

Budget Committee (final): March 13, 2017
Prelim Budget Board Meeting: March 23, 2017
Final Budget Board Meeting: June 22, 2017



Carmel Area Wastewater District Budget – Volume I 2017-18



Carmel Area Wastewater District

2017-18

Board of Directors

Ken White	Board President
Gregory D'Ambrosio	Director (Budget Committee)
Michael Rachel	Director
Robert Siegfried	Director (Budget Committee)
Charlotte F. Townsend	Director

Management Staff

Barbara Buikema	General Manager
Robert Wellington	Legal Counsel
Ed Waggoner	Operations Superintendent
Daryl Lauer	Collection System Superintendent
Drew Lander	Principal Engineer
James Grover	Principal Accountant
Irene Bryant	Administrative Services Coordinator

Mission Statement

Carmel Area Wastewater District is a special district dedicated to protecting the public Health and the environment by the cost-effective collection and treatment of wastewater and the return of clean water to the environment.



Carmel Area Wastewater District 2017-18

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Budget Message



Carmel Area Wastewater District

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Message from the General Manager

On behalf of the Board of Directors and staff of the Carmel Area Wastewater District, I am pleased to present the District's Fiscal Year 2017-18 Budget. This budget serves as the financial plan for FY 17-18 and explains the resource requirements and costs associated with providing safe, effective, and environmentally-sound wastewater services to approximately 11,000 residents, businesses, and government in Carmel and by contract, an additional 4,500 residents in Pebble Beach.

Achievements in 2016-17

The past year has been extraordinarily busy, and yet it seems as if the time flew by so quickly. Some of our achievements over the past year include:

- Once again we had successful “clean” financial audits for both CAWD and the Reclamation Project. Perhaps because we manage this every year some might not think it worthy of note; it's become the expected. I think it's worthwhile to acknowledge the good job that staff does to ensure that we meet this goal every year – they do their job well so it seems routine.
- Approved the replacement of the AT&T communication line at the treatment plant with fiber optic service to improve communications speed, efficiency and productivity.
- Replaced the entry gate to the plant with a considerably more robust version that requires access control and benefits the District with increased security.
- The Board approved entry into a contract with H2O Innovations to extend the Reverse Osmosis (RO) membrane flow path and increase the membrane

area by doubling the number of RO stages from 2 to 4 thereby increasing RO recovery from 75% to 87.5%.

- We successfully recruited a new Operation Superintendent who came on Board July 2016. Mr. Ed Waggoner has 30+ years of experience in wastewater and came to us most recently from the City of Soledad.
- In other staffing, the Lab Supervisor separated from the District after 27 years and the decision was made to promote from within. Mr. Ray DeOcampo was promoted to the position after
- The District Contracted with Johnson Marigot Consulting to provide professional services regarding environmental impacts and regulatory permitting assistance for the Calle La Cruz force main pipe line crossing the Carmel Lagoon.
- In our ongoing effort to complete the gaps in our documentation the District approved both a Vehicle and Electric Cart policy. We are also working on implementing an updated Source Control Ordinance and Standard Plans and Specs.
- Staff prepared and the Board approved the issuance of an RFP for an assessment of the Administrative Office Functions. This report will be the basis for any changes we may undertake – specifically any addition to staffing.
- The new Operations Superintendent is encouraging operation of the plant in the most efficient way possible. To that end he shut down half the clarifiers and aeration basins saving significantly in power costs and improving the working of the plant.
- Phase I – Wastewater Treatment Plant Rehabilitation started in July 2015 and has progressed extremely well but it is apparent it will not finish on schedule – July 2017. We are preparing for it to run over up to 90+ days with an Early Start Phase II Project comprised of cleaning Digester #1 and demo of digesters #2 and #3. We have not encountered any serious difficulties beyond adherence to the schedule and total change order cost to date is 1.28% of contract. Thanks to staff for working with the Construction Manager and Contractor Anderson Pacific. We are rehabilitating the plant

and running it full time while the work is moving forward. It is definitely a big job – but everyone has stepped up to the plate.

Making Significant Capital Investments in the District's Infrastructure

The treatment and disposal of wastewater and reuse of its by-products is a highly regulated enterprise that requires significant capital infrastructure. CAWD operates around-the-clock and the various fixed assets and equipment used in the treatment processes are subjected to heavy usage, sometimes under a challenging operating environment.

The District is committed to bringing the treatment plant and collection system back to the highest standard. We're well on the way to that goal with the current construction at the plant. District staff monitors new technologies and operational approaches, and evaluates those that will bring improvement to the treatment process, save energy, reduce chemical usage, and meet changing regulatory requirements. We think that our Long Term Capital Plan meets all of these goals.

Goals for FY 2017-18

- Continue to improve plant operations – basic training on operations, basic training on maintenance, and focus on the fundamentals. At the same time
- Continue implementation of CMMS-Mainsaver.
- Successfully complete Phase I of our Plant Rehabilitation.
- Continue momentum from Phase I with pre-design for Phase II and initiate final design for Phase II.
- Work with State Parks and other interested agencies on rehabilitation of easement trail in Hatton Canyon and our sewer pipeline.
- Continue to follow the Carmel Lagoon Ecosystem Protective Barrier, Scenic Road Protection Structure and Interim Sandbar Management Plan Project. Collaborate with County and other agencies when possible. The District has a significant interest in this project as it could make the difference between continued flooding at our facility versus a dry environment.
- Work with the County on the Carmel River Free Project and its potential impacts on our infrastructure in the Carmel Lagoon South Finger.
- Exceed all NPDES permit requirements and comply with all regulations for current waste discharge permits.

- Protect the environment – we have always been good stewards of the environment and we take it as our charge improving the plant so that we can continue to be a good neighbor at our current location.
- Reduce energy consumption – this will reduce operating costs and the carbon footprint at the plant.
- Maximize cost effectiveness by operating and maintaining the plant and collection system at the lowest cost.
- Investing in Safety Practices by building a culture of safety at the facility whereby safety is an everyday and all day affair at the District.
- Maintaining reliability through the application of asset preservation and redundancy.
- Engage in a sea level rise study for the Carmel Bay area. Enhancing flood protection at the facility by planning and designing mitigation approached for flood events.
- Prepare a 15 year Long Term Capital Plan for the Collection System.

A Sustainable Future

Over the past six years the District has worked non-stop to provide for a sustainable future at the treatment plant. We have taken steps to make sure that the District is financially stable and positioned for whatever the future may bring. We have identified issues that may adversely impact the District and are working on solutions.

We are also looking at what we internally call the “very long term” viability of the treatment plant. We’ve initiated an analysis of sea level rise in the Carmel Lagoon and its potential impact on the collection system. We’re talking about potential solutions for encroaching sea water on our system and we’re talking about financing. The one thing we know for certain is that the only way to face the challenges of the “very long term” is to start thinking about and planning for it right now.

In closing, our people make us what we are. I am privileged to work with 24 talented, experienced, and dedicated individuals. Whether they have years of experience in the field of wastewater or are new to it, all of them are deeply committed to the field and doing the best job possible. On behalf of staff I would like to express our thanks and appreciation to the CAWD Board of Directors for supporting the goals and objectives of the District and in appropriating the necessary resources to enable us to achieve a high level of performance in

safeguarding the public health and environment and provide wastewater service in the most cost-effective manner we possibly can.

Barbara Buikema
General Manager



Budget in Brief



FY 2017-18

Budget in Brief

Our Mission

Carmel Area Wastewater District is a special district dedicated to the protection of the public health and the environment by the cost-effective collection and treatment of wastewater and the return of clean water to the environment.

Who We Are

Formed in 1908, we are one of the oldest sanitary districts in the state. At the time of formation we provided septage facilities for the village of Carmel-by-the-Sea. Today we have grown to provide collection, treatment and disposal of wastewater for 11,000 people within the District and treatment and disposal for an additional 4,500 people in Del Monte Forest as provided for by contract agreement with Pebble Beach Community Services District (PBCSD).

The CAWD collection system is comprised of approximately 83 miles of gravity sewers ranging in size from 6 inches to 27 inches in diameter together with nearly 5 miles of force mains, 7 pump stations, and over 1,500 manholes. This budget is reflective of our 5 year capital improvement program to replace or rehabilitate pipelines.



The District's customer base is split 94% residential and 6% commercial/retail. The community is fully built out and there is little change from year-to-year.



The District is very interested in expanding into Carmel Valley and further into the Highlands area. We believe that publicly treated wastewater operations are the best

way to protect public health and the environment. In this time of drought, adding to our customer base would greatly help us to reclaim even more water – which in this environment is like gold.

The treatment plant utilizes the activated sludge process for secondary treatment. The plant has been designed to treat 4.0 million gallons per day of primarily domestic wastewater. At the present time the plant has a permitted capacity of 3.0 MGD. Current average dry weather flow is approximately 1.3 MGD which represents 43% of permitted capacity. Approximately one third of our influent flow is from PBCSD.

The District treats wastewater from Carmel and surrounding areas providing advanced treatment to nearly drinking water standards. We reclaim nearly 75+% of our influent and return it to the Del Monte Forest where it is used to irrigate seven world famous golf courses including Pebble Beach, Poppy Hills, and Spanish Bay. We are currently involved in a capital improvement project to the existing Reverse Osmosis (RO) units to improve performance and recovery. Extending the RO membrane flow path length and increasing the RO membrane area by doubling the number of RO stages from 2 to 4 stages will allow us to increase the operating recovery from 75% to 87.5%; thereby increasing production by 16.7%. This project is very much in line with our mission statement of returning clean water to the environment.

Budget Highlights

- \$14.7 million total operating and capital budget for Fiscal Year 2017-18.
- Operations account for 49.2% (\$7.3 million) of the budget, the capital budget is 49.3% (\$7.2 million), and non-operating expenses account for the remaining 1.5% (.2 million) complete the total 2017-18 budget.
- The District's CalPERS Classic plan anticipates an Unfunded Accrued Liability (UAL) of \$118,403 and a PEPRA plan UAL of \$6,196.
- District Operating Supplies a 40.37% increase in large measure due to conversion from chlorine gas to sodium hypochlorite. While sodium hypochlorite is a more costly disinfectant, it is the trade-off the District accepted to greatly increase safety.
- There are two major capital projects slated for the Collection System, including the Calle la Cruz force main replacement and Hatton Canyon trail rehabilitation.
 - Calle La Cruz Force Main: design and construction of a permanent 6" HDPE replacement force main to cross the Carmel Lagoon to connect with the existing force main. It is approximately 400 feet of new piping.
 - Hatton Canyon Trail Rehabilitation: The District maintains a sewer easement nearly the entire length of Hatton Canyon. We experienced a sewer spill in 2014

and again in 2017. We would like to attempt to collaborate with other local agencies on a solution to the trail; however, we recognize that we must address the reoccurring spill potential.

- At the treatment plant we will continue to work on Phase I of our plant rehabilitation project. As of June 30th we are close to project completion, but recognize that we will likely not meet our contract completion date of July 25, 2017. The budget provides for a carry forward of \$4M or 27% of the original budget. We anticipate the contract will run over 90+ days. Nonetheless, the project is progressing extremely well and is we have begun the planning process for Phase II.
- For 2017-18 the Long Term Capital budget clearly calls out the carry forward for Phase I, details Phase II and Phase III along with a list of multiple independent projects. Moving into the new fiscal year the District has budgeted to complete work in the following functional areas:
 - Phase I will have completion work in all of the original functional areas of the plan. Budgetary carry forward is slightly more than a quarter of the contract amount.
 - There is a Phase II Early Start component for \$1.4M that extends two years. The first year, or 2017-18, includes demolition of existing older small digesters and cleaning and evaluation of Digester #1. Digester #1 was last cleaned in 1999 and one of the draft mixing tubes is out of service.



- The Pre-design of Phase II has been approved by the Board of Directors and will include an update of the asset database to include all work from Phase I and an analysis of Phase II improvement risk. Pre-design will commence for MCC & PLC replacement, Digester #1 replacement cover, and Headworks Screening Improvements. And finally, the expectation is a clear roadmap that allows us to segue way into formal design of Phase II.
- During 2017-18 the District will continue its plan to rehabilitate one clarifier per year until all four are complete. Work will include rehabilitation of the effluent

- launders, sludge collector mechanisms, repair of center islands, and repair or replacement of the center drives. Two are complete, this will be the third clarifier rehab undertaken.
- Staff plans to rehabilitate the microturbine – the District has two 30 kW turbines; however, one is currently not operational. The plan is to repair or replace with a single 60 kW turbine. We have sufficient digester gas to produce up to 60kW of power generation and heat the digester 90% of the time during a 24 hour period
- Finally, staff plans on hiring an independent firm to perform a sea level analysis of both the treatment plant as well as the collection system infrastructure. This analysis is required by the Regional Water Quality Control Board prior to permit renewal in 2019 and is also integral to our long term planning efforts. CAWD has already begun looking at where the District should be in the next 25 – 30 years and are performing plant rehabilitations accordingly.
- The District’s only outstanding debt is the 2004 California Statewide Communities Development Authority Water and Wastewater Revenue Series 2004-A in the amount of \$3M. The final payment is in 2025 and is fully reimbursed by the Highlands Sanitary Association.
- The ongoing drought in California and the effort the community has made at conservation has cut influent to the plant dramatically. We are down over the last decade from an average flow of 2MG to 1.3MG. Although, there was a considerable turn around in the drought conditions throughout the state in 2015-16 we do not anticipate that residents will reverse their learned conservation habits.
- The CAWD/PBCSD Reclamation Project is a cooperative effort involving CAWD, the Pebble Beach Community Services District, the Monterey Peninsula Water Management District, the Pebble Beach Company, and the Independent Reclaimed Water Users Group. The Project provides reclaimed wastewater to irrigate golf courses and open space areas within the community of Pebble Beach. Average reclamation production (1994-2016) is 983 AF/year. Even with rain this year, the golf sources are still assessing potential further water sources.

Key Deliverables:

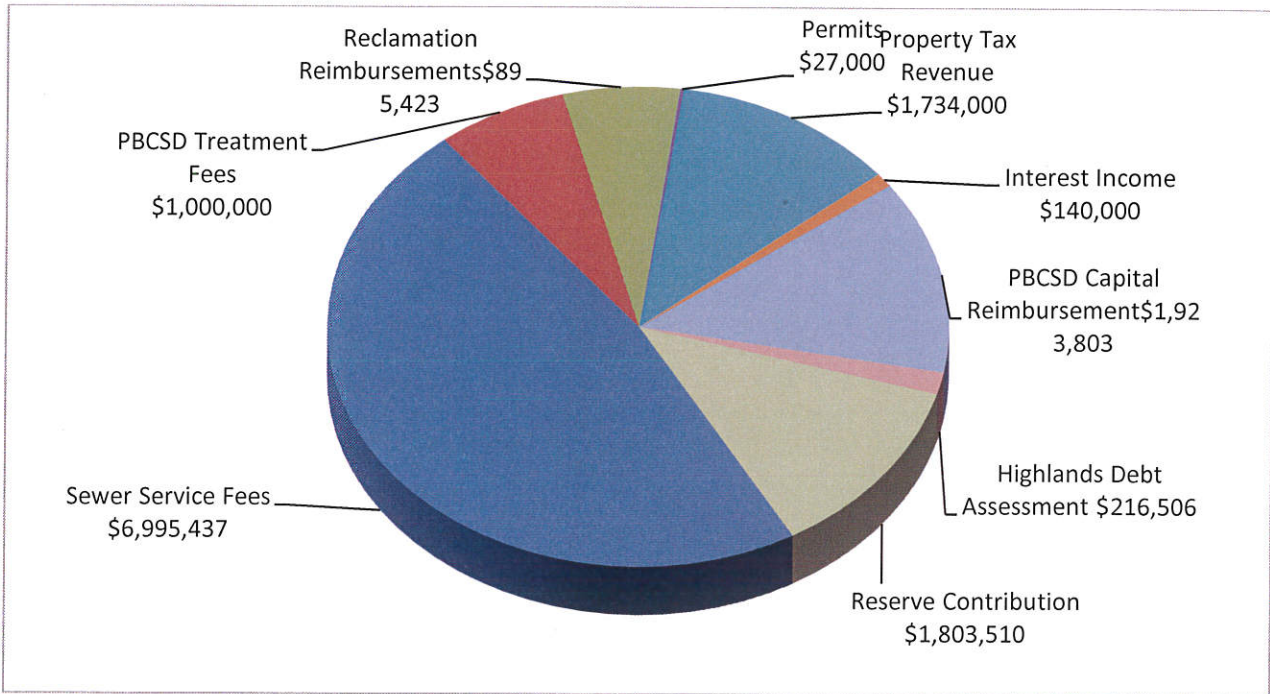
The District’s mission statement is the protection of the public health and the environment by the cost-effective collection and treatment of wastewater and the return of clean water to the environment. In both District Operations and in our Capital Program we take that statement seriously and apply it to everything we do. The improvement projects selected by the District were evaluated with a focus on reducing the risk of asset failure while positioning us to achieve our strategic goals, which include:

- Complying with Regulations for current waste discharge permits and positioning for compliance with probable future regulations.
- Protect the Environment through reliable, efficient, and sustainable treatment of wastewater.
- Reduce Energy Consumption to reduce operating costs and reduce the carbon footprint of the Wastewater Treatment Plant.
- Investing in Safety Practices to reduce the potential for injuries and environmental hazards at the Wastewater Treatment Plant.
- Maintaining Reliability through application of asset preservation and redundancy.

- Supporting the Reclamation Project by reliably supplying secondary treated wastewater to the tertiary microfiltration/reverse-osmosis (MF/RO) plant.
- Enhancing Wastewater Treatment Plant Flood Protection by planning and designing mitigation approaches for flood events.

How is the District Funded?

FY 2017-18 revenue and financing \$14.7 million



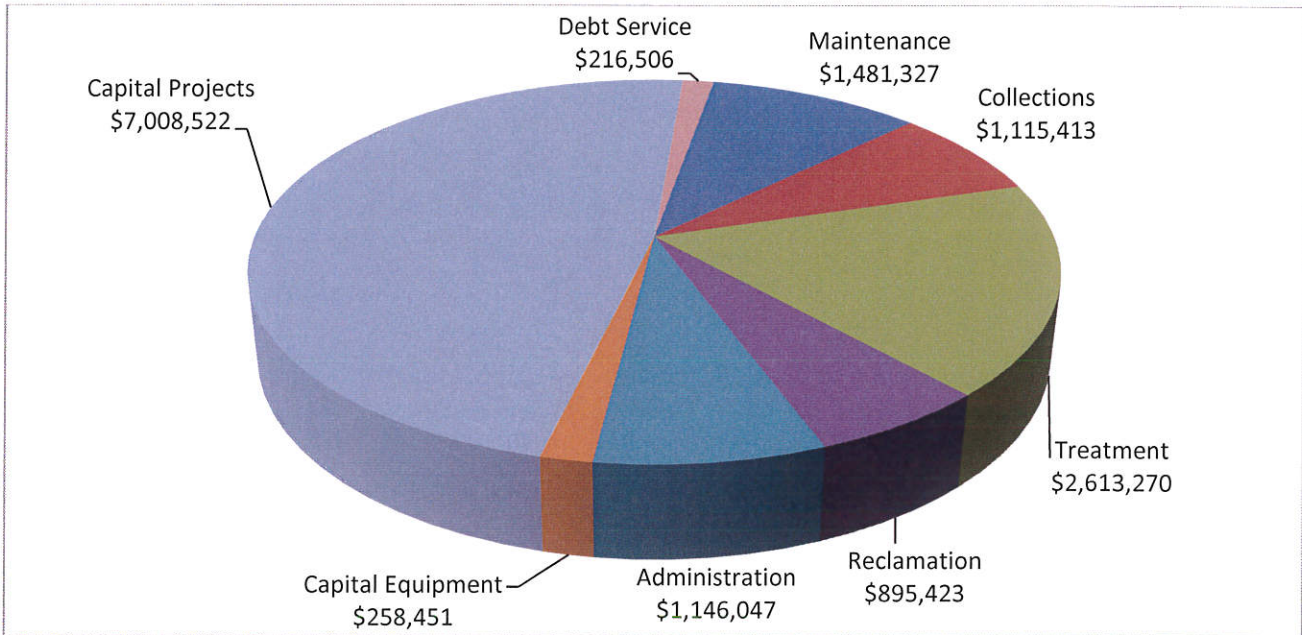
The District receives funding from a variety of sources. They include sewer service fees, treatment fees from PBCSD, reimbursement from the Reclamation Project, property tax revenue, interest income, and funds from the participants in the Highlands Bond issuance that cover all debt service.

Wastewater service fees account for approximately 47.5% of total budgeted revenues for 2017-18. Additional treatment fees from wastewater coming from Pebble Beach account for another 6.8% of total revenues. The combined total of 54.3% represents total revenues from the District's core function of wastewater treatment. The District is also reimbursed from both PBCSD and the Reclamation Project for their share of operations and capital improvements. In the coming fiscal year that amount is 19.2% of total revenues – a clear indicator that we are very much in capital improvement mode. The District does receive a small amount of revenue, 11.8% of total budget, in the form of property taxes for those parcels that were in the District pre-Prop 13. Post Prop 13 all property tax revenues for any parcel annexed into the District belong to the County of Monterey.

This year 12.2% of our revenues are coming from Reserves – we've worked long and hard to be in a position to fund our capital improvement program and that is reflected in our budget. We are not sure if we will be able to fund everything on a pay-as-you-go basis; however, it continues to be our current strategy. The District recommended an 8.6% increase in wastewater service fees this year to help fund not only the cost of operations, but also the long term capital plan. As indicated, we have not taken on any additional debt to fund Phase I of our capital improvements. We are utilizing

reserves and planning for the future. This budget lays out the next 15 years at the treatment plant. We're working on assembling a similar timeline for the collection system. We know that there are challenges ahead; however, we're taking steps now to help us meet those challenges head on. We're grateful to our constituents for the support they have shown in this period of rehabilitation and rehab – it is gratifying to have that community support.

What does the FY 2016-17 budget pay for?



The District has budgeted 49.3% of its total fiscal year 2017-18 budget for capital projects. We are well into Phase I at the treatment plant, although it is running behind schedule and will likely go past its final date in July 2017. We have already begun pre-design for Phase II. We have also done significant work on our collection system in the form of a capacity study, GIS project, and the initial work in putting together a formal long term capital plan. We expect to formalize the Collection System 15 year long term plan during the 2017-18 budget period.

Without question we front-loaded the work on our 15 year capital plan at the treatment facility – however, we know that in order to keep our facility in the best shape it can be it requires continued work and rehabilitation. We're planning to make sure that we're in a position to take care of the facility for the long term. We have also started to plan for sea level rise by preparing the analysis and making a decision on what steps we need to take.

Plan Operations this year comprise 49.2% of our expenditures with 3.6% devoted to operation of the Reclamation facility. While operating costs continue to increase, if for no other reason because of inflation, this budget also reflects that Phase I is coming to a close and that we are doing more internal maintenance. Over the long haul we recognize that we must continue make an investment in the plant and the collection system annually in order to maintain what we have. Our long term plan reflects that reality of continued investment in our community.

District Reserves

As prudent management of our finances dictates, the wastewater district keeps a reserve of money to cover projects and unexpected events. Prior to entering into any capital project the District policy is to ensure that it has all funding available to it.



There are different types of reserves:

Compensated Accruals Reserve: set aside to fund accrued liability due employees for their vacation leave. CAWD has taken a conservative position on this and has set aside \$170K. Each year this amount is adjusted to actual records. Employees have negotiated an accrual limit of 320 hours. There is no payout of sick time.

Rate Stabilization Reserve: a set aside to help mitigate future increases in user rates due to increases in the operating budget. By Board consensus this fund is set at \$644K. The District dipped into this fund in 2014 in the amount of \$81K and has no plans to replenish it.

Capital Reserve: These are funds set aside for capital rehabilitation and replacement of the treatment plant and the collection system. The Fiscal Year 2017-18 budget contains \$7.4M in capital projects and equipment, of that amount \$5.1M is CAWD's responsibility. The balance will come from reimbursement through Pebble Beach Community Services District or the Reclamation Project. The District currently has \$16.4M in its capital accounts; we will draw down that amount by \$5.1M this year.

The District Board of Directors has decided to set up a restricted reserve effective July 1, 2017: Sea Level Rise. The intent is to start to analyze and prepare for what may be to come. Projections by the end of this century show the rise may be as much as 6 inches. We need to be prepared.

Operations Budget

The Fiscal Year 2017-18 Operations Budget provides for \$7.2M in various expenditures.

Once again, Treatment fees from Pebble Beach Community Services District assume roughly 1/3 of treatment expenses. Historically the flows from PBCSD have ranged from 28-32%. They can vary widely from year-to-year based on usage and drought conditions. Additionally, the CAWD system has to contend with inflow and infiltration that increases the percentage attributable to CAWD.



Employees negotiated a 2.7% Cost of Living Adjustment (COLA) this year. Employees also continue the process of increasing the CalPERS Employee Contribution 1% yearly. For 2017-18 they will contribute 5.0%. We have one third of our employees enrolled in Public Employees’ Pension Reform Act (PEPRA) that are already contributing 6.25%.

Health insurance, second only to salaries and pension in scale, increased 3% effective January 2017. The District joined a Joint Powers Association for health insurance in 2015 and has been very pleased with the plan given the market volatility. This budget assumes a 5.2% increase for the coming year. Our agreement with employees is to renegotiate health benefit each fall.

CalPERS Classic contribution rates are projected at 14.16% for 2017-18. The CalPERS PEPRA contribution is projected at 12.85%. The SAM pension contribution has dropped to \$78K for the year – the plan is 95% funded as of July 1, 2016.

Wastewater Charges raised to Maintain and Rehabilitate Critical Infrastructure

The District has proposed an increase of 8.0% in its residential user fees. Residential is the largest category in the District and accounts for 94% of our customer base and roughly 70% of revenues. The rate increases are necessary to undertake the capital upgrades and to help us continue on with our strategy of “pay-as-you-go” to fund our improvements.

We offer an accounting of residential rate increases over the last 5 years for review.

	2013-14	2014-15	2015-16	2016-17	2017-18
Residential Rates	11.11%	10.97%	11.89%	12.46%	8.0%
Weighted Avg	11.68%	11.25%	11.93%	12.15%	8.0%

Budget Development

BUDGET DEVELOPMENT: Balanced Budget, Basis of Budgeting, Accounting, Development & Administration

The Board approves and adopts a balanced budget prior to the start of the fiscal year beginning July 1. The Board, General Manager, and Agency staff each has their respective Agency, departmental, and programmatic responsibilities to develop a financially responsible budget each fiscal year. Budget development is guided by financial policies and procedures, the strategic business plan, long and short term organizational goals and objectives, the economic climate, and other external factors.

The budget reflects the costs necessary to provide customers with safe and reliable wastewater service for the budget year and the long term and endeavors to keep rate increases low and yet provide for the District's long-term sustainability. The budget allocates resources, is utilized to develop rates and charges that provide adequate revenues to meet its needs, and encourages efficiency at every level.

Allocation of resources and strategic decision making does not end once the budget is adopted. Throughout the year each department is responsible for implementing the budget and monitoring performance, responding to unforeseen circumstances, and participating in long-range planning.

Fund Structure: The District is a single enterprise fund agency. This is an accounting system that emphasizes accountability rather than profitability. Enterprise funds provide goods or services to the general public for a fee or user charge, similar to the operation of a commercial enterprise.

Balanced Budget: The Budget is balanced when revenues equal expenditures. When revenues exceed expenditures, surplus funds are transferred into designated reserves in accordance with the District's Reserve Policy. The District's rates and charges are set to ensure that revenues are sufficient to recover the total cash needs in a given fiscal year and meet long-term capital needs.

Cash Basis of Budgeting: The District's annual budget is based on the cash method of accounting. Non-Cash depreciation and amortization expenses are included as line items at the request of the District's financial auditor. The District does not budget for depreciation. Revenues are budgeted according to what is expected to be collected during the budget year, and expenditures are budgeted according to what is expected to be spent during the fiscal year. The cash basis recognizes revenue when cash is received and recognizes expenses when cash is spent.

Accrual Basis of Accounting: The District is an enterprise fund and accounts for all its financial activity utilizing the accrual method of accounting in accordance with all applicable Government Accounting Standards Board (GASB) pronouncements for accounting, and recognizes revenues, expenses, assets, and liabilities in the proper fiscal year. The accrual method recognizes transactions and events when they occur, regardless of when cash is received or spent. One of the primary differences between the cash basis of budgeting and the accrual basis of accounting is the accrual method matches revenues to expenses which gives a more accurate picture of the District's financial condition.

Budget Appropriation: The District Budget covers all expenditures for any given fiscal year. During the year, the budget can be increased through a budget amendment resolution, approved by a majority of the Board of Directors. There is no legal restriction on the amount or frequency that the budget can be amended. Only the Board of Directors can increase the total allowable operating and capital appropriations. The General Manager is authorized to hire regular employees up to the number approved by the Board of Directors, in accordance with the “Designation of Classification Titles” authorized annually.

Development, Adoption, and Administration: The annual budget development begins with an analysis of the current year budget compared to projected annual expenditures and long-term capital improvement program funding, and serves as the baseline for the upcoming year’s budget. Unanticipated expenses are identified, and revenue and expenditure patterns are analyzed. During the course of budget development each department is responsible for developing their individual budgets for the year and for developing a long term capital plan with coordination from the Principal Engineer.

This work forms the basis for the “1st Draft” that is used as the basis for discussion with the Budget Committee (two Board members are selected annually). The General Manager and Budget Committee meet to review options to balance the budget and reach the District’s strategic goals. Concurrently with the Budget Committee, there is a standing Salary/Benefits Committee that meets to discuss the employee negotiations and other personnel related expenditures. Both of these Board Committees work together to prepare and finalize a Preliminary Budget that is presented to the full Board in March of each year.

The Preliminary Budget forms the basis for the rate model that is publicly noticed under Proposition 218 rules to every parcel holder of record in the District. At the Preliminary Budget meeting stakeholders are encouraged to provide input on the budget for consideration. Any direction provided by the Board in March is incorporated into the final proposed budget. If necessary, the Budget Committee will meet again prior to the completion of the final budget which is presented at the June meeting in a publicly noticed meeting to consider its adoption. Once adopted, the budget serves as the revenue collection and spending plan for the fiscal period.

On a monthly basis, during the fiscal year, staff prepares a detailed budget performance report and brief revenue and expenditure analysis. These monthly reports are available for public review and are available on the District web site at <http://www.cawd.org/board-of-directors.html>.

Budget Responsibilities

Budget decisions are made through a process that involves the Board of Directors, District staff, and the public. The responsibilities for financial management planning and budget control are as follows:

Board of Directors

- Establish both short and long-term financial goals for the District.
- Develop strategic guideline/policies to guide staff in the development of the operating and long term capital budget priorities.
- Ensure sound budgeting policies are in place.
- Ensure the adequacy of District resources. Review proposed cash flow projections.
- Approve user fees and charges.
- Participate, as appropriate, in budget committees.
- Monitor and provide budget oversight throughout the fiscal year.

General Manager

- Review and present to the Board of Directors long range plans, budgets and revisions, schedules of rates and charges, and other financial transactions, as necessary.
- Authorize budget transfers of up to 5% of the fiscal years' budget between the operating and capital budget, provided that the total budget remains unchanged.
- Support the development of the Strategic Plan that included projections of short range and long range financial needs, and recommend methods for meeting those needs.
- Develop procedures and controls to monitor and assure compliance with the budget.
- Assist departments throughout the year with their budgets and financial issues.
- Authorize the allocation of budgeted funds from contingency.
- Implement emergency financial procedures within approved limits, when necessary.

Departmental Responsibilities

- Prepare departmental O&M budget requests.
- Prepare current year Capital Improvement Program requests in conjunction with Principal Engineer.
- Prepare and/or update long term capital requests. The District is committed to a 15-year planning horizon for its capital program.
- Monitor financial performance and take prompt corrective action, as needed.
- Monitor key performance indicator and take corrective action, as appropriate.
- Promptly inform the General Manager when unforeseen circumstances indicate that budget amounts may be exceeded or that expected revenues may be less than planned.

Principal Engineer

- Work with Collections, Maintenance, and Operations Superintendents to review, monitor, and clarify capital budget requests.
- Prepare and/or update long term capital plan for all departments.
- Maintain the District's commitment to a 15-year planning horizon for its capital program.
- Monitor all capital projects under Engineering purview

- Promptly inform the General Manager when unforeseen circumstances indicate that budget amounts may be exceeded or that capital/operation planning was incorrect for projects under Engineering purview.

Principal Accountant

- Prepare financial projections, schedule of rates and charges, and other financial materials.
- Produce monthly expenditure and revenue reports.
- Prepare periodic reports on the status of expenditures, revenues, investments and actions taken to ensure the financial stability of the District
- Prepare information on financial trends to facilitate evaluation of the District's financial position and identify conditions requiring management attention.

Budget Calendar

July – Oct	<ul style="list-style-type: none"> -Assess budget goals, organization needs, and current economic factors -Budget guidelines and assumptions prepared -Capital budget development starts -Operating budget development starts
Nov – Dec	<ul style="list-style-type: none"> -Initial compilation and review of departmental O&M budgets -Initial budget revenue submittals (Operating & Non-Operating) -Meet with Employee Negotiators in December to discuss requests -Departmental O&M budgets initial draft completed -Initial staff review of departmental CIP budgets
January	<ul style="list-style-type: none"> -Conduct initial Budget and Salary/Benefits Committee meetings -Budget direction discussed and confirmed with Board Committees -Compilation and review of departmental CIP budgets
February	<ul style="list-style-type: none"> -Finalize employee Salary/Benefits package for Preliminary Budget -Initial review of Preliminary Rate Model with Budget Committee -Prepare preliminary charts, graphs, tables & narrative
March	<ul style="list-style-type: none"> -Preliminary Budget presented to full Board -Preliminary Rate Model presented to full Board
April	<ul style="list-style-type: none"> -Finalize employee compensation package with Salary/Benefits Committee -Finalize review by Budget Committee -Finalize budget review with Budget Committee
May	<ul style="list-style-type: none"> -Prop 218 Notices mailed to all parcel holders of record
June	<ul style="list-style-type: none"> -Final Budget presented in public meeting to full Board for approval -Final Rate Model approved in public meeting by full Board -Publish and distribute final approved Budget document
July 1 – June 30	<ul style="list-style-type: none"> -Budget Management & Oversight -Budget amendments increasing the overall fiscal year budget are subject to Board review and approval -Monthly Budget-to-Actual reports included in Board agenda packet -Annual Audited Financial Statement prepared in early Fall and presented to Board in Jan

Operating Budget

Carmel Area Wastewater District
Budget Summary
2017-18

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	Actual	Budget				
Beginning Fund Balance	24,150,205	24,460,414	23,720,740	21,528,095	15,787,494		13,518,983	
Operating Revenues	7,732,160	7,352,595	7,960,000	7,947,301	8,524,382	7.26%	8,749,478	2.64%
	7,732,160	7,352,595	7,960,000	7,947,301	8,524,382	100.16%	8,749,478	2.64%
Op Expend. (less deprec.)								
Treatment	2,981,186	3,514,144	2,442,516	2,456,006	2,613,270	6.40%	2,684,272	2.72%
Maintenance - Plant	0	0	1,207,430	1,207,430	1,345,282	n/a	1,377,707	2.41%
Maintenance - Field	0	0	111,476	111,476	136,045	n/a	136,890	0.62%
Administration	947,320	1,422,034	1,536,556	1,542,042	1,146,047	99.64%	1,233,941	7.67%
Collection	1,007,235	1,189,416	1,031,103	1,119,431	1,115,413	92.11%	1,076,229	-3.51%
Non-Departmental	0	0	0	0	465,000	n/a	490,000	5.38%
Reclamation Project	450,904	503,702	506,100	506,100	519,945	100.00%	535,178	2.93%
Total Operating Exp	5,386,644	6,629,296	6,835,181	6,942,485	7,341,003	98.45%	7,534,217	2.63%
Operating Gain/(Loss) (exclusive of depreciation)	2,345,516	723,299	1,124,819	1,004,816	1,183,380	111.94%	1,215,261	2.69%
Depreciation Expense	2,556,336	2,559,000	2,661,000	2,661,000	2,661,000	100.00%	2,661,000	0.00%
Amortization Expense	4,860	4,860	4,860	4,860	4,860	100.00%	4,860	0.00%
Operating Gain/(Loss)	(215,681)	(1,840,561)	(1,541,041)	(1,661,044)	(1,482,480)	92.78%	(1,450,599)	-2.15%
Non Operating Revenues	5,234,174	5,745,454	4,075,730	5,653,096	4,407,067	72.10%	3,282,630	-25.51%
Non Operating Expend.	221,638	215,563	218,813	218,813	216,506	100.00%	213,762	-1.27%
Net Income/(Loss)	4,796,856	3,689,331	2,315,876	3,773,239	2,708,080	61.38%	1,618,269	-40.24%
Capital Budget								
Equipment Purchases	0	0	0	0	7,000	n/a	12,000	71.43%
Administration	0	0	0	0	58,013	n/a	51,000	-12.09%
Maintenance	0	0	0	0	90,000	n/a	135,000	50.00%
Collections	31,552	230,000	80,000	210,840	37,949	37.94%	135,000	50.00%

Carmel Area Wastewater District
Budget Summary
2017-18

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	Actual	Budget				
Treatment	100,000	332,500	144,060	168,601	103,438	-38.65%	29,000	-71.96%
Capital Improvement Projects								
Administration	0	0	0	12,000	30,000	150.00%	20,000	-33.33%
Maintenance	0	0	0	0	95,000	n/a	0	-100.00%
Collections	247,975	857,510	540,040	1,267,428	1,270,000	0.20%	1,985,000	56.30%
Treatment	1,428,787	2,071,500	762,070	1,098,000	44,000	-95.99%	40,000	-9.09%
Treatment Long Term Capit:	5,979,203	5,694,000	5,560,030	9,422,831	5,945,000	-36.91%	3,375,000	-43.23%
Total Capital Budget	7,787,517	9,185,510	7,086,200	12,179,700	7,642,451	-37.25%	5,647,000	-26.11%
Ending Fund Balance	23,720,740	21,528,095	21,616,276	15,787,494	13,518,983	-14.37%	12,156,112	-10.08%

Carmel Area Wastewater District

Revenues Budget 2017-18

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	Actual	Budget				
	% of Budget		% of Budget					
OPERATING REVENUES								
Sewer service fees - residents	6,119,985	5,800,715	6,500,000	6,436,201	6,995,437	8.69%	7,205,300	3.00%
Treatment fees - PBCSD	1,146,109	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1,000,000	0.00%
Reclamation Proj O & M reimbursement	455,966	546,880	455,000	506,100	519,945	2.74%	535,178	2.93%
Permits & inspection fees	10,100	5,000	5,000	5,000	9,000	80.00%	9,000	0.00%
<i>Total Operating</i>	7,732,160	7,352,595	7,960,000	7,947,301	8,524,382	7.26%	8,749,478	2.64%
NON OPERATING REVENUES								
Property tax revenue	1,736,624	1,479,635	1,700,000	1,501,830	1,734,000	15.46%	1,768,680	2.00%
Interest Income	188,057	60,000	140,000	75,000	140,000	86.67%	130,000	-7.14%
Highlands Inn assessment revenue	215,594	215,563	218,815	218,813	216,506	-1.05%	213,762	-1.27%
Reimbursement from PBCSD for 1/3 secondary treatment plant improv.	2,271,411	3,260,506	1,642,495	3,009,648	1,923,083	-36.10%	1,144,188	-40.50%
Plant Connection fees	115,212	5,000	170	5,000	18,000	260.00%	18,000	0.00%
Reclamation Project reimbursement	694,936	724,750	359,250	842,805	375,478	-55.45%	8,000	-97.87%
Other	12,339	0	15,000	0	0	n/a	0	n/a
<i>Total Non Operating</i>	5,234,174	5,745,454	4,075,730	5,653,096	4,407,067	-22.04%	3,282,630	-25.51%
TOTAL REVENUES	12,966,333	13,098,049	12,035,730	13,600,397	12,931,449	-4.92%	12,032,108	-6.95%

**Carmel Area Wastewater District
Non-Operating Expenses Budget
2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Actual				
NON OPERATING EXPENSES								
Debt Service - Principal*	130,000	130,000	100.00%	140,000	140,000	100.00%	150,000	3.45%
Debt Service - Interest	89,338	82,963	107.68%	76,213	76,213	100.00%	61,162	-11.24%
Bond Fees	2,300	2,600	88.46%	2,600	2,600	100.00%	2,600	0.00%
TOTAL	221,638	215,563	102.82%	218,813	218,813	100.00%	213,762	-1.27%

Note:

* Highlands Bond is charged to project participants annually on property tax statements in addition to annual user fees
Highlands Bond maturity October 1, 2024

**Carmel Area Wastewater District
Summary O-M Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget
	Actual	Budget	% of Budget	Actual				
Total Salaries	1,606,816	2,047,290	78.49%	2,111,454	2,111,454	100.00%	2,301,995	4.09%
Total Payroll Taxes	160,996	152,298	105.71%	159,488	159,488	100.00%	173,468	4.16%
Total Employee Benefits	685,188	702,584	97.52%	743,643	757,084	98.22%	907,907	16.22%
Total Directors Fees	21,516	24,150	89.09%	27,200	27,200	100.00%	28,250	1.65%
Total Trucks & Autos	47,165	91,628	51.47%	106,520	106,520	100.00%	110,780	7.05%
Total Insurance	81,374	95,320	85.37%	80,000	103,986	76.93%	93,276	-14.21%
Audit/Financial Expense	28,125	21,500	130.81%	26,200	23,000	113.91%	27,400	16.52%
Total Engineering Fees	78,678	245,000	32.11%	272,000	272,000	100.00%	185,000	-20.96%
Total Attorney Fees	66,527	111,000	59.93%	71,000	71,000	100.00%	131,000	63.38%
Total Office Supplies & Svc.	40,197	70,845	56.74%	79,795	79,795	100.00%	48,800	-23.05%
Total Operating Supplies	336,981	284,450	118.47%	261,520	261,520	100.00%	375,975	41.59%
Total Contractual Services	668,468	882,359	75.76%	743,258	817,258	90.95%	867,668	-8.45%
Total Maint & Repairs	547,317	576,400	94.95%	684,813	683,815	100.15%	732,770	6.59%
Total Utilities	267,035	290,815	91.82%	340,725	340,800	99.98%	383,295	9.67%
Total Telephone	29,825	34,800	85.70%	31,400	31,400	100.00%	35,750	11.94%
Total Travel & Training	48,614	74,850	64.95%	71,520	71,520	100.00%	91,695	15.66%
Total Permitting	42,549	32,800	129.72%	41,200	41,200	100.00%	56,895	36.74%

**Carmel Area Wastewater District
Summary O-M Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	
	Actual	Budget	% of Budget	Actual					Budget
Total Membership/Subscrip.	39,049	31,150	125.36%	38,435	38,435	100.00%	40,395	2.85%	2.19%
Total Safety Expenses	35,332	22,615	156.23%	31,610	31,610	100.00%	39,420	31.32%	-5.03%
Total Other Expense	103,988	333,740	31.16%	407,300	407,300	100.00%	367,300	10.68%	-18.52%
CAWD Subtotal	4,935,741	6,125,594	80.58%	6,329,081	6,436,385	98.33%	6,999,039	5.98%	2.61%
Reclamation Project	450,904	503,702	89.52%	506,100	506,100	100.00%	535,178	2.74%	2.93%
Final Subtotal	5,386,644	6,629,296	81.26%	6,835,181	6,942,485	98.45%	7,534,217	5.74%	2.63%
Depreciation Expense	2,556,336	2,559,000	99.90%	2,661,000	2,661,000	100.00%	2,661,000	0.00%	0.00%
Amortization Expense	4,860	4,860	100.00%	4,860	4,860	100.00%	4,860	0.00%	0.00%
Total Operating Expense	7,947,840	9,193,156	86.45%	9,501,041	9,608,345	98.88%	10,200,077	4.15%	1.93%

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget		
	Actual	Budget	% of Budget	Actual					Budget	% of Budget
Salaries	1,525,933	2,205,560	69.19%	2,292,224	2,292,224	100.00%	2,405,537	4.94%	2,519,900	4.75%
Salaries - Overtime	37,283	87,200	42.76%	87,200	87,200	100.00%	87,200	0.00%	87,200	0.00%
Salaries - Standby	43,600	43,680	99.82%	43,680	43,680	100.00%	43,680	0.00%	43,680	0.00%
Temporary Employees	0	22,500	0.00%	0	0	n/a	0	n/a	0	n/a
Allocation to Reclamation	0	(311,650)	0.00%	(311,650)	(311,650)	100.00%	(338,630)	8.66%	(348,785)	3.00%
<i>Total Salaries</i>	1,606,816	2,047,290	78.49%	2,111,454	2,111,454	100.00%	2,197,787	4.09%	2,301,995	4.74%
Payroll Taxes	160,996	152,298	105.71%	181,630	181,630	100.00%	192,020	5.72%	200,150	4.23%
Allocation to Reclamation	0	0		(22,142)	(22,142)		(25,905)		(26,682)	
<i>Total Payroll Taxes</i>	160,996	152,298	105.71%	159,488	159,488	100.00%	166,115	4.16%	173,468	4.43%
Employee Benefits:										
Medical Insurance - Premium	259,503	312,940	82.92%	380,590	380,590	100.00%	400,415	5.21%	404,940	1.13%
Retirement Plan - CalPERS	197,394	232,125	85.04%	211,393	211,393	100.00%	330,558	56.37%	351,419	6.31%
Pension Contribution - SAM	130,572	130,569	100.00%	88,675	88,675	100.00%	78,940	-10.98%	81,450	3.18%
Workers Compensation	111,067	86,665	128.16%	110,144	123,585	89.12%	102,631	-16.95%	108,061	5.29%
Life Insurance	7,173	7,455	96.22%	7,645	7,645	100.00%	7,635	-0.13%	7,635	0.00%
PEHP	20,780	0	n/a	23,570	23,570	n/a	24,866	n/a	26,008	4.59%
Dental Insurance/Claims	35,021	40,500	86.47%	34,450	34,450	100.00%	35,275	2.39%	35,275	0.00%
Vision Insurance	6,320	7,190	87.90%	7,500	7,500	100.00%	7,500	0.00%	7,500	0.00%
Long Term Disability	17,952	19,810	90.62%	20,530	20,530	100.00%	21,700	5.70%	22,760	4.88%
HSA Contributions	26,278	0	n/a	0	0	n/a	0	n/a	0	n/a
FSA Contributions	4,191	0	n/a	0	0	n/a	0	n/a	0	n/a
Tuition reimbursement	5,250	5,250	100.00%	5,250	5,250	n/a	5,250	n/a	0	-100.00%
Employee Assistance Program	3,825	3,930	97.33%	3,925	3,925	100.00%	3,925	0.00%	3,925	0.00%
Employee Awards	114	900	12.62%	0	0	n/a	0	n/a	1,900	n/a
Annual District picnic	2,966	3,250	91.27%	0	0	n/a	2,500	n/a	2,600	n/a
Employee BBQ	331	0	n/a	0	0	n/a	0	n/a	0	n/a
Medical Exams	3,198	500	n/a	2,471	2,471	100.00%	2,100	-15.01%	2,145	2.14%
Allocate to Reclamation	(146,746)	(148,500)	98.82%	(152,500)	(152,500)	100.00%	(143,410)	-5.96%	(147,710)	3.00%
<i>Total Employee Benefits</i>	685,188	702,584	97.52%	743,643	757,084	98.22%	879,885	16.22%	907,907	3.18%
Directors Fees										

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget
	Actual	Budget	% of Budget	Actual				
Regular Board Meetings	8,200	8,800	93.18%	8,800	8,800	0.00%	8,800	0.00%
PBCSD - Directors fees	1,600	1,750	91.43%	1,750	1,750	0.00%	1,750	0.00%
Special Board Meetings	350	5,700	6.14%	5,700	5,700	0.00%	5,700	0.00%
Committee meetings	2,350	800	293.75%	2,100	2,100	0.00%	2,100	0.00%
WaterReuse	0	300	0.00%	300	300	0.00%	300	0.00%
CASA - Directors fees	50	500	10.00%	750	750	0.00%	1,350	80.00%
CSDA conference	562	0	n/a	0	0	n/a	0	n/a
Training	130	0	n/a	0	250	n/a	250	n/a
Director's Dental Claims	8,274	6,300	131.33%	7,800	8,000	2.56%	8,000	0.00%
<i>Total Directors Fees</i>	21,516	24,150	89.09%	27,200	27,650	1.65%	28,250	2.17%
<i>Trucks & Autos</i>								
Gasoline	4,328	11,580	37.37%	16,850	18,200	8.01%	17,300	-4.95%
Diesel	11,524	25,313	45.52%	31,040	32,200	3.74%	32,100	-0.31%
Fuelmaster	395	0	n/a	0	0	n/a	0	n/a
Oil & Grease	2,079	2,475	84.00%	6,000	7,000	16.67%	6,550	-6.43%
Tires, Batteries, Service	6,602	8,700	75.89%	5,700	6,600	15.79%	6,650	0.76%
Outside Repair Service	10,126	9,850	102.80%	12,300	13,000	5.69%	12,600	-3.08%
Repair Parts	6,146	19,000	32.35%	19,000	20,000	5.26%	19,600	-2.00%
Tools	1,621	11,000	14.74%	10,500	10,500	0.00%	10,700	1.90%
Vehicle Accessories	2,367	600	394.48%	700	1,500	114.29%	1,200	-20.00%
Driver medical exams	0	0	n/a	350	0	-100.00%	0	n/a
Smog Check - Vehicles	561	550	101.93%	660	860	30.30%	660	-23.26%
DATCO Drug Testing	757	1,070	70.70%	970	970	0.00%	970	0.00%
Cleaning & detailing	83	390	21.24%	1,000	1,250	25.00%	1,000	-20.00%
Paint & fluids	318	1,000	31.79%	850	1,100	29.41%	850	-22.73%
Waste oil & coolants disposal	260	100	260.00%	600	850	41.67%	600	-29.41%
<i>Total Trucks & Autos</i>	47,165	91,628	51.47%	106,520	114,030	7.05%	110,780	-2.85%
<i>Property/Liability/Auto Insurance</i>								
Auto insurance	1,461	1,350	n/a	1,420	1,475	3.87%	1,475	0.00%
Property Insurance	21,104	23,705	89.03%	15,775	19,300	-18.76%	19,900	3.11%
General Liability	58,809	63,570	92.51%	55,243	60,810	-13.76%	64,176	5.54%
Errors & Omissions	0	4,800	0.00%	4,800	4,800	0.00%	4,800	0.00%

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget		
	Actual	Budget	% of Budget	Actual					Budget	% of Budget
Commerical Crime Policy	0	1,895	0.00%	1,262	2,000	63.10%	1,325	-33.75%	1,375	3.77%
Cyber Crime Insurance	0	0	n/a	1,500	1,500	n/a	1,500	n/a	1,550	3.33%
<i>Total Insurance</i>	81,374	95,320	85.37%	80,000	103,986	76.93%	89,210	-14.21%	93,276	4.56%
<i>Audit/Financial Expense</i>	28,125	21,500	130.81%	26,200	23,000	113.91%	26,800	16.52%	27,400	2.24%
<i>Engineering Fees</i>	78,678	245,000	32.11%	272,000	272,000	100.00%	215,000	-20.96%	185,000	-13.95%
<i>Total Engineering Fees</i>	78,678	245,000	32.11%	272,000	272,000	100.00%	215,000	-20.96%	185,000	-13.95%
<i>Attorney Fees</i>	66,527	111,000	59.93%	71,000	71,000	100.00%	116,000	63.38%	131,000	12.93%
<i>Total Attorney Fees</i>	66,527	111,000	59.93%	71,000	71,000	100.00%	116,000	63.38%	131,000	12.93%
<i>Office Supplies & Service</i>	63	0	n/a	0	0	n/a	0	n/a	0	n/a
Bank fees	12,974	48,500	26.75%	50,500	50,500	100.00%	28,750	-43.07%	21,850	-24.00%
Computers & Equip	3,235	2,500	n/a	4,800	4,800	100.00%	2,800	-41.67%	2,850	1.79%
Furnishings & fixtures	2,119	5,450	38.87%	8,300	8,300	100.00%	13,500	62.65%	7,550	-44.07%
Paper & printing	1,621	2,550	63.58%	2,550	2,550	100.00%	2,620	2.75%	2,630	0.38%
Postage & shipping	12,420	10,450	118.85%	8,000	8,000	100.00%	8,220	2.75%	8,345	1.52%
Office supplies	0	1,000	0.00%	1,000	1,000	100.00%	1,000	0.00%	1,000	0.00%
Equipment rent	3,703	0	n/a	2,000	2,000	n/a	2,060	n/a	2,125	3.16%
Equipment repairs	0	200	0.00%	450	450	100.00%	250	-44.44%	250	0.00%
Copier Supplies	136	195	69.74%	195	195	100.00%	200	2.56%	200	0.00%
Post Office Box Rental	3,926	0	n/a	2,000	2,000	n/a	2,000	n/a	2,000	0.00%
Temp Services	40,197	70,845	56.74%	79,795	79,795	100.00%	61,400	-23.05%	48,800	-20.52%
<i>Total Office Supplies & Svc.</i>										
<i>Operating Supplies</i>	825	30,000	2.75%	10,000	10,000	100.00%	10,000	0.00%	10,000	0.00%
Chemicals	21,919	18,250	n/a	18,250	18,250	100.00%	90,000	393.15%	94,500	5.00%
Chlorine	85,988	53,100	n/a	45,000	45,000	100.00%	46,350	3.00%	47,740	3.00%
Sodium bisulfite	13,811	15,420	n/a	15,420	15,420	100.00%	19,080	23.74%	16,355	-14.28%
Ferric chloride										

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Budget				
Polymer	28,797	21,500	n/a	21,500	22,200	3.26%	22,865	3.00%
Acetic Acid	890	1,040	n/a	1,000	1,050	5.00%	1,080	2.86%
Iodine solution	53	150	n/a	150	200	33.33%	210	5.00%
Potassium iodate	1,643	1,390	n/a	1,750	3,650	108.57%	3,760	3.01%
Generator fuel	822	1,000	82.24%	3,000	5,000	66.67%	3,100	-38.00%
Lubricants & packing	1,518	5,000	30.35%	5,000	5,000	0.00%	2,075	-58.50%
Microturbine	815	3,400	23.97%	4,000	4,000	0.00%	4,150	3.75%
Electrical Supplies	6,658	12,500	53.27%	20,500	35,500	73.17%	36,100	1.69%
Laboratory	27,892	28,300	98.56%	25,000	30,000	20.00%	30,900	3.00%
Paint & fluids	9,604	10,000	96.04%	9,500	11,000	15.79%	9,750	-11.36%
Janitorial	135	1,450	9.32%	700	1,210	72.86%	1,235	2.07%
Personnel	9,046	12,200	74.15%	11,200	11,950	6.70%	11,750	-1.67%
Radios & supplies	11,180	0	n/a	1,500	1,545	3.00%	1,590	2.91%
Welding	185	500	37.02%	1,000	1,000	0.00%	1,050	5.00%
Hand tools	18,464	17,700	104.31%	14,000	15,000	7.14%	15,250	1.67%
General supplies	95,721	50,300	190.30%	51,800	55,300	6.76%	61,230	10.72%
Source control	1,014	1,250	81.15%	1,250	1,250	0.00%	1,285	2.80%
<i>Total Operating Supplies</i>	336,981	284,450	118.47%	261,520	370,285	41.59%	375,975	1.54%
<i>Contractual Services</i>								
Root foaming	57,436	53,000	108.37%	53,000	53,000	0.00%	53,000	0.00%
Pump station monitoring	2,607	2,800	93.10%	2,800	2,900	3.57%	3,000	3.45%
Collection system capacity monitoring	67,022	67,500	99.29%	9,000	9,000	0.00%	9,000	0.00%
Underground Service Alert	292	350	83.38%	375	380	1.33%	380	0.00%
Sludge Haul/Disposal	82,643	102,670	80.49%	95,000	97,850	3.00%	100,785	3.00%
Network Administration	62,453	79,435	78.62%	86,000	83,250	-3.20%	91,435	9.83%
Website Maintenance	1,375	0	n/a	1,000	1,000	n/a	1,000	0.00%
Laboratory Analysis	29,806	27,000	110.39%	29,000	30,450	5.00%	31,365	3.00%
Microturbine Service	0	14,000	0.00%	10,000	10,000	0.00%	10,300	3.00%
Plant Rehabilitation	185,065	100,000	185.06%	150,000	155,000	3.33%	155,000	0.00%
Alarm System	2,320	3,450	67.26%	2,850	3,000	5.26%	3,100	3.33%
Equip rent - generator	1,442	10,000	14.42%	5,000	5,000	0.00%	5,250	5.00%
Janitorial Service	11,320	11,300	100.18%	14,470	14,610	0.97%	14,910	2.05%

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget
	Actual	Budget	% of Budget	Actual				
Copier Service	6,333	5,200	121.79%	5,400	5,450	0.93%	5,500	0.92%
Actuarial Service	12,507	27,000	46.32%	20,000	15,000	-25.00%	16,000	6.67%
Laundry	18,638	16,100	115.77%	13,833	20,700	61.30%	21,360	3.19%
Payroll Processing	6,262	6,495	96.41%	6,500	6,700	3.08%	6,800	1.49%
Data processing - County	19,599	20,429	95.94%	21,000	22,000	4.76%	23,000	4.55%
Accounting Services	0	3,800	0.00%	3,800	3,800	0.00%	3,800	0.00%
Post Office Box Rental	0	130	0.00%	140	150	7.14%	160	6.67%
Landscape Maintenance	22,733	20,000	113.67%	18,140	18,500	1.98%	77,400	318.38%
Hazard/Green Waste Disposal	764	1,000	76.37%	1,500	2,100	40.00%	2,580	22.86%
Grit & Screening Disposal	14,224	10,000	142.24%	13,000	13,500	3.85%	13,900	2.96%
Pest Control	2,079	1,200	173.21%	1,500	1,500	0.00%	1,550	3.33%
Sewer/pre-treatment ordinance	0	0	n/a	2,500	2,500	0.00%	2,575	3.00%
Instrumentation Services	2,334	27,500	8.49%	25,000	25,750	3.00%	26,525	3.01%
Hoist Certification	1,640	1,500	109.33%	2,000	2,000	0.00%	2,100	5.00%
Hazardous chemical disposal	565	500	113.00%	600	700	16.67%	731	4.43%
Outfall Inspection	8,636	10,000	86.36%	8,850	8,850	0.00%	8,850	0.00%
Ocean Monitoring Program	13,569	23,000	59.00%	23,000	23,690	3.00%	24,422	3.09%
Other Special Studies	34,805	30,000	116.02%	57,000	50,000	-12.28%	55,000	10.00%
Calibration	0	1,000	0.00%	1,000	6,400	540.00%	6,590	2.97%
Boiler Servicing	0	1,000	0.00%	0	0	n/a	0	n/a
Plant tree trimming	0	0	n/a	10,000	10,000	0.00%	10,300	3.00%
General Repairs - Collection	0	205,000	0.00%	50,000	43,500	-65.20%	80,000	83.91%
<i>Total Contractual Services</i>	668,468	882,359	75.76%	743,258	748,230	-8.45%	867,668	15.96%
<i>Repairs & Maintenance</i>								
Easements	5,450	5,200	104.81%	5,500	7,000	27.27%	7,000	0.00%
Pump stations	8,698	7,200	120.80%	5,000	4,000	-20.00%	4,000	0.00%
Pump station equipment	11,248	8,000	140.60%	13,800	27,800	101.45%	13,800	-50.36%
Sewer lines	89,253	0	n/a	30,000	30,000	0.00%	30,000	0.00%
Manholes	47,248	24,000	196.87%	26,000	26,000	0.00%	28,000	7.69%
Generators	914	0	n/a	12,000	10,000	-16.67%	16,000	60.00%
General Repairs	228,399	280,000	81.57%	294,998	275,000	-6.46%	285,000	3.64%
Electric Motors	0	6,000	0.00%	10,000	20,000	100.00%	21,000	5.00%
Microturbine R & M	2,971	5,000	59.41%	5,000	5,000	0.00%	5,000	0.00%

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		% of Budget		Est. 2016-17		% of Budget		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget				
Centrifugal Pumps	0	1,500	0.00%	0	0	n/a	0	n/a	0	n/a	0	n/a
Prog. Cav. Pumps	0	2,000	0.00%	0	0	n/a	0	n/a	0	n/a	0	n/a
Plant Pumps	12,216	6,000	203.61%	12,000	12,000	100.00%	51,000	325.00%	31,000	31,000	31,000	-39.22%
Standby Generator	10,956	6,000	182.60%	10,000	10,000	100.00%	10,000	0.00%	10,250	10,250	10,250	2.50%
Control Panels	4,285	6,000	71.41%	12,000	12,000	100.00%	15,000	25.00%	12,250	12,250	12,250	-18.33%
Instruments	0	5,000	0.00%	5,000	5,000	100.00%	18,800	276.00%	10,350	10,350	10,350	-44.95%
Boiler Repairs	0	2,000	0.00%	2,000	2,000	100.00%	4,000	100.00%	4,150	4,150	4,150	3.75%
Lab Equipment	1,697	3,000	56.56%	39,690	39,690	100.00%	3,740	-90.58%	4,000	4,000	4,000	6.95%
Headworks - Primary	8,056	7,000	115.08%	20,000	20,000	100.00%	20,000	0.00%	20,000	20,000	25,500	27.50%
IPS/EPS/DAF	34,917	6,500	537.18%	20,000	20,000	100.00%	17,500	-12.50%	23,075	23,075	23,075	31.86%
Chlorine/Dechlorinator	3,420	10,000	34.20%	36,375	36,375	100.00%	27,575	-24.19%	33,450	33,450	33,450	21.31%
Dewatering/DIG	2,399	10,000	23.99%	16,450	16,450	100.00%	21,450	30.40%	21,995	21,995	21,995	2.54%
Plant Valves	22,042	100,000	n/a	15,000	15,000	100.00%	15,000	0.00%	15,300	15,300	15,300	2.00%
Aeration - Secondary	24,302	10,000	243.02%	15,000	15,000	100.00%	18,000	20.00%	25,650	25,650	25,650	42.50%
Demolition	14,800	50,000	29.60%	50,000	50,000	100.00%	50,000	0.00%	52,000	52,000	52,000	4.00%
Buildings	14,047	16,000	n/a	29,000	29,000	100.00%	52,000	79.31%	54,000	54,000	54,000	3.85%
<i>Total Maint & Repairs</i>	547,317	576,400	94.95%	684,813	683,815	100.15%	728,865	6.59%	732,770	732,770	732,770	0.54%
<i>Utilities</i>												
Electricity	231,356	258,230	89.59%	305,810	305,900	99.97%	328,735	7.46%	338,250	338,250	338,250	2.89%
less Secondary Costs attributable to Recl												
Gas	19,479	20,365	95.65%	20,100	20,100	100.00%	22,400	11.44%	27,320	27,320	27,320	21.96%
Propane	1,333	950	140.29%	2,300	2,300	100.00%	2,400	4.35%	2,455	2,455	2,455	2.29%
Water	13,669	9,620	142.09%	10,865	10,850	100.14%	18,445	70.00%	13,450	13,450	13,450	-27.08%
Garbage	564	1,050	53.70%	1,050	1,050	100.00%	1,075	2.38%	1,100	1,100	1,100	2.33%
Cable television	635	600	n/a	600	600	100.00%	700	16.67%	720	720	720	2.86%
<i>Total Utilities</i>	267,035	290,815	91.82%	340,725	340,800	99.98%	373,755	9.67%	383,295	383,295	383,295	2.55%
<i>Telephone</i>												
Fixed Costs	22,536	21,100	106.81%	21,400	21,400	100.00%	22,250	3.97%	22,600	22,600	22,600	1.57%
Cellular Phones	7,153	12,350	57.92%	9,000	9,000	100.00%	11,900	32.22%	12,150	12,150	12,150	2.10%
Repair to Lines	136	1,000	13.62%	1,000	1,000	100.00%	1,000	0.00%	1,000	1,000	1,000	0.00%
Long Distance	0	150	0.00%	0	0	n/a	0	n/a	0	0	0	n/a
Direct Line to Plant	0	200	0.00%	0	0	n/a	0	n/a	0	0	0	n/a

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget		
	Actual	Budget	% of Budget	Actual					Budget	% of Budget
<i>Total Telephone</i>	29,825	34,800	85.70%	31,400	31,400	100.00%	35,150	11.94%	35,750	1.71%
Travel & Training										
Employee Training	25,279	52,500	48.15%	36,570	36,570	100.00%	47,175	29.00%	56,115	18.95%
Conferences	18,031	19,750	91.30%	31,750	31,750	100.00%	32,345	1.87%	32,345	0.00%
Business meetings	5,304	2,600	204.01%	3,200	3,200	100.00%	3,200	0.00%	3,235	1.09%
<i>Total Travel & Meetings</i>	48,614	74,850	64.95%	71,520	71,520	100.00%	82,720	15.66%	91,695	10.85%
Permitting										
State Water Resource Control	2,088	2,300	90.78%	2,300	2,300	100.00%	2,400	4.35%	2,500	4.17%
MUAPCB	2,506	3,000	83.53%	3,000	3,000	100.00%	3,100	3.33%	3,100	0.00%
Treatment Plant Permits	22,297	20,000	111.48%	20,000	20,000	100.00%	25,000	25.00%	25,750	3.00%
Central Coast RWQCB	7,731	0	n/a	3,500	3,500	n/a	9,800	180.00%	10,135	3.42%
Air Pollution Control Permit	2,333	2,100	111.10%	6,000	6,000	100.00%	7,500	25.00%	7,600	1.33%
Air Resources Board-PERP	620	0	n/a	0	0	n/a	1,000	n/a	1,000	n/a
Environmental Health Permit	2,615	3,000	87.17%	3,000	3,000	100.00%	3,090	3.00%	3,100	0.32%
Lab Registration Fees	2,359	2,400	98.29%	3,400	3,400	100.00%	4,445	30.74%	3,710	-16.54%
<i>Total Permitting</i>	42,549	32,800	129.72%	41,200	41,200	100.00%	56,335	36.74%	56,895	0.99%
Membership/Subscriptions										
Employee Certification	4,678	5,100	91.73%	7,755	7,755	100.00%	7,800	0.58%	8,035	3.01%
CWEA	2,056	2,270	90.57%	2,200	2,200	100.00%	3,100	40.91%	3,175	2.42%
CASA	12,480	13,250	94.19%	13,250	13,250	100.00%	13,250	0.00%	13,750	3.77%
WEF	1,101	525	209.71%	1,490	1,490	100.00%	1,640	10.07%	1,665	1.52%
WaterReuse	0	700	0.00%	700	700	100.00%	700	0.00%	700	0.00%
Other	10,768	7,355	146.40%	9,590	9,590	100.00%	9,590	0.00%	9,595	0.05%
Subscriptions/Publications	7,966	1,950	408.54%	3,450	3,450	100.00%	3,450	0.00%	3,475	0.72%
<i>Total Membership/Subscrip.</i>	39,049	31,150	125.36%	38,435	38,435	100.00%	39,530	2.85%	40,395	2.19%
Safety										
First Aid Supplies	445	500	89.04%	600	600	100.00%	555	-7.50%	570	2.70%
First Aid/Medical Services	0	800	0.00%	800	800	100.00%	915	14.38%	930	1.64%
Fire Extinguisher Service	1,052	1,550	67.88%	1,660	1,660	100.00%	1,690	1.81%	1,770	4.73%
Safety Supplies/Emerg Respon	9,069	5,265	172.26%	6,400	6,400	100.00%	8,705	36.02%	6,520	-25.10%

**Carmel Area Wastewater District
Consolidated Departmental Operating Budget 2017-18**

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Actual				
Emergency Response Supplies	4,748	4,000	118.70%	3,250	3,350	3.08%	3,450	2.99%
Uniforms/Boots/Gear	784	1,500	52.26%	5,400	5,885	8.98%	6,000	1.95%
Safety Training	19,233	9,000	213.70%	13,500	20,410	51.19%	20,180	-1.13%
<i>Total Safety Expenses</i>	35,332	22,615	156.23%	31,610	41,510	31.32%	39,420	-5.03%
<i>Other Expenses</i>								
LAFCO Admin Fee	19,030	13,350	142.55%	15,500	16,000	3.23%	16,500	3.13%
Training	1,913	0	n/a	2,000	2,000	n/a	2,000	0.00%
Rate Payer Claims	7,503	2,000	375.14%	2,500	2,500	0.00%	2,500	0.00%
CAWD Newsletter	25,961	26,000	99.85%	27,500	28,500	3.64%	29,500	3.51%
Recruitment	27,866	10,300	270.54%	10,000	10,000	0.00%	5,000	-50.00%
Legal notices	2,942	3,500	84.07%	3,500	5,500	57.14%	5,500	0.00%
Miscellaneous	18,773	278,590	n/a	66,300	106,300	60.33%	6,300	-94.07%
Contingency	0	0	n/a	280,000	280,000	0.00%	300,000	7.14%
<i>Total Other Expense</i>	103,988	333,740	31.16%	407,300	450,800	10.68%	367,300	-18.52%
CAWD Subtotal	4,935,741	6,125,594	80.58%	6,329,081	6,821,057	5.98%	6,999,039	2.61%
Reclamation Project	450,904	503,702	89.52%	506,100	519,945	2.74%	535,178	2.93%
Final Subtotal	5,386,644	6,629,296	81.26%	6,835,181	7,341,003	5.74%	7,534,217	2.63%
Depreciation Expense	2,556,336	2,559,000	99.90%	2,661,000	2,661,000	0.00%	2,661,000	0.00%
Amortization Expense	4,860	4,860	100.00%	4,860	4,860	0.00%	4,860	0.00%
Total Operating Expense	7,947,840	9,193,156	86.45%	9,501,041	10,006,863	4.15%	10,200,077	1.93%

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Actual					
Salaries	5030.006	824,200	1,345,705	61.25%	1,135,419	1,205,205	6.15%	1,261,762	4.69%	a
Salaries - Overtime	5035.006	29,990	80,000	37.49%	80,000	80,000	0.00%	80,000	0.00%	
Salaries - Standby	5040.006	29,040	29,120	99.73%	29,120	29,120	0.00%	29,120	0.00%	
Allocate to Reclamation			(289,500)		(289,500)	(319,480)	10.36%	(329,065)	3.00%	
<i>Total Salaries</i>		883,230	1,165,325	75.79%	955,039	994,845	4.17%	1,041,817	4.72%	
Payroll Taxes	5045.006	96,838	89,148	108.63%	95,210	101,730	6.85%	106,060	4.26%	
Allocate to Reclamation			(21,550)		(21,550)	(24,440)		(25,172)	3.00%	
<i>Total Payroll Taxes</i>		96,838	89,148	108.63%	73,660	77,290	4.93%	80,888	4.66%	
Employee Benefits:										
Medical Insurance - Premium	5070.006	152,631	193,000	79.08%	187,295	186,765	-0.28%	189,430	1.43%	b
Retirement Plan - CalPERS	5080.006	110,040	138,365	79.53%	102,748	148,421	44.45%	152,073	2.46%	c
Pension Contribution - SAM	5090.006	104,052	104,048	100.00%	64,840	59,237	-8.64%	61,000	2.98%	d
Workers Compensation	5100.006	67,929	56,605	120.00%	56,954	50,956	-16.66%	53,571	5.13%	e
Life Insurance	5110.006	4,385	4,580	95.74%	3,980	3,970	-0.25%	3,970	0.00%	
PEHP	5120.006	12,116	0	n/a	11,640	10,771	-7.47%	11,240	4.35%	
Dental Insurance/Claims	5130.006	17,620	22,500	78.31%	15,000	15,000	0.00%	15,000	0.00%	
Vision Insurance	5140.006	3,898	4,495	86.73%	3,900	3,900	0.00%	3,900	0.00%	
Long Term Disability	5150.006	10,530	12,110	86.95%	10,100	10,870	7.62%	11,390	4.78%	
Employee Assistance Program	5180.006	2,391	2,470	96.79%	2,025	2,025	0.00%	2,025	0.00%	
Employee Awards	5185.006	0	900	0.00%	0	0	n/a	1,450	n/a	
Medical Exams	5200.006	1,966	500	393.20%	1,030	2,100	103.88%	2,145	2.14%	f
Allocate to Reclamation		(137,645)	(144,750)	95.09%	(144,750)	(135,300)	-6.53%	(139,360)	3.00%	
<i>Total Employee Benefits</i>		370,859	394,823	93.93%	314,762	358,715	12.47%	367,834	2.54%	
Trucks & Autos										
Gasoline	5310.006	1,461	4,830	30.25%	0	0	n/a	0	n/a	
Diesel	5320.006	1,518	1,313	115.61%	0	0	n/a	0	n/a	
Oil & Grease	5330.006	528	1,475	35.76%	0	0	n/a	0	n/a	
Tires, Batteries, Service	5340.006	1,726	1,000	172.59%	0	0	n/a	0	n/a	
Outside Repair Service	5345.006	2,115	9,000	23.50%	0	0	n/a	0	n/a	
Repair Parts	5350.006	73	4,000	1.84%	0	0	n/a	0	n/a	
Tools	5355.006	524	5,000	10.48%	0	0	n/a	0	n/a	
Vehicle Accessories	5360.006	816	100	816.10%	0	0	n/a	0	n/a	
Smog Check - Vehicles	5380.006	185	200	92.43%	0	0	n/a	0	n/a	

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16		% of Budget		Est. 2016-17		% of Budget		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	Budget	%	Actual	Budget	Budget	%					
DATCO Drug Testing	5400.006	0	100	0.00%	0	0	0	n/a	0	n/a	0	n/a		
Cleaning & detailing	5410.006	30	100	29.95%	0	0	0	n/a	0	n/a	0	n/a		
Paint & fluids	5420.006	0	250	0.00%	0	0	0	n/a	0	n/a	0	n/a		
<i>Total Trucks & Autos</i>		9,031	27,368	33.00%	0	0	0	n/a	0	n/a	0	n/a		
<i>Property/Liability/Auto Insurance</i>														
Auto insurance	5450.006	1,461	1,350	108.21%	1,420	1,420	1,420	100.00%	1,475	3.87%	1,475	0.00%		
Property Insurance	5480.006	15,000	15,005	99.97%	13,691	16,506	13,691	82.95%	17,000	2.99%	17,500	2.94%		
General Liability	5480.006	33,562	37,280	90.03%	34,527	41,010	34,527	84.19%	38,000	-7.34%	39,000	2.63%		
<i>Total Insurance</i>		50,022	53,635	93.26%	49,638	58,936	49,638	84.22%	56,475	-4.18%	57,975	2.66%		
<i>Engineering Fees</i>														
Consulting Fees	5500.006	24,487	125,000	19.59%	77,000	77,000	77,000	100.00%	10,000	-87.01%	25,000	150.00%	g	
<i>Total Engineering Fees</i>		24,487	125,000	19.59%	77,000	77,000	77,000	100.00%	10,000	-87.01%	25,000	150.00%		
<i>Attorney Fees</i>														
Legal Fees	5510.006	40,691	75,000	54.25%	35,000	35,000	35,000	100.00%	20,000	-42.86%	35,000	75.00%	h	
<i>Total Attorney Fees</i>		40,691	75,000	54.25%	35,000	35,000	35,000	100.00%	20,000	-42.86%	35,000	75.00%		
<i>Office Supplies & Service</i>														
Computers & Equip	5540.006	6,411	25,000	25.64%	19,000	19,000	19,000	100.00%	11,250	-40.79%	3,750	-66.67%	i	
Furnishings & fixtures	5545.006	0	2,500	0.00%	3,800	3,800	3,800	100.00%	1,800	-52.63%	1,850	2.78%	j	
Paper & printing	5550.006	394	750	52.58%	500	500	500	100.00%	2,750	450.00%	775	-71.82%	k	
Postage & shipping	5560.006	244	250	97.80%	250	250	250	100.00%	300	20.00%	310	3.33%		
Office supplies	5570.006	7,349	4,000	183.73%	4,000	4,000	4,000	100.00%	4,120	3.00%	4,245	3.03%		
Equipment rent	5580.006	0	1,000	0.00%	1,000	1,000	1,000	100.00%	1,000	0.00%	1,000	0.00%		
Equipment repairs	5590.006	3,703	0	n/a	2,000	2,000	2,000	100.00%	2,060	3.00%	2,125	3.16%		
Copier Supplies		0	200	0.00%	200	200	200	100.00%	0	-100.00%	0	n/a		
<i>Total Office Supplies & Svc.</i>		18,103	33,700	53.72%	30,750	30,750	30,750	100.00%	23,280	-24.29%	14,055	-39.63%		
<i>Operating Supplies</i>														
Chemicals	5615.006	825	30,000	2.75%	10,000	10,000	10,000	100.00%	10,000	0.00%	10,000	0.00%		
Chlorine	5620.006	21,919	18,250	120.10%	18,250	18,250	18,250	100.00%	90,000	393.15%	94,500	5.00%	l	
Sodium bisulfite	5630.006	85,988	53,100	161.94%	45,000	45,000	45,000	100.00%	46,350	3.00%	47,740	3.00%		
Ferric chloride	5640.006	13,811	15,420	89.57%	15,420	15,420	15,420	100.00%	19,080	23.74%	16,355	-14.28%	m	
Polymer	5650.006	28,797	21,500	133.94%	21,500	21,500	21,500	100.00%	22,200	3.26%	22,865	3.00%	n	

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16				Est. 2016-17				Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget		Actual	Budget	% of Budget						
Acetic Acid	5660.006	890	1,040	85.59%	1,000	1,000	100.00%	1,050	5.00%	1,080	2.86%	o		
Iodine solution	5665.006	53	150	35.15%	150	150	100.00%	200	33.33%	210	5.00%	p		
Potassium iodate	5670.006	1,643	1,390	118.23%	1,750	1,750	100.00%	3,650	108.57%	3,760	3.01%	q		
Generator fuel	5675.006	822	1,000	82.24%	0	0	n/a	0	n/a	0	n/a			
Lubricants & packing	5680.006	1,518	5,000	30.35%	0	0	n/a	0	n/a	0	n/a			
Microturbine	5685.006	815	3,400	23.97%	0	0	n/a	0	n/a	0	n/a			
Electrical Supplies	5690.006	6,630	12,000	55.25%	0	0	n/a	0	n/a	0	n/a			
Laboratory	5700.006	27,892	28,300	98.56%	25,000	25,000	100.00%	30,000	20.00%	30,900	3.00%	r		
Paint & fluids	5710.006	9,418	8,000	117.73%	0	0	n/a	0	n/a	0	n/a			
Janitorial	5730.006	0	850	0.00%	0	0	n/a	400	n/a	420	5.00%	s		
Personnel	5740.006	7,406	8,500	87.13%	8,000	8,000	100.00%	8,250	3.13%	8,500	3.03%			
Radios & supplies	5745.006	11,180	0	n/a	1,500	1,500	100.00%	1,545	3.00%	1,590	2.91%	t.		
Welding	5750.006	185	500	37.02%	0	0	n/a	0	n/a	0	n/a			
Hand tools	5780.006	17,954	12,300	145.96%	1,500	1,500	100.00%	2,500	66.67%	2,500	0.00%	u		
General supplies	5790.006	70,844	25,000	283.37%	12,000	12,000	100.00%	6,000	-50.00%	6,180	3.00%			
Source control	5795.006	1,014	1,250	81.15%	1,250	1,250	100.00%	1,250	0.00%	1,285	2.80%	v		
<i>Total Operating Supplies</i>		309,605	246,950	125.37%	162,320	162,320	100.00%	242,475	49.38%	247,885	2.23%			
Contractual Services														
Sludge Haul/Disposal	5820.006	82,643	102,670	80.49%	95,000	95,000	100.00%	97,850	3.00%	100,785	3.00%	w		
Network Administration	5830.006	36,404	40,435	90.03%	40,000	40,000	100.00%	35,750	-10.63%	42,435	18.70%	x		
Laboratory Analysis	5840.006	29,806	27,000	110.39%	29,000	29,000	100.00%	30,450	5.00%	31,365	3.00%	y		
Microturbine Service	5850.006	0	14,000	0.00%	0	0	n/a	0	n/a	0	n/a			
Plant Rehabilitation	5855.006	185,065	100,000	185.06%	0	0	n/a	0	n/a	0	n/a			
Alarm System	5880.006	988	1,000	98.79%	1,000	1,000	100.00%	1,050	5.00%	1,100	4.76%			
Equip rent - generator	5890.006	1,442	10,000	14.42%	0	0	n/a	0	n/a	0	n/a			
Janitorial Service	5900.006	8,795	8,000	109.94%	0	0	n/a	0	n/a	0	n/a			
Copier Service	5910.006	1,688	1,600	105.52%	1,600	1,600	100.00%	1,650	3.13%	1,700	3.03%			
Laundry	5940.006	13,022	11,000	118.38%	5,863	5,863	100.00%	12,000	104.67%	12,360	3.00%	z		
Landscape Maintenance	5980.006	21,140	15,000	140.93%	0	0	n/a	0	n/a	0	n/a			
Hazard/Green Waste Disposal	5990.006	764	1,000	76.37%	0	0	n/a	600	n/a	1,030	n/a	aa		
Grit & Screening Disposal	6000.006	14,224	10,000	142.24%	13,000	13,000	100.00%	13,500	3.85%	13,900	2.96%	bb		
Pest Control	6010.006	2,079	1,200	173.21%	0	0	n/a	0	n/a	0	n/a			
Sewer/prettreatment ordinance	6015.006	0	0	n/a	2,500	2,500	100.00%	2,500	0.00%	2,575	3.00%	cc		
Instrumentation Services	6020.006	2,334	27,500	8.49%	25,000	25,000	100.00%	25,750	3.00%	26,525	3.01%	dd		
Hoist Certification	6030.006	1,640	1,500	109.33%	0	0	n/a	0	n/a	0	n/a			
Hazardous chemical disposal	6040.006	565	500	113.00%	100	100	100.00%	200	100.00%	206	3.00%			

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Actual					
Outfall Inspection	6045.006	8,636	10,000	86.36%	8,850	8,850	0.00%	8,850	0.00%	ee
Ocean Monitoring Program	6050.006	13,569	23,000	59.00%	23,000	23,690	3.00%	24,422	3.09%	ff
Other Special Studies	6070.006	1,685	10,000	16.85%	5,000	0	-100.00%	5,000	n/a	
Calibration		0	1,000	0.00%	1,000	6,400	540.00%	6,590	2.97%	gg
Boiler Servicing		0	1,000	0.00%	0	0	n/a	0	n/a	
<i>Total Contractual Services</i>		426,488	417,405	102.18%	250,913	260,240	3.72%	278,843	7.15%	
Repairs & Maintenance										
General Repairs	6095.006	221,985	275,000	80.72%	20,000	20,000	0.00%	20,000	0.00%	
Electric Motors	6150.006	0	6,000	0.00%	0	0	n/a	0	n/a	
Microturbine R & M	6160.006	2,971	5,000	59.41%	0	0	n/a	0	n/a	
Centrifugal Pumps	6170.006	0	1,500	0.00%	0	0	n/a	0	n/a	
Prog. Cav. Pumps	6180.006	0	2,000	0.00%	0	0	n/a	0	n/a	
Plant Pumps	6190.006	12,216	6,000	203.61%	0	0	n/a	0	n/a	
Standby Generator	6200.006	10,956	6,000	182.60%	0	0	n/a	0	n/a	
Control Panels	6210.006	4,285	6,000	71.41%	0	0	n/a	0	n/a	
Instruments	6220.006	0	5,000	0.00%	0	0	n/a	0	n/a	hh
Boiler Repairs	6230.006	0	2,000	0.00%	0	0	n/a	0	n/a	
Lab Equipment	6240.006	1,697	3,000	56.56%	39,690	3,740	-90.58%	4,000	6.95%	ii
Headworks - Primary	6250.006	8,056	7,000	115.08%	5,000	5,000	0.00%	5,000	0.00%	jj
IPS/EPS/DAF	6260.006	34,917	6,500	537.18%	5,000	2,500	-50.00%	2,575	3.00%	kk
Chlorine/Dechlorinator	6270.006	3,420	10,000	34.20%	21,375	12,575	-41.17%	12,950	2.98%	ll
Dewatering/DIG	6280.006	2,399	10,000	23.99%	1,450	1,450	0.00%	1,495	3.10%	mm
Plant Valves	6290.006	22,042	100,000	22.04%	0	0	n/a	0	n/a	
Aeration - Secondary	6300.006	24,302	10,000	243.02%	0	3,000	n/a	5,150	n/a	nn
Demolition	6310.006	14,800	50,000	29.60%	0	0	n/a	0	n/a	
Buildings	6320.006	11,487	10,000	114.87%	0	0	n/a	0	n/a	
<i>Total Maint & Repairs</i>		375,531	521,000	72.08%	92,515	62,065	-32.91%	56,420	-9.10%	
Utilities										
Electricity	6352.006	209,694	231,080	90.75%	280,000	301,000	7.50%	310,000	2.99%	oo
less Secondary Costs attributable to Recl										
Gas	6360.006	17,375	18,295	94.97%	18,000	20,000	11.11%	24,720	23.60%	pp
Propane	6370.006	545	300	181.82%	1,000	1,000	0.00%	1,030	3.00%	qq
Water	6380.006	8,403	6,000	140.05%	6,000	10,200	70.00%	7,450	-26.96%	rr
Cable television	6390.006	635	600	105.76%	600	700	16.67%	720	2.86%	
<i>Total Utilities</i>		236,652	256,275	92.34%	305,600	332,900	8.93%	343,920	3.31%	

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Actual					
Telephone										
Fixed Costs	6392.006	8,918	8,000	111.47%	8,200	8,450	3.05%	8,700	2.96%	
Cellular Phones	6393.006	3,355	7,000	47.93%	4,000	5,200	30.00%	5,350	2.88%	ss
Repair to Lines	6394.006	136	1,000	13.62%	1,000	1,000	0.00%	1,000	0.00%	
<i>Total Telephone</i>		12,410	16,000	77.56%	13,200	14,650	10.98%	15,050	2.73%	
Travel & Training										
Employee Training	6420.006	20,525	31,500	65.16%	10,570	19,175	81.41%	27,865	45.32%	tt
Conferences	6430.006	9,398	3,750	250.62%	10,250	8,345	-18.59%	8,095	-3.00%	
Business meetings	6440.006	2,146	300	715.37%	300	300	0.00%	310	3.33%	
<i>Total Travel & Meetings</i>		32,069	35,550	90.21%	21,120	27,820	31.72%	36,270	30.37%	
Permitting										
Treatment Plant Permits	6470.006	22,297	20,000	111.48%	20,000	25,000	25.00%	25,750	3.00%	uu
Central Coast RWQCB	6475.006	7,731	0	n/a	1,500	7,800	420.00%	8,035	3.01%	
Air Pollution Control Permit	6480.006	2,333	2,100	111.10%	3,000	4,500	50.00%	4,500	0.00%	
Air Resources Board-PERP	6485.006	620	0	n/a	0	1,000	n/a	1,000	0.00%	
Environmental Health Permit	6490.006	2,615	3,000	87.17%	3,000	3,090	3.00%	3,100	0.32%	vv
Lab Registration Fees	6510.006	2,359	2,400	98.29%	3,400	4,445	30.74%	3,710	-16.54%	ww
<i>Total Permitting</i>		37,955	27,500	138.02%	30,900	45,835	48.33%	46,095	0.57%	
Membership/Subscriptions										
Employee Certification	6550.006	3,499	4,500	77.76%	4,500	4,500	0.00%	4,635	3.00%	
CWEA	6560.006	1,564	1,300	120.31%	1,000	1,600	60.00%	1,650	3.13%	
WEF	6580.006	235	0	n/a	250	300	20.00%	300	0.00%	
Subscriptions/Publications	6640.006	1,200	700	171.36%	1,500	1,500	0.00%	1,500	0.00%	xx
<i>Total Membership/Subscrip.</i>		6,498	6,500	99.96%	7,250	7,900	8.97%	8,085	2.34%	
Safety										
First Aid Supplies	6710.006	445	500	89.04%	500	515	3.00%	530	2.91%	
First Aid/Medical Services	6720.006	0	500	0.00%	400	415	3.75%	430	3.61%	
Fire Extinguisher Service	6730.006	652	1,000	65.21%	1,000	1,030	3.00%	1,060	2.91%	yy
Safety Supplies/Emerg Respon:	6735.006	5,576	3,465	160.91%	3,400	3,505	3.09%	3,610	3.00%	
Emergency Response Supplies	6740.006	4,748	4,000	118.70%	3,250	3,350	3.08%	3,450	2.99%	
Uniforms/Boots/Gear	6750.006	280	1,500	18.69%	2,800	2,885	3.04%	2,975	3.12%	
Safety Training	6760.006	14,223	7,000	203.18%	5,500	9,080	65.09%	9,080	0.00%	zz

**Carmel Area Wastewater District
Treatment Department: Operating Expense Budget 2017-18**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Actual					
<i>Total Safety Expenses</i>										
		25,924	17,965	144.30%	16,850	16,850	100.00%	21,135	1.71%	
<i>Other Expenses</i>										
Recruitment	8910.006	18,849	5,000	376.97%	5,000	5,000	100.00%	5,000	0.00%	
Legal notices	8920.006	0	0	n/a	0	2,000	n/a	2,000	n/a	1
Miscellaneous	8989.006	5,947	0	n/a	1,000	1,000	100.00%	1,000	-98.04%	2
<i>Total Other Expense</i>		24,796	5,000	495.91%	6,000	6,000	100.00%	8,000	-86.21%	
Subtotal Operating Expense		2,981,186	3,514,144	84.83%	2,442,516	2,456,006	99.45%	2,684,272	2.72%	
Depreciation Expense	8997.006	2,200,000	2,200,000	100.00%	2,300,000	2,300,000	100.00%	2,300,000	0.00%	
Total Operating Expense		5,181,186	5,714,144	90.67%	4,742,516	4,756,006	99.72%	4,984,272	1.45%	

**Carmel Area Wastewater District
Treatment: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
a		Salaries	Negotiated 2017-18 COLA increase 2.7%
b		Medical Insurance	Blue Cross 2017-18 Health Insurance increase 3.0%; estimated increase 2018-19 is 4%
c		CalPERS Retirement	CalPERS 2017-18 Rates: Classic 14.20% PEPR 12.78% CalPERS 2018-19 Rates: Classic 14.20% PEPR 12.75% UAL 2017-18: Classic \$51,825; PEPR \$2,554
d		SAM Pension	SAM pension actuary recommended annual contribution of \$78,940
e		Workers Compensation	Worker Comp assumes 2017-18 exp mod 132%
f		Medical Exams	Annual fit testing for respirators & hearing test \$187.50/employee x 11
g		Consulting Fees	Possible consulting services for 2017-18: Dr. Jenkins \$7K to study plant microbiology and operation study of wet well mixing \$13K
h		Legal Fees	Legal services for review of revised Pretreatment Ordinance \$15K and Miscellaneous Other legal \$5K
i		Computers & Equipment	Replace 3 workstations \$4K; replace 3 keyboards \$250; replacement copy machine \$7K
j		Furnishings & fixtures	Purchase of misc furniture \$1,200; 3 new chairs \$600
k		Paper & printing	Assorted exp: Business cards, time off request, source control forms, source control brochure
l		Chlorine	Estimated sodium hypochlorite solution - new system on-line. Anticipate that sodium hypochlorite will be more costly than chlorine gas
m		Ferric chloride	Chemical used for Digester H2S removal
n		Polymer	Expected increase in usage of polymer with new screw press
o		Acetic Acid	Chemical used for chlorine analyzers
p		Iodine solution	Chemical used for chlorine analyzer calibration
q		Potassium iodate	Costs \$1,785/25# bucket - could order one or two during year depending on timing of purchase
r		Laboratory	Increase due to proposed capital expenditures-consumables of new equipment (Gallery unity) \$4K Treatment plant process control nutrients testing
s		Janitorial	In addition to weekly service semi-annual floor waxing
t		Radios & supplies	Allowance for replacing any damaged radios or needed supplies and batteries
u		Hand tools	New and replacement tools for operators & Source Control tools.
v		Source control	Manhole lifter \$1K; Heavy duty socket set \$150; New equipment bag \$100
w		Sludge Haul/Disposal	1500 tons @ \$52/ton; screwpress in 2017; increase due to moving sludge out of Digester #2
x		Network Administration	LIMS \$1,300 (50/50 with Reclamation); ENPDES \$1,600; Exceedio \$27,000; ICOM \$1,500
y		Laboratory Analysis	Expecting a 5% increase in costs from contract labs utilized for various testing requirements
z		Laundry	Annual cost \$5,513. Replacement of damaged/size change estimate \$350
aa		Hazard/Green Waste Disposal	Disposal of chemicals in the Lab
bb		Grit & Screening Disposal	Expected increase in disposal costs due to plant rehabilitation
cc		Sewer/Pretreatment ordinance	Includes Public notice, Public meetings and Realtor notice for revised ordinance
dd		Instrumentation Services	Calibration of liquid & air flow meters \$8,814; miscellaneous SCADA changes \$7K; Suspended solids probes \$4,760; ultra sonic transducer calibration \$5,056
ee		Outfall Inspection	The District is required as part of its NPDES permit to inspect its outfall on an annual basis. We have signed a 3 year agreement with Global Diving - 3 yr agrmt \$8,800 2017-18 marks the second year of the contract.
ff		Ocean Monitoring Program	CcleanCentral Coast Long-Term Environmental Assessment Network (Cclean). The District is required to participate in regional monitoring program in order to fulfill receiving water compliance requirements.
gg		Calibration	Assorted calibration: 5 Balances \$ 300 Weights calibration \$ 500 Thermometer \$ 500 Moisture analyzer \$ 2,500 Annual microscope maintenance \$ 1,500 Quanti tray service \$ 400

**Carmel Area Wastewater District
Treatment: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	hh	Instruments	1. Emergency instrument replacement \$ 5,000 2. Hach SC200 replacement controller \$ 7,750 3. Influent pH on-line probe \$ 2,300
	ii	Lab Equipment	1. Drying oven (50% Recl) \$ 1,138 2. Electrical desiccator (50% Recl) \$ 1,600 3. Balances weights \$ 1,000
	jj	Headworks - Primary	Possible PLC I/O repair \$5K; Hach SC200 replacement controller \$2,750; Influent pH on-line probe \$1,100
	kk	IPS/EPS/DAF	Possible PLC I/O repair
	ll	Chlorine/Dechlorinator	Chlorine analyzer parts \$7,800; PLC I/O \$5,000; Eyewash/Drench shower supplies \$275
	mm	Dewatering/DIG	Replacement parts for the polyblend \$1,100, polymer cleaning solution \$350
	nn	Aeration - Secondary	Possible PLC I/O repair \$3,100; Aeration tank dissolved oxygen replacement probes \$2,400
	oo	Electricity	Estimated 7.5% increase
	pp	Gas	Increase natural gas usage due to running one micro turbine
	qq	Propane	Purchase tanks for use with the forklift
	rr	Water	California American Water has announced rate increases up to 70% to cover costs of infrastructure and water
	ss	Cellular phones	Increase costs due to purchase of additional Ipad's for Mainsaver
	tt	Employee training	Increase in training budget due to Mainsaver and Ignition trainings
	uu	Treatment Plant permits	Per SWRCB website CAWD is classified a A2 site with posted annual fee for permit
	vv	Environmental Health permit	Required permits - estimated based on prior year invoice plus 3%
	ww	Lab Registration fees	ELAP fees increase was posted 02-21-17. Base fee \$1,890 plus field of testing (FOT) of \$851 x 3
	xx	Subscriptions/Publications	We continue to add books/manuals to the library for Maintenance, Lab and Collection certification for staff
	yy	Fire Extinguisher Service	Annual service throughout the plant -- recharge and/or replacement
	zz	Safety training	Recommended training courses for 2017-18 as follows: Hazwoper 40 hour \$ 3,580 Hazwoper Awareness Refresher \$ 2,200 Confined space training \$ 1,850
	1	Legal notices	Staff worked on update of Source Control Ordinance; anticipate publication in 2017-18 and notice to public
	2	Miscellaneous	Potential fine from Regional Water Quality Control Board for sewer spill 02-20-17 of 87,000 gal due to storm conditions, issues with effluent pump VFD and stormwater pump station gates/pumps

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	Actual	Budget					
Salaries	5030.004			277,511	277,511	278,499	0.36%	290,602	4.35%	
Salaries - Overtime	5035.004					0	n/a	0	n/a	
Salaries - Standby	5040.004					0	n/a	0	n/a	
Allocation to MFRO Operations						0	n/a	0	n/a	
<i>Total Salaries</i>		0	0	277,511	277,511	278,499	0.36%	290,602	4.35%	a
Payroll Taxes	5045.004			21,230	21,230	21,310	0.38%	22,230	4.32%	
Allocation to Reclamation										
<i>Total Payroll Taxes</i>		0	0	21,230	21,230	21,310	0.38%	22,230	4.32%	
Employee Benefits:										
Medical Insurance - Premium	5070.004			45,450	45,450	63,885	40.56%	64,515	0.99%	b
Retirement Plan - CalPERS	5080.004			19,994	19,994	42,985	114.99%	50,167	16.71%	c
Pension Contribution - SAM	5090.004			4,120	4,120	2,410	-41.50%	2,500	3.73%	d
Workers Compensation	5100.004			16,670	16,670	11,621	-30.29%	12,184	4.84%	e
Life Insurance	5110.004			915	915	916	0.13%	916	0.00%	
PEHP	5120.004			2,865	2,865	4,606	60.77%	4,823	4.71%	
Dental Insurance/Claims	5130.004			3,000	3,000	3,450	15.00%	3,450	0.00%	
Vision Insurance	5140.004			900	900	900	0.00%	900	0.00%	
Long Term Disability	5150.004			2,550	2,550	2,560	0.39%	2,670	4.30%	
Employee Assistance Program	5180.004			475	475	475	0.00%	475	0.00%	
Medical Exams	5200.004			400	400	0	-100.00%	0	n/a	
<i>Total Employee Benefits</i>		0	0	97,339	97,339	133,808	37.47%	142,750	6.68%	
Trucks & Autos										
Gasoline	5310.004			5,050	5,050	6,000	18.81%	5,100	-15.00%	f
Diesel	5320.004			2,000	2,000	2,200	10.00%	2,100	-4.55%	g
Oil & Grease	5330.004			1,500	1,500	2,000	33.33%	1,550	-22.50%	h
Tires, Batteries, Service	5340.004			1,500	1,500	1,500	0.00%	1,550	3.33%	i
Outside Repair Service	5345.004			2,500	2,500	3,000	20.00%	2,600	-13.33%	j
Repair Parts	5350.004			4,500	4,500	5,000	11.11%	4,600	-8.00%	k
Tools	5355.004			5,000	5,000	5,000	0.00%	5,200	4.00%	l
Vehicle Accessories	5360.004			200	200	500	150.00%	200	-60.00%	m
Smog Check - Vehicles	5380.004			300	300	500	66.67%	300	-40.00%	n
Cleaning & detailing	5410.004			250	250	500	100.00%	250	-50.00%	o

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
Paint & fluids	5420.004			250	250	500	100.00%	250	-50.00%	p
Waste oil & coolants disposal	5440.004			500	500	750	100.00%	500	-33.33%	q
<i>Total Trucks & Autos</i>		0	0	23,550	23,550	27,450	100.00%	24,200	-11.84%	
<i>Office Supplies & Service</i>										
Computers & Equip	5540.004			15,000	15,000	3,000	100.00%	3,100	3.33%	r
Paper & printing	5550.004			800	800	750	100.00%	775	3.33%	s
Postage & shipping	5560.004			250	250	250	100.00%	250	0.00%	t
Copier Supplies				250	250	250	100.00%	250	0.00%	u
<i>Total Office Supplies & Svc.</i>		0	0	16,300	16,300	4,250	100.00%	4,375	2.94%	
<i>Operating Supplies</i>										
Generator fuel	5675.004			3,000	3,000	5,000	100.00%	3,100	-38.00%	v
Lubricants & packing	5680.004			5,000	5,000	5,000	100.00%	2,075	-58.50%	w
Microturbine	5685.004			4,000	4,000	4,000	100.00%	4,150	3.75%	x
Electrical Supplies	5690.004			12,000	12,000	20,000	100.00%	20,600	3.00%	y
Paint & fluids	5710.004			8,000	8,000	10,000	100.00%	8,250	-17.50%	z
Personnel supplies	5740.040			1,500	1,500	2,000	100.00%	1,550	-22.50%	aa
Welding	5750.004			1,000	1,000	1,000	100.00%	1,050	5.00%	bb
Hand tools	5780.004			10,000	10,000	10,000	100.00%	10,250	2.50%	cc
General supplies	5790.004			25,000	25,000	25,000	100.00%	30,750	23.00%	
<i>Total Operating Supplies</i>		0	0	69,500	69,500	82,000	100.00%	81,775	-0.27%	
<i>Contractual Services</i>										
Microturbine Service	5850.004			10,000	10,000	10,000	100.00%	10,300	3.00%	dd
Plant Rehabilitation	5855.004			150,000	150,000	155,000	100.00%	155,000	0.00%	ee
Equip rent - generator	5890.004			5,000	5,000	5,000	100.00%	5,250	5.00%	ff
Janitorial	5900.040			10,860	10,860	11,000	100.00%	11,300	2.73%	gg
Laundry	5940.004			1,500	1,500	2,000	100.00%	2,100	5.00%	
Landscape Maintenance	5980.004			11,640	11,640	12,000	100.00%	12,400	3.33%	hh
Hazard/Green Waste Disposal	5990.004			1,500	1,500	1,500	100.00%	1,550	3.33%	ii
Pest Control	6010.004			1,500	1,500	1,500	100.00%	1,550	3.33%	
Hoist Certification	6030.004			2,000	2,000	2,000	100.00%	2,100	5.00%	jj
Hazardous chemical disposal	6040.004			500	500	500	100.00%	525	5.00%	
Plant tree trimming				10,000	10,000	10,000	100.00%	10,300	3.00%	
<i>Total Contractual Services</i>		0	0	204,500	204,500	210,500	100.00%	212,375	0.89%	

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	Actual	Budget					
Repairs & Maintenance										
General Repairs	6095.004			248,000	248,000	250,000	0.81%	260,000	4.00%	kk
Electric Motors	6150.004			10,000	10,000	20,000	100.00%	21,000	5.00%	ll
Microturbine R & M	6160.004			5,000	5,000	5,000	0.00%	5,000	0.00%	
Plant Pumps	6190.004			12,000	12,000	51,000	325.00%	31,000	-39.22%	mm
Standby Generator	6200.004			10,000	10,000	10,000	0.00%	10,250	2.50%	nn
Control Panels	6210.004			12,000	12,000	15,000	25.00%	12,250	-18.33%	oo
Instruments	6220.004			5,000	5,000	5,000	0.00%	5,100	2.00%	pp
Boiler Repairs	6230.004			2,000	2,000	4,000	100.00%	4,150	3.75%	qq
Headworks - Primary	6250.004			15,000	15,000	15,000	0.00%	20,500	36.67%	rr
IPS/EPS/DAF	6260.004			15,000	15,000	15,000	0.00%	20,500	36.67%	ss
Chlorine/Dechlorinator	6270.004			15,000	15,000	15,000	0.00%	20,500	36.67%	
Dewatering/DIG	6280.004			15,000	15,000	20,000	33.33%	20,500	2.50%	
Plant Valves	6290.004			15,000	15,000	15,000	0.00%	15,300	2.00%	tt
Aeration - Secondary	6300.004			15,000	15,000	15,000	0.00%	20,500	36.67%	
Demolition	6310.004			50,000	50,000	50,000	0.00%	52,000	4.00%	
Buildings	6320.004			25,000	25,000	50,000	100.00%	51,500	3.00%	
Total Maint & Repairs		0	0	469,000	469,000	555,000	18.34%	570,050	2.71%	
Utilities										
Propane	6370.004			500	500	500	0.00%	525	5.00%	
Total Utilities		0	0	500	500	500	0.00%	525	5.00%	
Travel & Training										
Employee Training	6420.004			6,000	6,000	8,000	33.33%	8,250	3.13%	uu
Conferences	6430.004			5,000	5,000	7,000	40.00%	7,250	3.57%	vv
Business meetings	6440.004			400	400	400	0.00%	425	6.25%	
Total Travel & Meetings		0	0	11,400	11,400	15,400	35.09%	15,925	3.41%	
Permitting										
Central Coast RWQCB	6475.004			2,000	2,000	2,000	0.00%	2,100	5.00%	
Air Pollution Control Permit	6480.004			3,000	3,000	3,000	0.00%	3,100	3.33%	
Total Permitting		0	0	5,000	5,000	5,000	0.00%	5,200	4.00%	
Membership/Subscriptions										

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
Employee Certification	6550.004			2,000	2,000	2,000	0.00%	2,100	5.00%	
CWEA	6560.004			500	500	750	50.00%	775	3.33%	
WEF	6580.004			400	400	500	25.00%	525	5.00%	
Subscriptions/Publications	6640.004			500	500	500	0.00%	525	5.00%	
<i>Total Membership/Subscrip.</i>		0	0	3,400	3,400	3,750	10.29%	3,925	4.67%	
Safety										
First Aid Supplies	6710.004			80	80	20	-75.00%	20	0.00%	ww
First Aid/Medical Services	6720.004			80	80	50	-37.50%	50	0.00%	xx
Fire Extinguisher Service	6730.004			80	80	20	-75.00%	20	0.00%	yy
Safety Supplies/Emerg Response	6735.004			800	800	200	-75.00%	210	5.00%	zz
Uniforms/Boots/Gear	6750.004			880	880	900	2.27%	925	2.78%	1
Safety Training	6760.004			1,280	1,280	1,625	26.95%	2,550	56.92%	2
<i>Total Safety Expenses</i>		0	0	3,200	3,200	2,815	-12.03%	3,775	34.10%	
Other Expenses										
Recruitment	8910.004			5,000	5,000	5,000	0.00%	0	-100.00%	
<i>Total Other Expense</i>		0	0	5,000	5,000	5,000	0.00%	0	-100.00%	
Subtotal Operating Expense		0	0	1,207,430	1,207,430	1,345,282	11.42%	1,377,707	2.41%	
Total Operating Expense		0	0	1,207,430	1,207,430	1,345,282	11.42%	1,377,707	2.41%	

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	a	Salaries	Negotiated 2017-18 COLA increase 2.7%
	b	Medical Insurance - Premiums	Blue Cross 2017-18 Health Insurance increase 3.0%; estimated increase 2018-19 is 4%
	c	Retirement Plan - CalPERS	CalPERS 2017-18 Rates: Classic 14.20% PEPR 12.78% CalPERS 2018-19 Rates: Classic 14.20% PEPR 12.75%
	d	Pension Contribution - SAM	CalPERS Unfunded Accrued Liability (UAL) 2017-18: Classic \$11,189; PEPR \$2,935
	e	Worker Compensation	SAM pension actuary recommended annual contribution of \$78,940
	f	Gasoline	Worker Comp rate assumes 2017-18 experience mod 132%
	g	Diesel	Estimated average fuel cost and usage: 2,000 gallons at \$2.40/gal
	h	Oil & Grease	Estimated average diesel fuel cost and usage: 500 gallons at \$3.52/gal
	i	Tires, Batteries, Service	12 volt batteries for various "non-licensed" equipment
	j	Outside Repair Service	Tires and battery on #16 and battery on #9
	k	Repair Parts	Repair services off-site for vehicles
	l	Tools	Repair parts for "non-licensed" units
	m	Vehicle Accessories	Tools for troubleshooting cars and trucks
	n	Smog Check - Vehicles	Purchase of protective floor mats for fleet trucks
	o	Cleaning & detailing	Smog check for vehicles
	p	Paint & fluids	Supplies for cleaning and detailing
	q	Waste oil & coolants disposal	Oil
	r	Computers & equipment	Waste oil
	s	Paper & printing	Computer repair/upgrade - the District rotates in new desktop computers with est. turnover of 4 years
	t	Postage & shipping	Copy paper & toner
	u	Copier supplies	Shipping costs for return/new items
	v	Generator fuel	Copier toner
	w	Lubricants & packing	Generator fuel
	x	Microturbine	Motor/pump lube
	y	Electrical Supplies	Supplies & parts for system check and testing
	z	Personnel Supplies	Four new power panels for plant
	aa	Welding	Items for desk/work area
	bb	Hand tools	Welding rod and tips
	cc	General Supplies	Power crimper, Ramset tool and tester
	dd	Microturbine Service	Everyday items, lightbulbs, ty wraps, items in Fastenal bins In-house testing and service

**Carmel Area Wastewater District
Maintenance - Plant: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	ee	Plant Rehabilitation	Painting, handrails, power install, pump testing, etc.
	ff	Equipment Rent - generator	Needed for plant bypass of power
	gg	Laundry	Uniform service for staff of four (4)
	hh	Hazard /Green Waste Disposal	Wash rack, green bins, and hazardous waste
	ii	Pest control	Exterminator services at plant - rats, mice
	jj	Hoist Certification	Annual contractor certification of all CAWD units
	kk	General Repairs	Responding to unscheduled breakdowns in plant
	ll	Electric Motors	Plant on-hand motors to be ordered 5, 10, 20, 25hp
	mm	Plant Pumps	All plant pumps, 4 new 2" and 4 new sumps
	nn	Standby Generator	Load testing and service testing
	oo	Control Panels	Control panes at RAS/WAS and #3 Water
	pp	Instruments	Replacement parts in plant
	qq	Boiler Repairs	Scroll cleaning and boiler testing
	rr	Headworks - Primary	Remove old conduit and wiring
	ss	IPS/EPS/DAF	Remove old conduit and boxes
	tt	Plant Valves	Order 2", 4", 6" and 8" valves
	uu	Employee Training	Online TPC training for staff
	vv	Conferences	Attendance at AC17 CWEA and Tri-State
	ww	First Aid supplies	Covers maintenance and stocking of all 1st aid cabinets
	xx	First Aid/Medical supplies	Covers employees initial visit to clinic in the event of a work related injury
	yy	Fire Extinguisher Service	Covers annual certification of all District fire extinguishers
	zz	Safety Supplies/Emerg Response	Covers safety supply purchases (i.e. glasses, hearing protection, vests, etc)
	1	Uniforms/Boots/Gear	Boots \$600, Rain gear \$300
	2	Safety Training	Recommended training courses for 2017-18 as follows:
		Hazwoper Awareness Refresher	2 \$ 660
		Confined Space Rescue Refresher - 16 hours	1 \$ 350
		Confined Space Rescue (initial - 40 hour)	1 \$ 1,540

**Carmel Area Wastewater District
Maintenance - Field: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Budget					
Medical Exams	5200.003	0	0	66	66	0	-100.00%	0	n/a	
<i>Total Employee Benefits</i>										
<i>Trucks & Autos</i>										
Gasoline	5310.003	11,600	11,600	100.00%	11,600	12,000	3.45%	12,000	0.00%	a
Diesel	5320.003	29,040	29,040	100.00%	29,040	30,000	3.31%	30,000	0.00%	b
Oil & Grease	5330.003	4,500	4,500	100.00%	4,500	5,000	11.11%	5,000	0.00%	c
Tires, Batteries, Service	5340.003	4,200	4,200	100.00%	4,200	5,000	19.05%	5,000	0.00%	d
Outside Repair Service	5345.003	9,000	9,000	100.00%	9,000	9,200	2.22%	9,200	0.00%	
Repair Parts	5350.003	14,500	14,500	100.00%	14,500	15,000	3.45%	15,000	0.00%	e
Tools	5355.003	5,500	5,500	100.00%	5,500	5,500	0.00%	5,500	0.00%	f
Vehicle Accessories	5360.003	500	500	100.00%	500	1,000	100.00%	1,000	0.00%	g
Driver medical exams	5370.003	350	350	100.00%	350	0	-100.00%	0	n/a	h
Smog Check - Vehicles	5380.003	250	250	100.00%	250	250	0.00%	250	0.00%	i
Cleaning & detailing	5410.003	500	500	100.00%	500	500	0.00%	500	0.00%	
Paint & fluids	5420.003	600	600	100.00%	600	600	0.00%	600	0.00%	j
Waste oil & coolants disposal	5440.003	100	100	100.00%	100	100	0.00%	100	0.00%	k
<i>Total Trucks & Autos</i>		80,640	80,640	100.00%	80,640	84,150	4.35%	84,150	0.00%	
<i>Operating Supplies</i>										
Electrical Supplies	5690.003	8,000	8,000	100.00%	8,000	15,000	87.50%	15,000	0.00%	l
General supplies	5790.003	2,000	2,000	100.00%	2,000	10,000	400.00%	10,000	0.00%	m
<i>Total Operating Supplies</i>		0	0	0.00%	10,000	25,000	150.00%	25,000	0.00%	
<i>Contractual Services</i>										
Laundry	5940.003	370	370	100.00%	370	500	35.14%	500	0.00%	
<i>Total Contractual Services</i>		0	0	0.00%	370	500	35.14%	500	0.00%	
<i>Repairs & Maintenance</i>										
Pump station equipment	6120.003	13,800	13,800	100.00%	13,800	13,800	0.00%	13,800	0.00%	
Generators	6140.003	6,000	6,000	100.00%	6,000	10,000	66.67%	10,000	0.00%	
<i>Total Maint & Repairs</i>		0	19,800	100.00%	19,800	23,800	20.20%	23,800	0.00%	
<i>Safety</i>										

**Carmel Area Wastewater District
Maintenance - Field: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	Actual	Budget					
First Aid Supplies	6710.003			20	20	20	0.00%	20	0.00%	
First Aid/Medical Services	6720.003			20	20	50	150.00%	50	0.00%	n
Fire Extinguisher Service	6730.003			20	20	20	0.00%	20	0.00%	
Safety Supplies/Emerg Response	6735.003			200	200	200	0.00%	200	0.00%	o
Uniforms/Boots/Gear	6750.003			220	220	600	172.73%	600	0.00%	p
Safety Training	6760.003			120	120	1,705	1320.83%	2,550	49.56%	q
<i>Total Safety Expenses</i>		0	0	600	600	2,595	332.50%	3,440	32.56%	
Subtotal Operating Expense		0	0	111,476	111,476	136,045	22.04%	136,890	0.62%	
Total Operating Expense		0	0	111,476	111,476	136,045	22.04%	136,890	0.62%	

**Carmel Area Wastewater District
Maintenance - Field: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>												
	a	Gasoline	Estimated average fuel cost and usage: 5,000 gallons at \$2.40/gal												
	b	Diesel	Estimated average diesel fuel cost and usage: 9,000 gallons at \$3.52												
	c	Oil & Grease	Lubricants for various "non-licensed" equipment (yard mule, portable pumps, generators, tractors, etc.)												
	d	Tires, Batteries, Service	Tires for Unit #8 \$3,600 and batteries 4 x \$150 = \$600												
	e	Repair Parts	Repair parts for various "non-licensed" equipment (yard mule, portable pumps, generators, tractors, etc.)												
	f	Tools	Estimate \$5,500 for replacement tools and purchase of new if necessary												
	g	Vehicle Accessories	Purchase of protective floor mats for fleet trucks												
	h	Driver medical exams	Budget decreased to zero - drivers now utilize electric carts on site												
	i	Smog Check - vehicles	Smog check on 5 vehicles at \$50												
	j	Paint & fluids	Purchase of truck fluids for maintenance												
	k	Waste oil & coolants disposal	\$100 waste oil												
	l	Electrical supplies	Pump Station electrical upgrade - plugs and cutover switches												
	m	General supplies	Supplies for the rework other generator outlets												
	n	First Aid/Medical Services	The total Maintenance budget is distributed 80/20 between Field/Plant.												
	o	Safety Supplies/Emerg Response	Safety personnel supplies: safety glasses, gloves, LOTO, safety signage, calibration gas for air monitors, chemical storage, earplugs respirator masks. \$100/employee for two employees.												
	p	Uniforms/Boots/Gear	Boots \$400; Misc gear (raing gear, etc.) \$200												
	q	Safety Training	Recommended training courses for 2017-18 as follows: <table border="0" style="margin-left: 20px;"> <tr> <td>Hazwoper Awareness Refresher</td> <td style="text-align: right;">2</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">660</td> </tr> <tr> <td>Confined Space Rescue Refresher - 16 hours</td> <td style="text-align: right;">1</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">350</td> </tr> <tr> <td>Confined Space Rescue (initial - 40 hour)</td> <td style="text-align: right;">1</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,540</td> </tr> </table>	Hazwoper Awareness Refresher	2	\$	660	Confined Space Rescue Refresher - 16 hours	1	\$	350	Confined Space Rescue (initial - 40 hour)	1	\$	1,540
Hazwoper Awareness Refresher	2	\$	660												
Confined Space Rescue Refresher - 16 hours	1	\$	350												
Confined Space Rescue (initial - 40 hour)	1	\$	1,540												

**Carmel Area Wastewater District
Administration: 2017-18 Operating Expense Budget**

Description	Account #	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
Salaries	5030.007	399,891	501,105	498,349	498,349	515,468	3.44%	534,901	3.77%	a
Temp Employee		0	22,500	0	0	0		0		
Overtime	5035.007	237	0	0	0	0		0		
Allocate to Reclamation		0	(22,150)	(22,150)	(22,150)	(19,150)	-13.54%	(19,720)	2.98%	
<i>Total Salaries</i>		400,128	501,455	476,199	476,199	496,318	4.22%	515,181	3.80%	
Payroll Taxes	5045.007	34,664	34,040	34,380	34,380	36,230	5.38%	37,100	2.40%	
Allocate to Reclamation			(592)	(592)	(592)	(1,465)		(1,510)		
<i>Total Payroll Taxes</i>		34,664	34,040	33,788	33,788	34,765	2.89%	35,590	2.37%	
<i>Employee Benefits:</i>										
Medical Insurance	5070.007	45,618	49,630	60,590	60,590	61,400	1.34%	62,000	0.98%	b
CalPERS pension	5080.007	50,965	55,935	51,305	51,305	80,777	57.45%	86,108	6.60%	c
SAM pension	5090.007	17,352	17,350	12,665	12,665	10,830	-14.49%	11,250	3.88%	d
Worker's Compensation	5100.007	25,079	13,480	20,387	22,890	22,310	-2.54%	23,231	4.13%	e
Life Insurance	5110.007	1,261	1,220	1,220	1,220	1,222	0.13%	1,222	0.00%	
PEHP insurance	5120.007	4,901	0	5,105	5,105	5,275	3.33%	5,469	3.68%	
Dental reimbursement	5130.007	9,727	11,000	11,150	11,150	10,750	-3.59%	10,750	0.00%	
Vision insurance	5140.007	1,052	1,200	1,200	1,200	1,200	0.00%	1,200	0.00%	
Disability insurance	5150.007	4,104	4,400	4,400	4,400	4,560	3.64%	4,740	3.95%	
HSA contributions	5160.007	4,850	0	0	0	0	n/a	0	n/a	
FSA contributions	5170.007	1,009	0	0	0	0	n/a	0	n/a	
Tuition Assistance	5175.007	5,250	5,250	5,250	5,250	5,250	0.00%	0	-100.00%	
Employee Assistance Program	5180.007	638	660	630	630	630	0.00%	630	0.00%	
Employee Awards	5185.007	114	0	0	0	0	n/a	300	n/a	
Annual District picnic	5186.007	2,966	3,250	0	0	2,500	n/a	2,600	n/a	
Employee BBQ	5187.007	331	0	0	0	0	n/a	0	n/a	
Medical exams	5200.007	78	0	0	0	0	n/a	0	n/a	
Allocate to Reclamation	5205.007	(9,101)	(3,750)	(7,750)	(7,750)	(8,110)	4.65%	(8,350)	2.96%	
<i>Total Employee Benefits</i>		166,192	159,625	166,152	168,655	198,593	17.75%	201,150	1.29%	
<i>Directors Fees</i>										
Regular Board Meetings	5230.007	8,200	8,800	8,800	8,800	8,800	0.00%	8,800	0.00%	
PBCSD - Directors fees	5240.007	1,600	1,750	1,750	1,750	1,750	0.00%	1,750	0.00%	
Special Board Meetings	5250.007	350	5,700	5,700	5,700	5,700	0.00%	5,700	0.00%	
Committee meetings	5260.007	2,350	800	2,100	2,100	2,100	0.00%	2,100	0.00%	
WaterReuse	5269.007	0	300	300	300	300	0.00%	300	0.00%	
CASA - Directors fees	5270.007	50	500	750	750	750	0.00%	1,350	80.00%	
CSDA conference	5271.007	562	0	0	0	0	n/a	0	n/a	
Training	5275.007	130	0	0	0	250	n/a	250	0.00%	
Director's Dental Claims	5280.007	8,274	6,300	7,800	7,800	8,000	2.56%	8,000	0.00%	

**Carmel Area Wastewater District
Administration: 2017-18 Operating Expense Budget**

Description	Account #	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
<i>Total Directors Fees</i>										
		21,516	24,150	89.09%	27,200	27,200	100.00%	28,250	2.17%	
<i>Trucks & Autos</i>										
Gasoline	5310.007	0	150	0.00%	200	200	100.00%	200	0.00%	
Repair services	5345.007	1,919	850	225.81%	800	800	100.00%	800	0.00%	
Smog Check - Vehicles	5380.007	108	0	n/a	110	110	100.00%	110	0.00%	
Cleaning & detailing	5410.007	0	50	0.00%	50	50	100.00%	50	0.00%	
Tires, Batteries, Service		0	100	0.00%	0	0	n/a	100	n/a	
Paint, Coolant, Cleaner, Radios	5360.007	318	0	n/a	0	0	n/a	0	n/a	
<i>Total Trucks & Autos</i>		2,345	1,150	203.93%	1,160	1,160	100.00%	1,260	8.62%	
<i>Property/Liability Insurance</i>										
Property Insurance	5450.007	34	1,200	2.79%	425	1,000	42.50%	600	-45.00%	
General Liability	5480.007	11,984	14,000	85.60%	9,207	15,000	61.38%	11,250	-32.33%	
Errors & Omissions	5480.007	0	4,800	0.00%	4,800	4,800	100.00%	4,800	0.00%	
Commercial Crime Policy	5480.007	0	1,895	0.00%	1,262	2,000	63.10%	1,375	-33.75%	
Cyber Crime Insurance		0	0	n/a	1,500	1,500	100.00%	1,550	3.33%	
<i>Total Insurance</i>		12,018	21,895	54.89%	17,194	24,300	70.76%	19,575	-6.82%	
<i>Audit/Financial Expense</i>										
	5490.007	28,125	21,500	130.81%	26,200	23,000	113.91%	27,400	2.24%	
<i>Engineering Fees</i>										
	5500.007	44,136	85,000	0.00%	85,000	85,000	100.00%	0	0.00%	f
<i>Attorney Fees</i>										
District Counsel	5510.007	25,837	35,000	73.82%	35,000	35,000	100.00%	35,000	0.00%	
CASA Conference Attendance		0	1,000	0.00%	1,000	1,000	100.00%	1,000	0.00%	
<i>Total Attorney Fees</i>		25,837	36,000	71.77%	36,000	36,000	100.00%	36,000	0.00%	
<i>Office Supplies & Service</i>										
Bank fees	5515.007	63	0	n/a	0	0	n/a	0	n/a	
Computers & equipment	5540.007	1,405	16,500	8.51%	10,000	10,000	100.00%	10,000	0.00%	
Furnishings & fixtures	5545.007	902	0	n/a	1,000	1,000	100.00%	1,000	0.00%	
Paper & printing	5550.007	1,724	3,800	45.38%	3,500	3,500	100.00%	3,500	0.00%	
Postage & shipping	5560.007	1,377	2,000	68.83%	2,000	2,000	100.00%	2,000	0.00%	
Office Supplies	5570.007	3,640	2,750	132.36%	3,000	3,000	100.00%	3,000	0.00%	
Post Office Box Rental	5585.007	136	195	69.74%	195	195	100.00%	200	2.56%	
Temp Services	5595.007	3,926	0	n/a	2,000	2,000	100.00%	2,000	0.00%	
<i>Total Office Supplies & Svc.</i>		13,172	25,245	52.18%	21,695	21,695	100.00%	21,700	0.02%	
<i>Operating Supplies</i>										
Janitorial Supplies	5730.007	0	500	0.00%	400	400	100.00%	500	25.00%	
Personnel Supplies	5740.007	262	700	37.42%	700	700	100.00%	700	0.00%	

**Carmel Area Wastewater District
Administration: 2017-18 Operating Expense Budget**

Description	Account #	2015-16		Est. 2016-17		% of Budget	Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	Actual	Budget						
General Operating Supplies	5790.007	1,080	300	300	300	100.00%	300	0.00%	300	0.00%	
<i>Total Operating Supplies</i>		1,342	1,500	1,400	1,400	100.00%	1,500	7.14%	1,500	0.00%	
Contractual Services											
Network Administration	5830.007	12,825	26,000	32,000	32,000	100.00%	33,000	3.13%	34,000	3.03%	
Website Maintenance	5835.007	1,375	0	1,000	1,000	100.00%	1,000	0.00%	1,000	0.00%	
Alarm System	5880.007	1,134	1,250	1,250	1,250	100.00%	1,300	4.00%	1,350	3.85%	
Janitorial Service	5900.007	2,525	3,300	3,610	3,610	100.00%	3,610	0.00%	3,610	0.00%	
Copier/Fax Service	5910.007	4,645	3,600	3,800	3,800	100.00%	3,800	0.00%	3,800	0.00%	
Actuarial Service	5920.007	12,507	27,000	20,000	20,000	100.00%	15,000	-25.00%	16,000	6.67%	
Payroll Processing	5950.007	6,262	6,495	6,500	6,500	100.00%	6,700	3.08%	6,800	1.49%	
Data processing - County	5970.007	19,599	20,429	21,000	21,000	100.00%	22,000	4.76%	23,000	4.55%	
Landscape Maintenance	5980.007	1,593	5,000	6,500	6,500	100.00%	6,500	0.00%	65,000	900.00%	
Accounting Services		0	3,800	3,800	3,800	100.00%	3,800	0.00%	3,800	0.00%	
Post Office Box Rental		0	130	140	140	100.00%	150	7.14%	160	6.67%	
Other Special Studies/Services	6070.007	0	20,000	52,000	52,000	100.00%	50,000	-3.85%	50,000	0.00%	h
<i>Total Contractual Services</i>		62,465	117,004	151,600	151,600	100.00%	146,860	-3.13%	208,520	41.99%	
Repairs & Maintenance											
	6320.007	6,414	5,000	26,998	26,000	103.84%	5,000	-80.77%	5,000	0.00%	
Utilities											
Electricity	6358.007	3,581	4,000	3,910	4,000	97.75%	4,300	7.50%	4,600	6.98%	
Gas	6360.007	954	1,500	1,500	1,500	100.00%	1,650	10.00%	1,800	9.09%	
Water	6380.007	2,712	2,000	2,715	2,700	100.56%	4,590	70.00%	3,400	-25.93%	i
Refuse Collection	6385.007	564	650	650	650	100.00%	675	3.85%	700	3.70%	
<i>Total Utilities</i>		7,811	8,150	8,775	8,850	99.15%	11,215	26.72%	10,500	-6.38%	
Telephone											
Fixed Costs	6392.007	6,818	7,200	7,200	7,200	100.00%	7,300	1.39%	7,400	1.37%	
Long Distance		0	150	0	0	n/a	0	n/a	0	n/a	
Direct Line to Plant		0	200	0	0	n/a	0	n/a	0	n/a	
Cellular Phones	6393.007	3,103	1,900	2,000	2,000	100.00%	3,200	60.00%	3,300	3.13%	
<i>Total Telephone</i>		9,921	9,450	9,200	9,200	100.00%	10,500	14.13%	10,700	1.90%	
Travel & Training											
Employee Training	6420.007	2,061	12,500	12,500	12,500	100.00%	12,500	0.00%	12,500	0.00%	
Conferences	6430.007	3,826	10,000	12,000	12,000	100.00%	12,000	0.00%	12,000	0.00%	
Business Meetings - Tri Tac	6440.007	2,049	1,500	1,500	1,500	100.00%	1,500	0.00%	1,500	0.00%	
Auto Mileage		0	200	200	200	100.00%	200	0.00%	200	0.00%	
<i>Total Travel & Meetings</i>		7,936	24,200	26,200	26,200	100.00%	26,200	0.00%	26,200	0.00%	

**Carmel Area Wastewater District
Administration: 2017-18 Operating Expense Budget**

Description	Account #	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr Budget	Notes
		Actual	Budget	% of Budget	Actual					
Membership/Subscriptions										
Employee certifications	6550.007	95	0	n/a	285	285	100.00%	300	n/a	300
Memberships										
CASA	6570.007	12,480	13,250	94.19%	13,250	13,250	100.00%	13,750	0.00%	13,750
ASCE	6575.007	270	175	154.29%	175	175	100.00%	180	0.00%	180
WEF	6580.007	569	525	108.38%	570	570	100.00%	570	0.00%	570
CSDA	6590.007	6,089	5,700	106.82%	6,100	6,100	100.00%	6,100	0.00%	6,100
WaterReuse Association	6600.007	0	700	0.00%	700	700	100.00%	700	0.00%	700
GFOA	6610.007	160	170	94.12%	170	170	100.00%	170	0.00%	170
National Notary Assoc.	6630.007	0	45	0.00%	45	45	100.00%	45	0.00%	45
Other	6635.007	4,249	1,265	335.88%	3,100	3,100	100.00%	3,100	0.00%	3,100
Subscriptions/Publications	6640.007	6,453	1,250	516.22%	1,250	1,250	100.00%	1,250	0.00%	1,250
Total Membership/Subscrip.		30,365	23,080	131.56%	25,645	25,645	100.00%	25,660	0.06%	26,165
Other Expenses										
LAFCO Admin Fee	6520.007	19,030	13,350	142.55%	15,500	15,500	100.00%	16,500	3.23%	16,500
Fire extinguisher	6730.007	0	150	0.00%	150	150	100.00%	250	33.33%	250
Training	6760.007	1,913	0	n/a	2,000	2,000	100.00%	2,000	n/a	2,000
Recruitment	8910.007	9,017	0	n/a	0	0	n/a	0	n/a	0
Legal Notices	8920.007	2,630	3,500	75.16%	3,500	3,500	100.00%	3,500	0.00%	3,500
Rate Payer Claims	8930.007	7,503	2,000	375.14%	2,500	2,500	100.00%	2,500	0.00%	2,500
CA WD Newsletter	8940.007	25,961	26,000	99.85%	27,500	27,500	100.00%	28,500	3.64%	29,500
Miscellaneous Expense	8989.007	6,880	278,590	2.47%	65,000	65,000	100.00%	5,000	-92.31%	5,000
Contingency		0	0	n/a	280,000	280,000	100.00%	0	-100.00%	0
Total Other Expense		72,934	323,590	22.54%	396,150	396,150	100.00%	57,700	-85.43%	59,250
Subtotal Operating Expense		947,320	1,422,034	66.62%	1,536,556	1,542,042	99.64%	1,233,941	-25.68%	1,272,801
Depreciation Expense	8997.007	30,381	34,000	89.36%	34,000	34,000	100.00%	34,000	0.00%	34,000
Amortization Expense	8998.007	4,860	4,860	100.00%	4,860	4,860	100.00%	4,860	0.00%	4,860
Total Operating Expense		982,561	1,460,894	67.26%	1,575,416	1,580,902	99.65%	1,184,907	-25.05%	1,272,801

**Carmel Area Wastewater District
Administration: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	a	Salaries	Negotiated 2017-18 COLA increase 2.7%
	b	Medical Insurance	Blue Cross 2017-18 Health Insurance increase 3.0%; estimated increase 2018-19 is 4%
	c	CalPERS Retirement	CalPERS 2017-18 Rates: Classic 14.20% PEPR 12.78% CalPERS 2018-19 Rates: Classic 14.20% PEPR 12.75% UAL 2017-18: Classic \$33,354
	d	SAM Pension	SAM assumes annual contribution of \$78,940
	e	Worker Compensation	Worker Comp assumes 2017-18 exp mod 132%
	f	Engineering Services	Engineering services - outsourced actions taken during year
	g	District Counsel	District legal counsel \$35K; Carmel Lagoon issues \$60K
	h	Other Special Studies	Administration Assessment \$30K est.; Employee handbook \$20K
	i	Water	California American Water has announced rate increases up to 70% to cover costs of infrastructure and water

**Carmel Area Wastewater District
Collections Department: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
Salaries	5030.005	301,843	358,750	84.14%	380,945	380,945	100.00%	432,635	6.46%	a
Salaries - Overtime	5035.005	7,056	7,200	98.00%	7,200	7,200	100.00%	7,200	0.00%	
Salaries - Standby	5040.005	14,560	14,560	100.00%	14,560	14,560	100.00%	14,560	0.00%	
<i>Total Salaries</i>		323,459	380,510	85.01%	402,705	402,705	100.00%	454,395	6.31%	
Payroll Taxes	5045.005	29,494	29,110	101.32%	30,810	30,810	100.00%	34,760	6.14%	
<i>Employee Benefits:</i>										
Medical Insurance	5070.005	61,254	70,310	87.12%	87,255	87,255	100.00%	88,995	1.27%	b
CalPERS retirement	5080.005	36,390	37,825	96.21%	37,346	37,346	100.00%	63,070	8.04%	c
SAM retirement	5090.005	9,168	9,171	99.97%	7,050	7,050	100.00%	6,700	3.67%	d
Worker's Compensation	5100.005	18,059	16,580	108.92%	22,880	22,880	70.51%	19,075	7.49%	e
Life insurance	5110.005	1,527	1,655	92.27%	1,530	1,530	100.00%	1,527	0.00%	
PEHP insurance	5120.005	3,762	0	n/a	3,960	3,960	100.00%	4,476	6.22%	
Dental reimbursements	5130.005	7,675	7,000	109.64%	5,300	5,300	100.00%	6,075	0.00%	
Vision insurance	5140.005	1,369	1,495	91.60%	1,500	1,500	100.00%	1,500	0.00%	
Disability insurance	5150.005	3,318	3,300	100.55%	3,480	3,480	100.00%	3,960	6.74%	
HSA contributions	5160.005	3,350	0	n/a	0	0	n/a	0	n/a	
FSA contributions	5170.005	313	0	n/a	0	0	n/a	0	n/a	
Employee Assistance Program	5180.005	797	800	99.61%	795	795	100.00%	795	0.00%	
Medical exams	5200.005	1,154	0	n/a	975	975	100.00%	0	n/a	
<i>Total Employee Benefits</i>		148,137	148,136	100.00%	165,325	172,071	96.08%	188,769	9.70%	
<i>Trucks & Autos</i>										
Gasoline	5310.005	2,867	6,600	43.43%	0	0	n/a	0	n/a	
Diesel	5320.005	10,006	24,000	41.69%	0	0	n/a	0	n/a	
Fuelmaster	5325.005	395	0	n/a	0	0	n/a	0	n/a	
Oil & filters	5330.005	1,552	1,000	155.15%	0	0	n/a	0	n/a	
Tires & batteries	5340.005	4,877	7,600	64.17%	0	0	n/a	0	n/a	
Outside repair service	5345.005	6,092	0	n/a	0	0	n/a	0	n/a	
Repair parts	5350.005	6,073	15,000	40.48%	0	0	n/a	0	n/a	
Tools	5355.005	1,097	6,000	18.29%	0	0	n/a	0	n/a	
Vehicle accessories	5360.005	1,551	500	310.15%	0	0	n/a	0	n/a	
Smog fees	5380.005	268	350	76.53%	0	0	n/a	0	n/a	
DMV/DATCO fees	5400.005	757	970	77.99%	970	970	100.00%	970	0.00%	f
Cleaning & detailing	5410.005	53	240	22.04%	200	200	100.00%	200	0.00%	
Paint & fluids	5420.005	0	750	0.00%	0	0	n/a	0	n/a	
Waste oil & coolant disposal	5440.005	205	100	205.00%	0	0	n/a	0	n/a	
<i>Total Trucks & Autos</i>		35,790	63,110	56.71%	1,170	1,170	100.00%	1,170	0.00%	

**Carmel Area Wastewater District
Collections Department: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
Property/Liability Insurance										
Property Insurance	5450.005	6,071	7,500	1,659	6,250	1,750	-72.00%	1,800	2.86%	
General Liability	5480.005	13,264	12,290	11,509	14,500	12,660	-12.69%	13,926	10.00%	
<i>Total Insurance</i>		19,334	19,790	13,168	20,750	14,410	-30.55%	15,726	9.13%	
Engineering Fees										
Consulting Fees	5500.005	10,055	35,000	110,000	110,000	80,000	-27.27%	30,000	-62.50%	g
<i>Total Engineering Fees</i>		10,055	35,000	110,000	110,000	80,000	-27.27%	30,000	-62.50%	
Office Supplies & Service										
Computers & equipment	5540.005	5,158	7,000	6,500	6,500	4,500	-30.77%	5,000	11.11%	h
Furnishings & fixtures	5545.005	2,333	0	0	0	0	n/a	0	n/a	
Paper & printing	5550.005	0	900	3,500	3,500	6,500	85.71%	2,500	-61.54%	i
Postage	5560.005	0	300	50	50	70	40.00%	70	0.00%	j
Office Supplies	5570.005	1,431	3,700	1,000	1,000	1,100	10.00%	1,100	0.00%	
<i>Total Office Supplies & Svc.</i>		8,922	11,900	11,050	11,050	12,170	10.14%	8,670	-28.76%	
Operating Supplies										
Electrical Supplies	5690.005	28	500	500	500	500	0.00%	500	0.00%	
Paint & fluids	5710.005	186	2,000	1,500	1,500	1,000	-33.33%	1,500	50.00%	
Janitorial Supplies	5730.005	135	100	300	300	310	3.33%	315	1.61%	
Personnel Supplies	5740.005	1,379	3,000	1,000	1,000	1,000	0.00%	1,000	0.00%	
Hand Tools	5780.005	510	5,400	2,500	2,500	2,500	0.00%	2,500	0.00%	k
General Operating Supplies	5790.005	23,797	25,000	12,500	12,500	14,000	12.00%	14,000	0.00%	l
<i>Total Operating Supplies</i>		26,035	36,000	18,300	18,300	19,310	5.52%	19,815	2.62%	
Contractual Services										
Network Administration	5830.005	13,224	13,000	14,000	14,000	14,500	3.57%	15,000	3.45%	m
Root foaming	5865.005	57,436	53,000	53,000	53,000	53,000	0.00%	53,000	0.00%	n
Pump station monitoring	5870.005	2,607	2,800	2,800	2,800	2,900	3.57%	3,000	3.45%	o
Collection system capacity monitoring	5875.005	67,022	67,500	9,000	9,000	9,000	0.00%	9,000	0.00%	p
Alarm systems	5880.005	198	1,200	600	600	650	8.33%	650	0.00%	
Underground Service Alert	5930.005	292	350	375	375	380	1.33%	380	0.00%	
Laundry	5940.005	5,616	5,100	6,100	5,100	6,200	21.57%	6,400	3.23%	
Other Special Studies	6070.005	33,120	0	0	0	0	n/a	0	n/a	
General Repairs	6095.005	0	205,000	50,000	125,000	43,500	-65.20%	80,000	83.91%	q
<i>Total Contractual Services</i>		179,515	347,950	135,875	209,875	130,130	-38.00%	167,430	28.66%	
Repairs & Maintenance										

**Carmel Area Wastewater District
Collections Department: 2017-18 Operating Expense Budget**

Description	Acct	2015-16			Est. 2016-17			Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual	Budget	% of Budget					
Easements	6100.005	5,450	5,200	104.81%	5,500	5,500	7,000	27.27%	7,000	0.00%	r	
Pump stations	6110.005	8,698	7,200	120.80%	5,000	5,000	4,000	-20.00%	4,000	0.00%		
Pump station equipment	6120.005	11,248	8,000	140.60%	0	0	14,000	n/a	0	n/a		
Sewer lines	6130.005	89,253	0	n/a	30,000	30,000	30,000	n/a	30,000	0.00%	s	
Manholes	6140.005	47,248	24,000	196.87%	26,000	26,000	26,000	0.00%	28,000	7.69%		
Generators	6200.005	914	0	n/a	6,000	6,000	0	n/a	6,000	n/a		
Buildings	6320.005	2,560	6,000	42.67%	4,000	4,000	2,000	-50.00%	2,500	25.00%		
<i>Total Maint & Repairs</i>		165,371	50,400	328.12%	76,500	76,500	83,000	8.50%	77,500	-6.63%		
<i>Utilities</i>												
Electricity												
8th Ave	6343.005	1,137	1,500	75.79%	1,500	1,500	1,575	5.00%	1,600	1.59%		
Bay & Scenic	6344.005	1,920	2,200	87.26%	2,200	2,200	2,310	5.00%	2,400	3.90%		
Monte Verde & 16th	6345.005	1,964	2,050	95.80%	2,050	2,050	2,150	4.88%	2,200	2.33%		
Calle La Cruz	6346.005	3,354	3,900	85.99%	3,900	3,900	4,100	5.13%	4,150	1.22%		
Hacienda	6347.005	942	1,500	62.79%	1,250	1,250	1,300	4.00%	1,300	0.00%		
Highlands	6348.005	8,765	12,000	73.04%	11,000	11,000	12,000	9.09%	12,000	0.00%		
Total Electricity		18,081	23,150	78.10%	21,900	21,900	23,435	7.01%	23,650	0.92%		
Gas-	6360.005	1,150	570	201.71%	600	600	750	25.00%	800	6.67%		
Propane	6370.005	787	650	121.13%	800	800	900	12.50%	900	0.00%		
Water	6380.005	2,554	1,620	157.66%	2,150	2,150	3,655	70.00%	2,600	-28.86%	t	
Garbage	6385.005	0	400	0.00%	400	400	400	0.00%	400	0.00%		
<i>Telephone- No Increase</i>												
Fixed Costs	6392.005	6,800	5,900	115.26%	6,000	6,000	6,500	8.33%	6,500	0.00%		
Cellular Phones	6393.005	694	3,450	20.11%	3,000	3,000	3,500	16.67%	3,500	0.00%		
Total Telephone		7,494	9,350	80.15%	9,000	9,000	10,000	11.11%	10,000	0.00%		
Total Utilities		30,067	35,740	84.13%	34,850	34,850	39,140	12.31%	38,350	-2.02%		
<i>Travel & Training</i>												
Employee Training	6420.005	2,694	8,500	31.69%	7,500	7,500	7,500	0.00%	7,500	0.00%	u	
Conferences	6430.005	4,806	6,000	80.10%	4,500	4,500	5,000	11.11%	5,000	0.00%		
Business meetings	6440.005	1,109	600	184.85%	800	800	800	0.00%	800	0.00%		
Total Travel & Meetings		8,609	15,100	57.02%	12,800	12,800	13,300	3.91%	13,300	0.00%		
<i>Permits</i>												
State Water Resource Control	6470.005	2,088	2,300	90.78%	2,300	2,300	2,400	4.35%	2,500	4.17%		

**Carmel Area Wastewater District
Collections Department: 2017-18 Operating Expense Budget**

Description	Acct	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
MUAPCB	6480.005	2,506	3,000	83.53%	3,000	3,100	3.33%	3,100	0.00%	
<i>Total permits</i>		4,594	5,300	86.68%	5,300	5,500	3.77%	5,600	1.82%	
<i>Membership/Subscriptions</i>										
Employee Certification	6550.005	1,084	600	180.67%	970	1,000	3.09%	1,000	0.00%	v
Publications/reference works	6640.005	314	0	n/a	200	200	n/a	200	0.00%	
Memberships - CWEA	6560.005	492	970	50.72%	700	750	7.14%	750	0.00%	w
Memberships - WEF	6580.005	297	0	n/a	270	270	n/a	270	0.00%	
<i>Total Membership/Subscrip.</i>		2,187	1,570	139.31%	2,140	2,220	3.74%	2,220	0.00%	
<i>Safety</i>										
First Aid Medical Service	6720.005	0	300	0.00%	300	400	33.33%	400	0.00%	x
Fire extinguisher service	6730.005	400	400	100.00%	410	420	2.44%	420	0.00%	
Safety supplies	6735.005	3,494	1,800	194.11%	2,000	4,800	140.00%	2,500	-47.92%	y
Uniforms, boots & gear	6750.005	504	0	n/a	1,500	1,500	n/a	1,500	0.00%	z
Safety training	6760.005	5,010	2,000	250.51%	6,600	8,000	21.21%	6,000	-25.00%	aa
<i>Total Safety</i>		9,408	4,500	209.06%	10,810	15,120	39.87%	10,820	-28.44%	
<i>Other Expenses</i>										
Recruitment/HR Consulting	8910.005	0	5,300	0.00%	0	0	n/a	0	n/a	
Legal Notices	8920.005	312	0	n/a	0	0	n/a	0	n/a	
Miscellaneous	8989.005	5,947	0	n/a	300	50,300	16666.67%	300	-99.40%	bb
<i>Total Other Expense</i>		6,259	5,300	118.09%	300	50,300	16666.67%	300	-99.40%	
Subtotal Operating Expense		1,007,235	1,189,416	84.68%	1,031,103	1,115,413	-0.36%	1,076,229	-3.51%	
Depreciation Expense	8997.005	325,955	325,000	100.29%	327,000	327,000	0.00%	327,000	0.00%	
Total Operating Expense		1,333,190	1,514,416	88.03%	1,358,103	1,442,413	-0.28%	1,403,229	-2.72%	

**Carmel Area Wastewater District
Collection: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	a	Salaries	Negotiated 2017-18 COLA increase 2.7%
	b	Medical Insurance	Blue Cross 2017-18 Health Insurance increase 3.0%; estimated increase 2018-19 is 4%
	c	CalPERS Retirement	CalPERS 2017-18 Rates: Classic 14.20% PEPR 12.78% CalPERS 2018-19 Rates: Classic 14.20% PEPR 12.75%
	d	SAM retirement	CalPERS Unfunded Accrued Liability (UAL) 2017-18: Classic \$22,034; PEPR \$707
	e	Worker's Compensation	SAM pension actuary recommended annual contribution of \$78,940
	f	Smog fees	Worker Comp rate assumes 2017-18 experience mod 132%
	g	Consulting fees	\$55/mo for service plus one test per employee 6 @ \$52
	h	Computers & equipment	West Yost - 20 Yr CIP \$50K; Capacity Study Phase 2 \$30K
	i	Paper & printing	Tablet for ICOM \$2500; Desktop \$1,500; printer \$400
	j	Postage	Flyer for sale of home \$3K public outreach; design consultant
	k	Hand tools	Minimal use of UPS Store
	l	General Operating supplies	Tools for trucks & work at stations and sewer lines
	m	Network Administration	Tiger tails nozzles, hoses, equipment for trucks
	n	Root foaming	ICOM \$4,500; Exceedio \$7K; IT Pipes \$1K
	o	Pump Station monitoring	Duke's Root Control 40K ft @ \$1.32/ft = \$52,800
	p	Collection System capacity monitoring	Mission Alarm SCADA System
	q	General Repairs	5 flow meters for cell service and batteries for our meters
	r	Easements	Emergency sewer line repair; and \$3,500 for pump testing
	s	Manholes	Clear easement for access and tree clearing
	t	Water	Replacement of 30 manhole frame & lids plus 20 frame & lids for improvements throughout city/county
	u	Employee training	California American Water has announced rate increases up to 70% to cover costs of infrastructure and water
	v	Employee certification	Increase over prior year includes \$2,800 for Electrical Training
	w	Memberships - CWEA	CWEA certification - collection and maintenance
	x	First Aid/Medical Service	CWEA membership
	y	Safety supplies	Dr. visit for poison oak
	z	Uniforms, boots & gear	Vests, helmets, gloves, etc. plus \$2K for new ventilation blower
	aa	Safety training	Boots \$1K; raingear \$500
			Recommended training courses for 2017-18 as follows:
			Hazwoper Awareness Refresher 4 \$ 800
			Hazwoper 40 hour 1 \$ 2,250
			Confined Space Resuce Refresher - 16 hours 4 \$ 800
			Confined Space Rescue (initial - 40 hour) 1 \$ 2,250
			PACP Recertification 2 \$ 2,000
	bb	Miscellaneous	Potential fine from Regional Water Quality Control Board for sewer spill 02-23-17 of 127,000 gal due to storm conditions in Hatton Canyon.

**Carmel Area Wastewater District
Non-Departmental: 2017-18 Operating Expense Budget**

Description	Account #	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget	Notes
		Actual	Budget	% of Budget	Actual					
<i>Engineering Fees</i>	5500.009	0	0	n/a	0	0	n/a	125,000	130,000	4.00% a
<i>Attorney Fees</i>										
District Counsel	5510.009	0	0	n/a	0	0	n/a	60,000	60,000	0.00% b
<i>Total Attorney Fees</i>		0	0	n/a	0	0	n/a	60,000	60,000	0.00%
<i>Other Expenses</i>										
Contingency		0	0	n/a	0	0	n/a	280,000	300,000	7.14% c
<i>Total Other Expense</i>		0	0	n/a	0	0	n/a	280,000	300,000	7.14%
Subtotal Operating Expense		0	0	n/a	0	0	n/a	465,000	490,000	5.38%
Depreciation Expense	8997.009	0	0	n/a	0	0	n/a	0	0	n/a
Amortization Expense	8998.009	0	0	n/a	0	0	n/a	0	0	n/a
Total Operating Expense		0	0	n/a	0	0	n/a	465,000	490,000	5.38%

**Carmel Area Wastewater District
Non-Departmental: 2017-18 Operating Expense Budget**

Note	<u>No.</u>	<u>Description</u>	<u>Comments</u>
	a	Engineering Fees	Collections Dept \$25K; Administration \$100K
	b	Attorney Fees	Carmel Lagoon issues \$60K
	c	Contingency	4% of CAWD O&M budget - potential use includes acting on Administration Assessment

Carmel Area Wastewater District
Reclamation: Operations Budget 2017-18

Description	2015-16		Est. 2016-17		Proposed 2017-18 Budget	% Chg. Prior Yr. Budget	Projected 2018-19 Budget	% Chg. Prior Yr. Budget
	Actual	Budget	% of Budget	Actual				
Plant Salaries, Benefits & OH								
Plant Superintendent	10,538	22,935	45.95%	21,750	22,360	2.80%	23,030	3.00%
Laboratory Supervisor	26,395	28,085	93.98%	32,295	33,200	2.80%	34,195	3.00%
Laboratory Technician	63,357	72,000	88.00%	73,310	75,365	2.80%	77,625	3.00%
Plant Operators	125,064	150,046	83.35%	125,990	129,520	2.80%	133,405	3.00%
Maintenance Mechanics	36,498	24,835	146.96%	41,945	43,120	2.80%	44,415	3.00%
Differential	13,438	13,405	100.24%	15,480	15,915	2.81%	16,395	3.01%
Payroll Taxes, Benefits, & OH	137,645	155,653	88.43%	155,385	159,740	2.80%	164,532	3.00%
<i>subtotal</i>	412,934	466,959	88.43%	466,155	479,221	102.80%	493,597	3.00%
Administrative Salaries								
General Manager	3,194	1,560	204.74%	2,700	2,775	2.76%	2,855	2.89%
Project Accountant	12,839	12,395	103.58%	13,940	14,330	2.80%	14,760	3.00%
Engineering	512	1,510	33.88%	340	350	2.80%	360	3.00%
Admin. Svcs/Scanner	1,658	1,030	160.92%	1,650	1,695	2.74%	1,745	2.94%
Payroll Taxes, Benefits, & OH	9,101	8,248	110.34%	9,315	9,575	2.79%	9,860	2.98%
<i>subtotal</i>	27,302	24,743	110.34%	27,945	28,724	102.79%	29,580	2.98%
Directors Fees	1,200	1,000	120.00%	1,000	1,000	0.00%	1,000	0.00%
Operating Supplies/Services	8,896	10,000	88.96%	10,000	10,000	0.00%	10,000	0.00%
Repairs & Maintenance	571	1,000	57.13%	1,000	1,000	0.00%	1,000	0.00%
Total Reimbursable Reclamation	450,904	503,702	89.52%	506,100	519,945	2.74%	535,178	2.93%
<i>Project Expenditures</i>								

Capital Budget Summary

Carmel Area Wastewater District
Capital Budget Summary 2017-18

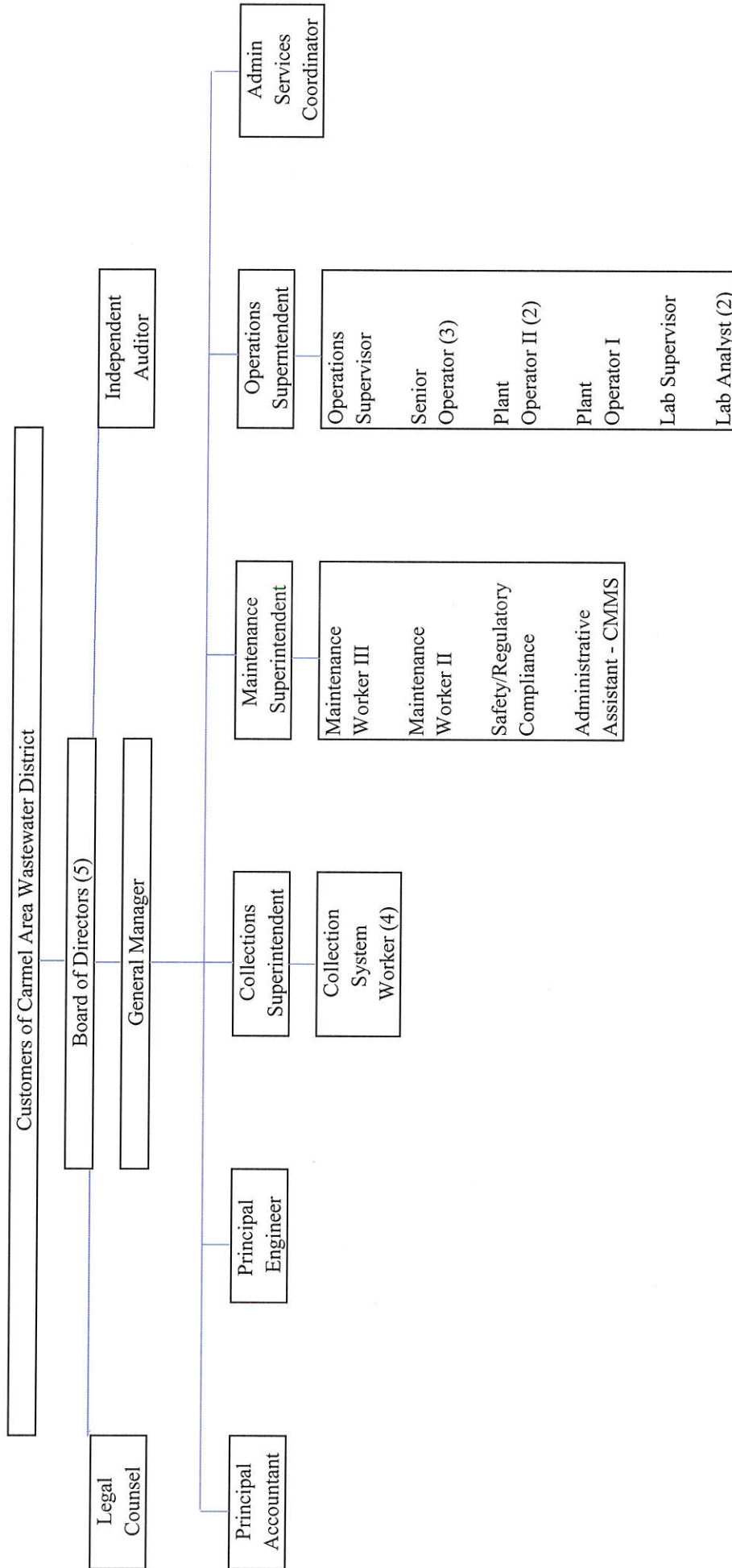
ITEM	ALLOCATION						Totals
	Admin	Maintenance	Collection	Treatment	PBCSD	Reclamation	
1 CIP Projects for Administration	30,000						30,000
2 CIP Maintenance - Plant		95,000					95,000
3 CIP Projects for Collection System			1,270,000				1,270,000
4 CIP Projects for Treatment & Disposal				29,348	14,652	0	44,000
5 CIP Long Term Capital Plan for Treatment & Disposal				3,733,533	1,863,968	347,500	5,945,001
Total CIP	30,000	95,000	1,270,000	3,762,881	1,878,620	347,500	7,384,001
Capital Outlay Items							
1 Email server replacement	7,000						7,000
2 Hacienda Station generator & transfer switch			50,000				50,000
3 Replace pumps t Highlands Pump Station			40,000				40,000
4 Filtrate pump replacement - Dewatering Bldg		21,344			10,656		32,000
5 Bobcat trailer		36,669			18,331		55,000
6 Mainsaver Connect program				7,318	3,654	5,478	16,450
7 Influent Pump Station wet well mixing system				8,671	4,329		13,000
8 Thermo Scientific Gallery Discrete Analyzer				15,008	7,493	22,500	45,001
Total Capital Outlay	7,000	58,013	90,000	30,997	44,463	27,978	258,451
Total CIP & Capital Outlay 17-18	37,000	153,013	1,360,000	3,793,878	1,923,083	375,478	7,642,452

Carmel Area Wastewater District
Capital Budget Summary 2018-19

ITEM	ALLOCATION						Totals
	Admin	Maintenance Field	Collection	Treatment	PBCSD	Reclamation	
1 CIP Projects for Administration	20,000						20,000
2 CIP Maintenance - Plant		0					0
3 CIP Projects for Collection System			1,985,000	26,680	13,320		1,985,000
4 CIP Projects for Treatment & Disposal				2,251,125	1,123,875		40,000
5 CIP Long Term Capital Plan for Treatment & Disposal				2,277,805	1,137,195		3,375,000
Total CIP	20,000	0	1,985,000	2,277,805	1,137,195	0	5,420,000
Capital Outlay Items							
1 Admin Office copy machine	12,000						12,000
2 Replace Generac portable generator			70,000				70,000
3 Replace pumps at Monte Verde Pump Station			45,000				45,000
4 Collection Superintendent truck			20,000				20,000
5 Plant truck		40,000					40,000
6 Skid Steer Loader - accessories		11,000					11,000
7 Siemens DeChlorination Deox 2000 Analyzer				8,671	4,329		13,000
8 Thermo Scientific Gallery Discrete Analyzer				5,336	2,664	8,000	16,000
Total Capital Outlay	12,000	51,000	135,000	14,007	6,993	8,000	227,000
Total CIP & Capital Outlay 18-19	32,000	51,000	2,120,000	2,291,812	1,144,188	8,000	5,647,000

Organizational Structure

Organization Chart



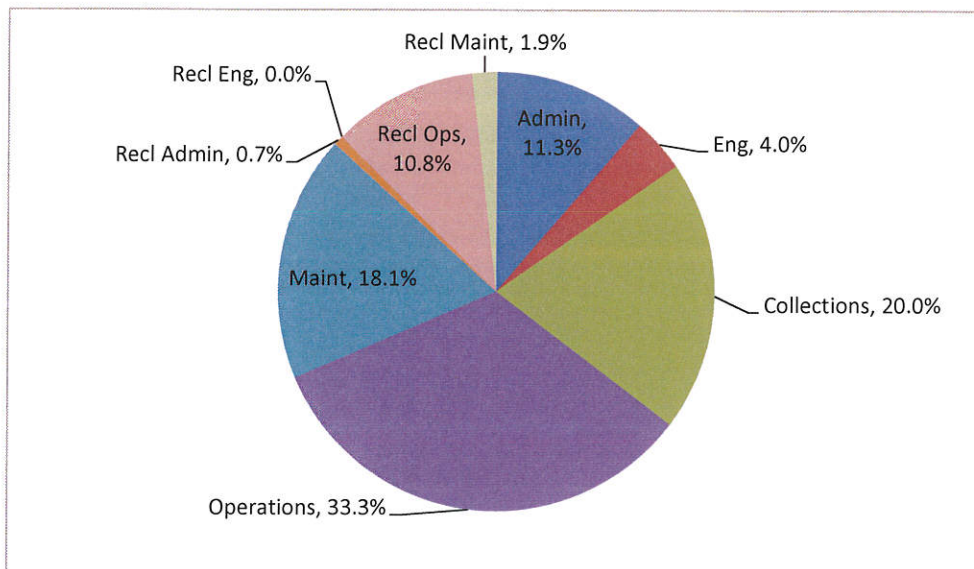
Staffing Levels - Position Summary Schedule

Department & Position Title	2014-15	2015-16	Current 2016-17	Budget 2017-18	Projected 2018-19
Administration					
* General Manager	1	1	1	1	1
* Principal Accountant	1	1	1	1	1
* Administrative Services Coordinator	1	1	1	1	1
Administrative Assistant	0.5	0	0	0	0
Engineering					
* Principal Engineer	1	1	1	1	1
Collections					
* Collection System Superintendent	1	1	1	1	1
Collection Worker II	3	4	4	4	4
Collection Worker I	1	0	0	0	0
Treatment Plant Operations					
* Wastewater Treatment Superintendent	1	1	1	0	0
* Operations Superintendent	0	0	0	1	1
* Maintenance Superintendent	0	0	0	0	0
Maintenance Supervisor	0	1	1	0	0
Operations Supervisor	1	1	1	1	1
Laboratory Supervisor	1	1	1	1	1
Senior Operator	3	3	3	3	3
Safety/Regulatory Compliance Admin I	1	1	1	0	0
Lab Analyst/Environmental Compliance	2	2	2	2	2
Plant Operator II	2	2	2	2	2
Maintenance Mechanic II	2	2	2	0	0
Plant Operator I	2	1	1	1	1
Administrative Assistant	0	0.5	1	0	0
Maintenance					
* Maintenance Superintendent	0	0	0	1	1
Maintenance Mechanic III	0	0	0	0	1
Maintenance Mechanic II	0	0	0	2	1
Safety/Regulatory Compliance Admin I	0	0	0	1	1
Administrative Assistant	0	0	0	1	1
Total Positions	24.5	24.5	25	25.0	25.0
Change from prior year		0.0%	2.0%	0.0%	0.0%

* Management Staff

Allocation of CAWD & Reclamation Labor 2017-18

	# Positions	Total Annual Hrs	CAWD		Recl	
			CAWD	% CAWD	Recl	% Recl
Administration						
* General Manager	1	2,080	2,048	98.5%	32	1.5%
* Principal Accountant	1	2,080	1,796	86.3%	284	13.7%
* Administrative Services Coordinator	1	2,080	2,038	98.0%	42	2.0%
Engineering						
* Principal Engineer	1	2,080	2,075	99.8%	5	0.2%
Collections						
* Collection System Superintendent	1	2,080	2,080	100.0%	0	0.0%
Collection Worker II	4	8,320	8,320	100.0%	0	0.0%
Treatment Plant Operations						
* Operations Superintendent	1	2,080	1,703	81.9%	377	18.1%
Operations Supervisor	1	2,080	2,080	100.0%	0	0.0%
Laboratory Supervisor	1	2,080	1,390	66.8%	690	33.2%
Senior Operator	3	6,240	3,489	55.9%	2,751	44.1%
Lab Analyst/Environmental Compliance	2	4,160	2,388	57.4%	1,772	42.6%
Plant Operator II	2	4,160	4,160	100.0%	0	0.0%
Plant Operator I	1	2,080	2,080	100.0%	0	0.0%
Maintenance						
* Maintenance Superintendent	1	2,080	2,080	100.0%	0	0.0%
Maintenance Mechanic III	1	2,080	2,080	100.0%	0	0.0%
Maintenance Mechanic II	1	2,080	1,113	53.5%	967	46.5%
Safety/Regulatory Compliance Admin I	1	2,080	2,080	100.0%	0	0.0%
Administrative Assistant	1	2,080	2,080	100.0%	0	0.0%



Total CAWD hours = 86.7%

Total Reclamation hours = 13.3%

Pension Benefits

CAWD Pension Benefits

Starting October 29, 2005, the District provides pension benefits to eligible employees through a cost sharing multiple-employer defined benefit pension plan administered by the California Public Employees Retirement System (CalPERS). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statute and District ordinance.

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50-55 with statutorily reduced benefits

I. CalPERS Classic

The plans provisions are summarized as follows:

Hire date	Prior to January 1, 2013
Benefit formula	2% @ 60
Benefit vesting schedule	5 years service
Benefit payments	Monthly for life
Retirement Age	60
Monthly benefits, as a % of eligible compensation	2.0%

II. CalPERS PEPRA

The plans provisions are summarized as follows:

Hire date	On or after January 1, 2013
Benefit formula	2% @ 62
Benefit vesting schedule	5 years service
Benefit payments	Monthly for life
Retirement Age	62
Monthly benefits, as a % of eligible compensation	2.0%

III. Strategic Asset Management (SAM)

The District placed a contribution freeze on its single employer defined benefit pension plan effective October 29, 2005 and adopted a new retirement plan with CalPERS. Employees no longer accrue service credits under this plan and the plan does not accept new employees. However, the District continues funding this plan to cover prior service, and the current plan will be paid out as eligible employees (those

hired prior to October 29, 2005) leave District employment. The District is the Plan Administrator.

The plan provisions are summarized as follows:

Hire date:	Prior to October 29, 2005
Eligibility	6 months service and age of 20.5
Benefit formula	2.5% @ 62
Benefit payments	Monthly for life or Lump sum payout
Retirement age	62

CalPERS - CLASSIC Pension

The District currently has 18 employees under the CLASSIC Formula 2% at 60

Estimated Future Contribution Rates

Fiscal Year	Employer Normal Cost Rate	Employee Rate	Employer Payment of Unfunded Liability
2017-18	7.20%	7.00%	\$7,110
2018-19 (projected)	7.20%	7.00%	\$12,533

Funding History

The Funding History shows the actuarial accrued liability, the plan's share of the pool's market value of assets, plan's share of the pool's unfunded liability, funded ratio and the annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/11	\$2,246,433	\$1,878,958	\$367,475	83.6%	\$1,893,846
06/30/12	\$2,549,434	\$2,034,807	\$514,627	79.8%	\$1,852,453
06/30/13	\$3,359,049	\$2,832,203	\$526,846	84.3%	\$1,599,299
06/30/14	\$3,872,495	\$3,444,687	\$427,808	89.0%	\$1,627,751
06/30/15	\$4,382,102	\$4,287,596	\$94,506	97.8%	\$1,689,374

Projected Employer Contributions

The table shows projected employer contribution rates (before cost sharing) for the next five fiscal years thereafter, and assuming that all other actuarial assumptions will be realized and no further changes to assumptions, contributions, benefits, or funding will occur between now and the beginning of the projection period.

	Required Contribution	Projected Future Employer Contribution Rates				
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Normal Cost %	7.20%	7.20%	7.20%	7.20%	7.20%	7.20%
UAL \$	\$7,110	\$12,533	\$18,276	\$24,351	\$30,775	\$37,562

Analysis of Future Investment Return Scenarios

2016-19 Investment Return Scenario	Estimated Employer (ER) UAL Contribution			Estimated Total Change in ER UAL Contribution between 2018-19 and 2021-22
	2019-20	2020-21	2021-22	
(3.8%) (5th percentile)				
Normal Cost	7.2%	7.2%	7.2%	0.0%
UAL Contribution	\$26,092	\$47,933	\$78,237	\$65,704
2.8% (25th percentile)				
Normal Cost	7.2%	7.2%	7.2%	0.0%
UAL Contribution	\$21,527	\$34,374	\$51,384	\$38,851
7.5% (49th percentile)				
Normal Cost	7.2%	7.2%	7.2%	0.0%
UAL Contribution	\$18,276	\$24,351	\$30,775	\$18,242
12.0% (75th percentile)				
Normal Cost	7.4%	7.5%	7.7%	0.5%
UAL Contribution	\$15,713	\$16,236	\$0	(\$12,533)
18.9% (95th percentile)				
Normal Cost	7.7%	8.2%	8.7%	1.5%
UAL Contribution	\$12,113	\$0	\$0	(\$12,533)

UAL = Unfunded Accrued Liability

CalPERS – CLASSIC

The investment return in Fiscal Year 2015-16 as of April 30, 2016 is 0.0% before administrative expenses. For the purposes of projecting future employer contributions, CalPERS assumes a 0.0 percent investment return for Fiscal Year 2015-16.

A sensitivity analysis was performed to determine the effects of various investment returns during Fiscal Years 2016-17, 2017-18, and 2018-19 on the employer contributions for Fiscal Years 2019-20, 2020-21, and 2021-22. The projected contributions assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

Five different investment return scenarios were selected.

- The first scenario is a -3.8 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 5th percentile return from July 1, 2016 through June 30, 2019.
- The second scenario is a 2.8 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 25th percentile return from July 1, 2016 through June 30, 2019.
- The third scenario is a 7.5 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 49th percentile return from July 1, 2016 through June 30, 2019.
- The fourth scenario is a 12.0 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 75th percentile return from July 1, 2016 through June 30, 2019.
- Finally, the last scenario is an 18.9 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 95th percentile return from July 1, 2016 through June 30, 2019.

CalPERS - PEPR Pension

The District currently has 7 employees under PEPR formula 2% at 62

Estimated Future Contribution Rates

Fiscal Year	Employer Normal Cost Rate	Employee Rate	Employer Payment of Unfunded Liability
2017-18	6.53%	6.25%	\$219
2018-19 (projected)	6.50%	6.25%	\$405

Funding History

The Funding History shows the actuarial accrued liability, the plan's share of the pool's market value of assets, plan's share of the pool's unfunded liability, funded ratio and the annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/13	\$883	\$1,185	(\$302)	134.2%	\$214,323
06/30/14	\$35,509	\$37,442	(\$1,933)	105.4%	\$314,659
06/30/15	\$90,858	\$86,903	\$3,955	95.60%	\$407,015

Projected Employer Contributions

The table shows projected employer contribution rates (before cost sharing) for the next five fiscal years, assuming CalPERS earns 2.4% for the Fiscal Year 2014-15 and 7.50% for every fiscal year thereafter, and assuming that all other actuarial assumptions will be realized and that no further changes to assumption, contributions, benefits, or funding will occur between now and the beginning of the projection period.

	Required Contribution	Projected Future Employer Contribution Rates				
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Normal Cost %	6.53%	6.50%	6.50%	6.50%	6.50%	6.50%
UAL \$	\$219	\$405	\$602	\$811	\$1,032	\$1,182

Analysis of Future Investment Return Scenarios

2016-19 Investment Return Scenario	Estimated Employer (ER) UAL Contribution			Estimated Total Change in ER UAL Contribution between 2018-19 and 2021-22
	2019-20	2020-21	2021-22	
(3.8%) (5th percentile)				
Normal Cost	6.5%	6.5%	6.5%	0.0%
UAL Contribution	\$761	\$1,289	\$1,994	\$1,589
2.8% (25th percentile)				
Normal Cost	6.5%	6.5%	6.5%	0.0%
UAL Contribution	\$668	\$1,014	\$1,449	\$1,044
7.5% (49th percentile)				
Normal Cost	6.5%	6.5%	6.5%	0.0%
UAL Contribution	\$602	\$811	\$1,032	\$627
12.0% (75th percentile)				
Normal Cost	6.5%	6.5%	6.6%	0.1%
UAL Contribution	\$549	\$644	\$678	\$273
18.9% (95th percentile)				
Normal Cost	6.6%	6.8%	7.1%	0.6%
UAL Contribution	\$475	\$0	\$0	(\$405)

UAL = Unfunded Accrued Liability

CalPERS – PEPRA

A sensitivity analysis was performed to determine the effects of various investment returns during Fiscal Years 2016-17, 2017-18, and 2018-19 on the employer contributions for Fiscal Years 2019-20, 2020-21, and 2021-22. The projected contributions assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

Five different investment return scenarios were selected.

- The first scenario is a -3.8 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 5th percentile return from July 1, 2016 through June 30, 2019.

- The second scenario is a 2.8 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 25th percentile return from July 1, 2016 through June 30, 2019.

- The third scenario is a 7.5 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 49th percentile return from July 1, 2016 through June 30, 2019.

- The fourth scenario is a 12.0 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 75th percentile return from July 1, 2016 through June 30, 2019.

- Finally, the last scenario is an 18.9 percent return for each of the 2016-17, 2017-18, and 2018-19 fiscal years. Based on the current investment allocation, this is what one would expect if the markets were to give us about a 95th percentile return from July 1, 2016 through June 30, 2019.

Strategic Asset Management - SAM

Formula 2.5% @ 62

Number of Participants as of July 1, 2015

Retired participants receiving benefits	2
Terminated vested participants entitled to future benefits	5
Active participants	8
Total participants	<u>15</u>

Funding History	2013-14	2014-15	2015-16
Recommended Contribution	\$141,161	\$130,567	\$88,667
Covered Compensation	\$821,578	\$756,354	\$806,447
Contribution as a % of Covered Compensation	17.18%	17.26%	11.00%

Funded Status

	6/30/2014	6/30/2015
Actuarial Value of Assets	\$4,665,880	\$5,226,222
Actuarial Liabilities		
Frozen Plan Basis	\$4,353,040	\$4,854,278
All Expected Future Plan Benefits	\$5,252,947	\$5,517,625
Funded Status		
Frozen Plan Basis	107.00%	108.00%
All Expected Future Plan Benefits	89.00%	95.00%

Unfunded Actuarial Accrued Liability

Projected actuarial accrued liability as of 07/01/15	
Active Participants	\$2,862,966
Retired Participants	\$1,327,620
Disabled Participants	\$0
Terminated Vested Participants	<u>\$1,327,039</u>
	<u>\$5,517,625</u>
Actuarial Value of Assets as of July 1, 2015	<u>\$5,226,222</u>
Unfunded actuarial accrued liability as 07/01/15	<u><u>\$291,403</u></u>

Annual Report
Treatment Plant



Carmel Area Wastewater District

Discharge Monitoring Report

2016 Annual

Operations & Compliance Report

NPDES #CA0047996

ORDER # R3-2014-0012

**ADVANCED SECONDARY
(Ocean Discharge)**



Carmel Area Wastewater District

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

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

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

Tuesday, January 24, 2017

Mr. Peter von Langen
California Regional Water Quality Control Board
Central Coast Region
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401-7906
centralcoast@waterboards.ca.gov

Subject: 2016 Carmel Area Wastewater District Annual Secondary Operations & Compliance Report -
ORDER #R3-2014-0012, NPDES #CA0047996

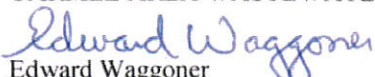
Dear Mr. Von Langen

Enclosed please find the Carmel Area Wastewater District's Annual Report submitted as requested by the California Regional Water Quality Control Board and the State Water Resources Control Board

- Section One (1): Tabular summary of the monitoring data obtained during the previous year -2016
Section Two (2): Graphical summary of the monitoring data obtained during the previous year -2016
Section Three (3): Discussion of compliance record and corrective actions taken or requested to bring discharge into full compliance.
Section Four (4): List of current operating personnel and their grade of certification.
Section Five (5): Carmel Area Wastewater District's Operation & Maintenance Manual status discussion.
Section Six (6): Statement concerning the laboratories used by Carmel Area Wastewater District to monitor compliance with effluent limits and summary of performance as required by section B, General Monitoring Requirements.
Section Seven (7): Summary of sludge quantities, analyses of sludge chemical and moisture content, and ultimate sludge destination not included as there exists a provision for sludge monitoring within the Carmel Area Wastewater District's Monitoring and Reporting Program.
Section Eight (8): Evaluation of the effectiveness of the local source control or pretreatment program using the State Water Resources Control Board's "Guidelines for Determining the Effectiveness of Local Pretreatment Program."

Respectfully Submitted,

CARMEL AREA WASTEWATER DISTRICT


Edward Waggoner
Operations Superintendent

SECTION ONE

TABULAR SUMMARY OF 2016 NPDES REPORTABLE DATA

Month	Influent Flows			BOD		Suspended Solids		Sett Solids Effluent mg/l	CL2 Residual Effluent mg/l	Removal Efficiency		Turbidity Effluent NTU's	pH Effluent Units	O&G		Ammonia Effluent ug/l	Nitrate Effluent mg/l	
	Total	CAWD total	PBCSD total	Influent mg/l	Effluent mg/l	Influent mg/l	Effluent mg/l			BOD %	T.S.S. %			Effluent mg/l	Effluent lb/day			
Jan	54,345	34,673	19,672	363	15	58	936	7	29	96	99	2.03	6.8	7.4	0.00	0.00	17,360	60.8
Feb	42,597	27,895	14,702	308	7	74	649	14	125	98	98	4.03	6.7	7.2	0.00	0.00	26,300	29.1
Mar	60,883	37,929	22,954	290	9	106	548	11	157	97	98	3.1	6.5	7.2	0.00	0.00	5100	13.8
Apr	39,913	27,377	12,536	403	5	15	862	9	31	99	99	0.81	6.9	7.5	0.00	0.00	25,600	47.1
May	39,136	27,035	12,101	343	5	24	773	8	37	99	99	2.1	6.6	7.3	0.00	0.00	7900	20.1
Jun	38,017	27,093	10,924	374	10	65	748	9	50	97	99	1.8	6.6	7.1	0.00	0.00	6700	20.5
Jul	48,153	29,147	11,006	404	7	27	627	9	31	98	99	1.53	6.6	7.5	0.00	0.00	14700	63.5
Aug	39,274	27,652	11,622	364	14	69	552	6	21	96	99	1.24	6.5	7.8	0.00	0.00	8500	44.9
Sep	35,449	25,458	9,991	332	10	21	728	4	10	97	99	1.18	6.7	7.8	0.00	0.00	85800	20.7
Oct	37,244	26,065	11,179	297	7	14	479	4	8	98	99	0.95	6.8	7.6	0.00	0.00	15100	94.4
Nov	37,427	25,366	12,061	349	8	16	465	4	9	98	99	1.2	7.1	7.5	0.00	0.00	26,600	81.7
Dec	38,457	26,492	11,965	307	6	16	410	3	7	98	99	0.78	7.1	7.6	0.00	0.00	37,400	44.1

Month	Effluent Temp Deg. F	Sludge Cake Total Cu.Yds.	Effluent Coliform Bacteria mppn/100 ml	Receiving Waters						Urea Effluent mg/l	Silicate Effluent mg/l			
				Total Coliform			Fecal Coliform					Enteroc. Org.		
				K-4 mppn/100 ml	K-5 mppn/100 ml	K-6 mppn/100 ml	K-4 mppn/100 ml	K-5 mppn/100 ml	K-6 mppn/100 ml	K-4 mppn/100 ml	K-5 mppn/100 ml	K-6 mppn/100 ml		
Jan	65.5	131.0	2.29	NA	NA	NA	NA	NA	NA	NA	NA	NA	119	74
Feb	67.2	135.9	1.46	NA	NA	NA	NA	NA	NA	NA	NA	NA	83	91
Mar	66.5	155.8	1.95	NA	NA	NA	NA	NA	NA	NA	NA	NA	35	22
Apr	68.8	144.7	1.34	NA	NA	NA	NA	NA	NA	NA	NA	NA	78	84
May	69.5	152.7	1.22	NA	NA	NA	NA	NA	NA	NA	NA	NA	61	33
Jun	70.5	173.6	1.61	NA	NA	NA	NA	NA	NA	NA	NA	NA	30	43
Jul	71.5	225.4	1.2	NA	NA	NA	NA	NA	NA	NA	NA	NA	97	84
Aug	72.2	202.7	1.51	NA	NA	NA	NA	NA	NA	NA	NA	NA	117	39
Sep	73.2	185.9	1.41	NA	NA	NA	NA	NA	NA	NA	NA	NA	84	76
Oct	71.6	152.1	1.23	NA	NA	NA	NA	NA	NA	NA	NA	NA	75	82
Nov	70.9	200.9	1.38	NA	NA	NA	NA	NA	NA	NA	NA	NA	99	87
Dec	68.2	171.8	1.18	NA	NA	NA	NA	NA	NA	NA	NA	NA	127	80

**CARMEL AREA WASTEWATER DISTRICT
2016 EFFLUENT NITROGEN SPECIES ANALYSIS**

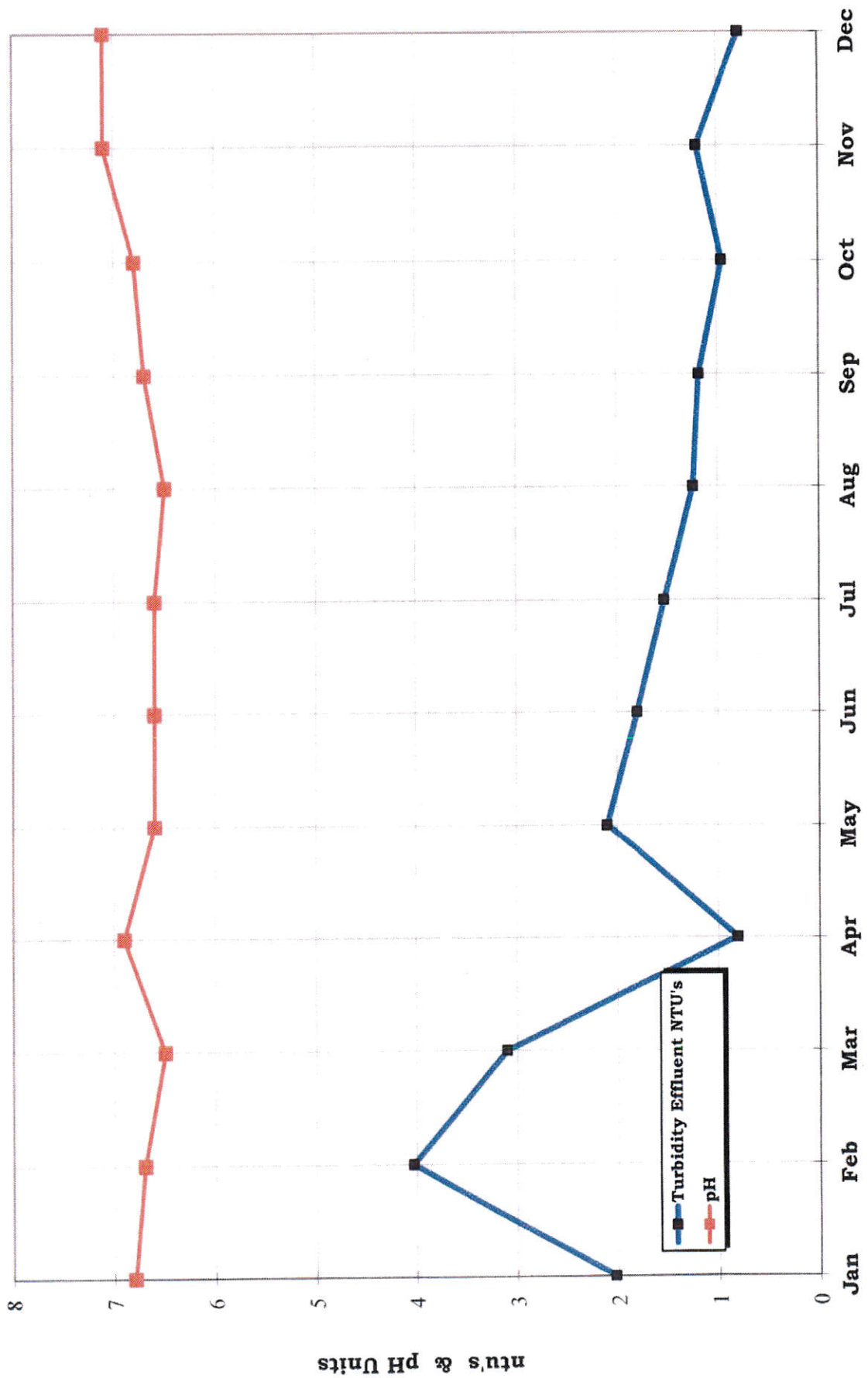
Month	Nitrate Effluent mg/l	Ammonia Effluent ug/l	Toxicity Conc TU a	Toxicity Conc TU c	
January	60.8	17300			
February	29.1	26300			
March	13.8	5100	0	25	
April	47.1	25600			
May	20.1	7900			
June	20.5	6700			
July	63.5	14700			
August	44.9	8500			
September	20.7	85800	0.4	25	
October	94.4	15100			
November	81.7	26600			
December	44.1	37400			

2016 SEMI-ANNUAL EFFLUENT ANALYSIS

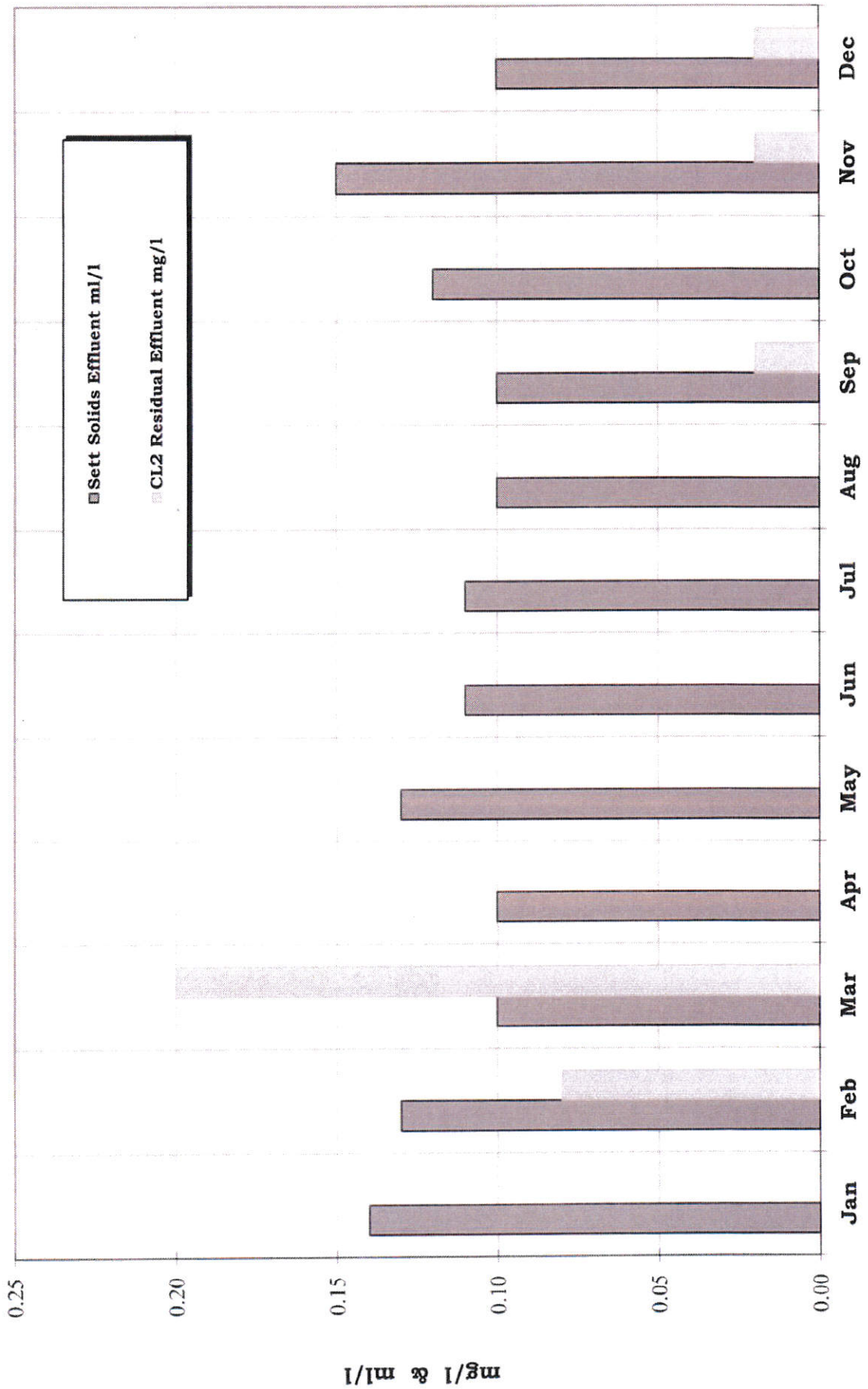
Constituent	Units	Mar-16	Sep-16	
Acrolein & Acrylonitrile	µg/L	Not Detected	Not Detected	
Ammonia-N	mg/L	4.6	74.1	
Antimony	µg/L	Not Detected	Not Detected	
Arsenic	µg/L	1	Not Detected	
Beryllium	µg/L	Not Detected	Not Detected	
Cadmium	µg/L	Not Detected	Not Detected	
Chlorine Residual, Total	mg/L	Not Detected	Not Detected	
Chromium III	µg/L	1.93	Not Detected	
Chromium VI	µg/L	0.070	Not Detected	
Chromium, Total	µg/L	2	Not Detected	
Copper	µg/L	15	30	
Cyanide	µg/L	16	23	
Dioxin	pg/L	Not Detected	Not Detected	
Gross Alpha	pCi/L	4.86 ± 1.70	5.22 ± 3.58	
Gross Beta	pCi/L	7.92 ± 1.63	38.4 ± 4.17	
Lead	µg/L	Not Detected	Not Detected	
Mercury by EPA 245.2	µg/L	Not Detected	Not Detected	
Nickel	µg/L	Not Detected	12	
Organochlorine Pest. & PCBs	µg/L	Not Detected	Not Detected	
Phenolic Compounds	mg/L	Not Detected	11	
Polynuclear Aromatics	µg/L	Not Detected	0.42	
Selenium	µg/L	2	Not Detected	
Semivolatile Org. Comp.	µg/L	Not Detected	Not Detected	
Silver	µg/L	24	Not Detected	
Thallium	µg/L	Not Detected	Not Detected	
Tributyltin	µg/L	Not Detected	Not Detected	
Volatile Org. Comp.	µg/L	Not Detected	Not Detected	
Zinc	µg/L	104	230	

SECTION TWO

Effluent Turbidity and pH 2016

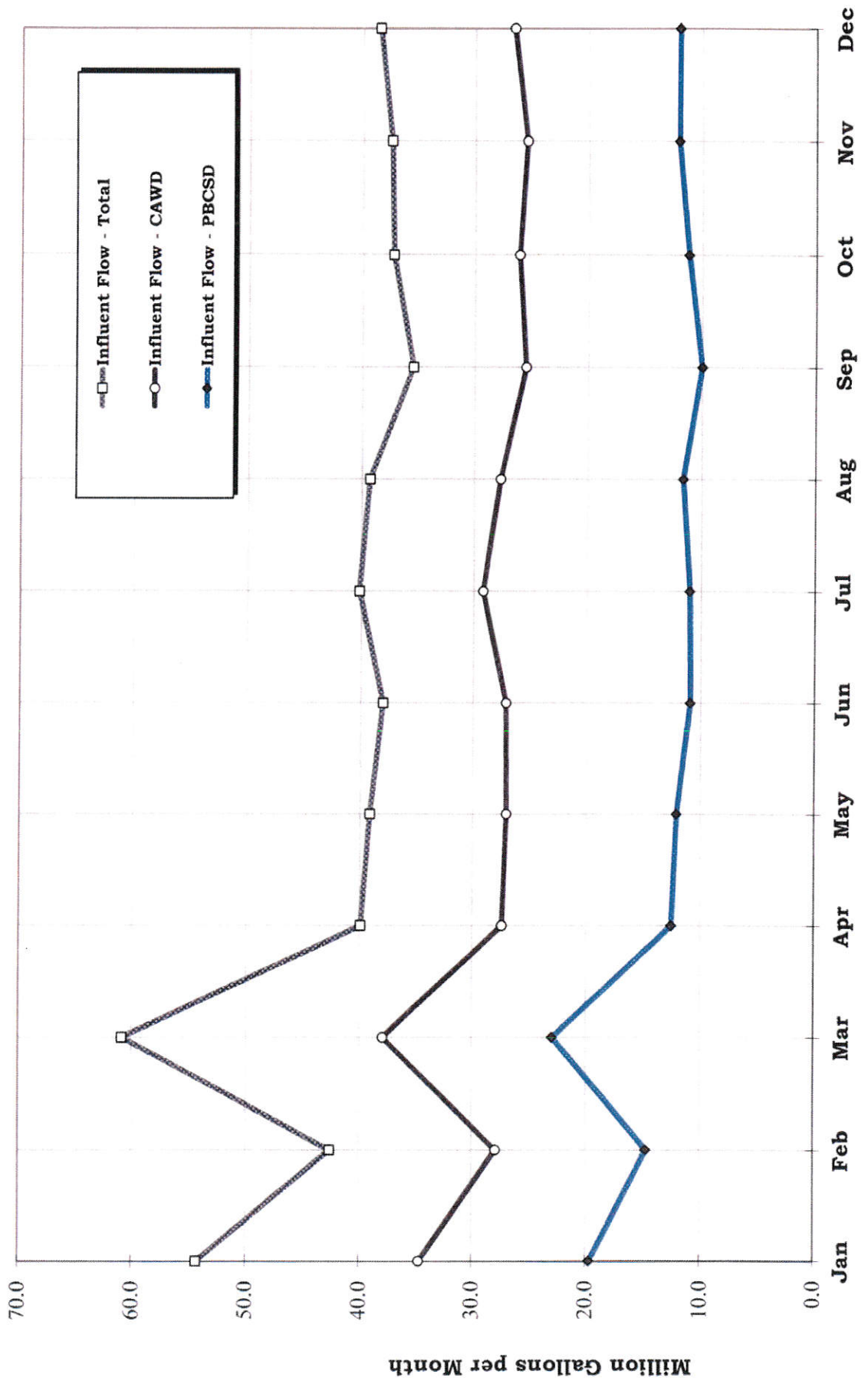


Effluent Sett Solids & Chlorine Residual 2016

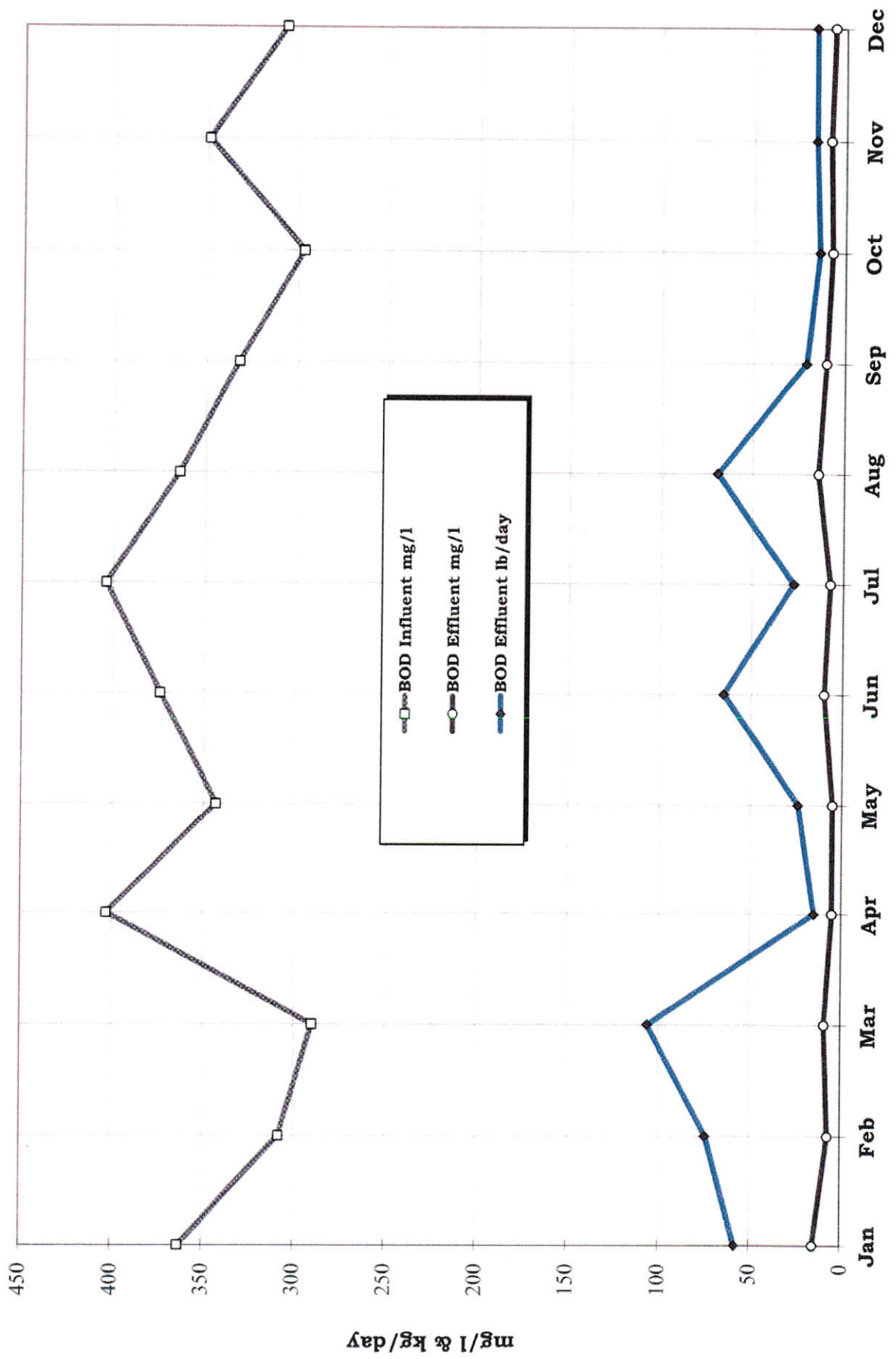


Carmel Area Wastewater District

Annual Influent Flows 2016

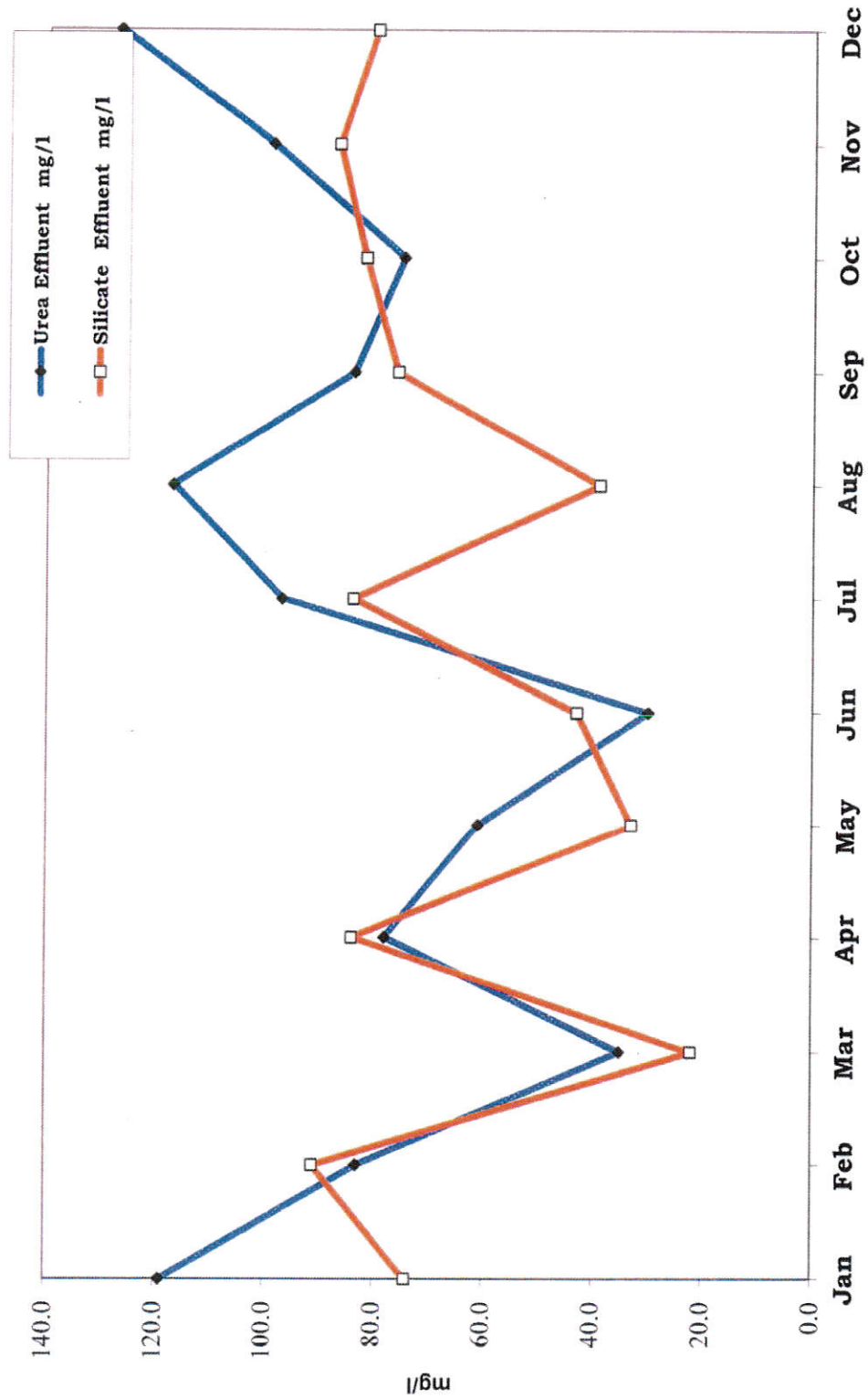


Influent / Effluent BOD 2016

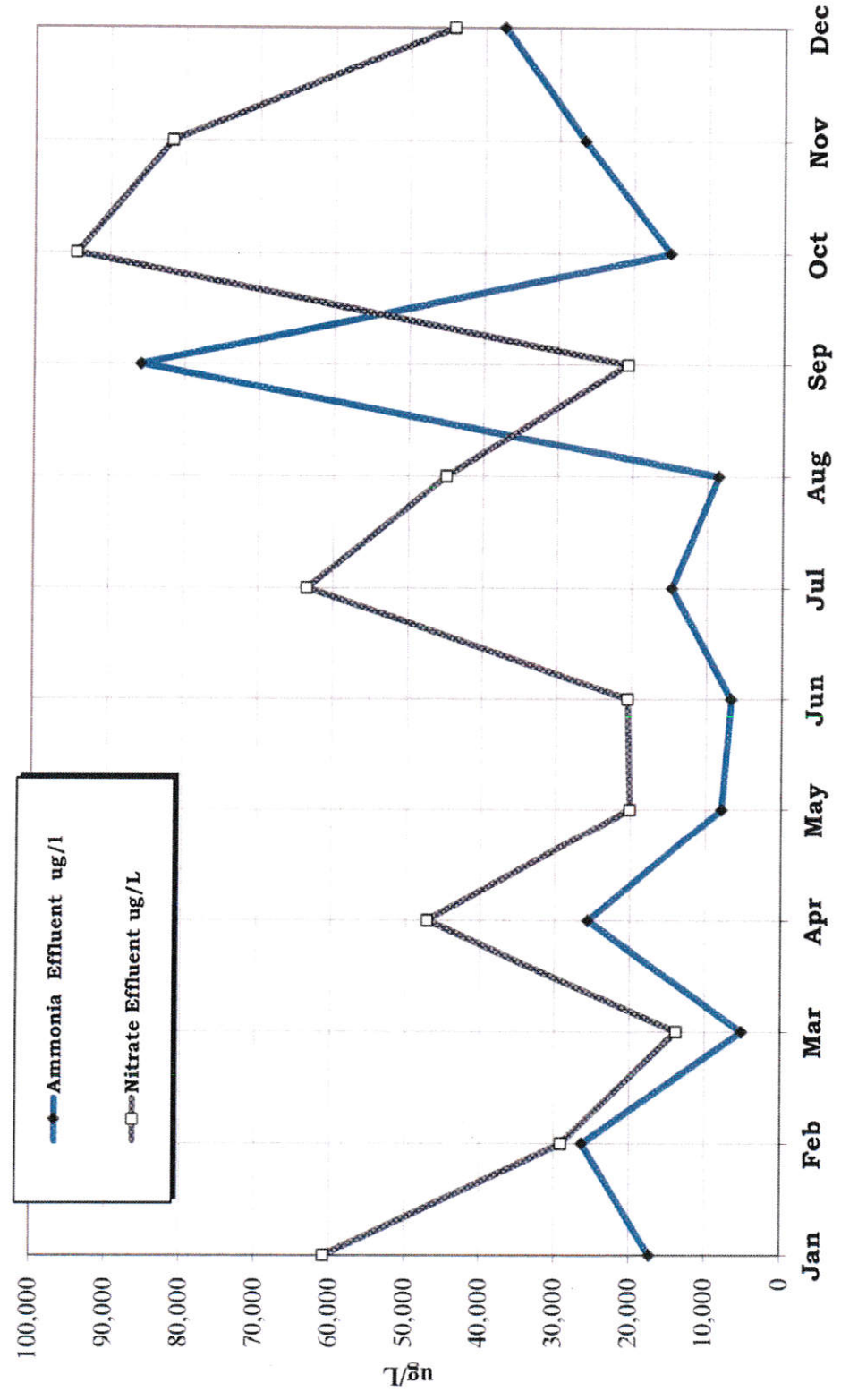


Carmel Area Wastewater District

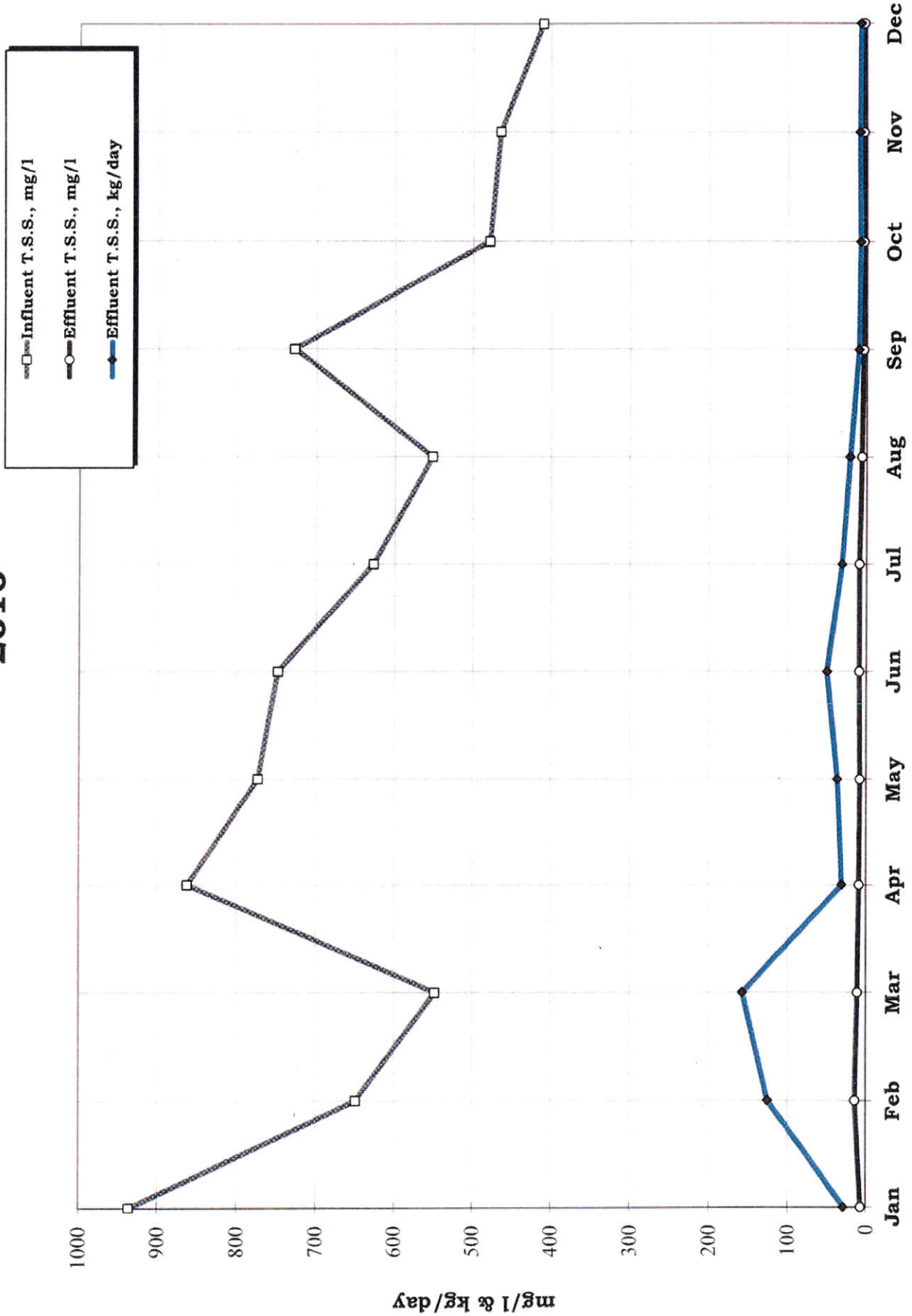
Effluent Urea / Silicate 2016



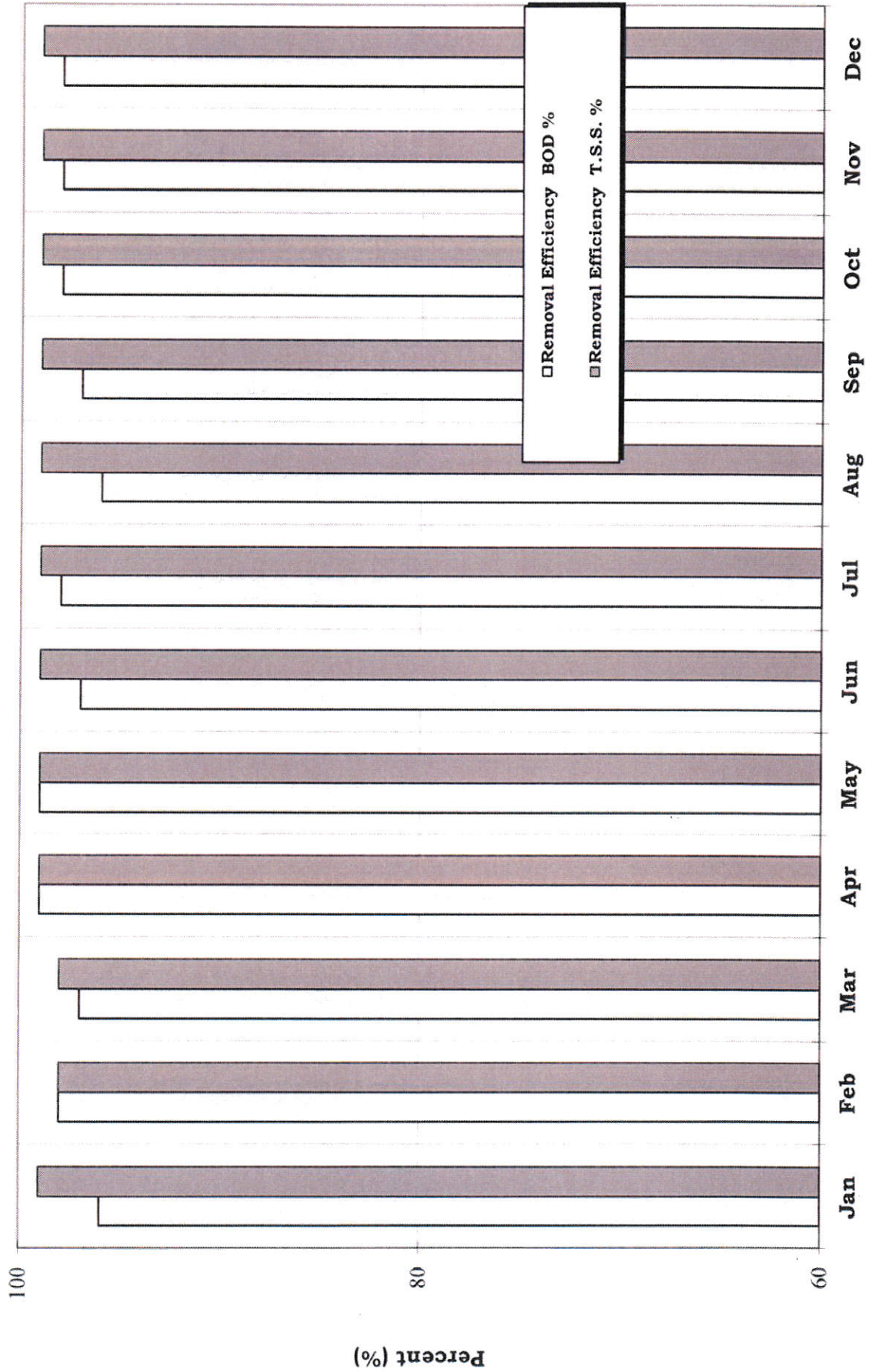
Effluent Ammonia / Nitrogen 2016



Influent / Effluent T.S.S. 2016

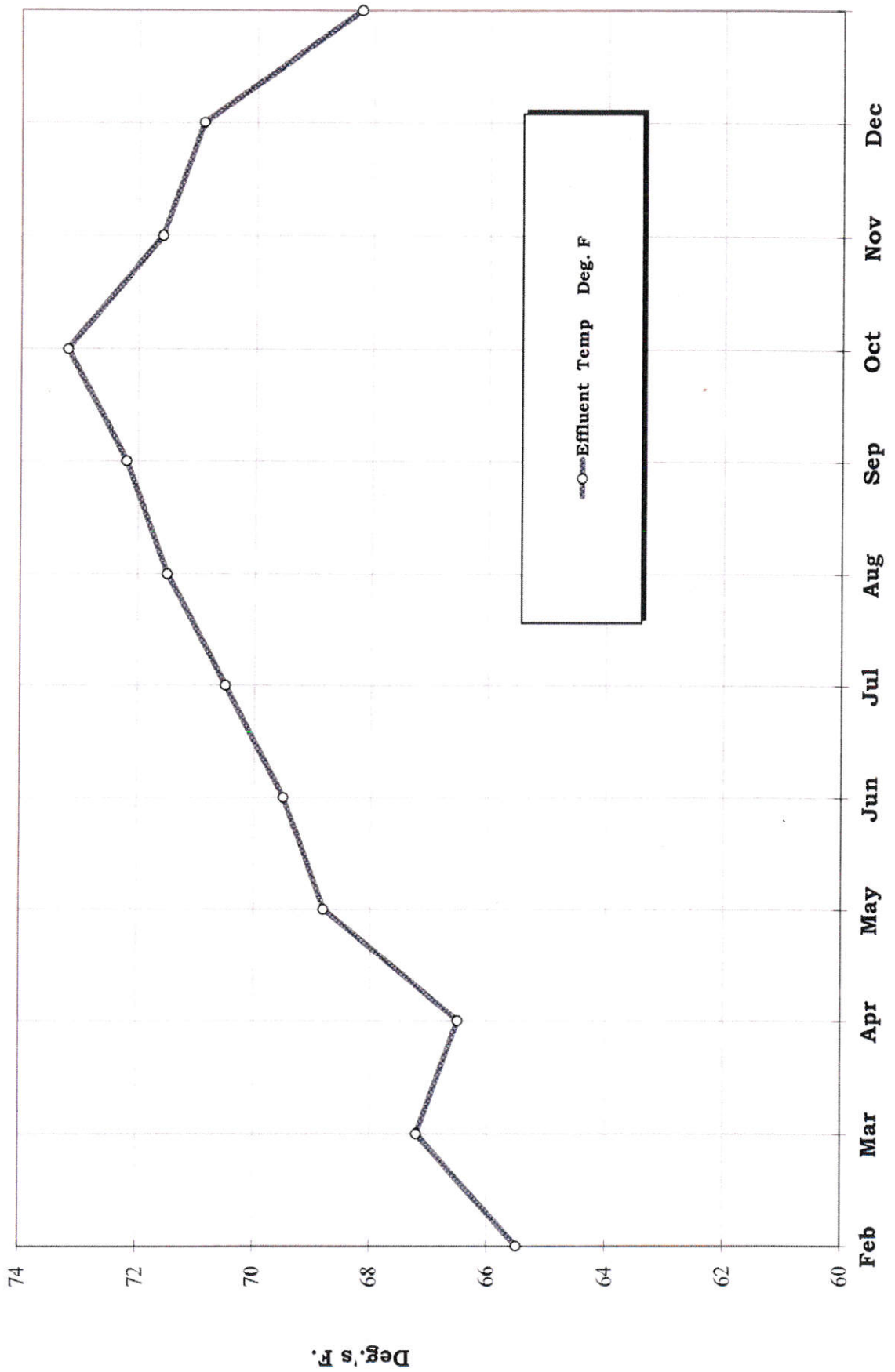


Effluent BOD & T.S.S Removal Efficiency 2016

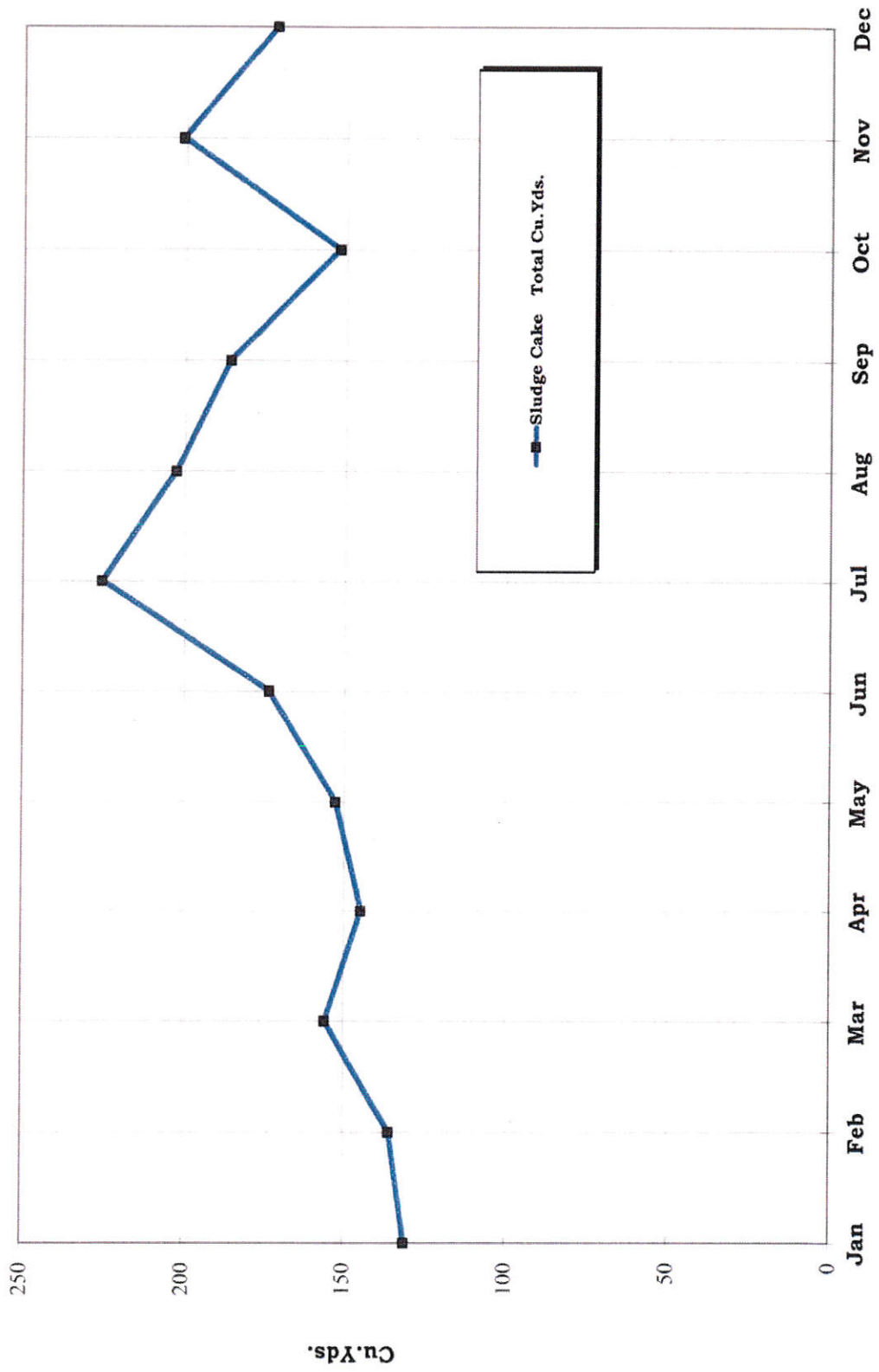


Carmel Area Wastewater District

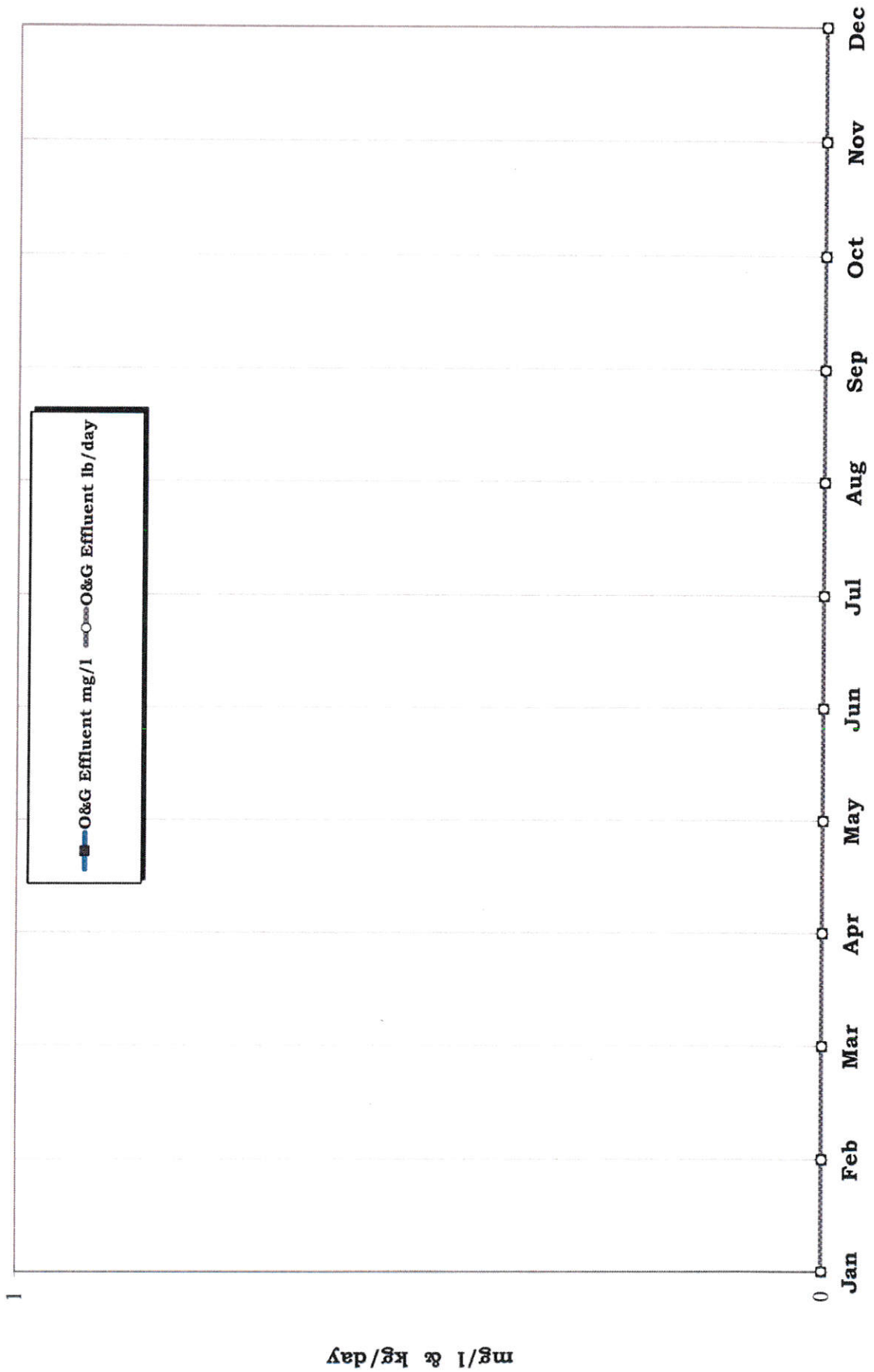
Effluent Temperature 2016



Sludge Hauling 2016

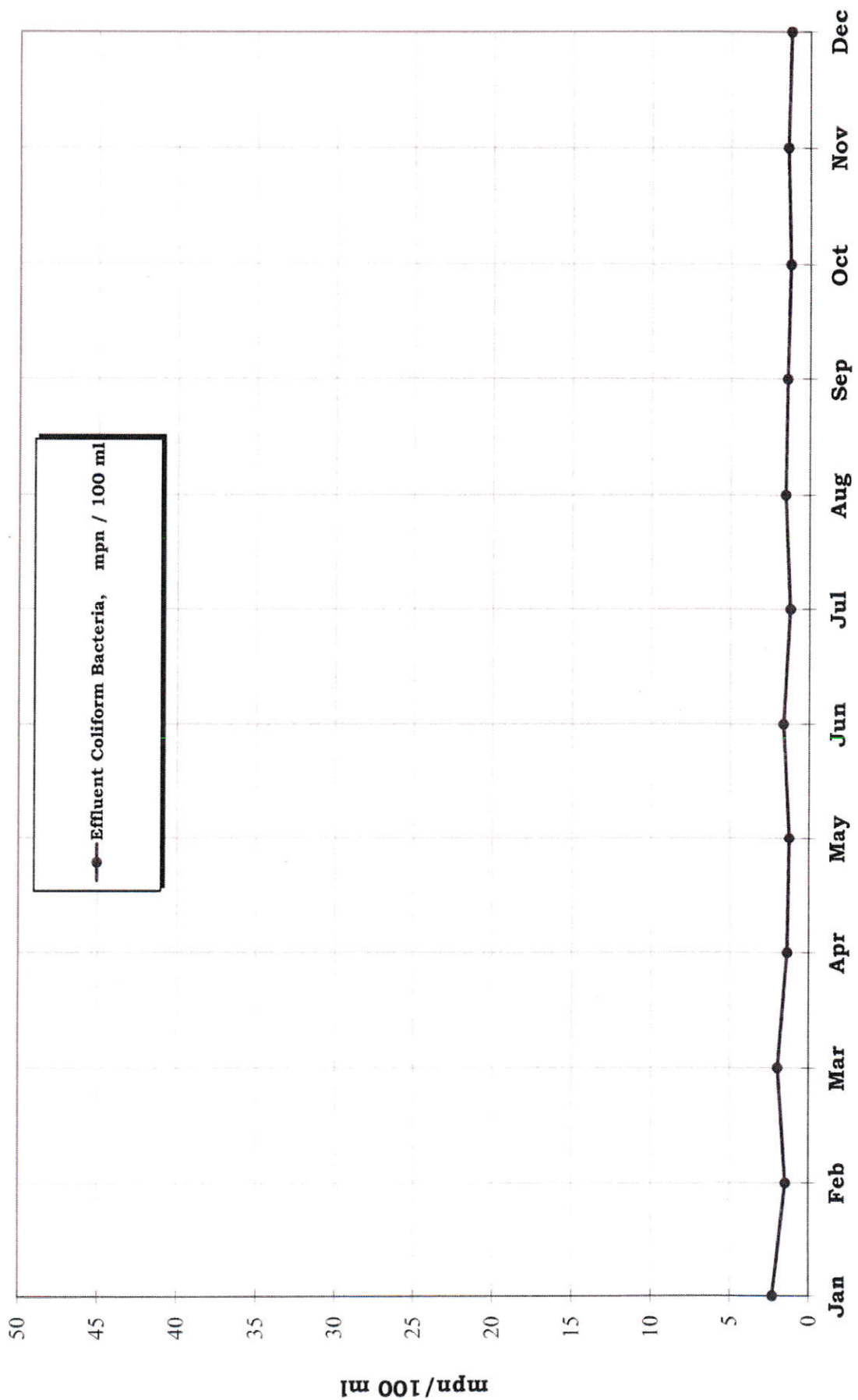


Effluent Oil & Grease 2016



Carmel Area Wastewater District

Effluent Coliform Monthly Average 2016



SECTION THREE

DISCUSSION OF COMPLIANCE RECORD AND CORRECTIVE ACTIONS TAKEN OR REQUESTED TO BRING DISCHARGE INTO FULL COMPLIANCE

January 2016: Secondary Effluent 2015 Q4 DDT Submittal

While reporting our quarterly DMR reports we regretfully did not submit our Quarterly SMR (MONNPDES) (Effluent DDT) report for Q4 2015. We have subsequently resubmitted our quarterly DMR including the Effluent DDT report.

April 2016 through August 2016: Addition of Influent water by Capital Improvement Project Dewatering Well

For the month of April due to the Capital Improvement Project, dewatering water has been discharged in to the treatment plant Influent.

July 2016: Total Coliform exceeded of WDR/NPDES Violated: Section III.A Table 4 Effluent Limitations with Limit Condition: 10,000 MPN Instantaneous Maximum with reported value of

On July 25th, 2016 at 1031 hours the Operations staff collected a grab coliform sample from sample point EFF-001. Per our NPDES permit, we are required to run Total Coliform, Fecal, and Enterococcus tests. This sample had a Total Chlorine residual of 5.4ppm, a normal residual. The results of these tests were:

Total Coliform: >2419.6 MPN

Fecal Coliform: <1 MPN

Enterococcus: <1

The Colilert test range for an undiluted sample is 2419.6 MPN. Normally our coliform counts are extremely low so no dilution is required. Due to the results of the Total Coliform test exceeding the testing range of an undiluted sample staff cannot determine the true Total Coliform value for July 25th 2016. Operations staff does not know if there was an exceedance of the "Instantaneous Max" allowable limit of 10,000 MPN on July 25th, 2016. Operations Staff is erring on the side of caution that the sample exceeded the "Instantaneous Max Value" for that time period.

Upon reviewing the three lab test results, recording such a high Total Coliform count and having less than 1 MPN on Fecal Coliform and Enterococcus sample seems unlikely thus having the potential that the sample was contaminated. Corrective Action(s): On July 26th, Lab staff conducted two Total Coliform tests. One was an undiluted sample and a sample with a dilution of 1:10. The Fecal Coliform and Enterococcus tests were undiluted samples.

Results:

Total Coliform(undiluted): <1 MPN

Total Coliform (1:10 dilution): <1 MPN

Fecal Coliform: 5.2 MPN

Enterococcus: 1.0 MPN

SECTION FOUR

**SENIORITY DISTRIBUTION & CERTIFICATION LEVELS OF
CAWD TREATMENT PLANT PERSONNEL**

2016

Name	Position	Certification Level Maintained
Edward Waggoner	Operations Superintendent	V
Kevin Young	Operations Supervisor	V
Joe Gregory	Compliance Administrator	III
Christian Schmidt	Senior Operator	III
Chris Dixon	Senior Operator	III
Charles DayEngel	Operator II	II
Michael Hooks	Operator II	III
Jason Vile	Operator I	II
Michael Garrison	Operator I	III
Ralph Stevens	Maintenance Superintendent	IV
Michael Skinkle	Maintenance Worker	III
Ryan Reynaud	Maintenance Worker	I



SECTION FIVE

Carmel Area Wastewater District Wastewater District Operation Maintenance Manual

STATUS

The Carmel Area Wastewater District's Operation and Maintenance Manual was written and submitted to the District in 1987 following a large expansion project which was completed in 1986.

Modifications to the existing secondary treatment facility in support of tertiary filtration required modifications and updates to the Operations and Maintenance Manual. These modifications were completed and the manual submitted to the District in 1996

Updates to the Operations and Maintenance Manual are currently being completed by Engineering Firm Kennedy Jenks for the facility capital improvement project which is underway.

SECTION SIX

**Statement concerning the laboratories used by the Carmel Area
Wastewater District to monitor compliance with effluent limits and
summary of performance as required by section B. General
Monitoring Requirements.**

1 Monterey Bay Analytical Services
4 Justin Court, Suite D
Monterey , CA 93940

CA ELAP # 2385

2 Pacific Eco Risk
Corporate Headquarters
2250 Cordelia Road
Fairfield, CA 94534

ORELAP ID 4043

3 Carmel Area Wastewater District (CAWD)
Highway One & Carmel River
Carmel, CA 93923
(831) 624-1249 -Phone
(831) 624-1478 -Fax

CA ELAP # 1804

SECTION SEVEN

CARMEL AREA WASTEWATER DISTRICT
Annual Biosolids Monitoring Report

Period: January 2016 - December 2016
Sample Date: 3-Mar-16

EPA 503 pollution limits for land application

Name POLLUTANTS	Concentration (mg/kg) Dry Weight unless indicated	Pollutant Concentrations (40 CFR 503.13) (monthly avg.)	Ceiling Concentrations (40 CFR 503.13) (daily maximum)
Arsenic	4.6	41 mg/Kg	75 mg/Kg
Cadmium	3.2	39 mg/Kg	85 mg/Kg
Chromium	26.0	1200 mg/Kg	3000 mg/Kg
Copper	770.0	1500 mg/Kg	4300 mg/kg
Lead	18.0	300 mg/Kg	840 mg/Kg
Mercury	0.6	17 mg/Kg	57 mg/Kg
Molybdenum	9.6	18 mg/Kg	75 mg/Kg
Nickel	22.0	420 Mg/Kg	420 mg/Kg
Selenium	8.1	100 mg/Kg	100 mg/Kg
Zinc	2000.0	2800 mg/Kg	7500 mg/Kg
Hex Chromium	ND		
Boron	49.0		
Silver	5.6		
Antimony	ND		
Barium	410.0		
Beryllium	ND		
Cobalt	3.1		
Thallium	ND		
Vanadium	12.0		
Cyanide	3		
Total Phosphorus	24,000		
Total Kjeldahl Nitrog	57,000		
Ammonia Nitrogen	5700		
Nitrate Nitrogen	ND		
Total Solids	18.9%		
pH units	7.42		
Grease/Oil	1000		

Pathogen Reduction (40 CFR 503.32)

Class B - (PSRP) Anaerobic Digestion at 95 F for minimum of 15 days

Vector Attraction Reduction (40 CFR 503.33)

Option 1 - VS reduced by a minimum of 38%

Certification

I certify, under penalty of law, that the Class B pathogen requirements in 503.32 and the vector attraction reduction requirement in 503.33 using option (1) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including fine and imprisonment".

Name & Title: Edward Waggoner - Operations Superintendent

Signature: 

Telephone Number: (831) 624-1249

Date: 1-30-2017

Carmel Area Wastewater District

2016 process data for pathogen reduction and vector attraction reduction

Month	Detention Time (days)	Temperature (F)	Volatile Solids Reduction (%)
Jan	42	98.8	43
Feb	50	100.7	51
Mar	46	100.7	51
Apr	49	100.7	59
May	50	101.2	62
Jun	44	102.8	53
Jul	33	101.7	48
Aug	33	102.0	63
Sept	36	101.0	58
Oct	39	99.6	63
Nov	35	99.8	47
Dec	31	100.5	62

All data reported as monthly averages

Pathogen Reduction using anaerobic digestion

Certification

I certify, under penalty of law, that the Class B pathogen requirements in 503.32 and the vector attraction reduction requirement in 503.33 using option (1) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including fine and imprisonment".

Name and Title: Edward Waggoner - Operations Superintendent

Signature: 

Phone Number: (831) 624-1249

Date: 1-30-2017

SECTION EIGHT

Evaluation of the effectiveness of the local source control or pretreatment program using the State Water Resources Control Board's "Guidelines for Determining the Effectiveness of Local Pretreatment Program."

<u>1</u>	Influent Characteristics	Date	Result	Date	Result	Units
	Arsenic	4/12/2016	1	6/21/2016	1	ug/L
	Cadmium	4/12/2016	0.8	6/22/2016	1	ug/L
	Total Chromium	4/12/2016	8	6/23/2016	4	ug/L
	Lead	4/12/2016	7	6/24/2016	0	ug/L
	Copper	4/12/2016	145	6/25/2016	143	ug/L
	Mercury	4/12/2016	0.3	6/26/2016	0	ug/L
	Nickel	4/12/2016	14	6/27/2016	0	ug/L
	Silver	4/12/2016	0	6/28/2016	0	ug/L
	Zinc	4/12/2016	784	6/29/2016	0	ug/L

Cyanide
 Phenolic compounds
 Total Chlorinated Hydrocarbon
 Ammonia-N
 Radioactivity
 Toxicity

2 Number of Inspections Performed:
 Pretreatment Inspections annual-(249)

Number of Enforcement Actions:
 Notice of Violations of the Pretreatment Ordinance – (4)

3 Number of Major Industry Contributors- None (0)

4 All New dischargers- None (0)

5 All New Dischargers constitute a Major Industry- None (0)

6 Man power and funds to run Source Control Program
 Environmental Compliance Supervisor (1)
 Environmental Compliance Inspectors (2)
 Funds for Source Control Program are from User Fees (Connection Permit, Construction Fees, and Source Control Application/ Permit, and Source Control Fines).

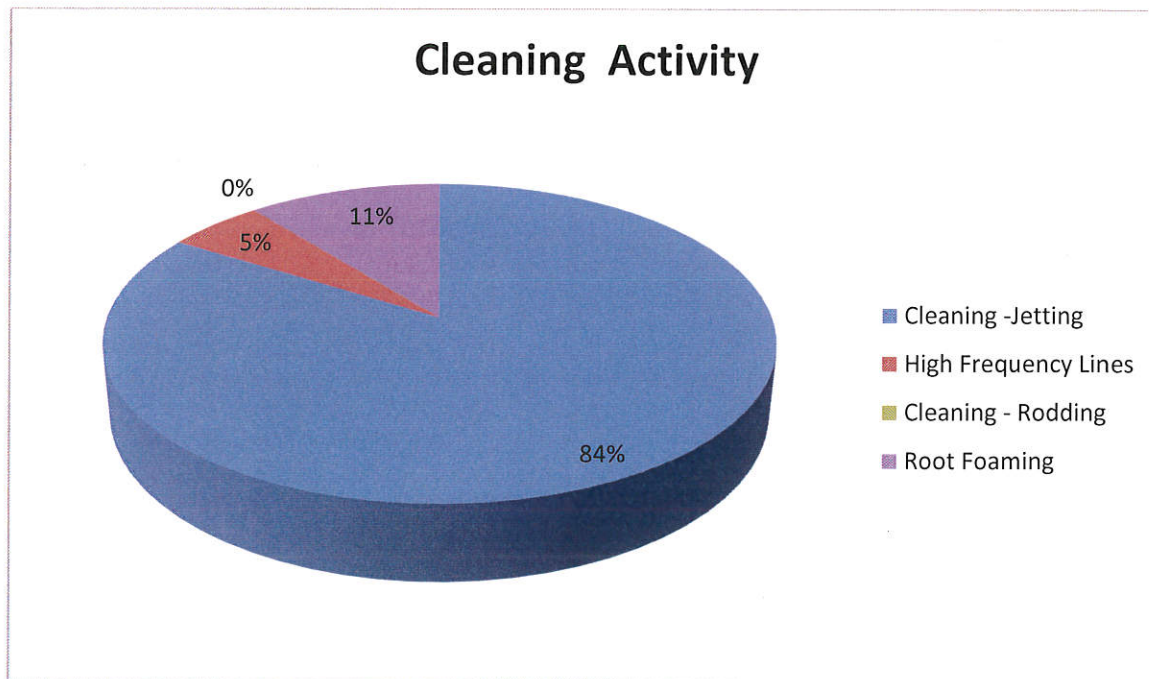
Annual Report
Collection System

Asset Condition Report – Collections Annual Report For 2016

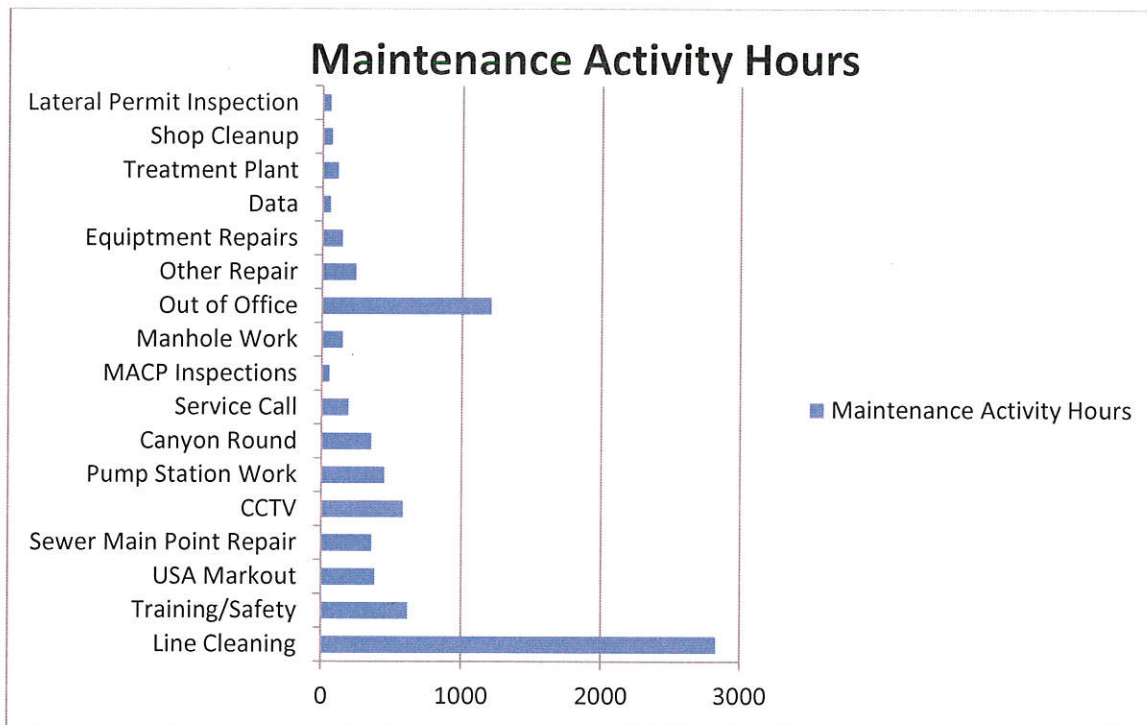
This report provides an overall summary of cleaning activity, construction, and Sanitary Sewer Overflow (SSO) information for the year of 2016.

Cleaning Activity: The Collection crew maintains 408,581 feet of gravity sewer lines and 21,600 feet of force mains in the District. During 2016 staff cleaned the entire system in a little over 8 months. The types of cleaning methods used are hydro-cleaning, power rodding and root foaming.

Activity	Feet Cleaned
Cleaning - Jetting	626,328 ft.
High Frequency Lines	39,980 ft.
Cleaning - Rodding	0 ft.
Root Foaming	81,613 ft.
Total	747,921 ft.



Maintenance Activity: Collection crews responded to 70 service calls in 2016 with private laterals being the majority of the calls, other calls were odor complaints, backed-up plumbing, and rattling manholes. Crews inspected 104 private lateral repairs ranging from complete lateral replacement to spot repairs. There were 978 Underground Service Alerts mark outs for 2016. Collection crews were able to CCTV inspect 35,762 feet of sewer line. The District’s root foaming program ended up with two budget years 15/16 and 16/17 worth of work done in the calendar year 2016.

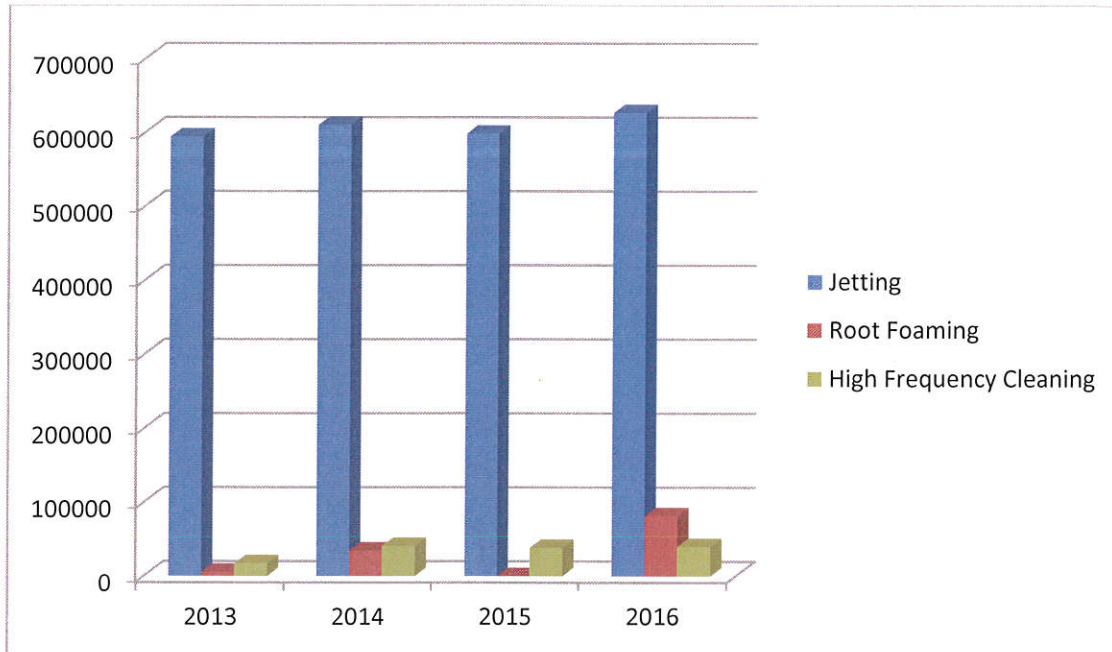


Construction Activity: During 2016 there were several projects that were completed, starting with the District’s spot repair project. This project repaired 14 defective spots with the District. Using ICOM (Collection CMMS program) staff was able to identify 14 defective spots with breaks, holes, and cracks in pipes that were repaired. There were a total of 59 new manhole frame & lids installed in 2016. Staff installed

12 lockable manhole frame and lids made of a composite material to prevent corrosion behind the Carmel Middle School. The City of Carmel had two paving projects during 2016. Staff worked with the City by supplying the contractor that was paving with new manhole frame & lids. The City's contractor replaced 47 frame & lids within the City's limits.

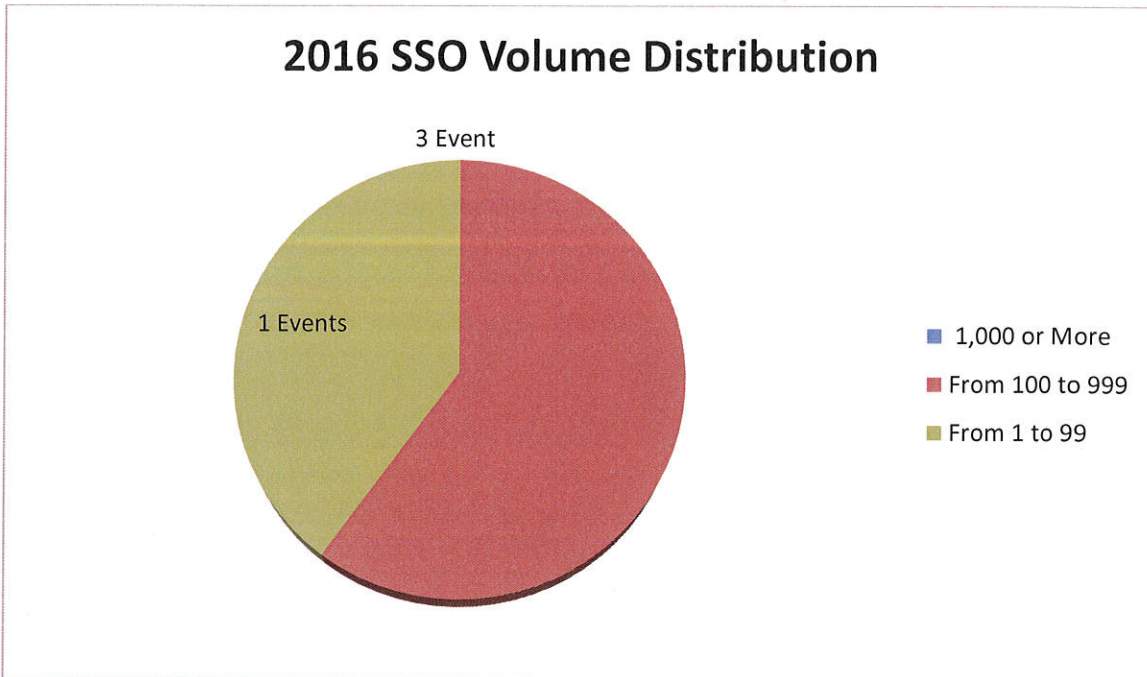
Other Notable Activity: The Staff in Collections, through inter-departmental collaboration were available to assist the Operations and Maintenance staff with repairs to the Treatment plant during 2016. These tasks included the cleaning of wet wells, installation of sewer lines, water line repairs, general plumbing, and potholing. The GIS location of all District sewer assets was started in November 2015 and was 97% completed in July of 2016. The District contracted with Turf Image to build an accurate GIS map of the District's assets using a GPS trimble and software. Collections staff was very involved locating assets that were used to build the GIS map. In July the District submitted all the GIS information gathered to West Yost Engineering so they could build a Capacity model of the District's Collection system. In December the draft Technical Memo was released and is currently being reviewed. The Capacity model will be used with the CCTV data and other information to build the District's Long Term CIP.

Historical Cleaning Comparison Data



SSO Summary:

DATE	SPILL LOCATION	GALLONS SPILLED	GALLONS RECOVERED	CAUSE OF SPILL
2/2/2016	25793 Flanders Place	212	0	Roots
5/20/2016	Carmel Meadow Easement	688	0	Rags/Grit
7/16/2016	25682 Carmel Knolls Dr.	10	0	Roots/ Plumber
8/31/2016	2755 Ribera Rd.	630	0	Roots
10/28/2016	4 SW of 8 th on Lincoln	60	0	Grease



Spill #1 occurred at 25793 Flanders Place and was caused by roots growing in from a joint in the pipe. Staff used CCTV to inspect the line segment and locate the defect following the SSO. The line segment was added to the District’s high frequency line maintenance to monitor and put on the District’s root foaming program.

Spill #2 occurred on the Carmel Meadows Easement (closest address 2925 Ribera) and was caused by rags and grit. Staff monitors this easement weekly for SSO’s and this easement is scheduled for replacement in the future.

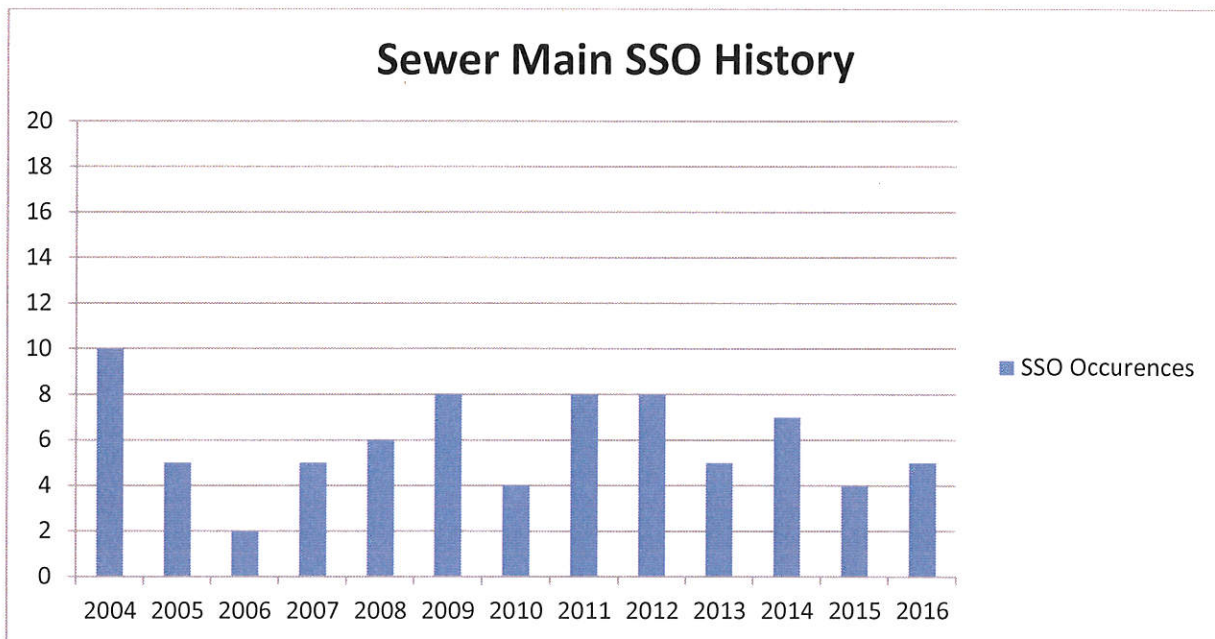
Spill #3 occurred at 25682 Carmel Knolls Drive and was caused by a lateral root that was discharged into the system by a plumber cleaning a private lateral. An inspection was made following the SSO on that line segment and found no defects in the District’s main line. Staff was unable to determine the location of the resident that had their drain cleaned.

Spill #4 occurred at 2755 Ribera Rd. and was caused by roots in the joint of the pipe. An inspection was made following the SSO on this line segment and a spot repair performed at the defected joint of the pipe. Staff also added this line segment to the District's root foaming program.

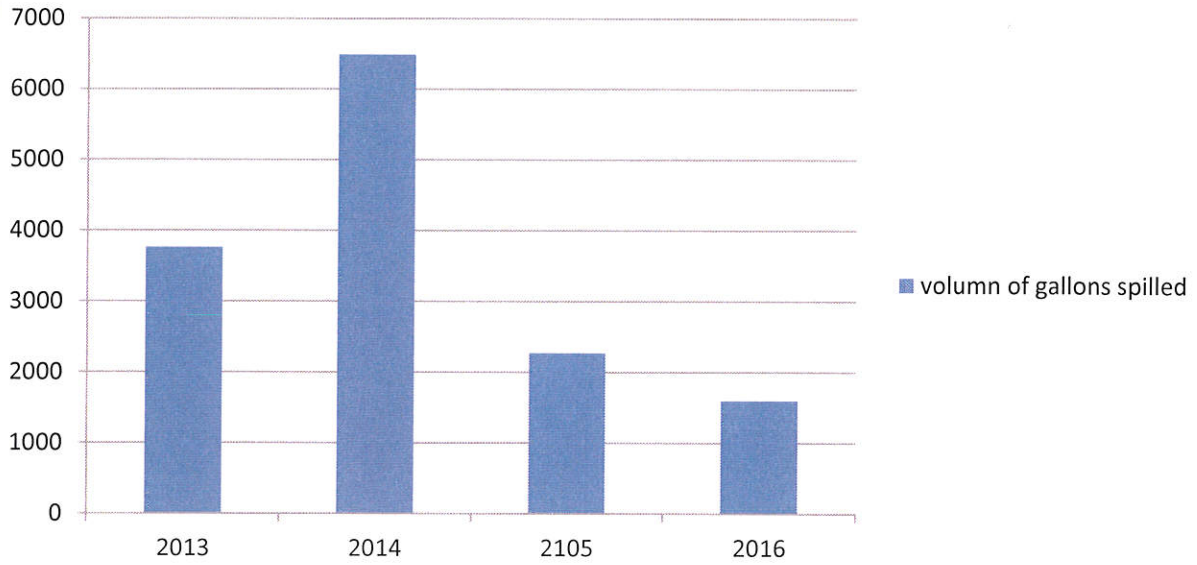
Spill #5 at 4 SW of 8th on Lincoln and was caused by grease. An inspection was made following the SSO on that line segment and found no defects in the District's main line. The District's Source Control Department was notified and an investigation into the grease problem at the local restaurant was performed.

A map of all spill locations is attached to this report.

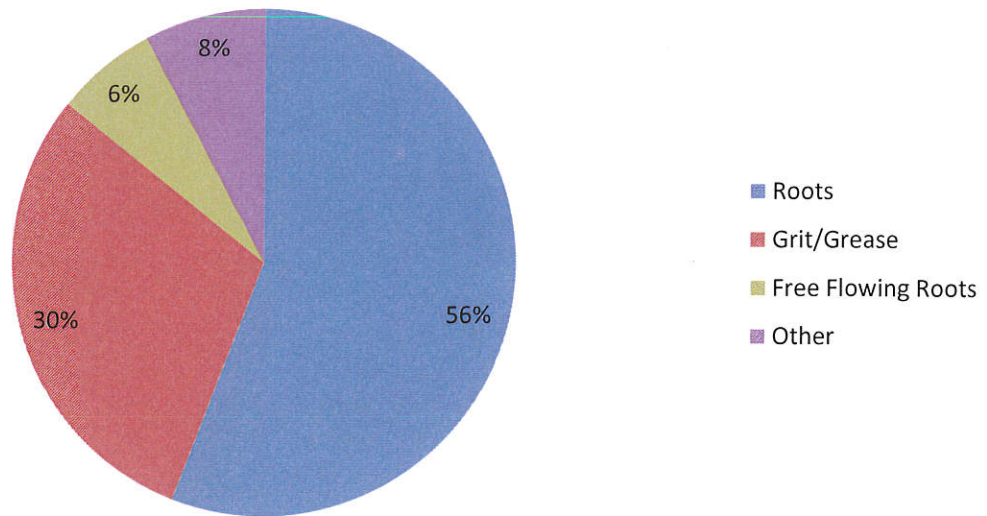
In summary the total amount spilled and not recaptured for 2016 was 1,600 gallons, while the total amount of wastewater successfully conveyed to the treatment plant was 503,959,000 gallons. This is 99.9999% success rate for the year 2016.



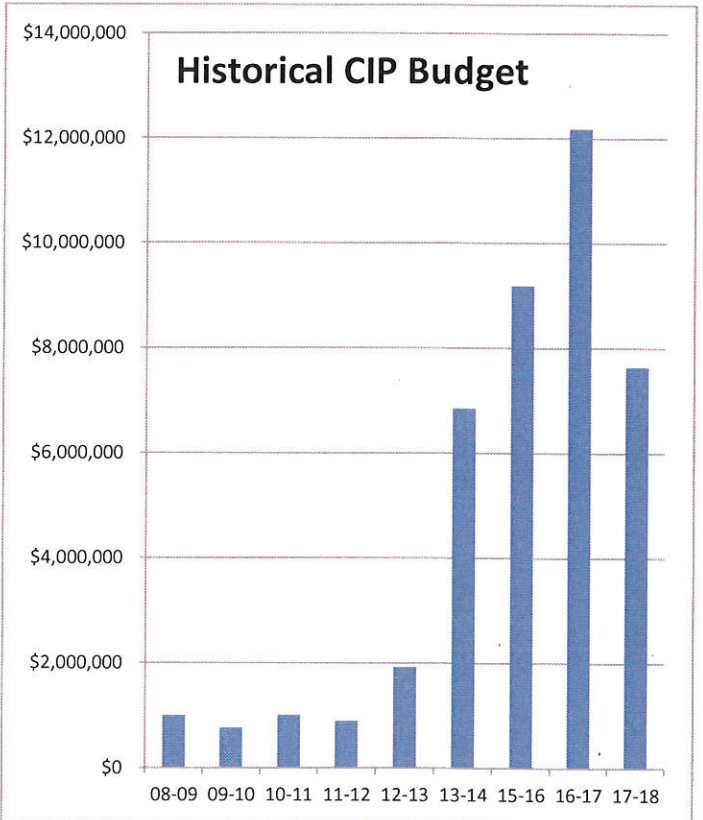
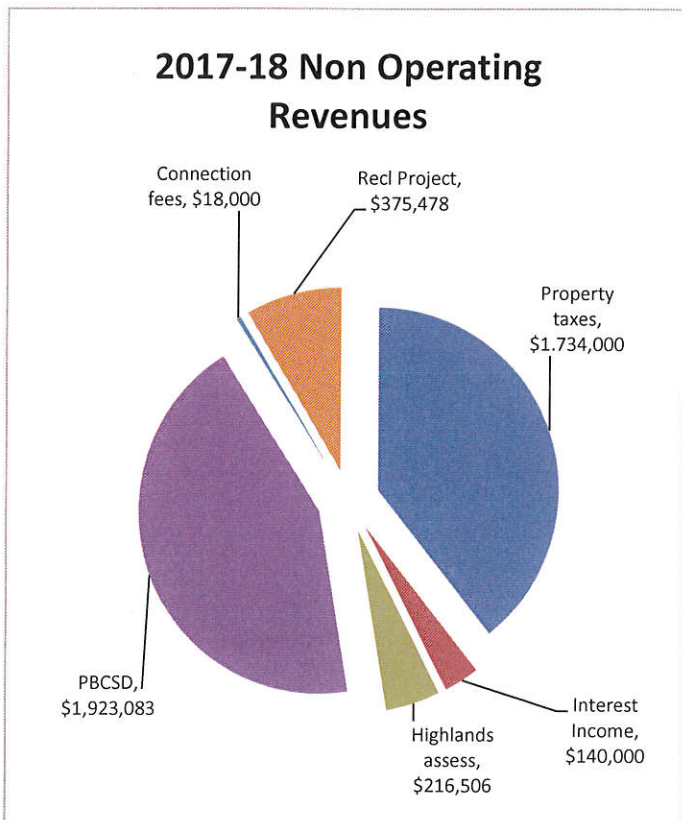
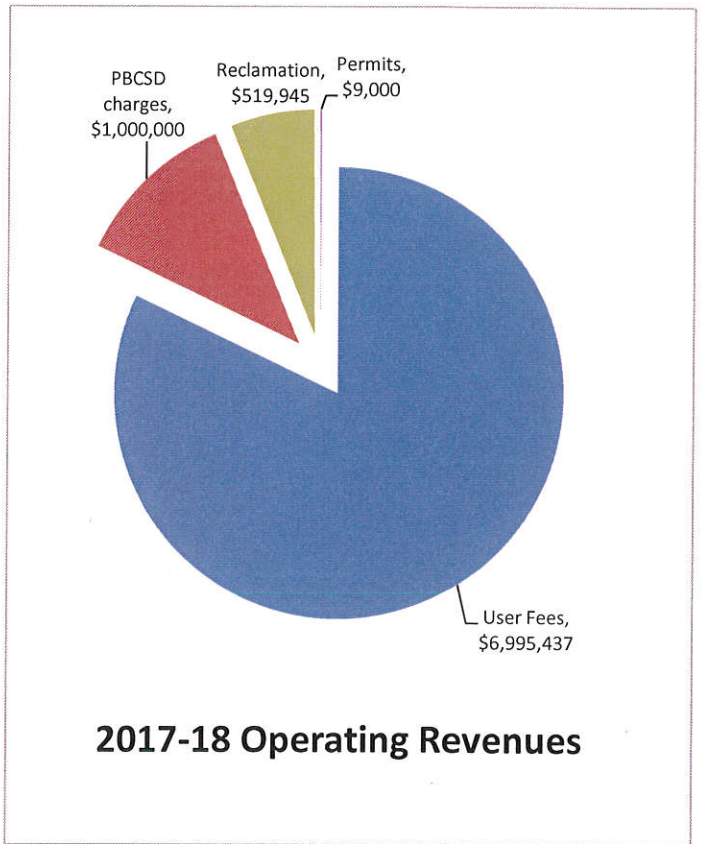
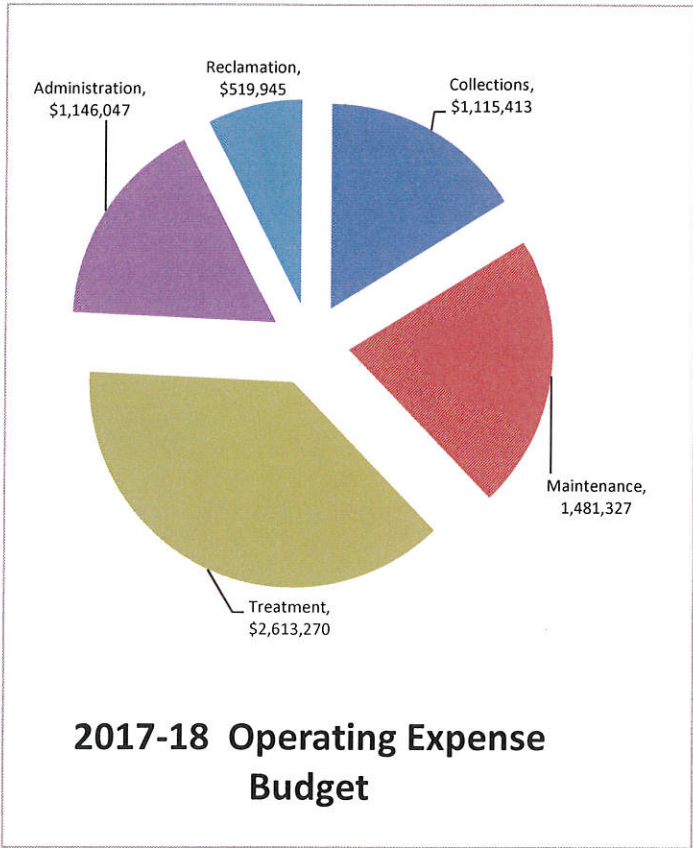
Volume of Gallons Spilled



Cause of Spills Since 2004



Budget Graphs



Historical
Photographs



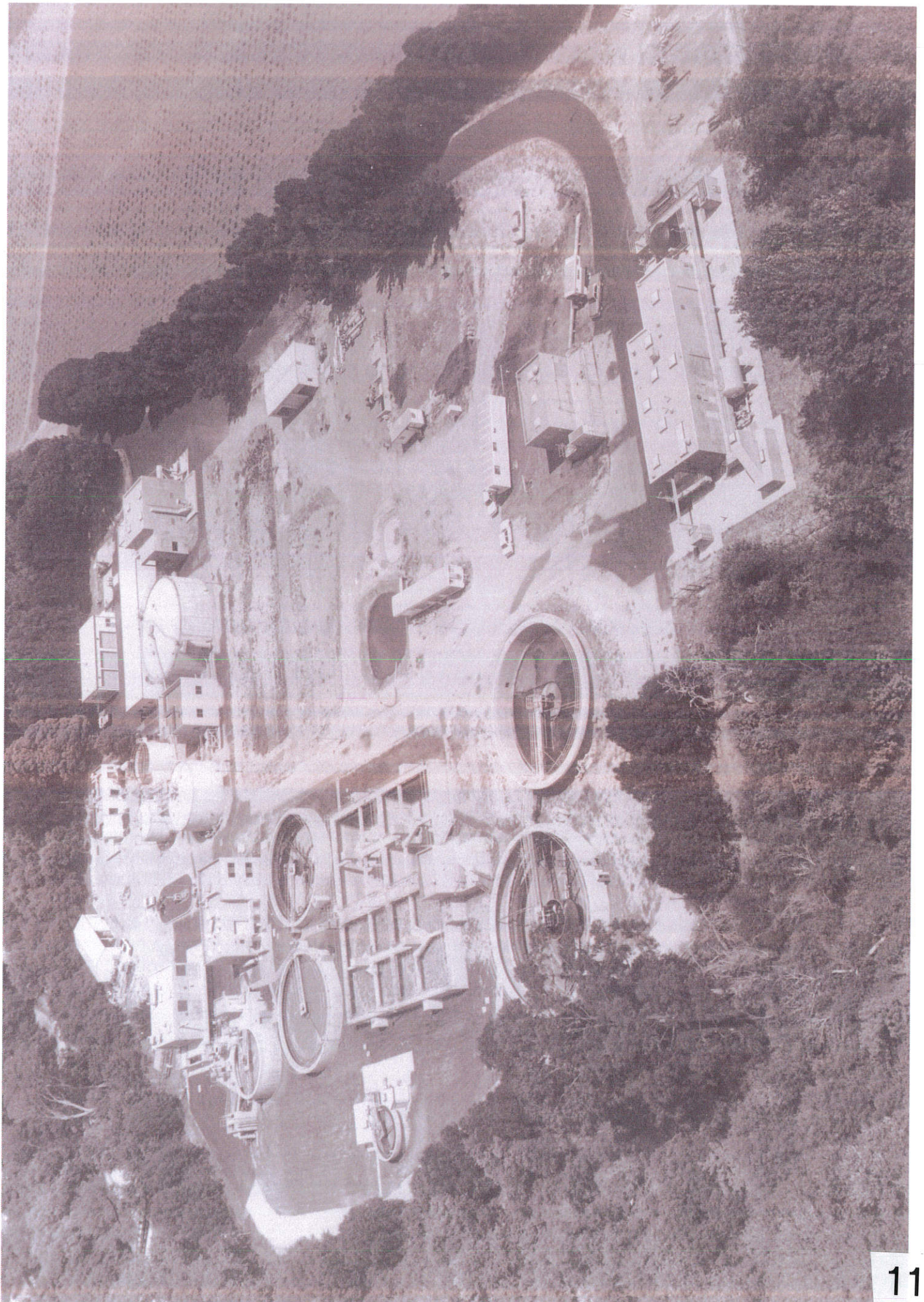
Lab & Dig 1939



Headworks & Primary 1955



Plant Aerial 1973



Plant Aerial 1985



Carmel River Crossing 2015

APPENDICES

Technical Terms

Account – A record of a business transaction.

Accounting System – The structure of records and procedures that discovers, records, classifies, summarizes, and reports information on the financial position and results of operations of the District as a governmental entity.

Accrual Basis – The recognition of a revenue or expense in a fiscal year even though the actual cash may not be received or paid until the following year.

Adoption – Formal action by the Board of Directors. The adoption of the budget sets the financial framework for subsequent fiscal year(s).

Agency Treatment Charges – Revenues derived from long-term contracts with other entities to whom the District provides sewage treatment, such as Pebble Beach Community Services District and California State Parks at Point Lobos.

Allocation of Expenses – The manner in which revenues and expenses are accounted for in the different service functions of the District. For example: sewage collection, treatment and disposal. This function is further divided into Operations and Maintenance (O&M), Capital Purchases, and Capital Improvement Program (CIP).

Amortization – The spreading out of capital expenses for intangible assets over a specific period of time (usually over the asset's useful life) for accounting purposes.

Amortization is similar to depreciation, which is used for tangible assets, and to depletion, which is used with natural resources.

Assets – Resources owned by the District

Asset Management – Maintaining a desired level of service for optimal asset performance at the lowest life-cycle cost. Lowest life-cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset.

Authorized Positions – Number of staff positions authorized for the fiscal year.

Average Dry Weather Flow – The average non-storm flow over 24 hours during the dry months of the year (May through September). It is composed of the average sewage flow and the average dry weather inflow and infiltration.

Biochemical Oxygen Demand – the amount of dissolved oxygen needed (i.e. demanded) by aerobic biological organisms to break down organic material present in a given water sample at certain temperature over a specific time period. BOD is used as a gauge of the effectiveness of wastewater treatment plants.

Biosolids – Sludge residual from the treatment process.

Budget – The District's financial plan for a given period of time, which includes revenues, expense, and other expenditures that provide funding for services provided to

District customers. It contains an Operating Budget and a Capital Budget.

- Operating Budget – The financial plan for non-capital revenues and expenses.
- Capital Budget – The financial plan of capital expenditures, part of the long-range plan.

Capital Assets – Assets owned by the District that have a useful life of more than 1 year and a cost of over \$10,000. Capital assets include land, buildings, machinery, equipment, and major improvements and rehabilitation that extend the useful life of an asset by 1 year or more.

Capital Improvement Program (CIP) – Accounts for revenues, capital contributions, and repayments, and allocates designated resources for capital improvements such as construction, purchase of new facilities and equipment, or major reconstruction of existing infrastructure.

Clean Water Act (CWA) – The primary federal law in the United States governing water pollution. Its objective is to restore and maintain the chemical, physical, and biological integrity of the nation's waters by preventing point and non point pollution sources, providing assistance to publicly owned treatment works for the improvement of wastewater treatment, and maintaining the integrity of wetlands.

Cogeneration – Production of energy as a result of utilizing the by-products of the solids treatment process.

Computerized Maintenance Management System (CMMS) – A software package that is used for inventory control, procurement management, fixed asset condition assessment and maintenance repair management. The District uses a CMMS product called MainSaver.

Contingency – Reserves included in each fiscal year budget as an allowance for unanticipated expenses.

Connection Fees – Governed by Ordinance No. 85-2. Connection fees represent one-time contributions of resources to the District, imposed on all new connections to the District. The intent of these fees is to recover the capacity cost of sewer facilities within the existing system.

Cost of Living Adjustment (COLA) – An increase in wage compensation to offset the adverse conditions of inflation on salaries, or a provision for price increases based on the historical index of general inflation. Labor negotiation adjustments are based on the Consumer Price Index-Wage Earners San Francisco-Oakland Bay Area (CPI-W) for the period of December of the preceding year through December of the current year.

Depreciation – Loss in asset value over the useful life of a capital asset as a result of wear, deterioration, or obsolescence.

District Service Charges – Revenues received from customers for sewer services, under Ordinance No. 2015-01.

Effluent – Treated wastewater.

Enterprise Fund – Accounts for operations and business activities in a manner similar to

a private business, where the intent is that the costs of providing services to the general public are recovered primarily through user fees.

Fiscal Year (FY) – a 12-month financial measurement period between July 1 and June 30.

Fund – A fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resource, liabilities and equity. Funds are segregated based on specific services or objectives in accordance with special regulations, restrictions, or limitations.

Grants – Contributions by other governmental entities or organizations to provide funding for a specific project.

Interest Income – Revenues received by the District from investments.

Lift Station – facilities to move wastewater from lower to higher elevation.

Long-Range Plan – The District maintains a long-range Construction Plan. It details planned projects by cost and target year. During each budget cycle, the planned projects for the next 2 years are moved into the budget document and the Board approves necessary funds for their implementation. The plan forecasts both capital project requirements and long-term needs for major repairs and maintenance of the sewer system.

Net Position – The difference between assets plus deferred outflow of resources, and liabilities plus deferred inflow of resources.

Non-operating – Enterprise fund revenues or expenses that are not a result of its primary service activities.

National Pollutant Discharge Elimination System (NPDES) – Introduced in 1972, it is a permit system for regulating point sources of pollution. Point sources may not discharge pollutants to surface waters without a permit from the NPDES system. The system is managed by the United States Environmental Protection Agency (EPA) in partnership with state environmental agencies.

Operating Expenses – Costs incurred by the District in the course of service to customers.

Operating Revenues – Funds received by the District through its normal business operations.

Operation & Maintenance (O&M) – Accounts for revenues and expenses related to the day-to-day operations of sewer services.

Ordinance – A local law set forth by the Board of Directors.

Other or Miscellaneous – Revenues or expenses aggregated on the financial statements for accountability purposes.

Overhead Rates – The purpose of overhead rates is to recover the cost of benefits, non-productive time, and other resources, such as administration and engineering services.

Overhead Recovery – Revenues from the application of overhead rates to actual staff salaries, for time spent on projects and

assignments in renewal and replacement and capital improvement projects.

Permits and Inspection Fees – Fees imposed to cover the cost of issuing sewer permits, inspecting sewer work, and maintaining permanent District records. Those fees are governed by Ordinance No. 85-1.

Proposition 218 – Passed by California voters on November 5, 1996 with effective date of July 1, 1997, it requires local governments to obtain the approval of property owners in a local ballot measure before levying a new or increased tax assessment of those property owners. In 2006, the California Supreme Court ruled that Proposition 218 applies to local water, recycling and sewer charges.

Renewal and Replacement (R&R) – Accounts for revenues and expenses associated with repairs on maintenance of collections and treatment facilities or equipment.

Resolution – A special or temporary order of the Board of Directors. A resolution requires less formality than a statute or ordinance.

Revenues – Income received by providing services, or from investment or other sources.

Sewer Rates – Fees paid by customers for sewer services. The District utilizes a rate model that was designed by the State Water Resources Board and includes components for biochemical oxygen demand (BOD), suspended solids (SS) and flow.

Suspended Solids – Refers to small solid particles which remain in suspension in water as a colloid or due to the motion of the water. It is used as one indicator of water quality.

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
CalPERS	California Public Employees Retirement System	NEC	National Electric Code
CASA	California Association of Sanitation Agencies	NEPA	National Environmental Policy Act
CAWD	Carmel Area Wastewater District	NMFS	National Marine Fisheries Service (NOAA)
CCAMP	Central Coast Ambient Monitoring Program	NOAA	National Oceanic & Atmospheric Administration
CCLEAN	Central Coast Long Term Environ Assess Network	NPDES	National Pollutant Discharge Elimination System
CCTV	Closed Circuit Television	NPS	Non-Point Source [Pollution]
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	POTW	Publicly Owned Treatment Works
CPI	Consumer Price Index	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 Absorption Ratio
DWF	Dry Weather Flow	SBS	Sodium Bisulfite
EA	Environmental Assessment (NEPA/EPA)	SCADA	Supervisory Control and Data Acquisition
EFT	Electronic Funds Transfer	SOR	Standard Oxygen Requirement
EIS/EIR	Environmental Impact Statement/Report	SOUR	Specific Oxygen Uptake Rate
ELAP	Environmental Laboratory Accreditation Program	SRF	State Revolving Loan Fund
EPA	[U.S.] Environmental Protection Agency	SRT	Solids Retention Time (same as MCRT)
ESMP	Electronic Self-Monitoring Report	SRV	Sewer Relief Valve
F/M	Food to Microorganism ratio	SS	Suspended Solids (same as TSS)
FEB	Flow Equalization Basin	SSMP	Sewer System Management Plan
FEMA	Federal Emergency Management Agency	SSO	Sanitary Sewer Overflow
FOG	Fats, Oils and Grease	SVI	Sludge Volume Index
GAL	Gallon	SWRCB	State Water Resources Control Board
GASB	Government Accounting Standards Board	TMDL	Total Maximum Daily Load
GPD	Gallons per Day	TDS	Total Dissolved Solids
HP	Horsepower	TOC	Total Organic Carbon
I/I	Infiltration and Inflow	TS/TSS	Total Suspended Solids
IPR	Indirect Potable Reuse	UV	Ultraviolet Treatment
IRWUG	Independent Reclaimed Water Users Group	VFD	Variable Frequency Drive
kw	Kilowatt	VS	Volatile Solids
kwh	Kilowatt hour	VSS	Volatile Suspended Solids
LAFCO	Local Agency Formation Commission	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		

