

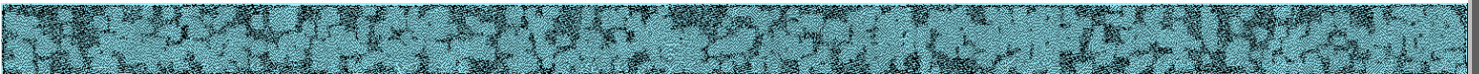


CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

August 27, 2020
Thursday
9:00AM





Carmel Area Wastewater District

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

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

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

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.

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



CARMEL AREA WASTEWATER DISTRICT (CAWD) SALARY & BENEFITS COMMITTEE MEETING MINUTES

July 28, 2020 at 9:30 a.m.

Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 9:30 a.m.

Present: Director Michael Rachel, Committee member
 President Ken White, Committee member
 General Manager, Barbara Buikema

Absent: None

Others: None

AGENDA ITEMS:

OPEN SESSION:

1. Consideration to add staff position for Collection/Maintenance Utility Worker I position – the Committee declined the request and gave staff instruction to return with further information.

ADJOURNMENT: *There being no further business to come before the Committee the meeting adjourned at 10:10 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, July 30, 2020 or an alternate, acceptable date, via ZOOM meeting.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., July 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 9:01 a.m.

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

Absent: **None**

A quorum was present.

Others: Via Zoom

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachél Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Mark Dias, Safety and Regulatory Compliance Administrator
Karla Cristi, CMMS Plant Administrative Coordinator, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Mike Niccum, General Manager, PBCSD
Nancy Johnson, Senior Accountant, PBCSD
Leo Laska, Director, PBCSD
Aileen Mahoney, Rincon Consultants, Inc.
Megan Jones, Rincon Consultants, Inc.
John Mukhar, MNS Engineers
Denise Duffy, Denise Duffy & Associates, Inc.

1. Public Comments:

No public comment

2. Agenda Changes:

No agenda changes

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

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

Board Action

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

- 3.** Board Meeting Minutes of June 25, 2020
- 4.** Bank Statement Review by Hayashi Wayland – June 2020
- 5.** Schedule of Cash Receipts and Disbursements – June 2020
- 6.** Register of Disbursements - Carmel Area Wastewater District – June 2020
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2020
- 8.** Financial Statements and Supplementary Schedules – June 2020
- 9.** Collection System Superintendent's Report (2020- June, May & April)
- 10.** Safety and Regulatory Compliance Report – June 2020
- 11.** Treatment Facility Operations Report – (2020- June, May & April)
- 12.** Laboratory/Environmental Compliance Report – June 2020
- 13.** Capital Projects Report/Implementation Plan
- 14.** Project Summaries
- 15.** Plant Operations Report – June 2020
- 16.** Maintenance Projects Report – June 2020
- 17.** Principal Engineer Monthly Report - General Engineering – June 2020

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

- 18. Resolution No. 2020-44;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-44, adopting an updated Conflict of Interest Code for the District.

- 19. Resolution No. 2020-45;** Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-45, adopting a Final Initial Study/Mitigated Negative Declaration, the accompanying Mitigation Monitoring and Reporting Plan and directing staff to apply to the Local Agency Formation Commission for the Sphere of Influence Amendment and Annexation Project #19-09.

- 20. Resolution No. 2020-46;** Report by Principal Engineer, Rachél Lather

Board Action

After brief discussion, a motion to approve the resolution was made if the accompanying report given by Rincon Consultants, Inc. has clarifying language added. Director Rachel made the motion to approve and Director D'Ambrosio seconded. Following a Roll Call vote, the Board unanimously approved Resolution 2020-46, adopting a Draft Mitigated Negative Declaration for the Carmel Valley Manor Sewer Main Extension Project #19-08.

- 21. Resolution No. 2020-47;** Report by Principal Engineer, Rachél Lather

Board Action

After discussion, a motion to approve the resolution as amended was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-47 as amended to include clarifying language to separate the actions taken to justify the contract amendment. The Resolution approves the contract amendment with Denise Duffy & Associates for additional costs and work performed.

- 22. Resolution No. 2020-48;** Report by Collections Superintendent, Daryl Lauer

Board Action

After brief discussion, a motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-48, approving a revision of the fees for plumbing permit inspections effective August 1, 2020.

- 23. Resolution No. 2020-49;** Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-49, approving a paydown to CALPERS for the District's Classic Unfunded Accrued Liability of \$725,000 and a paydown to CALPERS for the District's PEPRAs Unfunded Accrued Liability of \$56,674 from the District's reserves.

OTHER ITEMS BEFORE THE BOARD

- 24.** Disclosure Of Reimbursements Paid Of At Least \$100 For FY 2019-2020 - Report by General Manager, Barbara Buikema

Board Action

The Board agreed to accept the posting of the FY 2019-2020 reimbursements of \$100 or more made to District employees and Board members.

INFORMATION/DISCUSSION ITEMS

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

- 25.** No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.
- 26.** Update on the claim against the County for costs incurred during the FY 2019/2020 Manhole & Sewer Line Repair Project as reported by the General Manager, Barbara Buikema and Principal Engineer, Rachel Lather.
- 27.** PBCSD 06-26-20 Regular Board Meeting report from Barbara Buikema, General Manager.
- 28.** Quarterly General Manager Progress Report given by Barbara Buikema, General Manager.

The Board requested information and feedback on the community meeting that was held on July 28, 2020 for the Corona Road Area Annexation & Assessment and the General Manager and Principal Engineer reported on the success.

29. COVID – 19 planning updates given by Chris Foley, Maintenance Superintendent.

*Chris reported on the purchase of a new trailer to further separate employees during lunch and break times as well as controlling humidity in area with large amounts of electrical equipment given the new distancing and small space recommendations.
The Board commended Chris Foley and Mark Dias for their efforts on this project.*

COMMUNICATIONS

30. General Manager’s Report given by Barbara Buikema.

Topics:

- Virtual CASA Conference scheduled for August 12-13, 2020
- Computer Security Training required for the Board
- Security audits of our computer system

31. Announcements on subjects of interest to the Board made by members of the Board or staff

- Director Townsend is scheduled to attend the Friday, July 31, 2020 PBCSD Board meeting. President White is scheduled to attend the Friday, August 28, 2020 PBCSD Board meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, October 20, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020.
- Director Townsend would like staff to research the possibility of utilizing the District’s laboratory to process COVID-19 tests with immediate results for testing the general public. The Board agreed to have staff investigate and do some preliminary research regarding the possibility of the District being able to test or use our laboratory facility.

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

A. Public Employee Performance Evaluation

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

B. Public Employee Performance Evaluation

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

The Board adjourned to closed session at 10:17 a.m. and after a brief recess the Board convened in closed session at 10:30 a.m. The Board came out of the closed session at 10:42 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session and the Board voted unanimously to follow instructions relative to that matter and no other reportable action was taken. The Board then reconvened to regular session at 11:42 a.m.

33. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:42 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, July 30, 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) SALARY & BENEFITS COMMITTEE MEETING MINUTES

August 10, 2020 at 8:00 a.m.

Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 8:00 a.m.

Present: Director Michael Rachel, Committee member
 President Ken White, Committee member
 General Manager, Barbara Buikema

Absent: None

Others: None

AGENDA ITEMS:

OPEN SESSION:

1. Consideration to add staff position for Collection/Maintenance Utility Worker I position – the Committee gave staff instruction and advised bringing the items before the full Board.

ADJOURNMENT: *There being no further business to come before the Committee the meeting adjourned at 8:30 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, August 27, 2020 or an alternate, acceptable date, via ZOOM meeting.*

As Reported To:

Barbara Buikema, General Manager

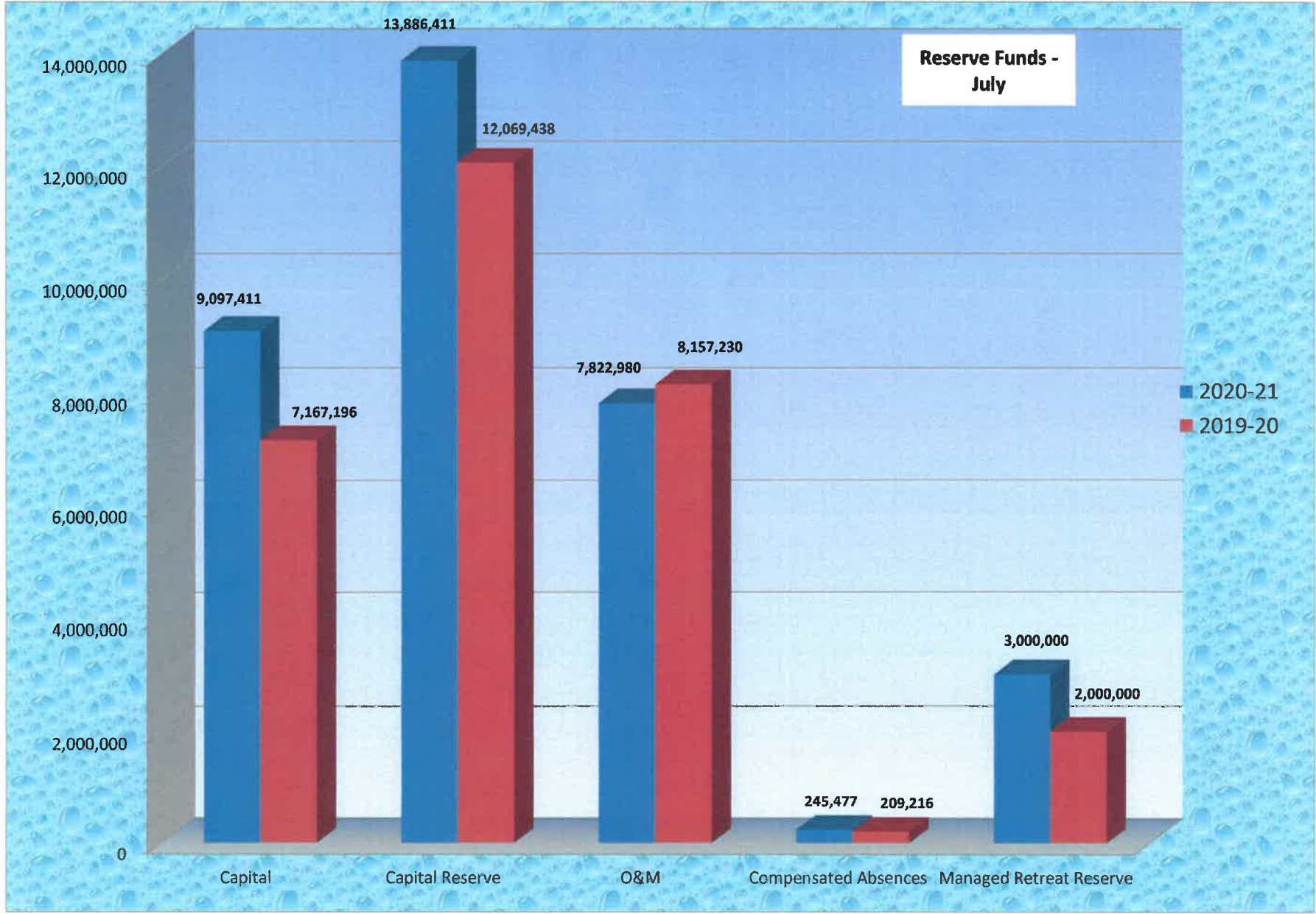
APPROVED:

Ken White, President

Hayashi Wayland
Independent Accountants' Report
not available at time of Board Packet build

Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JULY 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	\$5,561,862	\$14,213,615	\$14,016,325	\$245,477	\$2,000,000	\$36,037,279	\$505,480	\$117,182	\$1,184,856
Receipts:									
User Fees							1,152		
Property Taxes									
PBCSD Treatment Fees									
Reclamation O & M reimbursement							59,997		
Reclamation capital billing									
Permits							7,240		
PBCSD capital billing									
Other misc. revenue							21,891		
Interest income								1	4,323
Connection Fees							13,327		
Plan Review							1,000		
W/C audit refund									
CCLEAN receipts									
Pooled liability dividend									
Void checks							1,335		
Total Receipts	0	0	0	0	0	0	105,941	1	4,323
Fund Transfers:									
Transfers to Union Bank O&M		(227,764)	(1,757,236)				1,985,000		
Transfers to Union Bank PR							(235,000)	235,000	
Transfer to Defend or Managed Retreat Fund		(1,000,000)			1,000,000				
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves	3,535,549	2,657,796	(6,193,345)						
Total Transfers	3,535,549	1,430,032	(7,950,581)	0	1,000,000	(1,985,000)	1,750,000	235,000	0
Disbursements:									
Operations and capital							727,100		
Payroll & payroll taxes								219,927	
Employee Dental reimbursements							10,420		
CALPERS EFT							33,748		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							1,523		
US Bank EFT							17,540		
Deferred comp contributions EFT								9,535	
PEHP contributions EFT								3,060	
Bank/ADP fees							249	497	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability							34,626		
GASB 68 report fee & SSA 218 fee							400		
Total Disbursements	0	0	0	0	0	0	826,193	233,019	0
BALANCE END OF MONTH	9,097,411	15,643,647	6,065,744	245,477	3,000,000	34,052,279	1,535,228	119,164	1,189,179



Carmel Area Wastewater District
Disbursements
Jul-20

Date	Check	Vendor	Description	Amount
07/01/20	35185	Alliant Insurance Services-NPB Main	Annual Gov't Crime and Equipment Floater premiums	9,947.00
07/01/20	35186	American Fidelity Assurance Company	Flex accounts	123.07
07/01/20	35187	American Fidelity Assurance	Employee insurance premiums	699.52
07/01/20	35188	Ann Muraski	Lateral line brochure design and production	4,562.50
07/01/20	35189	AT&T Mobility	Cell service	1,148.20
07/01/20	35190	AT&T CALNET 3	Various phone lines for devices	475.57
07/01/20	35191	AutomationDirect.com	Magnetic switch for Pump Station SCADA Project #18-18 (CAPITAL)	543.06
07/01/20	35192	Beck's Shoes	Employee work boots	390.02
07/01/20	35193	Beecher Engineering	Standby Power Reliability Project #18-08 (CAPITAL)	13,600.00
07/01/20	35194	Brenner Fiedler & Associates	Catalyst module and repair kit	3,111.43
07/01/20	35195	Bryan Mailey Electric	Install generator receptacle at Calle PS, various Plant projects and Pump Station SCADA Project #18-18 (CAPITAL \$7,374.03)	11,679.03
07/01/20	35196	Buckles-Smith Electric	Galvanized steel conduit	185.88
07/01/20	35197	Calcon Systems	Annual SCADA software support	6,579.34
07/01/20	35198	Carmel Print & Copy	A/P envelopes	367.38
07/01/20	35199	Central Valley Business Forms	CAWD check stock	561.72
07/01/20	35200	Christopher Foley	Dental	95.00
07/01/20	35201	Cintas Corporation	Laundry service	661.29
07/01/20	35202	Culligan Water	C&I exchange service at the lab	17.35
07/01/20	35203	CWEA	Employee membership	192.00
07/01/20	35204	Daryl Lauer	Dental	483.60
07/01/20	35205	Direct TV	Monthly service	83.99
07/01/20	35206	Domine Barringer	Dental	752.62
07/01/20	35207	Edges Electrical	Electrical wire lugs	58.95
07/01/20	35208	Fastenal Company	Operating supplies	1,093.10
07/01/20	35209	Ferguson Enterprises	Gate valves	524.02
07/01/20	35210	FGL Environmental	Sample analysis-EPA 625 Pest-DDT	230.00
07/01/20	35211	First Alarm	Quarterly service	552.39
07/01/20	35212	Fisher Scientific	Lab supplies	247.32
07/01/20	35213	Got.Net	Domain parking	24.20
07/01/20	35214	Hach Company	Plastic lens replacements and disposal	682.92
07/01/20	35215	James Grover	Dental	1,277.00
07/01/20	35216	Karla Cristi	Dental	1,415.44
07/01/20	35217	McMaster-Carr	Clear PVC plastic tubing	22.48
07/01/20	35218	MUFG Union Bank	Annual agent administration fees for handling bonds	2,031.00
07/01/20	35219	Patelco Credit Union	Health savings accounts contributions	5,870.33
07/01/20	35220	PK Safety Supply	Remote mount sensors and calibration kits	3,404.90
07/01/20	35221	Potter's Electronics	Electrical supplies	114.97
07/01/20	35222	Quill LLC	Office supplies	612.84
07/01/20	35223	Rachel Lather-Hidalgo	Printer ink and paper	100.79
07/01/20	35224	Sage Software	Annual renewal of depreciation software	3,471.00
07/01/20	35225	Scarborough Lumber (Ace Hardware)	Masonry nails and screws	19.92

Carmel Area Wastewater District
Disbursements
Jul-20

Date	Check	Vendor	Description	Amount
07/01/20	35226	Shape Incorporated	40 feet of power cable and three flygt float sensors	2,704.32
07/01/20	35227	Siemens Industry	Hydroranger 200 for the Pump Station SCADA Project #18-18 (CAPITAL)	13,161.66
07/01/20	35228	Smitty's Janitorial	Monthly service at the Plant	910.00
07/01/20	35229	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	48,212.20
07/01/20	35230	Univar USA Inc.	Sodium bisulfate	7,303.05
07/01/20	35231	Vision Service Plan	Vision insurance premium	573.30
07/01/20	35232	Weco Industries	RKI gas unit sensors, calibration gas cylinders, 3000 PSI sewer hose and ring adjusters	7,545.37
07/14/20	35233	Accelerated Technology Laboratories	Annual support for the lab LIMS software	3,426.95
07/14/20	35234	Acme Analytical Solutions	Acetic acid, potassium iodate solution and iodine solution	610.78
07/14/20	35235	Alliant Insurance Services-NPB Main	Annual commercial cyber liability premium	1,976.21
07/14/20	35236	American Fidelity Assurance Company	Flex accounts	123.07
07/14/20	35237	American Lock & Key	Wireless Pt2Pt network bridge	1,006.46
07/14/20	35238	AT&T CALNET 3	Fiber line	574.58
07/14/20	35239	AT&T	Admin fire alarm	40.50
07/14/20	35240	Barbara Buikema	Office supplies	6.43
07/14/20	35241	Bayside Oil II	Disposal of used oil and filters	122.00
07/14/20	35242	Bryan Mailey Electric	Ops bldg. switchgear, gas detection sensors and alarms, server room wires and admin bldg. lighting	5,524.75
07/14/20	35243	Cal-Am Water	Monthly service	803.80
07/14/20	35244	Carmel Marina Corporation	Admin garbage and Plant rolloffs	2,324.46
07/14/20	35245	Carmel Pine Cone	Legal ads for bids and sewer rates (CAPITAL \$182.00)	422.00
07/14/20	35246	Christopher Dinner Heating	HVAC leak at men's locker room	105.00
07/14/20	35247	Cintas Corporation	Laundry service	662.81
07/14/20	35248	Clark Pest Control	Plant service	273.00
07/14/20	35249	Community Printers	Sewer lateral brochure printing	1,399.19
07/14/20	35250	Comcast	Pump stations internet	429.88
07/14/20	35251	Comcast	Pump stations internet	109.78
07/14/20	35252	CSRMA	Annual premiums for property and worker's compensation insurance	171,140.00
07/14/20	35253	Daryl Lauer	Dental	588.80
07/14/20	35254	Datco Services	Quarterly monitoring fees	146.25
07/14/20	35255	Edward Waggoner	Dental	1,852.00
07/14/20	35256	Exceedio	Annual Managed Services support for the network and SCADA	64,722.30
07/14/20	35257	Fastenal Company	Operating and safety supplies	4,246.92
07/14/20	35258	Ferguson Enterprises	Flanges	66.66
07/14/20	35259	Grainger	Chemical resistant gloves	88.16
07/14/20	35260	Graniterock	Base rock for Plant	527.04
07/14/20	35261	Green Infrastructure Design	Annual subscription for geospatial consulting and cartography (ArcGIS)	7,200.00
07/14/20	35262	Harrington Industrial Plastics	Kit and service pack for Tuthill pump	814.42
07/14/20	35263	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
07/14/20	35264	Horan Lloyd A Professional Corporation	Conservation easement consulting	69.00
07/14/20	35265	ICON Cloud Solutions	Monthly telephone service	587.03
07/14/20	35266	Iconix Waterworks	Flanges and gaskets	156.63
07/14/20	35267	Image Source	Plant copier service	69.34

Carmel Area Wastewater District
Disbursements
Jul-20

Date	Check	Vendor	Description	Amount
07/14/20	35268	Liberty Composting	Sludge hauling	7,019.48
07/14/20	35269	Mainsaver Software	Annual support for the inventory and purchasing modules	7,155.00
07/14/20	35270	MANCO	Direct mount pressure transmitter for the Microturbine/Gas Conditioning Project #18-11 (CAPITAL)	1,502.76
07/14/20	35271	McMaster-Carr	Pipe flanges and gaskets	256.94
07/14/20	35272	Monterey Bay Analytical Services	Final effluent sample testing	404.00
07/14/20	35273	Monterey County Assessor	Annual fee for custom parcel data file	200.00
07/14/20	35274	Monterey Tire Service	Tires for Ford Transit	455.17
07/14/20	35275	Peninsula Welding & Medical Supply	Non-liquid cylinders for the lab	103.20
07/14/20	35276	Potter's Electronics	Velcro rappers for ethernet wires	56.81
07/14/20	35277	P S O M A S	Construction management for the Hatton Canyon Trail Project #18-17 and the Rio Road CIPP Lining Project #19-07 (CAPITAL)	9,210.00
07/14/20	35278	Pure Water	Monthly service	124.25
07/14/20	35279	Raymond DeOcampo	Dental	250.00
07/14/20	35280	Rincon Consultants	Upper Rancho Canada Pipeline Project admin draft (CAPITAL)	2,837.13
07/14/20	35281	Rooter King Monterey County	Reimbursement for cancelled permit	110.00
07/14/20	35282	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	6,615.00
07/14/20	35283	Streamline	Website maintenance	400.00
07/14/20	35284	Toro Petroleum	Gas and diesel fuel	4,649.36
07/14/20	35285	Town & Country Gardening	Monthly service	610.00
07/14/20	35286	Univar USA Inc.	Sodium hypochlorite	4,122.09
07/14/20	35287	USA Blue Book	Magnetic manhole lifter	764.57
07/14/20	35288	Weco Industries	Warthog nozzle and extension, debris basket, fiberglass pole connector and overhaul kit	3,916.77
07/14/20	35289	Wine Country Balance	Annual calibration of lab instruments	528.95
07/16/20	35290	Dan Doerksen	2013 used Keystone trailer	16,900.00
07/16/20	35291	Bryan Mailey Electric	Pump Stations SCADA Project #18-18 (CAPITAL)	45,181.97
07/16/20	35292	CWEA	Employee annual membership and certificate renewals	399.00
07/16/20	35293	Equitable Financial Life Insurance	Life insurance and LT disability premium	1,888.85
07/16/20	35294	Insituform Technologies	Rio Road CIIP Lining Project #19-07 (CAPITAL)	73,361.85
07/16/20	35295	McDonald Refrigeration	Fan motor	288.19
07/16/20	35296	MNS Engineers	Upper Rancho Canada Pipeline Project #19-13 (CAPITAL)	1,155.00
07/16/20	35297	OVERFLOW STUB		0.00
07/16/20	35298	Pacific Gas & Electric	Monthly service	31,042.81
07/16/20	35299	Rain for Rent	Digester No. 1 & No. 2 Cleaning Project #18-07 (CAPITAL)	1,044.19
07/23/20	35300	CAWD\PCSD Reclamation Project	Reimbursement for tertiary lab PG&E	475.60
07/23/20	35301	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
07/23/20	35302	Rooter King Monterey County	Replace lost March check 34840 for permit fees refund	335.00
07/23/20	35303	Siemens Industry	Hydroranger programming cable (CAPITAL)	122.84
07/29/20	35304	American Fidelity Assurance Company	Flex accounts	123.07
07/29/20	35305	Applied Marine Sciences	CCLEAN expenses	12,136.00
07/29/20	35306	AT&T Mobility	Cell service	891.75
07/29/20	35307	Barbara Buikema	Dental	275.00
07/29/20	35308	Biobot Analytics	Sample analysis for COVID-19	5,100.00

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

Date	Check	Vendor	Description	Amount
07/29/20	35309	Bryan Mailey Electric	Lighting repair at admin building, install high pressure digester gas pressure transducer for the microturbine, install conduit and piping, fix wiring in server room, wire Plant alarm horn to new PLC's and install GFIs and lights in the Ops building basement (CAPITAL \$3,080.00)	6,510.00
07/29/20	35310	Buckles-Smith Electric	Electrical parts (CAPITAL \$56.20)	240.01
07/29/20	35311	Cal Microturbine	C65 microturbine initial commissioning and Modbus translator installation (CAPITAL)	6,877.20
07/29/20	35312	Charles DayEngel	Dental	2,000.00
07/29/20	35313	C.H. Bull Company	Five cases of flood sacks for the Plant	1,103.88
07/29/20	35314	Christopher Dinner Heating	Semi-annual service of seven rooftop HVAC units	1,250.00
07/29/20	35315	Cintas Corporation	Laundry service	649.43
07/29/20	35316	Daryl Lauer	Dental	380.00
07/29/20	35317	Direct TV	Monthly service	83.99
07/29/20	35318	Evantec Corporation	Chemicals and gloves for the lab	795.62
07/29/20	35319	Exceedio	Annual AutoCAD software subscription	1,820.98
07/29/20	35320	Fanny Mui	Dental	189.00
07/29/20	35321	Fastenal Company	Operating supplies	855.66
07/29/20	35322	FGL Environmental	Sample analysis for EPA 625 Pest - DDT	230.00
07/29/20	35323	GLS US	Shipping cost for lab samples	49.52
07/29/20	35324	Got.Net	Domain parking	24.20
07/29/20	35325	Grainger	Filters and respirators	639.61
07/29/20	35326	Hall Landscape Design	Carmel River Landscape path strategy - bridge landscaping	550.00
07/29/20	35327	Idexx Laboratories	Lab supplies	1,854.54
07/29/20	35328	Kennedy/Jenks Consultants	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL)	524.54
07/29/20	35329	Lemos Service	Propane tank refill	129.38
07/29/20	35330	Mark Dias	Dental	441.60
07/29/20	35331	Michael Rachel	Dental	420.00
07/29/20	35332	Monterey Bay Analytical Services	Sample analysis - final effluent	1,429.00
07/29/20	35333	Monterey Auto Supply	Oil, pump and V-belts	70.92
07/29/20	35334	Quill LLC	Office supplies	123.70
07/29/20	35335	Univar USA Inc.	Sodium hypochlorite	3,656.39
07/29/20	35336	USA Blue Book	PlantPRO Fast pH2 tester and tracing dye	215.84
07/29/20	35337	Wellington Law Offices	District legal services	2,908.00
07/29/20	35338	Xylem Water Solutions U.S.A.	Plug installation tool	252.01
				737,519.88

CAWD/PBCSD Reclamation Project

Disbursements

Jul-20

Date	Check	Vendor	Description	Amount
07/01/20	8840	Brenntag Pacific	Ammonium hydroxide and potassium hydroxide	26,306.33
07/01/20	8841	Bryan Mailey Electric	Clean and fix VFD, fix pump P120, fix sludge pump at sand filters and fix motor P933	1,750.00
07/01/20	8842	Fisher Scientific	Lab supplies	806.76
07/01/20	8843	Hach Company	Lab supplies	171.43
07/01/20	8844	MANCO	Eaton VFD and keypad for P120	2,575.23
07/01/20	8845	Pebble Beach Company	COP interest	721.32
07/01/20	8846	Professional Water Technologies	RO element and membrane study and autopsy	20,986.65
07/01/20	8847	Pulsed Hydraulics Inc.	Two PHI wedge mixers	3,232.50
07/01/20	8848	R&B Company	Alloy T-bolts and gaskets (CAPITAL)	787.67
07/01/20	8849	Trussell Technologies	MF/RO Ops Support project	11,067.50
07/14/20	8850	Accelerated Technology Laboratories, Inc.	Annual support for the lab LIMS software	3,426.95
07/14/20	8851	Acme Analytical Solutions	Acetate buffer solution, phenylarsine oxide, acetic acid and iodine solution	545.27
07/14/20	8852	Applied Industrial Technologies	Baldor motors and repair parts	1,884.90
07/14/20	8853	Brenntag Pacific	Ammonium hydroxide	3,588.09
07/14/20	8854	Bryan Mailey Electric	Repair P120 VFD and P933 motor	3,780.00
07/14/20	8855	Buckles-Smith Electric	Electrical supplies	87.38
07/14/20	8856	Cal-Am Water	Hydrant meter K	2,413.04
07/14/20	8857	Exceedio	Annual support for SCADA program	3,207.60
07/14/20	8858	Fastenal Company	Operating supplies	513.13
07/14/20	8859	Gavilan/Salinas Crane & Rigging	Hoist rental to repair the P933 motor	1,000.00
07/14/20	8860	Grainger	Sealed lead acid batteries	823.90
07/14/20	8861	Hach Company	Lab supplies	914.75
07/14/20	8862	Liberty Process Equipment	CDQ drive shaft and rotor	3,133.54
07/14/20	8863	MANCO	Eaton PowerXL DG1 AF drive and remote keypad	1,301.62
07/14/20	8864	R&B Company	MEGA flange adapter and repair parts	2,361.77
07/14/20	8865	Stifel Nicolaus & Company	Quarterly remarketing fees for the COP's	1,869.86
07/14/20	8866	Wine Country Balance	Annual calibration of lab equipment	528.95
07/16/20	8867	CAWD	O&M, aeration and secondary PG&E reimbursements	59,997.05
07/16/20	8868	Monterey Bay Analytical Services	RO panel sample analysis	1,332.00
07/16/20	8869	Pacific Gas & Electric	Tertiary and MF/RO	32,582.34
07/29/20	8870	Applied Industrial Technologies	Falk bearing repair kit	713.79
07/29/20	8871	Bryan Mailey Electric	MCC room HVAC repairs, ethernet cables, ammonia PLC leak and UPS batteries	2,940.00
07/29/20	8872	CAWD	May and June sodium bisulfate reimbursement	13,351.87
07/29/20	8873	Evantec Corporation	Chemicals and gloves for the lab	252.77
07/29/20	8874	Grainger	Sealed lead acid batteries	411.95
07/29/20	8875	Idexx Laboratories	Lab supplies	346.20
07/29/20	8876	Industrial Machine Shop	100hp motor refurbishment	6,528.14
07/29/20	8877	Pebble Beach Company	May and June bond principal and interest, letter of credit fees current and past and project rep costs	499,140.41
07/29/20	8878	PBCSD	O&M and capital billings (CAPITAL \$148,348.25)	195,195.91
07/29/20	8879	R&B Company	SGI Arch PFTE lined with flanges and gaskets	2,493.04

CAWD/PBCSD Reclamation Project
Disbursements
Jul-20

Date	Check	Vendor	Description	Amount
07/29/20	8880	Shape Incorporated	Flygt NP3171 MF feed pump (CAPITAL)	23,972.22
07/29/20	8881	Trussell Technologies	MF/RO Ops Support project	1,527.50
07/29/20	8882	United Rentals Northwest Inc.	Scissors lift rental	721.96
07/30/20	8883	Brenntag Pacific	Ammonium hydroxide	3,620.07
07/30/20	8884	Idexx Laboratories	Lab supplies	1,508.35
07/31/20	8885	USA Blue Book	Two submersible dewatering pumps	1,526.00
				947,947.71



**Financial Statements
and
Supplementary Schedules**

July 2020

August 27, 2020

Carmel Area Wastewater District

Balance Sheet

July 2020

ASSETS

Current Assets

Cash

Cash

36,895,850.63

TOTAL Cash

36,895,850.63

Other Current Assets

Other Current Assets

333,819.65

TOTAL Other Current Assets

333,819.65

TOTAL Current Assets

37,229,670.28

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

4,003,048.35

TOTAL Other Fixed Assets

4,003,048.35

Capital Improvement Projects

Capital Improvement Projects

3,682,907.73

TOTAL Capital Improvement Projects

3,682,907.73

Accumulated depreciation

(50,949,952.69)

TOTAL Fixed Assets

49,464,471.57

Other Assets

Other Assets

636,971.50

TOTAL Other Assets

636,971.50

TOTAL ASSETS

87,331,113.35

Carmel Area Wastewater District

Balance Sheet

July 2020

LIABILITIES			
Current Liabilities			
Current Liabilities	393,212.88		
TOTAL Current Liabilities	<u>393,212.88</u>		393,212.88
Long-Term Liabilities			
Long Term Liabilities	936,862.33		
TOTAL Long-Term Liabilities	<u>936,862.33</u>		<u>936,862.33</u>
TOTAL LIABILITIES			<u>1,330,075.21</u>
NET POSITION			
Net Assets	86,539,501.61		
Year-to-Date Earnings	(538,463.47)		
TOTAL NET POSITION	<u>86,001,038.14</u>		<u>86,001,038.14</u>
TOTAL LIABILITIES & NET POSITION			<u>87,331,113.35</u>

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	193,588.80	153,595.41	39,993.39	26.0 %
TOTAL Income	193,588.80	153,595.41	39,993.39	26.0 %
Adjustments				
Discounts	2.31	0.00	2.31	
TOTAL Adjustments	2.31	0.00	2.31	
*****	193,591.11	153,595.41	39,995.70	26.0 %
***** OPERATING INCOME	193,591.11	153,595.41	39,995.70	26.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	264,539.02	263,196.83	(1,342.19)	-0.5 %
TOTAL Salaries and Payroll Taxes	264,539.02	263,196.83	(1,342.19)	-0.5 %
Employee Benefits				
Employee Benefits	166,978.74	170,462.59	3,483.85	2.0 %
TOTAL Employee Benefits	166,978.74	170,462.59	3,483.85	2.0 %
Director's Expenses				
Director's Expenses	1,460.00	3,091.66	1,631.66	52.8 %
TOTAL Director's Expenses	1,460.00	3,091.66	1,631.66	52.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	14,306.06	25,744.49	11,438.43	44.4 %
TOTAL Truck and Auto Expenses	14,306.06	25,744.49	11,438.43	44.4 %
General and Administrative				
General and Administrative	94,296.54	166,378.50	72,081.96	43.3 %
TOTAL General and Administrative	94,296.54	166,378.50	72,081.96	43.3 %
Office Expense				
Office Expense	3,016.48	4,929.17	1,912.69	38.8 %
TOTAL Office Expense	3,016.48	4,929.17	1,912.69	38.8 %
Operating Supplies				
Operating Supplies	31,533.91	34,998.49	3,464.58	9.9 %
TOTAL Operating Supplies	31,533.91	34,998.49	3,464.58	9.9 %
Contract Services				
Contract Services	107,953.16	205,770.85	97,817.69	47.5 %
TOTAL Contract Services	107,953.16	205,770.85	97,817.69	47.5 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	11,264.93	45,637.50	34,372.57	75.3 %
TOTAL Repairs and Maintenance	11,264.93	45,637.50	34,372.57	75.3 %
Utilities				
<i>Utilities</i>	21,509.46	40,897.65	19,388.19	47.4 %
TOTAL Utilities	21,509.46	40,897.65	19,388.19	47.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	125.00	6,641.65	6,516.65	98.1 %
TOTAL Travel and Meetings	125.00	6,641.65	6,516.65	98.1 %
Permits and Fees				
<i>Permits and Fees</i>	7,634.00	9,750.00	2,116.00	21.7 %
TOTAL Permits and Fees	7,634.00	9,750.00	2,116.00	21.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,391.53	908.34	(483.19)	-53.2 %
TOTAL Memberships and Subscriptions	1,391.53	908.34	(483.19)	-53.2 %
Safety				
<i>Safety</i>	10,130.12	16,792.93	6,662.81	39.7 %
TOTAL Safety	10,130.12	16,792.93	6,662.81	39.7 %
Other Expenses				
<i>Other Expense</i>	240.00	558.34	318.34	57.0 %
TOTAL Other Expenses	240.00	558.34	318.34	57.0 %
TOTAL Operating Expenses	736,378.95	995,758.99	259,380.04	26.0 %
***** OPERATING INCOME (LOSS)	(542,787.84)	(842,163.58)	299,375.74	35.5 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	4,324.37	4,000.00	324.37	8.1 %
TOTAL Other Income or Gain	4,324.37	4,000.00	324.37	8.1 %
TOTAL Non-op Income, Expense, Gain or Loss	4,324.37	4,000.00	324.37	8.1 %
***** NET INCOME (LOSS)	(538,463.47)	(838,163.58)	299,700.11	35.8 %
***** NET INCOME (LOSS)	(538,463.47)	(838,163.58)	299,700.11	35.8 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	32,618.79	44,005.00	11,386.21	25.9 %
TOTAL Salaries and Payroll Taxes	32,618.79	44,005.00	11,386.21	25.9 %
Employee Benefits				
<i>Employee Benefits</i>	28,531.40	34,922.11	6,390.71	18.3 %
TOTAL Employee Benefits	28,531.40	34,922.11	6,390.71	18.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	613.76	13,855.84	13,242.08	95.6 %
TOTAL Truck and Auto Expenses	613.76	13,855.84	13,242.08	95.6 %
General and Administrative				
<i>General and Administrative</i>	768.83	6,250.00	5,481.17	87.7 %
TOTAL General and Administrative	768.83	6,250.00	5,481.17	87.7 %
Office Expense				
<i>Office Expense</i>	339.67	520.83	181.16	34.8 %
TOTAL Office Expense	339.67	520.83	181.16	34.8 %
Operating Supplies				
<i>Operating Supplies</i>	9,069.16	4,258.34	(4,810.82)	-113.0 %
TOTAL Operating Supplies	9,069.16	4,258.34	(4,810.82)	-113.0 %
Contract Services				
<i>Contract Services</i>	24,337.21	46,225.01	21,887.80	47.4 %
TOTAL Contract Services	24,337.21	46,225.01	21,887.80	47.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	7,102.69	25,325.00	18,222.31	72.0 %
TOTAL Repairs and Maintenance	7,102.69	25,325.00	18,222.31	72.0 %
Utilities				
<i>Utilities</i>	261.09	383.33	122.24	31.9 %
TOTAL Utilities	261.09	383.33	122.24	31.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	0.00	783.33	783.33	100.0 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	0.00	783.33	783.33	100.0 %
Permits and Fees				
<i>Permits and Fees</i>	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	795.00	150.00	(645.00)	-430.0 %
TOTAL Memberships and Subscriptions	795.00	150.00	(645.00)	-430.0 %
Safety				
<i>Safety</i>	1,206.61	7,195.84	5,989.23	83.2 %
TOTAL Safety	1,206.61	7,195.84	5,989.23	83.2 %
TOTAL Operating Expenses	110,088.21	190,374.63	80,286.42	42.2 %
***** OPERATING INCOME (LOSS)	(110,088.21)	(190,374.63)	80,286.42	42.2 %
***** NET INCOME (LOSS)	(110,088.21)	(190,374.63)	80,286.42	42.2 %
***** NET INCOME (LOSS)	(110,088.21)	(190,374.63)	80,286.42	42.2 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	44,434.11	46,581.99	2,147.88	4.6 %
TOTAL Salaries and Payroll Taxes	44,434.11	46,581.99	2,147.88	4.6 %
Employee Benefits				
<i>Employee Benefits</i>	35,216.26	34,235.75	(980.51)	-2.9 %
TOTAL Employee Benefits	35,216.26	34,235.75	(980.51)	-2.9 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	12,011.94	10,741.66	(1,270.28)	-11.8 %
TOTAL Truck and Auto Expenses	12,011.94	10,741.66	(1,270.28)	-11.8 %
General and Administrative				
<i>General and Administrative</i>	20,797.88	18,083.33	(2,714.55)	-15.0 %
TOTAL General and Administrative	20,797.88	18,083.33	(2,714.55)	-15.0 %
Office Expense				
<i>Office Expense</i>	16.17	758.34	742.17	97.9 %
TOTAL Office Expense	16.17	758.34	742.17	97.9 %
Operating Supplies				
<i>Operating Supplies</i>	376.44	2,583.33	2,206.89	85.4 %
TOTAL Operating Supplies	376.44	2,583.33	2,206.89	85.4 %
Contract Services				
<i>Contract Services</i>	21,200.13	37,312.50	16,112.37	43.2 %
TOTAL Contract Services	21,200.13	37,312.50	16,112.37	43.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	1,323.85	13,083.34	11,759.49	89.9 %
TOTAL Repairs and Maintenance	1,323.85	13,083.34	11,759.49	89.9 %
Utilities				
<i>Utilities</i>	3,032.92	3,304.17	271.25	8.2 %
TOTAL Utilities	3,032.92	3,304.17	271.25	8.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	0.00	1,596.24	1,596.24	100.0 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	0.00	1,596.24	1,596.24	100.0 %
Permits and Fees				
<i>Permits and Fees</i>	3,190.00	3,250.00	60.00	1.8 %
TOTAL Permits and Fees	3,190.00	3,250.00	60.00	1.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	192.00	179.17	(12.83)	-7.2 %
TOTAL Memberships and Subscriptions	192.00	179.17	(12.83)	-7.2 %
Safety				
<i>Safety</i>	442.19	5,211.26	4,769.07	91.5 %
TOTAL Safety	442.19	5,211.26	4,769.07	91.5 %
Other Expenses				
<i>Other Expense</i>	0.00	16.67	16.67	100.0 %
TOTAL Other Expenses	0.00	16.67	16.67	100.0 %
TOTAL Operating Expenses	142,233.89	176,937.75	34,703.86	19.6 %
***** OPERATING INCOME (LOSS)	(142,233.89)	(176,937.75)	34,703.86	19.6 %
***** NET INCOME (LOSS)	(142,233.89)	(176,937.75)	34,703.86	19.6 %
***** NET INCOME (LOSS)	(142,233.89)	(176,937.75)	34,703.86	19.6 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	85,725.47	86,199.31	473.84	0.5 %
TOTAL Salaries and Payroll Taxes	85,725.47	86,199.31	473.84	0.5 %
Employee Benefits				
<i>Employee Benefits</i>	71,117.95	69,039.62	(2,078.33)	-3.0 %
TOTAL Employee Benefits	71,117.95	69,039.62	(2,078.33)	-3.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
<i>General and Administrative</i>	50,063.20	122,749.34	72,686.14	59.2 %
TOTAL General and Administrative	50,063.20	122,749.34	72,686.14	59.2 %
Office Expense				
<i>Office Expense</i>	2,462.84	2,108.33	(354.51)	-16.8 %
TOTAL Office Expense	2,462.84	2,108.33	(354.51)	-16.8 %
Operating Supplies				
<i>Operating Supplies</i>	21,125.79	26,965.16	5,839.37	21.7 %
TOTAL Operating Supplies	21,125.79	26,965.16	5,839.37	21.7 %
Contract Services				
<i>Contract Services</i>	46,551.89	98,183.33	51,631.44	52.6 %
TOTAL Contract Services	46,551.89	98,183.33	51,631.44	52.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	458.64	5,787.49	5,328.85	92.1 %
TOTAL Repairs and Maintenance	458.64	5,787.49	5,328.85	92.1 %
Utilities				
<i>Utilities</i>	17,043.61	35,392.24	18,348.63	51.8 %
TOTAL Utilities	17,043.61	35,392.24	18,348.63	51.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	125.00	2,453.75	2,328.75	94.9 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	125.00	2,453.75	2,328.75	94.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	404.53	500.00	95.47	19.1 %
TOTAL Memberships and Subscriptions	404.53	500.00	95.47	19.1 %
Safety				
Safety	8,371.34	4,166.67	(4,204.67)	-100.9 %
TOTAL Safety	8,371.34	4,166.67	(4,204.67)	-100.9 %
Other Expenses				
Other Expense	0.00	166.67	166.67	100.0 %
TOTAL Other Expenses	0.00	166.67	166.67	100.0 %
TOTAL Operating Expenses	304,909.52	454,153.91	149,244.39	32.9 %
***** OPERATING INCOME (LOSS)	(304,909.52)	(454,153.91)	149,244.39	32.9 %
***** NET INCOME (LOSS)	(304,909.52)	(454,153.91)	149,244.39	32.9 %
***** NET INCOME (LOSS)	(304,909.52)	(454,153.91)	149,244.39	32.9 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	50,356.41	45,278.38	(5,078.03)	-11.2 %
TOTAL Salaries and Payroll Taxes	50,356.41	45,278.38	(5,078.03)	-11.2 %
Employee Benefits				
<i>Employee Benefits</i>	32,113.13	32,265.11	151.98	0.5 %
TOTAL Employee Benefits	32,113.13	32,265.11	151.98	0.5 %
Director's Expenses				
<i>Director's Expenses</i>	1,460.00	3,091.66	1,631.66	52.8 %
TOTAL Director's Expenses	1,460.00	3,091.66	1,631.66	52.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	221.10	704.99	483.89	68.6 %
TOTAL Truck and Auto Expenses	221.10	704.99	483.89	68.6 %
General and Administrative				
<i>General and Administrative</i>	7,322.58	19,295.83	11,973.25	62.1 %
TOTAL General and Administrative	7,322.58	19,295.83	11,973.25	62.1 %
Office Expense				
<i>Office Expense</i>	197.80	1,541.67	1,343.87	87.2 %
TOTAL Office Expense	197.80	1,541.67	1,343.87	87.2 %
Operating Supplies				
<i>Operating Supplies</i>	6.25	150.00	143.75	95.8 %
TOTAL Operating Supplies	6.25	150.00	143.75	95.8 %
Contract Services				
<i>Contract Services</i>	15,766.80	24,050.01	8,283.21	34.4 %
TOTAL Contract Services	15,766.80	24,050.01	8,283.21	34.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	1,860.08	416.67	(1,443.41)	-346.4 %
TOTAL Repairs and Maintenance	1,860.08	416.67	(1,443.41)	-346.4 %
Utilities				
<i>Utilities</i>	1,063.10	1,817.91	754.81	41.5 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	1,063.10	1,817.91	754.81	41.5 %
Travel and Meetings				
Travel and Meetings	0.00	1,808.33	1,808.33	100.0 %
TOTAL Travel and Meetings	0.00	1,808.33	1,808.33	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	0.00	79.17	79.17	100.0 %
TOTAL Memberships and Subscriptions	0.00	79.17	79.17	100.0 %
Safety				
Safety	109.98	135.83	25.85	19.0 %
TOTAL Safety	109.98	135.83	25.85	19.0 %
Other Expenses				
Other Expense	240.00	375.00	135.00	36.0 %
TOTAL Other Expenses	240.00	375.00	135.00	36.0 %
TOTAL Operating Expenses	110,717.23	131,010.56	20,293.33	15.5 %
***** OPERATING INCOME (LOSS)	(110,717.23)	(131,010.56)	20,293.33	15.5 %
***** NET INCOME (LOSS)	(110,717.23)	(131,010.56)	20,293.33	15.5 %
***** NET INCOME (LOSS)	(110,717.23)	(131,010.56)	20,293.33	15.5 %

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

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	51,033.47	40,526.56	(10,506.91)	-25.9 %
TOTAL Salaries and Payroll Taxes	51,033.47	40,526.56	(10,506.91)	-25.9 %
General and Administrative				
<i>General and Administrative</i>	15,344.05	0.00	(15,344.05)	
TOTAL General and Administrative	15,344.05	0.00	(15,344.05)	
Operating Supplies				
<i>Operating Supplies</i>	956.27	708.33	(247.94)	-35.0 %
TOTAL Operating Supplies	956.27	708.33	(247.94)	-35.0 %
Contract Services				
<i>Contract Services</i>	97.13	0.00	(97.13)	
TOTAL Contract Services	97.13	0.00	(97.13)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	519.67	358.33	(161.34)	-45.0 %
TOTAL Repairs and Maintenance	519.67	358.33	(161.34)	-45.0 %
Utilities				
<i>Utilities</i>	108.74	0.00	(108.74)	
TOTAL Utilities	108.74	0.00	(108.74)	
Safety				
<i>Safety</i>	0.00	83.33	83.33	100.0 %
TOTAL Safety	0.00	83.33	83.33	100.0 %
TOTAL Operating Expenses	68,059.33	41,676.55	(26,382.78)	-63.3 %
***** OPERATING INCOME (LOSS)	(68,059.33)	(41,676.55)	(26,382.78)	-63.3 %
***** NET INCOME (LOSS)	(68,059.33)	(41,676.55)	(26,382.78)	-63.3 %

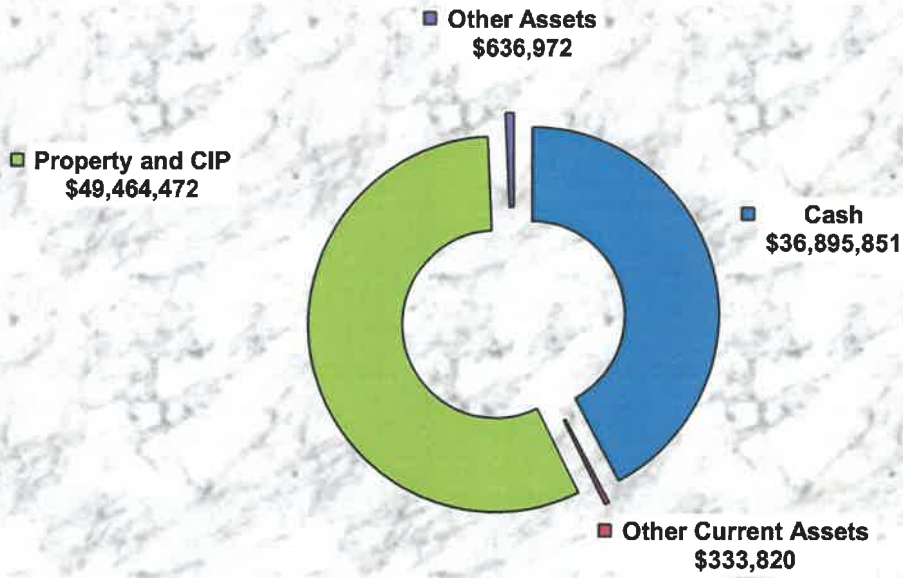
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, July 2020 - current month, Consolidated by
account, Department 9*

	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	570.00	708.33	(138.33)	-19.5 %
TOTAL Income	<u>570.00</u>	<u>708.33</u>	<u>(138.33)</u>	-19.5 %
*****	<u>570.00</u>	<u>708.33</u>	<u>(138.33)</u>	-19.5 %
***** OPERATING INCOME	<u>570.00</u>	<u>708.33</u>	<u>(138.33)</u>	-19.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	370.77	448.59	77.82	17.3 %
TOTAL Salaries and Payroll Taxes	<u>370.77</u>	<u>448.59</u>	<u>77.82</u>	17.3 %
Operating Supplies				
Operating Supplies	0.00	208.33	208.33	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>208.33</u>	<u>208.33</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	291.67	291.67	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>291.67</u>	<u>291.67</u>	100.0 %
TOTAL Operating Expenses	<u>370.77</u>	<u>948.59</u>	<u>577.82</u>	60.9 %
***** OPERATING INCOME (LOSS)	<u>199.23</u>	<u>(240.26)</u>	<u>439.49</u>	182.9 %
***** NET INCOME (LOSS)	<u>199.23</u>	<u>(240.26)</u>	<u>439.49</u>	182.9 %
***** NET INCOME (LOSS)	<u>199.23</u>	<u>(240.26)</u>	<u>439.49</u>	182.9 %

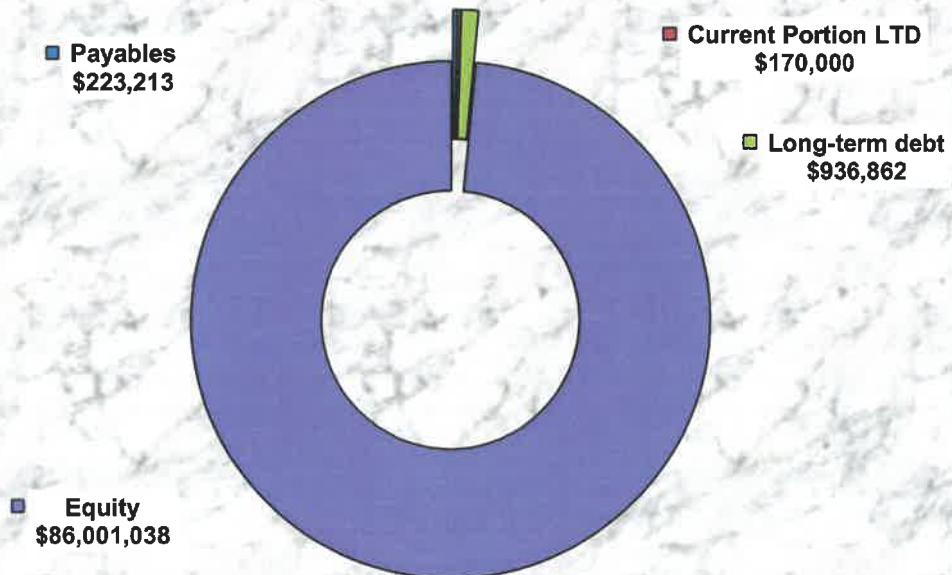
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, July 2020 - current month, Consolidated by
account, Department 10

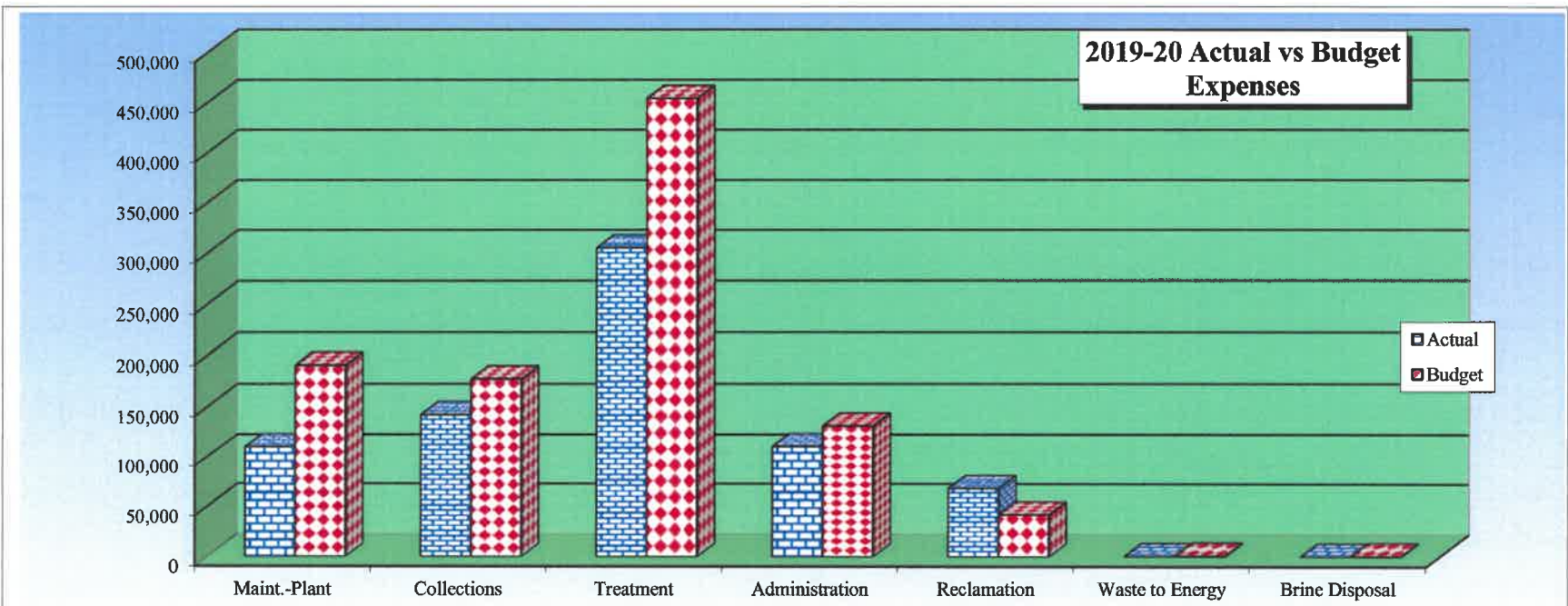
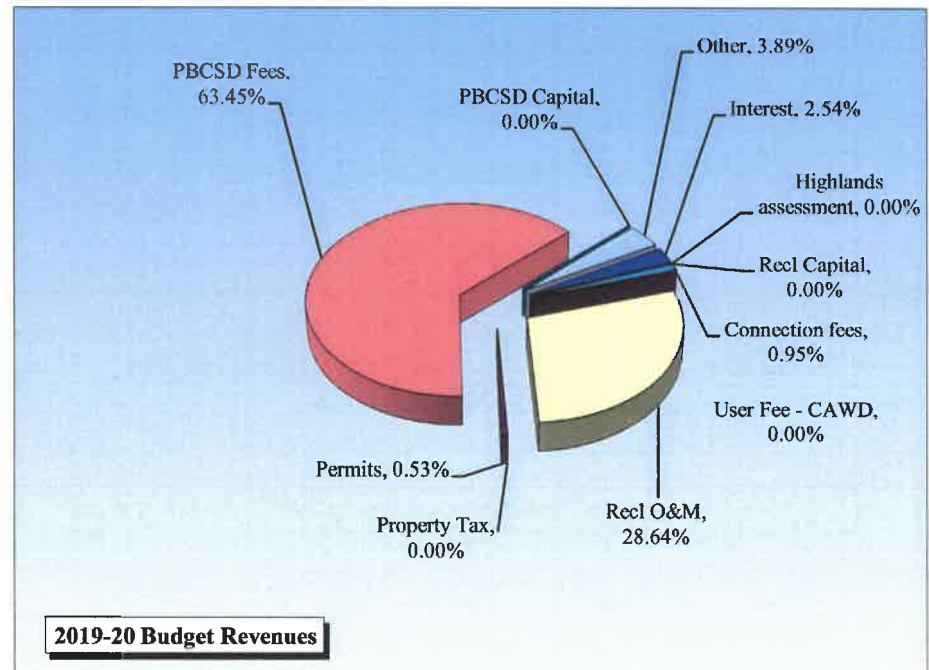
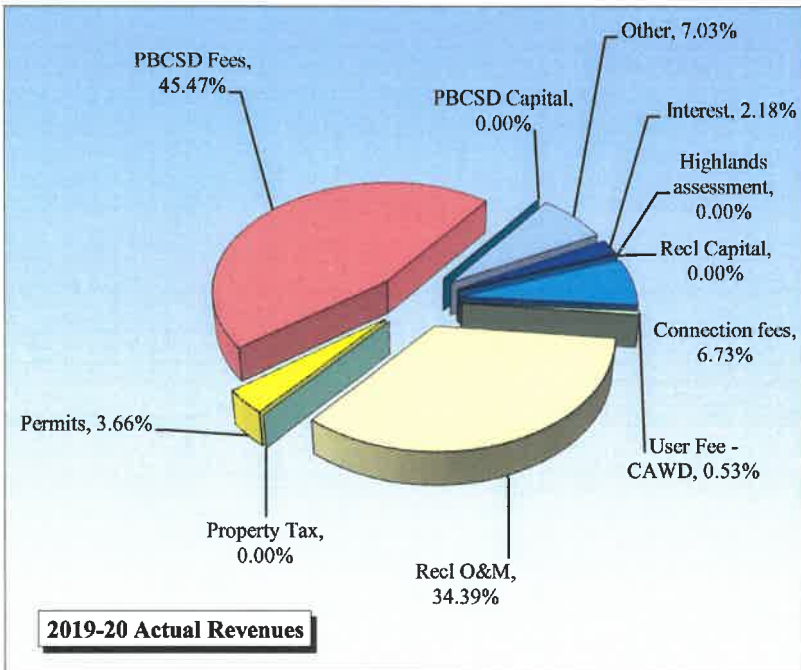
	<i>1 Months Ended July 31, 2020</i>	<i>1 Months Ended July 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	12,340.68	5,416.67	6,924.01	127.8 %
TOTAL Income	<u>12,340.68</u>	<u>5,416.67</u>	<u>6,924.01</u>	127.8 %
*****	<u>12,340.68</u>	<u>5,416.67</u>	<u>6,924.01</u>	127.8 %
***** OPERATING INCOME	<u>12,340.68</u>	<u>5,416.67</u>	<u>6,924.01</u>	127.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	157.00	157.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>157.00</u>	<u>157.00</u>	100.0 %
Operating Supplies				
Operating Supplies	0.00	125.00	125.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>125.00</u>	<u>125.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	375.00	375.00	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>375.00</u>	<u>375.00</u>	100.0 %
TOTAL Operating Expenses	<u>0.00</u>	<u>657.00</u>	<u>657.00</u>	100.0 %
***** OPERATING INCOME (LOSS)	<u>12,340.68</u>	<u>4,759.67</u>	<u>7,581.01</u>	159.3 %
***** NET INCOME (LOSS)	<u>12,340.68</u>	<u>4,759.67</u>	<u>7,581.01</u>	159.3 %
***** NET INCOME (LOSS)	<u>12,340.68</u>	<u>4,759.67</u>	<u>7,581.01</u>	159.3 %

Assets - July 31, 2020



Liabilities - July 31, 2020





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

	BEG BAL	JUL	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		16,900	16,900	16,900	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		(5,633)	(5,633)	(5,633)	0	NA
		11,267	11,267	11,267	0	NA
<i>Total Capital Purchases 20-21</i>						

Carmel Area Wastewater District
Capital Expenditures
2020-21

	BEG BAL	JUL	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	198,094	0	0	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	0	0	226,536	185,445	NA
Hatton Canyon Trail	262,992	0	0	262,992	0	NA
Pump Stations-SCADA	456,446	2,990	2,990	459,436	0	NA
Hatton Canyon Pipeline Bursting	270,853	4	4	270,857	1,450,000	0.00%
Upper Rancho Canada Pipe Relocation	62,991	49	49	63,040	1,760,000	0.00%
Rio Road CIPP Lining Project	129,163	11,668	11,668	140,831	1,340,000	0.87%
<u>Treatment</u>						
#1 Water System Pipeline Corrosion-unbudgeted	4,370	0	0	4,370	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<i>Total CIP Projects 20-21</i>	1,611,445	14,711	14,711	1,626,156	4,735,445	0.31%

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

	BEG BAL	JUL	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Perimeter Fencing	3,000	0	0	3,000	3,000	NA
Outfall Crossing rehabilitation	291,418	0	0	291,418	0	NA
Microturbine/Gas Conditioning System	16,506	13,429	13,429	29,935	45,000	29.84%
Secondary Clarifier #1 Rehab	281,511	0	0	281,511	0	NA
Microturbine	0	0	0	0	0	NA
Mainsaver Inventory Module (RECL 33%)	80,978	0	0	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,347	0	0	869,347	906,000	NA
SCADA Programming	124,715	2,240	2,240	126,955	0	NA
Digester No. 1 & No. 2 Cleaning	309,288	1,044	1,044	310,332	0	NA
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	6,274	6,274	25,476	35,000	17.92%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
RECL share		0	0	0	(36,240)	NA
PBCSD share (1/3 of cost)		(7,662)	(7,662)	(7,662)	(333,253)	2.30%
<i>Total Long Term CIP Projects 20-21</i>	2,020,650	15,325	15,325	2,035,975	666,507	2.30%
Total Capital (net of RECL and PBCSD)	3,632,095	41,302	41,302	3,673,397	5,401,952	0.76%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Operating Supplies	-113.00%	Timing difference, hand tools and general supplies.
Memberships and Subscriptions	-430.00%	Timing difference. Small dollar amounts.

Collections

Truck and Auto Expenses	-11.80%	Insurance underbudgeted.
General and Administrative	-15.00%	Insurance underbudgeted.
Memberships and Subscriptions	-7.20%	Timing difference. Small dollar amounts.

Treatment

Truck and Auto Expenses	-230.10%	Insurance underbudgeted. Small dollar amounts.
Office Expense	-16.80%	Timing difference, computer and equipment.
Safety	-100.90%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-11.20%	Underbudgeted.
Repairs and Maintenance	-346.40%	Timing difference. Electrical work on building.

Waste to Energy

Brine Disposal

District Obligations:

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

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: August 27, 2020
 SUBJECT: Monthly Report – July

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in July	34
Total Fees	\$5,695.00

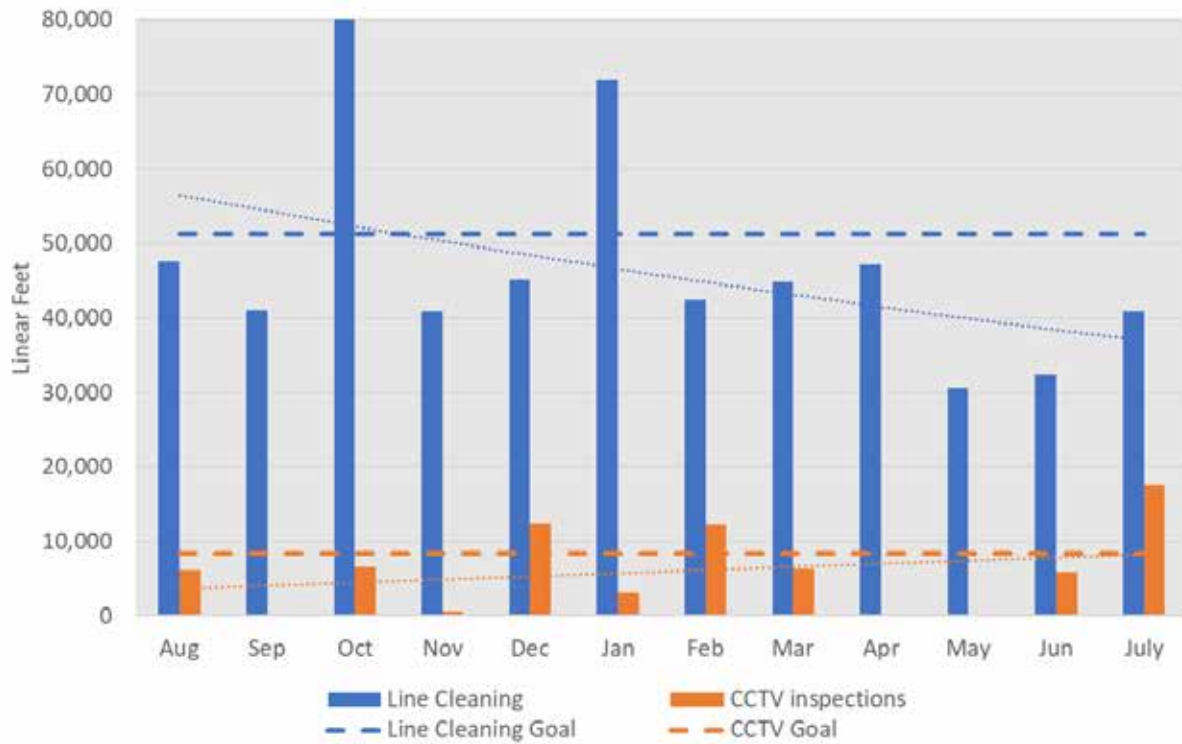
Maintenance

Attached is a map of the locations cleaned in the past three months. There has been a total of 47,393 feet of Closed-Circuit Television (CCTV) sewer line inspections performed in 2020 (see CCTV map), 17,583 feet of inspections were performed during the month of July.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
July	40,918 ft.	9.95%	6 – 10 inches
June	32,296 ft.	7.85%	6 - 15 inches
May	30,539 ft.	7.43%	6 – 12 inches

12 Month Line Cleaning and CCTV Graph



CCTV and Line Cleaning Progress

	Target Amount (Linear Feet)	Actual Complete (Linear Feet)	Average per Month (Linear Feet)	Remaining (Linear Feet)	Time Remaining (Months)	Required per Month (Linear Feet)
CCTV	408,672 (from 2018 to 2023)	116,583	3,760	292,089	35 Months	8,345
Line Cleaning	615,000 (in 2020)	320,562	45,794	294,438	5 Months	58,887

Construction Activities

- Construction completed in July for the Rio Road CIPP Lining project (Project ID #19-07). This project went very well and was completed on time. A small punch list is still waiting for completion.
- Construction on Hatton Canyon Pipeline Replacement project (Project ID #18-17) continued thru July and is anticipated to last through August.

Staff Development

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

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 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
7/18/2020	11:35 AM	Odor Complaint	Call by homeowner for a complaint about an odor from the Districts sewer line. Staff located a manhole next to a farm field that was propped open. Staff closed the manhole lid and followed up with the homeowner and the farm workers to keep the lid closed. Staff will continue to monitor this location.

USA Location Requests – 121

Plumbing permit inspections – 41

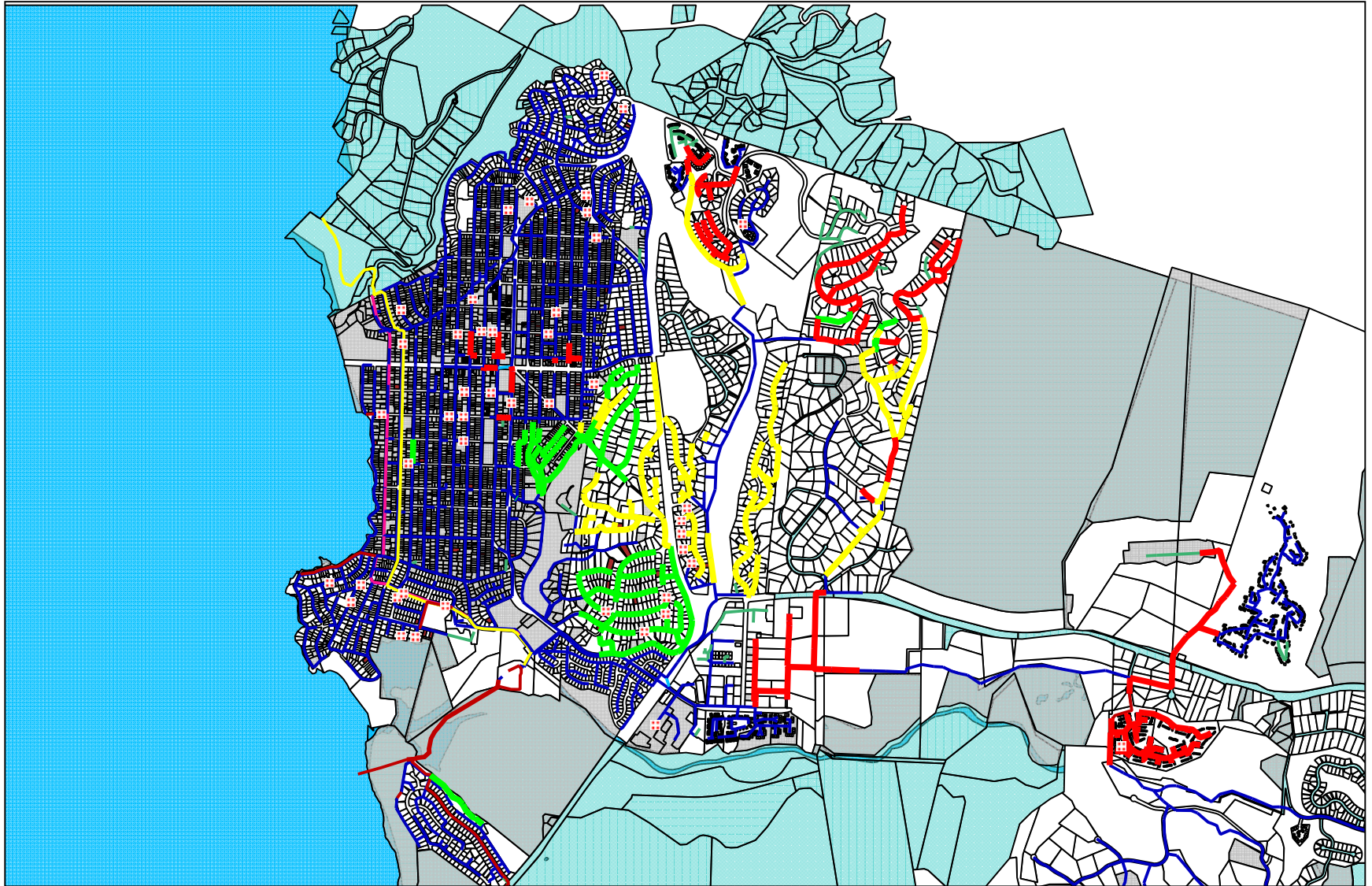
Private Sewer Lateral Compliance Certificates Issued – 40

FUNDING

N/A

July (Red)	40,918 feet
June (Yellow)	32,296 feet
May (Green)	30,539 feet

Monthly Cleaning Map

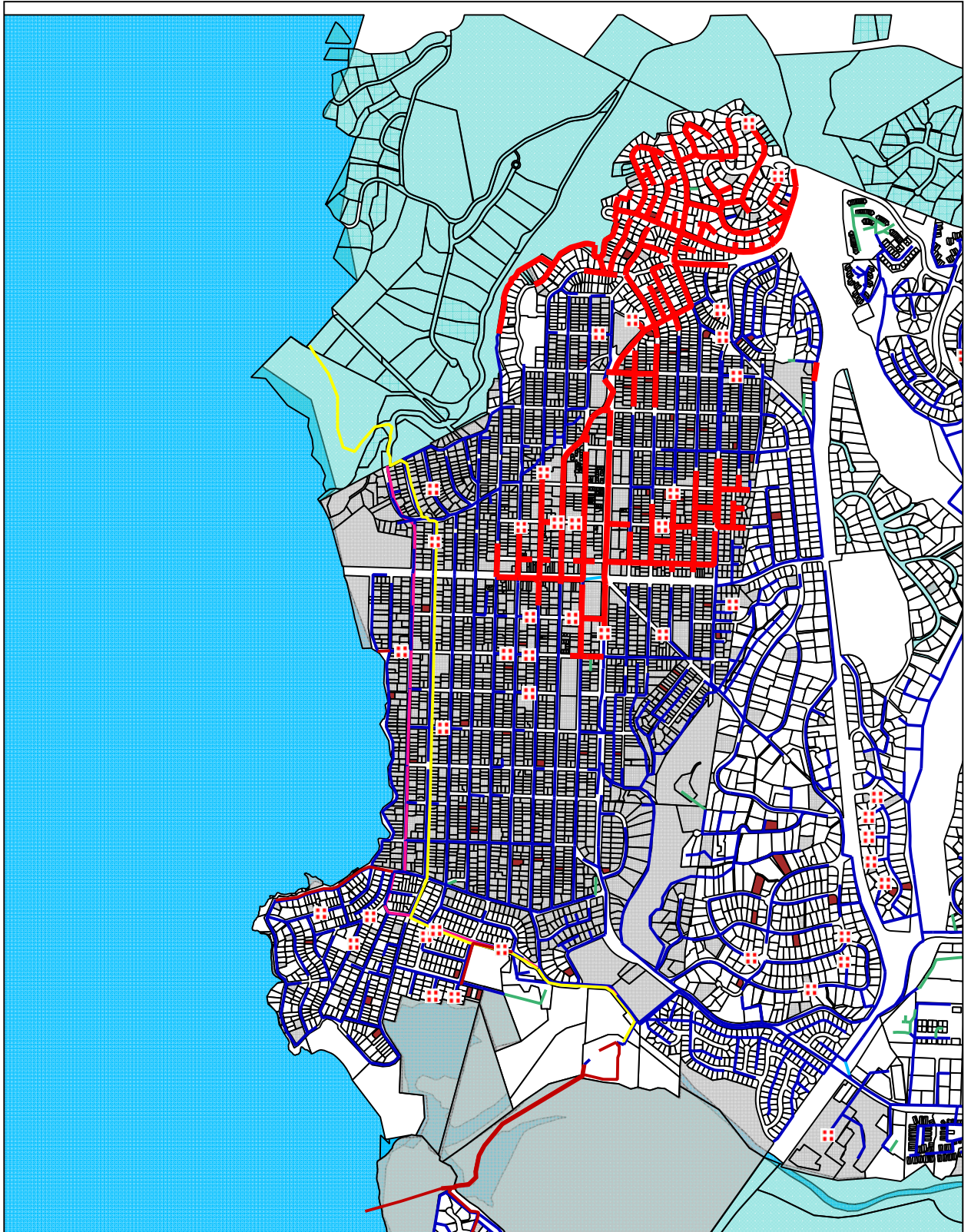


RedZone[®]
ROBOTICS

8/11/2020



2020 Year to date CCTV map



RedZone[®]
ROBOTICS

8/11/2020



STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: August 27, 2020

Subject: Monthly Safety Report (for July 2020)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- COVID-19 Safety- In July, Operations resumed staggered shifts for half of the Operations crew. The goals are to facilitate social distancing and to prevent the entire Operations crew from simultaneously being exposed to COVID-19 from a coworker. Also, potential exposures between Lab and Operations personnel were reduced in two ways. First, the settleometer and microscope equipment were moved to a separate building rather than having operations staff enter the lab to complete tests using that equipment. Second, the operators now leave wastewater samples outside the lab rather than entering the building.
- July 1- Tailgate training. Daryl Lauer, Collections Superintendent, gave a presentation on hearing protection. Hearing Personal Protective Equipment (PPE) is located throughout the site and especially near high-level noise sources. He emphasized that hearing loss is both cumulative and permanent so workers should not assume loud, but short, exposures do not cause damage.
- July 8- Tailgate training. Chris Foley, Maintenance Superintendent, gave a presentation on COVID-19 case response scenarios. The scenarios were based on Attachment C in the District's latest COVID-19 Risk Mitigation and Response Plan (approved June 25 by the Board of Directors). The goal was to give staff some practical examples of how a case or exposure would be addressed.

- July 15- Tailgate training. Daryl Lauer, Collections Superintendent, gave a presentation on the various forms of eye protection. PPE for eye safety is readily available, and all crews have access to safety glasses, safety goggles, face shields and full masks. He reminded everyone to pick the right PPE for the task at hand.
- July 30- Mark Dias, Safety and Regulatory Compliance Administrator (S/C Admin), presented on the range of masks and respirators in use during the COVID-19 pandemic. The typical “masks” used by the public -- and by our staff for routine interactions -- should be seen as only an improvised form of protection. While they are better than nothing, their effectiveness depends greatly on the material and shape/style. Reliance on these improvised masks was a fallback position because N95 respirator masks were unavailable. However, the District now has an adequate supply of N95 respirator masks. N95 masks will now be required when work must be conducted within 6 feet of another employee or employees must be in a vehicle together. Additionally, fitted respirators with P100 filters were previously assigned to each person at the plant. Workers can expect to be required to don their P100 units under certain settings where close contact cannot be avoided. These settings include: high exertion tasks within six feet of other workers, indoor contact longer than 15 minutes and for close contact (within 3 feet) such as in confined spaces. P100 filters can be reused many times and should not be considered disposable.

Ongoing Safety Improvements

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

- **Installation of fixed ammonia monitor and alarm.** On the south side of the Tertiary building there is an outdoor 2,000-gallon aqueous ammonia tank. This stores the 19% ammonia solution used in the secondary and tertiary disinfection processes. While the tank is located outside, the pumps to distribute the solution are located inside. In the event of a line break or leak, ammonia fumes could quickly fill the room. Under typical conditions a leak is highly unlikely. However, an earthquake or accident could damage or separate these plastic pipelines. Without a fixed ammonia monitor an employee could enter the building and be exposed. Also, ammonia fumes are highly corrosive to many metals and could damage copper electrical components in a matter of hours. The meter alarm will be tied into SCADA which will inform operators of a leak and to not enter the building. If indicated, the Haz Mat Response Team would be assembled and would address the incident as needed. During last September’s Safety Weeks, the response team conducted a full, live field training which simulated a large indoor ammonia leak inside the Tertiary building.

Tours and Outreach

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

Injuries; first aid responses; worker compensation claims

There were no Workers Comp claims in July. There was one first aid injury where an operator sprained a knuckle on his middle finger while handling a heavy pipe. The incident was reported but no additional medical care was needed, and the worker returned to work without further complications. The updated tracking matrix is below.

	Work Related Injuries and Illnesses for 2020 Reporting Year				
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	1*	0	5	0
First Aid (non-OSHA)	1	8	0	0	0

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

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: July 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.504	0.814	0.698	0.884	68.539	183.12	561.72
PBCSD Flow	11.707	0.378	0.341	0.439	31.461	107.19	328.79
Total Plant Flow	37.211	1.192	1.039	1.323	100.00	290.31	890.51
Tertiary Flow	32.631	1.043	0.942	1.225	87.692	159.46	489.14
Ocean Discharge	4.706	0.152	0.111	0.232	12.647	144.24	442.47
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

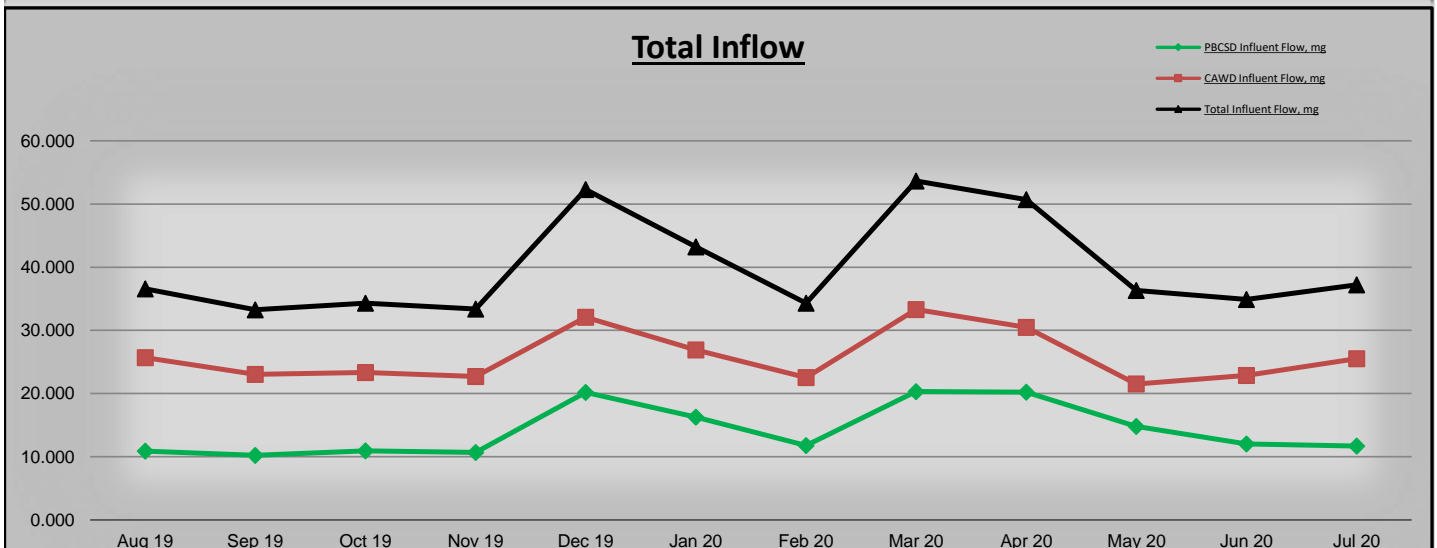
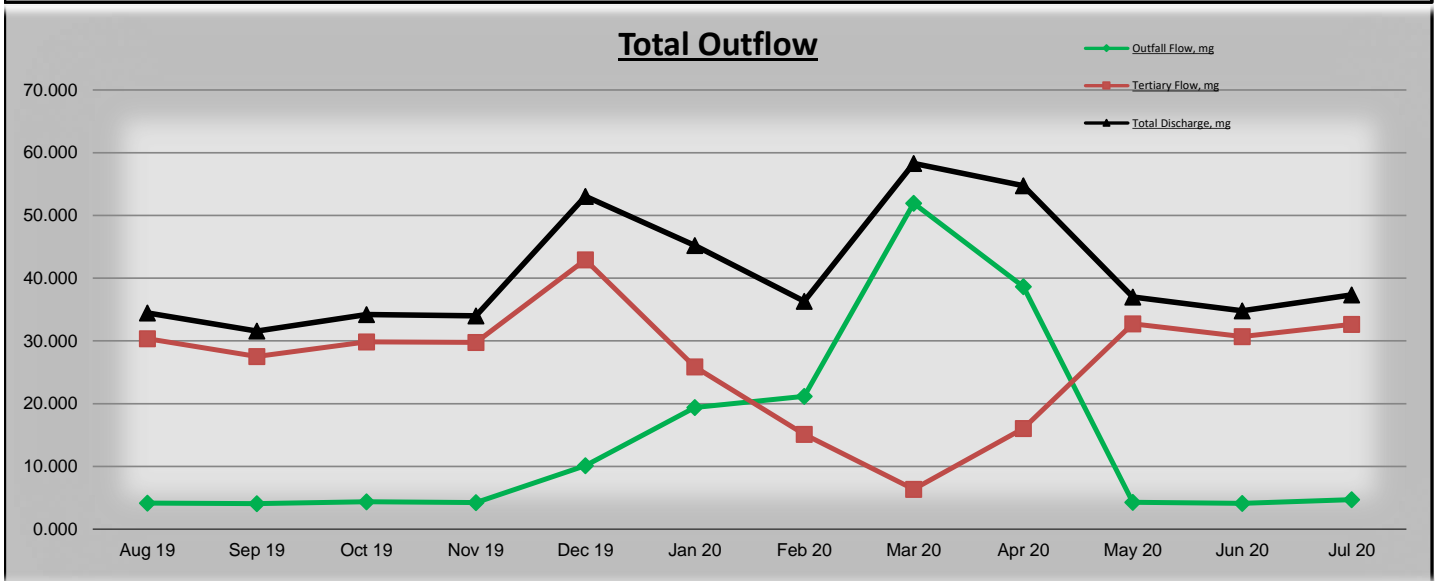
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

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

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

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



Wastewater Treatment Facility Operations Report

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

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

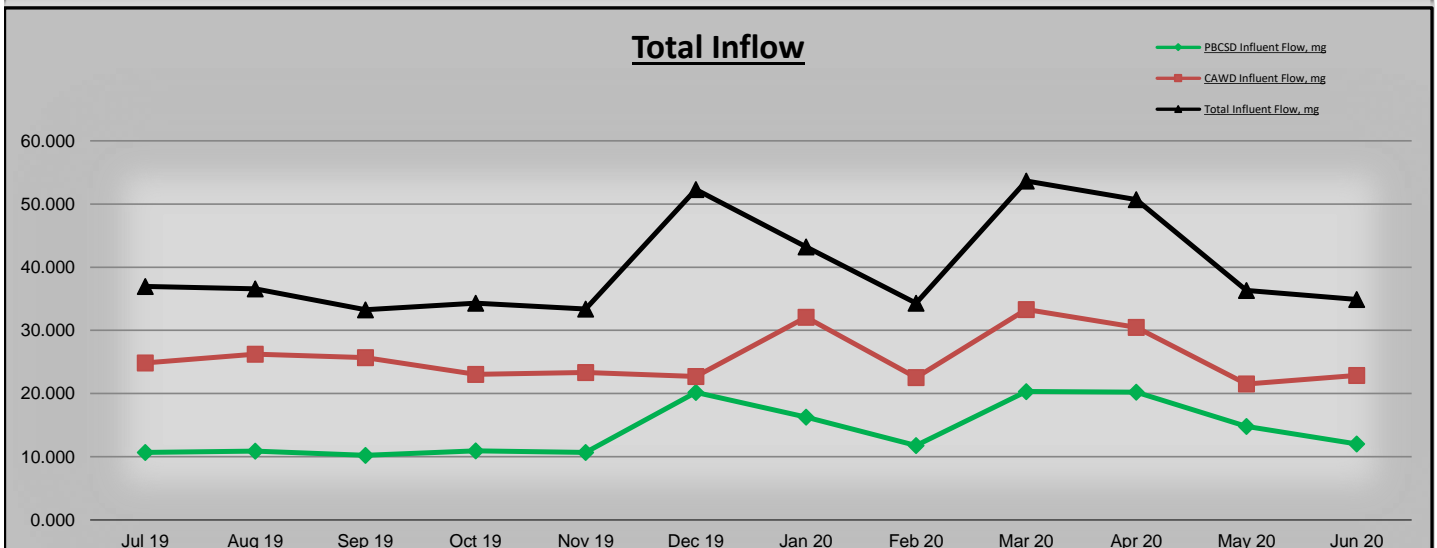
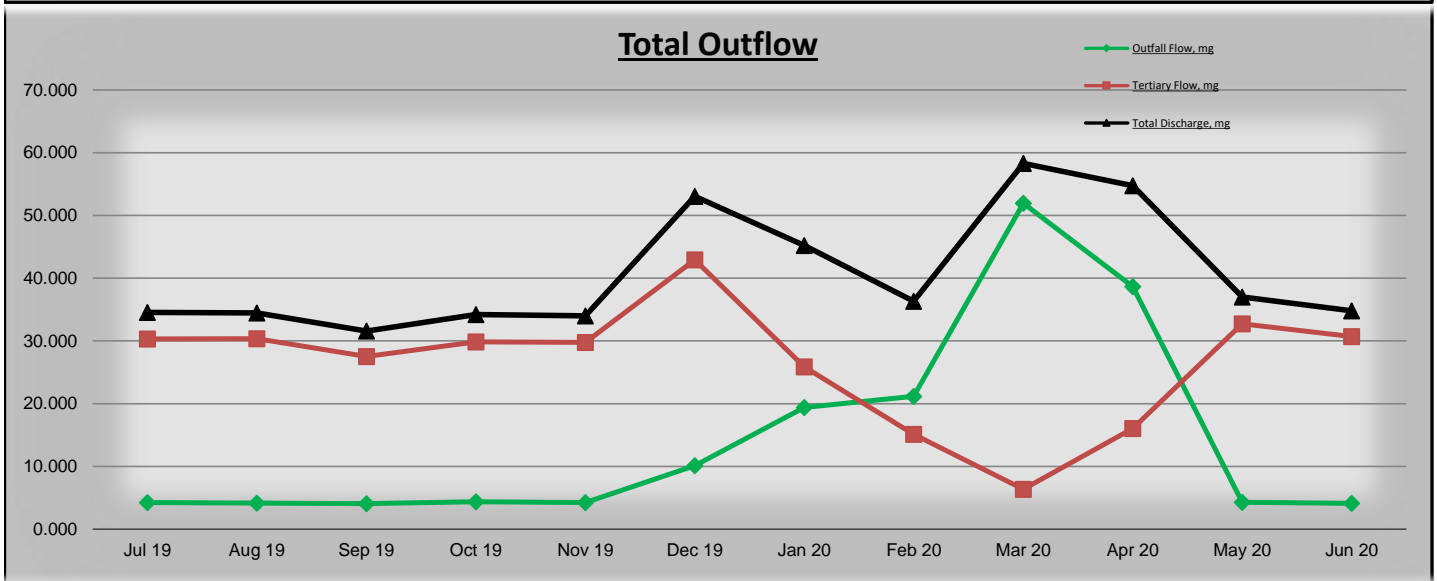
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

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

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

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



Wastewater Treatment Facility Operations Report

Report for: May 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	21.512	0.694	0.682	0.727	59.211	134.76	413.38
PBCSD Flow	14.819	0.478	0.421	0.542	40.789	83.45	255.98
Total Plant Flow	36.331	1.172	1.103	1.269	100.00	218.21	669.36
Tertiary Flow	32.746	1.056	0.944	1.250	90.132	96.14	294.90
Ocean Discharge	4.270	0.138	0.112	0.175	11.753	135.44	415.47
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	96.14MG (294.90acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.33 BG (25.56 K acre-ft.)
12 Month Rolling Total Reclamation Production	318.02 MG (976.00 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	May '20 kWh	Price per kWh	May'20	Apr'20	Mar'20	Feb'20
Secondary	135,560.00	\$ 0.157	\$ 21,232.48	\$ 21,602.61	\$ 19,707.50	\$ 18,265.49
Blowers	50,662.48	\$ 0.152	\$ 7,702.30	\$ 6,421.56	\$ 5,977.29	\$ 6,492.59
CAWD Total	186,222.48		\$ 28,934.78	\$ 28,024.17	\$ 25,684.79	\$ 24,758.08
Tertiary	84,478.96	\$ 0.164	\$ 13,831.71	\$ 7,122.08	\$ 6,937.62	\$ 7,232.74
MF/RO	94,986.00	\$ 0.179	\$ 16,962.10	\$ 13,226.56	\$ 4,173.84	\$ 7,181.05
Reclaim Total	179,464.96		\$ 30,793.81	\$ 20,348.64	\$ 11,111.46	\$ 14,413.79
Adjusted Monthly Totals (1)	CAWD Total		\$ 17,935.40	Reclamation Total		\$ 41,793.19

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

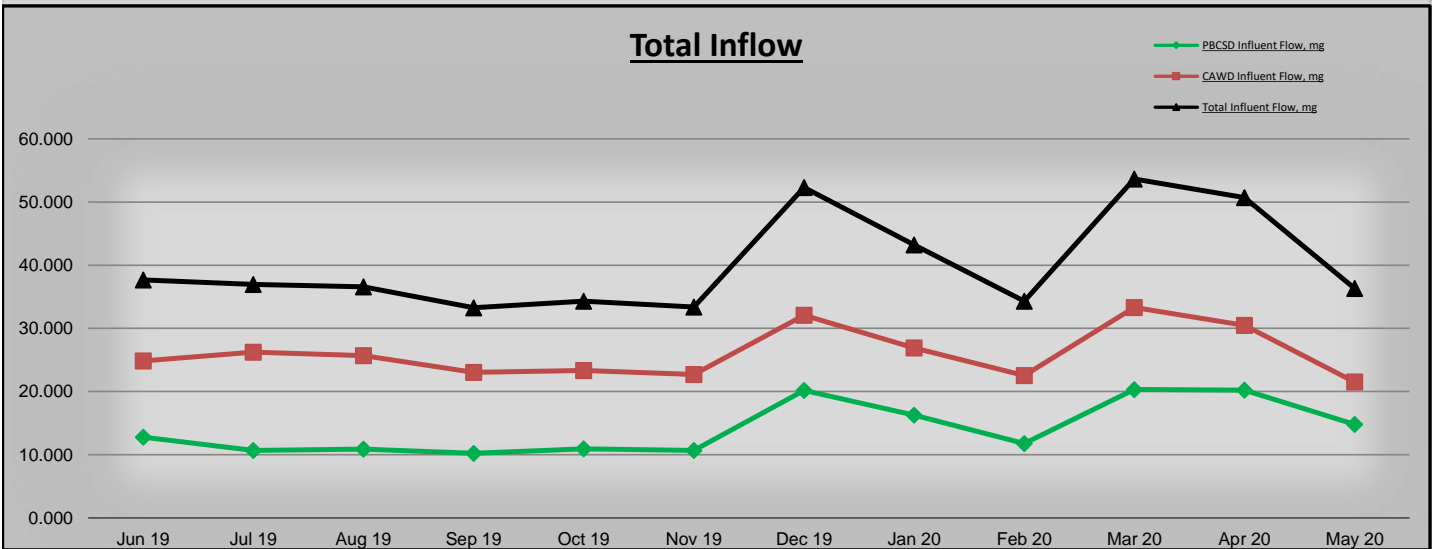
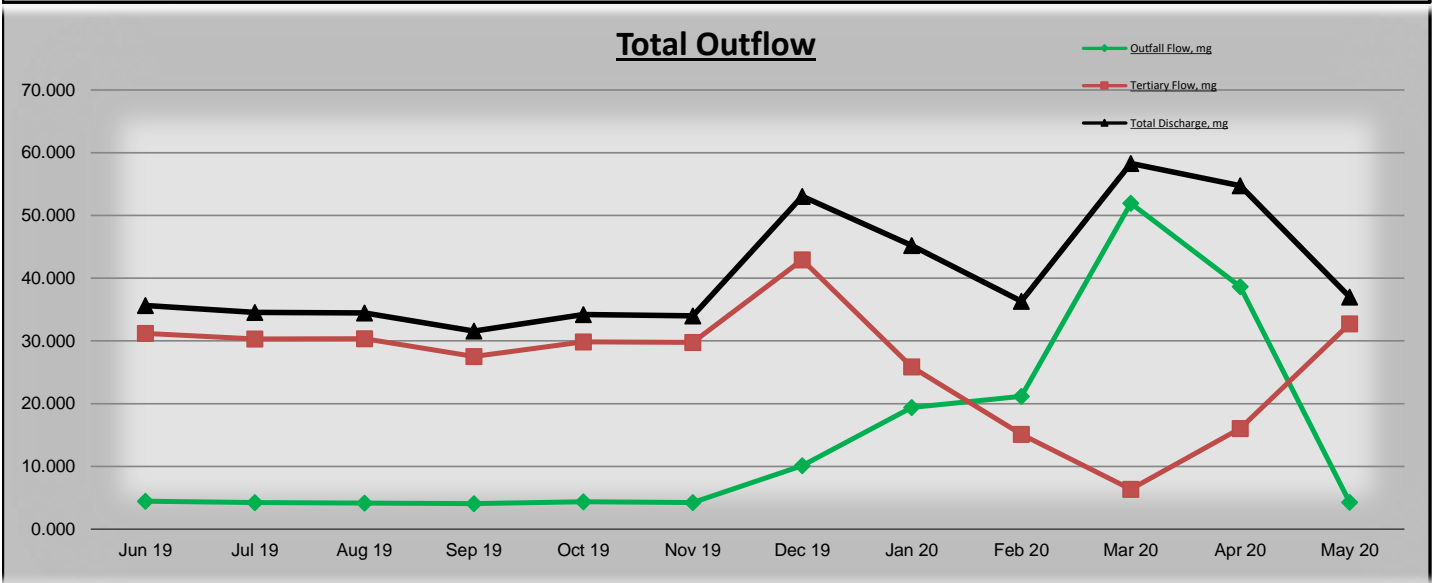
MICROTURBINE SUMMARY

Month	May '20 kWh	Apr '20	Mar'20	Feb'20	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



STAFF REPORT

To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: August 27, 2020

Subject: Monthly Report – July 2020



RECOMMENDATION

Receive Report - Informational only; No action required

DISCUSSION

LABORATORY REPORT

- The laboratory schedule has changed to two shifts for the laboratory (Day shift hours 07:00-15:15 and Swing shift hours 15:30-23:00). This will be the schedule until further notice. The weekend schedule remains the same rotation schedule 07:00-11:00.
- The laboratory staff has been sending Carmel Area Wastewater (CAWD) Influent 24-hour composite samples weekly to Biobot for COVID-19 analysis. On July 7, 2020, Mr. De Ocampo contacted Biobot to request testing for a single sample from the Tertiary Filtered Effluent composite, the purpose being to determine if COVID-19 can be detected in the reclaimed water. The Tertiary Filtered Effluent sample was sent to Biobot on July 12, 2020 and the results were Non-Detect.
- CAWD Final Effluent quarterly samples (Final Effluent and Biosolids) were sent out to Fruit Growers Laboratory (FGL).
- On July 13, 2020, Mr. De Ocampo received an email from the California State Water Resources Control Board notifying Carmel Area Wastewater District Order WQ 2020-0015-DWQ to begin to monitor the presence of Per- And Polyfluoroalkyl Substances (PFAS) in our Influent, Effluents and Biosolids. Mr. De Ocampo will be researching into the required laboratory analysis and reporting.

ENVIRONMENTAL COMPLIANCE REPORT

- On July 1, 2020, Mr. Waggoner notified Mr. De Ocampo that Source Control Inspections will be stopped due to the increase in cases of COVID-19 in Monterey County. There will be only one dedicated person to perform inspections in an emergency or if the Collections Department needs a source control inspector to check in with a restaurant. Mr. De Ocampo advised Mr. Waggoner that there are two follow-up inspections scheduled.
- The follow-up inspections for The TreeHouse Café and Mission Bistro were compliant. The grease traps had been cleaned out.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
The Tree House Cafe	Yes	Excessive Grease	Warning issued, follow up inspection compliant
Mission Bistro	Yes	Excessive Grease	Warning issued, follow up inspection compliant

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
May 2020	No inspections	100%
June 2020	92%	100%
July 2020	100%	100%

FUNDING

N/A - Informational item only

OTHER

The Biobot COVID-19 sampling results are posted on the CAWD website.

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

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
18-16		Highlands H2S Control	Lauer	4/16/18	6/30/20	\$0	\$0	Installation of Long Term CN9 Dosing Equipment						
18-17	1623.000	Hatton Canyon Pipeline Replacement Project	Lather	5/23/18	10/15/20	\$1,450,000	\$1,720,853	Substantially Complete / Punchlist / Restoration						
19-07	1628.000	Rio Road CIPP Lining Project	Lather	7/1/19	8/28/20	\$1,340,000	\$1,469,163	Construction Substantially Completed						
19-03	1586.000	Carmel Meadows Gravity Sewer Improvements	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	Working on Final Design & Environmental Documents/Permits						
19-13	1625.000	Upper Rancho Canada Pipe Realignment	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Design						
20-04	6799.005	Collections COVID Improvements	Foley	7/1/20	7/1/21	\$50,000	\$50,000	Implementation						
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	12/10/21	\$0	\$0	Design by Owner Construction Planned Upon Completion of 19-09						
		Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	7/7/23	\$100,000	\$600,000	Inactive						
		Scenic Rd Pipe Bursting - Ocean to Bay	Lather	7/7/22	7/7/23	\$200,000	\$1,400,000	Inactive						
		Assessment Districts/Annexations	Lather	8/2/18	1/29/21									
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	1/29/21	\$0	\$50,000	LAFCO Application						
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	1/29/21	\$0	\$0	Circulating Petition						
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	1/29/21	\$0	\$0	Pending Annexation						
19-04		Carmel Highlands Sewer Collection System Expansion - Yankee Point and Otter Cove	Lather	5/13/20	1/29/21	\$0	\$55,000	On Hold						
		Administration Projects												
20-01	1633.000	Administration Building COVID Control Improvements	Treanor/Foley	6/9/20	12/22/20	\$75,000	\$75,000	Design/Procurement						



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:		Coastal Commission and Tribal Review
Project Description:		The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$10,616,000	\$869,347
Financial:	FY Budget:	FY Spent:
	\$2,905,000	\$0
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Cutover Coordination	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for 2020 through 2021 	
Consultants:	Kennedy/Jenks Consultants (Design Engineer)	
Contractor:	TBD	

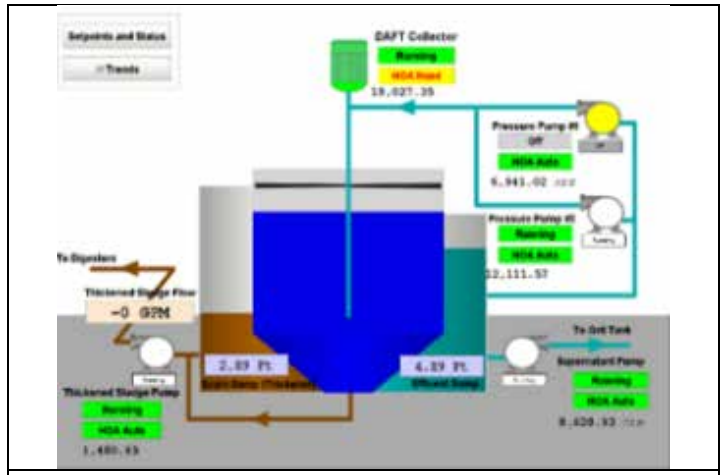


Photo: DAFT SCADA Overview

Project Number:		18-05
Project Name:		Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project
Project Location:		Wastewater Treatment Plant
Project Manager:		Foley
Status:		RFP for New Integrator
Project Description:		During the Phase 1 project a new SCADA software package from Inductive Automation was installed in parallel with the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$364,715	\$126,954
Financial:	FY Budget:	FY Spent:
	\$240,000	\$2,240
Reclamation Share:	Partial Reclamation	
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in 2020 SCADA screens will be revised for equipment that is replaced during Mechanical and Electrical Rehabilitation Project 	
Consultants:	Informative Controls	



Photo: Old Digester No. 2

Project Number:	18-07	
Project Name:	Digester No. 1 & Old Digester No. 2 Purging and Cleaning	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2	
Project Description:	Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 will be drained by staff to minimize cost of the project.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$317,250	\$310,332
Financial:	FY Budget:	FY Spent:
	\$0	\$1,044
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Unknown quantity of debris in Digester No. 1	
Schedule:	<ul style="list-style-type: none"> Digester 1 complete Digester 2 to be cleaned by Ops in Summer 2020 	
Contractor:	Synagro WWT	



Photo: Example Trailer Standby Generator

Project Number:	18-08	
Project Name:	Standby Power Reliability Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Treanor/Foley	
Status:	Pending Purchase Award	
Project Description:	This project involves purchasing a trailer mounted 500kW generator to serve as a full back up to the existing standby system in case the existing 500kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and only powers only half the main Switchgear).	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$469,202	\$25,475
Financial:	FY Budget:	FY Spent:
	\$450,000	\$6,273
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	N/A	
Schedule:	<ul style="list-style-type: none"> Design to be completed in 2019 Construction anticipated for 2020 	
Consultants:	Beecher Engineering	
Contractor:	TBD	



Photo: Existing Gas Conditioning System

Project Number: 18-11		
Project Name: Microturbine Integration Project		
Project Location: Wastewater Treatment Plant		
Project Manager: Treanor/Foley		
Status: Online – Further Optimization		
Project Description:	Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$676,000	\$34,209
Financial:	FY Budget:	FY Spent:
	\$100,000	\$13,428
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	Complexity of System	
Schedule:	<ul style="list-style-type: none"> Pre-Design to be completed in 2019/2020 Final Design to be completed in 2020/2021-Construction anticipated for 2021 	
Consultants:	Frisch Engineering (programming)	
Contractor:	TBD	



Photo: View H2S damage to Calle La Cruz wet well

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

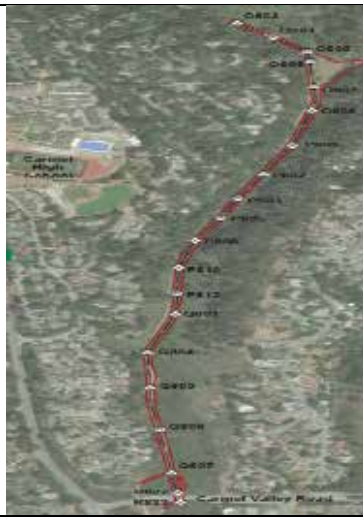


Photo: View of the sewer lines to be replaced in Hatton Canyon

Project Number:	18-17	
Project Name:	Hatton Canyon Pipeline Replacement	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Substantially Complete / Punchlist / Restoration	
Project Description:	Replace 5,570 linear ft. of 60-year old 8" vitrified clay, bell & spigot pipeline within Hatton Canyon. Experienced over 3 spills in the past 20 years due to flooding. Replace with 10" butt welded HDPE pipe that will be watertight & anchored into upgraded manholes. This is designed to eliminate future spills.	
Department:	Collection	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,720,853	\$270,856
Financial:	FY Budget:	FY Spent:
	\$1,450,000	\$4
Other Entities:	State Parks; Fish & Wildlife, Army Corps, FEMA, CalOES	
Permits Required:	State Parks Easement, Army Corps, U.S. Fish & Wildlife, State Fish & Wildlife, and Monterey County Encroachment Permit.	
Challenges:	The project is located within a State Parks easement along the west bank of Hatton Creek. Existing access road is surrounded by riparian habitat.	
Schedule:	Work required to be completed between June – October 2020.	

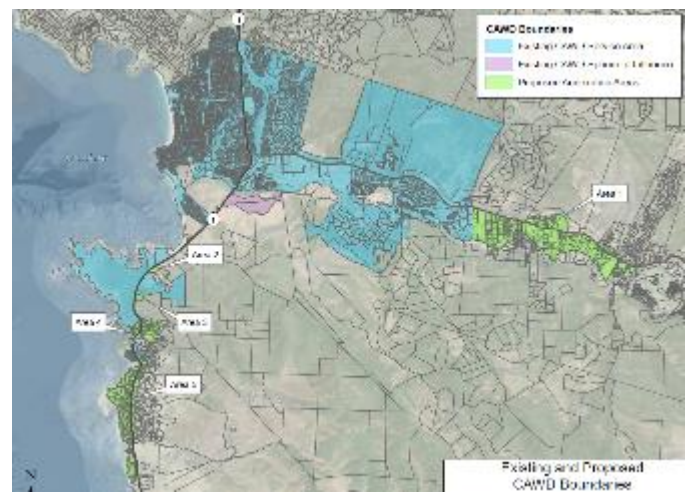


Photo: Areas of Potential Annexation

Project Number:	18-21,19-04,19-05,19-08,19-09	
Project Name:	2020 CAWD Sphere Of Influence (SOI) Amendment & Annexation Proposal	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	LAFCO Application	
Project Description:	The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$49,000
Financial:	FY Budget:	FY Spent:
	\$0	\$0
** No Budget included for Annexations b/c costs will be recouped through annexation fees.		
Permits Required:	Environmental Review, LAFCO Annexation Approval	
Challenges:	#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.	
Schedule:	Apply for LAFCO Annexation in August 2020.	
Consultant:	Denise Duffy & Associates	



Photo: Existing totes used for Sulfuric Acid storage and Feed

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



Photo: Eucalyptus trees on South Side of Treatment Plant

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



Photo: Old Flood Door in Headworks Basement

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

PRE-TREATMENT ORDINANCE
2020-XX

CARMEL AREA WASTEWATER DISTRICT

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



Photo: View gravity pipe in Carmel easement

Project Number:	19-03	
Project Name:	Carmel Meadows Gravity Sewer Improvements	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Working on Final Design & Environmental Documents/permits	
Project Description:	The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,259,102	\$226,536
Financial:	FY Budget:	FY Spent:
	\$185,445	\$0
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
Schedule:	Design FY20/21. Construct FY21/22.	
Consultants:	SRT Consultants	
Contractor:	TBD	



Photo: View CIPP Liner being installed

Project Number:	19-07	
Project Name:	Rio Rd CIPP Lining project	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Construction Substantially Completed	
Project Description:	The rehabilitation of 4000 feet of 24 to 27-inch diameter Asbestos Cement Pipe (ACP) trunk line that runs along Rio Road in Carmel. Lining existing pipe with (CIPP) Cured-In-Place Pipe. This pipe is in poor condition and is beyond its useful life. It was identified as a priority for repair in the Asset Management Plan.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,469,163	\$140,830
Financial:	FY Budget:	FY Spent:
	\$1,340,000	\$11,668
Permits Required:	N/A	
Challenges:	Traffic Control	
Schedule:	Construct July 2020.	
Consultant:	Design by Kennedy/Jenks PSOMAS construction manager	
Contractor	Insituform	



Photo: View of proposed sewer line realignment

Project Number: 19-13		
Project Name: Upper Rancho Canada Pipe Realignment		
Project Location: Collection System		
Project Manager: Lather		
Status: Design		
Project Description: This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Canada. The trunk line varies in size from 12 inch to 8 inch and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.		
Department: Collection		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,822,991	\$63,039
Financial:	FY Budget:	FY Spent:
	\$1,760,000	\$48
Other Entities: Monterey Regional Park District		
Permits Required: Environmental Review		
Challenges: Providing a design that allows CAWD access to assets and is acceptable to the Park District.		
Schedule: Design FY 19/20. Construct FY 20/21.		
Consultants: MNS Engineering Rincon Environmental		



Photo: Existing air diffuser system

Project Number: 19-19		
Project Name: WWTP – Aeration Basin Improvements		
Project Location: Wastewater Treatment Plant		
Project Manager: Waggoner		
Status: Procurement Phase		
Project Description: The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.		
Department: Treatment		
Budget Status: Budget: \$40,000.00 Actual to Date: \$0.00		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$127,000	\$87,000
Financial:	FY Budget:	FY Spent:
	\$40,000	\$0
Reclamation Share: Estimated at 0% of project cost.		
Other Entities: CAWD/PBCSD Reclamation Project		
Permits Required: No permits as project is preventative maintenance project		
Challenges: Weather conditions and Scheduling		
Schedule: <ul style="list-style-type: none"> Design to be completed in Spring 2020 Construction anticipated for Summer 2021 		
Consultants: In house (Design Plant Engineer), Environetics for Baffles		
Contractor: TBD		



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

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



Photo: Admin Building Permit Desk

Project Number:	20-01	
Project Name:	Administration Building COVID Control Improvements	
Project Location:	Administration Building	
Project Manager:	Treanor/Foley	
Status:	Design/Procurement	
Project Description:	HVAC Improvements to control airborne viruses, enclosure of permit desk to eliminate contact between staff and visitors.	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$75,000	\$2,153
Financial:	FY Budget:	FY Spent:
	\$75,000	\$2,153
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Building Permits	
Challenges:	Emerging science around COVID-19	
Schedule:	<ul style="list-style-type: none"> Design June and July 2020 Construction anticipated in Late Summer/Fall 2020 	
Consultants:	Design: Davner Engineering	
Contractor:	TBD	



Photo: WWTP Stormwater Pump Station

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

STAFF REPORT



To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: August 27, 2020

Subject: Monthly Operations Report – July 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff have continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of July.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff is continuing to remove the final 1.5 feet of solids, grit and other debris from the floor of old digester #2 as operational time permits.
- Staff continued installing piping and pump equipment in the effluent pump station dry well to facilitate cleaning the wet well without flushing the solids out the outfall line. This replaces the original equipment that was in disrepair and not operational for many years.
- The Operations Superintendent split the Operations and Laboratory personnel to now work as two independent units one during the day shift and the other working the swing shift which started in July. These staggered shifts will continue as outlined in Carmel Area Wastewater District's COVID-19 Response

Plan. Currently, the Operations Superintendent is the Manager onsite for the Swing Shift Team.

- Staff finished removing the wooden toe guards around Secondary Clarifier #2 which have been replaced by aluminum toe guards on the Clarifier walkway.

Reclamation:

- Project # 18-24 Reclamation Sand Filter Integration Project - staff and contractor installed the second variable frequency drive unit on the second sand filter feed pump. This completes the last item of the Reclamation Sand Filter Project.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) on Reverse Osmosis Trains A and C, which included all four stages with a base and acid wash.

Training:

- Staff is continuing online training at treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for Exposure Control Plan for the COVID -19 virus at the treatment facility.
- Staff resumed weekly tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays so that social distancing can be practiced.

Capital Improvement:

- Staff continues to communicate with Plant Engineer, Patrick Treanor (CAWD), on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- The Monterey County Water Awareness Committee meeting was canceled due to the COVID-19 pandemic.
- Virtual Zoom Meeting for the Oversight Committee for Wastewater Reclamation Project on July 8, 2020. This meeting was to review Carmel Area Wastewater District production numbers of reclaimed water and to devise a strategy for golf course irrigation for the remainder of July by the golf course superintendents.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of July 2020.
- No Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 were encountered during the month of July 2020.
- Submitted 2019-2020 Annual Report for Storm Water Discharges Associated with Industrial Activities. Waste Discharge Identification Number 3-271000021. No Violations occurred with this permit for the year 2019-2020 which runs from July 1 to June 30 of each year.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: August 27, 2020
Subject: Monthly Maintenance Report – July 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- Maintenance staff has rebuilt the reclamation rapid mix gearbox. It is scheduled to be installed and started up in August.
- The reclamation coagulation/flocculation direct current motors were replaced by Bryan Mailey Electric and are awaiting alignment by maintenance staff.
- A new pump and 3” piping installation are in progress for the effluent wet well. The goal of the new pump is to improve the effluent wet well flushing process.
- The digester gas high pressure scrubber vent system was tested and worked as designed. This system provides the ability to regulate the flow from the vessel so that it can be sent to the flare where it is burned.

Upcoming Maintenance Projects

- The back-up Mission cellular alarm systems are scheduled to be replaced with an upgraded model. The upgraded model will support new cellular radio technology. This alarm system is a low cost, independent redundant system from the Supervisory Control and Data Acquisition alarm system.

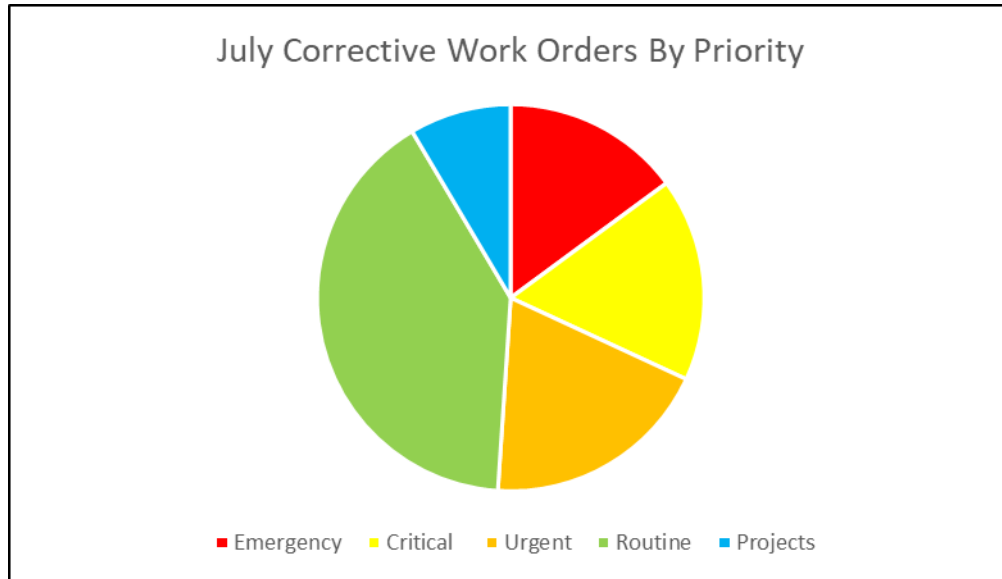
- An application has been submitted to Pacific Gas & Electric to replace the main electrical panel for Bay & Scenic pump station. Parts have been ordered. This will improve safety by replacing fuses with a circuit breaker.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	249
Total Work Orders Closed/Done	230
Total Work Orders Still Open	19
Percentage of Work Orders Completed	92.37%

Corrective Maintenance



Emergency	7
Critical	8
Urgent	9
Routine	19
Projects	4

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: August 27, 2020
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

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

A claim against the County of Monterey was submitted to the County on June 24, 2020 for the pipe that was bored through our trunkline located beneath Rio Road. The County has forwarded the claim to their liability claims insurance Intercare Holding Insurance Services, Inc. According to the claims adjuster, the claim is still under review and no action has been taken at this time.

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Valley Manor and Corona Road. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in the Fall/Winter of 2020/21. CVM's engineers have completed the 60% plans and submitted them to the Principal Engineer to review.

The Principal Engineer has been meeting with the Corona Drive representatives and they have 31 out of 41 signatures on a petition to request moving forward with an Assessment District to construct a sewer in the neighborhood. On July 28, 2020, Carmel Area Wastewater District (CAWD) staff conducted an informational community meeting to discuss the next steps for forming an Assessment District. The next step will be for the

Board to be presented with the petition and hire consultants to perform the environmental and engineering tasks needed to move forward with an Assessment District. All costs will be reimbursed by the Assessment District when it is approved.

The Rio Road CIPP Lining project and the Hatton Canyon Pipeline Replacement projects commenced construction in early July. Both projects are substantially complete. The Hatton Canyon project requires additional grading to satisfy the Army Corps of Engineers and Regional Water Quality Control Board permit requirements.

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Project #18-08 - Purchase Award Recommendation – 500 kilowatt (kW)
Portable Standby Generator

Date: August 27, 2020

RECOMMENDATION

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

- Adopt a resolution awarding a purchase contract for a 500 kW Portable Standby Generator in the amount of \$288,960 to the lowest responsive and responsible bidder – Quinn Power.
- Authorize the General Manager to sign and execute a contract with Quinn Power to supply the 500 kW Portable Generator per the bid documents.

DISCUSSION

The board approved Resolution No. 2019-60 on December 19, 2019 authorizing solicitation of bids for a portable standby generator for the wastewater treatment plant (WWTP) to serve as a portable backup to the existing 750 kW standby generator. Sealed bids were opened on July 24th at the District office.

During the bid period four generator suppliers requested bid documents (Quinn Power, Cummins, Conte's Generator, and Rain for Rent). Two bids were received by the bid opening date (Quinn Power, and Cummins). After the bids were opened in public, they were reviewed in detail for conformance with the bid documents. During detailed review it was determined that the bid from the apparent low bidder (Cummins) was not fully responsive to the requirements set forth in the bid documents.

Table 1 contains the bid results, and Photo 1 was taken during the public bid opening which was conducted on the front stoop of the CAWD Administration Building to enable social distancing during the public bid opening.

Table 1: 500 kW Portable Standby Generator Bids

BIDDER	BID AMOUNT
Quinn Power	\$288,960
Cummins*	\$244,967*

* Cummins bid was not fully responsive to the requirements set forth in the invitation to bid.



Photo 1: The public bid opening was conducted on the front stoop of the CAWD Administration Building to facilitate social distancing. One of the bidders (Quinn) attended the bid opening.

Both bids are within the expected and budgeted cost range for this equipment purchase. However, the apparent low bidder Cummins did not submit a bid bond or a bid security, which is required to be submitted with the bid. Furthermore, Cummins indicated in their bid that they would not be able to provide the generator for 31 to 32 weeks which was significantly outside the time constraint of 150 days listed in the bid documents. Cummins cited COVID-19 related issues as reasons for lack of bid bond and projected delays in generator manufacturing.

While it would be desirable for CAWD to get a new generator for the price quoted by Cummins, the failure to fully conform to the bidding requirements leads to greater concerns that Cummins’ will not perform in supplying the equipment as required by the bid documents. This uncertainty and failure of Cummins to fully conform to the invitation to bid leads staff to recommend that the Board award the equipment contract to Quinn Power who was fully responsive in their bid. Quinn Power has indicated that they have the required generator in stock and therefore there are not any foreseen issues with awarding the contract to Quinn Power in terms of timely performance.

Figure 1: Quinn Bid Tabulation

Work Item	Unit	Quantity	Unit Cost, dollars	Cost, dollars
1. Shop Drawing Submittals	1	LS	N/A	\$ No Charge / Included
2. 500 kW Portable Generator	1	LS	N/A	\$ 286,560.00
3. Start-up, Field Testing Services, and Training	1	LS	N/A	\$ 2400
Total Bid Amount (Sum of all Work Items 1 – 3)				
Amount in Numbers	\$ 288,960.00			
Amount in Words	Two Hundred Eighty Eight Thousand, Nine Hundred Sixty Dollars			

FUNDING

The FY20/21 CAWD Treatment Plant Long Term Capital Budget includes \$450,000 for Project #18-08 Standby Power Reliability Project.

RESOLUTION NO. 20-50

RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE AND RESPONSIVE BID FOR THE “500 KILOWATT PORTABLE STANDBY GENERATOR” (PROJECT #18-08) AND AWARDING PURCHASE CONTRACT IN THE AMOUNT OF \$288,960

-oOo-

WHEREAS, the Board of Directors authorized solicitations of bids for said project in Resolution No. 2019-60; and

WHEREAS, Quinn Power Systems submitted the lowest responsible and responsive bid of \$288,960.

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

1. That the Board accepts the bid of the lowest responsible and responsive bidder (i.e. Quinn Power Systems) and awards the contract for the above-mentioned project to said bidder at the price of \$288,960.
2. That the Board authorizes and directs the General Manager to execute a written contract with the successful bidder and move forward with the equipment purchase.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 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: Ed Waggoner, Operation Superintendent

Date: August 27, 2020

Subject: Award of contract for Purchase of Micro Filtration (MF) Modules and Technical Support Services.

RECOMMENDATION

It is recommended that the Board of Directors approve a capital expenditure for CAWD/PBCSD Reclamation Project to replace the Micro Filtration (MF) Modules for one MF cell and provide Technical Support Services to install the Modules into one MF cell, not to exceed \$105,000.00, and direct the General Manager to:

- 1) Execute a contract for purchase with Scinor Water America, LLC in the amount not to exceed \$101,015.63; and
- 2) Authorize the additional purchase of technical support services as described in the Board report to complete change of the MF Modules in an amount not to exceed \$3,984.37.

DISCUSSION

Through recent discussion with staff and Trussell Technologies it has been recommended to start the process of ordering replacement MF Modules as it can take up to 10 weeks to acquire said membranes. The Micro Filtration Modules were replaced in the fall of 2018 and have close to 2 years of operation. In the fall of 2018, all three MF Cells Modules were replaced with the following types of Modules: Cell #1 - Evoqua/Memcor S10V/N, 160 modules replaced; Cell #2 - Evoqua/Memcor older S10V/N (Carter Lake used Modules), 160 modules replaced; Cell #3 - Scinor SMT600-S26, 160 modules replaced.

Staff is requesting the replacement project be approved at this time even though the current elements are working within operating parameters. Historically, the Modules in all 3 Micro Filtration Cells failed quickly once fouling of the Modules could not be reversed with CIP (clean-in-place) protocol. Staff concerns are directed to MF Cell #2 which has the older Carter Lake used Modules. Normal life of the Carter Lake Modules has been about 14

months (Note CAWD no longer has any Carter Lake Modules in storage). The Scinor SMT600-S26 PVDF UF Module directly replaces the Carter lake S10V/N, the SMT600-S26 Modules and can be stored for 4+ years if stored in a building which staff plans to do.

Staff has chosen to utilize Scinor Water America to supply 125 modules to replace the S10V/N modules for two reasons. First, staff replaced MF Cell #3 with the SMT600-S26 PVDF UF Modules in the fall of 2018 and have had no major problems with their performance over this period. The Scinor SMT600-S26 PVDF UF Module can directly replace the Carter lake S10V/N, the SMT600-S26 Modules. Secondly, staff has 40 SMT600-S26 PVDF UF Modules in storage and they need to be rotated into MF Cell#2.

Normally each MF Cell requires 160 Modules for full replacement. Staff has 40 modules in storage, so the replacement order only requires 125 Modules to replace one full MF Cell with the extra five modules used as replacements in Cell #3. Staff will be removing those modules to have autopsies performed on them to gather data on their life expectancy.

FUNDING

The CAWD/PBCSD Reclamation Project 2020-2021 Budget includes line items Account number 67510 (Micro Filter Modules) up to \$105,000.00. Projected replacement cost is \$105,000.00 for the complete replacement project.

CAWD normally brings Reclamation items to the CAWD Board only after approval at the Reclamation Management Committee; however, due to timing issues we have obtained an email from Pebble Beach Company, Monterey Peninsula Country Club, and Independent Reclaimed Water User's Group indicating their approval.

Attachments:

IRWUG funding "email"

Scinor Water America Quotation 20200218-1

Scinor Water America "email" to validate Quote

Barbara Buikema

From: Joe Huston <jhuston@ncga.org>
Sent: Wednesday, August 5, 2020 11:34 AM
To: reitzb; JJ West; heuckd@pebblebeach.com
Cc: Sawin, John
Subject: RE: Staff Report August 2020 Purchase Microfiltration Membranes (002)

Follow Up Flag: Follow up
Flag Status: Flagged

Brent,

Thank you for your response. I approve of the investment. I think you and the team are doing a great job, and the approach below is another example of the very professional work and process done by the team.

Thank you,

Joe

From: Reitz, Brent <reitzb@pebblebeach.com>
Sent: Wednesday, August 5, 2020 11:27 AM
To: 'Joe Huston' <jhuston@ncga.org>; JJ West <jjwest@mpccpb.org>; Heuck, David <heuckd@pebblebeach.com>
Cc: Sawin, John <SawinJ@pebblebeach.com>
Subject: RE: Staff Report August 2020 Purchase Microfiltration Membranes (002)

Joe: For many CAWD projects we perform a competitive bidding process.

As it relates to this MF Membrane selection process specifically, we have already done this in the form of actual Live Performance Testing.

We asked our third-party advanced-water-treatment engineering firm (Trussells) to recommend top-performing MF Membrane Manufactures to select form.

We have been currently running (3) different MF Manufacture's membranes in each of our (3) MF Cells as part of a full-scale testing regime.

They are:

- Upgraded Siemens modules, now called Evoqua which are the newest Evoqua modules
- Carter Lake modules, which are a different model of Evoqua modules
- Scinor modules, a totally new MF Manufacturer and the one most highly recommended by Trussells.

Scinor has proved the best of the (3), so that is the manufacture we are going with.

Background:

Originally, the project was built with Siemens Membranes, and at that time, they were not interchangeable with any other manufacture's membrane.

Since then, MF Membrane technology has advanced, making it possible to swap the one-time proprietary membranes, for new & different manufacturer's membranes.

The increased performance of the Scinor Membranes has been the key component of our selection process and funding request.

Please feel free to reach out if you have any further questions.

PBCo Approval

Barbara Buikema

From: Heuck, David <heuckd@pebblebeach.com>
Sent: Wednesday, August 5, 2020 3:24 PM
To: reitzb
Subject: RE: Staff Report August 2020 Purchase Microfiltration Membranes (002)

approved

From: Reitz, Brent <reitzb@pebblebeach.com>
Sent: Wednesday, August 5, 2020 1:52 PM
To: Heuck, David <heuckd@pebblebeach.com>
Subject: FW: Staff Report August 2020 Purchase Microfiltration Membranes (002)
Importance: High

David: To circle back on this, please send me your written ok-to-proceed for the purchase of the already budgeted NEW MF Membranes. (see snip attached)
I have received JJ & Joe's ok's today.
I need your official ok too, so I can send to Barbara and she can cut Ed loose to order our NEW Scinor MF Membranes in order to have a replacement set on the shelf once the existing set begins to fail.
The existing Carter Lakes have surpassed the typical 18 month lifespan, and no one knows how much longer they will continue to perform properly.

This is an administrative hoop that CAWD needs to jump through for their Board, as technically Barbara has a \$35K limit to what she can approve (even if it's a budgeted item...)
Without the benefit of having any RMC "Aug" Meeting and subsequent RMC Board Direction, The CAWD Board, when making purchases for RMC, wants to be completely sure that the purchase has been ok'd by the financial guarantors. Hence the need for Ok-To-Proceed emails from You (PBC) and Joe (IRWUG)...and JJ, although I'm not sure he's officially this year's IRWUG rep, but good to have anyway.

Once I get your email approving the purchase, I'll put all (3) approval-emails, (Yours, JJ's and Joe's) under one cover and send off to Barbara as ok to proceed...

Thanks,
br

Brent Reitz
831-277-7897 cell
Director of Energy & Water Conservation
Pebble Beach Company

From: Joe Huston [<mailto:jhuston@ncga.org>]
Sent: Wednesday, August 05, 2020 11:34 AM
To: Reitz, Brent; JJ West; Heuck, David
Cc: Sawin, John
Subject: RE: Staff Report August 2020 Purchase Microfiltration Membranes (002)

Brent,
Thank you for your response. I approve of the investment. I think you and the team are doing a great job, and the approach below is another example of the very professional work and process done by the team.

MPCC Approval

Barbara Buikema

From: JJ West <jjwest@mpccpb.org>
Sent: Wednesday, August 5, 2020 9:41 AM
To: reitzb; heuckd@pebblebeach.com; jhuston@ncga.org
Cc: Sawin, John
Subject: RE: Staff Report August 2020 Purchase Microfiltration Membranes (002)

Follow Up Flag: Follow up
Flag Status: Flagged

Approved to purchase from MPCC team.



JJ West
General Manager
Monterey Peninsula Country Club

3000 Club Road
Pebble Beach, CA 93953
T: 831.333.2200
F: 831.655.3049
www.mpccpb.org

From: Reitz, Brent <reitzb@pebblebeach.com>
Sent: Tuesday, August 04, 2020 8:26 AM
To: Heuck, David <heuckd@pebblebeach.com>; Joe Huston (jhuston@ncga.org) <jhuston@ncga.org>
Cc: JJ West <jjwest@mpccpb.org>; Sawin, John <SawinJ@pebblebeach.com>
Subject: FW: Staff Report August 2020 Purchase Microfiltration Membranes (002)
Importance: High

Fellows: Please see attached and email below –

Ed Waggoner, The CAWD Plant Superintendent, is requesting funding-approval for the “budgeted” purchase of a NEW set of MF Membranes to replace the Current (OLD & USED) “Carter Lake” MF Membranes, purchased many years ago.

CAWD’s request is coming to us at this point in time, due to a timing issue.

This year (and typically most years) RMC does not hold the AUG meeting unless there is an urgent need.

Per our bylaws, this type of expenditure needs some form of official approval from the financial guarantor’s prior to proceeding.

There are two options:

We would need to hold an AUG Meeting...to discuss and decide.

Or,

Send an email officially granting our approval to proceed with the purchase outlined above.

The lead time for these NEW Scinor membranes is long, and the OLD “Carter Lake’s” could fail any time.

The good news is the OLD “Carter Lake’s” are still performing well, (which is an amazing fact on its own!) but have outlived their typical lifespan, and when they fail...they go big!

It’s very difficult, to near impossible, to get fouled MF membranes to recover once the downward spiral begins.



QUOTE

Scinor Water America, LLC
 16 Mallard Cove
 Centerport, New York 11721
 United States

Phone: 800.774.1385
 Fax: 800.774.1385
 info@scinor.com

BILL TO
Carmel Area Wastewater District
 Ed Waggoner
 3945 Rio Rd
 PO Box 221428
 Carmel, California 93922
 United States

 831-624-1248

SHIP TO
Ed Waggoner
 26900 State Route One
 Carmel, California 93923
 United States

 831-624-1249

Estimate Number: 20200218-1
Estimate Date: February 18, 2020
Expires On: March 17, 2020
Grand Total (USD): **\$101,015.63**

Items	Quantity	Price	Amount
SMT600-S26 PVDF UF MODULE PVDF UF Module - Direct Replacement for S10V/N membranes	125	\$750.00	\$93,750.00
FREIGHT TO JOBSITE DDP Jobsite - Freight excluded (Pre-pay and add)	1	\$0.00	\$0.00

Subtotal: \$93,750.00
 CA Sales T 7.75%: \$7,265.63

Total: \$101,015.63

Grand Total (USD): **\$101,015.63**

Notes
 Freight: DDP
 Warranty: 5 yr Pro-rated
 Lead time: 2-3 Weeks (assumes from US warehouse)
 Taxes & Duties: CA Sales tax and import duties included.

STANDARD TERMS AND CONDITIONS OF SALE

These terms and conditions of sale ("Agreement") are applicable to any order placed with and accepted by Scinor Water America, LLC (referred to herein as "Supplier"):

1. **SCOPE OF AGREEMENT.** Supplier, upon acceptance of an Order placed by Buyer, will supply the products and services specified in the Order (the "Work") to Buyer, pursuant to the terms and conditions of this Agreement and its exhibits and Supplier's acceptance of such order submitted by Buyer is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Buyer's purchase orders, invoices, acknowledgements or other documents. The details of the Work (e.g. quantity, price, and product specifications) shall be set forth in the relevant Order.
2. **PRICE AND TERMS.** (a) The prices payable by Buyer for goods and services to be supplied by Supplier under this Agreement will be specified in the applicable Order. Unless otherwise expressly stated in an Order, all prices exclude shipping and taxes. (b) Payment terms are net thirty (30) calendar days from the date of the invoice. If Buyer does not pay an invoiced amount within terms, Buyer will in addition pay finance charges of one and one-half percent (1.5%) per month on the late balance and Supplier reserves the right to (1) withhold shipment of the Work until full payment is made; and/or (2) revoke any credit extended to Buyer. In the event that Buyer's account is more than ninety (90) days in arrears, Buyer shall reimburse Supplier for the reasonable costs, including attorney's fees, of collecting such amounts from Buyer. In the event of any dispute regarding an invoice, no finance charges will apply in the event that Buyer provides written notice of the dispute prior to the due date for such payment. (c) Upon reasonable request by the Supplier, Buyer shall provide copies of its most recent audited financial statements or other reasonable evidence of its financial capacity and such other information as Supplier reasonable requests to determine credit status or credits limits. (d) Buyer shall provide notice within five (5) business days of the occurrence of any event which materially affects Buyer's ability to perform its obligations under this Agreement including but not limited to: (i) the material default of any supplier or sub-contractor; (ii) labor strike or dispute; or (iii) material uncured default with respect to any debt obligations of Buyer. (e) Pricing schedules (whether attached to this Agreement or an Order) are subject to change upon a change in the price of applicable raw materials (as reflected on a recognized trade or commodity pricing tracker) in excess of five percent (5%) from the date of such schedule. (f) Unless otherwise specified in the Order, Work will be delivered FOB Supplier's manufacturing facility and will be shipped to Buyer via carriers selected by Supplier.
3. **BUYER MATERIALS AND DATA.** (a) Buyer represents and warrants that any matter it furnishes for performance of services by Supplier (i) does not infringe any copyright or trademark or other Intellectual Property Rights of any third party; (ii) is not libelous or obscene; (iii) does not invade any persons right to privacy; and (iv) does not otherwise violate any laws or infringe the rights of any third party. (b) Buyer warrants that it has the right to use and to have Supplier use on behalf of Buyer any data provided to Supplier or its Affiliates by Buyer including specifically customer names, identifying information, addresses and other contact information and related personal information ("Data").
4. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patent applications, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, work product and information embodying proprietary data existing and owned by Buyer as of the date of the Order or made or conceived by employees of Buyer during the Term of the Order shall be and remain the sole and exclusive property of Buyer provided that Buyer grants to Supplier a license to use, display and distribute (and to sub-license its affiliates and sub-contractors to use, display and distribute) any intellectual property rights delivered to Supplier as reasonably necessary to perform any Order. Any and all inventions, discoveries, patent applications, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, work product and information embodying proprietary data existing and owned by Supplier as of the date of the Order or made or conceived by employees, consultants, representatives or agents of Supplier during the term of this Agreement shall be and remain the sole and exclusive property of Supplier.
5. **CONFIDENTIAL INFORMATION.** Any information that parties receive or otherwise have access to incidental to or in connection with this Agreement (collectively, the "Confidential Information"), shall be and remain the property of the disclosing party. Confidential Information shall not include information which: (i) was in the possession of the Receiving Party at the time it was first disclosed by the Disclosing Party; (ii) was in the public domain at the time it was disclosed to the Receiving Party; (iii) enters the public domain through sources independent of the Receiving Party and through no breach of this provision by the Receiving Party; (iv) is made available by the Disclosing Party to a third party on an unrestricted, non-confidential basis; (v) was lawfully obtained by the Receiving Party from a third party not known by the Receiving Party to be under an obligation of confidentiality to the Disclosing Party; or (vi) was at any time developed by the Receiving Party independently of any disclosure by the Disclosing Party. Confidential Information may be used to the extent necessary to perform this Agreement and the parties shall not disclose Confidential Information to any third party, except to its agents (who have executed confidentiality agreements containing terms substantially similar to the terms) as necessary to provide the Work hereunder. In no event shall Buyer acquire any right, title or interest in and to any product or process information, including related know how, either existing or developed during the course of the business relationship with Supplier and Buyer, and in no event shall Supplier acquire and right, title, or interest in and to any materials or information provided to it by Buyer.

6. **INDEMNIFICATION.** The indemnifying party, as Indemnitor, shall indemnify, defend and hold harmless the indemnified party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor's (or its agent's) breach of any representation, warranty, covenant, agreement, or obligation under the Order or this Agreement, or Indemnitor's (or its agent's) grossly negligent and/or willful acts in carrying out its obligations under the Order or the Agreement, provided that in no event shall Supplier be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Buyer (including the use of information, artwork, logos, and/or trademarks provided by Buyer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party's own negligence or willful misconduct. In order to avail itself of this indemnity provision, Indemnitee shall promptly provide notice to Indemnitor of any such claim, tender the defense of the claim to Indemnitor, and cooperate with Indemnitor in the defense of the claim. Indemnitor shall not be liable for any cost, expense, or compromise incurred or made by Indemnitee in any legal action without the Indemnitor's prior written consent.
7. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Order or the Agreement, the non-breaching party shall have the right to: (a) terminate the Order immediately upon written notice to the other party; and (b) seek to obtain injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Order or this Agreement shall not constitute a waiver of Supplier's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Buyer shall provide Supplier with reasonable notice of any alleged deficiencies in the Work or performance under the Order or this Agreement and Supplier shall have a reasonable opportunity to cure any such alleged non-conformance or breach.
8. **WARRANTY.** Supplier warrants that the Work shall reasonably conform to specifications in all material respects. Other than the warranties set forth in this section, Supplier makes no warranty of any kind, expressed or implied or otherwise whatsoever, that the services performed or any items produced will be merchantable or fit for any particular purpose or use. In the event of any breach of any warranty specified in this provision, Buyer's exclusive remedy shall be that Supplier shall, at its option, repair or replace any defective goods at no cost to Buyer or refund any purchase price paid for such Work.
9. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES AND VENDOR'S TOTAL LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND THE ORDER SHALL BE LIMITED TO THE TOTAL FEES DUE HEREUNDER FOR THE INVOICE UPON WHICH A CLAIM IS BASED.
10. **NOTICE.** Any notice sent pursuant to the Order or this Agreement shall be sent by certified mail, return receipt requested, or by overnight mail to the addresses on the Order or to such address as either party may in the future designate. A copy of any notice to Supplier shall be also sent to General Counsel, Scinor Water America, LLC, 1440 Broadway, 23rd Floor, New York, NY 10018 together with a copy this Agreement. Notices shall be effective upon receipt.
11. **ASSIGNMENT.** Except as otherwise provided, the Order and this Agreement shall be binding upon and inure to the benefit of the parties' successors and lawful assigns.
12. **STATUS.** Buyer and Supplier are separate entities. Nothing in the Order or this Agreement shall be construed as creating an employer-employee or joint venture relationship.
13. **COMPLIANCE WITH LAW.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
14. **GOVERNING LAW.** The Order and this Agreement shall be governed by the laws of the State of New York, without reference to conflicts of law principles. Any legal suit, action or proceeding arising out of or relating to the Order or these this Agreement shall be commenced in a federal court in New York or in state court in the County of Suffolk, New York, and the appellate courts thereof, and each party hereto irrevocably submits to the exclusive jurisdiction and venue of any such court in any such suit, action or proceeding. With respect to any litigation arising out of the Order or this Agreement, the parties expressly waive any right they may have to a jury trial and agree that any such litigation shall be tried by a judge without a jury and the prevailing party shall be entitled to recover its expenses, including reasonable attorney's fees, from the other party.
15. **FORCE MAJEURE.** Neither party shall be liable for any failure to perform or delay in performance of this Agreement to the extent that any such failure arises from acts of God, war, civil insurrection or disruption, riots, government act or regulation, strikes,

lockouts, labor disruption, cyber or hostile network attacks, inability to obtain raw or finished materials, inability to secure transport, or any cause beyond such party's commercially reasonable control.

16. **SURVIVAL.** In the event any provision of the Order or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.

17. **ENTIRE AGREEMENT.** The Order, this Agreement and the operative provisions of any quotation issued by Supplier and any purchase order issued by Buyer, sets forth the entire agreement and understanding among the parties as to the subject matter hereof, and merges and supersedes all prior discussions, agreements, and understandings of every and any nature among them. No proposal, purchase order, order confirmation, acceptance, or any other document provided by either Party to the other, nor any electronic click-wrap, terms of use or similar online consent or acceptance language accompanying or set forth as a prerequisite to any electronic interface or utility associated with any Work, shall be deemed to amend the terms hereof and any such contradictory or additional terms shall be ineffective. No party shall be bound by any condition, definition, warranty, or representations, other than as expressly set forth or provided for in the Order or this Agreement, or as may be, on or subsequent to the date hereof set forth in writing and signed by the party to be bound thereby. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control, unless the Parties have expressly provided in such Order that a specific provision in this Agreement is amended, in which case this Agreement shall be so amended, but only with respect to such Order. The Order or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.

Ed Waggoner

From: Tom Poschmann <tom.poschmann@scinor.com>
Sent: Thursday, July 30, 2020 1:28 PM
To: Ed Waggoner; Seth Leiboh
Cc: Kevin Young
Subject: Re: Estimate Number: 20200218-1

Hi Ed,

The quote is still valid. We will honor the quoted terms.

Thank you.

Tom

Tom Poschmann

From: Ed Waggoner <waggoner@cawd.org>
Sent: Thursday, July 30, 2020 4:24:46 PM
To: Tom Poschmann <tom.poschmann@scinor.com>; Seth Leiboh <seth.leiboh@scinor.com>
Cc: Kevin Young <Young@cawd.org>
Subject: Estimate Number: 20200218-1

Good Afternoon Tom,

I am checking to see if the price quote for Estimate Number; 20200218-1 is still good or do I need to receive a new quote for the purchase of 125 quantity, SMT600-S26 PVDF UF Module for direct replacement for S10V/N membranes?

Best Regards,
Ed Waggoner

Edward Waggoner

Operations Superintendent
Carmel Area Wastewater District
Phone (831) 624-1249, ext. 291

waggoner@cawd.org



RESOLUTION NO. 2020-51

A RESOLUTION APPROVING A CAPITAL EXPENDITURE FOR CAWD/PBCSD RECLAMATION PROJECT TO REPLACE THE MICROFILTRATION (MF) MODULES FOR ONE MF CELL AND PROVIDE TECHNICAL SUPPORT SERVICES TO INSTALL THE MODULES IN AN AMOUNT NOT TO EXCEED \$105,000

-oOo-

WHEREAS, the staff and Trussell Technologies is recommending starting the process of ordering replacement Microfiltration (MF) modules as it can take up to ten weeks to acquire; and

WHEREAS, staff is requesting this project be approved now even though the current elements are within working operating parameters as they have historically tended to fail quickly; and

WHEREAS, the Reclamation Management Committee (RMC) is not scheduled to meet at this time and Reclamation items approved by the RMC are brought to the CAWD or PBCSD Board, as appropriate, for approval and any applicable resolution. However, we have obtained email approval from Pebble Beach Company, Monterey Peninsula Country Club, and the Independent Reclaimed Water Users Group in lieu of approval from the RMC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve the purchase of the Scinor MF Modules and directs the General Manager to:

1. Execute a contract for purchase with Scinor Water America, LLC in an amount not to exceed \$101,015.63, and
2. Authorize the additional purchase of technical support services as described in the board report to complete the change of the MF Modules in an amount not to exceed \$3,984.37.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 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: James Grover, Principal Accountant
Date: August 27, 2020
Subject: Reserve Fund Balance Annual Adjustment

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the adjustment of District fund balances to match the 2020-21 beginning budget balance as follows:

Capital Fund	\$ 9,097,411
General O&M Fund	\$ 7,822,990

DISCUSSION

This transfer for funds is to realign internal balances as per policy at the beginning of the fiscal 2020-21 year. The policy provides for this realignment to be made at the start of each budget year and will therefore be reflected in July transactions.

As per Reserve Policy dated March 2010:

Capital Fund: "This fund will maintain a balance in funds equal to or sufficient to cover current year capital budget."

O&M Fund: "Maintain a minimum balance of 100% of the total operating budget."

FISCAL IMPACT

This is an internal transfer of funds only – it is to meet the Reserve Policy requirement to realign fund balances to budget on an annual basis.

The transfer amounts required are:

- Transfer \$3,535,549 from Capital Improvement Reserve to Capital Fund to bring balance to \$9,097,411.
- Transfer \$6,193,345 from General O&M Fund to Capital Improvement Reserve to bring balance to \$7,822,990.

RESOLUTION NO. 2020-52

A RESOLUTION AUTHORIZING ANNUAL ADJUSTMENT
OF THE DISTRICT'S CAPITAL IMPROVEMENT RESERVE FUND BALANCE
BY TRANSFERRING \$3,535,549 TO THE CAPITAL FUND
AND \$6,193,345 FROM THE GENERAL O&M FUND
IN ACCORDANCE WITH THE DISTRICT'S RESERVE POLICY

-oOo-

WHEREAS, on March 25, 2010 the Board approved a Reserve Policy that provides for the annual adjustment of the District's Capital Improvement Reserve Fund balance to provide funding to: (a) establish a balance in the Capital Fund sufficient to fund the current year's capital budget; and (b) establish a balance in the General Operations & Maintenance (O&M) Fund sufficient to fund 100% of the current year's total operating budget; and

WHEREAS, to fully fund the current year Capital Fund and the General O&M Fund, staff has recommended that the Board authorize the adjustment of the District's Capital Improvement Reserve Fund balance by approving an internal budget transfer in the amount of \$3,535,549 to the Capital Fund and in the amount of \$6,193,345 from the General O&M Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Carmel Area Wastewater District that it hereby authorizes the adjustment of the District Capital Improvement Reserve Fund balance and approves the transfer of \$3,535,549 from the Capital Improvement Reserve Fund to the Capital Fund and the transfer of \$6,193,345 to the Capital Improvement Reserve from the General O&M Fund.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater

District at a regular meeting duly held on August 27, 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: August 27, 2020

Subject: Rancho Cañada Sewer Replacement Project (proposed project)
Draft Mitigated Negative Declaration (MND) pursuant to the
California Environmental Quality Act (CEQA) Project #19-13
(AKA Upper Rancho Canada Pipe Realignment)

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 replacement of a sewer main within Palo Corona Regional Park and in portions of private land within Carmel Valley pursuant to the California Environmental Quality Act (CEQA) Guidelines.

DISCUSSION

The project would replace an existing sewer main within Palo Corona Regional Park (PCRP) and in portions of private land in the Carmel Valley. The existing water main currently experiences capacity issues and surcharging because of current flows. The project includes the installation of a total of 4,240 linear feet (LF) of new gravity sewer mains, the majority of which would be located alongside the existing alignment. The new gravity sewer mains would consist of 3,120 LF of 15-inch gravity sewer main, 330 LF of 15-inch sewer main truss, and 790 LF of 8-inch polyvinyl chloride (PVC) sewer main from the eastern side of PCRP to Via Mallorca Road and Via Petra Road. The existing 10-inch sewer would be physically abandoned as part of the project. Additionally, the project would include two new 8-inch stub outs installed at intermediate manholes for future service to public restrooms at PCRP and an emergency services staging area. At the downstream end of the project area, a 15-inch plugged connection and 5-foot long capped segment of 15-inch diameter sewer would be provided for future connection/rerouting of wastewater flows, and the existing 10-inch diameter manhole outlet plugged. Sewer lateral connections to the existing sewer main would be reconnected to the new sewer main. The attached figure shows the proposed new pipeline alignment.

District staff have worked with Rincon Consultants, Inc. (Rincon) to complete the Initial Study and Mitigated Negative Declaration in conformance with CEQA requirements. CAWD is acting as the Lead Agency pursuant to CEQA Guidelines §15050. In addition, required approvals from Monterey County include an Encroachment Permit for Work in the Public Right-of-Way, Environmental Health Permit, and Erosion Control Plan; the State Water Resources Control Board would approve coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit.

A copy of the Draft Mitigated Negative Declaration is available to review upon request at the District's Principal Engineer's office.

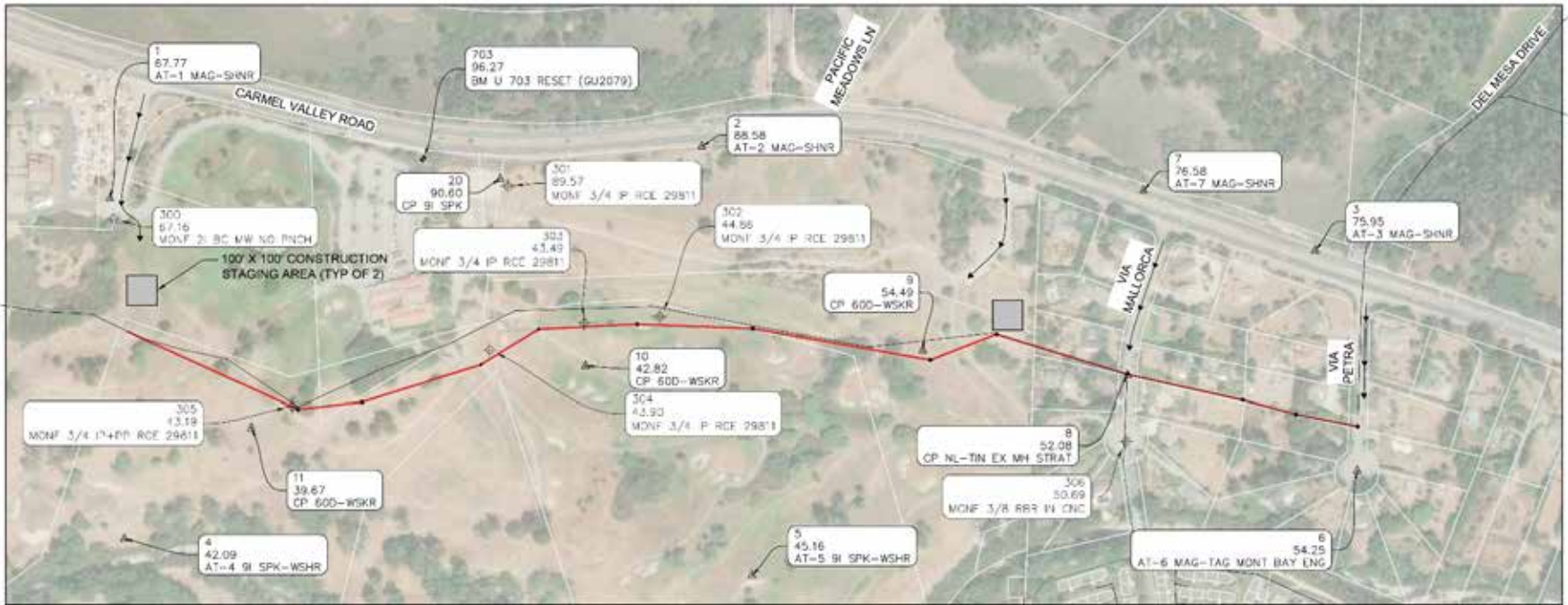
In order to initiate public and regulatory review of the proposed project, as required by CEQA, a Notice of Intent to adopt a Mitigated Negative Declaration and circulation of the Draft Mitigated Negative Declaration for a 30-day public comment and regulatory review period is required. The 30-day public review period is proposed from August 31, 2020 to September 30, 2020 during which time 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 MND will be completed and brought to the Board for consideration of approval and adoption.

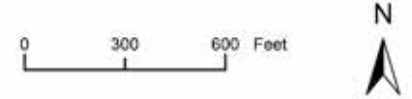
FUNDING

The Upper Rancho Canada Pipe Relocation Project is provided for in the 2020-21 budget in the amount of \$1,760,000.



SHEET LAYOUT AND SITE ACCESS PLAN LEGEND

-  PARCEL BOUNDARY
-  EXISTING CAWD SEWER LINE
-  SEWER MAIN REPLACEMENT
-  SITE ACCESS ROUTE
-  CONSTRUCTION STAGING AREA



Source: MNS Engineers Inc., April 2020.

RESOLUTION NO. 2020-53

A RESOLUTION APPROVING A NOTICE OF INTENT TO ADOPT A
MITIGATED NEGATIVE DECLARATION FOR THE
RANCHO CAÑADA SEWER REPLACEMENT PROJECT NO. 19-13

-oOo-

WHEREAS, pursuant to Article 6 (Section 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 Rancho Cañada Sewer Replacement Project; and

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

WHEREAS, the Mitigated Negative Declaration will be submitted to the State Clearinghouse 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 Mitigated Negative Declaration for the Rancho Cañada Sewer Replacement Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 2020 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: August 27, 2020

Subject: Capital Purchase- Collections Portable Generator

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for a 70-kilowatt (kW) trailer mount portable power generator for emergency use.

DISCUSSION

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

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

The 1999 44kW Generac will be advertised as surplus out-of-state since it will no longer meet California emissions. If it cannot be sold as surplus, it will be sold as scrap.

JUSTIFICATION

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

Benefits of the new generator:

- It will meet tier 4 emission standards.
- The generator will be quieter, which will reduce noise pollution in residential areas when deployed.

- The required voltage and kW specifications will be listed to allow this generator to connect to all the pump stations, including Highlands and Calle La Cruz. Currently, the district does not have a portable generator that can power these stations if the stationary generator was out of service.

FUNDING

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

RESOLUTION NO. 2020-54

A RESOLUTION AUTHORIZING STAFF TO SOLICIT BIDS FOR A 70-KILOWATT
(kW) TRAILER MOUNT PORTABLE POWER GENERATOR FOR EMERGENCY
USE AT COLLECTION PUMP STATIONS

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the purchase of a 70-kilowatt (kW) trailer mount portable power generator; and

WHEREAS, staff has testified to the satisfaction of the Board that the procurement of a new 70-kilowatt emergency generator is critical to have redundant standby power to continue the operation of Collection System pump stations in the event of a power outage.

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

1. That a 70kW trailer mount portable power generator is hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid 70kW Trailer Mount Portable Power Generator once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the specifications on file in the office of the District Secretary.

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT

To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: August 27, 2020
Subject: 2020-21 Service Contract with Bryan Mailey Electric



RECOMMENDATION

It is recommended that the Board of Directors adopt a sole source resolution authorizing the General Manager to enter a contract with Bryan Mailey Electric in an amount not to exceed \$200,000 for the fiscal year 2020-21 for contract electrical maintenance work.

DISCUSSION

The district has had a very successful relationship with Bryan Mailey Electric performing maintenance items and small projects. There is always electrical maintenance and small upgrades to be completed but not enough to justify a fulltime internal position. A service contract is the best solution so that the work is consistent and efficient.

Some of the items that have been completed are:

- Replacing the Variable Frequency Drive for Reclamation Pump 933.
- Installing a new circuit for the 65-kilowatt microturbine.
- Installing conduit and wire for the new gas conditioning system pressure transmitter.
- Removing the obsolete mechanical timeclocks at the administration building thereby increasing the number of air changes per hour in the building.
- Fluorescent light fixtures were upgraded to LED at Calle La Cruz and Bay & Scenic pump stations.

This approach has provided significant savings by leveraging our internal engineering and project management to coordinate electrical work. Staff would like to continue this approach so that the district can continue to maintain and replace its assets in the most efficient manner and with the highest quality.

Qualified industrial electrical firms are still difficult to find and there is an overall lack of skilled industrial electricians in the Monterey Bay area. Bryan's hourly rate is less than other firms and he has the required availability.

The district is also able to provide most of the material which results in significant cost savings by avoiding the contractor markup.

By utilizing a “not to exceed” time and material contract, staff can issue one contract while still managing the budget through the District work order and purchase order system.

Electrical project bids will continue to be publicly advertised if they exceed the \$15,000 public bidding threshold.

FUNDING

The 2020-21 \$100,000 Treatment Plant O&M budget.

The 2020-21 \$50,000 Reclamation O&M Budget

The 2020-21 \$50,000 Collections O&M Budget

RESOLUTION NO. 2020-55

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH BRYAN MAILEY ELECTRIC FOR ELECTRICAL SERVICES IN FISCAL YEAR 2020-21 IN AN AMOUNT NOT TO EXCEED

\$200,000

-oOo-

WHEREAS, the District requires the services of a qualified electrician on an ongoing basis for various projects at the treatment plant facility and the pump stations; and

WHEREAS, the District has vetted various local electrical firms and has determined that Bryan Mailey Electric has the necessary expertise and has been well satisfied with their work to date; and

WHEREAS, staff has determined the District would be better served by a "not to exceed" contract which contains defined insurance requirements, permitting and payment requirements; and

WHEREAS, the benefit of having an electrical firm on contract will increase efficiency and ensure that we are able to schedule work involving electrical needs in advance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report and presentation made on August 27, 2020 that this proposal has merit and hereby authorizes the General Manager to enter into a contract with Mailey Electric for fiscal year 2020-21 in an amount not to exceed \$200,000.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: August 27, 2020
Subject: Capital Purchase- Collections Pump Round Truck

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for a utility truck with a box mounted crane to replace the 2007 Ford F250 Unit #8 pump rounds truck.

DISCUSSION

This truck will replace the 2007 Ford F250 truck. This truck is used for daily inspections, emergency response, equipment repairs and for towing portable equipment. The current truck has a manual bumper mount crane with limited capacity. The current truck will be transferred to the maintenance department for use in the plant. It will allow maintenance staff to stock the truck with tools and parts which will reduce the number of trips back to the maintenance shop when performing plant maintenance. It will also provide maintenance staff with a truck capable of supporting repairs at pump stations and the ability to tow equipment.

JUSTIFICATION

The 2007 Ford F250 is past its useful life for emergency response and daily rounds due to increased maintenance costs and decreased reliability. The oil pump failed in April 2020 and the truck has a rear main seal oil leak. The current mileage is 78,982.

The replacement truck will have increased load capacity and be able to safely tow the new 70-kilowatt portable generator. The truck will have a utility box and the crane will be slightly upsized to allow lifting of more equipment.

Staff will explore California CMAS Schedule first before publicly advertising the bid so that the district can obtain the most competitive price.

FUNDING

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

RESOLUTION NO. 2020-56

A RESOLUTION AUTHORIZING STAFF TO SOLICIT BIDS FOR A UTILITY
TRUCK WITH A BOX MOUNTED CRANE

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the purchase of a utility truck with a box mounted crane to replace the 2007 Ford F250 Unit #8 pump rounds truck; and

WHEREAS, staff has testified to the satisfaction of the Board that the procurement of a new utility truck is critical to providing transport for daily inspections, emergency response, equipment repairs, and towing portable equipment.

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

1. That a Utility Truck with a Box Mounted Crane is hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the District will investigate use of California Statewide Contract for vehicle (California Multiple Award Schedule – CMAS) to ensure the District obtains the most competitive price prior to bidding.
4. In the event the District does not utilize CMAS, the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid Utility Truck once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the specifications on file in the office of the District Secretary.

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

Staff Report



To: Board of Directors
From: Barbara Buikema, General Manager
Date: August 27, 2020
Subject: Proposal to Increase Staffing Levels in Collections

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving the job description and addition to staffing levels for one additional staff member, "Collection/Maintenance Utility Worker I", at Range 6 on the Classification Schedule for a limited 3-year term.

DISCUSSION

The River Watch Settlement Agreement executed by the District in February 2020 requires that: "2.1.c. CAWD shall complete a Full Condition Assessment within three (3) years after the Effective Date of this Agreement...". A Condition Assessment is defined in the Settlement Agreement as an evaluation of the system based upon closed circuit television (CCTV) inspection for sewer lines and inspection of lift/pump stations and manholes for defects.

A review of the Collection Superintendent's staff report, enclosed in the current board packet, shows that 292,089 linear feet of CCTV work remains and that our average rate of completion is 3,760 ft/month. To better define the problem, at the rate of 3,760 ft/month it would take 77 months to complete the required work – well beyond the required timeline.

To resolve the situation staff has done two things, first we returned to River Watch and asked for a one year extension to the Settlement Agreement under Sections 7 (Delay in Schedule Implementation), 8 (Force Majeure), and 10 (Notice). Even though it has not been 12 months, River Watch readily agreed to the Settlement Amendment because of the impacts of COVID-19 and acknowledgement that the duration is unknown.

Second, we are asking for an additional full-time staff member to assist us in completing the CCTV work necessary. We are asking for a hybrid collections/maintenance entry level position to take on CCTV work and various other entry level tasks in both Collections and Maintenance. The priority is completion of the Full Condition Assessment within the time frame dictated by River Watch. An entry level position allows us to focus our two senior Collection Workers on CCTV as they are the most experienced with the equipment. The entry level position can perform routine tasks otherwise done by the senior workers and traffic control for the CCTV van.

The goal is, and must be, completion of a Full Condition Assessment by the end of the River Watch Agreement. We calculate as follows:

River Watch Settlement Agreement	02/2020
Full Condition Assessment Due	02/2023
River Watch Settlement Amendment	02/2024
Agreement term length	48 months
# months since start date	6 months
# months to recruit new employee	2 months
# months to prepare Condition Assess Report	6 months
# months remaining	34 months
# feet pipeline	292,089 ft
Required Goal per month	8,591 ft

Even with the twelve-month Amendment, we will still need to ramp up CCTV work 228% of the current average consistently each month over the next 34 months. It will require additional staffing to accomplish the required goal; however, once the Condition Assessment Report is complete the position will no longer be required. For that reason, we propose advertising the position as a fixed term 3-year position.

The Salary and Benefit Committee met three times to discuss this matter (June 9th, July 28th, and August 10th) and recommends approval of the job description and addition of the position to staff at Range 6 for a limited 3-year term.

FISCAL IMPACT

We propose hiring at Range 6 on the Salary Classification Table. For 2020-21 the salary range is \$60,121 - \$73,078.

The District's benefit factor is currently 41.59% for Collections or an additional \$25,004 - \$30,393.

Total payroll & benefit costs \$85,125 - \$103,471

There would be additional costs for training, uniforms, boots, and personal protective gear. Estimate additional \$3,000/yr.

This is an unbudgeted expense and would need to be a draw on District Reserves.

Attachment: Proposed Job Description: Collection/Maintenance Utility Worker I



August 2020
FLSA: NON-EXEMPT

COLLECTION/MAINTENANCE UTILITY WORKER I LIMITED 3 YEAR TERM

DEFINITION

Under direct and general supervision, performs a broad range of semi-skilled duties associated with the completion of CCTV 3 year inspection, operation, maintenance and repair of collections system, wastewater and reclamation facilities; inspects, maintains, and repairs lift stations; performs maintenance work at the District's wastewater treatment and reclamation facility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Collections and Maintenance Superintendents and Collections and Maintenance Lead Workers. No supervision of staff is exercised.

CLASS CHARACTERISTICS

Collection/Maintenance Worker I:

This is the entry-level class in the Maintenance and Collection department. Initially under close supervision, incumbents with basic maintenance experience learn District systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing collections system assignment:

- Ø Completion of 3-year CCTV inspection plan.
- Ø Assists with maintenance and repairs, in a safe and sanitary manner, sewer lines, manholes, pressure hoses, mains, parts, and other related facilities and equipment to ensure compliance with established codes; methods include smoke testing, CCTV work, packing, and sealing.
- Ø Assists with inspections and tests of underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using closed-circuit television devices and other specialized testing equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots, and other materials on a scheduled preventative maintenance basis.
- Ø Tests and monitors manholes for dangerous gases and uses proper safety precautions when entering underground areas; builds and cleans out manholes and other collection facilities.
- Ø Provides installation, maintenance, and repair of wastewater mains and laterals; digs up and repairs damaged sections of pipe; cuts, installs, threads, and assembles new pipe.

- Ø Assists in the maintenance of sewer lines utilizes a combination hydro-cleaning/vacuuming truck on a scheduled or emergency basis.
- Ø Operates specialized vehicles and a variety of light, medium, and heavy equipment including forklifts, aerial lifts, vibrators, jackhammers, tampers, and cutters appropriate for the construction, maintenance, and repair of the District's water/wastewater infrastructure system.
- Ø Assists with the setup of traffic control and safety equipment when using vehicles on a street or other roadway; and uses safety equipment and observes all safety procedures as specified by the District.

When performing plant maintenance assignment:

- Ø Maintains, installs, inspects and repairs piping systems of PVC, black or cast iron, stainless steel, and copper tubing; install, removes and repairs larger pipes and valves; modify existing piping system and welded steel pipes, such as nozzles and saddles; taps, cuts and threads pipes.
- Ø Assists in the overhaul, maintenance, installation, inspection, adjusts and repairs a wide variety of pneumatic systems and compressors; repairs a variety of pumps, such as centrifugal, positive displacement, and screw; services, lubricates and adjusts chemical feed and processing equipment.
- Ø Follows proper OSHA, safety and personal protective equipment practices, precautions and procedures, such as confined space entry and using correct lockout and tag out procedures

When performing all assignments:

- Ø Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Ø Performs routine mechanical maintenance activities on automotive vehicles and portable equipment.
- Ø Assists with the inspection, repairs, cleaning and rebuilding of pumps, compressors and motors including replacement of bearings, shafts, sleeves, and seals.
- Ø Uses CMMS (Computerized Maintenance Management Software) and maintains accurate records of completed tasks.
- Ø Performs basic preventative maintenance on equipment including pumps, generators, and devices.
- Ø Builds and maintains positive working relationships with co-workers, other District employees, and the public. Being a team player is essential and willingness to learn and share knowledge is paramount.
- Ø Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Ø May assist other collections, operations and mechanical maintenance crews in emergency or relief situations.
- Ø Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Ø Performs basic building and grounds maintenance.
- Ø Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Ø Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground wastewater collection lines and pump/lift stations.
- Ø Basic principles and practices of mobile equipment servicing and repair.
- Ø Basic safety practices related to the work, including confined space entry.
- Ø Basic mechanical, electrical and hydraulic principles.
- Ø Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Ø Electrical diagnostic tools and predictive equipment such as: multimeters, ammeters, vibration meters, etc.
- Ø State and Federal water quality and residuals disposal standards.
- Ø Basic safety practices related to the work, including confined space entry.

- Ø Applicable Federal and State laws; District and Division regulations, codes, policies, and procedures.
- Ø Record keeping principles and procedures.
- Ø Computer applications related to the work.
- Ø Shop arithmetic.
- Ø Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Ø Perform semi-skilled work related to the installation, inspection, maintenance, and repair, of underground wastewater collection lines, pump, and lift stations.
- Ø Safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment.
- Ø Read meters and gauges efficiently and record accurate consumption information.
- Ø Interpret and explain regulations, policies and procedures.
- Ø Read maps, manuals and specifications.
- Ø Perform process adjustments based on technical decisions to maintain process performance criteria.
- Ø Paint all types of surfaces and equipment.
- Ø Perform routine housekeeping.
- Ø Wear personal protective equipment.
- Ø Perform manual and strenuous physical labor and heavy lifting.
- Ø Wear a negative fit respirator and self-contained breathing apparatus and demonstrate that the employee can obtain proper face piece-to-face fit in accordance with the manufacturer's fitting instructions, in accordance with CFR 1910.134 (a) 5 (I).
- Ø Perform work in a confined space, following required confined space entry procedures.
- Ø Work overtime, weekends, holidays, and shift work assigned.
- Ø Promote a safe work environment with team members.
- Ø Follow directions from a supervisor and accept constructive criticism.
- Ø Maintain clear and accurate records.
- Ø Make accurate arithmetic computations.
- Ø Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ø Identify and take appropriate action when operating problems occur.
- Ø Maintain attention to detail and accuracy.
- Ø Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ø Operate modern office equipment including computer equipment and specialized software applications programs.
- Ø Use English effectively to communicate in person, over the telephone, and in writing.
- Ø Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Ø Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I: Equivalent to the completion of the twelfth (12th) grade.

Maintenance Worker I: One (1) year of mechanical maintenance experience. Experience in water/wastewater treatment facilities is desired.

Licenses and Certifications:

Collection/Maintenance Worker I

- Ø Possession of valid California's driver's license.
- Ø Possession of a Mechanical Technologist I or Collections System Maintenance I Certificate issued by the California Water Environment Association is desirable. If candidate does not possess Mechanical Technologist I or Collections System Maintenance I certificate, he/she must be able to obtain within 24 months of hire.
- Ø Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.
- Ø Confined space awareness training within one (1) year of employment.
- Ø 8-hour HAZWOPER awareness certificate within one (1) year of employment.
- Ø Must pass a respiratory fit test within 2 months of employment and adhere to District facial hair requirements.

DISASTER SERVICE WORKER

All Carmel Area Wastewater District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL ELEMENTS

Employee is frequently exposed to outside weather conditions.

Employee is occasionally exposed to high, precarious places.

Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals.

Employee is exposed to unpleasant smells and odors.

Employee is exposed to moderate cold; moderate heat.

Employee is exposed to risk of electrical shock or mechanical hazards.

Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.

The noise level in the work environment is usually loud.

Employee, as needed, works indoors, office setting, climate controlled.

PHYSICAL DEMANDS

STANDING

Average Frequency: 2 ½ to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.

Description: Performs while utilizing a variety of basic hand or power tools, utilizing a shovel, pick or digging bar, sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, performing a variety of semi-skilled work including carpentry, electrical, plumbing, painting, landscaping, custodial, and heating.

WALKING

Average Frequency: 2 ½ to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.

Description: Performs while relocating tools, equipment, parts, walking within the plant, to and from field sites, operating a jackhammer, shoveling, inspecting equipment, painting, vacuuming, sweeping, mopping, maintaining landscaping and during traffic safety setups.

SITTING

Average Frequency: Up to 2 hours.

Duration: Less than ½ hour to 1 hour at a time.

Maximum Frequency: Up to 7 hours.

Duration: Up to 1 hour at a time.

Surfaces: Cushioned vehicle seat, office chair.

Description: Performs while working at a desk station, during trainings, operating equipment including a forklift, golf cart, tractor, backhoe, pickup truck.

KNEELING/CROUCHING/SQUATTING

Average Frequency: 10 to 20 minutes.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped terrain.

Description: Performs while repairing and servicing equipment, retrieving and setting items on and off lower shelves or the ground, retrieving trash, cleaning toilets, urinals, cleaning windows, polishing furniture, painting in conjunction with utilizing rollers or brushes, performing carpentry duties, electrical, plumbing, greasing or lubing equipment, remodeling and assembling cabinets, counters, drawers, sanding, texturing and repairing walls, repairing and installing building hardware including door handles, accessing pipes, fixtures, valves, clearing clogged plumbing fixtures.

CRAWLING

Average Frequency: 10 to 20 minutes.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped terrain.

Description: Performs while accessing restricted areas including plumbing/pipes, inspecting equipment, performing carpentry tasks, accessing mechanical equipment or during plumbing tasks.

LAYING ON BACK/STOMACH

Average Frequency: 5 to 10 minutes.

Duration: Seconds to less than 2 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped terrain.

Description: Performs while inspecting and repairing equipment including plumbing and mechanical.

CLIMBING/BALANCING

Average Frequency: 4 to 10 times.

Duration: Seconds to less than 2 minutes at a time.

Maximum Frequency: 10 to 20 times. .

Duration: Seconds to less than 2 minutes at a time.

Surfaces: Ladder or stair steps, vehicle floorboards.

Description: Performs while ascending or descending extension ladders up to 40 feet, stepladders 10 to 12 feet, stair steps at plant sites, accessing vehicle cab 1 to 3 steps.

REACHING

Above Shoulder Level:

Average Frequency: 15 to 20 minutes.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while repairing and servicing equipment including plumbing in conjunction with utilizing a variety of hand or power tools, replacing lamps or lights, retrieving equipment over railing, painting in conjunction with utilizing rollers or brushes, polishing, carpentry work including assembling cabinets, counters, sanding, texturing or repairing walls. Unilateral or bilateral upper extremities from a less than full-to-full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 6 to 7 hours.

Duration: Seconds to less than ½ hour at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while operating a variety of equipment including forklift, truck, golf cart, tractor, backhoe, man lift in conjunction with maneuvering levers and a steering wheel, retrieving and relocating tools, supplies, equipment, inspecting, troubleshooting and repairing equipment, utilizing a variety of basic or power tools including a shovel, pick, digging bar, sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, maintaining plumbing, painting in conjunction with utilizing brushes or rollers, performing custodial tasks including sweeping, vacuuming, utilizing a squeegee, shampooer, extractor to clean floors, performing a variety of carpentry work including remodeling and assembling of cabinets, counters, drawers, renovating, relocating, altering workstations, sanding, texturing and repairing walls, repairing and installing building hardware including door handles, repairing plumbing systems, during traffic setup. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

Below Waist Level:

Average Frequency: 10 to 20 minutes.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while repairing and servicing equipment, retrieving or setting items on and off lower shelves or the ground, painting in conjunction with utilizing rollers or brushes, landscaping including utilizing basic hand tools to repair irrigation systems, custodial tasks including polishing furniture, utilizing a squeegee to clean windows, cleaning toilets, urinals, wiping walls, retrieving trash or debris, lubricating equipment, installing water meters, performing a variety of carpentry work including remodeling and assembling cabinets,

counters, drawers, sanding, texturing and repairing walls, installing building hardware, marking utilities. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a shovel, digging bar or pick while digging, operating a jackhammer a combination of pushing, pulling, partial lifting and guiding, utilizing wrenches to remove and secure bolts, pry bar to secure equipment, dollies or carts to relocate supplies, pallet jacks, relocating hoses, utilizing grinders, electric skill saws, chop saws, a press, drills, chain saw, utilizing a metal hook to remove or replace a manhole lid, mopping, sweeping, vacuuming, utilizing a squeegee to clean windows or mirrors, utilizing rollers or brushes to paint, utilizing saws, installing cabinetry. Unilateral or bilateral arm use.

TWISTING/ROTATING

Waist:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 2 to 3 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while accessing restricted areas, equipment, inspecting equipment, shoveling, repairing, servicing and maintaining equipment in conjunction with utilizing a variety of tools, driving. The motion is from center to right back to center or center to left back to center up to 20-degrees.

Neck:

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while aiding visually, operating equipment including a forklift, truck, golf cart, tractors, backhoes, man lifts, servicing and repairing and maintaining a variety of equipment including plumbing, electrical, while painting, heating and ventilation, custodial tasks, performing carpentry duties, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

Wrists:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 3 to 4 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while utilizing a variety of tools including drills, pliers, ratchets, screwdrivers, saws, digging tools, Alan wrenches, manipulating nuts, bolts, screws, small parts, shoveling, utilizing rollers or brushes while painting, utilizing a vacuum, sweeping, mopping, utilizing a metal hook to remove or replace a manhole lid. Unilateral or bilateral hand use.

BENDING

Waist:

Average Frequency: 15 minutes to 1 hour.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while repairing and servicing equipment, retrieving and setting items on and off lower shelves or the ground, painting in conjunction with utilizing rollers or brushes, landscaping including utilizing basic hand tools to repair irrigation systems, custodial tasks including polishing furniture, utilizing a squeegee to clean windows, cleaning toilets, urinals, wiping walls, retrieving trash or debris, lubricating equipment, performing a variety of carpentry work including remodeling and assembling cabinets, counters, drawers,

sanding, texturing and repairing walls, installing building hardware, marking utilities. The motion is in a forward direction up to 5 to 65-degrees.

Head/Neck:

Average Frequency: 4 to 5 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a variety of basic hand or power tools, utilizing a shovel, pick or digging bar, sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, performing a variety of semi-skilled work including carpentry, electrical, plumbing, painting, landscaping, custodial, and heating and ventilation tasks, installing water meters, cleaning floors, restrooms, toilets, windows, general office space areas, meeting rooms, performing a variety of carpentry work including remodeling and assembling cabinets, counters, drawers, renovates, relocates and alters employee workstations while sanding, during traffic setup, during normal body mechanics.

Wrists:

Average Frequency: 4 to 5 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a variety of tools including drills, wire cutters, wire strippers, tape measures, sockets, socket adapters, ratchets, tape measures, wrenches, screwdrivers, hammers, Alan wrenches, shovel, pick, digging bar, manipulating bolts, nuts, small parts, screws, operating a jackhammer, operating equipment including maneuvering a steering wheel and levers, sweeping, mopping, vacuuming, utilizing rollers or brushes while painting, utilizing carpentry tools, utilizing a metal hook to remove or replace a manhole lid, during normal body mechanics. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Drills, pliers, tape measures, socket adapters, ratchets, wrenches, screwdrivers, drills, reciprocating saws, hammers, diagnostic tools, Alan wrenches, shovel, digging bar, pick, bolts, nuts, screws, small parts, wiring, telephone handset, writing utensil, paperwork, manuals, sledgehammers, grinders, air tools, grease gun, skill saw, levels, pneumatic nail gun, wire strippers, spray can, nails, miscellaneous parts, rollers, brushes, PVC cutters, mop, broom, squeegee, grease gun, nails, screws.

Average Frequency: 6 to 7 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to less than 15 minutes at a time.

Distance: Less than 100 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a variety of basic or power tools to perform a variety of tasks including performing carpentry, electrical, plumbing, painting, landscaping, custodial, heating and ventilation tasks, utilizing a writing utensil, handling paperwork, manuals, handling bolts, screws, nuts, small parts, utilizing rollers or brushes while painting.

11 to 25 lbs.

Objects: 8" PVC fitting, 2-gallon gas can, pneumatic pipe plug, shovel with dirt.

Average Frequency: Less than ½ hour to 1 hour.

Maximum Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Distance: Less than 100 feet.

Height: Ground to shoulder or above.

Description: Performs while retrieving and relocating a valve battery or while digging.

26 to 50 lbs.

Objects: Valve box lid, 3/8" chain, 5-gallon gas can, electric motor, 20' extension ladder, jack hammer, concrete debris, confined space winch, traffic signage, full wheelbarrow.

Average Frequency: 5 to 10 times.

Maximum Frequency: 20 to 30 times.

Duration: Seconds at a time.

Distance: Less than 25 feet.

Height: Ground to shoulder or above.

Description: Performs while retrieving and relocating equipment, tools and supplies including an impeller, band saw with case, electric motor, 12' ladder, trash pump, flange, pipe vice, oil bucket, blower, shaft, threader, portable head, toilet paper case

51 to 75 lbs.

Objects: Step/extension ladder, sandbag, jackhammer, 2' submersible pump.

Average Frequency: 2 to 3 times.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Distance: Less than 10 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a step/extension ladder, jack stand, bucket of chain, utilizing a jackhammer includes pushing, pulling, partial lifting, lifting and guiding.

76 to 100 lbs.

Objects: Pump, 90 lb jack hammer, vault lid, confined space winch, confined space base tripod, bollards.

Average Frequency: 1 to 2 times.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Distance: Less than 25 feet.

Height: Ground to shoulder or above.

Description: Performs while retrieving and relocating a pump, pipe and setting up for confined space entry.

100+ lbs.

Objects: Manhole lid, generator, 8" x 20' pipe, 4" plug valve.

Average Frequency: Up to 2 times.

Maximum Frequency: Up to 10 times.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while utilizing a metal hook to remove or replace a manhole lid, a combination of pushing, pulling and partial lifting, and as needed loading and unloading a pressure washer, generator and 4 plug valve, with assistance.

SIMPLE GRASPING

Average Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while operating a variety of equipment including forklifts, truck, golf cart, tractor, backhoe in conjunction with maneuvering a steering wheel or levers, retrieving and relocating miscellaneous tools, parts, utilizing a telephone handset, handling paperwork, utilizing a grease gun to lubricate parts, a spray can to mark locations, painting in conjunction with utilizing rollers or brushes, mopping, sweeping, vacuuming, utilizing a squeegee to clean mirrors or windows, performing landscaping duties in conjunction with utilizing basic hand tools. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a shovel, digging bar or pick while digging, operating a jackhammer in conjunction with pushing, pulling, partial lifting and guiding, utilizing wrenches to remove or secure bolts, pry bars to secure equipment, dollies or carts to relocate supplies, relocating hoses, utilizing grinders, electric chop saw, presses, drills, chainsaw, installing cabinetry including repairing walls. Unilateral or bilateral hand use.

FINE MANIPULATION

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 2 to 3 hours.

Duration: Seconds to less than 10 minutes at a time.

Description: Performs while utilizing a writing utensil, computer keyboard, mouse to enter or retrieve data, handling bolts, nuts, screws, nails, small parts, components, pressing telephone buttons to make outgoing calls.

Unilateral or bilateral hand use.

- Drills

MACHINES/TOOLS

- Pneumatic nail gun
- Pliers
- Tape measures
- Sockets
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saws
- Hammers
- Diagnostic tools
- Alan wrenches
- Digging bar
- Pick
- Writing utensil
- Telephone handset
- Sledgehammer
- Grinders
- Air tools
- Grease gun
- Skill saw
- Levels
- Square
- Rollers
- Vacuum
- Broom
- Mop
- Squeegee

- Wire strippers
- Spray can
- Roto hammer
- Jackhammer
- Pipe wrenches
- Presses
- Chop saw
- Computer keyboard, mouse, monitor
- Band saw
- Cut off saw
- Forklift
- 28-ton truck
- Golf cart
- Tractor
- Backhoe
- Aerial lift
- Dollies
- 4-wheeled cart
- Wrenches
- Motors
- Ladders
- Valves
- Generators
- Electric snakes
- Blowers
- Paint brushes

PERSONAL PROTECTIVE EQUIPMENT

- Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, and hand protection.
- The employee is required to wear fall protection and respiratory protection.

WEIGHTS AND MEASURES

Items Weighed:

- 4" C-900 pipe fitting – 6 lbs.
- 6" C-900 pipe fitting – 12 lbs.
- Gas Can (2 gallon) – 13 lbs.
- Suction hose (2" x 20' Green PVC) – 16 lbs.
- 6" x 4" I-beam – 20 lbs.
- Flow thru plug 6-8" – 20 lbs.
- 8" C-900 – 23 lbs.
- Pneumatic plug 10-18" – 25 lbs.
- Pipe (4" x 20' SDR 35) – 27 lbs.
- 3/8" chain – 28 lbs.
- Valve box lid (B12) – 28 lbs.
- Shoring (2' x 24-36" cylinder) – 30 lbs.
- Discharge hose (2" x 50' blue PVC) – 30 lbs.
- Cut off saw (hot saw) – 32 lbs.
- Jack hammer (30 pound) – 33 lbs.
- Gas can (5 gallon) – 33 lbs.
- Firehose (2.5" x 50') – 34 lbs.
- Confined space blower – 35 lbs.
- Electric motor (1 HP) – 35 lbs.
- Ventilation Blower (12V) – 36 lbs.
- Confined space winch – 41 lbs.
- Confined space base (tripod) – 95 lbs.
- Valve box (B12) – 96 lbs.
- Jack hammer (90 pound) – 97 lbs.
- Move furniture – 100 lbs.
- 2" Trash Pump (187 GPM) – 104 lbs.
- Pipe (8"x20' SDR 35) – 110 lbs.
- 4" gate valve – 114 lbs.
- 6" gate valve – 194 lbs.
- Manhole lid (36" diameter) – 229 lbs.
- Storm drain inlet (2x2) – 42 lbs.
- 20' extension ladder – 42 lbs.
- Concrete/Asphalt debris – 50 lbs.
- 6' plug hand crank – 50 lbs.
- Standard wheelbarrow (full) – 50 lbs.
- Metering vault lid (open) – 52 lbs.
- 28' extension ladder – 57 lbs.
- Traffic valve box (G5) – 58 lbs.
- Sandbags – 60 lbs.
- Pipe (4"x6' mission clay) – 60 lbs.
- Perma-Patch sack (60 pound) – 60 lbs.
- Concrete sack (60 pound) – 60 lbs.
- 2" Submersible sump pump – 60 lbs.
- Pipe (6"x20' SDR 35) – 61 lbs.
- Bumper crane assembly – 62 lbs.
- Lumber boards (2"x12"x16') – 64 lbs.
- Jack Hammer (60 pound) – 65 lbs.
- 2x4 grate – 71 lbs.
- Jet hose (pulling) – 71 lbs.
- Bollards (remove and replace) – 72 lbs.
- 32' extension ladder – 72 lbs.
- 4" plug valve – 75 lbs.
- 24" Manhole lid (open/lift) – 75 lbs.
- Concrete Sack (90 pound) – 90 lbs.
- Plywood (4'x8'x 1 1/8") – 94 lbs.

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION NO. 2020-57

A RESOLUTION APPROVING THE JOB DESCRIPTION AND ADDITION TO STAFFING LEVELS FOR ONE ADDITIONAL STAFF MEMBER, "COLLECTION/MAINTENANCE UTILITY WORKER I", AT RANGE 6 ON THE CLASSIFICATION SCHEDULE FOR A LIMITED 3-YEAR TERM

-oOo-

WHEREAS, the Board of Directors is convinced by the staff presentation and board report presented at the regular meeting on August 27, 2020 that there is a need to add to staffing levels; and

WHEREAS, the Board agrees that with the extension of the River Watch Settlement Agreement for one year, an increase to staffing is critical to ensure the completion of the required Full Condition Assessment; and

WHEREAS, the Board agrees that upon completion of the Full Condition Assessment the addition to staffing will no longer be required and therefore agrees that it should be a limited term assignment of 3 years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve:

1. The job description for a Collection/Maintenance Utility Worker I, and
2. Classifying the Collection/Maintenance Utility Worker I at Range 6 on the District's Salary Classification Scale, and
3. Recruit and hire one person for the position for a limited term of 3-years.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 27, 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 & Information/Discussion

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 27, 2020

Subject: Selection of Topics for CAWD Fall 2020 Newsletter

RECOMMENDATION

Staff is requesting Board input for topics to the District's Fall 2020 newsletter.

DISCUSSION

The Fall issue is our two-page issue. Suggested topics for this issue include:

- Covid-19 impact on CAWD & how we are dealing with it
- Undergrounding of Outfall pipeline
- Completion of Hatton Canyon pipeline – grant funded
- Completion of Rio Road CIPP project
- Robert Bowman – Collection Worker of the Year (cut from last article due to space constraints)
- Safety spotlight – Mark Dias & his role in COVID-19
- Microorganism of the Month
- Budget cuts due to COVID and impact on rates
- Budget graphs
- Sidebar – if you see something, say something. Call CAWD first.

FISCAL IMPACT

The 2020-21 Budget provides \$32,000 for two newsletters and a Prop 218 Notice – this includes consultant services for design and writing, printing, postage, and delivery. The Fall 2020 issue is the first of the two issues planned and is included in the approved newsletter budget.

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: August 27, 2020
Subject: Carmel Meadows Gravity Sewer
Improvements Project #19-03 Design Update

RECOMMENDATION

It is recommended that the Board of Directors accept the report and presentation regarding the proposed design and direct staff to complete the design as recommended by SRT Consultants.

DISCUSSION

The Carmel Meadows Gravity Sewer Improvements Project is in the Carmel Meadows area and currently is serving homes along the northeast side of Ribera Road between Mariposa Drive and Calle La Cruz. The project has been the subject of studies in the past by HDR and by Kennedy Jenks Consultants to determine if the 6-inch diameter sewer line that is a combination of shallow buried and aerial supported pipes could be replaced in kind. Continuing to serve an aerial sewer supported by piles adjacent to the Carmel River was determined to be too risky due to sea level rise and proposed changes to the river, such as Carmel River Floodplain Restoration and Environmental Enhancement.

SRT Consultants were retained by Carmel Area Wastewater District (CAWD) in 2019 in order to provide a study to determine whether this project could be completed by rerouting the flow in a gravity sewer line and directing it to a new lift station at the end of Mariposa Drive. The study confirmed that a new lift station scenario is feasible. SRT Consultants was authorized in September 2019 to continue with the design of the pipeline replacement project. At this time, the environmental studies have been completed and are being reviewed by staff. Before moving forward with finalizing the design, we are providing you with a presentation that explains the design and the reason for each design element, including the need for ejector pumps at 4 homes.

FUNDING

The budget for this project is \$1,294,000 over two fiscal years, which includes design and construction costs.

Staff Report



TO: Board of Directors

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

DATE: August 27, 2020

SUBJECT: Investigation into Issues Related to Performing COVID-19 Testing

RECOMMENDATION

Staff requests further direction from the Board on this matter.

DISCUSSION

At the regular July 2020 Board meeting the Board requested that staff investigate issues related to having the District participate in COVID-19 testing.

Lab Accreditation

Governor Newsom has signed an executive order regarding COVID-19 testing (N-25-20). The certification and licensure requirements of California Code of Regulations, Title 17, Section 079 and Business and Professions Code Section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments (CLIA) of Section 252 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.

The District's lab is accredited by the Environmental Laboratory Accreditation Program (ELAP). We are not a certified public health or licensed clinical laboratory. Estimates to obtain CLIA certification range from six to twenty-four months. In addition to CLIA certification there is also required California licensure/registration from the California Department of Public Health (CDPH).

Lab Facilities

For the District Lab to perform COVID-19 testing it would need to not only obtain CLIA certification but also to ensure the separation of human samples from wastewater samples. This would require the purchase or rental of a modular unit to have a clean sampling and testing area to prevent contamination from wastewater analysis performed in the current CAWD laboratory. It would also require the purchase of the correct equipment for testing and maintaining that equipment to CLIA Standards.

It would likely be more cost effective to utilize a licensed clinical laboratory by contract than attempt to set up a clinical lab at CAWD.

Drive-through Sites

Sites that advertise as “drive-through COVID-19 testing sites” may offer on-site testing for serological (antibody) tests; they may also collect specimens for molecular testing, which are then submitted to an off-site laboratory for clinical testing. Sites that do not actually perform clinical laboratory tests for SARS-CoV-2 on the premises are operating as specimen collection sites and not clinical laboratory testing sites.

A clinical lab performing waived (i.e. simple lab exams and procedures that have an insignificant risk of an erroneous result) tests on the premises of the drive-through testing site must have a CLIA certificate of waiver and California clinical laboratory registration.

If specimens collected at the drive-through site are sent to an off-site lab, the testing lab must have California licensure or registration and CLIA certification appropriate to the complexity of the testing.

If specimens collected in California are submitted to a laboratory located outside California, the out-of-state lab must have a California license and meet the California lab requirements.

Personnel

For the duration of the COVID-19 emergency, persons may perform testing for SARS-CoV-2 if they meet the requirements specified by the CDPH: At the highest level this would be a Doctor of Medicine, osteopathy, or podiatric medicine. A clinical laboratory performing moderate to high complexity testing requires the lab director be a physician licensed after 1992. At the lower level it would include graduation from a medical lab or clinical lab training program or an official U.S., military medical laboratory.

CAWD staff is not trained in clinical procedures and does not currently meet the requirements of even the lowest level clinical lab testing. To reach that goal CAWD would need to send staff to a clinical lab training program.

Impact on CAWD Operations

Finally, we believe there are two additional factors to consider should the Board decide to proceed with COVID-19 testing.

- Our current staff policy is to eliminate or minimize contact among staff members with masks, social distancing, and disinfection procedures. This includes minimizing contact with the public and/or vendors to ensure that staff is not subject to infection brought into the facility. Opening the plant to the public could bring COVID-19 into the facility and open all staff up to potential infection. Testing itself would require that the staff involved be completely protected with PPE. To ensure the continued protection of current staff, we suggest that any drive-in testing be done at an alternate location.
- We estimate that it would take 1 to 2 clinically trained lab personnel to offer specimen collection and certainly more should we take on lab testing. This would be in addition to current staffing levels. If the decision is made to open plant grounds to testing, we would potentially need to devote additional staff to crowd/traffic control to ensure that people only go to a specific area.

FINANCIAL

Total costs unknown currently.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 27, 2020

Subject: Special District Association Meeting July 21, 2020

DISCUSSION

The Special Districts Association of Monterey County (SDA) met virtually on July 21, 2020.

Kate McKenna, Executive Director of the Local Agency Formation Commission of Monterey County (LAFCO) gave a presentation on the dissolution of the Fort Ord Reuse Authority (FORA). FORA was established in 1994 by the State Legislature to plan, facilitate, and manage the transfer of former Fort Ord property from the Army to municipalities and other public entities. FORA was established as a temporary agency, and the FORA Act became inoperative on 06-30-20. Major FORA accomplishments include securing \$25.7M through the issuance of bonds to fund on-going building removal in the cities of Seaside and Marina, substantial completion of \$98M Environmental Cooperative Agreement for Munitions Remediation, and construction of \$66.5M in new transportation infrastructure. FORA did not complete its entire work program and it will transition responsibilities via agreements with local agencies.

The final version of the FORA Transition Plan and related agreements reflect the two-year process of divesting and transferring FORA responsibilities to local agencies. In the Final Transition Plan, basic responsibility for litigation falls to the underlying jurisdictions. However, LAFCO was pulled into two litigations shortly before 06-30-20. First a claim from FORA's building removal contractor REI and second, litigation California Native Plant Society (CNPS) v. FORA and Del Rey Oaks. FORA provided LAFCO \$500K in litigation reserve funds for legal defense in FORA-related litigation. The statute of limitations will end for filing a government claim on 01-01-2022. Potential exists for additional legal actions and claims in the next two and a half years. Should it be necessary, local agencies will be required to fund any shortfall in legal expenses. When LAFCO no longer needs litigation reserve funds and administrative oversight funds, the unused monies will be returned to the County and Cities of Marina, Seaside, Del Rey Oaks, and Monterey.

Vince Ferrante was reelected to one of the three coastal zone directors for the California Special Districts Association (CSDA).

Kate McKenna reported LAFCO approved a countywide study of districts providing fire protection and emergency medical services. LAFCO is also working on proposed annexations for CAWD and Soledad. Monterey Peninsula Water Management District is requesting it be allowed to activate the latent power to deliver potable water.

The next SDA meeting is scheduled for Tuesday, October 20, 2020 at 6:00 p.m., either virtually or at Bayonet and Black Horse Golf Course Clubhouse in Seaside.

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – July 23, 2020**

A meeting of the Retirement Pension Plan Trustees was held on Thursday, July 23, 2020, at 2:00 p.m.

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

Note: This meeting was held via ZOOM software

I. 2nd Quarter 2020 Review

June was a positive month for the U.S. equity markets, capping off a strong quarter of recovery for both the economy and the markets from the downturn due to the coronavirus. For the month of June, the Dow Jones Industrial Average gained 1.82%, while the S&P 500 and the NASDAQ were up 1.99% and 6.07%, respectively. For the 2nd quarter of 2020, the U.S. equity markets all showed a strong rebound off the March lows with the Dow and S&P 500 gaining 18.51% and 20.54%, respectively. The NASDAQ continued to set the pace by gaining 30.95% for the quarter. The District's portfolio captured 82% of stock market gains.

The international equity markets followed suit with solid gains of their own. The MSCI EAFE (Europe, Australasia, Far East) Index, measuring large capitalization stocks from developed countries, gained 3.41% for the month of June, and added 14.88% for the 2nd quarter. The emerging foreign markets, which have been extremely volatile over the last couple of years, gained 7.4% for June and 18.18% for the 2nd quarter.

The U.S. bond markets, while typically negatively correlated to the equity markets (making for performance inverse to that of the equity markets), fared very well during June and for the 2nd quarter. The Bloomberg Barclays U.S. Aggregate Bond Index, a broad basket of U.S. fixed income instruments, gained 0.63% for June and 2.9% for the 2nd quarter. High yield bonds displayed their more positive correlation to the equity markets by gaining 0.98% for June with a very strong 10.18% for the 2nd quarter.

One of the reasons for the strong performance is that the Federal Reserve (Fed) provided massive monetary policy stimulus by injecting trillions of dollars into the U.S. economy, primarily in two ways. First, the Fed kept interest rates at or

near zero, providing for consumer and business borrowing at a very low cost. Second, by purchasing nearly \$3 trillion of investment securities in the open market, the sales proceeds injected those funds directly into the economy.

The Committee asked Hastie Financial to show us how a “test” 70/30 portfolio might perform. Currently our portfolio is allocated 60% stocks/40% bonds. As per the included graph, there is only about 1% difference over the last year. Given the current environment and the coming election, Mr. Hastie believes that market volatility may increase, arguing against increasing the stock allocation at this time.

II. 3rd Quarter Action Plan

Hastie recommended selling ½ of the Columbia Dividend Income, 3% of our position in iShares, Vanguard Mid Cap, Invesco Developing Markets, and Guggenheim Market Neutral Real Estate Investment Trust (REIT). Purchase recommendations were JP Morgan Large Cap Growth, iShares Morningstar Growth (more of a growth objective) and PGIM International Opportunities.

Hastie Financial Group is of the opinion that the recovery from COVID-19 will be gradual. In the third quarter they were predicting a “W” shaped recovery which is now seen as unlikely. Merrill Lynch is now predicting a recovery graph similar in appearance to the Nike swoosh.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.65		0.66		0.67	
Standard Deviation (b)	11.50	16.94	10.24	14.81	9.49	13.57
Mean	11.28	10.23	9.24	9.86	13.15	10.53
Alpha	3.46		2.06		1.57	

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

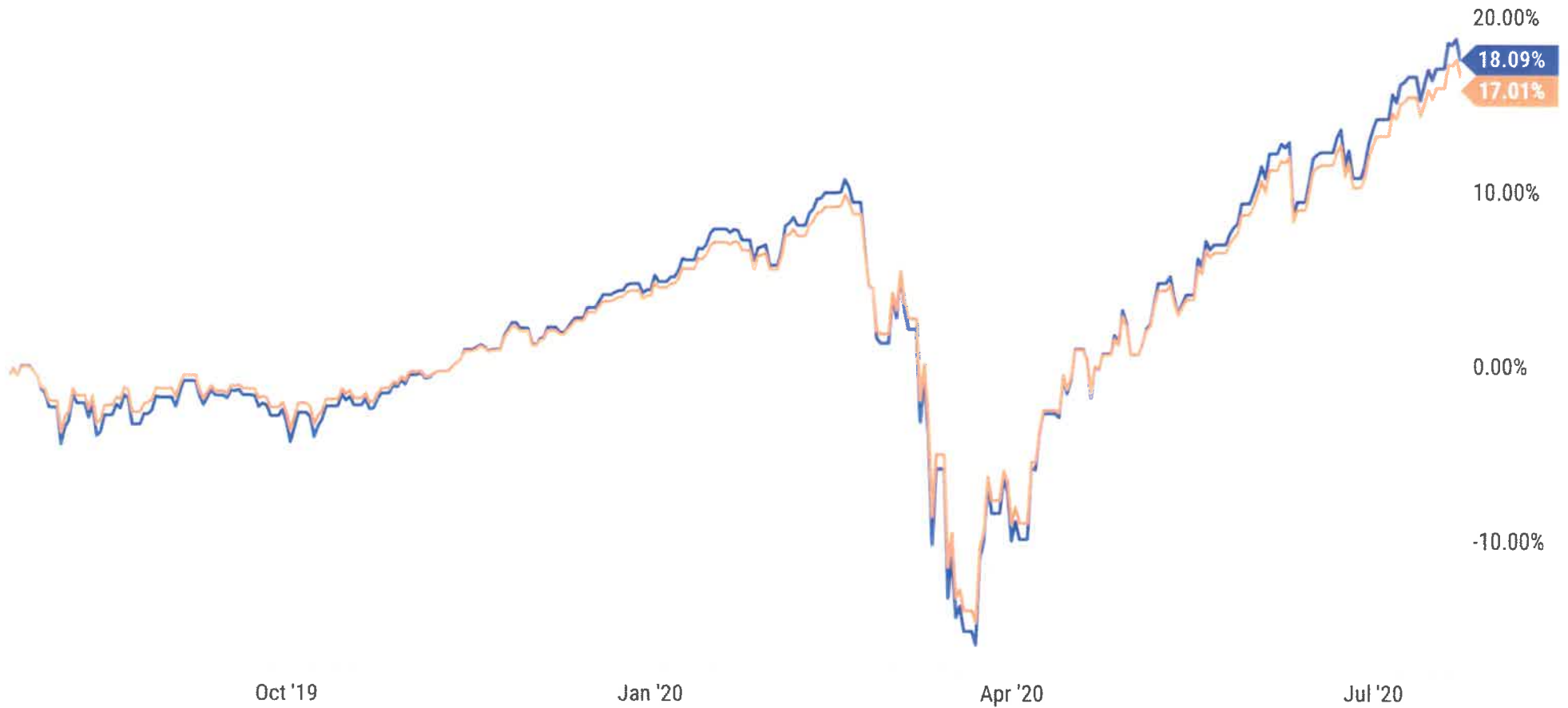
(b) Strategy is to remain at roughly 2/3 of S & P 500, this is inline with current investment objectives

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

There being no further business, the meeting was adjourned at approximately 2:45 p.m.

Respectfully submitted,
Barbara Buikema
General Manager

- CAWD Test Portfolio v.1 Total Return
- Growth w/ Income P3 Total Return



Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

2nd Quarter 2020 Review

3rd Quarter 2020 Action Plan

July 23, 2020

Change in Market Value Register

From 4/1/2020 to 6/30/2020

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	04/01/2020	4,805,734.00	(45,944.24)	717,420.46	23,486.62	5,492,286.81	732,497.05	06/30/2020	15.28
Total	4/1/2020	\$4,805,734.00	(\$45,944.24)	\$717,420.46	\$23,486.62	\$5,492,286.81	\$732,497.05	6/30/2020	15.28

Change in Market Value Register

From 1/1/2020 to 7/20/2020

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	(91,301.12)	189,436.84	49,029.51	5,723,556.50	210,726.56	07/20/2020	3.92
Total	1/1/2020	\$5,604,131.07	(\$91,301.12)	\$189,436.84	\$49,029.51	\$5,723,556.50	\$210,726.56	7/20/2020	3.92

Performance by Security

From 4/1/2020 to 6/30/2020

Carmel Area Wastewater

Holdings by Account and Asset Class (Primary)

Description	Market Value (4/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (6/30/2020)	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	648,755.58	3,165.63	3,165.63	780,660.67	20.33
JPMorgan Large-Cap Growth Fund CI I	489,135.96	.00	.00	666,211.08	36.20
Columbia Dividend Income Fund Advisor CI	459,378.19	2,620.90	2,620.90	520,553.58	13.32
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	331,732.64	.00	.00	439,868.51	32.60
Vanguard Mid-Cap Index Fund Admiral Shares	212,763.95	35,301.81	1,224.68	307,588.92	24.82
Columbia Contrarian Core Fund Advisor CI	244,186.79	.00	.00	294,111.84	20.45
Total Domestic Equity	\$2,385,953.11	\$41,088.34	\$7,011.21	\$3,008,994.60	24.36
International Equity					
Invesco Developing Markets Fund CI Y	378,075.25	(180,621.44)	.00	243,443.76	22.06
PGIM Jennison International Opportunities Fund-CI Z	.00	229,154.77	.00	237,040.27	3.44
Total International Equity	\$378,075.25	\$48,533.33	\$0.00	\$480,484.03	19.75
Alternative					
Guggenheim Market Neutral Real Estate Fund CI A	.00	7,779.81	.00	.00	-3.31

Performance by Security

From 4/1/2020 to 6/30/2020

Description	Market Value (4/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (6/30/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Bond					
PGIM High-Yield Fund- CI Z	437,779.99	7,498.95	7,498.95	484,364.67	10.64
American Funds U.S. Government Securities CI F-2	.00	470,774.92	1,165.03	472,356.39	0.58
Guggenheim Total Return Bond Fund Institutional CI	.00	378,188.25	2,500.34	397,156.84	5.71
Schwab U.S. Aggregate Bond ETF	441,724.64	(443,634.71)	981.61	.00	0.92
Vanguard Intermediate-Term Bond Index Fund Admiral Shares	571,625.42	(570,174.16)	228.12	.00	-1.23
Total Domestic Bond	\$1,451,130.04	(\$157,346.75)	\$12,374.05	\$1,353,877.90	5.61
International Bond					
PGIM Global Total Return Fund CI Z	403,383.41	4,095.38	4,095.38	436,734.24	8.27

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	18.63	7.47	10.78	10.78
Russell 1000	21.82	7.48	10.64	10.47
Russell Mid Cap	22.24	-2.23	5.88	6.82
Russell 2000 Growth	24.87	-6.59	1.99	4.40
MSCI EAFE	14.96	-5.11	0.59	1.91
MSCI Emerging Markets	20.43	-3.37	1.79	3.10
Barclays Capital US Aggregate	2.80	8.70	5.26	4.31

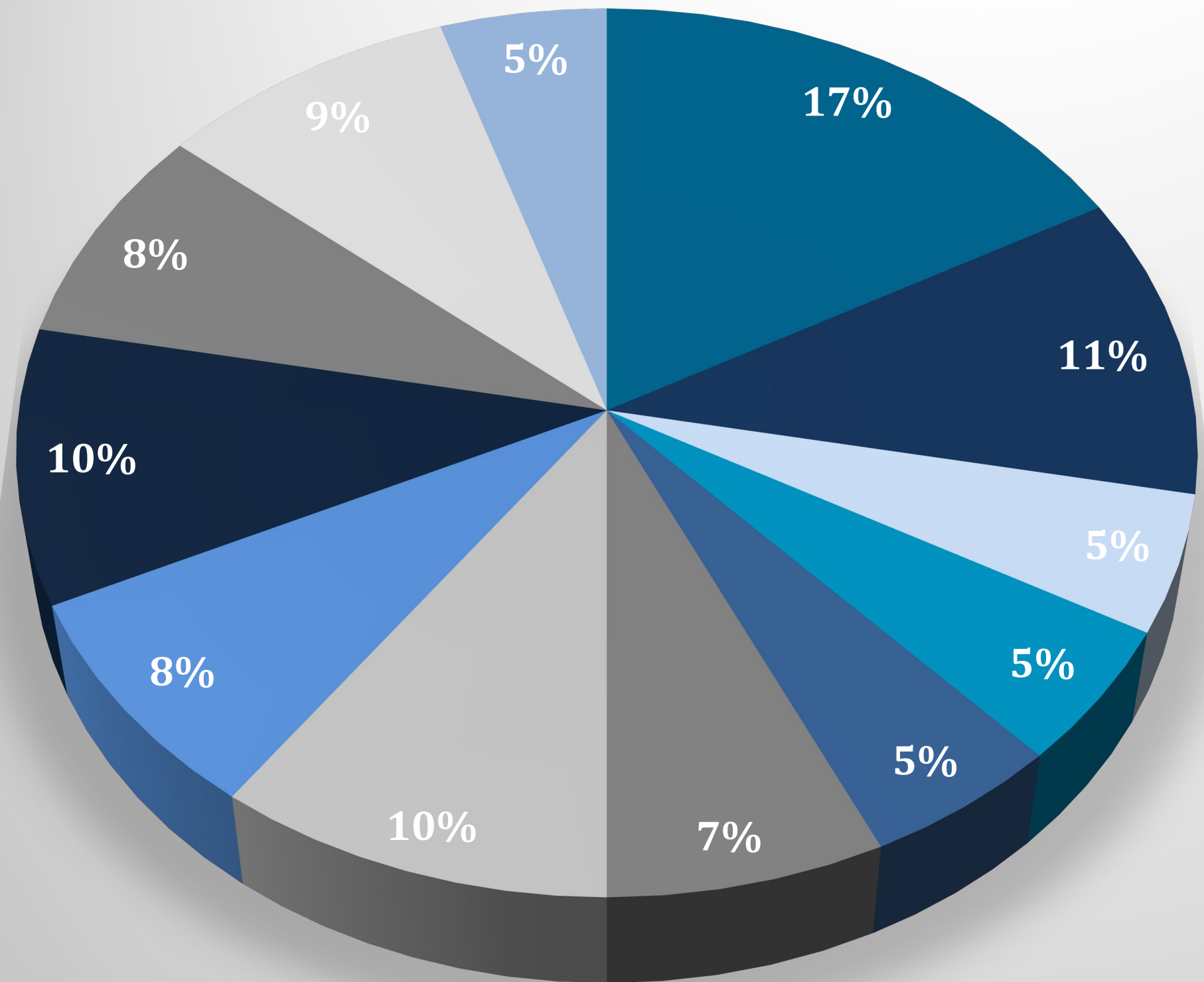
- **Sell:**

- Columbia Dividend Income (1/2 of position)
- iShares S&P 500 TR (3% of position)
- Vanguard Mid Cap
- Invesco Developing Markets
- Guggenheim Market Neutral REIT

- **Buy:**

- JP Morgan Large Cap Growth
- iShares Morningstar Mid Cap Growth
- PGIM International Opportunities

- **Rebalance the rest of the portfolio**



- JP Morgan Large Cap Growth - 17%
- iShares Core S&P 500 - 11%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 5%
- iShares Morningstar Mid Cap Growth - 5%
- Federated Kaufmann Small Cap - 7%
- PGIM International Opportunities - 10%
- 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	0.65	0.66	0.67

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
JPMorgan Large Cap Growth	1.06	0.69
iShares Core S&P 500	1.00	0.04
Columbia Contrarian Core	1.03	0.77
Columbia Dividend Income	0.86	0.71
iShares Morningstar Mid Cap Growth	1.12	0.30
Federated Kaufmann Small Cap	1.09	0.91
PGIM International Opportunities	0.96	0.90
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	11.50	10.24	9.49
Standard & Poor's 500 Index	16.94	14.81	13.57

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	11.28	9.24	10.74
Standard & Poor's 500 Index	10.23	9.86	13.15

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	3.46	2.06	1.57

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 27, 2020

Subject: Pebble Beach Community Services District – Regular Board Meeting
July 31, 2020

DISCUSSION

Agenda items from the July 31, 2020 meeting that are of specific interest to this District:

- Total cash balance at the end of June 2020 was \$23.2M; of that amount, \$16.1M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The June 2020 Cash Basis Budget Report showed revenues of \$20.4M or 84.3% of budget. Total expenditures through June total \$14.9M or 61.8% of budget.
- The draft Monterey County Request for Proposals for Ambulance Service Provider for Monterey County Exclusive Operating Area Request for Public Comment was released by the Monterey County Emergency Management Services Agency. Although the public comment period is now closed the link is: <https://www.co.monterey.ca.us/government/departments-a-h/health/emergency-medical-services/rfp-public-comment>
- The Board accepted the 2020 Municipal Service Review and Sphere of Influence Study for Special Districts Providing Fire Protection and Emergency Medical Services in Unincorporated Monterey County.
- Forest Lake Reservoir held 57 MG (million gallons) of recycled water or 50% of permitted capacity. Current storage volume is 14% below the historic average of 66 MG.

- Total irrigation water demand for the 2020 calendar year through June was 436 AF (acre feet). Total demand for the calendar year is 3% above the 5-year average of 422 AF. The month of June reflected a net storage decrease of approximately 21 million gallons. By comparison, a net storage decrease of approximately 15 MG was observed in June of last year.
- Average daily wastewater flow of 401,000 gallons per day (GPD) was measured in June at the PBCSD-Carmel gate. This represents 34% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 8% above the five-year average of 371,000 GPD for the month of June; the CAWD total flow was 5% below the five-year average of 1,220,000 GPD for June.
- The 4th Fairway Diversion, Monterey Peninsula Country Club (MPCC) No. 8 Well, MPCC No. 9 Well, and MPCC Bird Rock Well are all currently online and in production. Total production for the 2020 calendar year is approximately 9.4 million gallons through mid-July.
- Wastewater Collection System Assessment Project: since mobilizing in April, contractor Pro-Pipe has cleaned and assessed approximately 130K ft. of sewer mains within the District's wastewater collection system. This represents 30% of the total system. In addition, Pro-Pipe has documented and assessed approximately 432 manholes representing 33% of total number of manholes within the system.
- The Board approved a contract with E2 Consulting Engineers, Inc. to provide annual Supervisory Control and Data Acquisition (SCADA) maintenance services for an amount not to exceed \$75K. This includes annual SCADA software updates, programing improvements, and monthly scoping/coordination meetings.
- The Board reviewed the District's Conflict of Interest Code and approved the determination that no changes are required at this time.
- The Board approved the job description and authorized a salary schedule change for a Field Operations Supervisor position with a salary range of \$99,240 - \$120,636. This position is located between the Maintenance Mechanic II and Maintenance Supervisor on the salary schedule.

- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 19	36.938	26.243	10.695	28.954%
Aug - 19	36.595	25.680	10.915	29.826%
Sept - 19	33.270	23.040	10.230	30.748%
Oct - 19	34.302	23.355	10.947	31.914%
Nov - 19	33.403	22.711	10.692	32.009%
Dec - 19	52.279	32.078	20.201	38.641%
Jan - 20	43.210	26.920	16.290	37.700%
Feb - 20	34.316	22.540	11.776	34.316%
Mar - 20	53.642	33.312	20.330	37.899%
Apr - 20	50.713	30.479	20.234	39.899%
May - 20	36.331	21.512	14.819	40.789%
June - 20	34.884	22.854	12.030	34.486%
Total	479.883	310.724	169.159	35.250%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 27, 2020

Subject: Summary of Monterey County Treasurer Report dated 06-30-20

RECOMMENDATION

No action required – this is informational only

DISCUSSION

In the final quarter of the fiscal year, the U.S. economy suffered a deep economic recession due to the COVID-19 pandemic. The country saw over 40 million Americans applying for unemployment and country-wide protests against racial injustice. Towards the end of the quarter an easing in lockdown measures started to prompt signs of an initial recovery. As the U.S. begins to enter the second half of 2020, markets continue to remain volatile as concerns about a second wave of COVID-19 leaves investors questioning how long it will take for market conditions to recover in the long term.

On June 30, 2020 the Monterey County investment portfolio contained an amortized book value of \$1,803,954,559.57 spread among 192 separate securities and funds. The par value of those funds was \$1,805,293,911.87 with a market value of \$1,803,857,359.57 or 100% of amortized book value. The portfolio's net earned income yield for the period was 1.89%. The portfolio produced an estimated quarterly income of \$9,031,433.43 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 307 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity.

PORTFOLIO CHARACTERISTICS			
	12-31-19	03-31-20	06-30-20
Total Assets	\$1,853,827,448.73	\$1,817,425,030.14	\$1,805,293,911.87
Market Value	\$1,848,747,198.94	\$1,814,484,769.93	\$1,803,857,359.57
Days to Maturity	331	278	307
Yield	2.32%	2.25%	1.89%
Estimated Earnings	\$9,758,162.96	\$10,116,975.49	\$9,031,433.43

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 06-30-20	
Corporate Notes	14.3%
Overnight Liquid Assets	20.5%
US Treasuries	49.9%
Federal Agencies	9.0%
Commercial Paper	3.2%
Negotiable CDs	2.1%
Supranationals	0.9%
Municipal Bonds	<0.1%

Future Strategy: Given the volatile market environment due to the COVID-19 pandemic, the County 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:
<https://www.co.monterey.ca.us/government/departments-i-z/treasurer-tax-collector/treasury>