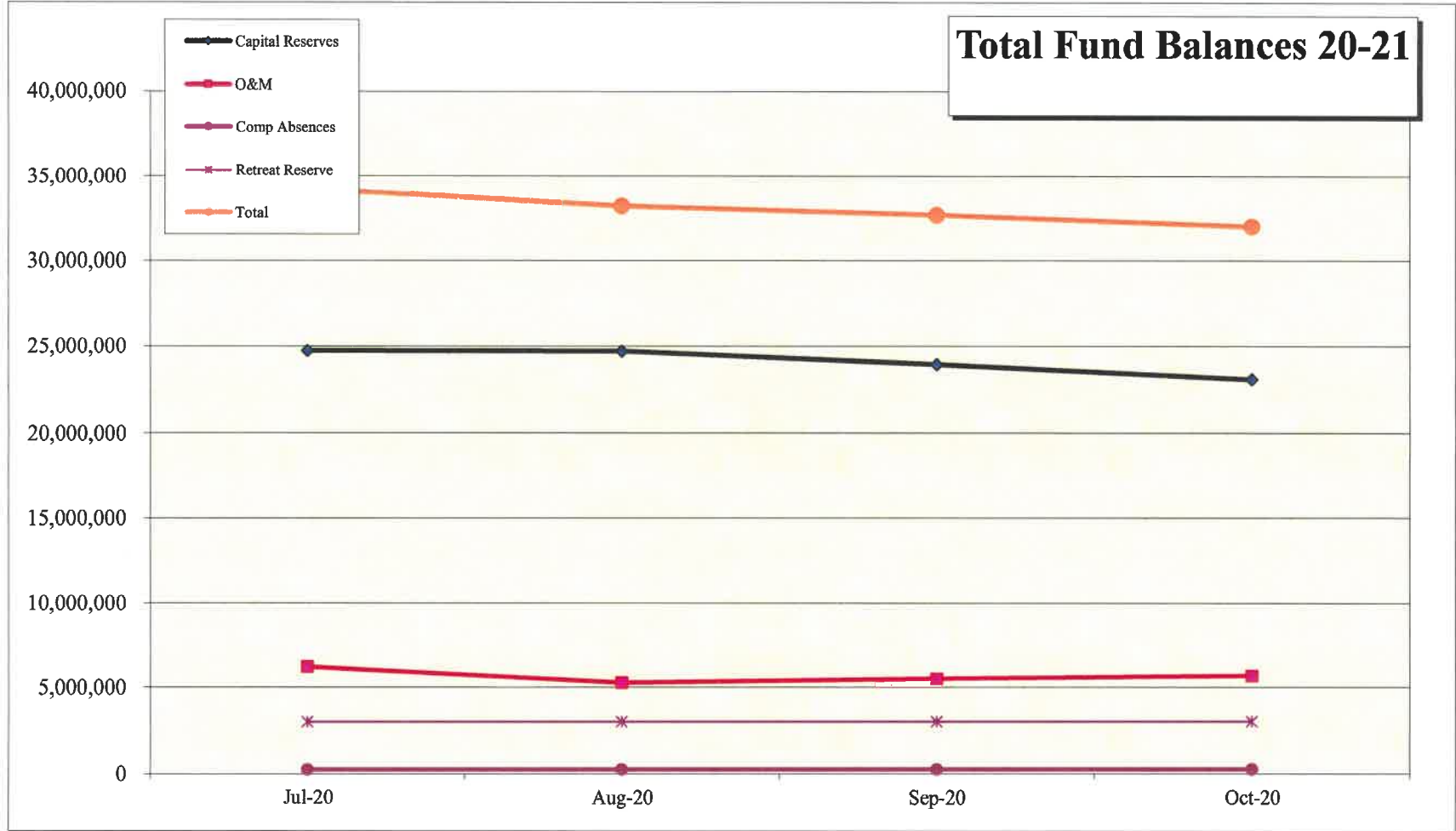
A handwritten signature in blue ink, appearing to read "Robert Lee", is written over the printed name.

Robert Lee, CPA
Partner
Hayashi Wayland

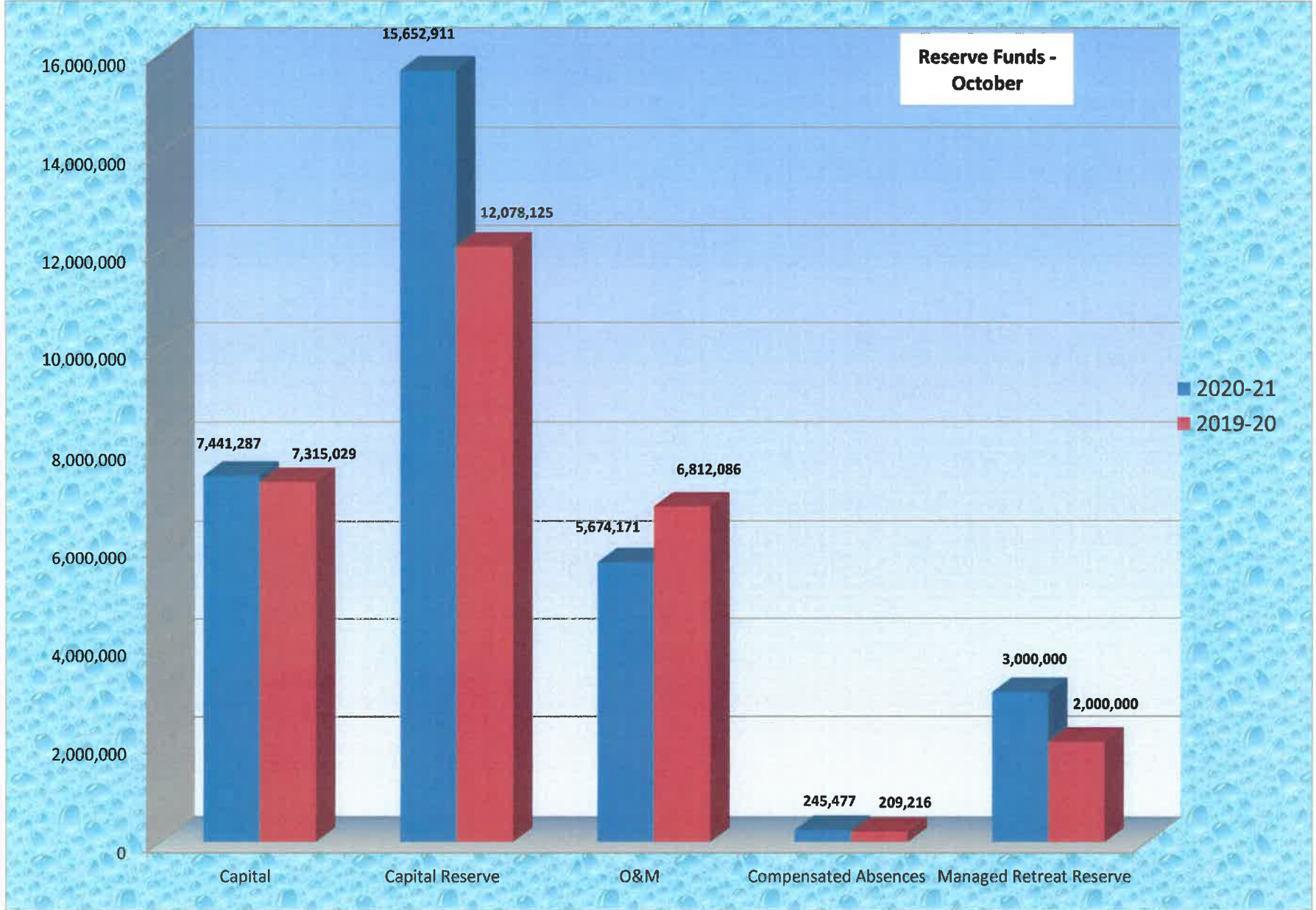
Cc: Mr. Ken White, President

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

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$8,281,393	\$15,652,911	\$5,495,913	\$245,477	\$3,000,000	\$32,675,693	\$1,023,555	\$125,777	\$1,189,179
Receipts:									
User Fees							2,556		
Property Taxes							90,000		
PBCSD Treatment Fees									
Reclamation O & M reimbursement									
Reclamation capital billing									
Permits							9,595		
PBCSD capital billing									
Other misc. revenue							30,876		
Interest income			132,512					1	2,525
Connection Fees									
Plan Review									
Reclamation transfer to pay their a/p							1,440,000		
Refund ADP fees									
Pooled liability dividend									
Void checks-replace lost check							2,937	416	
Total Receipts	0	0	132,512	0	0	132,512	1,575,964	416	2,525
Fund Transfers:									
Transfers to Union Bank O&M	(600,000)						600,000		
Transfers to Union Bank PR							(110,000)	110,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(240,106)		240,106						
Rebalance Capital and O&M Reserves									
Total Transfers	(840,106)	0	240,106	0	0	(600,000)	490,000	110,000	0
Disbursements:									
Operations and capital							1,735,859		
Payroll & payroll taxes								216,773	
Employee Dental reimbursements							549		
CALPERS EFT							33,177		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							33		
US Bank EFT							13,171		
Deferred comp contributions EFT								10,535	
PEHP contributions EFT								3,069	
Bank/ADP fees							254	1,005	
Highlands Bond Debt Service Payment			194,360						
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	194,360	0	0	194,360	1,783,631	231,382	0
BALANCE END OF MONTH	7,441,287	15,652,911	5,674,171	245,477	3,000,000	32,013,846	1,305,888	4,812	1,191,704



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



Carmel Area Wastewater District
Disbursements
Oct-20

Date	Check	Vendor	Description	Amount
10/01/20	35520	American Fidelity Assurance Company	Flex accounts	246.14
10/01/20	35521	AT&T Mobility	Cell service	891.75
10/01/20	35522	AT&T CALNET 3	Various phone lines for devices	374.40
10/01/20	35523	Beth Ingram	March through June HR contract services	15,337.50
10/01/20	35524	Biobot Analytics	Influent sample testing	4,080.00
10/01/20	35525	Buckles-Smith Electric	Compactlogix 600kb controller	2,507.39
10/01/20	35526	CAL FIRE	Easement clearing	898.32
10/01/20	35527	Carmel Pine Cone	Legal notice for Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	281.25
10/01/20	35528	CAWD\PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	3,036.88
10/01/20	35529	Cintas Corporation	Laundry service	674.77
10/01/20	35530	Coast Counties Glass	Replace both effluent building entrance doors	4,795.00
10/01/20	35531	Culligan Water	Lab C&I Exchange	17.35
10/01/20	35532	D'Arcy & Harty Construction	Hatton Canyon Pipeline Bursting Project #18-17 (CAPITAL)	735,585.00
10/01/20	35533	Del Monte Gardeners	Easement clearing	5,000.00
10/01/20	35534	Direct TV	Monthly service	83.99
10/01/20	35535	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	4,131.16
10/01/20	35536	Exceedio	Install Infomaker	110.00
10/01/20	35537	FGL Environmental	Final effluent sample analysis	2,725.00
10/01/20	35538	First Alarm	Quarterly alarm service	552.39
10/01/20	35539	Got.Net	Domain parking	24.20
10/01/20	35540	Grainger	Noninsulated flexible duct	33.27
10/01/20	35541	Hach Company	LDO sensor cap and lab supplies	1,894.36
10/01/20	35542	Harrington Industrial Plastics	1" valve diaphragms	1,148.47
10/01/20	35543	Hayward Gordon ULC	Mechanical seal and housing	8,816.79
10/01/20	35544	Image Source	Plant copier charges	76.55
10/01/20	35545	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	21,946.26
10/01/20	35546	Kennedy/Jenks Consultants	Rio Road CIPP Lining Project #19-07 (CAPITAL \$4,345.27) and CRFREE Mitigation Pipeline Undergrounding Project #19-21	12,186.97
10/01/20	35547	MANCO	Temperature transmitter	2,290.74
10/01/20	35548	Mark Napier	Mechanical Technologist Grade I exam	175.00
10/01/20	35549	Michael Rachel	Dental	258.00
10/01/20	35550	Monterey Bay Analytical Services	Final effluent sample analysis	404.00
10/01/20	35551	Monterey County LAFCO	Application fee for annexation project #19-09	4,200.00
10/01/20	35552	Patelco Credit Union	Health savings accounts contributions	5,870.33
10/01/20	35553	Pacific Gas & Electric	August co-gen charges	319.54
10/01/20	35554	Progressive Business Publications	Environmental Compliance Newsletter subscription	299.00
10/01/20	35555	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
10/01/20	35556	Quill LLC	Binder index tabs	107.53
10/01/20	35557	Rincon Consultants	Upper Rancho Canada Pipeline Project #19-13 (CAPITAL)	17,320.85
10/01/20	35558	Scarborough Lumber & Building	Operating supplies	70.24
10/01/20	35559	Smitty's Janitorial	Plant service	910.00
10/01/20	35560	Trowbridge Enterprises	Admin office chair	606.34

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

Date	Check	Vendor	Description	Amount
10/01/20	35561	Trucksis Enterprises	Sierra Lite Display Retractors	752.95
10/01/20	35562	Univar USA Inc.	Sodium hypochlorite	7,564.17
10/01/20	35563	Vision Service Plan	Vision insurance premium	573.30
10/01/20	35564	Water Awareness Committee of Monterey Co.	Annual dues	1,000.00
10/01/20	35565	Wellington Law Offices	District legal services	4,479.00
10/02/20	35566	Castle Rock Catering	CWEA Employee Appreciation Week lunch	767.09
10/13/20	35567	BTJ Enterprises	Newsletter production and postage deposit	2,800.06
10/14/20	35568	Allied Fluid Products	Gaskets	165.46
10/14/20	35569	American Fidelity Assurance Company	Flex accounts	123.07
10/14/20	35570	American Fidelity Assurance	Employee insurance premiums	699.52
10/14/20	35571	Applied Marine Sciences	Final June CCLEAN expenses	47,570.25
10/14/20	35572	AT&T CALNET 3	Various phone lines for devices	596.12
10/14/20	35573	AT&T	Admin alarm	42.83
10/14/20	35574	Barbara Buikema	Vision copay	10.00
10/14/20	35575	Beth Ingram	HR services	3,262.50
10/14/20	35576	Bryan Mailey Electric	Various projects including insulation testing of pumps and motors, pump station maintenance and install HEPA filters at admin (CAPITAL \$1,542.59)	16,182.13
10/14/20	35577	Buckles-Smith Electric	Electrical and operating supplies	2,308.29
10/14/20	35578	Cal-Am Water	Monthly service	823.09
10/14/20	35579	Carmel Marina Corporation	Admin garbage and Plant rolloffs	1,064.75
10/14/20	35580	Christopher Foley	Dental	87.00
10/14/20	35581	Cintas Corporation	Laundry service	324.76
10/14/20	35582	CWEA	Employee certificate renewal	91.00
10/14/20	35583	Datco Services	Quarterly monitoring fees	146.25
10/14/20	35584	Davner Construction & Engineering	Admin Building Modifications-COVID-19 #20-01 (CAPITAL)	7,879.50
10/14/20	35585	Del Monte Gardeners	Easement clearing	2,000.00
10/14/20	35586	Digital Concrete Scanning Services	Microturbine Gas Conditioning System Project #18-11 (CAPITAL)	1,090.00
10/14/20	35587	Domine Barringer	Vision copay	40.00
10/14/20	35588	Downey Brand	California River Watch legal services	664.00
10/14/20	35589	Eaton Corporation	Annual maintenance contract for the lab UPS	3,595.68
10/14/20	35590	Edward Waggoner	Employee certificate renewal	110.00
10/14/20	35591	Fastenal Company	Operating supplies	1,541.91
10/14/20	35592	GLS US	Shipping costs of samples for analysis	210.64
10/14/20	35593	Grainger	Cam and groove coupling	64.00
10/14/20	35594	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
10/14/20	35595	ICON Cloud Solutions	Monthly telephone service	586.11
10/14/20	35596	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	3,273.38
10/14/20	35597	Kemira Water Solutions	Ferric chloride	4,186.58
10/14/20	35598	Liberty Composting	Sludge hauling	6,743.88
10/14/20	35599	Mainsaver Software	Infomaker reporting training	6,463.80
10/14/20	35600	Mandell Municipal Counseling	Legal services-revenue advice	203.00
10/14/20	35601	McMaster-Carr	Operating supplies	162.96

Carmel Area Wastewater District
Disbursements
Oct-20

Date	Check	Vendor	Description	Amount
10/14/20	35602	Michael Hooks	CWEA annual membership dues and employee certificate renewal	308.00
10/14/20	35603	MNS Engineers	Hatton Canyon Pipeline Bursting Project #18-17 and Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	19,434.97
10/14/20	35604	Monterey County Tax Collector	Annual CSA #50 and MPWMD water supply charges	362.98
10/14/20	35605	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement	471.50
10/14/20	35606	Peninsula Welding & Medical	Non-liquid cylinders rent for the lab	103.20
10/14/20	35607	P S O M A S	Construction management for the Hatton Canyon Trail Project #18-17 (CAPITAL)	38,385.00
10/14/20	35608	Saro Construction	Admin Building Modifications-COVID-19 #20-01 (CAPITAL)	1,515.00
10/14/20	35609	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	12,726.62
10/14/20	35610	Streamline	Website maintenance	400.00
10/14/20	35611	Trevor Weidner-Holland	Dental	204.00
10/14/20	35612	The UPS Store	Shipping costs for parts to repair	215.70
10/14/20	35613	USA Blue Book	Neptune drum mixer	533.05
10/19/20	35614	Cal-Am Water	Reclamation Aug and Sep due to frozen Reclamation account	5,298.06
10/19/20	35615	OVERFLOW STUB		0.00
10/19/20	35616	PG&E	Monthly service for CAWD and Reclamation due to frozen Reclamation account	77,719.73
10/20/20	35617	Brenntag Pacific Inc.	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	7,265.80
10/20/20	35618	Bryan Mailey Electric	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	2,590.00
10/20/20	35619	Buckles-Smith Electric	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	1,427.93
10/20/20	35620	Grainger	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	10.37
10/20/20	35621	Manco	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	2,240.71
10/20/20	35622	McMaster-Carr	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	178.26
10/20/20	35623	R&B a Core & Main Company	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	308.78
10/20/20	35624	Stifel Nicolaus & Company	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	1,285.48
10/20/20	35625	USA Blue Book	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	533.04
10/20/20	35626	Monterey Peninsula Water Management Dist.	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	515,250.00
10/21/20	35627	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
10/23/20	35628	McMaster-Carr	Operating supplies	293.45
				1,736,408.43

CAWD/PBCSD Reclamation Project
Disbursements
Oct-20

Date	Check	Vendor	Description	Amount
10/01/20	8931	Applied Industrial Technologies	Baldor motor	1,077.21
10/01/20	8932	Brenntag Pacific-VOID	Ammonium hydroxide-VOID	0.00
10/01/20	8933	Buckes-Smith Electric-VOID	Replace void check for 20 amp breakers-VOID	0.00
10/01/20	8934	Cal-Am Water-VOID	Hydrant meter K-VOID	0.00
10/01/20	8935	Grainger-VOID	Repair parts and a credit for returned batteries-VOID	0.00
10/01/20	8936	Hach Company	Lab supplies	566.03
10/01/20	8937	Harrington Industrial Plastics-VOID	1" valve diaphragms-VOID	0.00
10/01/20	8938	MANCO-VOID	Pressure transmitter-VOID	0.00
10/01/20	8939	Pebble Beach Company	July bond principal and interest, letter of credit fees current and past and project rep costs	262,636.94
10/01/20	8940	PBCSD-VOID	Supplemental June capital and O&M (CAPITAL \$1,171.13)-VOID	0.00
10/14/20	8941	Brenntag Pacific-VOID	Ammonium hydroxide-VOID	0.00
10/14/20	8942	Bryan Mailey Electric-VOID	Fix ammonia leak, install ammonia gas detector at tertiary, wire hot water heater and muffle furnace-VOID	0.00
10/14/20	8943	Buckes-Smith Electric-VOID	Replace check 8933-VOID	0.00
10/14/20	8944	Cal-Am Water-VOID	Replace check 8934 and September water bill-VOID	0.00
10/14/20	8945	McMaster-Carr-VOID	Operating supplies-VOID	0.00
10/14/20	8946	Pebble Beach Company-VOID	August bond principal and interest, letter of credit fees current and past and project rep costs-VOID	0.00
10/14/20	8947	PBCSD-VOID	Supplemental June O&M bill for annual source water treatment costs-VOID	0.00
10/14/20	8948	R&B Company-VOID	Megaflanges and gaskets-VOID	0.00
10/14/20	8949	Stifel & Nicolaus-VOID	Quarterly remarketing fees for COP's-VOID	0.00
10/14/20	8950	USA Blue Book-VOID	Neptune drum mixer-VOID	0.00
10/19/20	8951	CAWD	Transfer to CAWD due to frozen Reclamation account to pay Reclamation bills	670,000.00
				934,280.18
Checks paid by through CAWD				
10/20/20	35617	Brenntag Pacific	Ammonium hydroxide	7,265.80
10/20/20	35618	Bryan Mailey Electric	Replace ethernet cables, rewire muffle furnace, wire hot water heater, install wireless access point & fix ammonia leak	2,590.00
10/20/20	35619	Buckes-Smith Electric	Replace rejected check #8943	1,427.93
10/20/20	35620	Grainger	Operating supplies	10.37
10/20/20	35621	MANCO	Pressure transmitter	2,240.71
10/20/20	35622	McMaster-Carr	Replace rejected check #8945	178.26
10/20/20	35623	R&B Company	Replace rejected check #8948	308.78
10/20/20	35624	Stifel & Nicolaus	Replace rejected check #8949	1,285.48
10/20/20	35625	USA Blue Book	Replace rejected check #8950	533.04
10/20/20	35626	MPWMD	Annual principal payment of \$500,000 and semi-annual interest payment of \$15,250	515,250.00
				531,090.37



**Financial Statements
and
Supplementary Schedules**

October 2020

December 10, 2020

Carmel Area Wastewater District

Balance Sheet

October 2020

ASSETS			
Current Assets			
Cash			
Cash	34,538,196.57		
TOTAL Cash	34,538,196.57	34,538,196.57	
Other Current Assets			
Other Current Assets	1,218,776.56		
TOTAL Other Current Assets	1,218,776.56	1,218,776.56	
TOTAL Current Assets		35,756,973.13	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76	308,059.76	
Treatment Structures			
Treatment Structures	70,358,452.24		
TOTAL Treatment Structures	70,358,452.24	70,358,452.24	
Treatment Equipment			
Treatment Equipment	8,303,819.10		
TOTAL Treatment Equipment	8,303,819.10	8,303,819.10	
Collection Structures			
Collection Structures	1,238,843.71		
TOTAL Collection Structures	1,238,843.71	1,238,843.71	
Collection Equipment			
Collection Equipment	949,252.97		
TOTAL Collection Equipment	949,252.97	949,252.97	
Sewers		11,119,419.83	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85	1,643,890.85	
Other Fixed Assets			
Other Fixed Assets	4,367,014.82		
TOTAL Other Fixed Assets	4,367,014.82	4,367,014.82	
Capital Improvement Projects			
Capital Improvement Projects	3,863,614.01		
TOTAL Capital Improvement Projects	3,863,614.01	3,863,614.01	
Accumulated depreciation		(51,069,397.63)	
TOTAL Fixed Assets		51,082,969.66	
Other Assets			
Other Assets		739,459.66	
TOTAL Other Assets		739,459.66	
TOTAL ASSETS		87,579,402.45	

Carmel Area Wastewater District

Balance Sheet

October 2020

LIABILITIES

Current Liabilities		
Current Liabilities	1,599,900.46	
TOTAL Current Liabilities	<u>1,599,900.46</u>	1,599,900.46
Long-Term Liabilities		
Long Term Liabilities	918,604.37	
TOTAL Long-Term Liabilities	<u>918,604.37</u>	918,604.37
TOTAL LIABILITIES		<u>2,518,504.83</u>

NET POSITION

Net Assets	87,308,783.73	
Year-to-Date Earnings	(2,247,886.11)	
TOTAL NET POSITION		<u>85,060,897.62</u>
TOTAL LIABILITIES & NET POSITION		<u>87,579,402.45</u>

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	783,583.58	614,381.64	169,201.94	27.5 %
TOTAL Income	783,583.58	614,381.64	169,201.94	27.5 %
Adjustments				
Discounts	92.18	0.00	92.18	
TOTAL Adjustments	92.18	0.00	92.18	
*****	783,675.76	614,381.64	169,294.12	27.6 %
***** OPERATING INCOME	783,675.76	614,381.64	169,294.12	27.6 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,185,887.21	1,184,082.91	(1,804.30)	-0.2 %
TOTAL Salaries and Payroll Taxes	1,185,887.21	1,184,082.91	(1,804.30)	-0.2 %
Employee Benefits				
Employee Benefits	1,077,395.19	343,942.40	(733,452.79)	-213.2 %
TOTAL Employee Benefits	1,077,395.19	343,942.40	(733,452.79)	-213.2 %
Director's Expenses				
Director's Expenses	7,709.00	12,366.64	4,657.64	37.7 %
TOTAL Director's Expenses	7,709.00	12,366.64	4,657.64	37.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	36,700.40	40,211.96	3,511.56	8.7 %
TOTAL Truck and Auto Expenses	36,700.40	40,211.96	3,511.56	8.7 %
General and Administrative				
General and Administrative	142,645.56	344,266.00	201,620.44	58.6 %
TOTAL General and Administrative	142,645.56	344,266.00	201,620.44	58.6 %
Office Expense				
Office Expense	8,763.32	20,016.68	11,253.36	56.2 %
TOTAL Office Expense	8,763.32	20,016.68	11,253.36	56.2 %
Operating Supplies				
Operating Supplies	127,615.05	139,993.96	12,378.91	8.8 %
TOTAL Operating Supplies	127,615.05	139,993.96	12,378.91	8.8 %
Contract Services				
Contract Services	298,078.79	486,798.40	188,719.61	38.8 %
TOTAL Contract Services	298,078.79	486,798.40	188,719.61	38.8 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	97,586.25	210,050.00	112,463.75	53.5 %
TOTAL Repairs and Maintenance	97,586.25	210,050.00	112,463.75	53.5 %
Utilities				
Utilities	109,952.73	163,590.60	53,637.87	32.8 %
TOTAL Utilities	109,952.73	163,590.60	53,637.87	32.8 %
Travel and Meetings				
Travel and Meetings	3,608.81	26,566.60	22,957.79	86.4 %
TOTAL Travel and Meetings	3,608.81	26,566.60	22,957.79	86.4 %
Permits and Fees				
Permits and Fees	10,299.50	31,750.00	21,450.50	67.6 %
TOTAL Permits and Fees	10,299.50	31,750.00	21,450.50	67.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	5,474.81	3,633.36	(1,841.45)	-50.7 %
TOTAL Memberships and Subscriptions	5,474.81	3,633.36	(1,841.45)	-50.7 %
Safety				
Safety	56,818.54	70,971.72	14,153.18	19.9 %
TOTAL Safety	56,818.54	70,971.72	14,153.18	19.9 %
Other Expenses				
Other Expense	15,804.16	14,233.36	(1,570.80)	-11.0 %
TOTAL Other Expenses	15,804.16	14,233.36	(1,570.80)	-11.0 %
TOTAL Operating Expenses	3,184,339.32	3,092,474.59	(91,864.73)	-3.0 %
***** OPERATING INCOME (LOSS)	(2,400,663.56)	(2,478,092.95)	77,429.39	3.1 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	152,777.45	49,793.75	102,983.70	206.8 %
TOTAL Other Income or Gain	152,777.45	49,793.75	102,983.70	206.8 %
TOTAL Non-op Income, Expense, Gain or Loss	152,777.45	49,793.75	102,983.70	206.8 %
***** NET INCOME (LOSS)	(2,247,886.11)	(2,428,299.20)	180,413.09	7.4 %
***** NET INCOME (LOSS)	(2,247,886.11)	(2,428,299.20)	180,413.09	7.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maintenance
*Year-to-Date Variance, October 2020 - current month, Consolidated by
account, Department 4*

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	154,054.34	198,022.50	43,968.16	22.2 %
TOTAL Salaries and Payroll Taxes	154,054.34	198,022.50	43,968.16	22.2 %
Employee Benefits				
<i>Employee Benefits</i>	200,455.26	68,726.33	(131,728.93)	-191.7 %
TOTAL Employee Benefits	200,455.26	68,726.33	(131,728.93)	-191.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	860.87	15,823.36	14,962.49	94.6 %
TOTAL Truck and Auto Expenses	860.87	15,823.36	14,962.49	94.6 %
General and Administrative				
<i>General and Administrative</i>	768.83	25,000.00	24,231.17	96.9 %
TOTAL General and Administrative	768.83	25,000.00	24,231.17	96.9 %
Office Expense				
<i>Office Expense</i>	537.89	2,083.32	1,545.43	74.2 %
TOTAL Office Expense	537.89	2,083.32	1,545.43	74.2 %
Operating Supplies				
<i>Operating Supplies</i>	21,331.04	17,033.36	(4,297.68)	-25.2 %
TOTAL Operating Supplies	21,331.04	17,033.36	(4,297.68)	-25.2 %
Contract Services				
<i>Contract Services</i>	115,812.82	154,900.04	39,087.22	25.2 %
TOTAL Contract Services	115,812.82	154,900.04	39,087.22	25.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	58,452.46	101,300.00	42,847.54	42.3 %
TOTAL Repairs and Maintenance	58,452.46	101,300.00	42,847.54	42.3 %
Utilities				
<i>Utilities</i>	1,266.58	1,533.32	266.74	17.4 %
TOTAL Utilities	1,266.58	1,533.32	266.74	17.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	292.62	3,133.32	2,840.70	90.7 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maintenance
Year-to-Date Variance, October 2020 - current month, Consolidated by
account, Department 4

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	292.62	3,133.32	2,840.70	90.7 %
Permits and Fees				
<i>Permits and Fees</i>	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,094.00	600.00	(494.00)	-82.3 %
TOTAL Memberships and Subscriptions	1,094.00	600.00	(494.00)	-82.3 %
Safety				
<i>Safety</i>	16,434.30	31,783.36	15,349.06	48.3 %
TOTAL Safety	16,434.30	31,783.36	15,349.06	48.3 %
Other Expenses				
<i>Other Expense</i>	1,667.00	0.00	(1,667.00)	
TOTAL Other Expenses	1,667.00	0.00	(1,667.00)	
TOTAL Operating Expenses	577,472.01	626,438.91	48,966.90	7.8 %
***** OPERATING INCOME (LOSS)	(577,472.01)	(626,438.91)	48,966.90	7.8 %
***** NET INCOME (LOSS)	(577,472.01)	(626,438.91)	48,966.90	7.8 %
***** NET INCOME (LOSS)	(577,472.01)	(626,438.91)	48,966.90	7.8 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	203,464.39	209,618.98	6,154.59	2.9 %
TOTAL Salaries and Payroll Taxes	203,464.39	209,618.98	6,154.59	2.9 %
Employee Benefits				
<i>Employee Benefits</i>	241,671.83	74,224.53	(167,447.30)	-225.6 %
TOTAL Employee Benefits	241,671.83	74,224.53	(167,447.30)	-225.6 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	34,070.84	23,016.64	(11,054.20)	-48.0 %
TOTAL Truck and Auto Expenses	34,070.84	23,016.64	(11,054.20)	-48.0 %
General and Administrative				
<i>General and Administrative</i>	47,029.68	24,333.32	(22,696.36)	-93.3 %
TOTAL General and Administrative	47,029.68	24,333.32	(22,696.36)	-93.3 %
Office Expense				
<i>Office Expense</i>	176.59	3,033.36	2,856.77	94.2 %
TOTAL Office Expense	176.59	3,033.36	2,856.77	94.2 %
Operating Supplies				
<i>Operating Supplies</i>	4,818.46	10,333.32	5,514.86	53.4 %
TOTAL Operating Supplies	4,818.46	10,333.32	5,514.86	53.4 %
Contract Services				
<i>Contract Services</i>	40,811.71	116,725.00	75,913.29	65.0 %
TOTAL Contract Services	40,811.71	116,725.00	75,913.29	65.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	22,211.85	79,833.36	57,621.51	72.2 %
TOTAL Repairs and Maintenance	22,211.85	79,833.36	57,621.51	72.2 %
Utilities				
<i>Utilities</i>	13,974.01	13,216.68	(757.33)	-5.7 %
TOTAL Utilities	13,974.01	13,216.68	(757.33)	-5.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	924.23	6,384.96	5,460.73	85.5 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	924.23	6,384.96	5,460.73	85.5 %
Permits and Fees				
<i>Permits and Fees</i>	3,190.00	3,250.00	60.00	1.8 %
TOTAL Permits and Fees	3,190.00	3,250.00	60.00	1.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,017.00	716.68	(300.32)	-41.9 %
TOTAL Memberships and Subscriptions	1,017.00	716.68	(300.32)	-41.9 %
Safety				
<i>Safety</i>	5,744.33	21,445.04	15,700.71	73.2 %
TOTAL Safety	5,744.33	21,445.04	15,700.71	73.2 %
Other Expenses				
<i>Other Expense</i>	3,404.60	66.68	(3,337.92)	-5005.9 %
TOTAL Other Expenses	3,404.60	66.68	(3,337.92)	-5005.9 %
TOTAL Operating Expenses	622,509.52	586,198.55	(36,310.97)	-6.2 %
***** OPERATING INCOME (LOSS)	(622,509.52)	(586,198.55)	(36,310.97)	-6.2 %
***** NET INCOME (LOSS)	(622,509.52)	(586,198.55)	(36,310.97)	-6.2 %
***** NET INCOME (LOSS)	(622,509.52)	(586,198.55)	(36,310.97)	-6.2 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	389,736.53	387,896.89	(1,839.64)	-0.5 %
TOTAL Salaries and Payroll Taxes	389,736.53	387,896.89	(1,839.64)	-0.5 %
Employee Benefits				
<i>Employee Benefits</i>	424,320.44	139,518.78	(284,801.66)	-204.1 %
TOTAL Employee Benefits	424,320.44	139,518.78	(284,801.66)	-204.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
<i>General and Administrative</i>	52,884.00	200,249.36	147,365.36	73.6 %
TOTAL General and Administrative	52,884.00	200,249.36	147,365.36	73.6 %
Office Expense				
<i>Office Expense</i>	3,088.56	8,433.32	5,344.76	63.4 %
TOTAL Office Expense	3,088.56	8,433.32	5,344.76	63.4 %
Operating Supplies				
<i>Operating Supplies</i>	96,220.78	107,860.64	11,639.86	10.8 %
TOTAL Operating Supplies	96,220.78	107,860.64	11,639.86	10.8 %
Contract Services				
<i>Contract Services</i>	110,424.12	180,573.32	70,149.20	38.8 %
TOTAL Contract Services	110,424.12	180,573.32	70,149.20	38.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	8,973.98	23,149.96	14,175.98	61.2 %
TOTAL Repairs and Maintenance	8,973.98	23,149.96	14,175.98	61.2 %
Utilities				
<i>Utilities</i>	89,295.38	141,568.96	52,273.58	36.9 %
TOTAL Utilities	89,295.38	141,568.96	52,273.58	36.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,420.00	9,815.00	8,395.00	85.5 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,420.00	9,815.00	8,395.00	85.5 %
Permits and Fees				
<i>Permits and Fees</i>	2,665.50	0.00	(2,665.50)	
TOTAL Permits and Fees	2,665.50	0.00	(2,665.50)	
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,752.53	2,000.00	247.47	12.4 %
TOTAL Memberships and Subscriptions	1,752.53	2,000.00	247.47	12.4 %
Safety				
<i>Safety</i>	33,489.89	16,666.68	(16,823.21)	-100.9 %
TOTAL Safety	33,489.89	16,666.68	(16,823.21)	-100.9 %
Other Expenses				
<i>Other Expense</i>	0.00	666.68	666.68	100.0 %
TOTAL Other Expenses	0.00	666.68	666.68	100.0 %
TOTAL Operating Expenses	1,215,730.97	1,218,841.59	3,110.62	0.3 %
***** OPERATING INCOME (LOSS)	(1,215,730.97)	(1,218,841.59)	3,110.62	0.3 %
***** NET INCOME (LOSS)	(1,215,730.97)	(1,218,841.59)	3,110.62	0.3 %
***** NET INCOME (LOSS)	(1,215,730.97)	(1,218,841.59)	3,110.62	0.3 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	222,116.42	203,752.72	(18,363.70)	-9.0 %
TOTAL Salaries and Payroll Taxes	222,116.42	203,752.72	(18,363.70)	-9.0 %
Employee Benefits				
<i>Employee Benefits</i>	210,947.66	61,472.76	(149,474.90)	-243.2 %
TOTAL Employee Benefits	210,947.66	61,472.76	(149,474.90)	-243.2 %
Director's Expenses				
<i>Director's Expenses</i>	7,709.00	12,366.64	4,657.64	37.7 %
TOTAL Director's Expenses	7,709.00	12,366.64	4,657.64	37.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	309.43	929.96	620.53	66.7 %
TOTAL Truck and Auto Expenses	309.43	929.96	620.53	66.7 %
General and Administrative				
<i>General and Administrative</i>	26,619.00	94,683.32	68,064.32	71.9 %
TOTAL General and Administrative	26,619.00	94,683.32	68,064.32	71.9 %
Office Expense				
<i>Office Expense</i>	4,960.28	6,466.68	1,506.40	23.3 %
TOTAL Office Expense	4,960.28	6,466.68	1,506.40	23.3 %
Operating Supplies				
<i>Operating Supplies</i>	69.22	600.00	530.78	88.5 %
TOTAL Operating Supplies	69.22	600.00	530.78	88.5 %
Contract Services				
<i>Contract Services</i>	25,274.21	34,600.04	9,325.83	27.0 %
TOTAL Contract Services	25,274.21	34,600.04	9,325.83	27.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,323.74	1,666.68	(1,657.06)	-99.4 %
TOTAL Repairs and Maintenance	3,323.74	1,666.68	(1,657.06)	-99.4 %
Utilities				
<i>Utilities</i>	5,151.47	7,271.64	2,120.17	29.2 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	5,151.47	7,271.64	2,120.17	29.2 %
Travel and Meetings				
Travel and Meetings	971.96	7,233.32	6,261.36	86.6 %
TOTAL Travel and Meetings	971.96	7,233.32	6,261.36	86.6 %
Permits and Fees				
Permits and Fees	0.00	22,000.00	22,000.00	100.0 %
TOTAL Permits and Fees	0.00	22,000.00	22,000.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,611.28	316.68	(1,294.60)	-408.8 %
TOTAL Memberships and Subscriptions	1,611.28	316.68	(1,294.60)	-408.8 %
Safety				
Safety	1,150.02	743.32	(406.70)	-54.7 %
TOTAL Safety	1,150.02	743.32	(406.70)	-54.7 %
Other Expenses				
Other Expense	10,732.56	13,500.00	2,767.44	20.5 %
TOTAL Other Expenses	10,732.56	13,500.00	2,767.44	20.5 %
TOTAL Operating Expenses	520,946.25	467,603.76	(53,342.49)	-11.4 %
***** OPERATING INCOME (LOSS)	(520,946.25)	(467,603.76)	(53,342.49)	-11.4 %
***** NET INCOME (LOSS)	(520,946.25)	(467,603.76)	(53,342.49)	-11.4 %
***** NET INCOME (LOSS)	(520,946.25)	(467,603.76)	(53,342.49)	-11.4 %

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

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	215,803.75	182,369.46	(33,434.29)	-18.3 %
TOTAL Salaries and Payroll Taxes	215,803.75	182,369.46	(33,434.29)	-18.3 %
General and Administrative				
<i>General and Administrative</i>	15,344.05	0.00	(15,344.05)	
TOTAL General and Administrative	15,344.05	0.00	(15,344.05)	
Operating Supplies				
<i>Operating Supplies</i>	5,175.55	2,833.32	(2,342.23)	-82.7 %
TOTAL Operating Supplies	5,175.55	2,833.32	(2,342.23)	-82.7 %
Contract Services				
<i>Contract Services</i>	4,605.93	0.00	(4,605.93)	
TOTAL Contract Services	4,605.93	0.00	(4,605.93)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,217.01	1,433.32	(1,783.69)	-124.4 %
TOTAL Repairs and Maintenance	3,217.01	1,433.32	(1,783.69)	-124.4 %
Utilities				
<i>Utilities</i>	265.29	0.00	(265.29)	
TOTAL Utilities	265.29	0.00	(265.29)	
Safety				
<i>Safety</i>	0.00	333.32	333.32	100.0 %
TOTAL Safety	0.00	333.32	333.32	100.0 %
TOTAL Operating Expenses	244,411.58	186,969.42	(57,442.16)	-30.7 %
***** OPERATING INCOME (LOSS)	(244,411.58)	(186,969.42)	(57,442.16)	-30.7 %
***** NET INCOME (LOSS)	(244,411.58)	(186,969.42)	(57,442.16)	-30.7 %

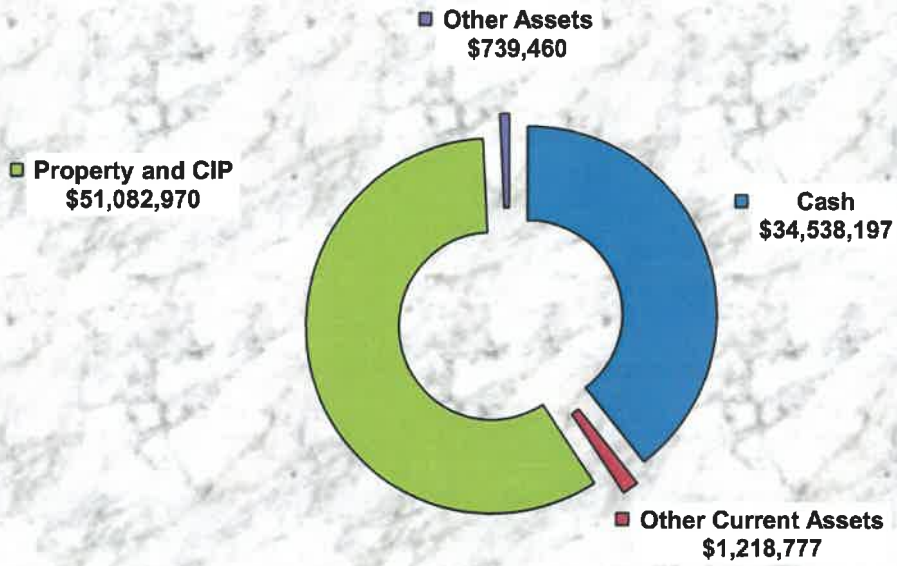
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, October 2020 - current month, Consolidated by
account, Department 9*

	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	2,232.70	2,833.32	(600.62)	-21.2 %
TOTAL Income	<u>2,232.70</u>	<u>2,833.32</u>	<u>(600.62)</u>	-21.2 %
*****	<u>2,232.70</u>	<u>2,833.32</u>	<u>(600.62)</u>	-21.2 %
***** OPERATING INCOME	<u>2,232.70</u>	<u>2,833.32</u>	<u>(600.62)</u>	-21.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	659.23	1,794.36	1,135.13	63.3 %
TOTAL Salaries and Payroll Taxes	<u>659.23</u>	<u>1,794.36</u>	<u>1,135.13</u>	63.3 %
Operating Supplies				
Operating Supplies	0.00	833.32	833.32	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>833.32</u>	<u>833.32</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	1,407.21	1,166.68	(240.53)	-20.6 %
TOTAL Repairs and Maintenance	<u>1,407.21</u>	<u>1,166.68</u>	<u>(240.53)</u>	-20.6 %
TOTAL Operating Expenses	<u>2,066.44</u>	<u>3,794.36</u>	<u>1,727.92</u>	45.5 %
***** OPERATING INCOME (LOSS)	<u>166.26</u>	<u>(961.04)</u>	<u>1,127.30</u>	117.3 %
***** NET INCOME (LOSS)	<u>166.26</u>	<u>(961.04)</u>	<u>1,127.30</u>	117.3 %
***** NET INCOME (LOSS)	<u>166.26</u>	<u>(961.04)</u>	<u>1,127.30</u>	117.3 %

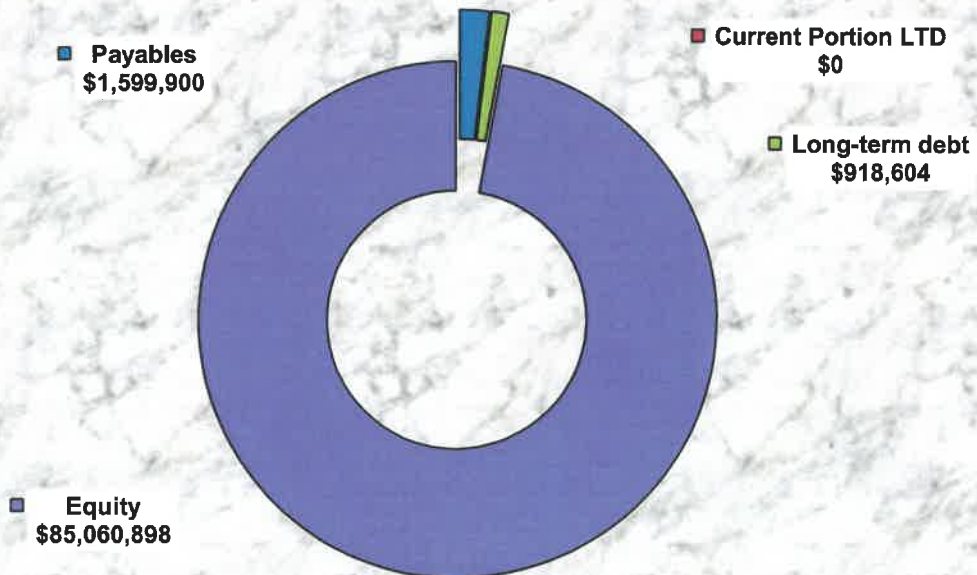
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, October 2020 - current month, Consolidated by
account, Department 10

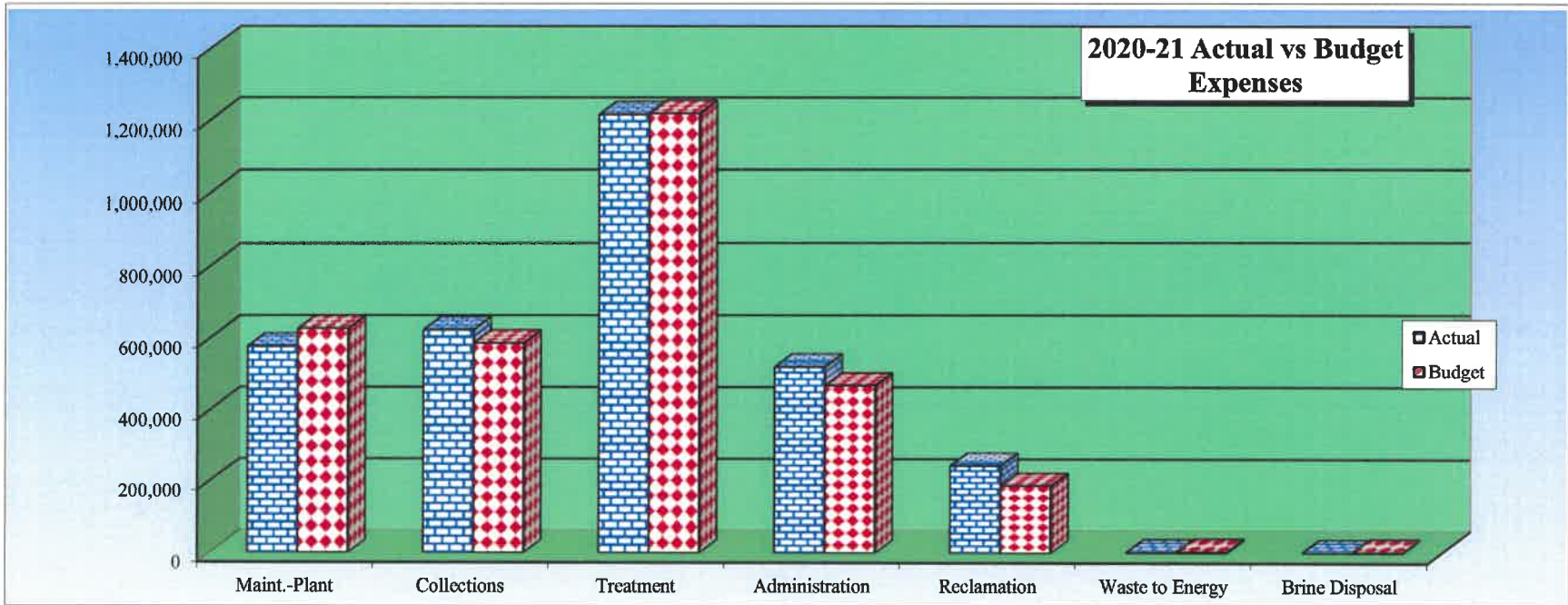
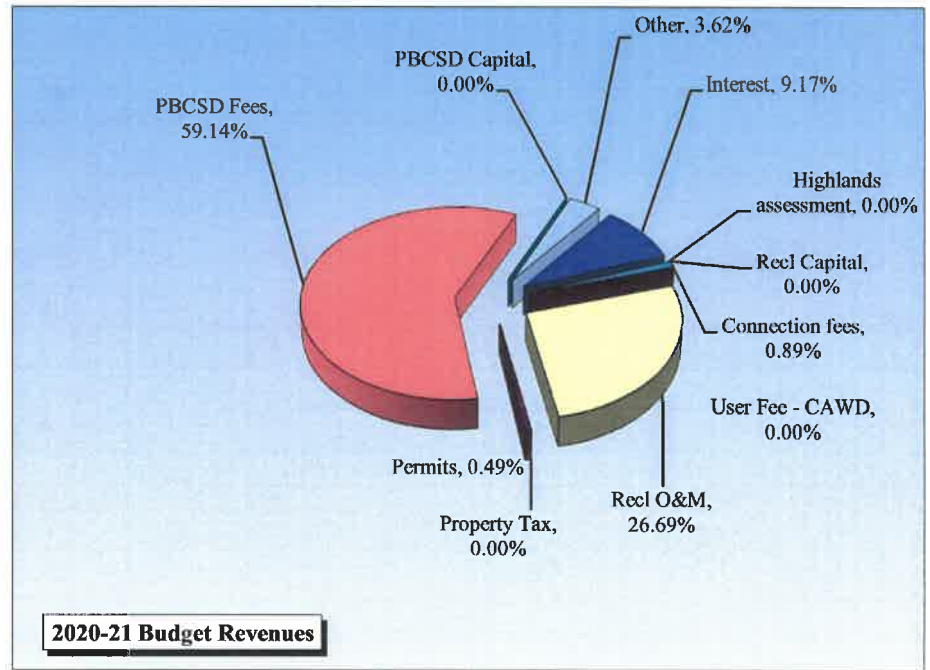
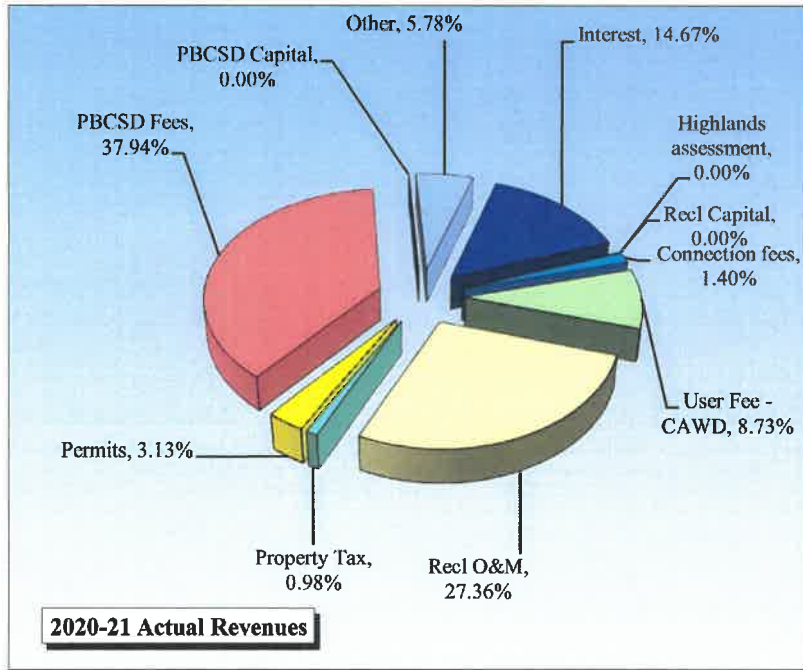
	<i>4 Months Ended October 31, 2020</i>	<i>4 Months Ended October 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	34,792.86	21,666.68	13,126.18	60.6 %
TOTAL Income	<u>34,792.86</u>	<u>21,666.68</u>	<u>13,126.18</u>	60.6 %
*****	<u>34,792.86</u>	<u>21,666.68</u>	<u>13,126.18</u>	60.6 %
***** OPERATING INCOME	<u>34,792.86</u>	<u>21,666.68</u>	<u>13,126.18</u>	60.6 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	52.55	628.00	575.45	91.6 %
TOTAL Salaries and Payroll Taxes	<u>52.55</u>	<u>628.00</u>	<u>575.45</u>	91.6 %
Operating Supplies				
Operating Supplies	0.00	500.00	500.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	100.0 %
Contract Services				
Contract Services	1,150.00	0.00	(1,150.00)	
TOTAL Contract Services	<u>1,150.00</u>	<u>0.00</u>	<u>(1,150.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	0.00	1,500.00	1,500.00	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	100.0 %
TOTAL Operating Expenses	<u>1,202.55</u>	<u>2,628.00</u>	<u>1,425.45</u>	54.2 %
***** OPERATING INCOME (LOSS)	<u>33,590.31</u>	<u>19,038.68</u>	<u>14,551.63</u>	76.4 %
***** NET INCOME (LOSS)	<u>33,590.31</u>	<u>19,038.68</u>	<u>14,551.63</u>	76.4 %
***** NET INCOME (LOSS)	<u>33,590.31</u>	<u>19,038.68</u>	<u>14,551.63</u>	76.4 %

Assets - October 31, 2020

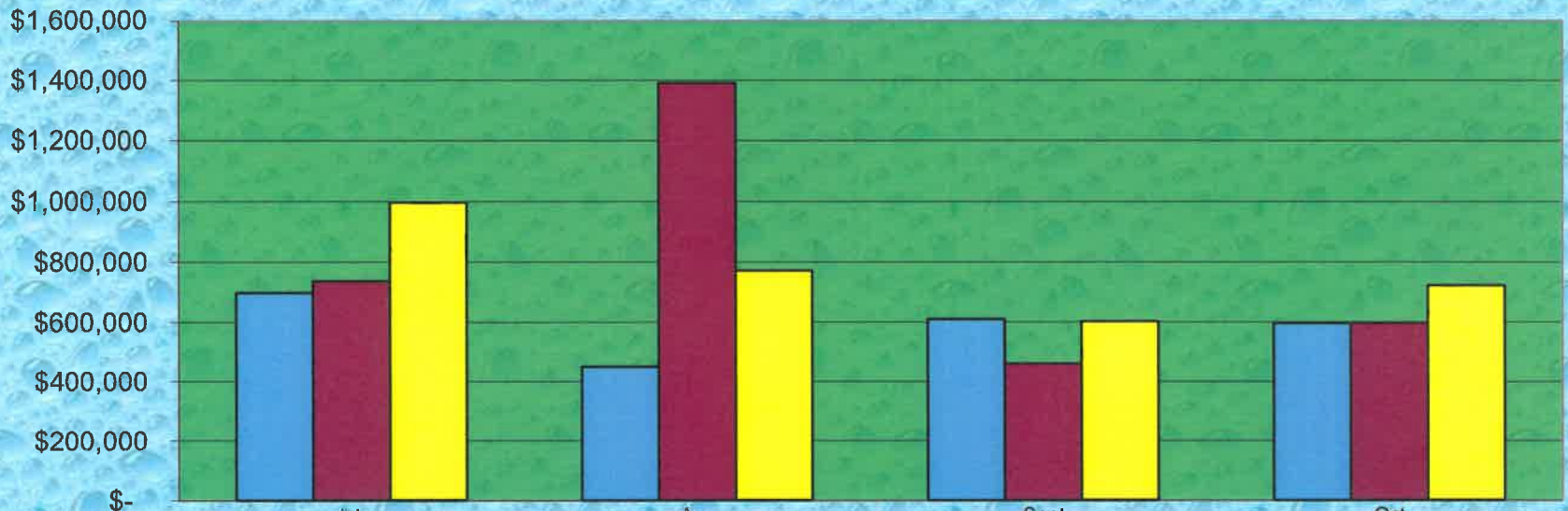


Liabilities - October 31, 2020





Operating Expenses



	July	Aug	Sept	Oct
■ FY 19-20	\$897,777	\$450,055	\$610,701	\$596,377
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145
■ CY Budget	\$997,134	\$771,376	\$601,855	\$722,110

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Camera Head-unbudgeted		10,386	10,386	10,386	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		0	18,650	18,650	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	(6,217)	(6,217)	0	NA
<i>Total Capital Purchases 20-21</i>		10,386	22,820	22,820	0	NA

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
Admin. Building Modifications-COVID-19	0	6,532	33,768	33,768	75,000	45.02%
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	16,720	61,919	288,455	185,445	33.39%
Hatton Canyon Trail	271,186	70,340	930,398	1,201,585	1,450,000	NA
Pump Stations-SCADA	456,569	0	5,230	461,799	0	NA
Upper Rancho Canada Pipe Relocation	62,991	7,210	46,473	109,464	1,760,000	2.64%
Rio Road CIPP Lining Project	129,163	2,517	643,255	772,418	1,340,000	48.00%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	180	0	NA
<u>Treatment</u>						
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<i>Total CIP Projects 20-21</i>	1,146,445	103,319	1,721,224	2,867,669	4,810,445	35.78%

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	20,781	0	14,519	35,299	45,000	32.26%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	4,106	4,927	874,799	906,000	0.54%
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	8,471	41,960	61,162	35,000	119.89%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
RECL share		(164)	(197)	(197)	(36,240)	0.54%
PBCSD share (1/3 of cost)		(4,138)	(20,403)	(20,403)	(332,253)	6.14%
<i>Total Long Term CIP Projects 20-21</i>	934,539	8,275	40,806	975,345	664,507	6.14%
Total Capital (net of RECL and PBCSD)	2,080,984	121,981	1,784,850	3,865,834	5,474,952	32.60%

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Employee Benefits	-191.70%	CALPERS unfunded liability payments unbudgeted.
Operating Supplies	-25.20%	General supplies and hand tools underbudgeted.
Memberships and Subscriptions	-82.30%	Publications unbudgeted, small dollar amounts.
Other Expense	NA	Recruiting unbudgeted.

Collections

Employee Benefits	-225.60%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-48.00%	Camera head repair underbudgeted.
General and Administrative	-93.30%	Insurance and engineering underbudgeted.
Utilities	-5.70%	Timing difference.
Memberships and Subscriptions	-41.90%	Timing difference employee certifications.
Other Expense	-5005.90%	Recruiting unbudgeted.

Treatment

Employee Benefits	-204.10%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted, small dollar amounts.
Permits and Fees	NA	Lab registration fee unbudgeted.
Safety	-100.90%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-9.00%	Underbudgeted.
Employee Benefits	-243.20%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-99.40%	General repairs unbudgeted, small dollar amounts.
Memberships and Subscriptions	-408.80%	Membership unbudgeted, small dollar amounts.
Safety	-54.70%	Virus supplies unbudgeted, small dollar amounts.

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Waste to Energy

Repairs and Maintenance -20.60% Timing difference, small dollar amounts.

Brine Disposal

Contract Services NA Lab analysis unbudgeted, small dollar amounts.

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$760,000

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: December 10, 2020
 SUBJECT: Monthly Report – October

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in October	30
Total Fees	\$5,130.00

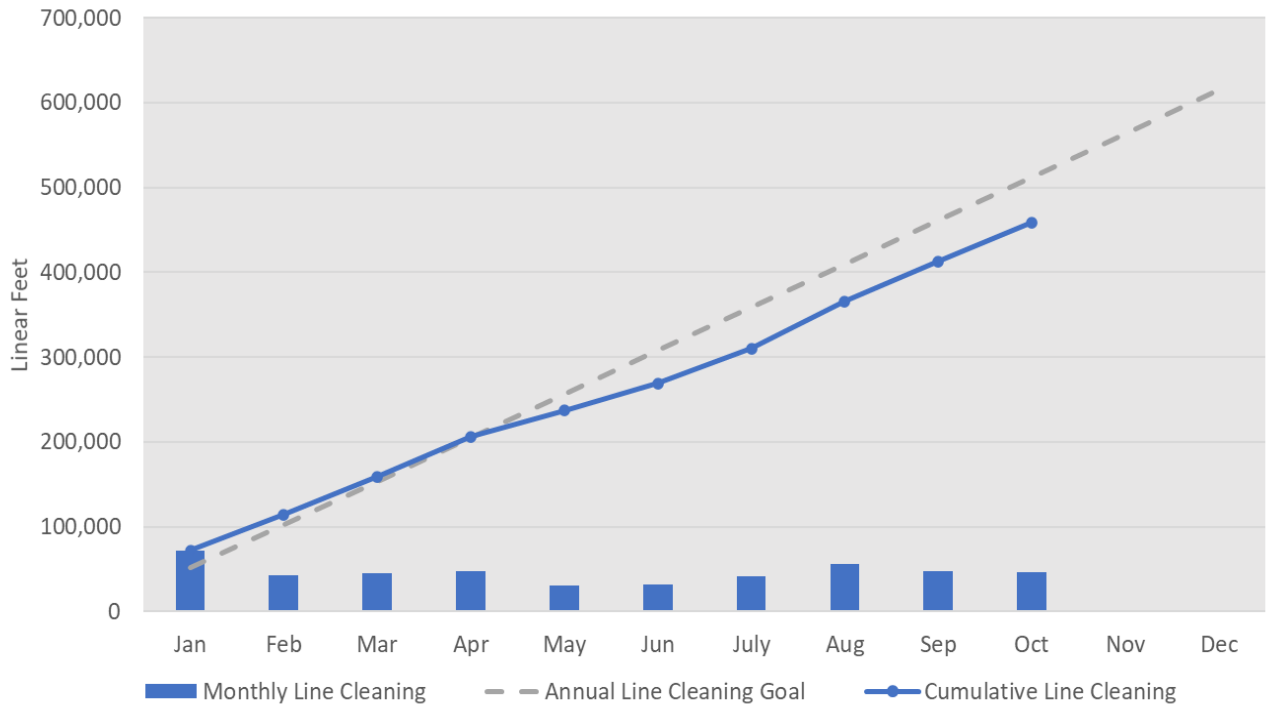
Maintenance

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in the past three months. There was 45,951 feet of sewer lines cleaned in October and 12,085 feet of CCTV inspections performed during the month of October. As part of the Riverwatch settlement the District is required to perform a condition assessment of all manholes in the District. There is a total of 1,434 manholes that need to be evaluated. See chart below for the monthly progress of manhole inspections.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
October	45,951 ft.	11.17%	6 – 27 inches
September	47,640 ft.	11.58%	6 - 12 inches
August	55,423 ft.	13.48%	6 – 15 inches

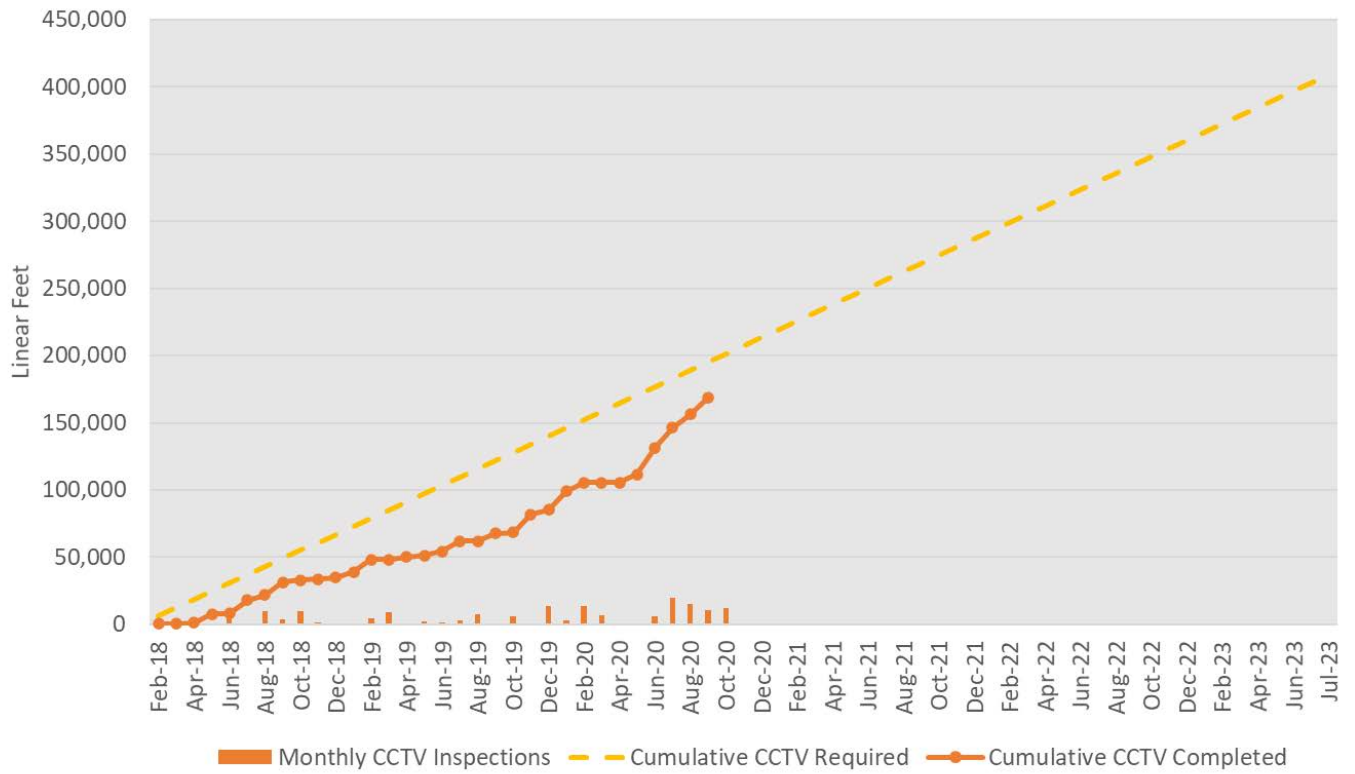
Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2020)	459,037	155,963

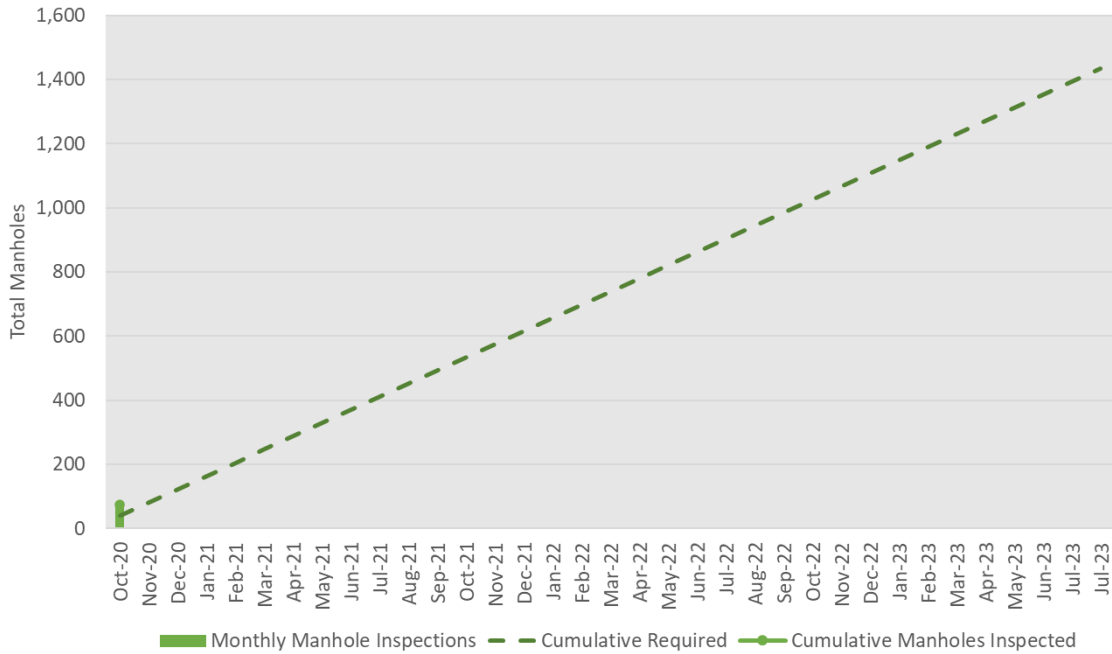
CCTV Progress Graph (River Watch Settlement Agreement Target)



CCTV Table

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	168,583	240,089

Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)



Manhole Inspection Table

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	74	1360

Construction Activities

- The pipeline replacement part of Hatton Canyon Pipeline Replacement project (Project ID #18-17) has been completed. The restoration of the disturbed areas was complete in the beginning of October. This project is now completed.

Staff Development

- Staff completed several online safety trainings and in-person tail gate training. All the Collection staff attended California Sanitation Risk Management Authority (CSRMA) Sewer Summit in October. The Sewer Summit is a one-day training class with multiple subjects in the wastewater industry. Robert Bowman and Daryl Lauer attended the California Water Environmental Association (CWEA) Annual conference in October. Both conferences were held virtually this year.

General Comments

- Staff continues to practice social distancing with other staff and contractors, driving to locations throughout the District in separate vehicles. Staff is educated on the best practices of Personal Protective Equipment (PPE) and personal hygiene. Staff has been cleaning and sanitizing buildings, equipment, and vehicles daily as part of their routine duties.
- CAWD’s annual root foaming program began towards the end October. The manufacture recommends a three-year foam cycle for best root control. Staff chose the sewer lines to be treated based on what was seen in the field during maintenance of the sewer lines. Staff has noticed fewer roots in the lines segments that have been treated and there have been no Sanitary Sewer Overflows (SSO) since treatment began in 2014 on the line segments that have been foamed. Staff has been spot-checking with CCTV inspection to ensure contact time of the foam and the decay of the roots that have been treated. Staff has been pleased with the treatment program and the progress that the District has made in managing the roots in the sewer lines. See map for areas that were treated.

Service Calls Responded to by Crew

Date	Time	Callout	Resolution
10/5/2020	11:26 AM	Lateral overflow	Called by business owner for a lateral overflow. Staff cleaned District main line and found no problems in District’s line. Staff informed owner to call a plumber of their choice.
10/6/2020	5:25 PM	Pump Station Alarm	Alert from SCADA system for a high-level alert at the Monte Verde pump station. Staff found the Programmable Logic Controller (PLC) was not calling for the pumps. Staff worked with Maintenance to reprogram the PLC.
10/13/2020	11:04 AM	Odor Complaint	Call by homeowner for an odor coming from a manhole. Staff cleaned the main line and informed the homeowner to call if the odor persists.

Date	Time	Callout	Resolution
10/21/2020	12:35 PM	Lateral overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed homeowner to call a plumber of their choice.

USA Location Requests – 130

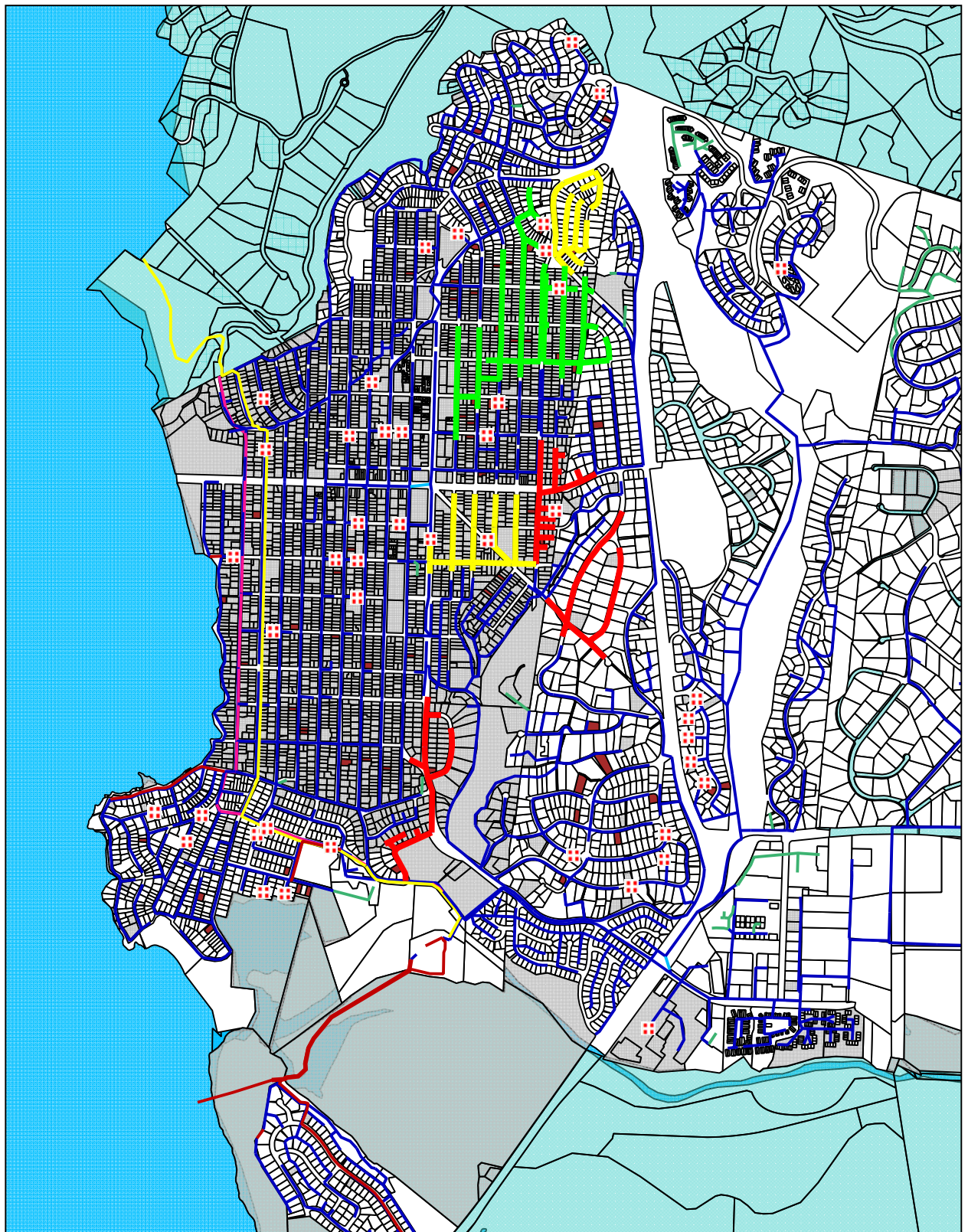
Plumbing permit inspections – 30

Private Sewer Lateral Compliance Certificates Issued – 30

FUNDING

N/A

October (Red) 12,085 feet
September (Yellow) 10,528 feet
August (Green) 14,753 feet Monthly CCTV Map



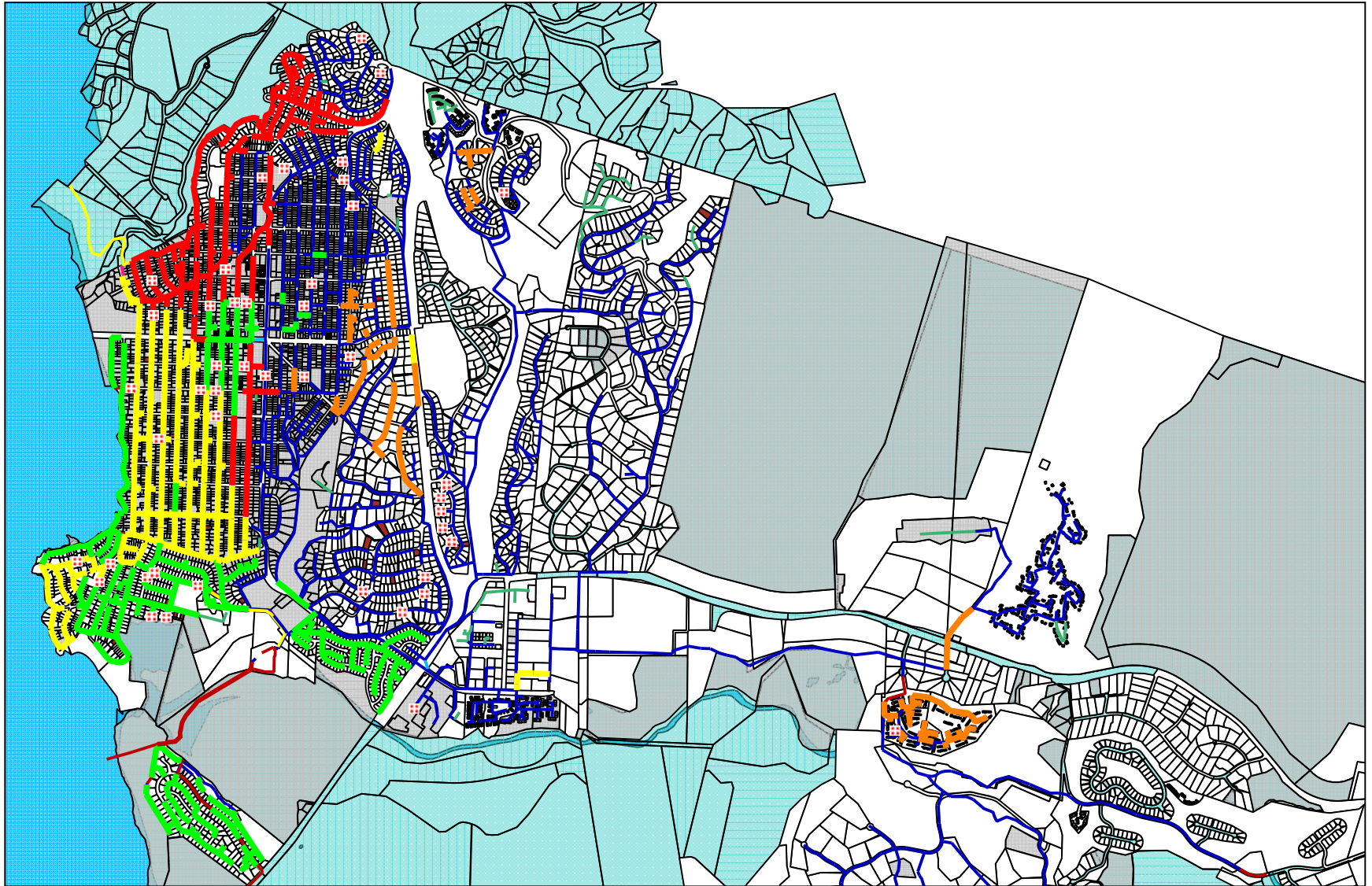
RedZone[®]
ROBOTICS

11/17/2020



October (Red)	45,951 feet
September (Yellow)	47,640 feet
August (Green)	55,423 feet
Root treatment (Orange)	19,672 feet

Monthly Cleaning Map



11/17/2020



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: Dec 10, 2020

Subject: Monthly Safety Reports (for October and November 2020)

RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- October 22- Tailgate training. Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), gave a live demo on the use of FloodSaxs as part of annual winterization and flood preparations. FloodSaxs are intended to replace typical sand bags and have several advantages: (1) A box of 20 units weighs the same as one full sandbag so they can be easily transported to the point of use; (2) Set up is efficient; i.e., they start at only 1/2" thick, but when "charged" with water (or rainfall) each pillow sized unit swells to about 4" thick and become very heavy. (3) Lastly, they are non-toxic and reusable. The District has 150 Saxs on standby to protect drains, grates and sumps where flood waters could enter the Plant's process stream. The Saxs would also be used to prevent flooding of some older downstairs basements where stairwells begin near ground level.
- November- New Employee Hazard Awareness orientations. S/C Admin Dias began initial safety trainings for Alex Quintero, the new Collections/Maintenance Worker. The California Occupational Safety and Health Administration (Cal/OSHA) requires that employers inform employees of workplace hazards. An initial tour was given of the plant with emphasis on safety hazards. As follow up, Alex completed the online Contractor Safety module. While this program is intended for contractors doing unsupervised work, the module methodically and categorically lists the specific hazards of our plant, then quizzes the participant and documents the completion of the module.

Alex also completed mandated Cal/OSHA training for Hearing Conservation,

Respiratory Protection, Lock-Out, Tag-Out procedures and Bloodborne Pathogen safety. S/C Admin Dias is now providing CAWD-specific policy training for each of these areas.

Ongoing Safety Improvements

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

- **COVID Safety – Pending Cal/OSHA regulations.** Multiple Federal, State and County agencies have issued various COVID “guidelines” since spring. On November 23 we learned that guidelines are about to become law. New Cal/OSHA regulations will be added to Title 8 of the California Code of Regulations and will go into effect on or around December 8. This will require updates to the District’s Exposure Control Plan, which will be brought back to the Board for (re)adoption at the January 2021 meeting. In the interim, S/C Admin Dias began employee training the week of November 30.
- **Ergonomic and engineering improvements for Back Injury Prevention.** The District is currently updating all the job descriptions. As part of this process, S/C Admin Dias and Chris Foley Maintenance Superintendent systematically reviewed lifting tasks for all the job classifications. During this review, several tasks were identified that required heavy and/or awkward lifts. While some cannot be mitigated, three were identified where new equipment could be used to eliminate/reduce these lifts. Three new types of equipment were ordered and placed into use: (1) portable electric hoists which can now be used to raise pumps and large valves out of dry wells at the collections lift stations; (2) Installation of a swing-down propane tank bracket on the forklift. This greatly reduces the lift-height and eliminates the need to reach forward when replacing 62-pound propane tanks on the forklift; and, (3) a portable pulley tool that uses a battery powered hand drill to lift 2” pumps from the several basins and clarifiers around the plant. These pumps weigh 75+ pounds and were previously being lowered and raised hand-over-hand while leaning out over a railing.

Tours and Outreach

- **Tours.** All tours remain on hold per current health orders and school closures.

Injuries; First Aid Incidents; Workers Compensation Claims

There were no Workers Comp claims in October or November. There were three first aid injuries. (1) An employee cut his left thumb on a sharp metal edge while unpacking a picture frame. (2) An employee cut his left middle finger on a sharp metal part while trying to remove it for repair; (3) An employee got a wood splinter under a fingernail while unlatching a wooden gate at a lift station. All three workers declined medical attention, self-treated the wound and returned to work the same day without further complications. The updated tracking matrix is below.

	Work Related Injuries and Illnesses for 2020 Reporting Year				
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	1*	0	5	0
First Aid (non-OSHA)	3	12	0	0	0

*As described in the May 28, 2020 Safety Report. This is still under investigation by Sedgwick.

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

Report for: October 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.689	0.764	0.724	0.854	72.775	230.07	705.74
PBCSD Flow	8.862	0.286	0.254	0.319	27.225	129.17	396.23
Total Plant Flow	32.551	1.050	0.978	1.173	100.00	359.24	1101.98
Tertiary Flow	28.503	0.919	0.737	1.077	87.564	250.47	768.30
Ocean Discharge	3.729	0.120	0.084	0.143	11.456	155.79	477.87
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	250.47MG (768.30acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.48 BG (26.04 K acre-ft.)
12 Month Rolling Total Reclamation Production	323.14 MG (991.72 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Oct '20 kWh	Price per kWh	Oct'20	Sep'20	Aug'20	Jul'20
Secondary	95,408.00	\$ 0.220	\$ 20,991.81	\$ 22,009.50	\$ 23,224.33	\$ 24,838.84
Blowers	46,171.04	\$ 0.188	\$ 8,664.63	\$ 9,766.61	\$ 9,712.20	\$ 10,158.19
CAWD Total	141,579.04		\$ 29,656.44	\$ 31,776.11	\$ 32,936.53	\$ 34,997.03
Tertiary	86,351.48	\$ 0.214	\$ 18,497.83	\$ 21,738.85	\$ 19,032.00	\$ 16,797.52
MF/RO	82,459.00	\$ 0.230	\$ 18,941.85	\$ 21,382.63	\$ 21,019.94	\$ 23,010.84
Reclaim Total	168,810.48		\$ 37,439.68	\$ 43,121.48	\$ 40,051.94	\$ 39,808.36
Adjusted Monthly Totals (1)	CAWD Total		\$ 18,310.59	Reclamation Total		\$ 48,785.53

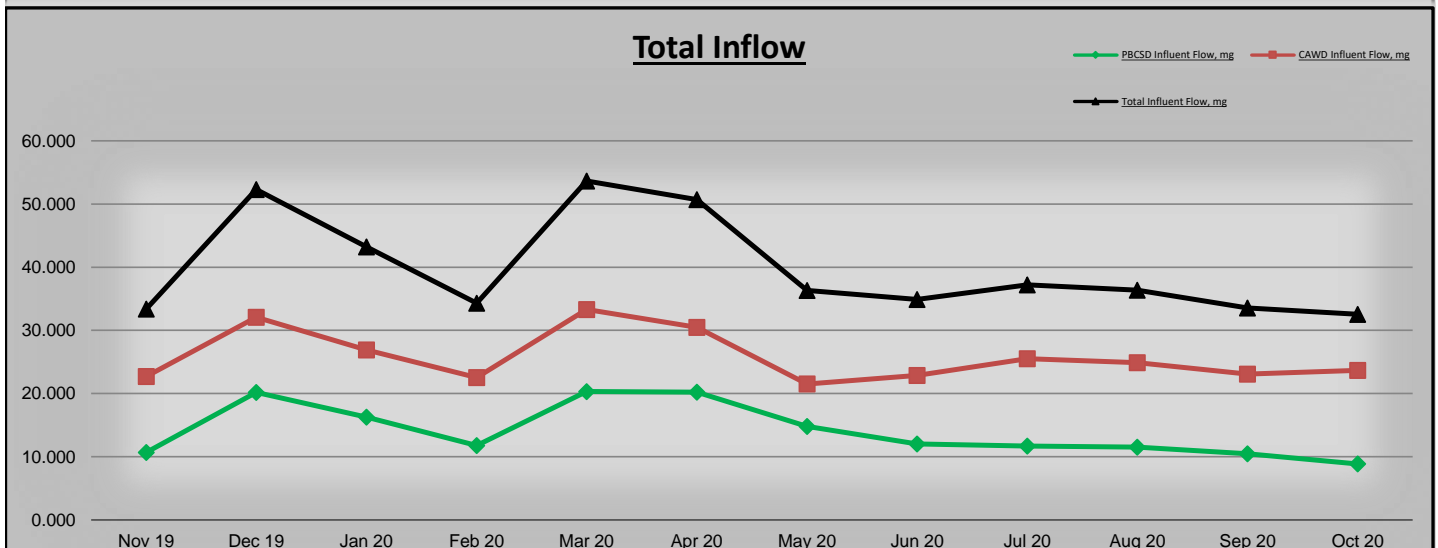
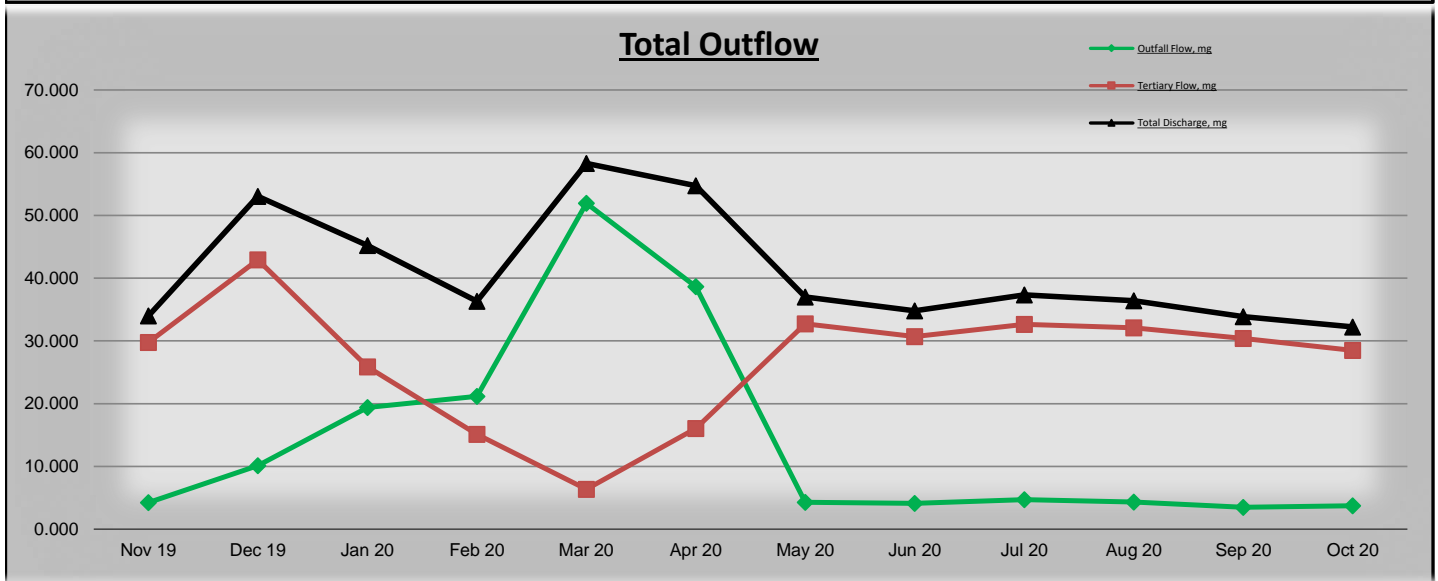
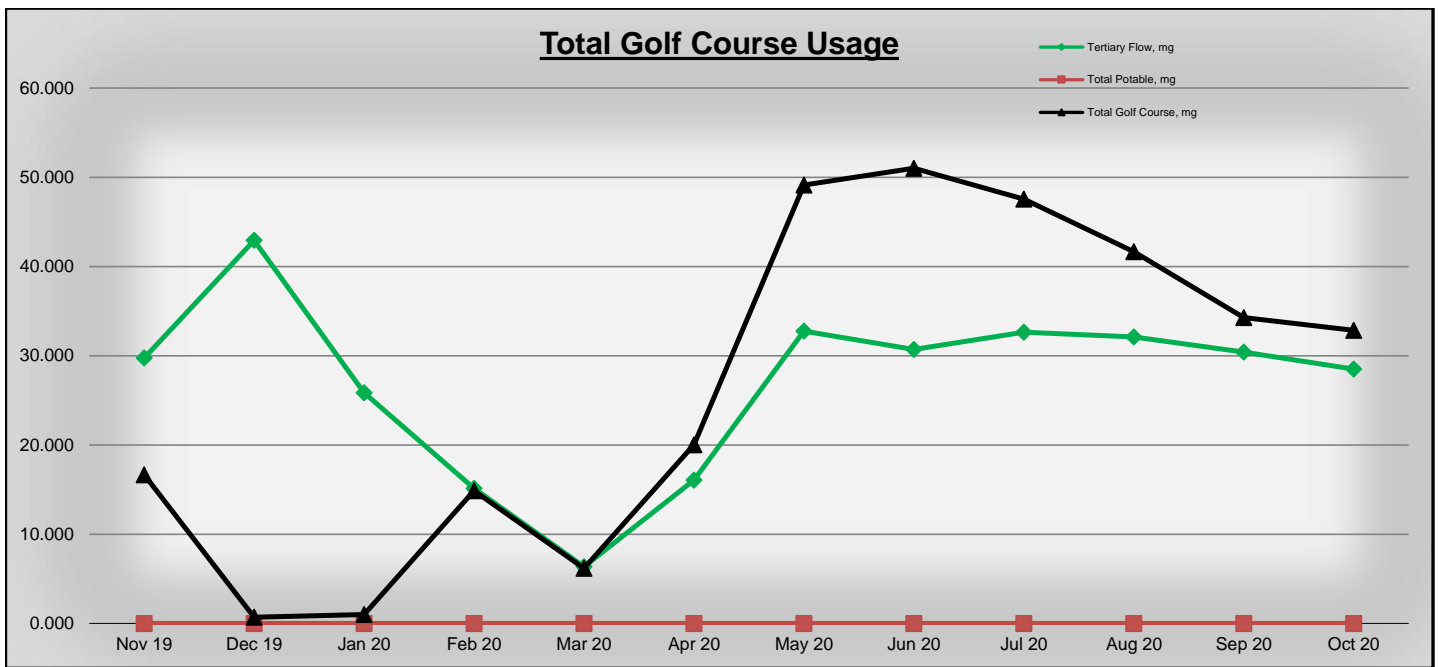
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	1434.66	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	1878.67	N/A

MICROTURBINE SUMMARY

Month	Oct '20 kW-h	Sep '20	Aug '20	Jul '20	Accumulated Totals
Production, kW-h	28,722	30,072	24,648	13,056	854,829.00

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



Wastewater Treatment Facility Operations Report

Report for: September 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.082	0.734	0.713	0.881	68.780	231.08	708.83
PBCSD Flow	10.477	0.349	0.305	0.388	31.220	129.17	396.23
Total Plant Flow	33.559	1.083	1.018	1.269	100.00	360.25	1105.07
Tertiary Flow	30.402	1.013	0.876	1.180	90.593	221.96	680.87
Ocean Discharge	3.483	0.116	0.085	0.146	10.379	152.06	466.43
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	221.96MG (680.87acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.45 BG (25.95 K acre-ft.)
12 Month Rolling Total Reclamation Production	324.48 MG (995.84 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Sep '20 kWh	Price per kWh	Sep'20	Aug'20	Jul'20	Jun'20
Secondary	97,779.00	\$ 0.225	\$ 22,009.50	\$ 23,224.33	\$ 24,838.84	\$ 18,367.09
Blowers	52,372.40	\$ 0.186	\$ 9,766.61	\$ 9,712.20	\$ 10,158.19	\$ 8,378.12
CAWD Total	150,151.40		\$ 31,776.11	\$ 32,936.53	\$ 34,997.03	\$ 26,745.21
Tertiary	97,146.40	\$ 0.224	\$ 21,738.85	\$ 19,032.00	\$ 16,797.52	\$ 13,170.28
MF/RO	94,580.00	\$ 0.226	\$ 21,382.63	\$ 21,019.94	\$ 23,010.84	\$ 19,412.06
Reclaim Total	191,726.40		\$ 43,121.48	\$ 40,051.94	\$ 39,808.36	\$ 32,582.34
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,573.60	Reclamation Total		\$ 55,323.99

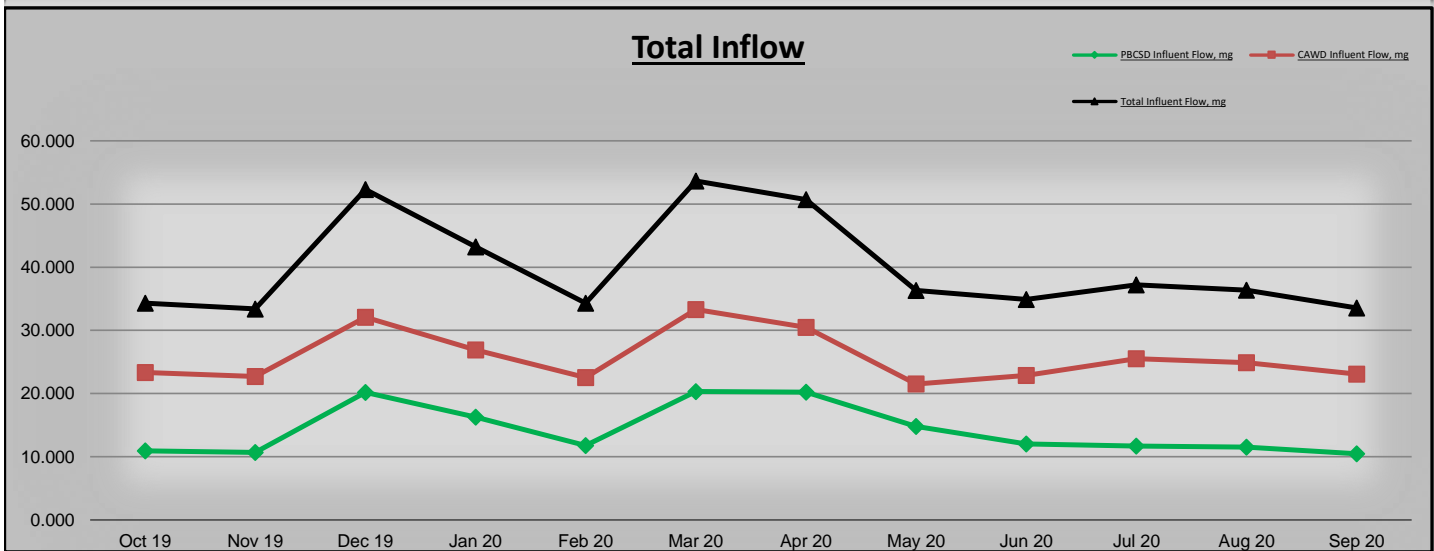
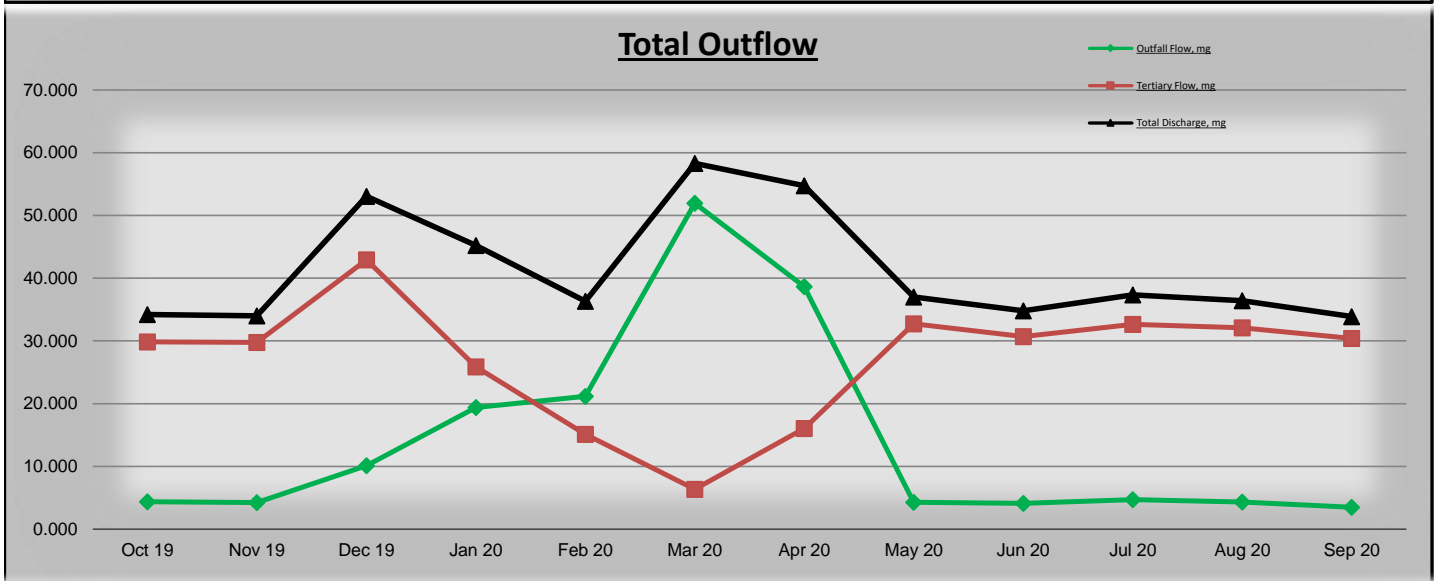
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	1434.66	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	1878.67	N/A

MICROTURBINE SUMMARY

Month	Sep '20 kW-h	Aug '20	Jul '20	Jun '20	Accumulated Totals
Production, kW-h	30,072	24,648	13,056	0	826,107.00

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



Wastewater Treatment Facility Operations Report

Report for: August 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.877	0.803	0.718	0.890	68.370	208.00	638.03
PBCSD Flow	11.509	0.371	0.350	0.397	31.630	118.70	364.10
Total Plant Flow	36.386	1.174	1.068	1.287	100.00	326.69	1002.13
Tertiary Flow	32.099	1.035	0.882	1.128	88.218	191.56	587.61
Ocean Discharge	4.330	0.140	0.106	0.167	11.900	148.57	455.75
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	191.56MG (587.61acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.42 BG (25.85 K acre-ft.)
12 Month Rolling Total Reclamation Production	321.58 MG (986.94 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Aug '20 kWh	Price per kWh	Aug'20	Jul'20	Jun'20	May'20
Secondary	110,038.00	\$ 0.211	\$ 23,224.33	\$ 24,838.84	\$ 18,367.09	\$ 21,232.48
Blowers	48,408.16	\$ 0.201	\$ 9,712.20	\$ 10,158.19	\$ 8,378.12	\$ 7,702.30
CAWD Total	158,446.16		\$ 32,936.53	\$ 34,997.03	\$ 26,745.21	\$ 28,934.78
Tertiary	89,213.40	\$ 0.213	\$ 19,032.00	\$ 16,797.52	\$ 13,170.28	\$ 13,831.71
MF/RO	88,497.00	\$ 0.238	\$ 21,019.94	\$ 23,010.84	\$ 19,412.06	\$ 16,962.10
Reclaim Total	177,710.40		\$ 40,051.94	\$ 39,808.36	\$ 32,582.34	\$ 30,793.81
Adjusted Monthly Totals (1)	CAWD Total		\$ 20,234.79	Reclamation Total		\$ 52,753.68

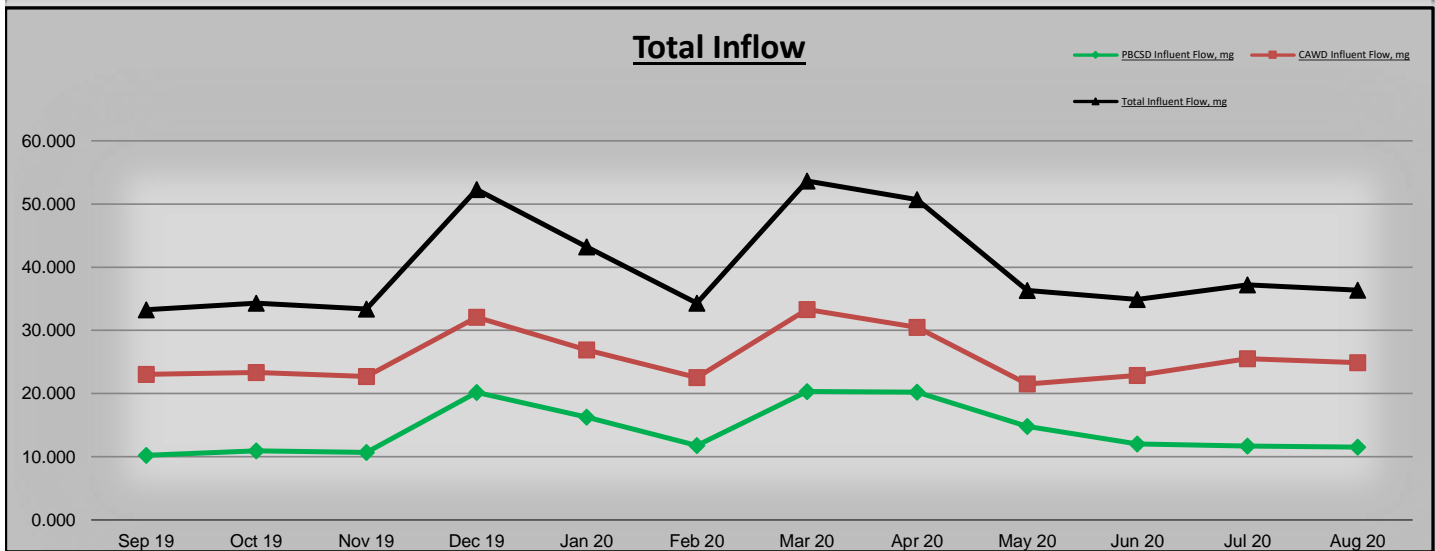
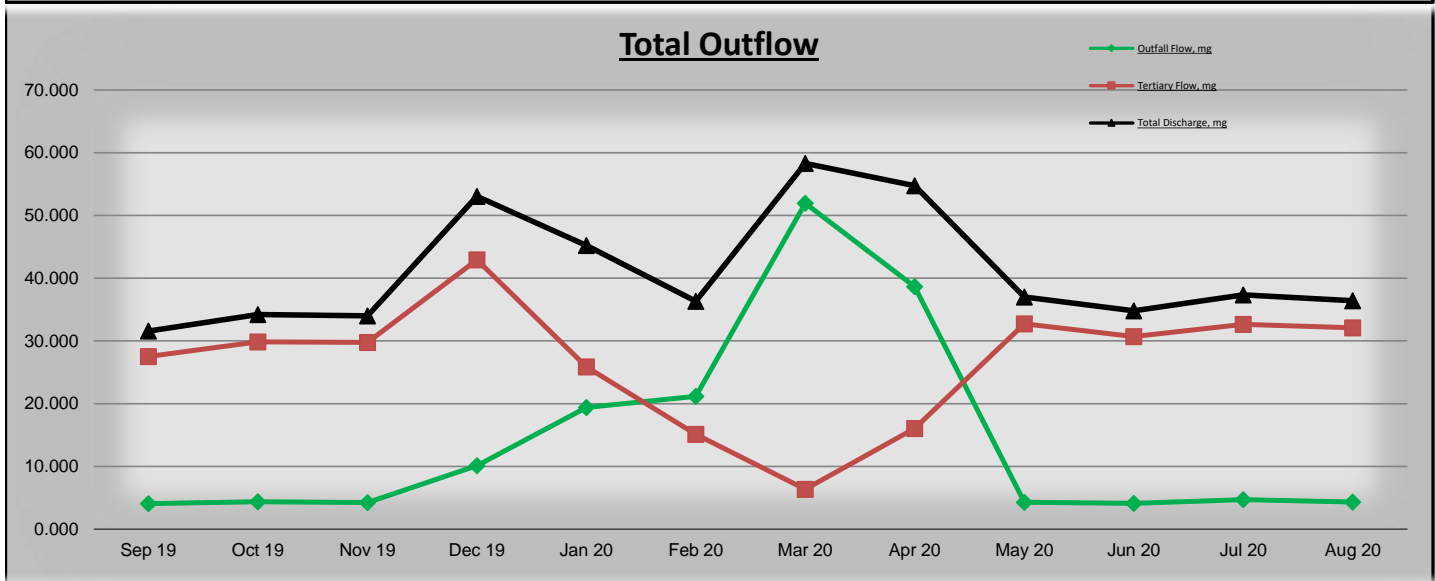
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

Month	Aug '20 kW-h	Jul '20	Jun '20	May'20	Accumulated Totals
Production,kW-h	24,648	13,056	0	0	796,035.00

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



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: December 10, 2020

Subject: Monthly Report – October/November 2020

RECOMMENDATION

Receive Report - Informational only; No action required

DISCUSSION

LABORATORY REPORT-OCTOBER

- The laboratory staff has continued to send Carmel Area Wastewater District (CAWD) Influent Pump Station 24-hour composite samples to Biobot Analytics for COVID-19 analysis. The tested samples from October 12, 19, and 26 resulted in COVID-19 detected. The October 5th sample tested was a non-detect.
- On October 6, 2020, a Final Effluent grab sample was collected and sent to Pacific EcoRisk lab for Chronic Toxicity re-test. The test results were received on October 20, 2020 with the Toxicity Unit-Chronic (TU_c)= 30.5. The limit is TU_c=120.
- On October 7, 2020, the laboratory staff and CAWD plant personnel had a California Water Environment Association (CWEA) Appreciation lunch day.
- The laboratory muffle furnace had a mechanical problem, the unit was not maintaining the correct temperature setting of 550 degrees Celsius. The temperature kept increasing and the volatile solid samples were being incinerated. Mr. De Ocampo called for assistance from Thermo Fisher technical support. The technician advised that the temperature relay switch needed to be replaced. A work order was completed, and a new part was ordered.
- On October 21-22, 2020, Mr. Holland attended the CWEA Annual Virtual Conference. The conference was held via Zoom meetings from 9am-4pm. Mr. Holland attended sessions on Environmental Laboratory Accreditation Program (ELAP) and Polyfluoroalkyl Substances (PFAS) updates.

- On October 30, 2020, Central Coast Long Term Environmental Assessment (CCLEAN) sampling for wet weather season ended. The sampling started on September 28, 2020.

LABORATORY REPORT-NOVEMBER

- The laboratory staff has continued to send CAWD Influent Pump Station 24-hour composite sample to Biobot Analytics for COVID-19 analysis. The November 2, 9, and 16, 2020 reports have been received the results still indicate COVID-19 viruses detected in plant influent flow.
- Mr. De Ocampo has discussed with other Publicly Owned Treatment Works (POTW) regarding laboratories that provide Bioassay Toxicity analysis. The two laboratories were Pacific EcoRisk Laboratory and Aquatic Bioassay Consulting Laboratory (ABC Laboratory). Our current toxicity laboratory Pacific EcoRisk has had some quality control concerns and a lack of responsiveness. Mr. De Ocampo has contacted ABC Laboratory to request a quote to perform CAWD Final Effluent Toxicity analysis.
- On November 7 and 8, 2020, laboratory staff collected Final Effluent composite samples for Pyrethroid and Fipronil. The CCLEAN staff picked up the samples for analysis on Monday, November 9, 2020.

ENVIRONMENTAL COMPLIANCE REPORT

- There were plans for CAWD Source Control staff to begin grease trap inspections as more restaurants are beginning to have limited outdoor seating and offering to-go meal orders. Source Control Supervisor De Ocampo has received up to date safety materials to keep the source control inspection team protected from potential COVID-19 exposures during field inspections.
- On October 22, 2020, Mr. De Ocampo received a call from Collections Superintendent, Daryl Lauer, to check on Hogs Breath Inn for a grease problem. Mr. De Ocampo inspected the grease trap and found that it was not compliant due to excessive grease. The Hogs Breath Inn was issued a warning violation with a correction date of October 26, 2020. The follow up inspection was performed on October 26, 2020 which showed that the grease trap was compliant with CAWD's grease inspection program.

Included during the inspection was a review with Hogs Breath Inn management team of the best practice guidelines for grease interceptors. Upon the review of the guidelines, the inspector pointed out some potential plumbing changes that could be made to avoid excessive grease buildup in the future.

- There were no inspections performed in November as Mr. De Ocampo was Summoned to Jury Duty. Mr. De Ocampo is planning Source Control Inspections for December.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Hogs Breath Inn (request from Collections Superintendent to inspect)	No	Excessive Grease	Warning issued and follow up inspection on October 26 was compliant, grease trap cleaned out.

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
September 2020	NA	NA
October 2020	100	NA
November 2020	NA	NA

FUNDING

N/A - Informational item only

OTHER

The Biobot COVID19 sampling results are available upon request and are posted on website at <https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2>.

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
		Projects Implementation Plan Schedule												
		Treatment Plant Projects												
18-01	1620.000	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	6/30/22	\$2,905,000	\$10,616,000	Coastal Commission / CEQA	Sludge Holding Tank Replacement Project					
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	6/30/21	\$240,000	\$364,715	Ignition Migration In Progress	PLC/SCADA Programming					
18-08	1629.000	Standby Power Reliability Project	Treanor/Foley	10/8/18	12/23/20	\$450,000	\$469,202	500 kW Portable Genset Onsite	Standby Power Reliability Project					
18-07	1624.000	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	3/15/19	12/31/20	\$0	\$317,250	Temporarily Converting to Stormwater Holding Tanks	Digester No. 2 Purging and Cleaning					
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/21	\$100,000	\$676,000	Online - Further Optimization	Microturbine Integration Project					
19-01	1630.000	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Waggoner	7/1/19	6/29/21	\$65,000	\$86,000	Minor Work Proceeding	Flood Mitigations (PARTIAL RECLAMATION)					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$0	\$213,000	Determining Tree Types / Final Landscape Plan for Interior	Perimeter Tree Plan and Implementation					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/22	\$0	\$0	Design/CEQA/ Developing Funding Agreement	Carmel River FREE Mitigation					
		Cathodic Protection Testing	Treanor	7/1/20	6/29/21	\$30,000	\$30,000	Inactive	Cathodic Protection Testing					
		Cart Charging and Parking	Foley	7/1/20	6/1/22	\$25,000	\$50,000	Inactive	Cart Charging and Parking					
19-19	Pending GL	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$40,000	\$127,000	Procurement Phase	Aeration Basin Improvements					
20-03	6799.006	Treatment COVID Improvements	Foley	7/1/20	3/29/22	\$50,000	\$50,000	Implementation	Treatment COVID Improvements					
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	5/2/22				Treatment Plant Studies & O&M Manuals					
20-02	Pending GL	WWTP Stormwater Pollution Prevention Plan Update	Treanor	6/1/20	1/29/21	\$35,000	\$35,000	In Study Phase	WWTP Stormwater Pollution Prevention Plan Update					
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$150,000	\$1,200,000	Draft In Development	Coastal Hazards Monitoring Plan					
	5500.006	Long Term SLR Planning	Treanor	5/3/21	5/2/22	\$150,000	\$1,550,000	Inactive	Long Term SLR Planning					
		Reclamation Projects												
18-26	14777	RO Pretreatment Acid Tanks and Containment	Treanor	6/8/18	6/30/21	\$290,000	\$358,506	On Hold	Acid Tanks and Containment					
		Reclamation Line Cathodic Protection Testing	Treanor	1/1/21	6/3/21	\$0	\$40,000	Inactive	Reclamation Line Cathodic Protection Testing					
		Painting Project	Treanor	7/1/21	12/1/21	\$0	\$75,000	Inactive	Painting Project					
		Reclamation Studies	Treanor	7/2/18	6/1/22				Reclamation Studies					
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/21	\$30,000	\$115,000	In Study Phase	Performance Review					
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$0	\$35,000	Inactive	Reclamation 15-Year Asset Management Assessment					
		Collections Projects												
19-02		Pretreatment Ordinance	Lather	11/15/19	3/15/21	\$0	\$0	Pending review of Draft by Board Committee and Legal Counsel	Pretreatment Ordinance					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
18-17	1609.000	Hatton Canyon Pipeline Replacement Project	Lather	5/23/18	10/15/20	\$1,450,000	\$1,720,853	Construction Substantially Complete / Waiting for Grant Payments	nt Project					
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	Amending Contracts to Include Removal of Existing Pipe	Carmel Meadows Sewer Replacement					
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Bid Phase	Upper Rancho Canada Pipe Relocation					
20-04	6799.005	Collections COVID Improvements	Foley	7/1/20	7/1/21	\$50,000	\$50,000	Implementation	Collections COVID Improvements					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	12/10/21	\$0	\$0	Design by Owner Construction Planned Upon Completion of 19-09	Carmel Valley Manor Pipeline and Pump Station					
20-07		Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	7/7/23	\$100,000	\$600,000	Soliciting Consultant Proposals	Bay/Scenic Pump Station Rehabilitation					
20-08		Scenic Rd Pipe Bursting - Ocean to Bay	Lather	7/7/22	7/7/23	\$200,000	\$1,400,000	Soliciting Consultant Proposals	Scenic Rd Pipe Bursting					
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement					
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress	Collections 20-Year CIP					
		Assessment Districts/Annexations	Lather	8/2/18	5/3/22				Assessment Districts/Annexations					
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	5/3/21	\$0	\$50,000	LAFCO Application Submitted - Anticipated Approval Feb 2021	Sphere of Influence Amendment and Annexation Proposal					
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	9/2/21	\$0	\$0	78% Signed Petition / Pending Funding	Assessment District					
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	9/2/21	\$0	\$0	Pending Annexation	Riley Ranch Annexation/Connection					
19-04		Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	5/13/20	5/3/22	\$0	\$55,000	Continued Negotiations	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove					
		Administration Projects												
20-01	1633.000	Administration Building COVID Control Improvements	Treanor/Foley	6/9/20	12/22/20	\$75,000	\$75,000	Construction / Waiting for Ordered Materials	Administration Building COVID Control Improvements					



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

Project Number:	18-01	
Project Name:	WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Coastal Commission/CEQA	
Project Description:	The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$10,616,000	\$874,798
Financial:	FY Budget:	FY Spent:
	\$2,905,000	\$4,927
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Cutover Coordination	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for 2020 through 2021 	
Consultants:	Kennedy/Jenks Consultants (Design Engineer)	
Contractor:	TBD	

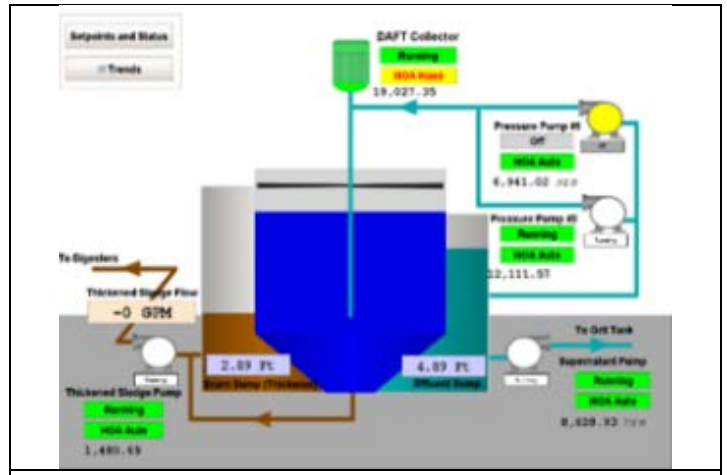


Photo: DAFT SCADA Overview

Project Number:	18-05	
Project Name:	Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Foley	
Status:	Ignition Migration In Progress	
Project Description:	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$364,715	\$126,954
Financial:	FY Budget:	FY Spent:
	\$240,000	\$23,383
Reclamation Share:	Partial Reclamation	
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in FY20/21. 	
Consultants:	Frisch Engineering	



Photo: Old Digester No. 2

Project Number:	18-07	
Project Name:	Digester No. 1 & Old Digester No. 2 Purging and Cleaning	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Temporarily Converting to Stormwater Holding Tanks	
Project Description:	Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 has been drained by staff which minimized the cost of the project.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$317,250	\$309,288
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Unknown quantity of debris in Digester No. 1	
Schedule:	<ul style="list-style-type: none"> • Digester 1 completed • Digester 2 completed 	
Contractor:	Synagro WWT	



Photo: Example Trailer Standby Generator

Project Number:	18-08	
Project Name:	Standby Power Reliability Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Treanor/Foley	
Status:	500 kW Portable Genset Onsite	
Project Description:	This project involves purchasing a trailer mounted 500kW generator to serve as a full back up to the existing standby system in case the existing 750kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and only powers half the main Switchgear).	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$469,202	\$61,162
Financial:	FY Budget:	FY Spent:
	\$450,000	\$43,080
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	N/A	
Schedule:	<ul style="list-style-type: none"> • Design to be completed in 2019 • Construction anticipated for 2020 	
Consultants:	Beecher Engineering	
Contractor:	Quinn Power Systems	



Photo: Existing Gas Conditioning System

Project Number: 18-11		
Project Name: Microturbine Integration Project		
Project Location: Wastewater Treatment Plant		
Project Manager: Treanor/Foley		
Status: Online – Further Optimization		
Project Description: Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls are needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.		
Department: Treatment		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$676,000	\$35,299
Financial:	FY Budget:	FY Spent:
	\$100,000	\$14,518
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	Complexity of System	
Schedule:	<ul style="list-style-type: none"> Pre-Design to be completed in 2019/2020 Final Design to be completed in 2020/2021-Construction anticipated for 2021 	
Consultants:	Frisch Engineering (programming)	
Contractor:	TBD	

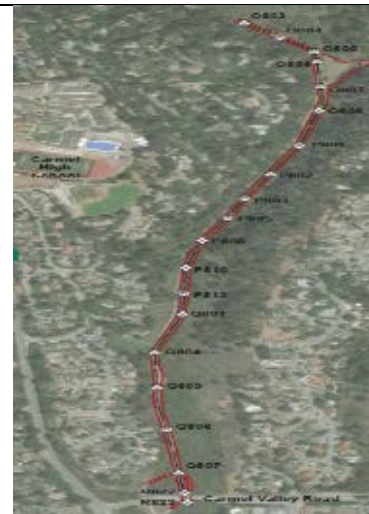


Photo: View of the sewer lines to be replaced in Hatton Canyon

Project Number: 18-17		
Project Name: Hatton Canyon Pipeline Replacement		
Project Location: Collection System		
Project Manager: Lathér		
Status: Construction Substantially Complete / Waiting for Grant Payments & final invoices		
Project Description: Replace 5,570 linear feet of 60-year old 8" vitrified clay, bell & spigot pipeline within Hatton Canyon. Experienced over 3 spills in the past 20 years due to flooding. Replace with 10" butt welded HDPE pipe that will be watertight & anchored into upgraded manholes. This is designed to eliminate future spills.		
Department: Collection		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,720,853	\$1,201,584
Financial:	FY Budget:	FY Spent:
	\$1,450,000	\$859,198
Other Entities:	State Parks; Fish & Wildlife, Army Corps, FEMA, CalOES	
Permits Required:	State Parks Easement, Army Corps, U.S. Fish & Wildlife, State Fish & Wildlife, and Monterey County Encroachment Permit.	
Challenges:	The project is located within a State Parks easement along the west bank of Hatton Creek. Existing access road is surrounded by riparian habitat.	
Schedule:	Work required to be completed between June – October 2020.	

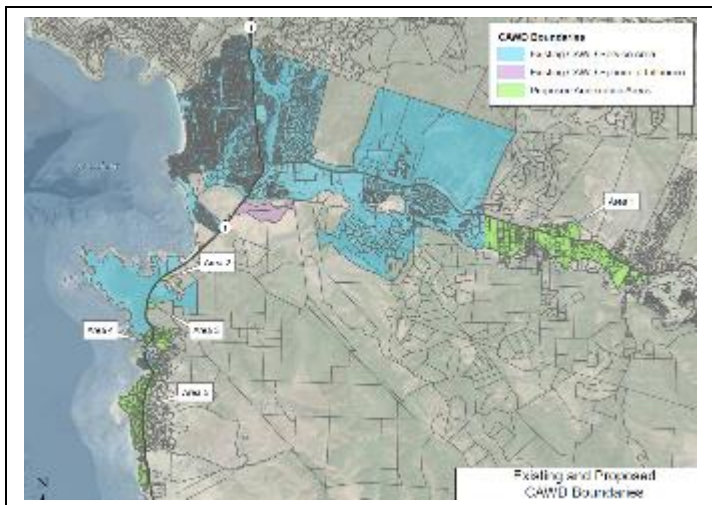


Photo: Areas of Potential Annexation

Project Number:	18-21, 19-04, 19-05, 19-09								
Project Name:	2020 CAWD Sphere of Influence (SOI) Amendment & Annexation Proposal								
Project Location:	Collection System								
Project Manager:	Lathér								
Status:	LAFCO Application Submitted – Anticipated Approval Feb 2021								
Project Description:	The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.								
Department:	Collections								
Financial:	<table border="1"> <tr> <td>Cumulative Budget:</td> <td>\$0</td> <td>Cumulative Spent:</td> <td>\$49,000</td> </tr> <tr> <td>FY Budget:</td> <td>\$0</td> <td>FY Spent:</td> <td>\$0</td> </tr> </table>	Cumulative Budget:	\$0	Cumulative Spent:	\$49,000	FY Budget:	\$0	FY Spent:	\$0
Cumulative Budget:	\$0	Cumulative Spent:	\$49,000						
FY Budget:	\$0	FY Spent:	\$0						
** No Budget included for Annexations b/c costs will be recouped through annexation fees.									
Permits Required:	Environmental Review, LAFCO Annexation Approval								
Challenges:	#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.								
Schedule:	Applied for LAFCO Annexation in August 2020.								
Consultant:	Denise Duffy & Associates								



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Number:	18-26								
Project Name:	RO Pretreatment Acid Tanks and Containment								
Project Location:	Reclamation – MF/RO								
Project Manager:	Treanor								
Status:	On Hold								
Project Description:	Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.								
Department:	Treatment								
Financial:	<table border="1"> <tr> <td>Cumulative Budget:</td> <td>\$358,506</td> <td>Cumulative Spent:</td> <td>\$68,506</td> </tr> <tr> <td>FY Budget:</td> <td>\$290,000</td> <td>FY Spent:</td> <td>\$0</td> </tr> </table>	Cumulative Budget:	\$358,506	Cumulative Spent:	\$68,506	FY Budget:	\$290,000	FY Spent:	\$0
Cumulative Budget:	\$358,506	Cumulative Spent:	\$68,506						
FY Budget:	\$290,000	FY Spent:	\$0						
Reclamation Share:	100%								
Other Entities:	Reclamation Project								
Permits Required:	Coastal Commission Notification								
Challenges:	N/A								
Schedule:	<ul style="list-style-type: none"> Bid second half of 2020 Construction 2021 								
Consultants:	Trussell Technologies, Inc								
Contractor:	TBD								



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number:		18-28
Project Name:		Perimeter Tree Plan and Implementation
Project Location:		Wastewater Treatment Plant
Project Manager:		Treanor
Status:		Determining Tree Types / Final Landscape Plan for Interior
Project Description:		Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$213,000	\$2,897
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation:		N/A
Other Entities:		N/A
Permits Required:		Currently unknown (In Study Phase)
Challenges:		Time it will take for new trees to grow up that will fully screen treatment plant from view
Schedule:		<ul style="list-style-type: none"> Study to occur in 2020
Consultants:		Scott Hall Landscape Design
Contractor:		TBD



Photo: Old Flood Door in Headworks Basement

Project Number:		19-01
Project Name:		Critical Process Onsite Flood Adaptations
Project Location:		Wastewater Treatment Plant
Project Manager:		Waggoner
Status:		Minor Work Proceeding
Project Description:		There are a few areas of the WWTP that may be vulnerable to inundation during a 100-year river flooding event. Although the actual impact to the process in the event of inundation of these areas may be minor, it would be prudent to mitigate any possible impacts of flooding on the treatment process. The areas that could be further adapted to avoid flooding inundation are: Headworks Basement Flood Door, Influent Access Hatch, Secondary Effluent Diversion Structure Hatches, Chlorine Contact Channel Hatches, Waste Gas Burner Operations.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$86,000	\$21,788
Financial:	FY Budget:	FY Spent:
	\$65,000	\$0
Reclamation Share:		15% Reclamation
Other Entities:		Reclamation Project
Permits Required:		Coastal Commission Notification
Challenges:		N/A
Schedule:		<ul style="list-style-type: none"> Planning in 2019 Modifications in 2021
Consultants:		N/A
Contractor:		TBD

PRE-TREATMENT ORDINANCE
2020-XX



CARMEL AREA WASTEWATER DISTRICT

Project Number: 19-02		
Project Name: Update Pretreatment Ordinance		
Project Location: Pretreatment/Collections		
Project Manager: Lathér/De Ocampo/Waggoner		
Status: Draft Ordinance is ready for committee review.		
Project Description: Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.		
Department: Treatment		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	None	
Schedule:	<ul style="list-style-type: none"> Complete Draft Ordinance for review in September 2020. Committee review of Ordinance in October 2020. 	
Consultants:	None	
Contractor:	None	



Photo: View gravity pipe in Carmel easement

Project Number: 19-03		
Project Name: Carmel Meadows Gravity Sewer Improvements		
Project Location: Collection System		
Project Manager: Lathér		
Status: Amending contracts to Include removal of existing Pipe		
Project Description: The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,259,102	\$288,455
Financial:	FY Budget:	FY Spent:
	\$185,445	\$61,918
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
Schedule:	Design FY20/21. Construct FY21/22.	
Consultants:	SRT Consultants	
Contractor:	TBD	



Photo: Entrance to Carmel Valley Manor

Project Number:		19-08	
Project Name:		Carmel Valley Manor Pipeline and Pump Station	
Project Location:		Collection System	
Project Manager:		Lathér	
Status:			
Project Description:		Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.	
Department:		Collections	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$	\$180	
Financial:	FY Budget:	FY Spent:	
	\$	\$180	
Reclamation Share:	0%		
Other Entities:			
Permits Required:	County Encroachment Permit		
Challenges:			
Schedule:			
Consultants:	MNS and Rincon are working for Carmel Valley Manor to permit and design the project.		
Contractor:	N/A		

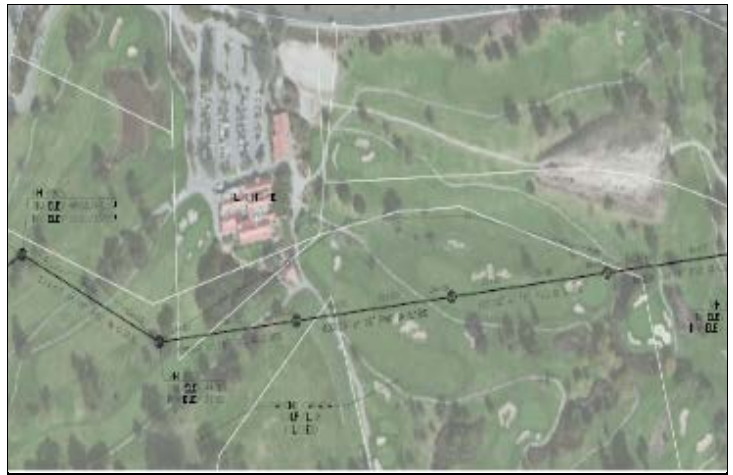


Photo: View of proposed sewer line realignment

Project Number:		19-13	
Project Name:		Upper Rancho Cañada Pipe Realignment	
Project Location:		Collection System	
Project Manager:		Lathér	
Status:		Bid Phase	
Project Description:		This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from 12 inch to 8 inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.	
Department:		Collection	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$1,822,991	\$109,464	
Financial:	FY Budget:	FY Spent:	
	\$1,760,000	\$46,472	
Other Entities:	Monterey Regional Park District		
Permits Required:	Environmental Review		
Challenges:	Providing a design that allows CAWD access to assets and is acceptable to the Park District.		
Schedule:	Design FY 19/20. Construct FY 20/21.		
Consultants:	MNS Engineering Rincon Environmental		



Photo: Existing air diffuser system

Project Number:	19-19	
Project Name:	WWTP – Aeration Basin Improvements	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Procurement Phase	
Project Description:	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.	
Department:	Treatment	
Budget Status:	Budget: \$40,000.00 Actual to Date: \$0.00	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$127,000	\$87,000
Financial:	FY Budget:	FY Spent:
	\$40,000	\$8,463.07
Reclamation Share:	Estimated at 0% of project cost.	
Other Entities:	CAWD/PBCSD Reclamation Project	
Permits Required:	No permits as project is preventative maintenance project	
Challenges:	Weather conditions and Scheduling	
Schedule:	<ul style="list-style-type: none"> Design is completed Materials ordered and received Construction anticipated for Spring 2021 	
Consultants:	In house (Design Plant Engineer), Environetics for Baffles	
Contractor:	TBD	

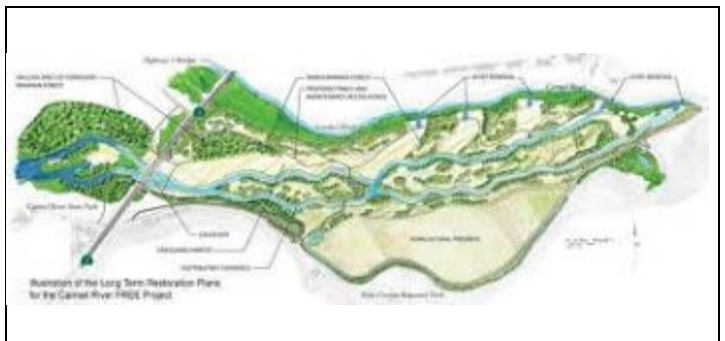


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21	
Project Name:	Carmel River FREE Mitigation	
Project Location:	Carmel River Lagoon	
Project Manager:	Trearor	
Status:	Design/CEQA/Developing Funding Agreement	
Project Description:	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
Department:	Engineering	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$21,033
Financial:	FY Budget:	FY Spent:
	\$0	\$3,944
** No Budget included b/c project is being funded by CRFREE initiated grants		
Reclamation Share:	0%	
Other Entities:	Monterey County	
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)	
Challenges:	Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks	
Schedule:	<ul style="list-style-type: none"> Design and CEQA anticipated completion Summer 2021 Construction anticipated in Summer 2022 	
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
Contractor:	Pending	



Photo: Admin Building Permit Desk

Project Number: 20-01		
Project Name: Administration Building COVID Control Improvements		
Project Location: Administration Building		
Project Manager: Treanor/Foley		
Status: Construction/Waiting for Ordered Materials		
Project Description: HVAC Improvements to control airborne viruses, enclosure of permit desk to eliminate contact between staff and visitors.		
Department: Administration		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$75,000	\$33,767
Financial:	FY Budget:	FY Spent:
	\$75,000	\$33,767
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Building Permits	
Challenges:	Emerging science around COVID-19	
Schedule:	<ul style="list-style-type: none"> Design June and July 2020 Construction anticipated in January 2021 	
Consultants:	Design: Davner Engineering	
Contractor:	Coast Counties Glass	



Photo: WWTP Stormwater Pump Station

Project Number: 20-02		
Project Name: WWTP Stormwater Pollution Prevention Plan Update		
Project Location: Treatment Plant		
Project Manager: Treanor/Dias		
Status: Kickoff		
Project Description: Update to the existing CAWD WWTP Stormwater Pollution Prevention Plan as required by the National Pollution Discharge Elimination System (NPDES) General Stormwater Permit		
Department: Treatment		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$35,000	\$0
Financial:	FY Budget:	FY Spent:
	\$35,000	\$0
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Part of General Stormwater Permit	
Challenges:	None	
Schedule:	<ul style="list-style-type: none"> Plan Development in 2020 	
Consultants:	Kennedy Jenks Consultants	
Contractor:	N/A	



Photo: River Watch logo

Project Number:	20-05	
Project Name:	River Watch Agreement	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	In process	
Project Description:	Work with collections to provide data that is needed to satisfy the milestones in the agreement with River Watch.	
Department:	Collections	
Financial:	Cumulative Budget: N/A	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:	CCTV Schedule. The Board agreed to increase staffing by 1 FTE to assist us in meeting the required schedule. New employee started 11-20. Received 1 yr. extension due to COVID-19.	
Schedule:	Due date June 2023	
Consultants:		
Contractor:	N/A	

PROJECT		20-05	20-06	20-07	20-08	20-09	20-10	20-11	20-12	20-13	20-14	20-15	20-16	20-17	20-18	20-19	20-20	
1	Central Mainline Pipeline (Carry Over)	\$181,415	\$1,000,000															
2	Palms Canyon Pipeline Pipe Bursting	\$1,410,000																
3	Upper Rancho Canals Pipe Replacement	\$1,780,000																
4	May Street PS Rehabilitation	\$100,000	\$150,000	\$150,000														
5	Stoney Pipe Bursting - Ocean to Bay	\$200,000	\$600,000	\$600,000														
6	Procedures Lines Area Pipe Rehab	\$120,000	\$1,250,000															
7	Electrical Upgrades at Hacedana Pump Station	\$140,000																
8	Mount Vista PS and Service South of Santa Lucia		\$250,000	\$250,000														
9	11th Avenue to Red Road		\$250,000	\$1,500,000														
10	Central Wastewater Sewer Rehabilitation	\$420,000	\$2,300,000															
11	Chapin La Cruz PS Rehabilitation	\$150,000	\$150,000	\$800,000														
12	May Street PS Rehabilitation	\$150,000	\$1,500,000															
13	Palms Canyon Pipe Bursting 4th to 10th			\$550,000	\$840,000													
14	Hacedana PS area sewer upgrade			\$200,000	\$1,000,000	\$1,810,000												
15	Merced Street Pipe Bursting 4th to 10th			\$150,000	\$840,000													
16	May Street and Goodridge Pipe Bursting Ocean to Santa					\$250,000	\$1,720,000											
17	Palms Canyon Rehabilitation 4th & Walker Avenue		\$250,000	\$250,000		\$150,000	\$1,100,000	\$1,150,000										
18	Palms Canyon Rehabilitation			\$250,000	\$250,000	\$400,000	\$200,000	\$100,000										
19	Palms Canyon Rehabilitation					\$400,000	\$200,000	\$100,000										
20	Palms Canyon Rehabilitation																	
21	Palms Canyon Rehabilitation																	
22	Palms Canyon Rehabilitation																	
Collections TOTAL		\$5,995,415	\$2,140,000	\$2,400,000	\$2,300,000	\$2,700,000	\$2,800,000	\$2,420,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000
FFWD Grant Funding		\$881,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FFWD State		\$3,714,340	\$1,140,000	\$2,400,000	\$2,300,000	\$2,700,000	\$2,800,000	\$2,420,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000	\$2,410,000
CIPB CIP																		

Photo: LT Capital Schedule

Project Number:	20-06	
Project Name:	Collections 20-Year CIP	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	In Process	
Project Description:	Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan	
Department:	Collections	
Projection of Total Capital Costs	Construction Costs: \$50,000,000	Administration Costs: \$10,000,000 (20% engineering, legal, admin)
Financial:	Cumulative Budget: N/A	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:		
Schedule:	2020 - 2040	
Consultants:	West Yost	
Contractor:	N/A	



Photo: Looking at Pump Station Exterior

Project Number: 20-07		
Project Name: Bay/Scenic Pump Station Rehabilitation		
Project Location: Collection System		
Project Manager: Lathér		
Status: Soliciting Consultant Proposals		
Project Description: Remodel the interior of the pump station and update SCADA panel to remove from areas prone to flooding.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$600,000	\$0
Financial:	FY Budget:	FY Spent:
	\$100,000	\$0
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal	
Permits Required:	Exemptions from CEQA & Coastal	
Challenges:	Traffic Control	
Schedule:	Design 2021, Construct 2022	
Consultants:	Pending	
Contractor:	Pending	

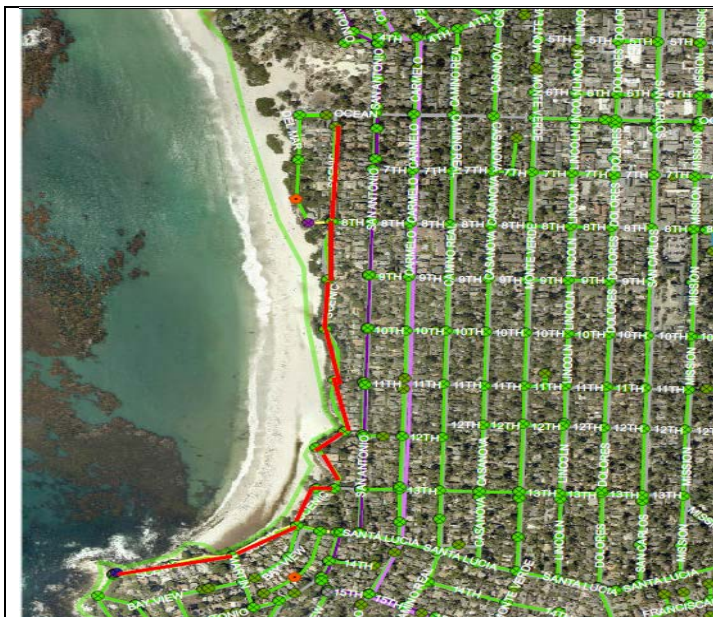


Photo: Pipe Bursting Limits on Scenic

Project Number: 20-08		
Project Name: Scenic Rd Pipe Bursting - Ocean to Bay		
Project Location: Collection System		
Project Manager: Lathér		
Status: Soliciting Consultant Proposals		
Project Description: Replace approximately 4,000 feet of existing clay pipe with PVC pipe and rehabilitate manholes.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,400,000	\$0
Financial:	FY Budget:	FY Spent:
	\$200,000	\$0
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal	
Permits Required:	Exemptions from CEQA & Coastal	
Challenges:	Traffic Control	
Schedule:	Design 2021, Construct 2022	
Consultants:	Pending	
Contractor:	Pending	

STAFF REPORT



To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: December 10, 2020

Subject: Monthly Operations Report – October/November 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the months of October and November. Including, implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff has completed the removal of the final .75 feet of solids, grit, and other debris from the floor of old digester #2. Staff has installed plumbing fixtures to allow the storage of storm water runoff from the treatment plant site. This storm water runoff of approximately 0.87 million gallons will be stored until the summer months. Then released into the treatment plant for treatment and pumping to the Forest Lake Reservoir to offset the irrigation demand during the summer.
- Staff completed removing the wooden toe guards around the Chlorination/Dechlorination Station. These wooden toe guards have been replaced by aluminum toe guards on Chlorination/Dechlorination Station walkway and work areas.
- (Project #19-19) Aeration Basin Improvements #4A and #4B materials were ordered and received from Xylem Water Solutions USA, Inc. Upon arrival at the treatment facility the material was inspected, inventoried, and properly stored until after the rainy season.

- On October 15, 2020, the Operations Superintendent was notified by an Operator that they were in close contact the previous week with someone in their social circle who had tested positive for COVID-19. The District's COVID-19 Exposure Control and Disease Preparedness Response plan was followed until a negative test was received for the employee.

Reclamation:

- Staff ordered 125 Scinor SMT600-S26 Modules to complete one Micro Filtration cell replacement set if the current modules become inoperable. Delivery of 100 Scinor SMT600-S26 modules arrived the week of September 20, 2020. The remaining 25 Modules were damaged at the freight haulers storage yard and were undeliverable. Scinor is sending 25 replacement SMT600-S26 Modules which should arrive in two weeks.
- Operation staff assisted Maintenance staff on removing and installing the rake drive gear box and motor on the Delta Stack clarifier for the backwashing system for the continuous moving Sandfilters. Pebble Beach Community Service District (PBCSD) also assisted with their crane for removing and reinstalling the gear box drive. Big appreciation to PBCSD and staff for the assist.
- Staff completed Clean-in-Place (CIP) on Micro Filtration Cells one, two, and three. All cells cleaned successfully with Trans Membrane Pressures (TMPs) ranging between 2 to 3.8 psi.

Training:

- Staff is continuing online training at the treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for Exposure Control Plan Updates for the COVID -19 virus at the treatment facility.
- Staff resumed weekly tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.
- Operations staff reviewed a training class in October provided by Patrick Treanor from Black & Veatch's webinar training program: Advances in Enhancing Settling. Operations staff found the program very enlightening.

Capital Improvement:

- Staff continues working with Plant Engineer, Patrick Treanor (CAWD), on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding

Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Supervisor Control and Data Acquisition (SCADA) Zoom kickoff meeting with CAWD Staff and Frish Engineering Incorporated on October 2, 2020.
- Monterey County Water Awareness Committee conducted Zoom meetings on October 8 and November 12, 2020. Meetings center around reviewing effectiveness of the outreach program to all schools in all members service areas on new web-based educational programs. And outreach programs for the general populations in Carmel, Monterey, Seaside, Pacific Grove, Salinas, Castroville, Marina, and other areas of Monterey County for 2021.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of October 2020.
- No Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 were encountered during the month of October 2020.
- Quarterly inspection was completed on October 27, 2020 of the organic food waste receiving station by the California Department of Food and Agriculture Meat, Poultry, & Egg Safety Branch. Staff passed inspection to continue receiving material for the Grind to Energy Program at CAWD.
- Staff received feedback from Central Coast Regional Water Quality Control Board on the September Chronic Toxicity Violation from the September Semi-Annual Reporting. Staff answered the questions and submitted a Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996 as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is now under review by the Central Coast Executive Officer to be certified for future use if needed.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: December 10, 2020

Subject: Monthly Maintenance Report – October/November 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- The main electrical meter panel was replaced at the Bay & Scenic pump station. This required a full day shutdown and was a joint project between Collections and Maintenance. Bryan Mailey Electric installed the new panel. It replaced the legacy fuse block main disconnect with a safer circuit breaker. The branch panel, conduit and wiring were also replaced. The new system is working excellently.
- The annual treatment plant submersible pump inspection was completed. Gavilan crane pulled the pumps and staff changed the oil and inspected the equalization, stormwater, Return Activated Sludge (RAS) and Chlorination/Dechlorination (CDC) waste sump pumps. The CDC waste sump pumps are past their useful life and will be replaced and not repaired due to the small size not being cost effective to repair.
- Effluent pump #2 at the treatment plant was disassembled and inspected as part of the motor replacement. The motor showed signs of winding degradation, so it was replaced with the spare and sent out for reconditioning before it failed. The pump impeller is in good condition, but the shaft seal stuffing box was heavily corroded. The pump was reassembled and placed back in service. Parts were ordered to recondition the shaft seal stuffing box in the spring.

Upcoming Maintenance Projects

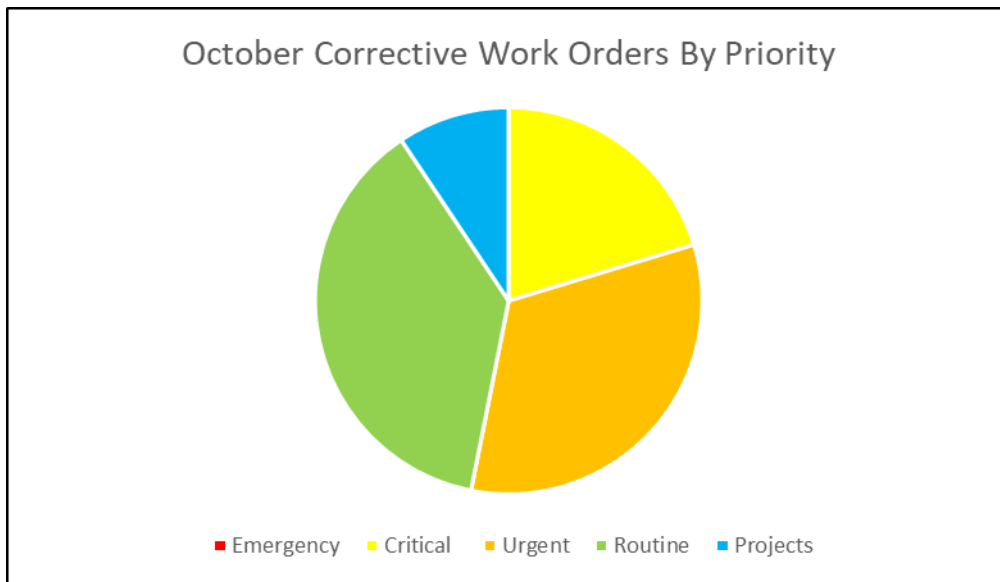
- Bryan Mailey Electric is scheduled to install a portable generator connection at the Calle La Cruz pump station. This will provide a quick connection of a portable generator if the station generator fails to start or requires a repair.
- The tertiary delta stack clarifier will not rotate. The gearbox was removed and rebuilt by Michael Skinkle. The cost for a new gearbox was \$40,000 and it was rebuilt for less than \$5,000. The crane is scheduled to install the rebuilt gearbox.
- An inspection of the gas conditioning compressor predicted a bearing failure. New bearings were procured and are scheduled to be installed in December. Expected downtime of microturbine system is one day.
- (Project 18-11) The exhaust parts for the 30 kilowatt microturbine are still on order. Once installed the 30 kilowatt will be able to run independently from the 65 kilowatt. The current shared exhaust system requires both generators to operate simultaneously so that condensation does not build up in an offline unit. The 30 kilowatt is currently sealed off to prevent condensation while it is not running.
- The treatment plant Supervisory Control and Data Acquisition work continues with Frisch Engineering. The digester and microturbine screens have been updated with new alarms and graphics. Frisch is currently developing the influent, headworks and dewatering screens.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	245
Total Work Orders Closed/Done	224
Total Work Orders Still Open	21
Percentage of Work Orders Completed	91.43%

Corrective Maintenance



Emergency	0
Critical	13
Urgent	21
Routine	24
Projects	6

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: December 10, 2020
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is provided to update the Board on current engineering activities during the months of October and November 2020.

Claim against County re: Cross Bore in Trunkline on Rio Road

A claim against the County of Monterey was submitted to the County on June 24, 2020 for the signal light wiring pipe that was bored through our trunkline located beneath Rio Road. The County has forwarded the claim to their liability claims insurance Intercare Holding Insurance Services, Inc. and offered to pay 50% of the costs. The General Manager has provided them with additional information regarding the outreach to the County that was completed prior to excavation of the pipeline to demonstrate that the County should pay 100%.

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Annexation, including Carmel Valley Manor and Corona Road. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plans to construct in 2021. The Director of Capital Planning, John Haupt has reached out to the Principal Engineer to see if Wallace Group would be acceptable as inspectors for the project. In November staff met with the design engineer for the project to discuss the District's SCADA requirements for the project.

The Local Agency Formation Commission (LAFCO) has accepted our application and requested minor clarifications to the project information. The County of Monterey is planning to move forward with the approval of a Zero Property Tax Transfer by the Board of Supervisors in December 2020. This is one of the last items that need to be completed prior to taking the annexation proposal to the LAFCO Board for approval. We will be planning a community workshop in February.

The Hatton Canyon Pipeline Replacement project is substantially complete. Additional grading was completed by Graniterock on October 6, 2020 to provide a wetlands mitigation for the project to satisfy the Army Corps of Engineers and Regional Water Quality Control Board permit requirements. The District is currently waiting for the pipeline contractor, D'Arcy & Harty to complete items on the punch list that need to be addressed prior to finding the project to be complete.

The Pretreatment Ordinance has been provided to the Ordinance Committee for review and the Principal Engineer is working with the members of the committee to select a date for meeting to discuss the ordinance.

CONFERENCES AND PRESENTATIONS

The Principal Engineer and MNS Engineers provided a presentation to the Monterey Bay Chapter of the American Public Works Association (APWA) at the monthly lunch meeting on Friday, October 9, 2020. The presentation subject was the award-winning Hatton Canyon Access Road project. In addition, she attended the California Water and Environment Association (CWEA) conference and acted as a virtual room host for four presentations at the virtual conference on October 19-22, 2020.

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: December 10, 2020
Subject: Reclamation Audit 06-30-20

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving the CAWD/PBCSD Reclamation Project Audit 06-30-20.

DISCUSSION

The CAWD/PBCSD Reclamation Project Audit 06-30-20 was approved at the Reclamation Management Committee (RMC) at its November 10, 2020 meeting. A copy of the Project Audit is attached.

Items approved by the RMC are brought to CAWD or Pebble Beach Community Services District Board, as appropriate, for approval and any applicable resolution.

FUNDING

All Reclamation Project funding is covered by the Project or by the Pebble Beach Company and Independent Reclaimed Water Users Group, as project guarantors.

CAWD/PBCSD RECLAMATION PROJECT

*an Enterprise Fund of the
Monterey Peninsula Water Management District*

**Annual Financial Report
June 30, 2020**

CAWD/PBCSD RECLAMATION PROJECT

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MARCELLO & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Post Office Box 60127 / Sacramento, California 95860-0127

INDEPENDENT AUDITOR'S REPORT

Board of Directors and Members
CAWD/PBCSD Reclamation Project
Carmel, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the CAWD/PBCSD Reclamation Project, Carmel, California, an enterprise fund of the Monterey Peninsula Water Management District (the Project) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Project's basic financial statements as listed in the table of contents. The prior year comparative information has been derived from the Project's 2019 financial statements and, in our report dated August 30, 2019, we expressed an unqualified opinion on the financial statements of the business-type activities.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based upon our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors and Members
CAWD/PBCSD Reclamation Project
Carmel, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the CAWD/PBCSD Reclamation Project, as of June 30, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the CAWD/PBCSD Reclamation Project's financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Marcello & Company

Certified Public Accountants
Sacramento, California
October 12, 2020

MANAGEMENT'S DISCUSSION & ANALYSIS

*As Prepared by Management
(unaudited)*

CAWD/PBCSD RECLAMATION PROJECT
Management's Discussion and Analysis
June 30, 2020

The following discussion and analysis are supplementary information required by the Governmental Accounting Standards Board (GASB) and is intended to provide an easily readable explanation of the information provided in the attached basic financial statements of the CAWD/PBCSD Reclamation Project (the Project) for the fiscal year ended June 30, 2020. We encourage readers to read the information presented here in conjunction with our financial statements, which follow this narrative.

Financial Highlights

Key financial highlights for 2019-20 are as follows:

- Water Sales revenue increased 12.1% over the prior year due to an increase in water sales.
Total amount of water sold was 17.2% higher than in fiscal year 2018-19. Last year total water sales included 909.37-acre feet (AF) of reclaimed water. That figure contrasts with 1,066 AF of reclaimed water for the current year.
- Net Non-operating expenses decreased 15.8% over the prior year due primarily to a decrease in Bond and Letter or Credit carrying costs of 19.2% and bond interest expense of 41.0%. Additionally, this year there were no costs assigned to abandoned wells.
- Long-term obligations include the bonds issued in 1992 that mature in 2022 with current year principal due of \$2.3M and interest due of \$76,687. The Project has been able to take advantage of lower interest rates over the last several years – the interest due dropped 41.0% over last year because of persistently low interest rates.
- Total operating expenses were 1.4% lower than the prior year as follows:
 - Plant operating expenses were 22.3% higher than in fiscal year 2018-19 but 7.7% below budget. There were multiple reasons for the increase, briefly:
 - Plant labor expenses were 5.7% higher than in 2019, reflected mainly in an increase in Plant Engineer expenses of \$20K.
 - Electricity costs were nearly level at a 0.2% decrease.
 - Chemical costs were down 9.7% however that could be attributable to delivery timing, all chemicals are expensed when received and may carry over into the next year.
 - There was a 10.3% decrease in maintenance costs over the prior year. The Reverse Osmosis membranes were replaced in all three trains in Dec/Jan. The old membranes had a service life of approximately six years. The replacement membranes exceed budget by 80.9%.
 - In November 2019 the Reclamation Management Committee approved an increase of \$30K to perform emergency repairs to microfiltration feed piping that was observed shortly after the plant experienced minor earthquake activity.
 - Contractual services were under budget by 10.4% yet exceeded prior year actual by 17.1%. Calibration costs and IT consulting were under budget 46.3% and 44.0% respectively.
 - Distribution costs were 15.3% below budget and 1.2% higher than prior year 2018-19. Pebble Beach Community Services District (PBCSD) administrative and engineering salaries were over Administration & Engineering budget 23.2% while staff salaries were under Administration budget 14.4%. Compared to prior year, admin salaries were 40.4% greater and staff salaries 16.1% higher. Forest Lake Reservoir Utilities were 25.6% under budget, and Other O&M expenses 1.4% under budget. 4

CAWD/PBCSD RECLAMATION PROJECT
Management's Discussion and Analysis
June 30, 2020

- Pebble Beach Company and Independent Golf Club Users liaison expenses were 0.05% under budget and 3.9% greater than prior year.
- Carmel Area Wastewater District (CAWD) administrative salaries and other expenses were 20.9% over budget and 8.3% higher than prior year. CAWD operating expenses were 59.7% over budget, and 44.3% greater than prior year due largely to expenses related to sea level rise negotiations with the California Coastal Commission and engineering salaries. Agreement was arrived at in April 2019 whereby Sea Level Rise costs were shared between CAWD, PBCSD, and the Project at 20%.
- Monterey Peninsula Water Management District (MPWMD) general and administrative costs were 6.2% below budget and 3.7% higher than prior year.

Using this Financial Report

This annual report consists of three parts: management's discussion and analysis (*this section*), the basic financial statements, and notes to the financial statements. This discussion and analysis are intended to serve as an introduction to the Project's basic financial statements. The Project's basic financial statements consist of three components:

- The *Statements of Net Position* present information on all of the Project's assets and liabilities, with the difference between the two reported as net position.
- The *Statements of Revenue, Expenses and Changes in Net Position* present information showing how the Project's net position changed during the two most recent fiscal years.
- The *Statements of Cash Flows* present information showing how the Project's cash changed during the two most recent fiscal years. It shows the sources and uses of cash.

The financial statements also include *Notes* that explain some of the information in the financial statements and provide more detailed information. They are followed by a section of *Supplementary Information* that further explains and supports information in the financial statements.

Financial Analysis

The "Amended and Restated Construction & Operation Agreement" became effective July 1, 2013. Revenue derived from recycled water on and after that date, including all costs necessary to recover operating capital, reserve, financing, and other costs of the Project became the responsibility Pebble Beach Company, the Independent Reclaimed Water Users Group (IRWUG) and Robert Louis Stevenson School. IRWUG refers to the unincorporated association of the owners of Cypress Point Golf Club, Northern California Golf Association, and the Monterey Peninsula County Club. The amended agreement permits IRWUG to take a full voting seat on the Project's Reclamation Management Committee.

As part of the negotiations, the IRWUG agreed to pay the amounts necessary to recover all operating, capital, reserves, financing, and other costs of the Project during each fiscal year. As in the past this includes all operation and maintenance expenses, the capital reserve fund, and bond carrying costs. New costs include all principal installments on the Certificates of Participation (COP), all interest payments on the COP, an amount equal to the Bond Carrying Cost Annual Amortization Amount, and the cost of IRWUG and Pebble Beach Company Project representatives. Because California American Water Company (CalAm) potable water increases are projected well into the future and the value of water on the Monterey Peninsula in general as a scarce resource; the IRWUG users became full partners in the Project on the assumption that they would be better off if the price of water was "delinked" from CalAm rates. The operating and

CAWD/PBCSD RECLAMATION PROJECT
Management's Discussion and Analysis
June 30, 2020

capital costs are calculated each year as part of the annual budget process and allocated by usage formula to each of the users.

Current assets decreased 11.4% along with an insignificant increase in Restricted Cash of 1.0%. There was a decrease in Golf Course Receivables of 39.0% over the prior year attributable to payment timing difference over the prior year. The Project does not provide an allowance for doubtful accounts because all receivables are collected within sixty days of each fiscal year end.

Current liabilities decreased 4.5% from the prior year. Trade payables decreased 11.8%. Increased water sales have resulted in greater cash available and quicker payment of payables. Affiliates payables, or payables between Project partners, also decreased 46.4%. Bond debt service increased 4.3% as per the bond maturity schedule.

Noncurrent liabilities decreased because of changes in the Bond payable schedule and amount due Pebble Beach Company. However, it increased \$500K for amounts due to Monterey Peninsula Water Management District (MPWMD). In May 2019 the Project signed a Funding Agreement with MPWMD for \$1.6M of which \$600,000 was from the 2019-20 budget and \$1M remains due with principal payments of \$500K in each of the next two years.

Construction-in-Progress included \$2.5M for rehabilitation of the Recycled Water Storage Tank located near the Poppy Hills Golf Course in Pebble Beach.

With the implementation of the "Amended and Restated Construction & Operation Agreement" in June 2013, the intent was to budget annually for a break-even position. The budgeted cost of operations, capital, and debt service are all incorporated into the water sales rate structure.

Financial Analysis of the Project (Condensed comparative data)

A summary of Net Position is presented below:

	2020	%	2019	%	2018
		Change		Change	
Net Assets					
Current Assets	2,504,993	-11.4%	2,826,842	0.3%	2,819,323
Restricted Cash	1,176	1.1%	1,164	1.7%	1,144
Water Rights (net of amortization)	37,947,686	-2.6%	38,946,365	0.4%	38,789,024
Construction-in-Progress	2,674,387	85.1%	1,444,970	-15.7%	1,714,573
Other assets	-	n/a	-	n/a	-
	<u>43,128,242</u>	-0.2%	<u>43,219,341</u>	-0.2%	<u>43,324,064</u>
Liabilities					
Current Liabilities	4,483,941	-4.5%	4,692,778	29.2%	3,630,872
Long-term debt	<u>6,704,000</u>	-26.8%	<u>9,156,000</u>	-23.8%	<u>12,008,000</u>
	<u>11,187,941</u>	-19.2%	<u>13,848,778</u>	-11.4%	<u>15,638,872</u>
Net Position	<u>\$ 31,940,301</u>	8.7%	<u>\$ 29,370,563</u>	6.1%	<u>\$ 27,685,192</u>

CAWD/PBCSD RECLAMATION PROJECT
Management's Discussion and Analysis
June 30, 2020

Capital Assets

The MF/RO facility constructed at the Carmel Area Wastewater District's plant site was completed in June 2009. Preliminary engineering study on this project was started in 2000. Over the ensuing nine years there were multiple engineering and regulatory hurdles, but the facility was finally put into service in 2008 and construction was completed the following year.

Significant asset additions in 2019-20 were as follows:

- MPCC Bird Rock Coastline Well \$ 261,637
- WWTP SCADA System Improvements \$ 211,059
- WWTP Filter System Rehab \$ 108,381

The Monterey Peninsula County Club (MPCC) Bird Rock Well project was completed 12.7% under budget and went online in April 2020. This is one of four alternative water sources for the CAWD/PBCSD Reclamation Project. The other three being the 4th Fairway Diversion well, the MPCC No. 8 well, and the MPCC No. 9 well. The MPCC Bird Rock well provided 5-acre feet of water in fiscal year 2019-20.

The Wastewater Treatment Plant (WWTP) Supervisory Control and Data Acquisition (SCADA) System Improvements Project is part of ongoing efforts to optimize operations at Reclamation. The Carmel Area Wastewater District (CAWD) plan has been gradually migrating plant controls to an updated SCADA platform called Ignition. The program is also migrating to Reclamation, so the entire facility works under the same software. The benefits of SCADA System Improvements are a reduction in call outs and greater ease in plant operations that frees-up the operators for maintenance activities.

The WWTP Filter System Rehab involved rehabilitation of the tertiary coagulation/flocculation and sand filter system (this included the sand filters wash water equipment). The goal of the project was to rehabilitate the sand filter reject wash water system to optimize the sand filters for pretreatment to the Micro Filtration Process. The aim being to extend the life of the filters.

The Project does not own the capital equipment it uses; it is owned by the public agencies that manage and operate the Project. For this reason, the value earned for the capital expenditures incurred is reflected on the Project books as water resale rights, an intangible capital asset.

The value of capital assets owned by each entity involved in the Project at year end was as follows:

	2020	2019	2018
Carmel Area Wastewater District	\$39,697,306	\$39,277,349	\$37,456,774
Pebble Beach Community Services District	25,171,006	24,909,369	24,909,369
MPWMD	29,056	29,056	29,056
Open Space Users	1,459,777	1,459,777	1,459,777
Cal-Am	853,727	853,727	853,727
	<u>\$67,210,872</u>	<u>\$66,529,278</u>	<u>\$64,708,703</u>

Long-Term Debt

The "Variable Rate Demand Certificates of Participation-Wastewater Reclamation Project Series 1992 Bonds" were issued in the amount of \$33,900,000 to finance the construction of the Project's reclamation facilities. As agreed to in the "Amended and Restated Construction & Operation Agreement" effective July 1, 2013, annual principal and interest payments, and bond carrying costs, became a part of the annual charge to be recovered from all recycled water buyers during each fiscal year. The Pebble Beach Company

CAWD/PBCSD RECLAMATION PROJECT
Management's Discussion and Analysis
June 30, 2020

remains the fiscal guarantor to the COP debt. The Certificate of Participation variable interest rate has dropped considerably due to the low interest rate environment from \$129,980 in 2018-19 to \$76,687 in 2019-20, or a 41.0% decrease. Current year actual was 48.8% below budget of \$150K.

A summary of Changes in Net Position is presented as follows:

	2020	%	2019	%	2018
		Change		Change	
Changes in Net Position					
Operating Revenues	\$ 7,063,288	12.1%	\$ 6,299,411	-0.5%	\$ 6,328,302
Operating Expenses	(2,504,551)	-3.1%	(2,584,234)	26.6%	(2,041,565)
Amortization	(1,680,274)	1.0%	(1,663,234)	2.8%	(1,617,720)
Operating income/(loss)	<u>2,878,463</u>	40.3%	<u>2,051,943</u>	-23.1%	<u>2,669,017</u>
Interest revenue	33,923	-20.8%	42,855	-918.5%	(5,236)
Subsidy from PBCo	-	n/a	-	n/a	-
PBCo (withdrawal)	-	n/a	-	n/a	-
Non-operating expenses	(342,576)	-12.4%	(391,183)	-6.6%	(418,982)
Non-operating contrib/withdrawal	(72)	-73.8%	(276)	-116.3%	1,698
Other	-	-100.0%	(17,968)	-78.8%	(84,764)
subtotal	<u>(308,725)</u>	-15.8%	<u>(366,572)</u>	-27.7%	<u>(507,284)</u>
Change in net position	2,569,738	52.5%	1,685,371	-22.0%	2,161,733
Net position, beginning	<u>29,370,563</u>	6.1%	<u>27,685,192</u>	8.5%	<u>25,523,459</u>
Net position, ending	<u>\$ 31,940,301</u>	8.7%	<u>\$ 29,370,563</u>	6.1%	<u>\$ 27,685,192</u>

Budget Highlights/Variances

An annual budget is adopted by the Reclamation Management Committee (RMC) for management purposes. Budget information is reported to the RMC and adjustments to the budget may only be made by resolution of the RMC.

During fiscal year ended June 30, 2020 the following budget variances were noted:

- Water sales were over budget 6.6%. Budgeted reclaimed water sales were 1,000 AF while actual sales were 1,066 AF.
- Net investment earnings were 20.8% less than the prior year but were 21.8% over budget.
- CAWD plant operating expenses were 8.1% under budget due in large measure to lower utility costs, lower chemical costs, and lower contractual expenditures.
- PBCSD distribution costs were 15.3% under budget due to lower than anticipated field salaries and utilities.
- CAWD general & administrative expenses were 20.9% over budget. MPWMD was 6.2% under budget. Pebble Beach Co. was 0.05% under budget.
- Bond and Letter of Credit carrying costs were 19.8% below budget due to a favorable interest rate environment. Bond interest expense was 48.8% under budget.
- Monterey Peninsula Water Management user fee was 14.6% under budget.

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Other Significant Matters

Securing an adequate water supply continues to be the single biggest challenge facing the future. The Project has continued efforts to explore opportunities for new water supplies – primarily by drilling wells in Del Monte Forest and exploring stormwater diversion to the treatment facility. At the treatment plant we continue efforts to increase recovery.

Requests for Information

This financial report is designed to provide an overview of the Project's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to James Grover, Principal Accountant, at Carmel Area Wastewater District, P.O. Box 221428, Carmel, CA 93922, telephone (831) 624-1248, or email grover@cawd.org.

CAWD/PBCSD RECLAMATION PROJECT

Statements of Net Position

June 30, 2020 and 2019

*for comparative
purposes only*

ASSETS

	2020	2019
Current Assets		
Cash and investments (note 3)	\$ 1,704,828	\$ 1,523,096
Accounts receivable - water sales (note 4)	785,295	1,289,095
Accounts receivable - other	14,870	14,651
Total current assets	2,504,993	2,826,842
 Capital Assets		
Water resale rights, net of amortization (note 5)	37,947,686	38,946,365
Construction-in-progress	2,674,387	1,444,970
Total capital assets	40,622,073	40,391,335
 Cash Restricted for		
Debt service	1,176	1,164
Total assets	\$ 43,128,242	\$ 43,219,341

LIABILITIES

Current Liabilities		
Accounts payable - trade (note 6)	\$ 112,749	\$ 133,693
Accounts payable - affiliates (note 6)	919,192	1,707,085
Bond payable - current portion (note 7)	2,400,000	2,300,000
Due to MPWMD (note 7)	500,000	-
Due Pebble Beach Company - current portion (note 7)	552,000	552,000
Total current liabilities	4,483,941	4,692,778
 Noncurrent Liabilities		
Bond payable (note 7)	5,100,000	7,500,000
Due to MPWMD (note 7)	500,000	-
Due Pebble Beach Company (note 7)	1,104,000	1,656,000
Total noncurrent liabilities	6,704,000	9,156,000
Total liabilities	11,187,941	13,848,778

NET POSITION

Net investment in capital assets	33,122,073	30,591,335
Restricted for debt service	1,176	1,164
Unrestricted	(1,182,948)	(1,221,936)
Total net position (page 27)	31,940,301	29,370,563
Total liabilities and net position	\$ 43,128,242	\$ 43,219,341

The accompanying notes are an integral part of these financial statements

CAWD/PBCSD RECLAMATION PROJECT
Statements of Revenue, Expenses, and Change in Net Position
Years Ended June 30, 2020 and 2019

*for comparative
purposes only*

	2020	2019
Operating Revenue		
Water sales	\$ 3,014,672	\$ 2,487,590
Fixed cost charge	4,048,616	3,811,821
Total	7,063,288	6,299,411
 Operating Expenses		
Plant operating costs	1,845,316	1,856,255
Distribution costs	444,669	439,277
General and administrative	211,049	198,948
Potable water purchases	3,517	89,754
Amortization (note 5)	1,680,274	1,663,234
Total operating expenses	4,184,825	4,247,468
Operating income (loss)	2,878,463	2,051,943
 Nonoperating Revenue (Expenses)		
Bond and LC carrying costs	(97,843)	(121,132)
Interest expense - PBCo	(70,870)	(62,895)
Interest expense - MPWMD	(20,333)	-
Interest expense - Bonds	(76,688)	(129,980)
Investment earnings (loss)	33,923	42,855
MPWMD user fee	(76,842)	(77,176)
Abandoned well costs	-	(15,593)
Other revenue (expenses)	(72)	(2,651)
Total nonoperating revenue (expenses)	(308,725)	(366,572)
 Change in Net Position	2,569,738	1,685,371
Net Position - beginning	29,370,563	27,685,192
Net Position - end of year	\$ 31,940,301	\$ 29,370,563

The accompanying notes are an integral part of these financial statements

CAWD/PBCSD RECLAMATION PROJECT

Statements of Cash Flows

Years Ended June 30, 2020 and 2019

Cash Flows Provided By (Used For):	<u>2020</u>	<u>for comparative purposes only 2019</u>
Operating Activities		
Cash received from customers	\$ 7,566,869	\$ 6,477,418
Cash payments for operating expenses	<u>(3,313,388)</u>	<u>(1,722,328)</u>
Net cash provided (used)	<u>4,253,481</u>	<u>4,755,090</u>
Noncapital Financing Activities		
Other cash receipts (expenses)	<u>(72)</u>	<u>(2,651)</u>
Net cash provided (used)	<u>(72)</u>	<u>(2,651)</u>
Capital and Related Financing Activities		
Principal paid on bond debt	(2,300,000)	(2,100,000)
Principal paid on PBCo debt	(552,000)	(552,000)
Proceeds from MPWMD interfund loan	1,000,000	-
Interest expense	(167,891)	(192,875)
Bond carrying costs	(97,843)	(121,132)
Additions to Water Resale Rights	(1,911,012)	(1,550,972)
Abandoned well costs	-	(15,593)
MPWMD user fee	<u>(76,842)</u>	<u>(77,176)</u>
Net cash provided (used)	<u>(4,105,588)</u>	<u>(4,609,748)</u>
Investing Activities		
Investment earnings (losses)	<u>33,923</u>	<u>42,855</u>
Net cash provided (used)	<u>33,923</u>	<u>42,855</u>
Increase (decrease) in cash	181,744	185,546
Cash and investments - beginning	<u>1,524,260</u>	<u>1,338,714</u>
Cash and investments - end of year	<u>\$ 1,706,004</u>	<u>\$ 1,524,260</u>
Cash on the Statement of Net Assets consists of:		
Cash and investments	\$ 1,704,828	\$ 1,523,096
Restricted cash	<u>1,176</u>	<u>1,164</u>
Total	<u>\$ 1,706,004</u>	<u>\$ 1,524,260</u>
Operating Activities Analysis		
Operating Income (Loss)	\$ 2,878,463	\$ 2,051,943
Reconciliation Adjustments:		
Add amortization, a noncash expense	1,680,274	1,663,234
(Increase) decrease in receivables	503,581	178,007
Increase (decrease) in payables	<u>(808,837)</u>	<u>861,906</u>
Net cash provided (used)	<u>\$ 4,253,481</u>	<u>\$ 4,755,090</u>

The accompanying notes are an integral part of these financial statements

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

The notes to the financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present the transactions and financial position of the Project as follows:

Note 1 - Defining the Reporting Entity

Note 2 - Summary of Significant Accounting Policies

Note 3 - Cash and Investments

Note 4 - Receivables

Note 5 - Capital Assets

Note 6 - Payables

Note 7 - Long-term Obligations

Note 8 - Risk Management

Note 9 - Subsequent Events

Note 10 - New Pronouncements

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Note 1 - Defining the Reporting Entity

Reporting Entity

The CAWD/PBCSD Reclamation Project (the Project) is a cooperative effort involving the Carmel Area Wastewater District (CAWD), the Pebble Beach Community Services District (PBCSD), the Monterey Peninsula Water Management District (MPWMD), and the Pebble Beach Company (PBCo). This cooperative effort did not create a new or separate legal entity. The Project is a proprietary (enterprise) fund of the Monterey Peninsula Water Management District, the issuer of the Certificates of Participation which financed the Project's first construction project.

The Project provides treated wastewater to irrigate golf courses and open space areas in the Pebble Beach community, which freed up potable water previously used for irrigation. The original Project involved the construction of a new tertiary treatment plant and laboratory facilities located on the site of the existing CAWD secondary wastewater treatment plant, the construction of a new reclaimed distribution system, including a 2.5 million gallon storage tank, and irrigation system improvements. Construction of the original Project began in January 1993 and was completed in October 1994. The tertiary treatment plant produces water which meets Title 22 standards specified by the California Department of Health Services, which is a quality acceptable for human contact.

The Project's assets are owned principally by CAWD and PBCSD, and consist primarily of the following:

- Assets owned by CAWD: (1) a tertiary treatment plant, (2) secondary process improvements, (3) laboratory facilities, (4) a reclaimed water pump station, (5) related computer equipment, and (6) a small portion of the reclaimed water pipeline.
- Assets owned by PBCSD: (1) approximately seven miles of reclaimed water distribution system pipeline, (2) the Forest Lake Reservoir, (3) a 2.5 million gallon storage tank, and (4) a potable water pump station.

The original Project was financed by Certificates of Participation (COP), which were executed and delivered at the direction of MPWMD in December 1992 in the amount of \$33,900,000. MPWMD provided the funds necessary to construct and operate the Project and then obtained ownership of the reclaimed water for the purpose of resale. PBCo guaranteed payment of construction costs of the reclamation project as well as any operating deficiencies. The debt obligations incurred by MPWMD to finance the construction project constitute limited obligations of MPWMD, payable solely from the net operating revenue generated by the sale of reclaimed water produced by the Project and, if such reclaimed water revenue is insufficient, then from payments through a Bond Letter of Credit provided by Wells Fargo Bank (the credit bank) through a reimbursement agreement between PBCo and the credit bank. PBCo pays the letter of credit fees, as well as principal and interest payments on debt obligations as needed, as a subsidy to the Project, with reimbursement as cash flow permits.

The activities of the Project are overseen by a six member management committee containing two representatives from the CAWD board, two from the PBCSD board, one from the PBCo, and one from the Independent Reclaimed Water Users Group (IRWUG). Since the Project does not own the wastewater reclamation capital assets, the value earned for the capital expenditures incurred is reflected on the books of the Project as water resale rights, an intangible amortizable capital asset.

Subsequent to the completion of the original facilities, the Project has been expanded to increase the quantity and quality of reclaimed water. The expanded project utilizes the Forest Lake Reservoir located in Pebble Beach, which provides up to 115 million gallons of storage capacity. The Reservoir is filled with reclaimed water during winter months when there is excess production at the treatment plant. The stored water is used during summer months when the daily irrigation demand exceeds treatment plant production capacity. In 1998, PBCSD purchased the Reservoir from the California-American Water Company.

CAWD/PBCSD RECLAMATION PROJECT
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Rehabilitation and reservoir expansion was completed in 2009 in accordance with State Water Resources Division of Safety of Dams requirements. Construction costs of \$13,052,530 were financed by the sale of Pebble Beach Company water entitlements.

The Microfiltration/Reverse Osmosis (MF/RO) phase of the project (phase II), located at the CAWD treatment plant site, began in 2006 and was completed in 2009. The intent of the MF/RO phase is to reduce the sodium content of the tertiary reclaimed water from 150 mg/l to less than 55 mg/l, to reduce the stress on the golf greens and eliminate the need for flushing the courses with potable water. The design capacity for the MF/RO is 1.5 million gallons with an expected blend of 80% RO water and 20% MF water. The total cost of the MF/RO project was \$21,379,792, which was financed through the sale of water entitlements owned by PBCo to residential property owners within the Pebble Beach community.

The following is a brief description of each of the participants involved in the Project:

Carmel Area Wastewater District - CAWD (formerly the Carmel Sanitary District) was formed in 1908 to service the community of Carmel-by-the-Sea and is one of the oldest sanitary districts in the State. In 1934, CAWD was reorganized under the Health and Safety Code Sanitary District Act of 1923. In 1939 work began on the construction of a primary treatment plant. The primary treatment plant was built at the site of the current Wastewater Treatment Facility and had a design capacity of 0.8 million gallons per day (MGD). The primary treatment plant was the first sewage treatment plant on the Monterey Peninsula. Current permit capacity is 3.0 MGD. CAWD also provides treatment and disposal services to PBCSD, which owns one-third of the "capacity" of CAWD's treatment facility. CAWD is an independent government entity operating under authority of the Health and Safety Code of the State of California, and is governed by its own five member Board of Directors who are elected for terms of four years each.

Pebble Beach Community Services District - PBCSD provides wastewater collection and treatment; fire protection and emergency medical; supplemental law enforcement; garbage and recycling collection; reclaimed water distribution services; and undergrounding of overhead utilities within Pebble Beach. It was organized on July 1, 1982 under the Community Service District Act (Section 61000 et seq. Government Code). PBCSD is governed by a five member Board of Directors who are elected at large for a four year term and who must be residents of the District. PBCSD owns and operates its wastewater collection system and contracts with CAWD for wastewater treatment and disposal. The District provides fire protection and emergency medical services through a contract with the California Department of Forestry and Fire Protection (CAL FIRE), supplemental law enforcement services through a contract with California Highway Patrol, and garbage and recycling collection services through a contract with GreenWaste Recovery Inc.

Monterey Peninsula Water Management District - MPWMD is a special district created by the Monterey Peninsula Water Management District Act, Statutes of 1977, Chapter 527, to provide regional water supply planning within a 170 square mile area consisting primarily of the Monterey Peninsula and Carmel Valley, California. Within MPWMD's boundaries are the incorporated cities of Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City and Seaside, in addition to portions of unincorporated Monterey County. The District is empowered to manage and regulate the use, reuse, reclamation, conservation, storage, distribution, treatment, and disposal of water and wastewater within its jurisdiction. MPWMD is governed by a seven member Board of Directors, five elected at large and two appointed. The District's revenue is derived from property taxes, user fees, and connection charges.

The District's stated goals and objectives are to: (1) augment the water supply, (2) prevent degradation of resources, (3) optimize the production capability of present resources, (4) manage water demand, (5) promote water reclamation, and (6) promote water conservation and education regarding water issues. All tertiary treated water produced by the Project is owned by MPWMD.

CAWD/PBCSD RECLAMATION PROJECT
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Pebble Beach Company - Lone Cypress Company LLC, a Delaware limited liability company (the Company or Lone Cypress) and its two wholly owned subsidiaries, Cypress I LLC and Cypress II LLC (Cypress I and Cypress II are the general partners), were formed in June 1999 for the purpose of acquiring the partnership interest in the Pebble Beach Company (PBCo) on July 30, 1999, the date of acquisition. Substantially all the operations are conducted through PBCo, a California general partnership. PBCo generates the majority of its revenue through the ownership and operation of resort hotels, four golf courses, a full service spa, restaurants, retail outlets, a beach and tennis club, an athletic club, certain properties leased to others, and the scenic route known as "17-Mile Drive." In addition, PBCo owns land held for development of residential and commercial real estate.

Independent Reclaimed Water Users Group - IRWUG represents and includes members from the Cypress Point Golf Course, Poppy Hills Golf Course, and the Monterey Peninsula Country Club.

Note 2 - Summary of Significant Accounting Policies

Accounting Policies - The accounting policies of the Project conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA) as applicable to governments. The Project is organized as a fund and its financial statements are prepared under the principles of fund accounting. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts which carry an activity's assets, liabilities, equity, revenue and expenses. The Project is an enterprise (proprietary) fund of MPWMD.

Other significant accounting policies are:

Basis of accounting - As a proprietary fund, the Project utilizes the accrual basis of accounting. Under this method, revenue is recognized in the accounting period in which it is earned, and expenses are recognized in the accounting period in which the liability is incurred. Operating revenue comes from sales of reclaimed water. When both restricted and unrestricted resources are available for use, the Project uses restricted resources first, then unrestricted resources. The Project distinguishes operating revenue and expenses from non-operating items. Operating revenue and expenses generally result from producing and delivering reclaimed water. Operating expenses include the cost of sales, general and administrative expenses, and amortization of capital assets and water resale rights. All revenue and expenses not meeting this definition are reported as non-operating revenue and expenses.

Cash and Cash Equivalents - The Project considers all highly liquid assets purchased with an original term to maturity of ninety days or less to be cash equivalents. Cash and cash equivalents are reported as "cash and investments" on the financial statement.

Restricted Assets - Certain cash accounts of the Project are classified as restricted because their uses are limited by commitments made by the Project to the purchasers of its Certificates of Participation (bonds). When applicable, construction projects cash is an escrowed account for receipt of water entitlement sales by PBCo, who is entitled to reimbursement for its cash advances.

Accounts Receivable - Accounts receivable are accounted for using the allowance method. The allowance for doubtful accounts was \$-0- at year end.

Capitalization of Construction Period Interest - Construction period interest paid on the Certificates of Participation have been capitalized into the value of the Water Resale Rights, net of interest earned on the

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Certificates proceeds.

Amortization - The water resale rights are amortized using the straight line method over the expected useful life of the reclamation plant, which is forty years, in accordance with Statement of Financial Accounting Standards Number 142, which specifies that an intangible asset shall be amortized over its useful life, unless that life is determined to be indefinite.

Net Position - In the Statement of Net Position, the Project's net position is classified in the following categories:

Net Investment in Capital Assets - this category groups all capital assets reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted - this category presents external restrictions imposed by creditors, grantors, contributors, or government laws or regulations.

Unrestricted - this category represents net position that is not restricted for any project or purpose.

Income Taxes - The Project is an enterprise fund of the Monterey Peninsula Water Management District, a special district, and is therefore exempt from federal and state income taxes.

Use of Estimates - Preparing the Project's financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Operating and Nonoperating Revenue - Operating revenue consist of revenue that results from the sale of treated wastewater. When an expense is incurred for purposes for which there are both restricted and unrestricted cash assets available, it is the Project's policy to apply those expenses to restricted cash to the extent such are available and then to unrestricted cash. Nonoperating revenue results from non-exchange transactions, ancillary activities or subsidies, and investment earnings.

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Note 3 - Cash and Investments

Cash and investments are comprised of the following:

Deposits with financial institutions:	
Money market accounts	\$ 32,689
Checking accounts	1,361,662
Monterey County Investment Pool	1,718
Investment in Municipal Bonds	15,681
Certificates of Deposit	294,254
	<u>\$ 1,706,004</u>

Cash and investments are classified in the accompanying financial statements as follows:

Statement of Net Position	
Cash and investments	\$ 1,704,828
Restricted cash and investments	1,176
Cash and investments	<u>\$ 1,706,004</u>

Investments Authorized by the Project's Investment Policy

The Project does not have a specific investment policy, therefore it is required to follow the guidelines of California Code Section 53900, et. seq.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the Project's investments to market interest rate fluctuations is provided by the following table that shows the maturity date and yield of each investment:

Monterey County Investment Pool	\$ 1,718	due on demand, 1.89% annual yield
Investment in Municipal Bonds	15,681	27 months average maturity, 3.0% yield
Investment in Certificates of Deposit	294,254	39 months average maturity, 2.6% yield
Money Market funds	32,689	due on demand, yield 0.01%
Union Bank checking	332,244	due on demand, yield 0.01%

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County Pool does not have a rating provided by a nationally recognized statistical rating organization.

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: “The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Project deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.” At year end the Project had \$981,859 in financial institutions that were not covered by FDIC, but were covered by collateralized securities of the financial institutions where the deposits were maintained.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the County’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools.

Concentration of Credit Risk

The informal investment policy of the Project contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

Investment in County Investment Pool

The Project is a voluntary participant in the Monterey County Investment Pool. Funds in the Pool essentially operate as demand deposit accounts. Available cash balances are controlled and invested by the County Treasurer in pooled investment funds in order to provide safety, liquidity and investment returns for all funds. Interest earnings from these funds are credited to the Project’s account on a quarterly basis. The Monterey County Treasurer’s Investment policy is in compliance with Section 53635 of the Government Code of the State of California, which permits investments in certain securities and participation in certain investment trading techniques or strategies. Annual reports of the investment pool may be obtained from the Monterey County Treasurer, Post Office Box 891, Salinas, California 93902.

Note 4 - Receivables

At year end, receivables consist of the following:

Water Sales - Due from Pebble Beach Co & affiliated golf courses	\$ 785,295
Due from CAWD	476
Due from Vendors	14,394
	\$ 800,165

These balances are believed to be collectible in full; therefore an allowance for doubtful accounts has not been established. All water sales receivables were collected by August 31, 2020.

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Note 5 - Capital Assets

Proceeds from the issuance of the 1992 Certificates of Participation were used to construct facilities for wastewater reclamation and distribution. The Project does not own these facilities, but instead owns the rights to the reclaimed water for resale. The value of these rights is amortized using the straight-line method over the expected useful life of the wastewater reclamation plant and distribution system, which is forty years.

The recorded amortizable value of the water rights is equal to the costs incurred to construct facilities for wastewater reclamation and distribution, as well as other capital costs, in order to account for these in accordance with accounting principles generally accepted in the United States for intangible assets. As a result, capital outlay and construction period interest incurred have been capitalized into this account.

Capital asset activity for the year was as follows:

	<u>Beginning Balance</u>	<u>Additions/ Completions</u>	<u>Retirements/ Transfers</u>	<u>Ending Balance</u>
<i><u>Non-depreciable Assets</u></i>				
Construction-in-progress	\$ 1,444,970	\$ 1,229,417	\$ -	\$ 2,674,387
<i><u>Amortizable Assets</u></i>				
Water resale rights	66,529,277	681,595	-	67,210,872
<i><u>Accumulated Amortization</u></i>				
Water resale rights	<u>(27,582,912)</u>	<u>(1,680,274)</u>	<u>-</u>	<u>(29,263,186)</u>
Total capital assets, net	<u>\$ 40,391,335</u>	<u>\$ 230,738</u>	<u>\$ -</u>	<u>\$ 40,622,073</u>

The water resale rights are owned by MPWMD, but title to the construction assets are held by CAWD, PBCSD and others. The dollar value at historic cost of the portions owned by each entity is as follows:

CAWD (plant)	\$ 39,697,306
PBCSD (distribution system)	25,171,006
MPWMD (software)	29,056
Open Space Users (irrigation systems)	1,459,777
Cal-Am (pump station partial ownership)	<u>853,727</u>
	67,210,872
Construction-in-progress	<u>2,674,387</u>
	<u>\$ 69,885,259</u>

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

Note 6 - Payables

At year end, payables consist of the following:

<u>Accounts Payable - trade</u>		
Vendors for operating supplies	\$	112,749
 <u>Accounts Payable - affiliates</u>		
PBCo (debt svc reimb)	\$	499,862
MPWMD (salaries, software, fee)		113,139
CAWD (O&M)		87,421
PBCSD (O&M)		218,770
	\$	919,192

Note 7 - Long-term Obligations

Long-term debt and obligations activity for the year was as follows:

	Beginning			Ending	Due Within
Business-type Activities	Balance	Additions	Reductions	Balance	One Year
Certificates of Participation	\$ 9,800,000	\$ -	\$ (2,300,000)	\$ 7,500,000	\$ 2,400,000
MPWMD	-	1,000,000	-	1,000,000	500,000
Due Pebble Beach Co.	2,208,000	-	(552,000)	1,656,000	552,000
	\$ 12,008,000	\$ 1,000,000	\$ (2,852,000)	\$ 10,156,000	\$ 3,452,000

Certificates of Participations - Variable Rate Bonds

To finance the original construction project, MPWMD issued *Variable Rate Demand Certificates of Participation - Wastewater Reclamation Project Series 1992 bonds* (COPs) in December 1992 in the amount of \$33,900,000, that will mature in July 2022. The COPs are in minimum denominations of \$100,000 or any integral multiple thereof or, during any reset period on or after the conversion date, in the minimum denomination of \$5,000 or any integral multiple thereof. The COPs bear interest at a variable rate unless the interest rate is converted to a reset rate for a rest period or to a fixed rate to the maturity of the COPs. The variable rate is the rate necessary to produce a par bid if the COPs were sold on the day the rate is computed. The COPs accrue interest at a variable rate determined weekly, as provided in the official statement of the COPs.

Designated Reserve

A *Renewal and Replacement Reserve* was established by the Board of Directors to pay for future major repairs and capital replacements, and is held in a segregated account designated for its intended purposes. At year end, the balance in this account was \$341,448.

Security for Repayment

The Project assets have not been pledged to secure payment of the COPs, nor have any other assets of MPWMD. However, pursuant to the Water Purchase Agreement, all net operating revenue from the

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
June 30, 2020

operations of the Project is irrevocably pledged by MPWMD for debt service payment of the COPs.

This pledge constitutes a first lien on the net operating revenue and, subject to application of amount on deposit therein as permitted in the Water Purchase Agreement, is to be used for the payment of the COPs in accordance with the terms of the Water Purchase Agreement and of the Trust Agreement. Notwithstanding the foregoing, MPWMD may at any time issue obligations or execute contracts which are secured by a lien subordinate to the pledge of net operating revenue created under the Water Purchase Agreement. A bond Letter of Credit also guarantees repayment of the COPs.

Scheduled COP Payments

Interest is paid to the holders of the COPs monthly at a variable rate as described above. Pre-determined Principal payments per the 1992 COP issue are shown below. Due to the nature of variable rate bonds, interest rates fluctuate weekly as a result of economic market conditions.

For the last week in June of 2020, the interest rate was 0.12% per annum. Interest expense for the year was \$76,688 as compared to the anticipated 1992 issuance annual interest expense of \$273,750. Consequently the Interest column below is revised using a more current and conservative fixed annual rate of 2%, which is presented for information purposes only.

Future principal and estimated interest payments are as follows:

<u>Year Ending June 30,</u>	<u>Certificates of Participation</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 2,400,000	\$ 150,000	\$ 2,550,000
2022	2,500,000	102,000	2,602,000
2023	<u>2,600,000</u>	<u>52,000</u>	<u>2,652,000</u>
Totals	<u>\$ 7,500,000</u>	<u>\$ 304,000</u>	<u>\$ 7,804,000</u>

Due to Monterey Peninsula Water Management District

Repayment of \$1,000,000 for the recycled water storage tank rehabilitation project, to be repaid over the next two years with interest at 3.05% per annum.

Future principal and interest payments are as follows:

<u>Year Ending June 30,</u>	<u>Due to MPWMD</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 500,000	\$ 38,125	\$ 538,125
2023	<u>500,000</u>	<u>7,625</u>	<u>507,625</u>
Totals	<u>\$ 1,000,000</u>	<u>\$ 45,750</u>	<u>\$ 1,045,750</u>

CAWD/PBCSD RECLAMATION PROJECT
Notes to Financial Statements
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Due to Pebble Beach Company

Repayment of \$5,520,000 for bond costs incurred and advanced by PBCo prior to July 1, 2013, to be reimbursed over the next ten years at \$552,000 per year.

Future payments are as follows:

<u>Year Ending June 30,</u>	Due Pebble Beach Company		
	Line of Credit Fees	Bond Carry Costs	Total
2021	\$ 452,000	\$ 100,000	\$ 552,000
2022	452,000	100,000	552,000
2023	452,000	100,000	552,000
Totals	\$ 1,356,000	\$ 300,000	\$ 1,656,000

Note 8 - Risk Management

The Project is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omission, injuries to employees, and natural disasters. Although ownership of all assets is transferred to either CAWD or PBCSD once they are placed in service, the Project purchases property, liability, and earthquake insurance for the aforementioned assets.

CAWD purchases its share of property and liability insurance through the California Sanitation Risk Management Authority (CSRMA). CSRMA is an established public entity risk pool that operates as a common risk management and insurance program for 60 government members. Liability insurance is purchased as a separate policy for the Project. Property insurance is covered under CAWD's policy and the costs are allocated back to the Project. The deductible risk of loss is retained for general liability claims. The agreement with the risk pool provides that it will be self-sustaining through member premiums and additional policies purchased from commercial insurance companies for general liability claims and for excess workers' compensation claims. Financial statements may be obtained from CSRMA, 100 Pine Street, 11th Floor, San Francisco, California 94111.

ACWA/JPIA was formed under a joint powers agreement pursuant to California Government Code to provide insurance protection for its members. The property, general liability and workers compensation programs are ACWA/JPIA's pooled programs. The member districts are provided coverage for losses in excess of their individually selected retrospective allocation points ("RAP") which are similar to a deductible. A portion of the excess is self-insured by ACWA/JPIA where all members share the losses. Individual claims (and aggregate public liability and property claims) in excess of ACWA/JPIA's self-insured levels are covered by excess insurance policies purchased from outside commercial insurance carriers. Financial statements may be obtained from ACWA/JPIA, Post Office Box 619082, Roseville, California 95661.

PBCSD purchases insurance against various risks of loss through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA). PBCSD also purchases a Dam failure liability insurance policy and an earthquake insurance policy which are not pooled programs. These coverage policies are provided by ACWA/JPIA through purchases from outside commercial insurance carriers. Dam failure liability insurance provides coverage resulting from failure of Forest Lake Reservoir, and earthquake

CAWD/PBCSD RECLAMATION PROJECT
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insurance provides coverage for certain Reclamation Project assets including the Poppy Hills Storage Tank, Forest Lake Reservoir embankments and hyperon liner.

Workers compensation insurance is provided by the entities contracted from CAWD and PBCSD to provide operations and maintenance for the Project.

Note 9 - Subsequent Events

The management of the Project has reviewed the results of operations for the period from its fiscal year end of June 30, 2020 through October 12, 2020, the date the draft financial statements were available to be issued, and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

Note 10 - New Pronouncements

The Governmental Accounting Standards Board (GASB) has released the following new pronouncements, which can be read in their entirety at <http://www.gasb.org>.

In January 2017, GASB issued Statement No. 84, *Fiduciary Activities*. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements in this Statement are effective for fiscal years beginning after June 30, 2019.

In June 2017, GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and a right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for fiscal years beginning after June 30, 2020.

In June 2018, GASB issued Statement No. 89 *Accounting for Interest Cost Incurred before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement established accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62 *Codification of Accounting and Financial Reporting Guidance*

CAWD/PBCSD RECLAMATION PROJECT
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Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement.

This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

RESOLUTION NO. 2020-70

A RESOLUTION ADOPTING THE CAWD/PBCSD RECLAMATION PROJECT AUDIT
FOR THE YEAR ENDING 06-30-20

-oOo-

WHEREAS, the attached CAWD/PBCSD Reclamation Project Audit for the year ending June 30, 2020 was approved at the Technical Advisory Committee group level and final approval was given by the Reclamation Management Committee (RMC) at its November 10, 2020 meeting; and

WHEREAS, items approved by the RMC are brought to the CAWD or PBCSD Board, as appropriate, for approval and any applicable resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt the attached CAWD/PBCSD Reclamation Project Audit for the year ended June 30, 2020.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Domine Barringer, Secretary to the Board

Date: December 10, 2020

Subject: Appointment of President, President Pro Tem, Secretary, and Secretary Pro Tem to the Board

DISCUSSION

The current terms of office for the President of the Board, President Pro Tem, Secretary to the Board, and Secretary Pro Tem expire December 13, 2020.

Therefore, it is necessary for the Board of Directors to adopt a resolution electing a member of the Board to act as the President of the Board, and to elect a member of the Board to act as the President Pro Tem of the Board, both for a one-year term commencing December 10, 2020.

It is also necessary for the Board to appoint a Secretary of the Board and a Secretary Pro Tem, both for a one-year term commencing December 10, 2020.

**CARMEL AREA WASTEWATER DISTRICT
BOARD OF DIRECTORS – TERMS OF OFFICE**

1993-94	Joyce Stevens, President	Arthur Haseltine, Vice President
1994-95	Arthur Haseltine, President	John Floyd, Vice President
1995-96	Arthur Haseltine, President	Paul Beemer, Vice President
1996-97	Paul Beemer, President	Brian Congleton, Vice-President
1997-98	Paul Beemer, President	Brian Congleton, Vice-President
1998-99	Brian Congleton, President	Charlotte Townsend, Vice President
1999-00	Brian Congleton, President	Charlotte Townsend, Vice-President
2000-01	Charlotte Townsend, President	Joyce Stevens, Vice-President
2001-02	Charlotte Townsend, President	Joyce Stevens, Vice President
2002-03	Joyce Stevens, President	Robert Kohn, Vice-President
2003-04	Joyce Stevens, President	Robert Kohn, Vice President
2004-05	Robert Kohn, President	Ken White, President Pro-Tem
2005-06	Ken White, President	William Englander, President Pro-Tem
2006-07	Ken White, President	William Englander, President Pro-Tem
2007-08	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2008-09	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2009-10	Robert Kohn, President	Greg D'Ambrosio, President Pro-Tem

2010-11	Robert Kohn, President	Greg D'Ambrosio, President Pro-Tem
2011-12	Charlotte Townsend, President	Greg D'Ambrosio, President Pro-Tem
2012-13	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2013-14	Ken White, President	Robert Siegfried, President Pro-Tem
2014-15	Ken White, President	Robert Siegfried, President Pro-Tem
2015-16	Ken White, President	Robert Siegfried, President Pro-Tem
2016-17	Ken White, President	Robert Siegfried, President Pro-Tem
2017-18	Ken White, President	Robert Siegfried, President Pro-Tem
2018-19	Ken White, President	Robert Siegfried, President Pro-Tem
2019-20	Ken White, President	Robert Siegfried, President Pro-Tem
2020-21		

RESOLUTION NO. 2020-71

A RESOLUTION SELECTING A PRESIDENT AND PRESIDENT PRO TEM, AND APPOINTING A SECRETARY AND SECRETARY PRO TEM OF THE CARMEL AREA WASTEWATER DISTRICT, FOR A TERM OF ONE YEAR COMMENCING ON DECEMBER 10, 2020

-oOo-

WHEREAS, as authorized by law, the Board of Directors of the Carmel Area Wastewater District has heretofore acted from time-to-time to appoint one of its members as President of the Board and one of its members as President Pro Tem, and has also from time-to-time appointed a Secretary and a Secretary Pro Tem;

NOW, THEREFORE, BE IT RESOLVED, following an election held by the Board of Directors this date, that:

1. _____ shall act as the President of the Board for a term of office of one year (or until his/her successor is elected);
2. _____ shall act as the President Pro Tem of the Board for a term of one year (or until his/her successor is elected);
3. Domine Barringer is hereby appointed Secretary of the Board for the period of one year (or until his/her successor is appointed);
4. Kristina Pacheco is appointed Secretary Pro Tem for the period of one year (or until his/her successor is appointed);
5. That each of the above terms of office or appointments shall commence on December 10, 2020; and
6. That the selection of the above-named Secretary, together with statistical facts regarding the Board, shall be reported to the California Secretary of State and to the County Clerk of Monterey County as required by Government Code §53051.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

President of the Board

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: December 10, 2020

Subject: Chopper Pump Standardization, and Sole Source Purchase for Influent Pump Station Ragging

RECOMMENDATION

It is recommended that the Board of Directors approve the purchase of a Vaughan chopper pump for the Influent Pump Station for a not to exceed cost of \$38,000 based on staff recommendation to standardize a Vaughan for chopper pump applications at the Wastewater Treatment Plant. The Vaughan chopper pump purchase is recommended to address the high incidence of clogging of existing pumps largely perpetrated by baby wipes.

DISCUSSION

Influent Pump Ragging Issue

The existing Fairbanks Morse influent pumps were installed in the 1980's and have had consistent ragging issues stretching back 20+ years. Multiple attempts have been made in recent years to address the ragging by replacing impellers, changing pump rotation speed set points, and changing wet well level set points. Staff was initially optimistic about these recent efforts; however, they have proved unsuccessful. All three influent pumps are "de-ragged" twice weekly to remove a rag clump about the size of a volleyball, which is primarily composed of baby wipes. The de-ragging requires operators to use special hooks and protective gear to reach their hand into the pump suction and remove the accumulated rag ball. The following photos illustrate typical de-ragging operations.



Reaching into Pump



Removing Rag Ball



Showing off their Catch



Typical Intact Wipe

Chopper Pumps vs. Existing Non-Clog Vertical Turbine Pumps

A chopper pump, as the name implies, has a chopper blade which cuts incoming material as the impeller spins. The cutting action reduces the chances of the pump becoming clogged by accumulation of rags. If rags begin to accumulate, they will be cut up into smaller pieces so that they can move through the pump. Furthermore, the impeller has an open vane design which is less prone to clogging than the existing pump's enclosed impeller design (See Figure 1).

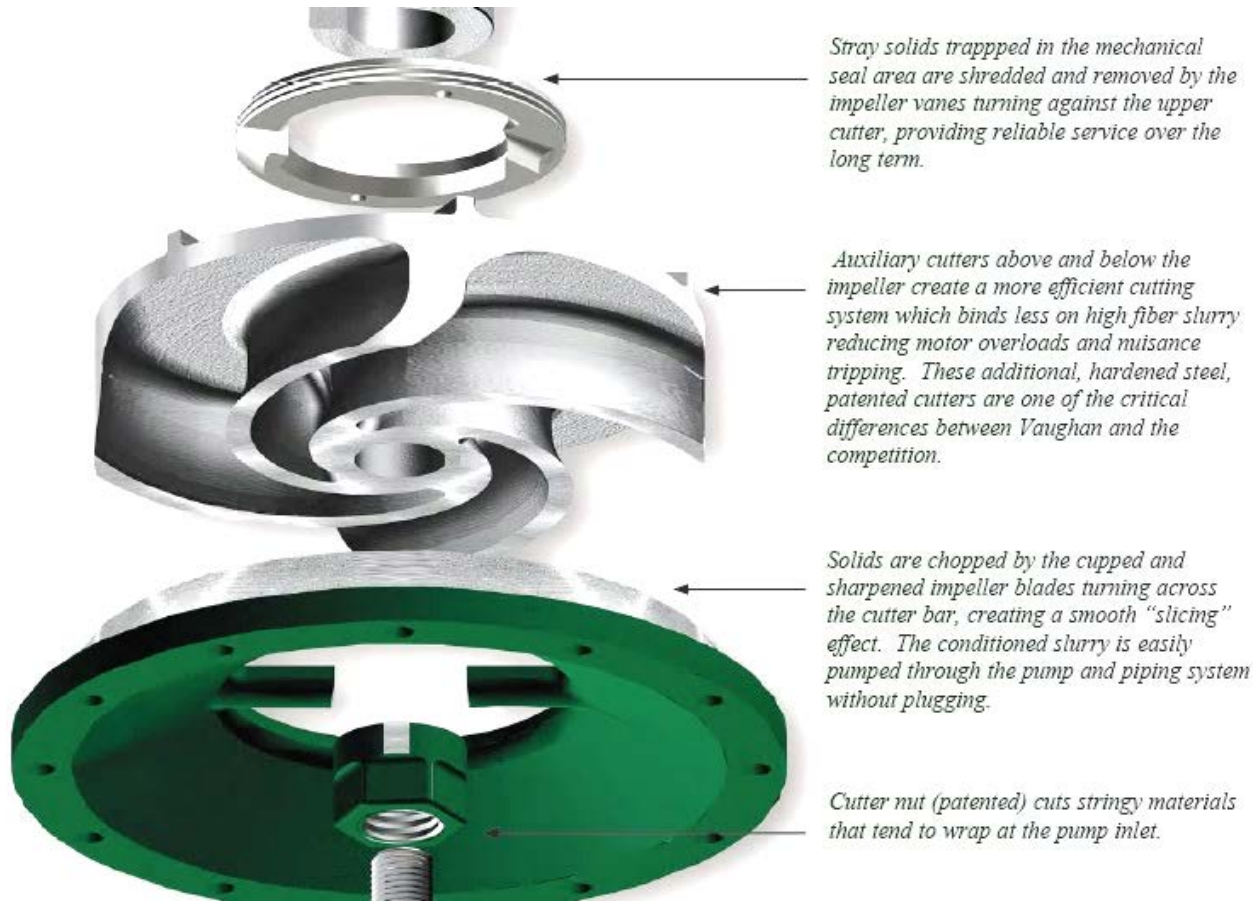


Figure 1: Exploded View of Chopper Pump Impeller Assembly

The existing pumps are called "non-clog" vertical pumps and were commonly specified in the 1970's and 1980's. These pumps have become less popular in the last 20 years for raw sewage applications due to the enclosed impeller design which is prone to rags catching on enclosed edges. The impeller on a non-clog pump is characterized by an enclosed radial flow design with leading vanes along the outside edge (See Figure 2). Despite the name "non-clog" these pumps are prone to clogging by baby wipes.

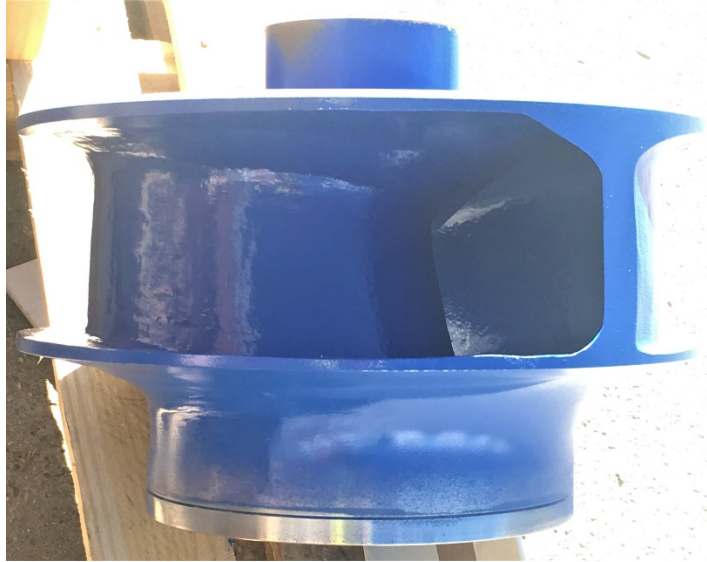


Figure 2: Photo of Existing Pump Non-Clog Impeller

Justification for Standardizing on Vaughan Chopper Pumps

CAWD has a total of five chopper pumps currently in service at the WWTP, all of which were competitively purchased as part of various projects over the last 20 years. All the chopper pumps are Vaughan brand. The Vaughan pumps have operated very well with only routine maintenance required. The pumps operate under very harsh continuous-duty solids handling conditions. Standardizing on Vaughan provides CAWD the benefit of compatibility of spare parts that can be shared among the multiple Vaughan pumps currently in service and the benefit of shared maintenance procedures among all the chopper pumps.

In accordance with Section 3400 of the California Public Contract Code, sole source purchasing of products is permissible, "In order to match other products in use on a particular public improvement either completed or in the course of completion."

Try and Buy

Vaughan has offered to allow CAWD to try out the new pump for a 90-day trial period to confirm that the pump meets the operating requirements. CAWD may return the pump after the trial period in accordance with the attached "Try and Buy" Agreement.

FUNDING

The current FY20-21 Capital Purchases Budget contains Item #2 "Influent Chopper Pump" for this specific pump purchase and installation in an amount of \$55,000. The purchase cost is less than \$38,000 including tax. The remaining budget will be used for installation work.

Attachment:

- Pump Quote and "Try and Buy" Agreement

To: Carmel Area Wastewater District
Attn: Patrick Treanor

October 24th, 2019

RE: Vaughan Chopper Pump – Influent



Patrick: Per our meeting a couple of weeks ago, here is the information regarding the Vaughan Chopper Pump for the Raw Sewage Operation.

As we have shown with your existing pumps, the chopper pumps will cut and chop plastic, rags and misc. other material while eliminating the grit. We have supplied many chopper pumps to chop and cut the solids that plug or clog other pumps.

These pumps also have a sealed oil bearing design that eliminates abrasion/corrosion contamination of the seal and bearings.

We would like the chance to continue to show you the advantages of the chopper pumps and how we eliminate any need for screens, other pumps, or grinders.

Please let us know if you have any questions or need more information.

Thanks,

Kent Rockwell

**VAUGHAN MODEL PE8N10CS-127 VERTICAL DRY
PIT PEDESTAL CHOPPER PUMP CONSISTING OF:**

- **CASING AND BACK PULL-OUT PLATE**, cast ductile iron, with 8" 125 lb. ANSI rated discharge flange
- **IMPELLER, UPPER CUTTER AND EXTERNAL CUTTER**, cast steel, heat treated to minimum 60 Rockwell C Hardness. Impeller dynamically balanced.
- **CUTTER BAR**, plate steel, heat treated to minimum 60 Rockwell C Hardness.
- **SHAFT**, heat treated steel.
- **BEARINGS**, ball type thrust and spherical roller radial bearings, oil lubricated with site glass.
- **BEARING/PACKING HOUSING**, cast ductile iron.
- **FLUSHLESS MECHANICAL SEAL**, cartridge type with SC faces and integral shaft sleeve, as manufactured by Vaughan.
- **ELASTOMERS**, BUNA N
- **CUSTOM INLET FLANGE**, 10" 150 lb. ANSI rated forged steel elbow, pedestal mounted. Base plate fabricated from 1018 steel, complete with anchor bolt holes.
- **COUPLING**, elastomeric type by TB Woods.
- **MOTOR MOUNT**, 1018 steel, piloted for "C" flanged mounted motor.
- **BASE**, fabricated 1018 steel.
- **DRIVE**, 50 HP, 1200 RPM, 230/460/3/60, 1.15 SF, "C" flanged, TEFC electric motor. Motor is Inverter Capable.
- **PUMP SUBMITTAL FINISH**: Sandblasted and a prime coat of Tnemec Perma-Shield PL Series 431 Epoxy and a finish coat of Tnemec Perma-Shield PL Series 431 Epoxy (for a total minimum thickness of 30 MDFT). (Except Motor)

**PRICE:
FOB MONTESANO**

\$34,884

**PUMP PERFORMANCE: 2500 GPM @ 40 FT. TDH
APPLICATION: INFLUENT PUMP STATION
INDUSTRY: MUNICIPAL**

Please call me if you have any questions.

Thanks,

Kent Rockwell



**“TRY AND BUY” AGREEMENT
FOR TRIAL OF PRODUCT**

Trial Agreement #: T 41869

Dated / By: 10/23/19 - SP

Vaughan Co., Inc., (hereinafter “Vaughan”), a corporation organized and existing under the laws of the State of Washington, with its principal office located at 364 Monte Elma Road, Montesano, WA 98563, and Carmel Area WWD (hereinafter the “Customer”), located at _____, on the _____ day of _____, 2019, hereby enter in a Try and Buy Agreement for Trial of Product (hereinafter “Agreement”) to provide the Customer the opportunity to test and evaluate the application and performance of a Vaughan manufactured and branded pump set, based on the following conditions:

1. Pump Set. Pump model PE8N10CS-132 shall be installed and applied to pumping raw sewage at a lift station with a design flow rate of 2850 GPM at 42.3 feet TDH, with an NPSHA of _____ feet, _____ specific gravity, _____ ph, and _____ deg F temperature (hereinafter the “operating conditions”). Vaughan shall supply the pump with an electric motor rated 50 HP, at 1200 rpm, with a TEFC enclosure. The motor shall be connected to the pump through a flexible coupling supplied by Vaughan. The pump and motor shall be mounted on a custom base, supplied with ANSI design standard coupling guard meeting OSHA requirements. The pump, motor, base and drive assembly are hereinafter referred to as the “pump set”.

2. Startup/Installation. The Customer shall install, start-up and run the pump set in the operating conditions within thirty (30) days of receipt of the pump set from Vaughan, according to the Vaughan Operation and Maintenance (hereinafter O&M) instructions and any instructions of the motor manufacturer. All associated devices shall be installed and fully functional for pump set and personnel protection. The Customer shall complete and mail the “Start – Up Certification” form located in the Vaughan O&M manual for the pump set, within three (3) days of pump set start-up, to the attention of Sean Piper at Vaughan.

3. Trial Period. The Customer shall operate the pump set from the date of pump set start up for ninety (90) days, (hereinafter the “trial period”). The trial period will be deemed successful if the pump operates without clogging for 90 days. During the trial period, the Customer shall contact Sean Piper at Vaughan (Tel: 1-360-249-4042), or Kent Rockwell (hereinafter Representative), at Tel949-275-8100 within 24 hours of each occurrence of any pump set problems encountered. Vaughan reserves the right to make any corrective changes to the pump set during the trial period. The Customer:

- a) shall permit Vaughan or the Representative presence on the premises of the Customer to verify pump set is operating at operating conditions set forth in the Agreement, and
- b) shall not modify the pump set or the operating conditions without the expressed prior written approval of Vaughan, and
- c) shall not be responsible for any charge for the use of pump set during the trial period.

4. **Election: Pay or Return.** At the end of the trial period, the Customer agrees to:

- a) purchase the pump set, if the trial is successful and pay Vaughan the sale price of the pump and ex-factory freight charges, set forth in Vaughan Quote # 41869, dated 10/7/19, attached to and made a part of this Agreement, within thirty (30) days of the end of the trial period, or
- b) remove, drain, clean and return the pump set to Vaughan, freight prepaid, within thirty (30) days of the end of the trial period.

5. **Ownership.** the pump set shall remain the property of Vaughan from the date of shipment of the pump set from Vaughan's location, through the trial period, and until the Customer purchases and pays for the pump set.

6. **Damages/Risk of Loss.** The Customer shall indemnify and hold Vaughan harmless from claims of damages suffered by the Customer or agents, employees or invitees of Customer arising out of the use of the pump set under this Agreement. The Customer shall be responsible for damages to pump set occasioned by fault or negligence of Customer.

7. **Warranty.** Unless otherwise agreed in writing, all warranties shall date from commencement of installation and operation regardless of subsequent date of purchase.

8. **Non-Assignment.** This Agreement may not be assigned or transferred by the Customer to any entity without the prior written consent of Vaughan.

9. **Governing Law.** This Agreement and its interpretation shall be governed by the laws of the State of Washington, without reference to any law or rule of that State regarding the choice of applicable law.

10. **Remedies.** Any controversy or claim arising out of or related to this Agreement shall be resolved by negotiations between Vaughan and the Customer. In the event such negotiations do not resolve the controversy or claim, then the claim or controversy shall be settled by arbitration, held in the City of Olympia, County of Thurston, and State of Washington by the rules of the American Arbitration Association. A judgment upon arbitration award may be entered in any court having jurisdiction. Costs of arbitration shall be borne equally by both parties.

11. **Termination.** This Agreement shall automatically terminate on the date that Vaughan receives either payment in full for the purchase of the pump set from the Customer, or Vaughan receives the returned pump set from the Customer.

Vaughan Co., Inc.

By _____

Printed Name

Title

Date

Customer

By _____

Printed Name

Title

Date

RESOLUTION NO. 2020-72

A RESOLUTION AUTHORIZING CHOPPER PUMP STANDARDIZATION, AND SOLE SOURCE PURCHASE FOR INFLUENT PUMP STATION RAGGING AT A COST NOT TO EXCEED \$38,000 INCLUDING TAX

-oOo-

WHEREAS, all of the District Chopper Pumps are manufactured by Vaughan; and

WHEREAS, the District has had positive results from Vaughan Chopper Pumps; and

WHEREAS, the existing Influent Pumps ragging problems persist despite staff efforts to resolve;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize standardizing on Vaughan for Chopper Pumps at the Wastewater Treatment Plant and purchasing a Vaughan Chopper Pump for the Influent Pump Station at a cost not to exceed \$38,000 including tax.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Authorization of Extra Work- Wetland Basin Grading
Hatton Canyon Pipeline Replacement Project
Project #18-17

Date: December 10, 2020

RECOMMENDATION

It is recommended that the Board of Directors ratify the amended contract amount authorized by the General Manager with Graniterock in an amount not to exceed \$23,139.82 for additional work completed during Wetland Basin Grading for the Hatton Canyon Pipeline Replacement Project #18-17.

DISCUSSION

On September 1, 2020, the District Principal Engineer requested informal bids for grading a wetland basin at the Hatton Canyon Pipeline Replacement Project site. The basin was required by the Army Corps of Engineer's permit conditions for the project. Because the pipeline project was completed sooner than anticipated, it was decided that the grading could be completed this fiscal year and would provide flooding protection for the newly installed pipeline.

Three grading contractors were approached for bids: Graniterock, Monterey Peninsula Engineering, and Specialty Construction. Graniterock was determined to be the responsible low bidder at \$29,880.00. A contract was awarded by the General Manager to Graniterock on September 15, 2020 and the work was anticipated to take 3 days to complete.

During construction of the wetland basin, a sewer pipeline was encountered closer to the proposed wetland and at a shallower depth than anticipated. This pipe needed to be replaced to protect it from the impacts of future flooding of Hatton Creek into the wetland basin. After the pipeline was replaced, a large bone was encountered during excavation of the basin which had to be inspected by a paleontologist in order to determine if it was of human origin. The work and delays were outside the scope of the original contract. The additional work was completed on a time and materials basis and added up to an increase of \$23,139.82 to the contract for a total contract amount of \$53,019.82.

FUNDING

The FY19/20 CAWD Collections Capital Budget for the Hatton Canyon Pipeline project is \$1,450,000.

RESOLUTION NO. 2020-73

RESOLUTION RATIFYING THE AMENDED CONTRACT AMOUNT AND APPROVING THE ACTIONS OF THE GENERAL MANAGER IN APPROVING SAID AMENDMENT WITH GRANITEROCK IN AN AMOUNT NOT TO EXCEED \$23,139.82 FOR ADDITIONAL WORK COMPLETED DURING WETLAND BASIN GRADING FOR THE HATTON CANYON PIPELINE REPLACEMENT PROJECT #18-17

-oOo-

WHEREAS, during the course of construction of the wetland basin for the Hatton Canyon Pipeline Replacement Project (Project) additional construction items were added that were outside the original project scope and are detailed in the staff report dated December 10, 2020 and presented to the Board as part of this resolution; and

WHEREAS, the Board is convinced that this work was necessary and reasonable and ratifies the actions of the General Manager in approving the additional costs in an amount not to exceed \$23,139.82; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that it ratifies the amended contract amount and approves the actions of the General manager in approving said amendment with Graniterock in an amount not to exceed \$23,139.82 for additional items completed during the construction of the wetland basin for the Hatton Canyon Pipeline Replacement Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020, by the following vote:

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

ATTEST:

President of the Board

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: December 10, 2020
Subject: Consideration of Approval of an Addendum to the Mitigated Negative Declaration and Invitation of Bids for the Upper Rancho Cañada Pipe Relocation Project #19-13

RECOMMENDATION

It is recommended that the Board of Directors approve:

1. Resolution 2020-74 adopting an addendum to the Mitigated Negative Declaration for the Upper Rancho Cañada Pipe Relocation Project (Project); and
2. Resolution 2020-75 authorizing the General Manager to invite bids for the construction of the Upper Rancho Cañada Pipe Relocation Project and return to your board on January 28, 2021 with results of the bidding and a recommendation to award the contract to the lowest responsible bidder.

DISCUSSION

The project replaces an existing sewer main within Palo Corona Regional Park (PCRP) and in portions of private land in the Carmel Valley. The existing sewer main currently experiences capacity issues and surcharging because of current flows and is in poor physical condition due to its age. The Project includes the installation of a total of 4,240 linear feet (LF) of new gravity sewer mains, the majority of which would be located alongside the existing alignment. The new gravity sewer mains consist of 3,450 LF of 15-inch gravity sewer main and 790 LF of 8-inch polyvinyl chloride (PVC) sewer main from the eastern side of PCRP to Via Mallorca Road and Via Petra Road. The existing 10-inch sewer will be physically abandoned as part of the project and the existing 6-inch sewer main will be replaced utilizing pipe bursting with a new 8-inch PVC pipe. Sewer lateral connections to the existing sewer main will be reconnected to the new sewer main.

In November, the Monterey Peninsula Regional Park District provided comments to the 90% plans for the Project. They suggested that an access road that they recently graded be included on the plans to be used for construction equipment and vehicular access for the

Project. Staff has determined that this would be an improvement to the Project access and propose to add this to the Project.

The access road is an existing road that will not change the mitigations that were approved by your Board on October 29, 2020. In order to move forward, the project Mitigated Negative Declaration will need to include an addendum for the addition of an access road. Our environmental consultant has completed the attached addendum for your consideration and approval.

The Project plans and specifications have been finalized and are ready for bidding purposes. In order to proceed with bidding the Project, your Board will need to approve the attached resolution authorizing the General Manager to invite bids for the Project and return on January 28, 2021 to recommend award of the contract.

FUNDING

Project construction will be funded by the 2020/2021 Collections Capital Improvement budget for the Upper Rancho Cañada Pipe Relocation Project of \$1,760,000. The Engineer's estimate is \$1,690,000.

Attachment: Mitigated Negative Declaration Addendum



Rancho Cañada Sewer Replacement Project

Addendum to the Rancho Cañada Replacement Project
Initial Study-Mitigated Negative Declaration
SCH#2020080552

prepared by

Carmel Area Wastewater District
P.O. Box 221428
Carmel, California 93922
Contact: Rachél Lather, PE

prepared with the assistance of

Rincon Consultants, Inc.
437 Figueroa Street, Suite 203
Monterey, California 93940

November 2020



RINCON CONSULTANTS, INC.

Environmental Scientists | Planners | Engineers

rinconconsultants.com

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1 Introduction

This document is an Addendum to the Rancho Cañada Sewer Replacement Project Initial Study Mitigated Negative Declaration (IS-MND) (State Clearinghouse No. 2020080552) certified in October 2020. In accordance with Section 15164 of the *CEQA Guidelines*, a Lead Agency shall prepare an Addendum to an IS-MND if some changes or additions are necessary that will not have significant new impacts or substantially increase previously identified significant impacts. Specifically, the *CEQA Guidelines* state:

- The lead agency or responsible agency shall prepare an addendum to a previously Approved IS-MND if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred (Section 15164[a]);
- An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted negative declaration (Section 15164[c]);
- The decision-making body shall consider the addendum with the final EIR or adopted negative declaration prior to making a decision on the project (Section 15164[d]); and
- A brief explanation of the decision not to prepare a subsequent EIR pursuant to Section 15162 should be included in an addendum, the lead agency's findings on the project, or elsewhere in the record. The explanation must be supported by substantial evidence (Section 15164[e]).

This Addendum has been prepared in accordance with relevant provisions of the California Environmental Quality Act (CEQA) of 1970 (as amended) and the *CEQA Guidelines*.

According to Section 15164 of the *CEQA Guidelines*, an addendum to a previously certified EIR or IS-MND is the appropriate environmental document in instances when “only minor technical changes or additions are necessary” and when the new information does not involve new significant environmental effects beyond those identified in the previous IS-MND.

This Addendum describes the details of proposed amendments to the Rancho Cañada Sewer Replacement Project and compares impacts resulting from these amendments to those identified in the Rancho Cañada Sewer Replacement Project IS-MND. The analysis demonstrates that the environmental impacts of the proposed text amendment are within the scope of the impacts of the Rancho Cañada Sewer Replacement Project.

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2 Background

This section provides an overview of the Rancho Cañada Sewer Replacement Project and its IS-MND to provide context for this Addendum.

Rancho Cañada Sewer Replacement Project

In October 2020, the Carmel Area Wastewater District (CAWD) Board approved the Rancho Cañada Sewer Replacement Project (proposed project). The proposed project would replace an existing sewer main within Palo Corona Regional Park (PCRP) and in portions of private land in the Carmel Valley. The existing water main currently experiences capacity issues and surcharging because of current flows. Project consists of replacing an existing sewer main with installation of a total of 4,240 linear (LF) of new gravity sewer mains and 790 LF of 8-inch polyvinyl chloride (PVC) sewer main, the majority of which would be located alongside the existing alignment. Sewer lateral connections to the existing sewer main would be reconnected to the new sewer main.

Rancho Cañada Sewer Replacement Project IS-MND

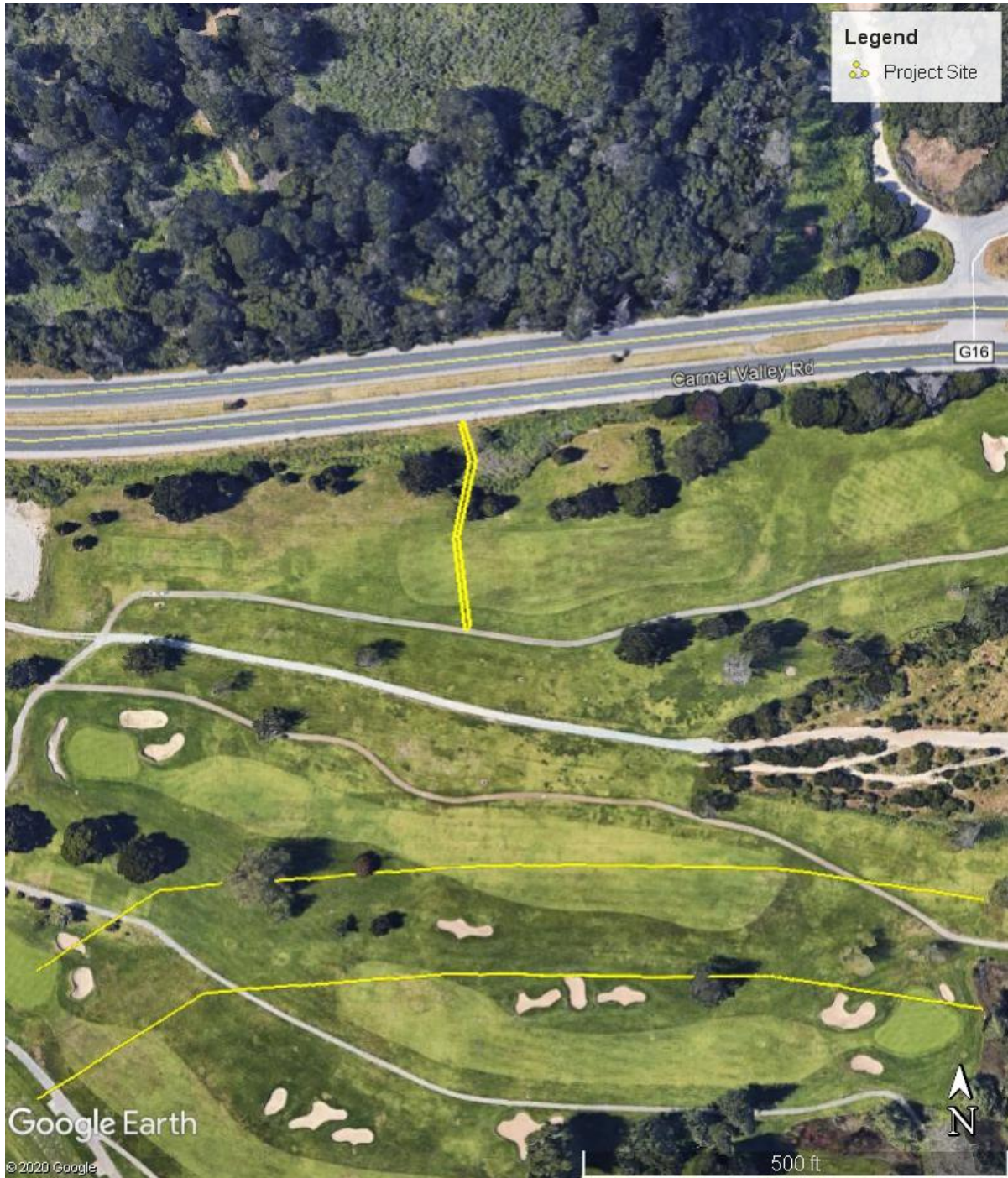
The CAWD Board approved the IS-MND for the proposed project in October 2020 (Approved IS-MND). The Approved IS-MND evaluated potential environmental consequences of implementation of the proposed project. Mitigation measures were identified to reduce or avoid potential adverse environmental effects associated with the proposed project. Mitigation measures were identified for the following resource areas: biological resources, cultural and tribal cultural resources, paleontological resources, and noise. Refer to Section 5, *Environmental Impacts of the Proposed Project*, for a list of specific measures required as part of the Approved IS-MND. The IS-MND assumed that the project site would be accessed during construction via two entrances: the PCRP Rio Road entrance (to access west staging area) and via a private gate on the east side of PCRP (to access east staging area). Additional project access would be via Via Petra and Via Mallorca for work within the public right-of-way. Subsequent actions that propose changes or potential project-specific impacts not covered in the Approved IS-MND would warrant additional project-specific environmental review, as required by CEQA.

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3 Proposed Amendments

The revised Rancho Cañada Sewer Replacement Project (Modified Project) would include adding a third construction access point to the project site to allow the contractor an additional point of access to the project site, as shown in Figure 1. The third access point is an existing graded dirt road off of Carmel Valley Road approximately 0.4 mile east of the PCRCP parking lot entrance at Rio Road. The graded dirt road is approximately 0.1 mile in length. The newly renovated road was constructed by the Monterey Peninsula Regional Park District to access a fire staging area. The Modified Project would not require alteration of the existing road that would only be used to access the project site. The third access point would be used by all large trucks for construction and equipment/material deliveries to the site, to the extent feasible.

Figure 1 Location of Third Access Road



4 Environmental Analysis

Pursuant to Section 21166 of CEQA and Section 15162 of the *CEQA Guidelines*, when an IS-MND has been certified for a project, no subsequent documentation shall be prepared for the project unless the lead agency determines, on the basis of substantial evidence in the light of the whole record, that one or more of the following conditions are met:

- Substantial project changes are proposed that will require major revisions of the previous IS-MND due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
- Substantial changes would occur with respect to the circumstances under which the project is undertaken that require major revisions to the previous IS-MND to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
- New information of substantial importance that was not known and could not have been known with the exercise of reasonable diligence at the time the previous IS-MND was certified shows any of the following:
 - a) The project will have one or more significant effects not discussed in the previous IS-MND.
 - b) Significant effects previously examined will be substantially more severe than identified in the previous IS-MND.
 - c) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponent declines to adopt the mitigation measures.
 - d) Mitigation measures that are considerably different from those analyzed in the previous IS-MND would substantially reduce one or more significant effects on the environment, but the project proponent declines to adopt the mitigation measures.

Where none of the conditions specified in Section 15162 are present, the lead agency must determine whether to prepare an Addendum or whether no further CEQA documentation is required (*CEQA Guidelines* Section 15162[b]). An Addendum is appropriate where some minor technical changes or additions to the previously Approved IS-MND are necessary, but there are no new or substantially more severe significant impacts (*CEQA Guidelines* Section 15164).

In accordance with the *CEQA Guidelines*, CAWD has determined that an Addendum to the Approved IS-MND is the appropriate form of environmental review for the proposed project. This examination includes an analysis of the provisions of Section 21166 of CEQA and Sections 15162 to 15164 of the *CEQA Guidelines* and their applicability to the proposed project.

As discussed in the impact analysis below, the proposed project would not introduce new significant environmental impacts beyond those which have already been identified and characterized in the Approved IS-MND. None of the conditions described in *CEQA Guidelines* Section 15162 calling for preparation subsequent documentation have occurred or would occur as a result of the proposed project. This Addendum will be considered by the CAWD decision-making body in making a decision on the proposed project.

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5 Environmental Impacts of the Proposed Project

This Addendum evaluates potential environmental impacts that could result from the Modified Project, which includes a third construction access point, in relation to the analysis in the Approved IS-MND for the Rancho Cañada Sewer Replacement Project.

Appendix G of the *CEQA Guidelines* provides a checklist of environmental issue areas that are suggested as the issue areas that should be assessed in CEQA analyses. The Approved IS-MND addressed in detail all environmental issue areas in Appendix G of the *CEQA Guidelines*, as listed below.

- | | |
|---------------------------------------|-------------------------------|
| 1. Aesthetics | 11. Land Use/Planning |
| 2. Agriculture and Forestry Resources | 12. Mineral Resources |
| 3. Air Quality | 13. Noise |
| 4. Biological Resources | 14. Population/Housing |
| 5. Cultural Resources | 15. Public Services |
| 6. Energy | 16. Recreation |
| 7. Geology/Soils | 17. Transportation |
| 8. Greenhouse Gas Emissions | 18. Tribal Cultural Resources |
| 9. Hazards & Hazardous Materials | 19. Utilities/Service Systems |
| 10. Hydrology/Water Quality | 20. Wildfire |

The existing environmental conditions at the project site and its surroundings are substantially the same under present conditions as described in the Approved IS-MND. Potential environmental impacts of the Modified Project are analyzed below to determine whether impacts are consistent with the impact analysis provided in the Approved IS-MND, and whether additional mitigation measures are required to minimize or avoid potential impacts.

Approved IS-MND Analysis Summary

The Approved IS-MND determined that impacts to biological resources; cultural, tribal cultural and paleontological resources; and noise could be reduced to less than significant levels with mitigation. Mitigation proposed in the Approved IS-MND included:

- Conducting biological resources worker environmental awareness program (WEAP) during construction;
- Conducting western bumble bee preconstruction survey;
- California reg-legged frog avoidance and minimization;
- Spill and debris prevention;
- Wildlife entrapment prevention;
- Nesting bird surveys prior to construction;
- Monterey shrew clearance surveys;

- Western pond turtle clearance surveys;
- Conducting jurisdictional delineations for potential wetlands;
- Sensitive natural community avoidance;
- Archaeological and Native American monitoring;
- Conducting archaeological inventories and resource avoidance measures if archaeological resources are discovered;
- Conducting a paleontological resource monitoring, assessment, and avoidance measures;
- Conducting consultation with California Native American tribe(s) following any discovery of unanticipated tribal cultural resources; and
- Implementing construction noise reduction measures.

Proposed Project

This discussion groups impact topics to allow a concise analysis of similar or related issue areas.

- **Aesthetics.** The Modified Project would not result in changes to project aesthetics by permitting construction vehicles on a third access road. The access road is currently in place, and the Modified Project would not modify the existing road. Thus, the Modified Project would not result in a new impact or a substantially more severe impact to aesthetics.
- **Agriculture, Forestry and Mineral Resources.** The Modified Project would not expand the project site to include agricultural lands, lands under a Williamson act contract, timberlands, forest lands, mineral resource zones, or mineral resource extraction sites. Therefore, the Modified Project would continue to have no impact on agricultural or mineral resources.
- **Air Quality and Greenhouse Gas Emissions.** Because the Modified Project would not include modifications to the new construction access road, it would not result in additional construction equipment, nor would it result in increased pipeline capacity. Therefore, the Modified Project would not result in a new impact or in a substantially more severe impact to air quality and greenhouse gas emissions.
- **Biological.** The Modified Project would not result in greater ground disturbance, habitat modifications, or other alterations in the allowed development footprint that would increase or otherwise modify potential impacts to biological resources from those identified in the Approved IS-MND. The access road proposed under the Modified Project is an existing graded road. No additional ground disturbance would occur. Thus, the Modified Project would not result in a new impact or a substantially more severe impact to biological resources in the project vicinity. Mitigation proposed in the Approved IS-MND to reduce potential impacts to biological resources, such as species avoidance measures and preconstruction surveys, would still apply to the Modified Project.
- **Cultural, Paleontological, and Tribal Cultural Resources.** The Modified Project would not result in greater ground disturbance or other alterations that would increase or otherwise modify potential impacts to cultural, paleontological, or tribal cultural resources from those identified in the Approved IS-MND. The access road proposed under the Modified Project is an existing grading road. No additional ground disturbance would occur. Thus, the Modified Project would not result in a new impact or a substantially more severe impact to these resources. Mitigation proposed in the Approved IS-MND to reduce potential impacts to these resource areas would still apply to the Modified Project.

- **Geology and Soils, Hazards and Hazardous Materials, and Hydrology and Water Quality.** As described above, the Modified Project would not result in greater ground disturbance. Therefore, potential impacts to geology and soils, hazards and hazardous materials, and hydrology and water quality would remain consistent with those described in the Approved IS-MND and the Modified Project would not result in a new impact or a substantially more severe impact to these resources.
- **Noise.** The Modified Project would not result in changes to project operation and thus would not result in additional operational noise. The proposed new access road would be used by construction vehicles traveling to the project site. Construction equipment would be staged on the project site and would use the access road at the start and completion of construction. Worker vehicle trips along the access road would be temporary and minimal as the third access road would be mainly used for large truck traffic/equipment and deliveries. The Modified project would move large truck traffic/equipment and deliveries further from existing residences, thus reducing construction noise at sensitive receivers. The Modified Project would not result in new or substantially more severe noise impacts. Mitigation proposed in the Approved IS-MND to reduce potential impacts from noise would still apply to the Modified Project.
- **Land Use and Planning, Population and Housing, Public Services, and Recreation.** The Modified Project would not increase the allowable density or intensity of development at the project site, physically divide an established community, or conflict with a land use plan. Therefore, there is no anticipated increase in population and housing, demand for public services, demand for recreational facilities, and demand for utilities beyond that analyzed in the Approved IS-MND. Thus, the Modified Project would not result in new or substantially more severe impacts to these resources.
- **Transportation.** The Modified Project would not increase the allowable density or intensity of development of the project and thus there would be no increase in trip generation and demand for transportation facilities beyond that analyzed in the Approved IS-MND. Similar to the Approved IS-MND, trips to the site would use Carmel Valley Road to travel to the access roads to the project site. No new trips would result from the Modified Project. Trips already analyzed as part of the Approved IS-MND would be redistributed between the three access roads, as compared to the two access roads analyzed as part of the Approved IS-MND. This change would reduce traffic through the public access and PCRCP parking lot at the western portion of the project site. The contractor would be directed to utilize the third access point for all large truck traffic and equipment/material deliveries to the extent feasible, instead of the two other access points also off Carmel Valley Road. Thus, the Modified Project would not result in new or substantially more severe impacts to transportation.
- **Energy.** As discussed above, the Modified Project would not increase the allowable density or intensity of project development. Therefore, the Modified Project would not result in an increase in demand on energy resources and would continue to have no significant impact on energy.
- **Wildfire.** The third construction access point would not alter the project site to result in an increased risk of wildfire and is part of the fire response staging area in PCRCP. Therefore, the Modified Project would have no impact in terms of wildfire risk.

Effects and Mitigation Measures

As described above, it has been determined that the Modified Project is consistent with the analysis of the Approved IS-MND and would not result in new or substantially more severe impacts beyond those identified in the Approved IS-MND. Mitigation measures identified in the Approved IS-MND would remain applicable to the Modified Project. Additionally, the Modified Project is consistent with the findings and conclusions of the Approved IS-MND regarding mandatory findings of significance.

6 Conclusion

As discussed in the preceding section, there are no new or substantially more severe impacts associated with the Modified Project than those identified and mitigated for in the Approved IS-MND. Subsequent documentation is not necessary because no new impacts or impacts of substantially greater severity than previously described would occur as a result of the Modified Project. Therefore, the following determinations have been made:

- No further evaluation of environmental impacts is required for the proposed project;
- No Subsequent EIR is necessary per CEQA Guidelines Section 15162; and
- This Addendum is the appropriate level of environmental analysis and documentation for the Approved IS-MND in accordance with CEQA Guidelines Section 15164.

Pursuant to *CEQA Guidelines* Section 15164(c), this Addendum will be included in the public record for the Approved IS-MND. Documents related to this Addendum will be available at the Carmel Area Wastewater District offices, 3945 Rio Road, Carmel, California 93922, and online at www.cawd.org.

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7 Preparers

This Addendum was prepared by Rincon Consultants, Inc. under contract to the Carmel Area Wastewater District. Persons and firms involved in data gathering, analysis, project management, and quality control include:

Carmel Area Wastewater District (Lead Agency)

Rachél Lather, Principal Engineer

RINCON CONSULTANTS, INC.

Megan Jones, Principal

Kari Zajac, MESM, Project Manager

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RESOLUTION NO. 2020-74

RESOLUTION ADOPTING AN ADDENDUM TO THE MITIGATED NEGATIVE
DECLARATION FOR THE UPPER RANCHO CAÑADA PIPE RELOCATION
PROJECT # 19-13

-oOo-

WHEREAS, the Monterey Peninsula Regional Park District staff have suggested that the Upper Rancho Cañada Pipe Relocation Project (Project) include an additional access location from Carmel Valley Road for contractor equipment and vehicles; and

WHEREAS, the District previously adopted an Initial Study/Mitigated Negative Declaration for the Project on October 29, 2020; and

WHEREAS, the District has prepared an Addendum to the previously adopted Initial Study/Mitigated Negative Declaration to include the proposed access road from Carmel Valley Road which analyzes the impacts of the modification to the Project; and

WHEREAS, the District has determined that none of the circumstances identified in the State of California Environmental Quality Act (CEQA) Guidelines Section 15162 have arisen and that the Addendum is appropriate; and

WHEREAS, pursuant to State CEQA Guidelines Section 15164(c), the Addendum is not required to be circulated for public review.

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

1. That the Board has reviewed and considered the Addendum and based on the review, find that the Addendum contains a complete, objective and accurate

reporting of the potential impacts of the proposed access location.

2. That the Board finds that the Addendum has been completed in compliance with CEQA.

3. That the Board hereby approves and adopts the Addendum to the Initial Study/Mitigated Negative Declaration for the Project and confirm that all the mitigation measures previously imposed as part of the District's October 29, 2020 approval remain fully applicable to the modifications to the Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

RESOLUTION NO. 2020-75

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR
CONSTRUCTION OF THE UPPER RANCHO CAÑADA PIPE RELOCATION
PROJECT # 19-13

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the Upper Rancho Cañada Pipe Relocation Project (Project) invitation for bids; and

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

1. That the Upper Rancho Cañada Pipe Relocation Project plans and specifications are hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid 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, 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 at the district office located at 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 December 10, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: December 10, 2020
Subject: Construction Inspection Services
Upper Rancho Cañada Pipe Relocation
Project #19-13

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2020-76 authorizing the General Manager to enter into a contract with PSOMAS to provide construction management and inspection services for Upper Rancho Cañada Pipe Relocation Project in the amount of \$175,465.

DISCUSSION

In early 2020 the District Board awarded contracts to PSOMAS for construction management and inspection services for the Hatton Canyon Pipeline Replacement and the Rio Road Cured-In-Place Pipe Lining Projects. PSOMAS provided excellent construction management and inspection services for these projects, resulting in well documented inspection records and a reduction of claims due to their expertise and full-time inspection of the projects.

We anticipate beginning construction of the Upper Rancho Cañada Pipe Relocation project in February 2021. The Upper Rancho Cañada Pipe Relocation Project includes both pipe bursting and open cut construction methods and replaces over 4,200 feet of existing pipe. PSOMAS has expertise in the inspection of pipe bursting and has demonstrated the value of their construction management and inspection services with their past work for the District. We recommend that the Board authorize the General Manager to sign a contract with PSOMAS for an amount not to exceed \$175,465.

FUNDING

Construction management and inspection services will be funded by the 2020/2021 budget for the Upper Rancho Cañada Pipe Relocation Project of \$1,760,000.

Attachment: PSOMAS Construction Management and Inspection Services Proposal

October 30, 2020

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

Subject: PSOMAS Construction Management and Inspection Services Proposal

Project: Rancho Canada Sewer Replacement Project

Dear Rachel,

We are pleased to provide, as requested, PSOMAS's proposed Scope of Services and Proposed Budget for providing Construction (CM) and Inspection Services for the Rancho Canada Sewer Replacement Project.

Our proposed Scope of Services for the project is enclosed as Attachment A, based on our understanding of the needs of this project. Also enclosed as Attachment B is the estimated level of effort and budget to provide Pre-Construction, Construction and Closeout Services throughout the duration of the Project. Note, I also provided an optional Pre-Construction Task of performing a biddability/constructability review of the 90% Drawings and Specifications prior to bid.

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

Sincerely,

PSOMAS



Melanie Carrido, P.E.
Construction Manager

Enclosures

cc: Gary Skrel
Donna Bubelis

1660 Olympic Boulevard
Suite 300
Walnut Creek, CA 94596

Tel 925.933.2300
www.Psomas.com

**Carmel Area Waste Water District
Rancho Canada Sewer Replacement Project
Construction Management and Inspection
Proposed Scope of Services and Budget
Psomas**

Attachment A

A. SCOPE OF WORK

Task 1 – PRECONSTRUCTION ACTIVITIES

- 1) *Optional Biddability/Constructability Review of 90% Drawings prior to Bid.
- 2) Bid Period Assistance
 - a) Addenda support and input as requested or needed.
- 3) Notice to Proceed (NTP) Assistance
 - a) Psomas will assist CAWD in coordinating with the Contractor to determine mutually agreed to NTP date and issue the NTP for the Project.
- 4) Preconstruction Conference:
 - a) Psomas will prepare the agenda for the Conference.
 - b) Psomas will facilitate the conference after Notice of Award issuance to the Contractor and prior to NTP.
 - c) Psomas will prepare and distribute the Record of Discussions.

Task 2 – CONSTRUCTION PHASE

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

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- 3) Field Observation Activities
 - a) Psomas will provide and maintain photographs for status monitoring of the project.
 - b) Environmental Monitoring: Psomas will coordinate and communicate with CAWD's Biological consultant in regard to construction activities that require Biological and Cultural Resources Construction Monitoring services if needed.
 - c) For days on-site Psomas will provide field observation services to monitor compliance with the Contract Documents.
 - d) For days on-site Psomas will provide and maintain photographs of daily field activities.
 - e) For days on-site Psomas will prepare a daily field observation report documenting all field activities, field crews, Contractor equipment, and field problems.
 - f) Psomas will monitor the record drawings maintained by the Contractor monthly.
 - g) Materials Testing, Psomas will contract with separate subconsultant to furnish material testing as needed for periodic Quality Assurance verification.
 - i) Backfill Materials; Density Curves and Compaction Testing as-needed
 - ii) Concrete Sampling and Compression Testing
 - iii) Psomas will schedule and coordinate the material testing for the Project.
 - iv) Psomas will have oversight responsibility for material testing for the Project.
 - h) Specialty Inspection: Psomas will contract with separate subconsultant to provide specialty inspection as needed for periodic Quality Assurance verification and as generally summarized below:
 - i) Protective Coatings
- 4) Coordination with Outside Agencies, Permit Consultants and the Public
 - a) Outside Agency Coordination: Psomas will provide field coordination with the Agencies and verify that the Contractor has obtained necessary permits. For days on-site Psomas will document Contractor permit compliance issues.
 - b) Permitting Consultant Coordination: Psomas will coordinate and support CAWD's permitting consultants or in-house staff as-needed to provide necessary funding documentation.
- 5) Submittals
 - a) Psomas will establish, implement and coordinate the submittal processing.
 - b) Psomas will receive the submittals from the Contractor and check the submittals for general conformity with the Contract requirements. If obvious deficiencies are apparent in the submittal, Psomas will send the submittal back to the Contractor for correction.
 - c) Psomas will route all submittals to CAWD and/or the CAWD's Design Consultant as appropriate, via Procore for review and will route the reviewed submittal back to the Contractor.
 - d) Psomas will maintain, log and track submittals utilizing Procore. Psomas will track the status of submittal review with CAWD, Design Consultant and the status of shop drawing resubmittals with the Contractor.
 - e) CAWD and/or applicable Design or Permit Consultant will review all design or permit related submittals.
- 6) Clarification and RFI Processing
 - a) Psomas will establish, implement and coordinate the system for processing clarifications.

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

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- f) Psomas will contract with separate subconsultant to provide labor compliance as required for Project funding.

9) Scheduling

- a) Psomas will assist the Contractor in their development of the initial Baseline Schedule.
- b) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Baseline Schedule.
- c) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Schedule Updates.
- d) Psomas will maintain an “as-built” schedule data and monitor the Contractor’s daily efforts during construction.

10) Tie-Ins and Shutdowns: Psomas will coordinate Tie-Ins, Shutdowns and Bypasses as-needed with the CAWD’s Engineering and Operations staff, and Contractor.

11) Final Inspection and Punch List

- a) Psomas will have primary responsibility for conducting the final inspection.
- b) The District will participate and provide input on final inspection.
- c) Design Consultant will provide design input on final inspection items.
- d) Psomas will have oversight and final review responsibility for the final inspection.
- e) Psomas will prepare the list of outstanding deficiencies.
- f) Psomas will prepare and issue the punch list from the list of deficiencies.
- g) Psomas will have primary responsibility for verifying that punch list work is complete. The District will have secondary responsibility.

TASK 3 - POST CONSTRUCTION ACTIVITIES

1) Project Closeout

- a) Psomas will furnish all project documents to the District in electronic files.
- b) Psomas will review record drawings provided by Contractor and incorporate any additional documented changes or deviations to original drawings.
- c) Psomas will prepare a final report, which will include budget and major issue items.

2) Dispute Resolution: Dispute resolution services are not included in this Scope of Work. If dispute resolution services are needed during or after the Project, either an amendment or a separate agreement will be executed.

3) Warranty Coordination

- a) Psomas will maintain a warranty file.
- b) Coordination of warranty work after the Contract Period is not included in this Scope of Work. If Post Construction warranty coordination services are required, an amendment or a separate agreement will be executed.

B. PROJECT TEAM

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

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C. PROPOSED WORK EFFORT AND BUDGET

Attachment B presents our estimated level of effort and budget.

D. TERMS and CONDITIONS

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

Attachment B

Carmel Area Wastewater District Rancho Canyon Sewer Replacement Project Construction Management and Inspection Services

Psomas
30-Oct-20

Description		Duration			Jan-21	Feb-21	Mar-21	Apr-21	May-21
		Start	Finish						
Rancho Canada Sewer Replacement Project		Feb-21	Apr-21		Pre-Const	Construction			Closeout
Psomas Labor Description		Labor Forecast (hours/rate/amount)							
Title	Proposed Staff				Jan-21	Feb-21	Mar-21	Apr-21	May-21
Principal/Project Manager	G. Skrel	Allowance		\$ 2,500					
Construction Manager	M. Carrido	176	\$ 190	\$ 33,440	16	40	40	40	40
Inspector	D. Budasz	520	\$ 170	\$ 88,400		160	160	160	40
Office/Field Engineer	P. Hughes	280	\$ 125	\$ 35,000		80	80	80	40
Psomas Base Labor Subtotal		976	n/a	\$ 159,340					
Subconsultants									
Pacific Crest (Materials QA Tests and Inspection)		allowance		\$ 7,500					
Subconsultants Subtotal				\$ 7,500					
Subconsultant Markup (5%)				\$ 375					
Subconsultant Subtotal				\$ 7,875					
Psomas Other Direct Costs				\$ 1,250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Total Base Services				\$ 168,465					
Optional Pre-Bid Constructability Review				\$ 7,000					
Total Base Services with Optional B/C Review				\$ 175,465					

Notes & Assumptions:

- Psomas's rates are estimated "composite rates" for Fee Proposal purposes, valid through January 2022 and include all expenses for home office expenses, in-house reproduction and local travel. Prevailing Wage Rates may need to be adjusted depending on the State of California's rate adjustments.
- Anticipated Construction Dates:
 - Construction Start 1-Feb-21
 - Substantial Completion April 2021
 - Complete Close-Out 1-Jun-21 30 Days After Completion
- Other Direct Costs include vehicles and extraordinary field office expenses.

RESOLUTION 2020-76

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A
CONTRACT WITH PSOMAS TO PROVIDE
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE UPPER RANCHO CAÑADA PIPE RELOCATION
PROJECT #19-13 NOT TO EXCEED \$175,465

WHEREAS, the District approved the 2020/2021 budget that included funding for the Upper Rancho Cañada Pipe Relocation Project (Project) in the budget for Collections Capital Improvements;

WHEREAS, due to the need for inspection services that rely on special training and experience with pipe bursting methods, the District requested a proposal from PSOMAS to provide construction management and inspection services for the Upper Rancho Cañada Pipe Relocation Project;

WHEREAS, in order to proceed with construction inspection of the Project, the District must execute a contract with PSOMAS to provide inspection services not to exceed the amount of \$175,465.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with PSOMAS to provide construction management and inspection services for the Upper Rancho Cañada Pipe Relocation Project;

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 10, 2020.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

Other Items & Information/Discussion

STAFF REPORT

To: Board of Directors

From: Domine Barringer, Board Secretary

Date: December 10, 2020

Subject: Board Member Committee Assignments
for 2021, PBCSD Board meeting schedule for 2021, and Conference
Attendance



RECOMMENDATION

Requesting the Board of Directors to pass a motion accepting Committee Assignments and PBCSD Board meeting schedule for 2021. The 2021 Conferences are attached for possible participation.

Please contact either Domine Barringer or Kristina Pacheco for assistance with conference registration that you would like to attend.

DISCUSSION

Attached are the following documents for the Board's consideration:

- a. 2021 Committee assignments
- b. 2021 PBCSD Board meetings assignments
- c. 2021 Conferences



Carmel Area Wastewater District

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

TO: Board of Directors
 FROM: Domine Barringer, Board Secretary
 SUBJECT: Committee Assignments for 2021
 DATE: December 10, 2020

Committee	2020 Members	2021 Members
Budget & Audit	D' Ambrosio Siegfried	D' Ambrosio Siegfried
Pension	Rachel	Rachel
Reclamation Management	Townsend White	Townsend White
Salary & Benefits	White Rachel	White Rachel
Special Districts' Association	Townsend Siegfried (alternate)	Townsend Siegfried (alternate)
CRFREE (ad hoc)	White Siegfried	White Siegfried
Sea Level Rise (ad hoc)	Siegfried D' Ambrosio	Siegfried D' Ambrosio
Pre-Treatment (ad hoc)		White D' Ambrosio



Carmel Area Wastewater District

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

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

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

ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2021

It is important for at least one CAWD Board Member to attend the Pebble Beach Community Services District's regular Board Meetings, held the final Friday of every month at 9:30a.m., and if possible, any special meetings during the assignment period, with usual compensation.

Members may provide an oral report at the next CAWD Board Meeting which follows their attendance at the PBCSD meeting.

Assignments are for a period of one month. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

January 2021	Bob Siegfried
February 2021	Charlotte Townsend
March 2021	Ken White
April 2021	Greg D'Ambrosio
May 2021	Mike Rachel
June 2021	Bob Siegfried
July 2021	Charlotte Townsend
August 2021	Ken White
September 2021	Greg D'Ambrosio
October 2021	Mike Rachel
November 2021	No Meeting
December 2021	Bob Siegfried

STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Secretary

Date: December 10, 2020

Subject: 2021 Conference Schedule

RECOMMENDATION

This is informational only – no action required.

DISCUSSION

2021 Conferences			
Organization	Description	Location	Date(s)
CASA	Winter Conference	Palm Springs, CA	Jan 27-29
CWEA	P3S21 Conference	Seaside, CA	Feb 1-3
CWEA	FOG Conference	Long Beach, CA	Jan 29
CASA	Wash DC Policy Forum	Washington DC	Feb 24-26
ACWA	Annual Wash DC Conference	Virtual Conference	Mar 15 -21
ACWA	Legislative Symposium-2021 Fall Conference & Exhibition	Pasadena, CA	November 30-December 3
WateReuse	Annual Conference	Virtual Conference	March 15-21
CWEA	Annual Conference	Reno, NV	Mar 31 – Apr 3
ACWA	Spring Conference	Monterey, CA	May 4-7
CSDA	Legislative Days	Sacramento, CA	May 18-19
CASA	Annual Conference	San Diego, CA	August 11-13
CSDA	Annual Conference	Palm Desert, CA	August 24-27
ACWA	Fall Conference	Visalia, CA	Dec 1-4

ACWA Association of California Water Agencies
 CSDA California Special Districts Association
 CASA California Association of Sanitation Agencies
 CWEA California Water Environment Association

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

SUBJECT: COVID-19 Sewer Service Charge Reduction Program

DATE: December 10, 2020

RECOMMENDATION

Staff is requesting direction from the Board on this topic.

DISCUSSION

During the COVID-19 emergency, the District's commercial and institutional ratepayers were likely partially/fully closed in response to COVID-19 related shelter-in-place (SIP) orders issued by the County Health Department and may still be partially/fully closed at this time. These partial/full closures likely meant lower/no wastewater discharge from such ratepayers, and since the District has generally received FY19-20 Sewer Service Charges (SSCs) from such ratepayers, it would be appropriate to consider refunding a portion of their FY 19-20 SSCs to account for the closures. Given that the pandemic is ongoing, again, at the end of FY 20-21 to consider additional refunding.

The Program should provide for a maximum SSC reduction amount derived generally as a function of water usage or other relevant data over the time (in # of days) through June 30, 2020 for Phase I and through June 30, 2021 for Phase II. Both Phase I and Phase II should cease when the SIP is lifted; however, any rebate should only be awarded if the ratepayer can show they were impacted. This means that any impact to a customer could cease prior to the lifting of the SIP.

FINANCIAL

There is no budget provision in the current year for Sewer Service Charge rebates/refunds. Any rebate/refund would need to come out of District reserves.

This analysis assumes Monterey County Shelter in Place order issued 03-17-20 through 06-30-20 or 28.7% of fiscal year for Phase I of rebate program. And then from 07-01-20 through present for Phase II of rebate program.

Assumes actual costs for fiscal year ended 06-30-20

Fixed costs	\$5,550,120	83%
Variable costs	\$1,140,563	17%
Total Actual	\$6,690,683	

Note: in this analysis there is no provision made for that portion of rates that covers capital costs. This is only data from actual operations. Were we to include the capital component it would change the ration to Fixed 87% and Variable 13%.

Our customer base is roughly 70% residential and 30% commercial. If we extend analysis to breakdown revenues between Residential 70% = \$4,683,478 and Commercial 30% = \$2,007,205 we can then make a prediction of rebate/refund impact.

Staff believes that most requests for a rebate/refund will come from commercial customers given the phone calls received to date.

	Actual 06-30-20	Variable 17.04%	105 days or 28.7%
Residential	\$4,683,478	\$798,394	\$229,139
Commercial	\$2,007,205	\$342,169	\$98,202
<i>total</i>	\$6,690,683	\$1,140,564	\$327,341

The Board will also need to consider the budgetary impact of a COVID-19 rate reduction on fiscal year 20-21 or a Phase II. We are already in the sixth month of FY 20-21. Utilizing the same methodology for 20-21 a possible scenario follows:

	Est 06-30-21	Variable 17.04%	182 days or 50%
Residential	\$4,683,478	\$798,394	\$399,197
Commercial	\$2,007,205	\$342,169	\$171,085
<i>total</i>	\$6,690,683	\$1,140,564	\$570,282

Staff recommendation:

1. Any rebate/refund program should be based on variable component of operating costs. Leaving the rate model capital component out of the equation for ratepayers is more generous to our ratepayers, but that depending solely on operating revenue component is defensible.

2. Recommend a Phase I and Phase II to allow staff to separate rebate/refund into the appropriate fiscal year.
3. The rebate/refund program should only extend until the SIP is lifted or less if a customer cannot demonstrate impact due to COVID-19.
4. Terminate application acceptance for Phase I by June 30, 2021.
5. Terminate application acceptance for Phase II by June 30, 2022.
6. Any refund should be paid to the ratepayer of record, not to a leaseholder or rental tenant.
7. Commercial customer eligibility should require evidence of water usage that falls below the rate model assumptions.
8. The District has never issued rebate/refund to residential customers even though many homes in our service area are 2nd and 3rd homes. However, suggest that the Board consider residential rebate/refund based on income. If a ratepayer were laid off due to COVID-19 they could very well be experiencing financial difficulties.
9. The implementation and oversight of the program should be delegated to the General Manager to allow staff time to verify eligibility of customer and issue refunds. Total rebate/refund amount can be regularly reported to the Board.
10. Recommend the program begin on January 1, 2021 to give the District time to place application and program parameters on our web site.

Attachments:

- a. Novato Sanitary District COVID-19 Sewer Service Charge Relief Program
- b. Los Angeles County Sanitation District COVID-19 Rebate Application



The Sanitation Districts created a rebate program to aid businesses facing financial challenges due to the COVID-19 stay-at-home orders. This program provides a simplified way for commercial users/properties with reduced wastewater discharges to potentially receive a reduction in their wastewater service charge for the period of March 20 to June 30, 2020.

- [Click here for COVID-19 Rebate Application Form \(https://www.lacsd.org/civicax/filebank/blobload.aspx?blobid=20715\)](https://www.lacsd.org/civicax/filebank/blobload.aspx?blobid=20715)

In addition, for ratepayers that generate below average amounts of wastewater, we have a long-standing Low-Water Rebate Program that provides a reduced wastewater service charge ([click here for details \(https://www.lacsd.org/services/wastewater/revenueprogram/lowwaterprogram.asp\)](https://www.lacsd.org/services/wastewater/revenueprogram/lowwaterprogram.asp)).

Frequently Asked Questions

Who can apply for this rebate?

Any commercial parcel owner with a business that has been shut down or curtailed resulting in reduced water use due to the COVID-19 stay-at-home orders.

What information do I need to complete the rebate application?

1. Complete page one of the COVID-19 Rebate Application, and
2. Submit water bills from all water meters **AND** complete page two of the application.

What if I do not have water bills?

Submit verification of closure or curtailment of business operations. This could include a City or County Public Health Order or other verifiable information that indicates that the business was unoccupied during that period.

Why are you asking for the irrigation area?

We only want to charge you for the water that enters the sewer system (indoor water consumption). The irrigation area is used to calculate your outdoor water consumption (i.e., watering grass, trees, etc.). The outdoor water consumption is deducted from your overall water consumption when determining your eligibility for a reduced service charge.

How much of a rebate can I get?

Between the Low-Water Rebate and the COVID-19 Rebate, you may be eligible for up to an 80% rebate of the full service charge.

Can I get a COVID-19 rebate if I am already receiving a reduced charge under the Low-Water Rebate program?

If you are already receiving the lowest charges (an 80% reduction of the service charge), you will not qualify for a COVID-19 rebate. Otherwise, you may still qualify for the difference between your current low-water rebate reduction and the COVID-19 rebate reduction.

When is the deadline to submit the COVID-19 Rebate Form?

Submit no later than June 30, 2021. However, the sooner you submit, the sooner you will receive your rebate (if eligible).

[\(/services/solidwaste/hhw_e_waste/default.asp\)](https://www.lacsd.org/services/solidwaste/hhw_e_waste/default.asp)

HHW / E-Waste

[\(/services/wastewater/revenueprogram/default.asp\)](https://www.lacsd.org/services/wastewater/revenueprogram/default.asp)

Wastewater Rates & Rebates

[\(/services/solidwaste/tipping_fees.asp\)](https://www.lacsd.org/services/solidwaste/tipping_fees.asp)

Facility Information & Fees



COVID-19 Rebate Application
For Commercial Properties Shut Down or Curtailed by COVID-19

Assessor's Identification/Parcel Number (you can find this on your property tax bill): _____

Parcel Address: _____

City: _____ **Zip Code:** _____

Legal Owner(s) (list all owners, and all must sign below): _____

Contact Name (if different from owner): _____

Mailing Address (if different from parcel address): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone No.: _____ **Email:** _____

Documentation:

- Copy of the property tax bill for the billing period. Proof of payment and payor of property tax bill.
and either
- Submit water bills for July 2019-June 2020, or at a minimum for the period the business(es) on the parcel were shut
down or curtailed. Also fill out the next page.

or

- If you do not have water bills or they do not represent the parcel's sewer discharge, provide proof that all businesses
on the parcel were shut down. If it was only partially unoccupied or curtailed, you must provide water bills.

I hereby certify under penalty of perjury under the laws of the State of California that:

1. I am the owner or am authorized to sign this application on behalf of the Owner.
2. The parcel was unoccupied or had reduced sewer discharge due to COVID-19.
3. All information contained in this application and attached to this application is true and correct.
4. The service charge for the year was paid.
5. If acting on behalf of the parcel owner, I am duly authorized to act on its behalf.
6. I understand the COVID-19 rebate will be payable to the payor of the applicable property taxes.

Note: All parcel owners' signatures are required. If owner is not a natural person, proof of authority to sign must be attached. If a third party is acting on behalf of the parcel owner, contact us at rebate@lacsd.org for additional forms and notarization requirements.

Signature	Signature	Date
Print Name/Title	Print Name/Title	

An electronic signature/photocopy of an original signature will have the same force and effect as an original signature.

Email the application and required documents to rebate@lacsd.org. For questions, call (562) 908-4288, ext. 2727.

Los Angeles County Sanitation Districts
COVID-19 Rebate
 Water Usage Verification Table

Assessor's Identification/Parcel Number

List total number of each type of water meter accounts on parcel:

Commercial, Domestic meter(s)
 Irrigation, landscape meter(s)
 Irrigation Area in square feet _____
 Fire Line meter(s)

1. Provide water consumption data.
2. Identify meters/accounts dedicated to outdoor water use by writing "landscaping use" on bill.
3. If there are multiple facilities on the parcel, identify the applicable facility on the bill for each meter/account.

Water Account #	Water Account Customer Name	March 20, 2020 to June 30, 2020 Total CCF/HCF	Type of Meter (Commercial, Fire Line, Irrigation, etc.)

I declare under penalty of perjury under the laws of the State of California that the information stated on this form and attached to this form is true and correct.

Owner Signature:
 Print Name and Title:
 Date:



NOVATO SANITARY DISTRICT

500 DAVIDSON STREET • NOVATO • CALIFORNIA 94945 • PHONE (415) 892-1694 • FAX (415) 898-2279
www.novatosan.com

BOARD OF DIRECTORS

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General Manager-Chief Engineer

RACHEL HUNDLEY
Legal Counsel

INFORMATION SHEET

COVID-19 Sewer Service Charge Relief Program For commercial and institutional customers including schools, businesses, non-profits, etc.

Program Description: Recognizing the financial impacts of COVID-19 on commercial and institutional ratepayers that faced partial or full closures from shelter-in-place orders, the District has developed a Sewer Service Charge relief program for such customers.

The program's premise is that the District can legally provide some rate relief to qualifying commercial and institutional ratepayers relative to lower wastewater discharges from partial or full closures, while complying with legal requirements that do not permit full rebates absent complete physical disconnection from the District's systems. Therefore, the District carefully designed the program to provide relief while balancing the need for fairness and legal compliance. Qualifying commercial and institutional customers include, for example, schools, businesses, and non-profits.

Additionally, the District is also evaluating a rate assistance program for low income households.

Eligibility: Eligibility for Sewer Service Charge relief is based on meeting all three of the following criteria:

- You are a commercial or institutional ratepayer discharging to the District;
- You are the **ratepayer of record**, i.e., the legal entity on record as having paid the fiscal year (FY) 19–20 Sewer Service Charge, either through the County of Marin Property Tax bill or via direct billing to the District; and
- The shelter-in-place orders resulted in business closure(s) and a partial or full reduction in your discharge to the District's systems for the period of March 17–June 30, 2020.

Estimated Relief Amount: The relief amount will vary as the Sewer Service Charge that commercial and institutional ratepayers pay is based on multiple factors. However, the maximum value of the relief amount is about 16% of the FY 19–20 Sewer Service Charge. As an example, a commercial or institutional ratepayer that paid a FY 19–20 Sewer Service Charge of \$1,000 may qualify for a maximum relief amount of about \$160.

Application Process: If you meet the eligibility criteria above, fill out the attached one-page Application Form and return it to the District office with:

- A copy of your FY 19–20 Marin County Property Tax Bill or, if you were billed directly, a copy of the District Invoice (or the District Invoice number), AND
- Proof of payment (for example, a copy of a cancelled check), AND
- A copy of your North Marin Water District bill which includes the period of March 17–June 30, 2020.

The Application Deadline is December 31, 2020. District staff will determine your eligibility and calculate the eligible relief amount. The ratepayer of record will receive a District check for the eligible relief amount.



NSD Tracking No. _____

NOVATO SANITARY DISTRICT

Application – COVID-19 Sewer Service Charge (SSC) Relief Program
Application Deadline: December 31, 2020

Section 1 – Eligibility

- 1 Are you the ratepayer of record (legal entity on record as having paid the SSC for 2019-20)?
 No – Sorry you are not eligible Yes, or not sure – Continue
- 2 Can you provide one of the following:
 2019-20 Marin County Property Tax bill listing a charge for Novato Sanitary District/Sanitary District No.6, OR
 If direct billed, your Novato Sanitary District Invoice Invoice No.: _____
 No – Sorry, you are not eligible
- 3 Are you a Commercial or Institutional Ratepayer (School, Non-Profit, Business, etc.)?
 No – Sorry, you are not eligible Yes – Continue
- 4 Did you have business closure(s) from the COVID-19 Shelter-in-Place order between March 17-June 30, 2020?
 No – Sorry, you are not eligible Yes - Full Closure _____ days, Partial Closure _____ days

Section 2 – Ratepayer Information: If filing for multiple properties, submit a separate form for each property.

- 1 Ratepayer of Record Name: _____
- 2 Assessor's Parcel Number (APN): _____
- 3 Applicant Name(s): _____
- 4 Mailing Address: _____
(This is where any relief payment will be mailed)
- 5 Contact Phone Number: _____ Contact email: _____

Section 3 - Certification

I certify, under penalty of law that all information provided herein is true. I am aware that submission of this application and supporting documents are subject to approval by the Novato Sanitary District and that not all applications will be approved.

Applicant Signature

Date

Please mail completed application and attachments to Novato Sanitary District, Attn: COVID-19 SSC Relief Program, OR e-mail to info@novatosan.com with "COVID-19 SSC Relief Program" in the "Subject" line. Ensure you have included:

- 1. Copy of 2019-20 property tax bill; or, if billed directly, copy of District Invoice (or provide Invoice No.).
- 2. Proof of payment (copy of cancelled check, etc.).
- 3. Copy of North Marin Water District (NMWD) bill which includes the period of March 17 - June 30, 2020.

Novato Sanitary District
500 Davidson St., Novato CA 94945
Phone: 415-892-1694 / Fax: 415-898-2279
Website: www.novatosan.com

Please contact the District office if you have any questions or require additional information.



NOVATO SANITARY DISTRICT

500 DAVIDSON STREET * NOVATO * CALIFORNIA 94945 * PHONE (415) 892-1694 * FAX (415) 898-2279
www.novatosan.com

BOARD OF DIRECTORS

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General Manager-Chief Engineer

RACHEL HUNDLEY
Legal Counsel

INFORMATION SHEET

Low Income Sewer Rate Assistance Program (LISRAP) for Single Family Residential Households For Fiscal Year 2020-21

Program Summary: Novato Sanitary District's Low-Income Sewer Rate Assistance Program (LISRAP or Program) is available to eligible, low-income single-family residential ratepayer households. The program provides a ten per cent (10%) rate discount to eligible households.

Eligibility Requirements: 1) Income eligibility is demonstrated by being enrolled in the PG&E CARE Program (California Alternate Rates for Energy Program). 2) The rate payer household must also include a customer of the District who pays the District charges as shown on their property tax bill.

The Following Are Not Eligible for the Program: Single family residences with accessory dwelling units, ratepayers with a PG&E master meter, and entities who are not a ratepayer of the District. Non-household family members, neighbors, friends, homeowners' associations, landlords, are also not eligible, although they may apply on behalf of other eligible customers.

The Discounted Rate: The 2020-21 discounted rates will vary, as the Sewer Service Charge varies with water use.

RATE CATEGORY	SEWER SERVICE CHARGE	LISRAP CHARGE WITH 10% DISCOUNT
Low Water Use	\$395	\$355
Average Water Use	\$657	\$591
High Water Use	\$1,181	\$1,063

Application Process: If you meet the eligibility requirements above, fill out the attached one-page Application Form and return it to the District office with copies of: (1) Current PG&E bill which shows enrollment in the PG&E CARE Program, (2) Most recent County property tax bill, and (3) Proof of payment of County property tax bill (copy of the County payment receipt, cancelled check, etc.), if applicable.

To Submit the Application or for More Information. Submit the application and supporting documents via email to info@novatosan.com with "LISRAP" in the subject line, by mail to the District office, or deliver in-person (please call ahead for an appointment). For more information, call the District or e-mail info@novatosan.com

Application Approval Process. The application must be approved by the District. If approved before October 15, 2020, the District will transmit the discounted rate information to the County for payment on your 2020-21 County property tax bill, and your information will be kept on file for the next year. If the discount is not reflected on your 2020-21 property tax bill, or you are approved for LISRAP after you have paid your 2020-21 property tax bill (in part or full), please provide proof of payment of your property tax bill (County payment receipt, cancelled check, etc.) and you will receive a District check for any eligible discount amount(s).

Once Enrolled, The Discount Will Be Applied Automatically to The Sewer Service Charge Being Charged to the Ratepayer of Record on Their County Tax Bill. Program eligibility (CARE enrollment) will be reconfirmed every other fiscal year, which begins July 1st. The ratepayer is required to notify the District if they no longer qualify for the PG&E CARE program, or if they move to another single-family residence served by the District.



NSD Tracking No. _____

NOVATO SANITARY DISTRICT

Application Form Low Income Sewer Rate Assistance Program (LISRAP) For Fiscal Year 2020-2021

Ratepayer Information

Ratepayer Name:
From Property Tax Bill

Assessor's Parcel Number (APN):
Find on Property Tax Bill

Applicant Name(s)
If Different Than Ratepayer Name:

Property Address

Mailing Address
If Different than Property Address

Contact Phone Number:

Contact email:

Certification

I certify, under penalty of law that all information provided herein is true. I am aware that submission of this application and supporting documents are subject to approval by Novato Sanitary District and that all applications may not be approved.

Applicant Signature

Date

Please send you completed application and attachments to:

- 1) MAIL: Novato Sanitary District, Attn: Low-Income Sewer Rate Assistance Program (LISRAP)
- 2) OR, DELIVER IN-PERSON: (please call ahead for an appointment)
- 3) OR, E-MAIL: info@novatosan.com with "LISRAP" in the "Subject" line.

Ensure you include:

- 4) This application form, and
- 5) Copy of a recent PG&E bill that shows enrollment in the PG&E CARE Program
- 6) Copy of most recent Marin County property tax bill
- 7) If you have already paid your County property tax bill, please include proof of payment (copy of the County payment receipt, cancelled check, etc.).

500 Davidson St., Novato CA 94945

Phone: 415-892-1694 / Fax: 415-898-2279

Web: www.novatosan.com



CARE/FERA PROGRAM APPLICATION Residential Customers

Form 62-0972

Choose the best rate plan for you. Learn more.

Save on your monthly PG&E bill

California Alternate Rates for Energy (CARE)

pge.com/care
1-866-743-2273

The CARE program offers a monthly discount on PG&E bills for qualifying households. You can enroll by:

- Checking all the qualifying public assistance programs from which you, or someone in your household, receive benefits **OR**
- Checking the box that matches your household's total gross annual income.*

Other qualifications include:

- Your monthly electric usage does not exceed six times the Tier 1 allowance.
- You are not claimed as a dependent on another person's income tax return other than your spouse.
- You do not share an energy meter with another home.
- You will renew your eligibility at least every two years.

CARE Income Guidelines (good until May 31, 2021)

Number of People in Household	Total Gross Annual Household Income*
1-2	\$34,480 or less
3	\$43,440 or less
4	\$52,400 or less
5	\$61,360 or less
6	\$70,320 or less
7	\$79,280 or less
8	\$88,240 or less
Each Additional Person, add	\$8,960

Family Electric Rate Assistance (FERA)

pge.com/fera
1-800-743-5000

If you do not qualify for the CARE program, you may still qualify for the FERA program, which offers a monthly discount on electric bills for households of three or more people with a slightly higher income than required for CARE.

See the FERA Income Guidelines listed above to find out if you qualify, and enroll by completing the included application.

FERA Income Guidelines (good until May 31, 2021)

Number of People in Household	Total Gross Annual Household Income*
1-2	Not Eligible
3	\$43,441-\$54,300
4	\$52,401-\$65,500
5	\$61,361-\$76,700
6	\$70,321-\$87,900
7	\$79,281-\$99,100
8	\$88,241-\$110,300
Each Additional Person, add	\$8,960-\$11,200

*Total gross annual household income includes all taxable and nontaxable revenues from all people living in the home, from whatever sources derived, including, but not limited to, wages, salaries, interest, dividends, spousal and child support payments, public assistance payments, Social Security and pensions, housing and military subsidies, rental income, income from self-employment and all employment-related, non-cash income.

†Learn more and get a personalized rate analysis at pge.com/findrates

How You Can Apply

Online: Apply online for faster enrollment at pge.com/care

Phone: Apply by calling
1-866-743-2273

Email:
Take a picture or scan completed application and email this image to
CAREandFERA@pge.com

Mail:
Send completed application to
CARE/FERA Program
P.O. Box 7979
San Francisco, CA 94120-7979

Fax:
Send completed application to
1-877-302-7563

Other Helpful Programs and Services

Energy Savings Assistance Program

pge.com/energysavings
1-800-933-9555

This program provides energy-efficient home improvements and appliances at no cost to customers who qualify for CARE and rent or own a home that is at least five years old.



My Account

pge.com/myaccount

Log in to My Account to sign up for billing and payment alerts, analyze your household's energy usage, pay your bills and learn more about your rate plan options.

Budget Billing

pge.com/budgetbilling
1-800-743-5000

Your monthly bill will be averaged out to allow you to budget your energy costs and eliminate big payment swings.

Medical Baseline

pge.com/medicalbaseline

If you depend on life-support or other equipment due to medical needs, you may be eligible for additional energy at the lowest price through the Medical Baseline program.

Low Income Home Energy Assistance Program (LIHEAP)

1-866-675-6623

If you spend a high percentage of your income on energy bills, you may be eligible to receive financial assistance and weatherproofing services through this program administered by the California Department of Community Services and Development.

Universal Lifeline Telephone Service (ULTS)

Get discounted telephone access when you meet similar income guidelines as the CARE program. To learn more, contact your local phone service provider.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 10, 2020

Subject: Pebble Beach Community Services District – Regular Board Meeting
October 30, 2020

DISCUSSION

Agenda items from the October 30, 2020 meeting that are of specific interest to this District:

- Total cash balance at the end of Sept 2020 was \$21.5M; of that amount, \$15.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The September 2020 Cash Basis Budget Report showed revenues of \$0.6M or 2.4% of budget. Total expenditures through September total \$1.9M or 7.2% of budget.
- Forest Lake Reservoir held 33 MG (million gallons) of recycled water or 29% of permitted capacity. Current storage volume is 32% above the historic average of 25 MG.
- Total irrigation water demand for the 2020 calendar year through September was 815 AF (acre feet). Total demand for the calendar year is 3% below the 5-year average of 843 AF. The month of September reflected a net storage decrease of approximately 5 million gallons. By comparison, a net storage decrease of approximately 15 MG was observed in September of last year.
- Average daily wastewater flow of 349,000 gallons per day (GPD) was measured in September at the PBCSD-Carmel gate. This represents 31% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 3% above the five-year average of 338,000 GPD for the month of September; the CAWD total flow was 3% below the five-year average of 1,150,000 GPD for September.

- The 4th Fairway Diversion is currently the only facility online and in production. The MPCC No. 8 Well, MPCC No. 9 Well, and MPCC Bird Rock Well were all shutdown at the end of September as irrigation demand slowed. Total production for the 2020 calendar year through mid-October is approximately 14.2 million gallons.
- The District’s Associate Engineer has given his notice, so they are planning to shelve (in the short term) their pump station rehabilitation plans.
- The Board approved a +\$36K budget increase to provide engineering services during panel fabrication and installation phases for the Spanish Bay Pump Station P8 Electrical and SCADA Improvement Project and award the fabrication contract for new PLC and Motor Control panels from Tesco Controls.
- Staff provided an informational update on the District’s Section 115 Trust and CalPERS Unfunded Liability (UAL). The District has a funded ratio of 96.3% and an unfunded accrued liability of \$241,000. The District currently holds \$1.7M in their Section 115 Trust. They have a policy not to pay the CalPERS UAL unless the funded ratio falls below 95% or the market value of the Section 115 trust falls below twice the amount of the UAL.
- The Board approved job descriptions for both Associate and Assistant Engineer positions and authorized the recruitment of one engineering position.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 20	37.211	25.504	11.707	31.461%
Aug – 20	36.386	24.877	11.509	31.630%
Sept - 20	33.559	23.082	10.477	31.220%
Total	107.156	73.463	33.693	31.442%

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – November 2, 2020**

A meeting of the Retirement Pension Plan Trustees was held on Monday, November 2, 2020 at 2:00 p.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Barbara Buikema, General Manager, Trustee
Haley Hitchman, Hastie Financial Group

Note: This meeting was held via ZOOM software

I. 3rd Quarter 2020 Review

As of 09-30-20 the economic news shows signs of improvement. The job market continues to show slow improvement and the effects on consumer confidence and spending becoming less apparent. After post-pandemic lows consumer confidence and spending has returned to a positive trend. This suggests the expiration of expanded federal unemployment benefits may not slow the recovery as much as feared. The business sector continues to do well. Business confidence and investment are largely back to pre-pandemic levels. Despite the rise in medical risks, the recovery is still on track.

For the third quarter of 2020 time weighted return on the portfolio was 7.43%. Net investment gain was \$407,486. With 60% of the risk of the S&P the portfolio picked up 83% of the return. Calendar year-to-date the time weighted return on the portfolio was 7.13% reflecting portfolio protection during bear market.

Performance of individual securities: JP Morgan Large Cap Grown contained “a lot of technology” with resulting return of 15.30%; Federated Hermes Kaufmann Small-Cap underperformed compared to the S & P; iShares Morningstar Mid-Cap picked up in early July. The market is beginning to see small cap stocks grow – which is why iShares was purchased. Total domestic equity annualized return was 10.24% for the quarter. Bond portfolio is overweight on U.S. holdings and will remain so if safety net is positive. American Funds U.S. Government Securities provides down-market protection and is what the Fed is buying. PGIM High Yield Fund is highly correlate to stocks. Guggenheim Total Return Bond Fund outperformed American funds.

The Committee asked Hastie Financial to show us how a 65/35 portfolio allocation might perform. Currently our portfolio is allocated 60% stocks/40% bonds.

II. 4th Quarter Action Plan

Hastie recommended selling 5% of portfolio holdings in American Funds Government Securities and purchasing BlackRock Inflation Protected Bonds. This is a Treasury Inflation Protected holdings. The Fed has indicated it is willing to allow inflation to drift above 2%.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.67		0.66		0.67	
Standard Deviation (b)	12.31	17.74	10.46	14.88	9.44	13.25
Mean	13.73	12.28	13.08	14.15	11.09	13.74
Alpha	4.34		2.93		1.48	

- (a) Strategy is to maintain Beta in the range of 0.60 - 0.67.
- (b) Strategy is to remain at roughly 2/3 of S & P 500, this is inline with current investment objectives
- (c) Alpha is strong given that gold is down, and markets are up.

There being no further business, the meeting was adjourned at approximately 2:40 p.m.

Respectfully submitted,
Barbara Buikema
General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

3rd Quarter 2020 Review

4th Quarter 2020 Action Plan

November 2, 2020

Change in Market Value Register

From 7/1/2020 to 9/30/2020

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	07/01/2020	5,492,286.81	(46,237.92)	397,346.53	19,662.86	5,853,535.75	407,486.86	09/30/2020	7.43

Change in Market Value Register

From 1/1/2020 to 9/30/2020

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	01/01/2020	5,604,131.07	(137,832.72)	346,615.64	68,361.56	5,853,535.75	387,237.41	09/30/2020	7.13

Performance by Security

From 7/1/2020 to 9/30/2020

Carmel Area Wastewater

Holdings by Account and Asset Class (Primary)

Description	Market Value (7/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (9/30/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
JPMorgan Large-Cap Growth Fund CI I	666,211.08	255,529.57	.00	1,059,986.25	15.30
iShares Core S&P 500 ETF	780,660.67	(182,067.69)	2,917.92	654,216.40	9.62
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	439,868.51	.00	.00	470,358.98	6.93
Columbia Contrarian Core Fund Advisor CI	294,111.84	.00	.00	319,781.36	8.73
iShares Morningstar Mid-Cap Growth ETF	.00	282,082.32	73.85	297,774.00	5.59
Columbia Dividend Income Fund Advisor CI	520,553.58	(245,799.38)	1,272.58	291,410.20	6.18
Vanguard Mid-Cap Index Fund Admiral Shares	307,588.92	(309,680.65)	.00	.00	0.68
Total Domestic Equity	\$3,008,994.60	(\$199,935.83)	\$4,264.35	\$3,093,527.19	10.24
International Equity					
PGIM Jennison International Opportunities Fund-CI Z	237,040.27	314,328.51	.00	613,470.25	11.73
Invesco Emerging Markets All Capital Fund CI Y	243,443.76	(254,010.01)	.00	.00	4.34
Total International Equity	\$480,484.03	\$60,318.50	\$0.00	\$613,470.25	13.54

Performance by Security

From 7/1/2020 to 9/30/2020

Description	Market Value (7/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (9/30/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Bond					
American Funds U.S. Government Securities Cl F-2	472,356.39	84,982.84	1,095.97	559,034.99	0.51
PGIM High-Yield Fund- Cl Z	484,364.67	7,630.65	7,630.65	508,924.34	5.07
Guggenheim Total Return Bond Fund Institutional Cl	397,156.84	2,724.73	2,724.73	408,043.51	2.74
Total Domestic Bond	\$1,353,877.90	\$95,338.22	\$11,451.35	\$1,476,002.83	2.67
International Bond					
PGIM Global Total Return Fund Cl Z	436,734.24	3,941.10	3,941.10	454,099.01	3.98

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	8.93	15.15	12.28	14.15
Russell 1000	9.47	16.01	12.38	14.09
Russell Mid Cap	7.46	4.55	7.13	10.13
Russell 2000 Growth	7.16	15.71	8.18	11.42
MSCI EAFE	4.80	0.49	0.62	5.26
MSCI Emerging Markets	9.56	10.54	2.42	8.97
Barclays Capital US Aggregate	0.62	6.98	5.24	4.18

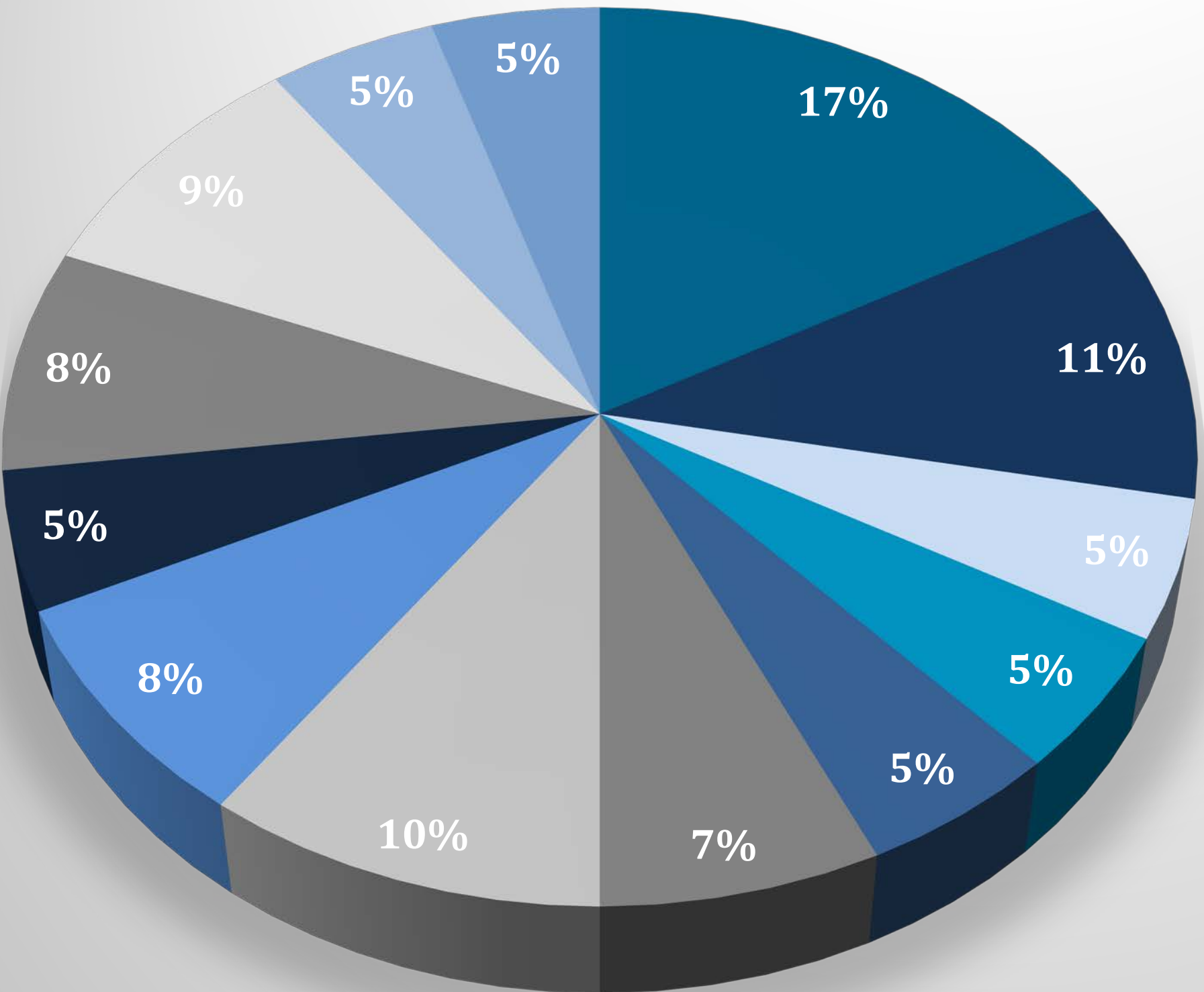
■ Sell:

- American Funds Government Securities (sell 5%)

■ Buy:

- BlackRock Inflation Protected Bond

- Rebalance the rest of the portfolio



- JP Morgan Large Cap Growth - 17%
- iShares Core S&P 500 - 11%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 5%
- iShares Morningstar Mid Cap - 5%
- Federated Kaufmann Small Cap - 7%
- PGIM International Opportunities - 10%
- PGIM Global Total Return - 8%
- American Funds Govt. Securities - 5%
- Guggenheim Total Return - 8%
- PGIM High Yield - 9%
- BlackRock Inflation Protected Bond - 5%
- Cash - 5%

BETA

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.67	0.66	0.67

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
JPMorgan Large Cap Growth	1.06	0.69
iShares Core S&P 500	1.00	0.04
Columbia Contrarian Core	1.03	0.77
Columbia Dividend Income	0.86	0.71
Vanguard Mid Cap	1.05	0.04
Federated Kaufmann Small Cap	1.09	0.91
Invesco Developing Markets	1.05	1.16
Guggenheim Market Neutral REIT	0.42	1.65
PGIM Global Total Return	1.28	0.63
American Funds Govt. Securities	0.76	0.36
Guggenheim Total Return	0.74	0.52
PGIM High Yield	0.29	0.55
BlackRock Inflation Protected Bond	0.97	0.65

STANDARD DEVIATION:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	12.31	10.46	9.44
Standard & Poor's 500 Index	17.74	14.88	13.25

MEAN:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	13.73	13.08	11.09
Standard & Poor's 500 Index	12.28	14.15	13.74

ALPHA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	4.34	2.93	1.48

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 10, 2020

Subject: Summary of Monterey County Treasurer Report dated 09-30-20

RECOMMENDATION

No action required – this is informational only

DISCUSSION

During the July – September quarter, the effects of the coronavirus continued to ripple through global economies and financial markets. The Federal Reserve extended its forward guidance regarding zero short-term interest rates through 2023. Some economic indicators were strong and recovered at a faster pace than originally expected, leading various economists to pull forward the expected timeframe for recovery. The U.S. Treasury yield curve remained relatively unchanged over the quarter with most maturities ending the quarter within 0.05% of where they began.

On September 30, 2020, the Monterey County investment portfolio contained an amortized book value of \$1,922,106,918 spread among 203 separate securities and funds. The par value on those funds was \$1,918,472,919 with a market value of \$1,922,009,718 or 99.9% of amortized book value. The portfolio produced an estimated quarterly income of \$7,320,942. The investment portfolio had a weighted average maturity of 380 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity and enhanced investment opportunities.

PORTFOLIO CHARACTERISTICS			
	03-31-20	06-30-20	09-30-20
Total Assets	\$1,817,425,030.14	\$1,805,293,911.87	\$1,918,472,919.39
Market Value	\$1,814,484,769.93	\$1,803,857,359.57	\$1,922,009,718.02
Days to Maturity	278	307	380
Yield	2.25%	1.89%	1.61%
Estimated Earnings	\$10,116,975.49	\$9,031,433.43	\$7,320,952.18

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

PORTFOLIO ASSET COMPOSITION 09-30-20	
Corporate Notes	15.1%
Overnight Liquid Assets	23.5%
US Treasuries	40.6%
Federal Agencies	18.6%
Negotiable CDs	2.0%
Supranationals	<0.1%
Municipal Bonds	<0.1%

Future Strategy: Since the start of the pandemic, the volatility of the bond market has subsided, and interest rates have stabilized. With the expectation that the Federal Reserve will maintain their zero interest rate policy for the next several years, interest rates are expected to remain stable and low. Given this, the County has resumed investing excess liquidity into securities to lock in interest rates and to safely maximize the portfolio return. The portfolio will continue to be actively managed under the established tenets of safety and liquidity while seeking to maximize the rate of return.

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

Note: The Monterey County Treasurer Report-Board Report and Exhibits is available at: <https://www.co.monterey.ca.us/government/departments-i-z/treasurer-tax-collector/treasury>

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager
Ed Waggoner, Operations Superintendent

SUBJECT: NPDES Permit Violations

DATE: December 10, 2020

RECOMMENDATION

Informational only – No action required

DISCUSSION

The District was notified on November 13, 2020 that violations identified in the Central Coast Regional Water Quality Control Board's water quality system allow us to participate in the expedited payment program to address \$9,000 in liability.

Subdivisions (h) and (i) of California Water Code § 13385 require the assessment of a mandatory minimum penalty of \$3,000 for specified serious and non-serious effluent limit violations. The District had three (3) violations between September 2019 and January 2020 as follows:

1. Violation Number 1066006, Date 09/04/2019, for Hexachlorobenzene. Staff researched possible sources. Treatment plant receives flows from golf course(s) runoff that is diverted from storm water collection system's that discharge into Carmel Bay. CAWD Staff set up a three-month sampling program for brine haulers and acquired samples at different locations in the collection system including flows from Pebble Beach Community Service District collection system. After this study specific to Hexachlorobenzene, staff could not determine a point source for the Hexachlorobenzene in the service area. Staff is prepared to increase sampling in the future if Hexachlorobenzene is detected in the upcoming permitted sampling program.

2. Violation Number 1067449, Date 10/11/2019, for dichlorodiphenyltrichloroethane/dichlorodiphenyldichloroethane/dichlorodiphenyldichloroethylene (DDT/DDD/DDE), Sum of P, P' & O,P' (isomer: P,P' desired and O,P' impurity). Our sampling results for the DDT sum included a Detected, Not Quantified (DNQ) value for one of the DDT isomers (o,p DDD). The contract laboratory using the Environmental Protection Agency (EPA) method 608, produced results that were below their reportable limit (RL) thus unable to validate the reported value ,which resulted in a "J" flag (DNQ – "J") this flag is used to note whenever the measured concentration is lower than the RL but above the method detection limit) of this analysis. Staff resampled the Monitoring Location EFF-001 , which is the location where representative effluent sample can be collected after treatment site for quarterly DDT, and analyze with two different contract laboratories using test EPA method 625P to validate the "J" flag (DNQ) of this analysis. The laboratory results from all three contract laboratories show all samples to be within permit limits. No further action was taken by CAWD Staff.

3. Violation Number 1067449, Date 01/31/2020, for DDT/DDD/DDE, Sum of P, P & O,P. CAWD's sampling results for the DDT isomer sum for the 4th quarter, this resulted in an exceedance of our 30-day average limit conditions. The contract laboratory using EPA method 608 produced results which were below their Reportable Limit (RL) thus unable to validate the reported value which resulted in a "J" flag (DNQ) of this analysis. Staff resampled the EFF-001 site for quarterly DDT and analyze with two different contract laboratories using test EPA method 625P to validate the "J" flag (DNQ) of this analysis. CAWD resampled the EFF-001 site for quarterly DDT and analyze with two different contract laboratories. Staff is now obtaining samples from different influent flow streams to the treatment facility to determine source area of DDT/DDD/DDE. CAWD Staff decided to change contract laboratories from McCampell Analytical, Inc. to Fruit Growers Laboratory. Since the change to the new laboratory there have been no permit violations on DDT/DDD/DDE regarding the last three quarters sampling periods. Fruit Growers Laboratory has newer analytical testing equipment allowing it to obtain lower Reportable Limits on samples than McCampell Analytical.

FINANCIAL

This is an unbudgeted operating expense.

Mandatory minimum liability \$3,000 per effluent violation x 3 = \$9,000

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 10, 2020

Subject: Quarterly Progress Report (July - Oct 2020)

RECOMMENDATION

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

DISCUSSION

General Management

- Updated District's Conflict of Interest Code and filed with the County of Monterey
- The Board approved updated plumbing permit fees – I believe we have managed to place this on an annual cycle.
- Arranged for an amendment to the River Watch Settlement Agreement to provide for an additional year in the face of restrictions placed on the District due to COVID-19.
- Convinced Salary & Benefits Committee and full board of the necessity to hire an additional staff member as a hybrid Collections/Maintenance to meet the challenges presented to the District in the River Watch Settlement Agreement. New employee, Alex Quintero started work on November 2, 2020.
- Reported to the Board on difficulties the District would face in testing public for COVID-19. However, we continue to test weekly at the Plant for COVID-19 and to make that information available to the public by posting results on the website.

- Continue to work on Annexation for Carmel Valley and Highlands. We now expect it to go before Local Agency Formation Commission in Feb 2021. In conjunction with annexation we are making progress on Carmel Valley Manor sewer main extension and Corona Road extension. Both projects have been in the works for a couple of years, but we are finally seeing an endpoint.
- Continue to work with the County of Monterey on an agreement for Carmel River Floodplain Restoration and Enhancement Project (CRFREE) Project.
- Continue to work with the Coastal Commission on finalizing our Coastal Development Permit (CDP). We are now looking at amending the language to allow us to move forward with Phase II prior to the CDP finalization.
- Continue to work with local realtors and property owners on #2019-01 lateral ordinance. It has been generally well accepted, but the volume of home sales due to COVID has been explosive. Since implementation of the updated ordinance the District has issued 416 private sewer lateral certificates.
- Project to build protective wall and barrier at front counter in Admin is still in the works. Due to COVID-19 the supply chain is simply taking longer – we are now looking at construction in December.
- Continue to approach COVID management with a team approach by encouraging all management employees to participate in development and implementation of solutions.

Financial Matters

- Initiated credit card payment processing for plumbing permits. Staff has been working with plumbers to encourage them to use the new system. To date the response has been quite positive.
- The Reclamation Project bank accounts were compromised in the amount of \$29,634. To date we have recovered all but \$1,787. We are still working on the final outstanding amount, but we have passed the 90-day threshold for recovery, so it becomes less certain. Because of the lack of service we received from Union Bank in this recovery we explored other options and have moved the District's banking relationship to Chase Bank – the transition is still currently underway, but all is progressing well.
- Recommended and the Board approved the payment of CalPERS UAL for \$725K to Classic plan and \$56,674 for PEPRA plan.

- Recommended and received Board approval to open a Section 115 Pension Trust to assist the District in meeting future CalPERS obligations.

Personnel Management

- Employee negotiation for health insurance are ongoing – new rates go into effect January 1, 2021.
- Staff seems to be in good spirits considering the COVID-19 lockdown. Managers have been instructed to work with employees as much as possible to recognize some of the stresses that COVID-19 is placing on them and their families. We have also asked Beth Ingram to be particularly alert to effects of COVID-19 lockdown.
- Arranged an Employee Box Lunch at the plant with masks and social distancing because we were not able to have our annual Employee BBQ. Given the restrictions placed on staff from COVID it was very successful and much appreciated by staff. Management staff is planning to come up with a substitute to our annual gift exchange for Xmas.

Public & Community Relations

- All public meetings have either stopped or are being held via ZOOM.
- Participated with internship program remotely at the Naval Post Graduate School for a class called “Managing for Organizational Effectiveness” class. We had the opportunity to include all management staff in this exercise and it was very well received.
- In September, I participated in the City of Carmel-by-the-Sea’s Climate Committee by presenting on sea level rise and the future of the wastewater district.

Barbara Buikema, General Manager
Carmel Area Wastewater District
3945 Rio Road
P.O. Box 221428
Carmel, CA 93922

December 1, 2020

Dear Barbara,

Please share the following feedback with your board for their upcoming meeting.

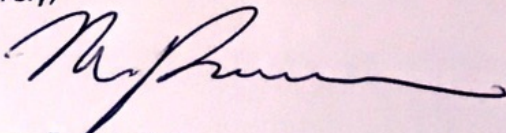
I respectfully request an adjustment or ex post facto refund on restaurant 2020-2021 sewer use fees seeing as they are based on an unrealistic estimate of our water use. As the owner of Carmel Belle, I will briefly speak to my case specifically, though it is one example of a challenge shared by all restaurants.

Carmel Belle, a café on San Carlos between Ocean & 7th was charged \$4,931.41 for fiscal year 2020-21 based on **75 seats** and 2 meals. Our legal indoor capacity is indeed 75 seats, however as you know, indoor dining has been prohibited for the better part of 2020 and continues to be prohibited indefinitely into 2021. Outdoor dining has also been limited due to space and health and safety constraints. We may soon see outdoor dining halted until COVID cases sufficiently decrease. As you would assume, takeout food and beverages do not incur the same amount of wastewater use as dine-in orders.

I understand that the board has been collecting information for the last several months to consider this issue. I strongly hope you now have sufficient evidence to take action and provide a fair change in how sewer use fees are calculated. I leave it to the experts to determine the new calculation method but ask the board to join the many utilities and government agencies that have similarly adjusted to new use costs that reflect business during the COVID pandemic.

Please contact me at meghan.rasmussen@gmail.com if any follow-up questions.

Sincerely,



Meghan Rasmussen
Owner, Carmel Belle