



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

May 28, 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As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.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. Any comments after the cutoff will still receive a response; however, it may not be during the meeting.
- 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 web site periodically for updates regarding the District and Board activity.

STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and Compliance
Administrator

Date: May 28, 2020

Subject: Update on Coronavirus Disease (COVID-19) Risk Mitigation and
Response Efforts

RECOMMENDATION

It is recommended the Board of Directors receive an update and presentation on current efforts to address risks from COVID-19.

DISCUSSION

At the March 26, 2020 regular Board meeting the Board adopted a tiered response plan designed to ensure the protection of employees and the continued operation of the treatment facility and collection system at the outset of the pandemic. That plan was based on the emerging practices available in the industry at that time.

Since March, the Federal Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) have issued requirements and guidance, respectively, for employers. Although COVID-19 is a unique and rapidly changing virus the new regulations essentially treat it like any other workplace hazard. Whenever an employer becomes aware of a new workplace hazard the employer must develop a policy for that hazard. Other examples of hazards would be use of a new chemical, a new dangerous piece of equipment, a new confined space, etc.

Exposure Control Plan

In late April District staff became aware that California Sanitation Risk Management Authority (CSRMA) had coordinated with consultants who are able to develop Exposure Control Plans (ECPs) for member agencies at a nominal cost of \$2,250. Staff quickly secured a contract with CSRMA and the draft plan should be finalized by end of May.

In essence, the ECP will break down work tasks by job classification and assign a risk

factor for each task. The appropriate engineering, administrative and protective controls will be assigned for each task.

Testing Employees for COVID

Staff is investigating possible approaches for pre-emptive testing of staff in the event routine testing is determined to be necessary and feasible. The availability and cost of testing has been rapidly evolving, and a policy for testing CAWD employees has yet to be developed. However, the following exploratory steps have been taken:

1. Staff has looked into the availability of rapid response tests for use in screening individuals before they come onsite to the WWTP. Staff have not found any such rapid response tests available yet. The fastest tests readily available provide results in about two to three days after the test. Therefore, testing employees and vendors as a screening tool before they come onsite does not appear to be feasible at this time.
2. Staff has obtained thermometers to take temperatures as an onsite screening tool. Routine temperature checks have not started.
3. Staff contacted our District physician and started researching availability of onsite COVID testing administered by a nurse practitioner. Staff have not found any special testing services that will come to CAWD and administer tests on our site, but we will keep looking.
4. Staff has identified several available options for COVID testing.
 - a. At home testing kit provided by "Pixel by LabCorp" – This test costs \$110 but is free when individual health insurance information is entered. Test kits can be obtained online but availability of the test can be limited by the provider and so this option may not provide an ongoing supply of testing.
 - b. Community Testing Sites – There are several community testing sites in the Monterey Peninsula and Salinas Valley. Offsite testing sites vary in cost and distance from CAWD. Staff are currently trying to develop a potential protocol for sending employees to get tested. It could take two to three hours of staff time (round trip) to utilize any of the community testing sites. Community testing sites can mostly be utilized free of cost although some sites have been charging for tests without insurance presented.
5. Staff has contacted local private labs (Quest Diagnostics, and Lab Corp) which revealed that the private labs do not provide test kits or administer tests at this time. They are currently only analyzing samples provided by other organizations who are administering the tests (such as from the community testing sites).

Mark Dias, Safety and Compliance Administrator will give a brief presentation during the May 28 CAWD Board meeting.

FINANCIAL IMPACT

The cost for the ECP is \$2,250 and can be covered under existing accounts if reimbursement is unavailable.

The costs for the recent efforts to secure PPE and disinfectants have been modest to date. The District has purchased or placed orders for additional supplies (i.e. gloves, face masks, etc.). Some supplies were procured immediately. Other supplies such as disinfectants have been obtained since the last Board report. Various styles of masks have been obtained to use within 6 feet of coworkers. N95 masks are still in short supply and are being used carefully.

Future engineering controls to implement the ECP may involve more significant costs; for such things as reconfiguring work spaces at the WWTP to better separate employees, remodeling the admin building to isolate areas used by the public from the main office space, and/or purchasing new decontamination equipment such as UV-C lights.

We continue to apply COVID-19 response costs to the new, specific General Ledger number created for this event. This will enable accurate and readily available accounting of costs.



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES April 30, 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 9:02 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)
Rachel Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Vice President, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

1. President White expressed gratitude for the board members who submitted comments/questions of Agenda items in advance of the meeting. The President also acknowledged the work of staff in preparation of the meeting.

Director Townsend also wished to note the enormous amount of work that the staff and the General Manager, Barbara Buikema, continue to do.

2. Public Comments:

No public comment

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.

3. Brief discussion was held of the Consent Calendar, and due to technical difficulties, Director Siegfried left the meeting at 9:12 a.m. Discussion continued with the remaining Board members. The Board agreed to move the formal receipt and approval of the Consent Agenda to the end of the meeting to provide Director Siegfried a chance for discussion.

4. Agenda Changes:

- Page 68 of the Board packet - project #18-18 status update
- Page 96 of the Board packet – language modification
- Pages 104-109 of the Board packet – inclusion of the April 28, 2020 bid opening for project #18-17 the Hatton Canyon Pipeline Replacement Project

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

5. **Resolution No. 2020-21;** report given by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director D’Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board adopted Resolution No. 2020-21 to designate the General Manager as the District’s Authorized Agent recognized by the State of California Governor’s Office of Emergency Services (Cal OES).

6. **Resolution No. 2020-22;** report given by Collections Superintendent, Daryl Lauer, & Principal Engineer, Rachél Lather

Director Siegfried rejoined the meeting at 9:25 a.m.

Board Action

After brief discussion, a motion to approve was made by Director Rachel and seconded by Director D’Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-22, approving the Sewer Line Chemical Root Control Policy.

- 7. Resolution No. 2020-23;** report given by Collections Superintendent, Daryl Lauer

Board Action

After discussion, a motion to approve was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-23, declaring the 2008 VAC-CON Hydro/Vacuum Cleaning Truck as surplus district property, and authorizing the General Manager to sell the vehicle to Sunnyslope County Water District for \$51,000.

- 8. Resolution No. 2020-24;** report given by Principal Engineer, Rachél Lather

Board Action

After a brief discussion, a motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020- 24, authorizing the General Manager to contract with PSOMAS to provide construction management and inspection services for the Hatton Canyon Pipeline Replacement Project #18-17 in an amount of \$165,020.

- 9. Resolution No. 2020-25;** report given by Principal Engineer, Rachél Lather

Board Action

A motion to approve was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-25, accepting the lowest responsible bid for the Hatton Canyon Pipeline Replacement Project #18-17, and authorizing the General Manager to contract with that bidder for the construction of the project.

OTHER ITEMS BEFORE THE BOARD

- 10.** Local Agency Formation Commission (LAFCO) election of a regular member to Commission - Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously agreed to nominate Warren "Pete" Poitras to the Independent Special District Representative (Regular) seat on the Commission of LAFCO of Monterey County.

INFORMATION/DISCUSSION ITEMS

- 11.** There was no update on the proposed Mr. Larsen sewer connection in Carmel Highlands.

12. There was no discussion regarding the April 24, 2020 PBCSD Board meeting report.

STAFF & BOARD MEMBER REPORTS

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

COMMUNICATIONS

13. The General Manager's Report - The General Manager reported that she will be on vacation from May 11th to May 24th and the Plant Engineer will be the Acting General Manager during that time. She also reported the Occupational Safety and Health Administration (OSHA) requirement of employers needing to have a Risk and Mitigation Plan for COVID-19 in place and requests that the Board approve improvements to the Administrative building to protect employees from possible exposure to the coronavirus that causes COVID-19. Further discussion on the subject and the formation of a committee to complete the OSHA requirements and additional safety of staff is needed.
14. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff

Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

- There was discussion of an article that was circulated to the Board of Directors about composting toilets. It was suggested that CAWD research composting toilets as a potential approach for the future. The Board agreed and research and development will be addressed by the existing Sea Level Rise Committee.
- It was reported that the Board retreat has been put on hold.
- Director Rachel is scheduled to attend the Friday, May 29, 2020 PBCSD Board Meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, July 21, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, May 13, 2020 at 9:30 a.m. via a Zoom teleconference webinar.

ACTION ITEMS BEFORE THE BOARD

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

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS (further discussion to include Director Siegfried)

Board Action

After a continued discussion from the beginning of the meeting that included Director Siegfried, 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:

- 15.** Budget Committee Meeting Minutes of March 23, 2020
- 16.** Regular Board Meeting Minutes of March 26, 2020
- 17.** Bank Statement Review by Hayashi Wayland – March 2020
- 18.** Schedule of Cash Receipts and Disbursements – March 2020
- 19.** Register of Disbursements - Carmel Area Wastewater District – March 2020
- 20.** Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2020
- 21.** Financial Statements and Supplementary Schedules – March 2020
- 22.** Collection System Superintendent’s Report (March, February & January 2020)
- 23.** Safety and Regulatory Compliance Report – March 2020
- 24.** Treatment Facility Operations Report – (March, February & January 2020)
- 25.** Laboratory/Environmental Compliance Report – March 2020
- 26.** Capital Projects Report/Implementation Plan

- 27. Project Summaries
- 28. Plant Operations Report – March 2020
- 29. Maintenance Projects Report – March 2020
- 30. Principal Engineer Monthly Report General Engineering – March 2020

31. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 10:17 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **May 28, 2020** or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES
April 29, 2020 at 10:00 a.m.
Via "Go-to-Meeting"

CALL TO ORDER - ROLL CALL The meeting commenced at 9:00 a.m.

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

Absent: None

Others: William J. Hastie, Jr., Managing Partner, Hastie Financial Group
 Haley Hitchman, Partner, Hastie Financial Group

AGENDA ITEMS:

1. Review of SAM Pension Plan performance for the 1st Quarter 2020 and Action Plan for 2nd Quarter 2020 with the Hastie Financial Group.

Following discussion of the items on the agenda no action was taken and there was nothing further to report.

ADJOURNMENT: *There being no further business to come before the Committee the meeting adjourned at 10:45 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, May 28, 2020 or an alternate, acceptable date, via ZOOM meeting.*

As Reported To:

Kristina Pacheco, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

May 14, 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 April 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.

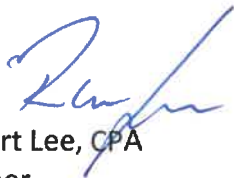
The procedures we performed and the associated findings are as follows:

- (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.

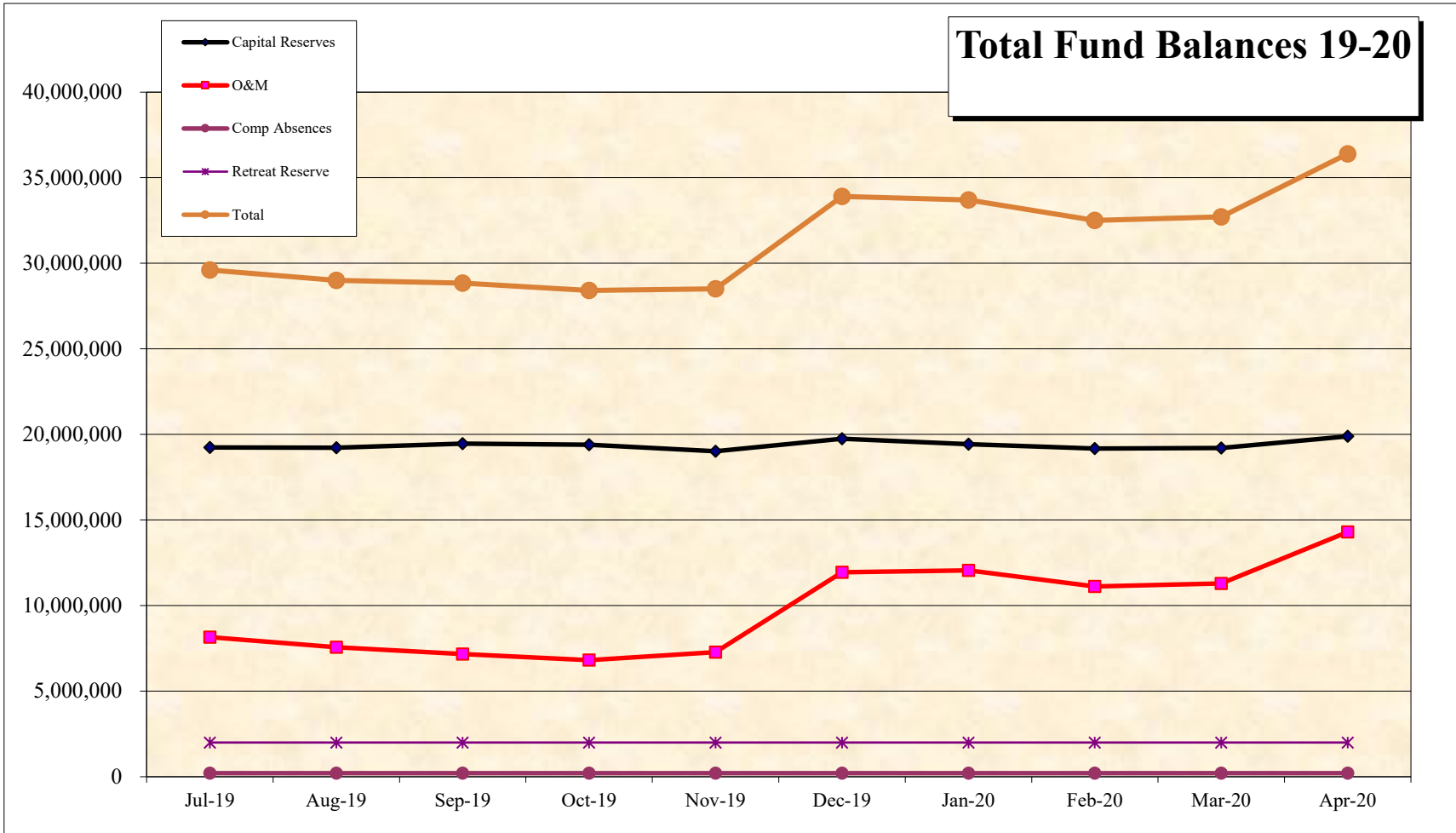


Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - APRIL 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	\$5,782,657	\$13,429,331	\$11,295,342	\$209,216	\$2,000,000	\$32,716,545	\$701,104	\$114,749	\$1,178,922
Receipts:									
User Fees			2,775,543				100		
Property Taxes		724,583							
PBCSD Treatment Fees							180,000		
Reclamation O & M reimbursement							56,426		
Reclamation capital billing									
Permits							3,345		
PBCSD capital billing									
Other misc. revenue							7,750		
Interest income			182,712					1	5,933
Connection Fees									
Plan Review									
W/C audit refund									
CCLEAN receipts							13,491		
Pooled liability dividend									
Void checks									
Total Receipts	0	724,583	2,958,255	0	0	3,682,839	261,112	1	5,933
Fund Transfers:									
Transfers to Union Bank O&M									
Transfers to Union Bank PR							(225,000)	225,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(46,389)		46,389						
Rebalance Capital and O&M Reserves									
Total Transfers	(46,389)	0	46,389	0	0	0	(225,000)	225,000	0
Disbursements:									
Operations and capital							399,200		
Payroll & payroll taxes								207,528	
Employee Dental reimbursements							153		
CALPERS EFT							31,445		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							0		
US Bank EFT							6,733		
Deferred comp contributions EFT								9,035	
PEHP contributions EFT								2,933	
Bank/ADP fees							0	480	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
Void deposit check-NSF									
Total Disbursements	0	0	0	0	0	0	438,117	219,976	0
BALANCE END OF MONTH	5,736,267	14,153,914	14,299,986	209,216	2,000,000	36,399,384	299,099	119,774	1,184,856



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



Carmel Area Wastewater District
Disbursements
Apr-20

Date	Check	Vendor	Description	Amount
04/01/20	34898	American Fidelity Assurance	Employee insurance premiums	1,399.04
04/01/20	34899	Culligan Water	C&I Exchange service for the lab and water tank	42.35
04/01/20	34900	First Alarm	Quarterly billing for admin and Plant	552.39
04/01/20	34901	MetLife-Group Benefits	Life insurance premium	1,173.74
04/01/20	34902	Patelco Credit Union	Health Savings Accounts	5,720.33
04/01/20	34903	Scarborough Lumber (Ace Hardware)	Operating supplies	86.96
04/01/20	34904	Smitty's Janitorial	Monthly service	1,110.00
04/01/20	34905	Vision Service Plan	Vision insurance premium	573.30
04/02/20	34906	Unum Life Insurance	Long-term disability insurance	2,009.11
04/10/20	34907	American Fidelity Assurance Company	Flex and HRA accounts	662.07
04/10/20	34908	Ann Muraski	COVID-19 insert for the Carmel Pine Cone	537.50
04/10/20	34909	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	16,035.66
04/10/20	34910	AT&T CALNET 3	Various phone lines for devices	1,158.22
04/10/20	34911	AutomationDirect, Inc.	Parts for the Pump Station-SCADA Project #18-18 (CAPITAL)	924.23
04/10/20	34912	Barbara Buikema	Reimbursement for a Liebert Cassidy Whitmore COVID-19 class	75.00
04/10/20	34913	Bryan Mailey Electric	Install alarm wiring, install chiller, fix control panel at Poly Feeder, relocate panel at Monte Verde & 16th, install conduit and cable at Calle La Cruz and install PLC at lift stations for the Pump Station-SCADA Project #18-18 (CAPITAL \$8,274.00)	13,899.90
04/10/20	34914	Buckles-Smith Electric Company	Electrical supplies	581.84
04/10/20	34915	Cal-AM Water	Monthly service	865.00
04/10/20	34916	Carmel Marina Corporation	Plant rollofs and admin garbage	1,964.80
04/10/20	34917	Carmel Pine Cone	Negative Declaration Sludge Tanks Project #18-01 (CAPITAL \$180.00) and Board letter	500.40
04/10/20	34918	Carmel Print & Copy	Accounts payable envelopes	578.41
04/10/20	34919	Cintas Corporation	Laundry service	696.87
04/10/20	34920	Crane Works	Annual certification of eight hoists	2,042.22
04/10/20	34921	Datco Services	Quarterly monitoring fees	126.75
04/10/20	34922	Del Monte Glass Shop	Install two chemical resistant doors	13,711.19
04/10/20	34923	Denise Duffy & Associates	CAWD Annexation Project #19-09	8,789.74
04/10/20	34924	Evantec Corporation	Lab supplies	161.97
04/10/20	34925	Exceedio	Install Tosibox Virtual machine for the Pump Station -SCADA Project #18-18 (CAPITAL)	852.50
04/10/20	34926	Fastenal Company	Operating and safety supplies for maintenance, collections, treatment and admin.	11,514.81
04/10/20	34927	FGL Environmental	Analysis of brine samples	2,725.00
04/10/20	34928	Fisher Scientific	Lab supplies	471.63
04/10/20	34929	GLS US	Shipping expenses for brine samples	332.13
04/10/20	34930	Grainger	Safety supplies	44.45
04/10/20	34931	Harrington Industrial Plastics	Operating supplies	516.12
04/10/20	34932	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
04/10/20	34933	ICON Cloud Solutions	Monthly telephone service	577.41
04/10/20	34934	Idexx Laboratories	Lab supplies	317.61
04/10/20	34935	Lemos Service 76	Propane	181.43

Carmel Area Wastewater District
Disbursements
Apr-20

Date	Check	Vendor	Description	Amount
04/10/20	34936	MBS Business Systems	Quarterly copier billing for admin.	828.34
04/10/20	34937	McCabe & Company	Travel expenses	463.33
04/10/20	34938	McMaster-Carr	Operating supplies	110.28
04/10/20	34939	MNS Engineers	Hatton Canyon Trail Project #18-17, Carmel Valley Sewer Expansion Study and the Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL \$7,778.75)	7,883.75
04/10/20	34940	Monterey Auto Supply	Battery and deposit	571.75
04/10/20	34941	Murphy Austin Adams Schoenfeld LLP	CRFree Project legal expense regarding option agreement	10,810.00
04/10/20	34942	Pacific EcoRisk	NPDES Toxicity Testing sample analysis	5,229.61
04/10/20	34943	Peninsula Welding & Medical Supply	Non-liquid cylinders rented for the lab	103.20
04/10/20	34944	Pure Water	Monthly service with additional bottles for COVID-19	501.25
04/10/20	34945	Quill LLC	Plant and admin office supplies	515.26
04/10/20	34946	Quinn Company	Oil and coolant	91.85
04/10/20	34947	R&B Company	Operating supplies	196.89
04/10/20	34948	Raymond DeOcampo	Dental	153.00
04/10/20	34949	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	2,673.75
04/10/20	34950	Rockwell Solutions	Backplate and upper cutter for the food waste system	2,710.26
04/10/20	34951	Rooter King of Monterey County	Refund of permit fees for work changes	225.00
04/10/20	34952	Solenis LLC	Praestol K 144 L-NA chemical	21,490.22
04/10/20	34953	SRT Consultants	Carmel Meadow Gravity Sewer Project #19-03 (CAPITAL)	4,645.00
04/10/20	34954	State Water Resources Control Board	Employee certificate renewal	150.00
04/10/20	34955	Streamline	Website maintenance	400.00
04/10/20	34956	Teledyne Instruments	Lab supplies	324.33
04/10/20	34957	Town & Country Gardening	Monthly service	610.00
04/10/20	34958	ULINE	Sanitizing foot bath systems for admin and the Plant	1,662.14
04/10/20	34959	Univar USA Inc.	Sodium bisulfate	14,326.87
04/10/20	34960	Wellington Law Offices	Legal services for the Plant and admin.	8,500.00
04/10/20	34961	BTJ Enterprises	Newsletter postage	2,041.19
04/16/20	34962	American Fidelity Assurance Company	Flex accounts	123.07
04/16/20	34963	Applied Marine Sciences	CCLEAN expense	14,777.25
04/16/20	34964	Cal-AM Water	Monthly service	96.68
04/16/20	34965	CAWD\PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	577.27
04/16/20	34966	Comcast	New installations for Calle La Cruz & Bay and Scenic pump stations	644.13
04/16/20	34967	Comcast	Pump stations internet	109.78
04/16/20	34968	Ferguson Enterprises	Tee for the Highlands	215.29
04/16/20	34969	Frisch Engineering	Pump Stations SCADA Project #18-18 (CAPITAL)	14,875.00
04/16/20	34970	Kennedy/Jenks Consultants	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL)	5,216.25
04/16/20	34971	Liberty Composting	Sludge hauling	8,784.88
04/16/20	34972	Pacific Gas & Electric	Monthly service	33,188.96
04/16/20	34973	Schaff & Wheeler	Ecosystem Protection Barrier Impact analysis	6,105.00
04/24/20	34974	American Fidelity Assurance Company	Flex accounts	123.07

Carmel Area Wastewater District
Disbursements
Apr-20

Date	Check	Vendor	Description	Amount
04/24/20	34975	Ann Muraski	Spring/Summer newsletter design	12,475.00
04/24/20	34976	AT&T Mobility	Cell service	793.24
04/24/20	34977	AT&T	Admin building alarm	41.04
04/24/20	34978	BTJ Enterprises	Newsletter sorting and mailing	790.90
04/24/20	34979	Carmel Pine Cone	Publication of the "What not to flush" notice	960.00
04/24/20	34980	Cintas Corporation	Laundry service	360.85
04/24/20	34981	Clark Pest Control	Plant service	273.00
04/24/20	34982	Coastal Paving & Excavating	Manhole and sewer line repairs at various locations	71,389.13
04/24/20	34983	Department of Forestry & Fire Protection	Labor around the Plant perimeter landscaping	1,122.90
04/24/20	34984	Evantec Corporation	Lab supplies	249.93
04/24/20	34985	Evoqua Water Technologies	USGI polyblend B-controller	2,136.30
04/24/20	34986	Fastenal Company	Operating supplies	293.75
04/24/20	34987	Ferguson Enterprises	Boiler pressure relief valve	581.01
04/24/20	34988	FGL Environmental	Sample analysis for metals, wet chemistry and EPA 625 pest	1,035.00
04/24/20	34989	Grainger	Hand tools	65.03
04/24/20	34990	Manco	Install Tosibox Virtual machine for the Pump Station -SCADA Project #18-18 (CAPITAL)	969.75
04/24/20	34991	McMaster-Carr	Marine grade moisture resistant HDPE	327.17
04/24/20	34992	M-I-C Inc.	Varec-Biogas cover plate gasket for the flame arrester	705.76
04/24/20	34993	Monterey Bay Analytical Services	Sample analysis	349.00
04/24/20	34994	Monterey Tire Service	Tires for three collection vehicles	2,826.78
04/24/20	34995	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
04/24/20	34996	Thermo Fisher Scientific	Lab furnace repair	1,220.25
04/24/20	34997	Univar USA Inc.	Sodium hypochlorite	3,781.79
04/24/20	34998	Weco Industries	Warthog cleaning nozzle and repair kits	2,020.41
04/29/20	34999	Allied Fluid Products	Gasket	425.62
				399,352.61

CAWD/PBCSD Reclamation Project
Disbursements
Apr-20

Date	Check	Vendor	Description	Amount
04/10/20	8758	Armbruster Goldsmith & Delvac	Legal fees for Coastal Commission re: Sea Level Rise	4,008.92
04/10/20	8759	Brenntag Pacific	Ammonium hydroxide	3,560.28
04/10/20	8760	Bryan Mailey Electric	Repair tertiary main breaker	490.00
04/10/20	8761	Crane Works	Hoist certification	257.78
04/10/20	8762	Evantec Corporation	Lab supplies	161.97
04/10/20	8763	Fastenal Company	Operating supplies	206.82
04/10/20	8764	Fisher Scientific	Lab supplies	8.98
04/10/20	8765	Gavilan/Salinas Crane & Rigging	Pull pump for repair	1,000.00
04/10/20	8766	Hach Company	Annual subscriptions for Claros Base Package and MSM Connected Sensor	1,200.00
04/10/20	8767	Harrington Industrial Plastics	Supplies for the MF Feed Pipe Project (CAPITAL \$1,982.38)	2,057.25
04/10/20	8768	Idexx Laboratories	Lab supplies	271.34
04/10/20	8769	McCabe & Company	Coastal Commission consulting travel expenses	115.83
04/10/20	8770	Microgenics Corporation	Lab supplies	585.63
04/10/20	8771	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	271,127.34
04/10/20	8772	Shape Incorporated	Supplies for the MF Feed Pipe Project (CAPITAL)	1,520.79
04/10/20	8773	Thermo Electron North America	6-Port valve assembly kits	1,432.23
04/10/20	8774	Wellington Law Offices	Reclamation Management Committee meeting	342.00
04/16/20	8775	Allied Fluid Products	Operating supplies	1,205.59
04/16/20	8776	CAWD	O&M, aeration and secondary PG&E reimbursements	56,426.12
04/16/20	8777	Harrington Industrial Plastics	PVC elbows and flanges	881.08
04/16/20	8778	Pacific Gas & Electric	Tertiary and MF/RO	14,888.07
04/23/20	8779	Brenntag Pacific	Ammonium hydroxide	3,580.54
04/23/20	8780	Cal-Am Water	Hydrant meter K	2,413.04
04/23/20	8781	Evantec Corporation	Lab supplies	151.72
04/23/20	8782	Evoqua Water Technologies	Diaphragm and kit, valves and parts	2,604.23
04/23/20	8783	Fastenal Company	Operating supplies	296.66
04/23/20	8784	Harrington Industrial Plastics	Operating supplies	90.06
04/23/20	8785	Kaesar Compressors	Repair dryer	895.81
04/23/20	8786	PBCSD	O&M and capital billings (CAPITAL \$528,158.68)	566,073.56
04/23/20	8787	T&T Valve and Instruments	Speed control mufflers	288.54
04/23/20	8788	Vincent Electric Motor	Diagnose problems with mixers	1,776.00
				939,918.18



**Financial Statements
and
Supplementary Schedules**

April 2020

May 28, 2020

Carmel Area Wastewater District

Balance Sheet

April 2020

ASSETS		
Current Assets		
Cash		
Cash	38,003,112.22	
TOTAL Cash	38,003,112.22	
Other Current Assets		
Other Current Assets	293,514.19	
TOTAL Other Current Assets	293,514.19	
TOTAL Current Assets		38,296,626.41
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	4,256,215.86	
TOTAL Other Fixed Assets	4,256,215.86	
Capital Improvement Projects		
Capital Improvement Projects	3,297,986.66	
TOTAL Capital Improvement Projects	3,297,986.66	
Accumulated depreciation		
		(48,548,769.63)
TOTAL Fixed Assets		51,733,901.07
Other Assets		
Other Assets		636,741.50
TOTAL Other Assets		636,741.50
TOTAL ASSETS		90,667,268.98

Carmel Area Wastewater District

Balance Sheet

April 2020

LIABILITIES			
Current Liabilities			
Current Liabilities	217,258.58		
TOTAL Current Liabilities	<u>217,258.58</u>		217,258.58
Long-Term Liabilities			
Long Term Liabilities	1,145,095.60		
TOTAL Long-Term Liabilities	<u>1,145,095.60</u>		1,145,095.60
TOTAL LIABILITIES			<u>1,362,354.18</u>
NET POSITION			
Net Assets	82,222,714.86		
Year-to-Date Earnings	7,082,199.94		
TOTAL NET POSITION			<u>89,304,914.80</u>
TOTAL LIABILITIES & NET POSITION			<u>90,667,268.98</u>

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	9,942,431.79	9,668,718.10	273,713.69	2.8 %
TOTAL Income	<u>9,942,431.79</u>	<u>9,668,718.10</u>	<u>273,713.69</u>	2.8 %
Adjustments				
Discounts	1,171.12	0.00	1,171.12	
TOTAL Adjustments	<u>1,171.12</u>	<u>0.00</u>	<u>1,171.12</u>	
*****	<u>9,943,602.91</u>	<u>9,668,718.10</u>	<u>274,884.81</u>	2.8 %
***** OPERATING INCOME	<u>9,943,602.91</u>	<u>9,668,718.10</u>	<u>274,884.81</u>	2.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,749,264.78	2,696,689.16	(52,575.62)	-1.9 %
TOTAL Salaries and Payroll Taxes	<u>2,749,264.78</u>	<u>2,696,689.16</u>	<u>(52,575.62)</u>	-1.9 %
Employee Benefits				
Employee Benefits	508,762.96	693,401.66	184,638.70	26.6 %
TOTAL Employee Benefits	<u>508,762.96</u>	<u>693,401.66</u>	<u>184,638.70</u>	26.6 %
Director's Expenses				
Director's Expenses	21,430.89	25,374.90	3,944.01	15.5 %
TOTAL Director's Expenses	<u>21,430.89</u>	<u>25,374.90</u>	<u>3,944.01</u>	15.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	51,538.47	59,021.90	7,483.43	12.7 %
TOTAL Truck and Auto Expenses	<u>51,538.47</u>	<u>59,021.90</u>	<u>7,483.43</u>	12.7 %
General and Administrative				
General and Administrative	396,732.31	730,180.00	333,447.69	45.7 %
TOTAL General and Administrative	<u>396,732.31</u>	<u>730,180.00</u>	<u>333,447.69</u>	45.7 %
Office Expense				
Office Expense	60,148.26	41,600.20	(18,548.06)	-44.6 %
TOTAL Office Expense	<u>60,148.26</u>	<u>41,600.20</u>	<u>(18,548.06)</u>	-44.6 %
Operating Supplies				
Operating Supplies	293,831.85	318,879.00	25,047.15	7.9 %
TOTAL Operating Supplies	<u>293,831.85</u>	<u>318,879.00</u>	<u>25,047.15</u>	7.9 %
Contract Services				
Contract Services	759,497.06	1,067,331.80	307,834.74	28.8 %
TOTAL Contract Services	<u>759,497.06</u>	<u>1,067,331.80</u>	<u>307,834.74</u>	28.8 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	357,809.33	690,249.80	332,440.47	48.2 %
TOTAL Repairs and Maintenance	357,809.33	690,249.80	332,440.47	48.2 %
Utilities				
<i>Utilities</i>	296,543.98	381,004.20	84,460.22	22.2 %
TOTAL Utilities	296,543.98	381,004.20	84,460.22	22.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	44,694.55	71,700.80	27,006.25	37.7 %
TOTAL Travel and Meetings	44,694.55	71,700.80	27,006.25	37.7 %
Permits and Fees				
<i>Permits and Fees</i>	60,274.75	80,642.00	20,367.25	25.3 %
TOTAL Permits and Fees	60,274.75	80,642.00	20,367.25	25.3 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	34,022.70	34,770.10	747.40	2.1 %
TOTAL Memberships and Subscriptions	34,022.70	34,770.10	747.40	2.1 %
Safety				
<i>Safety</i>	56,916.88	57,745.90	829.02	1.4 %
TOTAL Safety	56,916.88	57,745.90	829.02	1.4 %
Other Expenses				
<i>Other Expense</i>	28,278.68	35,793.40	7,514.72	21.0 %
TOTAL Other Expenses	28,278.68	35,793.40	7,514.72	21.0 %
TOTAL Operating Expenses	5,719,747.45	6,984,384.82	1,264,637.37	18.1 %
***** OPERATING INCOME (LOSS)	4,223,855.46	2,684,333.28	1,539,522.18	57.4 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	2,858,344.48	2,021,578.00	836,766.48	41.4 %
TOTAL Other Income or Gain	2,858,344.48	2,021,578.00	836,766.48	41.4 %
TOTAL Non-op Income, Expense, Gain or Loss	2,858,344.48	2,021,578.00	836,766.48	41.4 %
***** NET INCOME (LOSS)	7,082,199.94	4,705,911.28	2,376,288.66	50.5 %
***** NET INCOME (LOSS)	7,082,199.94	4,705,911.28	2,376,288.66	50.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, April 2020 - current month, Consolidated by
account, Department 4

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 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>	372,651.46	460,917.72	88,266.26	19.2 %
TOTAL Salaries and Payroll Taxes	372,651.46	460,917.72	88,266.26	19.2 %
Employee Benefits				
<i>Employee Benefits</i>	94,185.95	113,660.00	19,474.05	17.1 %
TOTAL Employee Benefits	94,185.95	113,660.00	19,474.05	17.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,208.36	10,166.80	7,958.44	78.3 %
TOTAL Truck and Auto Expenses	2,208.36	10,166.80	7,958.44	78.3 %
General and Administrative				
<i>General and Administrative</i>	12,206.88	0.00	(12,206.88)	
TOTAL General and Administrative	12,206.88	0.00	(12,206.88)	
Office Expense				
<i>Office Expense</i>	15,290.65	3,083.30	(12,207.35)	-395.9 %
TOTAL Office Expense	15,290.65	3,083.30	(12,207.35)	-395.9 %
Operating Supplies				
<i>Operating Supplies</i>	33,446.46	54,999.90	21,553.44	39.2 %
TOTAL Operating Supplies	33,446.46	54,999.90	21,553.44	39.2 %
Contract Services				
<i>Contract Services</i>	274,247.07	483,833.30	209,586.23	43.3 %
TOTAL Contract Services	274,247.07	483,833.30	209,586.23	43.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	138,680.08	331,666.60	192,986.52	58.2 %
TOTAL Repairs and Maintenance	138,680.08	331,666.60	192,986.52	58.2 %
Utilities				
<i>Utilities</i>	2,758.31	1,750.00	(1,008.31)	-57.6 %
TOTAL Utilities	2,758.31	1,750.00	(1,008.31)	-57.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	4,914.57	10,666.60	5,752.03	53.9 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, April 2020 - current month, Consolidated by
account, Department 4

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,914.57	10,666.60	5,752.03	53.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,189.60	1,966.70	(222.90)	-11.3 %
TOTAL Memberships and Subscriptions	2,189.60	1,966.70	(222.90)	-11.3 %
Safety				
Safety	28,922.03	43,700.10	14,778.07	33.8 %
TOTAL Safety	28,922.03	43,700.10	14,778.07	33.8 %
TOTAL Operating Expenses	981,701.42	1,516,411.02	534,709.60	35.3 %
***** OPERATING INCOME (LOSS)	(981,701.42)	(1,516,411.02)	534,709.60	35.3 %
***** NET INCOME (LOSS)	(981,701.42)	(1,516,411.02)	534,709.60	35.3 %
***** NET INCOME (LOSS)	(981,701.42)	(1,516,411.02)	534,709.60	35.3 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 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	477,643.62	435,680.42	(41,963.20)	-9.6 %
TOTAL Salaries and Payroll Taxes	477,643.62	435,680.42	(41,963.20)	-9.6 %
Employee Benefits				
Employee Benefits	133,032.68	147,790.40	14,757.72	10.0 %
TOTAL Employee Benefits	133,032.68	147,790.40	14,757.72	10.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	46,627.29	45,816.70	(810.59)	-1.8 %
TOTAL Truck and Auto Expenses	46,627.29	45,816.70	(810.59)	-1.8 %
General and Administrative				
General and Administrative	68,929.58	178,500.00	109,570.42	61.4 %
TOTAL General and Administrative	68,929.58	178,500.00	109,570.42	61.4 %
Office Expense				
Office Expense	5,353.47	9,833.50	4,480.03	45.6 %
TOTAL Office Expense	5,353.47	9,833.50	4,480.03	45.6 %
Operating Supplies				
Operating Supplies	28,215.86	17,500.00	(10,715.86)	-61.2 %
TOTAL Operating Supplies	28,215.86	17,500.00	(10,715.86)	-61.2 %
Contract Services				
Contract Services	118,023.55	184,170.90	66,147.35	35.9 %
TOTAL Contract Services	118,023.55	184,170.90	66,147.35	35.9 %
Repairs and Maintenance				
Repairs and Maintenance	156,008.47	282,083.30	126,074.83	44.7 %
TOTAL Repairs and Maintenance	156,008.47	282,083.30	126,074.83	44.7 %
Utilities				
Utilities	33,453.08	32,191.70	(1,261.38)	-3.9 %
TOTAL Utilities	33,453.08	32,191.70	(1,261.38)	-3.9 %
Travel and Meetings				
Travel and Meetings	13,544.88	15,754.10	2,209.22	14.0 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	13,544.88	15,754.10	2,209.22	14.0 %
Permits and Fees				
<i>Permits and Fees</i>	5,816.00	5,750.00	(66.00)	-1.1 %
TOTAL Permits and Fees	5,816.00	5,750.00	(66.00)	-1.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,078.86	1,728.30	(350.56)	-20.3 %
TOTAL Memberships and Subscriptions	2,078.86	1,728.30	(350.56)	-20.3 %
Safety				
<i>Safety</i>	9,497.60	11,629.10	2,131.50	18.3 %
TOTAL Safety	9,497.60	11,629.10	2,131.50	18.3 %
Other Expenses				
<i>Other Expense</i>	156.00	166.70	10.70	6.4 %
TOTAL Other Expenses	156.00	166.70	10.70	6.4 %
TOTAL Operating Expenses	1,098,380.94	1,368,595.12	270,214.18	19.7 %
***** OPERATING INCOME (LOSS)	(1,098,380.94)	(1,368,595.12)	270,214.18	19.7 %
***** NET INCOME (LOSS)	(1,098,380.94)	(1,368,595.12)	270,214.18	19.7 %
***** NET INCOME (LOSS)	(1,098,380.94)	(1,368,595.12)	270,214.18	19.7 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 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	916,613.11	861,952.42	(54,660.69)	-6.3 %
TOTAL Salaries and Payroll Taxes	916,613.11	861,952.42	(54,660.69)	-6.3 %
Employee Benefits				
Employee Benefits	190,848.30	241,534.26	50,685.96	21.0 %
TOTAL Employee Benefits	190,848.30	241,534.26	50,685.96	21.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
TOTAL Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
General and Administrative				
General and Administrative	225,922.89	198,396.70	(27,526.19)	-13.9 %
TOTAL General and Administrative	225,922.89	198,396.70	(27,526.19)	-13.9 %
Office Expense				
Office Expense	11,951.79	14,166.70	2,214.91	15.6 %
TOTAL Office Expense	11,951.79	14,166.70	2,214.91	15.6 %
Operating Supplies				
Operating Supplies	219,209.64	234,295.80	15,086.16	6.4 %
TOTAL Operating Supplies	219,209.64	234,295.80	15,086.16	6.4 %
Contract Services				
Contract Services	283,933.94	248,466.70	(35,467.24)	-14.3 %
TOTAL Contract Services	283,933.94	248,466.70	(35,467.24)	-14.3 %
Repairs and Maintenance				
Repairs and Maintenance	49,621.98	69,166.60	19,544.62	28.3 %
TOTAL Repairs and Maintenance	49,621.98	69,166.60	19,544.62	28.3 %
Utilities				
Utilities	245,067.32	328,966.70	83,899.38	25.5 %
TOTAL Utilities	245,067.32	328,966.70	83,899.38	25.5 %
Travel and Meetings				
Travel and Meetings	19,053.03	25,530.10	6,477.07	25.4 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	19,053.03	25,530.10	6,477.07	25.4 %
Permits and Fees				
<i>Permits and Fees</i>	35,066.75	48,500.00	13,433.25	27.7 %
TOTAL Permits and Fees	35,066.75	48,500.00	13,433.25	27.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,221.90	4,513.40	2,291.50	50.8 %
TOTAL Memberships and Subscriptions	2,221.90	4,513.40	2,291.50	50.8 %
Safety				
<i>Safety</i>	9,934.45	0.00	(9,934.45)	
TOTAL Safety	9,934.45	0.00	(9,934.45)	
Other Expenses				
<i>Other Expense</i>	70.00	1,666.70	1,596.70	95.8 %
TOTAL Other Expenses	70.00	1,666.70	1,596.70	95.8 %
TOTAL Operating Expenses	2,209,755.13	2,278,956.08	69,200.95	3.0 %
***** OPERATING INCOME (LOSS)	(2,209,755.13)	(2,278,956.08)	69,200.95	3.0 %
***** NET INCOME (LOSS)	(2,209,755.13)	(2,278,956.08)	69,200.95	3.0 %
***** NET INCOME (LOSS)	(2,209,755.13)	(2,278,956.08)	69,200.95	3.0 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 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	522,421.79	550,469.60	28,047.81	5.1 %
TOTAL Salaries and Payroll Taxes	522,421.79	550,469.60	28,047.81	5.1 %
Employee Benefits				
Employee Benefits	90,696.03	190,417.00	99,720.97	52.4 %
TOTAL Employee Benefits	90,696.03	190,417.00	99,720.97	52.4 %
Director's Expenses				
Director's Expenses	20,730.89	24,674.90	3,944.01	16.0 %
TOTAL Director's Expenses	20,730.89	24,674.90	3,944.01	16.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	2,462.79	1,238.40	(1,224.39)	-98.9 %
TOTAL Truck and Auto Expenses	2,462.79	1,238.40	(1,224.39)	-98.9 %
General and Administrative				
General and Administrative	75,775.43	353,283.30	277,507.87	78.6 %
TOTAL General and Administrative	75,775.43	353,283.30	277,507.87	78.6 %
Office Expense				
Office Expense	27,257.91	14,516.70	(12,741.21)	-87.8 %
TOTAL Office Expense	27,257.91	14,516.70	(12,741.21)	-87.8 %
Operating Supplies				
Operating Supplies	699.67	1,250.00	550.33	44.0 %
TOTAL Operating Supplies	699.67	1,250.00	550.33	44.0 %
Contract Services				
Contract Services	76,109.87	149,194.20	73,084.33	49.0 %
TOTAL Contract Services	76,109.87	149,194.20	73,084.33	49.0 %
Repairs and Maintenance				
Repairs and Maintenance	6,355.89	2,083.30	(4,272.59)	-205.1 %
TOTAL Repairs and Maintenance	6,355.89	2,083.30	(4,272.59)	-205.1 %
Utilities				
Utilities	15,235.40	18,095.80	2,860.40	15.8 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	15,235.40	18,095.80	2,860.40	15.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	7,182.07	19,750.00	12,567.93	63.6 %
TOTAL Travel and Meetings	7,182.07	19,750.00	12,567.93	63.6 %
Permits and Fees				
<i>Permits and Fees</i>	19,392.00	19,392.00	0.00	
TOTAL Permits and Fees	19,392.00	19,392.00	0.00	
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	26,600.74	26,561.70	(39.04)	-0.1 %
TOTAL Memberships and Subscriptions	26,600.74	26,561.70	(39.04)	-0.1 %
Safety				
<i>Safety</i>	8,357.62	1,166.70	(7,190.92)	-616.3 %
TOTAL Safety	8,357.62	1,166.70	(7,190.92)	-616.3 %
Other Expenses				
<i>Other Expense</i>	28,052.68	33,960.00	5,907.32	17.4 %
TOTAL Other Expenses	28,052.68	33,960.00	5,907.32	17.4 %
TOTAL Operating Expenses	927,330.78	1,406,053.60	478,722.82	34.0 %
***** OPERATING INCOME (LOSS)	(927,330.78)	(1,406,053.60)	478,722.82	34.0 %
***** NET INCOME (LOSS)	(927,330.78)	(1,406,053.60)	478,722.82	34.0 %
***** NET INCOME (LOSS)	(927,330.78)	(1,406,053.60)	478,722.82	34.0 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 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	451,565.11	386,386.00	(65,179.11)	-16.9 %
TOTAL Salaries and Payroll Taxes	451,565.11	386,386.00	(65,179.11)	-16.9 %
Director's Expenses				
Director's Expenses	700.00	700.00	0.00	
TOTAL Director's Expenses	700.00	700.00	0.00	
General and Administrative				
General and Administrative	13,897.53	0.00	(13,897.53)	
TOTAL General and Administrative	13,897.53	0.00	(13,897.53)	
Office Expense				
Office Expense	64.96	0.00	(64.96)	
TOTAL Office Expense	64.96	0.00	(64.96)	
Operating Supplies				
Operating Supplies	5,677.02	7,083.30	1,406.28	19.9 %
TOTAL Operating Supplies	5,677.02	7,083.30	1,406.28	19.9 %
Contract Services				
Contract Services	817.63	0.00	(817.63)	
TOTAL Contract Services	817.63	0.00	(817.63)	
Repairs and Maintenance				
Repairs and Maintenance	2,662.90	3,583.30	920.40	25.7 %
TOTAL Repairs and Maintenance	2,662.90	3,583.30	920.40	25.7 %
Utilities				
Utilities	29.87	0.00	(29.87)	
TOTAL Utilities	29.87	0.00	(29.87)	
Memberships and Subscriptions				
Memberships and Subscriptions	931.60	0.00	(931.60)	
TOTAL Memberships and Subscriptions	931.60	0.00	(931.60)	
Safety				
Safety	205.18	1,250.00	1,044.82	83.6 %

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

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Safety	205.18	1,250.00	1,044.82	83.6 %
TOTAL Operating Expenses	476,551.80	399,002.60	(77,549.20)	-19.4 %
***** OPERATING INCOME (LOSS)	(476,551.80)	(399,002.60)	(77,549.20)	-19.4 %
***** NET INCOME (LOSS)	(476,551.80)	(399,002.60)	(77,549.20)	-19.4 %
***** NET INCOME (LOSS)	(476,551.80)	(399,002.60)	(77,549.20)	-19.4 %

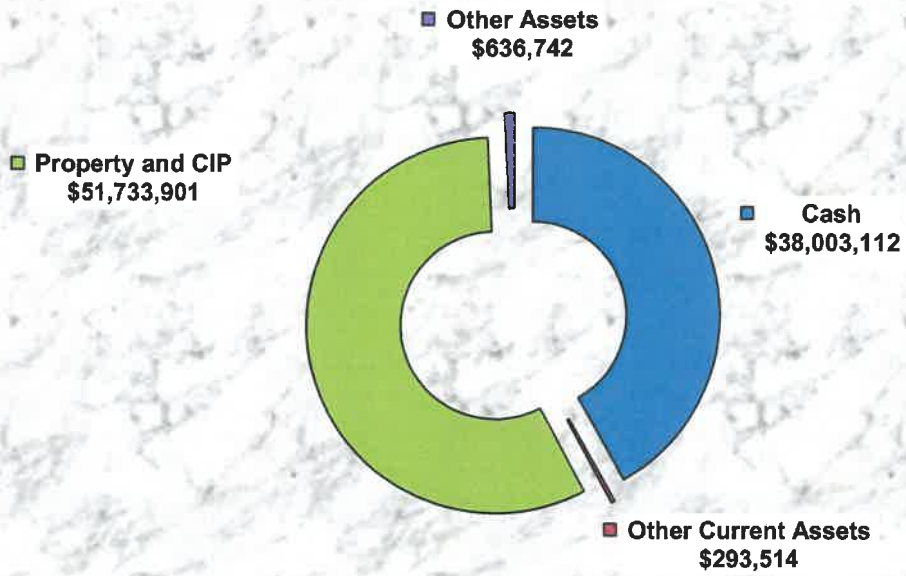
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, April 2020 - current month, Consolidated by
account, Department 9

	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	8,393.85	833.30	7,560.55	907.3 %
TOTAL Income	<u>8,393.85</u>	<u>833.30</u>	<u>7,560.55</u>	907.3 %
*****	<u>8,393.85</u>	<u>833.30</u>	<u>7,560.55</u>	907.3 %
***** OPERATING INCOME	<u>8,393.85</u>	<u>833.30</u>	<u>7,560.55</u>	907.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	6,509.56	108.00	(6,401.56)	-5927.4 %
TOTAL Salaries and Payroll Taxes	<u>6,509.56</u>	<u>108.00</u>	<u>(6,401.56)</u>	-5927.4 %
Operating Supplies				
Operating Supplies	6,525.89	1,666.70	(4,859.19)	-291.5 %
TOTAL Operating Supplies	<u>6,525.89</u>	<u>1,666.70</u>	<u>(4,859.19)</u>	-291.5 %
Contract Services				
Contract Services	2,100.00	0.00	(2,100.00)	
TOTAL Contract Services	<u>2,100.00</u>	<u>0.00</u>	<u>(2,100.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	4,181.72	0.00	(4,181.72)	
TOTAL Repairs and Maintenance	<u>4,181.72</u>	<u>0.00</u>	<u>(4,181.72)</u>	
Permits and Fees				
Permits and Fees	0.00	7,000.00	7,000.00	100.0 %
TOTAL Permits and Fees	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	100.0 %
TOTAL Operating Expenses	<u>19,317.17</u>	<u>8,774.70</u>	<u>(10,542.47)</u>	-120.1 %
***** OPERATING INCOME (LOSS)	<u>(10,923.32)</u>	<u>(7,941.40)</u>	<u>(2,981.92)</u>	-37.5 %
***** NET INCOME (LOSS)	<u>(10,923.32)</u>	<u>(7,941.40)</u>	<u>(2,981.92)</u>	-37.5 %
***** NET INCOME (LOSS)	<u>(10,923.32)</u>	<u>(7,941.40)</u>	<u>(2,981.92)</u>	-37.5 %

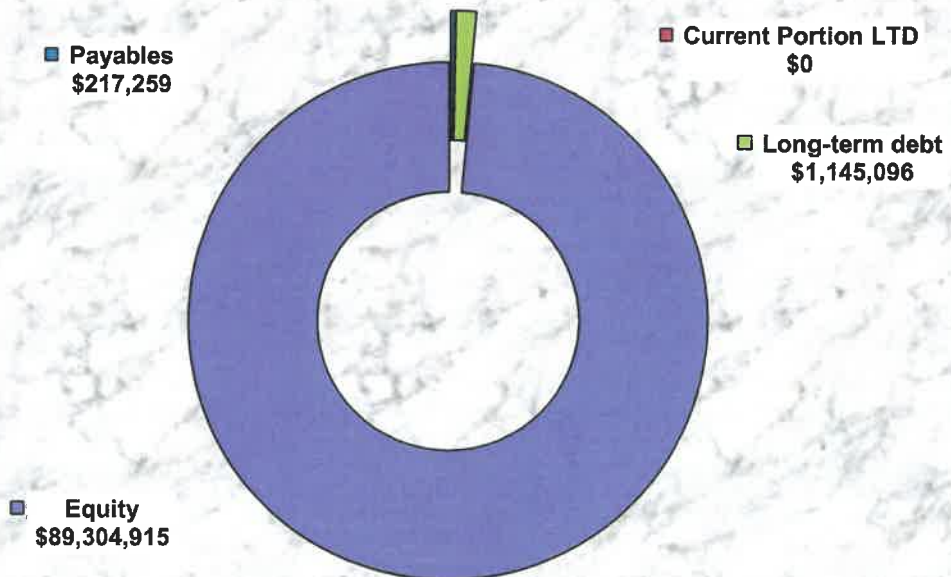
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
*Year-to-Date Variance, April 2020 - current month, Consolidated by
account, Department 10*

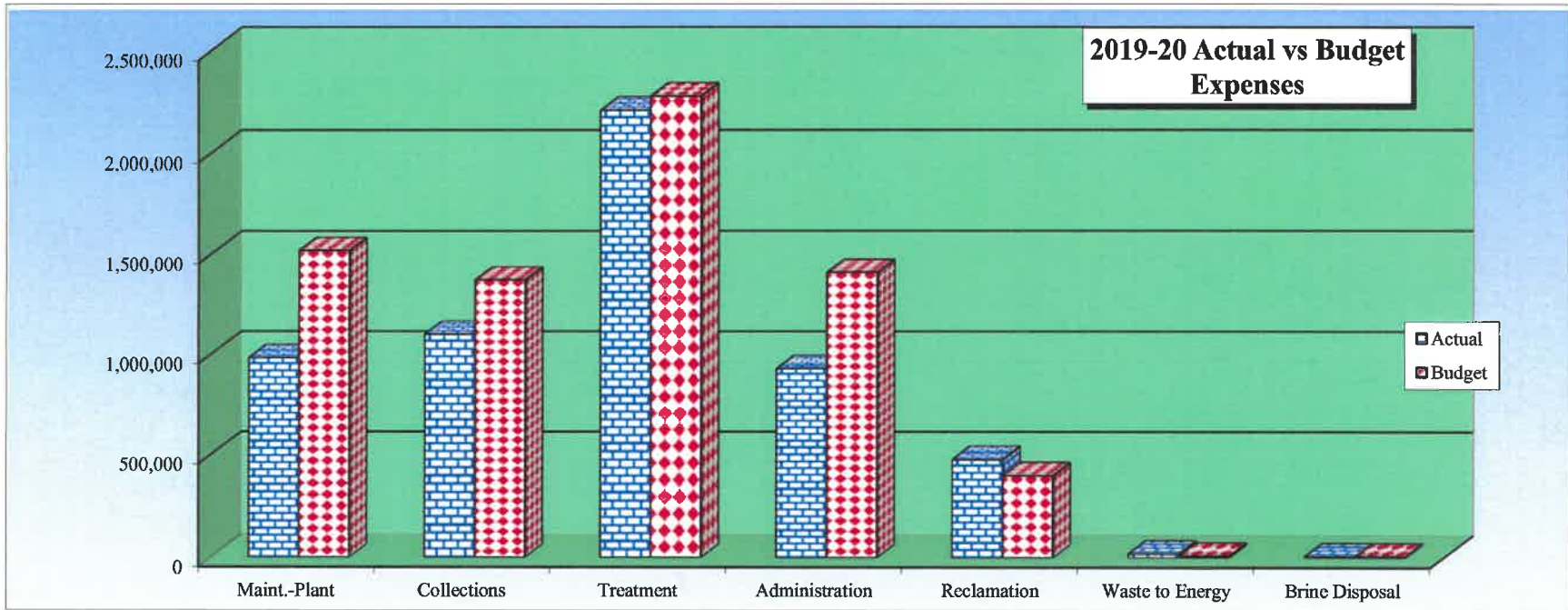
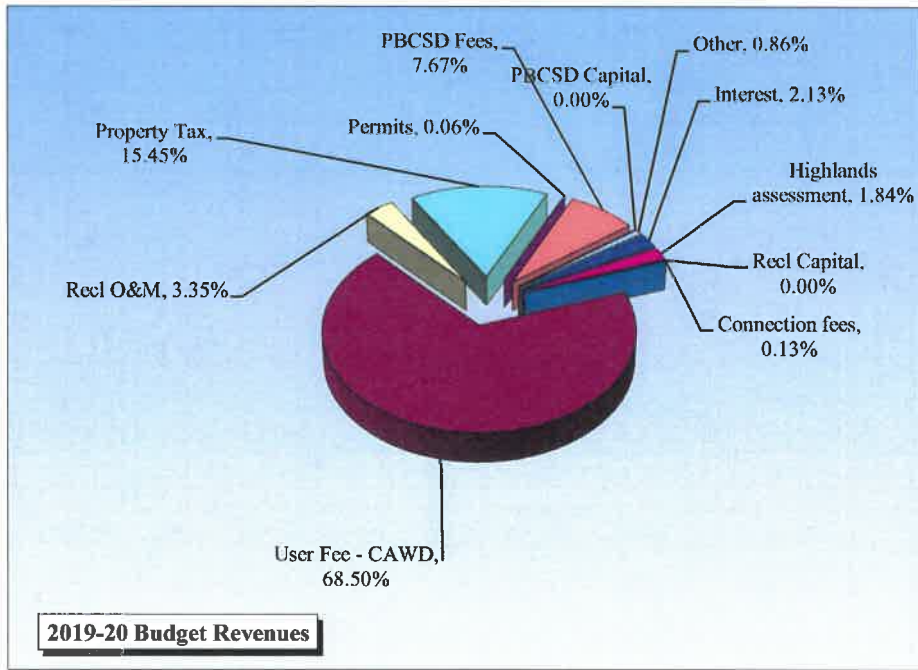
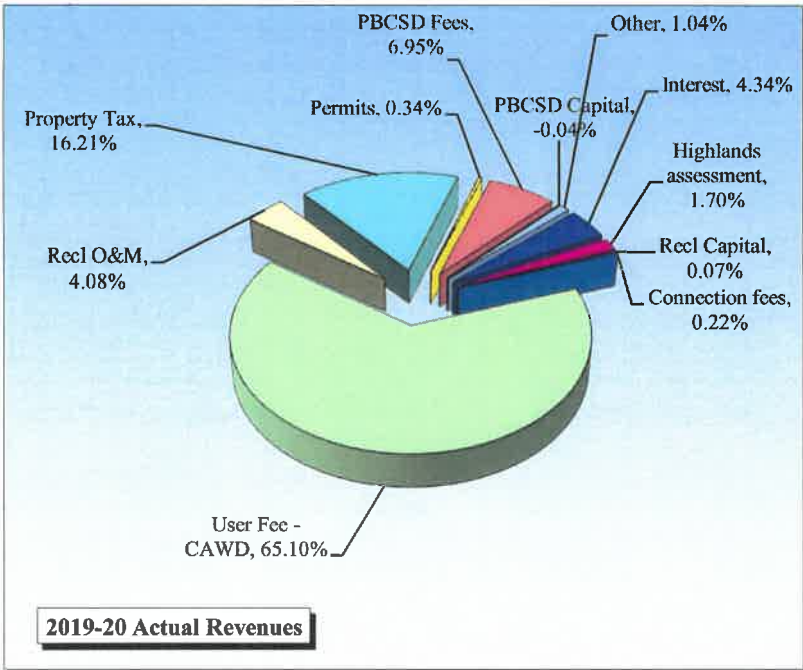
	<i>10 Months Ended April 30, 2020</i>	<i>10 Months Ended April 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	83,931.87	100,000.00	(16,068.13)	-16.1 %
TOTAL Income	<u>83,931.87</u>	<u>100,000.00</u>	<u>(16,068.13)</u>	-16.1 %
*****	<u>83,931.87</u>	<u>100,000.00</u>	<u>(16,068.13)</u>	-16.1 %
***** OPERATING INCOME	<u>83,931.87</u>	<u>100,000.00</u>	<u>(16,068.13)</u>	-16.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,860.13	1,175.00	(685.13)	-58.3 %
TOTAL Salaries and Payroll Taxes	<u>1,860.13</u>	<u>1,175.00</u>	<u>(685.13)</u>	-58.3 %
Office Expense				
Office Expense	229.48	0.00	(229.48)	
TOTAL Office Expense	<u>229.48</u>	<u>0.00</u>	<u>(229.48)</u>	
Operating Supplies				
Operating Supplies	57.31	2,083.30	2,025.99	97.2 %
TOTAL Operating Supplies	<u>57.31</u>	<u>2,083.30</u>	<u>2,025.99</u>	97.2 %
Contract Services				
Contract Services	4,265.00	1,666.70	(2,598.30)	-155.9 %
TOTAL Contract Services	<u>4,265.00</u>	<u>1,666.70</u>	<u>(2,598.30)</u>	-155.9 %
Repairs and Maintenance				
Repairs and Maintenance	298.29	1,666.70	1,368.41	82.1 %
TOTAL Repairs and Maintenance	<u>298.29</u>	<u>1,666.70</u>	<u>1,368.41</u>	82.1 %
TOTAL Operating Expenses	<u>6,710.21</u>	<u>6,591.70</u>	<u>(118.51)</u>	-1.8 %
***** OPERATING INCOME (LOSS)	<u>77,221.66</u>	<u>93,408.30</u>	<u>(16,186.64)</u>	-17.3 %
***** NET INCOME (LOSS)	<u>77,221.66</u>	<u>93,408.30</u>	<u>(16,186.64)</u>	-17.3 %
***** NET INCOME (LOSS)	<u>77,221.66</u>	<u>93,408.30</u>	<u>(16,186.64)</u>	-17.3 %

Assets - April 30, 2020

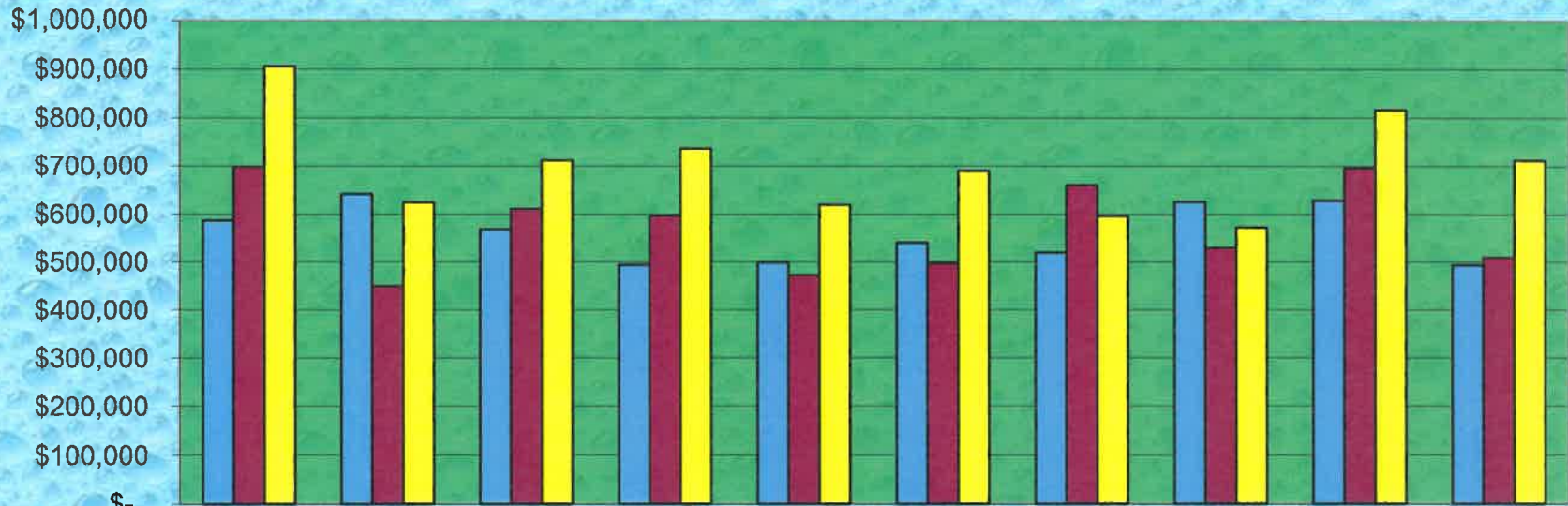


Liabilities - April 30, 2020





Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
□ FY 18-19	\$586,862	\$641,989	\$568,037	\$493,915	\$498,778	\$540,670	\$520,343	\$625,624	\$628,932	\$494,128
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547	\$529,803	\$695,630	\$509,826
■ CY Budget	\$905,914	\$624,813	\$711,326	\$736,730	\$619,435	\$689,630	\$595,922	\$572,133	\$816,574	\$711,905

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

	BEG BAL	APR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Vac-Con Truck		0	433,909	433,909	410,000	105.83%
Monte Verde & 2nd sewer pipe-budgeted in O&M		0	100,659	100,659	75,000	134.21%
Highlands pump-unbudgeted		0	19,530	19,530	0	NA
<u>Treatment</u>						
Paving at the Plant-unbudgeted		0	12,457	12,457	0	NA
Digester/Boiler building controller-unbudgeted		0	10,759	10,759	0	NA
Ammonia Distillation Unit-Lab (RECL 50%)		0	17,345	17,345	17,800	97.44%
RECL share		0	(8,673)	(8,673)	(8,900)	97.45%
PBCSD share (1/3 of cost)		0	(10,629)	(10,629)	(2,967)	NA
		0	575,357	575,357	490,933	NA

Total Capital Purchases 19-20

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

	BEG BAL	APR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	197,558	0	536	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	152,880	0	5,903	158,783	160,000	3.69%
Hatton Canyon Trail	233,858	1,501	21,473	255,331	0	NA
Pump Stations-SCADA	65,943	25,772	284,789	350,732	450,000	63.29%
Hatton Canyon Access Road-unbudgeted	0	8	258,485	258,485	0	NA
Upper Rancho Canada Pipe Relocation	0	17,000	49,769	49,769	200,000	24.88%
Rio Road CIPP Lining Project	0	10,211	45,815	45,815	1,340,000	3.42%
<u>Treatment</u>						
#1 Water System Pipeline Corrosion	0	0	4,370	4,370	30,000	14.57%
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	(1,457)	(1,457)	(10,000)	14.57%
<i>Total CIP Projects 19-20</i>	650,239	54,493	669,684	1,319,922	2,170,000	30.86%

Carmel Area Wastewater District
Capital Expenditures
2019-20

	BEG BAL	APR	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	150,000	NA
Outfall Crossing rehabilitation	289,274	0	2,144	291,418	0	NA
Microturbine/Gas Conditioning System	1,410	0	10,953	12,363	510,000	2.15%
Secondary Clarifier #1 Rehab	139,430	0	142,081	281,511	127,190	111.71%
Microturbine	0	0	2,641	2,641	510,000	0.52%
Mainsaver Inventory Module (RECL 33%)	77,241	0	3,737	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	630,923	21,443	212,763	843,686	750,000	28.37%
SCADA Programming	123,635	0	1,080	124,715	60,000	1.80%
Digester No. 1 & No. 2 Cleaning	0	367	306,612	306,612	257,250	119.19%
WWTP Perimeter Tree Planting	0	0	2,897	2,897	60,000	4.83%
Standby Power Reliability Project	0	3,600	5,000	5,000	730,000	0.68%
Critical Process Flood Adaptations (RECL 15%)	0	0	21,788	21,788	50,000	43.58%
RECL share		(858)	(13,025)	(13,025)	(30,000)	43.42%
PBCSD share (1/3 of cost)		(8,184)	(232,890)	(232,890)	(1,058,147)	22.01%
<i>Total Long Term CIP Projects 19-20</i>	1,264,913	16,368	465,780	1,730,693	2,116,293	22.01%
Total Capital (net of RECL and PBCSD)	1,915,152	70,861	1,710,820	3,625,972	4,777,226	35.81%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

General and Administrative		Insurance unbudgeted.
Office Expense	-395.90%	Computers and equipment underbudgeted.
Utilities	-57.60%	Timing difference-telephone fixed cost. Small dollar amounts.
Memberships and Subscriptions	-11.30%	MSDSonline unbudgeted.

Collections

Salaries and Payroll Taxes	-9.60%	Underbudgeted. More maintenance employee hours coded here.
Operating Supplies	-61.20%	Timing difference-general supplies; electrical, paints and fluids underbudgeted.
Memberships and Subscriptions	-20.30%	MSDSonline and WEF unbudgeted, timing difference -employee certifications.

Treatment

Salaries and Payroll Taxes	-6.30%	Underbudgeted.
General and Administrative	-13.90%	Legal expense underbudgeted.
Contract Services	-14.30%	Coastal Commission consulting unbudgeted.
Safety		Unbudgeted.

Administration

Truck and Auto Expenses	-98.90%	Insurance, cleaning and outside repair service underbudgeted.
Office Expense	-87.80%	Copy machine budgeted in capital. Cost less than \$10,000.
Repairs and Maintenance	-205.10%	Parking lot asphalt underbudgeted.
Safety	-616.30%	Policies and procedures and virus supplies unbudgeted.

Waste to Energy

Salaries and Payroll Taxes	-5927.40%	Underbudgeted, small dollar amounts.
Operating Supplies	-291.50%	General supplies unbudgeted.
Contract Services		Electrical service unbudgeted, small dollar amounts.
Repairs and Maintenance		General repairs unbudgeted.

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

**YTD Actual/
YTD Budget
Variance**

Brine Disposal

Salaries and Payroll Taxes	-58.30%	Underbudgeted, small dollar amounts.
Office Expense		Postage and shipping unbudgeted, small dollar amounts.
Contract Services	-155.90%	Lab analysis and electrical service unbudgeted, small dollar amounts.

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$930,000

**Carmel Area Wastewater District
2019-20 Resolutions Amending the Budget**

Resolution #	Description	Budgeted	Amendment	Spent To Date
2019-36	Elec/Mech Rehab & Sludge Holding Tank	\$ 750,000	\$ 39,170	\$ 843,686
2019-44	Secondary Clarifier #1 Rehab	\$ 127,190	\$ 19,945	\$ 281,511
2019-48	Digester No. 1 Dewatering and Cleaning	\$ 125,000	\$ 132,250	\$ 306,612
2019-55	Monte Verde & 2nd Avenue Sewer Line Project	\$ 75,000	\$ 9,557	\$ 100,659
2019-62	Digester No. 1 Dewatering and Cleaning	\$ 257,250	\$ 60,000	\$ 306,612
	Total To Date	<u>\$ 1,334,440</u>	<u>\$ 260,922</u>	<u>\$ 1,839,080</u>
	Contingencies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

STAFF REPORT



To: Board of Directors
 From: Daryl Lauer, Collection Superintendent
 Date: May 28, 2020
 Subject: Monthly Report – April

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in April	19
Total Fees	\$3,010.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were no Closed-Circuit Television (CCTV) sewer line inspections performed during the month of April.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
April	47,194 ft.	11.48%	6 – 27 inches
March	44,780 ft.	10.89%	6 - 27 inches
February	42,355 ft.	10.30%	6 – 12 inches

Construction activities

- Contractors replaced 13 manhole frame and lids at various locations around the Carmel lagoon area.

Staff Development

- Staff completed several online safety equipment trainings and attended multiple webinars related to COVID-19 during April.

General comments

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

Service calls responded to by crew

Date	Time	Callout	Resolution
4/6/20	8:25 AM	Lateral Overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.

USA Location Requests – 54

Plumbing Permit Inspections – 20

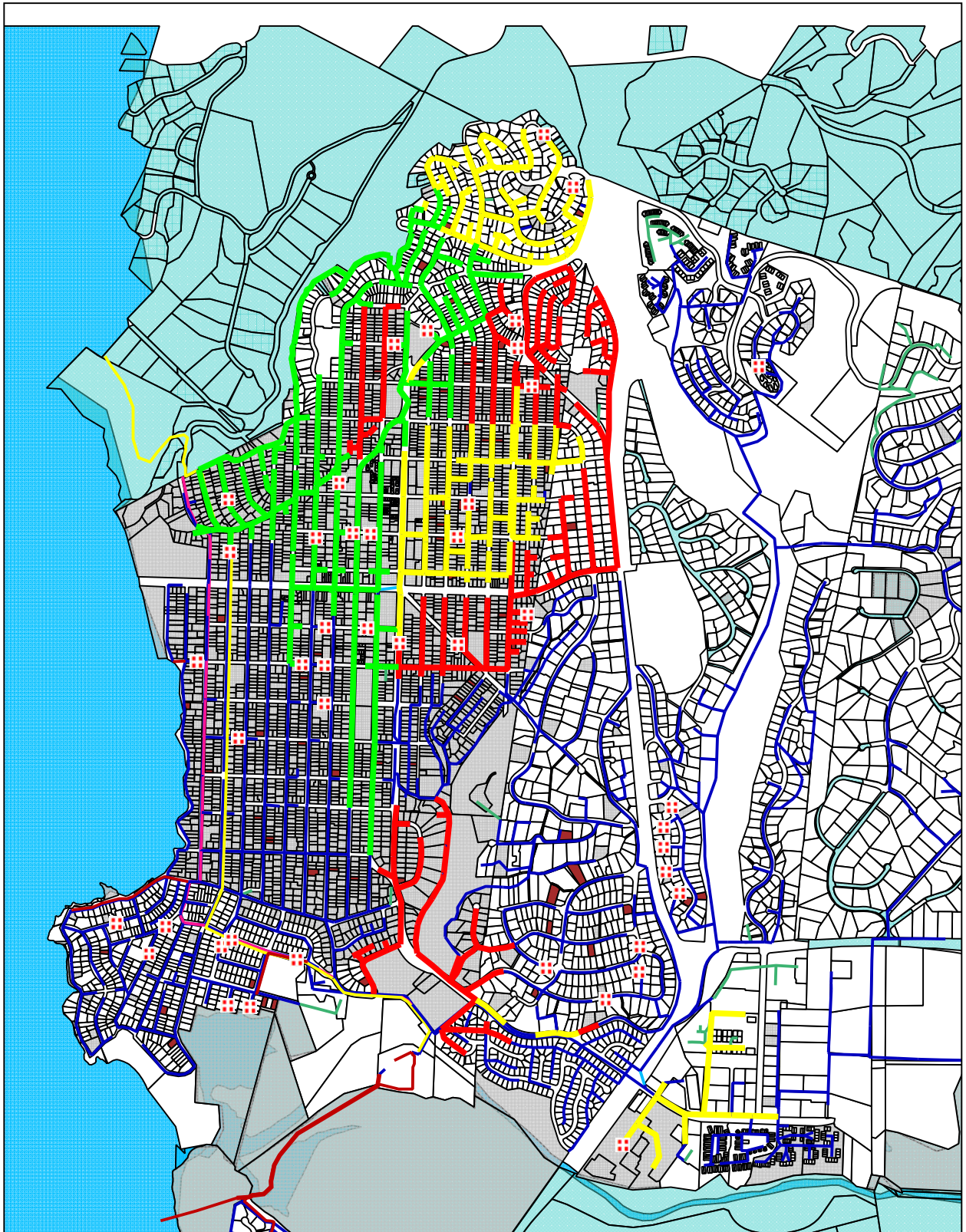
Private Sewer Lateral Compliance Certificates Issued – 13

FUNDING

N/A

April (Red) 47,194 feet
March (Yellow) 44,780 feet
February (Green) 42,355 feet

Monthly Cleaning Map



RedZone[®]
ROBOTICS

5/12/2020



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: May 28, 2020

Subject: Monthly Safety Report (for April 2020)

RECOMMENDATION

Receive Report - Informational only; no action required.

DISCUSSION

Safety & Training

- April- COVID 19 updates to management and staff. April was a very busy month to track the pandemic as the number of data sources and news sources grew exponentially. Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), tracked these sources and provided updates as needed. On April 3, the Monterey County Health Officer issued an updated order, which required the implementation of distancing protocols, and required posting key information to protect employees. This was posted at prominent locations at both the Administration and Plant buildings.
- April tailgates cancelled. Social distancing became mandatory in April and so in person tailgates were not held. Electronic tailgates began again in May.

Ongoing Safety Improvements

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

- Begin update of electrical grounding program. Cal OSHA requires that workers be protected from electrocution from temporary power connections. This covers the use of extension cords and the myriad of hand-held electrical tools, compressors, pumps, lights, etc. that are plugged into outdoor outlets. The most direct way to achieve this is for all electrical outlets to be protected with Ground Fault Circuit Interruption (GFCI) devices. GFCI trip within micro-seconds and help to prevent shock to people. In contrast, typical panel circuit breakers and fuses work much slower since they designed to protect the equipment, not people. While CAWD's existing program is functional, some systematic upgrades are called for. Additional portable rainproof GFCI devices will be ordered and placed in new storage boxes all around the plant to make them immediately available at the work locations. Outlets will be upgraded to GFCI sockets when practical, and when not, they will be clearly labeled that a portable unit must be used. Refresher training will be completed.
- Marking of low-visibility obstructions and trip hazards. As part of the COVID-19 distancing efforts, new night shifts were implemented in April. Half of the plant staff worked from 3:00 PM to 11:00 PM. After sunset many parts of the plant are kept dark due to the District's neighbor-friendly light pollution policy. Trip hazards that would be obvious during daytime are much harder to see at night. These include hazards from all the cords, hoses, valves, piping and equipment found at an industrial site. In response, S/C Admin Dias walked the site each evening and cleared walkways and placed reflective safety cones next to equipment. He also added reflective markers to protruding objects especially around blind corners or hidden by vegetation. These markers will also help truck drivers and contractors who are unfamiliar with the site, and who are driving at dusk or dawn in the winter months.

Tours and Outreach

Tours have been put on hold per current health orders.

Injuries; first aid responses; worker compensation claims

There was one minor first aid incident where a plant worker sustained a cut to the palm of his hand while handling a sharp piece of metal. The employee treated the wound, remained at work for the day and resumed duties the next workday without further complications.

There was a potential Worker's Comp claim for lower back pain that was retroactively

filed by an employee several days after the potential injury. The District's worker's comp insurance carrier, Sedgwick (formerly York), is investigating the matter to determine if it is work related. The employee was on light duty for a week and has been cleared by the worker's comp physician to return to full duty.

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	1	0	0	5	0
First Aid (non-OSHA)	1	6	0	0	0

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: April 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	30.479	1.016	0.769	2.693	60.101	113.25	347.40
PBCSD Flow	20.234	0.674	0.458	1.694	39.899	68.63	210.52
Total Plant Flow	50.713	1.690	1.227	4.387	100.00	181.88	557.92
Tertiary Flow	16.054	1.029	0.196	1.400	31.657	63.39	194.45
Ocean Discharge	38.674	1.289	0.128	4.733	76.261	131.17	402.37
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	63.39MG (194.45acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.30 BG (25.46 K acre-ft.)
12 Month Rolling Total Reclamation Production	315.08 MG (966.97 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Apr '20 kWh	Price per kWh	Apr'20	Mar'20	Feb'20	Jan'19
Secondary	140,719.00	\$ 0.154	\$ 21,602.61	\$ 19,707.50	\$ 18,265.49	\$ 13,462.38
Blowers	45,402.96	\$ 0.141	\$ 6,421.56	\$ 5,977.29	\$ 6,492.59	\$ 6,656.77
CAWD Total	186,121.96		\$ 28,024.17	\$ 25,684.79	\$ 24,758.08	\$ 20,119.15
Tertiary	32,330.80	\$ 0.220	\$ 7,122.08	\$ 6,937.62	\$ 7,232.74	\$ 10,844.00
MF/RO	69,729.00	\$ 0.190	\$ 13,226.56	\$ 4,173.84	\$ 7,181.05	\$ 6,569.94
Reclaim Total	102,059.80		\$ 20,348.64	\$ 11,111.46	\$ 14,413.79	\$ 17,413.94
Adjusted Monthly Totals	CAWD Total		\$ 17,323.40	Reclamation Total		\$ 31,049.41

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	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	N/A	N/A	N/A

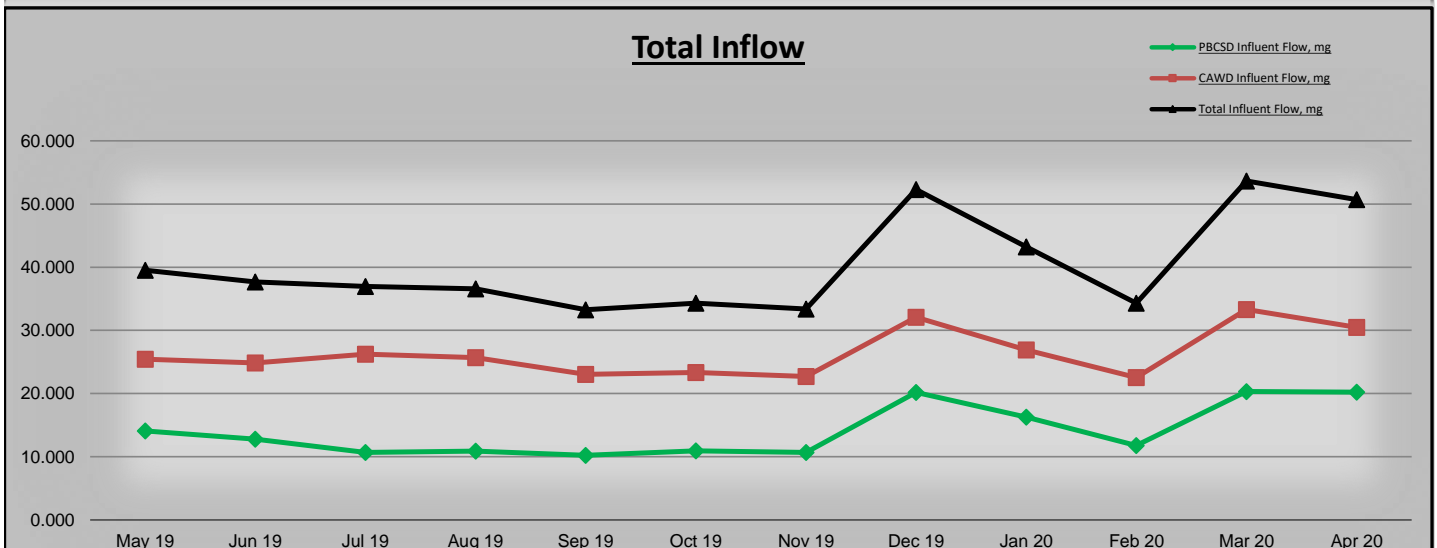
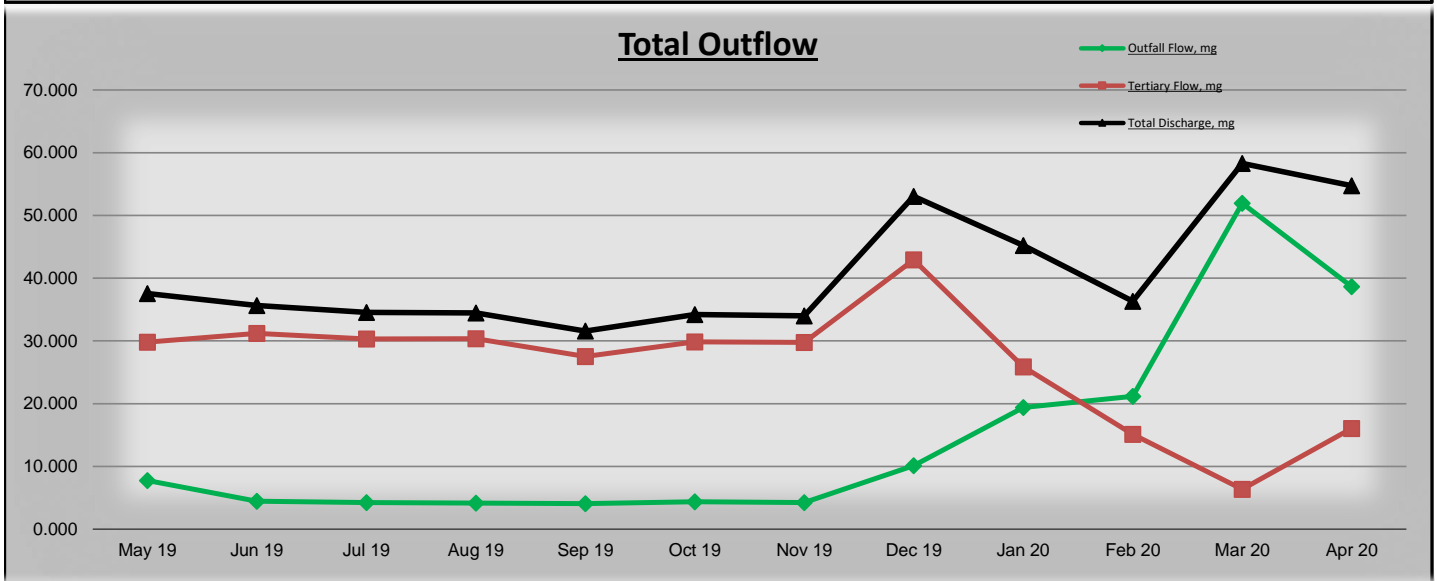
MICROTURBINE SUMMARY

Month	Apr '20 kWh	Mar '20	Feb'20	Jan '19	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

COMMENTS

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

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



Wastewater Treatment Facility Operations Report

Report for: March 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	33.312	1.074	0.712	2.101	62.101	82.77	253.90
PBCSD Flow	20.330	0.656	0.354	1.394	37.899	48.40	148.45
Total Plant Flow	53.642	1.730	1.066	3.495	100.00	131.17	402.36
Tertiary Flow	6.358	0.908	0.384	1.069	11.853	47.34	145.21
Ocean Discharge	51.938	1.675	0.102	3.645	96.823	92.50	283.74
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	47.34MG (145.21acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.28 BG (25.41 K acre-ft.)
12 Month Rolling Total Reclamation Production	321.68 MG (987.23 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Mar '20 kWh	Price per kWh	Mar'20	Feb'20	Jan'20	Dec'19
Secondary	133,343.00	\$ 0.148	\$ 19,707.50	\$ 18,265.49	\$ 13,462.38	\$ 20,135.92
Blowers	42,844.16	\$ 0.140	\$ 5,977.29	\$ 6,492.59	\$ 6,656.77	\$ 5,882.03
CAWD Total	176,187.16		\$ 25,684.79	\$ 24,758.08	\$ 20,119.15	\$ 26,017.95
Tertiary	33,070.08	\$ 0.210	\$ 6,937.62	\$ 7,232.74	\$ 10,844.00	\$ 13,984.80
MF/RO	8,089.00	\$ 0.516	\$ 4,173.84	\$ 7,181.05	\$ 6,569.94	\$ 20,713.96
Reclaim Total	41,159.08		\$ 11,111.46	\$ 14,413.79	\$ 17,413.94	\$ 34,698.76
Adjusted Monthly Totals	CAWD Total		\$ 15,938.76	Reclamation Total		\$ 24,634.10

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	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	N/A	N/A	N/A

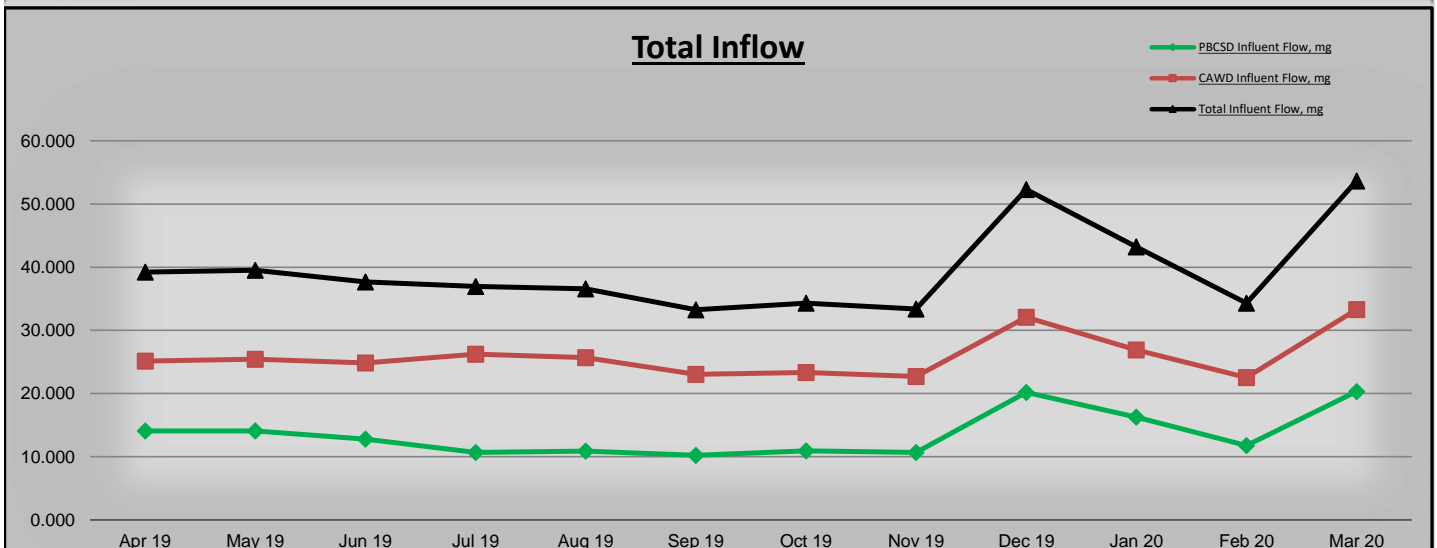
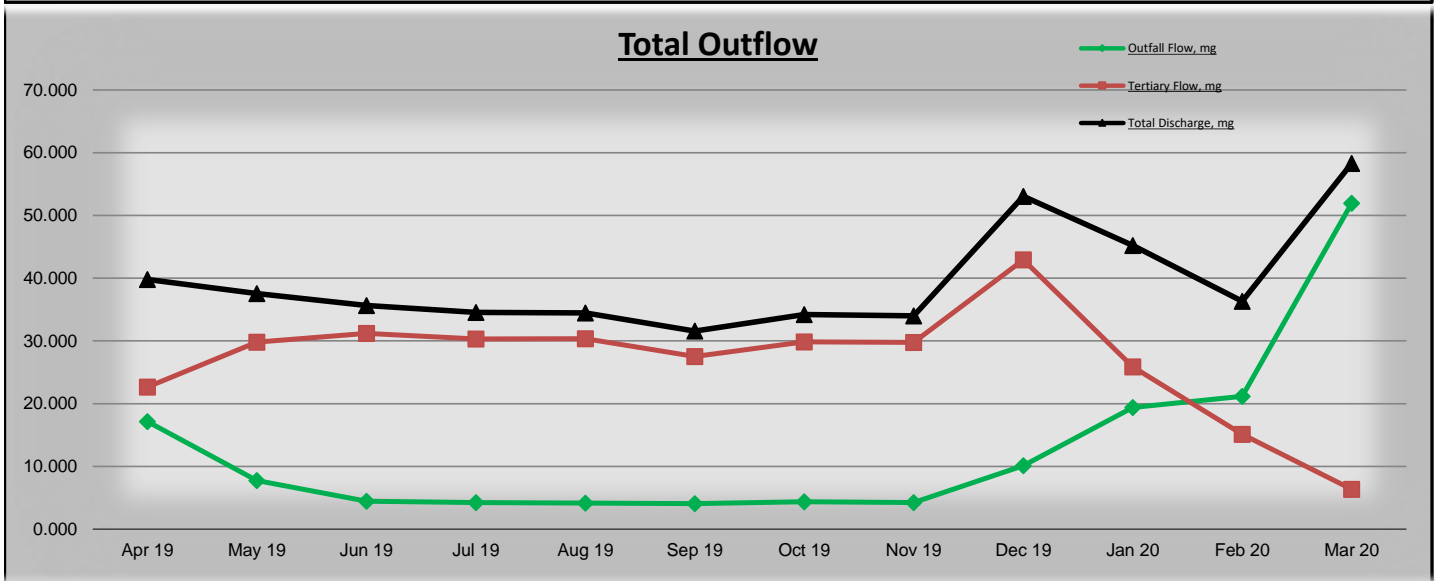
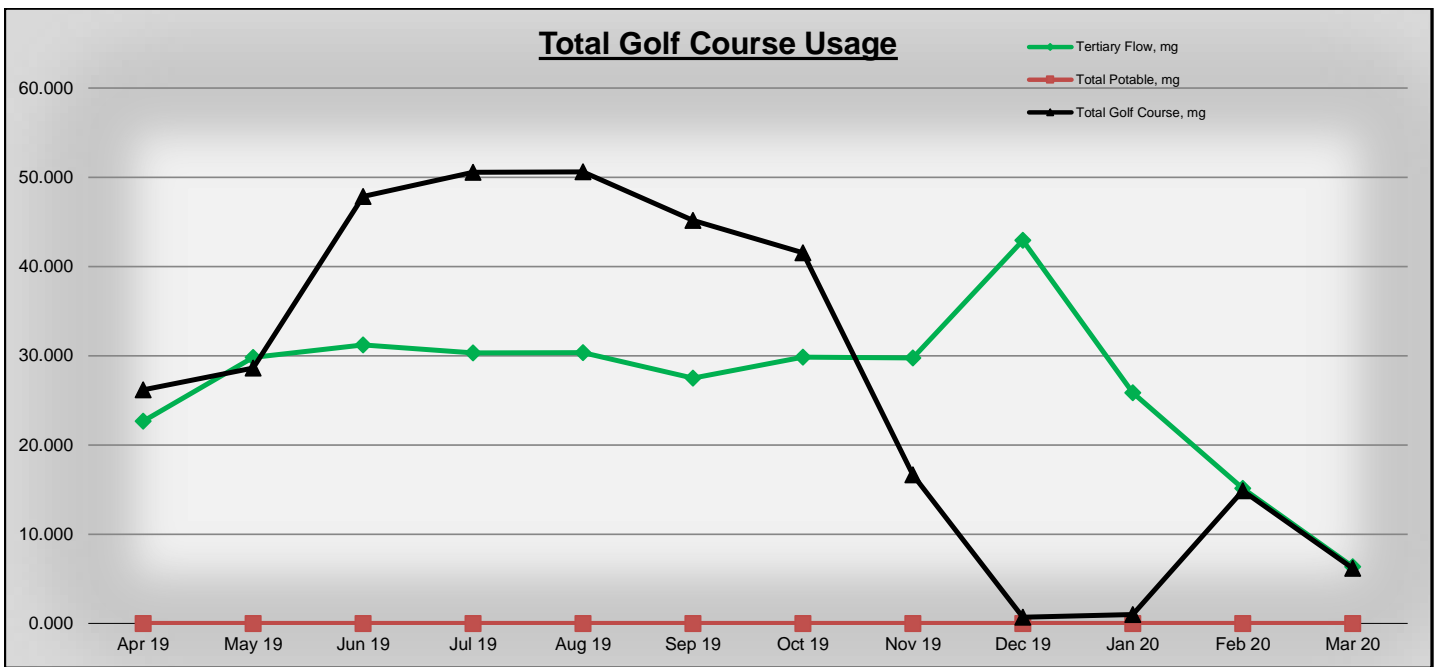
MICROTURBINE SUMMARY

Month	Mar '20 kWh	Feb '20	Jan'20	Dec '19	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

COMMENTS

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

(2) No power production due to the Micro-Turbine chiller malfunction



Wastewater Treatment Facility Operations Report

Report for: February 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	22.540	0.777	0.726	0.857	65.684	49.46	151.72
PBCSD Flow	11.776	0.406	0.326	0.558	34.316	28.07	86.09
Total Plant Flow	34.316	1.183	1.052	1.415	100.00	77.53	237.81
Tertiary Flow	15.126	0.772	0.283	1.041	44.079	40.98	125.71
Ocean Discharge	21.188	0.731	0.107	1.589	61.744	40.56	124.42
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	40.98MG (125.71acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.27 BG (25.39 K acre-ft.)
12 Month Rolling Total Reclamation Production	315.32 MG (967.71 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Feb '20 kWh	Price per kWh	Feb'20	Jan'20	Dec'20	Nov'19
Secondary	131,530.00	\$ 0.139	\$ 18,265.49	\$ 13,462.38	\$ 20,135.92	\$ 21,644.01
Blowers	48,123.20	\$ 0.135	\$ 6,492.59	\$ 6,656.77	\$ 5,882.03	\$ 8,312.62
CAWD Total	179,653.20		\$ 24,758.08	\$ 20,119.15	\$ 26,017.95	\$ 29,956.63
Tertiary	33,779.44	\$ 0.214	\$ 7,232.74	\$ 10,844.00	\$ 13,984.80	\$ 11,727.35
MF/RO	62,732.00	\$ 0.114	\$ 7,181.05	\$ 6,569.94	\$ 20,713.96	\$ 21,638.69
Reclaim Total	96,511.44		\$ 14,413.79	\$ 17,413.94	\$ 34,698.76	\$ 33,366.04
Adjusted Monthly Totals	CAWD Total		\$ 15,128.58	Reclamation Total		\$ 24,043.29

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	N/A	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	N/A	N/A	N/A	N/A

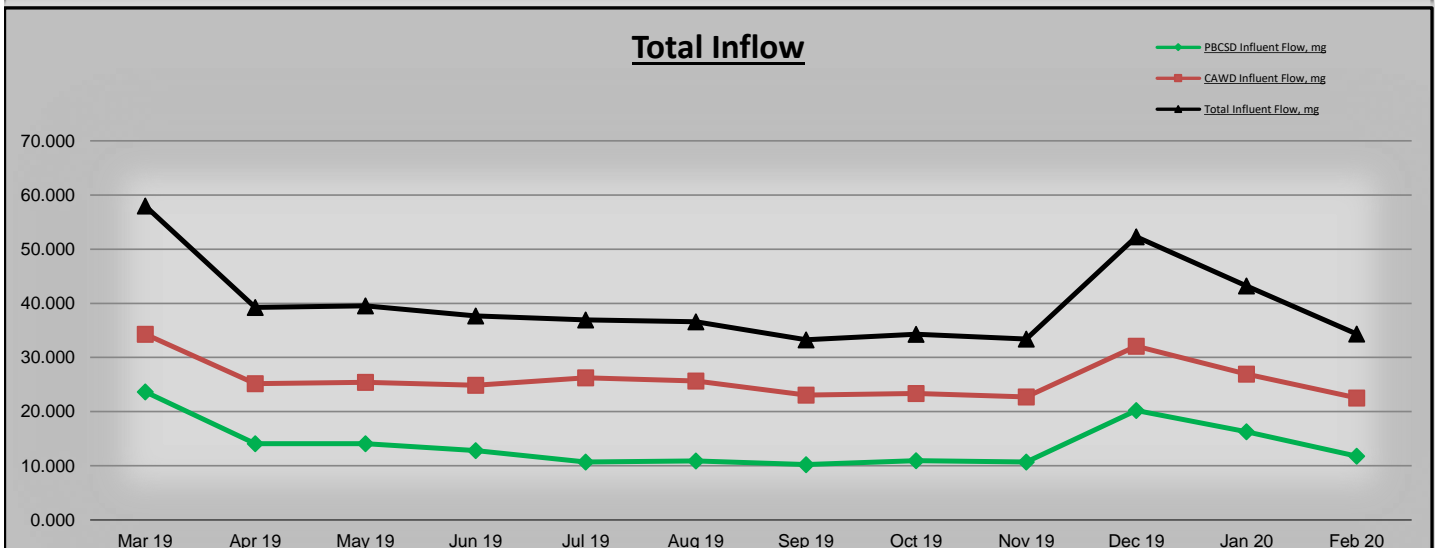
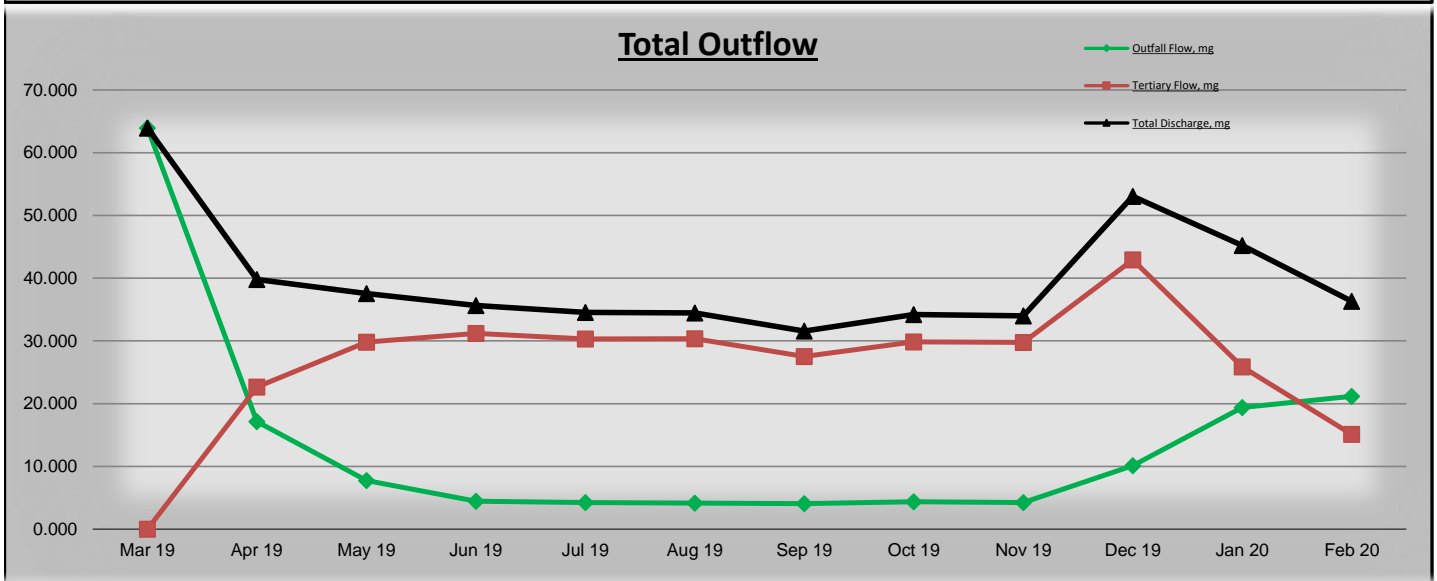
MICROTURBINE SUMMARY

Month	Feb '20 kWh	Jan '20	Dec'20	Nov '19	Accumulated Totals
Production,kWh (2)	0	0	0	6,865	758,331.00

COMMENTS

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

(2) No power production due to the Micro-Turbine chiller malfunction



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: May 28, 2020

Subject: Monthly Report – April 2020

RECOMMENDATION

Receive Report - Informational only; No action required

DISCUSSION

LABORATORY REPORT

- On April 13, 2020, the laboratory supervisor made changes to the work schedule to improve COVID-19 distancing. The laboratory analysts are currently rotating working from home and in the lab on a weekly basis. One analyst would be at the lab each day. The laboratory supervisor is working his regular schedule. When at home, the lab analysts are assigned to work on revising the laboratory standard operating procedures for the laboratory accreditation. Prior to this the lab was trying out a daytime and swing shift schedule to reduce the face to face interaction and promote COVID-19 safety goals.
- Requests were made to the University of Arizona WEST center and Biobot Analytics Inc. for CAWD to take part in COVID-19 testing in the wastewater. We did not get a response back from University of Arizona. However, we were accepted into the Biobot study and are sending out samples on a weekly basis. The normal cost for each sampling kit is \$1,200.00. The District received preferred pricing for the first month of \$120.00 per sampling kit as a thank you for being part of the national study. The District will be collecting composite samples at 4 sample sites (Influent, Secondary Effluent, Final Effluent, and Reclaimed Effluent). Sample collection will be on a weekly schedule May 4, 11, 18, and 25, 2020.

ENVIRONMENTAL COMPLIANCE REPORT

- Mr. De Ocampo has been working with Highlands Inn Assistant Engineer Pat Okeefe to complete the plumbing connection to the grease interceptor. Mr. Okeefe is now the new Highlands Inn Engineer replacing Mr. Riffle this month. A new plumbing company will be hired to complete the work to connect two drains to the grease interceptor. Highlands Inn has been closed since the Monterey County Health Department Order required nonessential businesses to close. Mr. Okeefe is working to complete the work before the hotel reopens for business.
- CAWD Source Control Inspector Holland examined and approved Chopstix restaurant for the installation of their grease trap on April 21, 2020. Chopstix is currently closed for business and when the inspection happened it was the owner and Mr. Holland inside. Mr. Holland followed safety precautions (gloves, facemask, and distancing) during the inspection. Chopstix is compliant.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Chopstix	Yes		Grease trap installed and compliant.
Highlands Inn	No		Hotel closed no business completing the plumbing work.

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
NONE			

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
Feb 2020	100	100
March 2020	100	98
April 2020	No inspections	99

FUNDING

N/A - Informational item only

Project Number	Task Name	Manager	Start	Finish	Budget	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
	Projects Implementation Plan Schedule											
	Treatment Plant Projects											
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	Mon 4/30/18	Thu 6/30/22	\$10,616,000.00	In Final Design/CEQA Phase						
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Fri 5/29/20	\$77,245.00	Final Testing Phase						
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Tue 7/13/21	\$300,000.00	In Progress						
18-08	Standby Power Reliability Project	Treanor/Foley	Mon 10/8/18	Wed 12/23/20	\$730,000.00	In Design Phase						
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	Fri 3/15/19	Tue 6/30/20	\$317,250.00	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2						
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Tue 6/1/21	\$510,000.00	Testing and Startup						
19-01	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Mon 6/29/20	\$100,000.00	Implementation						
19-10	1 Water Corrosion Control	Waggoner	Mon 7/1/19	Fri 6/12/20	\$30,000.00	Pilot Testing Ionization System at Chlorine Building						
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	In Study Phase						
	Cathodic Protection Testing	Treanor	Wed 4/1/20	Tue 3/30/21	\$30,000.00	Inactive						
	Cart Charging and Parking	Foley	Wed 4/1/20	Wed 6/1/22	\$50,000.00	Inactive						
19-21	Carmel River FREE Mitigation	Treanor	Wed 7/1/20	Wed 11/30/22	\$0.00	Developing Agreement with County & Funding Coordination						
19-19	Aeration Basin Improvements	Waggoner	Wed 7/1/20	Wed 6/30/21	\$40,000.00	In 10% Vendors Research Phase						
	Plant Paving, Vault Lids, Drainage	Treanor	Thu 7/1/21	Wed 3/29/23	\$50,000.00	Inactive						
	Chlorine Contact Pipe Gallery Repairs	Treanor	Thu 7/1/21	Fri 9/24/21	\$44,000.00	Inactive						
	Treatment Plant Studies & O&M Manuals	Treanor	Fri 6/28/19	Wed 7/24/24	\$270,000.00							
19-14	BioWin Modeling	Treanor	Fri 6/28/19	Tue 3/31/20	\$50,000.00	Completed						
	Coastal Hazards Monitoring Plan	Treanor	Fri 5/1/20	Fri 4/30/21	\$35,000.00	Draft In Development						
	Long Term SLR Planning	Treanor	Mon 5/3/21	Mon 5/2/22	\$35,000.00	Inactive						
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00	Inactive						
	Reclamation Projects											
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Tue 4/13/21	\$415,000.00	On Hold						
19-16	Tertiary MF/RO Standby Power	Foley	Mon 7/1/19	Fri 10/30/20	\$0.00	Cost Benefit Analysis						
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00	Inactive						
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00	Inactive						
	Reclamation Studies	Treanor	Mon 7/1/19	Wed 6/1/22	\$75,000.00							
	Trussell MF/RO Performance Review	Treanor	Mon 7/1/19	Tue 3/31/20	\$40,000.00	In Study Phase						
	Reclamation 15-Year Asset Management Assessment	Treanor	Thu 7/1/21	Wed 6/1/22	\$35,000.00	Inactive						
	Collections Projects											
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 5/29/20	\$0.00	Initiated Review of draft by Source Control and Legal Council						

Project Number	Task Name	Manager	Start	Finish	Budget	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Tue 6/30/20	\$0.00	Installation of Long Term CN9 Dosing Equipment	Highlands H2S Control					
18-17	Hatton Canyon Pipeline Replacement Project	Lather	Wed 5/23/18	Thu 10/15/20	\$1,450,000.00	Project Awarded / Anticipated Construction Start in June	Canyon Pipeline Replacement Project					
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Tue 6/30/20	\$450,000.00	Construction In-Progress	Station PLC/SCADA Replacement					
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Project Awarded / Preconstruction	Rio Road CIPP Lining Project					
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Thu 8/1/19	Thu 1/19/23	\$1,294,000.00	Design	Carmel Meadows Gravity Sewer Improvements					
19-13	Upper Rancho Canada Pipe Realignment	Lather	Mon 7/1/19	Fri 10/29/21	\$1,450,000.00	Design	Upper Rancho Canada Pipe Realignment					
18-29	September Ranch Water and Sewer	Lather	Fri 3/1/19	Fri 7/30/21	\$0.00	Water Study/On Hold	September Ranch Water and Sewer					
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Fri 12/31/21	\$105,000.00		Assessment Districts/Annexations					
19-09	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	Fri 3/15/19	Tue 6/30/20	\$50,000.00	CEQA	Sphere of Influence Amendment and Annexation Proposal					
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	Circulating Petition	Corona Road Assessment District					
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	Pending Annexation	Riley Ranch Annexation/Connection					
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Fri 12/31/21	\$0.00	In Design By Owner	Carmel Valley Manor Sewer					
19-04	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	Wed 5/13/20	Tue 1/19/21	\$55,000.00	Study Phase	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove					

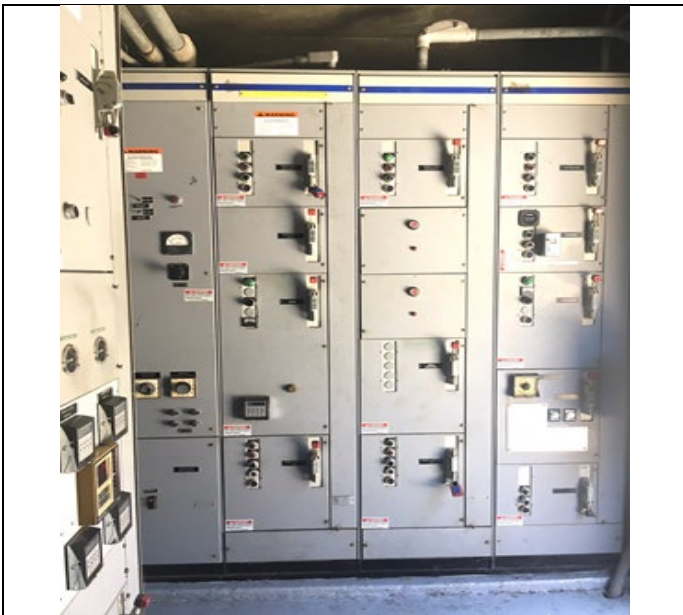


Photo: Existing Headworks Motor Control Center to Be Replaced in Project

Project Number:	18-01
Project Name:	WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor
Status:	In Final Design/CEQA Phase
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
Budget Status:	Budget: \$10,616,000 Actual to Date: \$841,376
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: Existing Server Hardware that will be replaced in Project

Project Number:	18-02
Project Name:	Ops Building Historian and Reporting
Project Location:	Wastewater Treatment Plant
Project Manager:	Foley
Status:	Final Testing Phase
Project Description	The report writer and historian system provide historical data for compliance and process reports. The existing system is connected to the legacy Supervisory Control and Data Acquisition (SCADA) system. This project will update the reporting hardware and software and integrate the system with the updated SCADA system. The update was necessary since the legacy system it was based on is no longer supported by Windows 7 platform.
Department:	Treatment
Budget Status:	Budget: \$77,245 Actual to Date: \$60,463
Reclamation Share:	Estimated at 50%.
Schedule:	<ul style="list-style-type: none"> Design to be completed in 2019 Report and Historian configuration to be completed by June 2020.
Consultants:	WorkSmart Automation
Contractor:	N/A

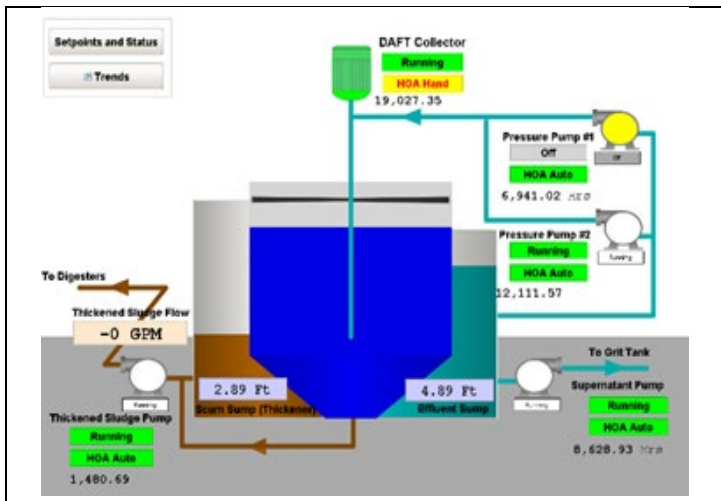


Photo: DAFT SCADA Overview

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:	In progress
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
Budget Status:	Budget: \$300,000 Actual to Date: \$274,079
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
Contractor:	N/A



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 as it will not have debris buildup because it was a Secondary Digester (Treating supernatant from Digester No. 1).
Department:	Treatment
Budget Status:	Budget: \$317,250 Actual to Date: \$306,612
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 Spring 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:	In Design Phase
Project Description	This project involves purchasing a trailer mounted 750kW generator to serve as a full capacity backup to the existing standby system in case the existing 750kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and is not capable of powering the entire WWTP if the 750kW were to fail during a power outage).
Department:	Treatment
Budget Status:	Budget: \$730,000 Actual to Date: \$5,000
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:	Pre-Design / Installing New Controls for 65 kW Turbine
Project Description	Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having continual 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 65 kW turbine is placed in service.
Department:	Treatment
Budget Status:	Budget: \$510,000 Actual to Date: \$12,363
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:	Engine System Integrated
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
Budget Status:	Budget: \$0 Actual to Date: \$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

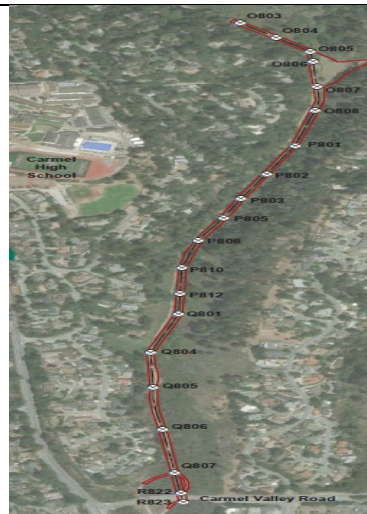


Photo: View of the sewer lines to be replaced in Hatton Canyon

Project Number:	18-17
Project Name:	Hatton Canyon Pipeline Replacement
Project Location:	Collection System
Project Manager:	Lather
Status:	D'Arcy & Harty selected as contractor. Contract signed and Bonds received. Pre-construction meeting 5/15/20.
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 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
Budget Status:	Budget: \$1,450,000 Actual to Date: \$249,022
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. Plan to construct project in 2020.



Photo: Pump station Control Panel- PLC and Operator Interface will be upgraded at Pump stations.

Project Number:	18-18
Project Name:	Pump Station PLC/SCADA Replacement
Project Location:	Collections Pump Stations
Project Manager:	Foley
Status:	Construction In-Progress
Project Description	This project will replace the obsolete Programmable Logic Controllers at 7 sewage pump station that are no longer supportable due to lack of parts. The PLC programming will be updated, and the Supervisory Control and Data Acquisition Visualization screens will be updated to the Ignition SCADA software.
Department:	Treatment
Budget Status:	Budget: \$450,000 Actual to Date: \$377,436
Reclamation Share:	0%
Schedule:	<ul style="list-style-type: none"> Construction complete in June 30,2020
Consultants:	Frisch Engineering
Contractor:	Technical Systems, Inc

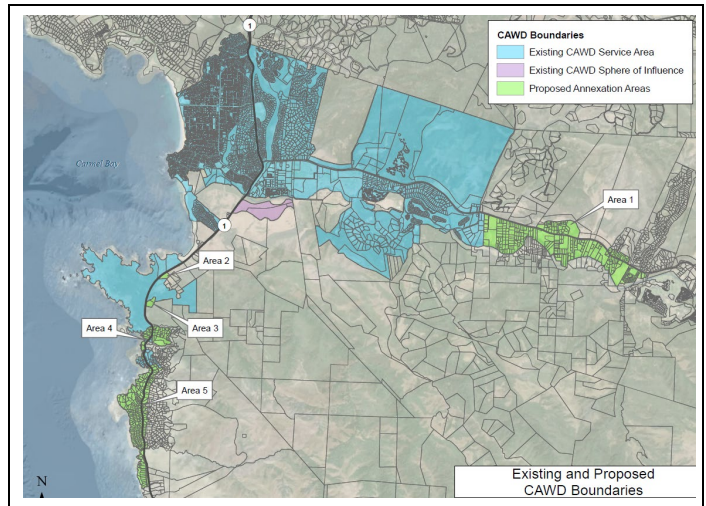


Photo: Areas of Potential Annexation

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:	Finalizing Environmental Documents and prepared to circulate draft in June 2020.
Project Description:	The project will provide the opportunity for homes and businesses to get off 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
Budget Status:	Budget: \$50,000 Actual to Date: \$14,764
Permits Required:	Environmental Review, LAFCO Annexation Approval
Challenges:	Getting homeowner groups to form an Assessment District to pay for infrastructure needed to connect to our sewer system.
Schedule:	In May 2020, circulate MND and 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
Budget Status:	Budget: \$290,000 Actual to Date: \$68,506
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:	In Study Phase
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
Budget Status:	Budget: \$120,000 Actual to Date: \$2,897
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

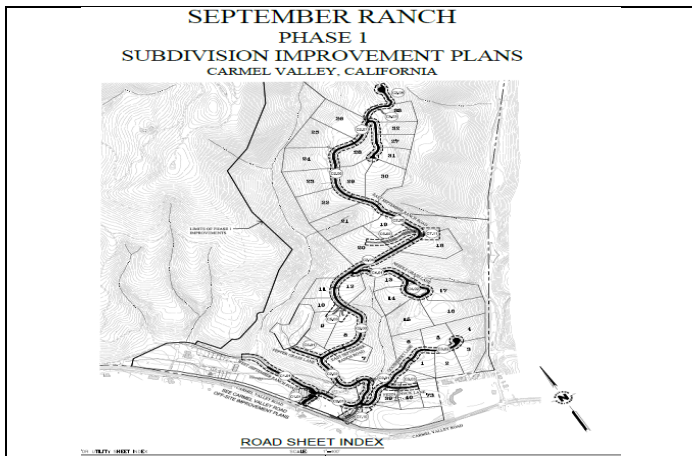


Photo: View new home development

Project Number:	18-29
Project Name:	September Ranch Subdivision
Project Location:	Collection and Water System
Project Manager:	Lather
Status:	Water Study/On Hold
Project Description	New Subdivision with sewer and water services. CAWD is not pursuing the water service at this time.
Department:	Collection
Budget Status:	Budget: Paid by Clear Peak Actual to Date: \$35,000
Other Entities:	N/A
Permits Required:	N/A
Challenges:	Groundwater treatment and reliability concerns. Sewer review has been completed.
Schedule:	Phase I is anticipated to start construction in 2020 if CAWD accepts water system
Consultants:	SRT Consultants - completed study of water system



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:	Implementation
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
Budget Status:	Budget: \$100,000 Actual to Date: \$21,788
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 2020
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 Ed Waggoner and Ray DeOcampo. Legal has reviewed and provided comments.
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
Budget Status:	Budget: \$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 June 2020. Board approval of Ordinance in August 2020.
Consultants:	None
Contractor:	None



Photo: View gravity pipe in Carmel easement

Project Number:	19-03
Project Name:	Carmel Meadows Pipeline
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
Budget Status:	Budget: \$1,294,000 Actual to Date: \$154,138
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:	Waiting for Permit approval from CalTrans to proceed with construction
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
Budget Status:	Budget: \$1,340,000 Actual to Date: \$45,815
Permits Required:	N/A
Challenges:	Traffic Control
Schedule:	Construct late Spring 2020.
Consultant:	Design by Kennedy/Jenks PSOMAS construction manager
Contractor	Insituform



Photo: New #1 Water System where Corrosion System Project will be Installed

Project Number:	19-10
Project Name:	WWTP – 1 Water Corrosion Control Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Ed Waggoner
Status:	Pilot Test Ionization System at Chlorine Building
Project Description	The number 1 Potable Water Distribution System was installed in the early 1970's when secondary processes were constructed at CAWD. The main piping is ductile iron pipe with service laterals of copper and galvanize pipes. To prevent rust and pipe damage to the system, technology will be installed to extend the life of the piping system using chemicals or ionization equipment.
Department:	Treatment
Budget Status:	Budget: \$30,000 Actual to Date: \$4,370
Reclamation Share:	Estimated at 1% of project cost.
Other Entities:	CAWD/PBCSD Reclamation Project
Permits Required:	None
Challenges:	Using New technologies (Lorex Company)
Schedule:	<ul style="list-style-type: none"> On-line and Pilot Test will last for one year, December 2020
Consultants:	In house (Design Plant Engineer)
Contractor:	In house staff

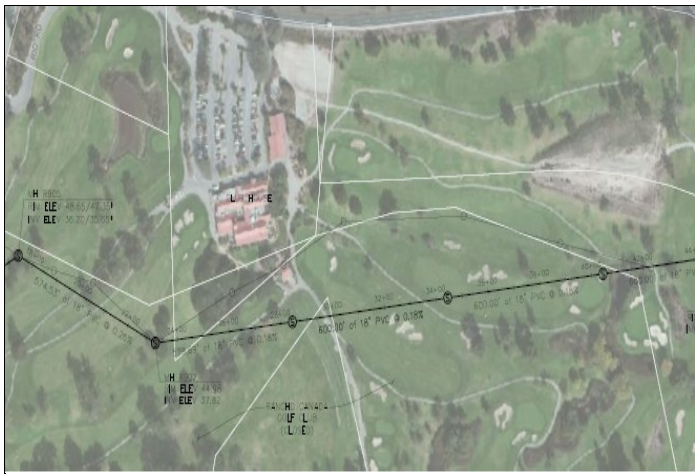


Photo: View of proposed sewer line realignment

Project Number:	19-13
Project Name:	Upper Rancho Canada Pipe Realignment
Project Location:	Collection System
Project Manager:	Lather
Status:	Design
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
Budget Status:	Budget: \$1,500,000 Actual to Date: \$26,548
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 21/22.
Consultants:	MNS Engineering Rincon Environmental

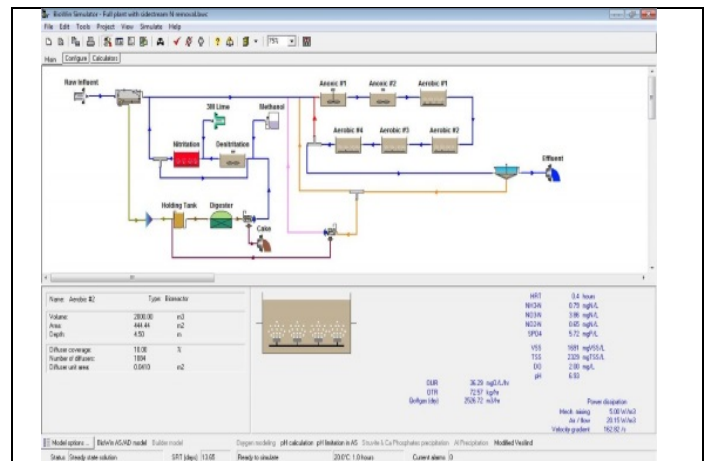


Photo: BioWin Model Screenshot

Project Number:	19-14
Project Name:	Wastewater Treatment Plant Computer Model – BioWin Modeling
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor
Status:	Completed
Project Description	Development of a computer model to predict how changes in operations will effect water quality to inform process optimization activities aimed toward the goal of energy and cost savings
Department:	Treatment
Budget Status:	Budget: \$50,000
Reclamation Share:	Actual to Date: \$47,000
Other Entities:	N/A
Permits Required:	N/A
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> Study to be completed in April 2020
Consultants:	Greeley and Hansen
Contractor:	N/A



Photo: Example Trailer Standby Generator

Project Number:	19-16
Project Name:	Tertiary MF/RO Standby Power
Project Location:	Reclamation – MF/RO
Project Manager:	Foley
Status:	Cost Benefit Analysis
Project Description	The Reclamation Project facilities were not designed with standby power to run the facility in the event of a power outage. This project would add the ability to power the reclamation process with generator power. This is necessary due to the probability of increased outages due to fire prevention. Prolonged outages during the summer and fall months would have a significant negative impact on water production.
Department:	Treatment
Budget Status:	Budget: Unbudgeted Actual to Date: \$0
Reclamation Share:	100%
Other Entities:	Reclamation Project
Permits Required:	N/A
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> • Pending Cost Benefit Analysis
Consultants:	Beecher Engineering
Contractor:	N/A



Photo: Existing air diffuser system

Project Number:	19-19
Project Name:	WWTP – Aeration Basin Improvements
Project Location:	Wastewater Treatment Plant
Project Manager:	Ed Waggoner
Status:	In 10% Vendors Research 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
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:	Treanor
Status:	Developing Agreement with County & Funding Coordination
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
Budget Status:	Budget: Funded by County/Grants Actual to Date: \$0
Reclamation Share:	0%
Other Entities:	Monterey County
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, 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

STAFF REPORT



To: Board of Directors
From: Ed Waggoner – Operations Superintendent
Date: May 28, 2020
Subject: Monthly Operations Report – April 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of April.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff is continuing to remove the final 3 feet of solids, grit and other debris from the floor of old digester #2 as operational time permits.
- Staff continues to perform well during the shelter in place order. Staff is practicing social distancing with other staff and contractors, driving to locations throughout the District in separate vehicles. Staff is educated on the best practices of Personal Protection Equipment (PPE) and personal hygiene. Staff has been cleaning and sanitizing buildings, equipment, and vehicles daily as part of their routine duties.

Reclamation:

- CAWD Staff continues working with H2O Innovations on the remote communication and monitoring of the Micro Filtration and Reverse Osmosis systems.
- (Project # 18-24) Reclamation Sand Filter Integration Project staff is waiting for a second variable frequency drive unit to be installed on the second sand filter feed pump.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems. Staff turned off the Micro Filtration and Reverse Osmosis Systems on March 8 as the Forest Lake Reservoir was full at 115 million gallons. The Reclamation system continued to be off-line for the duration of the month due to wet climatic condition for most of March.

Training:

- Staff is continuing online training at home from Target Solutions and Fred Pryor Seminars as Carmel Area Wastewater District implements its staffing policies for Action Plan Risk Level 3 for the COVID -19 virus at the treatment facility.

Capital Improvement

- Staff continues to communicate with Plant Engineer, Patrick Treanor (CAWD), on 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 meeting canceled due to the COVID-19 pandemic.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of April 2020.

- No Violations of the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 were encountered during the month of April 2020.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: May 28, 2020

Subject: Monthly Maintenance Report – April 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- (Project #18-11) The microturbine system components have been test run individually. The last step is to complete testing of the safety interlocks connected to the new Programmable Logic Controller (PLC) and for Cal-Microturbine to complete their startup checklist that was in progress before the chiller failed.
- (Project #18-18) Installation of the Pump Station Programmable Logic Controller Control Panels is complete. Startup is scheduled for late May. After startup is completed then the old panels will be removed, and documentation updated. The project will then be closed.
- A new double disc pump was installed for the food waste receiving system. The existing progressive cavity pump failed twice so it was replaced with a more robust pump. The new pump can handle larger solids and is also glass lined for increased durability.

Upcoming Maintenance Projects

- The main electrical meter panel at Bay and Scenic pump station will be replaced. The existing panel has fuses for protection. The new panel will include a modern circuit breaker. This will provide a safer and easier to maintain system.

- Installation of a vent line from the high-pressure digester gas to the low-pressure side. This will provide engineering controls to safely vent the stored gas in the siloxane scrubber vessel to the flare. Parts have arrived and work is scheduled for early June.

Staff Development

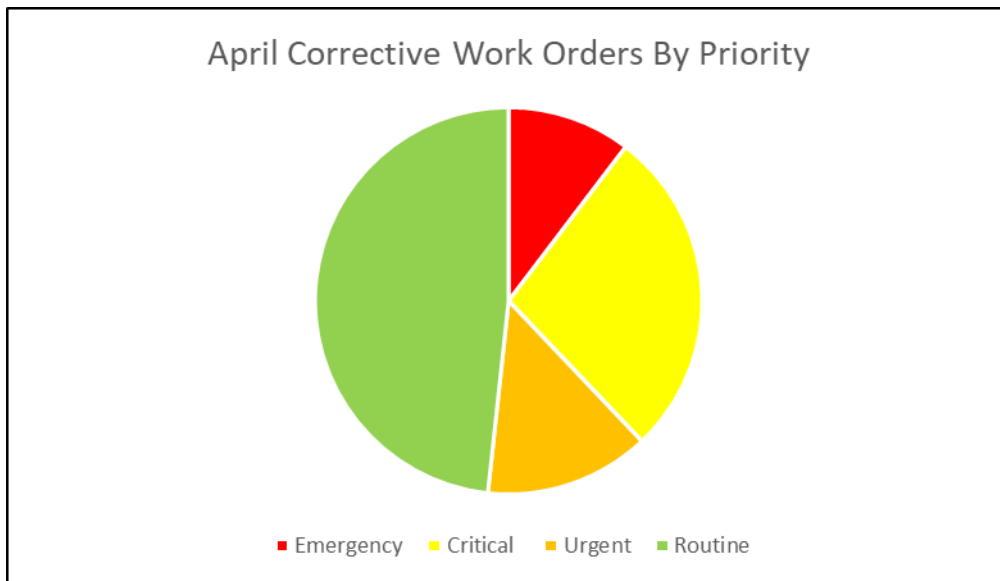
No updates.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	252
Total Work Orders Closed/Done	227
Total Work Orders Still Open	25
Percentage of Work Orders Completed	90.08%

Corrective Maintenance



Emergency	3
Critical	8
Urgent	4
Routine	14

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: May 28, 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.

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. Once CVM's engineers have completed the 60% plans, they will submit the plans to the Principal Engineer to review.

The Principal Engineer has been working with Ray De Ocampo, Ed Waggoner, and legal staff to complete a draft Pretreatment Ordinance. It is anticipated that the draft Ordinance will be provided to the review committee next month. Once the review committee has approved the proposed Ordinance, it will be brought to the Board for adoption.

The Rio Road CIPP Lining project and the Hatton Canyon Pipeline Replacement projects are currently on schedule and moving forward with permits and submittals to be approved prior to construction.

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: May 28, 2020
Subject: Sewer User Fee Rate Model Study



RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the General Manager to circulate a Request for Proposals for a Sewer User Fee Rate Model Study.

DISCUSSION

The District has utilized the rate model provided by the State Water Resources Control Board (SWRCB), latest version release date March 1998, for over twenty-five years. Because the District was built utilizing grant funds, we were required to implement a revenue program that complies with Section 204(b)(1) of the Clean Water Act, Federal and State Regulations and Policies of the SWRCB. The revenue program guidelines issued by the SWRCB meet that requirement. However, over time the Board has inquired as to the accuracy of the District's rate modeling efforts and has requested a study that would review current practices and analyze both tiered rates and implementation of rate zones. This Request for Proposals is an effort to ensure the accuracy of our rate setting process and to analyze areas where we should adjust our current practices.

FUNDING

This work would occur under the Fiscal Year 2020-21 budget for special studies with an estimated budget of \$50,000.

Attachment:

- Request for Proposals for Sewer User Rate Model Study



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

REQUEST FOR PROPOSALS FOR SEWER USER FEE RATE MODEL STUDY

May 28, 2020

INTRODUCTION

Carmel Area Wastewater District (CAWD) is seeking to retain a qualified professional consultant(s) or firm to prepare a Wastewater User Fee Study for the District. This Request for Proposals (RFP) is expected to result in a contract (Professional Services Agreement) with a cost not to exceed the listed amount. The selected consultant shall perform the tasks specified in the "Scope of Work". The consultant is encouraged to suggest additions or modifications to the scope that will enhance or clarify the study and such suggestions should be incorporated into the proposal.

PURPOSE OF THE RFP

The District is seeking proposals from qualified individuals or firms to perform a comprehensive wastewater sewer user fee study with a cost allocation plan. The intent of the study is to independently assess the District's existing use rates and other fees charged by the District; and to develop equitable rates that are based on a cost of service analysis.

BACKGROUND

CAWD, organized July 8, 1908, is governed under the provisions of the Sanitary District Act of 1923, Health and Safety Code, Section 6400 et sq., as amended. The function of the District is to provide, operate and maintain sewage collection, treatment, and disposal facilities for the properties included within its boundaries and for certain contracted adjacent properties. The District also supplies reclaimed water to the Monterey Peninsula Water Management District.

In March 1969, the District entered into an agreement with the Pebble Beach Community Services District (PBCSD) for treatment and disposal of sewage

service delivered by PBCSD. It was anticipated that the contract would account for approximately one third of the capacity of the District's treatment plant. PBCSD began delivering sewage to the District in the fiscal year 1970-71 and reimburses the District for one third of its operating treatment and disposal expenses plus a portion of general and administrative expenses at an agreed upon annual fee for this service. The agreement has been modified several times over the years and currently operates under the 1994 amended agreement.

Under the same agreement, PBCSD also reimburses the District for one-third the cost of capital assets purchased or constructed for sewage treatment and disposal. CAWD maintains sole ownership of the wastewater treatment plant and related capital assets. PBCSD has only a contractual "right to use" one-third of the sewage treatment plant's capacity under the terms of the most recent modified 1994 agreement and no rights to ownership of the District's capital assets.

CAWD provides collection, treatment, and disposal of wastewater for approximately 11,000 residents, businesses, and government within the District and treatment and disposal for an additional 4,500 residents in Del Monte Forest as provided for by contract agreement with PBCSD.

The District treats wastewater from Carmel and surrounding areas providing advanced treatment to near drinking water standards. Almost all treated wastewater is sent to Del Monte Forest where it is used to irrigate seven world famous golf courses including Pebble Beach, Poppy Hills, and Spanish Bay.

The District is located on the Monterey Peninsula in Monterey County, California approximately 125 miles south of San Francisco. The existing CAWD treatment plant is on the south bank of the Carmel River approximately one-third of a mile west of the State Route 1 Bridge. The administration office is located at 3945 Rio Road, Carmel.

SCOPE OF WORK

A. Rate and Fee Study

- a. Provide a comparison of current wastewater system costs against appropriate benchmarks.
- b. Provide a comparison of current and proposed wastewater rates and capacity charges against a representative set of public agency

- wastewater purveyors in the surrounding area and beyond the surrounding area.
- c. Evaluate the existing wastewater user fee structure for conformance with existing statutory regulations and make recommendations for any changes that are necessary to maintain compliance.
 - i. Provide recommendations that may assist in more equity within the existing rate structure and justifications for any proposed changes.
 - ii. Demonstrate that any alternative rate structure is easy to understand and administer and can be accommodated in Excel spreadsheet form.
 - d. Recommend rate structures based on the following:
 - i. Current and future cost of providing services in accordance with established and anticipated standards and regulations.
 - ii. Projected demand of growing service area.
 - iii. Age and condition of the wastewater system and projected replacements for infrastructure based on the Districts fifteen-year Capital Improvement Plan (CIP).
 - iv. Funding requirements for all current and long-term liabilities and debt obligations.
 - v. Impact of current and future wastewater and recycled water regulations.
 - vi. Provide a methodology for annual inflationary adjustment in compliance with Proposition 218.
 - vii. Cash flow and working capital
 - viii. Projected revenues, operating expenses, and other funding source requirements with an understanding of the District's historical trends
 - ix. Impact of sea level rise on current facility and exposure at that location
 - e. Evaluate the current capacity connection and make recommendations for any changes for "buy-in" and new capacity.
 - f. Evaluate all current user fees
 - g. Evaluate all current customer categories
 - h. Evaluate District customers for potential tiered rate structure and potential "zones" to provide a more equitable allocation of costs.
 - i. Provide a ten-year forecast of revenues, operation and

maintenance expenses, capital improvement costs, identify a five-year rate structure to ensure that adequate revenues will meet reserve policy levels, bond debt coverage requirements, and capital funding.

- i. Alternate levels of capital funding may be based on the Districts fifteen-year CIP with the ability to adjust the model for different levels of CIP funding.
 - ii. Alternatives to include debt financing as compared to pay-as-you-go scenarios to be considered.
- j. Provide a user-friendly computer rate model which the District can use for forecasting and planning. This model should be capable of being updated with actual costs and users for future annual review of rates. The model must have the ability to run CIP scenarios and quickly show impact on rates.
 - i. Train District staff in the use of running “scenarios” that will provide a full understanding of how the rate model operates.
- k. The recommended rate structures shall be consistent with industry practice for utility rate making in California. The rate study shall recommend a rate structure based upon standard rate practices that meet the criteria.
- l. The recommended rate structure shall be planned for five years.
- m. Prepare a draft and final report, supplied in electronic format which included the following items:
 - i. A brief description of the District
 - ii. Service area description, including population served
 - iii. The source of supply as appropriate and projections on future growth and statement of consultant regarding sufficiency to meet demand
 - iv. A brief description of the capital improvement program, a fifteen-year summary of proposed capital expenditures and a statement regarding reasonableness of those estimates
 - v. A consideration of the impact of sea level rise on the District’s rate model
 - vi. The revenue and expense projections for the District and each cost center
 - vii. The rate comparison of existing revenues to meet the required needs of the District and discussion of

recommended inflationary increases necessary to meet the future needs of the utility.

- n. Provide data supporting conclusions and observations made for each of the areas above and cite within the Study.
- o. Present the information to the Board of Directors and the Public at a workshop.

RATE AND FEE STUDY TIMELINE

The District wishes to implement any rate adjustments for the Fiscal Year beginning July 1, 2021. Please provide a timeline for the proposed study. The project timeline must incorporate necessary time and tasks for review of the rate study, development and mailing of the Proposition 218 notice, and adoption of new rates by the CAWD Board of Directors. Adoption by the Board must include a first (March 2021) meeting and second meeting (June 2021) to be held at the regularly scheduled monthly Board meeting. The District Board meetings are held on the last Thursday of the month.

PROPOSAL FORMAT AND CONTENTS

The proposal for the Sewer User Fee Study shall address all of the scope of work items in this request for proposal and be submitted per the following instructions.

1. General:
 - a. Proposal should be submitted electronically to downstream@cawd.org
 - b. Title page should show the request for proposal's subject, the firm's name, the name address and telephone number of a contact person, and the date of the proposal
 - c. The title page should indicate "Proposal for Sewer User Fee Study"
 - d. Include a table of contents
 - e. Include a signed letter briefly stating the firms understanding of the work to be done, the commitment to perform the work within the time, a statement why the firm believes itself to be best qualified to perform the engagement
 - f. Include a statement that the proposal is firm and will be valid for ninety (90) days
 - g. Include a signature of a person authorized to bind consultant to the terms of the proposal

2. Qualifications and References:

a. Qualifications of the firm:

- i. Identify the size of your firm and location of the office from which the work will be conducted.
- ii. Qualifications of Professional Staff – identify the key engagement partners, managers, and other staff members who would be assigned to conduct the Study and indicate their qualifications.
- iii. Subcontractors – Please clearly indicate whether subcontractors will be used in fulfilling the proposal. If the firm plans to use subcontractors, please provide an overview of the firm, project involvement, and qualifications of staff.

b. References:

- i. Please provide a list of consulting experiences for agencies similar in type and size to CAWD.
- ii. List three (3) client references for work of similar size and scope of service as contained in this request for proposals. Include the following information for each reference:
 - Customer name
 - Contact name and title
 - Telephone and email
 - Street address, State, Zip code
 - Description of services

CAWD reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

EVALUATION OF PROPOSAL AND NEGOTIATIONS

All proposals submitted will be reviewed by an evaluation panel consisting of the CAWD Budget Committee. At the completion of the proposal review, the panel may elect to invite the top scoring firms to make a presentation at no cost to the District. The District may negotiate with that firm to determine final pricing and contract form. There will be no public opening and reading of bids.

Proposals will be evaluated on the following criteria:

- Qualifications of the firm
- Qualifications of the personnel
- Related experience

- References
- Ability to understand the District’s needs
- Completeness of response
- Reasonableness of cost and price
- Availability schedule

CONDITIONS AND STIPUTLATIONS

The District reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any non-material irregularities or informalities and to request additional information and clarification regarding any particular service from the proposing firms. By requesting proposals, the District is in no way obligated to select any proposal or pay expenses of the proposing firms in connection with the preparation or submission of a proposal. The District reserves the right to reject any firm for any reason. The proposal should be the best effort possible by the firm, since the District reserves the right to award the contract with no further negotiations. Conversely, the District reserves the right to negotiate with the successful proposer any additional terms and conditions not contained in their proposal, which are in the best interest of the District or to otherwise revise the scope of this RFP. All proposals, whether accepted or rejected, shall become the property of the Carmel Area Wastewater District. All proposals received become public records. The District’s decision to award a contract will be based on many factors, including but not limited to service, cost, experience, and ability to deliver, or for any other reason deemed by the District to be in the best interest of the District. No single factor, such as cost, will determine the final decision to award. This RFP and the firm’s response, including all promises, warranties, commitments, and representations made in the successful proposal, shall become binding contractual obligations, and will be incorporated by reference in the final agreement between the Carmel Area Wastewater District and the selected firm. All terms and conditions not specifically identified as exceptions will be considered acceptable to the Consultant.

ESTIMATED SCHEDULE

Request for Proposals (RFP) Release:	June 2020
Written Inquiry Deadline	July 1 st , 2020
Proposals Due:	July 15 th , 2020
Board of Director’s Contract Approval	August 27 th , 2020

POINT OF CONTACT

All questions shall be directed to Barbara Buikema, General Manager at buikema@cawd.org or by phone at (831) 624-1248.

Proposals must be received by the deadline of July 15th, 2020, 4:00 p.m.
Postmark will be date stamp of electronic email.

Thank you for your interest in working with the Carmel Area Wastewater District for this service. We look forward to receiving your proposal.

Barbara Buikema
General Manager
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

If there are any questions regarding this request for qualifications, please contact Barbara Buikema at (831)624-1248 or email her at buikema@cawd.org .

RESOLUTION 2020-26

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO CIRCULATE A
REQUEST FOR PROPOSALS FOR A SEWER USER FEE RATE MODEL STUDY

-oOo-

WHEREAS, the District is interested in undertaking a Sewer User Fee Rate Study to analyze the existing rate model for accuracy and examine other areas for refinement or improvements; and

WHEREAS, the District is interested in finding qualified consultants to provide services to study sewer user fee models.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to circulate a "Request for Proposals" among consultants that develop sewer user fee rate model studies in order to evaluate and select a qualified consultant.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 2020.

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: May 28, 2020
Subject: Reclamation Budget 2020-21

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving the CAWD/PBCSD Fiscal Year 2020-21 Reclamation Project Budget.

DISCUSSION

The CAWD/PBCSD Reclamation Project Fiscal Year 2020-21 Budget was approved at Technical Advisory Committee group level on May 6, 2020. Final approval was given by the Reclamation Management Committee (RMC) at its May 13, 2020 meeting. A copy of the Project 2020-21 Budget is attached.

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

FUNDING

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

Attachment:

- CAWD/PBCSD Reclamation Project 2020-21 Budget

CAWD/PBCSD RECLAMATION
PROJECT

2020-21 BUDGET

Reviewed by Finance Officer's Work Group (FOWG) on - Not Reviewed

Reviewed by Technical Advisory Committee (TAC) on May 6, 2020

Presented to Reclamation Management Committee (RMC) on May 13, 2020

CAWD/PBCSD Reclamation Project
2020-21

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**CAWD/PBCSD RECLAMATION PROJECT
2020-21 BUDGET SUMMARY**

	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Inc/(Dec) Proj.Actual 19-20	Proposed to Budget 19-20
User Revenue						
Water Sales	2,487,590	2,629,391	2,826,801	2,649,508	0.77%	-6.27%
Non Operating Share	3,811,821	4,048,616	4,048,615	4,120,603	1.78%	1.78%
Operating Expenses						
Plant Operating Expenses	1,856,255	1,809,831	2,008,966	1,847,901	2.10%	-8.02%
PBCSD Expenses	439,278	435,151	525,000	505,000	16.05%	-3.81%
CAWD Admin. Expenses	98,684	115,874	88,384	88,892	-23.29%	0.57%
MPWMD Admin. Expenses	51,668	42,130	57,166	60,427	43.43%	5.70%
PBCo / IRWUG Expenses	48,595	56,835	50,538	50,538	-11.08%	0.00%
Potable Water Costs	89,754	2,785	6,750	6,750	142.39%	0.00%
MPWMD fee	77,176	90,000	90,000	90,000	0.00%	0.00%
	<u>2,661,411</u>	<u>2,552,605</u>	<u>2,826,804</u>	<u>2,649,508</u>	<u>3.80%</u>	<u>-6.27%</u>
Operating Income/(Loss) before Amortization	<u>3,638,000</u>	<u>4,125,401</u>	<u>4,048,612</u>	<u>4,120,603</u>	<u>-0.12%</u>	<u>1.78%</u>
Non Operating Revenues/(Expenses)						
Interest Income	42,855	25,891	27,850	35,265	36.20%	26.62%
Bond Carrying Costs	(20,442)	(19,493)	(28,735)	(28,735)	47.41%	0.00%
Bank charges	(275)	(87)	(125)	(125)	43.20%	0.00%
Interest to MPWMD	0	(15,250)	(29,500)	(22,875)	50.00%	-22.46%
Principal Pymt to MPWMD	0	1,000,000	1,000,000	(500,000)	-150.00%	-150.00%
LC Carrying Costs	(100,690)	(76,971)	(93,228)	(48,000)	-37.64%	-48.51%
COP Interest Expense	(129,980)	(90,207)	(150,000)	(51,000)	-43.46%	-66.00%
COP Principal Payment	(2,100,000)	(2,300,000)	(2,300,000)	(2,400,000)	4.35%	4.35%
Interest on Principal Advanced	(62,895)	(71,000)	(71,360)	(70,000)	-1.41%	-1.91%
Past LC fees/Bond Carry Cost	(552,000)	(552,000)	(552,000)	(552,000)	0.00%	0.00%
Other Revenue/(Expense)	17,968	0	0	0	n/a	n/a
	<u>(2,905,458)</u>	<u>(2,099,117)</u>	<u>(2,197,098)</u>	<u>(3,637,470)</u>	<u>73.29%</u>	<u>65.56%</u>
Income/(Loss) before Capital	<u>732,542</u>	<u>2,026,284</u>	<u>1,851,514</u>	<u>483,133</u>	<u>-76.16%</u>	<u>-73.91%</u>
Capital Budget						
Purchases	60,520	38,879	38,879	115,733	197.67%	197.67%
Improvement Projects	1,490,451	2,162,000	2,162,000	722,400	-66.59%	-66.59%
	<u>1,550,971</u>	<u>2,200,879</u>	<u>2,200,879</u>	<u>838,133</u>	<u>-61.92%</u>	<u>-61.92%</u>
Net Income/(Loss)	<u>(818,429)</u>	<u>(174,595)</u>	<u>(349,365)</u>	<u>(355,000)</u>	<u>103.33%</u>	<u>1.61%</u>
Rollover from Prior Year Capital *	<u>567,380</u>	<u>490,000</u>	<u>349,362</u>	<u>355,000</u>		
Balanced Net Income	<u>(251,049)</u>	<u>315,405</u>	<u>(3)</u>	<u>(0)</u>	<u>-100.00%</u>	<u>-100.00%</u>
Amortization Exp	<u>1,663,234</u>	<u>1,617,720</u>	<u>1,600,000</u>	<u>1,600,000</u>	<u>-1.10%</u>	<u>0.00%</u>
* Sulfuric Acid Tank		290,000		290,000		
Flood Mitigation		25,000		15,000		
Storage Tank Rehab		175,000		50,000		
total		<u>490,000</u>		<u>355,000</u>		

**CAWD/PBCSD RECLAMATION PROJECT
REVENUE PROJECTIONS
FY 2020-21**

Description	Acct. No.	Actual 2018-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments
Revenue						
Interest Income - County	99906	32	36	100	50	O&M operating funds are on deposit with the County of Monte
Interest Income - Bank of America	99904	159	21	150	100	Water sales revenue funds are invested in money market acc
Interest Income- (O&M Reserve & Cap Repl)	99908	22,943	10,258	27,500	20,000	Renewal & replacement funds invested in highly rated comm'l
Gain (loss) on Securities	99936	19,647	15,475	0	15,000	
Interest Income - Union Bank (O&M)	99910	55	86	100	100	
Interest Income - Wells Fargo Escrow Acct	99912	19	15	0	15	
Other Revenue	99945	0	0	0	0	
Water Sales (inc. late pmts)	52000	2,487,590	2,629,391	2,826,801	2,649,508	See schedule p. 17
Fixed Cost Charge		3,811,821	4,048,616	4,048,615	4,120,603	Increase due to resumption of Districts User Fee on Cal-Am
MPWMD fees (8.325%)	53000	(77,176)	(90,000)	(90,000)	(90,000)	bills
TOTAL REVENUE		6,265,090	6,613,898	6,813,266	6,715,375	1.44% decrease from 19-20 budget 1.53% increase from 19-20 Projected actual

Note 1: The origin of the 8.325% charge is based on the premise that all users of water provided by the Reclamation Project will pay the exact same cost as they would

**CAWD/PBCSD Reclamation Project
Operations and Maintenance Budget
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments/Notes
PLANT OPERATING EXPENSES:						
Plant Salaries, Benefits & Overhead						
Plant Superintendent	61100	23,564	19,035	26,000	20,028	Based on 300 hours
Laboratory Supervisor	61200	25,884	24,366	31,935	31,510	Based on 575 hours
Laboratory Technicians	61300	65,413	64,672	64,275	65,394	Based on 1,350 hours
Plant Operators	61400	147,824	134,243	154,710	148,950	Based on 3,000 hours
Maintenance Supervisor	61450	14,849	9,573	12,230	12,017	Based on 180 hours
Maintenance Mechanics	61500	22,426	18,677	26,845	22,680	Based on 480 hours
Safety Officer		6,820	8,384	3,500	8,717	Based on 180 hours
Plant Engineer		0	19,852	15,000	15,108	Based on 200 hours
Differential PR	62000	12,227	16,116	12,475	12,986	
Payroll Taxes, Benefits & Indirect Overhead	62100	179,033	157,459	173,485	168,695	
TOTAL PLANT SALARIES		498,039	472,378	520,455	506,086	COLA 4.1%
Energy Cost						
Tertiary Operations	63300	155,887	164,834	169,847	173,075	Contact PG&E Representative on 4/16/2020 and they indicated a 5% overall increase
MF/RO Pad	63400	223,956	232,913	238,486	244,560	rates for Account Numbers 63300, 63400 and 63500.
Secondary Costs - EQ Basin PD Blower	63500	145,881	134,435	159,638	144,525	Account 63300 is increased also due to sandfilter and Floc system operation
SUBTOTAL		525,725	532,182	567,971	562,160	
Chemical Costs:						
						Maintenance washes RO upon scaling/fouling removal, increased due to adding membrane stages 3 & 4 (\$7,000.00) Full CIP on all stages when pressure increases (\$9,400.00), MF Cleanings two to three times a year (\$3,500.00) plus freight and Taxes.
Clean-in-place chemicals	64200	5,546	34,699	20,000	25,000	
Antiscalant	64400	25,041	26,204	25,700	25,700	H2O recommendation as part of the RO recovery project - 5 totes/yr @ \$4,930
Phenylarsine oxide	64410	987	497	900	900	Used for Chlorine Residual Titrations
Acetate buffer solution	64420	142	253	250	250	Used for Chlorine Residual Titrations
Iodine solution	64430	0	160	250	250	Used for Chlorine Residual Titrations
Citric Acid	65160	4,816	23,257	8,000	20,000	Increase as staff is no longer using Phosphoric Acid on Maintenance washes on MF
Sulfuric Acid	65170	33,201	31,790	35,000	30,000	Used to adjust pH to control Calcium Phosphate scale on RO membranes
Acetic Acid	65180	740	775	600	800	Used for Chlorine Residual analyzers for discharge permit compliance
Sodium Bisulfite	65200	46,916	41,959	57,200	45,000	Lower costs due to better control with SCADA system
Sodium Hypochlorite	65250	39,690	26,177	52,000	45,000	Lower costs due to better control with SCADA system
Polymer	65400	15,031	17,907	12,000	18,000	Used to coagulate MF waste flows to DAFT
Gypsum	65500	0	0	7,500	7,500	Rehabilitated Gypsum Silo, alkalinity to RO product water for pH adjustment
Miscellaneous chemicals	65600	1,549	209	3,000	1,000	Misc solutions for calibration chemicals and analyzer chemicals
Potassium Hydroxide	65700	46,664	35,000	80,000	35,000	pH and alkalinity adjustment to RO product water
Potassium iodate solution		282	592	600	600	Chlorine Testing
Potassium iodide		1,818	1,900	2,250	2,250	Chlorine Analyzers
Ammonia Hydroxide	65800	66,463	56,926	70,000	60,000	Used in chlorine channel to make chloroamines
Phosphoric Acid	65900	6,364	0	0	0	No Longer used
Low Mag Ferric		0	4,928	30,000	0	No Longer used
Enzymes - RE300		28,708	25,380	5,000	35,000	Phosphorus removal before RO Membranes
SUBTOTAL		323,955	328,613	410,250	352,250	
Operating Supplies - Plant						
Repairs & Maintenance	66100	87,293	83,829	90,000	90,000	General repairs of equipment and support equipment for MF/RO and Sand Filters
Plant Pumps	66190	17,254	19,808	20,000	30,000	Pump Repair for Sand Filters, MF/RO and support equipment, Mix Liquor Return Pump
Laundry	66200	1,563	702	1,550	1,500	Contract with Cintas
Lubricants/Packing	66300	43	0	1,000	1,000	Various lubricants for motors, pumps and valves
Electrical Supplies	66400	13,307	12,119	5,000	12,000	Electrical PM supplies and parts, Recondition MF Feed Pump P-120, AC motors for Cr
Laboratory Supplies	66500	33,674	32,108	39,600	29,000	Thermo Fisher \$15,000, Micogenics \$5,850, Idex \$6,500, Miele, Sigma, Inorganic Venture, \$1650

**CAWD/PBCSD Reclamation Project
Operations and Maintenance Budget
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments/Notes
Paint	66600	0	0	2,000	0	Will be covered under Capital Painting in future years
Postage & Office Supplies	67000	9	112	200	500	Shipping samples to outside laboratories and office supplies
First Aid Supplies	67100	0	0	200	200	Restocking First Aid Kits at MF/RO and Tertiary Areas
Janitorial Supplies	67100	0	222	200	200	Cleaning supplies for MF/RO and Tertiary Areas
Personnel Supplies	67400	183	26	1,030	1,000	Protective Nitrile Gloves, N95 Face Masks, Hand Cleaner/Sanitizer
Hand Tools	67600	1,939	338	1,030	1,000	Misc tool replacement, speciality tools for MF
General Operating Supplies	67700	25,358	3,139	0	0	Has been shift to other accounts for better accounting control
Safety	67800	2,110	151	4,000	4,000	Safety supplies, \$2963.13 for Wildeck Cantilever Gate for Teriary Building.
Training	67900	0	0	5,000	5,000	Specific MF/RO classes on Operations and Safety Training
		182,733	152,554	170,810	175,400	
Membrane Costs						
Microfilter Membrane Modules	67510	189,352	0	0	105,000	Purchase 120 Membranes to replace the Carter Lake Membranes as now in operation 1.5 years. At this time we see no great rise in TMPs after a CIP.
Annual Cartridge Filter Replacement	66700	8,159	7,397	10,000	10,000	RO Prefilters
RO Membrane Elements	67500	0	189,969	180,000	0	
Spare Parts & Outfitting	66750	14,682	3,015	15,000	15,000	Misc. parts for membrane install and and listed spare parts recommended by Mfr.
		212,193	200,380	205,000	130,000	
Contractual Services:						
Chemical Waste Disposal	68100	992	0	1,000	500	Removal of used COD vials from Laboratory and MF/RO \$21,000 for Integrator programming and electrical contractor to finish SCADA upgrade, Calibrations of on-line equipment Hach turbidity meters(\$6,400.00), Tesco Flow meter calibration (\$\$5,100.00), Claros/MSM annual (\$1,200.00), Misc instruments (\$2,300.00)
Plant Instrumentation	68200	33,172	41,397	22,000	36,000	13 Fire extinguishers (9 on the Pad area and 4 in the Tertiary Building
Fire Extinguisher Service	68300	0	293	720	500	
						DR 2800 (\$1,500.00 annual service, Myron L. (\$500.00) annual service, Laboratory Balance(s) annual calibration (\$500.00) Gallery (\$ 2,555.00) annual service contract, TOC annual service (\$4,550.00) (90%) Reclamation.
Calibration	68400	3,808	5,025	9,050	9,605	
Contract Laboratory Analysis	68500	5,590	5,589	6,360	5,600	RO Quarterly Samples to Contract Laboratories MF/RO Proprietary software-PLCsetc. H2O Innovations remote monitoring of increased recovery upgrade (\$18,000.00/yr), LIMS (\$4,400.00),, Safety Data Sheets software (\$1,000) NPDES Reporting Software \$800.00
System software/IT consulting	68710	6,662	21,677	27,100	24,200	No service Contract available any longer due to age of equipment
SAR Equipment Maintenance	68720	4,253	2,046	4,000	0	Reflects current cost for one Hoist Certification in Tertiary Building
Hoist Certification	68730	0	258	1,000	350	First Alarm monitoring of Tertairy System
Alarm-Tertiary Equipment	68900	224	238	250	250	
SUBTOTAL		54,701	76,522	71,480	77,005	
Fees & Permits	69100	2,222	2,666	8,000	5,000	Laboratory ELAP Fees (50/50 split with CAWD), Annual Permit fees for Order No. 93
Engineering Fees:						
Consulting	69200	56,688	44,537	40,000	30,000	Trussell Technologies (3 semi-annual operating reports)
Membrane Cleaning Pilot	69250	0	0	15,000	10,000	Cleaning studies and/or Autopsies of operating RO Membranes
Disposal expense	69350	0	0	0	0	
Demolition expense	69360	0	0	0	0	
SUBTOTAL		56,688	44,537	55,000	40,000	
TOTAL PLANT OPERATING EXPENSES		1,856,255	1,809,831	2,008,966	1,847,901	8.02% decrease from 19-20 budget 2.10% increase from 19-20 Projected actual

PEBBLE BEACH COM SVC DISTRICT
DISTRIBUTION SYSTEM ADMIN & MAINT:
Salaries, Benefits & Overhead

**CAWD/PBCSD Reclamation Project
Operations and Maintenance Budget
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments/Notes
General Manager	71000	0	0	0	0	
Principal/Assistant Engineer	71100	11,392	18,944	11,000	12,000	
Deputy General Manager/CFO	71200	1,082	942	1,500	1,500	Calculated based on the estimated PBCSD Admin staff time for CAWD/PBCSD Reclamation Project related duties. Prior years experience and next year's anticipated activities are used in the prediction of the FY 2019-20 estimated hours.
Senior Accountant	71300	3,625	4,613	5,000	5,000	In 2019/20 the Costs for Engineering will increase due to the coordination and oversight of the Reclamation Storage Facilities improvements project.
Administrative Assistant	71400	314	345	500	500	
Finance & Info Sys Coordinator	71500	1,363	400	1,000	500	
Associate Engineers	71600	6,782	9,393	8,500	8,000	
Engineering Intern		30	250	500	500	
Payroll Taxes , Benefits & Overhead	71800	12,279	17,444	14,000	14,000	The payroll taxes, benefits and indirect overhead is calculated at 50% as agreed upon by the project participants.
SUBTOTAL		36,867	52,331	42,000	42,000	
Other Administrative & General Expenses:						
Insurance - Property & Liability	72100	(864)	5,652	5,500	8,500	
Insurance - Earthquake	72100	3,871	17,790	17,000	18,000	FL Reservoir (\$12,000) & Poppy Hills Storage Tank (\$5,000)
Insurance - Forest Lake Dam Failure Liability	72100	5,085	8,722	5,500	10,000	\$10M Coverage
Directors Fees	72200	300	400	500	500	2 Directors x 6 meetings/year x \$50/meeting
SUBTOTAL		8,392	32,564	28,500	37,000	
Total Administrative & General Expenses		45,259	84,895	70,500	79,000	
Distribution System O.&M. Expenses:						
Salaries, Benefits & Overhead:						
Field Maintenance Supervisor	73000	13,666	8,119	12,000	15,000	Calculated based on the estimated time to operate and maintain the Forest Lake Reservoir, 8 miles of distribution pipeline, the 2.5M gallon storage tank, and the Viscaino Rd emergency potable water station. 2019/20: Expected increase in number of hours billed for planned training, coordination of Reclamation Facilities Improvements; an increase in maintenance staff from 5 to 6 FTE.
Maintenance Technicians	73100	35,686	50,750	55,000	45,000	
Payroll taxes, Benefits & Overhead	73200	24,676	29,435	33,500	30,000	The payroll taxes, benefits and indirect overhead is calculated at 50% as agreed upon by the project participants.
SUBTOTAL		74,029	88,304	100,500	90,000	
Energy & Utilities:						
Potable Water Pump Station - PG&E	74000	1,733	547	1,000	1,000	PBCSD pumps will be turned on during emergencies. PBCSD pays a minimum of 1% of the cost per agreement with CalAm. 2018-19: In Sep 2018 purchase of potable water resulted in temporary increase in pump station electricity use.
SCADA System: DSL ATM / Telemetry Anak	74200	11,256	11,372	12,500	12,000	Monthly AT&T & COMCAST fee for lines between Potable Water Pump Station, Forest Lake, CAWD and PBCSD.
Wireless Alarm Sys Chg (Mission)	74300	695	695	1,500	1,000	Annual maint agmt for Cell Phone Alarm System at Poppy Hills Storage Tank and PB Golf Links 4th Fairway /18th Fairway & 18th Green. 2019/20: Addition of 2 Dry-weather Diversion Facilities
Forest Lake Treatment Facility (PG&E)	74400	28,403	34,689	45,000	40,000	Budgeted based on previous experience and anticipated operations (2019/20: Includes addition of a new VFD pump at Forest Lake while Reclam Tank is out of commission)
Forest Lake Eyewash Station (CalAm)	74500	873	873	1,000	1,000	Budgeted based on previous experience. (2019/20: Updated description, as not only the eye wash station is serviced)
Poppy Hill Booster Pump Station - PG&E	74600	1,316	1,425	1,500	1,500	Budgeted based on previous experience & anticipated operations.
Cathodic Protection	74700	2,600	1,597	1,500	1,500	2 Locations: Forest Lake Rd & Whitman Ln; Budgeted based on previous experience & anticipated operations.
		46,876	51,198	64,000	58,000	
Source Water / Dry Weather Diversion						
Reclamation Source Water	77600	4,515	10,716	5,000	6,000	Materials/Supplies for Reclam Wells (MPCC #8 / MPCC #9) 2019-20: Planned Pump Replacement at MPCC #9
4th Fairway Dry Weather Diversion Facility	77700	60	0	3,000	2,000	Materials/Suppl for PB Golf Links 4th Fairway Dry-weather Diversion Facility. 2019/20: Added two more Dry-weather Diversion Facilities at PB Golf Links 18th Fairway & 18th Green

**CAWD/PBCSD Reclamation Project
Operations and Maintenance Budget
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments/Notes
Water Treatment Cost	77800	66,687	65,000	70,000	65,000	(2) locations @ MPCC / (1) 4th Fairway
SUBTOTAL		71,262	75,716	78,000	73,000	
Distribution System - Other O.&M. Expenses:						
Other professional services	75200	350	428	1,000	1,000	Mgmt Comm Mtg Attendance & Minutes
Permits	75300	23,447	25,135	25,500	29,000	1. SWRCB-General Permit (\$6,300) 2. DSOD-Forest Lake Operating Permit (\$18,500) 3. MBUAPCD-Viscaino Generator (\$200) / Environ Health-Viscaino Fuel Tank Permit (\$500) (PBCSD: 2/5 & CalAm: 3/5)
Fuel	75500	2,059	2,114	2,500	2,500	Estimated fuel use for vehicles and Viscaino Rd. pump station. 2018-19 storms necessitated purchase of additional fuel for Viscaino Rd UGST.
Training & Tuitions	75600	2,003	3,205	6,000	5,000	Maint & safety programs (regist/materials/travel/misc exp. Memberships & Certif) Includes Water Awareness Committee Membership; Watereuse Membership & training for maintenance employees. 2019-20: \$3,500 Included for additional maintenance employee who will need to be brought up to speed on Reclamation Facilities operations and maintenance
SCADA System software/IT consulting	75800	1,892	2,885	5,000	5,000	Maintenance, diagnostic & consulting svcs related to SCADA;GIS Development (2019-20: Increase in Budget for more SCADA / GIS Work)
SCADA Platform Support Svcs Subscription		0	1,134	0	2,000	NEW Inductive Ignition Support Services Subscription (75% WW / 25% Recl)
Reclamation Line Distribution Sys	76300	30,823	10,000	10,000	10,000	Meter calibration & Other General Repairs and Maintenance (R&M); Materials & Supplies
Viscaino Rd/Poppy Hills Pump Station	76400	2,862	4,626	3,000	6,000	Prev Maint / Annual load bank test / Underground tank leak detect & general R&M
Call Out Mileage Expense	76500	1,544	1,812	2,000	2,000	For Maintenance work performed after hours, weekends & holidays
Forest Lake Reservoir - R & M	76600	51,951	19,575	25,000	25,000	General/Emergency repairs to Forest Lake
Poppy Hills Storage Tank (2.5 million gallon)	76700	164	1,728	5,000	2,500	Includes Cathodic Protect Inspection (every 3 yrs) / Tank (15-Point) Inspection (every 3 yrs) / Annual Cleaning Svc (done Feb/Mar) and Misc R&M; 2019-20 Tank will be out of service so, budget can be temporarily reduced
Rescue & Safety Supplies & Equipment	76800	0	0	1,000	1,000	Personnel Protective Gear and Equip For Handling Chemicals @ Forest Lake / Life Vests / Rescue Discs and supplies / Safety Signs & Supplies (Lockout/Tag Out).
Forest Lake Chemicals	76900	31,808	35,444	45,000	40,000	Sulfuric Acid / Hypochlorite Tablets. Actual costs will be based on water usage. Chemicals needed based on demand, wet weather decreases demand which reduces the chemical purchases.
RF Communication Sys for SCADA	77000	0	62	1,000	1,000	Supplies & equipment purchases/ Repairs and Maintenance
Forest Lake Reservoir - Materials & Supplies	77100	12,801	19,891	30,000	30,000	Supplies & Equip: Deployable Probe, Water Sampling, Piezometer, Misc other (\$8,000); Gopher Contrl (\$2,000) / Insecticides (\$15,000) 2019-20 Purchase a weather station (\$3,000) and planned inspection of Geomembrane liner (\$3,000).
SUBTOTAL		161,703	128,039	162,000	162,000	
Professional Fees - PBCSD:						
General Engineering - Consulting	76000	40,149	7,000	50,000	40,000	Gen Consult; Annual DSOD Report; For Lk Semi-Annual Monument Settlement Survey; GIS Development; 2019-20: Increase due to Planned consulting needed for Emergency Action Plan for Forest Lake
Remote Flow Monitoring	77900		0	0	3,000	NEW Neptune Meter at Bird Rock Well / Remote Reporting (Cloud-Based Annual Service Charge)
SUBTOTAL		40,149	7,000	50,000	43,000	
Total Distribution System O.&M. Expenses		394,020	350,257	454,500	426,000	
TOTAL PBCSD EXPENSES.....		439,278	435,151	525,000	505,000	3.81% decrease from 19-20 budget 16.05% increase from 19-20 Projected actual

**CAWD/PBCSD Reclamation Project
Operations and Maintenance Budget
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments/Notes
CAWD ADMIN & GENERAL EXPENSES						
ADMINISTRATIVE SALARIES						
	No.					
General Manager	81000	1,720	1,554	1,730	1,485	Based on 15 hours
Project Accountant	81200	10,840	11,666	14,195	12,145	Based on 210 hours
Engineering Associate	81100	15,858	654	0	755	Based on 10 hours
Admin. Services Coordinator/Scanner	81400	0	7,164	7,066	7,400	Based on 180 hours
Payroll Taxes, Benefits & Overhead	82100	10,641	10,519	11,496	10,893	
SUBTOTAL		39,059	31,557	34,487	32,678	COLA 4.1%
Administrative & General Expenses:						
Office Supplies & Postage	84000	345	0	0	0	
Audit & Consulting Fees	84100	17,900	18,150	20,000	19,050	Assumes 5% increase
Employee training	84200	0	0	0	0	
Directors Fees	85000	1,000	1,050	1,200	1,050	Assumes 3 RMC meetings
Legal Notices	89400	0	0	0	0	
Legal Fees	89400	11,741	33,422	0	1,250	
Insurance Expense	89500	28,640	31,695	32,697	34,864	Assumes 10% increase from prior year actual
SUBTOTAL		59,625	84,316	53,897	56,214	
TOTAL CAWD EXPENSES		98,684	115,874	88,384	88,892	0.57% increase from 19-20 budget 23.29% decrease from 19-20 Projected actual
MONTEREY PENINSULA WATER MANAGEMENT DISTRICT						
ADMINISTRATIVE EXPENSES:						
Administrative Salaries, Benefits & Overhead						
General Manager	91000	4,587	1,200	1,200	1,236	Based on 10 hours
Administrative Services Manager	91200	5,711	3,800	4,500	4,635	Based on 35 hours
Accountant	91300	3,237	3,500	4,140	4,264	Based on 65 hours
IT Manager	91500	5,315	3,500	4,600	4,738	Based on 40 hours
Payroll Taxes, Benefits & Overhead	92100	9,453	6,000	4,268	4,396	
SUBTOTAL		28,303	18,000	18,708	19,269	
Administrative & General Expenses						
CAL-Am Water Meter Service Charge	94300	19,817	21,630	32,208	34,747	8" meter assumes 20% increased based on actual billings
Legal Fees	99400	0	2,500	2,500	2,500	
Annual software maintenance	99410	3,549	3,750	3,750	3,911	Software annual maintenance fee (financial & billing combined software)
		23,366	27,880	38,458	41,158	
TOTAL MPWMD EXPENSES		51,668	42,130	57,166	60,427	5.7% increase from 19-20 budget 43.43% increase from 19-20 Projected actual
PBCo / IRWUG Representative	77520	33,468	39,129	34,806	34,806	Salary remains level in 20-21
Payroll Taxes, Benefits & Overhead	77590	15,127	17,706	15,732	15,732	
R&D Water Sources	99965	0	0	0	0	
SUB TOTAL		2,494,481	2,459,820	2,730,054	2,552,758	
POTABLE WATER COSTS	99601	89,754	2,785	6,750	6,750	Project 100% reclaimed water use - no potable - includes service chgs/surcharges - 1t
TOTAL OPERATING EXPENSES		2,584,235	2,462,605	2,736,804	2,559,508	6.48% decrease from 19-20 budget 3.93% increase from 19-20 Projected actual

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

5 yr avg		ACCT No.	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
			15.09%	14.21%	13.21%	10.34%	2.98%	1.27%	0.37%	2.27%	1.76%	8.79%	13.86%	15.86%	
Less MPWMD Fees	52000		1,021,329	961,821	894,009	700,261	202,052	85,803	24,910	153,615	119,017	595,083	938,294	1,073,918	6,770,110
	2225		(13,577)	(12,786)	(11,885)	(9,309)	(2,686)	(1,141)	(331)	(2,042)	(1,582)	(7,911)	(12,473)	(14,276)	(90,000)
			1,007,752	949,034	882,124	690,952	199,366	84,662	24,579	151,572	117,434	587,172	925,821	1,059,641	6,680,110
Plant Superintendent	61100		1,541	2,311	1,541	1,541	1,541	1,541	2,311	1,541	1,541	1,541	1,541	1,541	20,028
Laboratory Supervisor	61200		2,424	3,636	2,424	2,424	2,424	2,424	3,636	2,424	2,424	2,424	2,424	2,424	31,510
Laboratory Technicians	61300		5,030	7,545	5,030	5,030	5,030	5,030	7,545	5,030	5,030	5,030	5,030	5,030	65,394
Plant Operators	61400		11,458	17,187	11,458	11,458	11,458	11,458	17,187	11,458	11,458	11,458	11,458	11,458	148,950
Maint Supervisor	61450		924	1,387	924	924	924	924	1,387	924	924	924	924	924	12,017
Plant Mechanics	61500		1,745	2,617	1,745	1,745	1,745	1,745	2,617	1,745	1,745	1,745	1,745	1,745	22,680
Safety Officer			671	1,006	671	671	671	671	1,006	671	671	671	671	671	8,717
Plant Engineer			1,162	1,743	1,162	1,162	1,162	1,162	1,743	1,162	1,162	1,162	1,162	1,162	15,108
Differential	62000		999	1,498	999	999	999	999	1,498	999	999	999	999	999	12,986
Payroll Taxes & Benefits & OH	62100		12,977	19,465	12,977	12,977	12,977	12,977	19,465	12,977	12,977	12,977	12,977	12,977	168,695
			38,930	58,395	38,930	38,930	38,930	38,930	58,395	38,930	38,930	38,930	38,930	38,930	506,086
Tertiary Treatment	63300		26,110	24,589	22,855	17,902	5,165	2,194	637	3,927	3,043	15,213	23,987	27,454	173,075
MF/RO Electrical	63400		36,894	34,744	32,295	25,296	7,299	3,099	900	5,549	4,299	21,496	33,894	38,794	244,560
Secondary Costs - EQ Basin PD Bl	63500		21,803	20,532	19,085	14,949	4,313	1,832	532	3,279	2,541	12,704	20,030	22,925	144,525
			84,807	79,865	74,235	58,147	16,777	7,125	2,068	12,755	9,883	49,413	77,912	89,173	562,160
Polyaluminum chloride			0	0	0	0	0	0	0	0	0	0	0	0	0
Clearlogx PAX-XL19			0	0	0	0	0	0	0	0	0	0	0	0	0
Aluminum chlorhydrate	64100		0	0	0	0	0	0	0	0	0	0	0	0	0
Clean-in-place chemicals	64200		3,771	3,552	3,301	2,586	746	317	92	567	439	2,197	3,465	3,966	25,000
Sodium hydroxide	64300		0	0	0	0	0	0	0	0	0	0	0	0	0
Antiscalant	64400		3,877	3,651	3,394	2,658	767	326	95	583	452	2,259	3,562	4,077	25,700
Phenylarsine oxide	64410		136	128	119	93	27	11	3	20	16	79	125	143	900
Acetate buffer solution	64420		38	36	33	26	7	3	1	6	4	22	35	40	250
Iodine solution	64430		38	36	33	26	7	3	1	6	4	22	35	40	250
Chlorine	65100		0	0	0	0	0	0	0	0	0	0	0	0	0
Citric Acid	65160		3,017	2,841	2,641	2,069	597	253	74	454	352	1,758	2,772	3,173	20,000

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT No.	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
Sulfuric Acid	65170	4,526	4,262	3,962	3,103	895	380	110	681	527	2,637	4,158	4,759	30,000
Acetic Acid	65180	121	114	106	83	24	10	3	18	14	70	111	127	800
Sodium Bisulfite	65200	6,789	6,393	5,942	4,655	1,343	570	166	1,021	791	3,955	6,237	7,138	45,000
Sodium Hypochlorite	65250	6,789	6,393	5,942	4,655	1,343	570	166	1,021	791	3,955	6,237	7,138	45,000
Polymer	65400	2,715	2,557	2,377	1,862	537	228	66	408	316	1,582	2,495	2,855	18,000
Gypsum	65500	1,131	1,066	990	776	224	95	28	170	132	659	1,039	1,190	7,500
Miscellaneous chemicals	65600	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Potassium Hydroxide	65700	5,280	4,972	4,622	3,620	1,045	444	129	794	615	3,076	4,851	5,552	35,000
Potassium iodate solution		91	85	79	62	18	8	2	14	11	53	83	95	600
Potassium iodide		339	320	297	233	67	29	8	51	40	198	312	357	2,250
Ammonia Hydroxide	65800	9,052	8,524	7,923	6,206	1,791	760	221	1,361	1,055	5,274	8,316	9,518	60,000
Phosphoric Acid	65900	0	0	0	0	0	0	0	0	0	0	0	0	0
Low Mag Ferric		0	0	0	0	0	0	0	0	0	0	0	0	0
Enzymes		5,280	4,972	4,622	3,620	1,045	444	129	794	615	3,076	4,851	5,552	35,000
		53,140	50,044	46,515	36,435	10,513	4,464	1,296	7,993	6,192	30,962	48,820	55,876	352,250
Repairs & Maintenance	66100	13,577	12,786	11,885	9,309	2,686	1,141	331	2,042	1,582	7,911	12,473	14,276	90,000
Plant Pumps	66190	4,526	4,262	3,962	3,103	895	380	110	681	527	2,637	4,158	4,759	30,000
Laundry	66200	226	213	198	155	45	19	6	34	26	132	208	238	1,500
Lubricants\Packing	66300	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Electrical Supplies	66400	1,810	1,705	1,585	1,241	358	152	44	272	211	1,055	1,663	1,904	12,000
Laboratory Supplies	66500	4,375	4,120	3,830	3,000	865	368	107	658	510	2,549	4,019	4,600	29,000
Paint	66600	0	0	0	0	0	0	0	0	0	0	0	0	0
Postage	67000	75	71	66	52	15	6	2	11	9	44	69	79	500
First Aid Supplies	67100	30	28	26	21	6	3	1	5	4	18	28	32	200
Janitorial Supplies	67100	30	28	26	21	6	3	1	5	4	18	28	32	200
Tertiary Pump Alarm	67300	0	0	0	0	0	0	0	0	0	0	0	0	0
Personnel Supplies	67400	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Hand Tools	67600	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Operating Supplies	67700	0	0	0	0	0	0	0	0	0	0	0	0	0
Safety	67800	603	568	528	414	119	51	15	91	70	352	554	635	4,000
Training	67900	754	710	660	517	149	63	18	113	88	439	693	793	5,000
		26,461	24,919	23,162	18,142	5,235	2,223	645	3,980	3,083	15,417	24,309	27,823	175,400
Microfilter Membrane Modules	67510	15,840	14,917	13,865	10,861	3,134	1,331	386	2,382	1,846	9,229	14,552	16,656	105,000
Annual Cartridge Filter Replacement	66700	1,509	1,421	1,321	1,034	298	127	37	227	176	879	1,386	1,586	10,000
RO Membrane Elements	67500	0	0	0	0	0	0	0	0	0	0	0	0	0
Spare Parts & Outfitting	66750	2,263	2,131	1,981	1,552	448	190	55	340	264	1,318	2,079	2,379	15,000

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT No.	Jul-20 19,612	Aug-20 18,469	Sep-20 17,167	Oct-20 13,446	Nov-20 3,880	Dec-20 1,648	Jan-21 478	Feb-21 2,950	Mar-21 2,285	Apr-21 11,427	May-21 18,017	Jun-21 20,621	ANNUAL BUDGET 20-21 130,000
Chemical Waste Disposal		75	71	66	52	15	6	2	11	9	44	69	79	500
Plant Instrumentation	68200	5,431	5,114	4,754	3,724	1,074	456	132	817	633	3,164	4,989	5,711	36,000
Fire Extinguisher Service	68300	75	71	66	52	15	6	2	11	9	44	69	79	500
Calibration	68400	1,449	1,365	1,268	993	287	122	35	218	169	844	1,331	1,524	9,605
Contract Laboratory Analysis	68500	845	796	739	579	167	71	21	127	98	492	776	888	5,600
Gypsum Injection System Maintenance	68600	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract Painting	68700	0	0	0	0	0	0	0	0	0	0	0	0	0
System software/IT consulting	68710	0	0	0	0	0	0	0	0	0	0	0	0	0
SAR Equipment Maintenance	68720	3,651	3,438	3,196	2,503	722	307	89	549	425	2,127	3,354	3,839	24,200
Hoist Certification	68730	0	0	0	0	0	0	0	0	0	0	0	0	0
Alarm - Tertiary	68900	53	50	46	36	10	4	1	8	6	31	49	56	350
Alarm - Chlorine	68910	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rent - Ion Chromatograph	69400	38	36	33	26	7	3	1	6	4	22	35	40	250
Demolition		0	0	0	0	0	0	0	0	0	0	0	0	0
Clerlogx rental		0	0	0	0	0	0	0	0	0	0	0	0	0
		11,541	10,869	10,103	7,913	2,283	970	281	1,736	1,345	6,725	10,603	12,136	77,005
Fees & Permits (MBUAPCD)	69100	754	710	660	517	149	63	18	113	88	439	693	793	5,000
Engineering Fees														
Consulting	69200	4,526	4,262	3,962	3,103	895	380	110	681	527	2,637	4,158	4,759	30,000
Membrane Cleaning Pilot	69250	1,509	1,421	1,321	1,034	298	127	37	227	176	879	1,386	1,586	10,000
Disposal expense	69350													0
		6,034	5,683	5,282	4,137	1,194	507	147	908	703	3,516	5,544	6,345	40,000
		241,279	248,953	216,053	177,668	78,961	55,929	63,330	69,364	62,510	156,829	224,827	251,698	1,847,901
District Engineer	71000	1,810	1,705	1,585	1,241	358	152	44	272	211	1,055	1,663	1,904	12,000
Deputy General Manager/CFO	71100	226	213	198	155	45	19	6	34	26	132	208	238	1,500
Senior Accountant	71200	754	710	660	517	149	63	18	113	88	439	693	793	5,000
Administrative Assistant	71300	75	71	66	52	15	6	2	11	9	44	69	79	500
Finance & Info Sys Coordinator		75	71	66	52	15	6	2	11	9	44	69	79	500
Associate & Assistant Engineers	71400	1,207	1,137	1,056	827	239	101	29	182	141	703	1,109	1,269	8,000
Intern (Temp Emp)		75	71	66	52	15	6	2	11	9	44	69	79	500

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT No.	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
PR Taxes, Benefits & Overhead	71600	2,112	1,989	1,849	1,448	418	177	52	318	246	1,231	1,940	2,221	14,000
	71800	6,336	5,967	5,546	4,344	1,253	532	155	953	738	3,692	5,821	6,662	42,000
Directors Fees	72200	75	71	66	52	15	6	2	11	9	44	69	79	500
Insurance - Property & Liability	72100	1,282	1,208	1,122	879	254	108	31	193	149	747	1,178	1,348	8,500
Insurance - Earthquake	72100	2,715	2,557	2,377	1,862	537	228	66	408	316	1,582	2,495	2,855	18,000
Insurance - FL Dam Failure Liability	72100	1,509	1,421	1,321	1,034	298	127	37	227	176	879	1,386	1,586	10,000
		5,582	5,257	4,886	3,827	1,104	469	136	840	650	3,252	5,128	5,869	37,000
Salaries, Benefits & Overhead:														
Field Maintenance Supervisor	73000	2,263	2,131	1,981	1,552	448	190	55	340	264	1,318	2,079	2,379	15,000
Maintenance Technicians	73100	6,789	6,393	5,942	4,655	1,343	570	166	1,021	791	3,955	6,237	7,138	45,000
PR Taxes, Benefits & O.H.	73200	4,526	4,262	3,962	3,103	895	380	110	681	527	2,637	4,158	4,759	30,000
		13,577	12,786	11,885	9,309	2,686	1,141	331	2,042	1,582	7,911	12,473	14,276	90,000
Potable Water Pump Station - PG&E	74000	151	142	132	103	30	13	4	23	18	88	139	159	1,000
SCADA System: DSL ATM/Telemetry	74200	1,810	1,705	1,585	1,241	358	152	44	272	211	1,055	1,663	1,904	12,000
Wireless Alarm Sys Chg (Mission)	74300	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Forest Lake Treatment Facility (PG&E)	74400	6,034	5,683	5,282	4,137	1,194	507	147	908	703	3,516	5,544	6,345	40,000
Forest Lake Eyewash Station (CalAn)	74500	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Poppy Hill Booster Pump Station - PG&E	74600	226	213	198	155	45	19	6	34	26	132	208	238	1,500
Cathodic Protection	74700	226	213	198	155	45	19	6	34	26	132	208	238	1,500
		8,750	8,240	7,659	5,999	1,731	735	213	1,316	1,020	5,098	8,038	9,200	58,000
Reclamation Source Water		905	852	792	621	179	76	22	136	105	527	832	952	6,000
Water Treatment Cost		9,806	9,234	8,583	6,723	1,940	824	239	1,475	1,143	5,713	9,009	10,311	65,000
4th Fairway Dry Weather Diversion		302	284	264	207	60	25	7	45	35	176	277	317	2,000
		11,013	10,371	9,640	7,551	2,179	925	269	1,656	1,283	6,417	10,117	11,580	73,000
Other Professional Svcs	75200	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Permits	75300	4,375	4,120	3,830	3,000	865	368	107	658	510	2,549	4,019	4,600	29,000
Fuel	75500	377	355	330	259	75	32	9	57	44	220	346	397	2,500
Training & Tuitions	75600	754	710	660	517	149	63	18	113	88	439	693	793	5,000
SCADA System software/IT consulting	75800	754	710	660	517	149	63	18	113	88	439	693	793	5,000
SCADA Platform Support Svcs Subscription		302	284	264	207	60	25	7	45	35	176	277	317	2,000
Reclamation Line Distribution Sys	76300	1,509	1,421	1,321	1,034	298	127	37	227	176	879	1,386	1,586	10,000

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT No.	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
Viscaino Rd/Poppy Hills Pump Station	76400	905	852	792	621	179	76	22	136	105	527	832	952	6,000
Call Out Mileage Expense	76500	302	284	264	207	60	25	7	45	35	176	277	317	2,000
Forest Lake Reservoir - R & M	76600	3,771	3,552	3,301	2,586	746	317	92	567	439	2,197	3,465	3,966	25,000
Poppy Hills Storage Tank (2.5 million)	76700	377	355	330	259	75	32	9	57	44	220	346	397	2,500
Rescue & Safety Supplies & Equipment	76800	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Forest Lake Chemicals	76900	6,034	5,683	5,282	4,137	1,194	507	147	908	703	3,516	5,544	6,345	40,000
RF Communication Sys for SCADA	77000	151	142	132	103	30	13	4	23	18	88	139	159	1,000
Forest Lake Reservoir - Materials & Supplies	77100	4,526	4,262	3,962	3,103	895	380	110	681	527	2,637	4,158	4,759	30,000
		24,439	23,015	21,392	16,756	4,835	2,053	596	3,676	2,848	14,240	22,452	25,697	162,000
Consulting	76000	6,034	5,683	5,282	4,137	1,194	507	147	908	703	3,516	5,544	6,345	40,000
Remote Flow Monitoring	77900	453	426	396	310	90	38	11	68	53	264	416	476	3,000
		6,487	6,109	5,678	4,448	1,283	545	158	976	756	3,780	5,960	6,821	43,000
		65,171	61,374	57,047	44,684	12,893	5,475	1,590	9,802	7,594	37,972	59,872	68,527	505,000
General Manager	81000	114	171	114	114	114	114	171	114	114	114	114	114	1,485
Project Accountant	81200	934	1,401	934	934	934	934	1,401	934	934	934	934	934	12,145
Engineering Assistant	81100	58	87	58	58	58	58	87	58	58	58	58	58	755
Secretary/Finance Tech.	81400	569	854	569	569	569	569	854	569	569	569	569	569	7,400
Payroll Taxes & Benefits	82100	838	1,257	838	838	838	838	1,257	838	838	838	838	838	10,893
Indirect Overhead	82100													0
		2,514	3,770	2,514	2,514	2,514	2,514	3,770	2,514	2,514	2,514	2,514	2,514	32,678
Office Supplies & Postage	84000	0	0	0	0	0	0	0	0	0	0	0	0	0
Audit & Consulting Fees	84100	0	12,000	0	0	7,050	0	0	0	0	0	0	0	19,050
Employee Training		0	0	0	0	0	0	0	0	0	0	0	0	0
Directors Fees	85000	158	149	139	109	31	13	4	24	18	92	146	167	1,050
Legal Notices	89400	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal Fees	89400	189	178	165	129	37	16	5	28	22	110	173	198	1,250
Insurance Expense	89500	12,900	0	0	0	0	0	21,964	0	0	0	0	0	34,864
		13,247	12,327	304	238	7,119	29	21,972	52	40	202	319	365	56,214
		15,761	16,097	2,817	2,752	9,632	2,543	25,743	2,566	2,554	2,716	2,832	2,878	88,892

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT No.	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
General Manager	91000	186	176	163	128	37	16	5	28	22	109	171	196	1,236
Admin Services Manager	91200	699	658	612	479	138	59	17	105	81	407	642	735	4,635
Accountant	91300	643	606	563	441	127	54	16	97	75	375	591	676	4,264
Chief Tech Officer	91500	715	673	626	490	141	60	17	108	83	416	657	752	4,738
Payroll Taxes & Benefits & O.H.	92100	663	625	581	455	131	56	16	100	77	386	609	697	4,396
		2,907	2,738	2,545	1,993	575	244	71	437	339	1,694	2,671	3,057	19,269
CAL-Am Water Meter Svc. Chg.	94300	5,242	4,936	4,588	3,594	1,037	440	128	788	611	3,054	4,816	5,512	34,747
Legal Fees	99400	377	355	330	259	75	32	9	57	44	220	346	397	2,500
Software Maint Fees	99410	590	556	516	405	117	50	14	89	69	344	542	620	3,911
		8,526	8,029	7,463	5,846	1,687	716	208	1,282	994	4,968	7,833	8,965	60,427
PBCo / IRWUG Representative		7,624	7,180	6,674	5,227	1,508	641	186	1,147	888	4,442	7,004	8,017	50,538
		338,360	341,633	290,054	236,176	104,681	65,304	91,056	84,161	74,540	206,927	302,369	340,084	2,552,758
		669,392	607,401	592,070	454,776	94,685	19,358	(66,477)	67,411	42,894	380,245	623,451	719,557	4,127,353
POTABLE WATER COSTS	99601	1,018	959	891	698	201	86	25	153	119	593	936	1,071	6,750
		668,373	606,442	591,179	454,078	94,483	19,273	(66,502)	67,258	42,776	379,652	622,516	718,486	4,120,603
Interest Income - Reserve Funds	551	3,017	2,841	2,641	2,069	597	253	74	454	352	1,758	2,772	3,173	20,000
Interest Income- Union Bank	553	15	14	13	10	3	1	0	2	2	9	14	16	100
Interest Income - Well Fargo/Phase I	554	2	2	2	2	0	0	0	0	0	1	2	2	15
Water Entitlements	555	0	0	0	0	0	0	0	0	0	0	0	0	0
Gain/(loss) on Mkt Value of Securities	560	2,263	2,131	1,981	1,552	448	190	55	340	264	1,318	2,079	2,379	15,000
Interest Income-County	550	8	7	7	5	1	1	0	1	1	4	7	8	50
Interest Income - Bank of Amer.	549	15	14	13	10	3	1	0	2	2	9	14	16	100
Other Income	561	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges - BoA	571	(19)	(18)	(17)	(13)	(4)	(2)	(0)	(3)	(2)	(11)	(17)	(20)	(125)
Bond Carrying Costs	573	(4,335)	(4,082)	(3,795)	(2,972)	(858)	(364)	(106)	(652)	(505)	(2,526)	(3,982)	(4,558)	(28,735)

CAWD/PBCSD Reclamation Project
Monthly Budget Projections
2020-21

	ACCT	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	ANNUAL BUDGET 20-21
O&M Reserve Funds	10.1	0	0	0	0	0	0	0	0	0	0	0	0	0
Contribution to Capital Repl. Fund	11.1	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal		966	910	846	662	191	81	24	145	113	563	888	1,016	6,405
Interest Income - Construction Fd.	25100	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Income - Bond Fund	25101	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Income - W.F.-Construct.	25104	0	0	0	0	0	0	0	0	0	0	0	0	0
Loss on Disposal	26300	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Expense - COP's	99958	(7,694)	(7,246)	(6,735)	(5,275)	(1,522)	(646)	(188)	(1,157)	(897)	(4,483)	(7,068)	(8,090)	(51,000)
Principal Payment - COP's	26450	(362,061)	(340,965)	(316,926)	(248,242)	(71,627)	(30,417)	(8,831)	(54,456)	(42,191)	(210,957)	(332,625)	(380,703)	(2,400,000)
L/C Carrying Costs	573	(7,241)	(6,819)	(6,339)	(4,965)	(1,433)	(608)	(177)	(1,089)	(844)	(4,219)	(6,652)	(7,614)	(48,000)
Amortization Expense	576	(241,374)	(227,310)	(211,284)	(165,495)	(47,751)	(20,278)	(5,887)	(36,304)	(28,128)	(140,638)	(221,750)	(253,802)	(1,600,000)
Interest Pymt to MPWMD		(3,451)	(3,250)	(3,021)	(2,366)	(683)	(290)	(84)	(519)	(402)	(2,011)	(3,170)	(3,629)	(22,875)
Principal Pymt to MPWMD		(75,429)	(71,034)	(66,026)	(51,717)	(14,922)	(6,337)	(1,840)	(11,345)	(8,790)	(43,949)	(69,297)	(79,313)	(500,000)
Interest on Principal Advanced		(10,560)	(9,945)	(9,244)	(7,240)	(2,089)	(887)	(258)	(1,588)	(1,231)	(6,153)	(9,702)	(11,104)	(70,000)
Past LC fees/Bond Carry Cost payable		(83,274)	(78,422)	(72,893)	(57,096)	(16,474)	(6,996)	(2,031)	(12,525)	(9,704)	(48,520)	(76,504)	(87,562)	(552,000)
Subtotal		(791,083)	(744,990)	(692,466)	(542,396)	(156,502)	(66,460)	(19,295)	(118,984)	(92,186)	(460,929)	(726,768)	(831,817)	(5,243,875)
		(790,117)	(744,080)	(691,620)	(541,733)	(156,310)	(66,378)	(19,271)	(118,839)	(92,073)	(460,366)	(725,880)	(830,801)	(5,237,470)
		119,630	89,672	110,842	77,839	(14,076)	(26,828)	(79,886)	(15,277)	(21,170)	59,923	118,386	141,488	483,133

**CAWD/PBCSD Reclamation Project
Non-Operating Expenses
Fiscal Year 2020-21**

ITEM	Acct No.	Actual 18-19	Estimated Actual 2019-20	2019-20 Budget	Proposed 2020-21 Budget	Comments
NON-OPERATING EXPENSES:						
Project - Bond Carrying Costs	99956	20,442	19,493	28,735	28,735	Bond Carrying Costs
						U.S. Bank (Admin fee) \$3,850
						U.S. Bank (Incidental fee) \$ 385
						Arbitrage Calculation - Yield Restriction (3-13 next due 3-23) \$0
						Moody's - annual fee \$5,000
						Standard & Poors - review credit rating \$3,500
						Stifel, Nicolaus & Co - quarterly \$16,000
						Total..... \$28,735
Bank charges	99952	275	87	125	125	Stop payments (0 @ \$20) & wire transfer fees (5 @ \$25)
L/C Carrying Costs	99959	100,690	76,971	93,228	48,000	Letter of Credit \$4K per month
COP Interest Expense	99958	129,980	90,207	150,000	51,000	Assumes 1.00% on \$5,100,000
COP Principal Payment	22041	2,100,000	2,300,000	2,300,000	2,400,000	Per COP Schedule
Interest on Principal Advanced	99957	62,895	71,000	71,360	70,000	
Past LC fees/Bond Carry Cost payable	22041	552,000	552,000	552,000	552,000	\$5,520,000 monthly through 2022 (10 years)
Interest Payment to MPWMD		0	15,250	29,500	22,875	Assume \$1M @ 3.05%, payable semi-annually
Funding Agreement with MPWMD		0	(1,000,000)	(1,000,000)	500,000	
R & D Water Sources		2,375	0	0	0	
Abandoned Well Costs/R&D Water Costs		15,593	0	0	0	
Contribution to Capital Replacement Fund	11.1	0	0	0	0	Goal \$2M in 2022 ; current balance \$1.1M
Amortization Exp	99962	1,663,234	1,617,720	1,600,000	1,600,000	
TOTAL NON OPERATING EXPENSES		4,647,484	3,742,728	3,824,948	5,272,735	37.85% increase from 19-20 budget 40.88% increase from projected YTD 19-20 actual
COP	Payment 07/01	Year				
		2,300,000	2020			
		2,400,000	2021			
		2,500,000	2022			
		2,600,000	2023			
		9,800,000				
MPWMD		15,250	10/31/20 Interest			
		500,000	10/31/20 Principal			
		7,625	4/30/21 Interest			
		7,625	10/31/21 Interest			
		500,000	10/31/21 Principal			

CAWD/PBCSD Reclamation Project

Capital Budget

Fiscal Year 2020-21

CAWD/PBCSD Reclamation Project	FY 2020/21 thru 2025/26
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Project #	PROJECT	20/21	21/22	22/23	23/24	24/25	25/26	Unscheduled
CAPITAL PROJECTS								
1	CAWD WWTP Phase 2 - Reclamation Share	\$ 117,400	\$ 269,000					
2	CAWD WWTP Flood Adaptation - Reclamation Share	\$ 15,000						
3	CAWD Sulfuric/Citric Chemical Storage and Feed Project	\$ 290,000						
4	CAWD Asset Analysis		\$ 50,000					
5	CAWD Cathodic Protection Testing of Reclamation line		\$ 40,000					
6	CAWD Painting of Tertiary Building and Pad		\$ 25,000	\$ 25,000	\$ 25,000			
7	CAWD Floor Drain Improvements		\$ 15,000					
8	CAWD Ammonia Tank Replacement			\$ 60,000				
9	CAWD Cerium Chloride Bulk Tank				\$ 75,000			
10	PBCSD Pipeline Cathodic Protection (Carmel)	\$ 250,000						
11	PBCSD Poppy Hills Tank Rehabilitation Project	\$ 50,000						

CAPITAL PURCHASES

a	CAWD Laboratory Ion Chromatograph (10% CAWD)		\$ 150,000					
b	CAWD Versatile Titrator (50% CAWD)	\$ 38,965						
c	CAWD DAF Poly Blend Unit M60-P1AA (50% CAWD)	\$ 22,500						
d	CAWD Laboratory Muffle Furnace (50% CAWD)		\$ 13,500					
e	CAWD Laboratory BOD incubator (50% CAWD)		\$ 13,000					
f	CAWD Laboratory Autoclave (50% CAWD)			\$ 16,000				
g	PBCSD Flow Meter Remote Measuring System		\$ 100,000					
h	PBCSD Forest Lake Chemical Feed System	\$ 50,000						
i	PBCSD Forest Lake Fence Replacement	\$ 35,000						
j	PBCSD							

Total		\$ 868,865	\$ 675,500	\$ 101,000	\$ 100,000	\$ -	\$ -	\$ -
	RECLAMATION Share	\$ 838,133	\$ 647,250	\$ 68,000	\$ 100,000	\$ -	\$ -	\$ -
	PBCSD Share	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAWD Share	\$ 30,733	\$ 28,250	\$ 8,000	\$ -	\$ -	\$ -	\$ -
	Allocated Total	\$ 868,865	\$ 675,500	\$ 76,000	\$ 100,000	\$ -	\$ -	\$ -

CAWD/PBCSD Reclamation Project

RECLAIMED & POTABLE WATER SALES

Total Water sales - excluding meter charges.

Year	Potable AF	Reclaimed AF	Total AF	Total Water Sales	Cost per AF	Annual Change
1994-95 (partial year)	n/a	n/a	675,863	780,669.00	\$1,155	
1995-96	277.00	726.56	1,003.56	1,142,810.00	\$1,139	46.39%
1996-97	372.00	689.00	1,061.00	1,291,410.00	\$1,213	13.00%
1997-98	166.31	626.00	792.31	960,924.43	\$1,213	-25.59%
1998-99	189.53	646.37	835.90	1,004,078.00	\$1,201	4.49%
1999-00	282.92	780.41	1,063.33	1,278,885.77	\$1,203	27.37%
2000-01	317.00	636.00	953.00	1,379,969.00	\$1,448	7.90%
2001-02	344.37	642.49	986.86	1,413,050.00	\$1,432	2.40%
2002-03	272.16	706.55	978.71	1,406,089.00	\$1,437	-0.49%
2003-04	486.60	810.31	1,296.91	2,158,690.00	\$1,664	53.52%
2004-05	240.79	684.36	925.15	1,544,984.00	\$1,670	-28.43%
2005-06	156.16	718.51	874.67	1,490,644.00	\$1,704	-3.52%
2006-07	161.21	883.00	1,044.21	1,891,132.53	\$1,811	26.87%
2007-08	128.92	1,061.01	1,189.93	2,235,363.00	\$1,879	18.20%
2008-09	56.00	980.00	1,036.00	1,915,828.00	\$1,849	-14.29%
2009-10	61.84	866.68	928.50	1,807,929.00	\$1,947	-5.63%
2010-11	0.00	867.00	867.00	1,840,264.00	\$2,123	1.79%
2011-12	0.00	977.00	977.00	2,344,687.00	\$2,400	27.41%
2012-13	0.00	964.00	964.00	4,315,770.67	\$4,477	84.07%
2013-14	0.00	1,039.00	1,039.00	5,420,192.00	\$5,217	25.59%
2014-15	0.00	1,001.30	1,001.30	5,379,027.00	\$5,372	-0.76%
2015-16	24.00	1,006.00	1,030.00	5,513,758.00	\$5,353	2.50%
2016-17	0.00	839.00	839.00	5,661,358.00	\$6,748	2.68%
2017-18	0.00	1,032.00	1,032.00	6,328,302.00	\$6,132	11.78%
2018-19	15.37	894.00	909.37	6,299,411.00	\$6,927	-0.46%
2019-20 (est.)	0.00	1,073.00	1,073.00	6,678,006.67	\$6,807	6.01%
2020-21 (budget)	0.00	1,000.00	1,000.00	6,770,110.45	\$6,770	1.38%

Actual 2019-20	Potable AF	Reclaimed AF	Total AF	Total Water Sales	Cost per AF	Cost per AF Est. Act. Variance
Jul-19	0.00	155.00	155.00	776,100.00	5,007.00	-26.44%
Aug-19	0.00	155.00	155.00	776,422.00	5,009.00	-26.41%
Sep-19	0.00	139.00	139.00	729,402.00	5,247.00	-22.92%
Oct-19	0.00	127.00	127.00	697,805.00	5,495.00	-19.27%
Nov-19	0.00	51.00	51.00	481,889.00	9,449.00	38.81%
Dec-19	0.00	2.00	2.00	343,410.00	171,705.00	2422.48%
Jan-20	0.00	3.00	3.00	346,009.00	115,336.00	1594.37%
Feb-20	0.00	46.00	46.00	466,461.00	10,140.00	48.96%
Mar-20	0.00	19.00	19.00	391,008.00	20,579.00	202.32%
Apr-20 est.	0.00	86.00	86.00	812,614.00	9,449.00	38.81%
May-20 est.	0.00	135.60	135.60	711,493.20	5,247.00	-22.92%
Jun-20 est.	0.00	155.20	155.20	777,086.40	5,007.00	-26.44%
YTD	0.00	1,073.80	1,073.80	7,309,699.60	6,807.00	0.00%

Actual 2018-19	Potable AF	Reclaimed AF	Total AF	Total Water Sales	Cost per AF	Cost per AF Actual Variance
Jul-18	0.00	155.00	155.00	748,286.47	4,828.00	-30.30%
Aug-18	0.00	142.00	142.00	711,975.75	5,014.00	-27.62%
Sep-18	0.00	116.00	116.00	640,115.81	5,518.00	-20.34%
Oct-18	0.00	103.00	103.00	605,106.78	5,875.00	-15.19%
Nov-18	0.00	50.00	50.00	455,846.26	9,117.00	31.62%
Dec-18	15.37	2.00	17.37	322,565.99	18,570.00	168.08%
Jan-19	0.00	4.00	4.00	329,559.00	82,390.00	1089.40%
Feb-19	0.00	1.00	1.00	321,534.00	321,534.00	4541.75%
Mar-19	0.00	6.00	6.00	334,032.00	55,672.00	703.70%
Apr-19	0.00	80.00	80.00	541,295.00	6,766.00	-2.32%
May-19	0.00	88.00	88.00	562,367.00	6,391.00	-7.74%
Jun-19	0.00	147.00	147.00	726,727.00	4,944.00	-28.63%
YTD	15.37	894.00	909.37	6,299,411.06	6,927.00	0.00%

Actual 2017-18	Potable AF	Reclaimed AF	Total AF	Total Water Sales	Cost per AF	Cost per AF Actual Variance
Jul-17	0.00	150.00	150.00	717,069.31	4,780.00	-22.05%
Aug-17	0.00	126.00	126.00	647,879.51	5,142.00	-16.14%
Sep-17	0.00	143.00	143.00	698,385.46	4,884.00	-20.35%
Oct-17	0.00	116.00	116.00	617,767.03	5,326.00	-13.14%
Nov-17	0.00	24.00	24.00	342,413.36	14,267.00	132.66%
Dec-17	0.00	52.00	52.00	426,555.58	8,203.00	33.77%
Jan-18	0.00	6.00	6.00	288,535.53	48,089.00	684.23%
Feb-18	0.00	40.00	40.00	390,457.71	9,761.00	59.18%
Mar-18	0.00	10.00	10.00	300,832.37	30,083.00	390.69%
Apr-18	0.00	53.00	53.00	427,819.40	8,072.00	31.64%
May-18	0.00	151.00	151.00	720,678.50	4,773.00	-22.16%
Jun-18	0.00	161.00	161.00	749,908.68	4,658.00	-24.04%
YTD	0.00	1,032.00	1,032.00	6,328,302.44	6,132.00	0.00%

1 AF = 43,560 cu ft

Operating Costs - billed per AF usage	
Operating Expenses	2,559,507.95
MPWMD fee	90,000.00
	<u>2,649,507.95</u>
Estimated AF	1,000.00
Price per AF	2,649.51

Non Operating Costs - billed per Agreement %	
Non Operating Expenses	3,637,470.00
Capital Budget	838,132.50
Prior Yr Capital Projects (rollover)	(355,000.00)
	<u>4,120,602.50</u>

		Monthly
MPCC-Dunes	12.13%	41,635.25
MPCC-Shore	12.13%	41,635.25
Cypress Point	12.13%	41,635.25
Poppy Hills	12.13%	41,635.25
Pebble Beach	12.13%	41,635.25
Spyglass Hill	12.13%	41,635.25
Spanish Bay	12.13%	41,635.25
PB Range	3.63%	12,447.65
Peter Hay	3.50%	12,018.42
PB Resorts	3.50%	12,018.42
Equestrian Center	3.00%	10,301.51
Stevenson School	1.50%	5,150.75
	100.00%	343,383.54

CAWD/PBCSD Reclamation Project

Cash Flow Analysis

As of March 31, 2020

Projected to June 30, 2020

Unrestricted cash per Balance Sheet at 6-30-13		1,289,200.47
Net Income per Income Statement at 6-30-14		1,541,422.40
Net Income per Income Statement at 6-30-15		1,458,758.12
Net Income per Income Statement at 6-30-16		1,224,125.25
Net Income per Income Statement at 6-30-17		1,640,115.74
Net Income per Income Statement at 6-30-18		2,161,733.90
Net Income per Income Statement at 6-30-19		1,685,371.22
Net Income per Income Statement at 03-31-20		2,850,108.37
Amortization at 6-30-14	1,585,572.00	
Amortization at 6-30-15	1,589,847.00	
Amortization at 6-30-16	1,592,269.00	
Amortization at 6-30-17	1,607,679.00	
Amortization at 6-30-18	1,617,720.00	
Amortization at 6-30-19	1,663,234.00	
Amortization at 3-31-20	0.00	
A/R at 3-31-20	(622,245.97)	
A/R at 6-30-13	1,518,947.77	
Other a/r at 3-31-20	(12,296.30)	
Other a/r at 6-30-13	15,337.58	
Capital at 3-31-20	(2,676,347.27)	
Capital at 6-30-13	8,104.11	
Water resale rights 3-31-20	(66,529,277.44)	
Water resale rights 6-30-13	63,232,989.26	
Restricted cash at 3-31-20	(1,175.55)	
Restricted cash at 6-30-13	1,136.12	
A/P at 3-31-20	913,294.84	
A/P at 6-30-13	(147,777.11)	
N/P - MPWMD 3-31-20	1,000,000.00	
NP - MPWMD 6-30-13	0.00	
Due to MPWMD 3-31-19	68,832.34	
Due to MPWMD 6-30-13	(171,097.22)	
Accrual to Cash adjustments		6,254,746.16

CAWD/PBCSD Reclamation Project

Cash Flow Analysis

As of March 31, 2020

Projected to June 30, 2020

PBCo COP payments FYE 6-30-14	(1,700,000.00)	
PBCo prior bond cost payments FYE 6-30-14	(552,000.00)	
PBCo working capital payments FYE 6-30-14	(1,641,213.00)	
PBCo COP payments FYE 6-30-15	(552,000.00)	
PBCo prior bond cost payments FYE 6-30-15	(1,700,000.00)	
PBCo COP payments FYE 6-30-16	(1,800,000.00)	
PBCo prior bond cost payments FYE 6-30-16	(552,000.00)	
PBCo COP payments FYE 6-30-17	(1,900,000.00)	
PBCo prior bond cost payments FYE 6-30-17	(552,000.00)	
PBCo COP payments FYE 6-30-18	(2,000,000.00)	
PBCo prior bond cost payments FYE 6-30-18	(552,000.00)	
PBCo COP payments FYE 6-30-19	(2,100,000.00)	
PBCo prior bond cost payments FYE 6-30-19	(552,000.00)	
PBCo COP payments at 3-31-20	(1,725,000.03)	
PBCo prior bond cost payments at 3-31-20	(414,000.00)	
Debt payments		(18,292,213.03)
Unrestricted Cash per Balance Sheet at 3-31-20		1,813,368.60
Unrestricted cash per Balance Sheet at 6-30-13		(1,289,200.47)
Increase (Decrease) in Unrestricted cash 3-31-20		<u>524,168.13</u>
Cash receipts-April estimated	380,000.00	
Cash receipts-May estimated	539,447.00	
Cash receipts-June estimated	679,581.00	
Cash disbursements-April estimated	(425,000.00)	
Cash disbursements-May estimated	(400,000.00)	
Cash disbursements-June estimated	(450,000.00)	
Estimated Increase (Decrease) in Unrestricted cash 6-30-20		<u>848,196.13</u>

1 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Project Name: WWTP Phase 2 - Reclamation Share
Agency: CAWD
Total Cost: \$ 422,400
CY Budget \$ 117,400

Contact: Treanor
Area: Effluent Building and Lab
Asset Type: Electrical
Avg Useful Life: 30 years
Est Residual Life: 10 years
% Consumed Life: 66%
Category: Maintenance
Urgency: High
Carry Forward: No

Asset Description

CAWD is currently preparing to bid the Elec/Mech Rehab and Sludge Holding Tank Project which includes new electrical equipment for the Effluent Building and new power feeder to the Laboratory. These are components of this much larger project that are attributable to reclamation. Currently it is estimated that about 4% of the total project is attributable to Reclamation, however the actual cost split will be determined based on the bid price and contractor schedule of values.

Year Built: Various
Rehabilitation Date (Extending life of Asset): Various
Rehab Life Extension: 30 years

Justification

The electrical improvements are required to address aging electrical in the Effluent Building which includes the RO Concentrate Effluent Pump. The project also includes providing a new power feed to the lab so that the lab equipment has automatic standby power from the main switchgear.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor		\$ 57,200	\$ 134,500				\$ 191,700
Engineering	\$ 36,000	\$ 2,000					\$ 38,000
Parts & Supplies		\$ 58,200	\$ 134,500				\$ 192,700
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total	\$ 36,000	\$ 117,400	\$ 269,000	\$ -	\$ -	\$ -	\$ 422,400

3 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Project Name: Secondary Eff Diversion Flood Mitigations
Agency: CAWD
Total Cost: \$ 15,000
CY Budget \$ 15,000

Contact: Treanor
Area: Secondary Effluent Diversion
Asset Type: Hatch
Avg Useful Lif: 30 years
Est Residual Li: NA
% Consumed L: NA
Category: Capital Improvement
Urgency: Medium
Carry Forward: NA

Asset Description

CAWD has recently completed a sea level rise study which noted a few low lying assets that need to be flood proofed in the near term. One of these assets is the Secondary Effluent Diversion Box which was built by the Reclamation project to divert flow to the Tertiary treatment system. The structure conveys water coming in and out of the Chlorine Contact Channels and includes hatches on the top of the structure at ground level. This project would entail installing a flood proof cover over the existing hatches to keep flood waters from leaking into the treated water.

Year Built: NA
Rehabilitation Date (Extending life of Asset): NA
Rehab Life Extension: NA

Justification

The Secondary Effluent Diversion Box was installed into the main conveyance system at the Chlorine Contact Channels to divert water to the Reclamation System. Adding flood tight covers is prudent to avoid flood waters leaking into the main conveyance system and potentially causing backups.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor							\$ -
Engineering							\$ -
Parts & Supplies		\$ 15,000					\$ 15,000
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

2 FY 2020-21 Budget
CAWD/PBCSD Reclamation Project

Project Name: Sulfuric/Citric Chemical Storage and Feed Project
Agency CAWD
Total Cost: \$ 290,000
CY Budget \$ 290,000

Contact: Treanor
Area MF/RO
Asset Type: Various
Avg Useful Life: 15 Years
Est Residual Life: 15 Years
% Consumed Life: NA
Category: Capital Improvement
Urgency: High
Carry Forward: NA

Asset Description

The existing acid containment and storage at the Pad does not meet code requirements for separation of dissimilar chemicals that could create an exothermic reaction if inadvertently mixed. Furthermore, the volume of storage creates logistical issues and safety concerns with manually moving large totes of highly acidic chemicals. Trussell Engineers was contracted to design an adequate chemical storage and feed system for Sulfuric Acid and Citric Acid system. The design of the system includes concrete secondary containment walls, adequately sized tanks that can receive bulk chemical deliveries, and feed pumps for MF CIP and for RO feed pH adjustment.

Year Built: NA
Rehabilitation Date (Extending life of Asset): NA
Rehab Life Extension: NA

Justification

The existing citric and sulfuric acid systems are not built to code and are a safety concern. Having a fully designed and implemented system will address code issues and will also allow operators more ability to fine tune the pH adjustment upstream of the RO system in order to reduce scaling and manage RO recovery.

Budget Impact/Other							
	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor		\$ 100,000					\$ 100,000
Engineering		\$ 40,000					\$ 40,000
Parts & Supplies		\$ 150,000					\$ 150,000
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ 290,000	\$ -	\$ -	\$ -	\$ -	\$ 290,000

4 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Contact: Treanor
Area Tertiary/MF/RO
Asset Type: NA
Avg Useful Lif NA
Est Residual Li NA
% Consumed L NA
Category: Study
Urgency: Med
Carry Forward: No

Project Name: Asset Analysis
Agency CAWD
Total Cost: \$ 50,000
CY Budget

Asset Description

The assets at the Tertiary Building and MF/RO Pad have not evaluated for condition and estimated remaining useful life in order to develop long term capital budget planning. This study would create an asset registry with remaining useful life and replacement cost estimates for long term planning.

Year Built: NA
Rehabilitation Date (Extending life of Asset): NA
Rehab Life Extension: NA

Justification

Long Term Budget Planning

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor							\$ -
Engineering			\$ 50,000				\$ 50,000
Parts & Supplies							\$ -
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

5 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Contact: Treanor
Area Reclaimed Water Pipeline
Asset Type: Piping (Buried)
Avg Useful Lif 100 years
Est Residual Li 80 years
% Consumed L 20%
Category: Maintenance
Urgency: Med
Carry Forward: No

Project Name: Cathodic Protection Testing of Reclamation line
Agency CAWD
Total Cost: \$ 40,000
CY Budget \$ -

Asset Description

Cathodic protection is used to protect the Reclamation Pipeline. CAWD is responsible for maintenance of the Reclamation Pipeline on the CAWD WWTP property to the gate at Lasuen Dr on the North Side of the River. The District will test the Cathodic protection system to maintain knowledge of the condition of the critical underground process piping and assess whether the existing cathodic protection system is functioning properly.

Year Built: 1992
Rehabilitation Date (Extending life of Asset): NA
Rehab Life Extension: NA

Justification

Underground process piping is difficult to assess due to the fact that it is buried and not visible. Maintaining the cathodic protection system helps to mitigate the chances of failure due to corrosion. Testing the cathodic protection system allows staff to understand how corrosion may be effecting buried infrastructure. Testing the cathodic protection system provides some information that is useful, but it doesn't provide all information needed to determine the condition of buried piping.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor							\$ -
Engineering			\$ 40,000				\$ 40,000
Parts & Supplies							\$ -
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000

6 FY 2020-21 Budget
CAWD/PBCSD Reclamation Project

Project Name: Painting of Tertiary Building and Pad
Agency: CAWD
Total Cost: \$ 75,000
CY Budget \$ -

Contact: Waggoner
Area: Tertiary MF/RO
Asset Type: Building Machinery
Avg Useful Life: 20 years
Est Residual Life: 3 years
% Consumed Life: 85
Category: Maintenance
Urgency: Important
Carry Forward: Yes

Asset Description

Piping, structures, and mechanical equipment that are exposed to the elements require protective coatings to maintain the assets from corrosion and UV degradation.

Year Built: 1993
Rehabilitation Date (Extendng life of Asset): N/A
Rehab Life Extension: N/A

Justification

To protect equipment from corrosion and UV degradation. Removing rust and repainting assets will prolong their life.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor							\$ -
Engineering							\$ -
Parts & Supplies			\$ 25,000	\$ 25,000	\$ 25,000		\$ 75,000
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 75,000

7 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Contact: Waggoner
Area: MF/RO
Asset Type: Pipe (Process Buried)
Avg Useful Life: 30
Est Residual Life: 20
% Consumed Life: 30
Category: Capital Improvement
Urgency: 3=Important
Carry Forward: Yes

Project Name: Floor Drain Improvements
Agency: CAWD
Total Cost: \$ 15,000
CY Budget: \$ -

Asset Description

The floor drains are located throughout the MF/RO structure to drain certain equipment and for house keeping in those areas where work is being performed.

Year Built: 2008
Rehabilitation Date (Extending life of Asset): N/A
Rehab Life Extension: N/A

Justification

There are areas on floor of the MF/RO structure that have continuously accumulated water which is causing safety hazards from these wet/slippery areas. Improvements include saw cutting cement and placing in corrosion resistant prefabricated drainage channels and new catch basins.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor			\$ 5,000				\$ 5,000
Engineering							\$ -
Parts & Supplies			\$ 10,000				\$ 10,000
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

8 FY 2020-21 Budget
CAWD/PBCSD Reclamation Project

Project Name: Ammonia Tank Replacement
Agency CAWD
Total Cost: \$ 60,000
CY Budget \$ -

Contact: Waggoner
Area Tertiary
Asset Type: Process Equip (Liquid)
Avg Useful Lif 15
Est Residual Li 2
% Consumed L 87
Category: Capital Equipment
Urgency: Important
Carry Forward: yes

Asset Description

Ammonia Storage tank with air scrubber unit that holds 1,500 gallons of Ammonia Hydroxide for chlormation of plant effluents.

Year Built: 2008
Rehabilitation Date (Extending life of Asset): N/A
Rehab Life Extension: 2

Justification

The current Ammonia storage tank is reachng it's end of service life. Replacement with an updated tank and scrubber that meets current codes of CalOSHA requirments of the storage of Ammonia Hydroxide. Staff would like to upsize to a 2,000 gallon storage tank to reduce the number of deliveries throughout the year.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor				\$ 15,000			\$ 15,000
Engineering				\$ 10,000			\$ 10,000
Parts & Supplies				\$ 35,000			\$ 35,000
Chemicals							\$ -
Utility							\$ -
Other							\$ -
Total		\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000

9 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Project

Project Name: Cerium Chloride Bulk Tank
Agency CAWD
Total Cost: \$ 75,000
CY Budget \$ -

Contact: Waggoner
Area Tertiary
Asset Type: Process Equip(Liquid)
Avg Useful Life: 15
Est Residual Life: 3
% Consumed Life: 80
Category: Capital equipment
Urgency: important
Carry Forward: yes

Asset Description

Currently, the bulk (500 gallon) plastic tank that was used for Ferric Chloride located on the Southwest side of the tertiary building.

Year Built: 2007
Rehabilitation Date (Extending life of Asset): NA
Rehab Life Extension: NA

Justification

The old Ferric Chloride Tank is only 500 gallons and is not have double containment. To upgrade to double containment and install a larger tank 2,000 gallons. This 2,000 gallon tank would allow staff to purchase the Cerium Chloride in bulk at a reduced pricing. This tank would also eliminate the use of 250 gallons totes that the operation staff manually transports on the tertiary building floor.

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Total
Labor					\$ 15,000		\$ 15,000
Engineering					\$ 10,000		\$ 10,000
Parts & Supplies					\$ 40,000		\$ 40,000
Chemicals							\$ -
Utility							\$ -
Other					\$ 10,000		\$ 10,000
Total		\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000

0 **FY 2020-21 Budget**
CAWD/PBCSD Reclamation Budget

Contact:

Area

Asset Type:

Avg Useful Life:

Est Residual Life:

% Consumed Life:

Category:

Urgency:

Carry Forward:

Project Na 0
Dept:
Total Cost: \$ -
CY Budget \$ -
GL Account:

Asset Description

Year Built:
on Date (Extending life of Asset):
Rehab Life Extension:
Asset Condition Rating:

Justification

Asset Risk Management Strategy

Capital Improvement Risk
Maintenance Risk Management
Non Asset Risk Management

Funding Source

Primary

Secondary

Budget Impact/Other

	Prior Yr	20-21	21-22	22-23	23-24	24-25	Unscheduled	Total
Labor							\$	-
Engineering							\$	-
Parts & Supplies							\$	-
Chemicals							\$	-
Utility							\$	-
Other							\$	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Barbara Buikema

From: Nick Becker <NBecker@pbcSD.org>
Sent: Tuesday, May 5, 2020 2:42 PM
To: reitzb; Barbara Buikema
Cc: Justin Ferron; mniccum@pbcSD.org; heuckd@pebblebeach.com; JJ West
Subject: RE: Project Description Request for \$100K Water Meter Capital Budget Item

Brent,

Please see below for Project Descriptions along with a rough cost benefit for the Water Meter Capital Project.

Capital Projects

10. PBCSD Pipeline Cathodic Protection (Carmel)

Project Description: The Recycled water transmission main throughout the City of Carmel is not protected against corrosion. A cathodic protection system was scheduled to be designed and installed in FY2018/19 to reduce the potential for corrosion and extend the useful life of the pipeline.

Project Cost: \$250k

Capital Equipment

g. PBCSD Flow Meter Remote Measuring System

Replacement of irrigation meters and installation of remote transmitters to allow daily recycled water meter readings to be recorded and reported automatically. Currently PBCSD staff read and record daily meter readings by driving the meter route and collecting data; this data is then inputted into daily log and used for distribution. Upgrading the metering and reporting system would reduce the number of labor hours currently used for collecting and inputting data. The Reclamation Project spends approximately \$20k per year collecting and inputting this data.

Project Cost (Option No.01): \$100k_Full Meter Replacement + Remote Transmitter

Project Cost (Option No.02): \$50k_Meter Interface Unit (MIU) Replacement + Remote Transmitter

The Cost/Benefit of this project would be in the range of 2.5 – 5yrs (meaning the system would pay for itself within a period of 2.5-5yrs depending on selection of option)

I hope this helps.....let me know if you have any additional questions.

Regards,

-Nick



Nicholas R. Becker, P.E.
District Engineer
Pebble Beach Community Services District
(831) 647-5605

RESOLUTION NO. 2020-27

A RESOLUTION ADOPTING THE CAWD/PBCSD FISCAL YEAR 2020-21
RECLAMATION PROJECT BUDGET

-oOo-

WHEREAS, the attached CAWD/PBCSD Reclamation Project Fiscal Year 2020-21 Budget was approved at the Technical Advisory Committee group level and final approval was given by the Reclamation Management Committee (RMC) at its May 13, 2020 meeting; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt the attached CAWD/PBCSD Reclamation Project Fiscal Year 2020-21 Budget.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: May 28, 2020

Subject: Project #19-09 - 2020 Carmel Area Wastewater District Sphere of Influence (SOI) Amendment and Annexation Proposal (proposed project) - Draft Mitigated Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA)

RECOMMENDATION

It is recommended that the Board of Directors approve filing a notice of intent and circulation of a Draft Mitigated Negative Declaration (MND) for public comment for the annexation of various parcels to the District pursuant to the California Environmental Quality Act (CEQA) Guidelines.

DISCUSSION

The project is an annexation of parcels that are located in areas of the County of Monterey where there has been interest in connecting to CAWD's sewer system. The project would amend CAWD's jurisdictional boundaries in order to allow property owners to more easily apply for sewer service without individually applying for property annexations through the Local Agency Formation Commission (LAFCO).

The proposed annexation areas include portions of Carmel Valley (Area 1), the Larsen property (Area 2), Corona Road (Area 3), and Yankee Point & Otter Cove (Area 4). The Carmel Valley Manor sewer extension and parcels that could feasibly connect to their future trunk line are included in Area 1. The limits of the annexation were based on District Board comments/review, Monterey County Environmental Health staff, conversations with LAFCO staff and requests for annexation or service by proponents of annexations in Areas 1-4. The attached figures show the existing service area and proposed extent of the annexation.

District staff have worked with Denise Duffy and Associates (DDA) to complete the

initial study and the mitigated negative declaration in conformance with CEQA requirements and in anticipation of moving forward with annexation through LAFCO. CAWD is acting as the Lead Agency pursuant to CEQA Guidelines §15050(a) and LAFCO is responsible for approving the proposed amendment of jurisdictional boundaries. In addition, the areas within the Coastal Zone (Areas 2-4) will require that the District amend the Coastal Development Permit for the treatment plant in order to be added to our District.

A copy of the Draft Mitigated Negative Declaration is available to review upon request and will be available on the CAWD website at the initiation of the public review period.

In order to initiate public and regulatory review of the proposed annexation, as required by CEQA, a Notice of Intent to adopt a Mitigated Negative Declaration and circulation of the Draft Mitigated Negative Declaration for a 30-day public comment and regulatory review period is required. The 30-day public review period is proposed from June 1, 2020 to June 30, 2020 during which period comments concerning the project and analysis contained in the document will be solicited.

NEXT STEPS

After the review period is completed, any comments will be addressed and/or incorporated into the MND and a Final Administrative Draft will be completed and brought to the Board for consideration of approval and adoption. At that time, staff will request approval to apply to LAFCO for the annexation.

FUNDING

The costs of annexation will be included in the connection fees for the parcels being annexed in the future.

Attachment:

- Annexation Map

RESOLUTION NO. 2020-28

A RESOLUTION APPROVING A NOTICE OF INTENT TO ADOPT A
MITIGATED NEGATIVE DECLARATION FOR THE
2020 CARMEL AREA WASTEWATER DISTRICT SPHERE OF INFLUENCE (SOI)
AMENDMENT AND ANNEXATION PROPOSAL - FOR PROJECT #19-09

-oOo-

WHEREAS, pursuant to Article 6 (§ 15072) of the California Environmental Quality Act (CEQA) guidelines, The Carmel Area Wastewater District (CAWD), as Lead Agency, intends to adopt a mitigated negative declaration for the 2020 Carmel Area Wastewater District Sphere Of Influence (SOI) Amendment And Annexation Proposal; and

WHEREAS, the Notice of Intent to Adopt a Mitigated Negative Declaration will be published in the Pine Cone, posted on and off the site; filed with the County Clerk's office and noticed in additional ways as required; and

WHEREAS, the Mitigated Negative Declaration will be submitted to the State Clearing House for review by State agencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby approve issuing a Notice of Intent to Adopt a Mitigation Negative Declaration for the 2020 CAWD Sphere of Influence Amendment and Annexation Proposal.

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

Date: May 28, 2020

Subject: Project #19-21 - Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project – Kennedy/Jenks Consultants

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a Professional Services Agreement with Kennedy Jenks Consultants for developing the engineering design for the CRFREE Mitigation Pipeline Undergrounding Project in an amount not to exceed \$317,097.

DISCUSSION

To facilitate the Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Project CAWD applied for funding with the California Coastal Conservancy to conduct design and environmental work associated with relocating existing CAWD pipeline infrastructure that would otherwise be impacted by the CRFREE Project. At the January 2020 CAWD board meeting the CAWD Board of Directors approved a grant application requesting \$750,000 to complete design and environmental work associated with relocating the existing pipelines. The requested grant amount was awarded on May 5th, 2020 by the Coastal Conservancy Board of Directors. Now that outside funding has been awarded, CAWD staff intends to move forward with the design and environmental work needed to relocate the pipelines in an effort to support the implementation of the CRFREE project.

Kennedy Jenks Consultants has proposed the design effort based on relocating the CAWD pipelines using trenchless horizontal directional drilling construction methods. Kennedy Jenks is teaming with Staheli Trenchless on this project. Staheli Trenchless specializes in horizontal directional drilling design and provides valuable technical expertise to the overall project implementation.

FUNDING

The funding for the engineering design for the CRFREE Mitigation Pipeline Undergrounding Project would come from the funds allocated in the \$750,000 grant approved by the California Coastal Conservancy. CAWD would be required to carry the upfront project payments and retainage until grant disbursements are received. Managing the cash flow would be accomplished using the Capital Reserve Fund.

Outside funding source for actual construction work for this project has yet to be determined.

Attachment:

- Proposal – Kennedy Jenks Consultants

27 January 2020

Mr. Patrick Treanor, P.E.
Plant Engineer
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

Subject: Proposal for Professional Engineering Services
Design Services for the CRFREE Mitigation Pipeline Undergrounding Project
K/J B10681077/03

Dear Patrick:

We are pleased to submit this proposal for providing professional engineering services for design, bid phase services, and future construction phase services for the CRFREE Mitigation Pipeline Undergrounding Project. Since the conception of this project the project has changed from an open cut pipe installation through the lagoon to installing the Outfall and Force Main using horizontal directional drilling (HDD). Through a constructability review with the recently obtained environmental limitations of the project the open cut installation was deemed not feasible within the allowed two-month window. We have enclosed our project understanding, scope of services, and budget and we will mobilize the engineering resources necessary to complete this project on time and budget. We will begin work as soon as we receive a signed copy of this proposal and a notice to proceed.

Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter.

To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated 1 Jan 2019 are made a part of our agreement (part of Exhibit B).

If this proposal meets with your approval, please prepare a contract using this proposal, fee and schedule of charges for our signature.

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



Kennedy Jenks

Mr. Patrick Treanor, P.E.
Carmel Area Wastewater District
27 January 2020
Page 2

Very truly yours,

KENNEDY JENKS CONSULTANTS

James Bowland P.E.
Project Manager

Peter Symonds P.E.
Operations Manager

Very truly yours,

Kennedy Jenks Consultants, Inc.

Signer
Title

Enclosure

cc: Ron Walz



Project Understanding

In preparing this scope of work, we have the following project understanding based upon our discussions with District staff and our previous work with the District. This project is needed to replace an existing pile supported lagoon outfall pipe crossing that has been found to be in very poor condition. The District has recently found a funding source and needs bid ready plans and engineering support to provide bid documents and design support documentation to obtain funding and perform the work. The key elements of our understanding are listed below:

1. The District plans to complete the design within approximately 6 months and will plan to bid this project for construction in the summer of 2021.
2. The project construction will generally include –
 - a. Installing the 24 and 6-inch HDPE pipes using HDD.
 - b. Providing temporary bypass piping across the lagoon to isolate the reach of 24-inch and 6-inch pipes to be replaced;
 - c. Removing the existing 24-inch and 6-inch pipes, concrete filled steel piles and associated pipe supports;
 - d. Connecting the new piping to the existing pipes on both sides of the lagoon.
 - e. Restoring the site to pre-construction condition.
3. The District has a separate consultant to support the CEQA compliance and environmental permitting aspects of this project. The District will provide a summary of environmental constraints to Kennedy Jenks, which will include items such as allowable season of construction, allowable time of construction, allowable activities, and any special environmental controls.
4. Additional survey is needed to support this project. We will delineate these areas and coordinate with the District's surveyor (Bestor Engineers) to obtain the information. The District will pay for the survey.
 - a. Additional survey on the south side of the lagoon up the access road towards the ocean.
 - b. Additional survey along the proposed alignment through the lagoon.
 - c. Additional survey on the north side of the lagoon towards the WWTP for 1-foot topo contour intervals.
5. The District will handle the aspects of public outreach, easements and coordination of the site access.
6. We will use the Kennedy Jenks Consultants Division 0 documents.
7. We are not aware of the presence of hazardous material at this site. We have not planned on any aspect of hazardous material study or evaluation.
8. Two additional geotechnical borings will need to be performed to access the quality of the rock on the south side of the lagoon and to explore deeper on the north side of the lagoon.

Scope of Services

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

Task 1 – Project Management, QA/QC

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

Subtask 1.1 – Meetings

Kennedy Jenks will facilitate the following meetings with the District:

- a. One Kick off meeting: 2-hr meeting via conference call
- b. Four Environmental Coordination Conference calls with the District and Environmental Consultant (2 hours each)
- c. Design Review Meetings at 30%, 60%, and 90% submittal phases. (two 2-hour meetings)

Subtask 1.2 – Project Management

Kennedy Jenks will provide project management focused on managing project costs, meeting the District's schedule requirements, working effectively with, and communicating key issues to the District. A project file will be maintained, which will include copies of correspondence, reports, summaries of meetings, and memoranda.

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

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

Task 1 Deliverables:

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

Task 1 District Assistance

- Attend meetings
- Attend the site walk

Subtask 1.4 – Environmental and Surveying Support

This task includes providing support to the District's environmental consultant. It assumes up to 40 hours of ES4 to ES3 time to perform the following tasks: write project descriptions, participate in conference calls, provide figures to the environmental consultant as requested.



For surveying support Kennedy Jenks will coordinate the work with Bestor Engineers to capture the areas previously not surveyed to make a comprehensive map for the project from the south side of the lagoon to the wastewater treatment plant.

Task 2 - Design

Task 2.1 - 30% Design

The 30% Design will contain the technical specifications, plan and profile drawings, updated limits of construction, updated staging and site access, and updated SWPP plan sheets. In addition during this phase the geotechnical subconsultant will perform two additional soil borings and the site will be surveyed to cover areas not previously surveyed. Kennedy Jenks will also prepare a 30% level cost estimate at this time. Staheli Trenchless will be responsible for the technical aspects of the HDD design and costs for the HDD work, while KJ will provide AutoCAD for HDD drawings. KJ will provide civil site work, pipe design, and piping connections.

Deliverables:

- Division 2 (Technical) specifications (electronic copy),
- 30% Drawings, and (electronic PDF copy)
- 30% level cost estimate (electronic PDF copy)

District Assistance

- Review and provide comments on deliverables.

Task 2.2 - 60% Design

The 60% Design will contain Div. 0 and 1 and the updated technical specifications. Drawings will include updated plan and profile drawings, updated limits of construction, updated staging and site access, and updated SWPP plan sheets. Kennedy Jenks will also update the cost estimate at this time.

Deliverables:

- Division 0, 1, and 2 specifications (electronic copy),
- 60% Drawings, and (electronic PDF copy)
- 60% level cost estimate (electronic PDF copy)

District Assistance

- Review and provide comments on deliverables.

Task 2.3 - 90% Design

A 90% Design will be provided to the District to review prior to issuing bid documents. This deliverable will be near bid ready and contain near final drawings, final specifications, and an updated cost estimate. The 90% design will include the following elements:

- 90% Drawings (near final)
- Final specifications
- Updated cost estimate

Deliverables:

- 90% plans (near final) and specifications with Opinion of Probable Construction Cost (OPCC). We assume deliverables will be submitted in electronic PDF form.

Task 2.4 - Final Design (bid documents)

Kennedy Jenks will produce final documents that address the District's comments on the 90% submittal. Following a final quality control review, we will provide final signed design documents to CAWD for issuing for public bidding. The final design deliverable will include complete signed Contract Documents design drawings, front end specifications, and technical specifications.

Deliverables:

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

District assistance:

- Provide and pay for plan production and distribution beyond listed deliverables.

The estimated list of design drawings and specifications are enclosed as Exhibit A-List of Drawings and Specifications, and serve as the basis for estimating our design effort.

Task 3 - Bid Phase Assistance

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

Task 3.1 - Pre-Bid Meeting

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



Task 3.2 – Prepare Addendum

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

Task 3.3 – Review Bids

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

Task 3.4 – Conformed Drawings

Kennedy Jenks will prepare conformed drawings and specifications. This package will include any changes from the addendum phase and integrate those changes into one set of drawings and specifications.

Deliverables:

- Up to one addendum: One PDF copy to plan room for distribution.
- Review bids and recommend award to apparent lowest responsive bidder.
- One PDF and one hard copy set of conformed drawings and specifications.

District assistance for Task 3:

- Assist in facilitating the pre-bid meeting and site walk.
- Printing and distribution of bid documents
- Be responsible for distribution of bid documents to prospective bidders and pay for production and distribution costs of bid documents to prospective bidders, subcontractors, and material suppliers as required.
- Conduct the bid opening, review of bids, and award the contract to the lowest responsive bidder.

Task 4 – Construction Phase Assistance

Task 4 includes providing construction management and engineering services during construction for the project. This task is not being budgeted at this phase since the actual duration of the work is currently unknown. When the duration of the work is known an amendment to this contract will be made to perform on-site construction management and office engineering for the project.

This task will include the following items:

- Task 4.1 – Construction Management
- Task 4.2 – Request for Information/Clarifications

- Task 4.3 – Submittal Review
- Task 4.4 – Potential Change Review
- Task 4.5 – Record Drawings

Estimated Schedule

The design and bid project schedule is anticipated to be approximately 12 months from notice to proceed to the conclusion of bid services. The site survey is anticipated to take a maximum of two days in the field and be performed before the 30% design submittal.

The proposed project schedule is as follows:

Item	Finish Date	Duration
Notice to Proceed with Design	April 6 th , 2020	1 Day
Geotechnical Investigation	May 4 th , 2020	4 Weeks
Site Survey	April 6 th , 2020	1 Week
30% Design Submittal	June 5 th , 2020	4 Weeks
District Reviews 30% Design	June 19 th , 2020	2 Weeks
90% Design Submittal	July 20 th , 2020	4 Weeks
District Reviews 90% Design	July 31 st , 2020	2 Weeks
Final Design Submittal	August 28 th , 2020	4 Weeks
District Advertise Bid	January 2021	4 Weeks
Bid Opening	February 2021	2 Weeks
Construction Notice to Proceed	March 2021	4 Weeks
Construction	June – October, 2021	5 Months

Basis of Compensation

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

Based on our estimate of services required, we propose a not-to-exceed budget of \$317,097 including a 10% contingency. The budget will cover design and bid phase services. We will notify you prior to beginning any additional scope of work items to negotiate a revised scope and prepare an appropriate budget amendment.

Our estimated fee and January 1, 2019 Schedule of Charges is contained in Exhibit B. The Schedule of Charges will be used through May 30, 2021.

TASKS	ESTIMATED BUDGET
Task 1 – Project Management	
Subtask 1.1 – Meetings	\$28,818

TASKS	ESTIMATED BUDGET
Subtask 1.2 – Project Management	\$9,790
Subtask 1.3 – QA/QC	\$11,892
Subtask 1.4 Environmental and Surveying Support	\$8,512
<i>Task 1 - Subtotal</i>	\$59,012
Task 2 - Design	
Subtask 2.1 – 30% Design	\$103,814
Subtask 2.2 – 60% Design	\$36,673
Subtask 2.3 – 90% Design	\$32,463
Subtask 2.4 – Final Design (Bid Documents)	\$24,527
<i>Task 2 - Subtotal</i>	\$197,477
Task 3 – Bid Phase Services	
Subtask 3.1 – Pre-Bid Meeting	\$7,926
Subtask 3.2 – Prepare Addendum (Max 1)	\$10,178
Subtask 3.3 – Review Bids/Recommendation to Award	\$3,357
Subtask 3.3 – Conformed Drawings	\$10,320
<i>Task 3 - Subtotal</i>	\$31,781
Task 4 – Construction Phase Services	
Subtask 4.1 – Construction Management	
Subtask 4.2 – Request for Information/Clarifications	
Subtask 4.3 – Submittal Review	
Subtask 4.4 – Potential Change Order Review	
Subtask 4.5 – Record Drawings	
<i>Task 4 - Subtotal</i>	TBD
Sub Total	\$288,270
Contingency at 10%	\$28,827
All Phases and Contingency Sub Total	\$317,097



Kennedy Jenks

Mr. Patrick Treanor, P.E.
Carmel Area Wastewater District
27 January 2020
Page 10

Enclosure(s)

Exhibit A-List of Drawings and Specifications

Exhibit B- Schedule of Charges, and Standard Conditions



Exhibit A

List of Drawings

- G01 Cover Sheet
- G02 Sheet Index, General Notes, Survey Statement
- G03 Contractors staging areas and site access plan
- G04 Stormwater Pollution Prevention Plan Sheet 1
- G05 Stormwater Pollution Prevention Plan Sheet 2
- D01 Demolition
- C01 Temporary Piping Plans and Details
- C02 Plan and Profile 1
- C03 Plan and Profile 2
- C03 Details 1 - Trench Section and Backfill, New Pipe Connection Details, Blow-off and ARV details.
- C04 Details 2 – General Civil Details

List of Specifications

DIVISION 0 – BIDDING REQUIREMENTS, CONTRACT FORMS, CONTRACT CONDITIONS
(Kennedy Jenks Standard Division 0)

DIVISION 1 – GENERAL REQUIREMENTS

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

DIVISION 2 – SITE WORK

- Section 02050 Demolition
- Section 02302 Earthwork
- Section 02510 Water System Piping and Accessories

Section 02610 Trenchless Pipe Installation using Horizontal Directional Drilling

[Exhibit B](#)

Schedule of Charges, and Standard Conditions

Proposal Fee Estimate (Assoc. Proj. Costs or Comm Charges as ODC)

Kennedy/Jenks Consultants

CLIENT Name: Carmel Area WW District
 PROJECT Description: HDD Installation of 24" and 6" Sewer Lines
 Proposal/Job Number: 110081077 10/23/2018

2018 Rates	Eng-Sci-7 - Sarah K.	Eng-Sci-5 J. Hoffman	Eng-Sci-5 J. Bowland	Eng-Sci-4 Nick L.	Eng-Sci-3 Michael M.	Sr. CAD-Design Royce O.	CAD-Design	Project Administrator - C. Cotton	Total	KJ Labor	Sub Stahell Trenchless	Sub ENGEO	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:	\$265	\$215	\$240	\$195	\$180	\$170	\$150	\$125	Hours	Fees	Fees	Fees	10%	Fees	10%				Fees
Task 1 Project Management, QA/QC and Meetings																			
1.1 Meetings	8		16	16	12				52	\$11,240	\$14,480		\$1,448	\$1,500	\$150	\$11,240	\$15,928	\$1,850	\$28,818
1.2 Project Management			2	24	4			4	34	\$8,380	\$3,100		\$310		\$0	\$8,380	\$3,410	\$0	\$9,790
1.3 QA/QC	8		16	8	8			7	40	\$8,880	\$2,920		\$292		\$0	\$8,880	\$3,212	\$0	\$11,892
1.4 Env. and Survey Support				20	20				40	\$7,500	\$920		\$92		\$0	\$7,500	\$1,012	\$0	\$8,512
Task 1 - Subtotal	14	0	34	68	44	0	0	0	88	\$33,800	\$21,420	\$0	\$2,142	\$1,500	\$150	\$33,800	\$23,582	\$1,850	\$59,012
Task 2 Design																			
2.1 30% Design	4	24	4	32	40	40		8	152	\$28,420	\$18,540	\$50,000	\$8,854		\$0	\$28,420	\$75,394	\$0	\$103,814
2.2 60% Design	4	8	4	32	32	40		18	138	\$24,540	\$11,030		\$1,103		\$0	\$24,540	\$12,133	\$0	\$36,673
2.3 90% Design	4	8	4	32	32	32		18	128	\$22,750	\$8,830		\$883		\$0	\$22,750	\$9,713	\$0	\$32,463
2.4 Final Design	2	4	4	24	24	32		12	102	\$18,280	\$5,170		\$517	\$500	\$50	\$18,280	\$5,887	\$550	\$24,527
Task 2 - Subtotal	14	42	16	120	128	144	0	52	518	\$94,000	\$43,570	\$50,000	\$9,357	\$500	\$50	\$94,000	\$102,927	\$550	\$197,477
Task 3 Bidding Assistance																			
3.1 Prebid Meeting			4	8	4				16	\$3,240	\$2,760		\$276	\$1,500	\$150	\$3,240	\$3,038	\$1,850	\$7,928
3.2 Addendum			1	8	24	12		4	49	\$8,860	\$1,380		\$138		\$0	\$8,860	\$1,518	\$0	\$10,178
3.3 Recommendation to Award/Review Bids			1	2	8				11	\$2,070	\$1,170		\$117		\$0	\$2,070	\$1,287	\$0	\$3,357
3.4 Conformed Drawings				4	16	32		8	60	\$10,100			\$0	\$200	\$20	\$10,100	\$0	\$220	\$10,320
Task 3 - Subtotal	0	0	6	22	52	44	0	12	138	\$24,070	\$5,310	\$0	\$531	\$1,700	\$170	\$24,070	\$5,841	\$1,870	\$31,781
Task 4 CM and Office Engineering																			
TO BE ADDED BY CONTRACT AMENDMENT									0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 4 - Subtotal	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All Phases Total	28	42	56	210	224	188	0	70	818	\$151,870	\$70,306	\$50,000	\$12,030	\$3,788	\$370	\$151,870	\$132,330	\$4,070	\$288,270

Client/Address: Carmel Area Wastewater District
 3945 Rio Road,
 Carmel-By-The-Sea, CA 93922
 CityStateZip

Contract/Proposal Date: January 14, 2020

Schedule of Charges

January 1, 2019

PERSONNEL COMPENSATION

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

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

Direct Expenses

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

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

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

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

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

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

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

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

RESOLUTION NO. 2020-29

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT IN AN AMOUNT NOT TO EXCEED \$317,097 FOR DESIGN SERVICES FOR THE CARMEL RIVER FLOODPLAIN RESTORATION AND ENVIRONMENT ENHANCEMENT PROJECT (CRFREE) MITIGATION PIPELINE UNDERGROUNDING PROJECT- KENNEDY JENKS CONSULTANTS - FOR PROJECT #19-21

-oOo-

WHEREAS, a grant has been awarded to CAWD to fund completion of design and environmental work for relocating existing CAWD pipelines that would be negatively impacted by the CRFREE Project; and

WHEREAS, Kennedy Jenks Consultants and their subconsultant Staheli Trenchless 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, with a not to exceed amount of \$317,097, with Kennedy Jenks Consultants for design services for the CRFREE Mitigation Pipeline Undergrounding Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 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: Patrick Treanor, Plant Engineer

Date: May 28, 2020

Subject: Project #19-21 - Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project – Johnson Marigot Consulting LLC

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a Professional Services Agreement with Johnson Marigot Consulting LLC for environmental consulting services for the CRFREE Mitigation Pipeline Undergrounding Project in an amount not exceed \$168,815.

DISCUSSION

To facilitate the Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Project CAWD applied for funding with the California Coastal Conservancy to conduct design and environmental work associated with relocating existing CAWD pipeline infrastructure that would otherwise be impacted by the CRFREE Project. At the January 2020 CAWD board meeting the CAWD Board of Directors approved a grant application requesting \$750,000 to complete design and environmental work associated with relocating the existing pipelines. The requested grant amount was awarded on May 5th, 2020 by the Coastal Conservancy Board of Directors. Now that outside funding has been awarded, CAWD staff intends to move forward with the design and environmental work needed to relocate the pipelines in an effort to support the implementation of the CRFREE project.

Johnson Marigot Consulting has developed a comprehensive proposal to complete a California Environmental Quality Act (CEQA) Initial Study and Mitigated Negative Declaration, which includes not only extensive biological evaluation of the sensitive habitat around the lagoon, but also a significant effort to evaluate the potential for

archaeological resources on the West side of the lagoon.

FUNDING

The funding for the engineering design for the CRFREE Mitigation Pipeline Undergrounding Project would come from the funds allocated in the \$750,000 grant approved by the California Coastal Conservancy. CAWD would be required to carry the upfront project payments and retainage until grant disbursements are received. Managing the cash flow would be accomplished using the Capital Reserve Fund.

Outside funding source for actual construction work for this project has yet to be determined.

Attachment:

- Proposal – Johnson Marigot Consulting, LLC.



Mr. Patrick Treanor
Plant Engineer
Carmel Area Wastewater District
P.O. Box 221428
Carmel, California 93922

January 21, 2020

**Regarding: CRFREE Mitigation Pipeline Undergrounding Project (2020-002)
Proposal for Environmental Consulting Services**

Dear Mr. Treanor:

Thank you for the opportunity to submit a proposal for environmental consulting service for Carmel Area Wastewater District's (CAWD's) Carmel River Floodplain Restoration and Enhancement Project (CRFREE) Mitigation Pipeline Undergrounding Project (project). I have enclosed a statement of work for tasks required to complete the project Environmental Quality Act (CEQA) mitigated negative declaration, and additional tasks in support of project entitlement. Tasks included in the statement of work include:

General Tasks

1. Regulatory Support

Field Survey Reports

2. Wetland Delineation
3. Special Status Plant Survey and Report
4. Native Tree Survey Report

CEQA Document and Supporting Analysis

5. Mitigated Negative Declaration
6. Cultural Resource Consultation and Report
7. Biological Resource Report
8. Hydrology and Water Quality Support (Optional Task)

Permits Applications and Supporting Documents

9. Pre-Construction Notification – Section 404 of Clean Water Act (CWA)
10. Biological Assessment
11. 401 Certification Application – Section 401 of CWA
12. Section 1602 Streambed Alteration Agreement Application
13. Coastal Zone Development Permit Application
14. Revegetation Plan

Estimates for each of the below tasks assumes project engineering support to be provided by CAWD. Electronic copies for each report will be provided to the client upon completion. Hard or electronic copies of each report will be provided to relevant agencies, based on individual agency requirements. The below tasks provide estimates for initial applications to agencies, including one edit based on client feedback, but do not include response to agency based on the finding of an incomplete application. Each task represents a “not to exceed value”. These estimates will not be exceeded without written approval from CAWD. Below tasks are related, and therefore estimates are based on the understanding that the company will be providing / managing all of the below work. If individual tasks are omitted, new estimates may be required.

I am available to meet with you, or with other members of your team to discuss details or questions you may have. Please contact me at (415) 500-1231 at your earliest convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "Lauren Bingham". The signature is fluid and cursive, with the first name "Lauren" written in a larger, more prominent script than the last name "Bingham".

Lauren Bingham
Johnson Marigot Consulting, LLC

Enclosure 1: Statement of Work – Regulatory Support
Enclosure 2: 2020 Rate Sheet

ENCLOSURE 1

Statement of Work – Regulatory Support



Statement of Work: AS- NEEDED Environmental Services

Services provided below are to be conducted on an hourly-rate basis and at the direction of CAWD (Client). Estimates for each of the below tasks assumes project engineering support to be provided by the Client. Electronic copies for each report will be provided to the Client upon completion. Hard or electronic copies of each report will be provided to relevant agencies, based on individual agency requirements. The below tasks provide estimates for initial applications to agencies, including one edit based on Client feedback, but do not include response to agency based on the finding of an incomplete application. Each task estimate is based on an average rate for Johnson Marigot Consulting, LLC (Company) staff of \$165/hour. Below tasks are related, and therefore estimates are based on the understanding that the company will be providing / managing all of the below work. If individual tasks are omitted, new estimates may be required.

Description of Services

1. Regulatory Support

Service may include the following: management of California Environmental Quality Act (CEQA) document revisions and response to comments; managing project Clean Water Act (CWA) and Rivers and Harbors Act (RHA) permitting and associated consultations and permitting under the National Historic Preservation Act (NHPA), Endangered Species Act (ESA), and Coastal Zone Management Act (CZMA); coordination with federal (U.S. Army Corps of Engineers (Corps), U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS)) and state (California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), California Coastal Commission (CCC)) natural resource regulatory agencies to obtain project authorizations; coordination with project stakeholders, including, but not limited to, Caltrans, California State Parks, Monterey County, and the State Lands Commission. Supplemental agency coordination, including attendance of agency meetings (including minutes) and supplemental written documents and/or memorandums. Estimate assumes 120 hours of labor for as-needed services.

Not to Exceed: \$ 20,000
+ Expenses

2. Wetland Delineation

Update 2017 preliminary jurisdictional delineation (PJD) report to include revised project boundary required for updated project methods (horizontal directional drilling (HDD)). Work would include a field evaluation and preparation of an updated PJD report. Updated maps depicting the extent and location of waters and wetlands of the U.S. jurisdictional pursuant to CWA and RHA would be provided. Scope of work includes attending a field visit with agency staff and providing support to Corps to verify presence / absence of jurisdictional waters of U.S. and State. This investigation of potentially jurisdictional waters of the U.S. will follow the methods described in Corps (Environmental Laboratory 1987), supplemented with guidance as directed by the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region. Estimate includes 2 site visits and assumes 25 hours of report preparation and analyses.

Deliverable: Updated PJD report and associated wetland delineation map.

Not to Exceed: \$7,425
+ Expenses

3. Special Status Plant Survey and Report

As the project boundary has changed, to address CEQA requirements and anticipated requests from the USFWS and the CDFW, special-status (rare) plant surveys will be conducted. Specifically, 3 appropriately timed site visits will be completed and a report documenting the findings will be prepared. Estimate includes 3 site visits (including reference site visits, per survey protocols) assumes 50 hours of report preparation and analyses.

Deliverable: Botanical Resources Letter Report summarizing the results of protocol level surveys special-status plant species.

Not to Exceed: \$8,250
+ Expenses

4. Native Tree Survey Report

As the project boundary has changed, the LSA September 2018 Arborist Letter Report would be updated. Consistent with the previous work the report will include a description of the methods, a tree map, tables summarizing species observed, a discussion of alternative methods that could reduce impacts to protected trees, and project specific mitigation measures. Estimate assumes 1 site visit and 30 hours of report preparation.

Deliverable: Updated Arborist Letter Report.

Not to Exceed: \$6,600

5. Mitigated Negative Declaration (estimate provided by Grasseti Environmental)

Grasseti Environmental will complete an Initial Study consistent with CEQA guidelines and a Mitigated Negative Declaration (MND). Work would include update of the existing MND to include review of the revised project. CAWD would act as lead agency. Review and summarize existing and on-going regulatory entitlement documents, site assessment documents, and site studies to evaluate potential effects of proposed project pursuant to CEQA public interest review factors. This scope of work includes preparation of an administrative draft initial study; preparation of a public draft initial study; preparation of draft and final responses to public comments on the initial study and mitigation and monitoring program; and attendance of one meeting with applicant (additional meetings will be available as optional tasks). Preparation of an air quality and greenhouse gas study and a noise study is also included in this task. Additional materials may be required including engineering reports (civil, grading, storm water, etc.) and technical studies provided by others.

Company will review and manage all subcontractor deliverables to ensure they are consistent with project design, construction methods, the CEQA Initial Study and MND, and applicable natural resource laws and regulations.

Deliverable: Administrative/Public Draft Initial Study, Draft/Final Response to Public Comment, Mitigation Monitoring Program, Draft/Final MND.

Not to Exceed: \$ 26,290
+Expenses

6. Cultural Resource Consultation and Report (estimate provided by Pacific Legacy)

To meet the requirements set forth in CEQA guidelines, Pacific Legacy will perform consultation with Native American stakeholders. Task includes conducting 2 site visits, one with State Parks and one with potential Native American tribes identified by State Parks and the Corps. Pacific Legacy will also revise the draft memorandum prepared in 2019 into an Archaeological Survey Report to satisfy Section 106 of the NHPA report for Corps and State Parks. This report will address the potential effects the proposed HDD construction methodology will have on CA-MNT-114 and potential measures mitigate those effects. The task includes agency coordination, primarily the Corps and State Parks, and 2 rounds of report review. Preparation of a Finding of Effect for the Corps and State Parks which will have to go to State Historic Preservation Office (SHPO) for concurrence. Coordination with the Corps and State Parks regarding site eligibility for the National Register of Historic Places and the California Register of Historical Resources. This task assumes that the eligibility determination for CA-MNT-114 will be accepted by the Corps and State Parks and Phase II testing will be not be required.

Company will review and manage all subcontractor deliverables to ensure they are consistent with project design, construction methods, the CEQA MND, and applicable natural resource laws and regulations.

Deliverable: Final records search documentation, Native American, Corps and State Parks coordination log, and Archaeological Survey Report.

Not to Exceed: \$20,500

7. Biological Resource Analysis

As the project boundary and project description has changed, the biological resource analysis requires update. Analysis will be updated with new project description, revised project boundary, and revised analysis to reflect proposed HDD construction methods compliant with CEQA. Updates to figures and maps are included in this task. Estimate assumes 55 hours of report preparation and analyses.

Deliverable: Biological Resource Analysis.

Not to Exceed: \$9,000

8. Hydrology and Water Quality Support (Optional Task; estimate provided by ENGEO)

ENGEO to update the hydrology and water quality section of the MND to assess the revised project and to provide mitigation measures to ensure conformance with CEQA and any local general planning documents.

Company will review and manage all subcontractor deliverables to ensure they are consistent with project design, construction methods, the CEQA MND, and applicable natural resource laws and regulations.

Cost Estimate: \$ 11,000

9. Pre-Construction Notification – Section 404 of CWA

Prepare and submit a pre-construction notification (PCN) requesting authorization of proposed work under the Corps' nationwide permitting program. Work includes assisting the Corps, as needed, to facilitate the completion of required consultation with the SHPO and Native American tribes in compliance with the NHPA Section 106 consultation (report prepared in task 6). Assist the Corps, as needed, in completing an ESA section 7 consultation with the USFWS and/or NMFS (report prepared in task 10). Estimate assumes 60 hours of document preparation and one revision based on client edits.

Deliverable: PCN application package.

Cost Estimate: \$ 10,000

10. Biological Assessment (BA) Document

Preparation of document compliant with requirements established under the ESA. BA document will be designed to provide necessary information to both the lead agency (Corps) and the USFWS/NMFS to support an ESA section 7 consultation. The BA will include summary of special status plant survey (task 3). If it is determined necessary by USFWS/NMFS, species specific surveys may be required. Estimate assumes 60 hours of document preparation and one revision based on client edits.

Deliverables: Biological Assessment Report.

Not to Exceed: \$ 10,000

11.401 Certification Application – Section 401 of CWA

Prepare a CWA Section 401 Water Quality Certification (401 Cert) application to be submitted to the RWQCB for fill of waters of the state. Please note, there will be a fee associated with the application (not included in estimate). Estimate assumes 50 hours of document preparation and one revision based on client edits.

Deliverable: 401 Cert application.

Not to Exceed: \$ 8,250

12. Section 1602 Streambed Alteration Agreement Application

Company will prepare a Streambed Alteration Agreement application, to be submitted to the CDFW, for the revised project. Company will prepare exhibits related to avoidance of impacts to CDFW jurisdiction (i.e., will assist the project engineer in frac-out plan preparation). Please note, there will be a fee associated with the application (not included in estimate). Estimate assumes 50 hours of document preparation and one revision based on client edits.

Deliverable: Section 1602 application package.

Not to Exceed: \$ 8,250

13. Coastal Zone Development Permit Application

Preparation and submittal of a Coastal Zone Development Permit application to the County of Monterey / CCC, for a permit pursuant to the Coastal Zone Management Act. The County of Monterey has an approved Local Coastal Program, and permit applications are directed to the County on behalf of the CCC. Estimate assumes 50 hours of document preparation and one revision based on client edits. Note that there may be required processing fees by the County or CCC which are not included in this cost estimate (i.e., to be paid by applicant at the time of submittal).

Deliverable: Coastal Development Permit application package.

Not to Exceed: \$8,250

14. Revegetation Plan

Based on comments received from the RWQCB and State Parks during previous project permitting efforts, it is expected that a revegetation plan will be required. Preparation of document for use by regulatory agencies regarding expected management of temporarily impacted wetlands and riparian uplands. This Revegetation Plan will describe the planting plan (palette and location) and

performance measures (success criteria) as well as monitoring requirements. Specifications regarding the use of container stock, stems from existing plants (e.g., willow stakes), and/or transplants will also be included. The plan will also address the removal of invasive weeds from the project area. This Revegetation Plan is expected to be submitted to RWQCB, CDFW, and State Parks for ultimate approval and inclusion in project permits. Company will work with project engineers and will include proposed grading and planting plans (plans by engineer). Estimate assumes 90 hours of document preparation and one revision based on client edits. Scope does not include expected annual biological monitoring and survey.

Deliverable: Revegetation Plan.

Not to Exceed: \$15,000

Total for all Tasks: \$168,815.00

Compensation

This cost estimate is provided is valid for a term of 60 days. In the event that this agreement is not executed by both parties prior to 60 days, the cost estimate may Change. The work described above is partially advisory in nature, and therefore some work products are produced based on information that is outside of the control of the Company; for this reason, the cost estimate is intended to provide a general estimate of the expected costs, based on hourly rates, and is not intended to provide a guarantee of actual costs. Invoices will be provided on a monthly basis and will reflect actual hours worked during the billing cycle. Invoices are to be paid within 30-days of receipt by Client.

Expenses will be invoiced to Client at actual incurred costs and may include expenses such as document production and reproduction, vehicle mileage (calculated at IRS standard), GPS unit rental, and other consumables related to field evaluations.

Signatures

the "Company"

Johnson Marigot Consulting, LLC



By: _____
Lauren Bingham, Project Manager

Date: January 21, 2020

Address:
433 Visitacion Ave
Brisbane, CA 94005
(415) 602-2970

"Client"

Carmel Area Wastewater District

By: _____
Signature

Date: _____

Address:
3945 Rio Rd
Carmel, CA 93922

ENCLOSURE 2

Rate Sheet

2020 Rate Sheet

Cameron Johnson, Manager / Senior Regulatory Specialist	\$200 / Hour
Paula Gill, Senior Regulatory Specialist.....	\$185 / Hour
Lauren Bingham, Senior Regulatory Specialist	\$170 / Hour
Sadie McGarvey, Associate Regulatory Specialist.....	\$160 / Hour
Haley Smith Henderson, Botanist.....	\$100 / Hour
Danielle Pubill, Office Manager.....	\$75 / Hour

RESOLUTION NO. 2020-30

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT IN AN AMOUNT NOT TO EXCEED \$168,815 FOR ENVIRONMENTAL CONSULTING SERVICES FOR THE CARMEL RIVER FLOODPLAIN RESTORATION AND ENVIRONMENTAL ENHANCEMENT (CRFREE) MITIGATION PIPELINE UNDERGROUNDING PROJECT- JOHNSON MARIGOT CONSULTING LLC - FOR PROJECT #19-21

-oOo-

WHEREAS, a grant has been awarded to CAWD to fund completion of design and environmental work for relocating existing CAWD pipelines that would be negatively impacted by the CRFREE Project; and

WHEREAS, Johnson Marigot Consulting LLC 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, with a not to exceed amount of \$168,815, with Johnson Marigot Consulting LLC for environmental consulting services for the CRFREE Mitigation Pipeline Undergrounding Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: May 28, 2020

Subject: Acceptance of final completion of the FY2019/20 Manhole & Sewer Line Repair Project at Various Locations

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2020-31 accepting the completed project and directing the General Manager to file a Notice of Completion for the subject project.

DISCUSSION

The project consisted of the removal and replacement of forty feet of 6" diameter vitrified clay pipe with 8" diameter PVC (Poly vinyl chloride) pipe, replacement of 20 lids and frames at manholes, replacement of a 48" x 48" hatch and removal of a pipe intrusion through the sewer trunkline on Rio Road. Extra work to add replacement of 3 additional manholes and lids in the amount of \$3,150 was authorized by the General Manager.

The remainder of the extra work bid item (\$6,850) and \$1,071.26 of contingencies was authorized by the General Manager to complete an extra day of work for removal of the pipe intrusion in the trunkline on Rio Road. The pipe intrusion was found to be a pipe carrying the wiring for the traffic light owned by the County of Monterey and it took an extra day for the County's contractor to cut and repair the wiring. All extra work was within the limits of the contract and approved contingencies. District staff will be submitting a claim against the County for the cost of the work required to fix the pipe intrusion which is \$16,921.26.

All work by the Contractor, Coastal Paving & Excavating, Inc. was inspected by District staff and was completed in conformance with our plans and specifications. Staff recommends that the Board of Directors accept the project and direct the General Manager to file a Notice of Completion with the Monterey County Recorder's Office.

FUNDING

The project was awarded to Coastal Paving & Excavating, Inc. in the amount of \$78,250, including \$10,000 for extra work. A total of \$1,071.26 in change orders were approved by the District during construction. A final contract price of \$79,321.26 has been agreed upon by both parties and will be the record cost of the completed project. The project budget is \$100,000.

Attachment:

- Notice of Completion



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
Ken White
Charlotte F. Townsend

NOTICE OF COMPLETION FY2019/20 MANHOLE & SEWER LINE REPAIR PROJECT

NOTICE IS HEREBY GIVEN that, I, Rachél L. Lather, Principal Engineer of the Carmel Area Wastewater District, Monterey County, California, on the 18th day of May, 2020 did file with the Secretary of said District my Certificate of Completion of the work described in the Contract awarded to and entered into with Coastal Paving & Excavating, on February 3, 2020 in accordance with the Plans and Specifications for said work filed with the Secretary and approved by the Board of Directors of said District.

That said work was completed on April 10, 2020 and that acceptance of said work is recommended for approval by resolution of the Board of Directors of said District to be adopted on May 28, 2020.

That said work consisted of the performance of all work and the furnishing of all labor, materials, equipment, and utility and transportation services required to complete the Contract as described in the plans and specifications.

Dated: May 18, 2020

RACHÉL LATHER, M.S., P.E.
PRINCIPAL ENGINEER

RESOLUTION NO. 2020-31

A RESOLUTION ACCEPTING COMPLETED PROJECT AND DIRECTING THE GENERAL
MANAGER TO FILE A NOTICE OF COMPLETION FOR THE FISCAL YEAR 2019/2020
MANHOLE & SEWER LINE REPAIR PROJECT AT VARIOUS LOCATIONS

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District,
Monterey County, California, that:

WHEREAS, the Principal Engineer has provided the Board an accounting of the cost of changes to the Fiscal Year 2019/2020 Manhole & Sewer Line Repair Project (the "Project") in the amount of \$1,071.26. This amount is within the amount the Board previously authorized the General Manager to approve, making the total cost of the project \$79,321.26; and

WHEREAS, the Principal Engineer of said District has filed with the Secretary of said District an Engineer's Certificate regarding completion of the construction of the Project done under and pursuant to the contract between said District and Coastal Paving & Excavating dated February 3, 2020; and

WHEREAS, it appears to the satisfaction of this Board that said project provided for under said contract has been completed as provided in said contract and the plans and specifications therein referred to and that the work was completed on April 10, 2020.

NOW, THEREFORE, BE IT ORDERED as follows:

1. That acceptance of said Fiscal Year 2019/2020 Manhole & Sewer Line Repair Project be, and it is hereby made and ordered in accordance with California Civil Code §9200(a).

2. That in accordance with California Civil Code Section §9204 the General Manager is directed to file for record with the County Recorder of the County of Monterey a notice of completion as of the date of acceptance by the District of said Fiscal Year 2019/2020 Manhole & Sewer Line Repair Project as required by law.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: May 28, 2020

Subject: Project #19-04 - Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove

RECOMMENDATION

It is recommended that the Board of Directors adopt (1) a resolution authorizing the General Manager to enter into a contract with the Yankee Point/Otter Cove neighborhood to manage the feasibility study being undertaken by MNS Engineers Inc. in the amount of \$47,000 and to allow staff time to be charged at an hourly rate up to an amount of \$6,000, and (2) a resolution authorizing the General Manager to enter into a contract with MNS Engineers, Inc. in the amount of \$47,000 to complete a sewer feasibility study for the Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove.

DISCUSSION

The Yankee Point/Otter Cove neighborhood in Carmel Highlands has been interested in extending sewer service to their area and are included in the proposed annexation that the District is pursuing. The proposed area of study ranges from south of the Carmel Highlands Pump Station to Aurora Del Mar on the west side of Highway 1 as shown on the attached figure. The residents have selected a reputable engineering firm to complete a feasibility study to provide sewer service to the area. MNS Engineers, Inc. (MNS) have provided a proposal to do the work for \$47,000 (see attached).

This subject was brought to the Board in December 2018 but after the Board authorized staff to enter into a contract with the Yankee Point /Otter Cove neighborhood leader, Dan Keig, he realized that he did not agree with the contract language. Negotiations have been ongoing between our attorney and Mr. Keig's attorney since that time and with the support of our attorney, staff has recently been able to reach an agreement with Mr. Keig.

The Agreement that is being proposed is fairly simple in scope. The District will provide the engineering contract administration and ensure conformance with CAWD standards.

We are requesting that the proponents of the project deposit the full amount of the MNS contract with the District and CAWD will pay invoices and provide accounting details to the project participants.

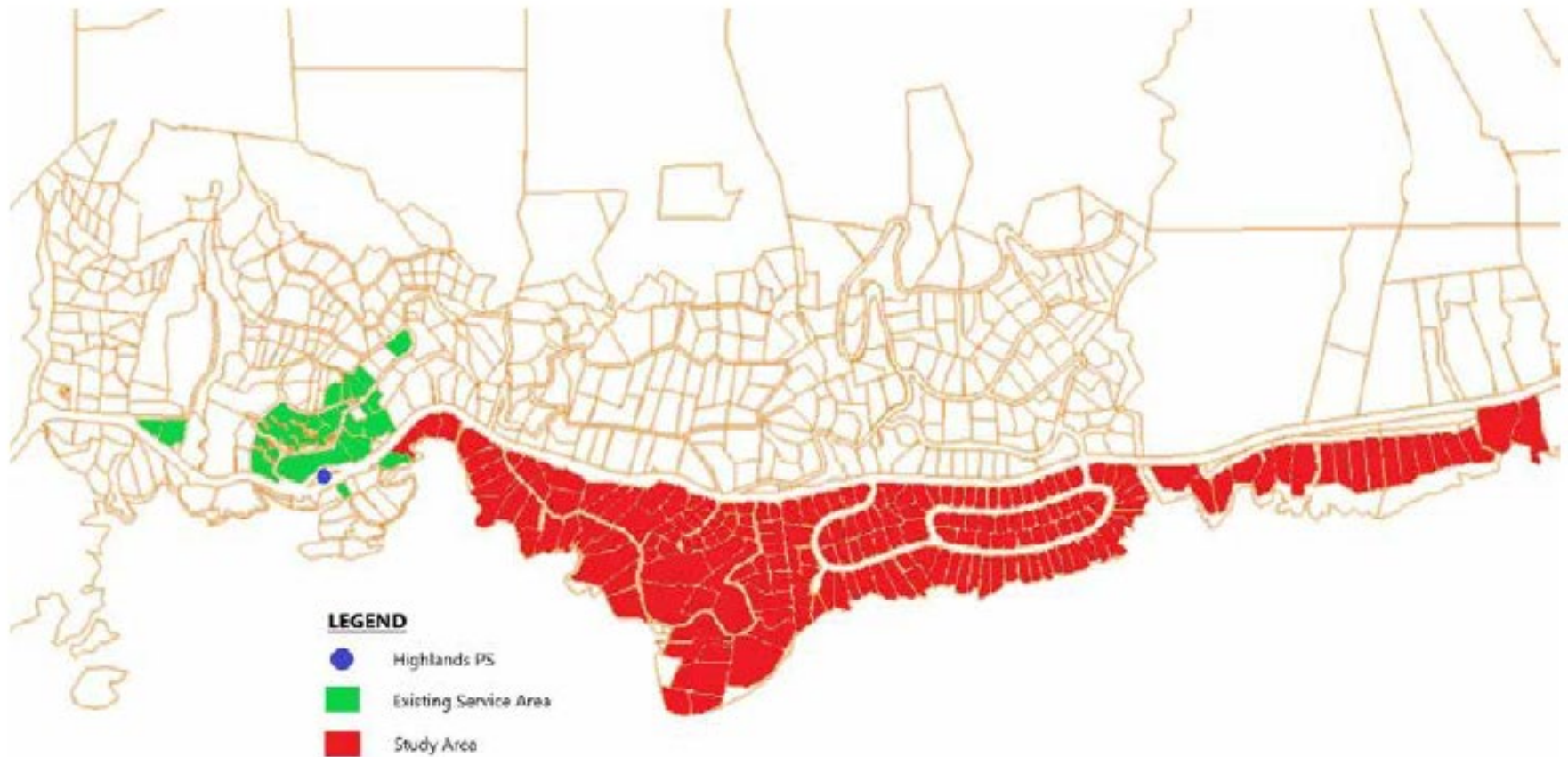
We are also requesting that the project participants reimburse the District for staff time, up to \$6,000.

FUNDING

This project will be funded by the proponents of the project with \$47,000 for the MNS contract and \$6,000 for staff time.

Attachments:

- Map of Highlands Yankee Point and Otter Cove Study Area
- Proposed Agreement between CAWD and Highlands Yankee Point/Otter Cove Neighborhood
- Proposal from MNS Engineers for Professional Engineering Services for the Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove



Map of Highlands – Yankee Point and Otter Cove Study Area

February 25, 2020

Carmel Area Wastewater District
Attention: Rachél Lather
3945 Rio Road
Carmel, CA 93923

SUBJECT: Professional Engineering Services for the Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove

Dear Ms. Lather,

MNS Engineers, Inc. (MNS) appreciates this opportunity to provide this proposal for professional engineering services. This proposal includes services for the evaluation of feasibility in expanding the Carmel Area Wastewater District (CAWD, District) service area on the southwest side of the current boundary to extend sewer service to those properties west of Highway 1, beginning south of the Carmel Highlands Pump Station and terminating at Aurora Del Mar, also known as Otter Cove and Yankee Point. MNS proposes to develop a conceptual design with cost estimates for connection of a new sewer collection system to convey wastewater to the nearest available connection with CAWD. Considerations to install multiple different utilities simultaneously will also be evaluated.

Background

Several community meetings have been held between CAWD and interested property owners in the Carmel Highlands area for the purpose of discussing how CAWD can facilitate expansion of sewer collection service to properties along Highway 1 south of the Carmel Highlands Pump Station. CAWD has agreed to facilitate a feasibility and preliminary engineering design study to determine potential costs and construction risks that will be funded by the private property owners. This study will guide interested property owners in making an educated decision to proceed (or not) with full design and construction of a sewer line extension. Design and construction costs are anticipated to be financed through a public finance instrument; however, estimates of individual property owner costs are needed to gauge interest from the community.

Project Approach to Developing Alternatives and Conceptual Design

MNS will provide professional engineering services to develop a technical memorandum examining alternatives and developing a conceptual design of a sanitary sewer collection system extension. The purpose of this first phase is to understand project challenges, the extent of the work, and alternatives for the project. This planning proposal also includes a task for coordination with other major utilities, including electrical, communications, and gas to develop a common utility trench or other alternative design acceptable to underground multiple utilities simultaneously.

The preparation of design plans and specifications for construction can be prepared under additional tasks or scope. It is assumed LAFCO Annexation, California Environmental Quality Act (CEQA) Compliance and environmental permitting will be completed under separate contract.

Scope of Work

Based on our understanding of the immediate project needs, we propose the following scope of services:

Task 1 – Project Management, Site Visit, and QA/QC

This task includes collecting and coordinating information with the District throughout the duration of the project and conducting Quality Assurance and Quality Control (QA/QC) reviews on each deliverable. MNS staff will also conduct a site visit and meeting to initiate the project and establish locations of existing facilities. At the kick-off meeting, MNS will discuss coordination with CAWD and the appropriate utilities requested by the neighborhood members who are funding this request. Meeting minutes and site issues, if any, will be documented and forwarded to CAWD for review and comment. In accordance with MNS policy, an internal QA/QC review will be performed prior to each submittal. Nick Boswell, PE, will serve as the Project Manager and Tyler Hunt, PE, will provide QA/QC reviews.

Task 2 – Utility and Agency Meetings, Coordination and Planning

This task will include meeting with utility agencies to coordinate planning for undergrounding the respective utilities as part of this project. Utility coordination may include PG&E, AT&T, Comcast, or other service providers identified by the District. MNS will also request information from utility agencies which may have below grade facilities in the project area to provide a basis for identifying potential utility conflicts. Additionally, MNS will discuss the project with Caltrans to identify project requirements within Highway 1.

Task 3 – Alternatives and Conceptual Design

MNS will evaluate the feasibility of extending the CAWD sewer system on Highway 1 south of the Carmel Highlands Pump Station near the Carmel Highlands Inn; the number of connections needed to serve residents and other facilities along the new route will be also determined. To improve the cost benefit ratio of sewer installation, MNS will attend a design concept meeting coordinated by CAWD with utility providers (natural gas, electricity, high speed internet, and others, if available) to review common utility trench designs and the approvals required to install multiple utilities simultaneously. With information from the utility coordination meeting, MNS proposes to conceptually design a sewer extension with appropriate facilities and provide for additional utilities to be installed simultaneously. This will involve extending the sewer approximately 10,500 linear feet and evaluating the need for associated facilities such as lift stations. MNS will coordinate an evaluation of the existing sewer capacity with CAWD and determine the location of the connection to the District's sewer collection system. A kick-off meeting and site visit as described in Task 1 will initiate the project.

The sewer extension evaluation will include:

- Estimated flow projections for the new service area, including proposed and approved future developments;
- A hydraulic verification of the proposed pipeline capacity and contribution of wastewater flow from the proposed extension to the downstream collection system at the connection point;
- A list of alternatives for the sewer extension, including alignment and construction method options;
- A recommended preliminary pipeline alignment based on aerial photography (Google Earth and/or Monterey County GIS) and site reconnaissance for constructability and accessibility concerns;
- An order-of-magnitude project cost estimate for each alternative, including design and administrative costs based on anticipated length of pipeline, number of manholes, number of laterals, and lift stations;
- A separate cost estimate for rerouting sewer lines from individual residences to the new laterals at the property line;
- A recommendation of open trench or trenchless construction method, or a combination of both, for the pipeline extension;
- An evaluation of alternative piping materials.

Deliverables

Project deliverables will include:

- A draft and final Technical Memorandum summarizing the conceptual design and other items to be addressed, including exhibits showing the proposed sewer alignments and pump station locations and a preliminary schedule for planning, permitting, and construction of the project.
- Estimated implementation costs for extending sewer collection service and other utilities to the project area, with costs divided by the number of parcels planned to be served to provide a basis for developing assessment and sub-assessment districts.



Task 4 – Presentation of Findings to Property Owners

This task will include attending a two-hour meeting coordinated with CAWD and the Carmel Highlands home owners at Carmel Highlands fire station to review the findings in the draft Technical Memorandum and explaining the illustrations of risk and costs. The meeting will provide the interested parties an opportunity to comment on the Technical Memorandum; any comments requiring further clarification will be responded to by MNS and included in the final Technical Memorandum.

Schedule

The following schedule of milestones has been prepared based on an anticipated notice to proceed.

Kick-off Meeting	March 2020
Meeting with Utility Agency Representatives	Six weeks after kick-off meeting (estimated)
Draft Technical Memorandum	Four weeks after meeting with Utility Reps
Review by Property Owners	Two weeks after Draft Submittal
Final Technical Memorandum	Two weeks after Review

Project Team

MNS proposes the same team for all tasks, led by Nick Boswell, PE, as the Project Manager. He will be supported and Sean Packard, PE, as the Project Engineer, with additional internal support provided as necessary. Tyler Hunt, PE, Lead Engineer, will perform QA/QC on all deliverables. Complete resumes for team members can be provided upon request. Brief bios for each team member are provided below.

Nick Boswell, PE

Role: Project Manager

License: Professional Civil Engineer, CA No. 72138

Yrs Exp: 12

Mr. Boswell will manage the project and lead the technical analysis and design effort for this project. Nick has worked on numerous sewer collection system designs, including replacement, extensions, and rehabilitation. Nick's professional consulting experience in the water resources industry has advanced through a variety of municipal infrastructure design projects including wastewater, recycled water and potable water efforts. He has been involved in every stage of the design process, including planning, design and construction management. He actively manages projects to meet both technical and financial goals. As Project Manager, Nick is responsible for leading the production of project deliverables including Preliminary Design, Contract Documents, and other project deliverables. Nick will coordinate the work of other staff as needed, particularly for AutoCAD services.

Sean Packard, PE, QSD/QSP

Role: Project Engineer

License: Professional Civil Engineer, CA No. 88388

SWPPP Developer/Practitioner, CA No. 88388

Yrs Exp: 5

Mr. Packard will provide technical analysis and design support for the sewer extension. Sean has blended his education in environmental engineering with real-world civil engineering practices to provide engineering support for a wide range of water resources and wastewater projects. Along with his past experience working on federally-owned projects, he has been involved in various stages of analysis, design, and construction management. Sean is proficient in AutoCAD, hydraulic modeling, geographic information systems (GIS), technical writing, and overall project design. Sean will provide technical support during all phases of the project.



Tyler Hunt, PE, QSD/QSP

Role: QA/QC Review

License: Professional Civil Engineer, CA No. 74580
 SWPPP Developer, CA No. 74580

Yrs Exp: 20

Mr. Hunt will provide quality assurance of each deliverable prior to submittal. Tyler has over 20 years of experience in the water resources/wastewater industry with expertise including project management, site improvements, wastewater treatment, wastewater reclamation, irrigation and water delivery, stormwater pollution prevention, low-impact development (LID), water system consolidation, and municipal infrastructure projects. In addition to engineering design, he is experienced with providing construction management and inspection services such as public utility coordination, inspection, estimating, and client support. Tyler will review and perform QA/QC on each deliverable prior to submittal to the District.

Compensation

MNS proposes to perform all tasks in the scope of services described for a total lump sum fee of **\$47,000**, as detailed in the following table. All fees are in accordance with the MNS 2019 standard rate schedule, provided as an attachment.

Task 1 – Project Management, QA/QC, and Meetings	\$7,500
Task 2 – Utility and Agency Meetings, Coordination and Planning	\$8,500
Task 3 – Conceptual Design	\$28,000
Task 4 – Presentation of Findings to Property Owners	\$3,000
Total	\$47,000

Closing

Thank you for considering MNS Engineers, Inc. for this project. Please contact Nick Panofsky at 805.592.2074, npanofsky@mnsengineers.com, or Drew Lander at 408.438.7294, dlander@mnsengineers.com, if you have any questions or if we can provide additional information.

Sincerely,
 MNS Engineers, Inc.



Nick Panofsky, PE
 Lead Engineer

Enclosure (1): Rate Schedule





2019 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$275
Senior Project/Program Manager.....	250
Project/Program Manager.....	210
Assistant Project/Program Manager.....	180
Senior Project Coordinator.....	155
Project Coordinator.....	125

ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	185
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

SURVEYING

Principal Surveyor.....	\$225
Lead Surveyor.....	\$215
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	145
Assistant Project Surveyor.....	130
Party Chief.....	155
Chainperson.....	135
One-Person Survey Crew.....	185

CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$250
Senior Construction Manager.....	235
Resident Engineer.....	210
Structure Representative.....	190
Construction Manager.....	185
Assistant Resident Engineer.....	165
Construction Inspector (PW).....	152
Office Administrator.....	105

TECHNICAL SUPPORT

CADD Manager.....	\$160
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	\$135
Administrative Analyst.....	\$115
IT Technician.....	110
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	75

GOVERNMENT SERVICES

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

DIRECT EXPENSES

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

PREVAILING WAGE RATES

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

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2020.

OVERTIME

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

**AGREEMENT PROVIDING MANAGEMENT SERVICES
FOR THE CONTRACT TO PLAN & DESIGN WASTEWATER FACILITIES TO
CONNECT THE HIGHLANDS YANKEE POINT/OTTER COVE NEIGHBORHOODS
TO THE CARMEL AREA WASTEWATER DISTRICT**

This Agreement, dated _____, 2020, is by and between the Carmel Area Wastewater District (hereinafter referred to as the “District” or “CAWD”) and the Yankee Point/Otter Cove neighborhood (hereinafter referred to as “Participants”) for services generally described as Contract Management Services for the Yankee Point and Otter Cover Sewer Expansion Feasibility Study.

Overview

The Yankee Point/Otter Cove neighborhood (hereinafter referred to as “Participants”) is located on the west side of Highway 1 in the Highlands area of Big Sur is currently on septic service for wastewater. There are potentially ~350 residential connections in these neighborhoods. The Participants have indicated an interest in connecting to the District and would like to begin the process by performing a feasibility study to determine potential costs and construction risks.

The Participants have asked if the District will manage the feasibility study contract with MNS Engineers, Inc.

The District has agreed to furnish this service under the following conditions:

- I. SERVICES or MATERIALS to be PERFORMED or FURNISHED by CAWD**
- A. District staff will be responsible for all administrative and contract management services during the feasibility study.
 - B. The Participants have requested the District to enter into an agreement with MNS Engineers, Inc. to provide engineering services by completing the feasibility study described in Overview above. District will negotiate such agreement with MNS Engineers, Inc. If agreement is reached, and terms are acceptable to Participants, the District Board will consider its approval. If so approved, the District’s role will be solely as described in subsections A, C, and D of this Section I.
 - C. The District agrees to interact with MNS Engineers Inc as requested during the study. In addition, upon completion of the study, if requested by the Participants, the District is open to participating in a public meeting to discuss results of the study and potential next step forward.
 - D. CAWD’s direct involvement will be administration, design review for conformance with CAWD standards, oversight, meetings, and coordination.

It will be the responsibility of the Yankee Point/Otter Cove neighborhood at the conclusion of the feasibility study and acceptance of the study by CAWD to evaluate the proposed project and consider whether they wish to continue.

II. COMPENSATION

The Participants will be responsible for all costs of the CAWD-MNS Engineers, Inc. agreement. Upon request of CAWD following Board approval of this (CAWD-Participants) agreement, Participants shall deposit \$47,000 with CAWD. If during their providing services, MNS Engineering, Inc. for any reason recommends additional services, Participants shall be notified by CAWD and requested to approve and pay for such services. Unless so approved and paid, MNS Engineers, Inc. will not provide such additional services.

IN ADDITION, Participants shall compensate CAWD on a time and materials basis for actual work performed by CAWD hereunder up to a maximum of \$6,000. Hourly rates for labor are attached hereto in Exhibit "B". All other costs to be billed "at cost" without markup for profit. The District will provide a detailed billing showing all costs incurred, with billings to be paid within 30 calendar days.

III. PROJECT REPRESENTATIVE NOTICES

The District and the Participants each designate the following persons to act as authorized representatives of the District and the Participants in matters and decisions pertinent to the timely performance of this Agreement and each authorized representative will have full powers to bind the District or the Participants including, but not limited to, transmitting instructions, receiving information, making project-related decisions not requiring official District approval and other matters. All notices or other official correspondence relating to work under this Agreement may be given by being personally delivered, by being placed in the United States mail, first-class postage prepaid, or by being sent by overnight prepaid air addressed to the party to whom notice is to be given. Each notice shall be deemed to be effective upon receipt if personally delivered or sent by air freight, or five days after being so mailed. Any notice may also be given by facsimile. Notice shall be provided to the following names and addresses:

For the Carmel Area Wastewater District:

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

For the Participants:

Daniel Kieg

IV. FORCE MAJEURE

The District is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the District.

V. GOVERING LAW & DISPUTE RESOLUTION

A. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

B. **Duty to Meet and Confer:** If any dispute arises between the parties as to proper interpretation or application of this Agreement, the parties shall first meet and confer in a good faith attempt to resolve the matter between themselves. Representatives of each party will personally meet and attempt in good faith to resolve the dispute.

C. **Mediation:** If their representatives are unable to resolve the dispute within 15 days thereafter, the parties agree to first endeavor to settle the dispute in an amicable manner, using mandatory non-binding mediation under the rules of the Judicial Arbitration and Mediation Service (“JAMS”). The expenses of witnesses for either side shall be paid for the party producing such witnesses. All other expenses of the mediation shall be borne equally by the parties, unless they agree otherwise. Any resultant agreements from mediation shall be documented in writing. All mediation proceedings, results, and documentation shall be inadmissible for any purpose in any legal proceeding (pursuant to California Evidence Codes sections 1115 through 1128), unless otherwise agreed upon in writing by both parties. Mediators shall not be subject to any subpoena or liability, and their actions shall not be subject to discovery. Mediation shall be completed within 30 days after request for the mediation by either Party or such additional time as may be mutually agreed upon in writing by both parties.

D. **Arbitration:** If the dispute is not or cannot be resolved by mediation, the parties may mutually agree (but only as to those issues of the matter not resolved by mediation) to submit their dispute to arbitration. Before commencement of the arbitration, the parties may elect to have the arbitration proceed on an informal basis; however, if the parties are unable so to agree, then the arbitration shall be conducted under the rules of JAMS. The decision of the arbitrator shall be binding unless within 30 days after issuance of the arbitrator’s written decision a party files an action in a court of law. Venue and jurisdiction for any legal proceeding between the parties shall lie in the Superior Court for the County of Monterey.

VI. ADDITIONAL PROVISIONS – EXHIBITS

Additional provisions of this Agreement are set forth on Exhibits “A” – “B”. All Exhibits shall be attached to this Agreement and are incorporated and made a part by reference.

VII. AMENDMENT OR MODIFICATION

This Agreement may be amended, altered or modified only by written agreement executed by both parties.

VIII. FURTHER ASSURANCES

Each of the parties agree to execute and deliver to the other such documents and instruments, and to take such actions, as may reasonably be required to effectuate the terms and conditions of this Agreement; provided, however, such covenant shall not have the effect of increasing the obligations of any party pursuant to this Agreement or require any representations and warranties by any party.

IX. SEVERABILITY

Should any provision of this Agreement be declared invalid and unenforceable in any jurisdiction by a court of competent jurisdiction, then such portion or provision shall be deemed to be severable, to the extent invalid or unenforceable, from this Agreement as to such jurisdiction (but, to the extent permitted by law, not elsewhere) and shall not affect the remainder hereof. Notwithstanding the foregoing, a) such provision of this Agreement shall be interpreted by the parties and by any such court, to the extent possible, in such a manner that such provision shall be deemed to be valid and enforceable, and b) such court shall have the right to make such modifications to any provision of this Agreement as do not materially affect the rights or obligations under this Agreement of the parties hereto and as may be necessary in order for such provision to be valid and enforceable.

X. WAIVER

No waiver of any right or obligation of any of the parties shall be effective unless in writing, specifying such waiver, executed by the party against whom such waiver is sought to be enforced. A waiver by any of the parties of any of their rights under this Agreement on any occasion shall not be a bar to the exercise of the same right on any subsequent occasion or of any other right at any time.

XI. ATTORNEYS FEES

Should either party to this Agreement bring legal action against the other, (formal judicial proceeding or arbitration), the case shall be handled in Monterey County, California, and the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge, or arbitrator hearing the case and such fee shall be included in the judgment, together with all costs.

XII. COUNTERPARTS

This Agreement may be executed in two counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same instrument.

XIII. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior or contemporaneous negotiations, understandings or agreements of the parties, whether written or oral, with respect to such subject matter.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the Yankee Point/Otter Cove Participants and the duly authorized representatives of the District effective the date first shown above.

CARMEL AREA WASTEWATER DISTRICT

By: _____
Barbara Buikema, General Manager

**Yankee Point/Otter Cove
“Participant”**

A.P.N.

Owner Name

Address

By: _____

Name: _____

Date: ____ / ____ /18

STATE OF CALIFORNIA
COUNTY OF MONTEREY

On this ____ day of _____, in the year 2020, before me, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed it.

Notary Public

Term Expires: _____

**Exhibit “B”
CAWD Schedule of Charges**

Personnel Compensation

Classification	Hourly Rate
Principal Engineer	\$77.78
Plant Engineer	\$77.78
Principal Accountant	\$58.05
Admin Svcs/Board Clerk	\$39.95

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost. Examples of such items may include, but are not limited to:

- a. Maps, photographs, 3rd party reproductions/printing and special supplies required to complete the work.
- b. Project specific telecommunications and delivery charges
- c. Special fees, insurance, permits and licenses applicable to the work

The foregoing Schedule of Charges is incorporated into the agreement for services provided, effective July 1, 2019 through June 30, 2020. After June 30, 2020 invoices will reflect the Schedule of Charges current in effect.

RESOLUTION NO. 2020-32

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH THE CARMEL HIGHLANDS YANKEE POINT/OTTER COVE NEIGHBORHOOD TO MANAGE THE FEASIBILITY STUDY TO BE UNDERTAKEN BY MNS ENGINEERS, INC. IN THE AMOUNT OF \$47,000 AND TO AUTHORIZE RECOVERY OF STAFF TIME SPENT IN CONTRACT ADMINISTRATION – FOR PROJECT #19-04

-oOo-

WHEREAS, the Carmel Highlands Yankee Point/Otter Cove neighborhood has expressed an interest in connecting to the District (Carmel Area Wastewater District) for sewer service; and

WHEREAS, the appropriate initial step is an engineering feasibility study to determine how such a system could be undertaken and what the costs might be; and

WHEREAS, the Carmel Highlands Yankee Point/Otter Cove neighborhood has asked the District to manage the contract with MNS Engineers Inc. and agreed to front the costs of the contract. The neighborhood has asked to reimburse staff time only at the hourly rate.

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 contract with the Carmel Highlands Yankee Point/Otter Cove neighborhood to manage the feasibility study to be undertaken by MNS Engineers Inc. in the amount of \$47,000 and to allow staff time to be charged at an hourly rate up to \$6,000.

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

RESOLUTION NO. 2020-33

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$47,000 TO COMPLETE A SEWER FEASIBILITY STUDY FOR THE CARMEL HIGHLANDS SEWER COLLECTION SYSTEM EXPANSION – YANKEE POINT AND OTTER COVE
- FOR PROJECT #19-04
-oOo-

WHEREAS, THE District (Carmel Area Wastewater District) has determined that it is an appropriate use of staff time to assist the homeowners in the Carmel Highlands Yankee Point/Otter Cove neighborhood by managing a sewer expansion feasibility study to be completed by MNS Engineers, Inc.; and

WHEREAS, the District agrees to enter into a contract directly with MNS Engineers, Inc. provided that the homeowners deposit the full contract amount with the District prior to commencing any work.

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 contract with MNS Engineers, Inc. in the amount of \$47,000 to complete a sewer feasibility study.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on May 28, 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: May 28, 2020

Subject: Project #18-18 - Amendment-Programmable Logic Controller (PLC)/
Supervisory Control and Data Acquisition (SCADA) Programming
Proposal for Frisch Engineering

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend the contract with Frisch Engineering for an additional \$10,000. The original contract was \$79,390. The total contract would be \$89,390 with this amendment.

DISCUSSION

The Pump Station PLC/SCADA Replacement Project (Project #18-18) is close to completion. The control panels have been installed and programming completed. The remaining items include startup, commissioning, documentation and training. The budgeted amount for FY19/20 is \$450,000 in which \$377,436 has been encumbered. There is \$7,417 remaining for the contract but additional work is anticipated to close out the project.

The additional tasks include:

- As-built drawings of motor starter panels. Many of the panels have had minor changes and staff would like to update the motor starter panel drawings so they are accurate. The contract only included the new control panel as-builts.
- Staff recommends that the control system portion of the Operation and Maintenance (O&M) Manual be updated to reflect the updated system. Frisch engineering would provide an updated O&M Manual specific to the new level control and alarm system.
- Provide additional programming to add visibility and control of Highlands Pump station at Calle La Cruz pump station.

FUNDING

The amount of \$10,000 would come from the 2019-20 Collections Capital Improvement Budget allotted for this project. The total project budget for FY19/20 is \$450,000. Including this amendment, the project would still be within budget.

RESOLUTION NO. 2020-34

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDED CONTRACT WITH FRISCH ENGINEERING CONSULTANTS FOR PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$10,000 TO PROVIDE ADDITIONAL ENGINEERING SERVICES FOR THE "PUMP STATION PROGRAMMABLE LOGIC CONTROLLER (PLC)/ SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) REPLACEMENT PROJECT" - FOR PROJECT #18-18

-oOo-

WHEREAS, the District requires additional professional services from Frisch Engineering Consultants for PLC and SCADA work associated with pump station controls; and

WHEREAS, Frisch Engineering Consultants has performed adequately under the existing contract previously authorized by the Board 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 an amended professional services agreement to increase the prior contract amount by \$10,000, with Frisch Engineering Consultants for additional engineering services for the "Pump Station PLC/SCADA Replacement Project".

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

Other Items

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: May 28, 2020
Subject: Internship Policy



RECOMMENDATION

It is recommended that the Board of Directors provide direction to staff on formalizing an internship policy at the District.

Staff recommendations include:

- Staff recommends the Board consider approval of a paid internship program. A paid program will allow coverage under the District's workers comp policy. Unpaid interns would not be covered under workers comp, which could present an issue if an intern were to be injured onsite.
- In lieu of a paid internship directly with the District, staff recommends an alternative program option that partners with another sponsoring entity, such as a school, with workers comp coverage negotiated under that sponsoring agency.
- Formalize the program with job descriptions and hiring mechanism approved by the board (and/or Salary/Benefit Committee).
- Staff requests that implementation of any internship program not accept any applicants until the COVID-19 situation is no longer an ongoing concern.

DISCUSSION

The Board has expressed an interest in establishing an internship program at CAWD's treatment facility. To provide some background of previous internship efforts, the District closed its internship program around the year 2000 after being faced with unemployment claims based on a paid internship. The internship wages were roughly \$2K and the unemployment claim was \$6K. That unfortunately put a damper on any efforts for several years. We have taken some steps towards internships more recently by hiring interns or temps to work on a specific task such as inventory management. This past year the District employed a high school student for 40 hours in the lab as a learning experience. This hire was not formally linked to any school. We do not have a formal written internship policy statement or a written job description.

The creation of an Intern Policy requires that we define District goals for the program and determine what type of program to offer. Until this time, this is not something we have formally done.

Although unpaid internships are not the recommendation from staff (due to the workers comp issues); if unpaid internships were undertaken, the interns work has to be primarily for the “benefit of the intern” and the work must follow the requirements set forth by the U.S. Department of Labor and California Department of Labor Standards. If all of the specific requirements demonstrating the work is for the “benefit of the intern” are not met, then the intern is legally an employee who must be paid minimum wage and receive all other protections guaranteed by state and federal employment law.

Job Description

The recommendation for a formal internship program is that the District develop and present to the Salary/Benefit Committee formalized job descriptions for any internship position. Internships could be offered for various career paths (Operations, Lab, Engineering, Maintenance). Because interns require significant oversight from staff, the availability of department staff to manage an intern would need to be taken under consideration for any given internship.

Injury Liability Considerations

A paid intern would be covered under the District’s workers comp policy. An unpaid intern would not be an employee and therefore would not be covered by workers comp.

If the internship is part of a sponsored program, the school or university sponsoring the program should agree in advance to be responsible for any injury on the job.

Unemployment Liability Considerations

For the purposes of California unemployment, all employment income is eligible for unemployment benefits if all eligibility requirements are met. Internships do not have special considerations that would necessarily deem them ineligible.

A mutually agreed to finite employment period does not make an employee ineligible for unemployment. However, an individual would be ineligible for unemployment if they leave employment to attend school, college, or university as a regularly enrolled full-time student for so long as the individual is in attendance.

The District pays unemployment on a case by case basis and would not pay unless a claim meeting eligibility requirement is filed.

Financial Considerations

CAWD will need to create a budget for an internship program. The budget is dependent upon how the program is structured (i.e. paid vs. unpaid).

Due to a CalPERS requirement, employees must be enrolled in the retirement system once they work 1,000 hours per fiscal year. Similarly, if employees work over 20 hours per week on average over one year or longer, they are required to be enrolled in CalPERS.

Table 1 shows varying degrees of cost for an internship depending on various internship structures. The District has an established policy of providing pro-rated benefits to all part time employees. However, an internship policy could potentially be different. The option of providing pro-rated benefits is included below.

The analysis below is for 1 intern position. The analysis includes drug testing; but does not include a pre-employment physical. The analysis also does not include potential unemployment liability.

Table 1: Internship Costs for Various Options

	Unpaid or Sponsored (16 weeks)	Paid No Benefits ≤ 480 hours (16 weeks)	Paid With Pro-Rated Benefits ≤ 480 hours (16 weeks)	Paid With Pro-Rated Benefits ≥ 1,000 hours (26 weeks)
Uniform (\$3.54/wk.)	\$56.64	\$56.64	\$56.64	\$92.04
Boots	\$225	\$225	\$225	\$225
PPE (masks, gloves, safety glasses, etc.)	\$30	\$30	\$30	\$30
Drug testing	\$160	\$160	\$160	\$160
Salary @ \$20/hr.	\$0	\$9,600	\$9,600	\$20,000
FICA	\$0	\$734.40	\$734.40	\$1,530
Health insurance	\$0	\$0	\$800.64	\$2,502
CalPERS	\$0	\$0	\$0	\$1,397
Workers Comp	\$0	\$391.37	\$391.37	\$815.59
Life	\$0	\$0	\$24.53	\$73.65
PEHP	\$0	\$0	\$120	\$250
Dental	\$0	\$0	\$480	\$1,000
Vision	\$0	\$0	\$21.16	\$66.15
Long Term Disability	\$0	\$0	\$120	\$250
Paid Sick Leave	\$0	\$0	3.6 days	7.5 days
<i>Estimated budget</i>	\$471.64	\$11,197.41	\$12,763.74	\$28,391.43

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: May 28, 2020

Subject: Administration Building COVID Improvement Project Update

RECOMMENDATION

This report is for information and discussion only – no action is required.

DISCUSSION

Analysis is underway for special upgrades to the CAWD Administration Building to reduce COVID exposure for staff and the public who use the building.

A conceptual scope for this project has been developed by staff with input from President White and Director Rachel. The first intention of the project is to modify the existing building to control COVID exposure vectors while allowing the permit desk to reopen for in-person permit processing. The second intention is to eventually allow community groups to use the board room after new controls are in place in the board room and restrooms.

The project is in the early stages and no cost has been expended other than staff time. There is also no budget reserved yet. It is expected that budget for this project and other COVID related safety improvements would be added to the FY20/21 Budget which will be presented to the full board at the June 2020 Board Meeting.

The Scope of improvements at the Administration Building which are being evaluated include:

1. **Enclosed Vestibule at Front Desk** - A completely enclosed vestibule area at the front desk is being proposed, which will keep the public visiting the front desk/permit desk completely separated from the rest of the office building. The enclosed vestibule would be aesthetically pleasing and would include any engineering controls necessary to eliminate exposure of employees from members of the public using front desk services and eliminate air transfer from

the vestibule into the main office. A combination of an enclosure, exhaust ventilation, automatic doors, and decontamination equipment, and/or cleaning procedures would meet the intent.

2. **Modifications to existing Heating and Ventilation System** – Staff have been in conversation with an outside professional engineer with hospital ventilation design system experience and are considering hiring this engineer to design and implement installation of UV and HEPA filters on the existing air handling equipment and assisting with re-balancing of ventilation to introduce more external air.
3. **Board Room Use by Outside Community Groups** - Staff understands that maintaining our service to the community by providing meeting space is desirable. However, there are challenges associated with re-opening the board room that require solutions and risk management. Currently, the board room has its own ventilation system separate from the rest of the office. However, the restrooms are part of the main office space. One option being considered is having a cleaning crew disinfect the restrooms and board room immediately after any community group meetings and that the cleaning fee be charged to the group using the board room.
4. **Decontamination Approaches Being Considered to Complement Other Improvements** – Staff is evaluating the potential of using routine decontamination methods including: regular physical disinfecting with chemicals, and Portable UV lights or ozone systems which could be turned on at night when the office is closed to actively disinfect areas on a routine basis.

FUNDING

No budget has been defined thus far for this project and no money has been spent. It is anticipated that the improvements would be between \$25K to \$50K depending on the scope of the remodel.

STAFF REPORT



To: Board of Directors
From: Patrick Treanor, Plant Engineer
Date: May 28, 2020
Subject: Acting General Manager Report

RECOMMENDATION

This report is informational only – no action is required.

DISCUSSION

Our fearless leader Barbara Buikema took two weeks off in May and it was my turn to fill in for her as Acting General Manager. I am extremely grateful for the opportunity. I am also extremely grateful for the front office staff who worked diligently on District business and kept the office running smoothly while I was Acting GM. Two weeks flew by in the blink of an eye.

Since COVID lockdowns started in March, I have been working at home as most of my work lately has been compatible with working remotely. After almost two months of that, it was good to get out of the house for two weeks and setup my work station at the District main office. In general, my observation of CAWD staff during this time is that all departments are carrying on with great poise and resilience. Staff are taking the COVID pandemic very seriously, but we are continuing to make significant progress on important ongoing operations, maintenance, and project work. From a bird's eye view there would seem to be little change to our productivity and day to day operations. Nonetheless, there is significant energy being spent on proactive safety measures to keep staff healthy and safe. We are learning everyday how best to continue the important work we do amidst the new normal and adjusting our activities as needed to remain resilient. I believe CAWD is no stranger to challenges; and it shows by how the District is handling the current challenge.

Here are some of the notable accomplishments involving all CAWD staff in the last two months since the start of the pandemic that show the ongoing progress of District business:

- Installation of new programmable logic controllers in each of our collection system pump stations (Foley, Lauer, Lather)
- Bidding and Award of two major collection system rehabilitation projects – #19-07 Rio Road CIPP Project, and #18-17 Hatton Canyon Pipe Rehab Project (Lather)
- Completion of the Manhole & Sewer Line Repair Project (Lauer, Lather)
- Start of irrigation season and ramping up production of the Reclamation treatment facilities (Waggoner, Young)
- Securing a lab contract with Biobot for conducting tests to determine presence of COVID-19 in incoming wastewater streams as a service to the wider public health agenda (Waggoner, DeOcampo)
- Continued repairs and maintenance to treatment plant infrastructure (Operators and Maintenance Staff)
- Continued sewer jetting, responding to underground service alerts, and sewer lateral inspections (Collections Staff)
- Installation of a new chiller for the Microturbines (Foley, Maintenance Staff)
- Installation of a new food waste receiving pump (Maintenance Staff)
- Development of the Reclamation Budget for FY20/21 (Waggoner, Young, Foley Buikema, Grover, Treanor)
- Continued removal and disposal of built up material in abandoned digester planned for demolition (Waggoner, Operations Staff)
- CEQA and Final Design almost complete for #18-01 Elec/Mech Rehab and Sludge Holding Tank Replacement Project (Treanor)
- Final review of September Ranch development sewer design plans completed (Lather, Lauer, Treanor)
- Installation of a larger bioxide storage tank at the Highlands Pump Station (Lauer, Collections Staff)
- Significant progress made on design of project #18-07 Standby Power Reliability Project (Treanor, Foley)

These are just some of the higher profile work items that come to mind, but there is also a significant list of additional necessary and routine work activities that have continued.

As part of the new normal, staff are conducting routine cleaning and disinfecting of employee common areas, maintaining physical distancing, implementing engineering controls, wearing face masks, holding meetings via video conference, and disinfecting hands throughout daily activities. The general consensus seems to be that this new normal will continue for an extended period of time and the goal is to implement best practices that are going to be sustainable. My belief is that we need to be prepared for the upcoming winter flu season which could present another wave of infections.

Thank you for the learning experience.

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer on Behalf of
Barbara Buikema, General Manager

Subject: Wastewater Treatment Plant (WWTP) Coastal
Development Permit Expense Summary

Date: May 28, 2020

RECOMMENDATION

Receive Report - Informational only; no action required.

DISCUSSION

March 2020 marked the successful completion of a multi-year effort working with the California Coastal Commission to define a roadmap for addressing future sea level rise concerns under the Wastewater Treatment Plant (WWTP) Coastal Development Permit. CAWD and stakeholders (Pebble Beach Community Services District (PBCSD), Pebble Beach Company, and the Independent Reclaimed Water Users Group) worked together to reach this important milestone.

Successful completion of this effort is largely attributable to the outside consulting and legal assistance that was brought in to navigate the back and forth process with the Coastal Commission. There were three outside consultants/legal firms who assisted: McCabe & Company, Armbruster Goldsmith & Delvac LLP, and Wellington Law Offices. McCabe & Company provided assistance early on in the process starting in May 2017, and provided valuable assistance interpreting how the Coastal Act applied to CAWD, helping to organize meetings with the appropriate people at the Coastal Commission, and generally guiding CAWD through a complex set of issues related to the Coastal Development Permit at the WWTP. During the later stages of this process Armbruster Goldsmith & Delvac LLP was hired to review the permit language and identify areas of the permit that could be improved in discussions with the Coastal Commission. Wellington Law Offices acted in their capacity as the CAWD and PBCSD

legal counsel and helped CAWD and PBCSD act in the best interests of our constituents.

The total cost of the consultants and legal assistance totaled \$417,737. The costs are shared between the stakeholder groups based on the relative stake in the existing WWTP site as advised by stakeholder representatives and CAWD ad hoc committee members. Initially the Reclamation Project was not sharing any of the permitting costs until it became clear that the Reclamation Project would benefit from the efforts to take a nuanced approach to the sea level rise issues in discussions with the Coastal Commission. It was advised by the stakeholder representatives and CAWD ad hoc committee members that the Reclamation Project should share cost effective April 2019. The calculated share between the groups is as follows:

	<u>Cost Share</u>
CAWD	\$252,210.43
PBCSD	\$120,046.73
Reclamation Project	\$45,480.82
Total:	\$417,737.98

The attached spreadsheet shows the detailed cost history and cost sharing for the Coastal Development Permit consulting and legal.

Attachment:

- California Coastal Commission Expense Summary

California Coastal Commission Expense Summary

Date	McCabe & Company				Armbruster Goldsmith & Delvac LLP				Wellington Law Offices			
	CAWD	PBCSD	Reclamation	Total	CAWD	PBCSD	Reclamation	Total	CAWD	PBCSD	Reclamation	Total
May-17	18,503.87	9,238.07		27,741.94								0.00
Jun-17	6,670.00	3,330.00		10,000.00					2,164.35			2,164.35
Jul-17	6,670.00	3,330.00		10,000.00					1,635.35			1,635.35
Aug-17	6,670.00	3,330.00		10,000.00					415.04			415.04
Sep-17	6,670.00	3,330.00		10,000.00								0.00
Oct-17	6,670.00	3,330.00		10,000.00								0.00
Nov-17	6,670.00	3,330.00		10,000.00								0.00
Dec-17	6,670.00	3,330.00		10,000.00								0.00
Jan-18	6,670.00	3,330.00		10,000.00					211.73			211.73
Feb-18	6,670.00	3,330.00		10,000.00								0.00
Mar-18	7,026.68	3,508.08		10,534.76								0.00
Apr-18	6,870.60	3,430.15		10,300.75								0.00
Feb-19	13,340.00	6,660.00		20,000.00					1,814.00			1,814.00
Feb-19	6,670.00	3,330.00		10,000.00					3,434.00			3,434.00
Mar-19	6,670.00	3,330.00		10,000.00					2,082.00			2,082.00
Apr-19	5,625.80	2,808.68	2,108.62	10,543.10					2,180.29	1,088.51	817.20	4,086.00
May-19	5,336.00	2,664.00	2,000.00	10,000.00					2,542.07	1,269.13	952.80	4,764.00
Jun-19	5,336.00	2,664.00	2,000.00	10,000.00	8,004.00	3,996.00	3,000.00	15,000.00	451.43	225.37	169.20	846.00
Jul-19	5,336.00	2,664.00	2,000.00	10,000.00	2,508.21	1,252.23	940.11	4,700.55	1,074.14	536.26	402.60	2,013.00
Aug-19	5,599.58	2,795.59	2,098.79	10,493.96	4,519.46	2,256.34	1,693.95	8,469.75	557.08	278.12	208.80	1,044.00
Sep-19	5,652.34	2,821.94	2,118.57	10,592.85	279.44	139.51	104.74	523.69				0.00
Oct-19	5,336.00	2,664.00	2,000.00	10,000.00	1,664.90	831.20	624.03	3,120.13	103.99	51.92	38.98	194.89
Nov-19	5,336.00	2,664.00	2,000.00	10,000.00	104.89	52.36	39.31	196.56	124.86	62.34	46.80	234.00
Dec-19	5,336.00	2,664.00	2,000.00	10,000.00	1,862.93	930.07	698.25	3,491.25	691.55	345.25	259.20	1,296.00
Jan-20	5,336.00	2,664.00	2,000.00	10,000.00	5,943.73	2,967.41	2,227.79	11,138.93	739.57	369.23	277.20	1,386.00
Feb-20	5,336.00	2,664.00	2,000.00	10,000.00	9,744.70	4,865.05	3,652.44	18,262.19	1,314.79	656.41	492.80	2,464.00
Mar-20	5,399.11	2,695.51	2,023.65	10,118.27	10,695.79	5,339.87	4,008.92	20,044.58	961.12	479.84	360.24	1,801.20
Mar-20	309.04	154.29	115.83	579.16								
TOTAL	184,385.03	92,054.30	24,465.46	300,904.79	45,328.05	22,630.04	16,989.54	84,947.63	22,497.35	5,362.39	4,025.82	31,885.56

<u>Total Cost Share</u>	
Total CAWD	252,210.43
Total PBCSD	120,046.73
Total Reclamation	45,480.82
Sum Total	417,737.98

<u>Cost Sharing Effective April 2019</u>	
CAWD	54%
PBCSD	26%
Recl	20%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: May 28, 2020

Subject: Summary of Monterey County Treasurer Report dated 03-31-20

RECOMMENDATION

No action required – this is informational only

DISCUSSION

The U.S. economy entered the year on strong footing, however, that deteriorated quickly as the COVID-19 pandemic took hold across the globe, including the U.S. With a virtual economic shutdown, and a global health crisis at hand, the Federal Reserve responded aggressively by cutting rates at two emergency meetings to the new target range of 0% to 0.25%. Treasury yields plunged in response to the Fed's new zero interest rate policy, with longer-term Treasury yields reaching new historic lows. The immediate impact of the pandemic on global economies made typical economic indicators, most of which are backward-looking, essentially irrelevant.

On March 31st, 2020, the Monterey County investment portfolio contained an amortized book value of \$ 1,814,628,516.77 spread among 187 separate securities and funds. The par value of those funds was \$1,817,425.030.14 with a market value of \$1,814,484,769.93 or 100% of amortized book value. The portfolio's net earned income yield for the period was 2.25%. The portfolio produced an estimated quarterly income of \$10,116,975.49 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 278 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity.

PORTFOLIO CHARACTERISTICS			
	09-30-19	12-31-19	03-31-20
Total Assets	\$1,557,346,900.60	\$1,853,827,448.73	\$1,817,425,030.14
Market Value	\$1,550,705,225.56	\$1,848,747,198.94	\$1,814,484,769.93
Days to Maturity	350	331	278
Yield	2.46%	2.32%	2.25%
Estimated Earnings	\$9,734,550.44	\$9,758,162.96	\$10,116,975.49

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

PORTFOLIO ASSET COMPOSITION 03-31-20	
Corporate Notes	13.6%
Overnight Liquid Assets	18.9%
US Treasuries	56.1%
Federal Agencies	1.7%
Commercial Paper	6.1%
Negotiable CDs	2.1%
Supranationals	1.5%
Municipal Bonds	<0.1%
Asset Backed Securities	0.0%

Future Strategy: Given the volatile market environment due to the COVID-19 pandemic, the Treasury has a “hold and see” approach leaving maturing investments in short-term accounts for potential liquidity needs. As the situation continues to unfold, the portfolio will be actively managed under the established tenets of safety and liquidity while seeking to maximize the rate of return.

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

Note: The Monterey County Treasurer Report is available at:

Detail for 3.31.20

<https://www.co.monterey.ca.us/home/showdocument?id=90182>

Detail 9.30.19 & 12.31.19

<https://www.co.monterey.ca.us/home/showdocument?id=86034>

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – April 29, 2020**

A meeting of the Retirement Pension Plan Trustees was held on Wednesday, April 10, 2020 at 10:00 a.m.

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

Note: This meeting was held via Go to Meeting software

I. 1st Quarter 2020 Review

The Standard & Poor's (S&P) 500 index reflected a 19.60% decrease for the 1st Quarter. In line with our portfolio investment objectives and mix of 60% stocks/40% bonds there was a total weighted return of -13.49% with total losses of \$768,151.36. Fixed Income securities helped the portfolio to retain value. Some of the 1st Qtr. losses were recovered in April, but Mr. Hastie anticipates more volatility going forward.

Our portfolio utilizes fixed income to focus on downside market protection and will play offense and defense simultaneously. Hastie described the pandemic as "event shock" or a liquidity even where bond prices dropped along with stocks. In general, there is an inverse relationship between stocks and bonds 58% of the time. The remainder, or 42% of the time, they move in the same direction, which is what happened in the 1st quarter.

Performance by Security shows that Small and Mid-Cap did outperform the S&P. The Emerging Market while down 26.40% is doing well in recovery. On the Bond side, Schwab U.S. Aggregate mirrored Barclay index and PGIM High Yield Fund correlated with S&P.

II. 2nd Quarter Action Plan

Hastie recommends selling a portion of Invesco Developing Markets (Int'l Equity), Vanguard Intermediate Bond, and Schwab US Aggregate Bond. The Bond market has had a difficult time due to lack of liquidity with large investors

leaving the market. Although Vanguard had a broad range of investments it still sagged. The focus was on where Treasury was buying – essentially driving liquidity to the market. Recommendation to purchase Guggenheim Market Neutral REIT (Real Estate Investment Trust) which is economically sensitive; if the market does well so does the REIT. Actively managed funds are making money by insulating their portfolio as much as possible from liquidity traps.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.58		0.59		0.63	
Standard Deviation (b)	9.03	15.21	8.29	13.65	8.67	13.30
Mean	5.78	5.10	5.69	6.73	8.09	10.53
Alpha (c)	1.75		1.02		1.04	

(a) Strategy is to maintain Beta in the range of 0.60 - 0.67. CAWD Beta is currently on the low side, but given the current environment Mr. Hastie is satisfied

(b) Strategy is to remain at roughly 2/3 of S&P 500, this is inline with current investment objectives

(c) Alpha is strong given that gold is down, and markets are up.

There being no further business, the meeting was adjourned at approximately 10:45 a.m.

Respectfully submitted,
Barbara Buikema
General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

1st Quarter 2020 Review

2nd Quarter 2020 Action Plan

April 29, 2020

Change in Market Value Register

From 1/1/2020 to 3/31/2020

Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	01/01/2020	5,604,131.07	(45,650.56)	(768,151.36)	25,212.08	4,805,734.00	(752,746.51)	03/31/2020	-13.49
Total	1/1/2020	\$5,604,131.07	(\$45,650.56)	(\$768,151.36)	\$25,212.08	\$4,805,734.00	(\$752,746.51)	3/31/2020	

Change in Market Value Register

From 1/1/2020 to 4/27/2020

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	01/01/2020	5,604,131.07	(61,063.20)	(414,506.78)	26,193.69	5,136,537.51	(406,530.35)	04/27/2020	-7.26
Total	1/1/2020	\$5,604,131.07	(\$61,063.20)	(\$414,506.78)	\$26,193.69	\$5,136,537.51	(\$406,530.35)	4/27/2020	-7.26

Performance by Security

From 1/1/2020 to 3/31/2020

Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)

Holdings by Account and Asset Class (Primary)

Description	Market Value (1/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (3/31/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
iShares Core S&P 500 ETF	806,707.16	3,821.79	3,821.79	648,755.58	-19.58
JPMorgan Large-Cap Growth Fund CI I	467,141.43	90,194.06	.00	489,135.96	-12.53
Columbia Dividend Income Fund Advisor CI	569,911.33	2,756.10	2,756.10	459,378.19	-19.39
Federated Kaufmann Small-Cap Fund Institutional Shares	403,975.82	.00	.00	331,732.64	-17.88
Columbia Contrarian Core Fund Advisor CI	298,571.37	.00	.00	244,186.79	-18.21
Vanguard Mid-Cap Index Fund Admiral Shares	286,439.19	1,176.34	1,176.34	212,763.95	-25.72
BlackRock Real Estate Securities Fund Institutional Shares	212,334.85	(214,565.25)	.00	.00	1.05
International Equity					
Invesco Developing Markets Fund CI Y	417,784.65	91,409.18	.00	378,075.25	-26.40

Performance by Security

From 1/1/2020 to 3/31/2020

Description	Market Value (1/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (3/31/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Bond					
Vanguard Intermediate-Term Bond Index Fund Admiral Shares	554,448.95	3,579.35	3,579.35	571,625.42	3.10
Schwab U.S. Aggregate Bond ETF	432,921.12	2,015.79	2,015.79	441,724.64	2.03
PGIM High-Yield Fund- CI Z	510,048.71	7,838.09	7,838.09	437,779.99	-14.17
Total Domestic Bond	\$1,497,418.78	\$13,433.23	\$13,433.23	\$1,451,130.04	-3.09
International Bond					
PGIM Global Total Return Fund CI Z	434,448.31	3,734.83	3,734.83	403,383.41	-7.15

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	-19.60	-6.98	5.10	6.73
Russell 1000	-20.22	-8.03	4.64	6.22
Russell Mid Cap	-27.07	-18.31	-0.81	1.85
Russell 2000 Growth	-30.61	-23.99	-4.64	-0.25
MSCI EAFE	-23.43	-16.84	-4.54	-3.35
MSCI Emerging Markets	-23.87	-19.80	-3.97	-2.73
Barclays Capital US Aggregate	3.15	8.93	4.82	3.36

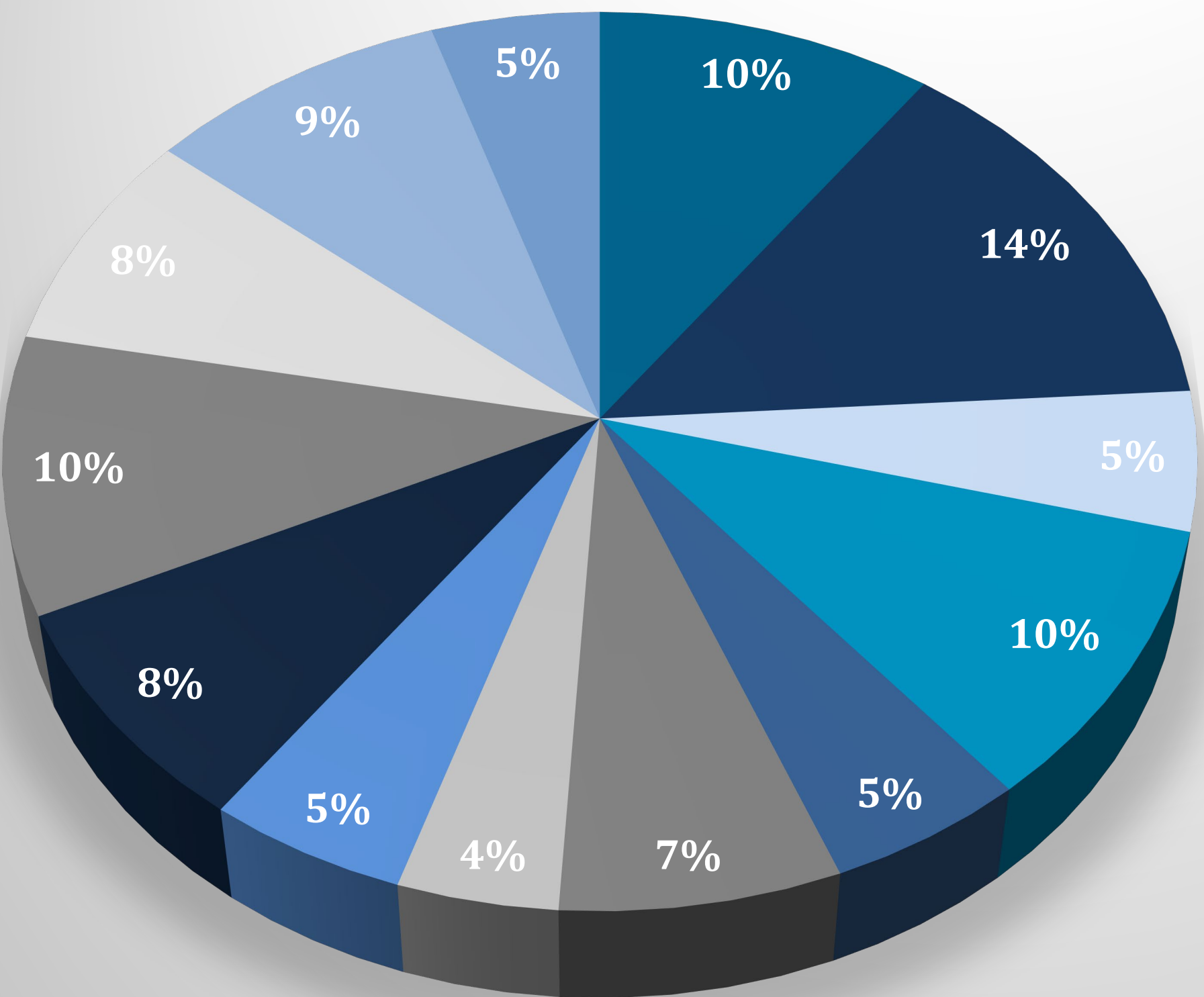
- **Sell:**

- Invesco Developing Markets (1/2 of position)
- Vanguard Intermediate Bond Index
- Schwab US Aggregate Bond

- **Buy:**

- Guggenheim Market Neutral REIT
- American Funds Government Securities
- Guggenheim Total Return

- **Rebalance the rest of the portfolio**



- JP Morgan Large Cap Growth - 10%
- iShares Core S&P 500 - 14%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 10%
- Vanguard Mid Cap - 5%
- Federated Kaufmann Small Cap - 7%
- Invesco Developing Markets - 4%
- Guggenheim Market Neutral REIT - 5%
- PGIM Global Total Return - 8%
- American Funds Govt. Securities - 10%
- Guggenheim Total Return - 8%
- PGIM High Yield - 9%
- Cash - 5%

BETA

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.58	0.59	0.63

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

STANDARD DEVIATION:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	9.03	8.29	8.67
Standard & Poor's 500 Index	15.21	13.65	13.30

MEAN:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	5.78	5.69	8.09
Standard & Poor's 500 Index	5.10	6.73	10.53

ALPHA:

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

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	1.75	1.02	1.04

**2020
Commissioners**

Chair
Matt Gourley
Public Member

Vice Chair
Ian Oglesby
City Member

Luis Alejo
County Member

Joe Gunter
City Member

Mary Ann Leffel
Special District Member

Christopher Lopez
County Member

Maria Orozco
City Member, Alternate

Jane Parker
County Member, Alternate

Warren Poitras
Special District Member

Steve Snodgrass
Public Member, Alternate

Graig R. Stephens
Special District Member, Alternate

Counsel

Kelly L. Donlon
General Counsel

Executive Officer

Kate McKenna, AICP

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MEMORANDUM

DATE: May 13, 2020

TO: Members of the Independent Special District Selection Committee
c/o District General Managers, Fire Chiefs and CEOs

FROM: Kate McKenna, AICP, Executive Officer



SUBJECT: Election of LAFCO Commissioner – Final Result

The election process to fill one Special District seat on the Local Agency Formation Commission of Monterey County concluded on May 8.

Warren “Pete” Poitras, President of the Monterey County Regional Fire Protection District, was elected by the Independent Special District Selection Committee to a second term as a Special District Regular Member Commissioner. The term will expire in May 2024. Mr. Poitras will take the oath of office and be seated at the LAFCO meeting on May 18.

Thank you for participating in this process.