



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

**April 26, 2018
Thursday
9:00AM**

List of Common Acronyms

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



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES MARCH 22, 2018

CALL TO ORDER - ROLL CALL

- Present:** President: Ken White,
Directors: Michael Rachel, Greg D'Ambrosio, Robert Siegfried
and Charlotte Townsend
- Absent:** None
- Others:** Barbara Buikema, General Manager, Carmel Area Wastewater
District (CAWD)
Irene Bryant, Administrative Services Coordinator, CAWD
Drew Lander, Principal Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Deborah Mall, Wellington Law Offices, District Legal Counsel
Richard B. Gebhart, Board Director, Pebble Beach Community
Services District (PBCSD)
Mike Niccum, General Manager, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

- 1. Appearances/Public Comments:**
There were no appearances or public comments.
- 2. Agenda Changes:**
There were no changes to the agenda.

ACTION ITEMS BEFORE THE BOARD

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

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

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously approved the Regular Meeting Minutes of February 22, 2018, and the Special Meeting Minutes of February 22, 2018, and enacted the following Consent Calendar Agenda items:

3. Approve Regular Board Meeting Minutes of – February 22, 2018 and Special Board Meeting Minutes of – February 22, 2018
4. Receive and Accept Bank Statement Review by Hayashi Wayland – January 2018
5. Receive and Accept Schedule of Cash Receipts and Disbursements – February 2018
6. Approve Register of Disbursements – Carmel Area Wastewater District – February 2018
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2018
8. Receive and Accept Financial Statements and Supplementary Schedules –February 2018
9. Receive and Accept Collection System Reports – February 2018
10. Receive and Accept Treatment Facility Operations Report –December 2017, January 2018, and February 2018
11. Receive and Accept Safety and Regulatory Compliance Report – February 2018
12. Receive and Accept Laboratory/Environmental Compliance Report – February 2018
13. Receive and Accept General Engineering Report – February 2018

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director White the Board unanimously approved placing on the April board meeting agenda, as suggested by Director Siegfried, an item regarding the development of a protocol for creation of collection systems maintained by residents with a pump station connected to the District's force main.

14. Receive and Accept Plant Operations Report – February 2018
15. Receive and Accept Maintenance Projects Report – February 2018

RESOLUTIONS/ORDINANCES

16. **Resolution No. 2018-09:** A Resolution Authorizing the General Manager to Execute an Amended Contract with Johnson Marigot Consulting, LLC for Professional Services in an Amount Not to Exceed \$85,770 to Continue the Preparation of the Environmental Documentation and Permit Applications to Repair a Portion of the District Outfall in the Carmel Lagoon – *Report by Drew Lander, Principal Engineer*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-09 authorizing the General Manager to sign and execute an amended contract thereby increasing the previously

approved contract by \$85,770 and thus ratifying the General Manger's action to allow Cameron Johnson to proceed with additional contract work.

- 17. Resolution No. 2018-10:** A Resolution Authorizing the General Manager to Enter into a Renewal Contract on Behalf of the CCLEAN Participants in an Amount Not to Exceed \$491,199 with Applied Marine Sciences for CCLEAN Program Management in Fiscal Year 2018-19 and for a Second Year 2019-2020 Contingent Upon Budget Approval by CCLEAN Participants - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-10 authorizing the General Manager to enter into a renewal contract with Applied Marine Science for "Cclean Program Management" as Lead Agency in an amount not to exceed \$491,119 for the fiscal year 2018-2019 and for the fiscal year 2019-2020 in an amount to be approved by the CClean Program participants.

OTHER ITEMS BEFORE THE BOARD

- 18.** Preliminary 2018-19 Budget – *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director White the Board unanimously accepted the FY 2018-19 Preliminary Budget.

- 19.** Preliminary 2018-19 Rate Model - *Report by Barbara Buikema, General Manager*

The User Fee Rate Model Amendment #1 was distributed at the meeting.

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously accepted the amended FY 2018-19 Preliminary Rate Model.

INFORMATION/DISCUSSION ITEMS

- 20.** Pebble Beach Community Services District – Regular Board Meeting of February 23, 2018 - *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

STAFF & BOARD MEMBER REPORTS

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

COMMUNICATIONS

21. General Manager's Report – *Oral Report by General Manager Barbara Buikema*

Formal notification was received from the State Office of Emergency Services that the District's outfall application is being presented to the Federal Emergency Management Agency.

The General Manager and Principal Engineer met with County staff and Molly Erickson, Esq. regarding the Lagoon Project. Both the County and Big Sur Land Trust are very pleased with the work the District has done, and are drafting an agreement between CAWD and the County on how to proceed whether grant funding is obtained or not.

The newsletter insert on laterals that was requested at the last Board meeting will be included in the issue after next to allow time for the necessary artwork to be obtained.

22. Announcements on subjects of interest to the Board made by members of the Board or staff – *Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.*

Director D'Ambrosio reported in reference to sea level rise that in the San Francisco Bay Area 3-1/2 miles of seawall on the Embarcadero is being rebuilt to replace one built in 1979.

The next PBCSD Board Meetings are scheduled for:
Friday, March 30, 2018 at 9:30a.m. *Director Siegfried is scheduled to attend*
Friday, April 27, 2018 at 9:30a.m. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, May 9, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled: Tuesday, April 17, 2018 at 6:00 pm. *Director Townsend is scheduled to attend.*

23. CLOSED SESSION:

No closed session was scheduled or held.

24. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 9:45 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, April 26, 2018 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923

Respectfully submitted:

Irene Bryant, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

March 13, 2018

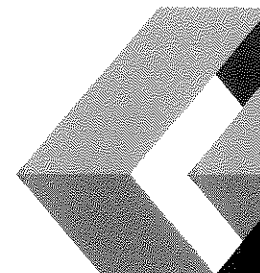
To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of February 2018. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

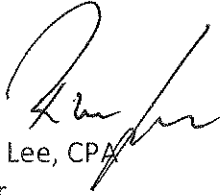
- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed one check with only one signature. Check #31984 to Smile Business Products, Inc. in the sum of \$1,063.83. This procedure did not reveal any other differences.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.



- (4) We matched interbank account transfers. This procedure did not reveal any differences.

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

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



Robert Lee, CPA
Partner
Hayashi Wayland

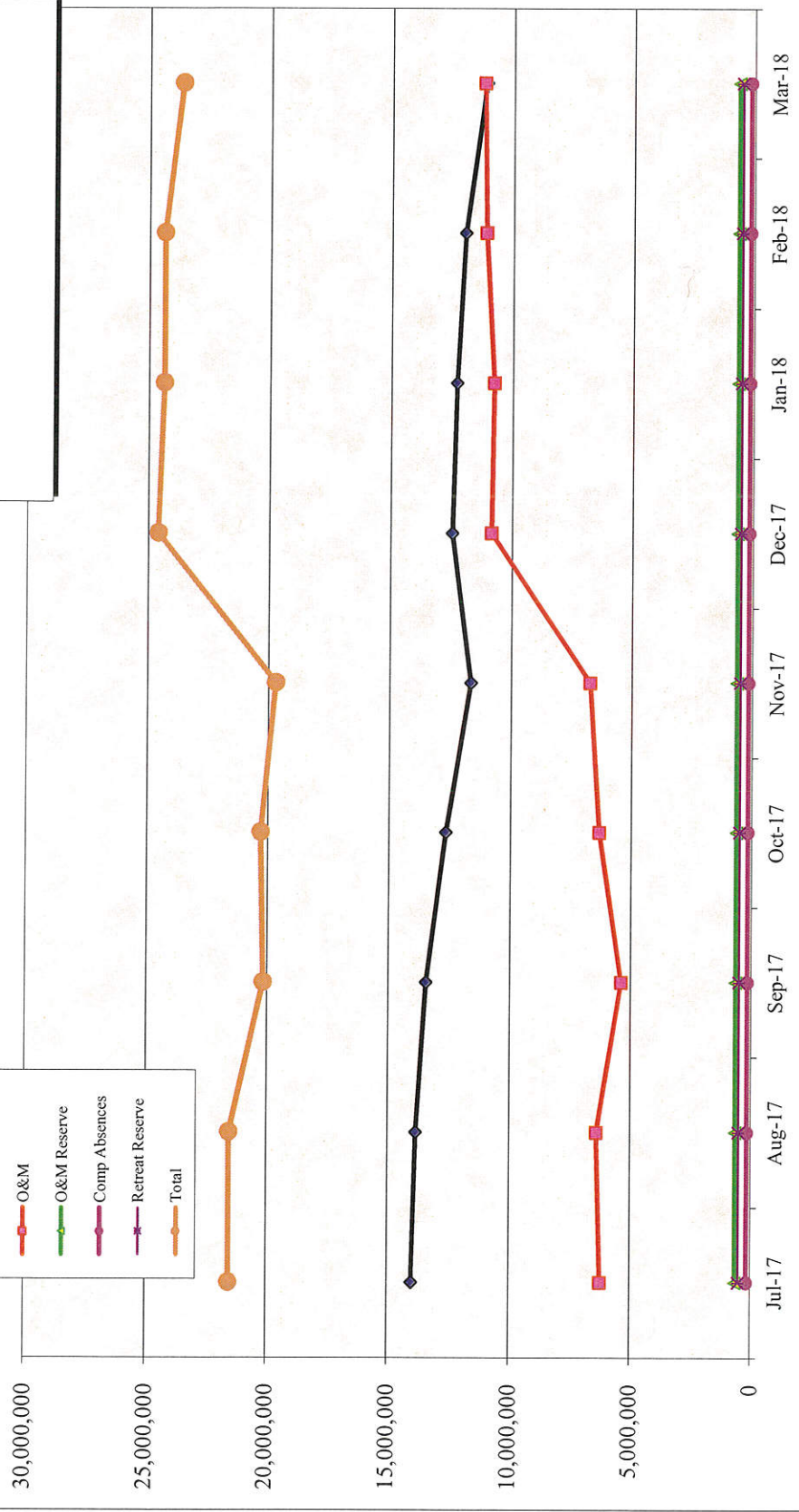
Cc: Mr. Ken White, President

**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - MAR 2018**

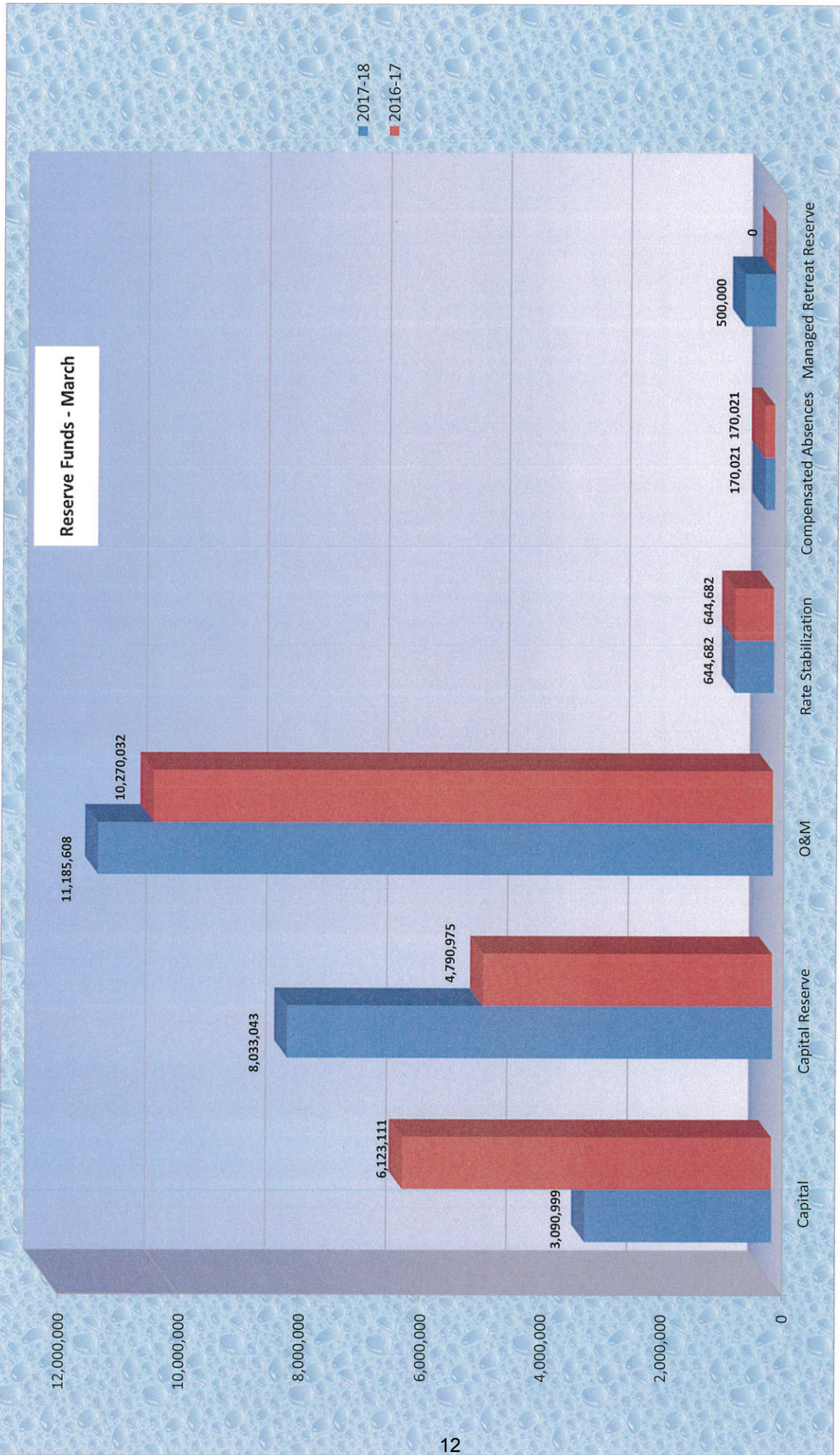
	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
Receipts:										
BALANCE BEGINNING OF MONTH	\$3,933,203	\$8,032,655	\$11,095,451	\$644,682	\$157,053	\$500,000	\$24,363,043	\$561,732	\$100,117	\$1,127,743
User Fees			2,770					5,518		
Property Taxes		388								
PBCSD Treatment Fees								180,000		
Reclamation O & M reimbursement								57,920		
Reclamation capital billing								1,100		
Permits								124,938		
PBCSD capital billing								506		
Other misc. revenue/expense									1	
Interest income										
Connection Fees										
Void checks										
Insurance proceeds-COBRA								4,451		
CCLEAN receipts								17,825		
Pooled liability dividend								2,669		
State of Calif-Emergency Services-Hatton Canyon										
Total Receipts	0	388	2,770	0	0	0	3,159	394,926	1	0
Fund Transfers:										
Transfers to Union Bank O&M	(700,000)							700,000		
Transfers to Union Bank PR								(195,000)	195,000	
Replenish rate stabilization fund			142,203							
Intra-fund transfers for capital expenditures	(142,203)									
Rebalance Capital and O&M Reserves										
Total Transfers	(842,203)	0	142,203	0	0	0	(700,000)	505,000	195,000	0
Disbursements:										
Operations										
Payroll & payroll taxes								1,178,781		
Employee Dental reimbursements									180,951	
CALPERS EFT								1,275		
CAWD SAM pension EFT								24,453		
CAWD pension loans EFT								6,578		
Home Depot EFT								746		
US Bank EFT								941		
Deferred comp contributions EFT								14,641		
PEHP contributions EFT									7,781	
Bank/ADP fees									1,896	
Highlands Bond Debt Service Payment			32,488							
Annual County admin billing fee			22,328							
Unfunded CALPERS liability										
All American mailing fee										
Total Disbursements	0	0	54,816	0	0	0	54,816	1,227,759	191,302	0
BALANCE END OF MONTH	3,090,999	8,033,043	11,185,608	644,682	157,053	500,000	23,611,586	233,899	103,816	1,127,743

Total Fund Balances 17-18

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



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



**Carmel Area Wastewater District
Disbursements
Mar-18**

Date	Check	Vendor	Description	Amount
03/01/18	32036	American Fidelity Assurance Company	Monthly flex account billing	119.22
03/01/18	32037	AT&T Mobility	Cell phone service	584.73
03/01/18	32038	Cal Microturbine, Inc.	Down payment on new microturbine (CAPITAL)	31,266.90
03/01/18	32039	Culligan Water	C&I exchange service	16.75
03/01/18	32040	Dadiw Associates	Board minutes recording	385.00
03/01/18	32041	Direct TV	Monthly service	96.65
03/01/18	32042	Duke's Root Control, Inc.	Annual root foaming of sewer lines	51,936.72
03/01/18	32043	Got.Net	Internet service	24.20
03/01/18	32044	Keenan & Associates	Health insurance	27,480.58
03/01/18	32045	MetLife-Group Benefits	Life insurance	696.75
03/01/18	32046	Office Team	Admin temp service	167.12
03/01/18	32047	Patelco Credit Union	Health Savings Account contributions	2,832.53
03/01/18	32048	Rancho Car Wash	Admin car wash	7.95
03/01/18	32049	Town & Country Gardening	Admin building planting and trimming	304.00
03/01/18	32050	Unum Life Ins.	Long term disability insurance	1,509.64
03/01/18	32051	Vision Service Plan	Vision insurance	548.75
03/06/18	32052	Automationdirect.com	Indicating lights and instrument cable for influent VFD's and aeration	1,583.50
03/06/18	32053	Barry Blevins	Training class expenses	30.67
03/06/18	32054	Buckles-Smith	Influent PLC repair, network racks for server room and aeration panel	4,686.43
03/06/18	32055	Calcon Systems	CIP SCADA PLC screens (CAPITAL)	5,758.00
03/06/18	32056	Carus Corporation	Potassium permanganate	1,021.00
03/06/18	32057	Cintas Corporation	Laundry service	443.18
03/06/18	32058	Daryl Lauer	Dental	598.00
03/06/18	32059	Denise Duffy & Associates	Hatton Canyon on-call environmental services (CAPITAL)	8,181.70
03/06/18	32060	Edges Electrical	Operating supplies	123.25
03/06/18	32061	Fastenal Company	Operating supplies	512.50
03/06/18	32062	Grainger	Fume extractor for welding and grinding, operating supplies	4,515.67
03/06/18	32063	JM Squared Associates	Impeller rebuild kit and filtrate pump parts	8,269.40
03/06/18	32064	Miele, Inc.	Lab dishwasher supplies	99.17
03/06/18	32065	Monterey Bay Analytical Services	Sample analysis	600.00
03/06/18	32066	Monterey Auto Supply	Vehicle parts	226.67
03/06/18	32067	Municipal Resource Group	Admin operational assessment progress payment	2,961.40
03/06/18	32068	Office Team	Admin temp service	188.01
03/06/18	32069	Rockwell Engineering	Sludge pump parts	1,901.72
03/06/18	32070	Scarborough Lumber (Ace Hardware)	Operating supplies	206.06
03/06/18	32071	USA Blue Book	Equipment wall cases	1,561.66
03/06/18	32072	Wine Country Balance	Annual calibration of balances	400.00
03/16/18	32073	American Fidelity Assurance Company	HRA contributions	66.09
03/16/18	32074	Applied Marine Sciences	CCLEAN bills for ocean monitoring	51,644.75

**Carmel Area Wastewater District
Disbursements
Mar-18**

Date	Check	Vendor	Description	Amount
03/16/18	32075	AT&T CALNET 3	Various telephone lines for devices	697.41
03/16/18	32076	Borges & Mahoney	Chlorine analyzer parts	995.77
03/16/18	32077	Bryan J. Mailey Electrical	Various electrical projects at the Plant	7,937.50
03/16/18	32078	Buckles-Smith	Operating supplies	46.78
03/16/18	32079	Byte Technology	Annual website hosting renewal	405.00
03/16/18	32080	Cal-Am Water	Monthly service	860.48
03/16/18	32081	Carmel Marina Corp.	Plant rollofts and admin building garbage	1,197.03
03/16/18	32082	Carmel Pine Cone	Legal notice for San Carlos sewer line replacement (CAPITAL)	112.50
03/16/18	32083	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	378.95
03/16/18	32084	Cintas Corporation	Laundry service	1,385.17
03/16/18	32085	Clark Pest Control	Termite treatments for Plant trailers	3,575.00
03/16/18	32086	CSI HR Group LLC	Lab analyst recruitment	5,000.00
03/16/18	32087	Eaton Corporation	Annual service agreement for the Eaton power unit at the lab	1,878.66
03/16/18	32088	Employment Development Dept.	Unemployment insurance reimbursement	2,901.00
03/16/18	32089	Edward Waggoner	Dental	144.00
03/16/18	32090	Evantec Corporation	Lab supplies	306.43
03/16/18	32091	Fastenal Company	Operating supplies	262.20
03/16/18	32092	Fisher Scientific	Digester gas testing supplies	1,098.82
03/16/18	32093	Grainger	Operating supplies	850.55
03/16/18	32094	Hach Company	Lab supplies and flow meter cell antennas	1,889.36
03/16/18	32095	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
03/16/18	32096	Johnson Marigot Consulting	CIP-Calle La Cruz force main (CAPITAL)	22,206.34
03/16/18	32097	Kennedy/Jenks Consultants	WWTP phase I and II (CAPITAL \$19,097.00)	25,216.00
03/16/18	32098	Liberty Composting	Sludge hauling	6,026.80
03/16/18	32099	McCabe & Company	Coastal Commission permit consultation (CAPITAL)	10,534.76
03/16/18	32100	McMaster-Carr	Operating supplies	21.67
03/16/18	32101	Michael Skinkle	Training class expenses	115.00
03/16/18	32102	Mission Communications	Annual service agreement for the pump station programs	2,431.80
03/16/18	32103	MNS Engineers	WWTP phase I and Hatton Canyon project (CAPITAL)	13,065.00
03/16/18	32104	Monterey Bay Window Cleaning	Admin building service	495.00
03/16/18	32105	Monterey Bay Urgent Care	Employee medical exams	225.00
03/16/18	32106	Office Team	Admin temp service	250.68
03/16/18	32107	Office Depot	Office supplies	14.28
03/16/18	32108	Peninsula Welding & Medical Supply	Non-liquid lab cylinders and welding supplies	124.05
03/16/18	32109	PG&E	Monthly service	34,549.18
03/16/18	32110	Pure Water	Monthly service	151.75
03/16/18	32111	Quest Diagnostics	New employee testing	49.00
03/16/18	32112	Quill Corporation	Office supplies	366.21
03/16/18	32113	Rancho Car Wash	Collections truck cleaning	12.95

Carmel Area Wastewater District
Disbursements
Mar-18

Date	Check	Vendor	Description	Amount
03/16/18	32114	Raymond DeOcampo	Conference expenses and certificate renewal	524.42
03/16/18	32115	Robert Siegfried	Dental	135.00
03/16/18	32116	Schaff & Wheeler	Hydraulic models review (CAPITAL)	720.00
03/16/18	32117	Smity's Janitorial	Monthly service	1,110.00
03/16/18	32118	Solenis LLC	Polymer for sludge thickening at the dewatering building	3,536.68
03/16/18	32119	Toro Petroleum	Diesel fuel	3,384.69
03/16/18	32120	Town & Country Gardening	Monthly service	610.00
03/16/18	32121	TPx Communications	Monthly telephone service	1,135.51
03/16/18	32122	Univar USA Inc.	Sodium hypochlorite	6,434.35
03/16/18	32123	The UPS Store	Notary fee for WWTP phase I notice of completion	15.00
03/16/18	32124	West Yost Associates	Collection system hydraulic model-Phase 2 and CIP Program Development for Collections	6,068.86
03/16/18	32125	Zemarc Corporation	Remote grease fittings for the dewatering building conveyor	518.38
03/20/18	32126	Department of Food and Agriculture	Annual permit for inedible kitchen grease renderer	3,100.00
03/26/18	32127	Allied Fluid Products	Secondary scum pump repair parts	1,396.16
03/26/18	32128	Anderson Pacific Engineering	WWTP phase I final retention payment (CAPITAL)	721,082.63
03/26/18	32129	AT&T Mobility	Cell service	601.78
03/26/18	32130	Beck's Shoes	Employee work boots	309.66
03/26/18	32131	Bryan J. Mailey Electrical	Various electrical projects at the Plant	8,550.00
03/26/18	32132	Calcon Systems	Primary sump level controller and WWTP CIP SCADA (CAPITAL \$10,178.50)	12,948.04
03/26/18	32133	Cintas Corporation	Laundry service	377.95
03/26/18	32134	Clark Pest Control	Traps at lift stations	125.00
03/26/18	32135	Corix Water Products	Sewer line couplings	688.96
03/26/18	32136	Culligan Water	Soft water tank for the lab	25.00
03/26/18	32137	CWEA	Employee membership	180.00
03/26/18	32138	Daryl Lauer	Dental	155.00
03/26/18	32139	Direct TV	Monthly service	77.99
03/26/18	32140	Drew Lander	Annual Qualified Storm water Developer renewal	95.00
03/26/18	32141	Fastenal Company	Operating supplies	166.27
03/26/18	32142	Fisher Scientific	Lab supplies	106.96
03/26/18	32143	G3 Engineering	Waterchamp repair parts	666.58
03/26/18	32144	Got.Net	Internet service	24.20
03/26/18	32145	Grainger	Maintenance shop drill bits	122.46
03/26/18	32146	Green Rubber Kennedy	PVC piping for aeration basin and rain gear	161.27
03/26/18	32147	Green Valley Industrial Supply	Unit 35 water pump repair	20.32
03/26/18	32148	Inductive Automation	Employee training for SCADA ignition core software	6,500.00
03/26/18	32149	Kemira Water Solutions	Ferric chloride for digester	4,680.71
03/26/18	32150	Michael Rachel	Dental	243.00
03/26/18	32151	MNS Engineers	WWTP phase I project (CAPITAL)	202.50
03/26/18	32152	Monterey Bay Analytical Services	Sample analysis	405.00

Carmel Area Wastewater District
Disbursements
Mar-18

Date	Check	Vendor	Description	Amount
03/26/18	32153	Monterey Bay Urgent Care	New employee testing	168.00
03/26/18	32154	Monterey Auto Supply	Blower building fan v-belts	8.09
03/26/18	32155	Muniquip LLC	Mission unit for influent wet well for redundancy	1,929.39
03/26/18	32156	New Pig Corporation	Boxes for Plant hoses and equipment	783.74
03/26/18	32157	Office Team	Admin temp service	365.58
03/26/18	32158	Quill Corporation	Office supplies	298.70
03/26/18	32159	RedZone Robotics	Convert old PicAx data into PACP format for ICOM	1,500.00
03/26/18	32160	Slakey Brothers	Steel plates for shop welding rehab area	367.27
03/26/18	32161	Solenis LLC	Polymer for sludge thickening at the dewatering building	7,417.20
03/26/18	32162	Toro Petroleum	Gear box oil and grease for DAFT solids pumps	206.39
03/26/18	32163	Unison Solutions	Sampling kits for Iron Scrubber Media	107.75
03/26/18	32164	Univar USA Inc.	Sodium bisulfate	5,899.72
03/26/18	32165	Valley Fabrication Inc.	Bay & Scenic and Ribera hatch hinges	148.51
03/26/18	32166	Wayside Garage	Oil changes and service on various vehicles	1,399.06
03/26/18	32167	West Yost Associates	Collection system hydraulic model-Phase 2 and CIP Program Development for Collections	9,547.50
03/26/18	32168	Wine Country Balance	Instrument calibrations	128.50
03/26/18	32169	Winsupply of Monterey County	Aeration wet well flanges	240.77
03/26/18	32170	WQI	Operator Grade III exam review class	700.00
				1,180,055.90

CAWD/PBCSD Reclamation Project
Disbursements
Mar-18

Date	Check	Vendor	Description	Amount
3/6/2018	8024	Acme Analytical Solutions	Iodine solution, acetic acid and potassium iodate solution	481.65
3/6/2018	8025	Atlas Copco	Filter kits for the Pad	1,027.35
3/6/2018	8026	Brenntag Pacific, Inc.	Ammonium hydroxide	3,438.31
3/6/2018	8027	Kemira Water Solutions	Clearlogx system chemicals	1,432.42
3/6/2018	8028	McMaster-Carr	Filter kit parts for the MF compressors	31.04
3/6/2018	8029	Miele, Inc.	Lab dishwasher supplies	99.17
3/6/2018	8030	Monterey Bay Analytical Services	Sample analysis	1,275.00
3/6/2018	8031	Myron L. Company	RO system repair parts	1,250.94
3/6/2018	8032	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	239,571.99
3/6/2018	8033	Professional Water Technologies	Clearlogx equipment rental	7,000.00
3/6/2018	8034	Wine Country Balance	Annual calibration of lab balances	400.00
3/14/2018	8035	CAWD	Reimbursement for O&M, aeration and secondary PG&E and Kennedy/Jenks (CAPITAL \$1,718.73)	57,919.88
3/16/2018	8036	Cal-Am Water	Monthly service	2,129.56
3/16/2018	8037	Eaton Corporation	Annual service agreement for the Eaton power unit in the lab	1,878.65
3/16/2018	8038	Evantec Corporation	Lab supplies	835.41
3/16/2018	8039	Fastenal Company	Mounting hardware for MF feed spools	49.09
3/16/2018	8040	Fisher Scientific	Lab supplies	1,725.29
3/16/2018	8041	Hach Company	Lab supplies	481.47
3/16/2018	8042	McMaster-Carr	Installation and repair parts (CAPITAL \$2,467.72)	2,793.32
3/16/2018	8043	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	229,347.02
3/16/2018	8044	PBCSD	O&M reimbursement	18,052.93
3/16/2018	8045	PG&E	Tertiary and MF/RO	28,603.23
3/26/2018	8046	Allied Fluid Products	Tapered concentric flex spools, MF feed line parts	17,028.48
3/26/2018	8047	Bryan Mailey Electric	PHI control panel install (CAPITAL)	125.00
3/26/2018	8048	CAWD	Reimbursement for Anderson Pacific final retention (CAPITAL)	64,185.68
3/26/2018	8049	Edges Electrical	Parts for the Pulsed Air System (CAPITAL)	869.09
3/26/2018	8050	Fastenal Company	Lab supplies	26.94
3/26/2018	8051	Fisher Scientific	Lab supplies	106.96
3/26/2018	8052	Grainger	Core bit extension tool	70.04
3/26/2018	8053	Monterey Bay Analytical Services	Sample analysis	225.00
3/26/2018	8054	Stainless Distributors	Parts for the Pulsed Air System (CAPITAL)	4,044.70
3/26/2018	8055	Vincent Electric Motor Co.	KSB MLR pump (CAPITAL)	12,726.94
3/26/2018	8056	Wine Country Balance	Balance weights calibration for the lab	128.50
3/26/2018	8057	Winsupply Monterey County	Stainless steel pipe and unistrut for Pulsed Air System (CAPITAL)	657.38
				700,018.43



**Financial Statements
and
Supplementary Schedules**

March 2018

April 26, 2018

Carmel Area Wastewater District

Balance Sheet

March 2018

ASSETS

Current Assets			
Cash			
Cash	25,076,843.86		
TOTAL Cash	25,076,843.86		25,076,843.86
Other Current Assets			
Other Current Assets	411,520.48		
TOTAL Other Current Assets	411,520.48		411,520.48
TOTAL Current Assets		25,488,364.34	25,488,364.34
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		308,059.76
Treatment Structures			
Treatment Structures	51,546,420.23		
TOTAL Treatment Structures	51,546,420.23		51,546,420.23
Treatment Equipment			
Treatment Equipment	7,433,834.95		
TOTAL Treatment Equipment	7,433,834.95		7,433,834.95
Collection Structures			
Collection Structures	1,040,749.41		
TOTAL Collection Structures	1,040,749.41		1,040,749.41
Collection Equipment			
Collection Equipment	938,907.27		
TOTAL Collection Equipment	938,907.27		938,907.27
Sewers			
			10,920,312.63
Disposal Facilities			
Disposal Facilities	1,126,272.60		
TOTAL Disposal Facilities	1,126,272.60		1,126,272.60
Other Fixed Assets			
Other Fixed Assets	3,831,783.93		
TOTAL Other Fixed Assets	3,831,783.93		3,831,783.93
Capital Improvement Projects			
Capital Improvement Projects	19,158,893.17		
TOTAL Capital Improvement Projects	19,158,893.17		19,158,893.17
Accumulated depreciation			
		(44,108,994.69)	
TOTAL Fixed Assets		52,196,239.26	52,196,239.26
Other Assets			
Other Assets		992,009.00	
TOTAL Other Assets		992,009.00	992,009.00
TOTAL ASSETS			78,676,612.60

Carmel Area Wastewater District

Balance Sheet

March 2018

LIABILITIES	
Current Liabilities	
Current Liabilities	156,187.74
TOTAL Current Liabilities	156,187.74
Long-Term Liabilities	
Long Term Liabilities	1,897,108.77
TOTAL Long-Term Liabilities	1,897,108.77
TOTAL LIABILITIES	2,053,296.51
NET POSITION	
Net Assets	71,685,189.28
Year-to-Date Earnings	4,938,126.81
TOTAL NET POSITION	76,623,316.09
TOTAL LIABILITIES & NET POSITION	78,676,612.60

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, March 2018 - current month, Consolidated by account

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,471,312.90	5,357,470.92	1,113,841.98	20.8 %
TOTAL Income	6,471,312.90	5,357,470.92	1,113,841.98	20.8 %
Adjustments				
Discounts	16.86	0.00	16.86	
TOTAL Adjustments	16.86	0.00	16.86	
*****	6,471,329.76	5,357,470.92	1,113,858.84	20.8 %
***** OPERATING INCOME	6,471,329.76	5,357,470.92	1,113,858.84	20.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,943,312.37	2,098,657.42	155,345.05	7.4 %
TOTAL Salaries and Payroll Taxes	1,943,312.37	2,098,657.42	155,345.05	7.4 %
Employee Benefits				
Employee Benefits	502,290.67	679,486.14	177,195.47	26.1 %
TOTAL Employee Benefits	502,290.67	679,486.14	177,195.47	26.1 %
Director's Expenses				
Director's Expenses	17,917.37	21,487.44	3,570.07	16.6 %
TOTAL Director's Expenses	17,917.37	21,487.44	3,570.07	16.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	29,491.65	89,297.80	59,806.15	67.0 %
TOTAL Truck and Auto Expenses	29,491.65	89,297.80	59,806.15	67.0 %
General and Administrative				
General and Administrative	260,338.06	239,247.50	(21,090.56)	-8.8 %
TOTAL General and Administrative	260,338.06	239,247.50	(21,090.56)	-8.8 %
Office Expense				
Office Expense	39,360.70	46,250.00	6,889.30	14.9 %
TOTAL Office Expense	39,360.70	46,250.00	6,889.30	14.9 %
Operating Supplies				
Operating Supplies	193,571.04	285,213.60	91,642.56	32.1 %
TOTAL Operating Supplies	193,571.04	285,213.60	91,642.56	32.1 %
Contract Services				
Contract Services	433,563.82	552,265.06	118,701.24	21.5 %
TOTAL Contract Services	433,563.82	552,265.06	118,701.24	21.5 %

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, March 2018 - current month, Consolidated by account

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	364,888.19	581,773.93	216,885.74	37.3 %
TOTAL Repairs and Maintenance	364,888.19	581,773.93	216,885.74	37.3 %
Utilities				
Utilities	273,480.11	306,678.69	33,198.58	10.8 %
TOTAL Utilities	273,480.11	306,678.69	33,198.58	10.8 %
Travel and Meetings				
Travel and Meetings	30,069.78	62,040.15	31,970.37	51.5 %
TOTAL Travel and Meetings	30,069.78	62,040.15	31,970.37	51.5 %
Permits and Fees				
Permits and Fees	49,994.00	67,760.00	17,766.00	26.2 %
TOTAL Permits and Fees	49,994.00	67,760.00	17,766.00	26.2 %
Memberships and Subscriptions				
Memberships and Subscriptions	31,332.44	29,613.78	(1,718.66)	-5.8 %
TOTAL Memberships and Subscriptions	31,332.44	29,613.78	(1,718.66)	-5.8 %
Safety				
Safety	40,836.36	32,890.36	(7,946.00)	-24.2 %
TOTAL Safety	40,836.36	32,890.36	(7,946.00)	-24.2 %
Other Expenses				
Other Expense	40,831.40	30,750.06	(10,081.34)	-32.8 %
TOTAL Other Expenses	40,831.40	30,750.06	(10,081.34)	-32.8 %
TOTAL Operating Expenses	4,251,277.96	5,123,411.93	872,133.97	17.0 %
***** OPERATING INCOME (LOSS)	2,220,051.80	234,058.99	1,985,992.81	848.5 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	2,718,075.01	2,785,420.75	(67,345.74)	-2.4 %
TOTAL Other Income or Gain	2,718,075.01	2,785,420.75	(67,345.74)	-2.4 %
TOTAL Non-op Income, Expense, Gain or Loss	2,718,075.01	2,785,420.75	(67,345.74)	-2.4 %
***** NET INCOME (LOSS)	4,938,126.81	3,019,479.74	1,918,647.07	63.5 %
***** NET INCOME (LOSS)	4,938,126.81	3,019,479.74	1,918,647.07	63.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Field
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 3

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Truck and Auto Expenses				
Truck and Auto Expenses	15,628.11	63,112.50	47,484.39	75.2 %
TOTAL Truck and Auto Expenses	15,628.11	63,112.50	47,484.39	75.2 %
Office Expense				
Office Expense	1,031.73	0.00	(1,031.73)	
TOTAL Office Expense	1,031.73	0.00	(1,031.73)	
Operating Supplies				
Operating Supplies	1,080.00	18,749.97	17,669.97	94.2 %
TOTAL Operating Supplies	1,080.00	18,749.97	17,669.97	94.2 %
Contract Services				
Contract Services	308.00	375.03	67.03	17.9 %
TOTAL Contract Services	308.00	375.03	67.03	17.9 %
Repairs and Maintenance				
Repairs and Maintenance	15,691.15	17,849.97	2,158.82	12.1 %
TOTAL Repairs and Maintenance	15,691.15	17,849.97	2,158.82	12.1 %
Permits and Fees				
Permits and Fees	1,278.00	0.00	(1,278.00)	
TOTAL Permits and Fees	1,278.00	0.00	(1,278.00)	
Safety				
Safety	0.00	1,946.34	1,946.34	100.0 %
TOTAL Safety	0.00	1,946.34	1,946.34	100.0 %
TOTAL Operating Expenses	35,016.99	102,033.81	67,016.82	65.7 %
***** OPERATING INCOME (LOSS)	(35,016.99)	(102,033.81)	67,016.82	65.7 %
***** NET INCOME (LOSS)	(35,016.99)	(102,033.81)	67,016.82	65.7 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 4

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	264,269.84	219,091.19	(45,178.65)	-20.6 %
TOTAL Salaries and Payroll Taxes	264,269.84	219,091.19	(45,178.65)	-20.6 %
Employee Benefits				
Employee Benefits	71,214.71	102,553.26	31,338.55	30.6 %
TOTAL Employee Benefits	71,214.71	102,553.26	31,338.55	30.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	4,434.05	20,587.68	16,153.63	78.5 %
TOTAL Truck and Auto Expenses	4,434.05	20,587.68	16,153.63	78.5 %
General and Administrative				
General and Administrative	11,973.46	0.00	(11,973.46)	
TOTAL General and Administrative	11,973.46	0.00	(11,973.46)	
Office Expense				
Office Expense	8,157.19	3,187.44	(4,969.75)	-155.9 %
TOTAL Office Expense	8,157.19	3,187.44	(4,969.75)	-155.9 %
Operating Supplies				
Operating Supplies	32,115.65	61,499.97	29,384.32	47.8 %
TOTAL Operating Supplies	32,115.65	61,499.97	29,384.32	47.8 %
Contract Services				
Contract Services	95,216.27	160,375.15	65,158.88	40.6 %
TOTAL Contract Services	95,216.27	160,375.15	65,158.88	40.6 %
Repairs and Maintenance				
Repairs and Maintenance	261,100.50	416,250.09	155,149.59	37.3 %
TOTAL Repairs and Maintenance	261,100.50	416,250.09	155,149.59	37.3 %
Utilities				
Utilities	840.67	375.03	(465.64)	-124.2 %
TOTAL Utilities	840.67	375.03	(465.64)	-124.2 %
Travel and Meetings				
Travel and Meetings	8,090.68	11,549.97	3,459.29	30.0 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 4

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	8,090.68	11,549.97	3,459.29	30.0 %
Permits and Fees				
Permits and Fees	0.00	3,750.03	3,750.03	100.0 %
TOTAL Permits and Fees	0.00	3,750.03	3,750.03	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	535.00	2,812.59	2,277.59	81.0 %
TOTAL Memberships and Subscriptions	535.00	2,812.59	2,277.59	81.0 %
Safety				
Safety	5,454.70	2,111.40	(3,343.30)	-158.3 %
TOTAL Safety	5,454.70	2,111.40	(3,343.30)	-158.3 %
Other Expenses				
Other Expense	12,376.25	5,000.00	(7,376.25)	-147.5 %
TOTAL Other Expenses	12,376.25	5,000.00	(7,376.25)	-147.5 %
TOTAL Operating Expenses	775,778.97	1,009,143.80	233,364.83	23.1 %
***** OPERATING INCOME (LOSS)	(775,778.97)	(1,009,143.80)	233,364.83	23.1 %
***** NET INCOME (LOSS)	(775,778.97)	(1,009,143.80)	233,364.83	23.1 %
***** NET INCOME (LOSS)	(775,778.97)	(1,009,143.80)	233,364.83	23.1 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 5

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	349,515.98	336,793.33	(12,722.65)	-3.8 %
TOTAL Salaries and Payroll Taxes	349,515.98	336,793.33	(12,722.65)	-3.8 %
Employee Benefits				
Employee Benefits	121,422.08	145,089.15	23,667.07	16.3 %
TOTAL Employee Benefits	121,422.08	145,089.15	23,667.07	16.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	7,547.45	2,627.53	(4,919.92)	-187.2 %
TOTAL Truck and Auto Expenses	7,547.45	2,627.53	(4,919.92)	-187.2 %
General and Administrative				
General and Administrative	43,468.46	78,097.47	34,629.01	44.3 %
TOTAL General and Administrative	43,468.46	78,097.47	34,629.01	44.3 %
Office Expense				
Office Expense	2,066.07	9,127.53	7,061.46	77.4 %
TOTAL Office Expense	2,066.07	9,127.53	7,061.46	77.4 %
Operating Supplies				
Operating Supplies	14,439.90	14,482.44	42.54	0.3 %
TOTAL Operating Supplies	14,439.90	14,482.44	42.54	0.3 %
Contract Services				
Contract Services	88,039.79	82,667.53	(5,372.26)	-6.5 %
TOTAL Contract Services	88,039.79	82,667.53	(5,372.26)	-6.5 %
Repairs and Maintenance				
Repairs and Maintenance	58,861.61	96,625.06	37,763.45	39.1 %
TOTAL Repairs and Maintenance	58,861.61	96,625.06	37,763.45	39.1 %
Utilities				
Utilities	25,848.69	29,355.03	3,506.34	11.9 %
TOTAL Utilities	25,848.69	29,355.03	3,506.34	11.9 %
Travel and Meetings				
Travel and Meetings	7,435.28	9,975.06	2,539.78	25.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 5

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	7,435.28	9,975.06	2,539.78	25.5 %
Permits and Fees				
Permits and Fees	4,572.00	5,500.00	928.00	16.9 %
TOTAL Permits and Fees	4,572.00	5,500.00	928.00	16.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,752.68	1,665.00	(87.68)	-5.3 %
TOTAL Memberships and Subscriptions	1,752.68	1,665.00	(87.68)	-5.3 %
Safety				
Safety	8,468.79	11,340.00	2,871.21	25.3 %
TOTAL Safety	8,468.79	11,340.00	2,871.21	25.3 %
Other Expenses				
Other Expense	444.00	0.00	(444.00)	
TOTAL Other Expenses	444.00	0.00	(444.00)	
TOTAL Operating Expenses	733,882.78	823,345.13	89,462.35	10.9 %
***** OPERATING INCOME (LOSS)	(733,882.78)	(823,345.13)	89,462.35	10.9 %
***** NET INCOME (LOSS)	(733,882.78)	(823,345.13)	89,462.35	10.9 %
***** NET INCOME (LOSS)	(733,882.78)	(823,345.13)	89,462.35	10.9 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 6

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	619,629.44	783,483.21	163,853.77	20.9 %
TOTAL Salaries and Payroll Taxes	619,629.44	783,483.21	163,853.77	20.9 %
Employee Benefits				
Employee Benefits	192,538.38	282,029.13	89,490.75	31.7 %
TOTAL Employee Benefits	192,538.38	282,029.13	89,490.75	31.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,485.14	1,475.00	(10.14)	-0.7 %
TOTAL Truck and Auto Expenses	1,485.14	1,475.00	(10.14)	-0.7 %
General and Administrative				
General and Administrative	139,215.57	86,875.03	(52,340.54)	-60.2 %
TOTAL General and Administrative	139,215.57	86,875.03	(52,340.54)	-60.2 %
Office Expense				
Office Expense	13,977.50	17,460.00	3,482.50	19.9 %
TOTAL Office Expense	13,977.50	17,460.00	3,482.50	19.9 %
Operating Supplies				
Operating Supplies	144,604.53	181,856.25	37,251.72	20.5 %
TOTAL Operating Supplies	144,604.53	181,856.25	37,251.72	20.5 %
Contract Services				
Contract Services	157,904.03	206,293.76	48,389.73	23.5 %
TOTAL Contract Services	157,904.03	206,293.76	48,389.73	23.5 %
Repairs and Maintenance				
Repairs and Maintenance	19,229.90	46,548.81	27,318.91	58.7 %
TOTAL Repairs and Maintenance	19,229.90	46,548.81	27,318.91	58.7 %
Utilities				
Utilities	233,467.91	260,662.41	27,194.50	10.4 %
TOTAL Utilities	233,467.91	260,662.41	27,194.50	10.4 %
Travel and Meetings				
Travel and Meetings	12,489.38	20,865.06	8,375.68	40.1 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 6

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	12,489.38	20,865.06	8,375.68	40.1 %
Permits and Fees				
Permits and Fees	22,189.00	42,509.97	20,320.97	47.8 %
TOTAL Permits and Fees	22,189.00	42,509.97	20,320.97	47.8 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,097.32	5,924.97	2,827.65	47.7 %
TOTAL Memberships and Subscriptions	3,097.32	5,924.97	2,827.65	47.7 %
Safety				
Safety	26,818.64	15,842.56	(10,976.08)	-69.3 %
TOTAL Safety	26,818.64	15,842.56	(10,976.08)	-69.3 %
Other Expenses				
Other Expense	6,478.94	6,500.03	21.09	0.3 %
TOTAL Other Expenses	6,478.94	6,500.03	21.09	0.3 %
TOTAL Operating Expenses	1,593,125.68	1,958,326.19	365,200.51	18.6 %
***** OPERATING INCOME (LOSS)	(1,593,125.68)	(1,958,326.19)	365,200.51	18.6 %
***** NET INCOME (LOSS)	(1,593,125.68)	(1,958,326.19)	365,200.51	18.6 %
***** NET INCOME (LOSS)	(1,593,125.68)	(1,958,326.19)	365,200.51	18.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 7

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	384,347.10	388,099.13	3,752.03	1.0 %
TOTAL Salaries and Payroll Taxes	384,347.10	388,099.13	3,752.03	1.0 %
Employee Benefits				
Employee Benefits	117,115.50	149,814.60	32,699.10	21.8 %
TOTAL Employee Benefits	117,115.50	149,814.60	32,699.10	21.8 %
Director's Expenses				
Director's Expenses	17,367.37	20,737.44	3,370.07	16.3 %
TOTAL Director's Expenses	17,367.37	20,737.44	3,370.07	16.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	396.90	1,495.09	1,098.19	73.5 %
TOTAL Truck and Auto Expenses	396.90	1,495.09	1,098.19	73.5 %
General and Administrative				
General and Administrative	58,259.80	74,275.00	16,015.20	21.6 %
TOTAL General and Administrative	58,259.80	74,275.00	16,015.20	21.6 %
Office Expense				
Office Expense	14,128.21	16,475.03	2,346.82	14.2 %
TOTAL Office Expense	14,128.21	16,475.03	2,346.82	14.2 %
Operating Supplies				
Operating Supplies	269.05	1,125.00	855.95	76.1 %
TOTAL Operating Supplies	269.05	1,125.00	855.95	76.1 %
Contract Services				
Contract Services	90,760.37	102,553.59	11,793.22	11.5 %
TOTAL Contract Services	90,760.37	102,553.59	11,793.22	11.5 %
Repairs and Maintenance				
Repairs and Maintenance	274.34	3,750.03	3,475.69	92.7 %
TOTAL Repairs and Maintenance	274.34	3,750.03	3,475.69	92.7 %
Utilities				
Utilities	13,322.84	16,286.22	2,963.38	18.2 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
*Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 7*

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	13,322.84	16,286.22	2,963.38	18.2 %
Travel and Meetings				
Travel and Meetings	2,054.44	19,650.06	17,595.62	89.5 %
TOTAL Travel and Meetings	2,054.44	19,650.06	17,595.62	89.5 %
Permits and Fees				
Permits and Fees	18,855.00	16,000.00	(2,855.00)	-17.8 %
TOTAL Permits and Fees	18,855.00	16,000.00	(2,855.00)	-17.8 %
Memberships and Subscriptions				
Memberships and Subscriptions	25,947.44	19,211.22	(6,736.22)	-35.1 %
TOTAL Memberships and Subscriptions	25,947.44	19,211.22	(6,736.22)	-35.1 %
Safety				
Safety	57.10	1,650.06	1,592.96	96.5 %
TOTAL Safety	57.10	1,650.06	1,592.96	96.5 %
Other Expenses				
Other Expense	21,532.21	19,250.03	(2,282.18)	-11.9 %
TOTAL Other Expenses	21,532.21	19,250.03	(2,282.18)	-11.9 %
TOTAL Operating Expenses	764,687.67	850,372.50	85,684.83	10.1 %
***** OPERATING INCOME (LOSS)	(764,687.67)	(850,372.50)	85,684.83	10.1 %
***** NET INCOME (LOSS)	(764,687.67)	(850,372.50)	85,684.83	10.1 %
***** NET INCOME (LOSS)	(764,687.67)	(850,372.50)	85,684.83	10.1 %

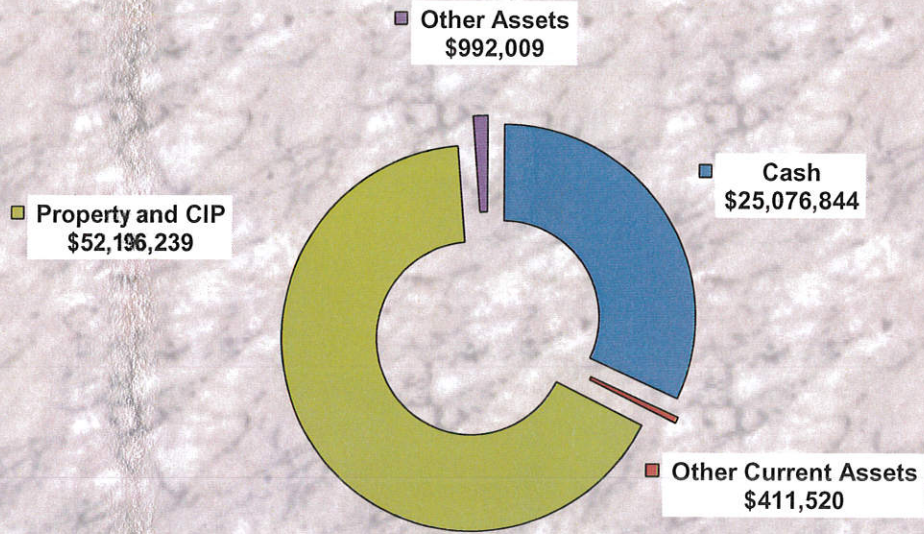
Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 8

	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	324,880.93	371,190.56	46,309.63	12.5 %
TOTAL Salaries and Payroll Taxes	324,880.93	371,190.56	46,309.63	12.5 %
Director's Expenses				
Director's Expenses	550.00	750.00	200.00	26.7 %
TOTAL Director's Expenses	550.00	750.00	200.00	26.7 %
General and Administrative				
General and Administrative	7,420.77	0.00	(7,420.77)	
TOTAL General and Administrative	7,420.77	0.00	(7,420.77)	
Operating Supplies				
Operating Supplies	1,061.91	7,499.97	6,438.06	85.8 %
TOTAL Operating Supplies	1,061.91	7,499.97	6,438.06	85.8 %
Contract Services				
Contract Services	1,335.36	0.00	(1,335.36)	
TOTAL Contract Services	1,335.36	0.00	(1,335.36)	
Repairs and Maintenance				
Repairs and Maintenance	9,730.69	749.97	(8,980.72)	-1197.5 %
TOTAL Repairs and Maintenance	9,730.69	749.97	(8,980.72)	-1197.5 %
Safety				
Safety	37.13	0.00	(37.13)	
TOTAL Safety	37.13	0.00	(37.13)	
TOTAL Operating Expenses	345,016.79	380,190.50	35,173.71	9.3 %
***** OPERATING INCOME (LOSS)	(345,016.79)	(380,190.50)	35,173.71	9.3 %
***** NET INCOME (LOSS)	(345,016.79)	(380,190.50)	35,173.71	9.3 %

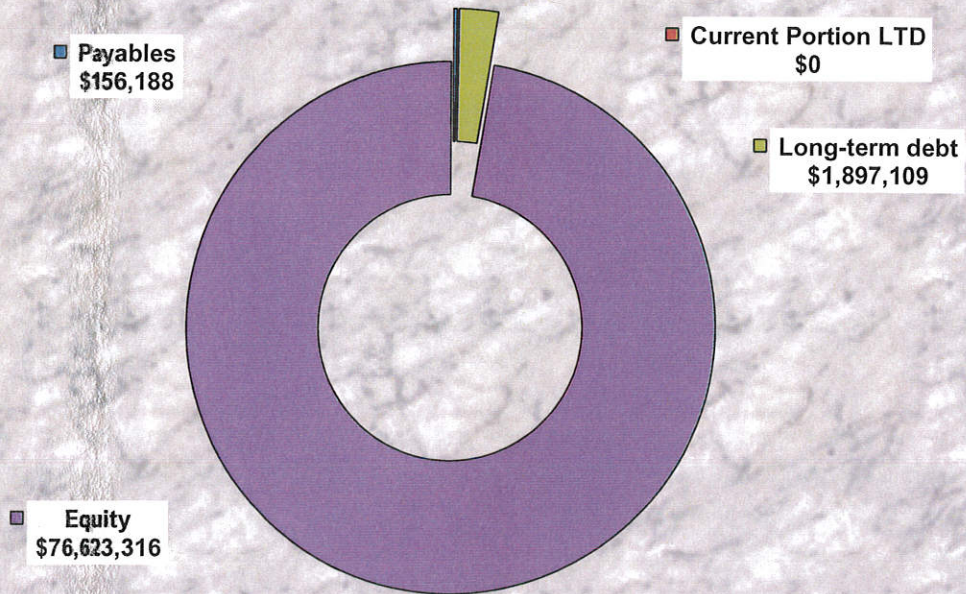
Carmel Area Wastewater District
Budgeted Operating Exp.-Waste to Energy
Year-to-Date Variance, March 2018 - current month, Consolidated by
account, Department 9

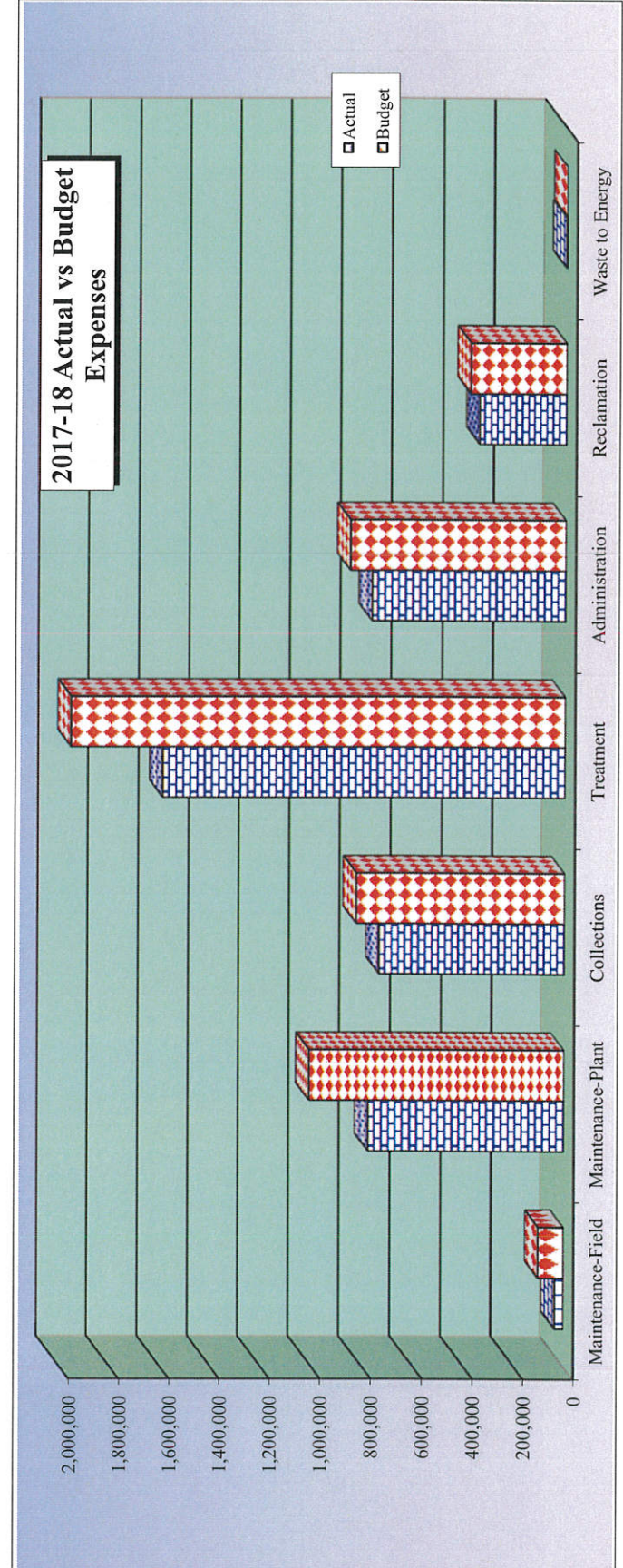
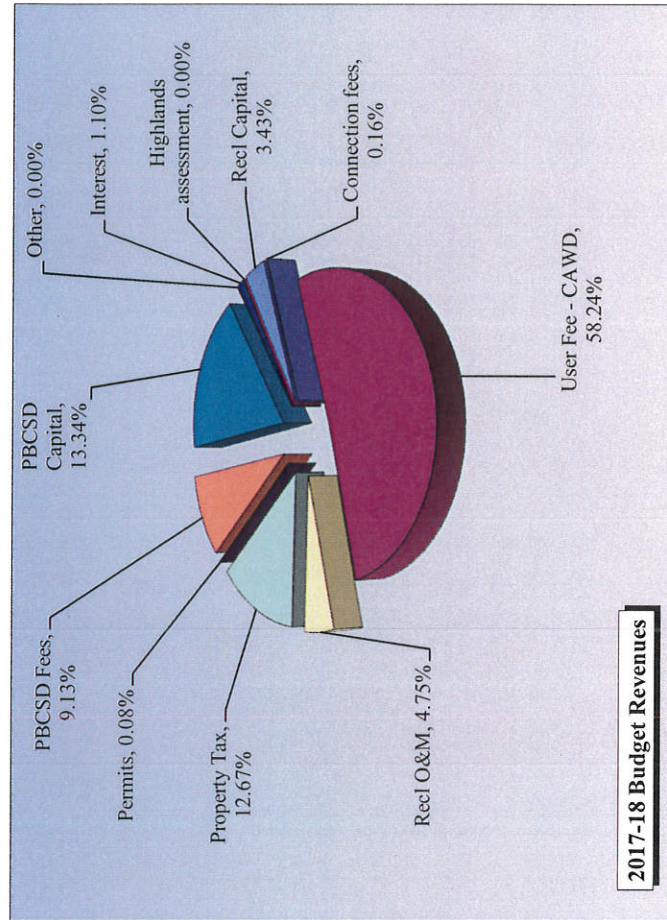
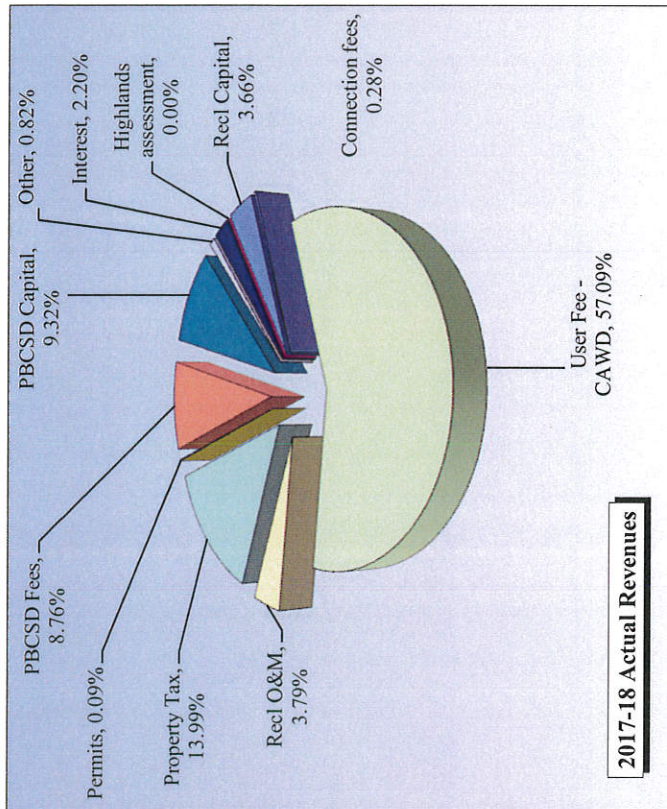
	<i>9 Months Ended March 31, 2018</i>	<i>9 Months Ended March 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	669.08	0.00	(669.08)	
TOTAL Salaries and Payroll Taxes	669.08	0.00	(669.08)	
Permits and Fees				
Permits and Fees	3,100.00	0.00	(3,100.00)	
TOTAL Permits and Fees	3,100.00	0.00	(3,100.00)	
TOTAL Operating Expenses	3,769.08	0.00	(3,769.08)	
***** OPERATING INCOME (LOSS)	(3,769.08)	0.00	(3,769.08)	
***** NET INCOME (LOSS)	(3,769.08)	0.00	(3,769.08)	
***** NET INCOME (LOSS)	(3,769.08)	0.00	(3,769.08)	

Assets - March 31, 2018

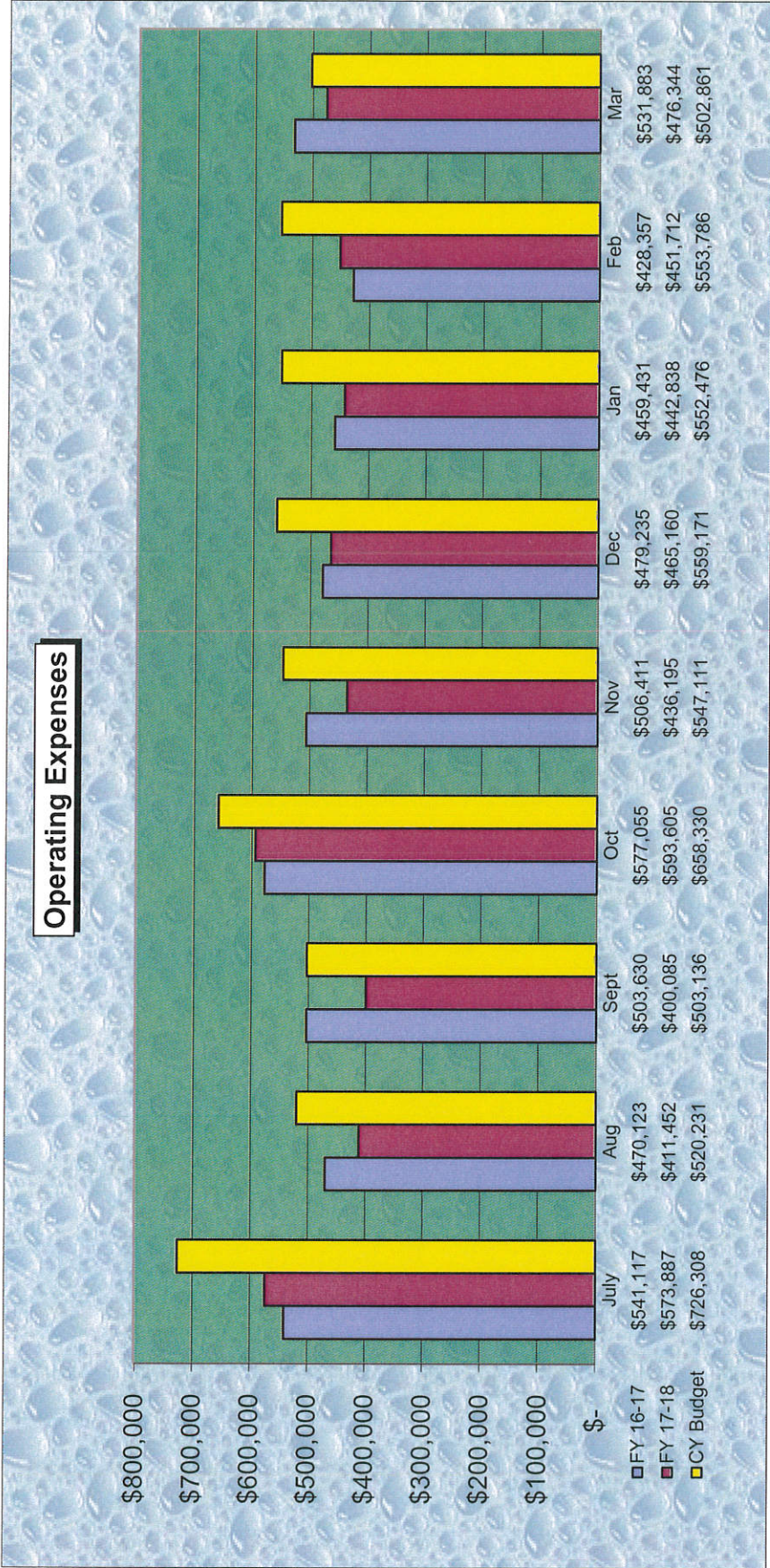


Liabilities - March 31, 2018





Operating Expenses



**Carmel Area Wastewater District
Capital Expenditures
2017-18**

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Admin building fence (unbudgeted)		0	23,875	23,875	0	NA
<u>Collections</u>						
Larson sewer replacement (unbudgeted)		113	245,309	245,309	0	NA
Highlands Pump Station pumps		0	28,274	28,274	40,000	70.68%
<u>Treatment</u>						
Rebuild waterchamp (unbudgeted)		0	8,724	8,724	0	NA
Micrologix controller-influent wet well mixer		0	15,211	15,211	13,000	117.01%
Caterpillar compact track loader		0	54,952	54,952	55,000	99.91%
Thermo Scientific Gallery Discrete Analyzer		0	21,609	21,609	22,500	96.04%
Microturbine		0	31,267	31,267	148,000	NA
Mainsaver Inventory module (unbudgeted)		5,900	5,900	5,900	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		(1,967)	(45,888)	(45,888)	0	NA
	4,046	389,233	389,233	389,233	278,500	NA

Total Capital Purchases 17-18

**Carmel Area Wastewater District
Capital Expenditures
2017-18**

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Electrical Upgrade	155,571	1,006	1,471	157,042	0	NA
Standby blower replacement	860,918	31,719	70,936	931,855	65,000	109.13%
Storm water improvements	477,030	26,260	85,057	562,087	50,000	170.11%
Thickener (RECL 50%)	811,287	31,354	130,096	941,383	175,000	74.34%
Hypo/SBS (RECL 40%)	2,222,399	122,724	704,107	2,926,505	650,000	108.32%
Portable RAS pumping	969,940	46,528	147,641	1,117,580	300,000	49.21%
Digester firm capacity Improvements	4,182,752	226,286	1,150,285	5,333,037	1,000,000	115.03%
#1 Water improvements	330,674	13,515	46,069	376,742	25,000	184.27%
#3 Water system improvements	308,408	6,148	14,466	322,874	25,000	57.86%
Dewatering	1,111,758	43,745	165,024	1,276,782	350,000	47.15%
Standby & main power improvements	3,061,493	166,290	369,772	3,431,265	750,000	49.30%
Outfall Crossing rehabilitation	11,748	51,099	128,707	140,455	120,000	107.26%
Primary Clarifier #2	110,334	0	36,843	147,177	225,000	16.37%
Primary Clarifier #1	0	0	185,993	185,993	225,000	82.66%
Microturbine/Gas Conditioning System	0	400	400	400	238,000	0.17%
RECL share		(64,767)	(346,690)	(1,641,293)	(347,500)	99.77%
PBCSD share (1/3 of cost)		(234,102)	(963,392)	(5,403,295)	(1,283,500)	75.06%
	14,614,312	468,204	1,926,785	10,806,590	2,567,000	420.98%
Total Long Term CIP Projects 17-18						
Total Capital (net of RECL and PBCSD)	15,560,884	509,067	2,561,116	12,059,442	4,130,833	291.94%

**Carmel Area Wastewater District
Variance Analysis
2017-18**

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Office Expense	no budget	Equipment repairs - unbudgeted
Permits and Fees	no budget	Mo. Bay Air Resource District permit - unbudgeted

Maintenance - Plant

Salaries and Payroll Taxes	-20.60%	Underbudgeted.
General and Administrative	no budget	Insurance - unbudgeted
Office Expense	-155.90%	Computers and equipment, furnishings and fixtures underbudgeted
Utilities	-124.20%	Cell phone for new employee not budgeted-ACT \$840, BUD \$375.
Safety	-158.30%	Safety supplies and fire extinguisher underbudgeted.
Other Expense	-147.50%	Recruiting underbudgeted-ACT \$12,376, BUD \$5,000.

Collections

Truck and Auto Expenses	-187.20%	Insurance underbudgeted.
Contract Services	-6.50%	Collection system capacity monitoring underbudgeted
Memberships and Subscriptions	-5.30%	North American Society for Trenchless Technology unbudgeted

Treatment

General and Administrative	-60.20%	Legal and engineering underbudgeted.
Safety	-69.30%	Supplies and training underbudgeted.

Administration

Permits and Fees	-17.80%	LAFCO underbudgeted.
Memberships and Subscriptions	-35.10%	Timing difference - budget amortized equally.
Other Expense	-11.90%	Rate payer claims underbudgeted - \$10,000 deductible paid for prior claims

Waste to Energy

New department - no budget

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$1,240,000

**Carmel Area Wastewater District
2017-18 Resolutions Amending the Budget**

Resolution #	Description	Budgeted	Amendment	Spent To Date
2017-27	Installation of a fiber optic communication line to the Plant inadvertently left off the 2017-18 budget.	\$ -	\$ 60,000	\$ -
2018-03	Remove the Vaccon Dump Pit project budgeted at \$70,000 and replace it with the San Carlos Sewer Line Replacement project for \$94,600.	\$ 70,000	\$ 94,600	\$ -
Total To Date		<u>\$ 70,000</u>	<u>\$ 154,600</u>	<u>\$ -</u>
Contingencies		<u>\$ 280,000</u>	<u>\$ -</u>	<u>\$ -</u>



STAFF REPORT

TO: Board of Directors
FROM: Daryl Lauer, Collection Superintendent
DATE: April 26, 2018
SUBJECT: Monthly Report – March

RECOMMENDATION

Receive Report - Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in March	13
Total Fees.....	\$ 1300.00

Maintenance and Repairs

The Collection crew cleaned approximately 46,892 feet of sewer mains in March, this represents 11.40% of the District's collection system lines. The mains cleaned ranged from six to twelve inches in size. Attached is a map of the locations cleaned over the past three months. There were no CCTV inspections performed on sewer mains during this reporting period.

January	55,228	13.43%
February	30,213	7.35%

Construction activities

Construction is complete on the replacement of 260 feet of damaged sewer pipe that runs from Ocean avenue to Sixth street on San Carlos. The underground part of this project only took 3 days to complete with the removal and replacement of the concrete roadway taking a week and half to fully cure the concrete. This project, given the high visibility location, went very well with minimal effects to the local business.

Construction of the manhole at the intersection of 14th & 15th has been scheduled for the week of June 4th the Lagoon looks to be open and the school will be on summer break.

Staff along with a contractor made an emergency repair to the Calle La Cruz force main roughly 600 feet from the rear of the treatment plant. The remnants of the access road where the force main and the outfall run beneath was used to access the location of the break. Contractors used mini excavators to dig down to locate and repair the leaking section of pipe. District Engineers assessed the pipe for the cause and determined that a defect in the pipe during manufacturing was likely the cause of the break.

General comments

Staff has supplied data for the two ongoing projects with West Yost Engineering, one being the Capacity study and the second is the Long-Term CIP of the Collection System. The information is now under review with West Yost and a preliminary report should be given to the District in the next few months.

Staff installed five of the Early Monitoring systems in the manholes. These systems will alert District staff should any backup happen in the manholes that they are installed in and allow staff to react prior to the SSO.

Staff relocated five flow meters to different locations that West Yost recommended so more data could be collected for the Capacity study.

Staff has begun a pilot study to address the H₂S (Hydrogen Sulfide) gas that is present at the Calle La Cruz pump station wet well. The levels of H₂S are an average of 250ppm with spikes of 700 ppm. The H₂S gas is the result of the long pumping length and elevation changes in the force main coming from Highlands pump station. The discharge point for the Highlands force main is the wet well at Calle La Cruz.

The study began in early March with the addition of Potassium Permanganate, a slow release tablet that is suspended in the wet well at Highlands. These tablets are designed to oxidize H₂S in the force main and thus reduce the levels at the down stream Calle La Cruz pump station. Preliminary results have shown a reduction in H₂S by half, the next step is to increase the dose and monitor the levels of H₂S. OSHA permissible limit of

H2S is 10ppm. (Please see insert for Pump Station Network)

Service calls responded to by crew

Staff responded to 2 service calls for sewer backups ranging from internal home backup to lateral overflow. Staff cleaned District owned lines and informed the property owners to call a plumber of their choice to relieve the backup. Staff responded to 3 pump station alarms ranging from high level alarm to power fail alarms. Staff monitored alarms until pump stations were back to normal.

Staff responded to a leak on the force main for Calle La Cruz pump station. Staff along with contractor located the leak using a mini excavator. A repair coupling was installed to stop the leak. The spill was estimated to be 180 gallons that discharged but did not reach the lagoon. I would like to thank Operations, Maintenance and Engineering departments for their collaborations during this emergency repair.

USA Location Requests – 106

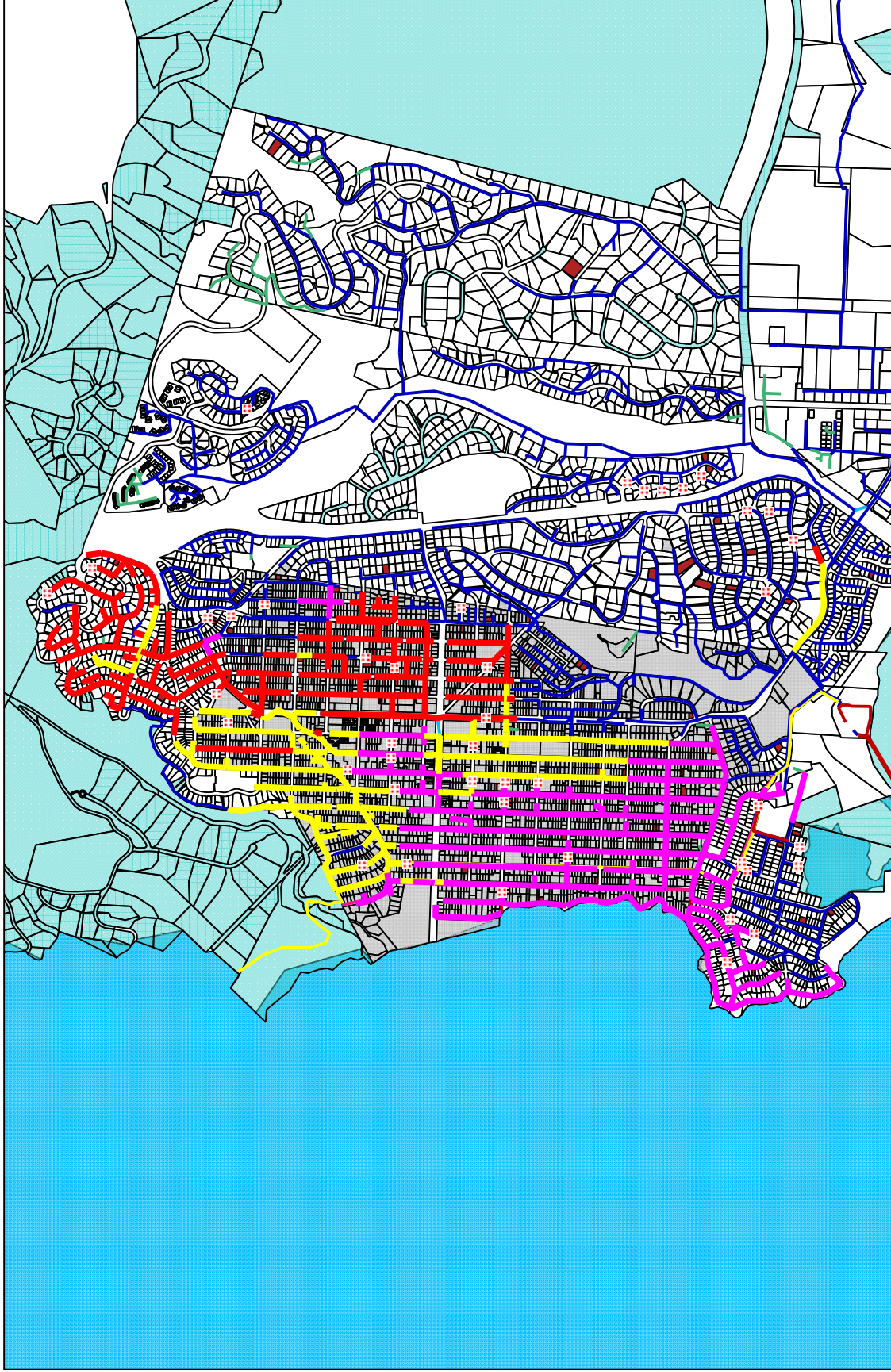
Plumbing permit inspections – 10

FUNDING

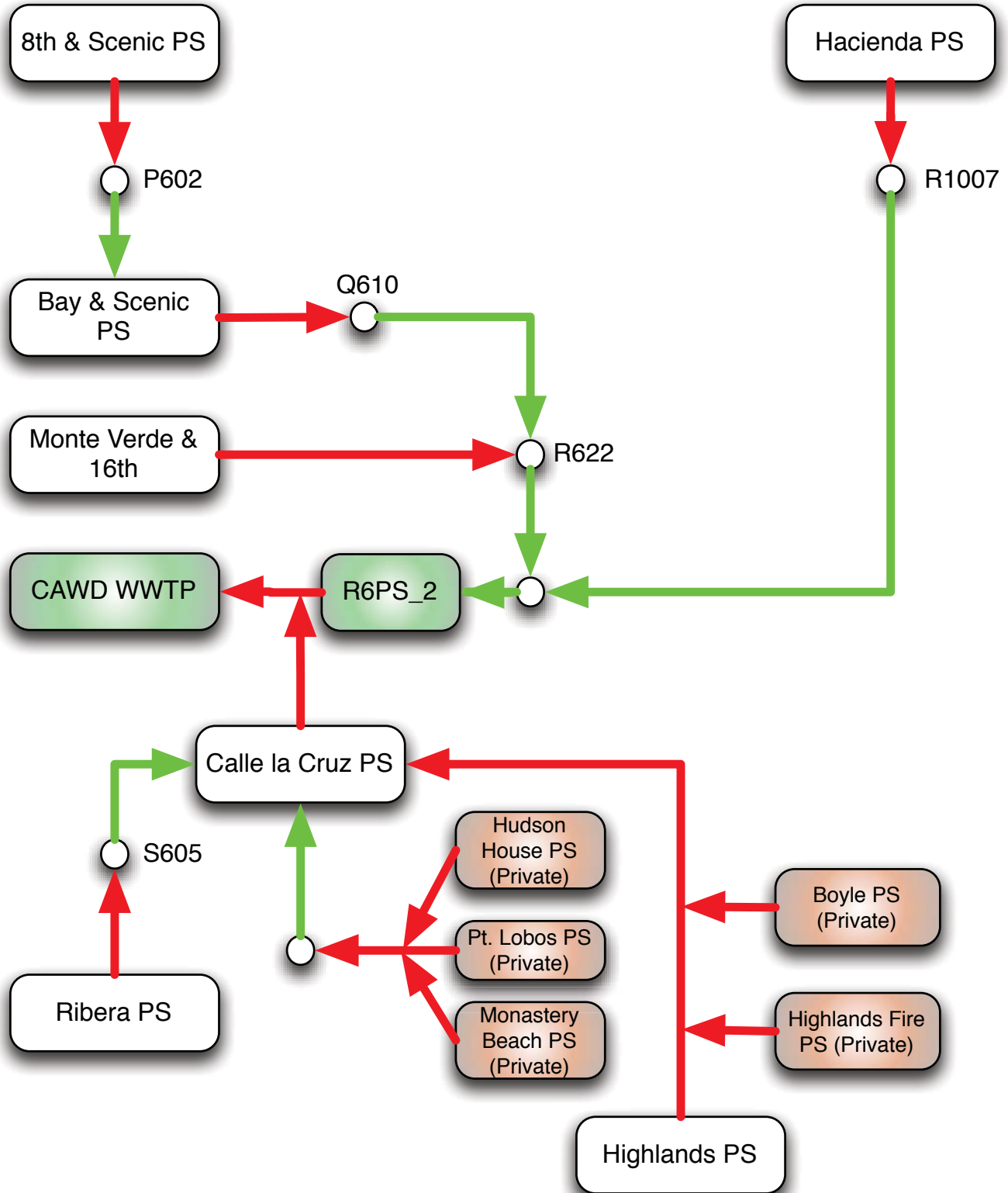
N/A- Informational item only

January (Magenta) 55,228 feet
February (Yellow) 30,213 feet
March (Red) 46,892 feet

Monthly Cleaning Routes



Pump Station Network

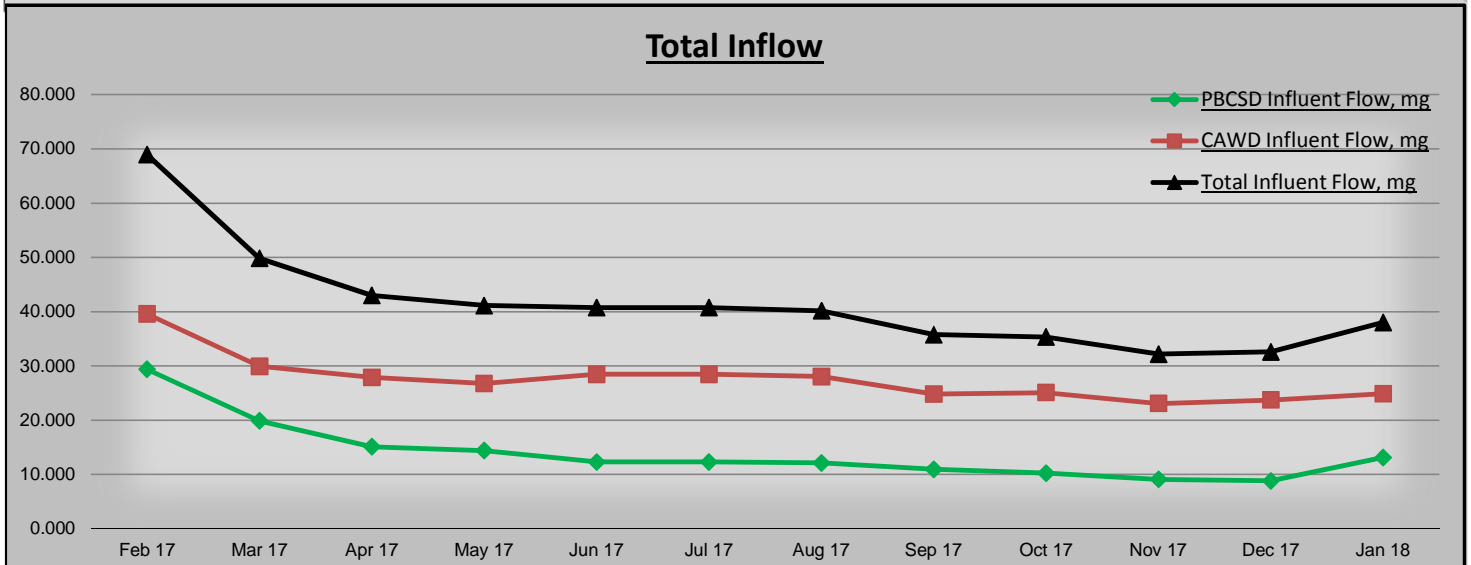
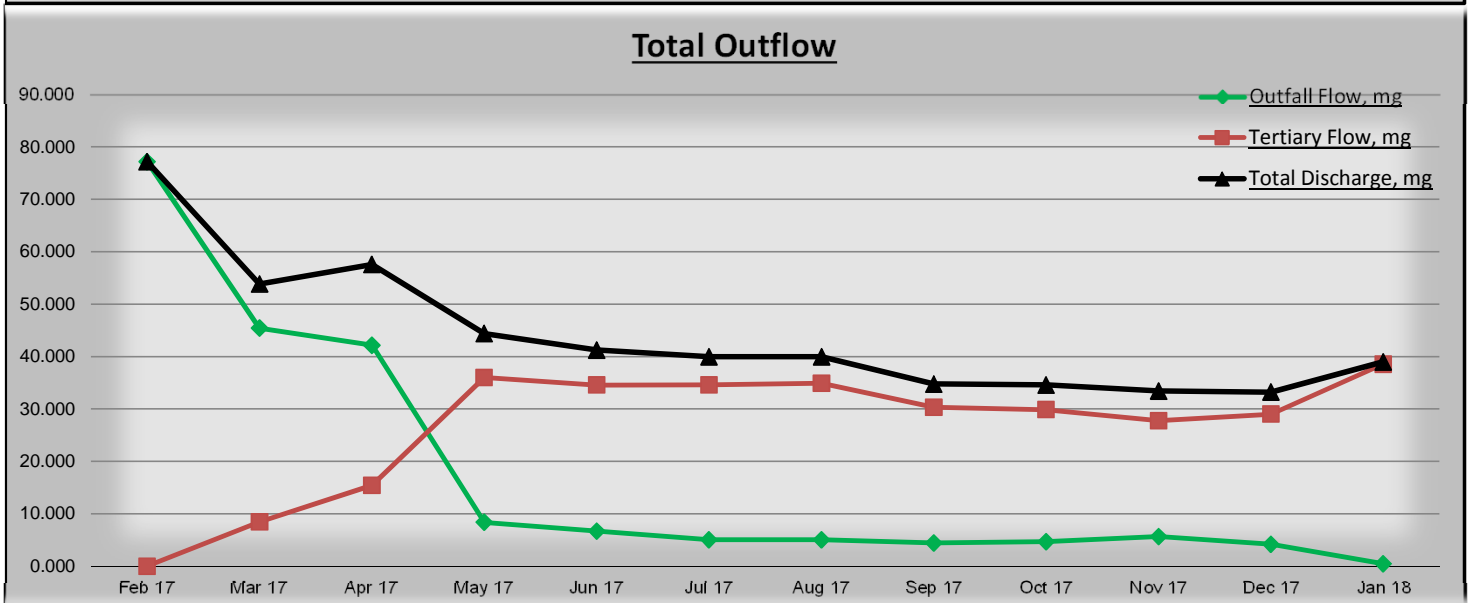
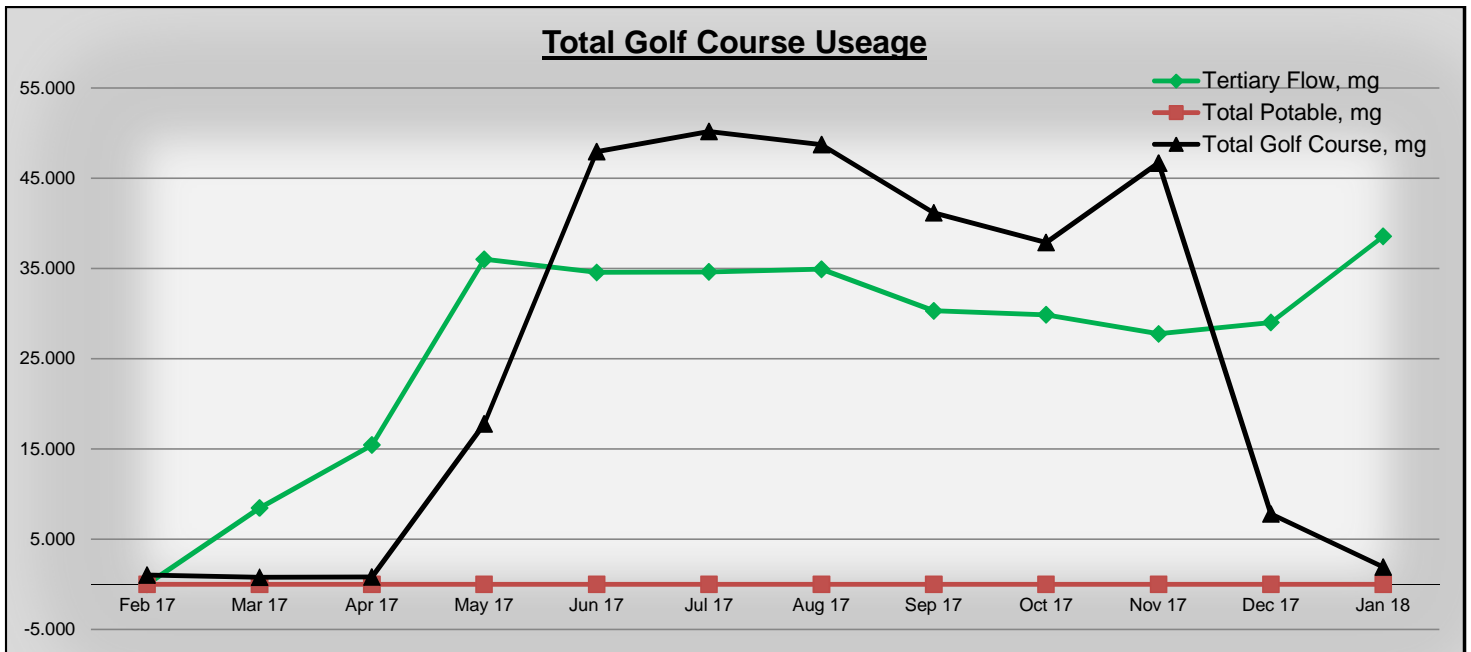


LEGEND



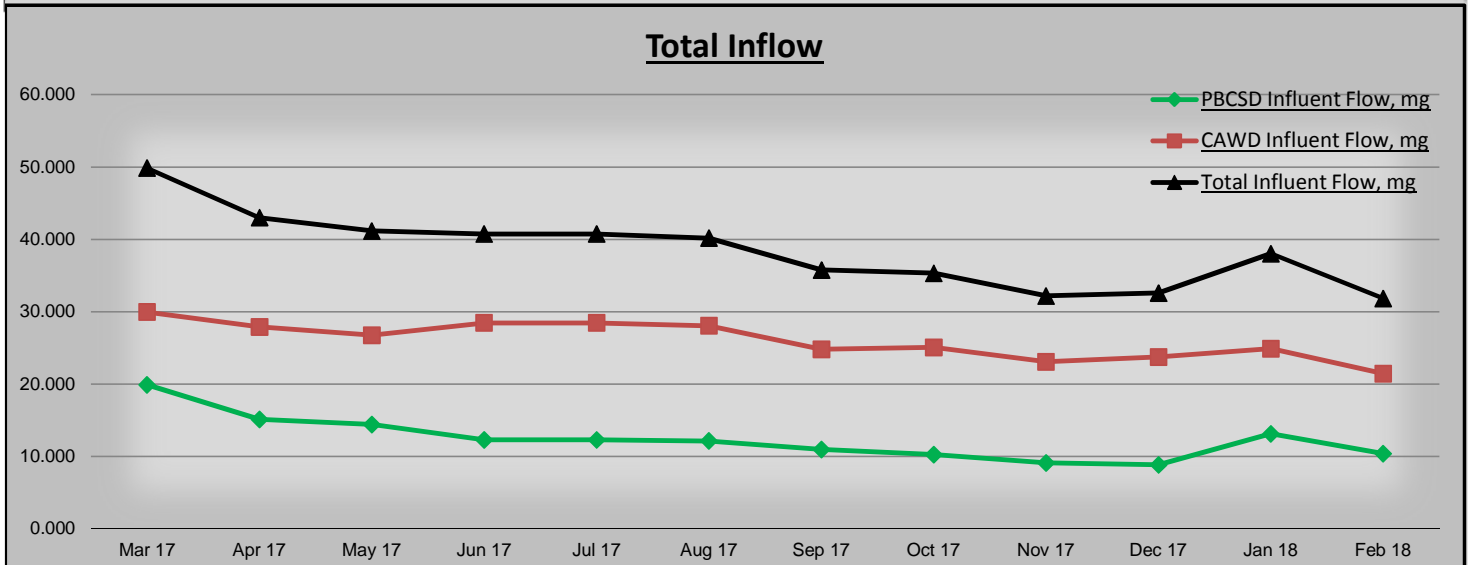
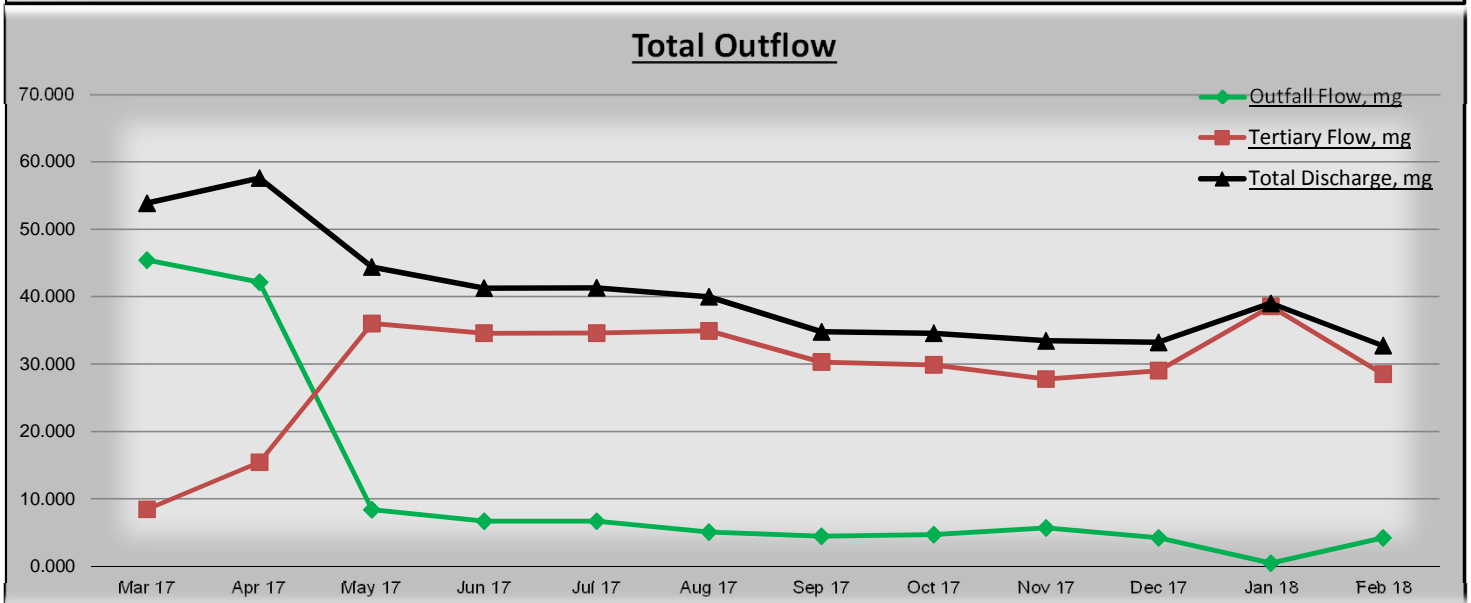
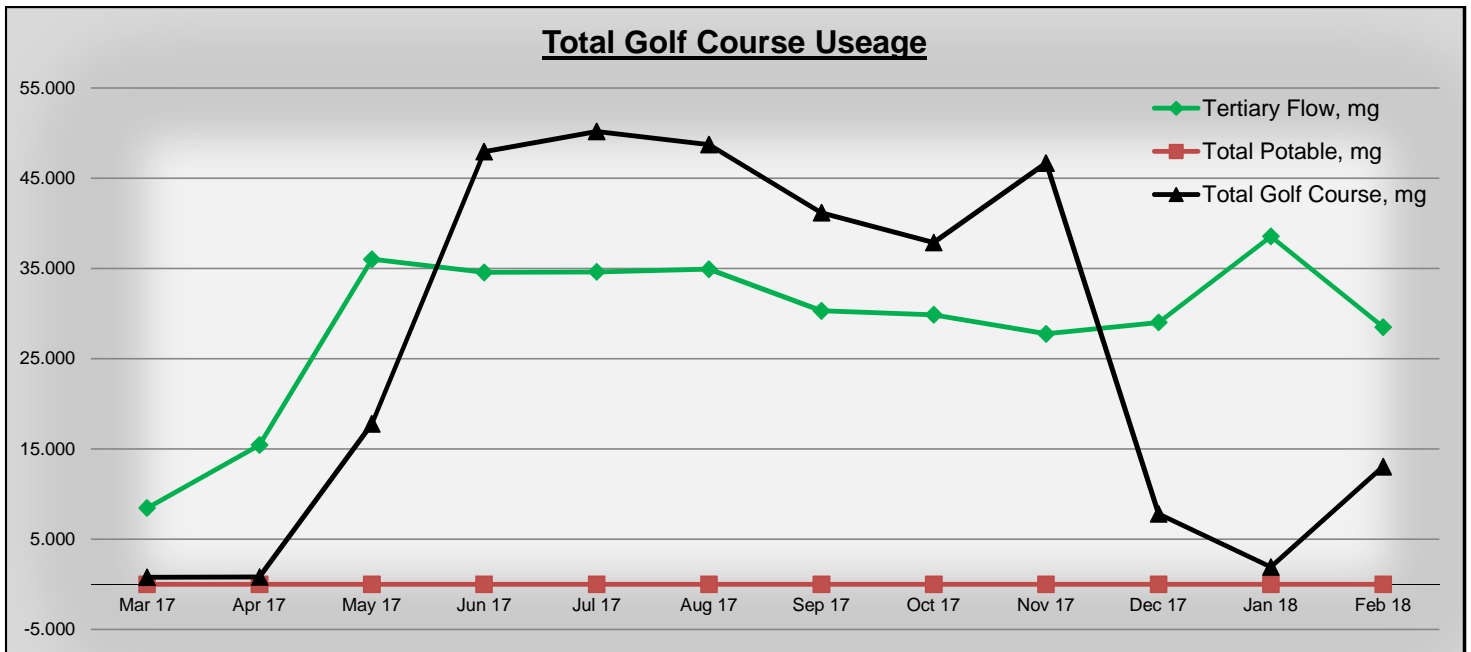
Wastewater Treatment Facility Operations Report

HYDRAULIC LOADINGS								YEAR-TO-DATE		
Report for: January 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet			
CAWD Flow	24.883	0.813	0.728	1.279	65.437	24.88	76.33			
PBCSD Flow	13.143	0.424	0.328	0.732	34.563	13.14	40.32			
Total Plant Flow	38.026	1.237	1.056	2.011	100.00	38.03	116.64			
Tertiary Flow	38.551	1.217	0.628	1.578	101.381	38.55	118.25			
Ocean Discharge	0.455	0.076	0.000	0.126	1.197	0.46	1.40			
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
	Monthly				Annual					
Potable Water	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure				
	0.0%	0.0%	0.0%	0.0%	0.0%	0%				
TERTIARY PROCESS HISTORY										
Total Monthly Reclamation Production				38.55 MG (118.31 acre-ft.)						
Total Annual Reclamation Production (2018)				38.55 MG (118.31 acre-ft.)						
Total Lifetime Reclamation Production (94-18)				6.69 BG (20.55 B acre-ft.)						
Total Riparian Habitat Discharge (94-18)				49.79 MG (152.80 acre-ft.)						
12 Month Rolling Total Reclamation Production				319.48 MG (980.48 acre-ft.)						
ELECTRICAL COSTS										
Monthly Totals	January '18 kWh	Price per kWh	Jan'18	Dec'17	Nov '17	Oct '17				
Secondary	169,622.00	\$ 0.127	\$ 21,622.45	\$ 19,421.27	\$ 19,039.11	\$ 27,004.75				
Blowers	60,264.96	\$ 0.130	\$ 7,852.02	\$ 7,870.94	\$ 8,350.44	\$ 10,488.78				
Tertiary	104,584.48	\$ 0.129	\$ 13,473.94	\$ 11,528.26	\$ 11,635.31	\$ 16,160.43				
MF/RO	53,029.00	\$ 0.184	\$ 9,746.50	\$ 12,834.85	\$ 15,091.81	\$ 17,917.15				
Monthly Totals	387,500.44	\$ 0.136	\$ 52,694.91	\$ 51,655.32	\$ 54,116.67	\$ 71,571.11				
MICROTURBINE SUMMARY										
Month	Jan '18 kWh	Dec'17	Nov'17	Oct'17	Accumulated Totals					
Production, kWh	0	0	0	0	610,559.00					
COMMENTS										
Micro Turbines are off-line for repairs										
Price/kWh Total reported as weighted average.										



Wastewater Treatment Facility Operations Report

HYDRAULIC LOADINGS								YEAR-TO-DATE	
Report for: February 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet		
CAWD Flow	21.455	0.766	0.678	0.888	67.384	46.34	142.14		
PBCSD Flow	10.385	0.371	0.312	0.474	32.616	23.53	72.17		
Total Plant Flow	31.840	1.137	0.990	1.362	100.00	69.87	214.31		
Tertiary Flow	28.502	1.032	0.902	1.362	89.516	67.05	205.68		
Ocean Discharge	4.224	0.151	0.015	0.187	13.266	4.68	14.35		
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
	Monthly				Annual				
Potable Water	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure			
	0.0%	0.0%	0.0%	0.0%	0.0%	0%			
TERTIARY PROCESS HISTORY									
Total Monthly Reclamation Production				28.50 MG (87.47 acre-ft.)					
Total Annual Reclamation Production (2018)				67.05 MG (205.79 acre-ft.)					
Total Lifetime Reclamation Production (94-18)				6.72 BG (20.63 B acre-ft.)					
Total Riparian Habitat Discharge (94-18)				49.79 MG (152.80 acre-ft.)					
12 Month Rolling Total Reclamation Production				347.98 MG (1067.96 acre-ft.)					
ELECTRICAL COSTS									
Monthly Totals	February '18 kWh	Price per kWh	Feb'18	Jan'18	Dec '17	Nov'17			
Secondary	143,077.00	\$ 0.132	\$ 18,923.71	\$ 21,622.45	\$ 19,421.27	\$ 19,039.11			
Blowers	56,692.80	\$ 0.132	\$ 7,478.80	\$ 7,852.02	\$ 7,870.94	\$ 8,350.44			
Tertiary	88,315.44	\$ 0.137	\$ 12,069.67	\$ 13,473.94	\$ 11,528.26	\$ 11,635.31			
MF/RO	105,596.00	\$ 0.157	\$ 16,533.56	\$ 9,746.50	\$ 12,834.85	\$ 15,091.81			
Monthly Totals	393,681.24	\$ 0.140	\$ 55,005.74	\$ 52,694.91	\$ 51,655.32	\$ 54,116.67			
MICROTURBINE SUMMARY									
Month	Feb '18 kWh	Jan'18	Dec'17	Nov'17	Accumulated Totals				
Production, kWh	0	0	0	0	610,559.00				
COMMENTS									
Micro Turbines are off-line for repairs									
Price/kWh Total reported as weighted average.									



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: March 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	30.628	0.988	0.748	1.579	66.889	46.34	142.14
PBCSD Flow	15.161	0.489	0.341	0.881	33.111	23.53	72.17
Total Plant Flow	45.789	1.477	1.089	2.460	100.00	69.87	214.31
Tertiary Flow	12.672	0.845	0.196	1.178	27.675	79.73	244.56
Ocean Discharge	36.998	1.193	0.139	2.856	80.801	41.68	127.84
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

	Monthly			Annual		
Potable Water	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure	Potable Water Use Due to Flushing Cycle	Potable Water Use to Meet Demand	Potable Water Use Due to Equipment Failure
	0.0%	0.0%	0.0%	0.0%	0.0%	0%

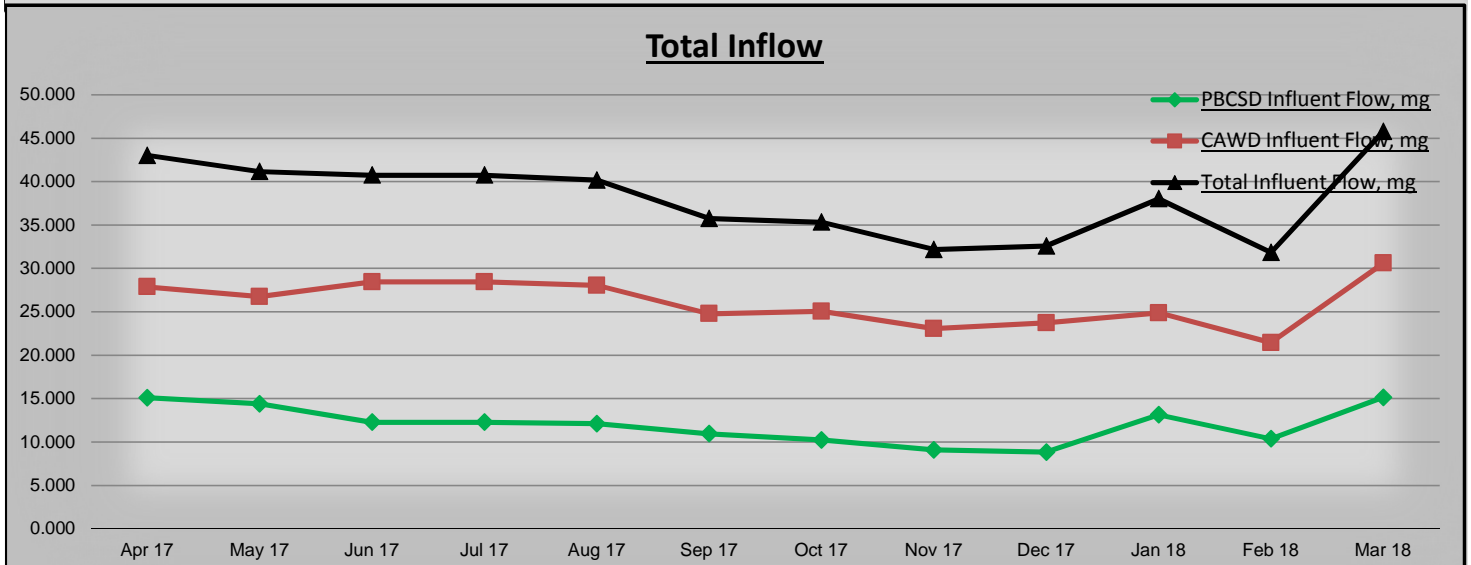
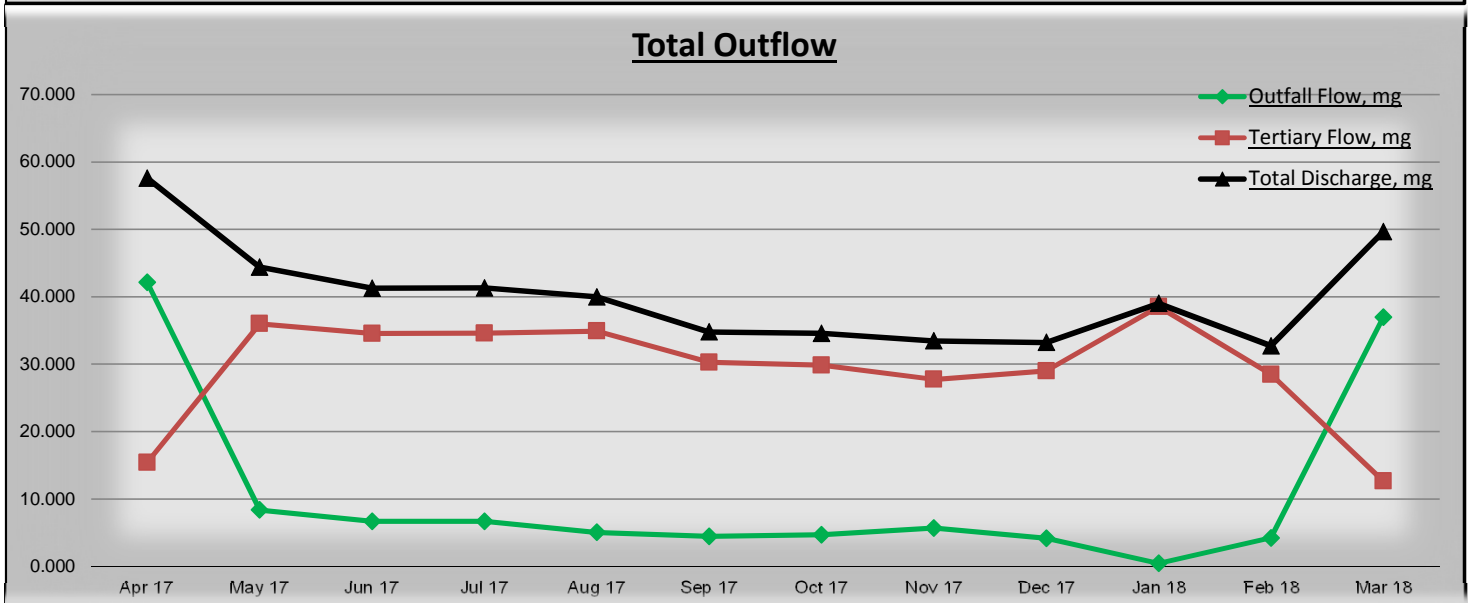
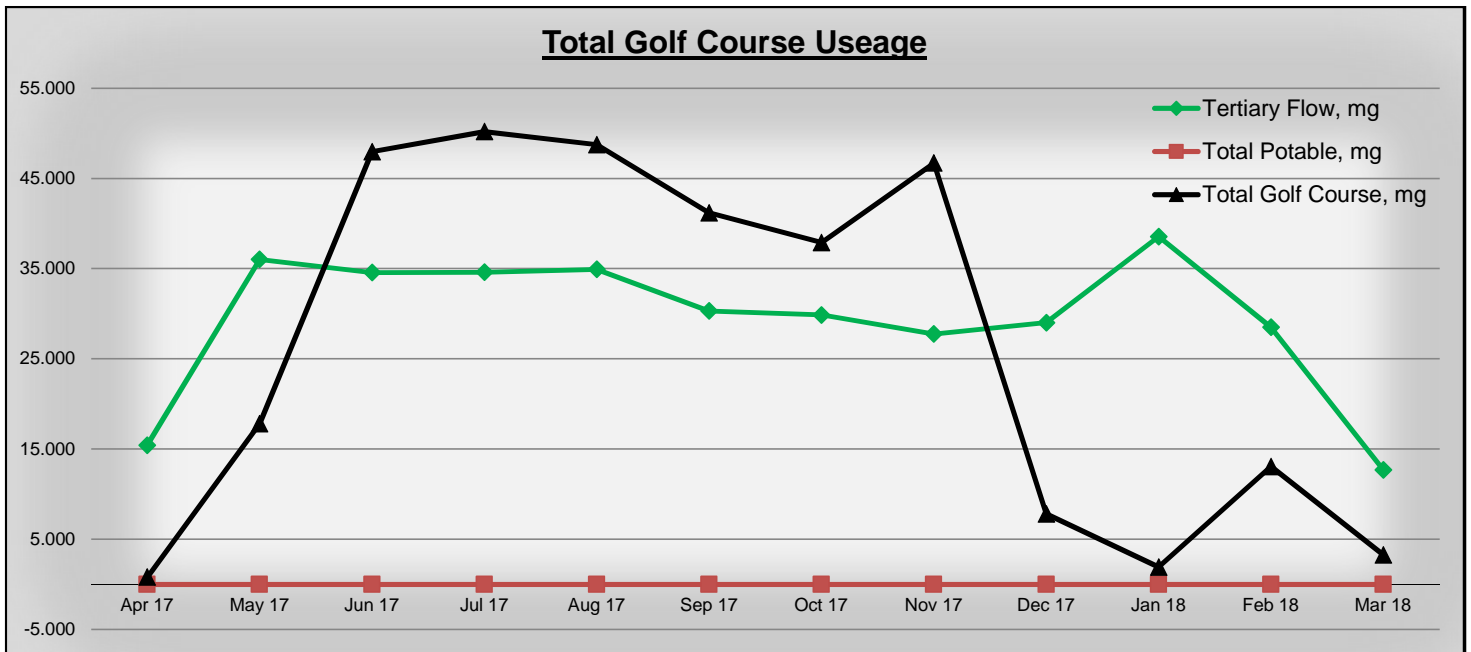
TERTIARY PROCESS HISTORY	
Total Monthly Reclamation Production	12.67 MG (38.89 acre-ft.)
Total Annual Reclamation Production (2018)	79.73 MG (244.68 acre-ft.)
Total Lifetime Reclamation Production (94-18)	6.74 BG (20.67 B acre-ft.)
Total Riparian Habitat Discharge (94-18)	49.79 MG (152.80 acre-ft.)
12 Month Rolling Total Reclamation Production	352.52 MG (1081.88 acre-ft.)

ELECTRICAL COSTS						
Monthly Totals	March '18 kWh	Price per kWh (1)	Mar'18	Feb'18	Jan '18	Dec'17
Secondary	142,038.00	\$ 0.081	\$ 11,447.13	\$ 18,923.71	\$ 21,622.45	\$ 19,421.27
Blowers	N/A (3)	#VALUE!	N/A (3)	\$ 7,478.80	\$ 7,852.02	\$ 7,870.94
Tertiary	53,044.08	\$ 0.161	\$ 8,529.53	\$ 12,069.67	\$ 13,473.94	\$ 11,528.26
MF/RO	N/A (3)	#VALUE!	N/A (3)	\$ 16,533.56	\$ 9,746.50	\$ 12,834.85
Monthly Totals	195,082.08	#VALUE!	\$ 19,976.66	\$ 55,005.74	\$ 52,694.91	\$ 51,655.32

kW-h Per Acre Feet		
	ANNUAL	YEAR TO DATE
	2017	2018
CAWD	1,411.43	1,211.09
Reclamation	1,916.41	1,437.41

MICROTURBINE SUMMARY					
Month	Mar '18 kWh (2)	Feb'18	Jan '18	Dec'17	Accumulated Totals
Production, kWh	3,208	0	0	0	613,767.00

COMMENTS
(1) 'Price/kWh Total reported as weighted average.
(2) 'Micro Turbines were returned to service on March 24th.
(3) N/A- Pacific Gas & Electric statements were not available at this time



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: April 26, 2018

Subject: Monthly Safety Report (for March 2018)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

March 1- Tailgate training. Daryl Lauer, Collections Superintendent, presented on collections equipment safety and highlighted the safety precautions needed for the specialized field equipment and trucks.

March 8- Tailgate training. Safety/Compliance Administrator Mark Dias (S/C Admin Dias) presented on hearing conservation/protection with emphasis on the voluntary implementation of a CalOSHA compliant Audiometric Testing Program at no cost to employees and installation of hearing protection at nine points around the plant. The goal is to make hearing protection immediately available near the point of use. The Hearing Conservation Plan had been updated and was distributed to all plant and collections staff.

March 8- Monthly Safety Committee Meeting. This productive meeting allowed S/C Admin Dias to update the committee on the wide range of safety improvements being implemented around the plant.

March 15- Tailgate training. Trevor Weidner-Holland presented on rain and rain gear safety to coincide with all the late season storm events.

March 22- Monthly Training. For the monthly safety meeting S/C Admin Dias presented the draft Standard Operating Procedure for sodium hypochlorite deliveries. With the switch from chlorine gas to liquid “hypo,” bulk deliveries of this liquid (4,000 gal per delivery) will become routine. Five key steps in the delivery process were identified where extra safety precautions were needed. New PPE storage units have been attached to the building near the point of use. Valuable feedback from the Operations crew was received and incorporated into the revised draft.

March 29- Tailgate training. Given the recent hire of Plant Engineer Treanor, S/C Admin Dias presented on the District’s Hazard Communication policy. These are more commonly known as safety orientations. The types of information that must be provided to new employees was outlined. Existing staff were reminded of their rights to know what hazards exist in the job and where to find that information.

External/Professional Training

S/C Admin Dias will be attending two days of safety training in Sacramento in April at the annual CWEA conference. Key items will include confined space entry/rescue among several other topics.

Ongoing Safety Improvements

During the month Maintenance Superintendent Foley and S/C Admin Dias continued to identify safety improvements and seek input from the operations crew and Safety Committee. This approach continued to reveal many areas and processes where safety improvements could be made:

- Fall Safety. As described in last month’s Maintenance Report, six vault hatches were identified for replacement with built-in fall protection and greater ease of operation. A second walkthrough was completed with the vendor and detailed designs are underway. Installation timeline is dependent on vendor response. Interim safety protocols for the current hatches have been implemented.
- Chemical Safety - sulfuric acid. As initially described last month, plans were initiated to switch to bulk storage for sulfuric acid to decrease handling hazards. Sulfuric acid is the strongest acid used and is currently delivered in multiple, 275-gallon totes which must be unloaded, stored, moved to the point of use, hand connected with flexible tubing, hand disconnected, and moved again prior to pick up. While no accidents have occurred, each step adds a level of risk. A 1,000-gallon bulk-storage tank with fully enclosed secondary containment is desired to allow for direct fill of the tank with permanent, protected connections. During the last month a cost/benefit analysis was begun on whether to design and build the storage in-house, or to utilize a lease-based model through a vendor. Monthly tracking continuing.
- Chemical Safety - phosphoric acid. As initially described last month, this is the

second strongest acid on site and is used to clean the R.O. membranes. Testing begin in April to see if safer citric acid can be substituted. Monthly tracking continuing.

- Chemical Safety - various chemicals. The current storage scheme for all chemicals used was reviewed and several future improvements were identified including: neutralizing and disposing of outdated/unused chemicals; improved separation of incompatible chemicals; improved secondary containment of chemicals; decommissioning of old chemical tanks and dosing systems; and replacing hand-placed chemical pumps with hard-mounted automated equipment. Implementation began in March. Monthly tracking continuing.
- Report #3 for the Calle La Cruz lift station (Ribera Road). As first reported in the February staff report, the wet well receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of hydrogen sulfide gas. Gas measurements were high enough to warrant temporarily locking the hatch and directing staff to not access the vault until the gas could be mitigated. Four options were identified and will be tried in order of increasing cost. The first option, implemented in late February, was to hang cakes of potassium permanganate in the Highlands influent stream with the goal of oxidizing the influent. A data logging gas meter was installed and baseline measurements were downloaded. The effectiveness is still being determined and a second location was identified where another bag of this chemical will be placed. Option 2 will be implemented if the permanganate cakes prove ineffective. Monthly tracking continuing.
- Electronic tracking of chemical Safety Data Sheets. Cal OSHA requires that SDS sheets for all hazardous chemicals be continually updated and maintained. They must also be archived for 30 years. This has been done manually and, while compliant, it is time consuming to continuously maintain the most current list of over 200 chemicals. Updates must be made if the vendors change, if the chemical mixture changes even slightly or a new chemical is used. The pros and cons of different vendors were compared and a vendor was selected in April. Details on the many benefits of switching to electronic tracking will be described in the April report.

Tours and Outreach

Like February, March was an active month with four tours given. On March 5 a tour was given to about 25 fifth grade students from Carmel River School. On March 13th, S/C Admin Dias gave presentations at Carmel High School to three classes of advanced placement juniors/seniors. This totaled approximately 90 students. On March 14th, 15th and 21st, tours were given to these same students. There are currently no tours scheduled for April.

Injuries, first aid responses, worker compensation claims

There were no injuries, first aid responses, worker compensation claims in March.

	Work Related Injuries and Illnesses for 2018 Reporting Year				
TYPE	New Incidents (March)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	0	0
First Aid (non-OSHA)	0	0	0	0	0

FUNDING

N/A- Informational item only.

STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: April 26, 2018

Subject: Monthly Report – March 2018

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- On March 2, 2018, high flows into the treatment plant were diverted to empty basins to store water and Primary #2 sampler was put back in service.
- On March 5, 2018 there were two school tours that came into the lab. On March 15, 2018 another school tour came into the laboratory.
- On March 12, 2018 the Tertiary system shutdown; the Forest Lake Reservoir is full.
- Laboratory Supervisor De Ocampo started the CCLEAN duties on March 13, 2018 to manage the webinar monthly meetings and provide the meeting minutes to all other agencies involved.
- On March 13, 2018 Final Effluent sampling for the NPDES Toxicity, Semi-Annual and CCLEAN Pyrethroid and Fipronil Provisions. Final Effluent samples were collected and sent out to Pacific EcoRisk and Monterey Bay Analytical Laboratories for analysis.
- The new Laboratory Analyst/ Environmental Compliance Inspector- Fanny Mui has passed all the pre-employment requirements and will start work on April 2, 2018.

ENVIRONMENTAL COMPLIANCE REPORT

- Environmental Compliance Supervisor De Ocampo contacted Carmel Poke Co. for an update on their grease trap, I also forwarded Drew Lander contact

information to owner to discuss the plans and approval to install a grease trap at their location.

- The owner from Katy's Place had mentioned that they were going to be changing the grease trap. Ray De Ocampo notified the owner that the CAWD Ordinance is to replace with same size or larger. Owner acknowledged the grease trap will be same size as the one removed. A follow up inspection on March 20, 2018 verified the new system was installed and meets all of CAWD's Ordinance for Grease Interceptors.
- Trevor Weidner Holland has been working with the Sacramento State, CWEA- Pretreatment Facility Inspector committee on the update of their handbook.
- The manager of Wedgewood Catering notified CAWD Inspector Holland that Wedgewood Catering will be taking over the pretreatment responsibilities since Rancho Canada Golf has vacated the current Club House and Restaurant.
- Lucky's Grocery store completed remodeling, a Peet's coffee bar was added to the deli area with the waste flow going to the existing outside interceptor.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
The Cottage	Yes		Follow up inspection performed new grease trap installed
Allegro's Pizza	Yes		Follow up inspection performed and compliant
Friar Tucks	Yes		
Katy's Place	Yes		
Christopher's on Lincoln	Yes		
L'Escargot	Yes		
Basil	Yes		
Yafa	Yes		
Hanagasa	Yes		
Rancho Canada Golf	Yes		
Il Grillo	Yes		
Flaherty's Fish House	Yes		
Carmel Foundation	Yes		
Cultura	Yes		

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
Lucky's	Yes		

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
January 2018	100	98
February 2018	99	98
March 2018	100	100

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors
From: Drew Lander, Principal Engineer
Date: April 26, 2018
Subject: Monthly Report – General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

The environmental document pertaining to the replacement of the outfall and force main in the Carmel Lagoon was distributed April 2nd. It has been advertised in the local paper and posted for public notice. All resource agencies who took the time to comment during the administrative design review have received letters responding to their comments by identifying the mitigations or changes incorporated into the project. The District has still not received notification from FEMA regarding the funding status for this project however awards may not be released until December 2018.

The staff planners working on the Monterey Peninsula Storm Water Resource Plan (SWRP) held a meeting with CAWD and the City of Carmel-by-the-Sea at the beginning of the month to discuss storm water collection and processing at the treatment plant. District staff will continue to participate actively on this front to accurately define projects which have been identified.

The Principal Engineer continues to work directly with the California Coastal Commission (CCC) staff to provide all information requested. As acknowledged last month the CCC staff appreciated the site visit to the treatment plant and have a better understanding and appreciation for the work that has been completed. The assigned CCC staff have indicated that the lines of communication between the District and the

local CCC office are very good and quality of the information provided has been very thorough. The goal for the District is to develop long term Coastal Permit to be processed on a schedule congruent with the CRWQCB operations permit (every 5 years) starting in 2019. The CCC is very interested in receiving the climate change impacts analysis currently under preparation with ESA Inc. Since the climate change analysis will help the District plan for the future, the CCC has suggested that processing one collective permit to incorporate the current status of the plant and the District's future planning into one permit would both simplify the issues as well as save the District both time and money in permit processing. CCC staff find the work completed thus far is not in violation with CCC mandates and does not appear to require mitigations as the work is not visible to the public and it was the minimum improvement needed to protect the public and the environment. Therefore, they also find no urgency in processing a permit separate from a plant wide operational permit. This poses a slight operational challenge as several things will be placed on pause while the permit is developed, however actions which are needed for safety and routine maintenance can be granted waivers. Additional engineering staff time will be required to process this paperwork but this method is the most expeditious.

Collections

This month a very successful emergency pipe repair was completed. On March 26th the Principal Engineer was conducting a site investigation over the easement containing both the outfall and the Calle la Cruz force main. The Principal Engineer has regularly inspected this easement during the preparation of the environmental documents for the outfall project and recognized immediately that there was soil discoloration over the Calle la Cruz force main indicating a potential leak. Since the Collection Superintendent was not available during the week of the 26th the Principal Engineer contacted the Senior Collections worker (Barry Blevins) to report the potential spill and then followed up by notifying the Superintendent by phone.

It was evident that a very small amount of leakage was occurring from the subgrade pipe. The leak was also in a location above the groundwater table which made excavation possible. Collections staff provided appropriate containment around the area and cleared a narrow access path out to the location of the leak while the Principal Engineer directed a local contractor to mobilize a miniature excavator to uncover the pipe. Coordination and participation from Maintenance staff, Operations staff and the Plant Engineer contributed in the successful repair of the force main in a prompt manner and in a way which minimized impacts to a sensitive area.

State Parks staff was notified of the activity immediately upon the District staff mobilizing into the area and a State biologist has inspected the disturbed area and

provided positive feedback to the nature of the work and the condition of the area after the repair had been made. The pipe was found to have a manufacturing defect causing a brittle crack to form. At the location of the repair the pipe was otherwise in excellent condition aside from this defect. This is constant with the staff condition assessment from several years ago indicating the pipe has many decades of remaining life. Since this manufacturing defect was not visually evident it was not something which could have been prevented through predictive maintenance programs. However, engineering staff will assist the Collections department in implement a pressure testing program which will help to identify future potential failures before they surface.

The Hatton Canyon sewer line replacement project design and environmental document remain on track. This document should be ready for distribution early next month.

Treatment

The Principal Engineer enlisted the assistance of the Treatment Plant Superintendent on the 25th of March to provide a treatment plant tour for engineers and wastewater professionals who were attending the Water Reuse Conference. Over 40 attendees participated in the plant tour and both the Superintendent and the Engineer received significant positive feedback and commentary. Two attendees had toured the plant about 10 years prior and they both commented on the amazing improvements which had occurred since their last visit as well as the capability and performance of the plant.

Last year CAWD was the recipient of the CWEA 2017 Facility Safety Award. As is customary, the facility receiving the award is invited to present their achievements at the CWEA Friday morning breakfast. The Principal Engineer will be attending the last day of the April CWEA conference in Sacramento to provide this review of the District safety achievements.

A potential new service type has been submitted for engineering review. The Principal Engineer has been working with a local Brewery to develop conditions for connection of a brewing facility in Carmel Plaza. This will be the first connection of its kind in the District.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Ed Waggoner, Operation Superintendent
Date: April 26, 2018
Subject: Monthly Operations Report for March 2018

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Treatment Plant:

- The treatment plant in general is working well. Operations Staff continues to make minor process changes on the activated sludge system (reducing return activated sludge flows) for power savings and to help improve the downstream processes.
- Operation staff shut flow off to Aeration Basins 5 & 6 to prepare them for routine maintenance work of replacing membrane diffusers, repairing inlet gates to each basin and servicing air valves on the air distribution systems.
- Operations staff welcomed Patrick Treanor as a CAWD employee with a welcome lunch. Staff is coordinating with Patrick on defining some inhouse projects and timelines for those projects.
- Staff continues to communicate daily with Patrick Treanor (CAWD) on Phase 2 assessments of plant equipment and planning for the following areas; Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

- Operations Staff is in discussions with PHI Incorporated on possible pilot testing of new mixing system in the aeration basins that works off low pressure blower air. If successful this system would lower required aeration blower horse power and save energy in the future.
- Grind to Energy: Staff finished submitting the application with California Department of Food and Agriculture, Meat, Poultry, and Egg Safety Branch to become the only permitted Anaerobic Digester Rendering Plant on the Central Coast to process food waste. Permitting allows CAWD to accept any commercial food scraps from a permitted hauler of Inedible Kitchen Grease or other Inedible Materials. There are now two locations outside of the Monterey Regional Waste Management District supplying organic waste to CAWD's anaerobic digester. CAWD staff is monitoring and collecting data for verification of increased methane gas production for the pilot study.
- CAWD Staff hosted 6 tours during the month from local elementary schools, junior college and private companies.

Reclamation:

- Staff continues to monitor the used Carter Lake MF membranes in MF Cell #2. Currently the TMP (Trans membrane pressures) and Resistance values are within operating parameters specified by the manufacture.
- Staff has been monitoring the TMP (Trans Membrane Pressure) and Resistance values on Cell #1 and #3 which contain the Memcor S10N membranes that were installed in Jan 2016. Recently there has been an increase in TMP'S and Resistance. Staff preformed enzymes cleaning of all MF cells under the direction PWT Chemicals with great success in recovering TMP pressures back to below 6 on all three cells.
- Kevin Young and Brent Reitz are working on the final revisions on the Draft Technical Memo from Trussell Technologies on rehabilitating the current Dynasand sand filters with upgrades to improve process water feed water to the Micro Filtration system to extend MF membrane life.
- Maintenance and Operations staff replaced the broken MF feed piping and cleaned the MF straining system during the recent shut down of the MF/RO system. The new piping is a reinforced fiberglass material that is more durable and ages better under the local weather conditions.

- Staff finished cleaning the Flow Equalization Basin and installed the PHI mixing system, and installed new feed piping and flexible spools on the Micro-Filtration tank.

Training:

- Plant in-house training continues with weekly Safety meetings.
- Operations Superintendent/Maintenance Superintendent on Fridays every week has Operations/Maintenance training (1 hour) which is mandatory for Operations Staff and is available to Laboratory, Maintenance, Collection and any other CAWD employees.

Capital Improvement Construction Activities for Operations

- Kennedy-Jenks and Calcon Systems Integration continue to finish programming of the new Sodium Hypochlorite disinfection system and the Sodium Bisulfite Dechlorination systems for secondary, tertiary and brine reject flows.

Meetings Attended

- March 8th, Water Awareness Committee of Monterey County Board Meeting, with MPWMD hosting the meeting.
- March 15th, Oversight Committee (OC) Meeting at PBCSD

Discharge Permit Violations

- No discharge violations for the month of March 2018

FUNDING

N/A-Informational item only.

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: April 26, 2018
Subject: Monthly Report – March 2018

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

The work continues on the server room and treatment plant network. A new network rack was installed along with a redundant UPS (Uninterruptable Power Supply) system. All the new fiber optic cabling has been tested and is ready to be placed into service. The new servers and Ethernet switches have been installed and are being tested. This will provide a fault tolerant system and better protection from cyber security threats.

The Microfiltration strainer piping was repaired. A section of PVC piping had cracked and was replaced with a prefabricated pipe with flexible couplings to prevent future failures.

A spool for the RO (Reverse Osmosis) pump discharge was repaired and a spare was ordered. The spool was leaking at its narrow point and had already been repaired once. It was sent to a fabrication shop where they reinforced and milled the interior to bring spool back to original specifications. This is a critical component and if it failed then one RO train would be out of service.

Upcoming Maintenance Projects

The inventory project will be the focus in April. New shelving is being installed and all the shelves will be labeled per plan. The material data along with its shelf number will then be uploaded to Mainsaver CMMS so inventory can be more easily tracked.

Maintenance staff is beginning the lift station annual preventive maintenance items. This work includes predictive maintenance such as infrared thermography, valve exercising, cleaning of electrical gear and generator maintenance.

Remote LCD (Liquid Crystal Display) display kits have been ordered for the aeration VFDs (Variable Frequency Drives). Currently the 480VAC panel must be opened to view VFD status or reset and an alarm. The remote displays will improve operation and safety of the equipment.

Staff Development

Chris Foley is scheduled to attend Ignition SCADA core training in April. This training will provide the knowledge to understand the capabilities of the new system as the District improves plant automation and reporting.

Greg Ange is scheduled to take his Wastewater Operator 3 exam now that he has completed the test review.

Karla Cristi and Greg Ange will be attending the CWEA annual conference. Karla is scheduled for CMMS and Asset management session and Greg is focused on operations and maintenance classes. Mark Dias will be attend Thursday and Friday when the safety focused sessions are scheduled.

Mark Dias and Greg Ange are scheduled for 40 hours HAZWOPER training at Monterey One Water. By attending the training along with Monterey One Water the district will save money on travel and the cost of the class.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: April 26, 2018
Subject: Pro-rata Benefits for Permanent Part-Time Employees

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution to amend the Employee Handbook to provide pro-rata benefits to permanent part-time employees.

DISCUSSION

In March 2015 the Board approved a resolution (#2015-07) amending the Employee Handbook to provide dental benefits for regular part-time employees. It did not provide any other benefits for part-time employees.

At that same meeting the Board requested staff provide information on benefits for part time employees. A table of benefits comparing various local agencies was presented at the April 2015 meeting. At the April meeting the Board requested that staff return with a recommendation.

At the May 2015 meeting staff returned with a recommendation to take no action; however, the Board directed staff to continue the discussion with the Salary & Benefits committee. At that meeting Director Siegfried is recorded as making the statement that part-time employees should get pro-rated benefits based upon the hours worked.

Unfortunately, no further action was taken on this matter. Recently there has been staff interest in part-time employment causing us to re-examine the issue. Discussion with the Budget Committee on April 6, 2018 confirmed the intent of the Board in 2015 was to offer pro-rata benefits to permanent part-time employees.

Staff recommends that any amendment clearly specify its intent to cover permanent

part-time employees versus those hired for a specific short-term purpose. On multiple occasions the District has hired “interns” or summer help to accomplish a specific task. For example: we recently entered into a contract with a student from Gavilan College Wastewater Program to assist with inventory for a specified 30 days and option to extend an additional 30 days. This type of employment is both short-term and project specific and should not receive benefits – interns want more experience in the wastewater field and the effort to enroll, cancel enrollment, and offer COBRA for 30 day periods (as an example) makes it burdensome to administer. However, should the District hire an employee for “permanent” part-time or an ongoing basis, like a full-time employee, the policy would apply.

Note that in July 2015 the State of California passed the Healthy Workplaces, Healthy Families Act of 2014 that required any employee who works at least 30 days in a year be eligible for paid sick leave. Employees can begin using accrued sick leave after 90 days of employment. The law requires that employees accrue one hour of paid sick leave for every 30 hours worked. The District’s provision for a pro-rata share of benefits exceeds the law’s requirements.

FUNDING

This is difficult to estimate because we do not currently have any permanent part-time employees. However, to provide an example, if we were to have an employee that worked 20 hours/wk. or 50% the costs would be as follows:

Benefit	Annual Cost
Health Insurance – employee only	\$4,711.80
Health Insurance – employee + 1	\$7,518.72
Health Insurance – employee + 2 or more	\$9,202.80
Vision Insurance	\$ 131.70
Dental Insurance	\$1,000.00
PEHP	0.625% of salary
Life Insurance	\$ 152.70

Therefore, in this given example, total annual costs, exclusive of PEHP, as follows:

Employee only	\$ 5,996.20
Employee + 1	\$ 9,803.12
Employee + 2 or more	\$12,487.20

In this example there would also be CalPERS costs. However, this is independent of District policy. CalPERS eligibility begins at 1,000 hours/yr. worked.

28. Resolution No. 2015- 16; Resolution By The Board Of Directors Adopting the CAWD/PBCSD Fiscal Year 2015-16 Reclamation Project Budget-

Report by Barbara Buikema, General Manager

The CAWD/PBCSD Reclamation Project Fiscal Year 2015-16 Budget was approved at the Finance Officer's Working Group and Technical Advisory Committee group levels. Final approval was given by the Reclamation Management Committee (RMC) at its May 8, 2015 meeting.

Board Action

Following a motion made by Director Greg D'Ambrosio and seconded by Director Charlotte Townsend, the Board unanimously adopted the Resolution.

29. Resolution No. 2015- 20; A Resolution Approving The Purchase Of A Used Gypsum Silo For \$55,000.00- Report by Barbara Buikema, General Manager

The Gypsum Silo (part of the Reclamation Project) Lease Agreement has expired. The original agreement began in May 2007 and was for a term of 8 years with an option to purchase. The original agreement stated the purchase price would not exceed \$110,000 if purchased after the eight year term. Staff negotiated with the vendor, Wastewater Solutions, Inc., and arrived at a mutually agreed upon price of \$55,000.

Board Action

Following a motion made by Director Charlotte Townsend and seconded by Director Robert Siegfried, the Board unanimously adopted the Resolution.

OTHER ITEMS BEFORE THE BOARD

30. Part Time Benefits Recommendation - Report by Barbara Buikema, General Manager

Director Robert Siegfried believes part-time employees should get pro-rated benefits based upon the hours worked. He considers benefits part of the salary and supports "equal pay for equal work."

Board consensus following extensive discussion, was to refer this topic to the Salary and Benefits Committee and then continue this item pending more information from Staff about associated costs.

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

~ 7 ~

RESOLUTION NO. 2015-07

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK TO
PROVIDE DENTAL BENEFITS FOR REGULAR PART-TIME EMPLOYEES**

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that pursuant to paragraph 5 of Ordinance 97-02, the following section of the Employee Handbook is hereby amended:

1. The section entitled "Employment Categories" is hereby amended to provide for dental benefits for Regular Part-Time employees, to read as follows:

"Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. These employees are entitled to receive all legally mandated benefits (Workers' Compensation, Unemployment, Social Security Insurances, and similar benefits), but are not eligible for district-provided benefits (health insurance, vacation, paid holidays, and similar benefits) other than dental benefits for employee only."

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on March 26, 2015, by the following vote:

AYES: BOARD MEMBERS: Greg D'Ambrosio, Charlotte Townsend, Ken White, Robert Siegfried and Suzanne Cole

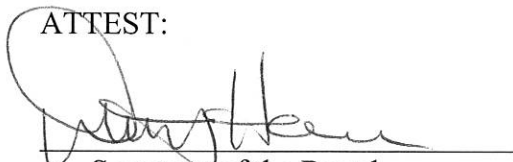
NOES: BOARD MEMBERS: None

ABSENT: BOARD MEMBERS: None



President of the Board

ATTEST:



Secretary of the Board

**EMPLOYEE
RELATIONS**

This employee handbook outlines our expectations of you as an employee. We also want you to know what you can expect of us. We strongly believe that the working conditions, wages and benefits we offer to you are competitive with those offered by other employers in this industry. If you have concerns about working conditions or compensation, you are encouraged to voice these concerns openly and directly with your supervisor.

Our experience has shown that when employees deal openly and directly with one another, the work environment can be excellent, communications can be clear, and attitudes can be positive. Open communication is a "two way street," so speak with us if you have *any* concerns or need questions answered.

**DISCUSSING DISTRICT
BUSINESS**

Whenever you are on duty it is important that you not discuss District business, work difficulties, or any work matters which might jeopardize the District. If problems or difficulties arise, communicate directly with your supervisor who will work with you to resolve them. For the most part it is the responsibility of the General Manager and the Board of Directors to communicate issues concerning the District to the general public.

**EMPLOYMENT
CATEGORIES**

There are employment classifications that determine your employment status and benefits eligibility--these classifications do not guarantee employment for any specified period of time. Your position is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws (see Exempt Employees policy).

In addition to the above classifications, each employee will belong to one other employment category:

REGULAR

FULL-TIME Regular full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at CAWD full-time, 40 hours or more.

PART-TIME Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to less than 40 hours per week. These employees are entitled to receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance.

RESOLUTION 2018-11

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK TO PROVIDE
BENEFITS FOR PERMANENT/REGULAR PART-TIME EMPLOYEES**

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that pursuant to paragraph 5 of Ordinance 97-02, and superseding Resolution 2015-07, the following section of the Employee Handbook is hereby amended:

1. The section entitled “Employment Categories” is hereby amended to provide for employee benefits for Permanent/Regular employees, to read as follows:

“Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. These employees are entitled to receive all legally mandated benefits (i.e. Workers’ Compensation, Unemployment, Social Security Insurance, Sick Leave and similar benefits), and are also eligible for District-provided benefits (health insurance, vacation, holiday, and similar benefit) based on a pro-rata share of hours worked per week (e.g. 20 hours = 50%, and so forth).”

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on April 26, 2018, by the following vote:

AYES: BOARD MEMBERS
NOES: BOARD MEMBERS
ABSENT: BOARD MEMBERS

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: April 26, 2018
Subject: Resolution Ordering an Election



RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution ordering an election, requesting the County Elections Department to conduct the election, and requesting consolidation of the election.

DISCUSSION

At the January 2017 Board meeting the District agreed to consolidate its elections with the statewide schedule and move to even years. The District has two seats open for the November 6, 2018 election.

Elections Code Section 10400 requires that whenever an election is called that the District provide a resolution from the Board of Directors at least 88 days prior to the date of the election requesting the consolidation and setting forth the office to be voted upon. By approving this resolution now, the District will easily meet the requirement.

The successful candidate take office on December 7, 2018.

Note: If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election (Elections Code 10515).

FUNDING

The District has two seats open for the November 6, 2018 election. Estimated cost per 200-word filing statement is \$233. These costs were provided for in the 2017-18 Operating Budget.

Resolution No. 2018-12

RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

CARMEL AREA WASTEWATER DISTRICT

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city, or other political subdivision has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and or the political subdivision will pay the cost of the statement; and

WHEREAS, Elections Code Section 15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes ("tie votes") for an office to be voted upon; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on a **November 6, 2018**;

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the

Carmel Area Wastewater District

hereby orders an election be called and consolidated with any and all elections also called to be held on **November 6, 2018** insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the **Carmel Area Wastewater District** requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department conduct the election for the purpose of electing **two (2)** Members to this Governing Board on the **November 6, 2018** ballot:

SEATS OPEN	OFFICE	TERM	DIST/DIV (if applicable)
Kennedy White	Director	4 yrs.	
Michael Rachel	Director	4 yrs.	

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Election Code Section 13307 the **Carmel Area Wastewater District** has resolved that all costs of the Candidate's statement be paid by the **DISTRICT** and that no candidate may submit a statement of over **200** words.

BE IT FURTHER RESOLVED AND ORDERED that pursuant to code **15651**, a tie vote shall be resolved by **Carmel Area Wastewater District Board of Directors**.

BE IT FURTHER RESOLVED AND ORDERED that tie votes shall be determined by **coin toss**.

PASSED AND ADOPTED by the **Carmel Area Wastewater District** on this **26th day of April, 2016** by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

SIGNED: _____
Chairperson of said Governing Board

ATTEST: _____
Secretary

STAFF REPORT



To: Board of Directors

From: Drew Lander, Principal Engineer

Date: April 26, 2018

Subject: Collection System Expansion Planning

RECOMMENDATION

Staff recommends that the Board review the information provided in this report and engage in a discussion regarding policies and procedures for the development of new service connections. At the Board's request, policies and procedures for wastewater system expansion will be incorporated into the District Plumbing Ordinance and will return to the Board for review and approval as an update to the ordinance.

DISCUSSION

The significant decline in potable water consumption over the past 15 years has reduced treatment plant inflow to 1/3rd of the permitted capacity. This decline has also reduced the amount of available water for reclamation and reuse. In order to maximize the design capacity of the reclamation facility and the treatment plant, CAWD and the Reclamation project would greatly benefit from increasing the number of sewer connections into the District. New sewer connections would improve movement of solids in collection lines, reducing maintenance by increasing flow, and also provide environmental benefits by reducing septic effluent loading on the environment. CAWD can reclaim up to 2MGD. Reclamation of wastewater reduces dependency on ground water pumping and thus directly benefits the Carmel watershed. Greater regulatory oversight over the operation and maintenance of septic systems has also helped to fuel increased public interest in the expansion of the collection system.

For the reasons noted above, staff would like to continue to work with property owners to encourage new connections into the District. Staff has identified several areas where clusters of home owners have either been receptive to the idea of sewer service, where connection to the existing District service lines would be most feasible, or where development is currently proposed. As staff engages with representatives from each of these areas it is important to be able to communicate clearly the Board policies and

planning directives. The attached “Service Area” map highlights the properties currently under different stages of consideration by staff to connect into the District. The labels correspond to the following areas and the number of connections listed are the potential maximum connections at each location:

- A. Spindrift Extension (48 residences)**
- B. Corona Road Extension (22 residences)**
- C. Carmel Hills Expansion (100 residences)**
- D. Rio Vista Expansion (45 residences)**
- E. Rancho Canada Village Subdivision (182 residences)**
- F. Quail Lodge and Residential (160 residences, hotel and restaurant)**
- G. September Ranch Subdivision (92 residences)**
- H. Carmel Manor (160 units)**
- I. Carmel Valley Shopping Center, Mid-Valley Garden Homes Apartments & Surrounding Neighborhood (1 supermarket, 25 commercial units, 64 apartments, 30 residences)**
- J. Carmel Valley Ranch Development (100 residences, multiple restaurants and other facilities).**

Each one of these areas has specific challenges and costs associated with the construction of infrastructure needed to provide sewer service; however, in order to facilitate orderly development of District infrastructure for future connections it is imperative that the District maintain a comprehensive policy supporting new connections.

The following items have been identified for discussion:

- Staff recommends that the District develop a Sanitary Sewer Master Plan to identify major interceptor or collector lines in accordance with the proposed development potential of the District. The district has recently completed a comprehensive capacity model for existing lines. A Master Plan would provide the public with an outline for future expansion. This would require the District to budget for the analysis needed to develop such a plan and to have it reviewed by LAFCO for feasibility. These costs would initially be borne by the District; however, they could be recovered over time as new connections occurred.
- Staff recommends that the District take the position not to accept preexisting sewer infrastructure which is substandard to District design specifications. There are several areas under review where there exists common collection lines and community septic disposal. In these circumstances it is common that the existing collection lines would not meet District standards. District maintained infrastructure would most likely begin at the point of common collection (ie.

Highlands sewer users group demolished the common septic tank and the District service began from that point. No other collection assets upstream of that point are maintained by the District.) The District could develop a policy and fee structure to provide maintenance and emergency spill response to areas of privately owned substandard collection lines if a standard services agreement is adopted and those served by the collection system agree to reimburse the District for all costs associated with such service. This would require the District to participate in the development of a standard Sewer Users Group legal definition and binding agreement so costs could be recovered from those receiving the service. Adequate easement access and locations to inspect and clean lines may need to be addressed in these circumstances resulting in some capital expenditure prior to beginning service. Staff recommends that these costs be recovered by the District through the same Sewer Users Group method of cost recovery.

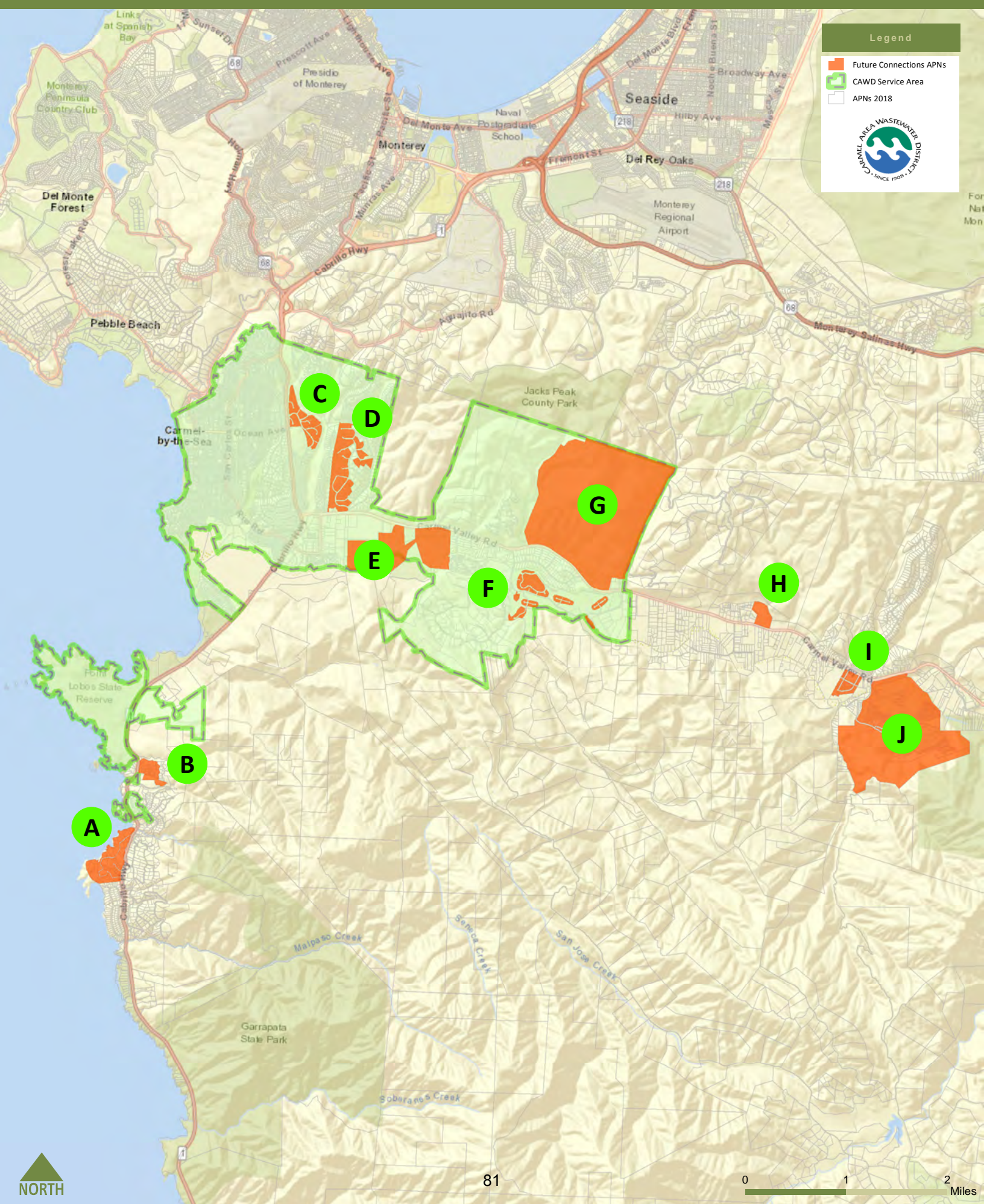
- As a policy, staff recommends that it is in the best interest of the public to maintain all collection lines and new pump stations as assets of the District, however there are circumstances when private property owners may petition to install and maintain certain improvements as private assets prior to the point of connection of the District service. In those circumstances, staff recommends that these private system connections to the public system be allowed, provided that the following conditions are met:
 - (1) A Sewer Users Group is established, allowing the District to perform emergency work if required, with binding cost recovery language in the agreement so that the District can recover all costs;
 - (2) The private system meets all specifications, design requirements and applicable health standards as established by the District or otherwise required by law;
 - (3) The total system design and construction costs shall be the responsibility of the petitioner (Sewer Users Group);
 - (4) Maintenance, operation and power costs of the added facility shall be an additional responsibility of the ultimate users within the private system;
 - (5) Private systems shall usually be allowed only one connection point to the Utility system.
 - (6) The subject development conforms to applicable comprehensive plans of local governments.
 - (7) The operation and provision for providing sewer to the new connections does not limit existing users service in any way.

- The Board has previously directed staff to recover costs of staff engineering time expended reviewing potential new connections. When projects become identified by private developers these costs are recovered, however a significant amount of staff time is needed to assist with the planning of the 10 potential projects identified. Staff recommends that the Board support staff's efforts to pursue these potential connections even if all costs are not recoverable.
- One of the constraints impeding the connection of additional residences to sewer service is the private expense of demolishing existing septic system infrastructure, paying the connection fee and installing the private lateral from the residence to the sewer collector. These upfront costs can exceed \$15,000 to \$20,000 causing many homeowners to balk at the initial connection costs. Some public meeting discussion has revolved around the ability of the District to temporarily fund these private costs through short term loans. Staff will return with a proposal to fund these costs and seeks direction from the Board regarding an option to allocate funds for short term loans.
- As the District continues to expand, it is staff's intention that durable construction methods will always prevail. Traversing complex terrain will require engineering solutions and at times complex easements. Excellent record keeping, special equipment, or design specifications will be required. Staff recommends including alternative construction methods and easements with an emphasis on directional drilling. The use of high density polyethylene (HDPE) and fusible polyvinyl chloride (PVC) pipe does provide the District with the ability to install lines in areas not previously feasible. Pipes installed in the manner are extremely durable, but this will also create areas where only trenchless methods will be solutions for pipe repair and maintenance. The Principal Engineer also recommends that the use of fusible pipe methods will allow the District to share common trenches with other utilities and that this approach when feasible should be pursued to reduce installation costs. Staff seeks the Board's acknowledgment of this approach as these new projects are negotiated.

FUNDING

The policies presented for discussion have varying degrees of cost. Staff recommends a policy of cost recovery of all expenses as new connections occur. Staff will return to the Board with a more comprehensive proposal to allocate funding from capital reserves in support of a private infrastructure lending program.

Carmel Area Wastewater District - Service Area Future Connections



Legend

- Future Connections APNs
- CAWD Service Area
- APNs 2018



STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 26, 2018

Subject: Ballot for Election of LAFCO Special District
Alternate Member

RECOMMENDATION

Staff requests direction from the Board for the election of LAFCO Commissioner – Special District Alternate Member.

DISCUSSION

Mary Ann Leffel was elected to the Special District Regular Member seat on the first ballot. A second election is now necessary to fill the vacated Alternate Member seat.

Staff is requesting direction on the upcoming ballot for the election of an Independent Special District Alternate Member to serve a four-year term to the Local Agency Formation Commission. The ballot information is attached to this report. CAWD is allowed one vote.

Ballots are due on May 4, 2018.

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

2018 Commissioners

Chair
Simón Salinas
County Member

Vice Chair
Warren E. Poitras
Special District Member

Luis Alejo
County Member, Alternate

Sherwood Darington
Public Member

Matt Gourley
Public Member, Alternate

Joe Gunter
City Member

Maria Orozco
City Member, Alternate

Jane Parker
County Member

Ralph Rubio
City Member

Vacant
*Special District Member
Alternate*

Graig R. Stephens
Special District Member

Counsel

Leslie J. Girard
General Counsel

Executive Officer

Kate McKenna, AICP

132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838

KATE McKENNA, AICP
Executive Officer

MEMORANDUM

DATE: March 28, 2018

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

FROM: Kate McKenna, AICP, Executive Officer 

SUBJECT: Election of LAFCO Commissioners:
(1) First Ballot Results – Special District Regular Member
(2) Second Ballot For Your Action – Special District Alternate
Member (Due May 4, 2018)

Mary Ann Leffel, Board Member of the Monterey Regional Airport District, has been elected by the Independent Special District Selection Committee to be the new Special District Regular Member on LAFCO. Ms. Leffel is tentatively scheduled to be sworn in to her position at the LAFCO meeting on May 21.

Pursuant to your sequential balloting procedures, a second election is now underway to fill the Independent Special District **Alternate Member seat**. Enclosed are ballot and candidate materials for election of an Alternate Member to serve a four-year term on the Local Agency Formation Commission. The three candidates were on the first ballot for the Regular Member position, and have agreed to run for the Alternate Member position.

Please return the signed ballot to the LAFCO office by May 4, and contact me with any questions. Thank you for your participation in this process.

Enclosures:
Ballot and Voting Instructions

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

March 28, 2018

OFFICIAL BALLOT OF THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

FOR ELECTION OF ONE ALTERNATE SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

Voting Instructions:

1. The presiding officer of the legislative body of the District or the legislative body's alternate officer is authorized to vote. Please vote for one candidate. A majority of Districts must return ballots in order to conclude the election. The candidate receiving the most votes will be elected to the Alternate Member seat.
2. Please return this ballot to LAFCO of Monterey County at P.O. Box 1369, Salinas, CA 93902 or at 132 W. Gabilan Street, Suite 102, Salinas, CA 93901.
3. **Deadline** - Ballots must be received in the LAFCO office by **May 4, at 5:00 p.m.** LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

PLEASE VOTE FOR 1 CANDIDATE (ALTERNATE MEMBER SEAT):

- Herbert Cortez (Marina Coast Water District)
- Grant Leonard (North Monterey County Recreation and Park District)
- Graig Stephens (Soledad Community Health Care District)

VOTING MEMBER SIGNATURE: _____

INDEPENDENT SPECIAL DISTRICT: _____

DATE: _____

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 26, 2018

Subject: Quarterly Progress Report (Jan – Mar 2018)

RECOMMENDATION

This report is informational only – no action is required. The Board requested a quarterly update of progress made throughout the District. This report is designed to offer a high-level view of the first quarter of calendar year 2018

DISCUSSION

General Management

- Phase 1 project successfully completed and Dedication Ceremony held January 11, 2018. Final Completion was formally January 14, 2018.
- Phase 2 design proceeds on track – we are discussing internally the next steps forward by refining the scope and method forward. Phase II will include cleaning Digester #1 and its rehabilitation. Patrick Treanor will be our liaison with Kennedy/Jenks Consulting.
- Held a public meeting at Carmel High School for a discussion on potential sewer in the Carmel Hills neighborhood. Attended meetings with Corona Road neighborhood and Spindrift neighborhoods in the Highlands as regards connection to the District. And finally, met with Carmel Valley, Mid Valley Center, and Carmel Valley Manor to see if there was interest in sewer.
- Coastal Commission site visit on 03-07-18. The tour went very well – staff was left with the feeling that the local office had a much better understanding of what it is we do and a willingness to work with us. Subsequently they have indicated a desire to combine our after-the-fact permit with a public works permit but they want to wait until our Sea Level Rise report has been issued and our NPDES permit is renewed. As a result, we may not have this issue resolved for perhaps 12+ months. We have placed our consultant on hold for this interim period.

- Received Draft Sea Level Rise Scenario Recommendations. Anticipate full report in roughly 4 months. Will present to the Board at that time.
- San Carlos Between 6th & Ocean Sewer Project successfully completed. Corrects line fault and ensures work is done prior to City paving project.
- Capstone C65 Microturbine approved and on order.
- Negotiated renewal of CClean contract for an additional two years. The District will remain Lead Agency.
- Continued negotiation with the County and Big Sur Land Trust regarding an agreement to mitigate costs for outfall project. The agreement is currently under negotiation.
- We continue to make progress on CMMS and we are also working on streamlining or improving efficiency of our weekly manager meetings. Time management is a critical issue at CAWD for all staff but we also don't want to short change these meetings.

Financial Matters

- SAM Pension Plan actuarial report for 07-01-17 completed and presented to Board.
- Annual financial audit completed for 06-30-18 without any issues to report
- Worked on 2018-19 Budget and Rate Model during this quarter. Multiple Budget and Salary/Benefit Committee meetings were held along with staff level meetings.
- Continued to respond to questions from OES regarding grant application. Outfall application was forwarded to FEMA by OES. Hatton Canyon application has yet to be forwarded to FEMA.

Personnel Management

- Employee Contract Negotiations Ground Rules agreed to and implemented. Participated in negotiating sessions with employees.
- Employee Survey results presented to Board in Special Meeting (02-22-18) and to staff in general meeting (02-27-18).

- Initiated discussion with Leapfrog Consulting regarding Management and Leadership Skills training. Intention is to roll out training July 1st with top management staff.
- Succession Planning continues and will become part of management training through Leapfrog Consulting. Specifically, we are intending to implement one-on-one executive coaching.
- Employee Hiring
 - Plant Engineer
 - Lab Analyst I/Environmental Compliance
- Moved Worker Comp Return to Work procedure to Safety Officer position. Reason: greater efficiency due to proximity to staff.
- Enrollment in Nurse Triage Program through CSRMA: anticipate greater control of claims by immediate connection to trained medical professional and reduction in claims paperwork.
- Encourage continued participation of staff in CWEA from all staff.

Public & Community Relations

- Continued participation in CSA1 and CSA 50 meetings on flood control.
- Met with The Barnyard manager to discuss rate model and charges.
- Continue to interact with County, Big Sur Land Trust, and public about District's role in Carmel River Free Project and on Outfall line. Attended public Notice of Preparation meeting for Carmel River Free Project.
- We continue to work closely with State Parks – not only to manage our current relationship but to potentially set the tone of the future at Point Lobos and for District infrastructure needs. I believe the reaction from State Parks when we recently had a leak in the Carmel Lagoon is representative of the progress made – they had a level of trust in the District that we would make the repairs in a manner that respected the habitat.
- Went to lunch with Suha Kilic 01-16-18. Admittedly his invite; but part of a continuing effort on both sides to improve relationship.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 26, 2018

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

DISCUSSION

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

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

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

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

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