



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

April 25, 2019
Thursday
9:00AM

List of Common Acronyms

ACWA	Assoc of California Water Agencies	MG/L	Milligrams per Liter
AF	Acre Feet	MGD	Million Gallons per Day
APWA	American Public Works Assoc	MLSS	Mixed Liquor Suspended Solids
AWWA	American Water Works Assoc	MLVSS	Mixed Liquor Volatile Suspended Solids
BFE	Base Flood Elevation (FEMA)	MOU	Memorandum of Understanding
BMP	Best Management Practice	MPN	Most Probable Number (of coliform organisms)
BOD	Biochemical Oxygen Demand	MPWMD	Monterey Peninsula Water Management District
BTU	British Thermal Units	MSL	[Elevation above] Mean Sea Level
C&I	Calcium & Ion	NEC	National Electric Code
Cal OES	California Office of Emergency Services	NELAC	National Environmental Laboratory Accreditation Council
Cal/OSHA	California Occupational Safety and Health Administration	NEPA	National Environmental Policy Act
CalPERS	California Public Employees Retirement System	NMFS	National Marine Fisheries Service (NOAA)
CASA	California Association of Sanitation Agencies	NOAA	National Oceanic & Atmospheric Administration
CAWD	Carmel Area Wastewater District	NPDES	National Pollutant Discharge Elimination System
CCAMP	Central Coast Ambient Monitoring Program	NPS	Non-Point Source [Pollution]
CCLEAN	Central Coast Long Term Environmental Assessment Network	NPSHa	Net Positive Suction Head Available
CCTV	Closed Circuit Television	NPSHr	Net Positive Suction Head Required
CECs	Constituents of Emerging Concern	OM&R	Operations, Maintenance, and Replacement
CEQA	California Environmental Quality Act	OSHA	Occupational Safety & Health Act
CFR	Code of Federal Regulations	PBC	Pebble Beach Company
CIP	Capital Improvement Project/Plan	PBCSD	Pebble Beach Community Services District
CL2	Chlorine	PCB's	Polychlorinated Biphenyls
CMMS	Computerized Maintenance Mgmt Software	PEHP	Post Employment Health Plan
CMOM	Capacity, Management, Operations & Maintenance	pH	Hydrogen Ion Concentration (Potential of Hydrogen)
COD	Chemical Oxygen Demand	PLC	Programmable Logic Controller
CPI	Consumer Price Index	POTW	Publicly Owned Treatment Works
CRFREE	Carmel River Floodplain Restoration & Environmental Enhancement	PPM	Parts per Million
CRWQCB	Calif Regional Water Quality Control Board	PS	Point Source [Pollution]
CSDA	California Special District Association	PS	Pump Station
CSO	Combined Sewer Overflow	PSI	Pounds per Square Inch
CSS	Combined Sewer System	QA/QC	Quality Assurance/Quality Control
CU FT	Cubic Feet	RAS	Return Activated Sludge
CWA	Clean Water Act (EPA)	RFP	Request for Proposals
CWEA	California Water Environment Assoc	RFQ	Request for Qualifications
DAF	Dissolved Air Flotation	RMP	Risk Management Program
DEG	Degrees	RO	Reverse Osmosis
DEIS	Draft Environmental Impact Statement (NEPA/EPA)	RPM	Revolutions per Minute
DHS	Department of Health Services	RWQCB	Regional Water Quality Control Board
DO	Dissolved Oxygen	SAR	Sodium Adsorption Ratio
DWF	Dry Weather Flow	SBS	Sodium Bisulfite
EA	Environmental Assessment (NEPA/EPA)	SCADA	Supervisory Control and Data Acquisition
EFT	Electronic Funds Transfer	SLR	Sea Level Rise
EIS/EIR	Environmental Impact Statement/Report	SOR	Standard Oxygen Requirement
ELAP	Environmental Laboratory Accreditation Program	SOUR	Specific Oxygen Uptake Rate
EPA	[U.S.] Environmental Protection Agency	SRF	State Revolving Loan Fund
ESMP	Electronic Self-Monitoring Report	SRT	Solids Retention Time (same as MCRT)
F/M	Food to Microorganism ratio	SRV	Sewer Relief Valve
FEB	Flow Equalization Basin	SS	Suspended Solids (same as TSS)
FEMA	Federal Emergency Management Agency	SSMP	Sewer System Management Plan
FOG	Fats, Oils and Grease	SSO	Sanitary Sewer Overflow
GAL	Gallon	SVI	Sludge Volume Index
GASB	Government Accounting Standards Board	SWRCB	State Water Resources Control Board
GPD	Gallons per Day	TDML	Total Maximum Daily Load
HP	Horsepower	TMP	Trans Membrane Pressure
I/I	Infiltration and Inflow	TDS	Total Dissolved Solids
IPR	Indirect Potable Reuse	TOC	Total Organic Carbon
IRWUG	Independent Reclaimed Water Users Group	TS/TSS	Total Suspended Solids
IS/MND	Initial Study/Mitigated Negative Declaration	UV	Ultraviolet Treatment
kw	Kilowatt	VFD	Variable Frequency Drive
kwH	Kilowatt hour	VS	Volatile Solids
LAFCO	Local Agency Formation Commission	VSS	Volatile Suspended Solids
LAMP	Local Area Management Plan	WAS	Waste Activated Sludge
lbs	Pounds	WDR	Waste Discharge Requirements
LIMS	Laboratory Information Management Software	WEF	Water Environment Federation
MCC	Motor Control Center	WPCF	Water Pollution Control Federation
MCRT	Mean Cell Retention Time	WWTP	Waste Water Treatment Plant
MF/RO	Microfiltration/Reverse Osmosis		

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Uniform Plumbing Ordinance
Standard Plans and Specifications Ordinance
Administrative Penalties Ordinance

Date: April 25, 2019

RECOMMENDATION

It is recommended that the Board of Directors approve Ordinance No. 2019-01, adopting a new Uniform Plumbing Ordinance, Ordinance No. 2019-02, adopting new Standard Plans and Specifications, and Ordinance No. 2019-03, adopting a new Administrative Penalties Ordinance.

DISCUSSION

CAWD staff have been working with the Standard Plans and Specifications/Plumbing Ordinance Committee to update the District's Standard Plans and Specifications and Uniform Plumbing Ordinance in order to be compliant with current State requirements and standard practices in sewage collections. The Standard Plans and Specifications are needed to provide standards for owners, contractors, and engineers to implement the requirements of the Uniform Plumbing Ordinance for remodeling, change of use and new construction. The Uniform Plumbing Ordinance establishes the basic plumbing requirements for sanitary sewers and pump stations within the District. In order to establish a process to enforce any violation of the District's Ordinances, the Administrative Penalties Ordinance is needed to be adopted. This is required by the State Water Resources Control Board in order to demonstrate that the District has "Legal Authority" to enforce any violation of its sewer ordinances.

In order to reduce inflow into the sewer system, a lateral replacement requirement has been included in the Ordinances. This requires that upon change of use, remodel or sale of a property the existing lateral is video inspected to verify that it is in acceptable condition. If not, the lateral will be required to be replaced or rehabilitated in order to meet or exceed the District's requirements. This type of ordinance has been implemented throughout the state by other Districts and Municipalities, including the Cities of Pacific Grove and Monterey.

Once the Ordinances are adopted, staff plan to implement outreach to the local realtors, the City of Carmel-by -the-Sea and Monterey County, the local Chambers of Commerce, local plumbers and our rate payers in order to educate them on the new requirement. It is anticipated that enforcement of the lateral replacement requirement will be implemented on or before October 1, 2019. This will give staff five months to complete outreach efforts.

The following items are planned to be completed between now and October 1, 2019:

- Schedule presentation of our lateral replacement policy at meetings of the Monterey County Association of Realtors,
- Schedule presentation of our lateral replacement policy at meetings of the Chamber of Commerce of Monterey Peninsula, Carmel and Carmel Valley,
- Host one to two outreach meeting with local plumbers, contractors, house inspectors, and interested rate payers,
- Send flyers to our customers,
- Post information regarding the program in the local newspapers and on our website.

FUNDING

Funding is available in the 2018-2019 and 2019-2020 Collections Operations budgets for printing, advertising, copying, and mailing notices and flyers.



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES March 28, 2019

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

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

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Allan Melkesian, Director, Clear Peak Development LLC
Wei Huang-DL Family Office, Chief Representative
Sandy Watts – Design Principal
Dick Gebhart, , Director, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

President White opened the meeting for public comment at 9:17 am and asked if the anyone would like to speak on any agenda item.

There was no public comment.

2. Agenda Changes:

The Board Secretary requested an “agenda change” on item number twenty-five concerning the PBCSD Meeting on April 6th, stating President White is scheduled to attend.

There were no other agenda changes.

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

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously approved the Regular Meeting Minutes of February 28th, 2019, and enacted the following Consent Calendar items:

- 3.** Approve Regular Board Meeting Minutes on February 28,2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – January & February 2019
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – February 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – February 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2019
Director Rachel requested comments on the \$90K expenditure for California American Water (CALAM). Ms. Buikema stated it was a one-time purchase of potable water for Reclamation this year. Ms. Buikema said that although the reservoir did get full, as a safety measure, PBCSD purchased water from CALAM.
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – February 2019
- 9.** Receive and Accept Collection System Superintendent's report – for February 2019
Director D'Ambrosio requested a color change on Collections Map from magenta to another color. Director Siegfried would like the map to be printed in "landscape".

Director D'Ambrosio asked for information concerning the power loss and staff rotation of 24 hour shifts during storm events.

Director D'Ambrosio also wanted to know what the standard protocol is for the entire department to ramp up for an emergency response? Mr. Lauer spoke about cross training and on call backup procedures which are in place. During the latest storm surge the Carmel area was hit by the south winds twice. There are continuing efforts to train employees and this storm presented staff with the opportunity to put into practice what they had learned. Things went very smoothly.

Director D'Ambrosio then asked Mr. Foley if there is a similar protocol at the Plant? Mr. Foley confirmed that there is a ramp up of communication when a storm is coming. There is coordination between Collections and the Plant. During storm events there is on-call staff representing Treatment, Collections, and Maintenance. The staff must be

available and be aware of the storm.

Director D'Ambrosio also asked if there was someone at the Plant or if monitoring is done from home? Mr. Foley explained there is the same protocol at the Plant. When running the generator, we go ahead and staff the Plant. During that storm the Plant was getting power outages where the plant was going on and off and a conscious decision was made to place the Plant on a stand by generator to be less susceptible to damage from power outages. As the winds died down CAWD shifted back to PG&E.

Mr. Foley said that there is communication before an event, planning for the event to ensure that there is available staff to follow the protocols in place.

President White asked a question concerning page 48, the chart about an odor complaint and if it involved a holding tank? Mr. Lauer replied that there was injection pump located by the house. It is a 50-gallon injector tank, but it had not been used for six or seven months and water needed to be run through it.

10. Receive and Accept Safety And Regulatory Compliance Report- February 2019

11. Receive and Accept Treatment Facility Operations Report –Dec 2018, Jan & Feb 2019

12. Receive and Accept Laboratory/Environmental Compliance Report –February 2019

Director Siegfried requested that the list of abbreviations and acronyms be agendized at the next meeting and that the Board set a protocol on abbreviations and acronyms that appear in communication to the Board. President White and Director Townsends concurred.

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

14. Receive and Accept Plant Operations Report – February 2019

15. Receive and Accept Maintenance Projects Report – February 2019

16. Receive Principal Engineer Monthly Report General Engineering –February 2019

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/ORDINANCES

17. Resolution No. 2019-012; A Resolution Authorizing Adopting An Amendment to Hatton Canyon Engineering Services Contract for An Amount Not To Exceed \$15,865 To MNS Engineers to Provide A Vegetation Restoration Plan For Permitting Purposes and To Ratify The Actions of The General Manager To Sign And Execute Contract – *Report by Principal Engineer, Rachel Lather*

Ms. Lather stated that this is a resolution adopting an amendment to the Hatton Canyon engineering services contract as we approach getting the California Environmental Quality Act (CEQA) documents and the permits together in order to be awarded a grant from The Federal Emergency Management Agency (FEMA). CAWD found out that the Regional Water Board Control Board wanted a planting plan prior to giving CAWD a permit. This is not a common occurrence so additional services had to be added to meet the requirement.

Director D'Ambrosio asked a question on the title heading; "optional task to expand and revise restoration plan". Does this cover the road way, the pipe and anything offsite? Ms. Lather stated the optional task was asked for a proposal for two different grants one is for the road restoration, which is \$300K and the other grant is for the pipeline. Ms. Lather wanted to ensure that CAWD was prepared for both in the event the road had to be done before the pipeline.

President White asked if this would have to go out to bid? Ms. Lather said yes

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-12.

18. Resolution No. 2019-13; A Resolution Authorizing Invitation To BID For Sewage Lift Station Control Panel Upgrades -Programmable Logic Control Equipment- *Report by Principal Engineer, Rachel Lather*

This is a project to update the Supervisory Control and Data Acquisition (SCADA) program. Ms. Lather has been working with Mr. Foley and Mr. Lauer to complete the project, as well as working in conjunction with a consultant. This consultant is the same engineer that worked on the Treatment Plant. The plans and specification are available for review. Director Rachel asked if the upcoming budget of \$600K is allocated for this project. Currently there is \$350K for procuring this which is not inclusive of installation? Ms. Lather agreed.

Mr. Foley indicated that there are several components to this process. The design was provided by Frisch Engineering, which is the same engineering firm that Pebble Beach Community Service District is using for their lift station and pump station upgrade. Frisch is providing the specs and design for the Programmable Logic Controller (PLC) panels. Mr. Lauer is working with Comcast on the communication component upgrading the old copper phone lines. This encompasses all the hardware with new panels and new PLC's. The next phase will be installing it and the final step is programming and integrating into the SCADA system.

Director Rachel stated there are seven lift stations and how many PLC's in total will that be? Mr. Foley stated that each lift station has its own independent PLC and they all communicate back to the master PLC at the Plant and that ties into the SCADA system.

Director Rachel asked if the inputs from the PLC's come from various sensors? Mr. Foley confirmed that out at the stations there are two pumps and all the inputs are going into the local PLC for the two pumps and there is a local display with a status of the alarms and pumps. Simultaneously the PLC monitors the wet well level and instructs pumps when to turn on, controls the station's alarming, and provides pump run times, status and so forth.

Director Siegfried asked if all that data is logged? Mr. Foley answered in the affirmative. Not only do the PLC's talk back to the master PLC it also monitors the run times and alarms. Historical data can also be pulled. As well there is a redundant system with cellular backup that logs all runtimes and alarm data pulses.

Director D'Ambrosio said that at the budget committee review level, they felt it would be better to consolidate the process at the stations. Mr. Foley stated that the product as a whole will have everything standardized and all the panels will match, and economies of scale will be achieved. This standardization will assist with bidding and trouble shooting. In addition, this standardization will also assist in working with Pebble Beach Community Service District in trouble shooting problems or to assist if there is a need for emergency spare parts.

Director Rachel asked Mr. Foley that he had mentioned a master PLC and he wanted to know if it will have enough input capacity for anything in the foreseeable future? Mr. Foley stated yes, the master PLC will ship next week. It has a dual function and will replace the existing master PLC and is one platform up from the ones in the field. There is enough space and speed to add capacity.

Board Action

Following a motion made by Director Siegfried and seconded by Director Ambrosio, the Board unanimously adopted Resolution No. 2019-13.

OTHER ITEMS BEFORE THE BOARD

19. Preliminary 2019-20 Budget- Report By Barbara Buikema, General Manager

Ms. Buikema introduced the preliminary budget for 2019-20 and said the process has been streamlined. The Budget in Brief is the streamlined version. This year the budget is projected to be \$13M in total revenues. This includes user fees of \$8M, interest income, reimbursement from Reclamation and Pebble Beach Community Service District (PBCSD), and a projected reserve contribution of \$800K. This budget continues the path initiated over the last five to six years to position the District for the future. It plans for rehabilitation at both the Treatment facility and in the Collection system over the next 15 years and begins to address the challenge of sea level rise. This budget is attempting to address these three items through a combination of tight fiscal management and efficient project scheduling. We believe that if we manage well we can continue our strategy of “pay-as-you-go” for the next 15 years.

President White commented that the Budget Committee spent time on the concept that the number one priority is Phase II. PBCSD also provided input, during the budget committee’s review. Director D’Ambrosio stated that there were some good comments from the PBCSDs Finance Division. Director D’Ambrosio thanked Mr. Niccum for his input.

Director D’Ambrosio commented on pages iii-iv of the General Manager’s Budget letter regarding “Making Significant Capital Investment in the District’s Infrastructure” is a good crisp description of our mission, which might be considered as a comment in the quarterly report or Newsletter. On page two, under Key Deliverables in the “Budget-in-Brief” section, important information for the public is summarized.

Director Siegfried provided general comments about the budget process. He said that the budget is an “iterative process” and that he lacks the technical capability of providing a “thumbs up or down” on anyone’s proposal. He tries to compare the operations budget to past budgets, and to screen the purchases to see if they are meant for conveniences or solid operations.

Director Siegfried stated that there has been some comments on the CAWD rates and “what is required to run this place as a top-class operation”. This is a proper topic for a Board study session prior to the next budget session. Staff has presented “where they would like to go” but he would like to see how this fits into the Board vision. Director D’Ambrosio would like to see a session such as this this in the early Fall, which would cover the staff and their preparation process and the Boards review.

Director Townsend commented that the District’s ability to fund projects with cash is impressive. Not many organizations can do this. Also, Director Townsend stated that projecting far into the future is “an exercise in futility”. People may not do the same things with waste water in five to ten years. CAWD is not alone on this journey and it is important to be flexible.

Director D’Ambrosio stated there have been robust discussions about CAWD’s rate adjustments and options.

Director Rachel moved from the preliminary budget to the rate model. There has been a residential rate increase of 7.55%. His questioned is the real net – net effect of that increase. Fixed costs go up every year and if nothing is done there is still costs of living, CALPERS, pensions and other elements that will cause an increase across the board. Perhaps to let the public know that just to operate seven days a week, 24 hours a day comes with a standard basic cost.

Mr. Niccum commented that the Board’s fiduciary responsibility is to ensure taxpayer’s money is being spent fairly or efficiently for services. With respect to the Treatment Plant and Reclamation, PBCSD provides a 3rd party review, for the most part looking to make sure it is being spent well and that helps with your fiduciary overview.

President White thanked the Budget Committee for the thorough process they used.

Board Action

Following a motion made by President White to approve the Preliminary budget and seconded by Director Rachel, the Board unanimously approved Preliminary Budget.

20. Preliminary 2019-20 Rate Model - Report by Barbara Buikema, General Manager

Ms. Buikema said that the rate model builds on the Preliminary Budget just passed. CAWD needs to approve the preliminary rate model because Proposition 218 requires forty-five days for public comment. Ms. Buikema recommended the 7.55% increase. CAWD takes in about \$1.7M in property tax and \$1.6M in capital contributions. The combined total is just over \$3M a year. When you take into consideration what needs to be accomplished at the Treatment plant, Collections, and for sea level rise this is the foundation we must build upon. The user fee revenues that come in cover the O&M budget. The capital component is critical to CAWD’s future. Ms. Buikema acknowledged Director Townsend’s comments about planning for the future but CAWD’s must have a plan to move toward the future. The Coastal Commission is requiring a plan. The Treatment plant is well on its way to being

rehabilitated and it must be maintained. The Collection System has challenges that need to be addressed. Taking in the \$3M will ensure the sustainability of this District and supports the 7.55% rate increase. Compared with rate increases over the last six years, this rate model offers a slight decrease in the rate of cost escalation.

Director Siegfried followed up on Mr. Niccum's comments. He was looking at the Consumer Price Index (CPI) listings and questioned the use of the Bay area as the appropriate comparable. For those people in our area who depend on social security checks that perhaps the National CPI is more representative, or perhaps we should consider a blend of national CPI and the Bay area CPI.

He asked what would the residential rate be if we covered all of our costs? Ms. Buikema stated it would be around an increase of 20%.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously adopted rate model.

INFORMATION/DISCUSSION ITEMS

21. PBCSD 02-22-19 Regular Board Meeting - Report By Barbara Buikema, General Manager

The report was informational only – no action required.

22. Pension Committee Meeting 03-13-19 –Report By Barbara Buikema, General Manager

The report was informational only – no action required.

23. Update on Mr. Larsen's connection In Carmel Highlands

Mr. Lauer reported that CAWD has not received any comments from Mr. Larsen. Ms. Lather is continuing to work with annexations. Ms. Buikema stated that LAFCO prefers blocks of annexation over a piecemeal approach.

Director Rachel asked if the County, through the Local Area Management Plan (LAMP), is exerting pressure on these entities (people with septic systems) to get off their systems and use sewer? Ms. Buikema stated, yes they are but it is a complex issue. For example, Carmel Valley Manor is trucking their effluent to CAWD when required and they would like to connect but there are people out in Carmel Valley who are concerned that sewer connections represent potential growth.

Director Rachel asked what would be the annual cost to be on a septic system and in view of maintenance and replacement? Mr. Lauer stated that LAMP is requiring to put in locally advanced treatment plants, with SCADA and monitoring, and sampling at a cost of \$60K to \$80K.

Director Rachel asked for specifics on how much this is in comparison to the rate model?

Ms. Buikema stated the costs of placing a septic tank in the ground is probably \$20K to \$30K. It would cost \$2k annually with a 20-year life expectancy with septic. Director Rachel stated that it has to be beneficial to be on a sewer system. Ms. Buikema stated it is and the additional benefit is that Mr. Lauer takes care of you if you hook up to CAWD. Ms. Buikema stated the costs vary and depend on the type of soil, location of the house to the street, and other variables. Director D'Ambrosio stated then there are the costs of pumping and cleaning.

STAFF & BOARD MEMBER REPORTS

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

24. General Manager's Report -- Oral Report by Barbara Buikema, General Manager

- Update on SLR Committee
Ms. Buikema said there will be a sea level rise (SLR) meeting on April 9th. Staff met with the Coastal Commission staff in Santa Cruz last Friday and felt the meeting was generally positive. CAWD's Coastal consultant, Susan McCabe, is advising the District to engage a land use attorney with experience in coastal issues. The Santa Cruz office indicated they do not have a specific time line for permit issuance and is willing to work with CAWD. A permit is needed for Phase II and CAWD cannot proceed until this issue is resolved.

- Vacation Schedule
Ms. Buikema will be on vacation next week and Mr. Foley will be the acting General Manager.

Ms. Buikema wanted to add that she attended a meeting with California Coastal Trail group. The trail will run from Rancho Canada on down the coast. She let the group know that CAWD has a bridge. Two of group members came over to see the bridge. The Coastal Trail is moving forward and perhaps a tributary path could come through and the causeway could be walkable under the highway. Ms. Buikema stated that we should encourage our community commitment.

Director Townsend stated Sam Farr wants a trail all the way from Monterey to Point Lobos and CAWD has the only bridge and he is still interested.

Director Siegfried attended a Water Reuse Conference and discussed the items of interest to

CAWD. One was that a new plant was built in the middle of a residential neighborhood. The plant uses ultra-filtration and reverse osmosis. They are pulling water out of a river and treating it has resulted in a plant with community space and gardens.

There was presentation on ceramic membrane technology by Purifics Water Inc. One presentation prompted Director Siegfried to send an email to the Santa Clara Valley Water District Board of Directors. A response came back thanking anyone for communicating with the Board of Directors. Director Siegfried requested that CAWD consider the same type of customer response commitment and that all communication be routed through Board.

Director D'Ambrosio stated as a point of information, he is a Board member of Friends of Mission Trail and a water shed study was just completed by Dudek Engineering. CAWD should get a copy because as a point of interest, there are three easements on the preserve of CAWD's property. This group is also working with Fire and Police Departments to remove invasive species and this group also has a contract for fire fuel abatement. Director D'Ambrosio discussed with Mr. Lauer the need to have a protocol that they chip everything. Mr. Lauer stated that CAWD is chipping as a protocol.

OTHER ITEMS BEFORE THE BOARD

Comments regarding the CAWD letter to Gavilan College – President White stated that the Board may want to look at the Gavilan letter Ms. Buikema has drafted after the meeting regarding Gavilan College to start water/waste water training program. President White thanked Mr. Waggoner for his comments at the Boards last meeting on education on waste water treatment in this area and would like an update after Mr. Waggoner receives a response from Gavilan College. President White stated the letter has been written and Ms. Buikema also suggested that CAWD's facility could be used as a classroom.

25. Announcements On Subjects Of Interest To The Board Made By Members Of The Board

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

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for:

Friday, March 29, 2019 at 9:30a.m. *Director Townsend is scheduled to attend.*

Friday, April 26, 2019 at 9:30a.m. *Director White is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for:

Wednesday, May 8, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County–The next SDA meeting is scheduled for:

Tuesday, April 16, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

26. CLOSED SESSION

No closed session was scheduled or held.

27. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at **10:04 a.m.** The next regular meeting will be held at **9:00a.m., Thursday, April 25, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

Respectfully Submitted:

Domine Barringer, Board Secretary

APPROVED:

Ken White, Board President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

April 17, 2019

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of March 2019. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

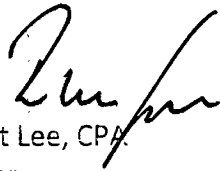
The procedures we performed and the associated findings are as follows:

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



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

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



Robert Lee, CPA
Partner
Hayashi Wayland

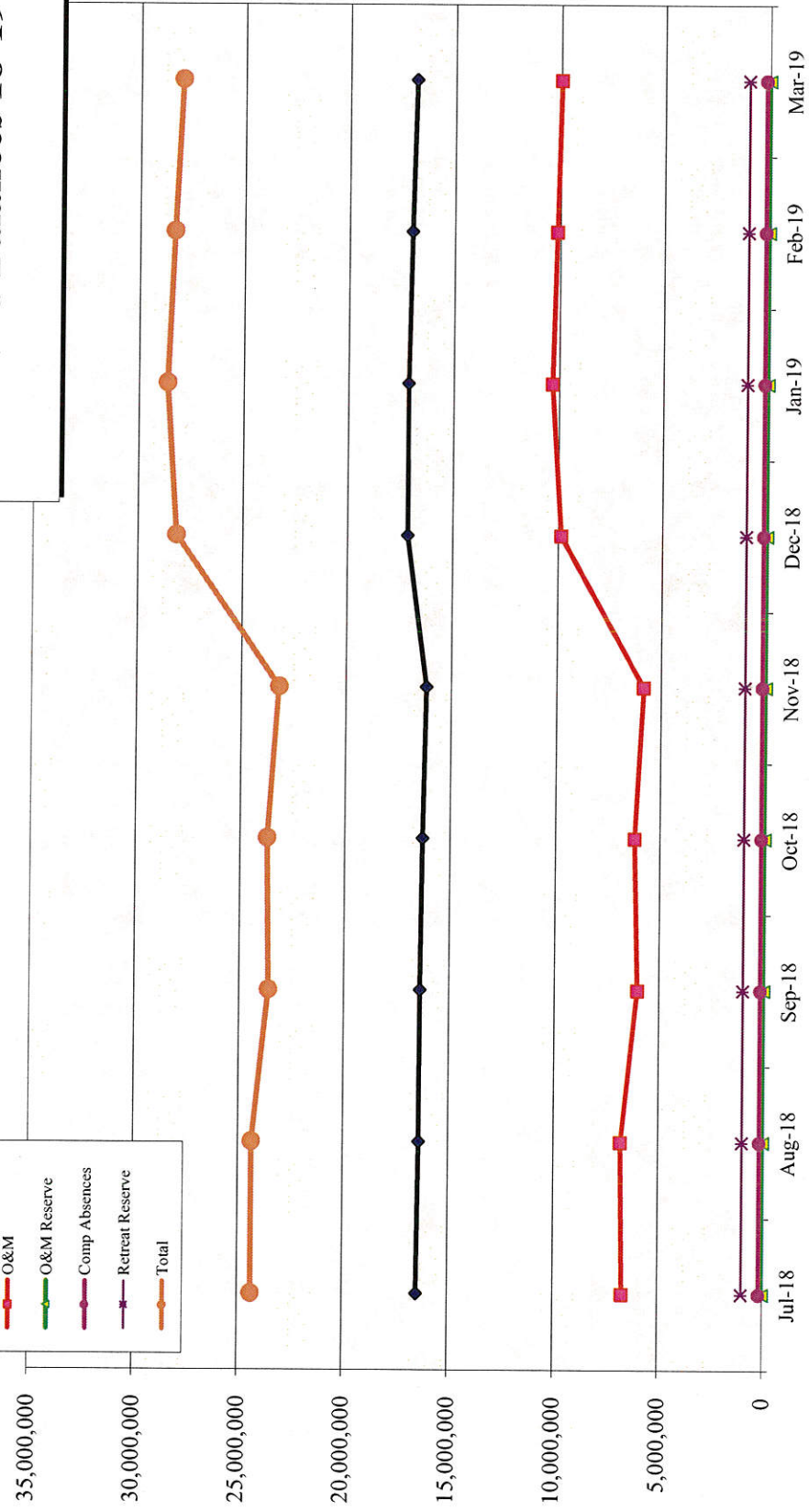
Cc: Mr. Ken White, President

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

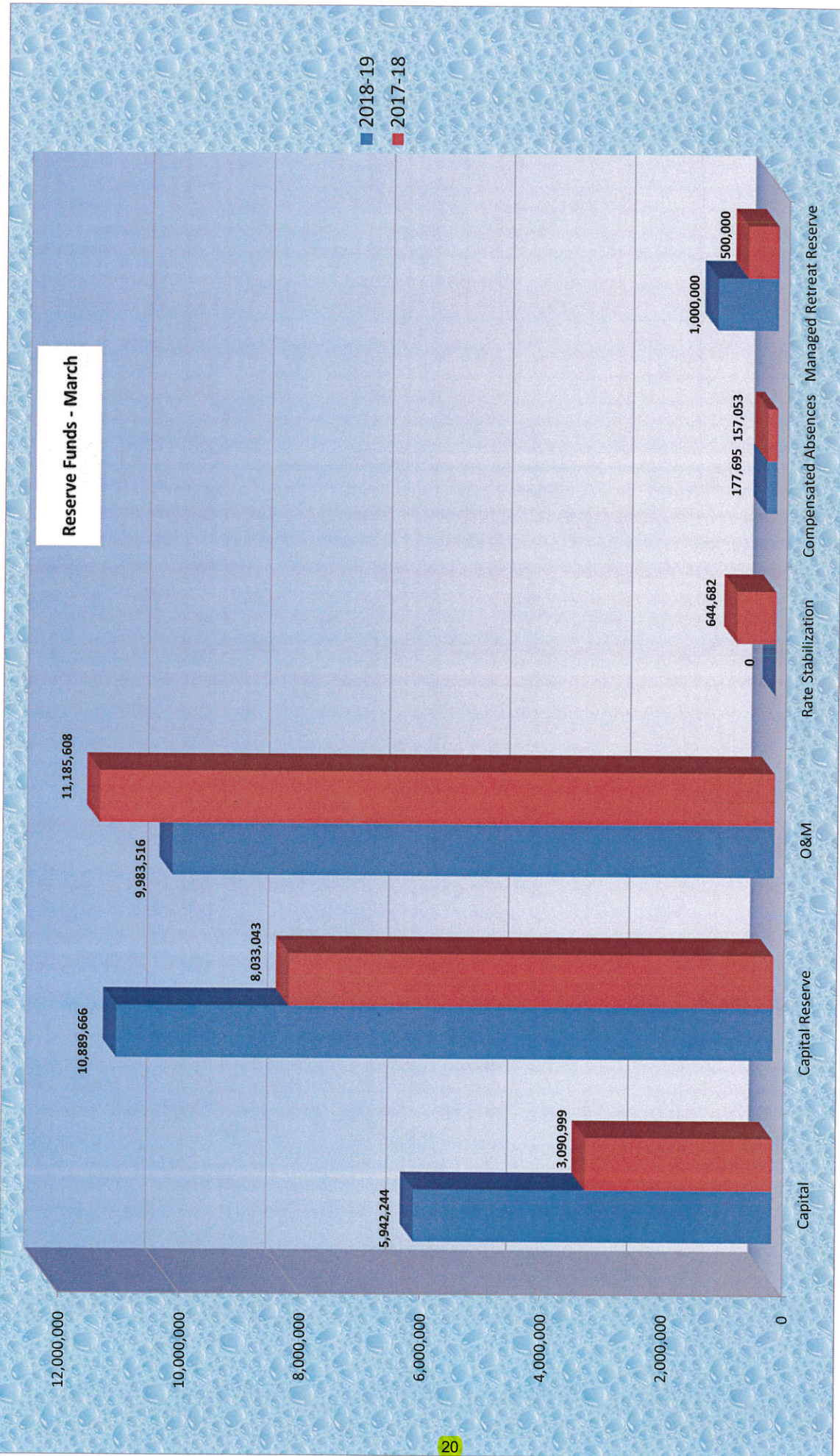
	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.L.F. Balance
BALANCE BEGINNING OF MONTH	\$6,163,202	\$10,848,549	\$10,152,332	\$0	\$177,695	\$1,000,000	\$28,341,778	\$498,797	\$109,740	\$1,150,398
Receipts:										
User Fees								4,422		
Property Taxes		41,117	231,670					180,000		
PBCSD Treatment Fees								145,562		
Reclamation O & M reimbursement								1,703		
Reclamation capital billing								990		
Permits									1	
PBCSD capital billing								970		
Other misc. revenue										
Interest income										
Connection Fees								8,604		
Void checks										
W/C audit refund										
CLEAN receipts										
Pooled liability dividend								16,869		
Reimbursement for capping off old lateral										
Total Receipts	0	41,117	231,670	0	0	0	272,787	359,120	1	0
Fund Transfers:										
Transfers to Union Bank O&M	(220,958)		(379,042)					600,000		
Transfers to Union Bank PR								(220,000)	220,000	
Transfer rate stabilization fund per Resolution										
Intra-fund transfers for capital expenditures										
Rebalance Capital and O&M Reserves										
Total Transfers	(220,958)	0	(379,042)	0	0	0	(600,000)	380,000	220,000	0
Disbursements:										
Operations and capital								745,134		
Payroll & payroll taxes									303,940	
Employee Dental reimbursements								5,214		
CALPERS EFT								42,550		
CAWD SAM pension EFT								0		
CAWD pension loans EFT								881		
Home Depot EFT								334		
US Bank EFT								9,407		
Deferred comp contributions EFT									13,136	
PEHP contributions EFT									2,800	
Bank/ADP fees									8	
Highlands Bond Debt Service Payment										
Annual County admin billing fee			21,444							
Unfunded CALPERS liability										
GASB 68 report fee										
Total Disbursements	0	0	21,444	0	0	0	21,444	831,910	320,840	0
BALANCE END OF MONTH	5,942,244	10,889,666	9,983,516	0	177,695	1,000,000	27,993,121	406,007	8,900	1,150,398

Total Fund Balances 18-19

- Capital Reserves
- O&M
- O&M Reserve
- Comp Absences
- Retreat Reserve
- Total



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



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

Date	Check	Vendor	Description	Amount
03/01/19	33388	Accurate Air Engineering	Seal kit	163.00
03/01/19	33389	American Fidelity Assurance Company	Flex accounts	213.84
03/01/19	33390	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	1,175.52
03/01/19	33391	Applied Marine Sciences	CCLEAN bills for ocean monitoring	34,581.59
03/01/19	33392	AT&T Mobility	Cell service	662.11
03/01/19	33393	AT&T CALNET 3	Various telephone lines for devices	642.17
03/01/19	33394	Barry Blevins	Storm watch meals	80.75
03/01/19	33395	Bryan Mailey Electric	Various electrical projects (CAPITAL \$2,125.00)	6,462.50
03/01/19	33396	Buckles-Smith Electric	Electrical parts	1,663.87
03/01/19	33397	Cal-Am Water	Monthly service	56.02
03/01/19	33398	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	330.40
03/01/19	33399	CDCI (Crescent Diving)	Outfall repair	41,833.00
03/01/19	33400	Cintas Corporation	Laundry service	1,185.46
03/01/19	33401	Consolidated Electrical Dist.	Electrical parts	642.99
03/01/19	33402	CSI HR Group LLC	HR consulting services	4,650.00
03/01/19	33403	Culligan Water Conditioning	C&I exchange for the lab	17.35
03/01/19	33404	Denso USA LP	Piling tape and glass outer wrap	3,833.32
03/01/19	33405	Direct TV	Monthly service	85.24
03/01/19	33406	Division Painting, Inc.	Down payment for HR trailer painting	1,000.00
03/01/19	33407	Edges Electrical	Electrical parts	215.09
03/01/19	33408	First Alarm	Service call, new battery	290.00
03/01/19	33409	Fisher Scientific	Lab supplies	473.08
03/01/19	33410	Global Equipment Company	Barricade tape	73.69
03/01/19	33411	Got.Net	Internet service	24.20
03/01/19	33412	Green Rubber Kennedy	Rain pants	137.39
03/01/19	33413	Hach Company	Lab supplies and cable assembly probe extensions	1,752.23
03/01/19	33414	JR Fencing	New chain link fence between CAWD property and the Diocese of Monterey Parish (to be split between both parties.)	12,763.00
03/01/19	33415	Keenan & Associates	Health insurance	24,490.20
03/01/19	33416	Kennedy/Jenks	Phase II design, outfall repair and outfall CIP (CAPITAL \$64,532.34)	76,396.14
03/01/19	33417	Mark Dias	Reimbursement for class meals and safety gear	188.22
03/01/19	33418	McMaster-Carr	Operating supplies	692.30
03/01/19	33419	MetLife-Group Benefits	Life insurance	1,123.80
03/01/19	33420	MNS Engineers	Update standard plans and Hatton Canyon project (CAPITAL \$190.00)	702.50
03/01/19	33421	Monterey Bay Analytical Services	Sample analysis	842.50
03/01/19	33422	Monterey Auto Supply	New battery	280.48
03/01/19	33423	Monterey Tire Service	Tire mounting parts	86.59
03/01/19	33424	Motion Industries	Pump bearings and fan	178.97
03/01/19	33425	MSDSonline DBA VelocityEHS	Annual renewal of MSDS Online	2,329.00
03/01/19	33426	NRI-Neptune Research	Comp film-blue, outfall pipe repair	35.92

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

Date	Check	Vendor	Description	Amount
03/01/19	33427	Office Team	Admin temp service	84.40
03/01/19	33428	Palace Business Solutions	Board room chairs	569.99
03/01/19	33429	Patelco Credit Union	HSA contributions	4,396.64
03/01/19	33430	Patrick Treanor	Dental	454.20
03/01/19	33431	Ponton Industries	Hydranger software	109.91
03/01/19	33432	Potter's Electronics	Analog phone tester	287.54
03/01/19	33433	Pure Water	Monthly service	115.75
03/01/19	33434	Rachel Lather-Hidalgo	FOG collection system workshop	196.00
03/01/19	33435	Rental Depot	Boom lift for collections	235.00
03/01/19	33436	Robert Bowman	Storm watch meals	49.72
03/01/19	33437	Robert Siegfried	Dental	1,654.80
03/01/19	33438	Turf Image	GIS mapping, annexation research and walking bridge map	500.00
03/01/19	33439	Univar USA	Sodium hypochlorite and bisulfate	17,699.54
03/01/19	33440	Unum Life Ins.	Long-term disability insurance	1,918.66
03/01/19	33441	USA North 811	California State fee for regulatory costs	1,154.29
03/01/19	33442	Vision Service Plan	Vision insurance	595.35
03/01/19	33443	Wayside Garage	Service for collection and Plant vehicles	2,552.06
03/01/19	33444	Wellington Law Offices	Legal services	7,643.00
03/01/19	33445	Wine County Balance	Annual instrument calibrations	400.00
03/06/19	33446	Frank A. Olsen Company	Aeration valve parts	1,150.49
03/15/19	33447	Airtec Service	Admin conference room thermostat	350.00
03/15/19	33448	Amerigas	Propane	2,132.94
03/15/19	33449	American Fidelity Assurance Company	Flex accounts	106.92
03/15/19	33450	Analytik Jena US	UV meter calibration	74.18
03/15/19	33451	Andrew Millington	Call out late night food	12.88
03/15/19	33452	AT&T	Admin alarm line	81.37
03/15/19	33453	Bay Area Barricade Service	Traffic cones and stencils	1,769.97
03/15/19	33454	Brain-Based Strategies Consulting	Executive coaching and board of directors strategic planning	6,125.00
03/15/19	33455	Bryan Mailey Electric	Various electrical projects	3,750.00
03/15/19	33456	Buckles-Smith Electric	Electrical parts	214.98
03/15/19	33457	Cal-Am Water	Monthly service	768.40
03/15/19	33458	Carmel Marina Corporation	Admin garbage and Plant rolloffs	1,416.48
03/15/19	33459	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	366.62
03/15/19	33460	Christian Schmidt	Training class expenses	52.55
03/15/19	33461	Cintas Corporation	Laundry service	395.07
03/15/19	33462	Clark Pest Control	Plant service-February	183.00
03/15/19	33463	Cole-Parmer	Tubing	279.34
03/15/19	33464	Crane Works	Annual hoist inspections	2,070.00
03/15/19	33465	Edges Electrical	Electrical parts	178.14
03/15/19	33466	Exceedio	SCADA Historian Server and maintenance laptop and desktop computers (CAPITAL \$5,048.18)	8,175.39

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

Date	Check	Vendor	Description	Amount
03/15/19	33467	Fastenal Company	Operating supplies	2,197.80
03/15/19	33468	Fisher Scientific	Lab supplies	541.57
03/15/19	33469	Frisch Engineering	Pump Station PLC Design project (CAPITAL)	5,220.00
03/15/19	33470	Hayashi & Wayland Acctg.	Bank reconciliation oversight	300.00
03/15/19	33471	ICON Cloud Solutions	Monthly telephone service	587.60
03/15/19	33472	Irene Bryant	Dental	1,413.00
03/15/19	33473	James Somerville Incorporated	Retention for the Bay and Scenic repair project	308.48
03/15/19	33474	Johnson Marigot Consulting	Outfall repair and CIP project (CAPITAL \$3,009.19)	13,137.49
03/15/19	33475	Kaesser Compressors	Filter sets, oil and valves	1,512.01
03/15/19	33476	Kennedy/Jenks	Outfall repair, final billing for Phase I and Phase II progress billing (CAPITAL \$122,480.62)	128,315.02
03/15/19	33477	Liberty Composting	Sludge hauling	7,764.12
03/15/19	33478	Mark Dias	Dental	347.00
03/15/19	33479	MBS Business Systems	Plant copier charges	349.12
03/15/19	33480	Monterey Bay Analytical Services	Final effluent analysis	345.00
03/15/19	33481	Peninsula Welding and Medical Supply	Non-liquid cylinders for the lab	90.30
03/15/19	33482	Quill Corporation	Admin office supplies	347.98
03/15/19	33483	Raven Environmental Products	CORETAKER sludge sampler	295.50
03/15/19	33484	Siemens Industry	Ultra sonic level transducers	3,164.62
03/15/19	33485	Smitty's Janitorial	Monthly service	1,110.00
03/15/19	33486	Toro Petroleum	Unleaded gasoline and diesel	3,761.34
03/15/19	33487	Town & Country Gardening	Monthly service	610.00
03/15/19	33488	Toyota Material Handling	Tires and a motor controller for the Plant cart	2,253.04
03/15/19	33489	Wellington Law Offices	Legal services	14,017.00
03/20/19	33490	Crescent Diving & Contracting	Outfall pipe support repair	71,657.00
03/20/19	33491	McCabe & Company	Coastal Commission consulting service	40,000.00
03/20/19	33492	Pacific Gas & Electric	Monthly service	37,635.10
03/22/19	33493	AutomationDirect, Inc.	ProSense float liquid level tilt switch	353.50
03/22/19	33494	Bestor Engineers	Outfall CIP project (CAPITAL)	2,145.00
03/22/19	33495	CDCI (Crescent Diving)	Outfall repair	20,515.00
03/22/19	33496	Christopher Foley	Detailing boat used for outfall repair	200.00
03/22/19	33497	Cintas Corporation	Laundry service	394.07
03/22/19	33498	CSI HR Group LLC	HR consulting services	4,237.50
03/22/19	33499	CWEA	Employee memberships	564.00
03/22/19	33500	Department of Consumer Affairs	Engineer's license renewal	115.00
03/22/19	33501	Fastenal Company	Batteries	30.72
03/22/19	33502	Interstate Battery System	Utility cart batteries	868.62
03/22/19	33503	Mark Dias	Rescue training hotel	929.97
03/22/19	33504	Mathews Mechanical	Install five hatch covers (CAPITAL)	8,511.25
03/22/19	33505	Monterey Bay Window Cleaning	Clean the roof and gutters at the admin. Building	140.00
03/22/19	33506	Monterey Auto Supply	Industrial fan belt	15.76

Carmel Area Wastewater District
Disbursements
Mar-19

Date	Check	Vendor	Description	Amount
03/22/19	33507	Robert Siegfried	WateReuse conference expenses	753.31
03/22/19	33508	Scudder Roofing	Repair the lab building roof	3,314.00
03/22/19	33509	Shape Incorporated	Two hatches/grates	5,314.23
03/22/19	33510	West Yost Associates	Collection System Modeling - Phase 3	6,214.00
03/22/19	33511	Buckles-Smith Electric	Micro 101 seminar for employees	1,296.00
03/26/19	33512	McMaster-Carr	Hollow tapered round plugs with flange	12.77
03/26/19	33513	NRI-Neptune Research	Outfall pipe support repair-pipe wrap	7,779.18
03/28/19	33514	Applied Marine Sciences	CCLEAN bills for ocean monitoring	32,096.80
03/28/19	33515	AT&T Mobility	Cell service	659.97
03/28/19	33516	Bryan Mailey Electric	Pump station pump repair	125.00
03/28/19	33517	Christopher Foley	Dental	195.00
03/28/19	33518	Clark Pest Control	Plant service-March	183.00
03/28/19	33519	Coastal Fabrication Company	Machine bushing to fit shaft	206.63
03/28/19	33520	Daryl Lauer	Dental	920.00
03/28/19	33521	Direct TV	Monthly service	80.99
03/28/19	33522	Division Painting, Inc.	Painting HR trailer	4,104.00
03/28/19	33523	Fastenal Company	Work step mat	195.23
03/28/19	33524	Grainger	Dewatering filtrate pump motor and supplies	2,606.43
03/28/19	33525	Gregory Ange	Exam fee and certificate for Grade III	465.00
03/28/19	33526	Karla Cristi	Dental	229.50
03/28/19	33527	Mainsaver Software	Purchasing implementation (CAPITAL)	7,411.62
03/28/19	33528	Mission Communications	Antenna extension and annual renewal of pump station monitoring	4,641.27
03/28/19	33529	MNS Engineers	Hatton Canyon project (CAPITAL)	285.00
03/28/19	33530	Petty Cash-CAWD	Postage and board meeting food	215.02
03/28/19	33531	Quill Corporation	Admin binders	66.78
03/28/19	33532	Quinn Company	Boom lift for repair of office to admin IT signal	1,862.98
03/29/19	33533	CWEA	Employee membership	188.00
				750,347.19

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

Date	Check	Vendor	Description	Amount
03/01/19	8357	Brenntag Pacific, Inc.	Ammonium hydroxide	3,398.18
03/01/19	8358	Bryan J. Mailey Electrical	Electrical panel, ammonia pump and door keypad	1,812.50
03/01/19	8359	Buckles-Smith Electric	Red stranded wire	64.61
03/01/19	8360	Cal-Am Water	Monthly service	2,129.56
03/01/19	8361	CAWD	Reimbursement for O&M, aeration and secondary PG&E and chemicals	91,360.48
03/01/19	8362	Fisher Scientific	Lab supplies	473.08
03/01/19	8363	Hach Company	Lab supplies	216.66
03/01/19	8364	McMaster-Carr	Single scale pressure gauge	126.60
03/01/19	8365	Monterey Bay Analytical	Final effluent and RO panel	1,482.50
03/01/19	8366	Motion Industries	High vac grease	68.94
03/01/19	8367	Myron L. Company-VOID	Annual maintenance service-VOID	0.00
03/01/19	8368	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	247,500.57
03/01/19	8369	Peninsula Welding & Medical Supply	Nitrogen gas	170.44
03/01/19	8370	Professional Water Technologies	Cleaning chemicals and micron filters	10,802.84
03/01/19	8371	Thermo Electron North America LLC	Ion chromatograph pump kit and assembly kit	4,253.46
03/01/19	8372	Trussell Technologies	MF/RO operations support	3,900.00
03/01/19	8373	Wellington Law Offices	Legal service	126.00
03/01/19	8374	Wine Country Balance	Instrument calibrations	400.00
03/15/19	8375	Analytik Jena US	UV meter calibration	74.18
03/15/19	8376	Brenntag Pacific, Inc.	Ammonium hydroxide	3,670.19
03/15/19	8377	Bryan J. Mailey Electrical	Coag/floc project, PLC control panel at tertiary (CAPITAL \$3,500.00)	4,187.50
03/15/19	8378	Buckles-Smith Electric	Electrical parts	117.12
03/15/19	8379	CAWD	Reimbursement for Kennedy/Jenks final phase I bill (CAPITAL)	1,703.25
03/15/19	8380	Cole-Parmer	Tubing	279.33
03/15/19	8381	Exceedio	SCADA Historian Server (CAPITAL)	5,048.17
03/15/19	8382	Fastenal Company	Stainless steel strut channel and base	843.32
03/15/19	8383	Fisher Scientific	Lab supplies	441.06
03/15/19	8384	Myron L. Company	Annual maintenance service-VOID	649.10
03/15/19	8385	Siemens Industry, Inc.	Ultra sonic level transducers	1,054.87
03/15/19	8386	Trussell Technologies	Design documents for sulfuric acid tank project (CAPITAL)	1,525.00
03/15/19	8387	Wellington Law Offices	Legal service	270.00
03/15/19	8388	Winsupply Monterey County	WIMCO pump flanges	215.17
03/20/19	8389	CAWD	Reimbursement for O&M, aeration and secondary PG&E and chemicals	54,201.42
03/20/19	8390	Pacific Gas & Electric	Tertiary and MF/RO	17,149.15
03/22/19	8391	Buckles-Smith Electric	PLC control panel parts	558.96
03/22/19	8392	Cal-Am Water	Monthly service	1,998.16
03/22/19	8393	Fastenal Company	Nuts and bolts	409.88

CAWD/PBCSD Reclamation Project
Disbursements
Mar-19

Date	Check	Vendor	Description	Amount
03/22/19	8394	Gavilan/Salinas Crane & Rigging	Lift MLR pump	760.00
03/22/19	8395	Harrington Industrial Plastics	MF cell adapters	62.80
03/22/19	8396	McMaster-Carr	Sand filter compressor parts	495.28
03/22/19	8397	Monterey Auto Supply	Air filters and industrial V belt	213.01
03/22/19	8398	PBCSD	Capital and O&M reimbursements	24,293.97
03/22/19	8399	Trussell Technologies	MF/RO operations support	1,098.75
03/26/19	8400	McMaster-Carr	High pressure nylon tubing and adapters	237.79
03/28/19	8401	Allied Fluid Products	Concentric reducer and gaskets	2,048.05
03/28/19	8402	Automationdirect.com, Inc.	Circuit breaker and mount	1,174.00
03/28/19	8403	Bryan J. Mailey Electrical	Install new PLC control panel and repair pump at Tertiary (CAPITAL \$15,750.00)	15,875.00
03/28/19	8404	Buckles-Smith Electric	Ethernet module and supplies (CAPITAL)	4,441.76
03/28/19	8405	Hach Company	Turb, flow, clean instrumentation	2,796.52
03/28/19	8406	Harrington Industrial Plastics	Installation parts (CAPITAL)	871.90
03/28/19	8407	Myron L. Company-VOID	Annual service of equipment	0.00
03/28/19	8408	Trussell Technologies	Sulfuric Acid Tank CIP (CAPITAL)	3,240.00
				520,291.08



**Financial Statements
and
Supplementary Schedules**

March 2019

April 25, 2019

Carmel Area Wastewater District

Balance Sheet

March 2019

ASSETS		
Current Assets		
Cash		
Cash	29,558,426.99	
TOTAL Cash	29,558,426.99	
Other Current Assets		
Other Current Assets	268,204.07	
TOTAL Other Current Assets	268,204.07	
TOTAL Current Assets		29,826,631.06
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	51,563,154.88	
TOTAL Treatment Structures	51,563,154.88	
Treatment Equipment		
Treatment Equipment	7,448,386.12	
TOTAL Treatment Equipment	7,448,386.12	
Collection Structures		
Collection Structures	1,040,749.41	
TOTAL Collection Structures	1,040,749.41	
Collection Equipment		
Collection Equipment	933,107.27	
TOTAL Collection Equipment	933,107.27	
Sewers		11,018,760.70
Disposal Facilities		
Disposal Facilities	1,126,272.60	
TOTAL Disposal Facilities	1,126,272.60	
Other Fixed Assets		
Other Fixed Assets	3,883,545.51	
TOTAL Other Fixed Assets	3,883,545.51	
Capital Improvement Projects		
Capital Improvement Projects	20,051,049.99	
TOTAL Capital Improvement Projects	20,051,049.99	
Accumulated depreciation		(46,104,180.31)
TOTAL Fixed Assets		51,268,905.93
Other Assets		
Other Assets		950,959.00
TOTAL Other Assets		950,959.00
TOTAL ASSETS		82,046,495.99

Carmel Area Wastewater District

Balance Sheet

March 2019

LIABILITIES

Current Liabilities		
Current Liabilities	222,858.31	
TOTAL Current Liabilities	<u>222,858.31</u>	222,858.31
Long-Term Liabilities		
Long Term Liabilities	1,837,261.63	
TOTAL Long-Term Liabilities	<u>1,837,261.63</u>	1,837,261.63
TOTAL LIABILITIES		<u>2,060,119.94</u>

NET POSITION

Net Assets	76,744,298.02	
Year-to-Date Earnings	3,242,078.03	
TOTAL NET POSITION		<u>79,986,376.05</u>
TOTAL LIABILITIES & NET POSITION		<u>82,046,495.99</u>

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,782,983.21	5,790,615.78	992,367.43	17.1 %
TOTAL Income	<u>6,782,983.21</u>	<u>5,790,615.78</u>	<u>992,367.43</u>	17.1 %
Adjustments				
Discounts	484.79	0.00	484.79	
TOTAL Adjustments	<u>484.79</u>	<u>0.00</u>	<u>484.79</u>	
*****	<u>6,783,468.00</u>	<u>5,790,615.78</u>	<u>992,852.22</u>	17.1 %
***** OPERATING INCOME	<u>6,783,468.00</u>	<u>5,790,615.78</u>	<u>992,852.22</u>	17.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,343,501.02	2,349,464.58	5,963.56	0.3 %
Payroll taxes	175.34	0.00	(175.34)	
TOTAL Salaries and Payroll Taxes	<u>2,343,676.36</u>	<u>2,349,464.58</u>	<u>5,788.22</u>	0.2 %
Employee Benefits				
Employee Benefits	523,439.71	684,597.10	161,157.39	23.5 %
TOTAL Employee Benefits	<u>523,439.71</u>	<u>684,597.10</u>	<u>161,157.39</u>	23.5 %
Director's Expenses				
Director's Expenses	26,525.09	24,954.14	(1,570.95)	-6.3 %
TOTAL Director's Expenses	<u>26,525.09</u>	<u>24,954.14</u>	<u>(1,570.95)</u>	-6.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	34,405.39	42,802.24	8,396.85	19.6 %
TOTAL Truck and Auto Expenses	<u>34,405.39</u>	<u>42,802.24</u>	<u>8,396.85</u>	19.6 %
General and Administrative				
General and Administrative	214,931.33	376,702.47	161,771.14	42.9 %
TOTAL General and Administrative	<u>214,931.33</u>	<u>376,702.47</u>	<u>161,771.14</u>	42.9 %
Office Expense				
Office Expense	41,590.49	65,192.59	23,602.10	36.2 %
TOTAL Office Expense	<u>41,590.49</u>	<u>65,192.59</u>	<u>23,602.10</u>	36.2 %
Operating Supplies				
Operating Supplies	321,617.42	290,351.43	(31,265.99)	-10.8 %
TOTAL Operating Supplies	<u>321,617.42</u>	<u>290,351.43</u>	<u>(31,265.99)</u>	-10.8 %
Contract Services				
Contract Services	640,790.60	676,616.77	35,826.17	5.3 %
TOTAL Contract Services	<u>640,790.60</u>	<u>676,616.77</u>	<u>35,826.17</u>	5.3 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	448,663.09	634,517.72	185,854.63	29.3 %
TOTAL Repairs and Maintenance	448,663.09	634,517.72	185,854.63	29.3 %
Utilities				
Utilities	307,286.91	327,643.56	20,356.65	6.2 %
TOTAL Utilities	307,286.91	327,643.56	20,356.65	6.2 %
Travel and Meetings				
Travel and Meetings	37,988.82	85,293.72	47,304.90	55.5 %
TOTAL Travel and Meetings	37,988.82	85,293.72	47,304.90	55.5 %
Permits and Fees				
Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
TOTAL Permits and Fees	60,229.50	78,667.00	18,437.50	23.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	31,226.74	35,251.19	4,024.45	11.4 %
TOTAL Memberships and Subscriptions	31,226.74	35,251.19	4,024.45	11.4 %
Safety				
Safety	48,981.18	46,571.31	(2,409.87)	-5.2 %
TOTAL Safety	48,981.18	46,571.31	(2,409.87)	-5.2 %
Other Expenses				
Other Expense	23,795.71	20,000.06	(3,795.65)	-19.0 %
TOTAL Other Expenses	23,795.71	20,000.06	(3,795.65)	-19.0 %
TOTAL Operating Expenses	5,105,148.34	5,738,625.88	633,477.54	11.0 %
***** OPERATING INCOME (LOSS)	1,678,319.66	51,989.90	1,626,329.76	3128.2 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,563,758.37	1,124,086.50	439,671.87	39.1 %
TOTAL Other Income or Gain	1,563,758.37	1,124,086.50	439,671.87	39.1 %
TOTAL Non-op Income, Expense, Gain or Loss	1,563,758.37	1,124,086.50	439,671.87	39.1 %
***** NET INCOME (LOSS)	3,242,078.03	1,176,076.40	2,066,001.63	175.7 %
***** NET INCOME (LOSS)	3,242,078.03	1,176,076.40	2,066,001.63	175.7 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Field
*Year-to-Date Variance, March 2019 - current month, Consolidated by
account, Department 3*

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 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				
Truck and Auto Expenses				
Truck and Auto Expenses	9,475.97	9,975.15	499.18	5.0 %
TOTAL Truck and Auto Expenses	9,475.97	9,975.15	499.18	5.0 %
Operating Supplies				
Operating Supplies	10,277.88	18,749.97	8,472.09	45.2 %
TOTAL Operating Supplies	10,277.88	18,749.97	8,472.09	45.2 %
Contract Services				
Contract Services	187.50	15,000.03	14,812.53	98.8 %
TOTAL Contract Services	187.50	15,000.03	14,812.53	98.8 %
Repairs and Maintenance				
Repairs and Maintenance	5,366.37	26,250.03	20,883.66	79.6 %
TOTAL Repairs and Maintenance	5,366.37	26,250.03	20,883.66	79.6 %
Safety				
Safety	4,301.40	2,427.62	(1,873.78)	-77.2 %
TOTAL Safety	4,301.40	2,427.62	(1,873.78)	-77.2 %
TOTAL Operating Expenses	29,609.12	72,402.80	42,793.68	59.1 %
***** OPERATING INCOME (LOSS)	(29,609.12)	(72,402.80)	42,793.68	59.1 %
***** NET INCOME (LOSS)	(29,609.12)	(72,402.80)	42,793.68	59.1 %
***** NET INCOME (LOSS)	(29,609.12)	(72,402.80)	42,793.68	59.1 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	350,252.52	378,390.00	28,137.48	7.4 %
TOTAL Salaries and Payroll Taxes	350,252.52	378,390.00	28,137.48	7.4 %
Employee Benefits				
Employee Benefits	94,577.67	126,407.03	31,829.36	25.2 %
TOTAL Employee Benefits	94,577.67	126,407.03	31,829.36	25.2 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,683.11	16,110.00	14,426.89	89.6 %
TOTAL Truck and Auto Expenses	1,683.11	16,110.00	14,426.89	89.6 %
General and Administrative				
General and Administrative	10,639.17	0.00	(10,639.17)	
TOTAL General and Administrative	10,639.17	0.00	(10,639.17)	
Office Expense				
Office Expense	4,754.70	3,262.50	(1,492.20)	-45.7 %
TOTAL Office Expense	4,754.70	3,262.50	(1,492.20)	-45.7 %
Operating Supplies				
Operating Supplies	77,529.65	48,225.06	(29,304.59)	-60.8 %
TOTAL Operating Supplies	77,529.65	48,225.06	(29,304.59)	-60.8 %
Contract Services				
Contract Services	177,426.51	217,312.56	39,886.05	18.4 %
TOTAL Contract Services	177,426.51	217,312.56	39,886.05	18.4 %
Repairs and Maintenance				
Repairs and Maintenance	348,732.96	408,997.81	60,264.85	14.7 %
TOTAL Repairs and Maintenance	348,732.96	408,997.81	60,264.85	14.7 %
Utilities				
Utilities	5,340.21	1,289.97	(4,050.24)	-314.0 %
TOTAL Utilities	5,340.21	1,289.97	(4,050.24)	-314.0 %
Travel and Meetings				
Travel and Meetings	5,995.39	14,722.47	8,727.08	59.3 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	5,995.39	14,722.47	8,727.08	59.3 %
Permits and Fees				
Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	4,759.00	1,732.50	(3,026.50)	-174.7 %
TOTAL Memberships and Subscriptions	4,759.00	1,732.50	(3,026.50)	-174.7 %
Safety				
Safety	10,860.71	14,353.66	3,492.95	24.3 %
TOTAL Safety	10,860.71	14,353.66	3,492.95	24.3 %
TOTAL Operating Expenses	1,092,551.60	1,237,203.56	144,651.96	11.7 %
***** OPERATING INCOME (LOSS)	(1,092,551.60)	(1,237,203.56)	144,651.96	11.7 %
***** NET INCOME (LOSS)	(1,092,551.60)	(1,237,203.56)	144,651.96	11.7 %
***** NET INCOME (LOSS)	(1,092,551.60)	(1,237,203.56)	144,651.96	11.7 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	405,824.02	379,256.18	(26,567.84)	-7.0 %
TOTAL Salaries and Payroll Taxes	405,824.02	379,256.18	(26,567.84)	-7.0 %
Employee Benefits				
Employee Benefits	128,375.70	140,176.94	11,801.24	8.4 %
TOTAL Employee Benefits	128,375.70	140,176.94	11,801.24	8.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	21,582.08	14,040.03	(7,542.05)	-53.7 %
TOTAL Truck and Auto Expenses	21,582.08	14,040.03	(7,542.05)	-53.7 %
General and Administrative				
General and Administrative	45,864.46	56,799.97	10,935.51	19.3 %
TOTAL General and Administrative	45,864.46	56,799.97	10,935.51	19.3 %
Office Expense				
Office Expense	2,420.87	7,927.47	5,506.60	69.5 %
TOTAL Office Expense	2,420.87	7,927.47	5,506.60	69.5 %
Operating Supplies				
Operating Supplies	12,764.32	17,114.94	4,350.62	25.4 %
TOTAL Operating Supplies	12,764.32	17,114.94	4,350.62	25.4 %
Contract Services				
Contract Services	92,900.32	92,737.56	(162.76)	-0.2 %
TOTAL Contract Services	92,900.32	92,737.56	(162.76)	-0.2 %
Repairs and Maintenance				
Repairs and Maintenance	62,820.85	145,750.00	82,929.15	56.9 %
TOTAL Repairs and Maintenance	62,820.85	145,750.00	82,929.15	56.9 %
Utilities				
Utilities	30,308.52	29,291.31	(1,017.21)	-3.5 %
TOTAL Utilities	30,308.52	29,291.31	(1,017.21)	-3.5 %
Travel and Meetings				
Travel and Meetings	10,303.98	8,475.03	(1,828.95)	-21.6 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	10,303.98	8,475.03	(1,828.95)	-21.6 %
Permits and Fees				
Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
TOTAL Permits and Fees	5,634.60	5,600.00	(34.60)	-0.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,291.33	1,807.47	516.14	28.6 %
TOTAL Memberships and Subscriptions	1,291.33	1,807.47	516.14	28.6 %
Safety				
Safety	3,995.44	9,645.00	5,649.56	58.6 %
TOTAL Safety	3,995.44	9,645.00	5,649.56	58.6 %
Other Expenses				
Other Expense	180.00	0.00	(180.00)	
TOTAL Other Expenses	180.00	0.00	(180.00)	
TOTAL Operating Expenses	824,266.49	908,621.90	84,355.41	9.3 %
***** OPERATING INCOME (LOSS)	(824,266.49)	(908,621.90)	84,355.41	9.3 %
***** NET INCOME (LOSS)	(824,266.49)	(908,621.90)	84,355.41	9.3 %
***** NET INCOME (LOSS)	(824,266.49)	(908,621.90)	84,355.41	9.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
*Year-to-Date Variance, March 2019 - current month, Consolidated by
account, Department 6*

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	787,872.74	792,665.38	4,792.64	0.6 %
TOTAL Salaries and Payroll Taxes	787,872.74	792,665.38	4,792.64	0.6 %
Employee Benefits				
Employee Benefits	204,414.19	244,557.26	40,143.07	16.4 %
TOTAL Employee Benefits	204,414.19	244,557.26	40,143.07	16.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
General and Administrative	77,880.54	100,752.03	22,871.49	22.7 %
TOTAL General and Administrative	77,880.54	100,752.03	22,871.49	22.7 %
Office Expense				
Office Expense	6,332.77	29,077.65	22,744.88	78.2 %
TOTAL Office Expense	6,332.77	29,077.65	22,744.88	78.2 %
Operating Supplies				
Operating Supplies	216,352.22	198,911.43	(17,440.79)	-8.8 %
TOTAL Operating Supplies	216,352.22	198,911.43	(17,440.79)	-8.8 %
Contract Services				
Contract Services	285,023.77	220,811.31	(64,212.46)	-29.1 %
TOTAL Contract Services	285,023.77	220,811.31	(64,212.46)	-29.1 %
Repairs and Maintenance				
Repairs and Maintenance	25,868.90	49,544.94	23,676.04	47.8 %
TOTAL Repairs and Maintenance	25,868.90	49,544.94	23,676.04	47.8 %
Utilities				
Utilities	255,603.04	280,200.06	24,597.02	8.8 %
TOTAL Utilities	255,603.04	280,200.06	24,597.02	8.8 %
Travel and Meetings				
Travel and Meetings	12,992.32	28,383.75	15,391.43	54.2 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, March 2019 - current month, Consolidated by
account, Department 6

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	12,992.32	28,383.75	15,391.43	54.2 %
Permits and Fees				
Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
TOTAL Permits and Fees	30,292.90	42,615.00	12,322.10	28.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,421.85	6,079.97	3,658.12	60.2 %
TOTAL Memberships and Subscriptions	2,421.85	6,079.97	3,658.12	60.2 %
Safety				
Safety	27,268.43	18,820.03	(8,448.40)	-44.9 %
TOTAL Safety	27,268.43	18,820.03	(8,448.40)	-44.9 %
Other Expenses				
Other Expense	0.00	1,500.03	1,500.03	100.0 %
TOTAL Other Expenses	0.00	1,500.03	1,500.03	100.0 %
TOTAL Operating Expenses	1,932,609.50	2,015,420.84	82,811.34	4.1 %
***** OPERATING INCOME (LOSS)	(1,932,609.50)	(2,015,420.84)	82,811.34	4.1 %
***** NET INCOME (LOSS)	(1,932,609.50)	(2,015,420.84)	82,811.34	4.1 %
***** NET INCOME (LOSS)	(1,932,609.50)	(2,015,420.84)	82,811.34	4.1 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	404,409.14	458,127.69	53,718.55	11.7 %
TOTAL Salaries and Payroll Taxes	404,409.14	458,127.69	53,718.55	11.7 %
Employee Benefits				
Employee Benefits	96,072.15	173,455.87	77,383.72	44.6 %
TOTAL Employee Benefits	96,072.15	173,455.87	77,383.72	44.6 %
Director's Expenses				
Director's Expenses	25,825.09	24,287.47	(1,537.62)	-6.3 %
TOTAL Director's Expenses	25,825.09	24,287.47	(1,537.62)	-6.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,378.40	1,175.06	(203.34)	-17.3 %
TOTAL Truck and Auto Expenses	1,378.40	1,175.06	(203.34)	-17.3 %
General and Administrative				
General and Administrative	71,216.61	219,150.47	147,933.86	67.5 %
TOTAL General and Administrative	71,216.61	219,150.47	147,933.86	67.5 %
Office Expense				
Office Expense	28,082.15	24,924.97	(3,157.18)	-12.7 %
TOTAL Office Expense	28,082.15	24,924.97	(3,157.18)	-12.7 %
Operating Supplies				
Operating Supplies	675.05	975.06	300.01	30.8 %
TOTAL Operating Supplies	675.05	975.06	300.01	30.8 %
Contract Services				
Contract Services	84,003.19	130,755.31	46,752.12	35.8 %
TOTAL Contract Services	84,003.19	130,755.31	46,752.12	35.8 %
Repairs and Maintenance				
Repairs and Maintenance	2,650.29	749.97	(1,900.32)	-253.4 %
TOTAL Repairs and Maintenance	2,650.29	749.97	(1,900.32)	-253.4 %
Utilities				
Utilities	16,032.65	16,862.22	829.57	4.9 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	16,032.65	16,862.22	829.57	4.9 %
Travel and Meetings				
Travel and Meetings	8,697.13	33,712.47	25,015.34	74.2 %
TOTAL Travel and Meetings	8,697.13	33,712.47	25,015.34	74.2 %
Permits and Fees				
Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
TOTAL Permits and Fees	24,302.00	24,052.00	(250.00)	-1.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	22,754.56	25,631.25	2,876.69	11.2 %
TOTAL Memberships and Subscriptions	22,754.56	25,631.25	2,876.69	11.2 %
Safety				
Safety	1,310.71	1,325.00	14.29	1.1 %
TOTAL Safety	1,310.71	1,325.00	14.29	1.1 %
Other Expenses				
Other Expense	23,615.71	18,500.03	(5,115.68)	-27.7 %
TOTAL Other Expenses	23,615.71	18,500.03	(5,115.68)	-27.7 %
TOTAL Operating Expenses	811,024.83	1,153,684.84	342,660.01	29.7 %
***** OPERATING INCOME (LOSS)	(811,024.83)	(1,153,684.84)	342,660.01	29.7 %
***** NET INCOME (LOSS)	(811,024.83)	(1,153,684.84)	342,660.01	29.7 %
***** NET INCOME (LOSS)	(811,024.83)	(1,153,684.84)	342,660.01	29.7 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	392,736.21	341,025.33	(51,710.88)	-15.2 %
TOTAL Salaries and Payroll Taxes	392,736.21	341,025.33	(51,710.88)	-15.2 %
Director's Expenses				
Director's Expenses	700.00	666.67	(33.33)	-5.0 %
TOTAL Director's Expenses	700.00	666.67	(33.33)	-5.0 %
General and Administrative				
General and Administrative	9,330.55	0.00	(9,330.55)	
TOTAL General and Administrative	9,330.55	0.00	(9,330.55)	
Operating Supplies				
Operating Supplies	3,245.65	6,374.97	3,129.32	49.1 %
TOTAL Operating Supplies	3,245.65	6,374.97	3,129.32	49.1 %
Contract Services				
Contract Services	1,249.31	0.00	(1,249.31)	
TOTAL Contract Services	1,249.31	0.00	(1,249.31)	
Repairs and Maintenance				
Repairs and Maintenance	2,110.27	3,224.97	1,114.70	34.6 %
TOTAL Repairs and Maintenance	2,110.27	3,224.97	1,114.70	34.6 %
Utilities				
Utilities	2.49	0.00	(2.49)	
TOTAL Utilities	2.49	0.00	(2.49)	
Safety				
Safety	1,244.49	0.00	(1,244.49)	
TOTAL Safety	1,244.49	0.00	(1,244.49)	
TOTAL Operating Expenses	410,618.97	351,291.94	(59,327.03)	-16.9 %
***** OPERATING INCOME (LOSS)	(410,618.97)	(351,291.94)	(59,327.03)	-16.9 %

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

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(410,618.97)	(351,291.94)	(59,327.03)	-16.9 %
***** NET INCOME (LOSS)	(410,618.97)	(351,291.94)	(59,327.03)	-16.9 %

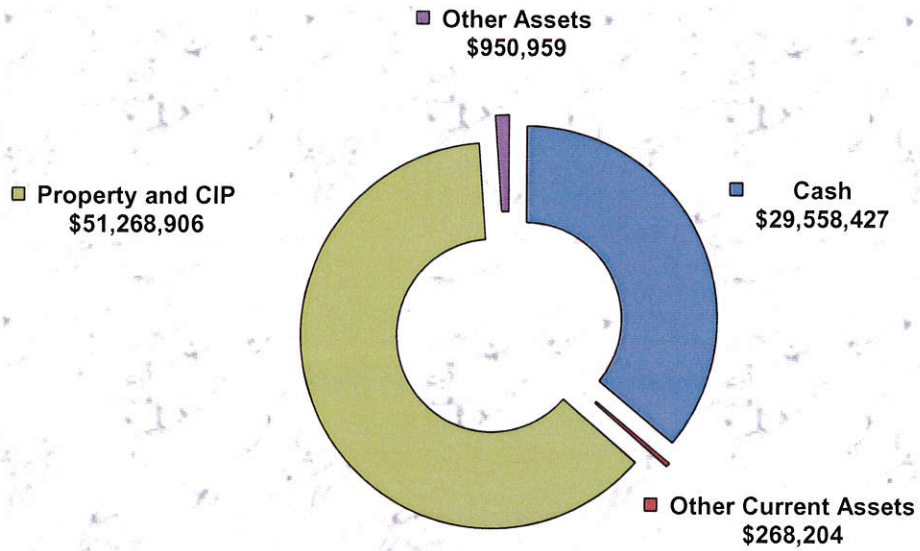
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, March 2019 - current month, Consolidated by
account, Department 9

	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	2,296.04	0.00	2,296.04	
TOTAL Income	<u>2,296.04</u>	<u>0.00</u>	<u>2,296.04</u>	
*****	<u>2,296.04</u>	<u>0.00</u>	<u>2,296.04</u>	
***** OPERATING INCOME	<u>2,296.04</u>	<u>0.00</u>	<u>2,296.04</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	134.88	0.00	(134.88)	
TOTAL Salaries and Payroll Taxes	<u>134.88</u>	<u>0.00</u>	<u>(134.88)</u>	
TOTAL Operating Expenses	<u>134.88</u>	<u>0.00</u>	<u>(134.88)</u>	
***** OPERATING INCOME (LOSS)	<u>2,161.16</u>	<u>0.00</u>	<u>2,161.16</u>	
***** NET INCOME (LOSS)	<u>2,161.16</u>	<u>0.00</u>	<u>2,161.16</u>	
***** NET INCOME (LOSS)	<u>2,161.16</u>	<u>0.00</u>	<u>2,161.16</u>	

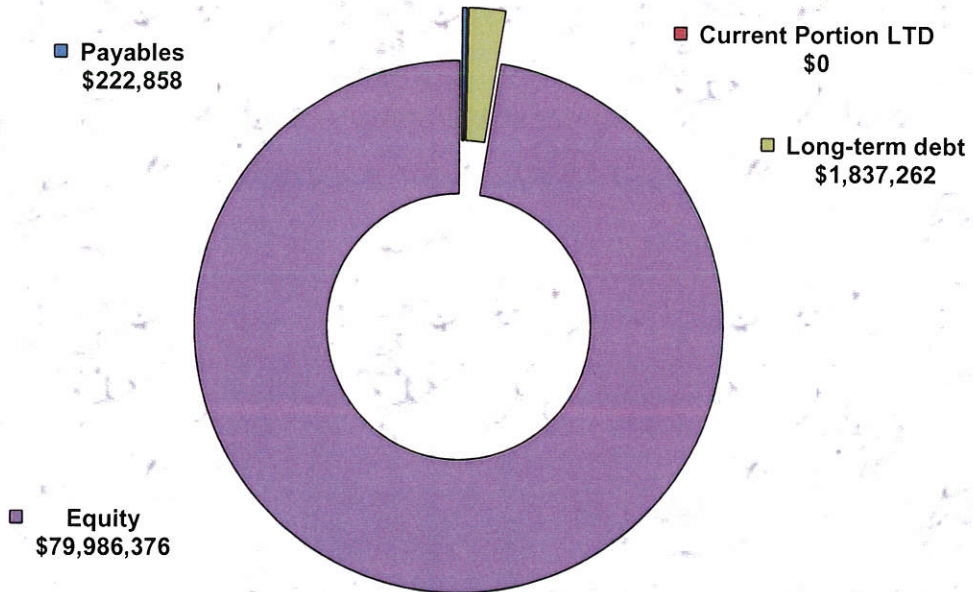
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, March 2019 - current month, Consolidated by
account, Department 10

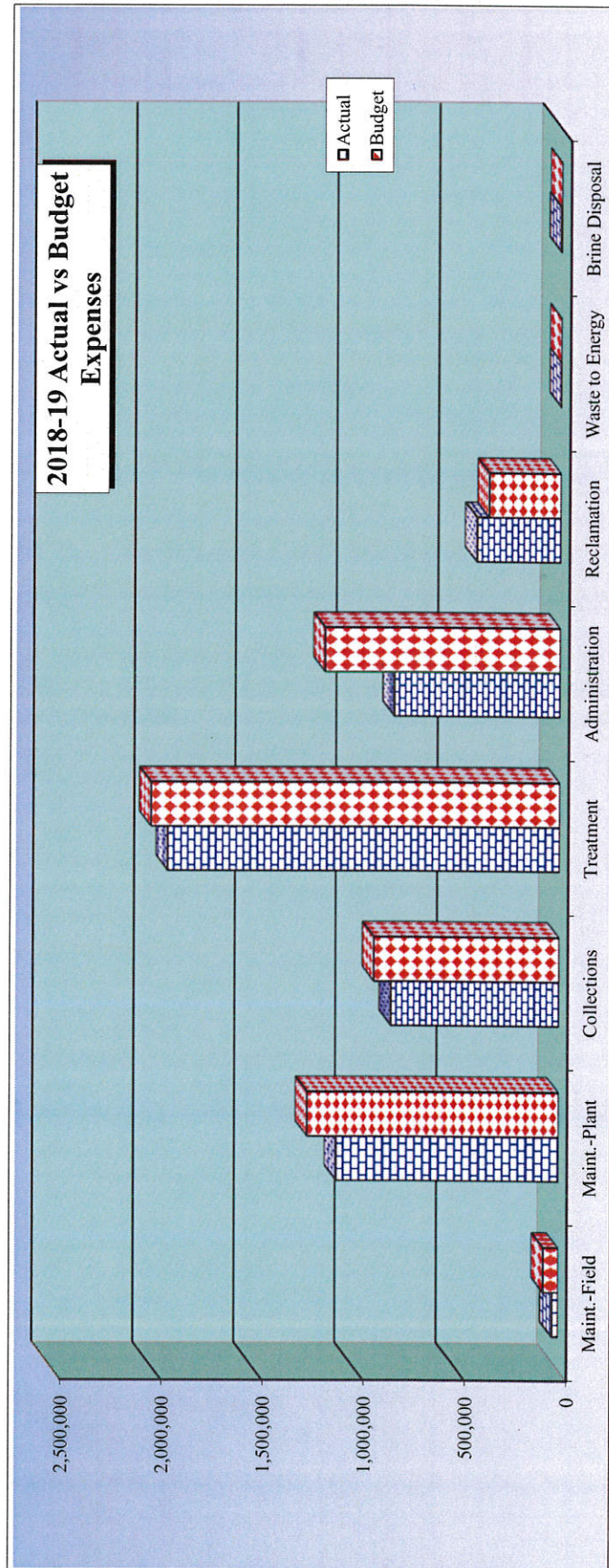
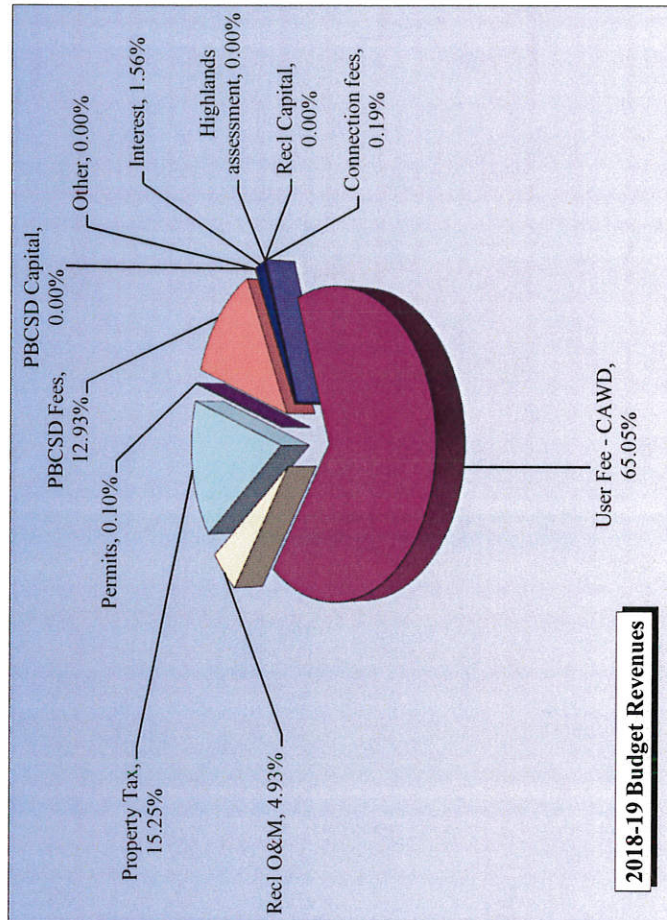
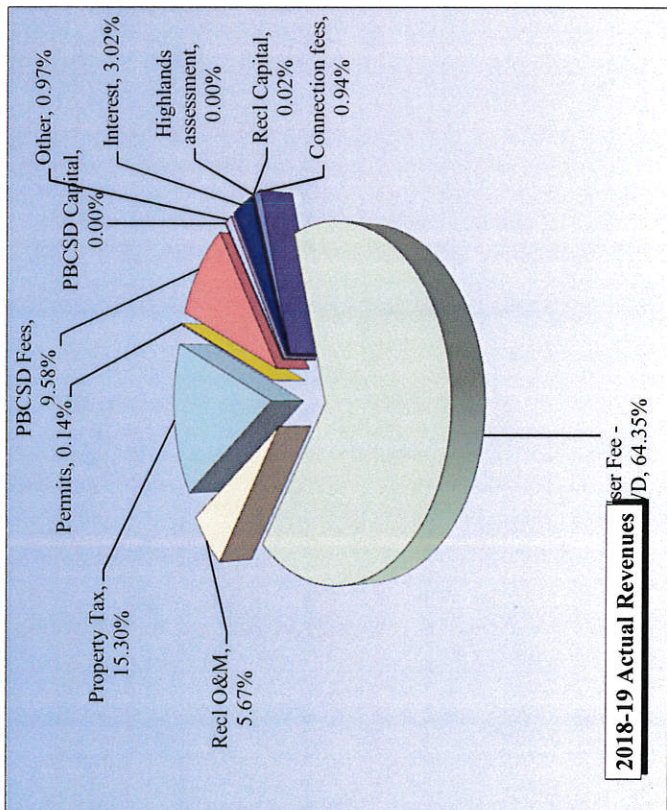
	<i>9 Months Ended March 31, 2019</i>	<i>9 Months Ended March 31, 2019 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	64,407.56	0.00	64,407.56	
TOTAL Income	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
*****	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
***** OPERATING INCOME	<u>64,407.56</u>	<u>0.00</u>	<u>64,407.56</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,271.51	0.00	(2,271.51)	
Payroll taxes	175.34	0.00	(175.34)	
TOTAL Salaries and Payroll Taxes	<u>2,446.85</u>	<u>0.00</u>	<u>(2,446.85)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,113.45	0.00	(1,113.45)	
TOTAL Repairs and Maintenance	<u>1,113.45</u>	<u>0.00</u>	<u>(1,113.45)</u>	
TOTAL Operating Expenses	<u>4,332.95</u>	<u>0.00</u>	<u>(4,332.95)</u>	
***** OPERATING INCOME (LOSS)	<u>60,074.61</u>	<u>0.00</u>	<u>60,074.61</u>	
***** NET INCOME (LOSS)	<u>60,074.61</u>	<u>0.00</u>	<u>60,074.61</u>	
***** NET INCOME (LOSS)	<u>60,074.61</u>	<u>0.00</u>	<u>60,074.61</u>	

Assets - March 31, 2019

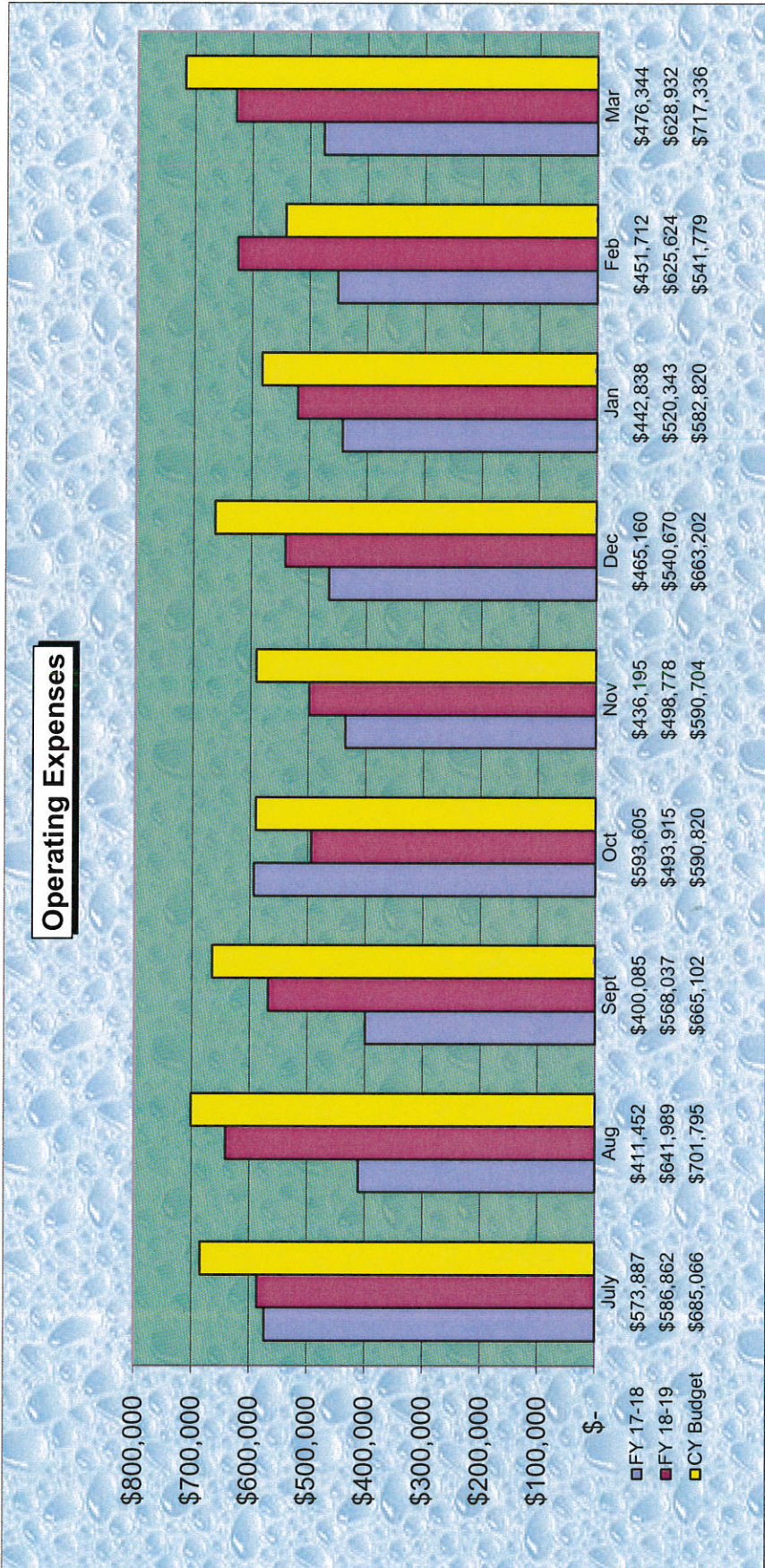


Liabilities - March 31, 2019





Operating Expenses



**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Mobile trailer HR office- unbudgeted		0	16,735	16,735	0	NA
		0	0	0	0	NA
<u>Collections</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)		7,412	57,662	57,662	40,000	144.15%
Secondary Clarifier wiper/blade rehab		0	10,770	10,770	0	NA
SCADA Historian		0	5,048	5,048	20,000	25.24%
		0	0	0	0	NA
RECL share		(2,470)	(19,219)	(19,219)	(13,332)	144.16%
PBCSD share (1/3 of cost)		(1,647)	(18,087)	(18,087)	0	NA
		3,294	52,909	52,909	46,668	NA

Total Capital Purchases 18-19

**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	MAR	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	182,581	429	14,647	197,228	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	117,152	0	0	117,152	0	NA
Hatton Canyon Trail	169,355	7,054	52,747	222,102	0	NA
Pump Stations-SCADA	0	4,253	59,440	59,440	300,000	19.81%
<u>Treatment</u>						
Study SCADA, PLC, and Communication Systems (RECL 50%)	370,965	0	773	371,738	0	NA
Waste Gas Burner	563,717	0	1,363	565,080	7,736	17.62%
SBS Tank Rehab (Brine Disposal)	3,443	0	7,890	11,333	0	NA
Aeration Basin #5 Baffle	0	0	6,081	6,081	30,000	20.27%
Aeration Basin #6 Baffle	0	0	2,425	2,425	30,000	8.08%
RECL share		0	(386)	(185,869)	0	NA
PBCSD share (1/3 of cost)		0	(3,418)	(256,929)	(22,579)	15.14%
	1,407,213	11,736	141,561	1,109,781	345,157	NA

Total CIP Projects 18-19

**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	0	2,325	935,201	13,195	17.62%
Storm water improvements	562,669	0	1,324	563,993	7,517	17.62%
Thickener (RECL 50%)	942,381	0	2,272	944,652	12,894	17.62%
Hypo/SBS (RECL 40%)	2,930,043	0	8,053	2,938,095	45,704	17.62%
Portable RAS pumping	1,118,978	0	3,180	1,122,158	18,051	17.62%
Digester firm capacity Improvements	5,340,025	0	15,907	5,355,932	90,283	17.62%
#1 Water improvements	377,108	0	831	377,939	4,718	17.62%
#3 Water system improvements	323,065	0	435	323,500	2,469	17.62%
Dewatering	1,278,111	0	3,026	1,281,137	17,173	17.62%
Standby & main power improvements	3,435,491	0	9,619	3,445,109	54,592	17.62%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	1,716	59,816	289,181	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Secondary Clarifier #1 Rehab	0	0	1,063	1,063	250,000	0.43%
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II PLC equipment	0	0	139,792	139,792	150,000	93.19%
WWTP Phase II Design	0	41,284	410,756	410,756	874,985	46.94%
Dewatering Elevator/Fall Safe Hatch	0	13,825	13,825	13,825	25,000	55.30%
RECL share		0	(6,417)	(1,654,091)	(24,729)	25.95%
PBCSD share (1/3 of cost)		(18,942)	(229,765)	(5,614,793)	(530,617)	43.30%
	17,802,761	37,883	459,529	11,229,587	1,061,235	NA
Total Long Term CIP Projects 18-19						
Total Capital (net of RECL and PBCSD)	19,209,974	52,914	653,999	12,392,276	1,453,060	NA

**Carmel Area Wastewater District
Variance Analysis
2018-19**

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Safety -77.20% Training underbudgeted.

Maintenance - Plant

Office Expense -45.70% Computers and equipment underbudgeted.

Operating Supplies -60.80% Electrical supplies underbudgeted.

Utilities -314.00% Small dollar amounts, new phones and fiber line unbudgeted.

Memberships and Subscriptions -174.70% Small dollar amounts, memberships underbudgeted.

Collections

Salaries and Payroll Taxes -7.00% Overtime underbudgeted.

Truck and Auto Expenses -53.70% Diesel fuel underbudgeted.

Travel and Meetings -21.60% Timing, employee training.

Treatment

Operating Supplies -8.80% Chemicals and general supplies underbudgeted.

Contract Services -29.10% Sea level rise study budgeted in capital. Consulting-Coastal Commission unbudgeted.

Safety -44.90% Emergency response supplies underbudgeted.

Administration

Director's Expenses -6.30% Training and conference underbudgeted.

Truck and Auto Expenses -17.30% Insurance underbudgeted: actual \$1,378, budget \$605.

Office Expense -12.70% Furnishings, paper and temp service underbudgeted.

Repairs and Maintenance -253.40% Building repairs underbudgeted-small dollar amounts; actual \$2,318, budget \$750.

Other Expense -27.70% Recruiting and newsletter underbudgeted.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$1,090,000

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: April 25, 2019
 SUBJECT: Monthly Report – March

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in March	9
Total Fees.....	\$ 990.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were 1,876 feet Closed Circuit Television (CCTV) sewer line inspections during the month of March.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
January	55,165 ft.	13.41%	6 – 12 inches
February	44,081 ft.	10.72%	6 – 12 inches
March	32,789 ft.	7.97%	6 – 12 inches

Construction Activities

Staff was notified about a manhole frame and lid that had sunk under surface grade at the intersection of Ocean Ave. and Forest Rd. The manhole frame was installed by a contractor during a recent Carmel-By-The-Sea (CBTS) pavement project. It was determined that the mortar used to raise the appurtenance cover crumbled, causing the settling. Staff replaced the entire frame and lid since the settling caused damage to the previous frame.

During a recent CCTV inspection, a root blockage was found at the end of line segment Q642-Q6106. After staff removed the root blockage, a large hole was discovered at the end of the line. A point repair was made to restore the integrity of the pipeline.

General Comments

Staff vacuumed out all the CBTS interceptors and one storm drain basin, removing a total of 25.5 tons of debris. Staff also vacuumed out the wet wells at Highlands, Hacienda, Bay & Scenic, and Monte Verde pump stations.

Service calls responded to by crew

Date	Time	Callout	Resolution
3/5/19	12:15 AM	Highlands Pump Station Power Fail	Staff on standby till PG&E fixed broken power pole.
3/13/19	6:53 PM	Mission Alarm, Hacienda Pump Station Pump Failure	Breaker reset, obstruction cleared, returned to service.
3/13/19	10:54 PM	Mission Alarm, Hacienda Pump Station Pump Failure	Pump removed from service, pump de-ragging performed following morning.
3/16/19	12:39 PM	Lateral Overflow	Called by Police Department regarding lateral spill, area vacuumed, owner advised to call plumber
3/17/19	6:39 PM	Mission Alarm, Hacienda Pump Station Pump Failure	Pump removed from service, pump de-ragging performed following morning.

3/18/19	6:13 PM	Lateral Overflow	Called by Fire Department regarding lateral spill, area vacuumed, owner advised to call plumber.
3/20/19	9:13 AM	Back up in home	Staff found no problems in District main line. Problem was internal plumbing of home. Owner advised to call plumber.
3/27/19	7:09 AM	Mission Alarm, Highlands Pump #2 fail	Staff inspected pump, reset breaker and returned to service
3/29/19	10:23 AM	Lateral Overflow	Called by Fire Department regarding lateral spill, area vacuumed, owner advised to call plumber

USA Location Requests – 101

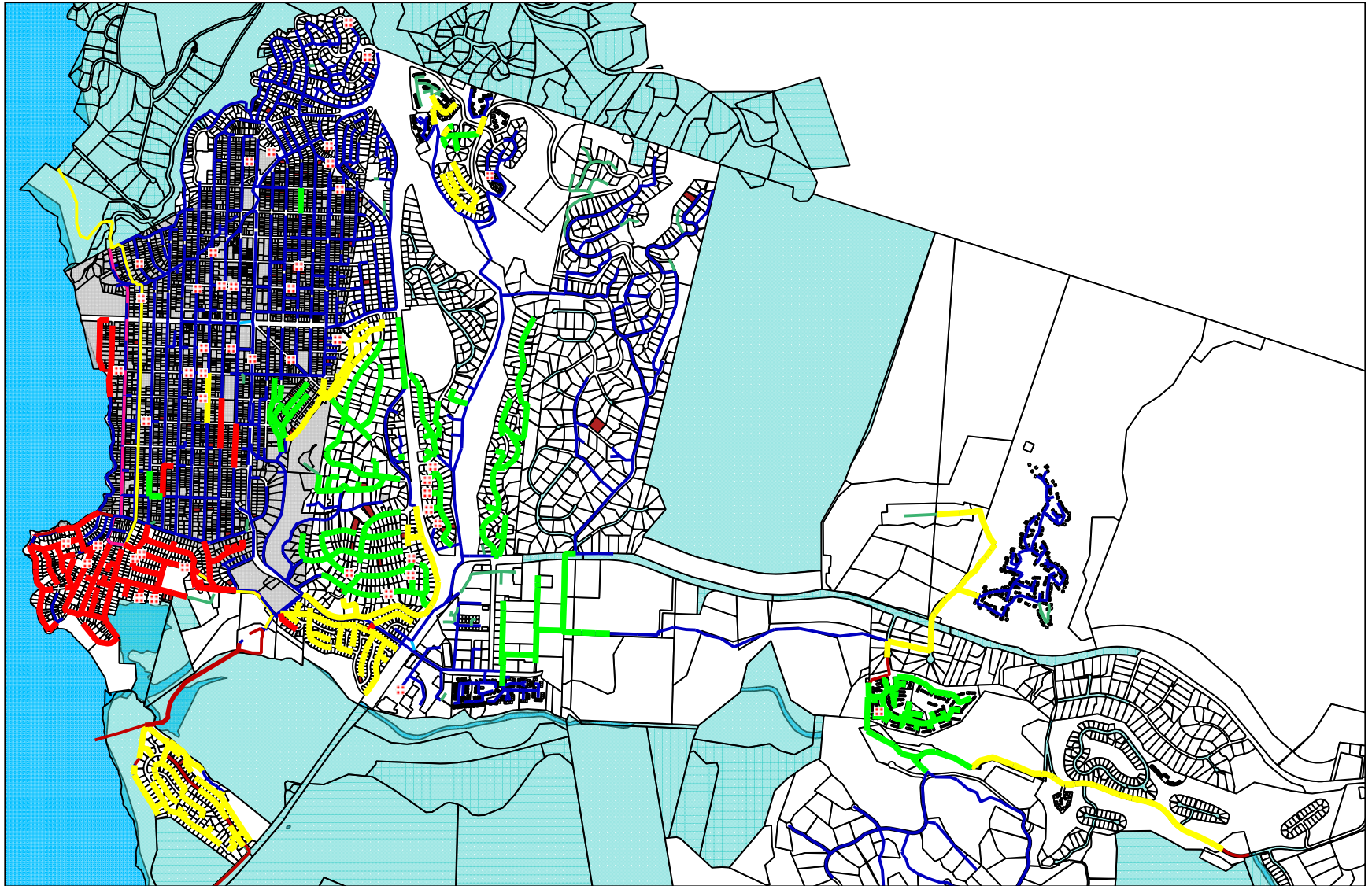
Plumbing permit inspections – 4

FUNDING

N/A

January (Green) - 55,165 feet
February (Yellow) - 44,081 feet
March (Red) - 32,789 feet

Monthly Cleaning Map



RedZone[®]
ROBOTICS

4/15/2019



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: April 25, 2019

Subject: Monthly Report (for March 2019)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

Mar 14- Tailgate training. Patrick Treanor, Plant Engineer, gave a presentation on how loss of consciousness and even brain damage can be caused by very high blood pressures when a worker is enveloped by collapsed debris or a cave-in during trenching/excavations. This can also happen if a fallen worker is hanging in a body harness for extended periods and there is no prompt rescue. Therefore it is critical to pre-plan the specific rescue scenarios for each job and stage all the proper rescue equipment before performing these types of work.

Mar 21- Annual Spill Prevention Control and Countermeasures Plan (SPCC) training. Mark Dias, Safety/Compliance Administrator, reviewed the District's SPCC Plan which he had updated the previous year. With the new stormwater pump system installed in Phase I, the plant site is essentially 100% self-contained. Any rains or potential spills that enter the on-site storm-water system can be captured in the sump or sent to headworks for full treatment. In addition to the two large spill response kits onsite, several smaller kits had been placed around the plant.

Mar 28- Tailgate training. Christian Schmidt, Senior Operator, gave a presentation on aerial lift/bucket safety. CSRMA training materials were used which highlight how to prevent injuries from: electrocution, falls, tip-overs, getting caught between the lift bucket and objects, falling objects, and being catapulted out of the bucket if the lift is struck or strikes something.

Ongoing Safety Improvements

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

- Respiratory Safety – gas levels at the Calle La Cruz lift station (Ribera Road).
Background; As described in previous reports, this lift station receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of dangerous hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first two options proved ineffective. The third option, dosing liquid calcium nitrate, was started in December and showed significant improvement. The dosage rate was doubled in January and February. The results showed some additional improvement but did not fall in proportion to the dosage increase. **Update;** Collections staff now suspects that the remaining gas levels may be from Pt. Lobos State Park. This effluent is pumped separately to Ribera Road. Collections staff is currently constructing a dosing system for installation at the Pt. Lobos pump station. Sampling data will be reported once available. Monthly tracking continuing.
- Bulk aqueous ammonia system repairs. **Background;** As first described in the October report, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is located outdoors on the south side of the tertiary building with permanent secondary containment. Newly implemented gas monitoring equipment showed that ammonia vapors are escaping out of the tank lid during the filling process. Operations staff have consistently been required to wear respirators during deliveries. Until the system is improved, an Interim Operating Procedure (IOP) has been promulgated and deliveries are overseen by the Safety Officer. Per the IOP staff are now required to remotely monitor the tank level at a safe distance using the wireless SCADA system rather than stand near the tank during filling. CAWD staff intends to retrofit the piping and venting components rather than purchasing a replacement system. A pressure gauge was installed to determine the pressures generated during filling. The pressures were closely monitored during a delivery and showed that the tank lid essentially holds zero pressure and ammonia levels were very high around the lid. **Update:** A new, non-vented lid was is being ordered and will be sealed onto the tank. The pressure will be monitored during a pending delivery. The plant engineer will use this data to calculate specifications to retrofit piping, connections and relief valves. Monthly tracking continuing.
- Panic bars installed on doors at tertiary building. **New item.** In an abundance of caution, Monterey County Health Department required that “panic bars” be installed on exit doors in the pump room of the tertiary building. This room is used

to store large totes of various acids and also houses the ammonia pumps and the pressurized ammonia distribution piping. The bars were installed in March. In the event of a line break or chemical spill staff can now immediately leave the room without having to slow down to manipulate locks. This also eliminates the possibility of hooking clothing on door handles. **Item closed.**

Tours and Outreach

On April 21st and 28th tours were given to a total of over one hundred 5th graders and parents from the Tularcitos Elementary School in Carmel Valley and other classes from the Carmel Unified School District. These have become popular with the teachers and the school and we look forward to continuing these tours each spring.

Injuries; first aid responses; worker compensation claims

There were no worker’s comp claims or first aid incidents in March. The updated matrix is below.

	Work Related Injuries and Illnesses for 2018 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	0	0	0	0
First Aid (non-OSHA)	0	2	0	0	0

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: January 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	27.204	0.877	0.751	1.253	68.390	27.20	83.45
PBCSD Flow	12.574	0.406	0.319	0.650	31.610	12.57	38.57
Total Plant Flow	39.778	1.283	1.070	1.903	100.00	39.78	122.02
Tertiary Flow	34.463	1.112	0.877	1.432	86.638	34.46	105.71
Ocean Discharge	6.259	0.202	0.123	0.502	15.735	6.26	19.20
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	34.46 MG (105.71 acre-ft)
Total Lifetime Reclamation Production (94-19)	7.95 BG (24.40 B acre-ft.)
12 Month Rolling Total Reclamation Production	331.31 MG (1016.80 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jan '19 kWh	Price per kWh	Jan'19	Dec'18	Nov '18	Oct '18
Secondary	141,257.00	\$ 0.136	\$ 19,162.99	\$ 20,442.26	\$ 19,382.41	\$ 25,142.67
Blowers	44,136.64	\$ 0.142	\$ 6,251.31	\$ 7,033.64	\$ 6,671.63	\$ 9,909.43
CAWD Total	185,393.64		\$ 25,414.30	\$ 27,475.90	\$ 26,054.04	\$ 35,052.10
Tertiary	93,509.88	\$ 0.137	\$ 12,687.06	\$ 10,296.25	\$ 13,319.23	\$ 16,298.32
MF/RO	127,386.00	\$ 0.136	\$ 20,346.02	\$ 21,161.35	\$ 15,952.35	\$ 23,515.58
Reclaim Total	220,895.88		\$ 33,033.08	\$ 31,457.60	\$ 29,271.58	\$ 39,813.90
Adjusted Monthly Totals (1)	CAWD Total	\$	18,217.48	Reclamation Total	\$	40,229.90

kW-h Per Acre Foot

	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	1883.03
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	2254.65

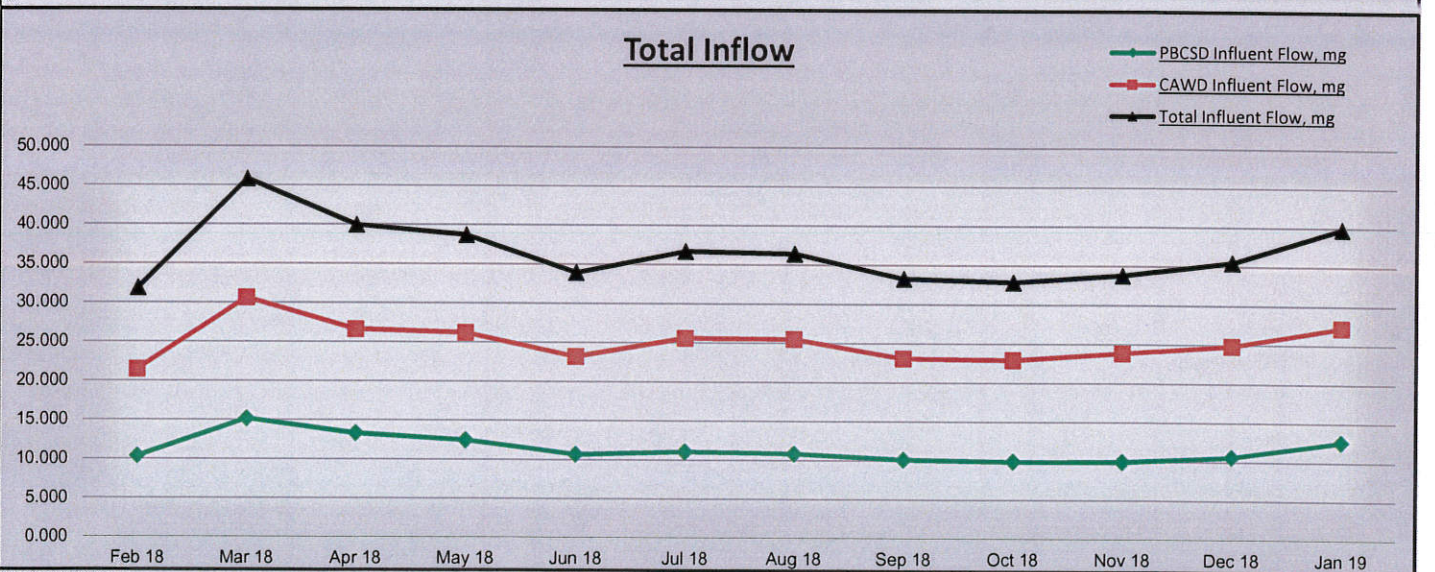
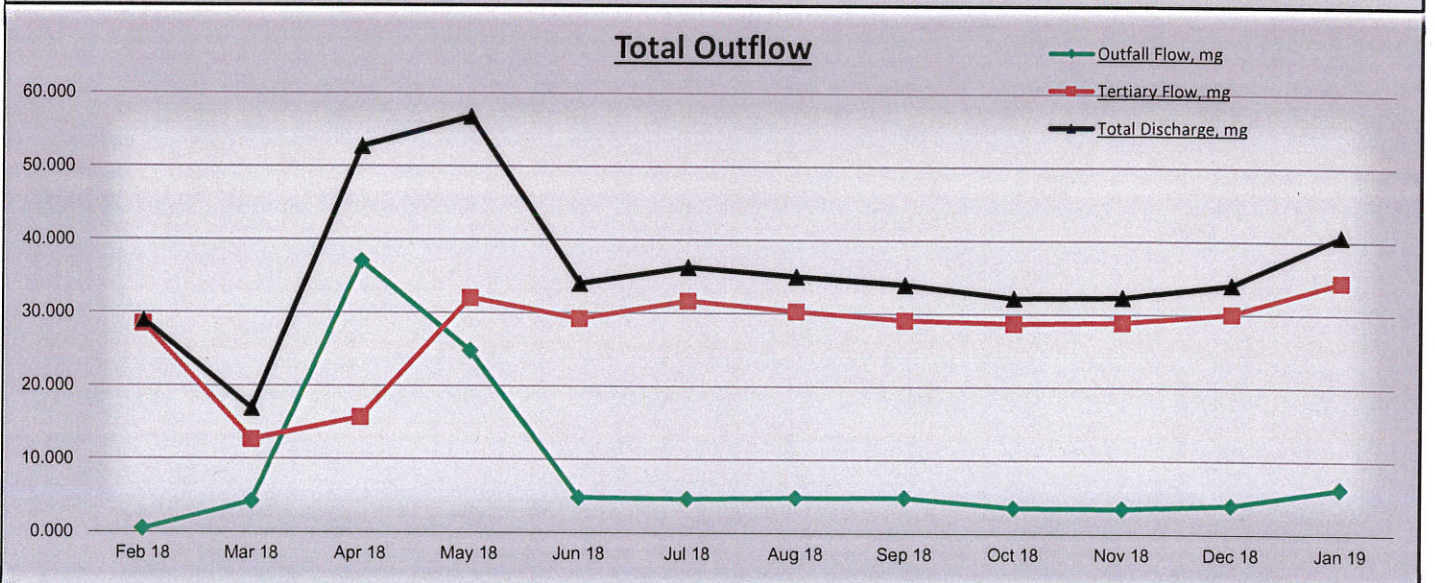
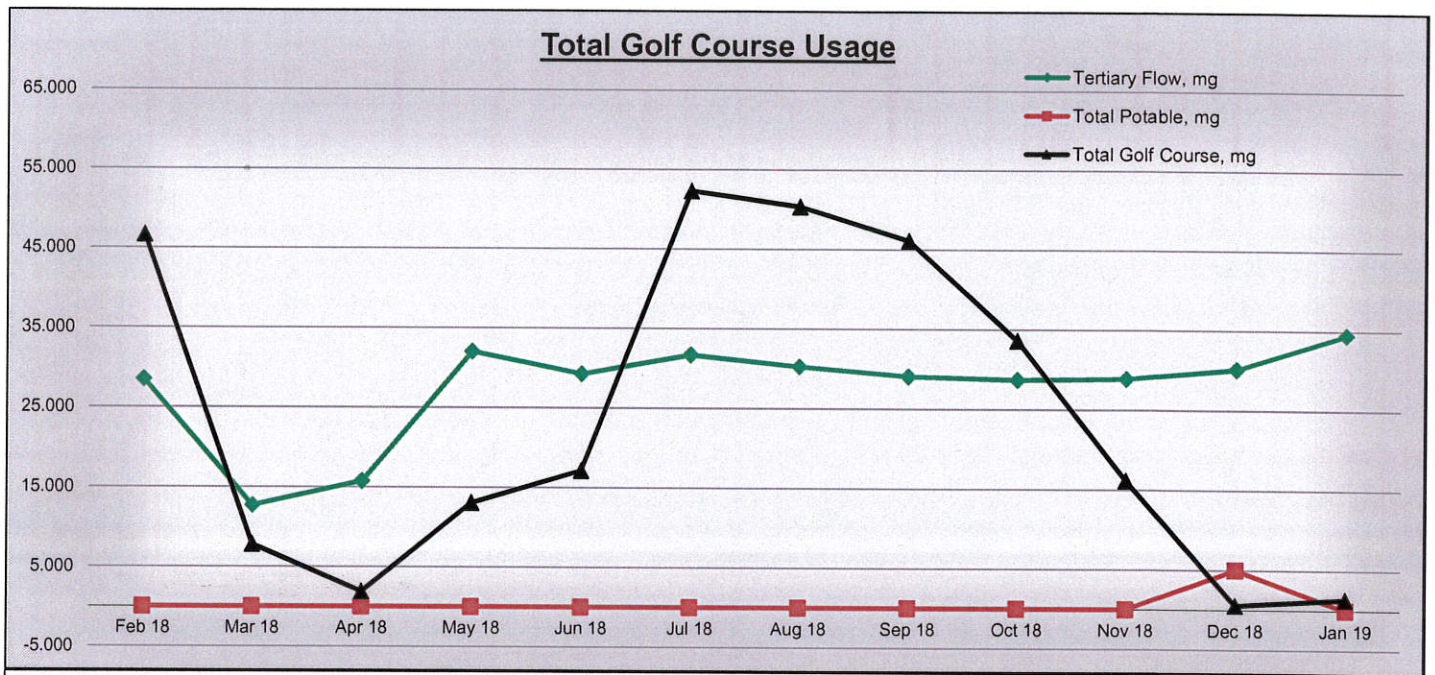
MICROTURBINE SUMMARY

Month	Jan '19 kWh	Dec'18	Nov'18	Oct'18	Accumulated Totals
Production, kWh	0 (2)	0	5,495	9,222	703,885.00

COMMENTS

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

(2) Micro Turbine system off-line the month of January due to equipment malfunction



Wastewater Treatment Facility Operations Report

Report for: February 2019	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	40.133	1.433	1.006	1.915	61.482	67.34	206.56
PBCSD Flow	25.143	0.898	0.428	1.433	38.518	37.72	115.70
Total Plant Flow	65.276	2.331	1.434	3.348	100.00	105.05	322.25
Tertiary Flow	12.115	1.010	0.753	1.620	18.560	46.58	142.88
Ocean Discharge (3)	57.342	2.048	0.193	3.935	87.845	63.60	195.10
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	46.58MG (142.95acre-ft.)
Total Lifetime Reclamation Production (94-19)	7.96 BG (24.43 B acre-ft.)
12 Month Rolling Total Reclamation Production	314.93 MG (966.51 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Feb '19 kWh	Price per kWh	Feb'19	Jan'19	Dec'18	Nov '18
Secondary	163,944.00	\$ 0.132	\$ 21,715.86	\$ 19,162.99	\$ 20,442.26	\$ 19,382.41
Blowers	43,240.00	\$ 0.139	\$ 6,014.36	\$ 6,251.31	\$ 7,033.64	\$ 6,671.63
CAWD Total	207,184.00		\$ 27,730.22	\$ 25,414.30	\$ 27,475.90	\$ 26,054.04
Tertiary	63,098.24	\$ 0.134	\$ 9,880.24	\$ 12,687.06	\$ 10,296.25	\$ 13,319.23
MF/RO	34,093.00	\$ 0.157	\$ 7,268.91	\$ 20,346.02	\$ 21,161.35	\$ 15,952.35
Reclaim Total	97,191.24		\$ 17,149.15	\$ 33,033.08	\$ 31,457.60	\$ 29,271.58
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,566.85	Reclamation Total		\$ 25,312.52

kW-h Per Acre Foot

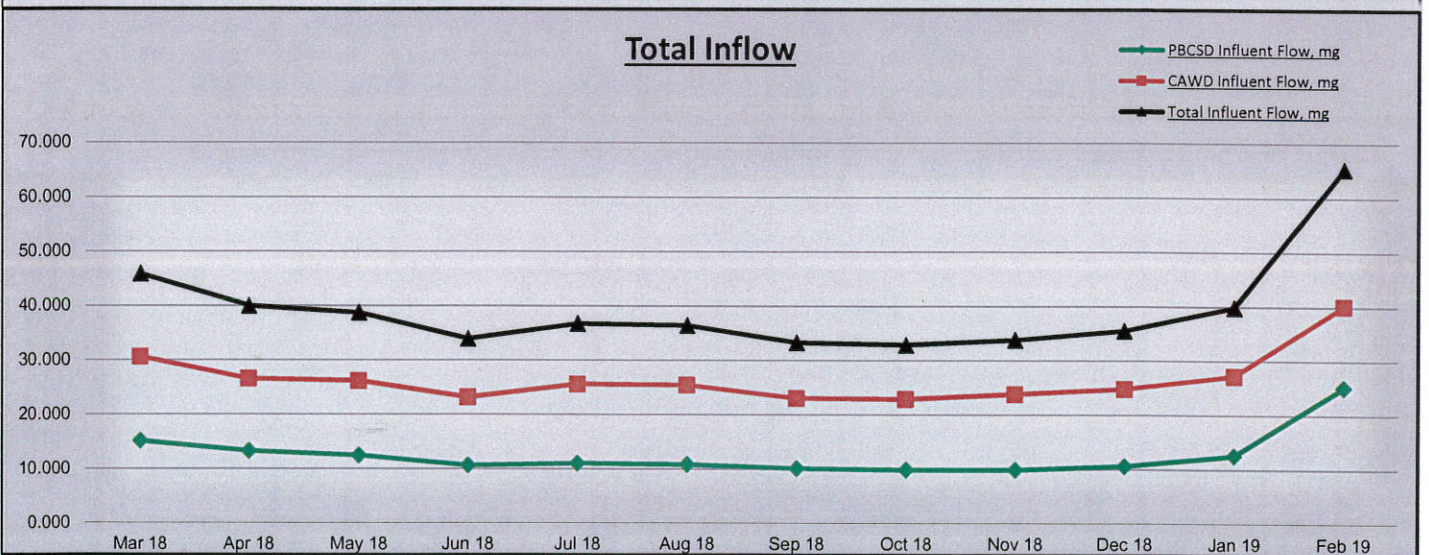
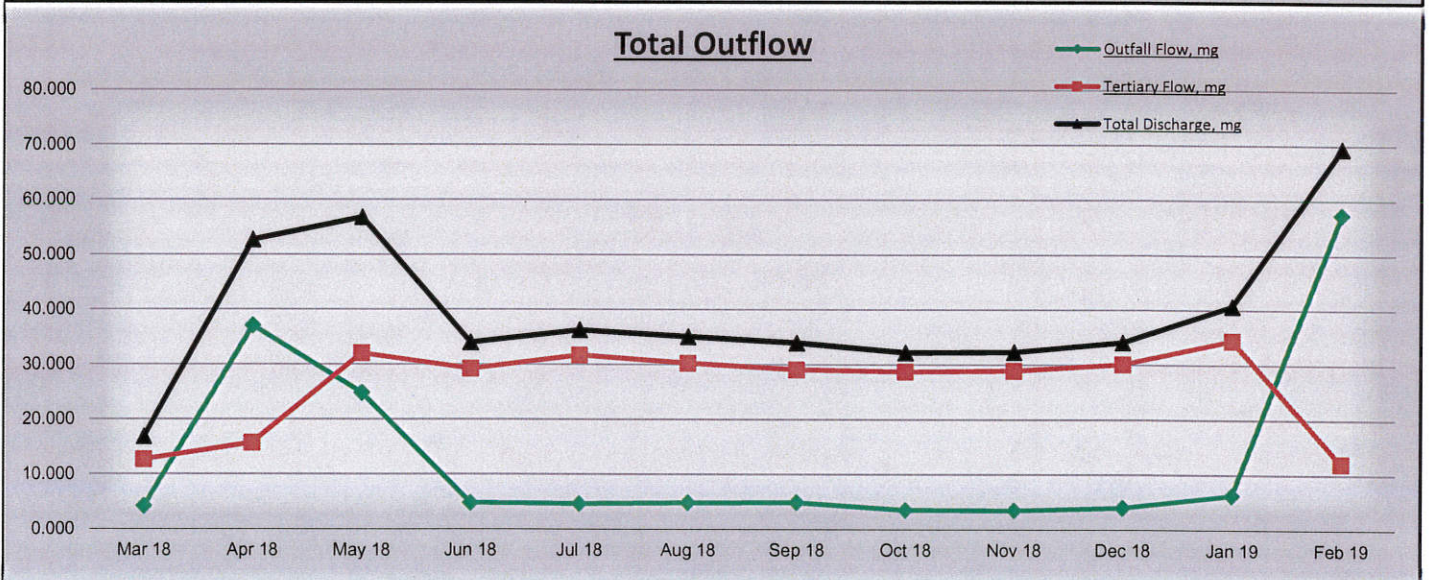
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	1883.03
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	2254.65

MICROTURBINE SUMMARY

Month	Feb '19 kWh	Jan'19	Dec'18	Nov'18	Accumulated Totals
Production,kWh	0 (2)	0	0	5,495	703,885.00

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) Micro Turbine system off-line the month of February due to equipment malfunction
- (3) Discrepency between the Influent and Outfall flow is due to the Outfall flow meter malfunctioning



Wastewater Treatment Facility Operations Report

Report for: March 2019	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	34.308	1.107	0.956	1.350	59.183	101.65	311.79
PBCSD Flow	23.661	0.763	0.549	1.093	40.817	61.38	188.28
Total Plant Flow	57.969	1.870	1.505	2.443	100.00	163.02	500.07
Tertiary Flow	0.000	0.000	0.000	0.000	0.000	46.58	142.88
Ocean Discharge	63.949	2.063	1.289	3.067	110.316	127.55	391.26
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	46.58MG (142.95acre-ft.)
Total Lifetime Reclamation Production (94-19)	7.96 BG (24.43 B acre-ft.)
12 Month Rolling Total Reclamation Production	302.25 MG (927.62 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Mar '19 kWh	Price per kWh	Mar'19	Feb'19	Jan'19	Dec '18
Secondary	150,233.00	\$ 0.137	\$ 20,620.81	\$ 21,715.86	\$ 19,162.99	\$ 20,442.26
Blowers	44,753.60	\$ 0.143	\$ 6,406.28	\$ 6,014.36	\$ 6,251.31	\$ 7,033.64
CAWD Total	194,986.60		\$ 27,027.09	\$ 27,730.22	\$ 25,414.30	\$ 27,475.90
Tertiary	12,003.52	\$ 0.139	\$ 2,064.83	\$ 9,880.24	\$ 12,687.06	\$ 10,296.25
MF/RO	4,953.00	\$ 0.172	\$ 1,689.48	\$ 7,268.91	\$ 20,346.02	\$ 21,161.35
Reclaim Total	16,956.52		\$ 3,754.31	\$ 17,149.15	\$ 33,033.08	\$ 31,457.60
Adjusted Monthly Totals (1)	CAWD Total	\$	19,348.50	Reclamation Total	\$	11,432.90

kW-h Per Acre Foot

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

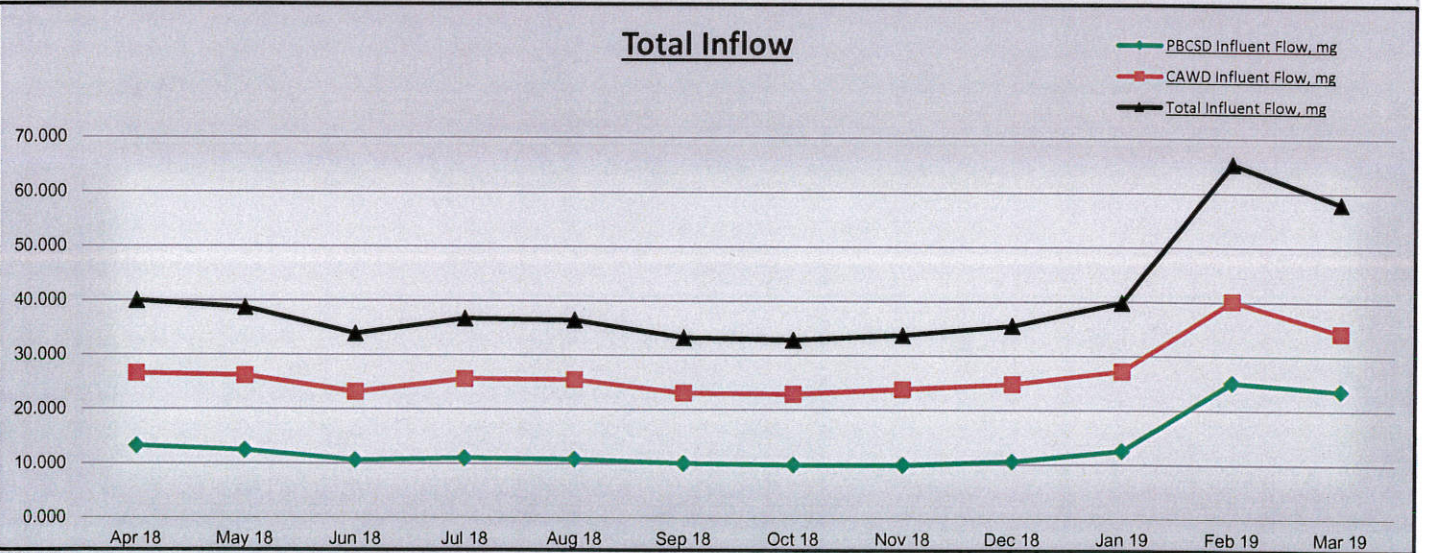
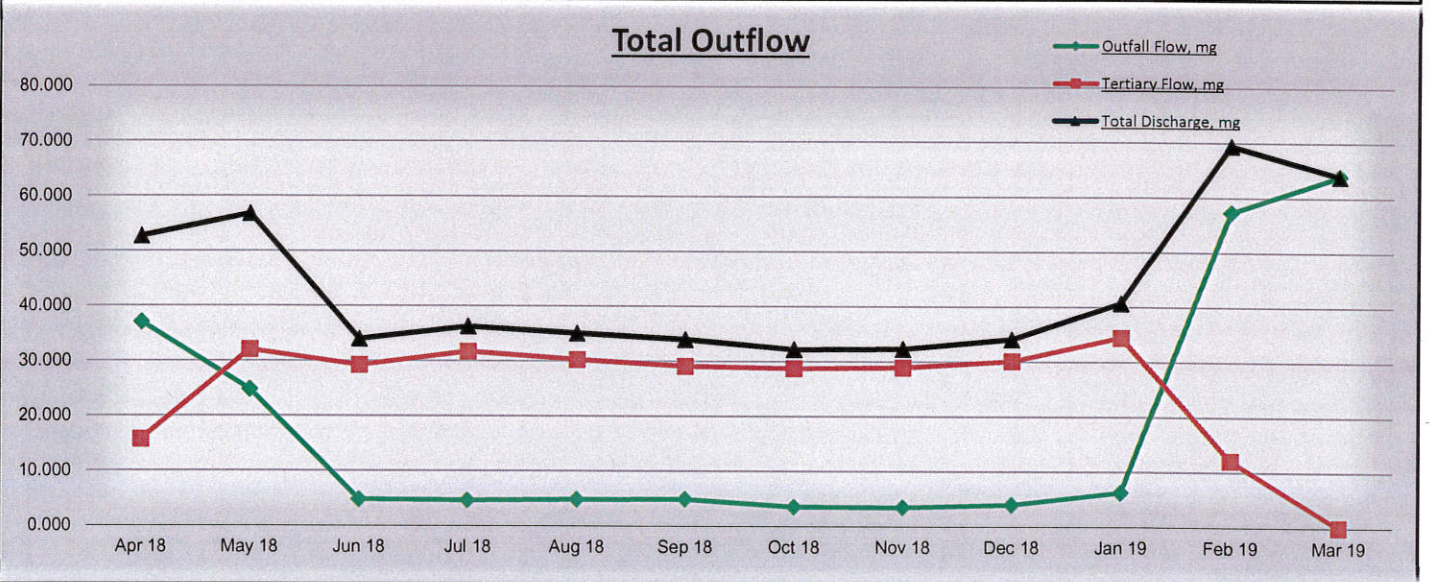
MICROTURBINE SUMMARY

Month	Mar '19 kWh	Feb'19	Jan'19	Dec'18	Accumulated Totals
Production, kWh	0 (2)	0	0	0	703,885.00

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) Micro Turbine system off-line the month of March due to equipment malfunction



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: April 25, 2019

Subject: Monthly Report – March 2019

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- March 1, 2019- Meeting with Headworks Operators, Operation and Laboratory Supervisor's, and Plant Superintendent to develop a plan to sample and test the flow streams going to the Dissolved Air Flotation Thickener from Micro Filter Reject waste and the flow leaving the Headworks to go through the rest of the plant. The lab will be running a variety of tests for background data. The Headworks operators will be testing for Total Solids, Total Suspended Solids, and Settable Solids. The concern is that the return flows to the Headworks are impacting the Aeration and Secondary Process. The study will be on-going and the Headworks Operators will be giving a report in 6 months of the study.
- March 12, 2019- Collected Final Effluent samples for National Pollutant Discharge Elimination System Semiannual testing.
- March 13, 2019- Collected Final Effluent Toxicity sample collected for Semiannual.
- March 27, 2019- Ray and Fanny attended a Thermo Fisher Ion Chromatography Workshop.

ENVIRONMENTAL COMPLIANCE REPORT

- Wedgewood Wedding Banquet was non-compliant with excessive grease greater than 2 inches of accumulation. Warning was given on March 14, 2019. The follow up inspection was compliant.

- Bruno’s was non-compliant with a blockage and trap overflow. Warning given on March 25, 2019. The follow up inspection was compliant.
- The City of Carmel had sent Mr. De Ocampo a list to start the second inspections for Stormwater on March 8, 2019 and Mr. De Ocampo will be contacting the restaurants to schedule the stormwater and grease trap inspections.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Wedgewood Wedding Banquet	Yes	Excessive grease	Follow-up inspection compliant.
Carmel Belle	Yes		Stormwater Inspection*, SC Inspection
Hanagasa	Yes		
Barmel/Pescadero	Yes		
Robata Grill	Yes		
The Noodle Palace	Yes		
Stationary			Stormwater Inspection*, SC Inspection
Pangaea Grill	Yes		Stormwater Inspection*, SC Inspection
Basil	Yes		Stormwater Inspection*, SC Inspection
Carmel Cocca Bar			Stormwater Inspection*
AW Shucks	Yes		Stormwater Inspection*, SC Inspection
La Playa Hotel	Yes		Stormwater Inspection*, SC Inspection
Brophy’s	Yes		Stormwater Inspection*, SC Inspection
Flying Fish Grill	Yes		Stormwater Inspection*, SC Inspection
The Tuck Box	Yes		Stormwater Inspection*, SC Inspection
Grasing’s	Yes		Stormwater Inspection*, SC Inspection

* denotes that City of Carmel Environmental Compliance Manager is reviewing inspection notes to see if follow up is needed.

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
Bruno's Market & Deli	Yes	Blockage & Overflow	Stormwater Inspection*, Follow-up inspection is compliant.
5 th Ave Deli			Stormwater Inspection*

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
Jan 2018	100%	100%
Feb 2019	100%	100%
Mar 2019	100%	100%

FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021	
						H1	H2	H1	H2	H1	H2	H1	H2
	Projects Implementation Plan Schedule												
	Treatment Plant Projects												
18-01	Phase 2 - WWTP Rehabilitation Project	Treanor	Mon 4/30/18	Fri 11/5/21	\$8,875,000.00								
	In House Projects												
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 1/15/19	\$140,000.00								
18-03	CMMS Improvements	Foley	Wed 7/11/18	Tue 4/30/19	\$100,000.00								
18-12	NPDES Permit Application (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Mon 12/31/18	\$0.00								
18-04	PLC Replacement Project (PARTIAL RECLAMATION)	Treanor/Foley	Fri 5/4/18	Tue 6/25/19	\$400,000.00								
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Tue 6/11/19	\$250,000.00								
19-01	Outfall Lagoon Crossing Repairs	Treanor	Tue 1/1/19	Wed 3/13/19	\$300,000.00								
	Critical Process Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Tue 7/2/19	Tue 6/30/20	\$100,000.00								
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/29/18	Tue 7/13/21	\$300,000.00								
18-06	Disinfection Analyzer Project (PARTIAL RECLAMATION)	Waggoner/Young	Mon 1/7/19	Tue 11/19/19	\$150,000.00								
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner/Young/Treanor	Fri 3/15/19	Fri 3/6/20	\$150,000.00								
18-11	Microturbine Integration Project	Treanor/Foley	Mon 6/3/19	Tue 6/30/20	\$510,000.00								
	Effluent Building Wet Well Mixing	Waggoner	Mon 2/3/20	Tue 6/30/20	\$60,000.00								
	1 Water Corrosion Control	Waggoner	Fri 7/12/19	Thu 6/25/20	\$30,000.00								
	Operations Bldg Basement Renovation	Waggoner	Mon 2/3/20	Tue 6/30/20	\$50,000.00								
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00								
18-08	Standby Power Reliability Project	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00								
18-10	Aeration Basin Improvements 18/19 (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Fri 6/28/19	\$100,000.00								
	Aeration Basin Improvements 19/20	Waggoner	Mon 7/1/19	Thu 4/30/20	\$140,000.00								
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00								
	Plant Fence Replacement	Treanor	Mon 12/2/19	Tue 7/20/21	\$150,000.00								
	Cathodic Protection Testing	Treanor	Wed 7/3/19	Tue 6/30/20	\$30,000.00								
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00								
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$0.00								
	Lagoon Crossing Rehabilitation	Treanor	Tue 2/1/22	Wed 6/1/22	\$300,000.00								
	Lunch Room MCC Replace with Panelboard	Foley	Wed 6/1/22	Thu 11/3/22	\$140,000.00								
	RAS Pump/Piping Rehab	Treanor	Tue 2/1/22	Wed 6/1/22	\$0.00								
	Treatment Plant Studies & O&M Manuals												
18-14	Sea Level Rise Study	Treanor	Tue 4/3/18	Tue 12/4/18	\$220,000.00								
	Coastal Hazards Monitoring Plan	Treanor	Fri 11/1/19	Tue 9/1/20	\$35,000.00								

Project Number	Task Name	Manager	Start	Finish	Cost	2018		2019		2020		2021	
						H1	H2	H1	H2	H1	H2	H1	H2
	Life Expectancy Analysis	Treanor	Wed 9/2/20	Fri 7/2/21	\$35,000.00							Life Expectancy Analysis	
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00								
	Collections Projects											Collections Projects	
18-19	Standard Plans and Specs Update	Lather	Fri 11/2/18	Thu 2/28/19	\$0.00								
19-02	Ordinances (Pretreatment and Admin Penalty)	Lather	Fri 3/15/19	Mon 9/30/19	\$0.00								
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Mon 12/31/18	\$0.00								
18-27	Highlands FM ARVs	Lauer	Mon 9/10/18	Mon 12/24/18	\$60,000.00								
	Highlands FM Flushing	Lauer	Mon 7/6/20	Fri 10/16/20	\$75,000.00								
	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00								
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Fri 2/14/20	\$600,000.00								
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Fri 3/15/19	Thu 2/11/21	\$1,294,000.00								
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Wed 10/20/21	\$1,450,000.00								
	Upper Rancho Canada Upsize Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00								
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00								
	Assesment Districts/Annexations	Lather	Mon 7/2/18	Wed 9/30/20	\$0.00								
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Fri 10/4/19	\$0.00								
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Mon 10/7/19	\$0.00								
18-29	September Ranch Water and Sewer Service	Lather	Tue 9/25/18	Thu 9/26/19	\$0.00								
	Carmel Valley Manor Sewer	Lather	Mon 7/2/18	Wed 9/30/20	\$0.00								
	2019 Mass Annexation	Lather	Fri 3/15/19	Wed 7/1/20	\$0.00								
	Collections Studies / Reports	Lauer/Lather	Thu 5/24/18	Thu 11/21/19	\$175,000.00								
18-22	Capacity Study/Asset Management Plan	Lauer/Lather	Thu 5/24/18	Mon 11/26/18	\$100,000.00								
18-23	New Connections Master Plan	Lauer/Lather	Thu 8/30/18	Tue 12/25/18	\$0.00								
19-04	Yankee Point and Otter Cove Highlands Extension	Lather	Fri 3/15/19	Thu 11/21/19	\$0.00								
19-06	Collection System SSMP	Lauer/Lather	Fri 3/15/19	Wed 7/10/19	\$0.00								
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Wed 12/26/18	Tue 6/11/19	\$75,000.00								
	Reclamation Projects												
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Thu 1/31/19	\$100,000.00								
18-25	EQ Basin Pump Electrical	Foley	Mon 10/8/18	Thu 1/31/19	\$80,000.00								
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Fri 2/28/20	\$415,000.00								
	MF/RO Sound Barriers	Treanor	Tue 10/1/19	Mon 3/2/20	\$35,000.00								
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00								
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00								
	Reclamation Studies	Treanor	Mon 7/1/19	Fri 5/29/20	\$35,000.00								

Staff Report



TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – March 2019

DATE: April 25, 2019

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant in general is working well. The plant continued to perform with the high infiltration flows from the winter storms during March. The average Suspended Solids for the Secondary Effluent was 7.0 mg/L.
- Operations staff started a test work schedule (of six months) in March that allows two-person coverage on the weekends from 4 hours to 8 hours every Saturday and Sunday to better cover the workload on the weekends.
- Operation staff has divided into two teams of three operators and one Superintended and Supervisor for a 6-month period to better understand operations of the secondary section and the tertiary section of the treatment facility.

Reclamation:

- CAWD Staff continues working with H2O Innovations, the RO programming is completed with the MF programming scheduled to be completed in late April. A signed contract with H2O innovations is schedule to be completed in early April for final connections to take place.
- Staff completed Draft Reclamation Budget for the fiscal year 2019-2020 and submitted to the General Manager.
- Installed with Maintenance Department the new reclamation line effluent flow meter and brine reject flow meter on the ocean outfall pipeline.
- Project #18-24, Staff finished installing chemical feed system including control programming for the Coagulation/Flocculation Basins in January and are continuing to make improvements on those systems. Staff continued testing Dynasand filters in preparation for the 2019 irrigation season.
- Project #18-04 was completed by the Maintenance Department with Operation's staff assisting in verifying equipment is correctly communicating with the new PLC (Programmable Logic controllers).
- Operations staff working with Maintenance Staff to preform preventive maintenance task associated with the Microfiltration and Reverse Osmosis equipment while the system is shut down.

Training:

- Plant in-house training continues with weekly Safety meetings.
- Operations Superintendent on Fridays every week has Operations training (1 hour) which is mandatory for Operations Staff and is available to Laboratory, Maintenance, Collection and any other CAWD employees.
- Operation Staff members Christian Schmidt and Jason Veile attended a 3 day Activated Sludge Operational Class at the San Jose Wastewater facility during the month.

Capital Improvement Phase 2

- Staff continues to communicate with Patrick Treanor (CAWD) on Phase 2 assessments of plant equipment and planning for the following areas; Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.
- Meeting on March 8th for the 60% review of the Maintenance and Mechanical upgrades with Kenndy-Jenks at the Treatment facility.

Meetings Attended

- Monterey County Water Awareness Committee meeting March 14, 2019 at California American Water Monterey District offices in Pacific Grove.
- Monterey Water Works Association Board meeting March 14th in Moss Landing.

Discharge Permit Violations

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

FUNDING

N/A-Informational item only

Respectfully Submitted,

Edward Waggoner

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: April 25, 2019
Subject: Monthly Maintenance Report – March 2019

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- The treatment plant equalization basin project has started. This project will relocate the VFD (Variable Frequency Drive) that is mounted on the exterior concrete wall to the electrical room. The spare pump will also be installed in the basin with a second VFD to provide online redundancy.
- The upgraded tertiary PLC (programmable logic controller) was commissioned, and the plant is now running with the new PLC. Automatic control of the coagulant/flocculation system is occurring while manual testing of the sand filter system is underway.
- Maintenance Staff is working on a training bench for automation and instruments. This will provide a test platform before implementing changes to equipment such as the lift station backup float system. It will also be a tool in our competency-based training program.

Upcoming Maintenance Projects

- The bill of material for the 65-kilowatt microturbine exhaust is complete. The exhaust parts and the gas conditioning compressor motor should arrive in April so that both microturbines can be placed back in operation.

- Staff is working on preparations for the secondary clarifier coating and mechanical drive installation. The work will be completed by contractors with staff oversight and support.

Staff Development

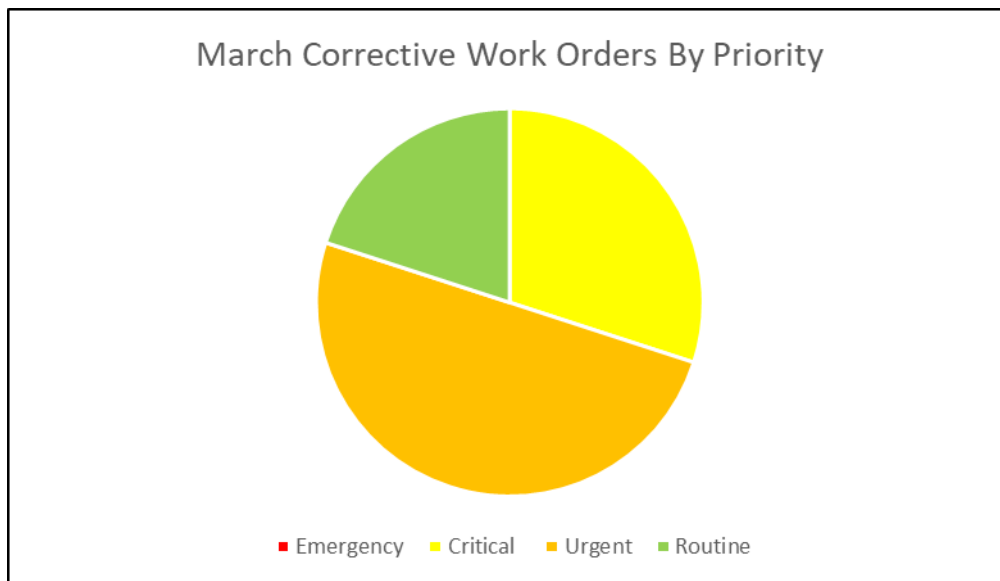
- Staff completed training on the new reclamation turbidity analyzers and flowmeters. With this training staff is now able to troubleshoot, maintain, calibrate and run diagnostics on these instruments without a factory technician.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	224
Total Work Orders Closed/Done	216
Total Work Orders Still Open	8
Percentage of Work Orders Completed	96.43%

Corrective Maintenance



Emergency	0
Critical	3
Urgent	5
Routine	2

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: April 25, 2019
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

The developer of the Rancho Cañada project met with the District Engineer on March 27, 2019. West Yost Associates have determined that a 15-inch diameter pipeline is needed for the collections system conveyance through the new subdivision. The developer is going to prepare a draft agreement to increase the size of the pipe and provide a cost estimate for increasing it from 12 to 15 inches.

Clear Peak Development has provided the funding for the due diligence engineering study of September Ranch water system by SRT Consultants. A project kick-off meeting is scheduled for April 17, 2019. The District has received two proposals for completing a rate study and are currently in the process of deciding whether to go with Raftelis or Bartle Wells Associates. Review of the sewer plans for the proposed development has been completed and comments have been sent to the September Ranch engineering consultants.

Dan Keig has not signed the agreement or provided funding for the Yankee Point Project design contract with MNS. The District Engineer continues to work with the General Manager to resolve this issue with Mr. Keig.

Collections

The Principal Engineer has been contacted again by California Office of Emergency Services (Cal OES) regarding the Federal Emergency Management Agency (FEMA) grant for replacement of the Hatton Canyon pipeline. They indicated that they were sending the application to FEMA with a recommendation to approve funding and we will know by mid-April if we were selected. Denise Duffy and Associates are completing the required restoration plans and moving forward with State and Federal Permits. The engineering design by MNS is at 90% and will be submitted to the District Engineer for review once the restoration plan is completed.

The District was notified by a property owner at 2511 2nd Avenue near Monte Verde, that they wanted to install a capped lateral in order to be able to build a new house on the adjacent lot after road improvements were completed by the neighborhood homeowner's association. The 6-inch diameter, 375-foot long vitrified clay pipe (VCP) sewer line on 2nd Avenue is in extremely poor condition and has been the location of past spills. The most recent reportable spill occurred in 2014 and since that time there has been intensive maintenance of this line to prevent further spills. Since this is a high priority line to replace and it makes sense to do so prior to paving the road, District staff are moving forward with developing a bid package for replacement of this line. District staff have been in contact with the homeowner's association and are coordinating replacing the sewer line with their plans to pave the road.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Evaluation of Gas Conditioning and Natural Gas Blending for
Microturbines – Engine Systems Integration

Date: April 25, 2019

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manger to execute a Professional Services Agreement with Engine Systems Integration (ESi) for an evaluation of alternatives for a new gas conditioning system for the microturbines and the boiler in an amount not exceed \$30,000.

DISCUSSION

The existing gas conditioning system is used to compress the digester gas to a useable pressure and remove contaminants in the gas before it is used in the microturbines to generate electricity. The existing gas conditioning system was designed about 15-years ago and the system has numerous issues including:

1. Lack of capacity to compress all gas produced onsite
2. Lack of control systems necessary to utilize all gas produced onsite
3. Poor condition of existing equipment and repeated mechanical failures

Digester gas can be used to run the digester heater (boiler) and the microturbines. Only about half of the available digester gas is utilized by the microturbines when the system is running. The boiler typically runs entirely on natural gas purchased from PG&E to heat the digester. If the boiler was run on digester gas all of the onsite gas could be utilized. The existing gas conditioning system may be upgraded to allow the boiler and

the microturbines to use all of the digester gas produced onsite to generate electricity and heat the digester. This would reduce the total natural gas and electricity costs at the treatment plant.

A new system may be designed to include a natural gas blending system that will automatically take in PG&E natural gas when there is not enough digester gas available to meet the demand of the boiler and microturbines. A blend system allows the microturbines and boiler to run at a steady state and at optimum efficiency despite fluctuations in digester gas production. Furthermore, compressed gas storage containers will be evaluated to provide additional storage to allow equipment to run continuously at a steady state.

Engine Systems Integration was determined to be well qualified to assist the District in development of a new gas conditioning system design. Chris Foley (CAWD Maintenance Superintendent) had worked with ESi in the past and was well satisfied by their expertise and practical knowledge of gas and engine systems. A site visit and interview were conducted with ESi and they were found to be well suited for this work.

The current scope of work is attached. The current work is a “pre-design” evaluation that would evaluate the configuration options, equipment sizes, design criteria, and technologies for the system design that will best suit the CAWD WWTP facilities. This pre-design evaluation would be followed by further design and implementation.

Attachment:

1. Proposal – Evaluation of Gas Conditioning and Natural Gas Blending for Capstone Turbines – Engine Systems Integration

FUNDING

The funding for this pre-design work in the current Fiscal Year would come from current reserves in FY18/19. This work would also be funded by the FY19/20 WWTP Capital Budget which includes \$510,000 in Item #17 – Microturbine Integration Project, which was specifically budgeted for this work on the gas conditioning system. The work will continue into FY19/20 and may include further design and implementation work.

PROPOSAL

Date:	01-April-2019
Project:	Evaluation of gas conditioning and natural gas blending for Capstone turbines
Prepared by:	N. Holmgren
Prepared for:	Carmel Area Wastewater District
Client Contact:	Patrick Treanor, Plant Engineer
Quotation No.	ESI-307-01-04012019
Revision:	0

Dear Patrick,

Thank you for taking the time to give me the tour of your facility. I appreciate the opportunity to work with CAWD to ensure reliable operation of the Capstone turbines. Please see the recommended scope and deliverables. Please feel free to comment and return this proposal to me should you have any additions or deletions.

SCOPE OF WORK

1. Review the gas conditioning requirements for the Capstone C30 and C65 microturbines.
2. Evaluate at least three gas conditioning technologies that meet the facility needs. This will include the technology recommended by Capstone.
3. Evaluate gas compression options that suit the facility and gas conditioning equipment.
4. Evaluate the addition of high-pressure gas storage.
5. Evaluate the addition of a natural gas blending system.
6. Provide any technical solutions/recommendations for gas conditioning, blending, and delivery identified during the project.

DELIVERABLES

ESi will provide a report(s) that includes the following:

1. A specification for a gas compressor.
2. A comparison of optional gas conditioning systems that includes installation and long-term maintenance costs.
3. A recommendation for the preferred gas conditioning system.
4. A specification for the gas conditioning system that includes facility restraints and preferences for equipment selection and operating procedures.
5. A specification for a natural gas blending system.
6. General equipment layout drawings for the preferred gas conditioning and blending installation.
7. A control strategy narrative and architecture diagram.
8. Any system installation/operation recommendations based on the survey of the facility.

ESi proposes to perform this work on a time and expenses basis using our standard Engineer rate of \$205/hr. Travel expenses are billed at cost +10%, as per our standard terms (see attached). The project will be performed with a not to exceed price of \$30,000.

After the primary scope of work is completed, ESi can further assist with finalizing the design, construction management, installation supervision, programming, commissioning, training, etc.

Thank you again for this opportunity. I look forward to your reply.

Regards,

A handwritten signature in blue ink, appearing to read "Neil Holmgren".

Neil Holmgren
President, ESi

FEE STRUCTURE JANUARY 1 – DECEMBER 31, 2019

The compensation and manner of payment to Engine Systems Integration for services rendered is set forth below:

A. RATES

a. FIXED PRICE PROJECTS

The client shall make progress payments to Engine Systems Integration (in accordance with a signed contract or purchase order) during the execution of the agreement for which Engine Systems Integration is to provide services.

b. HOURLY RATES

The CLIENT shall pay Engine Systems Integration for each hour spent in the performance of the PROJECT ASSIGNMENT in accordance with the rate schedule shown below. Time is typically rounded to nearest half hour.

Discipline or Employee	Normal 8-HR Hourly Rate*
Principal Engineer	\$275
Engineer	\$205
Certified Automation Professional	\$205
Drafter	\$168
Administrative	\$55
Subcontractors	Cost +21%

*Billed rate may be affected by location, duration of project and environmental factors such as proximity to combat zones or environmental hazards. Emergency expedite rates are billed at 1.5 times the standard rates.

c. MINIMUM FEE CHARGES

The minimum charge for work on brief projects shall be four (4) hours.

d. EXPENSES

Expenses are invoiced at actual cost + 10% unless other arrangements are agreed upon.

Local Mileage: \$ 0.58 per mile

Local US Government GSA rates for the Continental United States (CONUS) and State Department Foreign per diem rates are used as a guideline to determine travel expenses. Daily meals and incidentals will be a minimum of \$60/day.

CONUS rates will be determined by the location of the jobsite or the most reasonable area of lodging near the jobsite. The greater of these rates will be selected for the project.

For CONUS or State Department per diem rate details please visit the link below, once at site, click on state and/or zip code of interest.

<http://www.gsa.gov/portal/category/21287>

https://aoprals.state.gov/web920/per_diem.asp

B. TRAVEL TO AND FROM JOB SITE

Engine Systems Integration will invoice the CLIENT Travel time away from the office at the normal hourly rate for that portion of the travel expended exclusively on behalf of the CLIENT with a maximum per day travel charge of eight (8) hours per 24-hour day.

Domestic air travel will be booked in premium economy seating on major airlines selected by ESI. For air travel outside of the continental United States, or when services are requested for personnel to be on-site within 24-hours or less, Engine Systems Integration personnel shall, at their option, fly business class.

C. STANDBY TIME

Waiting time that Engine Systems Integration personnel are prevented from working due to circumstances beyond their control, or to retain Engine Systems Integration at the job site location will be invoiced at the NORMAL HOURLY RATE unless previous arrangements are made.

D. TERMS

Invoices become delinquent on the thirtieth (30th) day following issuance and will be assessed a late payment penalty of 5% per month, compounded monthly for each month thereafter. Invoices are issued at the end of each month or at the completion of services.

E. LITIGATION SERVICES

Unless the CLIENT and Engine Systems Integration agree to other arrangements prior to commencement of services, the compensation and manner of payment for services rendered in support of litigation will be follows:

- a. Fees for investigative analysis, document review, discussions, meetings, etc., shall be invoiced at the normal hourly rate.

- b. Fees for court preparation, including deposition preparation, pre-trial conference and non-testimony attendance at a deposition or in court will be invoiced at the normal hourly rate.
- c. Fees for testimony as a witness in a deposition or for testimony at trial shall be invoiced at one and one half (1.5) times the normal hourly rate including overtime charges.
- d. A minimum retainer of 25% of the expected cost of services is required before provision of any services and placed into a client escrow account. Any balance of retainer shall be returned upon conclusion of services.
- e. Client must sign letter of engagement for services agreeing for payment of services rendered by Engine Systems Integration in full regardless of outcome of litigation, mediation or other settlement. CLIENT shall agree to hold Engine Systems Integration harmless from outcome of settlement or damages.

F. PRO FORMA INVOICE

If requested, Engine Systems Integration will send client a sample / Pro Forma Invoice for review and approval before commencement of any work.

Engine Systems Integration
2900 Main Street, Bldg. 137, Ste. 105
Alameda, CA 94501
(510) 500-1294 office
(510) 775-1594 fax

Federal Tax Identification Number: 46-4870115

RESOLUTION NO. 2019-14

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT IN AN AMOUNT NOT TO EXCEED \$30,000 FOR AN EVALUATION OF GAS CONDITIONING AND NATURAL GAS BLENDING FOR MICROTURBINES – ENGINE SYSTEMS INTEGRATION

-oOo-

WHEREAS, the District is anticipating budgeting in FY19/20 for implementation of Microturbine Integration work focusing on the gas conditioning system; and

WHEREAS, there are sufficient funds in the current year capital reserves to complete this project and to position the District for the FY19/20 project; and

WHEREAS, Engine Systems Integration has demonstrated expertise in the field of services required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a professional services agreement with a not to exceed amount of \$30,000, with Engine Systems Integration for Evaluation of Gas Conditioning and Natural Gas Blending for Microturbines.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 25, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather Principal Engineer

Subject: Contract for Environmental Review, Planning and Mapping Services for 2019 Local Agency Formation Commission (LAFCO) Sphere of Influence and Annexation of Portions of Carmel Valley and Carmel Highlands

Date: April 25, 2019

RECOMMENDATION

Staff recommends that the Board of Directors adopts a resolution authorizing the General Manager to sign a contract with Denise Duffy & Associates (DDA) to provide environmental review, annexation mapping, and geographic descriptions for LAFCO annexation process of portions of Carmel Valley and Carmel Highlands in an amount not to exceed \$49,830.

DISCUSSION

Over the past year, CAWD has been approached by various property owners regarding annexation and connection to our sewer system. These properties include Carmel Valley Manor, Yankee Point, Corona Road and the Larsen parcel. The Principal Engineer and General Manager met with LAFCO and County of Monterey staff on March 7, 2019 in order to develop a game plan for completing the next annexations to the District.

At that meeting we discussed what should be the limits of the annexation and that LAFCO preferred a large annexation rather than a piecemeal approach. In addition, LAFCO staff suggested that DDA should be approached to prepare the environmental

documents needed for an annexation. DDA provided this service for the District's 2016 Annexation of properties in Carmel Valley and they could build on this knowledge for the remaining areas to be annexed.

DDA provided the attached proposal that includes Environmental Review services by DDA and land surveying services by Whitson Engineers in an amount not to exceed \$49,830 to complete the work needed to apply for a LAFCO annexation.

FUNDING

There is sufficient funding in the Administrative Contingencies budget for this work. The connection fee for properties in the annexed area will include an additional fee to repay for the cost of annexation.



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

INTRODUCTION

Denise Duffy & Associates (DD&A) proposes to provide professional environmental review, planning, and mapping services for the Carmel Area Wastewater District's (CAWD or District) Sphere of Influence and Annexation Proposal. In 2015, DD&A assisted CAWD on the District's sphere of influence and service amendment update to the then-current Sphere of Influence in portions of Carmel-by-the-Sea and Carmel Valley. The District is now considering an expanded area to include several areas located in the unincorporated communities of Carmel Valley and Carmel Highlands. The project would include both an adjustment of the District's Service Area Boundary and Sphere of Influence Boundary, as determined by the Monterey County Local Agency Formation Commission (LAFCO) in order for the District to provide wastewater services to the area (the project).

Services will be provided in accordance with the District's requirements and local jurisdictions, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and the California Environmental Quality Act (CEQA).¹

DD&A will provide these services based on the following information:

- Local knowledge, resources and background information developed over decades of experience conducting planning and environmental services for local municipalities and water agencies;
- Consultation with the lead agency (CAWD);
- CAWD Municipal Service Review (LAFCO);
- County of Monterey General Plan and Carmel Valley Area Plan documents; and
- Available information from DD&A GIS and information supplied by Whitson Engineers on mapping and lots within the proposed reorganization boundaries.

The following scope provides DD&A's approach and work scope for the CEQA compliance. The attached scope of work from Whitson Engineers outlines services for providing engineering services for the annexation and sphere amendment.

PROJECT UNDERSTANDING

The District's proposed area for expansion would require a sphere of influence amendment and annexation of the identified area into the District's Service Area Boundary by LAFCO and an accompanying environmental document. The District is the Lead Agency under the California Environmental Quality Act (CEQA) and LAFCO as the Responsible Agency must approve the

¹ If a potentially significant impact under CEQA is identified that can be mitigated, a Mitigated Negative Declaration (MND) would be the appropriate document and all references in this scope of work to Negative Declaration would be assumed to change to MND. Although not anticipated, if significant impacts are identified that cannot be mitigated, the preparation of an Environmental Impact Report (EIR) would be required.



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

reorganization and annexation. LAFCO applications must be accompanied by an appropriate CEQA document.

This scope of work assumes the appropriate environmental document will be an Initial Study/Negative Declaration (IS/ND). Services to be provided by DD&A shall consist of completing the required CEQA documentation in support of the District's application to LAFCO for the proposed Service Area Boundary and Sphere of Influence Boundary amendments.

SCOPE OF WORK

The following tasks assume CAWD and LAFCO can rely upon an IS/ND to comply with CEQA for the proposed Service Area Boundary and Sphere of Influence Boundary amendments.

Note: For budget purposes, the tasks are separated into two phases: Phase 1 includes Tasks 1-6 through the end of the public review period for the Draft IS/ND. Phase 2, Tasks 7 to 10, include review and responses to comments on the public draft, preparation of the final document and certification of the Final IS/ND. DD&A can provide the additional tasks beyond these phases should the District request DD&A to process the application through LAFCO.

Phase 1: Tasks 1-6.

Task 1: Project Initiation/Meetings/Project Management Phase 1

The DD&A team will attend a project initiation meeting with CAWD to identify data needs, confirm deliverables, and establish schedules and protocols for communication. It will also be important to develop a clear and comprehensive project description that includes any potential direct and indirect physical changes that may result in environmental impacts and, if applicable, mitigation measures CAWD may implement as part of the proposed project. This will be addressed at the initiation meeting, as well as throughout the environmental documentation process.

DD&A will also be available to attend the following meetings to focus on the environmental processing and related issues:

- Preliminary LAFCO meeting with CAWD staff (or conference call)
- CAWD staff meetings (two - three) during course of project Phase 1
- One meeting or call to discuss comments on Administrative Draft.

This task also includes project and contract management for Phase 1.

Task 2: Research and Review Existing Documentation

In order to fully understand available background materials for the project and ultimately to efficiently satisfy the environmental processing for the project, DD&A will research the following background materials:

- Recent service information as available to understand implications of annexation;
- CAWD Adopted Sphere of Influence and Annexation IS/ND (2016)



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

- 2015 LAFCO Municipal Service Review(s); and
- Existing planning, engineering and environmental documents, including those from the previous sphere of influence and service area amendment, for the proposed service area and its surrounding vicinity.

DD&A will prepare a list of resources/references for use in the preliminary project review for confirmation by CAWD. A list of key project agency contacts for the project will also be developed. No technical hydrologic study is proposed for this proposal; it is assumed that a planning level assessment will be adequate to address the boundary change in the environmental document.

Task 3: Develop Draft Project Description

Based upon initial discussions, research, inquiries, and base maps (CADD) to be provided by CAWD or Whitson Engineers, DD&A will prepare a Draft Project Description. This scope of work assumes DD&A will revise the Draft Project Description once based upon comments from the District. This scope of work and budget assumes mapping and engineering services will be provided by Whitson Engineers (Tasks 1 and 2 from Whitson attached scope of work) to assist the District and DD&A to complete the required environmental documentation and necessary engineering maps for the project. Available data regarding lots within the proposed annexation area is assumed to be accessed through Whitson Engineers and/or DD&A GIS. (Refer to attached Whitson full scope of work and budget detail for assumptions on this task).

Task 4: Prepare Administrative Draft IS/ND

DD&A proposes to prepare an IS/ND in accordance with CEQA. DD&A will submit an electronic copy of the Administrative Draft IS/ND to CAWD for review and comment. DD&A also anticipates that CAWD may consider submitting the provided Administrative Draft IS/ND to LAFCO for review and comment in order to address any concerns LAFCO may have with the Draft IS/ND prior to release for public review and comment.

Per Section 15063 of CEQA Guidelines, the IS/ND will include the following:

- A brief description of the project, including its location, purpose of, and need for;
- An identification of the environmental setting in the vicinity of the project site, as it exists before commencement of the project from both a local and regional perspective;
- An identification of the environmental effects of the project using an environmental checklist, including a brief narrative supporting the conclusions identified in the checklist. The explanations may reference another information source through citation to the document where the information may be found;
- Recommended feasible mitigation measures or project design changes, as necessary;
- ND determination/signature page for CAWD;
- Determination of consistency with local plans and zoning; and
- List of report preparers and bibliography.



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

The following environmental topics will be specifically addressed in the IS/ND, in addition to all other elements required by CEQA Guidelines Appendix G:

- Land Use and Planning (including LAFCO Considerations/Policy Analysis)
- Air Quality
- Biological Resources
- Cultural Resources/Tribal Consultation/AB 52 Compliance
- Geotechnical/Soil Considerations
- Hydrogeology/Groundwater
- Surface Hydrology/Drainage/Water Quality
- Public Services/Utilities
- Traffic & Circulation
- Water Supply
- Energy and Wildfire (Updated 2019 CEQA Guidelines Checklist requirements)

For each environmental topic, the IS/ND will include a discussion of existing conditions and will identify potential environmental impacts of the project using significance criteria (i.e., thresholds of significance) to determine the level of impact for each identified issue. The project impact section will present potentially significant impacts and identify mitigation that avoids, eliminates, or reduces impacts to a less-than-significant level. This scope assumes that mitigation measures or project design changes will be available and feasible to successfully reduce impacts to a less-than-significant level.

In evaluating the significance of the environmental effect, the IS/ND will consider direct physical changes in the environment and reasonably foreseeable indirect physical changes in the environment [15064(d)]. The decision as to whether a project may have one or more significant effects shall be “based on substantial evidence in the record of the lead agency” [15064(f)]. In the case of this proposed annexation/reorganization, the discussion will evidence that there is no potential for a direct, adverse significant impact on the environment and, there is limited opportunity for indirect or secondary, adverse, physical impacts due to the nature of the project.

Task 5: Prepare Screen-Check Draft IS/ND

After review of the Administrative Draft IS/ND by CAWD (and LAFCO if desired by the District), DD&A will revise the document based on the comments received. DD&A assumes that CAWD (and LAFCO if desired by the District), will provide one set of written comments each on the Administrative Draft IS/ND, either in letter form or on a single copy of the document. DD&A will then submit an electronic, Screen-Check Draft for final review by the District.

Task 6: Prepare Public Review Draft IS/ND & Notices

After review of the Screen-Check Draft IS/ND, DD&A will revise the document based on the comments received. DD&A will provide the document in Adobe Acrobat (pdf) format on CD for posting on CAWD website. This scope assumes that all documents will be provided to District in



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

electronic format. DD&A will be responsible for submittal of the electronic document and any required copies to the State Clearinghouse. DD&A will also prepare the Notice of Intent to Adopt (NOI) and Notice of Completion (NOC). This scope also assumes distribution, public mailings and publication (of IS/ND documentation, public notices, etc.) for the 30-day public review period will be conducted by the District.

Phase 2: Tasks 7 to 10²

Task 7: Respond to Comments; Prepare Administrative Draft Final IS/ND

DD&A will respond to public comments received on the Public Draft IS/ND received during the 30-day public review period. DD&A, in consultation with CAWD (and LAFCO if desired by the District), will prepare formal responses to these comments. The comment letters and responses, as well as any necessary changes to the text of the Draft IS/ND, will be incorporated into the Administrative Draft Final IS/ND and submitted to CAWD (and LAFCO if desired by the District) for review and comment.

Task 8: Prepare Final IS/ND

After receiving and incorporating comments from CAWD (and LAFCO if desired by the District), DD&A will prepare the Final IS/ND. DD&A will provide the document in Adobe Acrobat (pdf) format on CD for posting on the CAWD and/or LAFCO website.

As previously identified, a Negative Declaration is assumed to be the appropriate level of CEQA documentation for the project, thereby removing the requirement of the preparation of a Mitigation Monitoring and Reporting Program (MMRP). However, if mitigation measures are determined to be required in order to reduce potential project impacts to a less than significant level, DD&A could prepare a MMRP on behalf of the District as reimbursable expenses.

This scope also assumes the District will be responsible for the preparation of a Findings of Fact and a Board Resolution that adopts the Final IS/ND and MMRP (if applicable), authorizes filing the Notice of Determination (NOD), and approves the project (or, alternatively, DD&A could conduct and pay for these items as reimbursable expenses).

Task 9: Project Management Phase 2

DD&A will provide project management services that include client and agency communication, scheduling, contract management, and administration.

Task 10: Meeting/Hearing Attendance for Phase 2

DD&A will be available to attend the following meetings and calls to focus on the environmental processing and documentation:

² These tasks may be authorized separately after review of comments received from Task 5, above.



**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

- Preliminary LAFCO meeting with CAWD staff (could be conference call) if needed
- One meeting or call to discuss comments on the Draft IS/ND
- One Board Meeting/Public Hearing

SCHEDULE

DD&A's suggested schedule for tasks is illustrated below. Initiation assumes receipt of authorization to proceed and all required project information has been received.

Task	Task Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1.0	Initiation: Collect and Analyze Date	X	X									
2.0	Research and Review Existing Documentation		X									
3.0	Develop Draft Project Description/Mapping		X	X								
4.0	Prepare Administrative Draft IS/ND			X	X							
5.0	Prepare Screen-Check Draft IS/ND					X						
6.0	Prepare Public Review Draft IS/ND/Notices (30-day review)						X					
7.0	Respond to Comments; Prepare Administrative Draft Final IS/ND						X	X				
8.0	Prepare Final IS/ND							X	X	X		
9.0	Project Management		X	X	X	X	X	X	X	X	X	
10.0	Meeting/Hearing Attendance District Board									X	X	



**DD&A Proposal for Carmel Area Wastewater District
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COST ESTIMATE

The cost for preparation of the IS/ND is presented in the following summary spreadsheet. Please see **Attachment 1** for estimated hours associated with each task for Phases 1 and 2 and **Attachment 2** for the scope of work and estimated budget for Phase 3, LAFCO application package.

Task	Task Description	DDA	Sub: Whitson	Expenses/ Fee	TOTAL
1.0	Initiation: Collect and Analyze Data	\$1,511			\$1,511
2.0	Research and Review Existing Documentation	\$2,544			\$2,544
3.0	Develop Draft Project Description/Mapping	\$2,333			\$2,333
4.0	Prepare Administrative Draft IS/ND	\$6,298			\$6,298
5.0	Prepare Screen-Check Draft IS/ND	\$3,840			\$3,840
6.0	Prepare Public Review Draft IS/ND/Notices	\$3,800			\$3,800
7.0	Respond to Comments; Prepare Administrative Draft Final IS/ND (after 30-day review)	\$2,584			\$2,584
8.0	Prepare Final IS/ND	\$2,584			\$2,584
9.0	Project Management	\$1,346			\$1,346
10.0	Meeting/Hearing Attendance	\$2,526			\$2,526
	DD&A Expenses/Fees			\$ 620	
DD&A TOTAL w/Expenses					\$29,986
	Whitson Subconsultant Fees		\$18,040		
	DD&A TOTAL w/Expenses			\$1,804	
	Additional with Whitson/DD&A Sub Fee Costs				\$19,844

All work will be billed monthly based on tasks completed. Expenses associated with the environmental services include, but are not limited to, mileage, graphics, delivery, and copying. Additionally, see **Attachment 3**, Scope of Work and Detailed Cost Proposal from Whitson Engineers for specific mapping and engineering scope of work and costs.



**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

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**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

Attachment 1

**DD&A Detail Budget Estimate
Phases 1-2***

CAWD SOI and Annexation Initial Study							
Cost Estimate, April 15, 2019							
	Staff	Principal	Sr. Project Manager/Regulatory Specialist	Associate Environmental Planner	GIS/Graphics	Administrative	DD&A Costs by Task
	Hourly Rate	\$220.00	\$180.00	\$103.00	\$98.00	\$65.00	
Task 1	Project Initiation/Meeting	4	2	2	0	1	\$1,511
Task 2	Research and Review Existing Information	4	4	6	2	2	\$2,544
Task 3	Develop Draft Project Description	6	2	0	6	1	\$2,333
Task 4	Administrative Draft IS/ND (see note 1)	8	4	32	4	2	\$6,298
Task 5	Screencheck Draft IS/ND	3	5	12	8	4	\$3,840
Task 6	Public Review Draft IS/ND/Notices	7	4	8	2	8	\$3,800
	End of Phase 1						\$0
Task 7	Response to Comments (see note 2)	8		8			\$2,584
Task 8	Final IS/ND (see note 3)	8		8			\$2,584
Task 9	Project Management	4		2		4	\$1,346
Task 10	Meeting/Hearing Attendance	6		6	6		\$2,526
Total Hours by Staff		58	21	84	28	22	
Subtotal for DD&A Labor		\$12,760	\$3,780	\$8,652	\$2,744	\$1,430	\$29,366
Estimated Expenses:							
Mileage, copying, mailing, GIS and phone							\$620
TOTAL COST							\$29,986
Notes:							
1 The IS/ND will rely on existing information and no hydrogeology or other technical studies will be required.							
2 Tasks 7 and 8 are estimated. DD&A reserves the right to review the letters received during the public review period and request budget augmentation if the amount and/or complexity of comment letters received on the IS/ND requires staff time in excess of the time estimated herein.							
3 Future LAFCO Application Phase 3 not included. DD&A will prepared NOD. CAWD will pay all applicable fees, CDFW and County Clerk.							

**Note: Phases 1 and 2 are through the adoption of the CEQA document and approval by the District Board of the Project. Phase 2 scope of and work and costs are not included; see Attachment 2 of this Proposal for this future Phase scope and cost estimate.*



**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

**Attachment 2
DD&A Optional LAFCO Application Task
Scope of Work and Budget Estimate**

LAFCO APPLICATION PHASE 3 (OPTIONAL FUTURE TASK)

As DD&A an optional task, DD&A would be available to coordinate and compile the LAFCO application for the CAWD service area annexation and SOI amendment. This scope assumes Whitson Engineers will provide appropriate mapping and support and that all materials will be reviewed with CAWD Staff. DD&A provided these services as an additional task for the 2015/2016 LAFCO processing for the District.

Task 1: Confirm LAFCO Application Package Requirements/Initial Meetings

DD&A will meet or confer with LAFCO staff, and report to CAWD staff and Whitson Engineers project engineer on the scope and content of the LAFCO application package. DD&A will prepare an outline of application requirements and required deliverables from Whitson and CAWD. The scope of work assumes attendance by DD&A at one LAFCO staff meeting. Two (2) additional CAWD and/or Whitson staff meetings are also included to facilitate early coordination and ensure that potential application issues are adequately addressed as part of the application submittal.

Task 2: Draft LAFCO Application Package

LAFCO has a specific set of requirements and protocol for annexation requests for service boundary adjustments. DD&A proposes to prepare application forms and planning documentation and assumes Whitson Engineers will prepare GIS based mapping and engineering mapping requirements. DD&A will assist in the map processing of this request through LAFCO.

This task assumes that DD&A will also prepare the draft project application materials required by LAFCO³. DD&A will also coordinate with LAFCO staff regarding the application processing requirements prior to application submittal. DD&A will compile the required application forms and materials in draft form for review. DD&A will submit an electronic copy of the application to CAWD for their review and comment with appropriate exhibits as needed.

³ This scope of work and budget assumes DD&A will file the LAFCO application documentation and Whitson will provide the needed mapping and copies. CAWD will pay or reimburse all applicable fees to LAFCO, CDFW and County Clerk.



DD&A Proposal for Carmel Area Wastewater District 2019 Sphere of Influence and Annexation, April 15, 2019

This task assumes that all engineering materials such as survey maps, and engineering information specific to the boundary annexation and SOI amendment areas as required by the application process will be provided by Whitson or CAWD for incorporation into the application as needed.

Task 3: Revise Draft LAFCO Application Package and Submit to LAFCO

DD&A will revise the required application forms and materials after CAWD review. DD&A will submit an electronic copy of the application to LAFCO for their review and comment with appropriate exhibits as needed.

Task 4: Prepare Resolution and Notices/Attendance at Board Hearing(s)

If needed, DD&A will prepare additional Board Resolution approving the application package or any required LAFCO resolution for the Board of CAWD. After CAWD and LAFCO review and comment, DD&A will submit the final resolutions and notice. This scope assumes attendance at one (1) CAWD Board and one (1) LAFCO meeting/public hearing for the project.

Task 5: Processing of Application/Coordination

The nature of the permit process is such that the level of agency review and communication with permit agencies cannot be fully understood at this stage of the scoping process. Depending on agency staff, a high level of agency review, potential challenges or unforeseen issues could require a higher level of coordination and liaison effort. DD&A assumes the project as proposed will need only basic coordination and has proposed a budget accordingly. Should application processing after submittal of the application require higher level project management and client and agency communication, DD&A will notify the client and request additional budget augmentation.



**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

SCHEDULE – Optional Phase 3

DD&A understands the need to complete the LAFCO application process in a timely manner. DD&A proposes the following schedule of task completion timeframes. This schedule assumes that work would begin upon authorization to process and receipt of all project information and application contents identified in the Initial Consultation with LAFCO CAWD staff. Timeframes are consecutive, not parallel, with the exception meetings and coordination which will be ongoing throughout the application process.

Tasks Phase 3	Timeframe
Task 1: Confirm LAFCO Application Package Requirements/Initial Meetings	2 weeks
Task 2: Draft LAFCO Application Package	4-6 weeks
Task 3: Revise Draft LAFCO Application Package and Submit to LAFCO	2 weeks
Task 4: Prepare Resolution and Notices/Attendance at Board Hearing(s)	2 weeks
Task 5: Processing of Application/Coordination	On-going

BUDGET ESTIMATE PHASE 3

The estimated cost is dependent on the permitting agency requirements and coordination and thus is expressed in a range estimated be between \$15-18,000, with a not-to-exceed cost of \$18,000. This is an estimate only and will depend on the actual approved SOI and Annexation approved by the Board. Additionally, this proposed Phase 3 scope of work assumes that the IS/ND or IS/MND will be adequate for LAFCO to evaluate the impacts of the CAWD service area annexation and SOI amendment.



**DD&A Proposal for Carmel Area Wastewater District
2019 Sphere of Influence and Annexation, April 15, 2019**

**Attachment 3
Whitson Engineers
Scope of Work and Detailed Cost Proposal**



April 16, 2019

Denise Duffy
Denise Duffy & Associates, Inc.
947 Cass St. Suite 5
Monterey, CA. 93940

Via email: Dduffy@ddaplanning.com

Re: **CAWD 2019 Annexation** | Proposal for Land Surveying Services

Dear Denise,

Thank you for allowing us the opportunity to provide the following proposal for surveying services in conjunction with the Carmel Area Wastewater District's (CAWD's) 2019 annexation. Based on review of the annexation map you provided on April 5, we understand that the District desires to annex two areas, labeled Eastern and Southern Annexation Areas in your map.

Through our recent experience with LAFCO and the State Board of Equalization (BOE), we have developed a streamlined mapping and description process that will result in a cost savings to the District. This process utilizes GIS parcel information maintained by Monterey County, and AutoCAD Tax Rate Area (TRA) linework maintained by the BOE.

SCOPE OF SERVICES:

Task 1: Coordination of Annexation Scope and Data Compilation

- 3.1. Meet with DD&A and CAWD to review the proposed annexation areas.
- 3.2. Obtain from CAWD or Monterey County the current shapefile of the existing District boundary. Obtain from the BOE the current Tax Rate Area (TRA) map, in AutoCAD or ArcView format. Obtain from Monterey County Assessor's office the current Parcels database, in ArcView format. Format data for our use.
- 3.3. Prepare a draft annexation map, for coordination with the BOE, LAFCO, and CAWD, and CAWD's approval of annexation scope. (Note that changes to the annexation boundaries after this task is complete would require re-work of the geographic descriptions, which may require additional budget.)

Deliverable: 24"x36" Draft Annexation Map, in PDF format

Task 2: Prepare Annexation Area Map

2.1 Finalize the Annexation Map and submit to CAWD for processing.

***Deliverable:** 24"x36" Annexation Map, in PDF format*

Task 3: Prepare Geographic Description(s) of Annexation Areas

- 3.1. Prepare draft geographic description(s) of the annexation areas and coordinate any questions/comments with the BOE, LAFCO, Monterey County, and CAWD.
- 3.2. Finalize the geographic description(s) of the proposed annexation areas. The descriptions will be for assessment purposes only, and will not be legal property descriptions as defined in the Subdivision Map Act.
- 3.3. Provide a list of annexed APNs.

***Deliverable:** Geographic Descriptions of Annexation Areas, in PDF format; list of APNs, in MS Excel or MS Word format.*

Exclusions:

The following work is specifically excluded from the Surveyor's Scope of Services:

1. Changes in scope of the work
2. Significant changes to the proposed annexation boundaries after conclusion of Task 1.
3. Preparation of legal descriptions, or geographic descriptions based on record deeds and/or maps.
4. Resetting of property corners, preparation of record of survey or other recorded map.
5. Field Surveying
6. Any work not specifically included in the above Scope of Services

Please note that upon your request, we could provide the above services if requested.

PAYMENT AND PROVISIONS:

Due to the uncertainties inherent in an annexation of this scope, it is difficult to provide a fixed fee. As such, we propose that Progress Billings and Authorized Additional Services be performed on a Time and Materials basis in accordance with the rates shown on the attached Fee Schedule, for a contract amount of **\$18,000**. This amount will not be exceeded without first notifying you in writing, outlining costs to date and the anticipated cost to complete the work.

This agreement will be subject to the attached Standard Provisions of Agreement attached hereto. We can begin work immediately following the receipt of a signed agreement.

If this proposal is acceptable to you, please sign below as your authorization to proceed.

April 16, 2019 | Job No. 3058.01
CAWD 2019 Annexation

If you have any questions or need more information, please contact me at (831) 649-5225. Thank you and we look forward in working with you on this project.

Sincerely,



Nathaniel Milam, PE, QSD
Senior Civil Engineer

for Richard Weber, PE, PLS, QSD | Principal
LS 8002

Authorization for Land Surveying Services:

By:

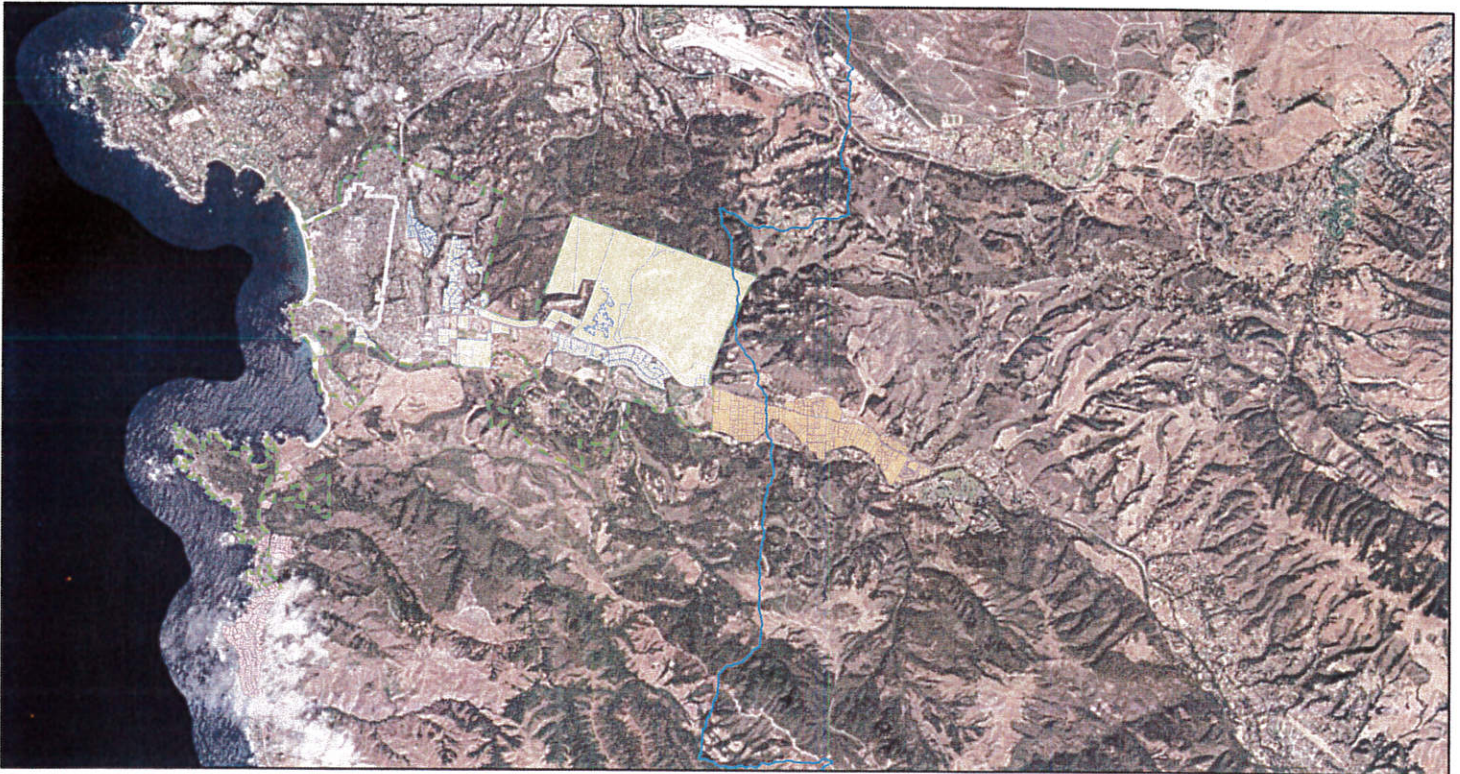
Date:

Print Name:

Title:

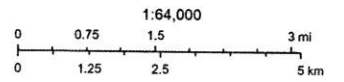
/ndm

CAWD GIS Map Annexations



4/1/2019 2:38:40 PM

- 2019_Annexation_Planning
- FinalApplication_2016_Annexation
- Eastern Annexation
- Southern Annexation
- CAWD - CAWD Service Area
- CAWD - Carmel by the Sea



TIGEO. Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

TIGEO | Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community |

CAWD 2019 Annexation

Task 1 - Coordination and Data Compilation

DESCRIPTION	PE	SCE	CE	SET	HOURS	COST
1.1 Meetings and coordination		4			4	\$ 720
1.2 Receive and format GIS and CAD data			4	4	8	\$ 1,100
1.3 Draft annexation map	1	2	8	8	19	\$ 2,780
Subtotal	1	6	12	12	31	\$ 4,600
Rate	\$ 220	\$ 180	\$ 160	\$ 115		
Cost	\$ 220	\$ 1,080	\$ 1,920	\$ 1,380		
Subtotal						\$ 4,600
Reimbursable Expenses						(Cost + 15%)
Total Task 1						\$ 4,600

Task 2 - Prepare Annexation Map

DESCRIPTION	PE	SCE	CE	SET	HOURS	COST
2.1 Finalize annexation map	1	4	16	8	29	\$ 4,420
Subtotal	1	4	16	8	29	\$ 4,420
Rate	\$ 220	\$ 180	\$ 160	\$ 115		
Cost	\$ 220	\$ 720	\$ 2,560	\$ 920		
Subtotal						\$ 4,420
Reimbursable Expenses						(Cost + 15%)
Total Task 3						\$ 4,420

Task 3 - Prepare Geographic Descriptions

DESCRIPTION	PE	SCE	CE	SET	HOURS	COST
3.1 Draft geographic descriptions	4	4	16	8	32	\$ 5,080
3.2 Final geographic descriptions	2	4	8	4	18	\$ 2,900
3.3 APN list			2		2	\$ 320
- Project Management and Coordination		4			4	\$ 720
Subtotal	6	12	26	12	56	\$ 9,020
Rate	\$ 220	\$ 180	\$ 160	\$ 115		
Cost	\$ 1,320	\$ 2,160	\$ 4,160	\$ 1,380		
Subtotal						\$ 9,020
Reimbursable Expenses						(Cost + 15%)
Total Task 3						\$ 9,020

137 Fee Schedule

	Hourly Rate	Total	\$ 18,040
PE Principal Engineer	\$ 220		
SCE Senior Civil Engineer	\$ 180		
CE Civil Engineer	\$ 160		
AE Associate Engineer	\$ 140		
AE2 Assistant Engineer	\$ 120		
SET Senior Engineering Technician	\$ 115		
LS Land Surveyor	\$ 160		
1M One Person Survey Crew (Prevailing Wage)	\$ 175		
2M Two Person Survey Crew (Prevailing Wage)	\$ 270		
AS Administrative Support	\$ 70		
EA Engineering Aide	\$ 65		



HOURLY RATE SCHEDULE

<u>Category</u>	<u>Hourly Rate</u>
Principal Engineer	\$ 220.00
Director of Civil Engineering	\$ 190.00
Senior Civil Engineer	\$ 180.00
Senior Land Surveyor	\$ 180.00
Civil Engineer	\$ 160.00
Land Surveyor	\$ 160.00
Senior Associate Engineer / Surveyor	\$ 150.00
Associate Engineer / Surveyor	\$ 140.00
Assistant Engineer / Surveyor	\$ 120.00
Senior Engineering / Survey Technician	\$ 115.00
Engineering / Survey Technician	\$ 110.00
Administrative Support	\$ 70.00
Engineering Aide	\$ 65.00
Expert Witness / Court Hearing	\$ 300.00
Field Surveying*	
One Person Survey Crew (Prevailing Wage)	\$ 175.00
Two Person Survey Crew (Prevailing Wage)	\$ 270.00
Three Person Survey Crew (Prevailing Wage)	\$ 380.00
Reimbursables	
Professional Services By Others	Cost Plus 15%
In-House Large Format Plotting / Copies (Black & White)	\$0.50 / S.F.
In-House Plots, Prints, Copies (Color/Special Media)	Rates vary, available upon request
In-House Prints / Copies (Black & White)	\$0.10/sheet for 8.5x11, \$0.50/sheet for 11x17
Materials, Postage, Reproduction, Telephone	Cost Plus 10%
Mileage	Per Current Federal Rate

*Survey Crew rates are Prevailing Wage
Rates effective January 1, 2016

This form of agreement is distributed by:



Client Initials	Consultant Initials
	RW

**STANDARD PROVISIONS OF AGREEMENT
BETWEEN CLIENT AND CONSULTANT**

This form of agreement (Form B) was developed by the American Council of Engineering Companies of California and is intended primarily for the use of ACEC California members and may not be reproduced without the permission of the American Council of Engineering Companies of California. © 2010, 2009, 2008, 2007, 2003, 2001, 1998, 1994, 1991, 1989, 1987, 1984, 1982, 1979, 1978, 1975, 1973, 1970, 1967.

Project No. 3058.01

Client and Consultant agree that the following provisions shall be part of this agreement:

1. Client and Consultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this agreement. Both Client and Consultant shall endeavor to maintain good working relationships among members of the project team.
2. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of Client and Consultant.
3. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other. Neither Client nor Consultant shall assign claims arising from the agreement without the prior written consent of the other.
4. This agreement contains the entire agreement between Client and Consultant relating to the project and the provision of services for the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.
5. Consultant's or Client's waiver of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant. Consultant's or Client's waiver of any breach of this agreement shall not constitute the waiver of any other breach of the agreement.
6. If any term, condition or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.
7. This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. If the scope of services includes Consultant's assistance in applying for governmental permits or approvals, Consultant's assistance shall not constitute a representation, warranty or guarantee that such permits or approvals will be acted upon favorably by any governmental agency.
9. Upon Consultant's request, Client shall execute and deliver, or cause to be executed and delivered, such additional information, documents or money to pay governmental fees and charges which are necessary for Consultant to perform services pursuant to the terms of this agreement.
10. Client acknowledges all reports, plans, specifications, field data and notes and other documents, including all such documents on electronic media, prepared by Consultant are instruments of service, and shall remain the property of Consultant and may be used by Consultant without the consent of Client. Upon request and payment of all costs involved, Client is entitled to a copy of all final plans and specifications for use in connection with the project for which the plans and specifications have been prepared. Client acknowledges that its right to utilize final plans and specifications and the services of Consultant provided pursuant to this agreement will continue only so long as Client is not in default, pursuant to the terms and conditions of this agreement, and Client has performed all its obligations under this agreement. In the event Client is in default of any of the terms and

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conditions of this agreement, any license or right to utilize the instruments of service by Client, is automatically revoked.

11. Client agrees not to use or permit any other person to use plans, specifications, drawings, cost estimates, reports or other documents prepared by Consultant which plans, specifications, drawings, cost estimates, reports or other documents are not final and which are not signed and stamped or sealed by Consultant. Client acknowledges that all documents on electronic files, or drawings, reports and data on any form of electronic media generated and furnished by the Consultant, are not final plans or documents. Client shall be responsible for any such use of all non-final plans, specifications, drawings, cost estimates, reports, electronic files or other documents not signed and stamped or sealed by Consultant. Client hereby waives any claim for liability against Consultant for such use. Client agrees, to the extent permitted by law, to indemnify and hold harmless Consultant, its officers, directors, employees, and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from a violation of this paragraph by Client. Client further agrees that final plans, specifications, drawings, cost estimates, reports or other documents are for the exclusive use of Client and may be used by Client only for the project described on page 1 of 9 of this agreement and such use is subject to the terms and conditions of this agreement. Such final plans, specifications, drawings, cost estimates, reports or other documents may not be changed or used on a different project without written authorization or approval by Consultant. If signed check prints are required to be submitted with a stamp or seal, they shall not be considered final for purposes of this paragraph.

12. In accepting and utilizing any electronic files or drawings, reports and data on any form of electronic media generated and furnished by Consultant ("electronic files"), Client covenants and agrees that all such electronic files are instruments of service of Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

Client agrees not to use, or reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this agreement. Client agrees not to make changes to or transfer these electronic files to others without the prior written consent of Consultant. Client further agrees to waive all claims against Consultant resulting in any way from any unauthorized changes, use or reuse of the electronic files for any other project by anyone other than Consultant.

Client acknowledges that Client and Consultant have agreed on all hardware and software specifications that may be necessary for transmission of electronic files relevant to the project. These specifications, if applicable, are attached as **Exhibit**___ to this agreement.

Electronic files furnished by either party shall be subject to an acceptance period of fifteen (15) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

Electronic files, such as computer-aided drafting and design files, are not construction documents, and Consultant makes no representation as to their accuracy or completeness. Client is aware that differences may exist between the electronic files delivered and the printed hard copy construction documents. In the event of a conflict between the signed construction documents prepared by Consultant and electronic files, the signed and stamped or sealed hard copy construction documents, copies of which shall be kept by Consultant, shall govern.

In addition, Client agrees, to the extent permitted by law, to indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any unauthorized changes made by anyone other than Consultant or from any use or reuse of the electronic files for any other project by anyone other than Consultant.

Under no circumstances shall delivery of electronic files for use by Client be deemed a sale of a product by Consultant, and Consultant makes no warranties, either express or implied, of merchantability and fitness for any

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particular purpose. In no event shall Consultant be liable for indirect or consequential damages as a result of Client's use or reuse of the electronic files.

13. Consultant makes no representations concerning soils or geological conditions unless specifically included in writing in this agreement, or by amendments to this agreement, and shall not be responsible for any liability that may arise out of the making of or failure to make soils or geological surveys, subsurface soils or geological tests, or general soils or geological testing.
14. Client acknowledges Consultant has the right to complete all services agreed to be rendered pursuant to this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services performed. In the event all or any portion of the services by Consultant are suspended, abandoned, or otherwise terminated, Client shall pay Consultant all fees and charges for services provided prior to termination, not to exceed the contract limits specified herein, if any. Client acknowledges if the project services are suspended and restarted, there will be additional charges due to suspension of the services which shall be paid for by Client as extra services pursuant to paragraph 29. Client acknowledges if project services are terminated for the convenience of Client, Consultant is entitled to reasonable termination costs and expenses, to be paid by Client as extra services pursuant to paragraph 29. If Client is in default regarding the Client's payment obligations under this agreement, and Client requests Consultant continue providing some or all services, Consultant has no obligation to provide any further services unless Client provides financial assurances satisfactory to Consultant.
15. If the scope of services to be provided by Consultant pursuant to the terms of this agreement includes an ALTA survey, Client agrees that Consultant may sign one of the ALTA survey statements attached to this agreement and incorporated herein by reference. In the event Consultant is required to sign a statement or certificate which differs from the ALTA survey statements contained in the attachment to this agreement, Client hereby agrees, to the extent permitted by law, to indemnify and hold Consultant harmless from any and all liability arising from or resulting from the signing of any statement which differs from those statements contained in the attachment to this agreement.
16. If the scope of services to be provided by Consultant pursuant to the terms of this agreement includes the preparation of grading plans but excludes construction staking services, Client acknowledges that such staking services normally include coordinating civil engineering services and the preparation of record drawings based upon information provided by others, and Client will be required to retain such services from another consultant or pay Consultant pursuant to this agreement for such services as extra services in accordance with paragraph 29.
17. Unless the scope of services to be provided by Consultant expressly includes Consultant's assistance in determinations regarding the application of prevailing wages, Client and Consultant acknowledge that it is Client's exclusive responsibility to determine whether the project, which is the subject of this agreement, is a "public work" as defined in California Labor Code Section 1720, or whether prevailing wage rates are to be paid to certain workers in connection with the project, or determine the rate of prevailing wages to be paid certain workers. Consultant will develop its schedule of labor rates in reliance on the determinations of Client. In the event of a dispute regarding whether the project is a "public work", whether prevailing wages are to be paid, or the amount of prevailing wages to be paid to individual workers, Client agrees to pay Consultant for any and all additional costs and expenses (including additional wages, penalties & interest) incurred by Consultant and further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to the Client's determinations regarding the application of or payment of prevailing wages.
18. If the scope of services contained in this agreement does not include construction-phase services for this project, Client acknowledges such construction-phase services will be provided by Client or by others and Client assumes all responsibility for interpretation of the contract documents and for construction observation and supervision and waives any claim against Consultant that may in any way be connected thereto. In addition, Client agrees, to the extent permitted by law, to indemnify and hold Consultant harmless from any loss, claim, or cost, including

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reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from the modification, clarification, interpretation, adjustments or changes made to the contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Consultant.

19. If the scope of work of Consultant includes the rendition of professional services for a project which is a common interest development subject to the provisions of Civil Code section 1375, Client agrees to reimburse Consultant for all costs associated with Consultant's participation in the pre-litigation process described in Civil Code section 1375. Further, Client agrees to pay Consultant's fees for time incurred participating in the pre-litigation process. These fees and costs shall be paid as extra services in accordance with paragraph 29. Such extra services shall be paid at Consultant's normal hourly rates in effect at the time Consultant participates in the pre-litigation process. For purposes of this paragraph, a "common interest development" shall be a common interest development as defined in Civil Code section 1375.

Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to Consultant's participation in the pre-litigation process pursuant to Civil Code section 1375.

Client agrees that if Client receives a Notice of Commencement of Legal Proceedings pursuant to Civil Code section 1375, Client will notify Consultant within 10 days of Client's receipt of the Notice of Commencement of Legal Proceedings, provided the Notice of Commencement of Legal Proceedings either identifies Consultant as a potentially responsible party or the face of the Notice contains information which identifies Consultant's potential responsibility. If Client does not timely notify Consultant, then Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to Client's failure to timely notify Consultant.

20. If Client files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of its filing, Consultant shall be entitled to continue suspension of the performance of any and all of its obligations pursuant to this agreement where the Client is in default and was in default prior to the filing of the bankruptcy petition. If, upon filing a voluntary petition or an involuntary petition in the United States Bankruptcy Court, Client seeks to have Consultant continue to provide services pursuant to this agreement, Client agrees to comply with applicable provisions of the United States Bankruptcy Code to ensure payment for any continuing or reinstated services.
21. This agreement shall not be construed to alter, affect or waive any design professional's lien, mechanic's lien or stop notice right which Consultant may have for the performance of services pursuant to this agreement. Client agrees to provide to Consultant the present name and address of the record owner of the property upon which the project is to be located. Client also agrees to provide Consultant with the name and address of any and all lenders who may loan money on the project and who are entitled to receive a preliminary notice.
22. If payment for Consultant's services is to be made on behalf of Client by a third-party lender, Client agrees that Consultant shall not be required to indemnify the third-party lender, in the form of an endorsement or otherwise, as a condition to receiving payment for services.
23. The Consultant shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the judgment of the Consultant, increase the Consultant's contractual or legal obligations or risk, or adversely affect the availability or cost of its professional or general liability insurance. Nor shall Consultant be required to sign any documents, requested by any party, including Client, that would result in the Consultant's having to certify, guarantee, warrant or state the existence of conditions whose existence the Consultant cannot ascertain. The Client also agrees not to make resolution of any dispute with the Consultant or payment of any money due to the Consultant, in any way contingent upon the Consultant's signing any such certification, guarantee, warranty or statement.

Client Initials	Consultant Initials RW
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24. All fees and other charges due Consultant will be billed monthly and shall be due at the time of billing unless specified otherwise in this agreement. If Client fails to pay Consultant within thirty (30) days after invoices are rendered, Consultant shall have the right in its sole discretion to consider such default in payment a material breach of this entire agreement, and, upon written notice, Consultant's duties, obligations and responsibilities under this agreement may be suspended or terminated. In such event, Client shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination. If Consultant elects to suspend or terminate Consultant's services pursuant to this provision, Consultant is entitled to reasonable suspension or termination costs or expenses.
25. Client agrees that all billings from Consultant to Client are correct and binding on Client unless Client, within ten (10) days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies, or errors in billing.
26. Client agrees to pay a monthly late payment charge, which will be the lesser of one and one-half percent (1-1/2%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the billing.
27. If Consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field services, and such plans, specifications, or other documents and/or field services are required by any governmental agency, and such governmental agency changes its ordinances, codes, policies, procedures or requirements after the date of this agreement, any additional office or field services thereby required shall be paid for by Client as extra services in accordance with paragraph 29.
28. In the event Consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or increase in the cost of living, during the lifetime of this agreement, a percentage increase shall be applied to all remaining fees and charges to reflect the increased costs.
29. Client agrees that if Client requests services not specified in the scope of services described in this agreement, Client will pay for all such additional services as extra services, in accordance with Consultant's billing rates utilized for this agreement.
30. In the event that any staking or record monuments are destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of restaking shall be paid for by Client as extra services in accordance with paragraph 29.
31. Client acknowledges that the design services performed pursuant to this agreement are based upon field and other conditions existing at the time these services were performed. Client further acknowledges that field and other conditions may change by the time project construction occurs and clarification, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. Such clarifications, adjustments, modifications and other changes shall be paid for by Client as extra services in accordance with paragraph 29.
32. Client shall pay the costs of all checking and inspection fees, zoning and annexation application fees, assessment fees, soils or geotechnical engineering fees, soils or geotechnical testing fees, aerial topography fees, and all other fees, permits, bond premiums, applicable taxes on professional services, title company charges, blueprints and reproductions, and all other similar charges not specifically covered by the terms of this agreement.
33. Client acknowledges and agrees that if Consultant provides surveying services, which services require the filing of a Record of Survey in accordance with Business and Professions Code section 8762, or a Corner Record pursuant to Business and Professions Code section 8773, all of the costs of preparation, examination and filing for the Record of Survey or Corner Record will be paid by Client as extra services in accordance with paragraph 29.
34. Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, power failures, accidents or equipment malfunctions, acts of God, failure of Client to furnish timely information or approve or

Client Initials	Consultant Initials RW
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disapprove of Consultant's services or instruments of service promptly, faulty performance by Client or other contractors or governmental agencies. When such delays beyond Consultant's reasonable control occur, Client agrees Consultant shall not be responsible for damages nor shall Consultant be deemed to be in default of this agreement. Further, when such delays occur, Client agrees that, to the extent such delays cause Consultant to perform extra services, such services shall be paid for by Client as extra services in accordance with paragraph 29.

35. Notwithstanding any other provision of this Agreement, and to the extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other incidental, indirect or consequential damage that either party may have incurred from any cause or action.
36. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits. Client agrees that it is the responsibility of Client to maintain in good standing all governmental approvals or permits and to timely apply for any necessary extensions thereof.
37. If the scope of services requires Consultant to estimate quantities, such estimates are made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, such estimates are only estimates and shall not constitute representations, warranties or guarantees of the quantities of the subject of the estimate. If the scope of services requires Consultant to provide its opinion of probable construction costs, such opinion is to be made on the basis of Consultant's experience and qualifications and represents Consultant's best judgment as to the probable construction costs. However, since Consultant has no control over costs or the price of labor, equipment or materials, or over the contractor's method of pricing, such opinions of probable construction costs do not constitute representations, warranties or guarantees of the accuracy of such opinions, as compared to bid or actual costs.
38. Estimates of land areas provided under this agreement are not intended to be, nor should they be considered to be, precise. The estimate will be performed pursuant to generally accepted standards of professional practice in effect at the time of performance.
39. Client acknowledges that Consultant is not responsible for the performance of work by third parties including, but not limited to, the construction contractor and its subcontractors.
40. Consultant makes no warranty, either express or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services were performed pursuant to generally accepted standards of professional practice in effect at the time of performance.
41. In the event (1) Client agrees to, authorizes, or permits changes in the plans, specifications, documents, or electronic files prepared by Consultant, which changes are not consented to in writing by Consultant, or (2) Client agrees to, authorizes or permits construction of unauthorized changes in the plans, specifications, documents, or electronic files prepared by Consultant, which changes are not consented to in writing by Consultant, or (3) Client does not follow recommendations prepared by Consultant pursuant to this agreement, which changed recommendations are not consented to in writing by Consultant: Client acknowledges that the unauthorized changes and their effects are not the responsibility of Consultant and Client agrees to release Consultant from all liability arising from the use of such changes, and further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from and against all claims, demands, damages or costs, including attorneys' fees, arising from the unauthorized changes.

Client Initials	Consultant Initials RAJ
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42. Client agrees that in accordance with generally accepted construction practices, the construction contractor and construction subcontractors will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property, and that this requirement shall apply continuously and not be limited to normal working hours. Neither the professional activities of Consultant nor the presence of Consultant or his or her employees or subconsultants at a construction site shall relieve the contractor and its subcontractors of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and applicable health or safety requirements of any regulatory agency or of state law.
43. Client agrees to require its contractor and subcontractors to review the plans, specifications and documents prepared by Consultant prior to the commencement of construction-phase work. If the contractor and/or subcontractors determine there are deficiencies, conflicts, errors, omissions, code violations, improper uses of materials, or other deficiencies in the plans, specifications and documents prepared by Consultant, contractors and subcontractors shall notify Client so those deficiencies may be corrected by Consultant prior to the commencement of construction-phase work.
44. If during the construction phase of the project Client discovers or becomes aware of changed field or other conditions which necessitate clarifications, modifications or other changes to the plans, specifications, estimates or other documents prepared by Consultant, Client agrees to notify Consultant and retain Consultant to prepare the necessary changes or modifications before construction activities proceed. Further, Client agrees to require a provision in its construction contracts for the project which requires the contractor to promptly notify Client of any changed field or other conditions so that Client may in turn notify Consultant pursuant to the provisions of this paragraph. Any extra work performed by Consultant pursuant to this paragraph shall be paid for as extra services pursuant to paragraph 29.
45. Client agrees to purchase and maintain, or cause Contractor to purchase and maintain, during the course of construction, builder's risk "all risk" insurance which will name Consultant as an additional named insured as its interest may appear.
46. Client acknowledges that Consultant's scope of services for this project does not include any services related in any way to asbestos and/or hazardous or toxic materials. Should Consultant or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Consultant's services, Consultant may, at its option, suspend or terminate work on the project until such time as Client retains a qualified contractor to abate and/or remove the asbestos and/or hazardous or toxic materials and warrant that the job site is free from any hazard which may result from the existence of such materials.
47. Client hereby agrees to bring no cause of action on any basis whatsoever against Consultant, its officers and directors, principals, employees and subconsultants if such claim or cause of action in any way would involve Consultant's services for the investigation, detection, abatement, replacement, use or specification, or removal of products, materials or processes containing asbestos, asbestos cement pipe, and/or any hazardous or toxic materials. Client further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from any asbestos and/or hazardous or toxic material related claims that may be brought by third parties as a result of the services provided by Consultant pursuant to this agreement, except claims caused by the sole negligence or willful misconduct of Consultant.
48. Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from and against all claims, losses, damages and cost caused by, arising out of, or relating to, the presence of any fungus, mildew, mold or resulting allergens, provided that such claim, loss, damage or cost is not due to the sole negligence or willful misconduct of Consultant.

Client Initials	Consultant Initials RW
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49. In the event of any litigation arising from or related to the services provided under this agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, experts' fees and other related expenses.
50. Client agrees that in the event Consultant institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in the county in which Consultant's place of business is located, and Client waives the right to bring, try or remove such litigation to any other county or judicial district.
51. (a) Except as provided in subdivisions (b) and (c), in an effort to resolve any conflicts that arise during the design or construction of the project or following completion of the project, Client and Consultant agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.
- Client and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.
- (b) Subdivision (a) shall not preclude or limit Consultant's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.
- (c) Subdivision (a) shall not preclude or limit Consultant's right to record, perfect or enforce applicable mechanic's lien or stop notice remedies.
52. Client agrees to limit the liability of Consultant, its principals, employees and subconsultants, to Client and to all contractors and subcontractors on the project, for any claim or action arising in tort, contract, or strict liability, to the sum of \$45,000 or Consultant's fee, whichever is greater. Client and Consultant acknowledge that this provision was expressly negotiated and agreed upon.

Space below is provided for additional provisions as agreed upon by both the client and the Consultant.

RESOLUTION NO. 2019-15

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT WITH DENISE DUFFY & ASSOCIATES TO PROVIDE ENVIRONMENTAL REVIEW, ANNEXATION MAPPING, AND GEOGRAPHIC DESCRIPTIONS FOR LAFCO ANNEXATION PROCESS OF PORTIONS OF CARMEL VALLEY AND CARMEL HIGHLANDS IN AN AMOUNT NOT TO EXCEED \$49,830

-oOo-

WHEREAS, the District has been approached by property owners extending east to Mid Valley and south to Yankee Point regarding annexation and connection to the District; and

WHEREAS, the Local Agency Formation Commission (LAFCO) has cited a desire to have a single large annexation rather than a piecemeal approach; and

WHEREAS, it is more efficient to utilize the services of Denise Duffy & Associates to provide environmental review, annexation mapping, and geographic descriptions; and

WHEREAS, there are sufficient funds in the Administration Department Contingency budget to cover the contract cost; and

WHEREAS, staff has testified to the satisfaction of the Board that Denise Duffy & Associates has provided the District with a fair services quote for the work proposed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that the Board authorizes the General Manager to sign a contract with Denise Duffy & Associates to provide environmental review, annexation mapping, and geographic descriptions for a LAFCO annexation of portions of Carmel Valley and Carmel Highlands in an amount not to exceed

\$49,830.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on April 25, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: April 25, 2019
Subject: Rules for use of Acronyms in District Writing

RECOMMENDATION

This report is for Board discussion and direction.

DISCUSSION

The District maintains a list of acronyms that it includes at the front of each board packet. The list is not intended to cover every acronym. Rather it is intended to cover only those most commonly used in wastewater. Additionally, staff has tried to keep the Acronym List to a single page; but will periodically review and either add or delete items as appropriate.

All District reports/letters will follow these rules when using acronyms:

- Write acronyms in full caps with no periods
 - AIDS (*Correct*)
 - A.I.D.S. (*Incorrect*)
- On first mention, write the acronyms in full followed by the acronym in parenthesis. Thereafter, use only the acronym.
- Acronyms that are well-known and appear in the alphabetical section of a standard dictionary do not need to be introduced or spelled out, even upon first mention.
 - After 25 years, she finally threw out her VCR. (*Correct*)
 - After 25 years, she finally threw out her videocassette recorder (VCR). (*Incorrect*)
- Acronyms that are more common than the actual name do not need to be spelled out. Or, may be inserted after the acronym.
 - The package delivery company United Parcel Service, for example, is better known as UPS.
 - Alternatively, “The delivery company UPS (United Parcel Service) is known for”

- If unsure whether your acronym would be considered well known, then you should spell it out to be safe.
- If including your acronym in brackets on first mention introduces awkwardness into your text, either re-write your sentence or save the bracketed acronym for the next time you mention the term.
- Remove acronyms if the sentence has too many of them.
 - The TVEPA's ERP had moderate success in eliminating GHGs in the GTVA. (*alphabet soup!*)
 - The Thames Valley Environmental Protection Agency's Environmental Restoration Program had moderate success in cutting greenhouse gas emissions in the Greater Thames Valley Area. (*longer, but much clearer*)
- Some international organizations are best known by acronyms that are derived from their non-English names. In these cases, use both the organization's proper name and the English translation of the name.
 - The PRI (Partido Revolucionario Institucional; Institutional Revolutionary Party) rules Mexico for decades. (*Correct*)
- If an acronym should be preceded by "a" or "an" choose based on the pronunciation of the acronym. If the acronym begins with a vowel sound, use "an." If the acronym begins with a consonant sound, use "a."
 - Create a URL ("you-ar-el") for the new website.
 - She joined an ROTC ("ar-oh-tee-cee") program last year.
- To make an acronym plural, add an "s" – no apostrophes
 - The company is selling its old CPU's. (*Incorrect*)
 - The company is selling its old CPUs. (*Correct*)
- Remember what your acronym stands for, so you do not follow it up with a word that it already includes.
 - The Royal Bank installed new ATM machines in the shopping mall. (*Incorrect*. ATM = automated teller machine)
 - The Royal Bank installed new ATMs in the shopping mall. (*Correct*)

FISCAL IMPACT

None

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 26, 2018

Subject: Pebble Beach Community Services District – Regular Board Meeting
March 2018

DISCUSSION

Interesting points from the March 30, 2018 meeting that are of specific interest to this District:

- Total cash balance at the end of February 2018 was \$19.6M; of that amount, \$8.7M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- Budget Summary for 2017-18 year-to-date showed total revenues at 61.8% and total expenditures at 32.7%.
- Staff presented the 2018-19 Long-Term Capital Outlay Program. The anticipated total cost of PBCSD's financial responsibilities amount to \$51M. There was also a presentation of the District's Long-Term Financial Plan which provided a projection of the District's long-term financial position.
- Forest Lake Reservoir held 115 MG (million gallons) of recycled water or 100% of permitted capacity. Current storage volume is 10% above the historic average of 105 MG.
- Total irrigation water demand for the 2018 calendar year through February was 46 AF (acre feet). Total demand for the calendar year is 21% above the 5-year average of 38 AF and 119% above the 23-year average annual usage of 21 AF. Forest Lake net storage increase of approximately 14 million gallons in February. Irrigation demand in February tracked significantly above the prior year

average, the 5-year, and 23-year averages due to the lack of rainfall. By comparison a net storage increase of approximately 2 million gallons was observed in February of last year due to the reservoir being near full capacity at the beginning of the month.

- Average daily wastewater flow of 371,000 GPD was measured in February at the PBCSD-Carmel gate. This represents 33% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 34% below the five-year average of 560,000 GPD for the month of February; the CAWD total flow was 27% below the five-year average of 1,547,000 GPD for February.
- Alternative Reclamation Water Sources for the calendar year-to-date include: 4th Fairway Diversion 5 AF, MPCC #8 Well 5 AF, and MPCC #9 Well 2 AF. Total = 11 AF.
- Staff reported on emergency repairs at the Sunset Lane P-5. On February 26, 2018 the station experienced a pipe failure causing the dry pump pit to “go under water”. The station was out of service for twelve days; flows were bypassed; and a new force main isolation valve was installed. Estimated costs are predicted to be in the range of \$35-40,000.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 17	40.754	28.456	12.298	30.176%
Aug - 17	40.177	28.045	12.132	30.196%
Sept - 17	35.769	24.800	10.969	30.666%
Oct - 17	35.335	25.077	10.258	29.031%
Nov - 17	32.181	23.075	9.106	28.296%
Dec - 17	32.586	23.733	8.853	27.168%
Jan - 18	38.026	24.883	13.143	34.563%
Feb - 18	31.840	21.455	10.385	32.616%
Total	286.668	199.524	87.144	30.399%

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD - April 15, 2019**

A meeting of the Retirement Pension Plan Trustees was held on Monday, April 15, 2019 at 10:30 a.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Barbara Buikema, General Manager, Trustee
William J. Hastie, Jr., MBA, Investment Advisor

I. Portfolio Performance Review 1st Quarter 2019

The portfolio remains highly diversified in the first quarter. The bulk of gains experienced occurred in Jan & Feb. CAWD Portfolio value as of 03-31-19 was \$5,258,846. The Time Weighted Return for the quarter was 9.08% with total gains of \$414,024. Mr. Hastie described the quarter as a “good solid performance across the board”.

The Market Review comparison indicates general improvement across all categories. The portfolio Beta dropped slightly because the Real Estate Investment Trust is not correlated to the stock market. A glance at the net expense ratio shows some diversity from 0.07 to 1.16. Mr. Hastie felt that Federated Kaufmann Small Cap, although a higher expense ratio, was justified by its performance.

Finally, it is the opinion of Hastie Financial Group and analyst at Commonwealth Financial, that if there is a trade deal with China the market will go much higher. Strong earning will follow and the market will rise.

The portfolio composition remains at a 60% stocks 40% bonds.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.61		0.64		0.67	
Standard Deviation (b)	6.86	10.73	7.44	11.19	8.70	12.69
Mean	10.96	13.51	8.19	8.91	12.91	15.92
Alpha	2.00		0.82		2.01	

(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

II. 2nd Quarter 2019 Action Plan

For the 2nd Quarter the strategy is to remain broadly diversified and rebalance as necessary.

- Sell Prudential Floating Rate
- Buy Vanguard Intermediate Bond Index and PGIM High Yield
- Rebalance the portfolio: add a Real Estate Investment Trust, cut international exposure and focus on U.S. markets
- Fixed Income floating rate bonds lost ground. There is a negative correlation between stock and bonds to preserve value (i.e. when stocks go up; bonds go down).
- Vanguard Intermediate will have a negative correlation to stocks. PGIM has a positive correlation to stocks.

There being no further business, the meeting was adjourned at approximately 11:30 a.m.

Respectfully submitted,
Barbara Buikema
General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

1st Quarter Performance Review

2nd Quarter Action Plan

April 15, 2019

Change in Market Value Register

From 1/1/2019 to 3/31/2019

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

Beginning Value (\$)	Net Contributions/Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	TWR (%)
4,848,155.52	(29,052.74)	414,024.73	34,204.80	5,258,846.29	439,743.50	9.08

Performance by Security

From 1/1/2019 to 3/31/2019

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

Description	Market Value (1/1/2019)	Interest Dividends Cap. Gains	Market Value (3/31/2019)	Return % (IRR Net of Fees)
Domestic Equity				
iShares Core S&P 500 ETF	719,341.42	4,155.04	817,838.53	13.69
Columbia Dividend Income Fund Advisor CI	.00	2,539.26	525,371.00	0.67
Fidelity Advisor Growth Opportunities Fund CI Z	.00	.00	421,236.20	0.89
Federated Kaufmann Small-Cap Fund Institutional Shares	.00	.00	368,594.69	0.90
Columbia Contrarian Core Fund Advisor CI	.00	.00	256,491.06	8.32
Vanguard Extended Market Index Fund CI Admiral	205,357.90	643.20	238,156.14	15.97
BlackRock Real Estate Securities Fund Institutional Shares	.00	.00	212,092.75	1.60
Columbia Contrarian Core Fund Institutional CI	224,553.40	.00	.00	5.45
Dreyfus Equity Income Fund CI I	682,226.33	2,303.15	.00	10.46
JPMorgan Small-Cap Equity Fund CI I	222,380.73	.00	.00	13.55
Primecap Odyssey Growth Fund	325,546.83	.00	.00	13.58
International Equity				
Oppenheimer Global Opportunities Fund CI Y	444,874.86	.00	366,021.26	15.41

Performance by Security

From 1/1/2019 to 3/31/2019

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

Description	Market Value (1/1/2019)	Interest Dividends Cap. Gains	Market Value (3/31/2019)	Return % (IRR Net of Fees)
Domestic Bond				
PIMCO Income Fund CI I-2	812,699.58	11,303.96	837,109.76	3.00
Vanguard Intermediate-Term Bond Index Fund Admiral Shares	.00	.00	522,473.01	-0.01
PGIM High-Yield Fund- CI Z	.00	943.62	471,750.27	0.81
PGIM Floating Rate Income Fund- CI Z	668,323.00	9,522.67	3,309.98	4.18
BlackRock Strategic Municipal Opp Fund of BlackRock Municipal Series Trust Institutional Shares	317,790.61	2,028.74	.00	2.30
Cash and Equivalents				
Fidelity Govt Money Market Capital Reserves CI	225,060.87	765.16	204,188.03	0.37

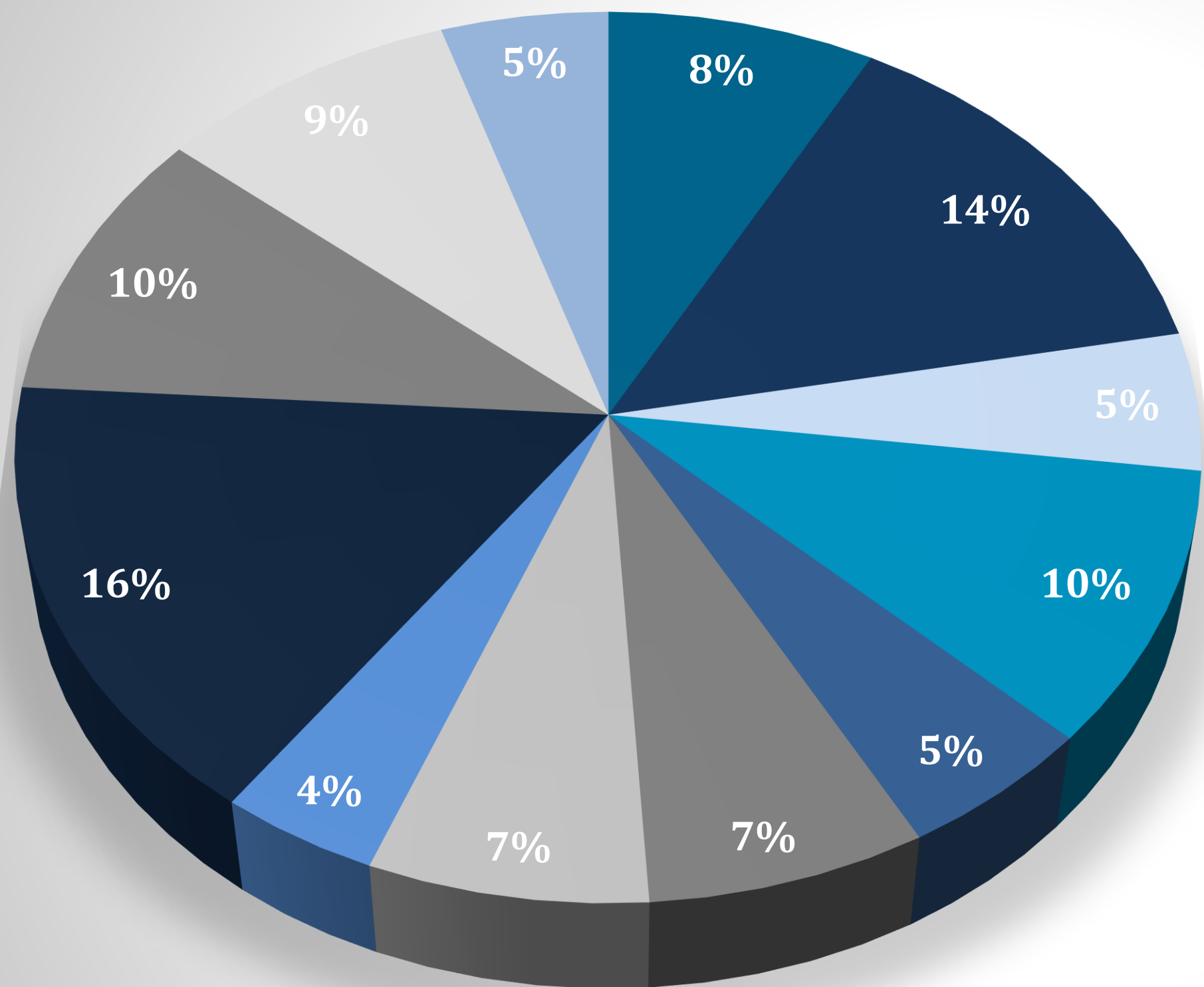
	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	13.65	9.50	13.51	10.91
Russell 1000	14.00	9.30	13.52	10.63
Russell Mid Cap	16.54	6.47	11.82	8.81
Russell 2000	14.58	2.05	12.92	7.05
MSCI EAFE	9.98	-3.71	7.27	2.33
MSCI Emerging Markets	9.91	-7.41	10.68	3.68
Barclays Capital US Aggregate	2.94	4.48	2.03	2.74

■ Sell:

- Prudential Floating Rate

■ Buy:

- Vanguard Intermediate Bond Index
- PGIM High Yield



- Fidelity Advisor Growth Opportunity - 8%
- iShares Core S&P 500 - 14%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 10%
- Vanguard Extended Market Index - 5%
- Federated Kaufmann Small Cap - 7%
- Oppenheimer Global Opportunities - 7%
- BlackRock Real Estate Securities - 4%
- PIMCO Income - 16%
- Vanguard Intermediate Bond Index - 10%
- 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	0.61	0.64	0.67

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
Fidelity Advisor Growth Opportunity	0.97	0.66
iShares Core S&P 500	1.00	0.04
Columbia Contrarian Core	0.97	0.79
Columbia Dividend Income	0.85	0.71
Vanguard Extended Market Index	1.02	0.08
Federated Kaufmann Small Cap	0.90	1.16
Oppenheimer Global Opportunities	1.24	0.92
PIMCO Income	0.38	0.60
Vanguard Intermediate Bond Index	0.86	0.07
PGIM High Yield	0.94	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	6.86	7.44	8.70
Standard & Poor's 500 Index	10.73	11.19	12.69

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	10.96	8.19	12.91
Standard & Poor's 500 Index	13.51	8.91	15.92

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	2.00	0.82	2.01



CARMEL AREA WASTEWATER DISTRICT (CAWD) Sea Level Rise Committee Meeting Tuesday, April 9, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 1:32 p.m.

Present: Greg D'Ambrosio, Carmel Area Wastewater District (CAWD)
Robert Siegfried, CAWD
Jeff Froke, Pebble Beach Community Services District (PBCSD)
Leo Laska, PBCSD

Absent: David Heuck, Pebble Beach Company (PBCo)
Joe Houston, Independent Reclaimed Water Users Group (IRWUG)

Others: Barbara Buikema, General Manager, CAWD
Patrick Treanor, Plant Engineer, CAWD
Chris Foley, Maintenance Superintendent
Robert Wellington, Wellington Law Offices, District Legal Counsel
Mike Niccum, General Manager, PBCSD
Nicholas Becker, Principal Engineer, PBCSD
Brent Reitz, Project Liaison, PBCo
JJ West, IRWUG
Susan McCabe, McCabe & Co., Coastal Consultant
Domine Barringer, Secretary of the Board, CAWD

AGENDA ITEMS

1. Introductions

- This meeting is to discuss and compare the San Luis Obispo County Sanitation District and CAWD coastal permits. There was also an overall discussion of the meeting that CAWD had with Coastal staff and the special conditions.

2. Discuss South San Luis Obispo County Sanitation District (SSLOCSD) and CAWD vulnerabilities

- CAWD used "extreme" sea level rise projections coupled with increased storm intensity to come up with a 40-year estimated time of impact.
- SSLOCSD used "med-high" sea level rise projections
- CAWD has 5 ft. of freeboard over current 100 yr. flood levels
- SSLOCSD will have 1 ft. of freeboard *after* their upcoming Redundancy Project is complete
- Per Mr. Treanor, CAWD follows much more stringent guidelines than SSLOCSD and they do not have a reclamation/water resource component

3. Recap of CAWD Sea Level Rise Study and Estimated Timeline for Impacts

- ESA report indicates that the sand bar height will not increase as much as sea level rise and therefore the downstream weir will be lower than projected and therefore flood elevations will be lower
- Mr. Treanor made several comments regarding the breaching of the sand bar before it floods. It is the sandbar that impacts sea level rise.
- The study does not consider that the flood plain area will increase and spread out with future sea level rise. This will reduce the projections for sea level rise.
- According to the CAWD Sea Level Rise Study, the plant will not be impacted significantly for 40-7ears under the “extreme” scenario. Under “med-high” projections the plant will not be impacted until 2080.
- Mr. Wellington stated that there have been several improvements at the CAWD plant regarding the 100-7r flood. Mr. Treanor affirmed.

4. Discuss Big Picture setting and California Coastal Commission (CCC) goals for the lower Carmel River Area

- CCC opposes armoring/alteration of the shoreline or river
- CCC staff feels moving the plant is a positive public benefit and good for lagoon habitat
- Mission Fields levy is not adequate to protect the homes from a 100-year flood conditions
- Ecosystem Protection Barrier – the CCC staff says they cannot answer what gets coastal armoring and what does not

5. Review CAWD staff meeting with Central Coast Coastal Staff on March 22, 2019

- Meeting was generally positive. Staff appears willing to work with us.
- CAWD staff feels it is too early to make moving the plant the “default outcome”

6. Next Steps

- Goal is to obtain a CCC permit without a time limit. To move towards a “conversation” with the CCC rather than an edict
- CAWD’s obligation: to complete all CCC required reports and establish a series of “triggers”
- Director Froke requested that the attorney be present when a scope of work is being presented and when the CC is present.
- Both CAWD and PBCSD will be working to establish another meeting to discuss cost sharing and placing this topic into the budget process

The meeting was adjourned at 3:31 p.m.

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Lagoon Crossing Repairs – Post Activity Report

Date: April 25th, 2019

RECOMMENDATION

1. Receive Report - Informational only.

DISCUSSION

On January 15, 2019 the CAWD Board of Directors authorized proceeding with an emergency construction contract with Crescent Diving and Construction Inc. to complete immediate repairs to the pipeline infrastructure crossing the lagoon to avoid a potential pipeline failure. This report provides a recap of the work now that it has been successfully completed.

Contractor: Crescent Diving and Construction Inc.

Biological Monitor: Johnson Marigot Consulting

Design Engineer: Kennedy/Jenks Consultants

Construction Manager/Owner: Carmel Area Wastewater District

Total Cost: Approximately \$200,000 (still awaiting one invoice from Biological Monitor)

CAWD staff consulted with the Army Corps of Engineers to obtain an emergency permit to conduct the work in the lagoon in January and obtained the permit on January 28th. Other emergency authorizations from the Regional Water Board and the Coastal Commission were also obtained.

The scope of work included repairs to existing pipeline infrastructure: fiber wrap of existing piles and sections of 24-inch pipeline, encasement of support structure cross-beams in reinforced concrete, repair of a crack in cement mortar coating on 24-inch pipe, and installation of steel cable bracing at the bottom of the piles.

The repair work was successful and completed as anticipated per the original emergency permit application. Most of the work was conducted between February 4th and February 20th culminating in placement of the concrete encasement on the 20th. After concrete was placed on February 20th the contractor left the site for 18 days to allow the concrete to cure so that the concrete could reach full design strength before removing forms. No work occurred during this time. The contractor returned on March 11th to remove the concrete forms, complete remaining minor work items, and clean up the site. The site was entirely cleaned up and project completed on March 13th.

An environmental monitor provided by Johnson Marigot was present during all construction work to monitor for sensitive species and to observe that permit conditions were met. The Biological Monitor was onsite during all work and reported no environmental impacts and no impacts to special status species caused by the work.

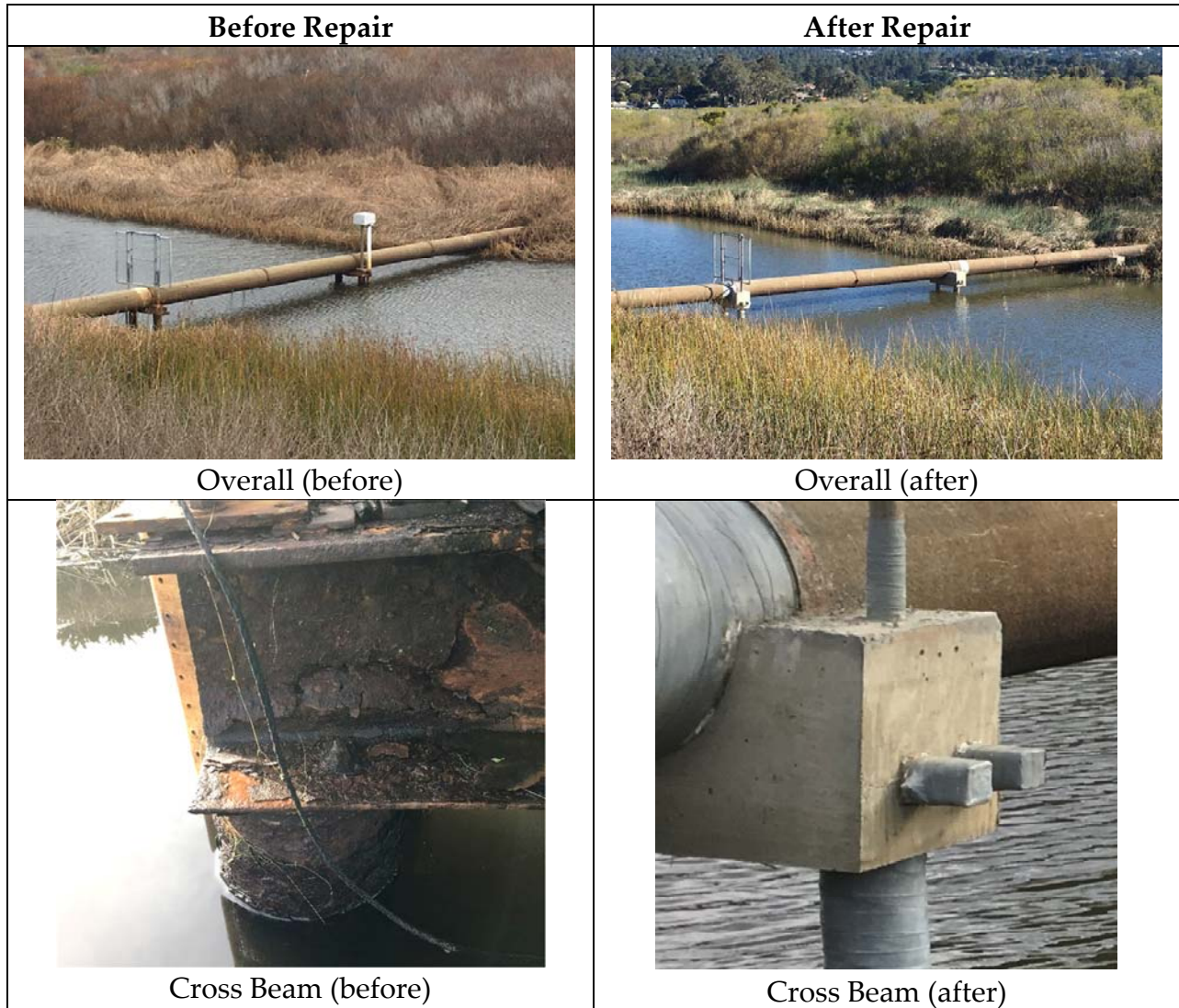
A photo of the completed repair is shown below.



Photo of Completed Repair

Before and after photos are shown in Figure 1 below.

Figure 1 – Before and After Photos



The work was successful in avoiding any damage to the environment by completing work in an environmentally friendly way and was successful in preventing a possible sewer spill from impacting the lagoon.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2019

Subject: Quarterly Progress Report (Jan – March 2019)

RECOMMENDATION

This report is informational only – no action is required. The Board requested a quarterly update of progress made throughout the District. This report is designed to offer a high-level view of the first quarter of 2019.

DISCUSSION

General Management

- The Board authorized and staff completed emergency repairs on the outfall pipeline crossing. This project was an excellent demonstration of staff's ability to not only manage a significant project with time and regulatory restraints but also demonstrates teamwork across departments.
- Phase 2 design proceeds on track – currently at 60%
- Implemented new purchasing software and inventory module. Mr. Foley and staff did an excellent job ensuring that everyone is trained and utilizing the new software.
- We continue to work with multiple parties about the potential of connecting to the District (Corona Ranch, Yankee Point, Carmel Valley Manor). We have spoken with LAFCO and are likely to proceed with another mass annexation project. Ms. Lather's experience in assessment district formation is proving to be valuable.
- We are making progress with evaluation of September Ranch concept. We entered into a contract with SRT Consultants for a project evaluation and will be engaging a rate model consultant next quarter.

- Final Sea Level Rise report received and presented to Board in January 2019. The report has also been presented to the Coastal Commission and we will be working on an agreement with them regarding the facility. We had the first Sea Level Rise Committee meeting on April 9th and we are also working on engaging a land use attorney experienced in coastal issues. I am also using this as an opportunity to encourage participation from Mr. Foley. Sea Level Rise and succession planning make a great pairing.
- Continued rehab of Clarifiers – we’ve completed three of the clarifiers and have one remaining that is scheduled to be completed before June 30th of this year.
- We continue to look for alternative revenue streams for the plant. We’ve met with Salinas Waste Management to discuss possibility of taking waste grower cuttings and are scheduled to travel to Gonzales for further discussions and a field trip of their recycling facility. We are taking waste from Monterey Botanicals (aka hemp grower). And finally, we are taking brine from Tehama.
- Continued negotiation with the County and Big Sur Land Trust regarding an agreement to mitigate costs for outfall project. The County has agreed that their project will have an impact on our infrastructure and negotiations has turned to mitigation measures. The County continues to hold that they are responsible to assist CAWD in finding grant funding.
- We continue to work on extending data received in Collections Asset Management Study into a long-term capital plan for Collections. I believe that it will appear more fully in the 2020-21 budget document.
- Engaged Frisch Engineering to develop PLC Equipment for the Collection system pump station SCADA upgrade. The goal is to move pump stations to Ignition (the same as treatment plant) and to upgrade all updated PLCs.

Financial Matters

- Presented Preliminary Budget for 2019-20 and Rate Model at March Board meeting.
- Continued to respond to questions from OES regarding grant application. Outfall application was withdrawn from consideration as we continued to attempt to negotiate an agreement with Monterey County. Hatton Canyon application has received tentative verbal approval.

Personnel Management

- Held a Strategy Session with the Board, management staff, and facilitator. We are continuing the leadership training through Leapfrog Consulting. The feedback from staff has been very gratifying. I think we are on a solid path towards changing hearts and minds here at the District – our goal is to make manager and staff alike take ownership and to feel that they are a critical part of the District’s future.
- Continue to manage the transition to job sharing arrangement at the Admin Office front desk. We are very pleased with Domine Barringer, our new Admin Assistant/Board Clerk.
- Continue to work with Beth Ingram from CSI HR Group to ensure success of outsourced human resource function. Ms. Ingram has a dedicated office at the plant and staff is encouraged to interact with her as necessary. I believe bringing the HR function closer to the staff is an important step. We are also working on a program to educate employees about our benefit program – we continue to find that there are gaps in employee knowledge about benefits available to them. Ms. Ingram will be contacting vendors and arranging on site education sessions. Finally, I’m informed that the “new” employee handbook is making progress.
- I took a second week of vacation the first week of April and assigned Chris Foley, Maintenance Superintendent the job of “Acting GM”. He did a superb job for the District and I think he got a better sense of what the General Manager position might look like for him.
- Encourage continued participation of staff in CWEA from all staff. In addition to five employee acknowledgements at the local Monterey Bay Section level we had three winners at the State level. This is a significant accomplishment for the District and staff.

Public & Community Relations

- Continued participation in CSA1 and CSA 50 meetings on flood control.
- Continue to interact with County, Big Sur Land Trust, and public about District’s role in Carmel River Free Project and on Outfall line. Attended public Notice of Preparation meeting for Carmel River Free Project. This is a project much desired by the public but also critical to the sustainability of the District’s pipeline across the lagoon.
- We continue to work closely with State Parks – not only to manage our current

relationship but to potentially set the tone of the future at Point Lobos and for District infrastructure needs. Mr. Treanor, is doing a great job of working with Steve Bachman from the Monterey office regarding issues that are important to CAWD. This is an example of combining community relations with succession training.

- I continue to participate in Integrated Regional Water Management (IRWM) meetings.
- I attend the Special District Association Meetings quarterly with Director Townsend.