



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

September 24,
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As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.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.



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
*Thursday, 9:00 a.m., August 27, 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 9:04 a.m.

Present: Directors: D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel, And President 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

Daryl Lauer, Collections Superintendent, CAWD

Karla Cristi, CMMS Plant Administrative Coordinator, CAWD

Domine Barringer, Administrative Assistant/Board Clerk, CAWD

Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Nick Becker, District Engineer, PBCSD

Ric Verbanec, Director, PBCSD

Tim Monahan, Principal Engineer, SRT Consultants

Nina Mao, Engineer, SRT Consultants

1. Public Comments:

No public comment

2. Agenda Changes:

- Insertion of the Hayashi Wayland Independent Accountants' Report (noted as the Bank Statement Review on the Agenda)
- Item No. 3, Page 8, at the bottom, the meeting time ending should be reflected as 11:42 am
- Item No. 6, page 14, the heading of the report should read July

- Item No. 21, page 97, under “Discussion” section, second sentence should read “The existing wastewater main...”
- Item No. 27, page 131, the presentation, and Staff Report was moved forward to the next item up for discussion

3. Carmel Meadows Gravity Sewer Improvements Project #19-03 Design Update – Staff Report by Principal Engineer, Rachél Lather; PowerPoint presentation by Principal Engineer, Rachél Lather, District Superintendent, Daryl Lauer, and SRT Consultants’ Principal Engineer, Tim Monahan

Following the staff report, staff were asked questions to include: the slope of the pipeline and if that slope will increase risks of blockage; the ability for CAWD to be notified if the individual ejector pump stations fail or have backups; the methods of pipeline installation; if CAWD will remove the existing pipeline materials that are being replaced; and auxiliary power to the ejector pumps in case of power outages.

After discussion, the Board accepted the report and requested the addition of a preventive maintenance plan; examination on removing, at least, the aerial portions of the existing pipeline; and to look at the sizing of the 1 ¼” pipeline from the pump stations.

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 Siegfried 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:

4. Salary & Benefits Committee Meeting Minutes of July 28, 2020
Board Meeting Minutes of July 30, 2020
Salary & Benefits Committee Meeting Minutes of August 10, 2020
5. Bank Statement Review by Hayashi Wayland – July 2020
6. Schedule of Cash Receipts and Disbursements – July 2020
7. Register of Disbursements - Carmel Area Wastewater District – July 2020
8. Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2020
9. Financial Statements and Supplementary Schedules – July 2020
10. Collection System Superintendent’s Report (2020- July, June & May)

11. Safety and Regulatory Compliance Report – July 2020
12. Treatment Facility Operations Report – (2020- July, June & May)
13. Laboratory/Environmental Compliance Report – July 2020
14. Capital Projects Report/Implementation Plan
15. Project Summaries
16. Plant Operations Report – July 2020
17. Maintenance Projects Report – July 2020
18. Principal Engineer Monthly Report - General Engineering – July 2020

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

19. **Resolution No. 2020-50**; Report by Plant Engineer, Patrick Treanor

Board Action

After a brief discussion, a motion to approve the Resolution was made by Director D’Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-50, accepting the lowest responsible and responsive bid for the “500kW portable standby generator” (Project #18-08) and awarding the purchase contract to Quinn Power Systems for \$288,960.

20. **Resolution No. 2020-51**; Report by Plant Superintendent, Ed Waggoner

Board Action

After brief discussion, a motion to approve the Resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-51, approving a capital expenditure for CAWD/PBCSD Reclamation Project to replace the Micro Filtration (MF) Modules in an amount not to exceed \$105,000.

- 21. Resolution No. 2020-52;** Report by Principal Accountant, Jim Grover and Verbally presented by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-52, authorizing the annual adjustment of the District's Capital Improvement Reserve Fund balance by transferring \$3,535,549 to the Capital Fund and the annual adjustment of the General O&M Fund balance by transferring \$6,193,345 to the Capital Improvement Reserve Fund.

- 22. Resolution No. 2020-53;** Report by Principal Engineer, Rachél Lather

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 unanimously adopted Resolution 2020-53, approving a Notice of Intent to adopt a Mitigated Negative Declaration for the Rancho Canada Sewer Replacement Project #19-13.

- 23. Resolution No. 2020-54;** Report by Maintenance Superintendent, Chris Foley

Board Action

A motion to approve the Resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-54, authorizing the staff to solicit bids for a 70kW trailer mount portable power generator for emergency use at collection pump stations.

- 24. Resolution No. 2020-55;** Report by Maintenance Superintendent, Chris Foley

Board Action

After brief discussion, a motion to approve the Resolution was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-55, authorizing the General Manager to contract with Bryan Mailey Electric for electrical services during Fiscal Year 2020-2021 in an amount not to exceed \$200,000.

- 25. Resolution No. 2020-56;** Report by Maintenance Superintendent, Chris Foley

Board Action

After discussion, a motion to approve the Resolution was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board adopted Resolution 2020-56, authorizing staff to solicit bids for a utility truck with a box mounted crane.

26. Resolution No. 2020-57; Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve the Resolution was made by Director Siegfried and seconded by President White. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-57, approving the job description and additional staff member "Collection/Maintenance Utility Worker I" at Range 6 on the Classification Schedule for a limited 3-year term.

OTHER ITEMS BEFORE THE BOARD

27. Topics for the upcoming District's Fall 2020 CAWD Connections Newsletter - Report by General Manager, Barbara Buikema

Topics discussed:

- Award of Collection Worker of The Year for Robert Bowman
- Discussion of current annexations including Carmel Valley Manor
- Addition of the District's new requirements of analyzing for fluorine chemicals also known as Per- and polyfluoroalkyl substances (PFAS)
- Microorganism of the Month
- COVID-19 impact and the District's response with a focus on the construction at the District's Administration building
- Using the newsletter to ask the public for input on specific topics and to use our website for feedback

28. Board inquiry into COVID-19 testing abilities - Report by General Manager, Barbara Buikema and Plant Superintendent, Ed Waggoner

The Board acknowledged that it would not be feasible for the District to test the public or staff for COVID-19 but encouraged the continuance of testing the wastewater for the presence of the coronavirus and the disease.

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. The Special District Association July 21, 2020 meeting report was presented by General Manager, Barbara Buikema.

31. The Retirement Pension Plan Trustees July 23, 2020 meeting report was presented by General Manager, Barbara Buikema.

32. The PBCSD July 26, 2020 Regular Board Meeting report presented by General Manager, Barbara Buikema.
33. A summary of the Monterey County Treasurer Report of June 30, 2020 was presented by General Manager, Barbara Buikema.

COMMUNICATIONS

34. General Manager's Report given by Barbara Buikema.

Topics:

- River Watch Settlement Agreement Amendment No. 1
 - Computer Cyber Security Training required for the Board
 - Fraud of Reclamation Bank Account – various purchases done by credit cards
 - Inquiries for adjustments to sewer fees for commercial customers due to COVID-19 pandemic financial impact
35. Announcements on subjects of interest to the Board made by members of the Board or staff
 - Director D'Ambrosio is scheduled to attend the Friday, September 25, 2020 PBCSD Board meeting.
 - Director Townsend is scheduled to attend but announced she will not attend the Special Districts Association of Monterey County meeting on Thursday, October 20, 2020.
 - Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020.
 - The Board expressed appreciation of the outstanding quality of work that the Principal Accountant has done and continues to do. As well as appreciation for work contributed by the Plant Superintendent and Principal Engineer for the Reclamation meetings. The Board also noted that the quality of the Board Agenda and Packet has improved dramatically and complemented the staff.
 - A PBCSD Board member commented on distributing the CAWD Connections Newsletter to the residents of Pebble Beach and to include PBCSD staff accountants in a communication loop regarding the fraud activity that occurred with the District's Reclamation bank account.

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

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

The Board adjourned to closed session at 11:03 a.m. and after a brief recess the Board convened in closed session at 11:10 a.m. The Board came out of the closed session at 11:32 a.m. and Legal Counsel announced that the Board had convened into closed session with regard to the two items listed on the Agenda having to do with performance evaluations of two public officials and employees. The Board took up each of those matters regarding the performance evaluations of Legal Counsel and the General Manager. The Board completed both of those evaluations and no other reportable action was taken. The Board then reconvened to regular session at 11:32 a.m.

37. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:33 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **September 24, 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



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

September 11, 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 August 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.

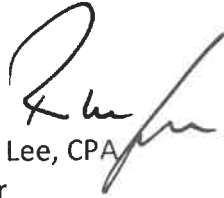
The procedures we performed and the associated findings are as follows:

- (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.



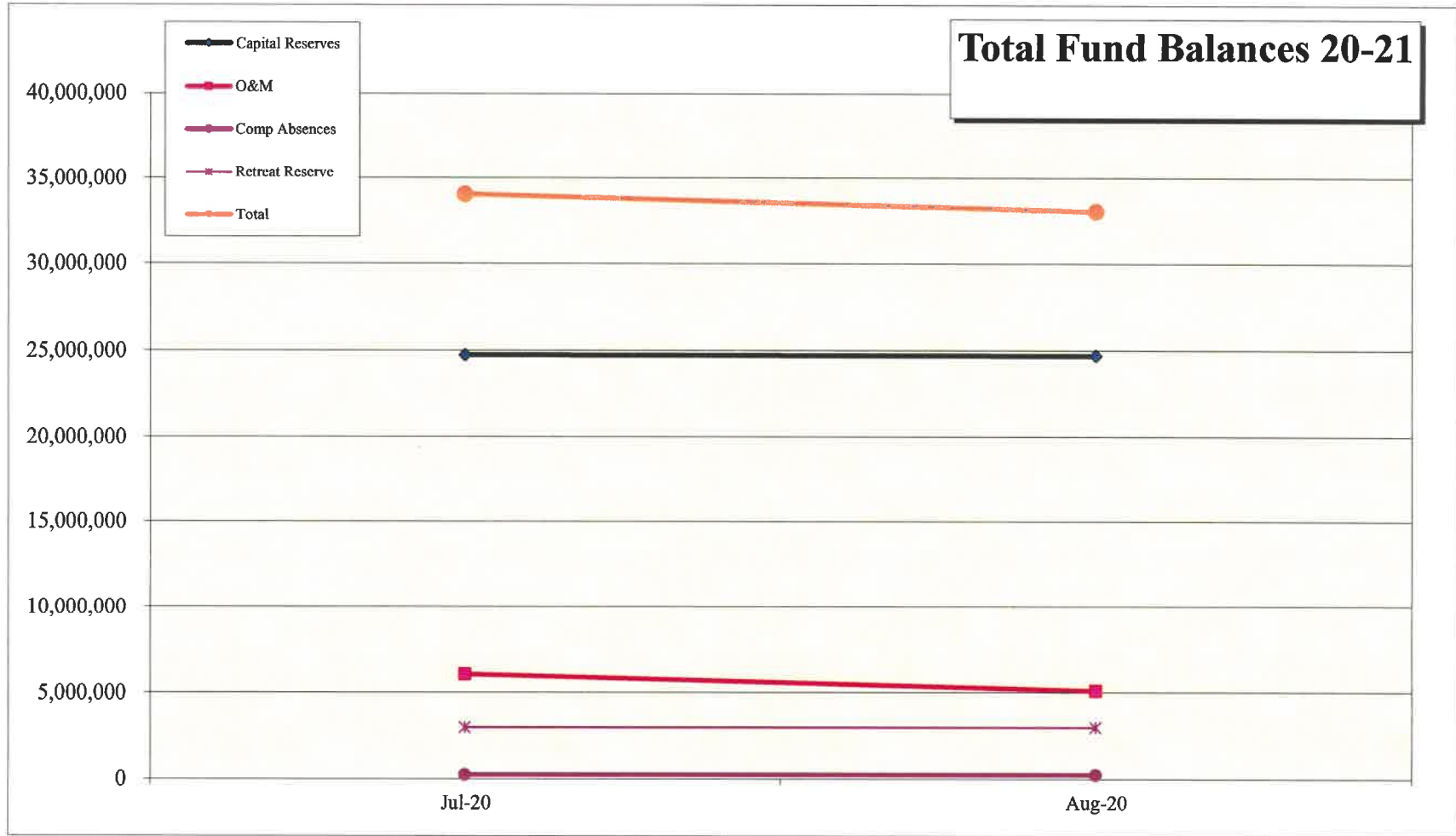
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

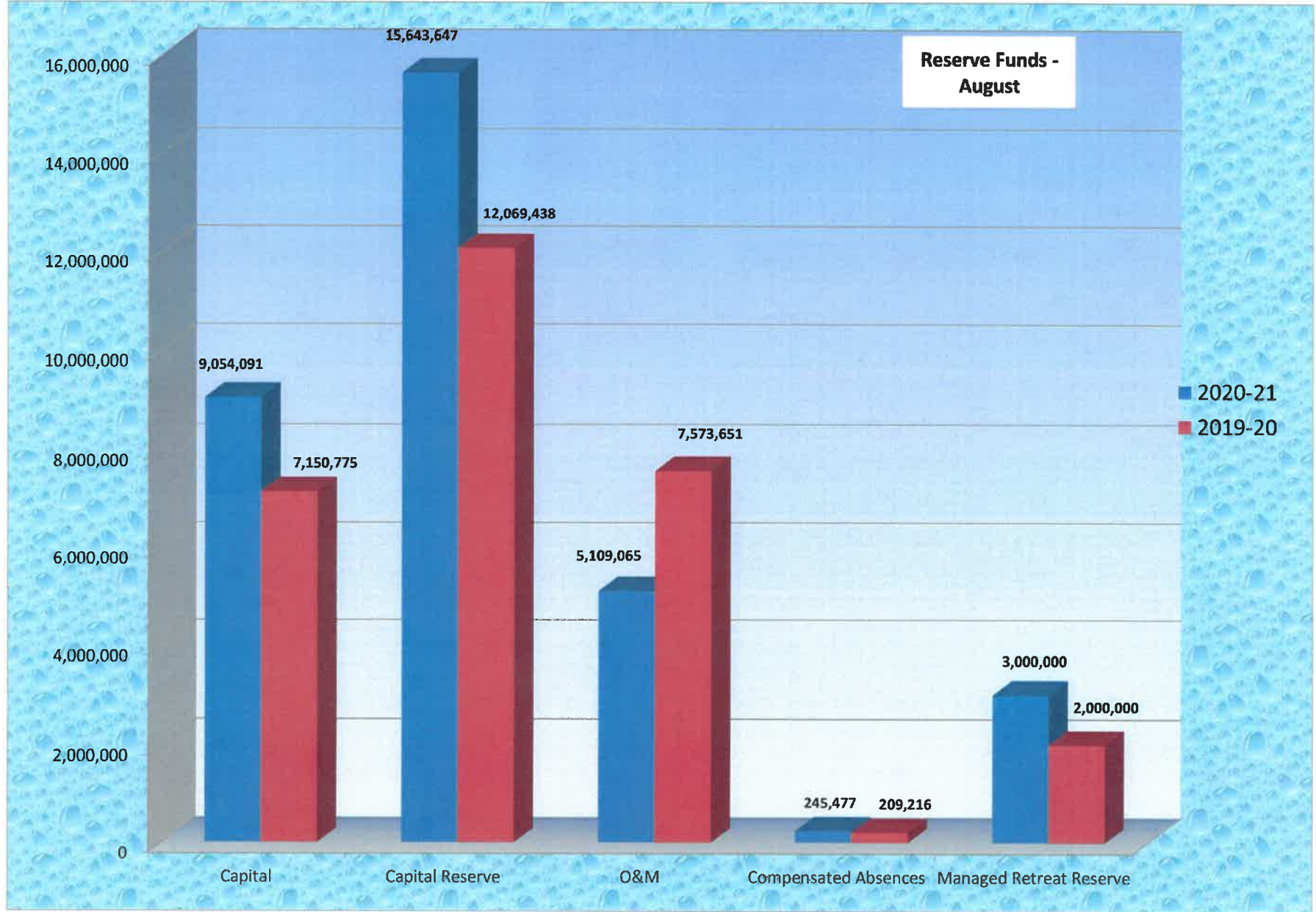


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - AUGUST 2020

	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	\$9,097,411	\$15,643,647	\$6,065,744	\$245,477	\$3,000,000	\$34,052,279	\$1,535,228	\$119,164	\$1,189,179
Receipts:									
User Fees							100		
Property Taxes									
PBCSD Treatment Fees							90,000		
Reclamation O & M reimbursement							95,556		
Reclamation capital billing									
Permits							7,920		
PBCSD capital billing									
Other misc. revenue							9,275		
Interest income								1	
Connection Fees									
Plan Review									
W/C audit refund									
CCLEAN receipts									
Pooled liability dividend									
Void checks									
Total Receipts	0	0	0	0	0	0	202,851	1	0
Fund Transfers:									
Transfers to Union Bank O&M	(43,320)		(956,680)				1,000,000		
Transfers to Union Bank PR							(345,000)	345,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(43,320)	0	(956,680)	0	0	(1,000,000)	655,000	345,000	0
Disbursements:									
Operations and capital							312,347		
Payroll & payroll taxes								329,160	
Employee Dental reimbursements							419		
CALPERS EFT							51,637		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							881		
Home Depot EFT							676		
US Bank EFT							7,402		
Deferred comp contributions EFT								15,802	
PEHP contributions EFT								3,060	
Bank/ADP fees							288	1,367	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability							781,674		
GASB 68 report fee & SSA 218 fee							700		
Total Disbursements	0	0	0	0	0	0	1,156,024	349,389	0
BALANCE END OF MONTH	9,054,091	15,643,647	5,109,065	245,477	3,000,000	33,052,279	1,237,055	114,776	1,189,179



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



Carmel Area Wastewater District
Disbursements
Aug-20

Date	Check	Vendor	Description	Amount
08/03/20	35339	American Fidelity Assurance Company	Flex accounts	123.07
08/03/20	35340	American Fidelity Assurance	Employee insurance premiums	699.52
08/03/20	35341	Culligan Water	C&I exchange service at the lab	17.35
08/03/20	35342	Equitable Financial Life Insurance	Life insurance and LT disability premium	1,888.85
08/03/20	35343	First Alarm	Quarterly Plant alarm and replace panel battery	540.71
08/03/20	35344	McMaster-Carr	Aluminum U-channels	81.27
08/03/20	35345	Monterey County Clerk	Filing fee for a Notice of Determination for Negative Declaration for the annexation project	2,456.75
08/03/20	35346	Patelco Credit Union	Health savings accounts contributions	5,870.33
08/03/20	35347	Scarborough Lumber (Ace Hardware)	Operating supplies	686.88
08/03/20	35348	Vision Service Plan	Vision insurance premium	573.30
08/03/20	35349	Applied Marine Sciences	May CCLEAN	33,619.25
08/21/20	35350	Alliant Insurance Services-NPB Main	Fiduciary Liability annual premium	2,538.00
08/21/20	35351	American Lock & Key	Replace seven locks at the pump stations	1,272.41
08/21/20	35352	Applied Marine Sciences	CCLEAN expenses	71,368.21
08/21/20	35353	AT&T CALNET 3	Various phone lines for devices	970.52
08/21/20	35354	AT&T	Admin fire alarm	42.83
08/21/20	35355	Beecher Engineering	Standby Power Reliability Project #18-08 (CAPITAL)	1,400.00
08/21/20	35356	Biobot Analytics	Analysis of tertiary filtered effluent for COVID-19	1,020.00
08/21/20	35357	Bryan Mailey Electric	Upgrade OPS basement electrical for PPE cleaning area, install 500 kw portable generator for Standby Power Reliability Project #18-08 (CAPITAL \$3,220.00) and electrical to Collections COVID-19 trailer	5,241.47
08/21/20	35358	Buckles-Smith Electric	Electrical supplies for the Standby Power Reliability Project #18-08 (CAPITAL)	4,873.53
08/21/20	35359	Cal-Am Water	Monthly service	782.61
08/21/20	35360	Carmel Marina Corporation	Admin garbage and Plant rolloffs	1,068.94
08/21/20	35361	CAWD\PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	507.62
08/21/20	35362	Cintas Corporation	Laundry service	325.64
08/21/20	35363	Clark Pest Control	Plant service	273.00
08/21/20	35364	Comcast	Pump stations internet	429.88
08/21/20	35365	Del Monte Gardeners	Easement clearings at Carmel City Yard, Mariposa Trail and Mission Field Road at Carmel River	5,200.00
08/21/20	35366	Denise Duffy & Associates	CAWD Annexation Project #19-09	6,358.10
08/21/20	35367	Exceedio	New laptop and ReCap Pro license	2,805.92
08/21/20	35368	Fastenal Company	Operating supplies	4,725.55
08/21/20	35369	Ferguson Enterprises	Standard wax ring	3.19
08/21/20	35370	Fisher Scientific	Lab supplies	457.74
08/21/20	35371	Frisch Engineering	Microturbine Gas Project #18-11 and the Pump Station SCADA Project #18-18 (CAPITAL)	12,920.00
08/21/20	35372	Harrington Industrial Plastics	Kits and service packs for Tuthill pumps	4,595.65
08/21/20	35373	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
08/21/20	35374	ICON Cloud Solutions	Monthly telephone service	585.43
08/21/20	35375	Image Source	Plant copier charges	94.10
08/21/20	35376	Karla Cristi	Dental	419.36
08/21/20	35377	Kennedy/Jenks Consultants	Rio Road CIPP Lining Project #19-07 (CAPITAL)	11,668.08
08/21/20	35378	Liberty Composting	Sludge hauling	6,709.04

Carmel Area Wastewater District
Disbursements
Aug-20

Date	Check	Vendor	Description	Amount
08/21/20	35379	McMaster-Carr	Pipe and Conduit Thread Adapter tool with mounting kit and die set	3,884.14
08/21/20	35380	MNS Engineers	Hatton Canyon Pipeline Bursting Project #18-17 (CAPITAL)	8,194.15
08/21/20	35381	Monterey Bay Analytical Services-VOID	Analysis of influent samples-VOID, DUPLICATE	0.00
08/21/20	35382	Monterey Auto Supply	Batteries, air filter and oil	647.17
08/21/20	35383	Monterey Tire Service	Tires for cart	165.42
08/21/20	35384	Monterey Bay Air Resources District	Annual Toxics permits for the Plant and pump stations	7,634.00
08/21/20	35385	Motion Industries	Oil seal	16.18
08/21/20	35386	Murphy Austin Adams Schoenfeld LLP	Option agreement with Monterey County legal fees	230.00
08/21/20	35387	Peninsula Welding & Medical Supply	Non-liquid cylinders for the lab and welding supplies	139.37
08/21/20	35388	OVERFLOW STUB		0.00
08/21/20	35389	Pacific Gas & Electric	Monthly service	39,756.16
08/21/20	35390	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
08/21/20	35391	Pure Water	Monthly service	103.00
08/21/20	35392	Quill LLC	Office supplies	183.15
08/21/20	35393	R&B a Core & Main Company	Mega flange with stainless steel bolts, gaskets and couplings	1,729.25
08/21/20	35394	Rain for Rent	Rental of box filter with spill guards for the Digester No. 1 & No. 2 Cleaning Project #18-07 (CAPITAL)	1,044.49
08/21/20	35395	Raymond DeOcampo	CWEA annual membership and LA-3 certificate renewal	293.00
08/21/20	35396	Smitty's Janitorial	Plant service	910.00
08/21/20	35397	Streamline	Website maintenance	400.00
08/21/20	35398	Town & Country Gardening	Monthly service	610.00
08/21/20	35399	Underground Service Alert	Annual service for 811 calls before digging	2,054.93
08/21/20	35400	Univar USA Inc.	Sodium bisulfate	7,026.88
08/21/20	35401	USA Blue Book	Core Pro bottom section with valves and adapters	342.22
08/21/20	35402	Wellington Law Offices	District legal services	2,841.00
08/26/20	35403	Coast Counties Glass	50% down for lobby enclosure at the admin. Building	10,755.00
				312,766.63

CAWD/PBCSD Reclamation Project
Disbursements
Aug-20

Date	Check	Vendor	Description	Amount
08/21/20	8886	Bryan Mailey Electric	Replace UPS at the Pad, VFD for P732 (Sand Filters) and floc basin AC motors and VFD's	3,010.00
08/21/20	8887	Cal-Am Water	Hydrant meter K	2,516.67
08/21/20	8888	CAWD	O&M, aeration and secondary PG&E reimbursements	82,204.37
08/21/20	8889	Exceedio	Wireless access point	447.19
08/21/20	8890	Fisher Scientific	Lab supplies	429.64
08/21/20	8891	Harrington Industrial Plastics	Lab supplies	9.63
08/21/20	8892	MANCO	Eaton VFD's and keypads	7,584.20
08/21/20	8893	Monterey Bay Analytical Services	RO sample analysis	1,332.00
08/21/20	8894	Pebble Beach Company	Reimbursement for COP interest	565.73
08/21/20	8895	PBCSD	June Supplemental O&M and Capital and July O&M (CAPITAL \$1,148.76)	43,474.23
08/21/20	8896	Pacific Gas & Electric	Tertiary and MF/RO	39,808.36
08/21/20	8897	Professional Water Technologies	Opticlean A 45 & S 45 and Spectraguard	12,984.90
08/21/20	8898	Thatcher Company of California	Sulfuric acid and container returns	4,750.22
08/21/20	8899	Weco Industries, LLC	Ammonia meter and calibration kit	1,782.42
				200,899.56



**Financial Statements
and
Supplementary Schedules**

August 2020

September 24, 2020

Carmel Area Wastewater District

Balance Sheet

August 2020

ASSETS

Current Assets

Cash

Cash

35,593,290.07

TOTAL Cash

35,593,290.07

Other Current Assets

Other Current Assets

622,364.15

TOTAL Other Current Assets

622,364.15

TOTAL Current Assets

36,215,654.22

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

70,049,164.20

TOTAL Treatment Structures

70,049,164.20

Treatment Equipment

Treatment Equipment

7,909,349.37

TOTAL Treatment Equipment

7,909,349.37

Collection Structures

Collection Structures

1,040,749.41

TOTAL Collection Structures

1,040,749.41

Collection Equipment

Collection Equipment

949,252.97

TOTAL Collection Equipment

949,252.97

Sewers

11,119,419.83

Disposal Facilities

Disposal Facilities

1,352,472.64

TOTAL Disposal Facilities

1,352,472.64

Other Fixed Assets

Other Fixed Assets

4,273,901.04

TOTAL Other Fixed Assets

4,273,901.04

Capital Improvement Projects

Capital Improvement Projects

4,186,469.82

TOTAL Capital Improvement Projects

4,186,469.82

Accumulated depreciation

(50,949,952.69)

TOTAL Fixed Assets

50,238,886.35

Other Assets

Other Assets

640,686.00

TOTAL Other Assets

640,686.00

TOTAL ASSETS

87,095,226.57

Carmel Area Wastewater District

Balance Sheet

August 2020

LIABILITIES

Current Liabilities		
Current Liabilities	1,142,148.98	
TOTAL Current Liabilities	<u>1,142,148.98</u>	1,142,148.98
Long-Term Liabilities		
Long Term Liabilities	865,494.12	
TOTAL Long-Term Liabilities	<u>865,494.12</u>	<u>865,494.12</u>
TOTAL LIABILITIES		<u>2,007,643.10</u>
	NET POSITION	
Net Assets	86,815,683.65	
Year-to-Date Earnings	(1,728,100.18)	
	<u>85,087,583.47</u>	
TOTAL NET POSITION		<u>85,087,583.47</u>
TOTAL LIABILITIES & NET POSITION		<u><u>87,095,226.57</u></u>

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	391,893.56	307,190.82	84,702.74	27.6 %
TOTAL Income	391,893.56	307,190.82	84,702.74	27.6 %
Adjustments				
Discounts	10.43	0.00	10.43	
TOTAL Adjustments	10.43	0.00	10.43	
*****	391,903.99	307,190.82	84,713.17	27.6 %
***** OPERATING INCOME	391,903.99	307,190.82	84,713.17	27.6 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	662,906.09	657,689.28	(5,216.81)	-0.8 %
TOTAL Salaries and Payroll Taxes	662,906.09	657,689.28	(5,216.81)	-0.8 %
Employee Benefits				
Employee Benefits	993,486.42	230,079.22	(763,407.20)	-331.8 %
TOTAL Employee Benefits	993,486.42	230,079.22	(763,407.20)	-331.8 %
Director's Expenses				
Director's Expenses	4,335.00	6,183.32	1,848.32	29.9 %
TOTAL Director's Expenses	4,335.00	6,183.32	1,848.32	29.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	16,198.37	30,391.98	14,193.61	46.7 %
TOTAL Truck and Auto Expenses	16,198.37	30,391.98	14,193.61	46.7 %
General and Administrative				
General and Administrative	116,598.17	220,991.00	104,392.83	47.2 %
TOTAL General and Administrative	116,598.17	220,991.00	104,392.83	47.2 %
Office Expense				
Office Expense	5,007.50	9,858.34	4,850.84	49.2 %
TOTAL Office Expense	5,007.50	9,858.34	4,850.84	49.2 %
Operating Supplies				
Operating Supplies	63,401.09	69,996.98	6,595.89	9.4 %
TOTAL Operating Supplies	63,401.09	69,996.98	6,595.89	9.4 %
Contract Services				
Contract Services	145,109.54	288,696.70	143,587.16	49.7 %
TOTAL Contract Services	145,109.54	288,696.70	143,587.16	49.7 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	33,924.83	91,275.00	57,350.17	62.8 %
TOTAL Repairs and Maintenance	33,924.83	91,275.00	57,350.17	62.8 %
Utilities				
<i>Utilities</i>	52,361.19	81,795.30	29,434.11	36.0 %
TOTAL Utilities	52,361.19	81,795.30	29,434.11	36.0 %
Travel and Meetings				
<i>Travel and Meetings</i>	426.46	13,283.30	12,856.84	96.8 %
TOTAL Travel and Meetings	426.46	13,283.30	12,856.84	96.8 %
Permits and Fees				
<i>Permits and Fees</i>	7,634.00	31,750.00	24,116.00	76.0 %
TOTAL Permits and Fees	7,634.00	31,750.00	24,116.00	76.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,541.53	1,816.68	275.15	15.1 %
TOTAL Memberships and Subscriptions	1,541.53	1,816.68	275.15	15.1 %
Safety				
<i>Safety</i>	24,359.40	33,585.86	9,226.46	27.5 %
TOTAL Safety	24,359.40	33,585.86	9,226.46	27.5 %
Other Expenses				
<i>Other Expense</i>	240.00	1,116.68	876.68	78.5 %
TOTAL Other Expenses	240.00	1,116.68	876.68	78.5 %
TOTAL Operating Expenses	2,127,529.59	1,768,509.64	(359,019.95)	-20.3 %
***** OPERATING INCOME (LOSS)	(1,735,625.60)	(1,461,318.82)	(274,306.78)	-18.8 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	7,525.42	4,000.00	3,525.42	88.1 %
TOTAL Other Income or Gain	7,525.42	4,000.00	3,525.42	88.1 %
TOTAL Non-op Income, Expense, Gain or Loss	7,525.42	4,000.00	3,525.42	88.1 %
***** NET INCOME (LOSS)	(1,728,100.18)	(1,457,318.82)	(270,781.36)	-18.6 %
***** NET INCOME (LOSS)	(1,728,100.18)	(1,457,318.82)	(270,781.36)	-18.6 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 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>	83,026.83	110,012.50	26,985.67	24.5 %
TOTAL Salaries and Payroll Taxes	83,026.83	110,012.50	26,985.67	24.5 %
Employee Benefits				
<i>Employee Benefits</i>	186,033.21	47,200.11	(138,833.10)	-294.1 %
TOTAL Employee Benefits	186,033.21	47,200.11	(138,833.10)	-294.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	613.76	14,511.68	13,897.92	95.8 %
TOTAL Truck and Auto Expenses	613.76	14,511.68	13,897.92	95.8 %
General and Administrative				
<i>General and Administrative</i>	768.83	12,500.00	11,731.17	93.8 %
TOTAL General and Administrative	768.83	12,500.00	11,731.17	93.8 %
Office Expense				
<i>Office Expense</i>	522.82	1,041.66	518.84	49.8 %
TOTAL Office Expense	522.82	1,041.66	518.84	49.8 %
Operating Supplies				
<i>Operating Supplies</i>	16,412.83	8,516.68	(7,896.15)	-92.7 %
TOTAL Operating Supplies	16,412.83	8,516.68	(7,896.15)	-92.7 %
Contract Services				
<i>Contract Services</i>	27,986.49	82,450.02	54,463.53	66.1 %
TOTAL Contract Services	27,986.49	82,450.02	54,463.53	66.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	14,895.03	50,650.00	35,754.97	70.6 %
TOTAL Repairs and Maintenance	14,895.03	50,650.00	35,754.97	70.6 %
Utilities				
<i>Utilities</i>	608.67	766.66	157.99	20.6 %
TOTAL Utilities	608.67	766.66	157.99	20.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	229.50	1,566.66	1,337.16	85.4 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	229.50	1,566.66	1,337.16	85.4 %
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>	795.00	300.00	(495.00)	-165.0 %
TOTAL Memberships and Subscriptions	795.00	300.00	(495.00)	-165.0 %
Safety				
<i>Safety</i>	8,091.83	14,391.68	6,299.85	43.8 %
TOTAL Safety	8,091.83	14,391.68	6,299.85	43.8 %
TOTAL Operating Expenses	344,428.80	350,407.65	5,978.85	1.7 %
***** OPERATING INCOME (LOSS)	(344,428.80)	(350,407.65)	5,978.85	1.7 %
***** NET INCOME (LOSS)	(344,428.80)	(350,407.65)	5,978.85	1.7 %
***** NET INCOME (LOSS)	(344,428.80)	(350,407.65)	5,978.85	1.7 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 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				
Salaries and Payroll Taxes	114,207.20	116,455.00	2,247.80	1.9 %
TOTAL Salaries and Payroll Taxes	114,207.20	116,455.00	2,247.80	1.9 %
Employee Benefits				
Employee Benefits	219,437.04	48,803.03	(170,634.01)	-349.6 %
TOTAL Employee Benefits	219,437.04	48,803.03	(170,634.01)	-349.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	13,904.25	14,658.32	754.07	5.1 %
TOTAL Truck and Auto Expenses	13,904.25	14,658.32	754.07	5.1 %
General and Administrative				
General and Administrative	31,923.38	20,166.66	(11,756.72)	-58.3 %
TOTAL General and Administrative	31,923.38	20,166.66	(11,756.72)	-58.3 %
Office Expense				
Office Expense	64.82	1,516.68	1,451.86	95.7 %
TOTAL Office Expense	64.82	1,516.68	1,451.86	95.7 %
Operating Supplies				
Operating Supplies	1,535.66	5,166.66	3,631.00	70.3 %
TOTAL Operating Supplies	1,535.66	5,166.66	3,631.00	70.3 %
Contract Services				
Contract Services	29,372.90	42,062.50	12,689.60	30.2 %
TOTAL Contract Services	29,372.90	42,062.50	12,689.60	30.2 %
Repairs and Maintenance				
Repairs and Maintenance	6,523.85	26,166.68	19,642.83	75.1 %
TOTAL Repairs and Maintenance	6,523.85	26,166.68	19,642.83	75.1 %
Utilities				
Utilities	5,875.83	6,608.34	732.51	11.1 %
TOTAL Utilities	5,875.83	6,608.34	732.51	11.1 %
Travel and Meetings				
Travel and Meetings	0.00	3,192.48	3,192.48	100.0 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	0.00	3,192.48	3,192.48	100.0 %
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>	192.00	358.34	166.34	46.4 %
TOTAL Memberships and Subscriptions	192.00	358.34	166.34	46.4 %
Safety				
<i>Safety</i>	2,005.93	10,422.52	8,416.59	80.8 %
TOTAL Safety	2,005.93	10,422.52	8,416.59	80.8 %
Other Expenses				
<i>Other Expense</i>	0.00	33.34	33.34	100.0 %
TOTAL Other Expenses	0.00	33.34	33.34	100.0 %
TOTAL Operating Expenses	428,232.86	298,860.55	(129,372.31)	-43.3 %
***** OPERATING INCOME (LOSS)	(428,232.86)	(298,860.55)	(129,372.31)	-43.3 %
***** NET INCOME (LOSS)	(428,232.86)	(298,860.55)	(129,372.31)	-43.3 %
***** NET INCOME (LOSS)	(428,232.86)	(298,860.55)	(129,372.31)	-43.3 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 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>	209,384.81	215,498.27	6,113.46	2.8 %
TOTAL Salaries and Payroll Taxes	209,384.81	215,498.27	6,113.46	2.8 %
Employee Benefits				
<i>Employee Benefits</i>	390,634.80	92,133.54	(298,501.26)	-324.0 %
TOTAL Employee Benefits	390,634.80	92,133.54	(298,501.26)	-324.0 %
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>	50,063.20	148,582.68	98,519.48	66.3 %
TOTAL General and Administrative	50,063.20	148,582.68	98,519.48	66.3 %
Office Expense				
<i>Office Expense</i>	2,462.84	4,216.66	1,753.82	41.6 %
TOTAL Office Expense	2,462.84	4,216.66	1,753.82	41.6 %
Operating Supplies				
<i>Operating Supplies</i>	44,369.92	53,930.32	9,560.40	17.7 %
TOTAL Operating Supplies	44,369.92	53,930.32	9,560.40	17.7 %
Contract Services				
<i>Contract Services</i>	69,220.86	136,784.16	67,563.30	49.4 %
TOTAL Contract Services	69,220.86	136,784.16	67,563.30	49.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	7,236.53	11,574.98	4,338.45	37.5 %
TOTAL Repairs and Maintenance	7,236.53	11,574.98	4,338.45	37.5 %
Utilities				
<i>Utilities</i>	43,330.74	70,784.48	27,453.74	38.8 %
TOTAL Utilities	43,330.74	70,784.48	27,453.74	38.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	175.00	4,907.50	4,732.50	96.4 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	175.00	4,907.50	4,732.50	96.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	554.53	1,000.00	445.47	44.5 %
TOTAL Memberships and Subscriptions	554.53	1,000.00	445.47	44.5 %
Safety				
Safety	13,548.83	8,333.34	(5,215.49)	-62.6 %
TOTAL Safety	13,548.83	8,333.34	(5,215.49)	-62.6 %
Other Expenses				
Other Expense	0.00	333.34	333.34	100.0 %
TOTAL Other Expenses	0.00	333.34	333.34	100.0 %
TOTAL Operating Expenses	832,441.32	748,521.27	(83,920.05)	-11.2 %
***** OPERATING INCOME (LOSS)	(832,441.32)	(748,521.27)	(83,920.05)	-11.2 %
***** NET INCOME (LOSS)	(832,441.32)	(748,521.27)	(83,920.05)	-11.2 %
***** NET INCOME (LOSS)	(832,441.32)	(748,521.27)	(83,920.05)	-11.2 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 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				
Salaries and Payroll Taxes	126,402.91	113,195.96	(13,206.95)	-11.7 %
TOTAL Salaries and Payroll Taxes	126,402.91	113,195.96	(13,206.95)	-11.7 %
Employee Benefits				
Employee Benefits	197,381.37	41,942.54	(155,438.83)	-370.6 %
TOTAL Employee Benefits	197,381.37	41,942.54	(155,438.83)	-370.6 %
Director's Expenses				
Director's Expenses	4,335.00	6,183.32	1,848.32	29.9 %
TOTAL Director's Expenses	4,335.00	6,183.32	1,848.32	29.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	221.10	779.98	558.88	71.7 %
TOTAL Truck and Auto Expenses	221.10	779.98	558.88	71.7 %
General and Administrative				
General and Administrative	18,498.71	39,741.66	21,242.95	53.5 %
TOTAL General and Administrative	18,498.71	39,741.66	21,242.95	53.5 %
Office Expense				
Office Expense	1,957.02	3,083.34	1,126.32	36.5 %
TOTAL Office Expense	1,957.02	3,083.34	1,126.32	36.5 %
Operating Supplies				
Operating Supplies	12.50	300.00	287.50	95.8 %
TOTAL Operating Supplies	12.50	300.00	287.50	95.8 %
Contract Services				
Contract Services	18,377.54	27,400.02	9,022.48	32.9 %
TOTAL Contract Services	18,377.54	27,400.02	9,022.48	32.9 %
Repairs and Maintenance				
Repairs and Maintenance	2,009.39	833.34	(1,176.05)	-141.1 %
TOTAL Repairs and Maintenance	2,009.39	833.34	(1,176.05)	-141.1 %
Utilities				
Utilities	2,367.45	3,635.82	1,268.37	34.9 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	2,367.45	3,635.82	1,268.37	34.9 %
Travel and Meetings				
Travel and Meetings	21.96	3,616.66	3,594.70	99.4 %
TOTAL Travel and Meetings	21.96	3,616.66	3,594.70	99.4 %
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	0.00	158.34	158.34	100.0 %
TOTAL Memberships and Subscriptions	0.00	158.34	158.34	100.0 %
Safety				
Safety	712.81	271.66	(441.15)	-162.4 %
TOTAL Safety	712.81	271.66	(441.15)	-162.4 %
Other Expenses				
Other Expense	240.00	750.00	510.00	68.0 %
TOTAL Other Expenses	240.00	750.00	510.00	68.0 %
TOTAL Operating Expenses	372,537.76	263,892.64	(108,645.12)	-41.2 %
***** OPERATING INCOME (LOSS)	(372,537.76)	(263,892.64)	(108,645.12)	-41.2 %
***** NET INCOME (LOSS)	(372,537.76)	(263,892.64)	(108,645.12)	-41.2 %
***** NET INCOME (LOSS)	(372,537.76)	(263,892.64)	(108,645.12)	-41.2 %

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

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 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>	129,218.81	101,316.37	(27,902.44)	-27.5 %
TOTAL Salaries and Payroll Taxes	129,218.81	101,316.37	(27,902.44)	-27.5 %
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>	1,070.18	1,416.66	346.48	24.5 %
TOTAL Operating Supplies	1,070.18	1,416.66	346.48	24.5 %
Contract Services				
<i>Contract Services</i>	151.75	0.00	(151.75)	
TOTAL Contract Services	151.75	0.00	(151.75)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	1,852.82	716.66	(1,136.16)	-158.5 %
TOTAL Repairs and Maintenance	1,852.82	716.66	(1,136.16)	-158.5 %
Utilities				
<i>Utilities</i>	178.50	0.00	(178.50)	
TOTAL Utilities	178.50	0.00	(178.50)	
Safety				
<i>Safety</i>	0.00	166.66	166.66	100.0 %
TOTAL Safety	0.00	166.66	166.66	100.0 %
TOTAL Operating Expenses	147,816.11	103,616.35	(44,199.76)	-42.7 %
***** OPERATING INCOME (LOSS)	(147,816.11)	(103,616.35)	(44,199.76)	-42.7 %
***** NET INCOME (LOSS)	(147,816.11)	(103,616.35)	(44,199.76)	-42.7 %

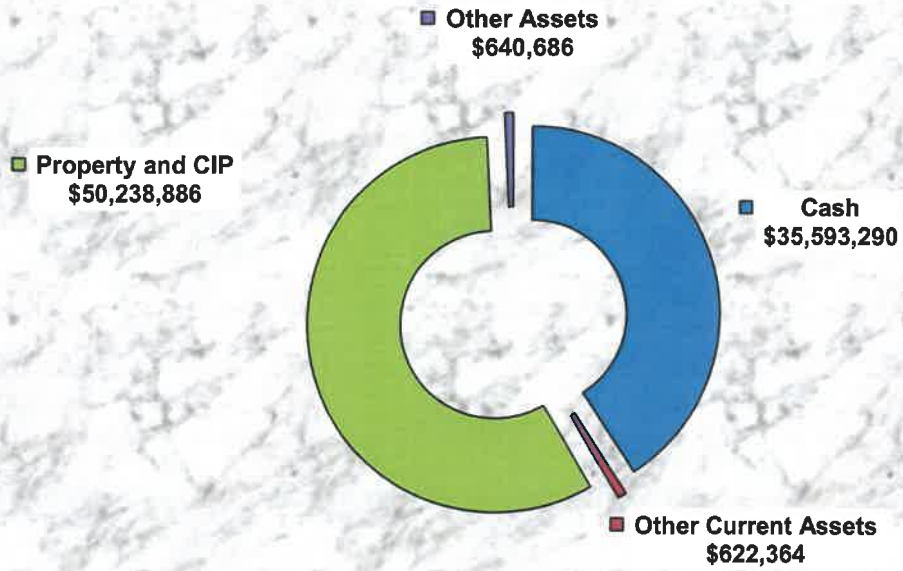
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, August 2020 - current month, Consolidated by
account, Department 9

	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,103.20	1,416.66	(313.46)	-22.1 %
TOTAL Income	<u>1,103.20</u>	<u>1,416.66</u>	<u>(313.46)</u>	-22.1 %
*****	<u>1,103.20</u>	<u>1,416.66</u>	<u>(313.46)</u>	-22.1 %
***** OPERATING INCOME	<u>1,103.20</u>	<u>1,416.66</u>	<u>(313.46)</u>	-22.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	612.98	897.18	284.20	31.7 %
TOTAL Salaries and Payroll Taxes	<u>612.98</u>	<u>897.18</u>	<u>284.20</u>	31.7 %
Operating Supplies				
Operating Supplies	0.00	416.66	416.66	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>416.66</u>	<u>416.66</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	1,407.21	583.34	(823.87)	-141.2 %
TOTAL Repairs and Maintenance	<u>1,407.21</u>	<u>583.34</u>	<u>(823.87)</u>	-141.2 %
TOTAL Operating Expenses	<u>2,020.19</u>	<u>1,897.18</u>	<u>(123.01)</u>	-6.5 %
***** OPERATING INCOME (LOSS)	<u>(916.99)</u>	<u>(480.52)</u>	<u>(436.47)</u>	-90.8 %
***** NET INCOME (LOSS)	<u>(916.99)</u>	<u>(480.52)</u>	<u>(436.47)</u>	-90.8 %
***** NET INCOME (LOSS)	<u>(916.99)</u>	<u>(480.52)</u>	<u>(436.47)</u>	-90.8 %

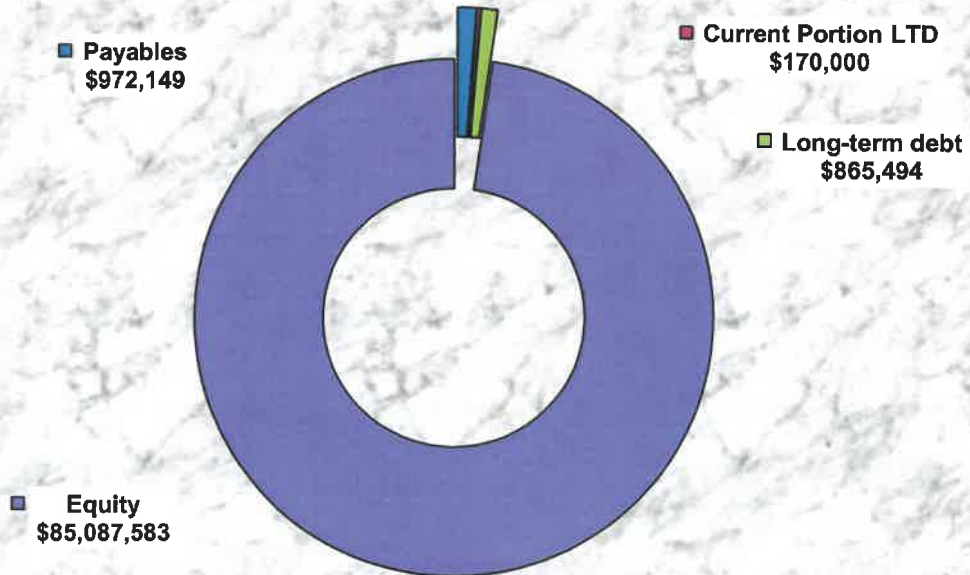
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, August 2020 - current month, Consolidated by
account, Department 10

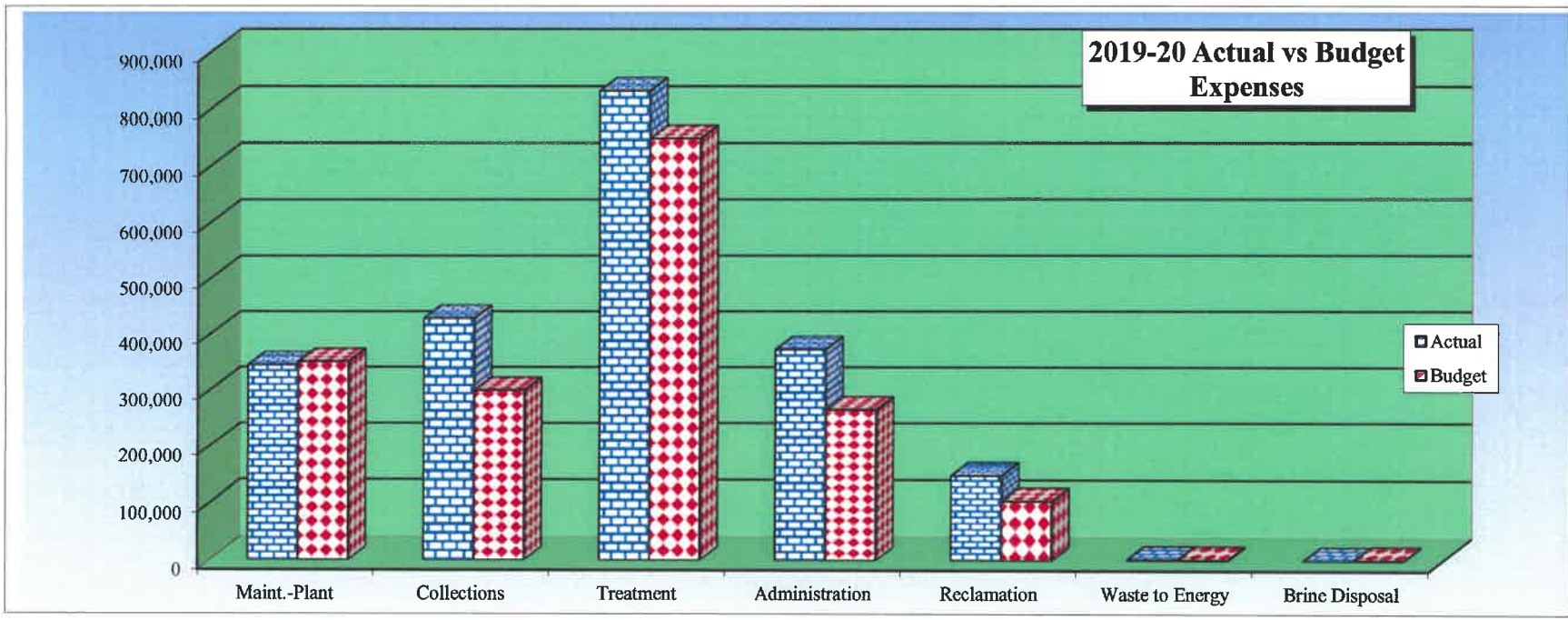
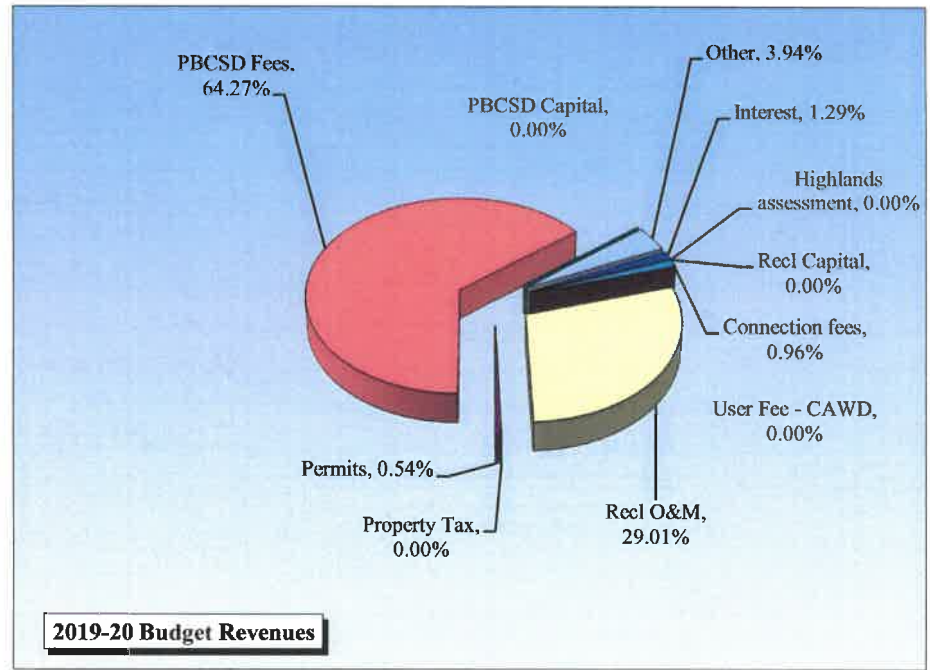
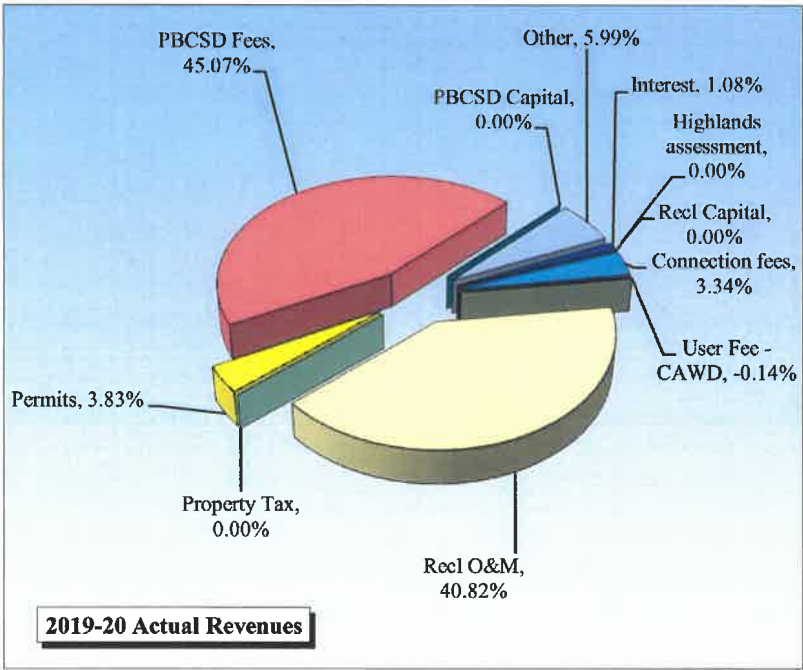
	<i>2 Months Ended August 31, 2020</i>	<i>2 Months Ended August 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	18,638.86	10,833.34	7,805.52	72.1 %
TOTAL Income	<u>18,638.86</u>	<u>10,833.34</u>	<u>7,805.52</u>	72.1 %
*****	<u>18,638.86</u>	<u>10,833.34</u>	<u>7,805.52</u>	72.1 %
***** OPERATING INCOME	<u>18,638.86</u>	<u>10,833.34</u>	<u>7,805.52</u>	72.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	52.55	314.00	261.45	83.3 %
TOTAL Salaries and Payroll Taxes	<u>52.55</u>	<u>314.00</u>	<u>261.45</u>	83.3 %
Operating Supplies				
Operating Supplies	0.00	250.00	250.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>250.00</u>	<u>250.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	750.00	750.00	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>750.00</u>	<u>750.00</u>	100.0 %
TOTAL Operating Expenses	<u>52.55</u>	<u>1,314.00</u>	<u>1,261.45</u>	96.0 %
***** OPERATING INCOME (LOSS)	<u>18,586.31</u>	<u>9,519.34</u>	<u>9,066.97</u>	95.2 %
***** NET INCOME (LOSS)	<u>18,586.31</u>	<u>9,519.34</u>	<u>9,066.97</u>	95.2 %
***** NET INCOME (LOSS)	<u>18,586.31</u>	<u>9,519.34</u>	<u>9,066.97</u>	95.2 %

Assets - August 31, 2020

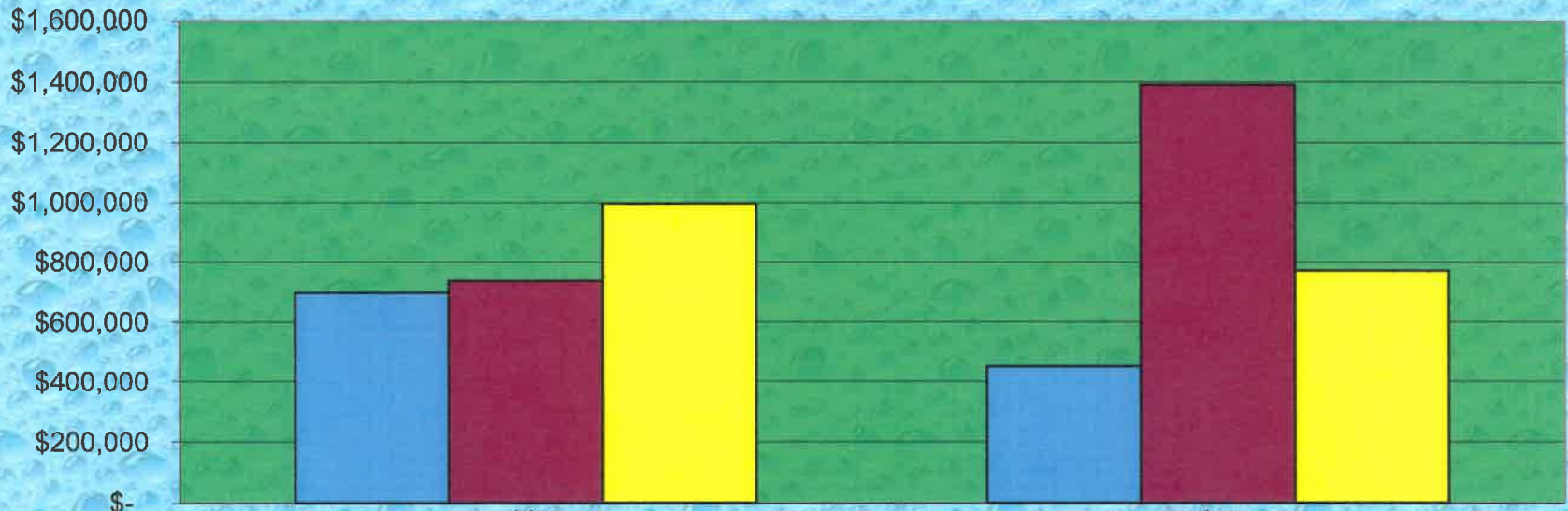


Liabilities - August 31, 2020





Operating Expenses



	July	Aug
FY 19-20	\$697,777	\$450,055
FY 20-21	\$736,364	\$1,391,166
CY Budget	\$997,134	\$771,376

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

	BEG BAL	AUG	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>						
		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		0	16,900	16,900	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	(5,633)	(5,633)	0	NA
		0	11,267	11,267	0	NA
<i>Total Capital Purchases 20-21</i>						

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
Admin. Building Modifications-COVID-19	0	11,321	11,321	11,321	75,000	15.10%
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	198,094	0	0	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	32,473	32,473	259,009	185,445	17.51%
Hatton Canyon Trail	271,186	67,864	71,201	342,387	0	NA
Pump Stations-SCADA	456,569	0	2,990	459,559	0	NA
Upper Rancho Canada Pipe Relocation	62,991	17,065	17,114	80,105	1,760,000	0.97%
Rio Road CIPP Lining Project	129,163	624,724	636,393	765,556	1,340,000	47.49%
Carmel Valley Manor Sewer-unbudgeted	0	180	180	180	0	NA
<u>Treatment</u>						
#1 Water System Pipeline Corrosion-unbudgeted	4,370	0	0	4,370	0	NA
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>	1,348,909	753,628	771,671	2,120,580	3,360,445	22.96%

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Perimeter Fencing	3,000	0	0	3,000	3,000	NA
Outfall Crossing rehabilitation	291,418	0	0	291,418	0	NA
Microturbine/Gas Conditioning System	20,781	0	13,429	34,209	45,000	29.84%
Secondary Clarifier #1 Rehab	281,511	0	0	281,511	0	NA
Mainsaver Inventory Module (RECL 33%)	80,978	0	0	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	821	821	870,693	906,000	0.09%
SCADA Programming	124,715	0	2,240	126,955	0	NA
Digester No. 1 & No. 2 Cleaning	309,288	(1,044)	0	309,288	0	NA
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	17,678	23,952	43,154	35,000	68.43%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
RECL share		(33)	(33)	(33)	(36,240)	0.09%
PBCSD share (1/3 of cost)		(5,807)	(13,470)	(13,470)	(333,253)	4.04%
<i>Total Long Term CIP Projects 20-21</i>	2,025,449	11,615	26,939	2,052,388	666,507	4.04%
Total Capital (net of RECL and PBCSD)	3,374,358	765,242	809,877	4,184,235	4,026,952	20.11%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Employee Benefits	-294.10%	CALPERS unfunded liability payments unbudgeted.
Operating Supplies	-92.70%	Timing difference general supplies, hand tools underbudgeted.
Memberships and Subscriptions	-165.00%	Timing difference, small dollar amounts.

Collections

Employee Benefits	-349.60%	CALPERS unfunded liability payments unbudgeted.
General and Administrative	-58.30%	Insurance underbudgeted.

Treatment

Employee Benefits	-324.00%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted. Small dollar amounts.
Safety	-62.60%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-11.70%	Underbudgeted.
Employee Benefits	-370.60%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-141.10%	Timing difference, electrical work on building.
Safety	-162.40%	Virus supplies unbudgeted, small dollar amounts.

Waste to Energy

Repairs and Maintenance	-141.20%	Timing difference, small dollar amounts.
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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: September 24, 2020
 SUBJECT: Monthly Report – August

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in August	32
Total Fees	\$6,320.00

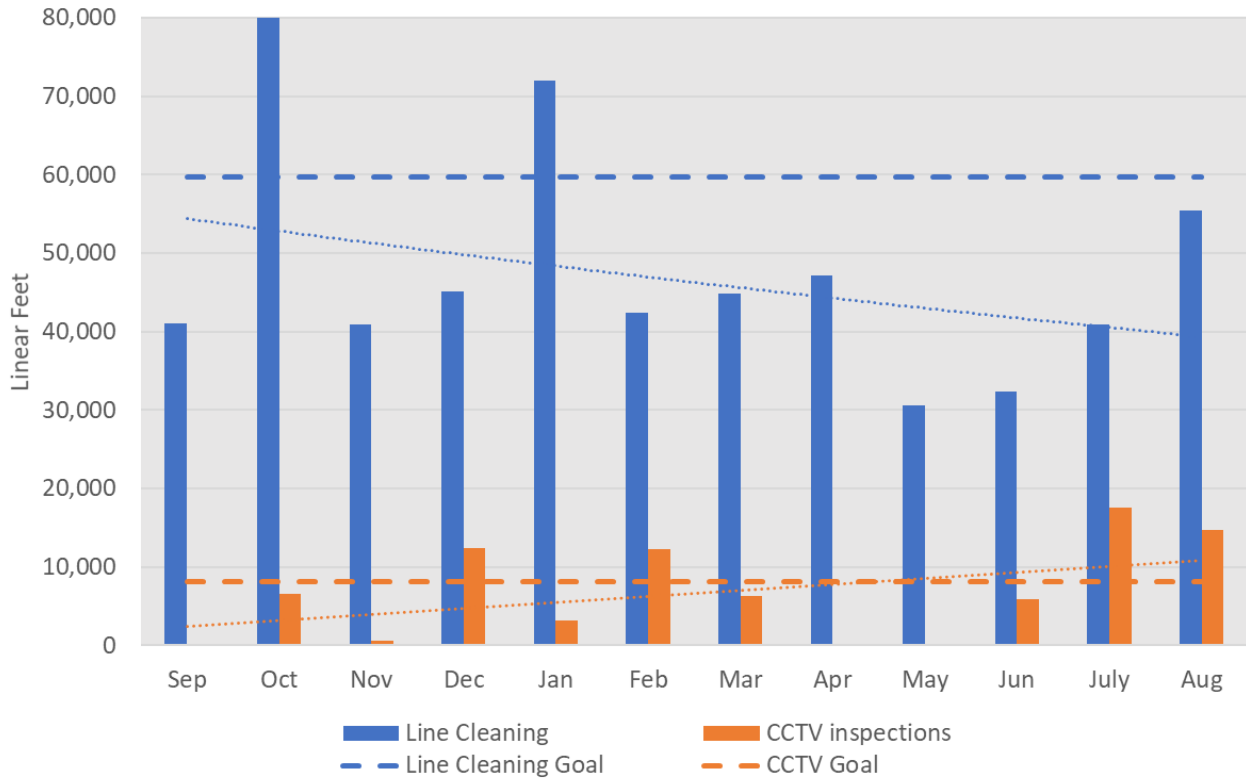
Maintenance

Attached is a map of the locations cleaned in the past three months. There has been a total of 62,146 feet of Closed-Circuit Television (CCTV) sewer line inspections performed in 2020 (see CCTV map), 14,753 feet of inspections were performed during the month of August.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
August	55,423 ft.	13.48%	6 – 15 inches
July	40,918 ft.	9.95%	6 - 10 inches
June	32,296 ft.	7.85%	6 – 15 inches

12 Month Line Cleaning and CCTV Graph



CCTV and Line Cleaning Progress

	Target Amount (Linear Feet)	Actual Complete (Linear Feet)	Average per Month (Linear Feet)	Remaining (Linear Feet)	Time Remaining (Months)	Required per Month (Linear Feet)
CCTV	408,672 (from 2018 to 2023)	131,336	4,104	277,336	34 Months	8,156
Line Cleaning	615,000 (in 2020)	375,985	46,998	239,015	4 Months	59,753

Construction Activities

- Construction was completed in July for the Rio Rd. CIPP (Cured in Place Pipe) Lining project (Project ID #19-07). This project went very well and was completed on time. A small punch list is still waiting for completion.
- Construction on Hatton Canyon Pipeline Replacement project (Project ID #18-17) continued through August. The majority of the construction is completed except for a small punch list of tasks.

Staff Development

- Staff completed several online safety trainings and attended multiple webinars related to Covid-19 during August.

General Comments

- Staff continues to practice social distancing with other staff and contractors, and 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.

Service calls responded to by crew

Date	Time	Callout	Resolution
8/4/2020	4:42 PM	Back up in home	Call by homeowner for a backup in the resident's shower. Staff informed the homeowner that the blockage was in the interior plumbing of the home. Homeowner was instructed to call a plumber.
8/13/2020	3:21 PM	Possible main blockage	Called by plumber of a possible blockage in District main line. Staff cleaned District main and found no blockage.
8/14/2020	2:20 PM	Lateral overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in Districts line. Staff informed homeowner to call a plumber of their choice.

Date	Time	Callout	Resolution
8/15/2020	6:15 PM	Power outage	Power outage at all pump stations due to rolling blackouts. Staff monitored stations until power was restored.
8/28/2020	3:25 PM	Lateral overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in Districts line. Staff informed homeowner to call a plumber of their choice.

USA Location Requests – 112

Plumbing permit inspections – 26

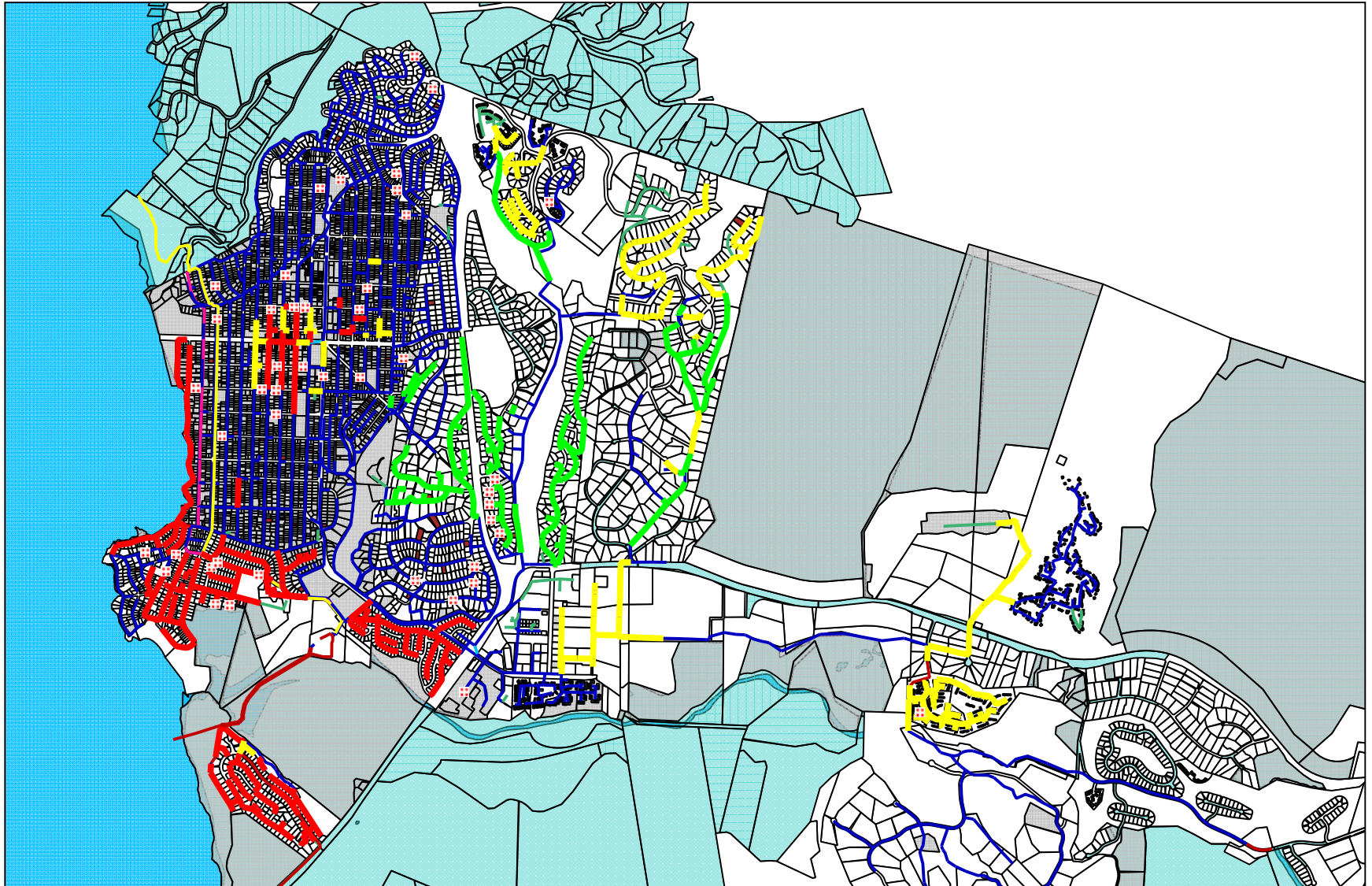
Private Sewer Lateral Compliance Certificates Issued – 31

FUNDING

N/A

August (Red) 55,423 feet
July (Yellow) 40,918 feet
June (Green) 32,296 feet

Monthly Cleaning Map



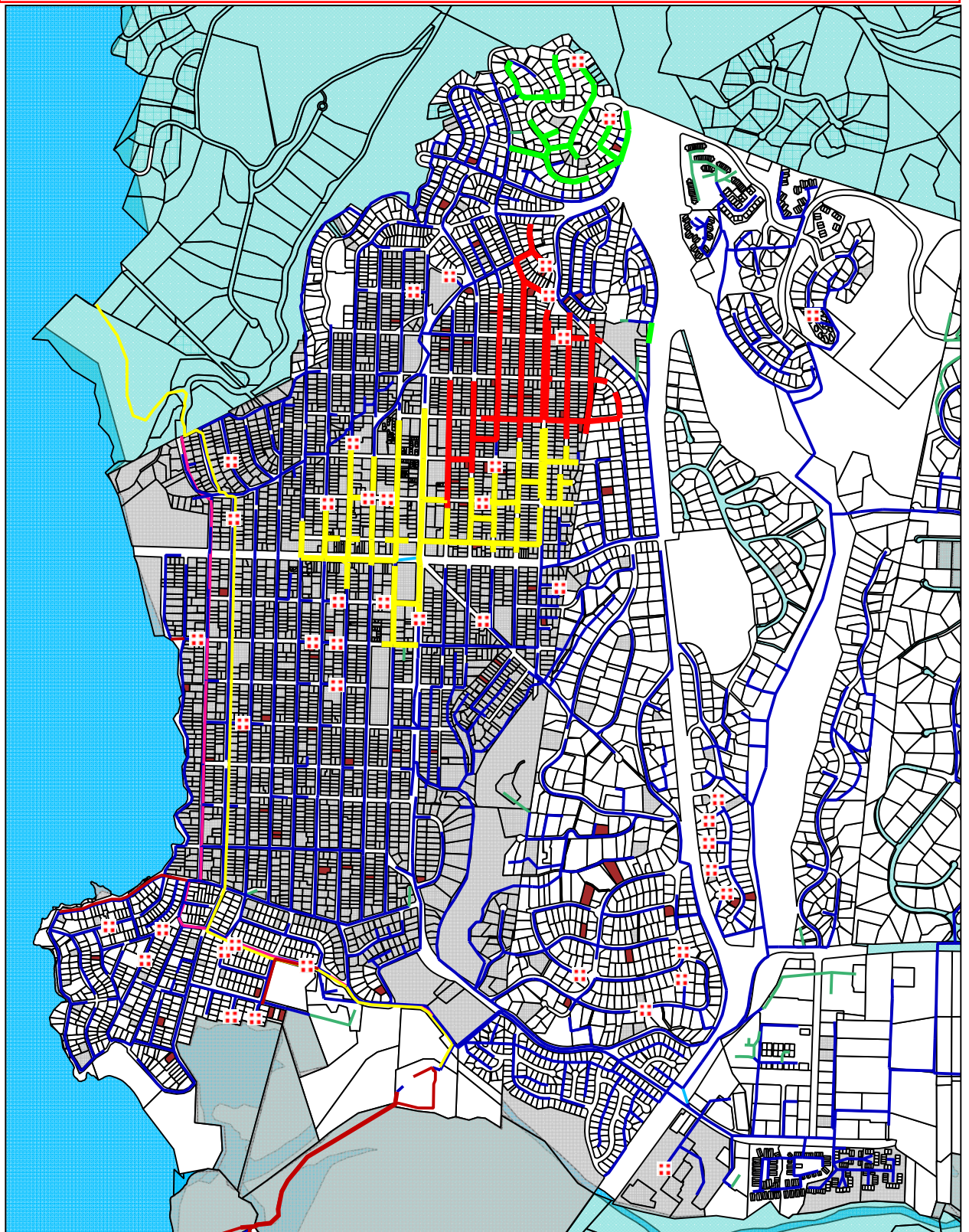
RedZone[®]
ROBOTICS

9/1/2020



August (Red) 14,753 feet
July (Yellow) 17,583 feet
June (Green) 5,875 feet

Monthly CCTV Map



RedZone
ROBOTICS

9/1/2020



STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: September 24, 2020

Subject: Monthly Safety Report (for August 2020)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- August 5- Tailgate training. Mark Dias, Safety and Regulatory Compliance Administrator (S/C Admin), and Chris Foley, Maintenance Superintendent, presented on safety issues when reenergizing Variable Frequency Drives (VFDs). VFDs are used throughout the plant, especially on larger pumps. Pumps do not always need to run at 100%. By reducing the frequency of the electricity, it reduces the output of the pumps. However, larger VFDs handle 480-volts and are more dangerous. As VFDs age, components can fail, creating an internal arc-flash or exploding the capacitors. While this is rare, staff were reminded about these dangers and informed how to take precautions when reenergizing a large VFD.
- August 13- Tailgate training. Mark Dias, Safety and Regulatory Compliance Administrator, gave a presentation on back injuries and safe lifting when working alone. With half of the staff on swing shift, fewer coworkers are available to help with heavy lifting. Workers may be tempted to try and lift heavy objects on their own. Instead they should pre-plan the tasks, bring lifting straps with them to the location, and synchronize schedules with coworkers to coordinate times when they will be available to assist.

- August 26- Tailgate training. Mark Dias, Safety and Regulatory Compliance Administrator, gave a presentation on the need for Hot Work permits, especially in outdoor settings. Hot Work permits are used for welding, cutting with torches and grinding. The “permit” is essentially a checklist, which requires the user systematically consider all the safety factors before beginning any work.

Ongoing Safety Improvements

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

Installation and Use of New Siloxane Tank Bleed-Off System

- Background. As first described in the February 2020 safety report, digester gas from the plant’s anaerobic digester is compressed to nearly 90 pounds per square inch (PSI) and then burned in the microturbines to produce electricity. To protect the microturbines silica is removed from the gas by forcing it through carbon media in an outdoor, 350-gallon, steel scrubber vessel. When the media becomes saturated it must be replaced. This occurs every 1 to 2 years depending on gas usage. Digester gas is approximately 70% methane and is explosive in 5% and 15% range. So, as it mixes with air it creates explosive conditions. Safe bleed-off of the gas is key.
- Installation of new bleed-off system. After discussing several options, it was decided the safest way was to return the compressed gas from the tank back into the six-inch flare transmission pipeline system so it could be burned in the flare. However, those transmission lines operate at pressures below 1 pound per square inch (PSI). The plant engineer specified an in-line gas regulator to bleed off the gas from 90 PSI down to 1 PSI. The regulator was installed in a new 1-inch stainless steel line which connected to the tank and the flare transmission pipeline. Multiple isolation/bypass valves were installed.
- Standard Operating Procedure (SOP). An updated SOP was developed, which lists all the steps needed to safely bleed off the gas while not exceeding the operating parameters of the flare system. In August operations staff ran a full, live trial to confirm the new bleed off system would operate as intended. The trial run went as planned without any surprises. The SOP will be used when the media in the tank needs to be replaced.

Tours and Outreach

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

Injuries; first aid responses; worker compensation claims

There were no Workers Comp claims in August. There was one first aid injury where a worker was grinding metal and allowing the hot sparks to hit his wrist and lower arm. After he stopped grinding, he realized he was slightly burned. He applied cooling burn gel and reported the incident. No additional medical care was needed, and the worker returned to work 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)	1	9	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

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: August 2020	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

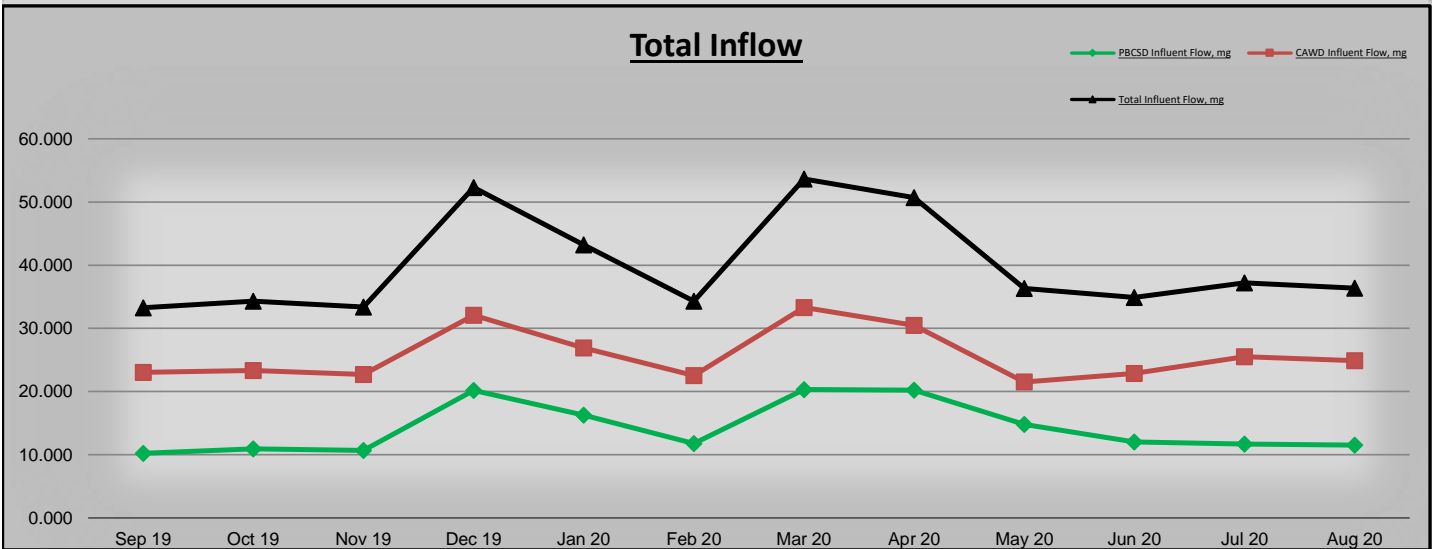
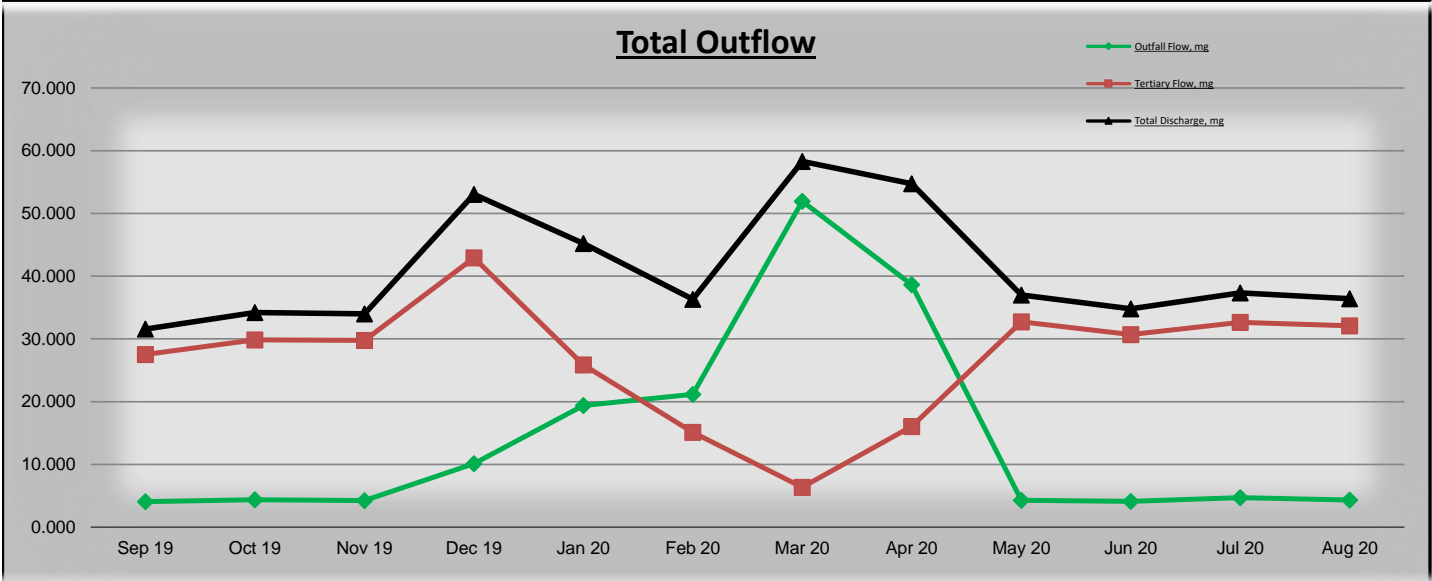
kW-h Per Acre Foot

	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 kWh	Jul '20	Jun '20	May'20	Accumulated Totals
Production,kWh	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



Wastewater Treatment Facility Operations Report

Report for: July 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	25.504	0.814	0.698	0.884	68.539	183.12	561.72
PBCSD Flow	11.707	0.378	0.341	0.439	31.461	107.19	328.79
Total Plant Flow	37.211	1.192	1.039	1.323	100.00	290.31	890.51
Tertiary Flow	32.631	1.043	0.942	1.225	87.692	159.46	489.14
Ocean Discharge	4.706	0.152	0.111	0.232	12.647	144.24	442.47
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	159.46MG (489.14acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.39 BG (25.76 K acre-ft.)
12 Month Rolling Total Reclamation Production	319.82 MG (981.53 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jul '20 kWh	Price per kWh	Jul'20	Jun'20	May'20	Apr'20
Secondary	111,180.00	\$ 0.223	\$ 24,838.84	\$ 18,367.09	\$ 21,232.48	\$ 21,602.61
Blowers	51,781.52	\$ 0.196	\$ 10,158.19	\$ 8,378.12	\$ 7,702.30	\$ 6,421.56
CAWD Total	162,961.52		\$ 34,997.03	\$ 26,745.21	\$ 28,934.78	\$ 28,024.17
Tertiary	77,349.44	\$ 0.217	\$ 16,797.52	\$ 13,170.28	\$ 13,831.71	\$ 7,122.08
MF/RO	101,448.00	\$ 0.227	\$ 23,010.84	\$ 19,412.06	\$ 16,962.10	\$ 13,226.56
Reclaim Total	178,797.44		\$ 39,808.36	\$ 32,582.34	\$ 30,793.81	\$ 20,348.64
Adjusted Monthly Totals (1)	CAWD Total		\$ 21,359.61	Reclamation Total		\$ 53,445.78

kW-h Per Acre Foot

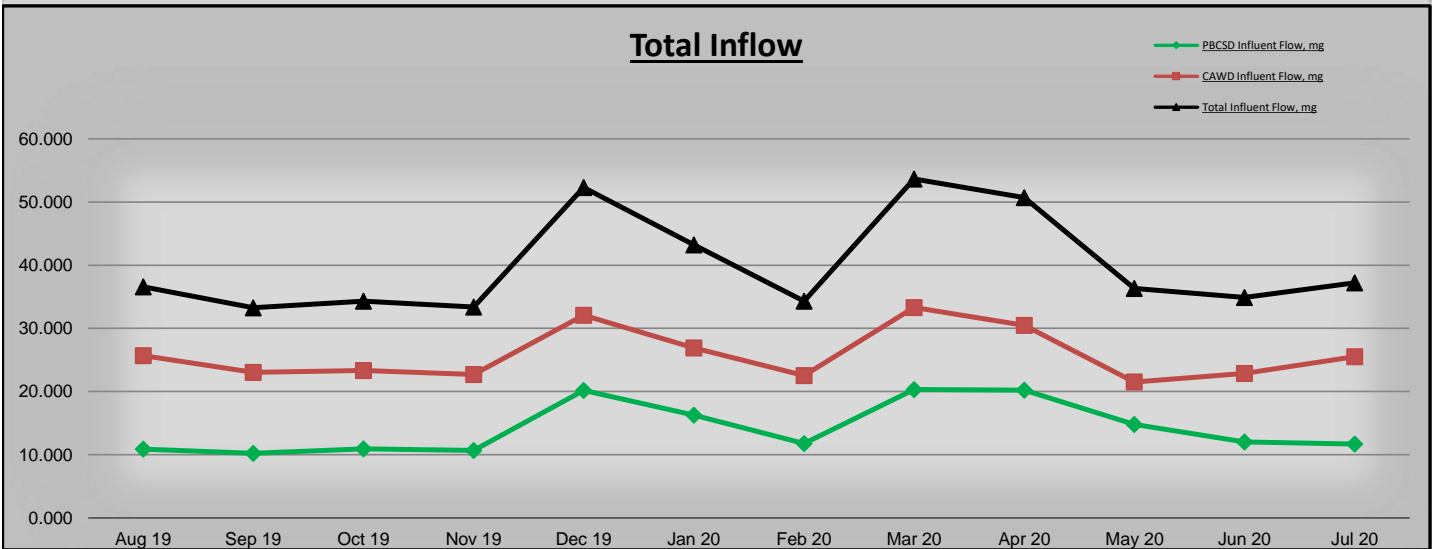
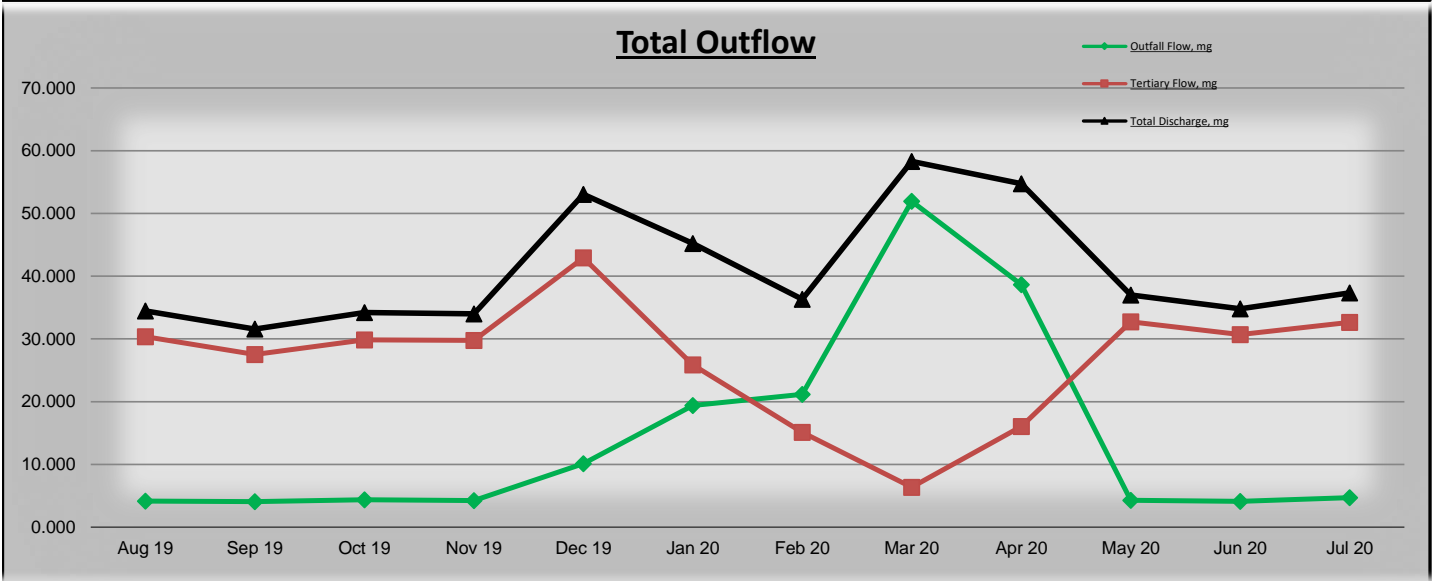
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

Month	Jul '20 kWh	Jun '20	May'20	Apr'20	Accumulated Totals
Production,kWh (2)	13,056	0	0	0	771,387.00

(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

(2) Micro-turbine on-line but production low due to continued programming adjustments



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: June 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.854	0.724	0.707	0.860	65.514	157.62	483.49
PBCSD Flow	12.030	0.401	0.375	0.426	34.486	95.48	292.88
Total Plant Flow	34.884	1.125	1.082	1.286	100.00	253.10	776.37
Tertiary Flow	30.692	1.023	0.901	1.225	87.983	126.83	389.05
Ocean Discharge	4.095	0.137	0.118	0.158	11.739	139.54	428.03
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	126.83MG (389.05acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.36 BG (25.66 K acre-ft.)
12 Month Rolling Total Reclamation Production	317.51 MG (974.45 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jun '20 kWh	Price per kWh	Jun'20	May'20	Apr'20	Mar'20
Secondary	116,748.00	\$ 0.157	\$ 18,367.09	\$ 21,232.48	\$ 21,602.61	\$ 19,707.50
Blowers	51,449.36	\$ 0.163	\$ 8,378.12	\$ 7,702.30	\$ 6,421.56	\$ 5,977.29
CAWD Total	168,197.36		\$ 26,745.21	\$ 28,934.78	\$ 28,024.17	\$ 25,684.79
Tertiary	73,510.76	\$ 0.179	\$ 13,170.28	\$ 13,831.71	\$ 7,122.08	\$ 6,937.62
MF/RO	96,761.00	\$ 0.201	\$ 19,412.06	\$ 16,962.10	\$ 13,226.56	\$ 4,173.84
Reclaim Total	170,271.76		\$ 32,582.34	\$ 30,793.81	\$ 20,348.64	\$ 11,111.46
Adjusted Monthly Totals (1)	CAWD Total		\$ 16,386.87	Reclamation Total		\$ 42,940.68

kW-h Per Acre Foot

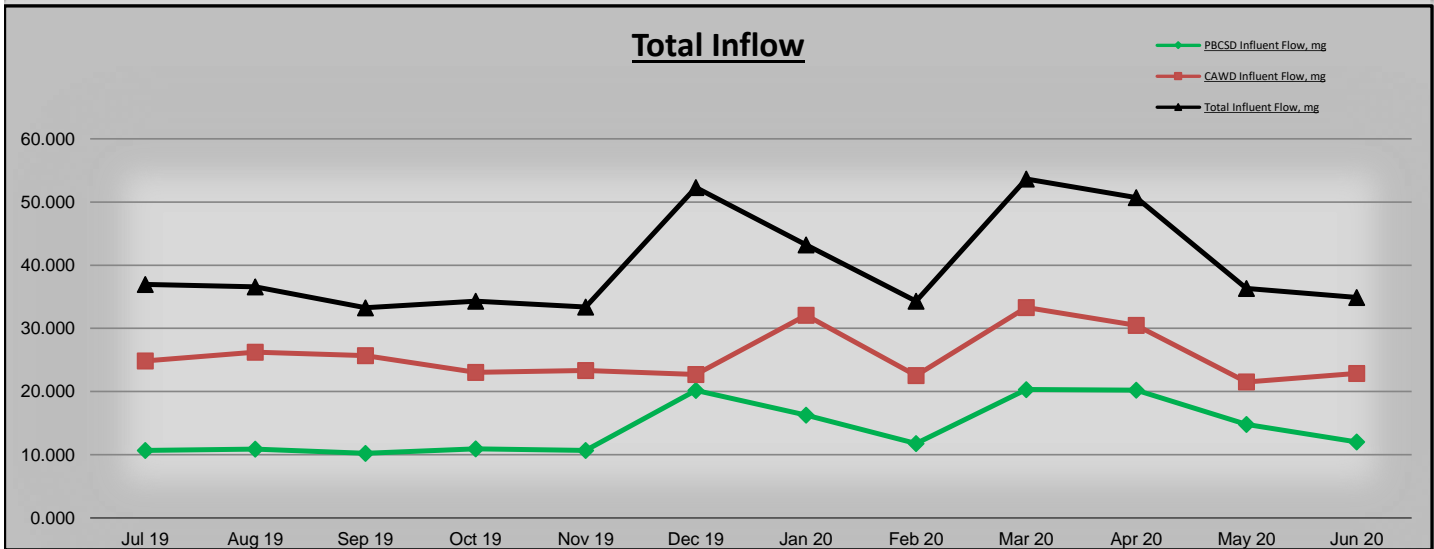
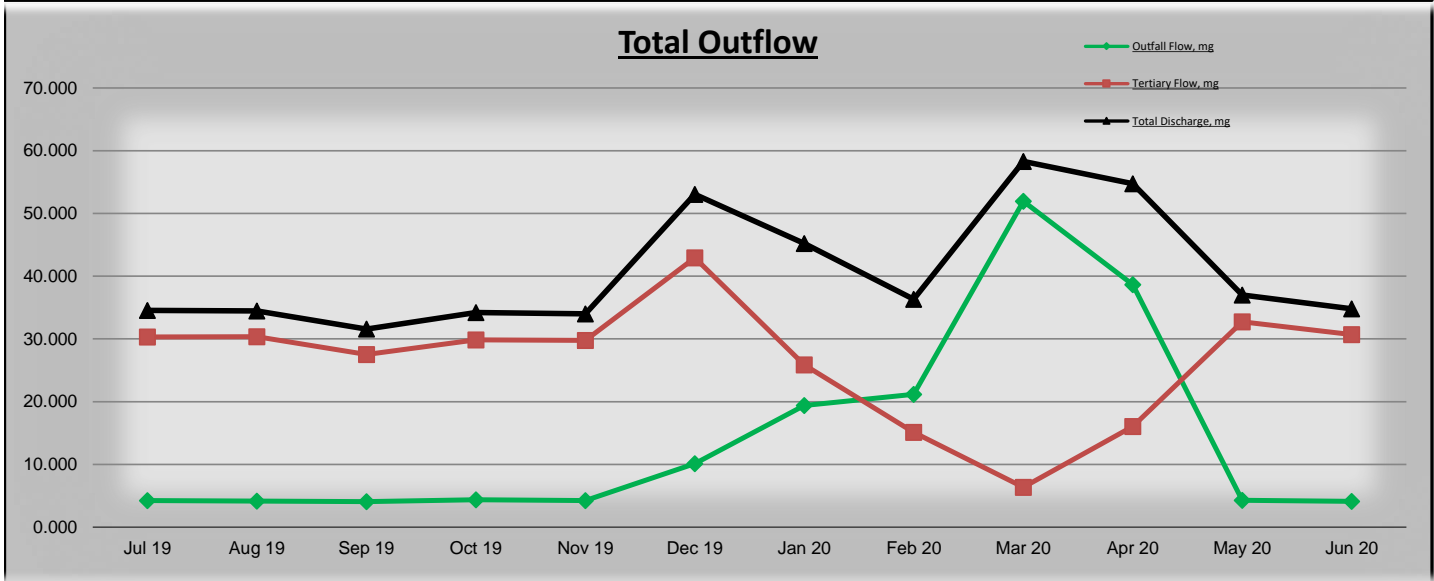
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

Month	Jun '20 kWh	May '20	Apr'20	Mar'20	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

(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

(2) No power production due to new Micro-Turbine control programming in progress



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: September 24, 2020

Subject: Monthly Report – August 2020

RECOMMENDATION

Receive Report - Informational only; No action required

DISCUSSION

LABORATORY REPORT

- The laboratory staff has continued to send Carmel Area Wastewater District (CAWD) Influent Pump Station 24-hour composite sample to Biobot Analytics for COVID-19 analysis. The composite sampler has been changed to begin sampling on Mondays at 10:00 pm and end on Tuesdays at 10:00 pm. Samples are then shipped out on Wednesday morning.
- The Laboratory staff has completed the annual Performance Testing for Environmental Laboratory Accreditation Program (ELAP) certification and are awaiting results.
- On August 16, 2020, there was a power outage to the laboratory equipment; the computer connected to the Ion Chromatography (IC) system failed to restart. Laboratory staff used an older computer and exchanged the hard drive and installed drives to make the computer operational. The IC system performs tests for reclamation; samples analyzed are of reclaimed water and Pebble Beach Community Service District (PBCSD) diversion well samples. The instrument software is no longer supported by the manufacture and will need to be upgraded in the next fiscal budget year.

- On August 27, 2020, Laboratory Analyst Trevor Weidner-Holland and Wastewater Operator Charles DayEngel gave an hour-long presentation for the California Water Environment Association (CWEA) webinar series on “Process Control and Laboratory Support”. This presentation covered the following facility’s topics:
 - Identify solids and nutrient removal and its importance
 - Discuss the effectiveness of the processes
 - Describe what data your Operations Department really looks at and whether your Operations Department believes that data
 - Determine how Operations interpret that data
- The laboratory staff started testing the Canada Woods brine water and CAWD Reverse Osmosis (RO) System reject water in preparation for a portion of the effluent wet well flow to be returned to the primary system for solids removal. This will enhance final effluent water quality to meet ocean discharge requirements. The analysis includes silica, orthophosphate, settleable solids, and pH.

ENVIRONMENTAL COMPLIANCE REPORT

- All restaurant grease trap inspections have been stopped due to COVID-19 cases increasing.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
No inspections			

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
June 2020	92	100
July 2020	100	100
August 2020	N/A	N/A

FUNDING

N/A - Informational item only

OTHER

The Biobot COVID-19 sampling results are available upon request and can also be accessed on the CAWD website.

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 and Tribal Review						
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	6/30/21	\$240,000	\$364,715	RFP for New Integrator						
18-08	1629.000	Standby Power Reliability Project	Treanor/Foley	10/8/18	12/23/20	\$450,000	\$469,202	Pending Delivery						
18-07	1624.000	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	3/15/19	12/31/20	\$0	\$317,250	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2						
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/21	\$100,000	\$676,000	Online - Further Optimization						
19-01	1630.000	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	7/1/19	6/29/21	\$65,000	\$86,000	Inactive						
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$0	\$213,000	On Hold						
19-21	Pending GL	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/22	\$0	\$0	Design/CEQA/Developing Funding Agreement						
		Cathodic Protection Testing	Treanor	7/1/20	6/29/21	\$30,000	\$30,000	Inactive						
		Cart Charging and Parking	Foley	7/1/20	6/1/22	\$25,000	\$50,000	Inactive						
19-19	Pending GL	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$40,000	\$127,000	Procurement Phase						
20-03	6799.006	Treatment COVID Improvements	Foley	7/1/20	3/29/22	\$50,000	\$50,000	Implementation						
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	5/2/22									
20-02	Pending GL	WWTP Stormwater Pollution Prevention Plan Update	Treanor	6/1/20	12/31/20	\$35,000	\$35,000	Kickoff						
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$150,000	\$1,200,000	Draft In Development						
	5500.006	Long Term SLR Planning	Treanor	5/3/21	5/2/22	\$150,000	\$1,550,000	Inactive						
		Reclamation Projects												
18-26	14777	RO Pretreatment Acid Tanks and Containment	Treanor	6/8/18	6/30/21	\$290,000	\$358,506	On Hold						
		Reclamation Line Cathodic Protection Testing	Treanor	1/1/21	6/3/21	\$0	\$40,000	Inactive						
		Painting Project	Treanor	7/1/21	12/1/21	\$0	\$75,000	Inactive						
		Reclamation Studies	Treanor	7/2/18	6/1/22									
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/21	\$30,000	\$115,000	In Study Phase						
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$0	\$35,000	Inactive						
		Collections Projects												
19-02		Pretreatment Ordinance	Lather	11/15/19	5/29/20	\$0	\$0	Initiated Review of draft by Source Control and Legal Council						

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
18-16		Highlands H2S Control	Lauer	4/16/18	6/30/20	\$0	\$0	Installation of Long Term CN9 Dosing Equipment						
18-17	1609.000	Hatton Canyon Pipeline Replacement Project	Lather	5/23/18	10/15/20	\$1,450,000	\$1,720,853	Substantially Complete / Punchlist / Restoration						
19-07	1628.000	Rio Road CIPP Lining Project	Lather	7/1/19	10/15/20	\$1,340,000	\$1,469,163	Construction Substantially Completed						
19-03	1586.000	Carmel Meadows Gravity Sewer Improvements	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	Working on Final Design & Environmental Documents/Permits						
19-13	1625.000	Upper Rancho Canada Pipe Realignment	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Design / CEQA						
20-04	6799.005	Collections COVID Improvements	Foley	7/1/20	7/1/21	\$50,000	\$50,000	Implementation						
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						
		Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	7/7/23	\$100,000	\$600,000	Inactive						
		Scenic Rd Pipe Bursting - Ocean to Bay	Lather	7/7/22	7/7/23	\$200,000	\$1,400,000	Inactive						
		Assessment Districts/Annexations	Lather	8/2/18	5/3/21									
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	1/29/21	\$0	\$50,000	LAFCO Application						
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	1/29/21	\$0	\$0	78% Signed Petition / Pending Funding						
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	1/29/21	\$0	\$0	Pending Annexation						
19-04		Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	5/13/20	5/3/21	\$0	\$55,000	Continued Negotiations						
		Administration Projects												
20-01	1633.000	Administration Building COVID Control Improvements	Treanor/Foley	6/9/20	12/22/20	\$75,000	\$75,000	Construction						



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 and Tribal Review	
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	\$870,692
Financial:	FY Budget:	FY Spent:
	\$2,905,000	\$821
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	

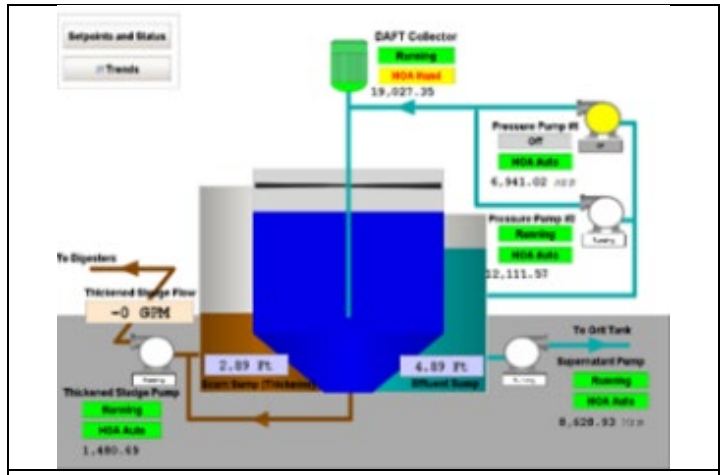


Photo: DAFT SCADA Overview

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:	RFP for New Integrator	
Project Description:	During the Phase 1 project a new SCADA software package from Inductive Automation was installed in parallel with 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	\$2,240
Reclamation Share:	Partial Reclamation	
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in 2020 SCADA screens will be revised for equipment that is replaced during Mechanical and Electrical Rehabilitation Project 	
Consultants:	Informative Controls	



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:	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2	
Project Description:	Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 will be drained by staff to minimize 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 complete Digester 2 to be cleaned by Ops in Summer 2020 	
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:	Pending Delivery	
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 500kW 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 only half the main Switchgear).	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$469,202	\$43,153
Financial:	FY Budget:	FY Spent:
	\$450,000	\$25,072
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:	TBD	



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 is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.		
Department: Treatment		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$676,000	\$34,209
Financial:	FY Budget:	FY Spent:
	\$100,000	\$13,428
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 H2S damage to Calle La Cruz wet well

Project Number: 18-16		
Project Name: H2S Control at Calle La Cruz Pump Station		
Project Location: Collection System		
Project Manager: Lauer		
Status: Installation of Long Term CN9 Dosing Equipment		
Project Description: H2S gasses are causing damage to the wet well and are a health hazard. H2S readings of 700ppm have been observed. Staff have tried several different products and found CN-9 (Calcium Nitrate) to work.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Getting the right dosage to remove odor. Dealing with source of problem.	
Schedule:	Ongoing	
Contractor:	In-house to date	

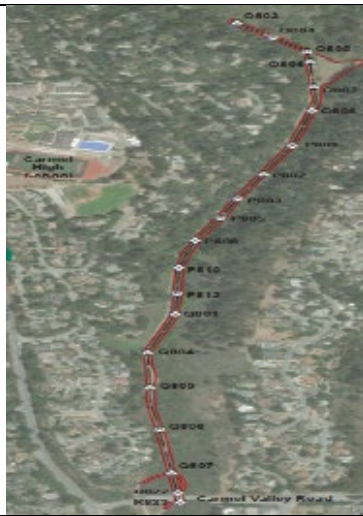


Photo: View of the sewer lines to be replaced in Hatton Canyon

Project Number:	18-17	
Project Name:	Hatton Canyon Pipeline Replacement	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Substantially Complete / Punchlist / Wetland Restoration	
Project Description:	Replace 5,570 linear ft. 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	\$342,386
Financial:	FY Budget:	FY Spent:
	\$1,450,000	\$71,200
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.	

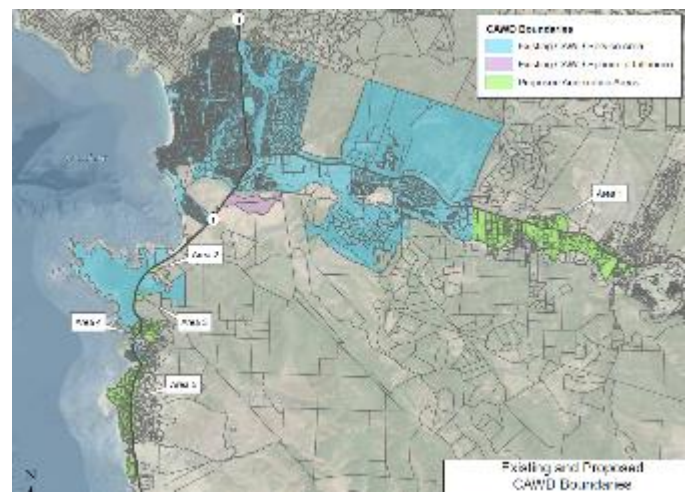


Photo: Areas of Potential Annexation

Project Number:	18-21,19-04,19-05,19-08,19-09	
Project Name:	2020 CAWD Sphere Of Influence (SOI) Amendment & Annexation Proposal	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	LAFCO Application	
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:	Cumulative Budget:	Cumulative Spent:
	\$0	\$49,000
Financial:	FY Budget:	FY Spent:
	\$0	\$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:	Apply 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:	Cumulative Budget:	Cumulative Spent:	
	\$358,506	\$68,506	
Financial:	FY Budget:	FY Spent:	
	\$290,000	\$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:		On Hold	
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 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:	Treanor	
Status:	Inactive	
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:	Lather/De Ocampo/Waggoner	
Status:	Initiated Review of draft by Source Control and Legal Counsel	
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:	Lather	
Status:	Working on Final Design & Environmental Documents/permits	
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	\$259,008
Financial:	FY Budget:	FY Spent:
	\$185,445	\$32,472
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: View CIPP Liner being installed

Project Number:	19-07	
Project Name:	Rio Rd CIPP Lining project	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Construction Substantially Completed	
Project Description:	The rehabilitation of 4000 feet of 24 to 27-inch diameter Asbestos Cement Pipe (ACP) trunk line that runs along Rio Road in Carmel. Lining existing pipe with (CIPP) Cured-In-Place Pipe. This pipe is in poor condition and is beyond its useful life. It was identified as a priority for repair in the Asset Management Plan.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,469,163	\$765,555
Financial:	FY Budget:	FY Spent:
	\$1,340,000	\$636,392
Permits Required:	N/A	
Challenges:	Traffic Control	
Schedule:	Construct July 2020.	
Consultant:	Design by Kennedy/Jenks PSOMAS construction manager	
Contractor	Insituform	



Photo: View of proposed sewer line realignment

Project Number:	19-13	
Project Name:	Upper Rancho Canada Pipe Realignment	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Design / CEQA	
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 Canada. The trunk line varies in size from 12 inch to 8 inch 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: \$1,822,991	Cumulative Spent: \$80,104
	FY Budget: \$1,760,000	FY Spent: \$17,113
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: \$127,000	Cumulative Spent: \$87,000
	FY Budget: \$40,000	FY Spent: \$0
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 to be completed in Spring 2020 Construction anticipated for Summer 2021 	
Consultants:	In house (Design Plant Engineer), Environetics for Baffles	
Contractor:	TBD	

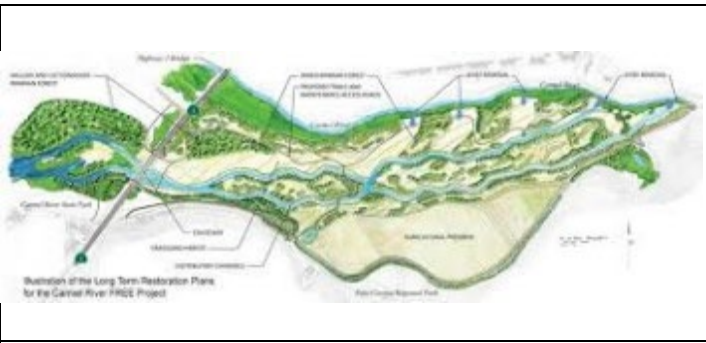


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21	
Project Name:	Carmel River FREE Mitigation	
Project Location:	Carmel River Lagoon	
Project Manager:	Trenor	
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, Reginal 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:	Trenor/Foley	
Status:	Construction	
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	\$11,321
Financial:	FY Budget:	FY Spent:
	\$75,000	\$11,321
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 Late Summer/Fall 2020 	
Consultants:	Design: Davner Engineering	
Contractor:	TBD	



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	

STAFF REPORT



To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: September 24, 2020

Subject: Monthly Operations Report – August 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff continued finishing up projects and are concentrating on Preventative Maintenance Work Orders.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff is continuing to remove the final .75 feet of solids, grit and other debris from the floor of old Digester #2 as operational time permits.
- On August 4, 2020, Operations, Maintenance and Collection staff members cleared the sludge feed line from the primary sludge pumping station to the digester building. The pipeline was cleaned for the first time since construction of the pipeline in the early 1970's. The cause of the blockage was grease layers accumulating over the forty-year period. Staff has entered this information into Mainsaver to inspect and clean the sludge pipeline, if needed, on an annual basis in the future. All departments should be commended on the effective teamwork and level of professionalism demonstrated on this emergency event. It should be noted that there was no sludge or untreated wastewater spilled during the line cleaning.

- Staff finished installing piping and pump equipment in the effluent pump station dry well to facilitate cleaning the wet well without flushing the solids out of the outfall line. The piping connects to the primary clarifiers center feed wells for the purpose of removing the solids in the effluent wet well floor. That brings dissolved oxygen in the flow stream to the primary sludge blanket to prevent the sludge from becoming septic before being pumped into the anaerobic digesters.
- The swing shift Operations and Laboratory personnel have settled into a good routine finishing up plant projects and implementing the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer. These staggered shifts will continue as outlined in Carmel Area Wastewater District's COVID-19 Response Plan. Currently, the Operations Superintendent is the Management person onsite for the Swing Shift Team.
- Staff completed removing the wooden toe guards around the Effluent Pump Station. These wooden toe guards have been replaced by aluminum toe guards on the Effluent Pump Station walkway and work area.
- Pulsed Hydraulics, Inc. (PHI) was onsite on August 24, 2020 to make final adjustments to their mixing system in aeration basin #5. PHI met with staff to develop protocol to gather data now that all basin mixers are working correctly. PHI is supplying another ten of their wedge mixers to be installed in the equalization basin front zone for studying the effects of mixing for equalization basins worldwide.

Reclamation:

- Staff ordered 125 Scinor SMT600-S26 Modules to complete one Micro Filtration cell replacement set if the current modules become inoperable. Delivery is set for the week of September 20, 2020.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) on Reverse Osmosis Trains A and B, which included all four stages with both a base and acid wash.
- Staff met with David Drewien and Craig Bush from Pebble Beach Community Service District (PBCSD) on August 14, 2020 to inspect CAWD's Sodium

Hypochlorite chemical injection system. PBCSD is looking to upgrade their disinfection system at the reservoir and was seeking any information from CAWD that might help in their design.

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 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.
- On August 27, 2020, Laboratory Analyst, Trevor Weidner-Holland, and Wastewater Operator, Charles DayEngel, gave an hour-long presentation for the California Water Environment Association (CWEA) webinar series on “Process Control and Laboratory Support”.

Capital Improvement:

- Staff continues to communicate 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

- Monterey County Water Awareness Committee conducted a Zoom meeting on August 6, 2020. This discussion focused on the outreach to all schools in all members’ service areas on new web-based educational programs.
- Virtual Zoom Meeting for the Oversight Committee for Wastewater Reclamation Project on August 5, 2020. This meeting was to review Carmel Area Wastewater District production numbers of reclaimed water and to devise a strategy for golf course irrigation for the remainder of August by the golf course superintendents.
- Skype Meeting on August 14, 2020 with H2O Innovations to discuss the programming punch list for the IntelogX Remote Monitoring Portal.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of August 2020.
- No Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012, were encountered during the month of August 2020.
- No Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012, were encountered during the Quarterly reporting period for the months of June, July, and August 2020.
- Quarterly inspection of the organic food waste receiving station by the California Department of Food and Agriculture Meat, Poultry, & Egg Safety Branch was completed on August 11, 2020. Staff passed the inspection, which allows CAWD to continue receiving material for the Grind to Energy Program.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: September 24, 2020
Subject: Monthly Maintenance Report – August 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- Maintenance staff is working with operations staff to improve the polymer dosing for the screw press dewatering. The chemical dosing loop was not optimized due to the inconsistent values from the flow meter. This affects the solid content of the sludge and amount of chemical that is dosed. Staff removed the flow meter for inspection and discovered the mechanical joint had bolts intruding inside the pipe and was causing interference with the flow signal. The plan is to modify the bolts or install a new pipe spool.
- (Project 18-08)- Bryan Mailey Electric is working on the installation of the electrical connection for the new plant portable generator. This includes electrical termination enclosures, conduit, and wire.

Upcoming Maintenance Projects

- Staff is working to improve Computerized Maintenance Management Reporting (CMMS). This includes installation and configuration of a software add-in called Infomaker. This will provide the capability to create advanced custom reports that are integrated into Mainsaver CMMS.

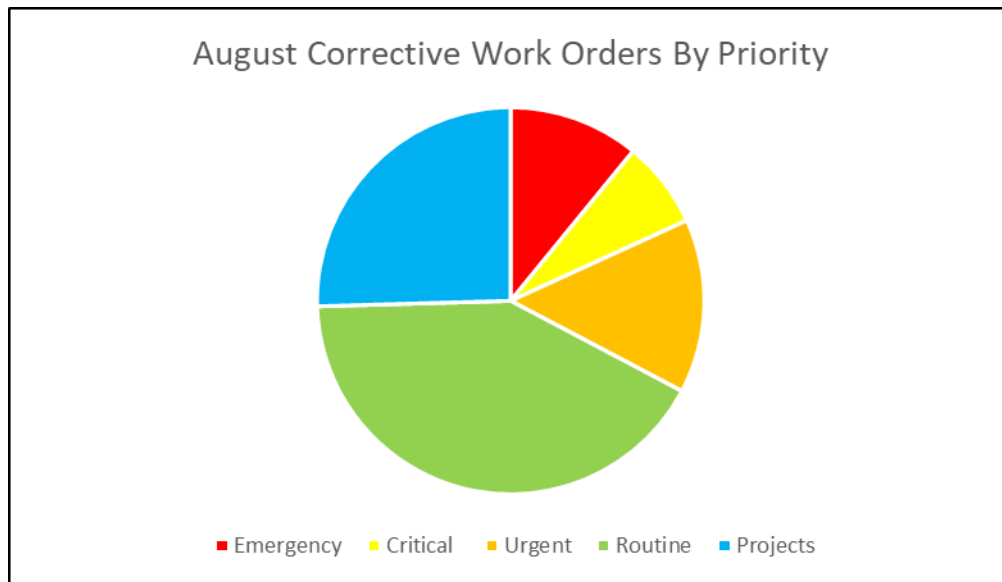
- An application has been submitted to Pacific Gas & Electric to replace the main electrical panel for Bay & Scenic pump station. Parts have been ordered. This will improve safety by replacing fuses with a circuit breaker. Update- Still waiting on parts.
- Maintenance staff is working on implementing a pump efficiency tracking program. The first step is identifying assets to track and then create a scheduled work order and recording procedure. Triggers for inspections and reconditioning can then be applied to maintain optimal efficiency.
- A new temperature probe will be installed for Digester #2. The existing probes are adjacent to the digester sludge heat exchangers in the microturbine building. The new probe will be installed in the Digester #2 control building in the sludge mixing piping. This will provide a more accurate temperature of the sludge in the digester.
- Staff is replacing the 6 reverse osmosis feed pressure switches. Two switches have failed so staff plans on replacing the other four (4) since all the switches were installed at the same time.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	258
Total Work Orders Closed/Done	232
Total Work Orders Still Open	26
Percentage of Work Orders Completed	89.92%

Corrective Maintenance



Emergency	6
Critical	4
Urgent	8
Routine	23
Projects	14

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: September 24, 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.

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 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. According to their claim's adjuster, the claim is still under review and no action has been taken at this time.

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass 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 plan to construct in the Fall/Winter of 2020/21.

Corona Road representatives have 31 out of 41 signatures on a petition and have submitted the petition with a letter requesting that the District help them hire and manage consultants to perform the environmental and engineering tasks needed in order to move forward with an Assessment District to construct a sewer in the neighborhood. All costs incurred by CAWD will be reimbursed by the Assessment District when it is approved.

The Rio Road CIPP Lining project and the Hatton Canyon Pipeline Replacement projects are substantially complete. The Hatton Canyon project requires additional grading to satisfy the Army Corps of Engineers and Regional Water Quality Control Board permit requirements for wetlands mitigations. Rio Road CIPP Lining project has a few minor corrections to complete prior to being deemed complete.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: September 24, 2020

Subject: Professional Services Contract for Controls System Integration

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a professional services contract with **(to be determined -TBD)** in an amount not to exceed \$250K for fiscal year 2020-21 for control system integration services.

DISCUSSION

CAWD continues to improve the Supervisory Control and Data Acquisition (SCADA) and Programmable Logic Controllers (PLC) programming. Staff solicited proposal from four (4) different system integrator firms. **(TBD)** number of proposals were received, and staff ranked the proposals. Staff selected **(TBD)** as the firm that can best meet CAWD's goals and vision.

The request for proposal provided a detailed task list of items to complete and scope of services as follows:

- a. SCADA/PLC system integration during normal business hours (typical)
- b. Emergency Service Calls: The Consultant shall respond within eight (8) hours following notification from a CAWD representative; and provide a technician to physically be at the location within forty-eight (48) hours if needed or as requested
- c. As needed 24/7 response for SCADA system troubleshooting or failures (emergency situations only)
- d. On-site assistance as required, and by phone when possible. Remote access will be provided

- e. New project integration (requires working with construction in progress (CIP) projects if requested)
- f. PLC and Human Machine Interface (HMI) programming and design
- g. Communication and network systems support for proper delivery of SCADA operations
- h. Provide staff training on any new equipment or changes to existing SCADA processes
- i. Creating Operations and Maintenance manuals for any new equipment or changes outside of a separate CIP project
- j. Systems design and instrumentation coordination with Owner and outside vendors
- k. Coordination with software support services from third parties through District-owned support agreements and with manufacturers of equipment.

JUSTIFICATION

The previous integrator is no longer available to complete the treatment plant, including the reclamation SCADA screen migration for the treatment plant, and provide support, all of which has delayed the project. Staff audited the progress of the migration and created a detailed list of remaining items so the project can be completed efficiently moving forward.

Ongoing support is necessary to troubleshoot instruments, programming and reports. A service agreement is the best approach so that institutional knowledge can be developed so that any issues are quickly resolved. CAWD does not have a programmer on staff since the amount of work would not require a long-term fulltime position.

The collections system SCADA and PLC system was recently updated and only required limited support.

Staff is continuously improving the system and replacing components as they reach the end of their useful life. This includes motor controllers, analytical instruments and sensors. Staff can install equipment but require integrator support to add to the PLC and SCADA system.

FUNDING

\$200,000 was approved in the 2020-21 Maintenance Department budget.

\$20,000 was approved in the 2020-21 Collections Department budget.

\$30,000 was approved in the 2020-21 Reclamation budget.

RESOLUTION NO. 2020-58

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH (TBD) FOR PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000 TO PROVIDE DESIGN SERVICES FOR THE “CONTROL SYSTEM INTEGRATION SUPPORT AND DESIGN”

-oOo-

WHEREAS, the District requires professional services from _____ for Programmable Logic Controllers and Supervisory Control and Data Acquisition associated with pump stations, treatment plant and reclamation control systems; and

WHEREAS, _____ has demonstrated that the requirements of the proposal can be completely met and has demonstrated expertise in the field of services required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a professional services agreement by a cost not to exceed \$250,000, with _____ for engineering services for the “Control System Integration Support and Design”.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: Chris Foley, Maintenance Superintendent

Date: September 24, 2020

Subject: Capital Purchase-Collections Portable Generator

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to purchase a standby portable generator for use at the District pump stations for a cost of \$77,149.

DISCUSSION

Staff obtained a bid for a Caterpillar Model XQ125 100-kilowatt (kW) trailer mount portable generator through Sourcewell (formerly National Joint Powers Alliance) cooperative purchasing platform. Sourcewell establishes low bid contracts between suppliers for use by government agencies by performing the competitive bidding between suppliers.

A Sourcewell bid was provided by the local Quinn Cat dealer in Salinas for the Caterpillar generator. The cost of the generator is \$71,600 plus sales tax for a total cost of \$77,149.

This generator will replace the 1999 44kW portable Generac generator. This portable generator is utilized as standby power for the Bay and Scenic pump station during a power outage since there is no room for a stationary generator. When power is lost, the portable generator is connected to the station's automatic transfer switch.

Upgrades are also in progress, so that if the stationary generator at other pump stations fails or requires downtime for maintenance, then a portable generator can be connected.

The 1999 44kW Generac will be advertised as surplus out-of-state since it will no longer meet California emissions. A trade-in option was not available for the unit.

JUSTIFICATION

The 1999 44kW Generac is past its useful life and has developed significant corrosion. It will also not meet permit requirements after 2020 due to new emission standards, as it is a tier 0 diesel motor.

Benefits of the new generator:

- It will meet tier 4 emission standards.
- The generator will be quieter, which will reduce noise pollution in residential areas when deployed.
- The new generator is sized to connect to all the pump stations, including Highlands and Calle La Cruz. Currently, the District does not have a portable generator that can power these stations if the stationary generator was out of service.

FUNDING

\$80,000 was allocated in the Fiscal Year 2020-21 Collection capital purchase budget.

Attachment 1- Quinn Cat Proposal

Attachment 2- Caterpillar Model XQ125 Specifications

To: Contact: **Chris Foley**
 Company: **Carmel Area Wastewater District**
 Address: _____
 City, Zip: _____
 Phone: **(831) 257-0439** Email: **foley@cawd.org**

Terms: **Net Cash, see T&C's**
 F.O.B. **Jobsite, unloading by others**
 Sales Rep.: **Samuel Vizcarra**
 Contact #: **831-750-4072**
 Email: **svizcarra@quinnpower.com**

Project Name: **CAWD XQ125 Sourcewell Contract #120617-CAT**

Qty:	Description	Unit Price	Sourcewell Discount
1	New Caterpillar, Model XQ125 Diesel Portable Generator Set. Rated 100kW, w/fan, 60Hz, 1Ph 3Ph, 120/208 120/240 277/480V at 1800 RPM.	\$ 83,500.00	\$ 71,600.00
<i>Optional adders listed below.</i>			
<i>Includes standard features as listed in product data sheet and additional accessories as listed herein...</i>			
SALES TAX NOT INCLUDED. Buyer responsible for all taxes including any applicable tire fees. The quotation provided herein is for information only, and is not a valid offer to sell unless signed by an officer of Quinn Power Systems in the space provided below. Any offer to sell or any offer accepted shall be subject to the Terms and Conditions page. Unless expressly stated on the face of this quotation, all prices, delivery schedules and product specifications are subject to change without notice. Quotation is good for 30 days from quote date above, expires after that duration.		Total Price (SALES TAX NOT INCLUDED):	\$ 71,600.00

BILL OF MATERIALS

Genset

PRIME POWER
EPA/CARB TIER 4F EMISSION CERT
60 Hz, 100 kW
480V 60 HZ (XQ125)
125C TEMP RISE OVER 40C AMB
STANDARD ALTERNATOR
EMCP4.2B CONTROL PANEL
ENGLISH INSTRUCTION LANGUAGE
STANDARD WARRANTY
NO DPF EXTENDED SERVICE CVRG
NO SCR EXTENDED SERVICE CVRG
INSIDE US EPA LOCATIONS
GENERAL EPG
COMMERCIAL BUSINESSES
EMERGENCY STANDBY POWER
STANDARD GOVERNOR
DFA CONTRACT NUMBER
3POLE CB
STANDARD BASE
TRAILER ELECTRIC BRAKES
HITCH 58 MM BALL
STANDARD ENCLOSURE
STANDARD RADIATOR
STANDARD MUFFLER
NO CLEAN EMISSIONS MODULE
3 PHASE NEMA LOCK RECEPTACLE
IVR12 PERMANENT MAGNET
NO SPACE HEATER REQUIRED
INTEGRATED VOLTAGE REGULATOR
WET BATTERY (B1W)
BATTERY CHARGER UL10A 120VAC
JACKET WATER HEATER
NO PUMP ELECTRONIC TANK UNIT
STANDARD TEST REPORT
AUTHORIZED APPROVAL NUMBER

Accessories and/or modifications

Initial fill of coolant and lube oil
(1 set) Operation & Maintenance manuals (electronic copy) * **(additional sets, at additional cost)**

QPS field work

Delivery to jobsite (**offload/crane service by others**)
Basic Demonstration – **[included at no charge, if provided during the time of startup]**.
** See adder price below for a separate training session**

Not included

Sales tax
Air, building or construct permits
Offloading/crane service of equipment off delivery truck
Installation, wiring, piping, plumbing or anchoring of equipment
Diesel fuel, initial fill or for testing

Optional adders

Anchor Calculations – **Add: \$500.00** (per piece of equipment)

QPS Standard Field Testing Service:

C4.4 –C7.1&Gas Level 2 Startup Service **[incl. generator inspection & a 2hr load bank test]** ~ – **Add: \$1,420.00**

C4.4 –C7.1&Gas Level 3 Startup Service **[incl. generator inspection & a 4hr load bank test]** ~ – **Add: \$1,890.00**

C4.4 –C7.1&Gas NFPA 110 Startup Service **[incl. generator inspection, 2hr load bank & 2hr building load test]** ~ – **Add: \$2,470.00**

Pre-Startup Readiness Inspection (single day visit with contractor) – **Add: \$1,600.00**

On-site Training Session **[single, 4 hour day]** – **Add: \$1,100.00**

** Additional PM levels available for Genset, ATS and Load Bank Testing. Call for a quotation! **

IR Scanning **[at 60 days & at 11 months after installation, includes test report, genset and single ATS]** – **Add: \$4,900.00**

CAT Standby Genset: Extended Service Coverage (2019) – 5 year / 2500 hours, levels:

** Alternate ESC available with 3 to 10 year term lengths, for prime power application, ATS's, Rental and Tier4 Final units. Call for a quotation! **

EMISSIONS NOTE

- "California Air Resources Board (CARB) has approved alignment with the federal New Source Performance Standards (NSPS). Such alignment allows for emergency standby engines to be exempt from Tier 4 emissions standards; however, local air districts can require more stringent emissions control. The prospective buyer of the equipment quoted above is hereby notified the NSPS exemption does not apply to non-emergency standby engines (e.g. prime power applications such as peak shaving, parallel operation with the grid, or storm avoidance), or portable engines, even if used for emergency standby. Consult the local air district for permitting requirements and required emissions controls. Presently, South Coast Air Quality Management District (SCAQMD) Rule 1470 requires the use of a particulate filter if an engine is located within 100 meters of a school, and may require either a diesel particulate filter or an oxidation catalyst, depending upon engine size, if the installation is within 50 meters of a sensitive receptor. Particulate filters may also be required for Title V and major polluting facilities. For emissions requirements specific to the project for which this engine is being quoted, please contact SCAQMD at 909-396-2000. Unless otherwise listed above a DPF is not included in this proposal, please call for quotation if a DPF is required for this project."
- Caterpillar engines require a minimum of 30% load to prevent engine damage due to wet-stacking. Depending upon the permit and site specific conditions, SCAQMD emergency engine permits will only allow between 20 and 50 hours of runtime per year for non-emergency applications such as testing and exercising. Passive Diesel Particulate Filter systems depend on generator loading of a minimum of 50-60% to achieve minimum exhaust temperature threshold to keep soot regeneration and the filter backpressure within acceptable levels. If the engine will be operated consistently at low loads/low exhaust temperatures, the customer should make provisions to add load via facility operations or a load bank. Active Diesel Particulate Filter systems require no external load in order to regenerate. If listed above, Passive DPF option pricing, does not include a load bank or a load bank circuit breaker. If a load bank is needed for this project, please call for quotation.

TERMS AND CONDITIONS

1. Acceptance of Order.

This Quotation is for Buyer's information only and is not a valid offer to sell unless signed by an authorized representative of Seller in the place provided on the face of this Quotation. Prices, terms and conditions in an order from Buyer, which are inconsistent with the prices, terms and conditions of this Quotation, will be rejected by Seller, and are of no force and effect unless accepted in writing by Seller. Prices, delivery schedules and the scope of work on this Quotation are subject to change at Seller's discretion.

2. Liability.

Seller's liability on any claim of any kind, including claims for negligence, or for any loss or damage arising out of or connected with the manufacture, sale, delivery, installation, resale or use of any products covered by or furnished under any order connected with this Quotation shall be limited to those claims arising solely from the acts of Seller and Seller shall in no way be liable for any special, indirect, incidental or consequential damages. The term "consequential damages" shall include, but not be limited to, loss of anticipated profits, business interruption, loss of use, revenue, reputation and data, costs incurred, including without limitation, for capital, fuel, power and loss or damage to property or equipment. Buyer expressly acknowledges and agrees that Seller has set its prices in reliance upon the limitations of liability and other terms and conditions specified herein, which allocate the risk between Seller and Buyer and form a basis of this bargain between the parties. Any claims against Seller for shortages in shipments shall be made in writing to Seller within fifteen (15) days of receipt of shipment by Buyer. Unless otherwise provided for in writing, Seller's responsibility for shipment ceases upon delivery to carrier, and any claims for shortage, delays or damage occurring thereafter shall be made direct to carrier by Buyer. Seller shall not be liable for any delays in delivery attributable to strikes, labor disputes, lockouts, accidents, fires, delays in manufacture or in transportation, delays in delivery of component materials, floods, severe weather, or Acts of God, embargoes, governmental actions, or any other cause beyond the reasonable control of Seller. Seller shall not indemnify nor be liable to Buyer, Buyer's assigns, successors, purchasers, lessees or licensees, or to any person or entity for any claims, losses, expenses or judgments arising out of or resulting in any way from the product or integration of compatibility of the product with any other components, processes, facilities or equipment that does not comply with the equipment manufacturer(s)'s recommendations.

3. Shipments.

Unless otherwise specified, all risk of loss from the goods shall shift to Buyer at such time as the goods are delivered to a carrier for shipment to Buyer. Unless otherwise specified, shipment dates are approximate and all quoted prices exclude shipping costs. Shipment of goods under any order accepted by Seller shall be subject to the approval by Seller of Buyer's financial condition at the time of shipment. Whether or not terms of payment are specified elsewhere, Seller may, at its option, condition shipments under any order accepted by Seller upon receipt of satisfactory security or of cash prior to shipment. If, at Buyer's request, shipment of goods under any order accepted by Seller is delayed more than thirty (30) days after the shipment date specified in the order, or the date the goods are ready for shipment, whichever is later, Seller will require immediate payment in full and/or assess additional charges for the expenses incident to such delay.

4. Termination.

In the absence of a written agreement between Buyer and Seller expressing different terms and conditions as to termination, any order accepted by Seller may be terminated prior to completion by Buyer only upon written notice to Seller and payment of Seller's termination charges. If notice of termination is received by Seller after Seller has committed to buy the principal components for any order, termination charges shall include all direct and indirect costs incurred by Seller and the total profit anticipated by Seller. Additionally, Buyer's instruction to Seller to stop work for thirty (30) days during the time specified for performance in any order may be construed by Seller as the equivalent of written notice of termination from Buyer and previous stipulations will be in effect.

5. Taxes.

Unless expressly stated, Seller's prices do not include sales, use, excise or similar taxes, which Seller may be required to pay in filling Buyer's order. The amount of any applicable tax shall be paid by Buyer as an additional charge unless specifically included in any order accepted by Seller, or in lieu thereof, Buyer shall provide Seller with a tax exemption certificate acceptable to the taxing authorities.

6. Patents.

Seller shall, at its own expense, defend and save Buyer harmless from the expenses and consequences of any suit or procedure brought against Buyer, based on a claim that the use or sale of goods specified in any order accepted by Seller constitutes an infringement of any United States letters of patent in existence on the date of any such order; provided Buyer promptly notifies Seller in writing of such claim and gives the necessary authorization, information and assistance for the defense of such a claim.

7. Changes.

Seller, and Seller's suppliers, may, at any time, without notice to Buyer, make changes (whether in design, materials, the addition of improvements, or otherwise) in any goods specified in any order accepted by Seller without incurring any obligation of any kind as a result thereof, but only to the extent that such change does not cause the goods specified to fail to meet Buyer's requirements. Buyer may, in its order, provide for changes in its requirements with provision for a corresponding equitable change in the price, if any; but in no instance shall Buyer make changes, which are substantially different from the scope of the original order accepted by Seller.

8. Export Sales.

In the event the goods and services specified in any order accepted by Seller are for export, the Buyer shall be responsible for securing export, import and other licenses or authorizations as may be required. The conditions specified in this Section apply to all export transactions. This transaction is only for the sale of the equipment requested and detailed in this Quotation. Not included is any startup assistance, field-testing, training or any other services that might be required on site. Also not included is any installation, installation audits, sea trials (if applicable), or installation materials. To ensure proper application, installation, and warranty integrity, Buyer is encouraged to contact the applicable Caterpillar Dealer for these services. The costs of these services are not included in the sale price nor will Seller be responsible for any such related costs.

9. Permits for Equipment Design, Installation and Operation.

As a supplier of equipment, disclaims responsibility for any and all permits or licenses necessary to design, install and operate the equipment due to zoning, air quality, environmental, safety, building or construction codes or use permits pertaining to Buyer's particular application of such equipment or any similar type of permit. Special attention should be given to the requirements of local air district rules and California Air Resources Board (CARB) regulations pertaining to permit requirements. Seller is quoting on equipment based on the specifications set forth in this Quotation. If additional equipment or engine modifications are required beyond the specifications, such as additional equipment required for compliance by a local air district or CARB, those items are not included and are the responsibility of Buyer. For example, South Coast AQMD (SCAQMD) Rule 1470 may require controls and limits on particulate matter, especially when the engine installation is within 100-meters from a school, or within 50 meters of a sensitive receptor (defined in Rule 1470). Ultra low sulfur fuel is required for particulate filters. CARB Diesel Fuel, or other CARB-approved alternative fuel, is also required for compression ignition (CI) engines operated in California. When indicated in the bill of materials, the proposed equipment may be SCAQMD pre-approved as Certified Equipment. This certification does not eliminate the permit process or responsibility of others to obtain a permit. Procurement of certified equipment assures permitability, reduces the permit processing fees and reduces the time necessary to obtain the permit through SCAQMD.

10. Start-up, Commissioning and Operating Requirements.

Equipment provided in this Quotation may require start-up and commissioning, including inspection(s), to ensure the equipment is installed in accordance with manufacturer(s)'s recommendations and specifications. If Seller has commissioned the equipment, Buyer agrees not to modify the design or components of the installation such that the modifications would violate any legal requirements of the installation, or would cause the installation to deviate from manufacturer(s)'s recommendations and specifications. Buyer acknowledges and agrees that, with respect to products sold to Buyer in connection with this Quotation, Buyer shall have the sole responsibility to ensure the products are properly installed, operated and maintained in accordance with the manufacturer(s)'s recommendations and specifications, and to determine and

comply with all applicable Federal, state, local and regulated use restrictions and requirements, including, without limitation, the continuing responsibility to ensure that the use of product is in full compliance with all applicable environmental laws and regulations. Failure to install, operate and maintain the products in accordance with the manufacturer(s)'s recommendations and specifications will invalidate any applicable manufacturer's warranty.

11. Additional material.

Only those items listed in this Quotation are included with any order. For example, unless specifically identified in this Quotation, the following items are not included with any purchased equipment: any exhaust or fuel piping, main fuel tank, fuel, duct work, special tools, insulation, wiring, cable, bus duct, concrete, anchor bolts, rigging or any material or labor incidental to the installation itself. Buyer specifically assumes responsibility for the provision of any such items if not specifically identified in the Quotation.

12. Hours of services.

When included, delivery, startup assistance, field testing, training or any other services required on site will be provided during the normal weekday working hours of 7:00 am to 4:30 pm. Delivery or services occurring at any other time, weekends or holidays is subject to premium charges.

13. Warranty.

The equipment manufacturer's warranty is the only warranty provided in connection with the equipment described in this Quotation. Buyer is responsible for operating and maintaining the equipment as specified by the manufacturer. The manufacturer's warranties are exclusive and in lieu of all other warranties either oral or written, express or implied, including but not limited to any warranty of merchantability or fitness for a particular purpose. Seller is not a manufacturer and makes no warranty and shall not, under any circumstances, be liable for any indirect or special, incidental or consequential damages including but not limited to loss of production, loss of profit, loss of use or business interruption, or any other economic loss, whether arising from contract, tort, strict liability or any other theory of law. Buyer, Buyer's assigns, successors, purchasers or any other person designated to operate the equipment as the end user, is responsible for operating the equipment in accordance with manufacturer(s)'s recommendations and specifications. Failure to perform all scheduled maintenance may result in damage to the equipment, and may be grounds to deny warranty coverage.

14. Terms.

Terms of payment are due upon receipt of invoice with no deductions of any kind for retentions, setoffs, discounts or other similar items. A finance charge of 1.5% per month (not to exceed the maximum allowed by law) will be charged on all past due invoices. When necessary Seller will file a California "Preliminary 20-day notice" pursuant to Section 3097 of the California Civil Code.

15. Cost additives.

A: Unit Cost.

Quotation prices are valid for 30 days only and are based on current market prices as of date of quotation. The Seller reserves the right to adjust the final invoice with a price escalation up to 6% due to 1) purchase orders being received after expiration of quotation, 2) fluctuations in raw materials market prices at time of order, 3) labor rate increases at time of scheduled field services, 4) delays in submittal approvals and/or release of equipment or 5) additional items or services provided that were not included as part of the original quotation. Since final invoicing can and may take place up to a year or more from original quotation date.

B: Delays.

If delivery is delayed by customer Buyer beyond original shipment date, purchase price is due 30 days after original shipment date and a storage and handling charge will be applied and is due each month until delivery. Finance charge of 1.5% per month (not to exceed the maximum allowed by law) is applicable on any amounts arising hereunder or in connection herewith that are not paid when due.

C: Start up.

If construction of the facility or other delays are experienced or expected, which prohibit the initial startup of the equipment beyond one year from delivery additional costs may be imposed including, but not be limited to, long term storage preparation, inspection charges, parts, service, etc.

16. Lead Times.

Lead times are based on manufactures estimated timetables. Project completion time may vary due to delays in receipt of purchase orders, submittal approval, release of equipment, manufactures unforeseen delays in production or holiday schedules. Project completion time frame cannot be guaranteed. Back orders will be processed as soon as available. Part number changes may be made to provide latest improved interchangeable items of equipment.

17. Governing Law and Venue.

The rights and obligations of the parties with respect to the transactions contemplated by this Quotation shall be governed in all respects by the laws of the State of California. The parties hereto irrevocably agree that the exclusive venue for any litigation arising in connection with the transactions specified in this Quotation shall be in the courts located in the County of Los Angeles, California.

18. Attorneys' Fees and Costs.

In the event of any legal action, controversy, claim, or dispute between the parties involving the transactions contemplated by this Quotation, the prevailing party shall be entitled to recover from the other party reasonable expenses, attorneys' fees, and costs.

19. Additional Conditions.

Buyer shall furnish to Seller, at no cost, suitable working space, storage space, adequate heat, telephone, light, ventilation, regulated electric power and outlets for testing purposes (if applicable). The facilities shall be within a reasonable distance from where any applicable services are to be provided. Seller and its representatives shall have full and free access to the equipment in order to provide any applicable services. Buyer shall provide the means to shut-off and secure electric power to the equipment and provide safe working conditions. Buyer shall not require Seller or its employees, as a condition to site access or otherwise, to further agree or enter into any agreement, which waives, releases, indemnifies or otherwise limits or expands any rights or obligation whatsoever. Any such agreements shall be null and void. Seller is under no obligation to remove or dispose of parts or equipment unless specifically agreed upon in Seller's scope of work. Seller-removed parts become the property of Seller. Seller must not perform any electrical power switching unless specifically requested by Buyer, under the supervision of Buyer, and subject to procedures jointly agreed to in advance. Notwithstanding Buyer's request, Seller may refuse to perform power switching, if in the opinion of Seller, such action would be unsafe. IN THE EVENT THAT SELLER PERFORMS POWER SWITCHING, TO THE FULLEST EXTENT PERMITTED BY LAW, BUYER SHALL INDEMNIFY, DEFEND, AND HOLD SELLER HARMLESS FROM ANY AND ALL LIABILITY, ACTIONS, SUITS, CLAIMS, DEMANDS, DAMAGES, COSTS, AND EXPENSES ("LOSSES") ARISING OUT OF OR IN ANY WAY CONNECTED WITH OR RESULTING FROM SELLER'S PERFORMANCE OF POWER SWITCHING, REGARDLESS OF WHETHER THE LOSSES RESULT FROM SELLER'S NEGLIGENCE (WHETHER ACTION OR PASSIVE, AND WHETHER SOLE, JOINT, OR CONCURRENT), AND EVEN THOUGH CAUSED IN WHOLE OR IN PART BY A PRE-EXISTING DEFECT, STRICT LIABILITY, OR OTHER LEGAL FAULT OF SELLER. THIS INDEMNITY SHALL APPLY TO ANY ACTS OR OMISSIONS OR NEGLIGENT CONDUCT, WHETHER ACTIVE OR PASSIVE, ON THE PART OF EITHER SELLER OR BUYER. If OSHA or any other federal, state or local government, trade association, or contractual regulations or standards require a "safety person" to be on site during the performance of services, or in the event of a trade union jurisdictional dispute where trade union represented personnel are required to assist or stand by during the performance of services by Seller, Buyer shall be responsible for providing for and paying for any charge or wages for such person(s), as applicable. Buyer shall immediately inform Seller, in writing, at the time of order placement and thereafter, of any unsafe or hazardous substance or condition at the site, including, but not limited to, the presence of asbestos or asbestos-containing materials, and shall provide Seller with any applicable Material Data Safety Sheets regarding the same. Any losses, costs, damages, claims and expenses incurred by Seller as a result of Buyer's failure to advise Seller shall be borne by Buyer. Seller, in its sole discretion and without cost or penalty, reserves the right to cancel its performance under this Agreement or any order immediately upon written notice to Buyer following Seller's discovery of unsafe or hazardous site substance or condition or any other circumstance altering Seller performance of Services. Buyer shall appoint a representative familiar with the site and the nature of the Services to be performed by Seller to be accessible at all times that Seller personnel are at the site. Seller shall not be liable for any expenses incurred by Buyer in removing, replacing or refurbishing any Buyer equipment or any part of Buyer's building structure that restricts Seller's access. Buyer's personnel shall cooperate with and provide all necessary assistance to Seller. Seller shall not be liable or responsible for any work performed by Buyer.

ACCEPTED BY:

By: _____

Company: _____

Date: _____

P.O. #: _____

SUBMITTED BY:

By: Samuel Vizcarra

Quinn Power Systems

Phone: 831-750-4072



Standby 110 kW
 Prime 100 kW
 60 Hz 1800 rpm 480V
 60 Hz 1800 rpm 600V

Image shown may not reflect actual configuration

Specifications

Frequency	Voltage	Standby kW (kVA)	Prime kW (kVA)	Speed rpm
480V 60 Hz Rating				
60 Hz	480/277V	110 (137)	100 (125)	1800
60 Hz	208/120V	110 (137)	100 (125)	1800
60 Hz	240/120V	65 (65)	65 (65)	1800
600V 60 Hz Rating (Optional)				
60 Hz	600V/347V	110 (137)	100 (125)	1800
60 Hz	480V/277V	110 (137)	100 (125)	1800
60 Hz	208/120V	110 (137)	100 (125)	1800
60 Hz	240/120V	64 (64)	64 (64)	1800

Cat® C4.4 ACERT™ Diesel Engine	Metric	Imperial (English)
Configuration	I-4, 4-Stroke - Water Cooled Diesel	
Bore	105 mm	4.13 in
Stroke	127 mm	5 in
Displacement	4.4 L	268.5 in ³
Aspiration	Turbocharged-Aftercooled	
Compression Ratio	16.5:1	
Engine rpm	1800	
Governor Type	ADEM™ A4	

Features & Benefits

Fuel/Emissions Strategy

- Meets U.S. EPA Tier 4 Final emission standards and CARB certified for non-road mobile applications at all 60 Hz ratings

Design Criteria

- Meets ISO 8528 transient response and linear vibration
- Canadian Standards Association (CSA) Certified

Single-source Supplier

- Package is factory designed and production tested
- Manufactured in ISO 9001:2000 certified Caterpillar facility

Cat C4.4 ACERT Diesel Engine

- Four-stroke diesel engine with ACERT technology combined with electronic engine controller offers consistent performance and excellent fuel economy
- Series turbocharged with smart wastegate
- Low ownership costs enabled by a 3,000 hrs service interval for multi-vee belts and service free tappets
- Oil and fuel filter change intervals: 500 hrs

Cat Clean Emissions Module (CEM)

- Engine mounted Aftertreatment module contains of Diesel Oxidation Catalyst (DOC) and Selective Catalytic Reduction (SCR)
- Aftertreatment remains invisible to the equipment operator when in use
- No requirement for ash servicing
- Service free for life of the engine

Diesel Exhaust Fluid (DEF) System

- DEF tank provides more than 24 hrs run time @ 75% load.
- Electrically heated DEF lines

Cat Generator

- Matched to the performance and output characteristics of Cat engines
- Integrated voltage selector switch
- UL 1446 Recognized Class H insulation

Cat Integrated Voltage Regulator (Cat IVR)

- Three-phase sensing
- Adjustable volts-per-hertz regulation
- Provides precise control, excellent block loading, and constant voltage in the normal operating range

Cat EMCP 4.2B Control Panel

- Electronic control panel provides power metering, protective relaying, engine and generator parameter viewing, and expanded AC metering
- Graphical display (3.8 in.) denotes text alarm/ event descriptions, set points, engine and generator monitoring, and is visible in all lighting conditions
- Simple, user-friendly interface and navigation
- Automatic set-point adjustment integrated with voltage selection

Sound-attenuated Enclosure

- Provides excellent weather protection and allows for a quiet package operation with less than 66 dBA sound levels at full load, while offering excellent service access with multiple doors and access panels
- Galvanealed sheet steel body panels for improved corrosion resistance.
- Coolant and oil drains along with auxiliary fuel connections are all conveniently located at one location on the exterior of the enclosure for easy access.

Fuel System

- Provides 24-hour runtime @ 75% prime
- Meets UL 142, ULC 601
- OPTIONAL: Meets Transport Canada (UN31A) requirements with factory-installed, optional vent kit

Reduced Environmental Impact

- 110% spill containment of onboard engine fluids

Cooling System

- Provides 50°C ambient capability @ full rating
- Coolant low-level shutdown switch
- Coolant recovery system for easy top off

Charging System

- Charging alternator; 12V-100A, heavy duty with integral regulator and belt guards
- 10-Watt Solar maintainer for batteries

Asset Monitoring and Management

- Product Link™ Generation (PLG) hardware provides two-way communication for remote control and equipment monitoring via cellular network
- Customer-defined, equipment-based, real-time status updates and alerts
- Flexible and customer-configurable user interface
- GPS provides asset location and geo-fencing

Factory-installed Standard Equipment

Engine

- Cat C4.4 ACERT heavy-duty diesel engine meets Tier 4 Final emission standards

Engine Air Inlet

- Heavy-duty air cleaner with dust cup and service indicator
- Turbocharger and air-to-air after cooler

Cat CEM

- Engine mounted CEM
- Robust operation in cold weather and low loads
- Includes DOC and SCR

DEF System

- 8 gal (30 L) plastic DEF tank provides capacity to meet or exceed fuel tank runtime at any given load.
- DEF tank is equipped with integrated level sensor and heating element to aid in cold weather operation.
- Electrically heated DEF lines
- DEF level gauge located on the control panel
- Equipped with low and critically-low level alarms and a critically-low shutdown

Fuel System

- 150 gal (568 L) double-wall fuel tank
- Fuel fill located in an isolated enclosed space away from the engine compartment with a lockable door
- Designed to meet UL 142, ULC 601
- Provides 24-hour runtime @ 75% prime
- Engine mounted electric priming pump
- Auxiliary connections for customer-supplied fuel transfer system with 3-way fuel transfer valve
- Engine mounted primary fuel filter with integral water separator
- Engine-mounted secondary fuel filter

Cooling System

- Provides 50°C ambient capability @ full rating
- Vertically mounted radiator with engine mounted cooling fan
- 50/50 Extended Life Coolant
- Coolant low-level shutdown switch
- Coolant recovery system
- Coolant drain line with valve

Mounting System

- Engine, generator and radiator soft mounted to the heavy duty, fabricated steel base frame

Sound-attenuated Enclosure

- Provides excellent weather protection
- Offers a quiet package with 66 dBA sound levels
- Rugged, corrosion-resistant construction:
 - Galvanealed, sheet steel body panels with zinc phosphate pre-treatment prior to polyester powder coating
- Excellent access for service and maintenance:
 - Two doors on each side of the enclosure provides clear access to routine service and maintenance needs.
 - Two rear doors provide access to power distribution and control panel access
 - Separate door for DEF and Diesel fill access
 - Access panel on the front provides access to clean radiator cores and to service DEF tank.
 - Lube oil drain, coolant drain, external fuel supply and return lines are all piped to exterior of the enclosure and located on one panel for easy access.
- Security and safety features:
 - Pad lockable latches on all access doors
 - Exterior emergency stop (E-stop) button

Lube System

- Open crankcase breather with filter
- Oil drain line with internal valve routed to connection point accessible from exterior
- 500-hour engine oil change interval

Starting System

- Single electric starting motor, 12VDC
- Single 12V (850 CCA) maintenance-free battery with disconnect switch, battery rack, and cables
- 120V single-phase block heater

Quality

- Factory testing of standard generator set and complete power module
- UL, NEMA, ISO, and IEEE standards
- O&M manuals
- CSA Certified
- Full manufacturer's warranty

Shore Power

- One 110V shore power connection for powering engine block heater and generator space heater (optional), battery charger (optional), and single duplex service receptacle
- Includes controls to de-energize block and generator space heaters when the engine is running

Factory-installed Optional Equipment

Vent Kit

- Provides necessary vents and films to upgrade the standard UL142 certified tank to meet Transport Canada (UN31A) certification

Trailer Electric

- Two-axle trailer with Electric brakes

Trailer Hydraulic

- Two-axle trailer with Hydraulic brakes

Battery Charger

- 10A, 12 VDC output
- UL & CSA listed

Hitches

- 3" Pintle OR 2-5/16" Ball

Generator Space Heater

- 110 VAC Anti-condensation heater

Permanent Magnet Generator (PMG)

- Adds independent source of excitation to generator

NEMA Receptacles

- 208 Volt locking NEMA receptacles, quantity 2

600V Generator

- Includes 600V generator and 4-position rotary switch for easy selection of desired output
- Available voltages include:
 - 3-phase (600/347 Volt, 480/277 Volt, 208/120 Volt)
 - 1-phase (240/120 Volt)

Technical Data

Cat Generator	
Frame size	LC3114F
Pitch	2/3
No. of poles	4
No. of leads	12
Excitation	Self Excited
Number of bearings	Single bearing, close coupled
Insulation	Class H
Enclosure	Drip proof IP23
Alignment	Pilot shaft
Overspeed capability – % of rated	125% of rated
Voltage regulator	3-phase sensing with volts-per-hertz
Voltage regulation (adjustable to compensate for engine speed droop and line loss)	Less than $\pm 1/2\%$ voltage gain
Wave form deviation	3%
Telephone Influence Factor (TIF)	Less than 50
Harmonic Distortion (THD)	Less than 5%

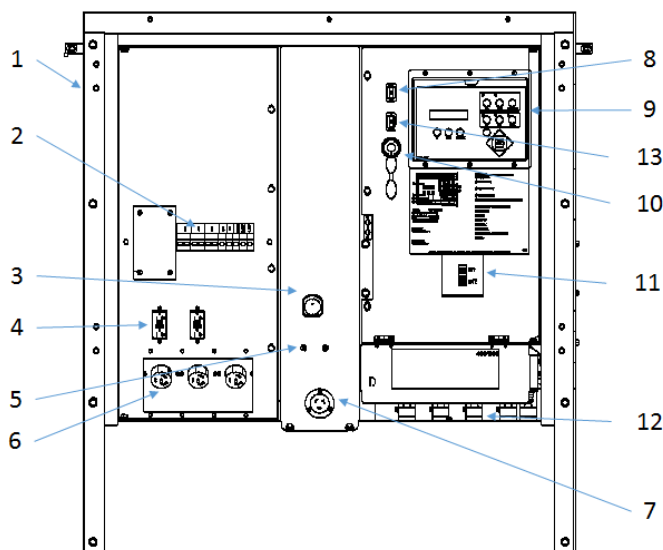
Cat Generator Set			
	Units	60 Hz — Standby	60 Hz — Prime
Power Rating	kW (kVA)	110 (137)	100 (125)
Performance Specification			
Lubricating System			
Oil pan capacity	L (gal)	9.4 (2.5)	9.4 (2.5)
Fuel System			
Fuel consumption — 100% Load	L/hr (gal/hr)	31.3 (8.27)	28.4 (7.49)
75% Load	L/hr (gal/hr)	-	20.9 (5.51)
50% Load	L/hr (gal/hr)	-	14.4 (3.80)
25% Load	L/hr (gal/hr)	-	7.5 (1.97)
Fuel tank capacity	L (gal)	568 (150)	568 (150)
Run time @ 75% rating	Hr		28
DEF System			
DEF consumption — 100% Load	L/hr (gal/hr)	1.2 (0.31)	0.47 (0.12)
75% Load	L/hr (gal/hr)	-	0.72 (0.19)
50% Load	L/hr (gal/hr)	-	0.39 (0.10)
25% Load	L/hr (gal/hr)	-	0.45 (0.12)
DEF tank capacity	L (gal)	30 (7.92)	30 (7.92)
Run time @ 75% rating	Hr		42
Cooling System			
Ambient capability	°C (°F)	55 (131)	55 (131)
Engine & radiator coolant capacity	L (gal)	18.3 (4.8)	18.3 (4.8)
Noise Rating (with enclosure)			
@ 7 meters (23 feet) @ 75% rating	dB(A)	66	65

Technical Data (continued)

Dimensions and Weights					
Model	Length mm (in)	Width mm (in)	Height mm (in)	With Lube Oil & Coolant Kg (lb)	With all fluids Kg (lb)
XQ125	3,222 (127)	1,244 (49)	1,858 (73)	2,372 (5,230)	2,876 (6,341)
XQ125 with trailer (electric brakes)	4,475 (176)	1,981 (78)	2,179 (86)	2,812 (6,200)	3,316 (7,311)
XQ125 with trailer (hydraulic brakes)	4,495 (177)	1,981 (78)	2,179 (86)	2,821 (6,220)	3,325 (7,331)

Control Panel and Power Distribution Layout

Item	Description
1	Steel enclosure with hinged, lockable doors (not shown)
2	Circuit breakers for receptacles
3	Emergency stop
4	2X Single-phase GFCI duplex receptacles (20A @ 120V)
5	Two-wire remote start terminals
6	3X Single-phase, California-style, twist-lock receptacles, 50A @ 208V phase-to-phase, 120V phase to neutral, or 240/120 single-phase when in that voltage position
7	Single-phase, NEMA locking input receptacle, (30A @ 120V) to power block heater, battery charger and generator space heater
8	Glow plug lamp
9	EMCP 4.2B digital generator set controller
10	Cat ET service tool connector
11	Generator main circuit breaker
12	Main bus connection (bus bars with 13 mm holes) behind hinged cover with safety switch
13	HEST/DPF Regen Lamp



Ratings Definitions and Conditions

Meets or Exceeds International Specifications: AS1359, CSA, IEC60034-1, ISO3046, ISO8528, NEMA MG 1-33.

Prime — Output available with varying load for an unlimited time. Average power output is 70% of the prime power rating. Typical peak demand is 100% of prime rated kW with 10% overload capability for emergency use for a maximum of 1 hour in 12. Overload operation cannot exceed 25 hours per year. Prime power in accordance with ISO3046. Prime ambients shown indicate ambient temperature at 100% load which results in a coolant top tank temperature below the alarm temperature.

Standby — Output available with varying load for the duration of the interruption of the normal source power. Average power output is 70% of the standby power rating. Typical operation is 200 hours per year, with maximum expected usage of 500 hours per year.

Ratings are based on SAE J1349 standard conditions. These ratings also apply at ISO3046 standard conditions.

Fuel rates are based on fuel oil of 35° API [16°C (60°F)] gravity having an LHV of 42 780 kJ/kg (18,390 Btu/lb) when used at 29°C (85°F) and weighing 838.9 g/liter (7.001 lbs/U.S. gal).

Additional ratings may be available for specific customer requirements, contact your Caterpillar representative for details. For information regarding low sulfur fuel and biodiesel capability, please consult your Cat dealer.

www.Cat.com/rentalpower

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Materials and specifications are subject to change without notice. The International System of Units (SI) is used in this publication.

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RESOLUTION NO. 2020-59

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH QUINN POWER SYSTEMS FOR THE PURCHASE OF A PORTABLE TRAILER MOUNT 100-KILOWATT (kW) GENERATOR IN THE AMOUNT OF \$77,149.

-oOo-

WHEREAS, the Board of Directors authorized the Fiscal Year (FY) 2020-2021 capital budget expenditure of \$80,000 for the replacement of the Collections Department Generac Portable Generator; and

WHEREAS, Quinn Power Systems, a member of Sourcewell government purchasing cooperative has been awarded lowest bid through the joint purchasing powers competitive bidding process; and

WHEREAS, Carmel Area Wastewater District is a member agency of the Sourcewell Government Purchasing Cooperative.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that accepts and awards the contract to Quinn Power Systems, in the amount of \$77,149 and authorizes the General Manager to execute a contract with Quinn Power Systems for the equipment procurement.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: Chris Foley, Maintenance Superintendent

Date: September 24, 2020

Subject: Capital Purchase - Collections Pump Round Truck

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to purchase a utility truck with a box mounted crane for a cost of \$82,507.30, and authorize a budget amendment in the amount of \$2,507.30 from District Reserves.

DISCUSSION

This truck will replace the 2007 Ford F250 truck, which is currently used for daily inspections, emergency response, equipment repairs, and for towing portable equipment.

The new truck includes a utility bed with an electric-hydraulic crane. The utility bed and crane add an additional cost of \$31,005 over the base truck which is why the truck has a higher cost than a standard bed truck.

The benefit of the crane is that it will provide an increased reach as well as an increased hydraulic extension, which is safer than a manual extension. The longer reach will also allow staff to lift stormwater pumps and equipment in the treatment area. This will reduce costs and dependence on hiring crane companies for smaller equipment lifts. The manual extension tends to corrode over time making it difficult to use and maintain.

There were 3 motor options. The diesel option is recommended over gas due to the expected longevity of the diesel motor. The 6.7 Liter diesel is a proven motor and expected to perform over 200,000 miles with few repairs. The base gas motor is under powered when towing with a utility box with crane and the optional 7.3 Liter gas motor is brand new and unproven. The diesel motor added a cost of \$10,506 to the truck. The total cost of the truck is \$82,507.30, which is \$2,507.30 over the budgeted amount but staff recommends the increased cost so that the diesel motor is included. The other option is to specify the 7.3 Liter

gas motor, which would lower the cost below the \$80,000 budgeted amount at the risk of selecting a motor with the unproven longevity of the diesel motor.

Bid process was completed through California Multiple Award Schedules (CMAS). The CMAS process allowed the district to solicit offers from a supplier that has been awarded the competitive bid for a commodity. This saves time and money while still meeting the competitive bidding requirement.

Pebble Beach Community Services District shared the specification for a replacement truck that was very close to the features CAWD envisioned. CAWD staff was then able to customize and request a bid from the CMAS supplier Downtown Ford.

Downtown Ford provided a bid for a 2020 Ford F350 with a utility box and electric crane. The truck was specified with 4-wheel drive and heavy duty 6.7L diesel motor that is also optional on the larger F450 truck. The diesel motor was selected because it has a proven track record and designed for increased longevity.

JUSTIFICATION

The 2007 Ford F250 is past its useful life for emergency response and daily rounds usage. This truck continues to have increased maintenance costs and decreased reliability. The oil pump failed in April 2020 and the truck has a rear main seal oil leak. The current mileage is 78,982. Staff further analyzed the oil leak and deemed it reliable for operation in the plant and short trips to pump stations. The truck is not reliable for emergency response and heavy daily usage.

The replacement truck will have increased load capacity and be able to safely tow the new 100-kilowatt portable generator. The truck will have a utility box and the crane will be slightly upsized to allow lifting of more equipment. This will improve the safety of lifting pumps and equipment by moving staff further away from the load when lifting and eliminating exposure to pinch points.

FUNDING

\$80,000 was allocated in the Fiscal Year 2020-21 Collection capital purchase budget. \$2,507.30 would be transferred from District Reserves.

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

QUOTE# CAWD-F3E-CT1

QUOTATION

Customer

Name CARMEL AREA WASTEWATER DISTRICT
 Address _____
 City _____ CA _____ 93922
 Phone 831.257.0439 CHRIS FOLEY

Date	<u>9/14/2020</u>
REP	<u>WIL</u>
Phone	<u>916.442.6931</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
1	NEW FORD F350 REGULAR CAB CHASSIS F3E STATE OF CALIFORNIA CONTRACT 1-18-23-20A CLIN 29 FACTORY ORDER SALES TAX 8.750%	\$25,486.00	\$25,486.00
	OPTIONS WHITE IN COLOR / OPTIONS		
1	CHANGE TO 4X4 F3F	\$3,657.00	\$3,657.00
1	ELECTRONIC SHIFT ON THE FLY - STANDARD 3213	\$0.00	\$0.00
1	ELECTRONIC LOCKING REAR AXLE 3AXL	\$389.00	\$389.00
1	REGULAR CAB DUAL REAR WHEEL 60" CA F3G	\$1,259.00	\$1,259.00
1		\$0.00	\$0.00
1	CHANGE TO DIESEL ENGINE D99T	\$10,506.00	\$10,506.00
1	DUAL ALTERNATORS D67A	\$377.00	\$377.00
1	ENGINE IDLE SHUT DOWN D69T	\$249.00	\$249.00
1	OPERATION COMMANDED REGENERATION D98R	\$249.00	\$249.00
1	BACK UP ALARM 076C	\$127.00	\$127.00
1	DAYTIME RUNNING LIGHTS 0942	\$45.00	\$45.00
1	HEAVY DUTY SERVICE SUSPENSION 067H	\$127.00	\$127.00
1	BLUETOOTH-FACTORY SYNC 091M	\$0.00	\$0.00
1	CRUISE CONTROL 3525	\$235.00	\$235.00
1	POWER GROUP 90L	\$926.00	\$926.00
1	REAR VIEW CAMERA PREP KIT 076V	\$535.00	\$535.00
1		\$0.00	\$0.00
1	ROYAL CRANE BODY CR5-40VD-108	\$31,005.00	\$31,005.00
1	0417353	\$0.00	\$0.00
1	RUNNING BOARDS & TOW PACKAGE - ROYAL	\$0.00	\$0.00

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____
 Expires _____

Subtotal	\$75,172.00
Delivery	\$749.00
SALES TAX	\$6,577.55
CA Tire Tax	\$8.75
TOTAL	\$82,507.30

Office Use Only

RESOLUTION NO. 2020-60

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH DOWNTOWN FORD FOR THE PURCHASE OF A FORD F350 UTILITY TRUCK WITH A BOX MOUNT CRANE IN THE AMOUNT NOT TO EXCEED \$82,507.30.

-oOo-

WHEREAS, the Board of Directors authorized the Fiscal Year (FY) 2020-2021 capital budget expenditure of \$80,000 for the replacement of the Collections Department Pump Rounds Truck; and

WHEREAS, Downtown Ford, has been awarded a California Multiple Award Schedule Contract by the State of California and provided the lowest bid through the Federal General Services Administration (GSA) schedule competitive bidding process; and

WHEREAS, Carmel Area Wastewater District is a member agency of the California Multiple Award Schedule Program; and

WHEREAS, the Board of Directors is convinced by the staff report presented at its meeting on this date of the justification for this purchase and agrees to amend the budget and transfer \$2,507.30 from District Reserves to cover the costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that accepts and awards the contract to Downtown Ford, in the amount of \$82,507.30, authorizes the General Manager to execute a contract with Downtown Ford for the equipment procurement, and authorizes a budget amendment in the amount of \$2,507.30 from District Reserves.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: September 24, 2020

Subject: Project # 19-08 Carmel Valley Manor Sewer Extension Project (proposed project) Final Initial Study/Mitigated Negative Declaration Adoption pursuant to the California Environmental Quality Act (CEQA)

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review and consider the attached Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan (MMRP) for the Carmel Valley Manor Sewer Extension Project;
2. Find that based on the IS/MND and the public review that there is no substantial evidence that the project will have a significant effect on the environment and that the mitigated negative declaration reflects the District's independent judgment and analysis;
3. Adopt the Initial Study/Mitigated Negative Declaration (IS/MND) pursuant to the California Environmental Quality Act (CEQA) Guidelines;
4. Adopt the Mitigation Monitoring and Reporting Plan; and
5. Adopt the Resolution to Approve the project and adopt the IS/MND.

DISCUSSION

The project would extend sewer service to the existing Carmel Valley Manor senior living facility. This development is currently served by a failing septic system that is considered a health concern by the Monterey County Environmental Health Department. Additionally, previously developed parcels directly adjacent to the proposed pipeline alignment would have the opportunity and may be required to connect to the public sewer system, should their existing septic systems and/or leach fields fail or otherwise become unable to continue to operate. The project includes the installation and operation of approximately 9,900 linear feet (LF) of 8-inch diameter polyvinyl chloride (PVC) gravity sewer main, approximately 900 LF of 6-inch diameter force main, concrete manholes, and a 250-gallon per minute wastewater pump station. From the proposed gravity-fed sewer, wastewater would be pumped by the proposed pump station into the proposed force main, discharging to the existing collection system at the west abutment of the County Bridge

Number 500 crossing over the Carmel River on Valley Greens Drive. Wastewater would be conveyed through the existing collection system to the CAWD Water Pollution Control Plant. The attached figure shows the proposed new pipeline alignment and pump station location.

At the July 30, 2020 Board meeting, the Board of Directors was presented with the Draft IS/MND for the Carmel Valley Manor Sewer Extension Project. After the meeting, public notifications were published, and County and State filings were submitted as required by CEQA. The formal public comment period of 30 days commenced on August 3, 2020 and was completed on September 2, 2020. No comments were received during the public comment period.

The IS/MND is available for board review to facilitate adopting a Mitigated Negative Declaration for the project in accordance with § 15074 of CEQA Guidelines. A Mitigation Monitoring and Reporting Plan (MMRP) is included in the IS/MND and is also available for review at the administrative office. The MMRP summarizes the mitigation measures that must be adopted by the Board in accordance with § 15074 of CEQA Guidelines.

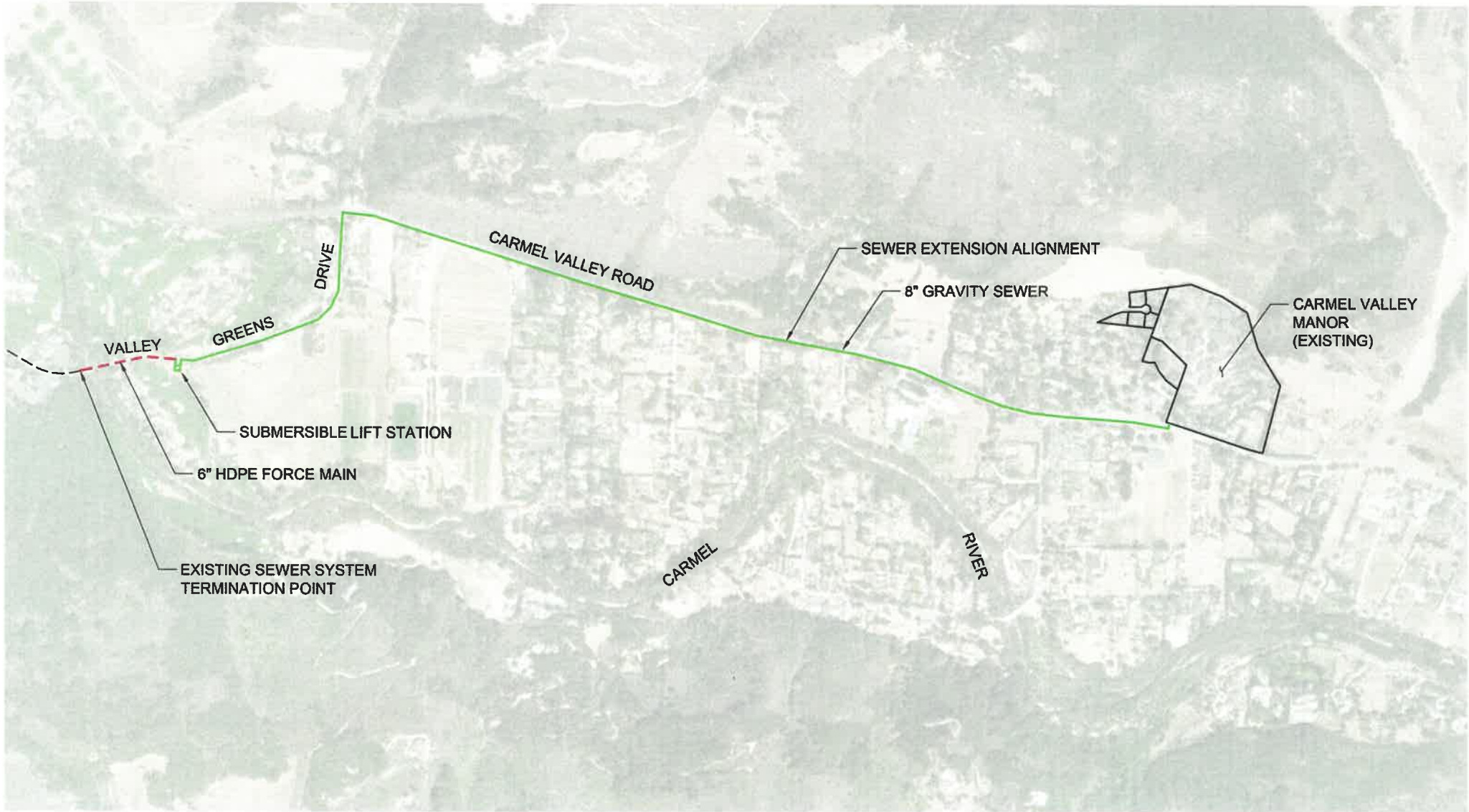
FUNDING

The costs of construction will be funded by the Carmel Valley Manor owners.

Attachment: Figure map of proposed new pipeline alignment and pump station placement

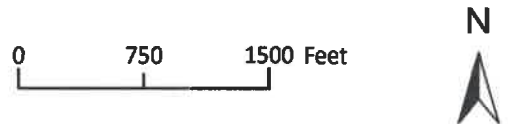
Available upon request:

- Initial Study/Mitigated Negative Declaration (IS/MND) (129 pages)
- Mitigation Monitoring and Reporting Plan (MMRP) (8 pages)
- The IS/MND appendices can be downloaded here: (329 pages)
<https://rinconconsultants.exavault.com/share/view/25tde-4py6edt0>



Source: MNS ENGINEERS INC

--- Proposed Force Main
--- Proposed Gravity Sewer



RESOLUTION NO. 2020-61

RESOLUTION TO ADOPT AN INITIAL STUDY/MITIGATED NEGATIVE
DECLARATION (IS/MND) & THE MITIGATION MONITORING AND
REPORTING PLAN (MMRP); & APPROVE THE CARMEL VALLEY MANOR
SEWER EXTENSION PROJECT # 19-08

-oOo-

WHEREAS, the Carmel Area Wastewater District ("District") desires to adopt the Initial Study/Mitigated Negative Declaration ("IS/MND") and Mitigation Monitoring and Reporting Program (MMRP) for the Carmel Valley Manor Sewer Extension Project (the "Project"), which is on file with the Office of the County Clerk and incorporated herein by this reference; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the IS/MND was prepared for this Project; and

WHEREAS, the Project consists of extending sewer service to the existing Carmel Valley Manor senior living facility through the installation of 9,900 linear feet of 8-inch diameter polyvinyl chloride gravity sewer main, 900 linear feet of 6-inch diameter force main, concrete manholes, and a 250-gallon per minute wastewater pump station; and

WHEREAS, upon completion of the IS/MND, the District, as the Lead Agency, prepared and filed a Notice of Completion ("NOC") with the State Clearinghouse Office of Planning and Research ("SCH OPR"), for distribution to public agencies and interested parties for a public review period, commencing on August 3, 2020, and ending on September 2, 2020, and

WHEREAS, copies of the IS/MND were provided to all responsible agencies, and copies were also made available at the County of Monterey Office of the County Clerk; and

WHEREAS, the District published a Notice of Intent to Adopt an IS/MND in the local newspaper and posted a copy of the notice and IS/MND document at the Monterey County Clerk's Office, and at the District Office; and online on the District's website; and

WHEREAS, during the public review period, the District received no written comments on the IS/MND; and

WHEREAS, the IS/MND identifies potentially significant impacts to the environment, including but not limited to specific impacts to biological resources, cultural resources, and paleontological resources, which impacts can and will be avoided or mitigated to less than significant levels through adoption and implementation of the mitigation measures proposed as part of the Project, the IS/MND and MMRP.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors makes the following findings as required by CEQA with respect to the proposed Project:

- A. That the IS/MND was prepared in accordance with all legal requirements of CEQA, including all public notice and comment period requirements;
- B. That the Board of Directors has considered the IS/MND and provided for the opportunity to comment within the public comment period, as well as after the public comment period and prior to the date of this Resolution;
- C. That the IS/MND identified all potentially significant environmental impacts of the Project, including but not limited to specific potentially significant impacts to biological resources, cultural resources, and paleontological resources, which impacts can and will be avoided or mitigated to less than significant levels through adoption and implementation of the mitigation measures proposed as part of the Project, IS/MND, and MMRP;
- D. That the IS/MND reflects the District's independent judgment and analysis;
- E. That there is substantial evidence in the record that the Project, as mitigated, will not have a significant negative effect on the environment;
- F. That the administrative record is located in Carmel Area Wastewater District Office, at 3945 Rio Road, Carmel, California 93923; and
- G. That the Board Secretary is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Directors of the Carmel Area Wastewater District, based upon all of the oral and documentary evidence in the record, as follows:

- 1. That the IS/MND and the MMRP for the Project is adopted; and
- 2. That the District Board hereby approves the Carmel Valley Manor Sewer Extension Project as described in the IS/MND.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District on September 24, 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: Barbara Buikema, General Manager

Date: September 24, 2020

Subject: Proposal to Transfer Banking Relationship from Union Bank to Chase Bank

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving:

1. Opening a banking relationship with Chase Bank
2. Transferring all District bank accounts currently at Union Bank to Chase Bank. This includes the CAWD General Account, CAWD Payroll Account, CAWD Defined Benefit Account, and CAWD/PBCSD Reclamation O&M Account
3. Authorizing the General Manager to act as the Authorized Officer

DISCUSSION

Our recent experience with fraudulent credit card hacks into the Reclamation account inspired staff to examine our banking relationship. We are currently with Union Bank and hold the four accounts listed above. Account analysis on the CAWD General Account and Payroll account are the basis for our account fee structure. The other two accounts do not receive any service charges. Using data for the 2nd quarter of 2020 as an example of the “average” fees below includes three months data from Union Bank resulting in an average monthly bank charge is \$250.40.

Month	Avg Balance	Service Charge	# debits	Defined Benefit Avg Balance	Reclamation – Ending Balance	# debits
April '20	\$1,835,767.17	\$277.99	167	\$26,324.01	\$539,149.84	36
May '20	\$1,516,307.10	\$224.65	122	\$27,273.88	\$851,405.43	21
June '20	\$1,028,388.91	\$248.58	158	\$29,626.30	\$436,760.22	29
<i>Average</i>		\$250.40	149			28

We inquired with Union Bank about fraud prevention services and were told we should utilize Positive Pay, which only pays items that appear on a listing that CAWD provides after each check run and then the Automated Clearing House (ACH) Debit Block process would block unauthorized ACH debit transactions from posting to the account. Cost to implement Positive Pay is \$60/mo. plus \$0.04/item or roughly \$7/mo. If there are any returned items there is an additional \$12.50 charge per item. ACH Debit Block is \$30/mo. In summary the fraud prevention services would add roughly \$100/mo. in fees times two which includes CAWD and Reclamation accounts.

We contacted Chase Bank after a recommendation from Pebble Beach Community Services District who also moved from Union Bank. We were given the public agency contact and had an interesting conversation and proposal. Chase Bank suggested the best product for CAWD to implement is their simply Platinum Business Solutions account. By maintaining \$100K in balances we can have up to 500 transactions a month without a fee for a monthly fee of \$95. We can have check protections services and check monitoring for no additional cost. ACH Debit Block is available for \$25/mo. and then \$.15 after 25 items. These services would be available on each of our accounts, and we could combine all accounts so that those that have minimal activity (i.e. Defined Benefit Account) can take and utilize the balances in the general account to meet threshold of \$100K average balance.

Staff believes the District should transfer to Chase Bank for the following reasons:

- Reduce monthly fees from an average of \$250/mo. to \$95/mo.
- Reduce Positive Pay and ACH Debit fees from roughly \$200 to \$50.
- Maintain local bank access by utilizing the Chase branch across the street from Union Bank.
- Reduce trips to the bank for deposits – Chase utilizes a single feed scanner to make deposits.
- Chase Bank has a banker dedicated to Government and Not-for-Profit entities.

FISCAL IMPACT

Reduce bank fees from \$3,000 annually to \$1,140 annually.

Reduce fraud protection fees from \$2,400 annually to \$600 annually.

Attachments: Chase Bank proposal

CARMEL AREA WASTEWATER DISTRICT

Proposal of services September 6, 2020

STRICTLY PRIVATE AND CONFIDENTIAL

J.P.Morgan

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JPMorgan Chase Bank, N.A. Member FDIC

OUR COMMITMENT TO SERVING THE GOVERNMENT SEGMENT

At JPMorgan Chase & Co., we understand the unique requirements of the public sector and for more than three decades have been offering a breadth of financial services expertise to deliver fresh ideas, seasoned advice and innovative solutions designed specifically to help government entities achieve their goals.

In 2018, we raised more than \$100 billion in financing for local governments and not for profit organizations.

The Government team at Chase is a specialized group of bankers, backed by a tenured leadership team, focusing solely on delivering value-added solutions to a unique set of entities.

Partnering with us means choosing to work with a local expert, as well as a global thought leader and a true innovator. Our commitment means excellent, local service delivered by Chase professionals on the ground and in your community.

Specialized entities served by our dedicated Government team include:

- Counties
- Cities
- Towns
- Villages
- School Districts
- Fire Districts
- Special Districts
- Airport Authorities
- Correctional Facilities
- Corrections
- Courts
- Community Colleges

Carmel Area Wastewater District

Executive Summary

Thank you for giving us the opportunity to respond with a Proposal for Banking Services. Our Chase Government Banking team has put considerable thought into this proposal and feels confident that our technology, pricing and proactive expertise will provide significant benefits for the Carmel Area Wastewater District

Our Government banking team will work diligently to create a seamless transition and establish a long-term relationship with CAWD. We believe our success is directly related to the value obtained by our clients from focused relationship support and our superior technology available to efficiently manage their banking operations.

After our discussion, our proposal is to expressly to provide the Carmel Area Wastewater District with the following:

- Dedicated Government Relationship Manager that will provide regular communication with the District's staff to keep up with the District's current and future plans.
- Chase Platinum Banking Package with very competitive fee and account structure that fits the needs of the Administration and Staff to:
 - Access Bank Accounts and Review Balances,
 - Review Current Transactions, posted and pending items
 - Send Wires, ACH files and transfer funds between accounts
 - Provide a secured and segregated access for administrators and users
 - Deposit Checks
- Dedicated implementation team will assist throughout the transition process every step of the way, utilizing our expertise and consultative approach.
- Dedicated implementation team: that will assist throughout the transition process every step of the way, utilizing our expertise and consultative approach.
- Flexibility to work with any of the branch in Monterey County, or any Branch of your choice, throughout the country.

Our team would be privileged to develop a proactive working relationship with the Carmel Area Wastewater District

THE RIGHT TEAM OF GOVERNMENT BANKING PROFESSIONALS

Chase is committed to helping you grow and succeed by providing a dedicated team of experts to guide the Carmel Area Wastewater District when making financial decisions. Depending upon your specific needs, we assign specialists who will work with the administration and staff, to select the right financial solutions to help meet the Districts goals.

- **GOVERNMENT AND NOT FOR PROFIT BANKER:** - Your point of contact who can counsel you on a full array of banking products and services
- **DEDICATED TEAM OF FINANCIAL SPECIALISTS** - Experts in Cash Management, Treasury Services, Merchant Services, Equipment Financing, Online Banking, Local Branch support and more
- **EXCLUSIVE BUSINESS TELEPHONE BANKING SUPPORT** - Staffed by knowledgeable professionals specially trained to answer questions thoroughly
- **JPMorgan Securities** - We bring you a personal, integrated banking and investing experience that blends the full resources and support of Chase with access to the world-class investment expertise of J.P. Morgan Securities. The District will receive the highest level of service from a dedicated team of trained specialists that will work with the District to create a portfolio committed to fit the Districts investment policy while adhering to all State and Federal investing guidelines.
- **ACCESS TO J.P. MORGAN'S CAPABILITIES** - Upon your request, your Relationship Manager in Government Banking can connect you with skilled J.P. Morgan professionals for most any need CAWD may have.

YOUR GOVERNMENT BANKING TEAM

We are extremely proud of our experienced and dedicated professionals supporting the public sector in our local communities.

Your dedicated Chase team includes:

Eric Mouradian
Vice President
Government and Not for Profit
Relationship Manger
559 490 0515
Eric.Mouradian@Chase.com

Eric Manages a Portfolio of Government and Not for Profit clients in the Central Coast and Central Valley. Eric has over 20 years of experience in financial services, with the last 9 years being in Government and Not for Profit specialty and 7 years at Chase Bank. He is a graduate of California State University Fresno with a degree in Business Management earing a certificate in Entrepreneurship and a Minor in Armenian Studies. My goal is to serve as the primary contact for Carmel Area Wastewater District for all facets of Chase service in an effort to drive efficiencies, save time and money

Your dedicated Cash Management Consultant is:

James Ferega
Vice President
Sr. Cash Management Consultant
james.d.ferega@chase.com

Jim Ferega is a based in Austin, Texas where he supports the Government/Not for Profit and core Business Banking clients with their treasury needs. He has been with the bank for over 15 years and 13 of these in treasury. My goal is to be proactive in identifying opportunities for Carmel Area Wastewater District to be more efficient and secure in the way they transact.

YOUR GOVERNMENT BANKING TEAM

Your dedicated Chase team continued

Stuart Bessieres

Vice President

Government and Not for Profit

Banking Area Manager

925 361 9866

Stuart.J.Bessieres@chase.com

Stu Bessieres is a Government and Not-For-Profit Banking Area Manager at JPMorgan Chase & Co. Stu and his team specialize in the specific lending and treasury products and services that address the unique needs of municipal entities and not-for-profit organizations. Stu manages a team of bankers with more than 15 years of industry experience that cover the states of California, Oregon and Washington. A key role to their success is having the capacity to understand the strategic needs of the organizations they support and be able to act as an advisor to the current and future needs of the organization.

Chase Bank has the strength to lend, knowledge to share, and innovative products and programs to help support your needs.

Banking Overview

Chase Product Overview for Carmel Area Wastewater District

Bank Accounts

- **Chase Platinum Business Checking:** Designed for large organizations with simple cash management and higher monthly transaction needs
- **Chase Business Savings and Money Market** Accounts are available also.

Online Banking Services

- **Chase Online for Business:** Monitor account activity online. View, print and save statements. Process Wires, and Ach activity and more.
- **Chase Quick Deposit:** Scan checks in your office or on the go and make deposits to your Chase accounts

Online Banking Enhancements

- **Chase Payable Services:** Manage checks and payments, reconcile and prevent fraud with Positive Pay. Upload a check register file with the check number, date, amount and payee name verification for the checks that are to be paid.

Implementation

- **Chase Online Activation:** will be providing one on one implementation of Chase Online for Business products and services

Cash Management Enhancements

- **Credit Card Solutions:** Numerous options that feature flexible spending lines, competitive interest rates, payment options, and rebates (Commercial Card)

Investing

- **JPMorgan Securities:** A dedicated team bankers that specialise in Fixed Income Investments

CHASE PLATINUM BUSINESS SOLUTIONS

Ideal for larger businesses that maintain \$100,000 or more in balances and have greater monthly transaction and cash management needs

CHASE PLATINUM BUSINESS CHECKINGSM

Reduced balance requirement for Chase Private Clients

500 transactions without a fee, plus unlimited electronic deposits and incoming wires

\$25,000 cash deposits per statement cycle without an additional fee

Domestic and International wire transfers

- Domestic and International: Incoming and outgoing transfers allowed
- All incoming wires at no charge
- 4 most expensive outgoing wires per month at no charge

Platinum Business Debit Card

- Use for purchases, or to make deposits and withdrawals at the ATM
- Associate Debit and Employee Deposit Cards available upon request
- Zero Liability Protection helps safeguard you from unauthorized transactions¹



Chase Business Premier Savings

No Monthly Service Fee when linked to your Chase Performance, Platinum or Analysis Business Checking account

Personal account benefits

No Monthly Service Fee on linked personal Premier Plus Checking

Monthly Service Fee

\$95 **OR \$0** When you maintain a combined average daily balance of \$100,000 in qualifying business deposit and business investment balances²

FOR MORE INFORMATION CONTACT:

Eric Mouradian
(559) 490-0515

BUSINESS SERVICES & SUPPORT

Convenient online and mobile tools to accelerate cash flow

- Chase QuickDeposit mobile app and Single Feed Scanner \$0 per month; Multi-Feed \$50 per month. Contract required. Fees may apply
- 24/7/365 chase.com and preferred access to the Platinum Service Team
- Positive Pay and Reverse Positive Pay Protection Services at chase.com at no additional charge to identify fraud before it happens

CHASE INK BUSINESS PREFERRED CREDIT CARD³

Flexible and Rich Rewards

- \$95 annual fee⁴
- No foreign transaction fees⁴
- Earn rewards on all purchases

MERCHANT SERVICES

Accept credit and debit cards at the counter, on the go or online⁵

- Next business day funding⁶
- Simple and transparent pricing
- Complimentary mobile access to your account, including statements, tablet dashboard reporting and transaction search capabilities

PAYROLL SERVICES

Pay your employees with ADP Payroll Services

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- 4 Purchase and balance transfer APR is 17.99% variable. Cash advances APR is 26.99% variable. Default APR of up to 29.99% variable. Variable APRs change with the market based on the Prime Rate, which was 5.25% on 10/2/18. Annual fee: \$95. Minimum Interest Charge: None. Balance Transfer Fee: 5% of the amount of each transaction, but not less than \$5. Note: This account may not be eligible for balance transfers. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: None. Credit cards are issued by Chase Bank USA, N.A. Subject to credit approval. You should contact Chase to obtain information on any changes to these terms after the date above by writing to Cardmember Service, P.O. Box 15043, Wilmington, DE 19850-5043. You must have a valid permanent home address, and the Company must be headquartered, within the 50 United States or the District of Columbia. **Ink Business Preferred Corp:** The Company must be headquartered within the 50 United States or the District of Columbia.
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10/5/18 | CRM1555

Servicing Overview: Platinum Business Service

Platinum Service Center

The Chase Platinum Business Service Center is available to assist you with day-to-day banking and financing needs. The Platinum Service Center is staffed with our team of highly trained Senior Service Specialists who are empowered to provide you with responsive answers and solutions.

Senior Service Specialists

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Responsive and Accessible

Our Platinum Service Center is committed to providing outstanding timely and efficient service. The Senior Service Specialists take the time to fully understand every question and promptly follow-up with answers.

Platinum Service Center

The Platinum Service Center is available to ensure every inquiry is routed with the highest priority. This allows our Senior Service Specialists to deliver custom solutions for your business with efficiency and expertise.

Contact Information

1-877-425-8100

Options:

- Senior Service Specialist
- Automated Service
- Online Technical Support

Hours of operation

Senior Service Specialists are available Monday through Friday 7 am – 7 pm local time



Chase OnlineSM Banking

Chase OnlineSM Banking Overview

Our Internet-based banking solution allows you to monitor account activity, transfer funds, initiate payments, and manage your cash flow easily and efficiently. Chase Online offers a number of specialized services, including the following:

Information Reporting	Monitor account activity, view, print and save statements, cleared checks and deposit slips
Chase QuickDepositSM Single Feed and Multi-Feed	Save time and expense by depositing checks from office or phone
Access ManagerSM	Delegate the work of managing cash, not the control, to others in or outside of your business, such as an accountant or bookkeeper
Automated Clearing House (ACH)	Manage payroll, vendor payments and tax payments
Wire Transfer Service	Execute same day domestic transfers to vendors and suppliers
Foreign Exchange (FX)	Initiate foreign currency wire transfers
Fraud Protection Services	Positive Pay and Reverse Positive Pay can help you identify check fraud before it happens

Chase OnlineSM Banking: Benefits

- 1 **Access accounts**
 - See available balances, transactions, check images and bill payment activity
 - Get up-to-date alerts by phone, text or email
 - Bank virtually anywhere with Chase Mobile
- 2 **Control cash flow**
 - Speed up cash flow with Chase QuickDeposit
 - Pay bills online, make federal tax payments and send ACH payments
 - Wire funds to eligible bank accounts in the U.S. and abroad
 - Transfer funds between your eligible accounts at Chase or at other institutions
- 3 **Manage accounts**
 - Download account activity using Quicken, QuickBooks or other software
 - Monitor banking transactions and help prevent fraud with Chase Fraud Protection Services and Security Alerts
 - Delegate account access to designated employees or an accountant with Access Manager
 - Require one user to input transactions and a second user to review and approve with Chase Dual Control



Chase OnlineSM Banking – Quick Deposit (QD)

Chase OnlineSM Banking: Chase QuickDeposit Single Feed and Multi-Feed

Deposit checks virtually anytime, anywhere.



- Streamlines the way you deposit checks with the convenience of 24/7 access



- Saves time by reducing trips to the bank and extends your banking day to 11 pm ET



- Reduces paperwork with online storage of transactions
 - Access up to 13 months of transaction details



- Offers a wide range of scanner and mobile options suited for your business needs



Chase Mobile[®] Banking

Banking at your fingertips — virtually anywhere

[Overview](#) [Getting started](#) [FAQs](#) [Resources](#)



Flexible

View account activity, deposit checks and pay bills securely from your mobile phone or tablet — virtually anywhere.



User-friendly

It takes just a few simple swipes to master the Chase Mobile[®] app.¹



Secure

Spend less time banking and more time living, with encryption technology.



Chase OnlineSM Banking – Fraud Protection Services

Chase OnlineSM Fraud Protection Services

KEY FEATURES AND BENEFITS:

- *We make it easy to switch your accounts and fraud protection with our exclusive service for new business customers*
- *Save time by viewing check images and making pay or return decisions all in one place*
- *Reduce losses by identifying fraudulent check activity or errors before checks are paid*
- *Get alerts when checks are ready for review, as well as convenient reminders that you have one hour to review checks before cut-off time*

For More Information, Contact

Eric Mouradian
559.490.0515
eric.mouradian@chase.com

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CONVENIENTLY MANAGE YOUR ACCOUNTS AND HELP SAFEGUARD YOUR BUSINESS

With Fraud Protection Services, we focus on security so you can run your business without worrying about data being compromised.

CHECK PROTECTION SERVICES

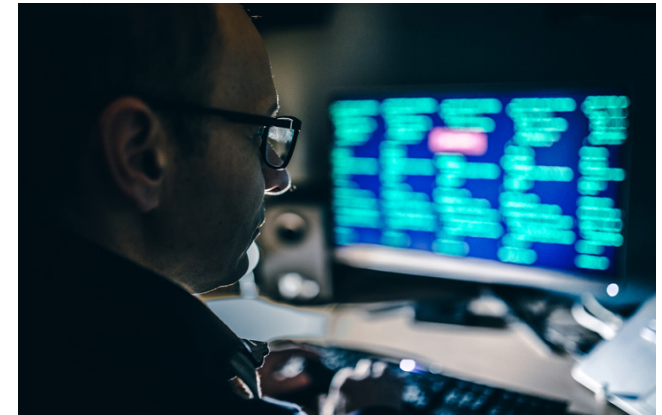
\$0 MONTHLY FEE
For Chase Performance
and Platinum Customers

- You send Chase a file of all issued checks, and we compare that information to the checks presented for payment.
- Checks that do not match the information provided will be marked as exceptions, and you decide whether such checks should be paid or returned before the established deadline.
- Checks you haven't reviewed by the cut-off time will be returned.

CHECK MONITORING

\$0 MONTHLY FEE

- You establish a dollar threshold, and we provide a daily listing of the checks equal to or greater than your threshold.
- You decide whether to pay, return, or adjust the amount on each check before the established deadline.
- Checks you haven't reviewed by the cut-off time will be paid.



ACH DEBIT BLOCK

- Control who can post ACH debits to your account
- Choose from flexible options to meet the level of protection your company needs

CHASE ONLINE ACH DEBIT BLOCK

Chase offers a proactive solution to help protect your eligible deposit accounts against unauthorized and potentially costly ACH transactions.

Does your business allow multiple vendors to debit your accounts electronically? If so, you may be at financial risk from potentially fraudulent, inaccurate or untracked ACH debits.

How We Can Help Your Business

Chase offers a solution, ACH Debit Block that automatically blocks unauthorized ACH debit transactions from posting to your account. It works by comparing the ACH company ID of the originating company trying to post to your business account to a list of authorized company ID(s) your business provides. If the IDs match exactly—and if the ACH debit transaction complies with any established dollar limits—the item will be processed successfully for posting to your account. Items will be returned automatically if they don't meet the parameters you set.

How It Works

- **Block All** — All ACH debits will be prevented from posting to your account and returned to the originator.
- **Allowable Company IDs With or Without Dollar Limits** — You identify authorized ACH company IDs; ACH debits that match those company IDs will be processed for posting to your account. You may also add a dollar limit that company ID is able to debit from your account. If the amount is over, the transaction will be returned to the originator.

FOR MORE INFORMATION CONTACT:

Eric Mouradian
(559) 490-0515

FEATURES AND BENEFITS

- Help protect your company from the possibility of paying unauthorized ACH debit transactions
- Control who can post ACH debits to your account
- Choose from flexible options to meet the level of protection your company needs
- Stay informed by reviewing your ACH Debit activity to stay on top of who is trying to debit your account.



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RESOLUTION NO. 2020-62

A RESOLUTION APPROVING OPENING A BANKING RELATIONSHIP WITH
CHASE BANK AND THE TRANSFER OF THE DISTRICT'S BANKING
RELATIONSHIP FROM UNION BANK TO CHASE BANK AND AUTHORIZING THE
GENERAL MANAGER TO ACT AS AUTHORIZED OFFICER IN EXECUTING ALL
DOCUMENTS

-oOo-

WHEREAS, the District has examined the fee structure for its banking relationship and determined there are savings to be had in moving the account; and

WHEREAS, the Board is convinced that Chase Bank offers competitive services and fee structure, in addition to appropriate fraud protection services; and

WHEREAS, the Board is convinced that Chase Bank offers a convenient local branch and that there are advantages to a dedicated Government sector banker.

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

1. The Board authorizes the District to open banking relationship with Chase Bank, and
2. That the Board authorizes the District to move its CAWD General Account, CAWD Payroll Account, CAWD Defined Benefit Account, and CAWD/PBCSD Reclamation Account from Union Bank to Chase Bank, and
2. That the Board authorizes and directs the General Manager to act as Authorized Officer and execute any required Deposit Account Agreements with Chase Bank. Signature Cards for the accounts will be distributed for each account and will continue to require dual signatures on check warrants.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: Barbara Buikema, General Manager

Date: September 24, 2020

Subject: Sewer User Fee Refund or Adjustment Policy

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving the attached policy for Sewer User Fee Refunds or Adjustments.

DISCUSSION

The District was approached by one of its customers regarding the possibility of a refund for five months of service due to the COVID-19 pandemic under the argument that their business was closed and therefore not utilizing sewer.

According to Mark Mandell of Mandell Municipal Consulting there is nothing in state law that requires the District to refund user fees. Rather he recommended we consider the following factors:

- The District's costs of service have not decreased during the pandemic. This is true, the CAWD influent flows for fiscal year 2019-20 were only 3% less than fiscal year 2018-19.
- Because the influent change over the previous year was minimal, the question arises if we should increase residential rates and or lower commercial rates? The options are to consider the pandemic "atypical" and make no changes. Or, to make a change in the rate model for next year. Due to Prop 218 the rates for fiscal year 2020-21 have been set so any change would have to be for 2021-22.
- If the District makes an adjustment for five months of fiscal year 2019-20 (February – June) where does it end? At this moment we do not have any idea when the pandemic will end and when life will return to pre-pandemic levels. Will there be a second round of refunds? A third round? Unknown at this time and impossible for the District to continue to provide the service levels it is required to maintain under such circumstances.


- There is no source of funds to “backfill” refunds. The District would be forced to go to our reserves.
- Sewer is essentially always “on”. Our users cannot turn sewer off, even if they are not using the service. The system costs of maintaining our operations change minimally and we maintain our current capacity to service business regardless of their fluctuations in business.
- The Board should also consider our administrative ability to adjust user charges. We cannot raise rates because we are constrained by Prop 218. However, should the Board determine that they would like to offer refunds we would need to advertise and make it available to all. The refunds would need to be manually calculated and issued at the local level, even though we use the property tax rolls as a billing mechanism. This could prove to be a burden on existing staff levels.

There is unquestionably some political risk for the District in taking this position because individuals and business may feel that they are paying for a service they did not use. However, the argument is more accurate to state that sewer is a service that is available to them 365 days a year regardless of usage – and with that promised level of service comes a cost.

Attached find the proposed formal policy on sewer user fee refunds for your review.

FISCAL IMPACT

Unable to calculate at this time. Any impact on Sewer User Fee revenue would be dependent upon the number of parcels and the type of adjustment.

 <p>Accounting Policies & Procedures</p>	<p>Topic No.:</p>
<p>Function: Revenue Refund or Adjustment Policy</p>	<p>Topic: Sewer User Fee Refund and/or Adjustment</p>
	<p>Date: September 2020</p>

User Fee Adjustment Policy

Nothing in state law requires the District to make any user fee adjustments or refunds. In general, when the District’s costs are unchanged since the rate model was analyzed and published via Prop 218 regulations, the District has no requirement to refund. The District capacity to serve is based on the rate model and does not change during the model year. Sewer is essentially “always on” and cannot be turned off even if the customer is not using the service.

That said, the District has made it a practice to adjust rates when it is brought to its attention by the parcel owner that the parcel in question has been improperly classified in the current rate model.

The District will make a good faith effort to have an up-to-date and accurate census of the District. We will continue to rely on Source Control officers to update parcel use when they perform their field inspection duties. In addition, the District reserves the right to continue its practice of periodically performing an “audit” of the entire District and making changes in use as reported.

Adjustment Types

I. Residential –

- In the event a parcel is charged for residential sewer user fees and it is discovered that the parcel is vacant land the District will refund user fees for a maximum of four (4) years to the property owner of record.
- In the event a parcel is incorrectly classified in the rate model the District will adjust the charges to reflect the correct classification and may either offer a refund or additional charge to bring the parcel in-line with the rate model. For example, if a parcel is charged with having two residential units on the parcel (a single-family residence and a “granny” cottage) and the District is informed by the parcel owner that the additional structure is a garage without plumbing, after verifying the proposed change, the District would refund the charge for one residential unit for a maximum of four (4) years.
- The District will continue to charge for unoccupied homes at its single-family residential rate without adjustment.

II. Commercial –

- In the event a parcel is incorrectly classified in the rate model the District will adjust the charges to reflect the correct classification and may either offer a refund or additional charge to bring the parcel in-line with the rate model. For example, if a parcel is charged with having a restaurant with 20 seats and two retail shops and the District is informed by the parcel owner that the parcel has no restaurant and three (3) retail shops, after verifying the proposed change, the District would refund the difference between the restaurant and a retail shop charge.
- The District will continue to charge for empty spaces at its minimum Business/Govt/Retail charge. When informed by the customer and verified or by the District’s own census efforts the empty spaces will be reclassified.

- The District will not charge for commercial space converted into storage or into office space for an existing operation elsewhere on that parcel. For example, if the lower level contains a retail space for “ABC Photos” and there is a single office space on the upper level for “ABC Photos” the District will charge only for the retail shop on the lower level.
- In a case where the customer claims that the rate model does not “fit” or is not accurate for his/her business the District will analyze the usage based on average 24 months of flow data as supplied by the customer from their water vendor. The District rate model includes biochemical oxygen demand (BOD) and suspended solids (SS) factors that it will continue to utilize in any adjustment calculation with the supplied flow data. The factors are based on the loads received at the treatment plant and on generally accepted and published wastewater standards for a given customer category. (Example: in 2018 the District was presented with an application for a brewery – this category did not fit into any current category and was given a “custom” rate.)
 - Should a customer wish to dispute the District’s BOD and SS factors they will need to provide laboratory results that confirm the load factors

Empty Space due to Going Out of Business or Atypical Situations

The District will not refund or pro-rate charges for any business that stops operating in mid-year. The District will not refund or pro-rate charges in the event a business undertakes a remodel mid-year and closes for some portion of the year. The District will not refund or pro-rate charges in the event of a natural disaster or any other atypical situation (i.e. pandemic, fire, etc.). District costs of service remain unchanged regardless of these scenarios.

Term of a Refund or Adjustment

Health and Safety Code §5097 states that no order for a refund of property taxes shall be made except on a claim filed within four (4) years after making the payment. Pursuant to these code sections, legal counsel concluded (Jan 23, 1989) that the maximum period for which a user fee refund could be made is four (4) years.

All refunds will be made only to the current property owner of record for the period the property is owned. For example, if a property was purchased two years ago, refunds will only be for two (2) years. If a property was purchased twenty years ago, refunds will only be for four (4) years.

RESOLUTION NO. 2020-63

A RESOLUTION ADOPTING SEWER USER FEE REFUND OR ADJUSTMENT
POLICY

-oOo-

WHEREAS, the District requires a formal Sewer User Fee Refund or Adjustment Policy to address any request for refunds or adjustments from the board approved rate model; and

WHEREAS, staff has prepared a policy entitled "Sewer User Fee Refund or Adjustment Policy" to meet that requirement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that it does hereby adopt the Sewer User Fee Refund or Adjustment Policy described hereinabove, and directs the General Manager to include said policy in all necessary and appropriate District documents.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: Chris Foley, Maintenance Superintendent

Date: September 24, 2020

Subject: Project #20-01 Administration Building Coast Counties Glass Contract

RECOMMENDATION

It is recommended the Board of Directors approve a resolution ratifying the contract with Coast Counties Glass in the amount not to exceed \$28,936.78 for interior glass doors and glass counter barrier for the administration lobby.

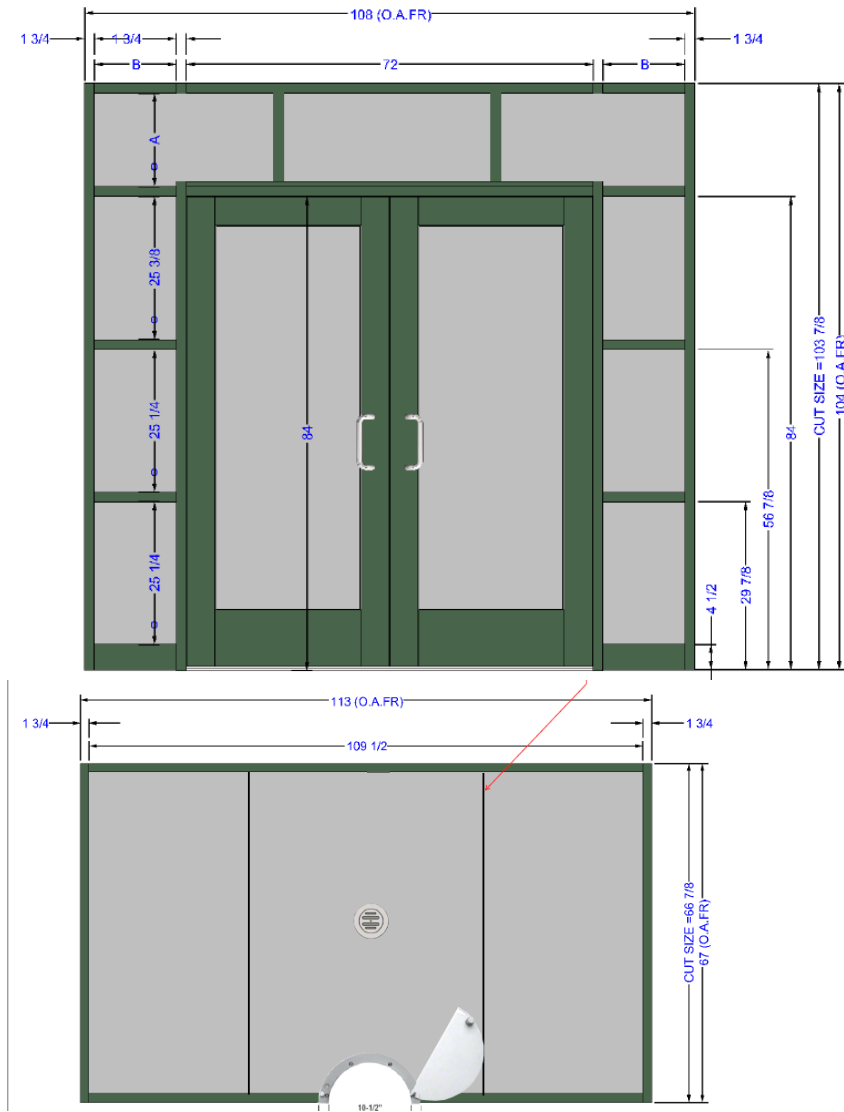
DISCUSSION

The bid to install new interior double doors and a glass partition above the lobby counter was publicly advertised and competitively bid. The bid opening was on July 24, 2020. Staff reached out to two other vendors in the area and they did not submit a bid. The low bidder was Coast Counties glass. Coast Counties Glass will provide and install the doors and countertop barrier.

The doors will include a magnetic remote mounted magnetic release. The specified glass will be laminated to provide a moderate level of security and combined with the negative air Heating, Ventilation, and Air Conditioning (HVAC) improvements will prevent lobby air from entering the staff area.

Staff will install a banker style slide drawer with lid so that documents can be passed through the glass barrier to and from customers.

The lobby design was presented to the board COVID project sub-committee on August 26th, 2020. The sub-committee recommended modification of the door and counter barrier contract to allow ordering of material to commence (projected 6-8 wks.) and approval of the sub-committee actions by the full board at the September meeting.



JUSTIFICATION

The installation of interior lobby doors and glass counter barrier will reduce COVID-19 exposure risk for staff and customers. It will permit staff to allow public access to the administration lobby and enable staff to allow use of the board room for 3rd party public meetings.

FUNDING

\$75,000 was budgeted for Project 20-01- Administration Building COVID Control Improvements. Year to date expenditures total \$11,321.

RESOLUTION NO. 2020-64

A RESOLUTION RATIFYING THE CONTRACT WITH COAST COUNTIES
GLASS IN AN AMOUNT NOT TO EXCEED \$28,936.78 FOR INTERIOR GLASS
DOORS AND GLASS COUNTER BARRIER FOR THE ADMINISTRATION LOBBY
(PROJECT #20-01)

-oOo-

WHEREAS, the Board of Directors recognizes the need to protect the Administration Lobby and staff from COVID-19 exposure and authorized formation of an ad hoc committee for said purpose; and

WHEREAS, the bid to install new interior double doors and a glass partition above the lobby counter was publicly advertised and competitively bid. The bid opening was on July 24, 2020 and the sole bidder was Coast Counties Glass; and

WHEREAS, the ad hoc Admin Lobby Alterations Committee met and agreed with the shop drawings presented and, because the lead time for ordering the glass was 6 to 8 weeks, authorized staff to proceed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that it ratifies the actions of the ad hoc Admin Building Alterations Committee to commence work on the project and approves the project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 24, 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: Patrick Treanor, Plant Engineer and Chris Foley,
Maintenance Superintendent

Date: September 24, 2020

Subject: Project #20-01 Administration Building COVID Improvements Status
Update

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is a status update on improvements to the CAWD Administration Building being implemented to mitigate COVID-19 by improving indoor air quality and creating an enclosed permit desk/foyer. Implementation is proceeding in a step by step process with multiple layers of improvements to mitigate COVID-19.

Indoor Air Quality Improvements

Staff are implementing several mitigation improvements to the existing heating and ventilation system to reduce transmission of COVID-19 via airborne particulates. This is being achieved by the following components:

Increased Outdoor Supply Air – (Completed)

One method of reducing transmission of COVID-19 in indoor environments is to increase air exchange of indoor air with clean or outside air at rates to displace contaminated air fast enough to reduce exposure. The first improvement CAWD staff implemented was to turn on all of the existing fans in the building and fully open the outside air supply damper to draw in more outside air. Furthermore, the exhaust fans in the bathrooms were set to run at all times to provide 11 air changes per hour (ACH) in the bathrooms.

The Main Office and Board Room air exchanges with outside air was determined to be about 5 ACH and 3 ACH, respectively by opening outside air dampers (not including recirculation air). Additional treatment of the recirculated air via Ultra-Violet Light and High Efficiency Particulate Air (HEPA) Filtration in the Main Office and Board Room will bring the clean air changes to 8 ACH.

Ultra-Violet (UV) Light Virus Deactivation

The recirculation air ducts for the Board Room and Main Office will be disinfected with UV light to deactivate airborne viruses and kill bacteria. Staff has purchased and received retrofit type UV lights designed to be installed in existing HVAC ducting systems (see Figure 1 below). Two bulbs will be installed in the Board Room recirculation ducting and 4 bulbs installed in the Main Office recirculation ducting. Installation of UV lights in the air ducting is anticipated to occur in September.



Figure 1: In Duct UV Light Kits

HEPA Filtration

The recirculation air ducts for the Board Room and Main Office will be filtered with HEPA filters which remove infectious aerosols from the air. Fan filter units are being purchased to filter air being recirculated in the building. The Board Room fan filter unit has been purchased along with ducting components required for installation.

The Main Office filtration unit is still in the design phase due to complexities of finding a product to meet the larger size needs for the Main Office HEPA.

The Board Room HEPA filter is anticipated to be installed in October. The Main Office HEPA installation is still to be determined, although the UV will be installed in September providing a higher level of protection than the existing setup. See Figure 2 for images of the HEPA filter fan unit that will be retrofit into the existing Board Room HVAC system.

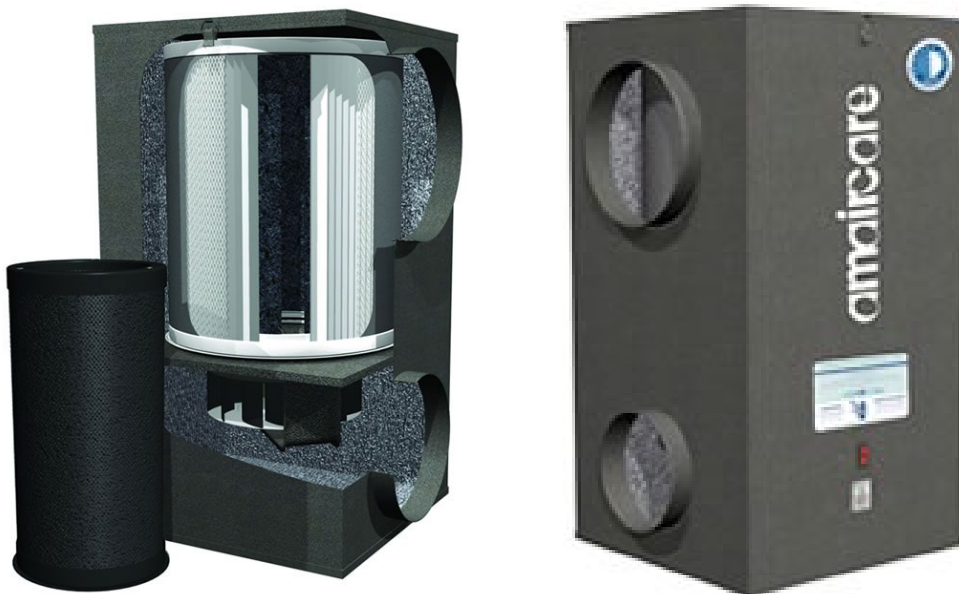


Figure 2: HEPA Fan Filter Unit (675 ft³/minute)

Humidity Monitoring/Control

CAWD staff have installed new thermostats, which include indoor humidity measurement and humidistat control so we can monitor indoor humidity. The final step in the indoor air quality improvements will be to install humidifier units to maintain optimum humidity between 40% and 60%. The new humidistat/thermostat will allow staff to collect some data as to the current building humidity levels to assess extent of additional humidification needed.

Figure 3 is an image of the new thermostat with humidity readout.



Figure 3: New Thermostat with Humidity Sensor

Restroom and Cleaning Protocols

Upgraded locks will be installed on the administration restrooms and break room to control access and provide the ability to allow public meetings while still reducing exposure to staff.

When a public meeting is scheduled the restrooms will be temporarily designated as all-gender. One restroom will be locked and the other will be available for the public meeting. After the meeting is concluded the restroom will be out of service until it is disinfected the next day by the cleaning crew.

Additional tasks will also include:

- Breakroom will be locked from public access.
- The board room will be cleaned based on a checklist to disinfect doors handles, light switches, and disinfected with UV light unit.
- Only one restroom will be available to staff until the cleaning is completed then the restrooms would convert back to existing designation.

Enclosed Permit Desk/Foyer

Update on administration lobby doors is included in separate report.

FUNDING

Total Budget for this project is \$75K. Expenditures to date on doors and counter barrier \$11,321.

Estimated expenditures to date on HVAC improvements

- Davner Construction & Engineering Services \$7,000
- Materials – HEPA fans, ducting, UV lights, humidistat \$6,000

Estimated Total Project Completion

- HVAC materials \$10,000 - 15,000
 - HVAC installation \$10,000
 - Davner Construction & Engineering Services \$15,000
 - Enclosed foyer (see Chris Foley’s staff report) \$35,000
- Total \$75,000

STAFF REPORT



To: Board of Directors

From: Ed Waggoner, Operations Superintendent &
Ray De Ocampo - Laboratory/Environmental
Compliance Supervisor

Date: September 24, 2020

Subject: Water Code Sections 13267 and 13383 Order WQ 2020-0015-DWQ for the determination of the presence of Per- and Polyfluoroalkyl (PFAS) substances at the Carmel Area Wastewater Treatment Plant (WWTP), Monterey County.

RECOMMENDATION

Staff requests further direction on testing of optional PFAS analytes under WQ-2020-0015-DWQ

DISCUSSION

The per- and polyfluoroalkyl substances (PFAS) were previously referred to as perfluorochemicals (PFCs). PFAS are a group of chemicals used to make fluoropolymer coatings and products that resist heat, oil, stains, grease, and water. Fluoropolymer coatings can be used in such varied products as clothing, furniture, adhesives, food packaging, heat-resistant non-stick cooking surfaces, and the insulation of electrical wire. Many chemicals in this group have been a concern because they do not break down in the environment, can move through soils and contaminate drinking water sources, and they build up (bioaccumulate) in fish and wildlife. PFAS have been found in rivers and lakes and in many types of animals on land and in the water.

Pursuant to Water Code sections 13267 and 13383, the State Water Resources Control Board (State Water Board) is requiring Publicly Owned Treatment Works (POTWs) that have a design capacity at or exceeding one million gallons per day (mgd) test for PFAS analytes per the attached listing (Table 1). The list contains 31 required analyte testing compounds and 11 optional analytes (optional analytes are shaded gray).

The activities included in this Order are part of a statewide effort to 1) evaluate impacts of PFAS on groundwater and surface water and 2) conduct a preliminary investigation of the mass loading of PFAS into the POTW and then leaving the POTW in different media (treated wastewater, brine, biosolids).

The Carmel Area Wastewater District (District) has three options to meet the required testing requirements:

1. In-house Testing: which is not recommended by staff because necessary equipment costs range from \$368K to \$481K. Employee certification would be required with an additional 100 work hours per year and approximately two years to obtain. Staff time would be approximately 30 hours per quarter to obtain the four required samples. There would also be an additional 30 hours for each Treatment Facility sending their four required samples resulting in 30 hours loss of normal duties.
2. Contract Lab Testing: preliminary estimates are \$8K+ per year for contract lab testing
3. CCLEAN: this option is being discussed at CCLEAN. While discussions are ongoing staff believes it is the most cost-effective and efficient method to utilize the CCLEAN established framework to spread costs among all POTWs around the Monterey Bay.

Staff was contacted by a District Director who requested a board discussion of testing for the optional analytes. Depending on the Board's direction, part of CAWD's discussion with CCLEAN will be about adding the optional analytes to the list of required testing. It may be possible that CCLEAN can bill CAWD separately for any optional analytes or CAWD can utilize a contract lab to separately test for any optional compounds.

This is not a change to our discharge permit. This is a sampling and analysis regimen for PFAS testing. The State Water Board and the Regional Water Boards will evaluate the data collected and from there make decisions on implementing appropriate regulatory action.

Testing of the required analytes and any additional PFAS analytes could impact the District by requiring enhanced treatment processes.

Financial Impact

PFAS testing was not included in the 2020-21 Budget because notice of the requirement was not received until July 2020. Staff will report the financial impact once we have the data.

Attachment: Table 1 PFAS Analytes Subject to Analysis and their Respective Reporting Limits

**TABLE 1
PFAS ANALYTES SUBJECT TO ANALYSIS
AND THEIR RESPECTIVE REPORTING LIMITS**

Chemical Name/ Abbreviation	GeoTracker PARLABEL	Fluorinated Alkane Carbon Chain Length*	Chemical Abstracts Service (CAS) No.	Required Reporting Limit for Liquids: Groundwater and Effluent (ng/L)	Required Reporting Limit for Solid: Soil/ Biosolids (µg/kg)
Perfluoroalkylcarboxylic acids (PFCAs)					
Perfluorobutanoic acid (PFBA)	PFBTA	C4	375-22-4	8.0	2.0
Perfluoropentanoic acid (PFPeA)	PFPA	C5	2706-90-3	5.0	1.0
Perfluorohexanoic acid (PFHxA)	PFHA	C6	307-24-4	5.0	1.0
Perfluoroheptanoic acid (PFHpA)	PFHPA	C7	375-85-9	5.0	1.0
Perfluorooctanoic acid (PFOA)	PFOA	C8	335-67-1	5.0	1.0
Perfluorononanoic acid (PFNA)	PFNA	C9	375-95-1	5.0	1.0
Perfluorodecanoic acid (PFDA)	PFNDCA	C10	335-76-2	5.0	1.0
Perfluoroundecanoic acid (PFUnDA)	PFUNDCA	C11	2058-94-8	5.0	1.0
Perfluorododecanoic acid (PFDoDA)	PFDOA	C12	307-55-1	5.0	1.0
Perfluorotridecanoic acid (PFTrDA)	PFTRIDA	C13	72629-94-8	5.0	1.0
Perfluorotetradecanoic acid (PFTeDA)	PFTEDA	C14	376-06-7	8.0	2.0
✓ Perfluorohexadecanoic acid (PFHxDA)	PFHxDA	C16	67905-19-5	8.0	2.0
✓ Perfluorooctadecanoic acid (PFODA)	PFODA	C18	16517-11-6	8.0	2.0
Perfluorinated sulfonic acids (PFSA)					
Perfluorobutane sulfonic acid (PFBS)	PFBSA	C4	375-73-5	5.0	1.0
Perfluoropentane sulfonic acid (PFPeS)	PFPEs	C5	2706-91-4	5.0	2.0
Perfluorohexane sulfonic acid (PFHxS)	PFHXSA	C6	355-46-4	5.0	1.0
Perfluoroheptane sulfonic acid (PFHpS)	PFHPSA	C7	375-92-8	5.0	1.0
Perfluorooctane sulfonic acid (PFOS)	PFOS	C8	1763-23-1	5.0	1.0
✓ Perfluorononane sulfonic acid (PFNS)	PFNS	C9	474511-07-4	8.0	5.0

Chemical Name/ Abbreviation	GeoTracker PARLABEL	Fluorinated Alkane Carbon Chain Length*	Chemical Abstracts Service (CAS) No.	Required Reporting Limit for Liquids: Groundwater and Effluent (ng/L)	Required Reporting Limit for Solid: Soil/ Biosolids (µg/kg)
Perfluorodecane sulfonic acid (PFDS)	PFDSA	C10	335-77-3	5.0	1.0
Perfluorooctane Sulfonamide and Derivatives (PFOSA, FOSEs, FOSAs, and FOSAAs)					
Perfluorooctanesulfonamide (PFOSA)	PFOSA	C8	754-91-6	8.0	1.0
N-Ethyl perfluorooctane sulfonamide ethanol (EtFOSE)	ETFOSE	C8 Precursor	1691-99-2	8.0	2.0
N-Methyl perfluorooctane sulfonamide ethanol (MeFOSE)	MEFOSE	C8 Precursor	24448-09-7	8.0	2.0
N-Ethyl perfluorooctane sulfonamide (EtFOSA)	ETFOSA	C8 Precursor	4151-50-2	8.0	2.0
N-Methyl perfluorooctane sulfonamide (MeFOSA)	MEFOSA	C8 Precursor	31506-32-8	8.0	2.0
N-Methyl perfluorooctane sulfonamidoacetic acid (NMeFOSAA)	NMEFOSAA	C8 Precursor	2355-31-9	20.0	2.0
N-Ethyl perfluorooctane sulfonamidoacetic acid (NEtFOSAA)	NETFOSAA	C8 Precursor	2991-50-6	20.0	2.0
Fluorotelomer sulfonates (FTS)					
4:2 Fluorotelomer sulfonic acid (4:2 FTS)	4:2FTS	C4* Precursor	757124-72-4	20.0	2.0
6:2 Fluorotelomer sulfonic acid (6:2 FTS)	6:2FTS	C6* Precursor	27619-97-2	20.0	2.0
8:2 Fluorotelomer sulfonic acid (8:2 FTS)	8:2FTS	C8* Precursor	39108-34-4	20.0	2.0
✓ 10:2 Fluorotelomer sulfonic acid (10:2 FTS)	10:2FTS	C10* Precursor	120226-60-0	8.0	2.0
Fluorotelomer carboxylic acids (FTCA)					
✓ 2H,2H,3H,3H-Perfluorohexanoic acid (3:3 FTCA)	3:3 FTCA	C4* Precursor	356-02-5	8.0	5.0
✓ 2H,2H,3H,3H-Perfluorooctanoic acid (5:3 FTCA)	5:3 FTCA	C6* Precursor	914637-49-3	8.0	5.0
✓ 2H,2H,3H,3H-Perfluorodecanoic acid (7:3 FTCA)	7:3 FTCA	C8* Precursor	812-70-4	8.0	5.0

Chemical Name/ Abbreviation	GeoTracker PARLABEL	Fluorinated Alkane Carbon Chain Length*	Chemical Abstracts Service (CAS) No.	Required Reporting Limit for Liquids: Groundwater and Effluent (ng/L)	Required Reporting Limit for Solid: Soil/ Biosolids (µg/kg)
Perfluoroalkyl ether carboxylic acids (PFECA)					
Hexafluoropropylene Oxide Dimer Acid (HFPO-DA)	HFPO-DA	--	13252-13-6	20.0	5.0
4,8-Dioxa-3H-perfluorononanoic acid (ADONA)	ADONA	--	919005-14-4	8.0	5.0
Chlorinated Polyfluoroalkyl Ether Sulfonic Acids (CI-PFESAs)					
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid (9-CI-PF3ONS)	9-CI-PF3ONS	--	756426-58-1	8.0	5.0
11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid (11-CI-PF3OUdS)	11-CI-PF3OUdS	--	763051-92-9	8.0	5.0
Other					
Nonafluoro-3,6-dioxaheptanoic acid (NFDHA)	NFDHA	C5	151772-58-6	8.0	5.0
Perfluoro(2-ethoxyethane) sulfonic acid (PFEESA)	PFEESA	--	113507-82-7	8.0	5.0
Perfluoro-3-methoxypropanoic acid (PFMPA)	PFMPA	C4	377-73-1	8.0	5.0
Perfluoro-4-methoxybutanoic acid (PFMBA)	PFMBA	C5	863090-89-5	8.0	5.0

Optional analytes are shaded gray. ✓

ng/L = nanograms per liter

µg/kg = micrograms per kilogram

* = and shorter carbon chain length terminal degradation products

-- = carbon chain length shorthand naming conventions not currently defined for PFECAs and PFESAs