



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

June 24, 2021  
Thursday  
9:00AM

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# Carmel Area Wastewater District

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

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

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

## COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-08-21 (June 11, 2021) the following will be in effect until September 30, 2021.

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

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24, 2021

Subject: Ordinance 2020-02 and 2021-22 Rate Model

## RECOMMENDATION

It is recommended that the Board of Directors adopt an ordinance authorizing the adoption of the Carmel Area Wastewater District (District) Schedule of Sewer User Fees for fiscal year 2021-22, effective July 1, 2021.

## DISCUSSION

Attached is the Rate Model for fiscal year 2021-22. Although there have been changes to the preliminary budget since its presentation in March, there have been no changes to the preliminary rate model. These rates were published in the Prop 218 Notice provided to all parcels of record in the District in early May (copy attached).

A review of the summary page of the Rate Model as follows:

- The left side of the spreadsheet provides nine years of historical data.
- The middle section is the result of the State Water Resources Control Board (SWRCB) model.
- The right side of the spreadsheet is the increase proposed for adoption by District Ordinance 2021-22 and published in the Prop 218 Notice.

Each year the District works to bring all rate categories in line with the model provided by the State Water Resources Control Board (SWRCB) while balancing it against the District's ability to collect revenues and balance expenditures. This year the District also considered the recession that began in February and worsened as the pandemic took over the nation.

The Budget Committee worked very hard this year to keep the budget lower than the previous two years and be cognizant to the difficulties some of our ratepayers may be experiencing due to COVID-19. Rather than implement a rebate program it was felt that utilizing the rate model was "fairer" to all categories of users. The cuts represented in this budget and rate model represent a significant return to all our ratepayers.

The table below offers CAWD user fee data for twelve years for residential units. Comparative data from the SWRCB for 2016-17 is the last year available. The Statewide average user charge for a single-family dwelling in 2016-17 was \$44.10. The SWRCB has ceased providing the survey information due to budgetary reasons.

	Average Monthly Charge	Percentage Change
CAWD 2010-11	\$30.88	4.72%
CAWD 2011-12	\$32.33	4.72%
CAWD 2012-13	\$34.76	7.50%
CAWD 2013-14	\$38.62	11.11%
CAWD 2014-15	\$42.86	10.97%
CAWD 2015-16	\$47.95	11.89%
CAWD 2016-17	\$53.93	12.46%
CAWD 2017-18	\$58.60	8.65%
CAWD 2018-19	\$63.99	9.19%
CAWD 2019-20	\$68.82	7.55%
CAWD 2020-21	\$70.99	3.16%
CAWD 2021-22	\$73.13	3.02%

As of June 15, 2021, the District had not received any written protests to the proposed rate increase. The final protest tally will be presented at the June 24, 2021, meeting.

Attachments: 2021-22 Rate Model  
Prop 218 Notice

### **FISCAL IMPACT**

Sewer user fees are projected to provide \$8,677,198 in operating revenues for fiscal year 2021-22. That equates to an estimated 82.9% of projected operating revenues.

The rate model provides for \$2.2M to be dedicated to capital replacement costs.

The cost to collect user fees, exclusive of staff time, is assessed by Monterey County and estimated to be \$22,550 for 2021-22. The fee is provided for in the 2021-22 Operating Budget.

# User Fee Rate Model

## 2021-22



Budget Committee Review: 03-08-21

Preliminary Board Meeting: 03-25-21

Final Board Meeting: 06-24-21

Summary Rate Model History

06/24/21

User Group	Count	Units	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	% Change	Model 21-22			Proposed Rates				
														Rates	% Change	Annual Est. Revenue	Annual Rates	Monthly Rate	% Change 2021-22	Annual Est. Revenue	
Veterinary Offices	3	each	693.50	724.00	776.80	1,242.32	1,406.20	1,496.16	1,621.48	1,748.92	1,892.64	1,938.78	2.44%	2,043.49	5.40%	6,130.48	2,043.50	170.29	5.40%	6,130.51	
Animal Hosp & Board	1	each	1,676.00	1,750.00	1,876.00	3,549.50	4,017.72	4,277.74	4,636.04	5,000.44	5,411.36	5,543.28	2.44%	5,608.96	1.18%	5,608.96	5,608.98	467.42	1.19%	5,608.98	
Bakery	4	each	1,123.00	1,170.00	1,255.00	2,198.30	2,369.08	2,487.40	2,726.44	3,002.30	3,163.94	3,339.10	5.54%	3,351.22	0.36%	13,404.86	3,351.22	279.27	0.36%	13,404.86	
Bar	28	each	588.00	605.82	650.50	864.82	981.04	1,049.60	1,136.96	1,225.20	1,327.44	1,358.00	2.30%	1,374.57	1.22%	38,487.87	1,374.58	114.55	1.22%	38,488.15	
Beauty Salon	32	each	430.00	452.00	486.00	717.46	819.78	867.32	937.98	1,012.12	1,100.86	1,121.26	1.85%	1,136.27	1.34%	36,360.50	1,136.28	94.69	1.34%	36,360.82	
Business/Govt/Retail	935	per 10 employees	219.40	230.42	247.70	311.50	355.02	391.92	424.10	456.10	495.42	505.36	2.01%	511.92	1.30%	478,648.34	511.94	42.66	1.30%	478,667.04	
Camera/Photo	2	each	308.00	318.92	343.00	456.96	515.96	540.98	586.62	633.34	684.52	702.20	2.58%	710.02	1.11%	1,420.04	710.04	59.17	1.12%	1,420.08	
Church/Synagogue/Mi	33	ERU = 150	313.00	330.00	355.80	478.50	546.72	582.88	630.36	677.20	736.58	750.24	1.85%	760.25	1.33%	25,088.17	760.26	63.35	1.34%	25,088.50	
Conv. Hospital	9	beds	174.90	182.26	196.00	260.20	295.10	309.56	335.34	361.40	391.50	400.58	2.32%	405.48	1.22%	3,649.31	405.48	33.79	1.22%	3,649.31	
Dental Office	15	each Dentist	350.00	350.00	367.16	485.80	561.02	588.36	634.78	678.92	742.66	751.60	1.20%	763.12	1.53%	11,446.83	763.14	63.60	1.54%	11,447.13	
Gym/Health Spa	3	each	415.00	431.12	462.00	612.82	699.50	752.92	814.44	875.36	951.58	969.84	1.92%	982.69	1.33%	2,948.07	982.70	81.89	1.33%	2,948.10	
Hotel/Motel	1,256	room	188.00	194.78	209.40	260.68	295.60	320.50	347.20	381.48	413.22	422.82	2.32%	428.05	1.24%	537,624.63	428.08	35.67	1.24%	537,662.31	
Laundromats	29	per machine	319.50	334.60	360.00	587.30	676.40	727.10	784.92	840.48	918.06	930.62	1.37%	944.44	1.49%	27,388.80	944.46	78.71	1.49%	27,389.38	
Laundry	3	each	1,482.00	1,553.00	1,666.66	2,262.74	2,514.96	2,691.76	2,929.36	3,183.98	3,411.96	3,533.92	3.57%	3,564.89	0.88%	10,694.66	3,564.90	297.07	0.88%	10,694.69	
Market	19	each	544.10	571.32	614.00	1,053.90	1,143.46	1,200.06	1,313.28	1,442.00	1,525.26	1,603.04	5.10%	1,610.34	0.46%	30,596.52	1,610.36	134.20	0.46%	30,596.90	
Medical Office	21	each Physician	190.00	196.00	202.00	247.18	283.18	299.62	318.16	334.26	364.94	364.94	0.00%	359.91	-1.38%	7,558.12	359.92	29.99	-1.38%	7,558.33	
Residential	7,113	each	370.50	388.00	417.10	514.32	575.46	647.14	703.18	767.84	825.78	851.84	3.16%	877.58	3.02%	6,242,195.72	877.58	73.13	3.02%	6,242,195.72	
Restaurants	14,400	Seat/Meal	26.22	27.54	28.90	43.36	46.98	49.36	54.02	59.36	62.74	65.98	5.16%	66.30	0.49%	954,745.71	66.32	5.53	0.52%	955,033.71	
Schools	2,500	Population	14.32	14.90	15.94	20.76	23.88	26.84	28.98	31.04	33.90	34.36	1.36%	34.86	1.47%	87,160.01	34.88	2.91	1.53%	87,210.01	
Service Stations	26	per pump	1,186.00	1,256.94	1,346.20	1,619.06	1,830.54	1,940.98	2,104.06	2,270.46	2,455.60	2,517.14	2.51%	2,545.98	1.15%	66,195.49	2,546.00	212.17	1.15%	66,196.01	
Supermarkets	2	each	11,451.08	12,013.78	12,918.34	14,152.08	15,350.08	16,915.86	18,513.28	20,330.52	21,500.58	21,601.64	0.47%	22,703.92	5.10%	45,407.83	22,703.94	1891.99	5.10%	45,407.87	
SPECIAL	57	ERU=150	325.60	338.02	363.50	480.32	548.60	594.48	642.96	690.84	751.26	765.36	1.88%	775.55	1.33%	44,206.53	775.56	64.63	1.33%	44,207.10	
<b>TOTALS</b>															<b>\$8,676,967.48</b>			<b>\$8,677,365.54</b>			

Proposed vs. Model 398.06

	Model	Proposed
\$ Change	3.02%	3.02%
Monthly Charge	\$73.13	\$73.13
\$ increase	\$2.14	\$2.14

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 1 - SUMMARY OF USERS AND WASTEWATER CHARACTERISTICS**

06/24.21

USER GROUP	COUNT	UNITS	FLOW (gpd/unit)	ADWF (MGD)	BOD (mg/l)	SS (mg/l)	DESIGN FLOW (MGD)	BOD (lbs/day)	SS (lbs/day)	VOLUME (MG)	BOD (lbs)	SS (lbs)
Veterinary Offices	3	each	355	0.0011	240	399	0.0011	2.132	3.542	0.389	778	1,293
Animal Hosp & Boarding	1	each	1,015	0.0010	240	399	0.0010	1.950	3.240	0.356	712	1,183
Bakery	4	each	265	0.0010	1,040	1,595	0.0010	8.826	13.536	0.371	3,221	4,941
Bar	28	each	255	0.0069	220	384	0.0069	12.576	21.966	2.502	4,590	8,017
Beauty Salon	32	each	228	0.0070	160	341	0.0070	9.346	19.905	2.557	3,411	7,265
Business/Govt/Retail	935	per 10 employees	100	0.0898	180	355	0.0898	134.748	265.940	32.762	49,181	97,065
Camera/Photo	2	each	125	0.0002	168	580	0.0002	0.336	1.161	0.088	123	424
Church/Synagogue/Mission	33	ERU = 150	153	0.0048	152	355	0.0048	6.124	14.314	1.763	2,235	5,224
Conv. Hospital	9	beds	75	0.0006	240	355	0.0006	1.297	1.920	0.237	473	701
Dental Office	15	each Dentist	170	0.0024	140	196	0.0024	2.858	3.996	0.894	1,043	1,459
Gym/Health Spa	3	each	195	0.0006	180	326	0.0006	0.843	1.528	0.205	308	558
Hotel/Motel	1,256	room	79	0.0953	280	290	0.0953	222.440	230.384	34.768	81,188	84,087
Laundromats	29	per machine	205	0.0057	148	225	0.0057	7.045	10.698	2.083	2,571	3,905
Laundry	3	each	510	0.0015	400	653	0.0015	4.900	7.993	0.536	1,788	2,917
Market	19	each	150	0.0027	720	1,457	0.0027	16.429	33.252	0.999	5,996	12,137
Medical Office	21	each Physician	87	0.0018	140	196	0.0018	2.048	2.863	0.640	747	1,045
Minimum/Vacant/Storage	0	each	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Public	0	ERU=175	0	0.0000	0	0	0.0000	0.000	0.000	0.000	0	0
Residential	7,113	each	135	0.9218	300	602	0.9603	2,306.456	4,626.366	336.473	876,905	1,758,925
Restaurants	14,400	Seat/Meal	6	0.0829	1,040	1,015	0.0829	719.423	702.129	30.275	262,581	256,269
Schools	2,500	Population	8	0.0180	140	254	0.0180	21.017	38.093	6.570	7,671	13,903
Service Stations	26	per pump	455	0.0114	192	508	0.0114	18.185	48.068	4.145	6,637	17,544
Supermarkets	2	each	2,100	0.0040	740	1,450	0.0040	24.884	48.759	1.472	9,082	17,796
Theaters	0	Seats	3	0.0000	200	276	0.0000	0.000	0.000	0.000	0	0
SPECIAL	57	ERU~150	155	0.0085	160	348	0.0085	11.318	24.616	3.096	4,131	8,985
			6,828	1.2690	334	579	1.3074	3,535.18	6,124.27	463.179	1,325,375	2,305,642

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 2 - OPERATION AND MAINTENANCE COSTS AND DEBT SERVICE**

06/24/21

<b>COST CATEGORY</b>	<b>Est. CURRENT YEAR 20-21</b>	<b>ESTIMATED COST 21-22</b>
<b>TREATMENT FACILITIES</b>		
Fixed costs	5,134,549.00	4,976,280.00
Replacement costs	1,200,000.00	<b>1,775,000.00</b>
Total fixed costs	5,134,549.00	4,976,280.00
Replacement costs	1,200,000.00	1,775,000.00
<b>SUB-TOTAL</b>	<b>6,334,549.00</b>	<b>6,751,280.00</b>
<b>COLLECTION SYSTEM</b>		
Fixed costs	1,384,768.00	1,405,838.00
Replacement costs	450,000.00	<b>500,000.00</b>
Total fixed costs	1,384,768.00	1,405,838.00
Replacement costs	300,000.00	500,000.00
<b>SUB-TOTAL</b>	<b>1,684,768.00</b>	<b>1,905,838.00</b>
<b>ADMINISTRATION</b>		
Fixed Costs	1,302,714.00	1,178,710.00
Replacement Costs	0.00	<b>0.00</b>
Variable costs	0.00	0.00
<b>SUB-TOTAL</b>	<b>1,302,714.00</b>	<b>1,178,710.00</b>
<b>OPERATING RESERVES -</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER</b>		
<b>TOTAL FIXED COSTS</b>	<b>7,822,031.00</b>	<b>7,560,828.00</b>
Larger Rate Decrease w/ \$2.275M	1,650,000.00	2,275,000.00
Less PBCSD	1,200,000.00	1,158,000.00
Less CalPERS UAL	(200,000.00)	0.00
<b>LESS PBCSD</b>	<b>1,000,000.00</b>	<b>1,158,000.00</b>
<b>TOTAL CAWD O&amp;M COSTS</b>	<b>8,472,031.00</b>	<b>8,677,828.00</b>
<b>DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>



**CARMEL AREA WASTEWATER DISTRICT - 2020-21 REVENUE PROGRAM  
FORM 3 - CAPITAL COST ALLOCATION**

06/24/21

COSTS	TOTAL COST	FLOW		BOD		SS	
		%	\$	%	\$	%	\$
Collection System	0	100.00	0	0.00	0	0.00	0
Treatment Plant	0	34.00	0	33.00	0	33.33	0
Outfall/Intercept.	0	100.00	0	0.00	0	0.00	0
Step 3 Admin.							
Step 1 & 2							
<b>SUBTOTAL - ALL COSTS</b>							
Less Exclusions							
Total G.F. Costs							
Total N.G.F. Costs							
Federal Grant at 75% of 9							
Annual ICR							
<b>LOCAL SHARE</b> (8+12-1/2% of 9)							

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 4 - UNIT COST DETERMINATION**

06/24/21

COST CATEGORY	PARAMETER ALLOCATION PERCENTAGE	ANNUAL COST TO EACH PARAMETER	TOTAL QUANTITIES	UNIT COST FOR EACH PARAMETER
<b>1. COLLECTION SYSTEM O&amp;M</b>				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	100.000	\$2,165,327	463.18	\$4,674.92213
BOD (lbs)	0.000	\$0	1,325,375.11	\$0.00000
SS (lbs)	0.000	\$0	2,305,641.85	\$0.00000
<b>2. DEBT SERVICE</b>				
I/I (MG)			0.00	
Flow (MG)			350.00	\$0.00000
BOD (lbs)			1,325,375.11	\$0.00000
SS (lbs)			2,305,641.85	\$0.00000
<b>3. CAPITAL OUTLAY</b>				
I/I (MG)	0.000	\$0	0.00	
Flow (MG)	0.000	\$0	325.00	\$0.00000
BOD (lbs)	0.000	\$0	1,325,375.11	\$0.00000
SS (lbs)	0.000	\$0	2,305,641.85	\$0.00000
			9.50	
<b>4. TREATMENT &amp; DISPOSAL O&amp;M</b>				
I/I (MG)	0.00	\$0	0.00	
Flow (MG)	33.33	\$2,170,834	463.18	\$4,686.80979
BOD (lbs)	33.33	\$2,170,616	1,325,375.11	\$1.63774
SS (lbs)	33.33	\$2,170,833	2,305,641.85	\$0.94153
<b>5. ADMINISTRATIVE COSTS (Allocated above)</b>				
TO T&D	77.99	\$919,221		
TO COLLECTION	22.01	\$259,489		
<b>TOTAL O&amp;M COST</b>		<b>\$8,677,611</b>		

**CARMEL AREA WASTEWATER DISTRICT - REVENUE PROGRAM  
FORM 5 - SUMMARY OF FUND COSTS - O & M**

06/24/21

USER GROUPS	COUNT	FLOW		BOD		SS		TOTAL ANNUAL REVENUE	AVERAGE ANNUAL REVENUE	AVERAGE MONTHLY REVENUE
		UNIT COST= 9,361.73		UNIT COST= 1.637737453		UNIT COST= 0.941531019				
		FLOW - MG	DOLLARS	BOD - lbs.	DOLLARS	SS-lbs.	DOLLARS			
Veterinary Offices	3	0.389	3,639	778	1,274	1,293	1,217	6,130	2,043.49	170.29
Animal Hosp & Boarding	1	0.356	3,330	712	1,166	1,183	1,114	5,609	5,608.96	467.41
Bakery	4	0.371	3,477	3,221	5,276	4,941	4,652	13,405	3,351.22	279.27
Bar	28	2.502	23,422	4,590	7,518	8,017	7,549	38,488	1,374.57	114.55
Beauty Salon	32	2.557	23,933	3,411	5,587	7,265	6,840	36,361	1,136.27	94.69
Business/Govt/Retail	935	32.762	306,713	49,181	80,546	97,065	91,389	478,648	511.92	42.66
Camera/Photo	2	0.088	820	123	201	424	399	1,420	710.02	59.17
Church/Synagogue/Mission	33	1.763	16,508	2,235	3,661	5,224	4,919	25,088	760.25	63.35
CONF/MEETING	0	0.000	0	0	0	0	0	0	0.00	0.00
Conv. Hospital	9	0.237	2,214	473	775	701	660	3,649	405.48	33.79
Dental Office	15	0.894	8,365	1,043	1,709	1,459	1,373	11,447	763.12	63.59
Gym/Health Spa	3	0.205	1,919	308	504	558	525	2,948	982.69	81.89
Hotel/Motel	1,256	34.768	325,490	81,188	132,964	84,087	79,171	537,625	428.05	35.67
Laundromats	29	2.083	19,502	2,571	4,211	3,905	3,676	27,389	944.44	78.70
Laundry	3	0.536	5,019	1,788	2,929	2,917	2,747	10,695	3,564.89	297.07
Market	19	0.999	9,349	5,996	9,821	12,137	11,427	30,597	1,610.34	134.20
Medical Office	21	0.640	5,993	747	1,000	600	565	7,558	359.91	29.99
Residential	7,113	336.473	3,149,973	876,905	1,436,140	1,758,925	1,656,082	6,242,196	877.58	73.13
Restaurants	14,400	30.275	283,422	262,581	430,038	256,269	241,285	954,746	66.30	5.53
Schools	2,500	6.570	61,507	7,671	12,563	13,903	13,091	87,160	34.86	2.91
Service Stations	26	4.145	38,807	6,637	10,870	17,544	16,519	66,195	2,545.98	212.17
Supermarkets	2	1.472	13,777	9,082	14,874	17,796	16,756	45,408	22,703.92	1,891.99
Theaters	0	0.000	0	0	0	0	0	0	0.00	0.00
Special	57	3.096	28,982	4,131	6,765	8,985	8,459	44,207	775.55	64.63
0		463.179	4,336,161	1,325,375	2,170,392	2,305,197	2,170,414	8,676,967		



## How does CAWD set sewer rates?

CAWD's rate model was devised by the State Water Resources Control Board. It allocates costs based on flow, suspended solids, and biochemical oxygen demand (BOD).

**Flow** is the amount of liquid wastewater—at CAWD this is about 1.3 million gallons each day. A large cost of flow is for the energy needed to continually pump the water to the headworks where it then gravity feeds through the rest of the plant during treatment.

**Suspended Solids** are the particles of matter left in wastewater after heavier solids have settled out. When wastewater enters the plant, it is screened at the headworks to remove large debris—this goes to the landfill. Then the water goes to a clarifier where larger particles settle to the bottom. This sludge gets pumped to a digester that turns it into compost. The remaining particles in the water are the suspended solids that must be consumed by the billions of microorganisms we propagate to clean our wastewater.

**Biochemical Oxygen Demand** is the amount of oxygen consumed by the microorganisms that eat bacteria to clean our wastewater. The more concentrated the wastewater, the more oxygen we need to support the microbes. More oxygen means more cost to run the large blowers which aerate the water in our secondary treatment tanks. These tanks are like giant aquariums of microscopic animals. Much of the plant's equipment and infrastructure are there to keep our hardworking microbes happy and healthy.



**Carmel Area Wastewater District**  
3945 Rio Road  
Carmel, CA 93923  
(831) 624-1248 ■ CAWD.org

CAWD is a special district dedicated to protecting public health and the environment with the cost-effective collection and treatment of wastewater, and the return of clean water to the environment.

### Board of Directors

Greg D'Ambrosio  
Michael Rachel  
Robert Siegfried  
Charlotte Townsend  
Ken White

### General Manager

Barbara Buikema

## — Proposition 218 Notification — Notice of Public Hearing on Proposed Sewer Rate Increase

**Thursday, June 24, 2021 9:00 am**  
**Carmel Area Wastewater District**  
**via Zoom link at CAWD.org**

On June 24, 2021, at 9:00 am or as soon thereafter as the matter may be taken up, the Carmel Area Wastewater District (CAWD) Board of Directors will hold a public hearing prior to the adoption of its annual sewer rates. The public can attend remotely via the link on our homepage at CAWD.org.

Your CAWD staff and elected Board of Directors are keenly aware of the hardships imposed upon residents and businesses by the ongoing pandemic. Last year at this time we cut \$691,000 from our budget in order to keep sewer fees as low as possible, never imagining that a year later we would all still be grappling with the social and economic challenges of COVID-19. This year, we have once again spent long hours debating our rate model and deeply evaluating options that would help our ratepayers—a much more difficult task on top of last year's budgets cuts.



**NIGHTWATCH AT THE PLANT** in adherence with COVID-19 guidelines, CAWD staff are split into day and night shifts to ensure that we have skilled plant operators even if one shift has to quarantine.

Unfortunately, there is not much room for belt tightening because nearly 85 percent of wastewater treatment cost is fixed. Regardless of whether restaurants are closed or people are sheltering in place, we must provide the same level of service and maintain all the same equipment every day of the year. In addition, disruption in the supply chain during the pandemic has increased our cost of operations, especially for the chemical products required to treat wastewater, ensure public safety, and stay in compliance with state regulations.

Nevertheless, after months of careful consideration and risk assessment, we

identified a few areas where maintenance could be deferred longer to allow more time for pandemic recovery. This cuts another \$404,600 from our budget on top of last year's \$691,000 reduction. As a result, we are able to minimize the 2021-22 rate increase to 3.02 percent, or \$2.14 more per month for residential users, our largest rate category. For commercial categories, with few exceptions we managed to keep rate increases between 1 and 2 percent. We believe that this fee structure equitably shares savings with all customers, based on the California State Water Resources Control Board rate model (see sidebar).

It is important to note that continuing to defer rehabilitation and capital projects for a second year is a short-term strategy at best. Our detailed assessments and capital long-term planning show that the community needs to spend \$50 million on its treatment facility over the next 15 years. We also know that our collection system, which includes our 84 miles of mainline, needs an estimated \$80 million of rehabilitation. The board has taken a very practical approach and supports addressing the highest risk pipelines within five to 10 years, and the medium high-risk lines within 10 to 15 years. These two categories total \$39 million. The board also understands that this vital long-term planning does not include the cost of unforeseen emergency projects.

In addition, we cannot ignore the looming threat of sea level rise, a serious and complex issue which CAWD and many other coastal wastewater treatment facilities must address. Our location at the mouth of the Carmel River Lagoon mandates that we prepare for possible flooding, and we are working on a solution which protects our community's investment and the environment. As your nonprofit provider of wastewater services, we will continue to operate our community's wastewater system in the most efficient and cost-effective manner possible, while maintaining the same high-quality standards to protect human health and the environment.

The procedural requirements of Proposition 218 require that the District provide a notice of the proposed rate schedule to all property owners of record forty-five (45) days prior to holding a public hearing. In order for the increase to “not take effect,” a majority of the property owners are required to file opposition to the increase.

Property owners may file a written and signed protest against the proposed increase with the CAWD Board of Directors at or before the close of the public hearing. To be valid, a protest must be in writing even if you plan to attend the public hearing. Email protests cannot be formally considered. Each written protest must include the parcel owner’s name, service address, assessor’s parcel number for the parcel served, and the parcel owner’s signature. Only one protest will be counted per parcel. If you own more than one parcel, you may file a single protest, but it must identify each parcel you own. The protest must be signed by the property owner(s). If the signer(s) is not shown on the last equalized assessment roll of Monterey County as the owner(s) of the property, the signer(s) must provide written evidence of ownership of said property. For your convenience, we have posted a protest form on our website, CAWD.org. At the hearing, the Board of Directors shall hear all protests and tabulate the ballots.

Protests should be mailed or delivered to the same address as the hearing location. For further detailed information regarding the proposed rate plan, please call James Grover, CAWD Principal Accountant, at (831) 624-1248.

*We will continue to update you on improvements to our community’s wastewater system, and we invite you to review our long-term capital plan at CAWD.org. Please feel free to contact us at 624-1248 should you have any questions.*

### Carmel Area Wastewater District Proposed Sewer Rate Increases for 2021-2022

User Categories	2020-21 Annual Rates	2021-22 Proposed Rates	Percentage of Change
Bakery (each location)	\$ 3,339.10	\$ 3,351.22	0.36%
Bar (each location)	\$ 1,358.00	\$ 1,374.58	1.22%
Beauty Salon (each location)	\$ 1,121.26	\$ 1,136.28	1.34%
Business/Govt./Retail (1-10 employees = one unit)	\$ 505.36	\$ 511.94	1.30%
Camera/Photo (each location)	\$ 702.20	\$ 710.04	1.12%
Church/Synagogue/Mission (each location)	\$ 750.24	\$ 760.26	1.34%
Convalescent Hospital (per bed)	\$ 400.58	\$ 405.48	1.22%
Dental Office (per dentist)	\$ 751.60	\$ 763.14	1.54%
Gym/Health Spa (each location)	\$ 969.84	\$ 982.70	1.33%
Hotel/Motel (per room)	\$ 422.82	\$ 428.08	1.24%
Laundromat (per machine)	\$ 930.62	\$ 944.46	1.49%
Laundry (each location)	\$ 3,533.92	\$ 3,564.90	0.88%
Market (each location)	\$ 1,603.04	\$ 1,610.36	0.46%
Medical Office (per physician)	\$ 364.94	\$ 359.92	-1.38%
Residential/Minimum vacant (each location)	\$ 851.84	\$ 877.58	3.02%
Restaurant (per seat/meal)	\$ 65.98	\$ 66.32	0.52%
School (per population)	\$ 34.36	\$ 34.88	1.51%
Service Station (per pump)	\$ 2,517.14	\$ 2,546.00	1.15%
Supermarket (each location)	\$ 21,601.64	\$ 22,703.94	5.10%
Special User (each location)	\$ 765.36	\$ 775.56	1.33%
Veterinary Office (each location)	\$ 1,938.78	\$ 2,043.50	5.40%
Vet Hospital/Boarding (each location)	\$ 5,543.28	\$ 5,608.98	1.19%

ORDINANCE NO. 2021-02

AN ORDINANCE ESTABLISHING SEWER SERVICE CHARGES FOR FISCAL YEAR 2020-21 AND THEREAFTER, PROVIDING FOR THE COLLECTION OF SUCH CHARGES ON THE TAX ROLL, AND PROVIDING FURTHER THAT THIS ORDINANCE AND THE CHARGES ESTABLISHED HEREBY AND THE TAX COLLECTION PROCEDURE SELECTED HEREIN SHALL REMAIN IN EFFECT UNTIL EITHER THE SAID CHARGES ARE REVISED OR THIS ORDINANCE IS OTHERWISE AMENDED OR REPEALED

-oOo-

THE BOARD OF DIRECTORS OF THE CARMEL AREA WASTEWATER DISTRICT (DISTRICT) DOES ORDAIN AS FOLLOWS:

1. Sewer Service Charges. Sewer service charges for services rendered are hereby adopted and levied upon all fiscal years hereafter until the charges established herein are modified or this ordinance is repealed, at the same rates set forth on Exhibit "A" which is attached hereto and incorporated herein by this reference thereto.
2. Collection on Tax Roll. Pursuant to California Health and Safety Code §5473, the District hereby elects to have the aforesaid sewer service charges for services rendered by the District collected on the tax roll in the same general manner, by the same persons and at the same time as the collection of general property taxes by the County of Monterey.
3. Duration. This ordinance, the service charges established hereby and the collection procedure elected herein shall continue in full force and effect until either: a) the said sewer service charges are revised, or b) this ordinance is otherwise specifically amended or repealed.
4. Publication. Following adoption, this ordinance shall be published once in a newspaper published in the District.

5. Effective Date. This ordinance shall take effect and be in force one (1) week after the date it is published in the newspaper, or July 1, 2021, whichever is later.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS

ABSTAIN: BOARD MEMBERS

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President of the Board

ATTEST:

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Secretary of the Board

## Exhibit "A"

### Sewer User Fees Effective July 1, 2021

<u>User Category</u>	<u>Units</u>	<u>Annual Rate</u>
Bakery	Location	\$3,351.22
Bar	Location	\$1,374.58
Beauty Salon	Location	\$1,136.28
Business/Govt./Retail	Per 10 Employees*	\$511.94
Camera/Photo	Location	\$710.04
Church/Synagogue/Mission	Location	\$760.26
Conv. Hospital	Per Bed	\$405.48
Dental Office	Per Dentist	\$763.14
Gym/Health Spa	Location	\$982.70
Hotel/Motel	Per Room	\$428.08
Laundromats	Per Machine	\$944.46
Laundry	Location	\$3,564.90
Market	Location	\$1,610.36
Medical Office	Per Physician	\$359.92
Residential	Dwelling Unit	\$877.58
Restaurants	Seat/Meal**	\$66.32
Schools	Population	\$34.88
Service Stations	Per Pump	\$2,546.00
Supermarkets	Location	\$22,703.94
Veterinary Offices	Location	\$2,043.50
Animal Hospital & Boarding	Location	\$5,608.98
Special/Unlisted Users	\$/Flow Characteristics ***	\$775.56

\* Each business is counted separately. For 1-10 employee it is counted as 1 unit. For 11-20 it is counted as two units. And so on. For the purposes of this model part-time employees are counted as 4:1

\*\* Customer seats are multiplied by the number of meal periods (breakfast, lunch, dinner) serviced times two. The rate model assumes a seat will turn over twice during any meal period.

\*\*\*Special/Unlisted users are assessed rates based on their loadings for Biochemical Oxygen Demand (BOD), Suspended Solids (SS), and Flow (millions of gallons) multiplied by the following unit rates: \$1.637737453/lb of BOD; \$0.941531019/lb of SS; \$9,361.73/MG of flow

The Carmel Area Wastewater District collects, treats and disposes of wastewater from more than 6,500 residential and commercial connections in Carmel and surrounding areas and portions of lower Carmel Valley.

The fixed rate user fees include funds required for current operation and maintenance costs.



# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: June 24, 2021

Subject: Cyber Security Risk Report – May 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

Cyber Security risks continue to increase for businesses in the private and public sector. Smaller districts can potentially have increased vulnerabilities due to lack of internal staff and perceived lower exposure since hackers have typically targeted larger technology companies and utilities. As malicious software becomes more readily available through ransomware-as-a-service and hackers start to target businesses outside of the technology space, Carmel Area Wastewater District (CAWD) will have to dedicate more resources to hardening systems.

### Current Position:

- CAWD has a strong relationship with Exceedio Managed Information Technology (IT) Systems. Exceedio provides excellent service and has placed CAWD in a good position to respond to these increased threats through systematic security upgrades.
- CAWD has migrated 90% of the operating systems from Windows XP which no longer is supported by Microsoft. A replacement plan is in place for each of the remaining machines and the machines are separated from other devices.
- An internal cyber response team with members from each department has been formed. This team is meeting monthly with the goal to improve response and disaster recovery planning.

- Multifactor authentication (MFA) was implemented last year for email logins. This hardens the system since a user is required to have a physical device associated with their account so even if their password is stolen or decrypted the hacker will not be able to gain access to the system.
- MFA for remote access to the Supervisory Control and Data Acquisition (SCADA) System was implemented earlier this year.
- A robust backup system is in place with hourly local and daily offsite backups for servers and critical data.
- Cyber security training is provided to staff through our subscription to KnowBe4 cyber awareness training and ongoing test emails that appear malicious to staff. Staff must identify these emails as malicious and if they do not, more training is assigned.

Staff is working with the internal cyber team and Exceedio and has created a list of priorities to further harden the system:

- Internal and external vulnerability scanning. An external scan has been performed and a vulnerability was identified and mitigated.
- Upgrades to the email filtering system. Email with malicious links or attachments is the number one threat to the network.
- Stricter geofencing policies have been put in place. Geofencing limits access from CAWD's network to servers and websites based on physical locations. Currently certain countries are restricted, and the list will increase.
- A cold backup system that is sandboxed (physically disconnected) from the network. This would be a failsafe for the SCADA system and the whole system could be restored in a matter of hours if the servers were hacked or had physical damage such as a fire.

## **SUMMARY**

Cyber security will continue to be a critical topic and staff is ready to respond by increasing our internal and external abilities to prepare and respond. Staff will continue to improve the system to reduce vulnerabilities and have plans in place when a hack occurs so business can continue with minimal disruption.

## **FUNDING**

N/A- Informational item only



**CARMEL AREA WASTEWATER DISTRICT  
REGULAR BOARD MEETING MINUTES  
*Thursday, 9:00 a.m., May 27, 2021***

Teleconference Webinar  
(See California Executive Order N-29-20 during Covid-19 Pandemic)

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:01 a.m.

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

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Domine Barringer, Administrative Assistant/Board Clerk, CAWD

**Via Zoom:**

Patrick Treanor, Plant Engineer, CAWD

Ed Waggoner, Plant Superintendent, CAWD

Chris Foley, Maintenance Superintendent, CAWD

Daryl Lauer, Collections Superintendent, CAWD

Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

Trevor Weidner-Holland, Lab Analyst/Regulatory Compliance, CAWD

Ray DeOcampo, Lab Supervisor, CAWD

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Richard Gebhart, Director, Pebble Beach Community Services District (PBCSD)

Mike Niccum, General Manager, PBCSD

Marianna Pimentel, Senior Accountant, PBCSD

**1. Public Comments:**

Initially, as this was announced, the microphone was on mute, so virtual attendees did not have the ability to request to make public comment. After item 3 of the Agenda was presented, the General Manager of PBCSD requested to make an announcement. Suha Kilic, Deputy General Manager/CFO, who served for 33 years, has had his official last day and is now retired.

**2. Agenda Changes:**

No Agenda Changes

### **3. Announcement and congratulation of employee award winner:**

Trevor Weidner-Holland was awarded the California Water Environment Association (CWEA) 2020-2021 Crystal Crucible Award in recognition of his significant participation in wastewater analysis, education and planning within a wastewater laboratory. The Board and members of staff congratulated Mr. Holland and recognized his hard work. Mr. Weidner-Holland was awarded this at the state level.

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

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

### **Board Action**

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

- 4.** April 28, 2021 Special Committee Meeting Minutes and April 29, 2021 Regular Board Meeting Minutes
- 5.** Bank Statement Review by Hayashi Wayland for April 2021
- 6.** Schedule of Cash Receipts & Disbursements for April 2021
- 7.** Register of Disbursements – Carmel Area Wastewater District for April 2021
- 8.** Register of Disbursements – CAWD/PBCSD Reclamation Project for April 2021
- 9.** Financial Statements and Supplementary Schedules for April 2021
- 10.** Collection System Superintendent's Report for April, March & February 2021
- 11.** Safety and Regulatory Compliance Report for April 2021
- 12.** Treatment Facility Operations Report for April, March & February 2021
- 13.** Laboratory/Environmental Compliance Report for April 2021
- 14.** Capital Projects Report/Implementation Plan
- 15.** Project Summaries
- 16.** Plant Operations Report for April 2021
- 17.** Maintenance Projects Report for April 2021
- 18.** Principal Engineer Monthly Report General Engineering for April 2021

## **ACTION ITEMS BEFORE THE BOARD**

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

## RESOLUTIONS

19. **Resolution No. 2021-25**; Report by General Manager, Barbara Buikema

***Board Action***

***A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-25, adopting the CAWD/PBCSD Fiscal Year 2021-22 Reclamation Project Budget.***

20. **Resolution No. 2021-26**; Report by General Manager, Barbara Buikema

***Board Action***

***A motion to approve the resolution was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-26, specifying the District sewer connection and annexation fees.***

## COMMUNICATIONS

21. General Manager Report - oral report  
A. Taco Truck Day update and outcome.  
B. Announcement of a customer complaint of user fee increase.

## OTHER ITEMS BEFORE THE BOARD

22. Request to Engage a Real Estate Professional – *Report by General Manager, Barbara Buikema*

***Board Action***

***After extensive discussion, a motion to accept the request was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously accepted the request to engage a real estate professional to assist the District in finding a viable parcel to relocate the treatment facility due to sea level rise.***

## INFORMATION/DISCUSSION ITEMS

23. PBCSD April 30, 2021 Board Meeting – Report by General Manager, Barbara Buikema  
The General Manager, Mike Niccum, advised the upcoming meeting will be via Zoom and the Board will decide during that meeting on further meetings being in person with an option for continued virtual inclusion.
24. Reclamation Management Committee Meeting of May 11, 2021 – Report by General Manager, Barbara Buikema
25. Monterey County Investment Report (March 31, 2021) – by General Manager, Barbara Buikema
26. General Manager Quarterly Progress Report – by General Manager, Barbara Buikema

**27.** Announcements on subjects of interest to the Board made by members of the Board or Staff

- A suggestion/reminder was made by the Board to request the acronyms used in reports be spelled out at least once as an introduction to the acronym.
- The Board congratulated staff on how the Implementation Schedule and the Project Summaries have been a tremendous help in preparing for Board meetings.
- A request was made by the Board to place on next month's Agenda, the feasibility/cost of having an evaluation from an outside specialist on the District's cyber security/network to determine vulnerabilities. The Maintenance Superintendent, Chris Foley, updated the Board on the District's current initiatives and processes that are already in sync with this request.
- Director Siegfried is scheduled to attend the May 28, 2021 PBCSD Board meeting and Director Townsend is scheduled to attend the June 25, 2021 PBCSD Board meeting.
- Director Townsend is scheduled to attend the July 20, 2021 Special Districts Association of Monterey County meeting.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on November 9, 2021.

**28. CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors may adjourn to a Closed Session to consider specific matters.*

***The Board adjourned to closed session at 10:17 a.m. and convened in closed session at 10:25 a.m. The Board came back into open session at 10:48 a.m. and Legal Counsel announced that in the closed session as listed as item 28 (Conference with Legal Counsel – Anticipated Litigation) on the meeting agenda the Board received information from staff on the matter; no reportable action was taken.***

**29. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 10:49 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, June 24, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

\_\_\_\_\_  
***Domine Barringer, Secretary to the Board***

***APPROVED:***

\_\_\_\_\_  
***Ken White, President***



## HAYASHI | WAYLAND

### INDEPENDENT ACCOUNTANTS' REPORT

June 10, 2021

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 May 2021. 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 reconciliations for the Monterey County checking account, the Chase Bank O&M account and the Chase Bank payroll account. This service is limited in scope and is neither designed nor intended to deter or discover fraud, embezzlements or any other irregularities.

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

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



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

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



Robert Lee, CPA  
Partner  
Hayashi Wayland

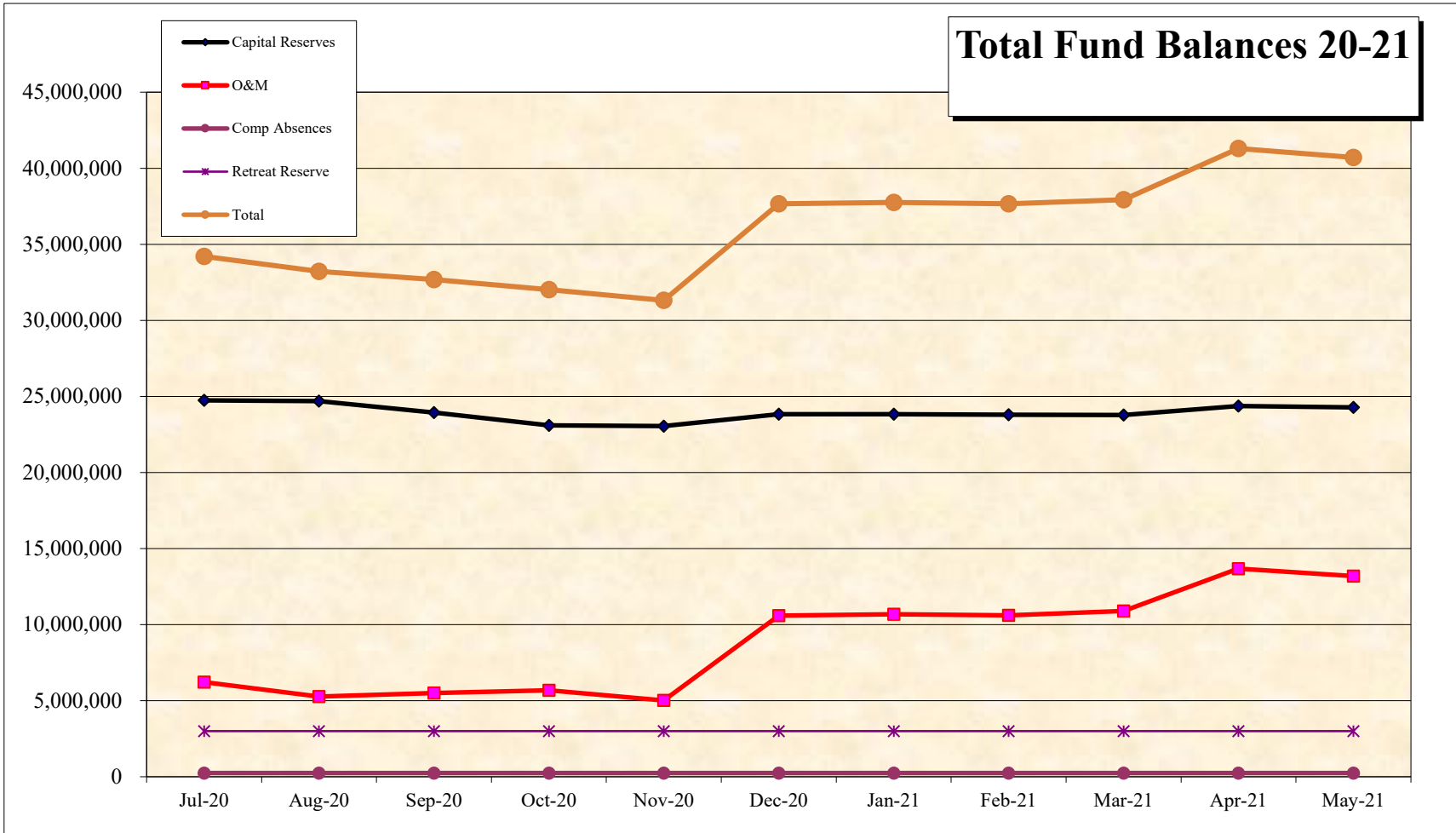
Cc: Mr. Ken White, President



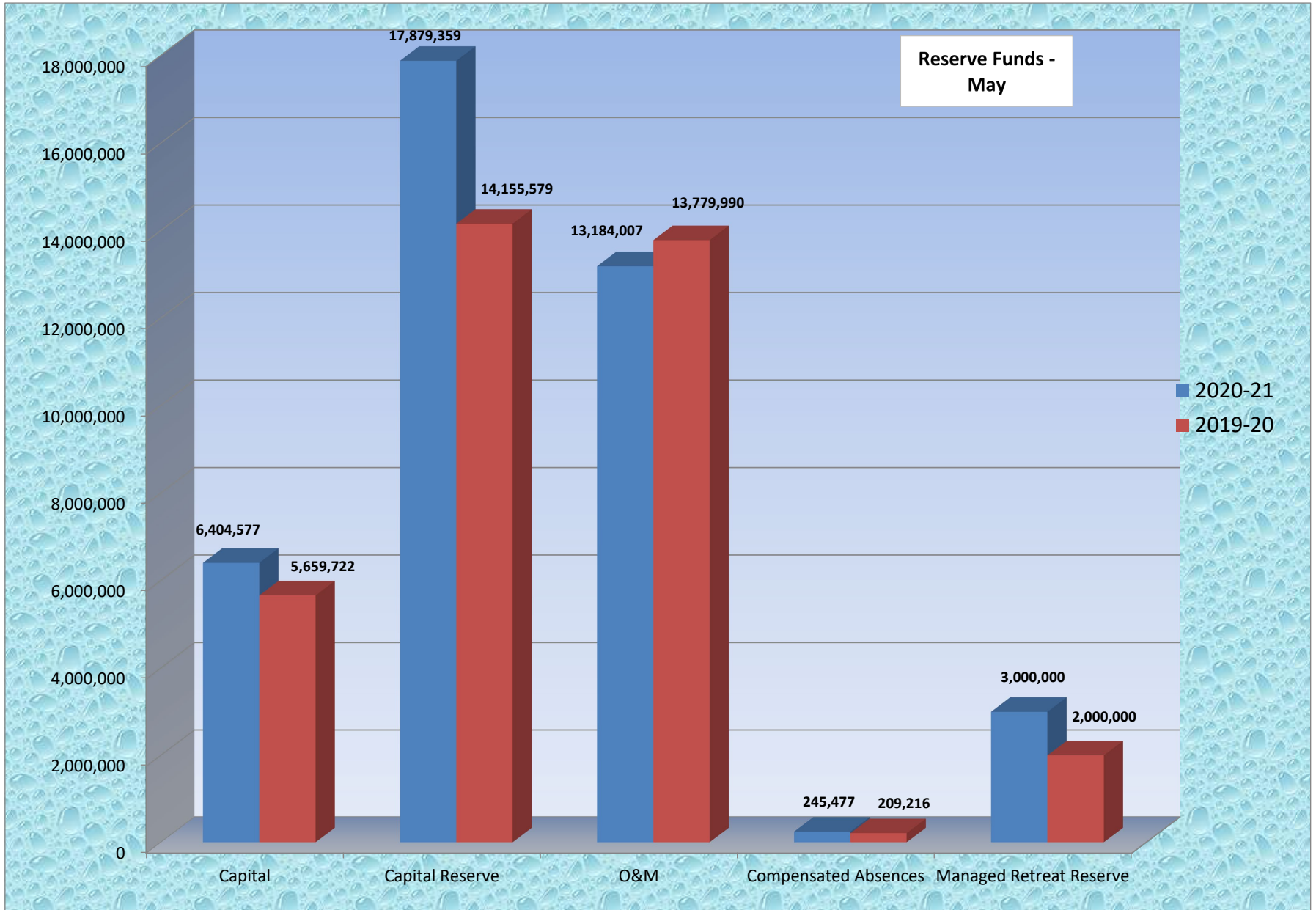


**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - MAY 2021**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
<b>BALANCE BEGINNING OF MONTH</b>	\$6,496,689	\$17,873,128	\$13,681,235	\$245,477	\$3,000,000	\$41,296,529	\$80,827	\$113,862	\$1,194,892
<b>Receipts:</b>									
User Fees			10,661						
Property Taxes		6,230							
PBCSD Treatment Fees							230,000		
Reclamation O & M reimbursement							127,009		
Reclamation capital billing									
Permits							9,970		
PBCSD capital billing									
Other misc. revenue							24,575		
Interest income									
Connection Fees									
CCLEAN receipts							125,511		
CRFree Project grant funds							112,917		
CSRMA PLP ins. dividend									
Corona Road deposit							56,700		
Void checks-replace lost check									
<b>Total Receipts</b>	<b>0</b>	<b>6,230</b>	<b>10,661</b>	<b>0</b>	<b>0</b>	<b>16,892</b>	<b>686,681</b>	<b>0</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(92,112)		(507,888)				600,000		
Transfers to Chase Bank PR							(230,000)	230,000	
Transfer from Chase Bank Defined Benefit									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(92,112)</b>	<b>0</b>	<b>(507,888)</b>	<b>0</b>	<b>0</b>	<b>(600,000)</b>	<b>370,000</b>	<b>230,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							297,214		
Payroll & payroll taxes								220,770	
Employee Dental reimbursements							2,595		
CALPERS EFT							34,871		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							1,013		
US Bank EFT							4,479		
Deferred comp contributions EFT							12,316	0	
PEHP contributions EFT							3,158	0	
Bank/ADP fees							0	537	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee									
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>356,235</b>	<b>221,307</b>	<b>0</b>
<b>BALANCE END OF MONTH</b>	<b>6,404,577</b>	<b>17,879,359</b>	<b>13,184,007</b>	<b>245,477</b>	<b>3,000,000</b>	<b>40,713,420</b>	<b>781,273</b>	<b>122,555</b>	<b>1,194,892</b>



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



**Carmel Area Wastewater District  
Disbursements  
May-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
05/03/21	1500	Ann Muraski	Spring/Summer newsletter	12,025.00
05/03/21	1501	AT&T CALNET 3	Admin and Plant alarms	78.52
05/03/21	1502	Beck's Shoes	Employee work boots	222.87
05/03/21	1503	Bryan Mailey Electric	Install conduit, cable, flow meters and timers at the Plant, replace meltric pins at the pump stations, install power fail relay at the pump station and Admin Building COVID Upgrade Project #20-01(CAPITAL \$734.94)	6,894.94
05/03/21	1504	Cal Microturbine	Annual microturbine service	1,597.50
05/03/21	1505	California Boiler	Annual gas master boiler inspection	4,397.00
05/03/21	1506	Charlotte Townsend	Dental	195.00
05/03/21	1507	Christopher Dixon	Dental	924.00
05/03/21	1508	Cintas Corporation	Laundry service	336.99
05/03/21	1509	Clipper Controls	24-bottle configuration of polypropylene 1-liter bottles	926.79
05/03/21	1510	Coastal Paving & Excavating	Dig up ARV, inspect main set boxes and backfill	6,791.37
05/03/21	1511	Conte's Generator Service	Service call for overspeed shut down	1,371.20
05/03/21	1512	Culligan Water	C&I Exchange service for lab	17.35
05/03/21	1513	CWEA	Employee memberships and certificate renewals	475.00
05/03/21	1514	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,610.93
05/03/21	1515	FGL Environmental	Inorganic and organic sample analysis	1,932.00
05/03/21	1516	First Alarm	Quarterly alarm service at the Plant	407.64
05/03/21	1517	FKC Co., LTD	Rebuild cyclo reducer and inspection fee	6,478.50
05/03/21	1518	Gavilan/Salinas Crane & Rigging	Hoist rental to lift steel at the clarifier	1,100.00
05/03/21	1519	Got.Net	Domain parking	24.20
05/03/21	1520	Greg D'Ambrosio	Dental	753.00
05/03/21	1521	Image Source	Quarterly Plant copier billing	140.48
05/03/21	1522	Kennedy/Jenks Consultants	Elec/Mech Rehab & Sludge Holdg Tank Project #18-01 (CAPITAL)	1,248.75
05/03/21	1523	Mainsaver Corporation	On-site training	2,328.49
05/03/21	1524	Patelco Credit Union	Health savings accounts contributions	5,203.69
05/03/21	1525	P S O M A S	Hatton Canyon Pipeline Bursting Project #18-17, Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	10,203.69
05/03/21	1526	Quill LLC	Office supplies	37.70
05/03/21	1527	Scarborough Lumber & Building	Operating supplies	447.39
05/03/21	1528	Toro Petroleum	Mobil Polyrex EM-10 lubricant	58.68
05/03/21	1529	Univar Solutions USA Inc.	Sodium hypochlorite	3,928.90
05/03/21	1530	USA Blue Book	Operating supplies, jackets, pants and boots	595.62
05/03/21	1531	Vision Service Plan	Vision insurance premium	616.00
05/04/21	1532	Monterey County Clerk	Notice of Determination fee for the Eucalyptus Pruning project 21-01	2,530.25
05/06/21	1533	American Fidelity Assurance Company	HRA claims	263.00
05/06/21	1534	Beecher Engineering	Standby Power Reliability Project #18-08 (CAPITAL)	200.00
05/06/21	1535	BTJ Enterprises	Newsletter printing and postage	2,800.06
05/06/21	1536	Buckles-Smith Electric	UPS BAT for pump station	1,200.99
05/06/21	1537	Carmel Marina Corporation	Admin garbage	61.99
05/06/21	1538	Cintas Corporation	Laundry service	347.75
05/06/21	1539	D'Arcy & Harty Construction	Hatton Canyon Pipeline Bursting Project #18-17 retention (CAPITAL)	41,241.59
05/06/21	1540	Edges Electrical	Electrical supplies	24.63

**Carmel Area Wastewater District**  
**Disbursements**  
**May-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
05/06/21	1541	Fastenal Company	Operating supplies	431.91
05/06/21	1542	FGL Environmental	Organic sample analysis	230.00
05/06/21	1543	Fisher Scientific	Lab supplies	733.27
05/06/21	1544	Green Infrastructure Design	Semi-annual Geospatial Consulting and Cartography fee	1,600.00
05/06/21	1545	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
05/06/21	1546	John F Bennett, MD	DMV physical	200.00
05/06/21	1547	Liberty Composting	Sludge hauling	5,218.72
05/06/21	1548	Monterey Auto Supply	Vehicle supplies	799.02
05/06/21	1549	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding project #19-21	917.00
05/06/21	1550	Pure Water	Monthly admin and Plant service	128.50
05/06/21	1551	Smitty's Janitorial	Plant service	900.00
05/06/21	1552	Streamline	Website maintenance	400.00
05/06/21	1553	Town & Country Gardening	Monthly admin and Plant service	610.00
05/06/21	1554	Trevor Weidner-Holland	Vision copay and dental <b>(\$450.80)</b>	460.80
05/06/21	1555	ULINE	Storage racks and steel pails for oil transfers	544.59
05/06/21	1556	USA Blue Book	Muck Chore rain boots	301.59
05/06/21	1557	Wellington Law Offices	District legal services	5,939.00
05/14/21	1558	Santa Lucia Conservancy	Reimburse legal fees for easement re: Upper Rancho Canada Pipe Relocation Project #19-13 <b>(CAPITAL)</b>	2,252.50
05/18/21	1559	American Fidelity Assurance Company	Flex accounts	111.53
05/18/21	1560	AT&T Mobility	Cell and mobile device service	769.30
05/18/21	1561	AT&T	Admin alarm	45.17
05/18/21	1562	Bayside Oil II, Inc.	Disposal of used oil and antifreeze	925.00
05/18/21	1563	Beth Ingram	HR services	4,237.50
05/18/21	1564	Burleson Consulting	CEQA review service for the Eucalyptus Pruning project, #21-01	3,888.00
05/18/21	1565	Cal-Am Water	Monthly service	907.28
05/18/21	1566	California Dept. of Tax and Fee Admin.	Use tax for old aeration baffles project invoice which didn't include sales tax <b>(CAPITAL \$3,947.00)</b>	4,578.52
05/18/21	1567	Carmel Marina Corporation	Plant rolloffs	2,268.88
05/18/21	1568	Carmel Pine Cone	Bid notice for pipeline spot repairs project 21-02	156.00
05/18/21	1569	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	574.59
05/18/21	1570	Central Coast VNA and Hospice	Second COVID-19 vaccination clinic	250.00
05/18/21	1571	Christopher Dinner Heating	Service Plant HVAC units	1,964.42
05/18/21	1572	Christopher Foley	Dental	272.00
05/18/21	1573	Cintas Corporation	Laundry service	777.67
05/18/21	1574	Clark Pest Control	Plant service	279.00
05/18/21	1575	Community Printers	Spring/Summer newsletter printing	2,187.26
05/18/21	1576	Comcast	Pump stations internet	537.35
05/18/21	1577	CWEA	Employee memberships and certificate renewals	106.00
05/18/21	1578	Datco Services	Employee controlled substance test	54.50
05/18/21	1579	Edges Electrical	Electrical supplies	2,672.26
05/18/21	1580	Grainger	Disposable respirators, N-95	200.70
05/18/21	1581	ICON Cloud Solutions	Monthly telephone service	596.51
05/18/21	1582	Lemos Service Inc./Lemos 76	Propane	123.06

**Carmel Area Wastewater District**  
**Disbursements**  
**May-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
05/18/21	1583	McMaster-Carr	Aluminum blind rivets	16.91
05/18/21	1584	Monterey Signs	Aluminum signs for the Plant buildings	338.67
05/18/21	1585	Monterey Auto Supply	Electrical connector	19.52
05/18/21	1586	Norcal Molecular, LLC	Belzona Superwrap II and fabric	4,943.01
05/18/21	1587	Peninsula Welding & Medical Supply	Non-liquid cylinders rent	103.20
05/18/21	1588	Petty Cash-CAWD	Replenish petty cash for board meeting food and office supplies	181.65
05/18/21	1589	Pacific Gas & Electric	Monthly service	27,492.12
05/18/21	1590	Rental Depot	Excavator rental	989.00
05/18/21	1591	San Francisco-Alliant Insurance Services	Additional premium for new truck	129.00
05/18/21	1592	Shape Incorporated	Flygt pump for the Highlands pump station (CAPITAL)	21,392.69
05/18/21	1593	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	10,795.52
05/18/21	1594	Terry Equipment	Hose counter encoder	639.24
05/18/21	1595	Unison Solutions	Gas testing kit and sample tests for the biogas system	3,740.00
05/18/21	1596	Univar Solutions USA Inc.	Sodium hypochlorite	3,925.06
05/20/21	1597	American Fidelity Assurance	Employee insurance premiums	586.16
05/20/21	1598	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	1,501.00
05/20/21	1599	AT&T CALNET 3	Fiber line	1,230.33
05/20/21	1600	AT&T	Plant fiber, router and IP card	1,475.16
05/20/21	1601	Biobot Analytics	Influent sample testing	1,900.00
05/20/21	1602	Comcast	Admin internet	234.05
05/20/21	1603	GLS US	Shipping costs for samples	60.17
05/20/21	1604	Hach Company	Lab supplies	815.71
05/20/21	1605	McMaster-Carr	Hard nylon plastic tubing	29.76
05/20/21	1606	Public Agency Coalition Enterprise	Health insurance premium	33,068.22
05/20/21	1607	Quality Print & Copy	Notary fee for the Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	95.00
05/20/21	1608	Quill LLC	Office supplies	313.34
05/20/21	1609	Water Awareness Committee of Mo. Co.	Annual membership	1,000.00
05/21/21	1610	Mathews Mechanical	Install plug valves at the Headworks	8,749.71
05/25/21	1611	McMaster-Carr	Strut channels and rods, low pressure pipe fitting	481.16
				<b>299,809.21</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**May-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
05/03/21	258	Bryan Mailey Electric	Motor alarm, reinstall P921 and P860 fault repair	840.00
05/03/21	259	Gavilan/Salinas Crane & Rigging	Hoist motor and pump	700.00
05/03/21	260	Industrial Machine Shop	Recondition motor	5,763.55
05/03/21	261	Monterey Auto Supply	30W oil	49.14
05/03/21	262	Pebble Beach Company	COP interest expense	264.07
05/03/21	263	Stifel Nicolaus & Company	Quarterly remarketing fees	1,257.53
05/03/21	264	USA Blue Book	Ohaus Scout Portable Balance	282.25
05/06/21	265	CH Bull Company	Cantilevered lift gate	3,292.61
05/06/21	266	Edges Electrical	Electrical supplies	5.82
05/06/21	267	Ferguson Enterprises	Operating supplies	1,130.72
05/06/21	268	Hach Company	Sensor cap assembly, DO probe	1,153.49
05/06/21	269	McMaster-Carr	Operating supplies	53.48
05/06/21	270	Monterey Bay Analytical	RO panel analysis	1,332.00
05/06/21	271	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	256,085.12
05/06/21	272	Wellington Law Offices	RCM meeting	162.00
05/18/21	273	Brenntag Pacific	Ammonium hydroxide	3,844.96
05/18/21	274	Cal-Am Water	Hydrant Meter K monthly service	2,462.24
05/18/21	275	Carmel Area Wastewater District	O&M, aeration and secondary PG&E reimbursements	48,997.64
05/18/21	276	Christopher Dinner Heating, Inc.	HVAC service and repair of circuit board	705.72
05/18/21	277	Pebble Beach Community Services District	Capital and O&M reimbursement	71,695.69
05/18/21	278	Pacific Gas & Electric	Tertiary and MF/RO	43,232.83
05/18/21	279	Rental Depot	Scissor lift rental to reach ARV on the Pad	989.01
05/25/21	280	McMaster-Carr	Brass valves	82.15
05/25/21	281	Moody's Investors Services	Letter of Credit annual fee	5,000.00
				<b>449,382.02</b>



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**Financial Statements  
and  
Supplementary Schedules**

**May 2021**

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June 24, 2021



# *Carmel Area Wastewater District*

## *Balance Sheet*

May 2021

ASSETS		
Current Assets		
Cash		
Cash	42,812,140.40	
TOTAL Cash	42,812,140.40	
Other Current Assets		
Other Current Assets	240,410.57	
TOTAL Other Current Assets	240,410.57	
TOTAL Current Assets		43,052,550.97
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	70,362,399.24	
TOTAL Treatment Structures	70,362,399.24	
Treatment Equipment		
Treatment Equipment	8,658,279.12	
TOTAL Treatment Equipment	8,658,279.12	
Collection Structures		
Collection Structures	1,238,843.71	
TOTAL Collection Structures	1,238,843.71	
Collection Equipment		
Collection Equipment	1,047,801.66	
TOTAL Collection Equipment	1,047,801.66	
Sewers		
		11,119,419.83
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	
Other Fixed Assets		
Other Fixed Assets	4,478,694.65	
TOTAL Other Fixed Assets	4,478,694.65	
Capital Improvement Projects		
Capital Improvement Projects	4,260,666.65	
TOTAL Capital Improvement Projects	4,260,666.65	
Accumulated depreciation		
		(51,069,397.63)
TOTAL Fixed Assets		52,048,657.84
Other Assets		
Other Assets	1,049,717.12	
TOTAL Other Assets		1,049,717.12
TOTAL ASSETS		96,150,925.93

# *Carmel Area Wastewater District*

## *Balance Sheet*

May 2021

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### LIABILITIES

Current Liabilities		
Current Liabilities	448,547.13	
TOTAL Current Liabilities	<u>448,547.13</u>	448,547.13
Long-Term Liabilities		
Long Term Liabilities	862,473.14	
TOTAL Long-Term Liabilities	<u>862,473.14</u>	862,473.14
TOTAL LIABILITIES		<u>1,311,020.27</u>

### NET POSITION

Net Assets	87,268,148.73	
Year-to-Date Earnings	7,571,756.93	
	<u>94,839,905.66</u>	
TOTAL NET POSITION		94,839,905.66
TOTAL LIABILITIES & NET POSITION		<u>96,150,925.93</u>

***Carmel Area Wastewater District***  
***Budgeted Income Statement***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	10,727,075.55	10,110,860.51	616,215.04	6.1 %
TOTAL Income	<u>10,727,075.55</u>	<u>10,110,860.51</u>	<u>616,215.04</u>	6.1 %
Adjustments				
Discounts	404.72	0.00	404.72	
TOTAL Adjustments	<u>404.72</u>	<u>0.00</u>	<u>404.72</u>	
*****	<u>10,727,480.27</u>	<u>10,110,860.51</u>	<u>616,619.76</u>	6.1 %
***** OPERATING INCOME	<u>10,727,480.27</u>	<u>10,110,860.51</u>	<u>616,619.76</u>	6.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	3,191,324.86	3,157,756.32	(33,568.54)	-1.1 %
TOTAL Salaries and Payroll Taxes	<u>3,191,324.86</u>	<u>3,157,756.32</u>	<u>(33,568.54)</u>	-1.1 %
Employee Benefits				
Employee Benefits	1,412,014.03	736,408.57	(675,605.46)	-91.7 %
TOTAL Employee Benefits	<u>1,412,014.03</u>	<u>736,408.57</u>	<u>(675,605.46)</u>	-91.7 %
Director's Expenses				
Director's Expenses	18,062.53	33,908.26	15,845.73	46.7 %
TOTAL Director's Expenses	<u>18,062.53</u>	<u>33,908.26</u>	<u>15,845.73</u>	46.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	76,788.96	74,354.39	(2,434.57)	-3.3 %
TOTAL Truck and Auto Expenses	<u>76,788.96</u>	<u>74,354.39</u>	<u>(2,434.57)</u>	-3.3 %
General and Administrative				
General and Administrative	351,472.83	730,928.50	379,455.67	51.9 %
TOTAL General and Administrative	<u>351,472.83</u>	<u>730,928.50</u>	<u>379,455.67</u>	51.9 %
Office Expense				
Office Expense	30,112.68	54,520.87	24,408.19	44.8 %
TOTAL Office Expense	<u>30,112.68</u>	<u>54,520.87</u>	<u>24,408.19</u>	44.8 %
Operating Supplies				
Operating Supplies	318,184.26	384,983.39	66,799.13	17.4 %
TOTAL Operating Supplies	<u>318,184.26</u>	<u>384,983.39</u>	<u>66,799.13</u>	17.4 %
Contract Services				
Contract Services	750,018.32	1,171,879.35	421,861.03	36.0 %
TOTAL Contract Services	<u>750,018.32</u>	<u>1,171,879.35</u>	<u>421,861.03</u>	36.0 %

***Carmel Area Wastewater District***  
***Budgeted Income Statement***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	331,006.12	557,012.50	226,006.38	40.6 %
TOTAL Repairs and Maintenance	331,006.12	557,012.50	226,006.38	40.6 %
Utilities				
<i>Utilities</i>	330,786.41	449,874.15	119,087.74	26.5 %
TOTAL Utilities	330,786.41	449,874.15	119,087.74	26.5 %
Travel and Meetings				
<i>Travel and Meetings</i>	8,663.43	73,058.15	64,394.72	88.1 %
TOTAL Travel and Meetings	8,663.43	73,058.15	64,394.72	88.1 %
Permits and Fees				
<i>Permits and Fees</i>	65,842.50	83,812.00	17,969.50	21.4 %
TOTAL Permits and Fees	65,842.50	83,812.00	17,969.50	21.4 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	34,692.40	49,185.74	14,493.34	29.5 %
TOTAL Memberships and Subscriptions	34,692.40	49,185.74	14,493.34	29.5 %
Safety				
<i>Safety</i>	105,650.11	188,522.23	82,872.12	44.0 %
TOTAL Safety	105,650.11	188,522.23	82,872.12	44.0 %
Other Expenses				
<i>Other Expense</i>	32,816.48	38,141.74	5,325.26	14.0 %
TOTAL Other Expenses	32,816.48	38,141.74	5,325.26	14.0 %
TOTAL Operating Expenses	7,057,435.92	7,784,346.16	726,910.24	9.3 %
***** OPERATING INCOME (LOSS)	3,670,044.35	2,326,514.35	1,343,530.00	57.7 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	3,901,712.58	2,298,251.75	1,603,460.83	69.8 %
TOTAL Other Income or Gain	3,901,712.58	2,298,251.75	1,603,460.83	69.8 %
TOTAL Non-op Income, Expense, Gain or Loss	3,901,712.58	2,298,251.75	1,603,460.83	69.8 %
***** NET INCOME (LOSS)	7,571,756.93	4,624,766.10	2,946,990.83	63.7 %
***** NET INCOME (LOSS)	7,571,756.93	4,624,766.10	2,946,990.83	63.7 %

**Carmel Area Wastewater District**  
**Budgeted Operating Expenses-Maintenance**  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 4*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	439,507.98	528,060.00	88,552.02	16.8 %
TOTAL Salaries and Payroll Taxes	439,507.98	528,060.00	88,552.02	16.8 %
Employee Benefits				
<i>Employee Benefits</i>	261,015.61	146,397.99	(114,617.62)	-78.3 %
TOTAL Employee Benefits	261,015.61	146,397.99	(114,617.62)	-78.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,906.08	20,414.24	17,508.16	85.8 %
TOTAL Truck and Auto Expenses	2,906.08	20,414.24	17,508.16	85.8 %
General and Administrative				
<i>General and Administrative</i>	16,703.07	68,750.00	52,046.93	75.7 %
TOTAL General and Administrative	16,703.07	68,750.00	52,046.93	75.7 %
Office Expense				
<i>Office Expense</i>	1,610.91	5,729.13	4,118.22	71.9 %
TOTAL Office Expense	1,610.91	5,729.13	4,118.22	71.9 %
Operating Supplies				
<i>Operating Supplies</i>	42,516.41	46,841.74	4,325.33	9.2 %
TOTAL Operating Supplies	42,516.41	46,841.74	4,325.33	9.2 %
Contract Services				
<i>Contract Services</i>	314,136.62	595,175.11	281,038.49	47.2 %
TOTAL Contract Services	314,136.62	595,175.11	281,038.49	47.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	204,789.14	278,575.00	73,785.86	26.5 %
TOTAL Repairs and Maintenance	204,789.14	278,575.00	73,785.86	26.5 %
Utilities				
<i>Utilities</i>	4,917.76	4,216.63	(701.13)	-16.6 %
TOTAL Utilities	4,917.76	4,216.63	(701.13)	-16.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	3,804.62	8,616.63	4,812.01	55.8 %

***Carmel Area Wastewater District***  
***Budgeted Operating Expenses-Maintenance***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account, Department 4***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	3,804.62	8,616.63	4,812.01	55.8 %
Permits and Fees				
<i>Permits and Fees</i>	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,179.30	4,050.00	870.70	21.5 %
TOTAL Memberships and Subscriptions	3,179.30	4,050.00	870.70	21.5 %
Safety				
<i>Safety</i>	33,431.21	82,154.24	48,723.03	59.3 %
TOTAL Safety	33,431.21	82,154.24	48,723.03	59.3 %
Other Expenses				
<i>Other Expense</i>	1,667.00	0.00	(1,667.00)	
TOTAL Other Expenses	1,667.00	0.00	(1,667.00)	
TOTAL Operating Expenses	1,334,629.71	1,795,480.71	460,851.00	25.7 %
***** OPERATING INCOME (LOSS)	(1,334,629.71)	(1,795,480.71)	460,851.00	25.7 %
***** NET INCOME (LOSS)	(1,334,629.71)	(1,795,480.71)	460,851.00	25.7 %
***** NET INCOME (LOSS)	(1,334,629.71)	(1,795,480.71)	460,851.00	25.7 %

**Carmel Area Wastewater District**  
**Budgeted Operating Expenses-Collections**  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 5*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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	567,362.06	558,983.93	(8,378.13)	-1.5 %
TOTAL Salaries and Payroll Taxes	567,362.06	558,983.93	(8,378.13)	-1.5 %
Employee Benefits				
Employee Benefits	332,657.65	165,871.31	(166,786.34)	-100.6 %
TOTAL Employee Benefits	332,657.65	165,871.31	(166,786.34)	-100.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	72,082.64	52,043.26	(20,039.38)	-38.5 %
TOTAL Truck and Auto Expenses	72,082.64	52,043.26	(20,039.38)	-38.5 %
General and Administrative				
General and Administrative	80,559.08	38,916.63	(41,642.45)	-107.0 %
TOTAL General and Administrative	80,559.08	38,916.63	(41,642.45)	-107.0 %
Office Expense				
Office Expense	6,319.92	8,341.74	2,021.82	24.2 %
TOTAL Office Expense	6,319.92	8,341.74	2,021.82	24.2 %
Operating Supplies				
Operating Supplies	35,954.72	28,416.63	(7,538.09)	-26.5 %
TOTAL Operating Supplies	35,954.72	28,416.63	(7,538.09)	-26.5 %
Contract Services				
Contract Services	137,781.16	154,300.00	16,518.84	10.7 %
TOTAL Contract Services	137,781.16	154,300.00	16,518.84	10.7 %
Repairs and Maintenance				
Repairs and Maintenance	75,415.79	198,916.74	123,500.95	62.1 %
TOTAL Repairs and Maintenance	75,415.79	198,916.74	123,500.95	62.1 %
Utilities				
Utilities	37,623.82	36,345.87	(1,277.95)	-3.5 %
TOTAL Utilities	37,623.82	36,345.87	(1,277.95)	-3.5 %
Travel and Meetings				
Travel and Meetings	924.23	17,558.64	16,634.41	94.7 %

***Carmel Area Wastewater District***  
***Budgeted Operating Expenses-Collections***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account, Department 5***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	924.23	17,558.64	16,634.41	94.7 %
Permits and Fees				
<i>Permits and Fees</i>	6,038.00	5,950.00	(88.00)	-1.5 %
TOTAL Permits and Fees	6,038.00	5,950.00	(88.00)	-1.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,592.89	2,240.87	(1,352.02)	-60.3 %
TOTAL Memberships and Subscriptions	3,592.89	2,240.87	(1,352.02)	-60.3 %
Safety				
<i>Safety</i>	15,458.57	57,923.86	42,465.29	73.3 %
TOTAL Safety	15,458.57	57,923.86	42,465.29	73.3 %
Other Expenses				
<i>Other Expense</i>	3,404.60	183.37	(3,221.23)	-1756.7 %
TOTAL Other Expenses	3,404.60	183.37	(3,221.23)	-1756.7 %
TOTAL Operating Expenses	1,375,175.13	1,325,992.85	(49,182.28)	-3.7 %
***** OPERATING INCOME (LOSS)	(1,375,175.13)	(1,325,992.85)	(49,182.28)	-3.7 %
***** NET INCOME (LOSS)	(1,375,175.13)	(1,325,992.85)	(49,182.28)	-3.7 %
***** NET INCOME (LOSS)	(1,375,175.13)	(1,325,992.85)	(49,182.28)	-3.7 %



**Carmel Area Wastewater District**  
**Budgeted Operating Expenses-Treatment**  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 6*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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	1,072,093.46	1,034,391.71	(37,701.75)	-3.6 %
TOTAL Salaries and Payroll Taxes	1,072,093.46	1,034,391.71	(37,701.75)	-3.6 %
Employee Benefits				
Employee Benefits	555,465.12	302,583.42	(252,881.70)	-83.6 %
TOTAL Employee Benefits	555,465.12	302,583.42	(252,881.70)	-83.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
General and Administrative	147,920.85	381,082.74	233,161.89	61.2 %
TOTAL General and Administrative	147,920.85	381,082.74	233,161.89	61.2 %
Office Expense				
Office Expense	9,671.78	23,191.63	13,519.85	58.3 %
TOTAL Office Expense	9,671.78	23,191.63	13,519.85	58.3 %
Operating Supplies				
Operating Supplies	229,689.51	296,616.76	66,927.25	22.6 %
TOTAL Operating Supplies	229,689.51	296,616.76	66,927.25	22.6 %
Contract Services				
Contract Services	211,996.30	331,004.13	119,007.83	36.0 %
TOTAL Contract Services	211,996.30	331,004.13	119,007.83	36.0 %
Repairs and Maintenance				
Repairs and Maintenance	26,470.34	63,662.39	37,192.05	58.4 %
TOTAL Repairs and Maintenance	26,470.34	63,662.39	37,192.05	58.4 %
Utilities				
Utilities	230,642.34	389,314.64	158,672.30	40.8 %
TOTAL Utilities	230,642.34	389,314.64	158,672.30	40.8 %
Travel and Meetings				
Travel and Meetings	2,182.07	26,991.25	24,809.18	91.9 %

***Carmel Area Wastewater District***  
***Budgeted Operating Expenses-Treatment***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account, Department 6***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	2,182.07	26,991.25	24,809.18	91.9 %
Permits and Fees				
<i>Permits and Fees</i>	30,863.50	37,162.00	6,298.50	16.9 %
TOTAL Permits and Fees	30,863.50	37,162.00	6,298.50	16.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,035.03	6,400.00	3,364.97	52.6 %
TOTAL Memberships and Subscriptions	3,035.03	6,400.00	3,364.97	52.6 %
Safety				
<i>Safety</i>	55,110.31	45,833.37	(9,276.94)	-20.2 %
TOTAL Safety	55,110.31	45,833.37	(9,276.94)	-20.2 %
Other Expenses				
<i>Other Expense</i>	0.00	1,833.37	1,833.37	100.0 %
TOTAL Other Expenses	0.00	1,833.37	1,833.37	100.0 %
TOTAL Operating Expenses	2,576,599.87	2,940,509.41	363,909.54	12.4 %
***** OPERATING INCOME (LOSS)	(2,576,599.87)	(2,940,509.41)	363,909.54	12.4 %
***** NET INCOME (LOSS)	(2,576,599.87)	(2,940,509.41)	363,909.54	12.4 %
***** NET INCOME (LOSS)	(2,576,599.87)	(2,940,509.41)	363,909.54	12.4 %

**Carmel Area Wastewater District**  
**Budgeted Operating Expenses-Admin.**  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 7*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	599,425.68	543,340.58	(56,085.10)	-10.3 %
TOTAL Salaries and Payroll Taxes	599,425.68	543,340.58	(56,085.10)	-10.3 %
Employee Benefits				
<i>Employee Benefits</i>	262,875.65	121,555.85	(141,319.80)	-116.3 %
TOTAL Employee Benefits	262,875.65	121,555.85	(141,319.80)	-116.3 %
Director's Expenses				
<i>Director's Expenses</i>	17,662.53	33,208.26	15,545.73	46.8 %
TOTAL Director's Expenses	17,662.53	33,208.26	15,545.73	46.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	340.98	1,454.89	1,113.91	76.6 %
TOTAL Truck and Auto Expenses	340.98	1,454.89	1,113.91	76.6 %
General and Administrative				
<i>General and Administrative</i>	90,927.78	242,179.13	151,251.35	62.5 %
TOTAL General and Administrative	90,927.78	242,179.13	151,251.35	62.5 %
Office Expense				
<i>Office Expense</i>	12,480.48	17,258.37	4,777.89	27.7 %
TOTAL Office Expense	12,480.48	17,258.37	4,777.89	27.7 %
Operating Supplies				
<i>Operating Supplies</i>	427.13	1,650.00	1,222.87	74.1 %
TOTAL Operating Supplies	427.13	1,650.00	1,222.87	74.1 %
Contract Services				
<i>Contract Services</i>	79,841.03	91,400.11	11,559.08	12.6 %
TOTAL Contract Services	79,841.03	91,400.11	11,559.08	12.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	11,574.51	4,583.37	(6,991.14)	-152.5 %
TOTAL Repairs and Maintenance	11,574.51	4,583.37	(6,991.14)	-152.5 %
Utilities				
<i>Utilities</i>	19,390.62	19,997.01	606.39	3.0 %

***Carmel Area Wastewater District***  
***Budgeted Operating Expenses-Admin.***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account, Department 7***

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	19,390.62	19,997.01	606.39	3.0 %
Travel and Meetings				
Travel and Meetings	1,752.51	19,891.63	18,139.12	91.2 %
TOTAL Travel and Meetings	1,752.51	19,891.63	18,139.12	91.2 %
Permits and Fees				
Permits and Fees	17,397.00	22,000.00	4,603.00	20.9 %
TOTAL Permits and Fees	17,397.00	22,000.00	4,603.00	20.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	24,885.18	36,494.87	11,609.69	31.8 %
TOTAL Memberships and Subscriptions	24,885.18	36,494.87	11,609.69	31.8 %
Safety				
Safety	1,650.02	1,694.13	44.11	2.6 %
TOTAL Safety	1,650.02	1,694.13	44.11	2.6 %
Other Expenses				
Other Expense	27,744.88	36,125.00	8,380.12	23.2 %
TOTAL Other Expenses	27,744.88	36,125.00	8,380.12	23.2 %
TOTAL Operating Expenses	1,168,375.98	1,192,833.20	24,457.22	2.1 %
***** OPERATING INCOME (LOSS)	(1,168,375.98)	(1,192,833.20)	24,457.22	2.1 %
***** NET INCOME (LOSS)	(1,168,375.98)	(1,192,833.20)	24,457.22	2.1 %
***** NET INCOME (LOSS)	(1,168,375.98)	(1,192,833.20)	24,457.22	2.1 %

**Carmel Area Wastewater District**  
**Budgeted Operating Expenses-Reclamation**  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 8*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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	510,233.05	486,318.61	(23,914.44)	-4.9 %
TOTAL Salaries and Payroll Taxes	510,233.05	486,318.61	(23,914.44)	-4.9 %
Director's Expenses				
Director's Expenses	400.00	700.00	300.00	42.9 %
TOTAL Director's Expenses	400.00	700.00	300.00	42.9 %
General and Administrative				
General and Administrative	15,362.05	0.00	(15,362.05)	
TOTAL General and Administrative	15,362.05	0.00	(15,362.05)	
Office Expense				
Office Expense	29.59	0.00	(29.59)	
TOTAL Office Expense	29.59	0.00	(29.59)	
Operating Supplies				
Operating Supplies	9,596.49	7,791.63	(1,804.86)	-23.2 %
TOTAL Operating Supplies	9,596.49	7,791.63	(1,804.86)	-23.2 %
Contract Services				
Contract Services	5,113.21	0.00	(5,113.21)	
TOTAL Contract Services	5,113.21	0.00	(5,113.21)	
Repairs and Maintenance				
Repairs and Maintenance	6,857.72	3,941.63	(2,916.09)	-74.0 %
TOTAL Repairs and Maintenance	6,857.72	3,941.63	(2,916.09)	-74.0 %
Utilities				
Utilities	38,211.87	0.00	(38,211.87)	
TOTAL Utilities	38,211.87	0.00	(38,211.87)	
Safety				
Safety	0.00	916.63	916.63	100.0 %
TOTAL Safety	0.00	916.63	916.63	100.0 %
TOTAL Operating Expenses	585,803.98	499,668.50	(86,135.48)	-17.2 %

***Carmel Area Wastewater District***  
***Budgeted Operating Expenses-Reclamation***  
*Year-to-Date Variance, May 2021 - current month, Consolidated by  
account, Department 8*

	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
***** OPERATING INCOME (LOSS)	(585,803.98)	(499,668.50)	(86,135.48)	-17.2 %
***** NET INCOME (LOSS)	(585,803.98)	(499,668.50)	(86,135.48)	-17.2 %
***** NET INCOME (LOSS)	(585,803.98)	(499,668.50)	(86,135.48)	-17.2 %

***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Waste to Energy***  
***Year-to-Date Variance, May 2021 - current month, Consolidated by***  
***account, Department 9***

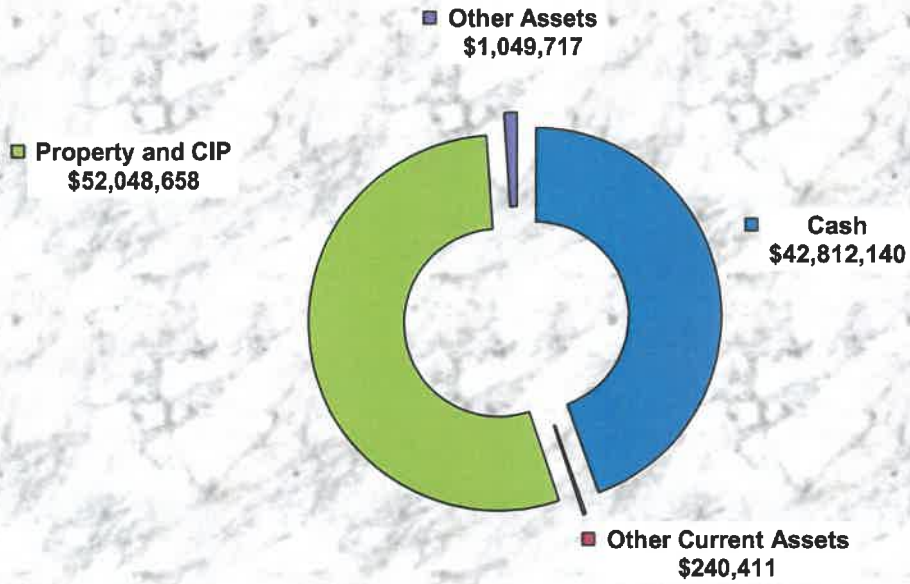
	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	4,634.00	7,791.63	(3,157.63)	-40.5 %
TOTAL Income	<u>4,634.00</u>	<u>7,791.63</u>	<u>(3,157.63)</u>	-40.5 %
*****	<u>4,634.00</u>	<u>7,791.63</u>	<u>(3,157.63)</u>	-40.5 %
***** OPERATING INCOME	<u>4,634.00</u>	<u>7,791.63</u>	<u>(3,157.63)</u>	-40.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,723.40	4,934.49	3,211.09	65.1 %
TOTAL Salaries and Payroll Taxes	<u>1,723.40</u>	<u>4,934.49</u>	<u>3,211.09</u>	65.1 %
Operating Supplies				
Operating Supplies	0.00	2,291.63	2,291.63	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>2,291.63</u>	<u>2,291.63</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	4,898.37	3,208.37	(1,690.00)	-52.7 %
TOTAL Repairs and Maintenance	<u>4,898.37</u>	<u>3,208.37</u>	<u>(1,690.00)</u>	-52.7 %
Permits and Fees				
Permits and Fees	7,100.00	12,200.00	5,100.00	41.8 %
TOTAL Permits and Fees	<u>7,100.00</u>	<u>12,200.00</u>	<u>5,100.00</u>	41.8 %
TOTAL Operating Expenses	<u>13,721.77</u>	<u>22,634.49</u>	<u>8,912.72</u>	39.4 %
***** OPERATING INCOME (LOSS)	<u>(9,087.77)</u>	<u>(14,842.86)</u>	<u>5,755.09</u>	38.8 %
***** NET INCOME (LOSS)	<u>(9,087.77)</u>	<u>(14,842.86)</u>	<u>5,755.09</u>	38.8 %
***** NET INCOME (LOSS)	<u>(9,087.77)</u>	<u>(14,842.86)</u>	<u>5,755.09</u>	38.8 %

***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Brine Disposal***  
*Year-to-Date Variance, May 2021 - current month, Consolidated by*  
*account, Department 10*

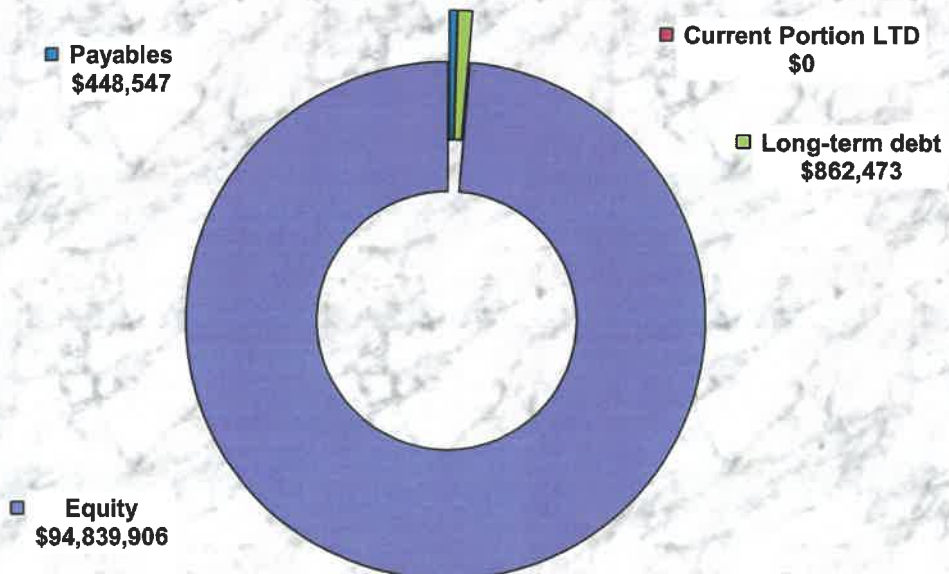
	<i>11 Months Ended May 31, 2021</i>	<i>11 Months Ended May 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	80,372.86	59,583.37	20,789.49	34.9 %
TOTAL Income	<u>80,372.86</u>	<u>59,583.37</u>	<u>20,789.49</u>	34.9 %
*****	<u>80,372.86</u>	<u>59,583.37</u>	<u>20,789.49</u>	34.9 %
***** OPERATING INCOME	<u>80,372.86</u>	<u>59,583.37</u>	<u>20,789.49</u>	34.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	979.23	1,727.00	747.77	43.3 %
TOTAL Salaries and Payroll Taxes	<u>979.23</u>	<u>1,727.00</u>	<u>747.77</u>	43.3 %
Operating Supplies				
Operating Supplies	0.00	1,375.00	1,375.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,375.00</u>	<u>1,375.00</u>	100.0 %
Contract Services				
Contract Services	1,150.00	0.00	(1,150.00)	
TOTAL Contract Services	<u>1,150.00</u>	<u>0.00</u>	<u>(1,150.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,000.25	4,125.00	3,124.75	75.8 %
TOTAL Repairs and Maintenance	<u>1,000.25</u>	<u>4,125.00</u>	<u>3,124.75</u>	75.8 %
TOTAL Operating Expenses	<u>3,129.48</u>	<u>7,227.00</u>	<u>4,097.52</u>	56.7 %
***** OPERATING INCOME (LOSS)	<u>77,243.38</u>	<u>52,356.37</u>	<u>24,887.01</u>	47.5 %
***** NET INCOME (LOSS)	<u>77,243.38</u>	<u>52,356.37</u>	<u>24,887.01</u>	47.5 %
***** NET INCOME (LOSS)	<u>77,243.38</u>	<u>52,356.37</u>	<u>24,887.01</u>	47.5 %

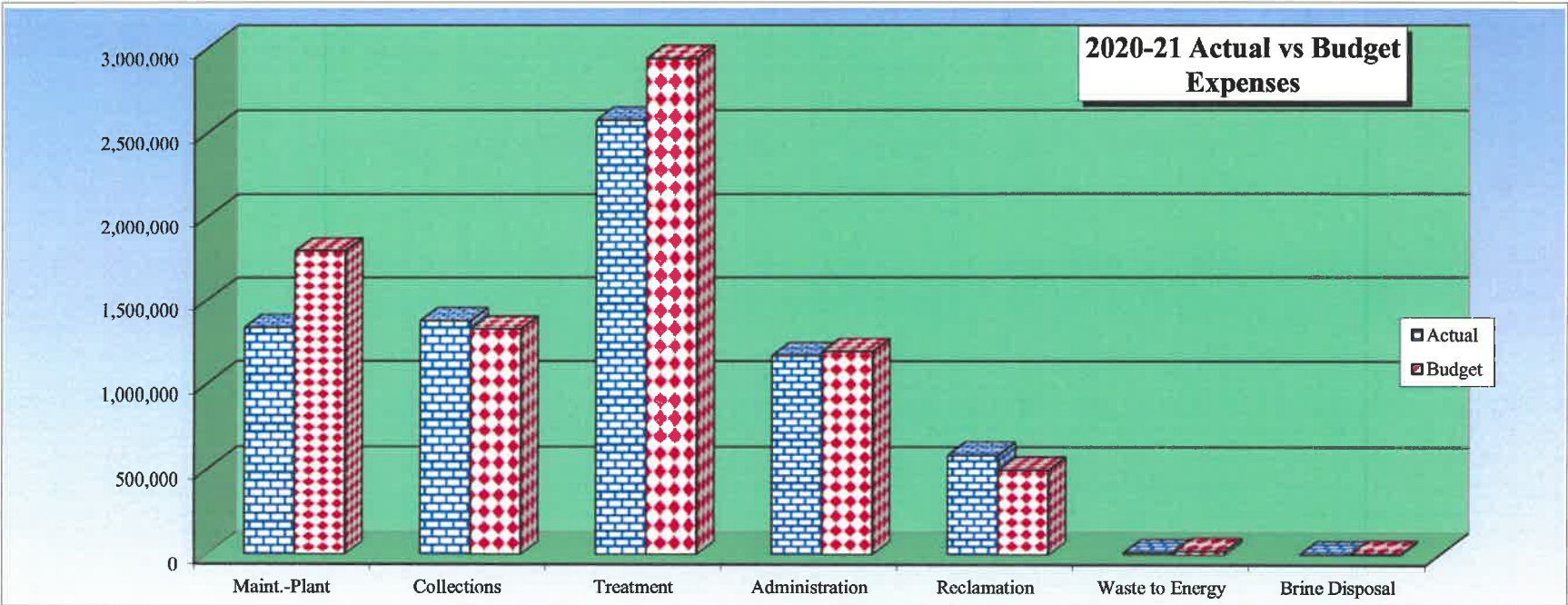
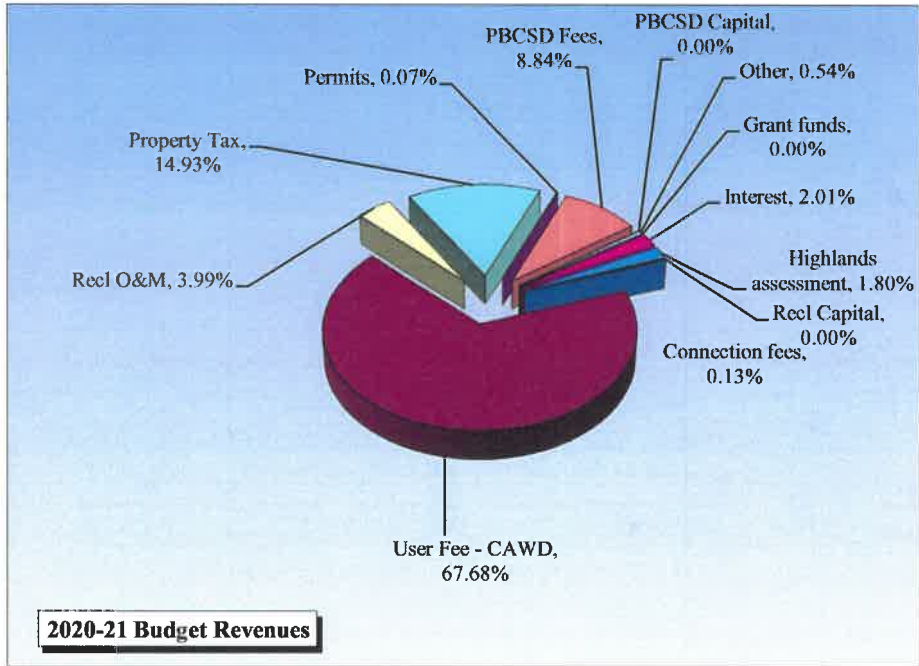
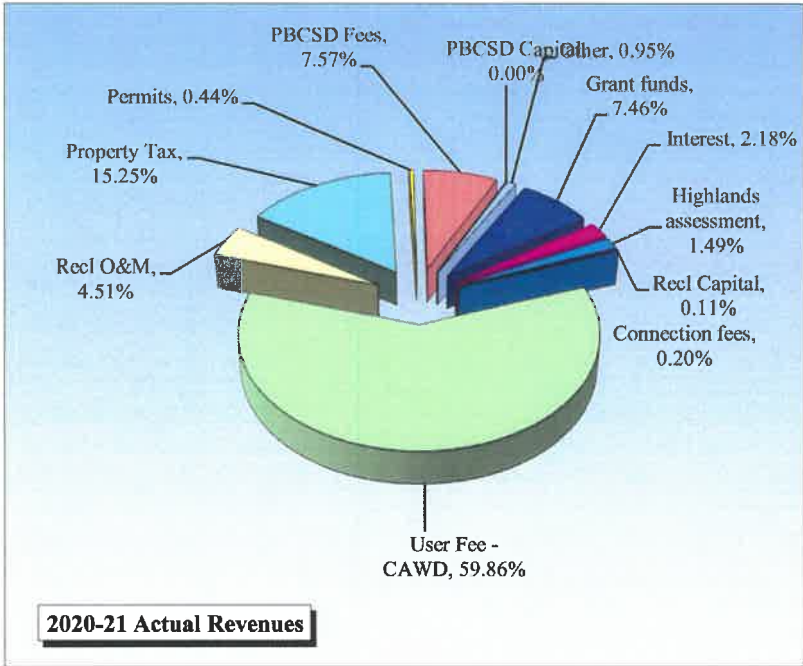


### Assets - May 31, 2021

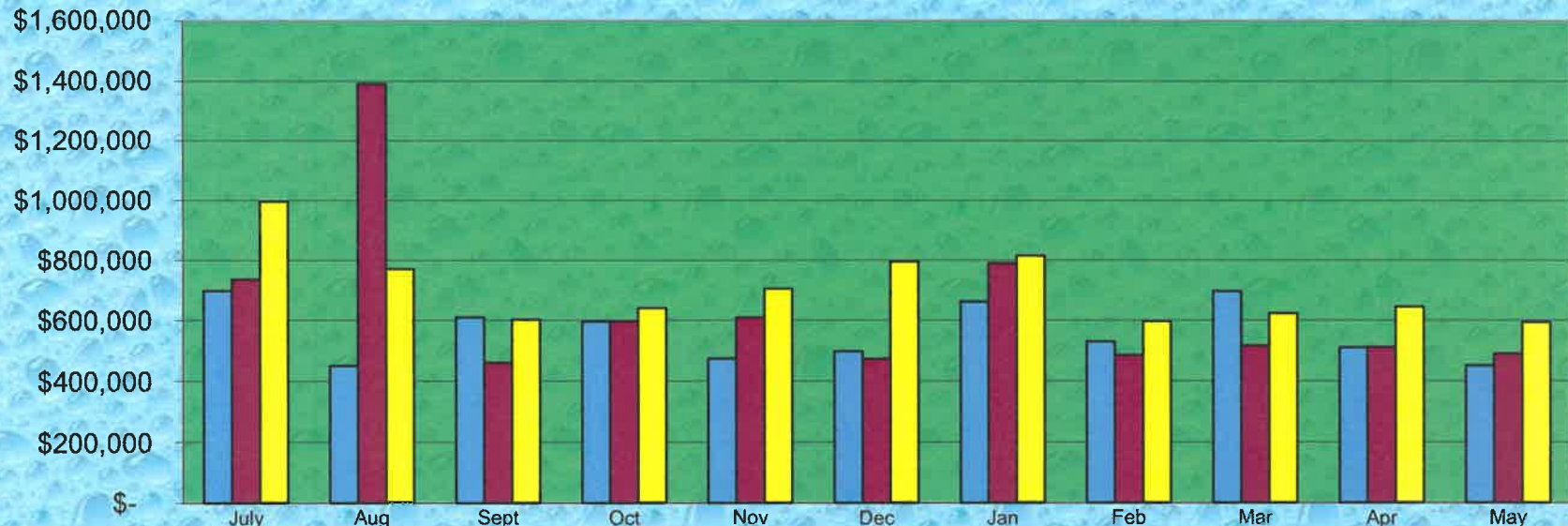


### Liabilities - May 31, 2021





### Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
□ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547	\$529,803	\$695,630	\$509,826	\$449,697
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524	\$472,000	\$790,837	\$484,440	\$516,146	\$510,763	\$489,386
■ CY Budget	\$997,134	\$771,376	\$601,855	\$640,410	\$705,305	\$795,767	\$815,635	\$596,255	\$623,125	\$644,030	\$593,455

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>						
New Camera Head-unbudgeted		0	10,386	10,386	0	NA
Jet Truck Water Pump-unbudgeted		0	30,145	30,145	0	NA
Portable Diesel Generator		0	77,156	77,156	80,000	96.45%
Ford F-350 with Royal Crane Body		0	81,814	81,814	80,000	102.27%
Flygt Impeller Pump-Highlands-unbudgeted		21,393	21,393	21,393	0	NA
<b><u>Treatment</u></b>						
2013 Keystone trailer-unbudgeted		0	18,371	18,371	0	NA
500 kw Portable Generator		0	301,789	301,789	450,000	67.06%
Cyclo Reducer-Screw press-unbudgeted		0	11,460	11,460	0	NA
Effluent 75hp VFD-unbudgeted		0	10,365	10,365	0	NA
Polymer Feed System (RECL 50%)		0	19,528	19,528	22,500	86.79%
Use Tax for Aeration Baffle Systems-prior year		3,947	3,947	3,947	0	NA
Autotitrator Unit (RECL 50%)		11,318	11,318	11,318	38,965	29.05%
RECL share		(5,659)	(15,423)	(15,423)	(30,733)	50.18%
PBCSD share (1/3 of cost)		(3,202)	(120,452)	(120,452)	(160,244)	75.17%
		<b>27,797</b>	<b>461,797</b>	<b>461,797</b>	<b>480,488</b>	<b>96.11%</b>

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
Admin. Building Modifications-COVID-19	0	0	62,824	62,824	75,000	83.77%
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	24,826	130,433	356,969	185,445	70.34%
Hatton Canyon Pipeline Bursting	271,186	5,133	1,093,314	1,364,500	1,450,000	75.40%
Pump Stations-SCADA	456,569	0	5,230	461,799	0	NA
Upper Rancho Canada Pipe Relocation	62,991	6,042	89,484	152,475	1,760,000	5.08%
Rio Road CIPP Lining Project	129,163	0	680,268	809,431	1,340,000	50.77%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	180	0	NA
<b><u>Treatment</u></b>						
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<b><i>Total CIP Projects 20-21</i></b>	<b>1,146,445</b>	<b>36,001</b>	<b>2,061,733</b>	<b>3,208,178</b>	<b>4,810,445</b>	<b>42.86%</b>

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>LONG TERM CIP PROJECTS</u></b>						
<b><u>Treatment</u></b>						
Microturbine/Gas Conditioning System	20,781	0	34,334	55,115	45,000	76.30%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	6,263	18,965	888,836	906,000	2.09%
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	200	55,621	74,823	35,000	158.92%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
Aeration Basin Improvements	0	0	9,030	9,030	87,000	10.38%
RECL share		(251)	(759)	(759)	(36,240)	2.09%
PBCSD share (1/3 of cost)		(2,071)	(39,064)	(39,064)	(361,253)	10.81%
<b><i>Total Long Term CIP Projects 20-21</i></b>	<b>934,539</b>	<b>4,141</b>	<b>78,127</b>	<b>1,012,666</b>	<b>722,507</b>	<b>10.81%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>2,080,984</b>	<b>67,939</b>	<b>2,601,657</b>	<b>4,682,641</b>	<b>6,013,440</b>	<b>43.26%</b>

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

**YTD Actual/  
YTD Budget  
Variance**

**Maintenance - Plant**

Employee Benefits	-78.30%	CALPERS unfunded liability payments unbudgeted.
Utilities	-16.60%	Cell service underbudgeted.
Other Expense	NA	Recruiting unbudgeted.

**Collections**

Employee Benefits	-100.60%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-38.50%	Gasoline, repair parts and vehicle accessories underbudgeted.
General and Administrative	-107.00%	Insurance and engineering underbudgeted.
Operating Supplies	-26.50%	Electrical supplies underbudgeted.
Memberships and Subscriptions	-60.30%	Publications and reference works underbudgeted, small dollar amounts.
Other Expense	-1756.70%	Recruiting unbudgeted, small dollar amounts.

**Treatment**

Employee Benefits	-83.60%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted, small dollar amounts.
Safety	-20.20%	Timing difference, virus supplies.

**Administration**

Salaries and Payroll Taxes	-10.30%	Underbudgeted.
Employee Benefits	-116.30%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-152.50%	General repairs unbudgeted and building underbudgeted, small dollar amounts.

**Waste to Energy**

Repairs and Maintenance	-52.70%	Underbudgeted, small dollar amounts.
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**Brine Disposal**

Contract Services	NA	Lab analysis unbudgeted, small dollar amounts.
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**District Obligations:**

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

**Carmel Area Wastewater District  
2020-21 Resolutions Amending the Budget**

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
2020-47	A Resolution Approving the Contract Amendment for an Amount not to exceed \$22,900 for the Annexation Services Contract with Denise Duffy & Associates, Inc. to include extra work performed during the environmental review and Local Agency Formation Commission (LAFCO) application services for the 2020 Sphere of Influence and Annexation Project & Authorize the General Manager to sign the Contract Amendment #19-09	\$ -	\$ 22,900	\$ 22,849
2020-49	A Resolution approving the payment of CalPERS Classic Unfunded Accrued Liability in an amount not to exceed \$725,000 and CALPERS Public Employees' Pension Reform Act (PEPRA) Unfunded Accrued Liability in an Amount not to exceed \$56,674 with funds from District Reserves	\$ -	\$ 725,000	\$ 725,000
2020-60	A Resolution Authorizing the General Manager to enter into a contract with Downtown Ford for the purchase of a Ford F350 Utility truck with a box mount crane in the amount not to exceed \$82,507.30	\$ 80,000	\$ 2,507	\$ 81,814
2020-73	A Resolution ratifying the amended contract amount and approving the actions of the General Manager in approving said amendment with Graniterock in an amount not to exceed \$23,139.82 for additional work completed during wetland basin grading for the Hatton Canyon Pipeline Replacement Project #18-17	\$ 29,880	\$ 23,140	\$ 53,020
2021-10	A Resolution authorizing an amendment to the annexation services contract with SRT Consultants for the Carmel Meadows Project, #19-03 in an amount not to exceed \$60,000.	\$ 255,445	\$ 60,000	\$ 203,995
2021-14	A Resolution authorizing an amendment to the contract with Johnson Marigot Consulting in an amount not to exceed \$59,800 to provide additional regulatory support services for the Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project #19-21.	\$ 168,815	\$ 59,800	\$ 178,703
2021-21	A Resolution authorizing the General Manager to execute an amended contract with Kennedy Jenks Consultants in an amount not to exceed \$26,810 to provide additional engineering design services for the Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01.	\$ 2,935,000	\$ 26,810	\$ 888,836
Total To Date		\$ 3,469,140	\$ 976,831	\$ 2,210,890



**STAFF REPORT**

TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: June 24, 2021  
 SUBJECT: Monthly Report – May



**RECOMMENDATION**

Receive Report- Informational only; no action required.

**Permits Issued**

Sewer Lateral Permits issued in May ..... 28  
 Total Fees ..... \$4,540.00

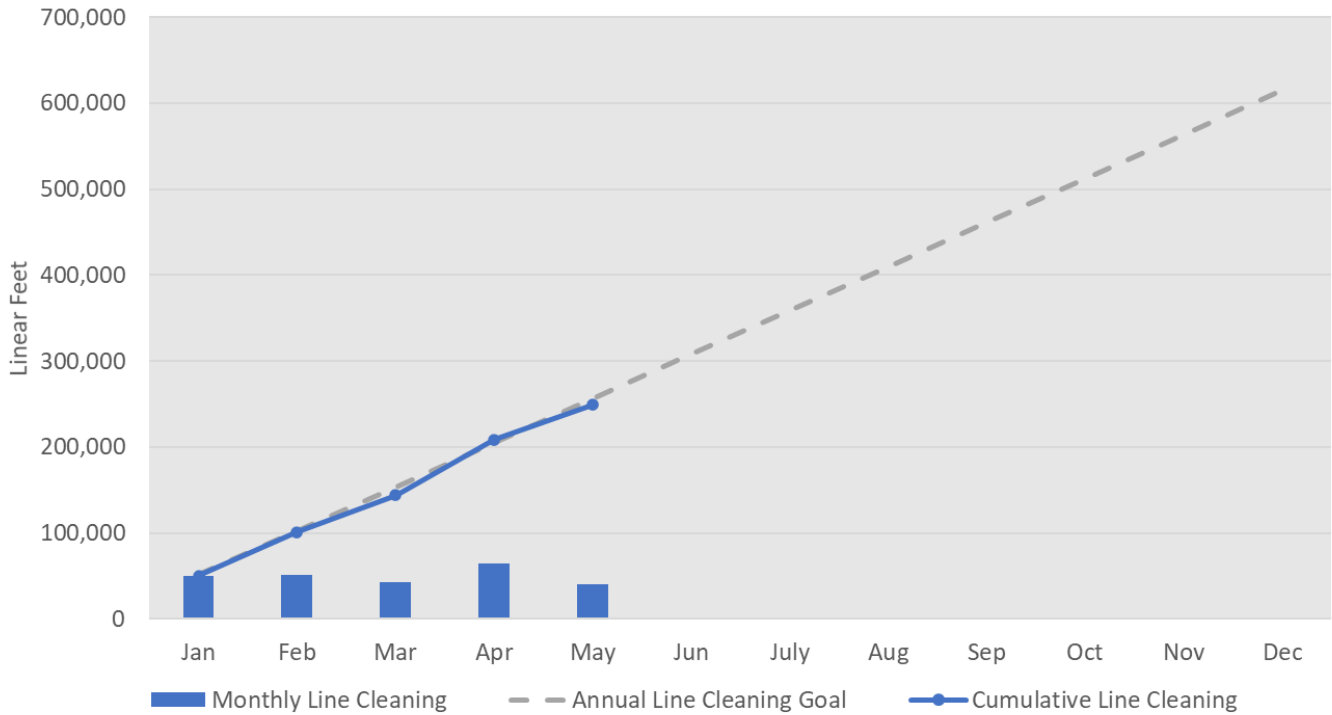
**Maintenance**

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in past three months. There was 40,477 feet of sewer lines cleaned, 13,452 feet of CCTV inspections and 20 manhole inspections were performed during the month of May.

**Recent Line Cleaning Summary**

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
May	40,477 ft.	9.84%	6 – 12 inches
April	64,466 ft.	15.67%	6 - 15 inches
March	42,977 ft.	10.45%	6 – 10 inches

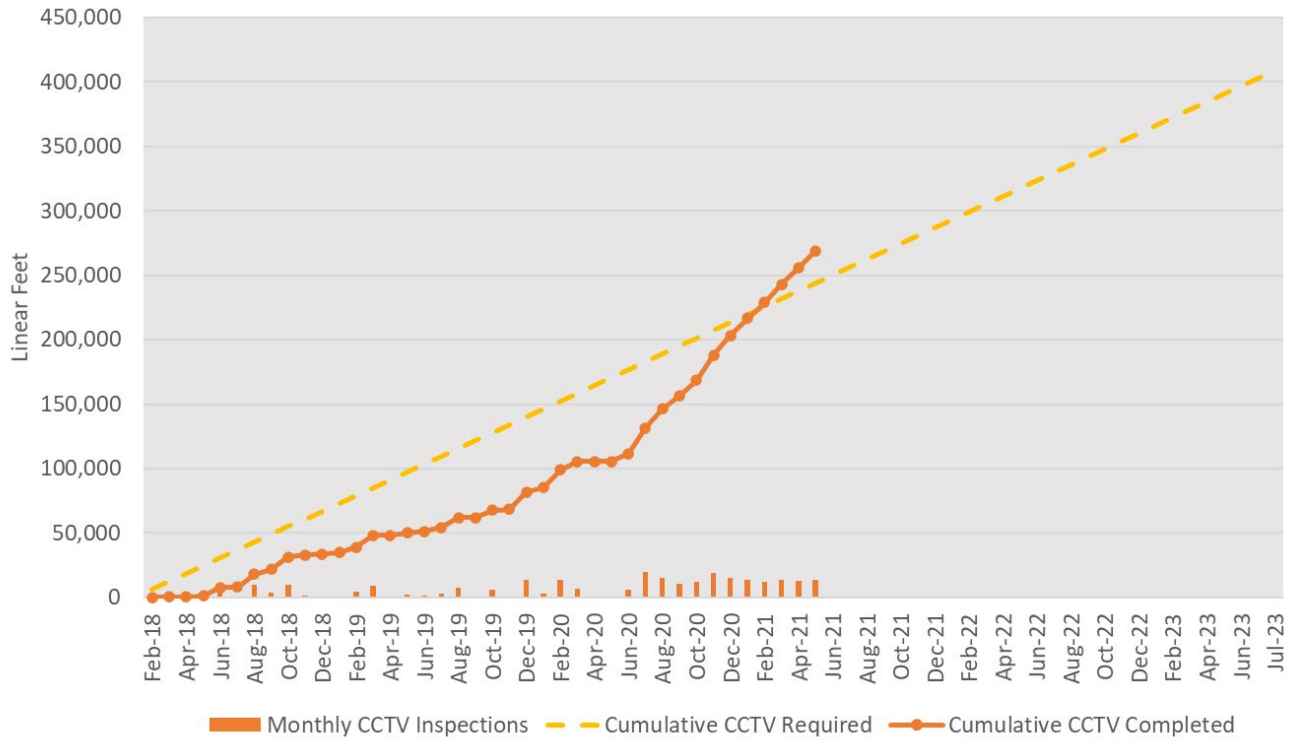
## Annual Line Cleaning Graph



## Line Cleaning Table

<b>Total Target Amount (Linear Feet)</b>	<b>Cumulative Complete (Linear Feet)</b>	<b>Remaining (Linear Feet)</b>
615,000 (in 2021)	248,777	366,223

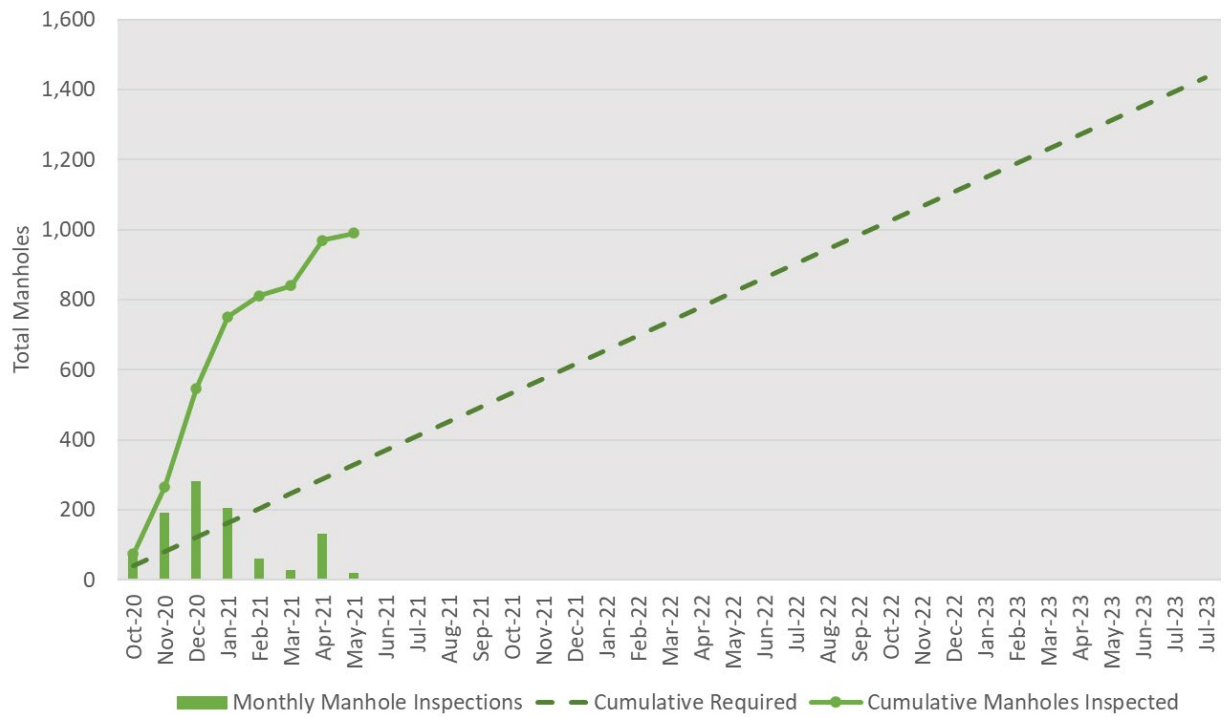
**CCTV Progress Graph (River Watch Settlement Agreement Target)**



**CCTV Table**

<b>Total Required amount (Linear Feet)</b>	<b>Cumulative Complete (Linear Feet)</b>	<b>Remaining (Linear Feet)</b>
408,672	268,934	139,738

**Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)**



**Manhole Inspection Table**

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	990	444

**Construction activities**

- N/A

**Staff Development**

- Staff completed several online safety trainings and in person tail gate training.

**General comments**

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

routine duties.

**Service calls responded to by crew**

Date	Time	Callout	Resolution
5/4/2021	2:29 AM	Power Fail	Power outage at Calle La Cruz & Ribera pump stations. Power was restored within ½ hour.
5/8/2021	5:49 PM	Sink Hole	Called to the Mission Fields neighborhood for a sinkhole that had developed next to the front of a house. The sink hole was 60 feet away from the lateral and nearest District sewer line. Staff ran the sewer line to check for soil and found no problem in the sewer lines. Informed homeowner to call other utility companies.
5/15/2021	11:34 AM	Power Fail	Power outage at Calle La Cruz & Ribera pump stations. Power company had to pump out underground vault to repair bad connection at transformer. Staff monitored station until power was restored.
5/21/2021	10:53 AM	Manhole overflow	Staff found manhole S610 overflowing while performing a utility locate mark out. The manhole is located behind 2755 Ribera Rd. An estimated 476 gallons overflowed before crews were able to relieve the blockage using the pressure cleaner. Staff cleaned the sewer line several times and inspected the line using CCTV (Closed Circuit Television). Roots were determined to be the cause of the blockage. Staff cleaned the area and notified the proper agencies. This line segment is scheduled to be replaced during the Carmel Meadows sewer replacement project (project # 19-03). See map for location of spill.

5/28/2021	10:53 AM	Fallen Tree	Called by resident reporting a fallen tree. The tree in question was near a sewer easement in the High Meadows neighborhood. The fallen tree had no impact of maintenance for CAWD. Staff informed the resident to call a tree service to remove the fallen tree.
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USA Location Requests – 135

Plumbing permit inspections – 36

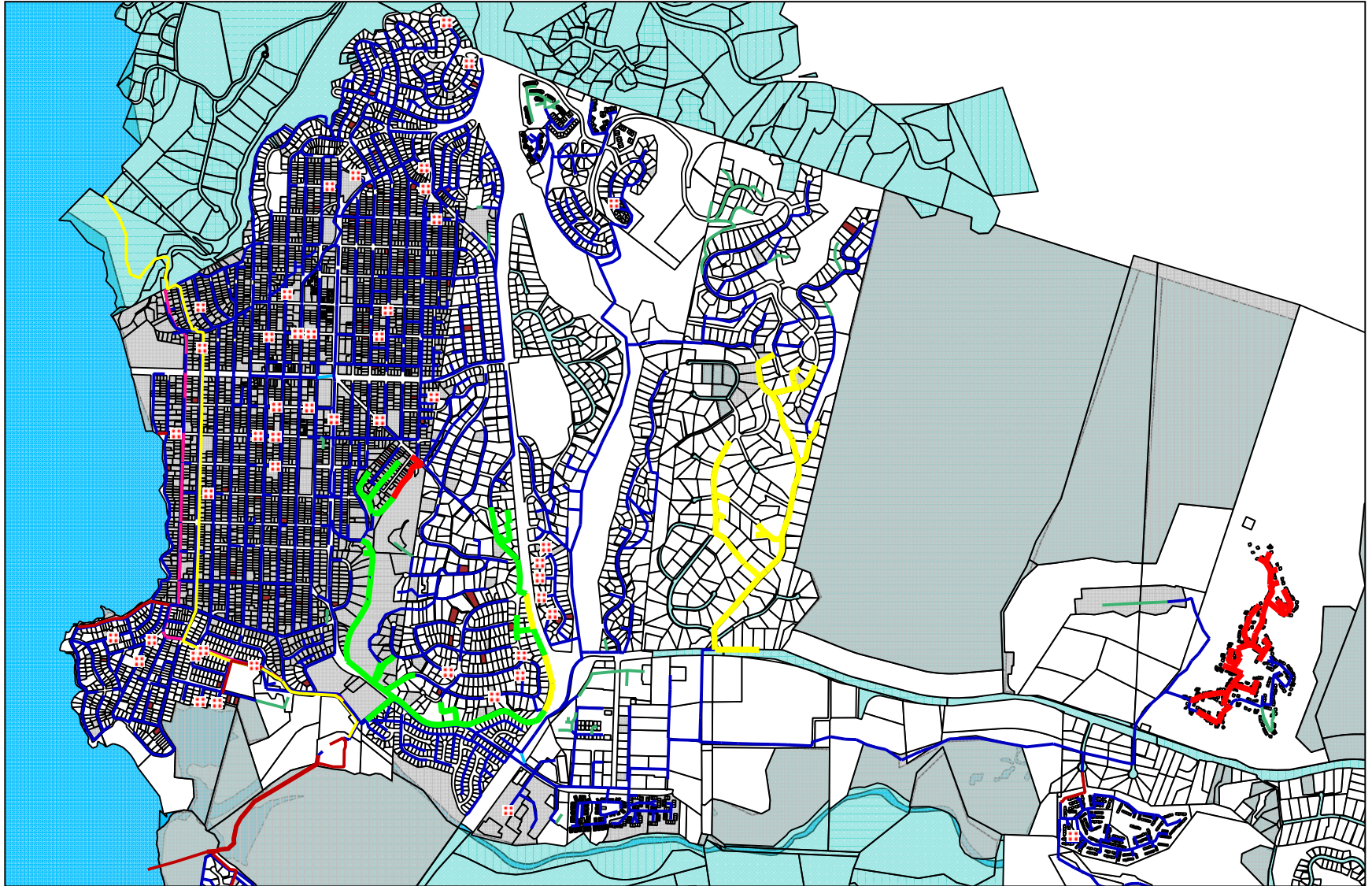
Private Sewer Lateral Compliance Certificates Issued – 28

**FUNDING**

N/A

May (Red) 13,452 feet  
April (Yellow) 12,623 feet  
March (Green) 13,991 feet

Monthly CCTV Map



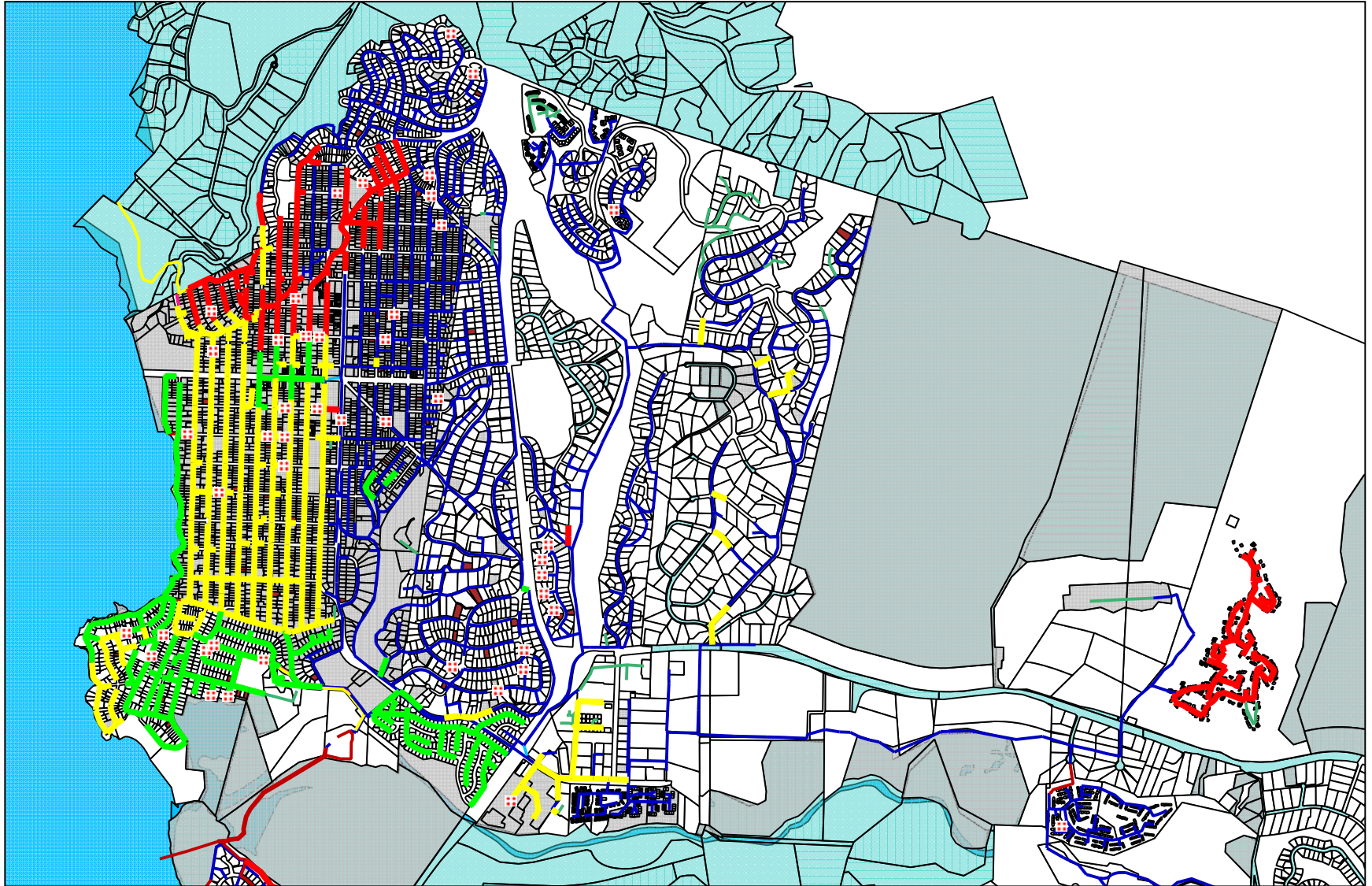
RedZone  
ROBOTICS

6/4/2021



May (Red) 40,477 feet  
April (Yellow) 64,466 feet  
March (Green) 42,977 feet

### Monthly Cleaning Map



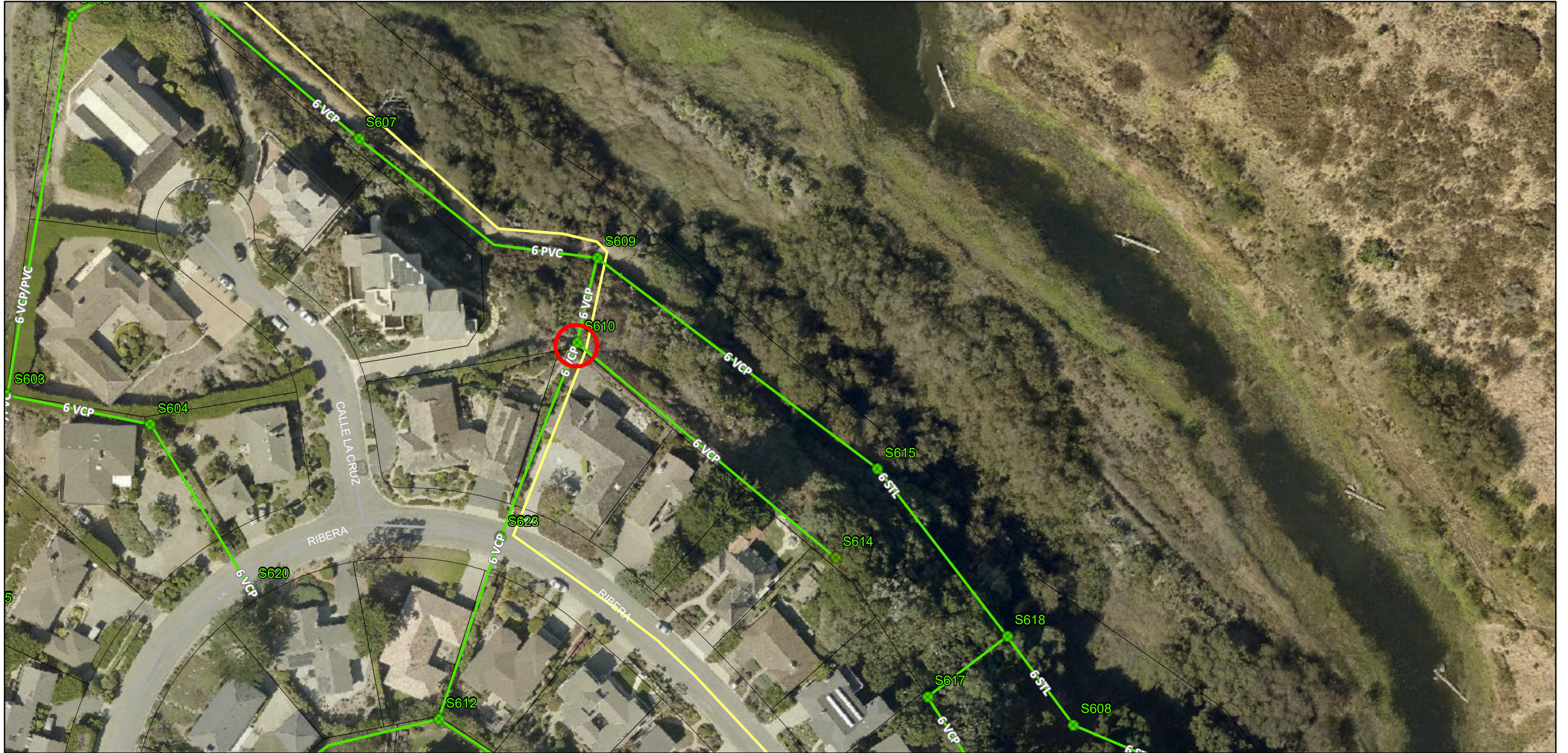
**RedZone**  
ROBOTICS

6/4/2021





# CAWD GIS Maps



6/4/2021, 1:24:34 PM

Maintenance Holes v5 Mains

Forced Mains

APN



FI



GRAVITY



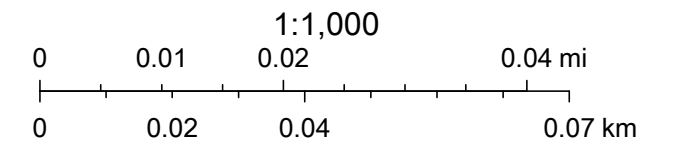
FORCED MAIN



MH



Streets



TIGEO

# STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and  
Regulatory Compliance Administrator

Date: June 24, 2021

Subject: Monthly Safety Report (for May 2021)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **May 26 - Initial Chemical Spill Response training.** Mark Dias, Safety and Compliance Administrator (S/C Admin Dias) gave a focused training on the initial steps for a chemical spill regardless of size. This was triggered by the near miss incident discussed in the Safety Improvements section below. It is interesting to note that all Operations staff have repeatedly been trained for scenarios where there is a very large chemical release where an “all-hands” response is conducted and a plant-wide Incident Command System is established. While an all-hands response is not needed for small spills, many of the same elements apply – especially in the initial stages. Therefore, the training emphasized the following: (1) early broadcast communication of the spill to the plant and the safety officer is required for any spill regardless of size; (2) a full range of options should be considered -- after consulting with the safety officer and management -- to determine the least intrusive level of response before interacting with a chemical. This is especially true for this incident where there was ample time and there was no imminent threat to people, property, or the environment; (3) all those involved in the incident need to think like an incident commander, i.e., first assembling a small team and then assess and plan rather than reacting. More in-depth training will be provided in the future.

## Ongoing Safety Improvements

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

- **New Standard Operating Procedure (SOP) for tote-to-tote transfers of sulfuric acid.** On May 10, an operator was preparing to refill the online tote of 93% sulfuric acid from another full 275-gallon tote. Refills are needed approximately once per month. Upon removing the safety cap from the valve stem of the full tote, the operator's shirt sleeve, pant leg, and a shoe were sprayed with a thin stream of acid. The operator was able to immediately remove the contaminated clothing and rinse off. No injury occurred and no medical attention or first aid was needed. Less than a liter of acid was released onto the elevated concrete "pad" of the Microfiltration/Reverse Osmosis (MF/RO) facility over a period of 3 to 4 minutes. The leak could not be completely stopped even with forceful turning of the valve. The valve was re-capped, which contained the leak within the valve stem behind the cap. The area was decontaminated, the tote was locked-out, marked and was later returned to the vendor.

Because the leak could not be stopped by tightening the valve, it is believed that the root-cause of the incident was either a faulty valve or some foreign material lodged on the valve seat. A faulty valve had never been encountered before this incident.

Regardless of how rarely this may occur, valves cannot be assumed to be 100% effective. Therefore, a new SOP was written to break down the steps needed to prepare for a leak, protect workers, carefully remove the cap, and be prepared to respond if a leak occurred. Upgraded personal protective equipment (PPE) was ordered in multiple sizes for the operations crew. Training on the SOP was conducted with all the operators prior to the next acid transfer.

Monthly tote-to-tote transfers of acid will still be needed until the RO Pretreatment Acid Tanks and Containment Project (No. 18-26) is completed. This was recently re-prioritized for completion and bidding, which is expected to occur in July.

- **Empty Tote Removal and Recycling.** The plant receives at least six different types of liquid chemicals in 275-gallon totes. Over time several dozen empty totes would accumulate and would be thrown away or occasionally hauled off. S/C Admin Dias noted that in the event of a flood the totes would become buoyant. They would drift around the site, block roads and drains and even potentially float off-site into the lagoon. S/C Admin Dias identified three dozen totes in re-useable condition and arranged for removal by a no-cost hauler who refurbishes the totes for reuse.

Another three-dozen aged and/or damaged totes were unreturnable. Instead of being thrown away, these were disassembled, cut up and prepared for recycling at the Marina landfill. A new recurring work order was created so empty totes will be cleaned and staged at a higher location (i.e., less prone to flooding). When approximately two dozen totes accumulate, the hauler will be contacted for removal.

**Tours and Outreach**

- **Tours.** Tours remain on hold per current health orders and District policies. It is hoped that tours can resume after State guidelines and orders are modified.

**Injuries; First Aid Incidents; Workers Compensation Claims**

There were no first aid injuries or Workers Compensation claims in May. The most recent tracking matrix for 2021 is below.

	<b>Work Related Injuries and Illnesses for 2021 Reporting Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	0	0	0	0	0
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	1	0	0	0
<b>First Aid (non-OSHA)</b>	0	0	0	0	0

**FUNDING**

N/A- Informational item only

## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: May 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.914	0.772	0.694	0.885	66.633	123.41	378.55
PBCSD Flow	11.975	0.386	0.367	0.425	33.367	57.37	175.97
<b>Total Plant Flow</b>	<b>35.889</b>	<b>1.158</b>	<b>1.061</b>	<b>1.310</b>	<b>100.00</b>	<b>180.78</b>	<b>554.52</b>
Tertiary Flow	32.439	1.046	0.928	1.211	90.387	135.32	415.10
Ocean Discharge	4.343	0.140	0.104	0.179	12.101	50.23	154.07
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	135.33MG (415.11acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.67 BG (26.62 K acre-ft.)
12 Month Rolling Total Reclamation Production	345.21 MG (1059.44 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	May'21 kWh	Price per kWh	May'21	Apr'21	Mar'21	Feb'21
Secondary	90,407.00	\$ 0.170	\$ 15,341.63	\$ 15,009.94	\$ 16,198.02	\$ 15,090.53
Blowers	55,435.44	\$ 0.165	\$ 9,129.95	\$ 8,495.11	\$ 8,318.61	\$ 7,945.21
<b>CAWD Total</b>	<b>145,842.44</b>		<b>\$ 24,471.58</b>	<b>\$ 23,505.05</b>	<b>\$ 24,516.63</b>	<b>\$ 23,035.74</b>
Tertiary	91,942.36	\$ 0.162	\$ 14,919.41	\$ 15,428.62	\$ 9,180.31	\$ 14,362.85
MF/RO	99,474.00	\$ 0.203	\$ 20,237.92	\$ 19,675.11	\$ 8,129.10	\$ 15,433.92
<b>Reclaim Total</b>	<b>191,416.36</b>		<b>\$ 35,157.33</b>	<b>\$ 35,103.73</b>	<b>\$ 17,309.41</b>	<b>\$ 29,796.77</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 14,983.99</b>	<b>Reclamation Total</b>		<b>\$ 44,644.92</b>

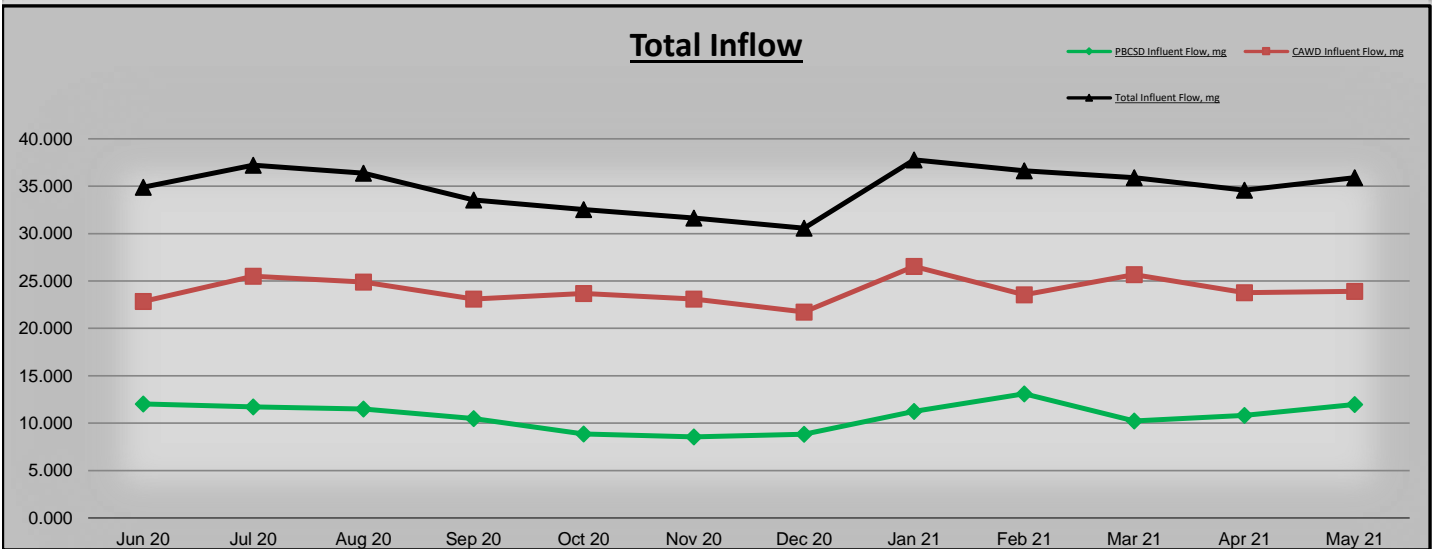
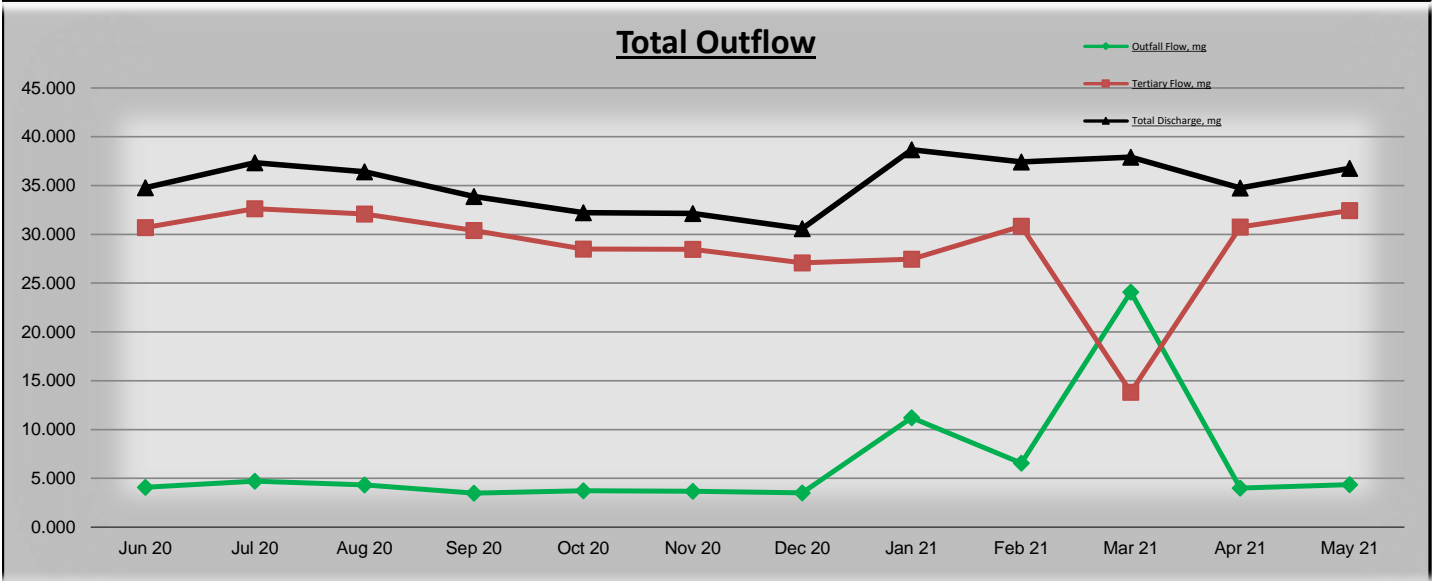
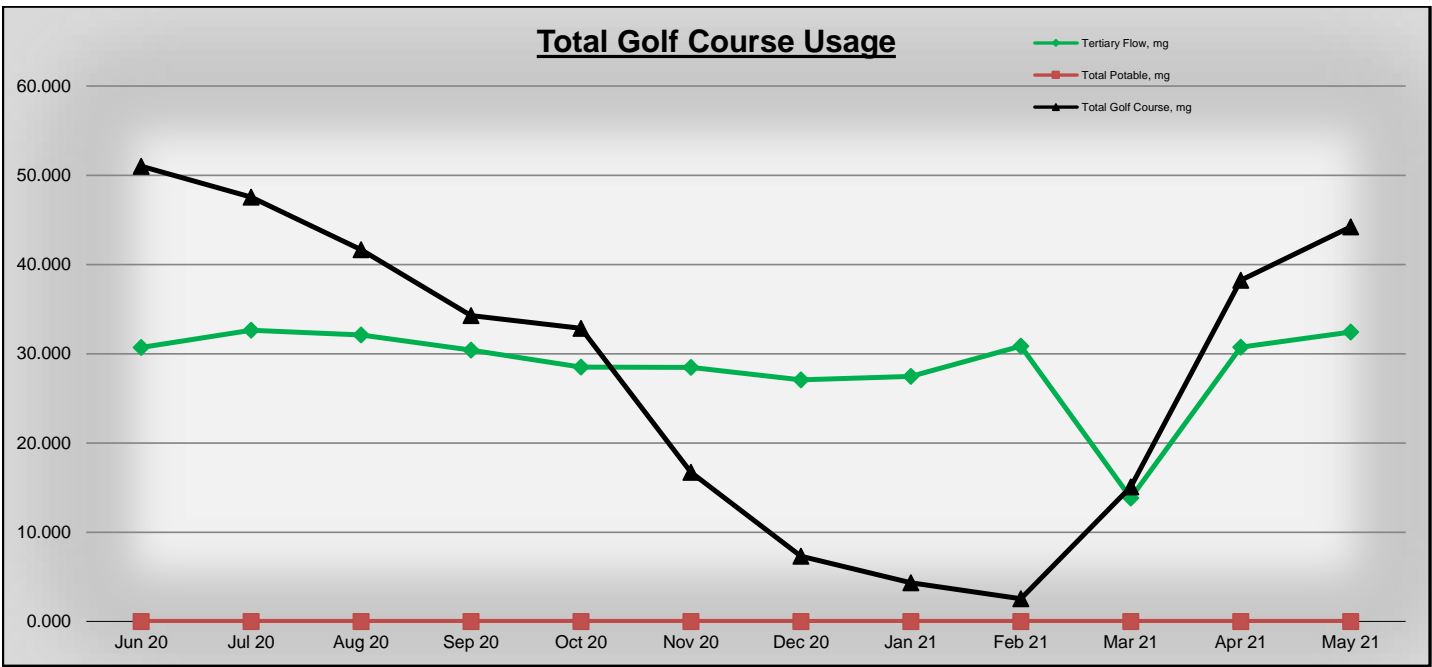
### kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	N/A	N/A	N/A

### MICROTURBINE SUMMARY

Month	May '21 kW-h	Apr '21	Mar '21	Feb '21	Accumulated Totals
Production,kW-h	31,196	31,694	29,055	22,833	1,040,785.00

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



## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: April 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.755	0.791	0.739	0.837	68.714	99.49	305.20
PBCSD Flow	10.816	0.361	0.304	0.414	31.286	45.39	139.24
<b>Total Plant Flow</b>	<b>34.571</b>	<b>1.152</b>	<b>1.043</b>	<b>1.251</b>	<b>100.00</b>	<b>144.89</b>	<b>444.44</b>
Tertiary Flow	30.749	1.025	0.830	1.142	88.944	102.88	315.59
Ocean Discharge	4.008	0.134	0.097	0.204	11.594	45.88	140.75
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	102.89MG (315.60acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.64 BG (26.52 K acre-ft.)
12 Month Rolling Total Reclamation Production	345.51 MG (1060.38 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Apr'21 kWh	Price per kWh	Apr'21	Mar'21	Feb'21	Jan'21
Secondary	95,956.00	\$ 0.156	\$ 15,009.94	\$ 16,198.02	\$ 15,090.53	\$ 18,806.56
Blowers	51,405.60	\$ 0.165	\$ 8,495.11	\$ 8,318.61	\$ 7,945.21	\$ 7,150.70
<b>CAWD Total</b>	<b>147,361.60</b>		<b>\$ 23,505.05</b>	<b>\$ 24,516.63</b>	<b>\$ 23,035.74</b>	<b>\$ 25,957.26</b>
Tertiary	94,481.40	\$ 0.163	\$ 15,428.62	\$ 9,180.31	\$ 14,362.85	\$ 12,382.80
MF/RO	85,400.00	\$ 0.230	\$ 19,675.11	\$ 8,129.10	\$ 15,433.92	\$ 15,204.40
<b>Reclaim Total</b>	<b>179,881.40</b>		<b>\$ 35,103.73</b>	<b>\$ 17,309.41</b>	<b>\$ 29,796.77</b>	<b>\$ 27,587.20</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 14,513.85</b>	<b>Reclamation Total</b>		<b>\$ 44,094.93</b>

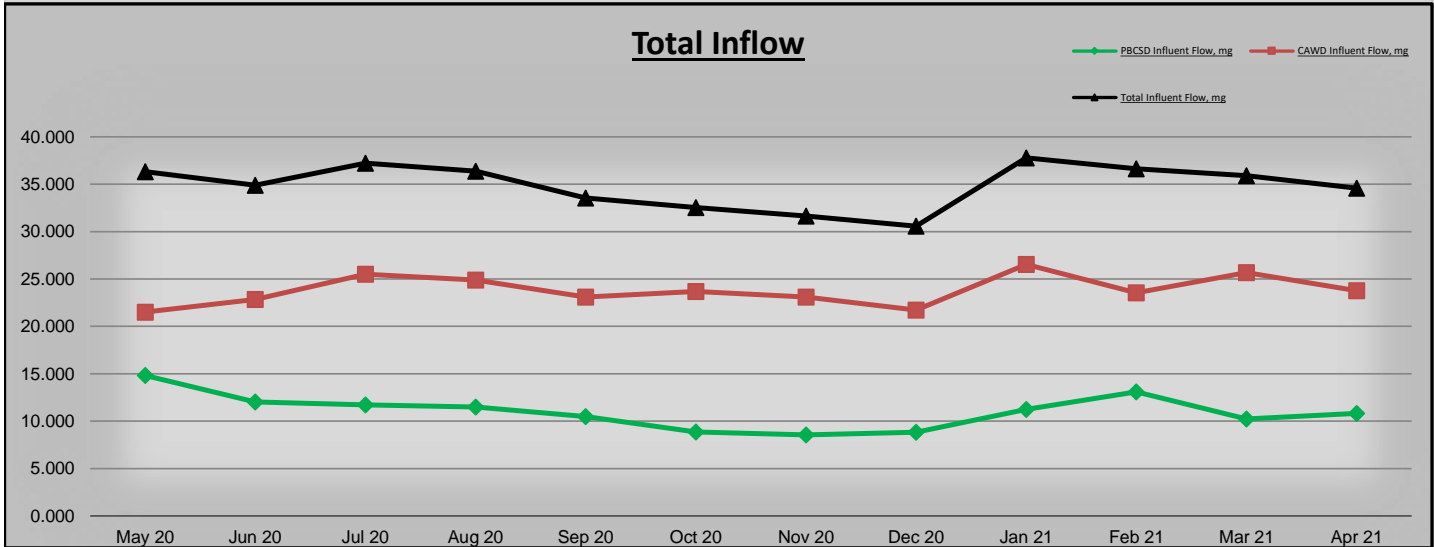
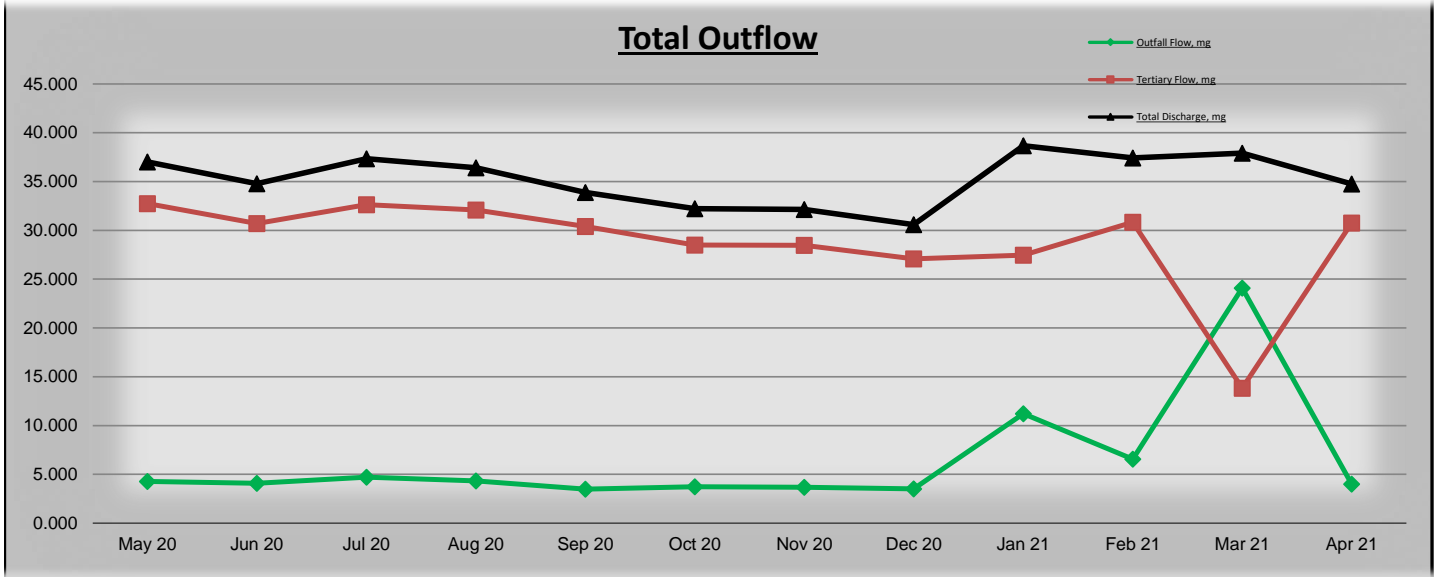
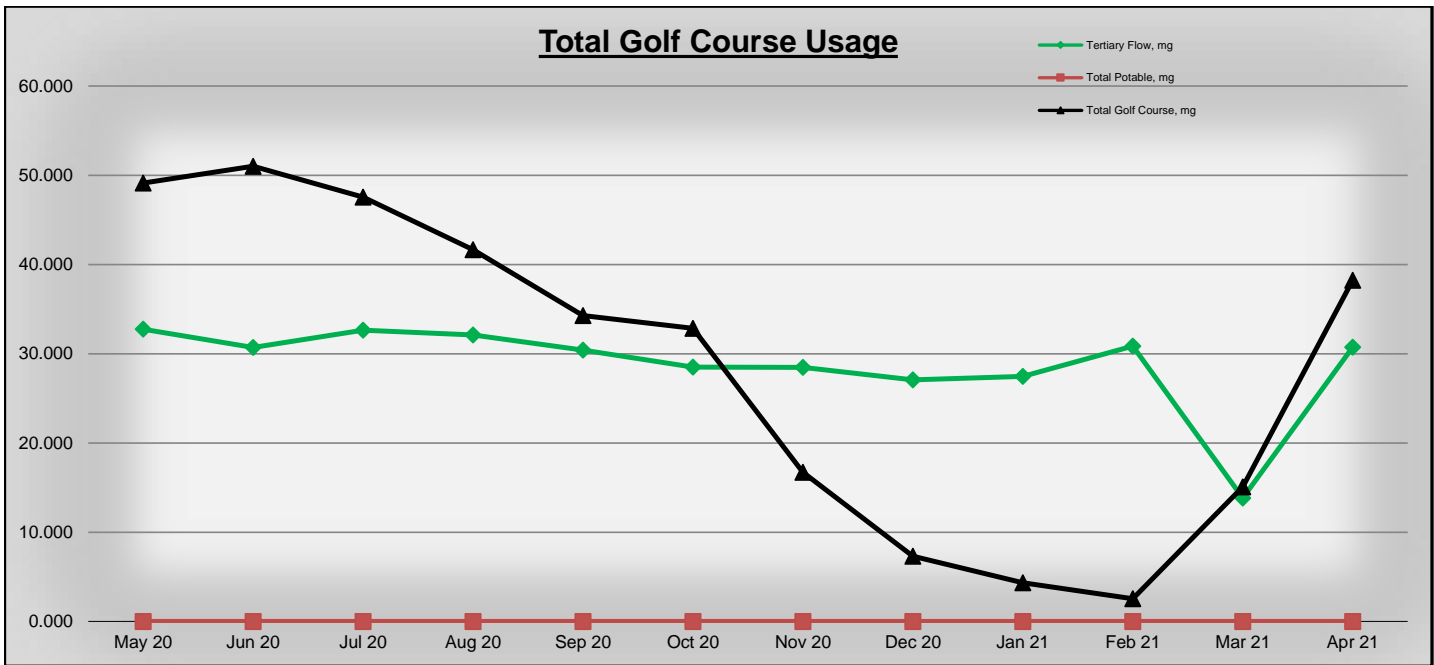
### kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	N/A	N/A	N/A

### MICROTURBINE SUMMARY

Month	Apr '21 kW-h	Mar '21	Feb '21	Jan '21	Accumulated Totals
Production,kW-h	31,694	29,055	22,833	21,019	1,009,589.00

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





## Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
Report for: March 2021	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.666	0.828	0.700	1.036	71.501	75.74	232.33
PBCSD Flow	10.230	0.330	0.278	0.436	28.499	34.58	106.06
<b>Total Plant Flow</b>	<b>35.896</b>	<b>1.158</b>	<b>0.978</b>	<b>1.472</b>	<b>100.00</b>	<b>110.32</b>	<b>338.39</b>
Tertiary Flow	13.835	0.814	0.268	1.150	38.542	72.13	221.27
Ocean Discharge	24.090	0.777	0.105	1.933	67.111	41.88	128.45
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	72.14MG (221.28acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.61 BG (26.43 K acre-ft.)
12 Month Rolling Total Reclamation Production	330.82 MG (1015.28 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Mar '21 kWh	Price per kWh	Mar'21	Feb'21	Jan'21	Dec'20
Secondary	93,461.00	\$ 0.173	\$ 16,198.02	\$ 15,090.53	\$ 18,806.56	\$ 16,496.43
Blowers	50,147.12	\$ 0.166	\$ 8,318.61	\$ 7,945.21	\$ 7,150.70	\$ 7,445.03
<b>CAWD Total</b>	<b>143,608.12</b>		<b>\$ 24,516.63</b>	<b>\$ 23,035.74</b>	<b>\$ 25,957.26</b>	<b>\$ 23,941.46</b>
Tertiary	44,758.00	\$ 0.205	\$ 9,180.31	\$ 14,362.85	\$ 12,382.80	\$ 13,365.15
MF/RO (2)	49,535.00	\$ 0.164	\$ 8,129.10	\$ 15,433.92	\$ 15,204.40	\$ 16,305.46
<b>Reclaim Total</b>	<b>94,293.00</b>		<b>\$ 17,309.41</b>	<b>\$ 29,796.77</b>	<b>\$ 27,587.20</b>	<b>\$ 29,670.61</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 14,998.21</b>	<b>Reclamation Total</b>		<b>\$ 26,837.83</b>

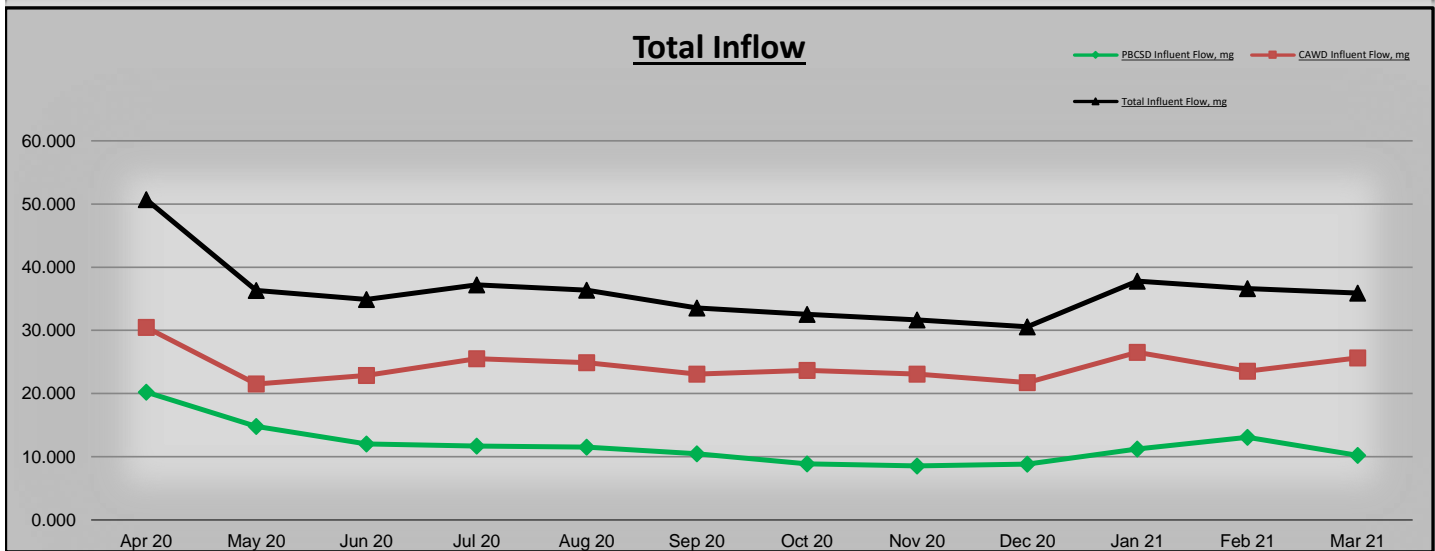
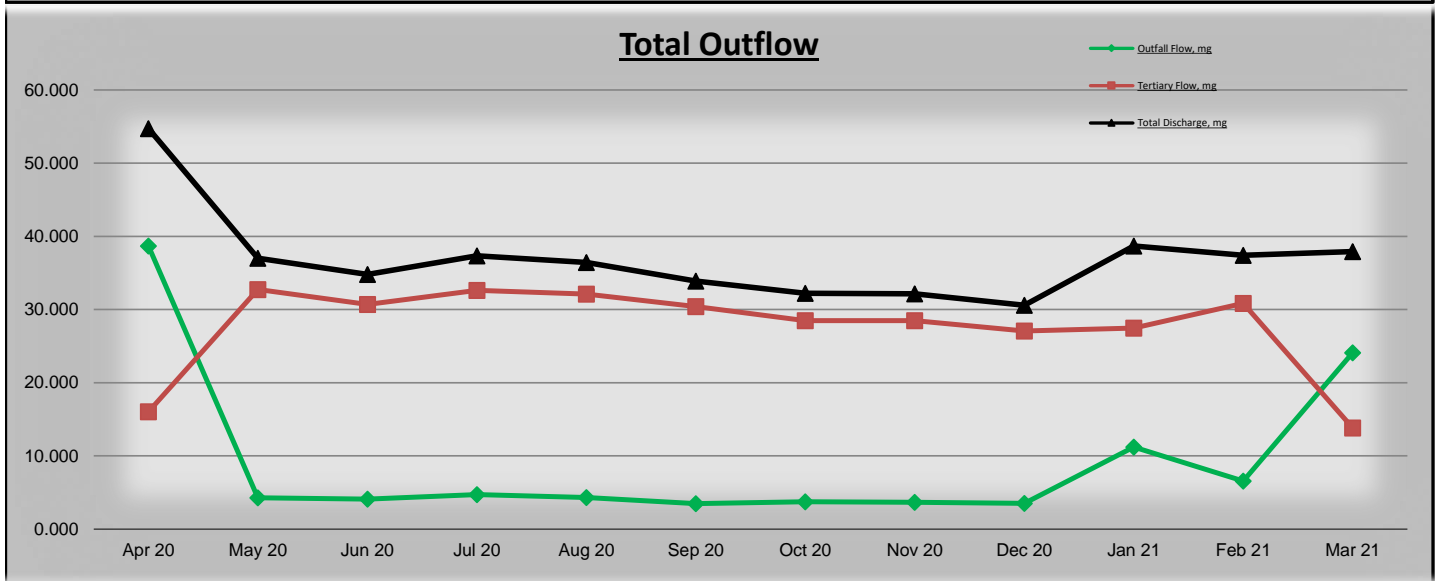
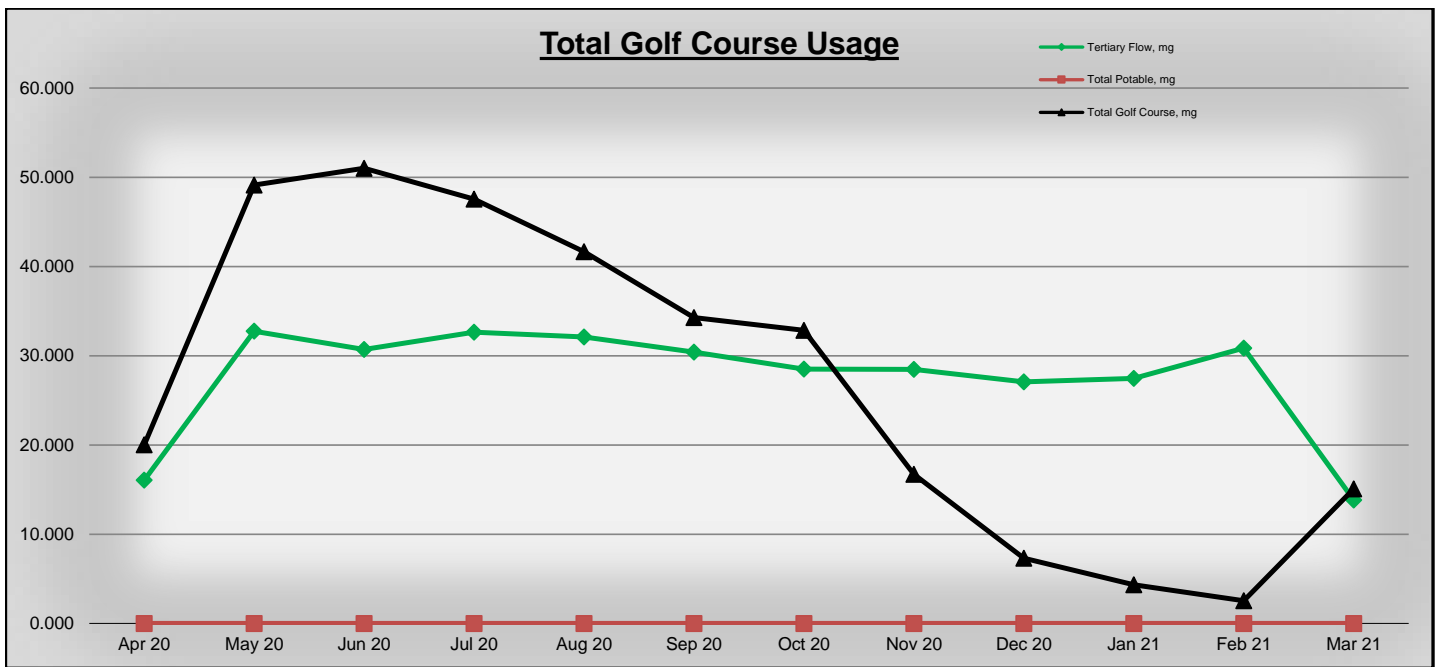
### kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	N/A	N/A	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	N/A	N/A	N/A

### MICROTURBINE SUMMARY

Month	Mar '21 kW-h	Feb '21	Jan '21	Dec'20	Accumulated Totals
Production,kW-h	29,055	22,833	21,019	24,832	977,895.00

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



# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: June 24, 2021

Subject: Monthly Report – May 2021

## RECOMMENDATION

Receive Report - Informational only; No action required.

## DISCUSSION

### LABORATORY REPORT

- Biobot Analytics continues to provide COVID-19 analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: [https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body\\_file-e72defec-6488-4185-b5f3-ab45b2fe531e](https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body_file-e72defec-6488-4185-b5f3-ab45b2fe531e).
- On May 10, 2021, laboratory staff returned to normal operations, the swing shift has ended.
- On May 19, 2021, laboratory staff received training from the Xylem representative on the Titroline 7800 auto titrator equipment.

### ENVIRONMENTAL COMPLIANCE REPORT

- Staff has been performing grease trap inspections and City of Carmel Stormwater Inspections.
- On May 12, 2021, Carmel Poke Co. was issued a notice of violation for \$75.00 for noncompliant excessive grease and not performing grease trap maintenance. The follow up inspection on May 20, 2021, established the grease trap was cleaned out and compliant.
- On May 20, 2021, Aabha Indian Cuisine was given a warning notice of violation for noncompliant excessive grease and not performing grease trap maintenance. A follow up inspection will be performed in June.

- On May's 25, 2021, Mountain Mike's Pizza was given a warning notice of violation for noncompliant excessive grease and not performing grease trap maintenance. A follow up inspection will be performed in June.

**Restaurant Inspection Table**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Forge in the Forest	Yes		
Carmel Poke Co.	No	Excessive grease, follow up inspection needed.	Follow up inspection grease trap compliant and clean.
Myo Yogurt	Yes		New business, performed dye test to grease trap.
Sur Restaurant	Yes		
Lafayette Bakery	Yes		
Wedgewood Banquet and Wedding	Yes		
Hacienda Carmel	Yes		
Del Mesa Carmel	Yes		
Aabha Indian Cuisine	No	Excessive grease, follow up inspection needed.	
Allegro's Pizza	Yes		
Pacific Meadows	Yes		
From Scratch Restaurant	Yes		
The Stationaery	Yes		
Mulligan's Public House	Yes		
Carmel Foundation	Yes		
Lugano's Swiss Bistro	Yes		
Mountain Mike's Pizza	No	Excessive grease in one of the grease traps, follow up inspection needed.	

**Grocery Store/Delicatessen Inspection Table**

<b>Grocery Store/Delicatessen</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Lucky's Supermarket	Yes		

**Restaurant Compliance Table**

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
March 2021	100	100
April 2021	100	100
May 2021	89	100

FUNDING – N/A – Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
		<b>Projects Implementation Plan Schedule</b>												
		<b>Treatment Plant Projects</b>												
18-01	1620.000	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	7/25/23	\$2,905,000	\$10,616,000	Bid Phase	Elec Rehab and Sludge Holding Tank Replacement Project					
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	7/30/21	\$240,000	\$364,715	SCADA Screens 80% Complete	SCADA Programming					
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/22	\$100,000	\$676,000	Purchasing Standby Gas Compressor	Microturbine Integration Project					
19-01	1630.000	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Waggoner	7/1/19	6/30/22	\$65,000	\$86,788	Minor Work Proceeding	Onsite Flood Mitigations (PARTIAL RECLAMATION)					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$0	\$213,000	Determining Tree Types / Final Landscape Plan for Interior	Perimeter Tree Plan and Implementation					
21-01	5982.004	WWTP Eucalyptus Pruning	Treanor	7/1/20	2/1/22	\$0	\$130,000	Biological Surveys / Pending Bidding for Work in Non-Nesting Season	WWTP Eucalyptus Pruning					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/22	\$0	\$0	Design/CEQA/ Developing Funding Agreement	Carmel River FREE Mitigation					
21-03	5500.006	Cathodic Protection Testing	Treanor	7/1/20	6/29/21	\$30,000	\$30,000	Testing Complete - Evaluation of Results Pending	Cathodic Protection Testing					
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$40,000	\$127,000	Materials Onsite Pending Installation in June	Aeration Basin Improvements					
		Perimeter Fencing	Foley	7/1/21	6/29/22	\$0	\$0	Inactive	Perimeter Fencing					
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	5/2/22				Treatment Plant Studies & O&M Manuals					
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$150,000	\$1,200,000	Draft Submitted to Coastal Commission	Coastal Hazards Monitoring Plan					
	5500.006	Long Term SLR Planning	Treanor	5/3/21	5/2/22	\$150,000	\$1,550,000	Inactive	Long Term SLR Planning					
		<b>Reclamation Projects</b>												
18-26	14777	RO Pretreatment Acid Tanks and Containment	Treanor	1/1/19	3/30/23	\$290,000	\$358,506	Bidding in July	RO Pretreatment Acid Tanks and Containment					
		SCADA Migration	Foley	7/1/21	6/30/22	\$0	\$0	Inactive	SCADA Migration					
		<b>Reclamation Studies</b>	Treanor	7/2/18	6/30/22				Reclamation Studies					
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/22	\$30,000	\$115,000	In Study Phase	Trussell MF/RO Performance Review					
	69200	Trussell Brine Dilution Study	Treanor	7/1/21	6/30/22	\$30,000	\$115,000	Contracting	Trussell Brine Dilution Study					
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$0	\$0	Inactive	Reclamation 15-Year Asset Management Assessment					
		<b>Collections Projects</b>												
19-02		Pretreatment Ordinance	Lather	11/15/19	5/14/21	\$0	\$0	Scheduling Committee Review	Pretreatment Ordinance					
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	In Design / CEQA	Carmel Meadows Sewer Replacement					
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Construction Starting July 1st	Upper Rancho Canada Pipe Relocation					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	12/10/21	\$0	\$0	Design by Owner Construction Planned Upon Completion of Annexation	Carmel Valley Manor Pipeline and Pump Station					
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	6/30/23	\$100,000	\$600,000	In Design	Bay/Scenic Pump Station Rehabilitation					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	2/5/21	6/30/22	\$200,000	\$1,400,000	In Design			Scenic Rd Pipe Bursting - Ocean to Bay			
21-02	6130.005	2021 Pipeline Spot Repairs	Lather	7/1/21	7/1/22	\$0	\$0	Bid/Award			2021 Pipeline Spot Repairs			
21-04	6140.005	Manhole Rehabilitation	Lather	7/1/21	7/1/22	\$0	\$0	Design In House			Manhole Rehabilitation			
		Pescadero Creek Area Pipe Rehab	Lather	7/1/21	6/30/23	\$0	\$0	Inactive			Pescadero Creek Area Pipe Rehab			
		Sewer Rehab-Mission & San Carlos From Ocean to 2nd	Lather	7/1/21	6/30/23	\$0	\$0	Inactive			Sewer Rehab-Mission & San Carlos From			
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress			River Watch Agreement			
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress			Collections 20-Year CIP			
		Assessment Districts/Annexations	Lather	8/2/18	3/1/23						Assessment Districts/Annexations			
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	7/30/21	\$0	\$50,000	Pending Recording By CA State			2020 Sphere of Influence Amendment and Annexation Proposal			
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	12/2/22	\$0	\$0	In Preliminary Design			Corona Road Assessment District			
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	9/2/21	\$0	\$0	Pending Annexation			Riley Ranch Annexation/Connection			
19-04		Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	3/11/21	3/1/23	\$0	\$0	In Study Phase			Carmel Highlands Sewer Collection System Expansion – Yankee P			

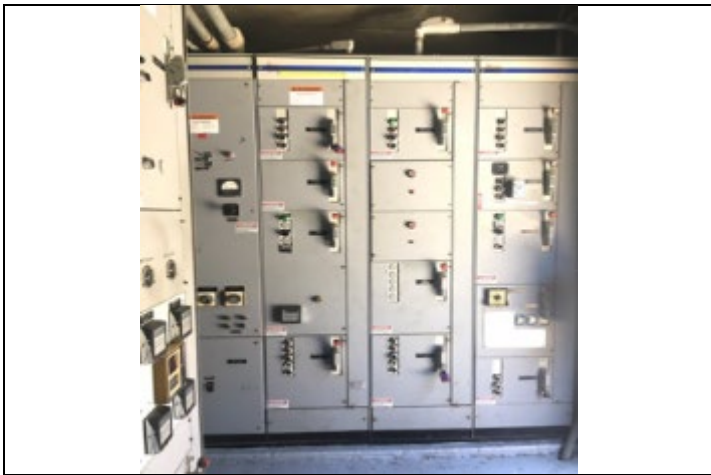


Photo: Existing Headworks Motor Control Center to Be Replaced in Project

<b>Project Number:</b>	<b>18-01</b>	
<b>Project Name:</b>	<b>WWTP - Mech/Elec Rehab &amp; Sludge Holding Tank Replacement Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Bid Phase	
<b>Project Description:</b>	The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$10,616,000	\$888,836
<b>Financial:</b>	FY Budget:	FY Spent:
	\$2,905,000	\$18,965
<b>Reclamation Share:</b>	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Cutover Coordination	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for 2021 through 2022</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: TBD	
<b>Contractor:</b>	TBD	

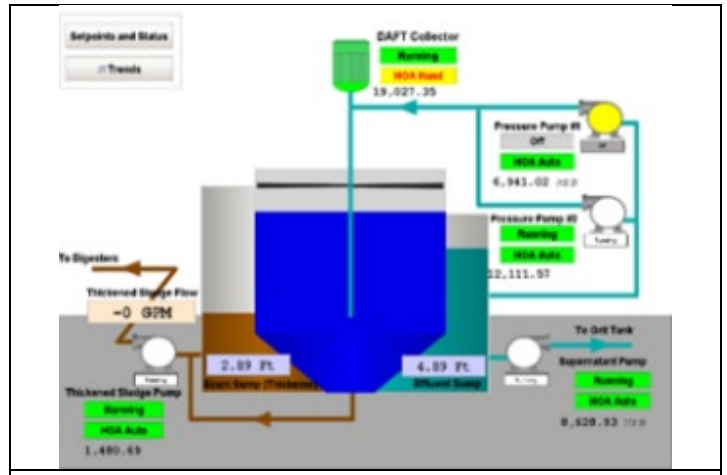


Photo: DAFT SCADA Overview

<b>Project Number:</b>	<b>18-05</b>	
<b>Project Name:</b>	<b>Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Foley	
<b>Status:</b>	SCADA Screens 80% complete	
<b>Project Description:</b>	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$364,715	\$169,856
<b>Financial:</b>	FY Budget:	FY Spent:
	\$240,000	\$66,285
<b>Reclamation Share:</b>	Partial Reclamation	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Existing SCADA to be migrated in FY 20/21.</li> </ul>	
<b>Consultants:</b>	Frisch Engineering	





Photo: Existing Gas Conditioning System

<b>Project Number:</b>		<b>18-11</b>	
<b>Project Name:</b>		<b>Microturbine Integration Project</b>	
<b>Project Location:</b>		Wastewater Treatment Plant	
<b>Project Manager:</b>		Treanor/Foley	
<b>Status:</b>		Purchasing Standby Gas Compressor	
<b>Project Description:</b>		Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.	
<b>Department:</b>		Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$676,000	\$55,114	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$100,000	\$34,333	
<b>Reclamation Share:</b>		N/A	
<b>Other Entities:</b>		N/A	
<b>Permits Required:</b>		Air Board Permit	
<b>Challenges:</b>		Complexity of System	
<b>Schedule:</b>		<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	
<b>Consultants:</b>		Frisch Engineering (programming)	
<b>Contractor:</b>		TBD	

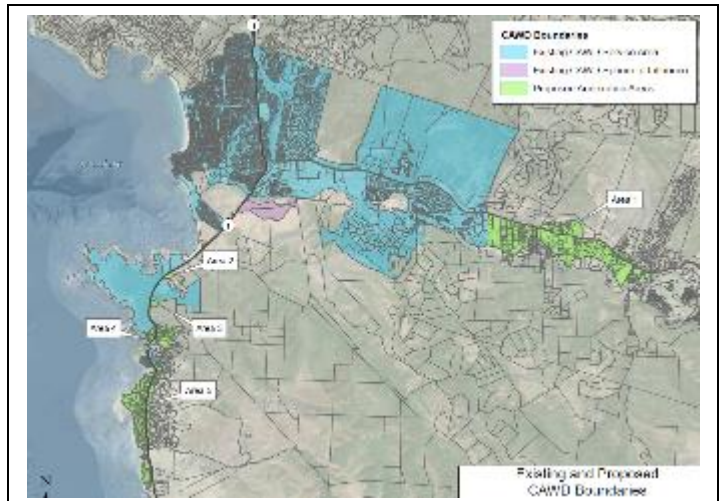


Photo: Areas of Potential Annexation

<b>Project Number:</b>		<b>18-21, 19-04, 19-05, 19-09</b>	
<b>Project Name:</b>		<b>2020 CAWD Sphere of Influence (SOI) Amendment &amp; Annexation Proposal</b>	
<b>Project Location:</b>		Collection System	
<b>Project Manager:</b>		Lathér	
<b>Status:</b>		Pending Recording by CA State	
<b>Project Description:</b>		The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.	
<b>Department:</b>		Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$105,000 (55K+50K)	\$51,767	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$0	\$26,527	
** No Budget included for Annexations b/c costs will be recouped through annexation fees.			
<b>Permits Required:</b>		Environmental Review, LAFCO Annexation Approval	
<b>Challenges:</b>		#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.	
<b>Schedule:</b>		LAFCO annexation hearing on 3-22-21. Approved with zero protests.	
<b>Consultant:</b>		Denise Duffy & Associates	



*Photo: Existing totes used for Sulfuric Acid storage and Feed*

<b>Project Number:</b>	<b>18-26</b>	
<b>Project Name:</b>	<b>RO Pretreatment Acid Tanks and Containment</b>	
<b>Project Location:</b>	Reclamation – MF/RO	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Bidding in August	
<b>Project Description:</b>	Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$358,506	\$68,506
<b>Financial:</b>	FY Budget:	FY Spent:
	\$290,000	\$0
<b>Reclamation Share:</b>	100%	
<b>Other Entities:</b>	Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	N/A	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• Bid Summer 2021</li> <li>• Construction 2021/2022</li> </ul>	
<b>Consultants:</b>	Trussell Technologies, Inc	
<b>Contractor:</b>	TBD	



*Photo: Eucalyptus trees on South Side of Treatment Plant*

<b>Project Number:</b>	<b>18-28</b>	
<b>Project Name:</b>	<b>Perimeter Tree Plan and Implementation</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Determining Tree Types / Final Landscape Plan for Interior	
<b>Project Description:</b>	Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$213,000	\$2,897
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• Study to occur in 2021</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	



Photo: Old Flood Door in Headworks Basement

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

PRE-TREATMENT ORDINANCE  
2020-XX



CARMEL AREA WASTEWATER DISTRICT

<b>Project Number:</b>	<b>19-02</b>	
<b>Project Name:</b>	<b>Pretreatment Ordinance</b>	
<b>Project Location:</b>	Pretreatment/Collections	
<b>Project Manager:</b>	Lathér/De Ocampo/Waggoner	
<b>Status:</b>	Under Committee Review	
<b>Project Description:</b>	Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	None	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• Committee review of Ordinance</li> </ul>	
<b>Consultants:</b>	None	
<b>Contractor:</b>	None	



*Photo: View gravity pipe in Carmel easement*

<b>Project Number:</b> 19-03		
<b>Project Name:</b> Carmel Meadows Sewer Replacement		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> In Design / CEQA		
<b>Project Description:</b> The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,259,102	\$356,969
<b>Financial:</b>	FY Budget:	FY Spent:
	\$185,445	\$130,433
<b>Permits Required:</b> Coastal Permit and Environmental Review		
<b>Challenges:</b> Redirecting the sewer to the pump station without requiring booster pumps for individual houses.		
<b>Schedule:</b> Design FY20/21. Construct FY21/22.		
<b>Consultants:</b> SRT Consultants		
<b>Contractor:</b> TBD		



*Photo: Entrance to Carmel Valley Manor*

<b>Project Number:</b> 19-08		
<b>Project Name:</b> Carmel Valley Manor Pipeline and Pump Station		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> Design by Owner – Construction Planned upon Completion of Annexation		
<b>Project Description:</b> Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$180
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$180
<b>Reclamation Share:</b>		0%
<b>Other Entities:</b>		
<b>Permits Required:</b> County Encroachment Permit, Environmental Review in process		
<b>Challenges:</b> Funding, Repayment Agreement, LAFCO annexation		
<b>Schedule:</b> 3-22-21 LAFCO hearing. Approved without Protest		
<b>Consultants:</b> MNS and Rincon are working for Carmel Valley Manor to permit and design the project.		
<b>Contractor:</b> N/A		



Photo: View of proposed sewer line realignment

<b>Project Number:</b>	<b>19-13</b>	
<b>Project Name:</b>	<b>Upper Rancho Cañada Pipe Relocation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lathér	
<b>Status:</b>	Construction Starting July 1 <sup>st</sup> 2021	
<b>Project Description:</b>	This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from a 12-inch to 8-inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.	
<b>Department:</b>	Collection	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,822,991	\$152,475
<b>Financial:</b>	FY Budget:	FY Spent:
	\$1,760,000	\$89,484
<b>Other Entities:</b>	Monterey Regional Park District	
<b>Permits Required:</b>	Environmental Review	
<b>Challenges:</b>	Providing a design that allows CAWD access to assets and is acceptable to the Park District.	
<b>Schedule:</b>	Design FY 19/20. Construct FY 20/21.	
<b>Consultants:</b>	MNS Engineering Rincon Environmental	



Photo: Existing air diffuser system

<b>Project Number:</b>	<b>19-19</b>	
<b>Project Name:</b>	<b>WWTP – Aeration Basin Improvements</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Waggoner	
<b>Status:</b>	Materials Onsite Pending Installation in June 2021	
<b>Project Description:</b>	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$127,000	\$9,030
<b>Financial:</b>	FY Budget:	FY Spent:
	\$40,000	\$9,030
<b>Reclamation Share:</b>	Estimated at 0% of project cost.	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Weather conditions and Scheduling	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• Design is complete</li> <li>• Materials ordered and received</li> <li>• Construction anticipated for Spring 2021</li> </ul>	
<b>Consultants:</b>	N/A	
<b>Contractor:</b>	TBD	

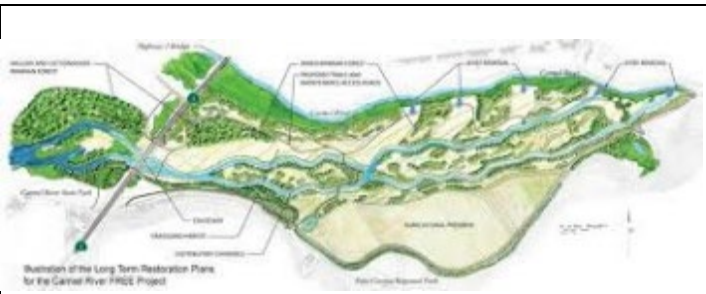


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<b>Project Number:</b> 19-21		
<b>Project Name:</b> Carmel River FREE Mitigation		
<b>Project Location:</b> Carmel River Lagoon		
<b>Project Manager:</b> Treanor		
<b>Status:</b> Design/CEQA/Developing Funding Agreement		
<b>Project Description:</b> The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.		
<b>Department:</b> Engineering		
<b>Financial:</b>	Grant Budget:	Cumulative Spent:
	\$750,000	\$217,963
<b>Financial:</b>	Grant FY Budget:	FY Spent:
	\$750,000	\$217,963
** Project is being funded by CRFREE initiated grants		
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Monterey County	
<b>Permits Required:</b>	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)	
<b>Challenges:</b>	Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Design and CEQA anticipated completion Summer 2021</li> <li>Construction anticipated in Summer 2022</li> </ul>	
<b>Consultants:</b>	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
<b>Contractor:</b>	Pending	



Photo: River Watch logo

<b>Project Number:</b> 20-05		
<b>Project Name:</b> River Watch Agreement		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> Work in Progress		
<b>Project Description:</b> Work with Collections to provide data that is needed to satisfy the milestones in the agreement with River Watch.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	N/A	N/A
<b>Financial:</b>	FY Budget:	FY Spent:
	N/A	N/A
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	River Watch	
<b>Permits Required:</b>	none	
<b>Challenges:</b>	CCTV scheduling deadlines. The Board agreed to increase staffing by 1 FTE to assist us in meeting the required schedule. New employee started 11-20-20. Received 1 yr. extension from River Watch due to COVID-19.	
<b>Schedule:</b>	Due date June 2023	
<b>Consultants:</b>		
<b>Contractor:</b>	N/A	

CIPW Collection Seps - CIP											
FY 2020/21 thru 2026/27											
Project #	PROJECT	2020	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
1	Carmel Meadows Pipeline (Carmel Oaks)	\$185,847	\$1,000,000								
2	Melvin Canyon Pipeline Pipe Relining	\$1,450,000									
3	Pipe Repair/Replace Pipe Replacement	\$3,790,000									
4	Pipe/Structure Rehabilitation	\$300,000	\$750,000	\$310,000							
5	Replace Pipe Materials - Ocean to Sea	\$300,000	\$500,000								
6	Rehabilitate Creek from Bay to Sea	\$250,000	\$1,250,000								
7	Chemical Injection at Inlet to Pump Station	\$70,000									
8	Water Valve PIs and Gates - South of Santa Lucia		\$700,000		\$200,000						
9	17th Street to Hill Road		\$700,000		\$700,000						
10	Central Woods Senior Rehabilitation					\$800,000	\$2,800,000				
11	Water Line PIs and Gates - Ocean to Sea					\$300,000	\$1,000,000				
12	Water Main Pipe Relining Hill to Hill					\$120,000	\$1,000,000				
13	Water Main Pipe Relining Hill to Hill					\$120,000	\$1,000,000				
14	Rehabilitate PS at Ocean to Sea					\$200,000	\$1,000,000	\$1,800,000			
15	Install Storm Water Retention 4th to 10th					\$700,000			\$850,000		
16	Storm Water and Sewerage Pipe Relining Ocean to Sea							\$120,000	\$1,000,000	\$1,000,000	
17	Water Main Relining Hill to Hill					\$700,000			\$1,000,000	\$1,000,000	
18	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
19	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
20	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
21	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
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117	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
118	Water Main Relining					\$700,000			\$1,000,000	\$1,000,000	
119	Water Main Relining					\$700,000			\$1,000,000		



Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>			<b>20-08</b>
<b>Project Name:</b>			<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>
<b>Project Location:</b>			Collection System
<b>Project Manager:</b>			Lathér
<b>Status:</b>			In Design
<b>Project Description:</b>			Replace approximately 4,950 linear feet of existing 6-inch clay pipe with a new 8-inch (HDPE) Includes manhole rehabilitation.
<b>Department:</b>			Collections
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	\$0
	\$1,400,000		
<b>Financial:</b>	FY Budget:	FY Spent:	\$0
	\$200,000		
<b>Reclamation Share:</b>			0%
<b>Other Entities:</b>			Carmel-by-the-Sea, Coastal
<b>Permits Required:</b>			Exemptions from CEQA & Coastal Commission
<b>Challenges:</b>			Traffic Control
<b>Schedule:</b>			Design 2021, Construct 2022
<b>Consultants:</b>			Pending
<b>Contractor:</b>			MNS



Photo: WWTP Aerial Showing Eucalyptus Trees Around Perimeter

<b>Project Number:</b>			<b>21-01</b>
<b>Project Name:</b>			<b>WWTP Eucalyptus Pruning</b>
<b>Project Location:</b>			Wastewater Treatment Plant
<b>Project Manager:</b>			Treanor
<b>Status:</b>			Biological Surveys / Pending Bidding for Work in Non-Nesting Season
<b>Project Description:</b>			Trim Eucalyptus Trees around WWTP to control overgrowth of trees and mitigate spread of non-native tree.
<b>Department:</b>			Treatment
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	\$0
	\$130,000		
<b>Financial:</b>	FY Budget:	FY Spent:	\$0
	\$130,000		
<b>Reclamation Share:</b>			0%
<b>Other Entities:</b>			N/A
<b>Permits Required:</b>			Coastal Commission Notification, County Tree Cutting Permit
<b>Challenges:</b>			
<b>Schedule:</b>			Tree Trimming anticipated during non-nesting season (fall-winter 21/22)
<b>Consultants:</b>			Burleson Consulting (Environmental Monitoring) Frank Ono (Arborist)
<b>Contractor:</b>			TBD





Photo: Sewer Line Repair

<b>Project Number:</b> 21-02		
<b>Project Name:</b> 2021 Pipeline Spot Repairs		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lathér		
<b>Status:</b> Re-bid		
<b>Project Description:</b> Repairs to damaged sections of pipe at various locations throughout the District as noted in sewer video inspections		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$150,000 (FY21-22)	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$150,000 (FY21-22)	\$0
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	none	
<b>Challenges:</b>	Traffic control in area of town, depth of repair.	
<b>Schedule:</b>	Complete by Sept 2021	
<b>Consultants:</b>	N/A	
<b>Contractor:</b>	N/A	



Photo: Impressed Current Rectifier

<b>Project Number:</b> 21-03		
<b>Project Name:</b> Cathodic Protection Testing		
<b>Project Location:</b> Treatment Plant		
<b>Project Manager:</b> Treanor		
<b>Status:</b> Testing Complete – Evaluation of Results Pending		
<b>Project Description:</b> Testing and evaluation of existing 50-year old impressed current cathodic protection system for WWTP Ocean Outfall, and improvements design.		
<b>Department:</b> Treatment		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$30,000	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$30,000	\$0
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	None	
<b>Schedule:</b>	Complete by June 2021	
<b>Consultants:</b>	Trident Corrosion Engineering	
<b>Contractor:</b>	N/A	

# STAFF REPORT



To: Board of Directors

From: Ed Waggoner  
Operations Superintendent

Date: June 24, 2021

Subject: Monthly Operations Report – May 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Plant Operation

#### Treatment Plant:

- The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of May. This includes the implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- (Project 18-05) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA)- Operations staff has been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.
- May 10, 2021, Operations and Laboratory staff returned to working day shift thus ending the swing shift operations.
- Staff completed installation of new polymer chemical feed unit at the Dissolved Air Floatation Thickener (DAFT). This new unit replaced a 20-year-old polymer unit that parts were no longer available for.

#### Reclamation:

- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration and Reverse Osmosis Systems.

- Staff completed Clean-in-Place (CIP) cleans on Microfiltration Cells 1, 2 and 3. All cells cleaned successfully with Trans Membrane Pressures (TMPs) ranging between 4.0 to 8.7 pounds per square inch (psi).
- Staff finished returning stored storm water from Anaerobic Digester #1 back into the treatment plant to be processed by the Reclamation Facility for golf course irrigation.

### **Training:**

- Staff is continuing to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for the Exposure Control Plan updates for the COVID-19 virus.
- Staff continues to participate in a scheduled tailgate safety meeting with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.
- Operations staff received in-house Mainsaver Inventory training on May 27 from the Maintenance staff.

### **Capital Improvement:**

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

### **Meetings Attended**

- May 5 Oversight Committee meeting via Zoom with Golf Course Superintendents from Pebble Beach Company for irrigation strategy on the golf courses for the month of May.
- May 19 Zoom meeting with Nick Becker, Pebble Beach Community Service District Engineer, concerning Supervisory Control And Data Acquisition (SCADA) Security.

## Discharge Permit Violations

- There were no Reclamation Permit 93-72 discharge violations for the month of April 2021.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of April 2021.
- Staff has received no feedback from Central Coast Regional Water Quality Control Board on the submitted Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996, as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is currently under review by the Central Coast Executive Officer to be certified for future use if needed.
- Staff submitted 4<sup>th</sup> quarter 2020 Polyfluoroalkyl Substances (PFAS) Order testing results to the State of California Water Board.
- Staff submitted 1<sup>st</sup> Quarter Report of 2021 tonnage and weight tickets of hauled Class B Biosolids to CalRecycle.
- Staff submitted to the California Water Board the updated Stormwater Pollution Prevention Plan (SWPPP) in May to the Storm Water Multiple Application and Report Tracking System (SMARTS) Database for approval.

## FUNDING

N/A-Informational item only

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: June 24, 2021

Subject: Monthly Maintenance Report – May 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress/Completed

- (Project 18-06) Blower and aeration basin Supervisory Control and Data Acquisition (SCADA) screens have been migrated. Improvements include automated lead/lag of the Turblex blowers, simplified alarming and better process control of the dissolved oxygen content in the aeration basins. Blower-Compressor-Vacuum (BCV) Systems provided a quote to perform further programming, maintenance optimization, training and optimization of the blower system. Staff is analyzing the project to determine the payback for further optimizing the programming.
- Update 2: A minor leak was discovered on an 8" pipe connection during the spot coating maintenance in the contact channel basement pipe gallery. Staff applied a temporary patch and the plant engineer recommended pipe wrapping as a permanent solution. Greg Ange has been planning this job including materials and coordination of the bypass piping. The final repair is scheduled for June 22<sup>nd</sup> and 23<sup>rd</sup>. Staff will also be removing unused piping and equipment as part of this project.
- (Project 18-11) A new gas compressor was ordered for the microturbine system. The existing gas compressor has been in operation for 15 plus years. The new gas compressor is slightly larger since the existing 10 horsepower compressor is obsolete. This will provide increased capacity so that more fuel can be provided to the microturbines while minimizing an increase in parasitic load. Analysis was performed by engineering and operations so the selected gas compressor would be sized for our food waste storage and 30-kilowatt(kW)/65kW generation.

## Upcoming Maintenance Projects

- The treatment plant electrical switchgear was de-energized on June 7<sup>th</sup> at 12:00AM. The switchgear was cleaned and inspected. Work was performed by operations, maintenance, and Bryan Mailey Electric.
- (Project 18-05) Frisch engineering updated Programmable Logic Controller code so alarms can be prioritized to call out staff after hours or provide notification that would be addressed on the next shift. This provides the capability to add warning alarms that are not critical without creating a call out.
- Load testing of the treatment plant standby generators and portable collection generators is being scheduled with Quinn Company. This testing can identify deficiencies that may not show up during no load testing.
- The automatic transfer switch (ATS) for Hacienda pump station arrived. It will replace the obsolete existing ATS with CAWD's standard Onan model. The generator will not be replaced at this time.

## Staff Development

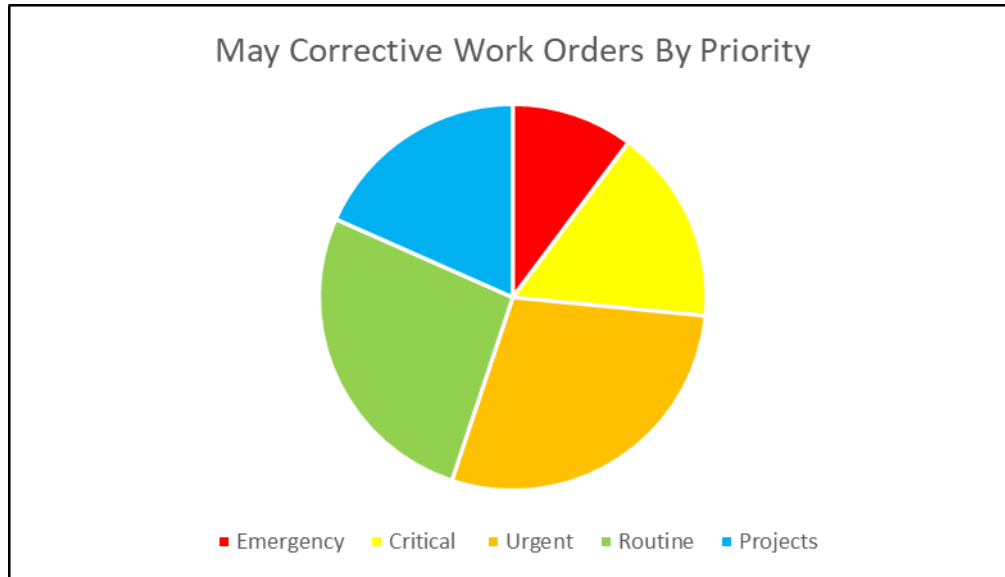
- Staff received platform demonstrations from ADP, BambooHR and Trakstar for performance management software along with timekeeping, time off, learning management and Human Resource (HR) information system. ADP provided the most features and lowest investment costs since CAWD currently uses the ADP payroll module. A second demonstration of the ADP system occurred on June 10<sup>th</sup> that included all management staff and our HR consultant. The next step will be to decide if the value justifies adding the module to our ADP payroll software license.
- Training was provided to operations staff on the Mainsaver preventative maintenance work order workflow. The goal of the training was to make it easier for staff to query assigned work orders and take a more distributed approach by assigning senior operators as planners based on process areas. This will decrease the possibility of duplicating work and speed up the review process of completed work orders before closing.

## Work Order Metrics

### Preventive Maintenance

Total Work Orders Generated	415
Total Work Orders Closed/Done	398
Total Work Orders Still Open	17
Percentage of Work Orders Completed	95.90%

### Corrective Maintenance



Emergency	5
Critical	8
Urgent	14
Routine	13
Projects	9

### FUNDING

N/A- Informational item only

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: June 25, 2021  
Subject: General Engineering

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

This report is provided to update the Board on current engineering activities during the months of May and June.

### General Engineering

The Principal Engineer continues to work on projects related to the 2021 Annexation, including Yankee Point, Carmel Valley Manor and Corona Road. The project kick-off meeting for the Corona Road project is scheduled for June 18, 2021.

Carmel Valley Manor (CVM) is continuing to work on their project to connect to the Carmel Area Wastewater District (District) and plan to start construction in the summer 2021. They have submitted 100% of plans and specification for review by staff. They are working on the following: the easement agreement for the pump station located on the Quail Lodge property, working with our attorneys to develop a repayment plan with CAWD for future connections to the pipeline, and have been working with the Principal Engineer to calculate their connection fee. There has been a great deal of interest by owners adjacent to this project and connecting to the sewer.

The Yankee Point/Spindrifft study is being conducted by MNS Engineers. A report has not been presented to District staff at this time.

The Upper Rancho Cañada pipeline replacement project has been awarded to Graniterock and construction is planned to commence in mid-July.



The Pretreatment Ordinance has been provided to the Ordinance Committee for review and the committee is scheduled to meet on June 10, 2021.

Utilizing our recently developed manhole inspection geographic information system (GIS) application, we have determined that 8 manholes on 2<sup>nd</sup> Avenue that are located near Pescadero Creek should be lined soon. They are all brick manholes that are over 80 years old and rated as in "Poor" condition. The project was completed during the week of June 14, 2021, by Express Sewer and Drain, Inc. who are certified applicators of the lining product. The rehabilitation work utilized a monolithic spray application of a high-build, rigid, and solvent free polyurethane coating.

### **Meetings**

The Principal Engineer continues to attend meetings and actively participate in the review and comments of the proposed updated Sanitary Sewer System Waste Discharge Regulation for collections systems.

As the Collections Committee Chair, the Principal Engineer led the committee meeting for the California Water and Environment Association (CWEA) annual conference on June 7, 2021.

### **FUNDING**

N/A- Informational item only

# Resolutions

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24, 2021

Subject: Certification of Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges for FY 2021-22

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges.

## DISCUSSION

District user fees are collected using the County tax rolls, and in order to ensure that the provisions of Proposition 218 are being addressed by the District, the Monterey County Auditor requires certification of compliance with the Proposition, including a hold harmless and indemnification provision for administrative expenses to the County associated with collection of user fees. This certification is required each year on or before August 1 before the processing of the secured tax roll bills for the coming fiscal year.

## FINANCIAL

None

RESOLUTION NO. 2021-27

A RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT  
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS AND  
PROPERTY RELATED FEES AND CHARGES

-oOo-

WHEREAS, the Carmel Area Wastewater District (“Public Agency”) requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property related Fees or Charges identified in Exhibit “A” on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2021-22.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit “A,” regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.
2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees and agents, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost and risk, each and every action, suit or other proceeding brought against the County of Monterey, its officers, employees and agents for every claim, demand or challenge to the levying or imposition of the

general or special taxes, assessments, or property related fees or charges identified in Exhibit "A" and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees and agents on every such action, suit or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

EXHIBIT "A"  
TO  
RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT  
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND  
PROPERTY RELATED FEES AND CHARGES

FISCAL YEAR 2021-22

GENERAL TAXES: None

SPECIAL TAXES: None

ASSESSMENTS: None

FEES OR CHARGES:

1. Levied as an incident of property ownership: Sewer service user charges and sewer connection fees.
2. Other: None

# Staff Report



To: Board of Directors

From: Barbara Buikema, General Manager

Subject: 2021-22 Property Tax Appropriations Limit

Date: June 24, 2021

## RECOMMENDATION

It is recommended that the Board adopt a resolution determining the fiscal year 2021-22 tax proceeds appropriation limit to be \$2,530,291 based on the California Per Capita Income factor and the County of Monterey Population factor.

## DISCUSSION

Article XIII B of the California Constitution specifies that appropriations made by State and local governments may increase annually by a factor composed of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction. Proposition 111 now requires a recorded vote of the Board regarding which of the annual adjustment factors have been selected each year. Pursuant to Government Code Section 37200, the Appropriations Limit and the total Appropriations Subject to Limitation must be published in the annual budget. The adoption must be done at a regular meeting or noticed special meeting. The documentation used to compute the limit must be available to the public at least 15 days prior to the meeting. Once adopted, the public has 45 days to initiate judicial action regarding the Limit. An information form must be submitted to the State Controller's Office no later than 90 days after the start of each fiscal year.

Property taxes received may be reduced by qualified capital outlay with a useful life of 10 years and a value of at least \$100,000.

Data received from the State for purposes of computation follows:

California per capita personal income change for 2021-22	5.73%
Population change for Monterey County 1-1-20 to 1-1-21	
Carmel-by-the-Sea	-0.42%
Unincorporated	-0.20%
Change in local assessment role for nonresidential construction	Not available.

## **SUMMARY**

The attached schedule shows that the Carmel Area Wastewater District is in compliance with the appropriation limit for the 2021-22 fiscal year.



**CARMEL AREA WASTEWATER DISTRICT  
SCHEDULE OF NET PROCEEDS OF PROPERTY TAXES  
UNDER/(OVER) APPROPRIATIONS LIMIT**

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Estimated 2020-21	Estimated 2021-22
PROPERTY TAXES RECEIVED	1,569,277	1,529,137	1,621,571	1,736,624	1,823,473	1,941,135	2,050,675	2,140,553	2,235,712	2,258,069
LESS: EXPENDITURES NOT SUBJECT TO APPROPRIATIONS LIMIT:										
1. QUALIFIED CAPITAL OUTLAY	(13,810)	(714,013)	(1,163,737)	(5,104,508)	(4,295,754)	(2,903,748)	(1,476,444)	(2,098,276)	(280,205)	(2,607,970)
<b>(1) NET PROCEEDS SUBJECT TO LIMIT</b>	<b>1,555,467</b>	<b>815,124</b>	<b>457,834</b>	<b>(3,367,884)</b>	<b>(2,472,281)</b>	<b>(962,613)</b>	<b>574,231</b>	<b>42,277</b>	<b>1,955,506</b>	<b>(349,901)</b>
LESS: OPERATING EXPENDITURES UNEXPENDED PROCEEDS OF TAXES BEFORE INTEREST ALLOCATION.....	(1,555,467)	(815,124)	(457,834)	3,367,884	2,472,281	962,613	(574,231)	(42,277)	(1,955,506)	349,901
INTEREST ALLOCATION (NOTE 2)	-0-	-0-	0	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>UNEXPENDED PROCEEDS OF TAXES..</b>	<b>-0-</b>	<b>-0-</b>	<b>0</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>(2) APPROPRIATIONS LIMIT (below)</b>	<b>1,739,798</b>	<b>1,843,690</b>	<b>1,856,924</b>	<b>1,927,858</b>	<b>2,036,260</b>	<b>2,132,512</b>	<b>2,214,312</b>	<b>2,311,061</b>	<b>2,403,256</b>	<b>\$2,530,291</b>
NET PROCEEDS OF TAXES UNDER (OVER) APPROPRIATIONS LIMIT										
<b>LINE (1) ABOVE MINUS LINE (2) ABOVE..</b>	<b>184,331</b>	<b>1,028,565</b>	<b>1,399,089</b>	<b>5,295,742</b>	<b>4,508,541</b>	<b>3,095,125</b>	<b>1,640,081</b>	<b>2,268,784</b>	<b>447,750</b>	<b>2,880,192</b>

**A plus figure on the above line indicates that the District is in compliance.**

THE DISTRICT HAS FAILED TO COMPLY WITH THE APPROPRIATIONS LIMIT IN ONLY ONE YEAR - 1991/92. THE LAW STATES THAT ANY EXCESS OF TAXES RECEIVED DURING ONE YEAR MAY BE OFFSET BY THE OPPOSITE SITUATION THE FOLLOWING YEAR. DIEHL, EVANS & CO., CONSULTANTS VERIFIED ALL COMPLIANCE FIGURES FOR THE YEARS PRIOR TO 1991/92. THE SAME FORMULA USED BY DIEHL, EVANS IN THEIR COMPUTATIONS FOR YEARS PRIOR TO 1991/92 IS USED ABOVE. BASICALLY, PROPERTY TAXES NOT EXPENDED (REDUCED BY QUALIFIED CAPITAL OUTLAY AND OPERATING EXPENSES) IN EXCESS OF THE LIMIT MUST BE RETURNED TO THE STATE UNLESS OFFSET BY AN EQUAL AMOUNT IN THE FOLLOWING YEAR.

**NOTE 1: QUALIFIED CAPITAL OUTLAY:**

Beginning in fiscal year 1990-91, the District may offset proceeds of taxes by expenditures for "qualified capital outlay", which is defined as expenditure for assets with a useful life of 10 years or more and a value of \$100,000. The District's sewer replacement projects and Secondary Improvement projects are shown here.

**NOTE 2: INTEREST ALLOCATION:**

For purposes of this schedule, it has been assumed that the District expends proceeds of taxes upon receipt, for operating expenditures, before expending non-proceeds of taxes. Accordingly no interest income has been allocated to proceeds of taxes.

Schedule A

**CARMEL AREA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT CALCULATIONS**

Fiscal Year	Inflation Factor U.S. CPI	California Per Capita Income	County of Monterey Population Factor	Combined Factor	Cumulative Factor	Approp. Limit
1979-80	1.1017	-	1.0140	1.1171	1.1171	\$285,716
1980-81	-	1.1211	1.0158	1.1388	1.2722	\$325,373
1981-82	-	1.0912	1.0169	1.1096	1.4116	\$361,033
1982-83	1.0679	-	1.0043	1.0725	1.5139	\$387,172
1983-84	-	1.0235	1.0195	1.0434	1.5796	\$404,029
1984-85	1.0474	-	1.0159	1.0641	1.6808	\$429,927
1985-86	1.0374	-	1.0230	1.0613	1.7838	\$456,282
1986-87	1.0230	-	1.0346	1.0584	1.8879	\$482,929
1987-88	1.0304	-	1.0151	1.0460	1.9747	\$505,144
1988-89	1.0393	-	1.0213	1.0614	2.0960	\$536,210
1989-90	1.0498	-	1.0088	1.0590	2.2198	\$567,846
1990-91	-	1.0421	1.0162	1.0590	2.3507	\$601,349
1991-92	-	1.0414	1.0265	1.0690	2.5129	\$642,842
1992-93	-	0.9936	1.0229	1.0464	2.5541	\$653,252
1993-94	-	1.0272	1.0253	1.0532	2.6899	\$687,997
1994-95	-	1.0071	1.0369	1.0443	2.8091	\$718,472
1995-96	-	1.0472	1.0197	1.0678	2.9996	\$767,206
1996-97	-	1.0467	1.0096	1.0567	3.1699	\$810,744
1997-98	-	1.0467	1.0174	1.0649	3.3756	\$863,371
1998-99	-	1.0415	1.0470	1.0905	3.6810	\$941,464
1999-00	-	1.0453	1.0293	1.0759	3.9604	\$1,012,946
2000-01	-	1.0491	1.0305	1.0811	4.2816	\$1,095,094
2001-02	-	1.0782	1.0173	1.0969	4.6963	\$1,201,157
2002-03	-	0.9873	1.0135	1.0006	4.6993	\$1,201,912
2003-04	-	1.0231	1.0111	1.0345	4.8612	\$1,243,325
2004-05	-	1.0328	1.0156	1.0489	5.0990	\$1,304,139
2005-06	-	1.0526	1.0013	1.0540	5.3741	\$1,374,521
2006-07	-	1.0396	1.0038	1.0436	5.6083	\$1,434,425
2007-08	-	1.0442	1.0067	1.0512	5.8955	\$1,507,862
2008-09	-	1.0429	1.0156	1.0592	6.2443	\$1,597,081
2009-10	-	1.0062	1.0145	1.0208	6.3741	\$1,630,284
2010-11	-	0.9746	1.0137	0.9880	6.2973	\$1,610,642
2011-12	-	1.0251	1.0063	1.0316	6.4961	\$1,661,471
2012-13	-	1.0377	1.0091	1.0471	6.8023	\$1,739,798
2013-14	-	1.0512	1.0081	1.0597	7.2085	\$1,843,690
2014-15	-	0.9977	1.0095	1.0072	7.2602	\$1,856,924
2015-16	-	1.0382	1.000	1.0382	7.5376	\$1,927,858
2016-17	-	1.0537	1.0024	1.0562	7.9614	\$2,036,260
2017-18	-	1.0369	1.01	1.0473	8.3377	\$2,132,512
2018-19	-	1.0367	1.0016	1.0384	8.6576	\$2,214,312
2019-20	-	1.0385	1.005	1.0437	9.0358	\$2,311,061
2020-21	-	1.0373	1.0025	1.0399	9.3963	\$2,403,256
2021-22	-	1.0573	0.9958	1.0529	9.8930	\$2,530,291

RESOLUTION NO. 2021-28

A RESOLUTION DETERMINING THE FISCAL YEAR 2021-22  
TAX PROCEEDS APPROPRIATION LIMITATION FOR THE  
CARMEL AREA WASTEWATER DISTRICT

-oOo-

WHEREAS, Article XIII-B of the California Constitution provides that there shall be specified appropriations limits for each entity of local government, with permitted annual adjustments of same; and

WHEREAS, pursuant to Government Code §37200 the appropriations limit and the total appropriations subject to limitation must be published in the annual budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District (District) that, on the basis of appropriation limit calculations which are on file and available in the office of the Secretary of the District, and which include the selected annual adjustment factors of a) the state per capita personal income change and b) the Monterey County population change, the District hereby determines the maximum limit applicable to the appropriation of tax proceeds, other than for debt service, by the District for the fiscal year 2021-22, to be the sum of \$2,530,291.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

# Staff Report

To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: June 24, 2021  
Subject: 2021-22 Budget



## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the adoption of the Carmel Area Wastewater District (District) Annual Budget for the fiscal year 2021-22.

## DISCUSSION

A Preliminary draft budget was presented to the Board at its March 27, 2021, meeting. The preliminary draft was the basis for the Prop 218 Notice that was mailed to the owners of all parcels of record that receive service in the District in early May.

For a summary of the budget you are directed to Volume 1 sections Budget Message and Budget Summary. The information presented there reviews the changes that occurred during the current year and the plan for the upcoming year.

There were a considerable number of changes that occurred subsequent to the review of the Preliminary Budget. Total dollar difference from Preliminary Budget resulted in a decrease of \$3,088,708 in total expenditures.

As per the Board request, attached is a recap of changes made to the Preliminary Budget.

## FUNDING

Summary of changes from 2021-22 Preliminary Budget:

Category	Preliminary Budget	Final Budget	Change	Comments
<b>Operating Budget</b>				
<b>Treatment</b>				
Property Insurance	0	13,000	13,000	Adjust per advice from CSRMA to anticipate 50% increase
General Liability	52,000	91,500	39,500	Adjust per advice from CSRMA to anticipate 50% increase
<b>Maintenance</b>				
Auto Insurance	1,800	17,500	15,700	Adjust per advice from CSRMA to anticipate 50% increase
Network Services	14,000	31,700	17,700	Increased costs for network security
Plant tree trimming	180,000	130,000	(50,000)	Received lower estimate from tree trimming service
<b>Collection</b>				
Vehicle Insurance	7,100	7,500	400	Adjust per advice from CSRMA to anticipate 50% increase
General Liability	35,000	37,500	2,500	Adjust per advice from CSRMA to anticipate 50% increase
Sewer lines	15,000	150,000	135,000	Move \$75K from CIP schedule & add \$60K
Manholes	55,000	205,000	150,000	Move \$150K from CIP schedule

**Capital Budget**

Collection Equip					
Pump Round truck	82,508	0	(82,508)	Vehicle was received prior to 20-21 year end	
Collection Long Term					
Manhole Rehab	150,000	0	(150,000)	Transferred to O&M	
Spot Repair Projects	75,000	0	(75,000)	Transferred to O&M	
Carmel Meadows	1,500,000	150,000	(1,350,000)	Engineering/Environmental in 2021-22 and the construction in FY22-23	
Treatment Long Term					
WWTP Elec/Mech Design	10,000	0	(10,000)	Engineer refined costs as design nears completion	
WWTP Elec/Mech Rehab	450,000	625,000	175,000	Engineer refined costs as design nears completion	
Fish Passage Grant Funding	0	30,000	30,000	Fish Passage Assessment by Waterways Consulting, Inc.	
	(1,000,000)	(2,950,000)	(1,950,000)	Assumed grant funding for CRFREE	
<b>TOTAL CHANGES</b>			<b>(3,088,708)</b>		

**Resolution No. 2021-29**  
**Adopting the Budget for the Fiscal Year 2021-22**

WHEREAS, the public necessity and convenience require that the Carmel Area Wastewater District shall have sufficient funds for its administration, operation, maintenance, replacement, and construction:

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That funds be raised to provide for the following estimated expenditures:

**Operating Expenditures**

Salaries, Payroll Taxes & Employee Benefits	3,817,466.00	
Other Operating & Maintenance Expense	4,678,495.00	
		8,495,961.00

**Capital Asset Expenditures**

Capital Improvement Projects for Treatment	50,000.00	
Capital Improvement Projects LTC - Plant	5,595,000.00	
Capital Improvement Project for Maintenance	24,000.00	
Capital Improvement Projects for Collection	4,060,000.00	
Capital Improvement Projects for Admin	66,691.00	
Capital Equipment Outlay	13,500.00	
		9,809,191.00

**Non-Operating Expenditures**

Ion Chromatograph Lease Service	0.00	
Highlands Project Debt Service	212,906.00	
		212,906.00

**Non-Cash Item**

Reserve for Depreciation & Amortization		2,673,860.00
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Total Budgeted cash & non-cash Expenditures		21,191,918.00
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2. That the following are sources of revenue to fund the above expenditures:

**Operating Revenues**

User Fees	8,677,198.00	
PBCSD Treatment Fees	1,158,000.00	
Reclamation Project Share of O & M	611,410.00	
Other Revenues	10,000.00	
		10,456,608.00

**Non-Operating Revenues**

Interest Earned	450,000.00	
Property Taxes	2,100,000.00	
Other Misc Income	84,000.00	
Highlands Inn Assessment Revenue	212,900.00	
		2,846,900.00

**Capital Revenues**

Connection Fees & Permits	20,000.00	
PBCSD One Third Share CIP & Equipment	1,752,829.00	
Reclamation Project reimbursement	207,750.00	
		1,980,579.00

**Resolution No. 2021-29  
Adopting the Budget for the Fiscal Year 2021-22**

Total Revenue		<b>15,284,087.00</b>
Appropriation of Capital Replacement Funds to Balance Budget		5,907,831.00
Appropriation of Capital Replacement Funds to Balance Budget Before Depreciation	283,971.00	
Grant Funding	2,950,000.00	
Total Budgeted Revenues and Appropriations		<b>21,191,918.00</b>

**I HEREBY CERTIFY** that the foregoing is a full, true and correct copy of a Resolution duly adopted and passed by the Board of Directors of the Carmel Area Wastewater District, Monterey County, California at a Regular Meeting held on the 24th day of June, 2021, by the following vote:

AYES: BOARD MEMBERS: \_\_\_\_\_

NOES: BOARD MEMBERS: \_\_\_\_\_

ABSENT: BOARD MEMBERS: \_\_\_\_\_

ABSTAIN: BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
President of the Board  
Carmel Area Wastewater District

ATTEST:

\_\_\_\_\_  
Secretary of the Board



# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24,2021

Subject: Designation of Classification Titles and Providing for the Number of Positions and Salary Ranges

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution designating the Classification Titles in the Carmel Area Wastewater District and providing for the number of positions and monthly salary ranges.

## DISCUSSION

The attached resolution reflects the results of employee negotiations and has been approved by the Salary and Benefits Committee.

The agreed upon Cost-of-Living Adjustment (COLA) increase for 2021-22 is 1.1%. The Bureau of Labor Statistics posted Consumer Price Index for San Francisco-Oakland-Hayward for October 2020 is 1.1%.

The most recent Bureau of Labor Statistics data sheet for the San Francisco-Oakland-Hayward region is attached for informational purposes. Note: for negotiations it has been long standing practice to utilize the October 12-month COLA. The October 2020 number was used for fiscal year 2021-22 and we will use the number posted in October 2021 for fiscal year 2022-23.

## FINANCIAL

The 2021-22 Budget provides for a 1.1% COLA as negotiated.

**Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2017		2018		2019		2020		2021	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February .....	0.8	3.4	1.4	3.6	0.5	3.5	0.9	2.9	0.5	1.6
April .....	1.1	3.8	0.8	3.2	1.2	4.0	-0.5	1.1	1.7	3.8
June .....	0.3	3.5	0.9	3.9	0.2	3.2	0.7	1.6		
August .....	0.2	3.0	0.6	4.3	0.1	2.7	0.0	1.6		
October .....	0.6	2.7	0.7	4.4	1.0	3.0	0.5	1.1		
December .....	-0.1	2.9	0.1	4.5	-0.5	2.5	0.4	2.0		

RESOLUTION NO. 2021-30  
 DESIGNATING CLASSIFICATION TITLES IN THE  
 CARMEL AREA WASTEWATER DISTRICT  
 AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
 MONTHLY SALARY RANGES

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

Section 1. That the "Positions", "Classification Titles" and "Salary Ranges and Steps" enumerated below are hereby adopted for positions of employment in the Carmel Area Wastewater District:

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Administration</b>							
1	n/a	General Manager	<i>Negotiated with Board of Directors</i>				
1	26	Principal Accountant	8,300.00	8,715.00	9,150.75	9,608.28	10,088.70
2	16	Administrative Assistant/Board Clerk	6,483.94	6,808.13	7,148.54	7,505.97	7,881.27
<b>Engineering</b>							
1	37	Principal Engineer	10,890.31	11,434.83	12,006.57	12,606.90	13,237.24
1	37	Plant Engineer	10,890.31	11,434.83	12,006.57	12,606.90	13,237.24
<b>Treatment Plant Operations</b>							
1	32	Operations Superintendent	9,625.45	10,106.72	10,612.06	11,142.66	11,699.79
1	32	Maintenance Superintendent	9,625.45	10,106.72	10,612.06	11,142.66	11,699.79
0	31	Associate Engineer	9,390.68	9,860.22	10,353.23	10,870.89	11,414.43
1	26	Operations Supervisor	8,300.00	8,715.00	9,150.75	9,608.28	10,088.70
1	24	Laboratory Supervisor	7,900.06	8,295.06	8,709.81	9,145.30	9,602.57
3	20	Senior Operator	7,157.06	7,514.92	7,890.67	8,285.20	8,699.46
1	19	Safety/Regulatory Compliance Administrator I	6,982.49	7,331.61	7,698.19	8,083.10	8,487.26
2	19	Laboratory Analyst II/Environmental Inspector	6,982.49	7,331.61	7,698.19	8,083.10	8,487.26
1	18	Maintenance Mechanic III	6,812.19	7,152.80	7,510.44	7,885.96	8,280.26
3	17	Plant Operator II	6,646.04	6,978.34	7,327.26	7,693.62	8,078.30
0	16	Laboratory Analyst I/Environmental Inspector	6,483.94	6,808.14	7,148.54	7,505.97	7,881.26
1	16	CMMS-Plant Administrative Coordinator	6,483.94	6,808.14	7,148.54	7,505.97	7,881.26
1	15	Maintenance Mechanic II	6,325.80	6,642.09	6,974.19	7,322.90	7,689.04
0	14	Maintenance Worker II	6,171.51	6,480.08	6,804.09	7,144.29	7,501.51
0	12	Plant Operator I	5,874.13	6,167.84	6,476.23	6,800.04	7,140.04
0	12	Maintenance Mechanic I	5,874.13	6,167.84	6,476.23	6,800.04	7,140.04
0	9	Maintenance Worker I	5,454.72	5,727.46	6,013.83	6,314.52	6,630.25
<b>Collection Maintenance</b>							
1	32	Collection System Superintendent	9,625.45	10,106.72	10,612.06	11,142.66	11,699.79
4	18	Collection Worker III	6,812.19	7,152.80	7,510.44	7,885.96	8,280.26
0	11	Collection Worker II	5,730.85	6,017.41	6,318.28	6,634.19	6,965.89
0	6	Collection Worker I	5,065.25	5,318.50	5,584.43	5,863.66	6,156.84
1	6	Collection/Maintenance Utility Worker I	5,065.25	5,318.50	5,584.43	5,863.66	6,156.84
<b>28.0</b>	<b>Total Positions authorized</b>						

Section 2. That salaries paid to occupants of said positions shall be administered in accordance with Ordinance No. 97-2 titled "Personnel Policies".

Section 3. The Provisions hereof shall be in force and effect as of July 1, 2021

Section 4. That this resolution supercedes Resolution 20-40 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

\_\_\_\_\_  
 President of the Board

\_\_\_\_\_  
 Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24, 2021

Subject: Defend or Managed Retreat Reserve Account

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving a contribution of \$1,000,000 to the Special Reserve Fund named “Defend or Managed Retreat Restricted Reserve” for fiscal year 2021-22.

## DISCUSSION

At the March 2017 regular Board meeting there was a resolution passed to establish a “Defend or Managed Retreat Restricted Reserve” to allow the Carmel Area Wastewater District (District) options in coming to terms with sea level rise. The current balance of the reserve fund is \$3M. The initial funding goal was \$15,000,000 over 15 years.

The Budget Committee was given the task to annually review and decide as to future funding. This year during Budget Committee meetings the decision was made to recommend a contribution for fiscal year 2021-22 of \$1,000,000. This is the fifth year the Committee has recommended a contribution to the fund and it will bring the total fund balance to \$4M.

This dedicated reserve fund, combined with our Sea Level Rise Study prepared by Environmental Science Associates (ESA), serves notice to the public and regulatory agencies that the District is intent upon addressing the issue.

## FUNDING

There are enough funds in General Reserves to move into the Defend or Managed Retreat Restricted Reserve.

Estimated May 2021, financial statements

Cash Balances	\$ 42,812,140
Estimated June revenue	\$ 205,000
Estimated June expenditures	<u>\$ 382,800</u>
Est FY 2020-21 ending balance	\$ 43,399,940

Based on the estimate above, the projected year end position as follows:

Capital Fund	\$ 6,859,191
Capital Improvement Project Reserve	\$ 23,799,581
Operation & Maintenance Fund	\$ 8,495,691
Compensated Accruals	\$ 245,477
Defend or Managed Retreat Restricted Reserve	<u>\$ 4,000,000</u>
Est FY 2020-21 ending balance	\$ 43,399,940

Staff recommends that this contribution continue to be part of the annual budget process, first at the Budget Committee level and then followed with a presentation to the full Board.

RESOLUTION NO. 2021-31

A RESOLUTION APPROVING A CONTRIBUTION OF \$1,000,000 TO THE "DEFEND OR MANAGED RETREAT RESTRICTED RESERVE" AS PART OF THE BUDGET PROCESS FOR FY 2021-22

-oOo-

WHEREAS, the Board of Directors authorized the creation of a "Defend or Managed Retreat Restricted Reserve" in 2017 to enable the Carmel Area Wastewater District (District) to address the potential impacts surrounding sea level rise throughout the District's infrastructure; and.

WHEREAS, the Board of Directors agreed that any continued annual contributions be determined as part of the annual budget process with a recommendation by the Budget Committee; and

WHEREAS, the Budget Committee, as part of their process, determined that the fiscal year 2021-22 contribution should be \$1,000,000 and made this recommendation to the full board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby elect to contribute \$1,000,000 to the Defend or Managed Retreat Restricted Reserve as part of the Budget process for Fiscal Year 2021-22.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 24, 2021

Subject: Renew Human Resources (HR) Contract

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to renew a contract with Beth Ingram for contract HR services for fiscal year 2021-22 in an amount not to exceed \$65,000.

## DISCUSSION

Over the last several years the Carmel Area Wastewater District (CAWD) has made a concerted effort to improve our level of service. In addition to improving the physical plant we have worked to improve and encourage greater expertise at a staff level via both hiring decisions and training. This recommendation is in line with that strategy.

The cost of staying current means that overhead costs associated with performing HR services are typically high. A small business generally cannot afford this expense. Outsourcing allows us to reduce our costs by eliminating direct nonrevenue-generating back-office expenses. Further, HR outsourcing costs are variable and can be reduced when business needs warrant.

Staff recommends a renewed contract with Beth Ingram because she is well liked and received by our employees and has seamlessly joined the CAWD "team". We have worked with Ms. Ingram long enough that I believe she understands the shared vision at CAWD and the emphasis that is placed on employee relations. This coming year we will have a draft of an updated Employee Manual and a new Employee Survey.

## FINANCIAL

The 2021-22 Budget provides \$65,000 for "HR Consulting" expense under GL #5885

RESOLUTION NO. 2021-32

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO  
A CONTRACT WITH BETH INGRAM FOR HUMAN RESOURCE SERVICES IN  
AN AMOUNT NOT TO EXCEED \$65,000

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting June 24, 2021, that the Carmel Area Wastewater District (District) should outsource its Human Resource function; and

WHEREAS, the Board of Directors agrees that it will provide greater service to employees, reduce risk, and lowers costs if Human Resources is outsourced; and

WHEREAS, Beth Ingram has worked for the District since 2018 on a contract basis and her services have proven to be invaluable; and

WHEREAS, the Board of Directors agrees with the proposal to renew the contract to Beth Ingram and that there are sufficient funds of \$65,000 provided for in the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that the General Manager may sign a contract with Beth Ingram in an amount not to exceed \$65,000 for Human Resources consulting services.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

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

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Secretary to the Board



# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24, 2021

Subject: Central Coast Long-term Environmental Assessment Network (CCLEAN)  
Contract Award Recommendation – Applied Marine Sciences

## RECOMMENDATION

It is recommended that the board approve a contract with Applied Marine Sciences for CCLEAN Program Management in the amount of \$482,874 for the first year and \$494,072 for the second year.

## DISCUSSION

The CCLEAN is a long-term monitoring program designed to help municipal agencies and resource managers protect the quality of nearshore marine waters in the Monterey Bay area. Begun in 2001, CCLEAN studies the sources, amounts and effects of contaminants reaching nearshore waters. The Regional Water Quality Control Board has inserted a provision in the discharge permit of each wastewater treatment plant surrounding the Monterey Bay (City of Santa Cruz, City of Watsonville, Moss Landing Power Plant, Monterey One Water, Scotts Valley, and Carmel Area Wastewater District) that requires participation in CCLEAN.

The CCLEAN participants made a determination that a Request for Proposals (RFP) should be sent out to ascertain interest and costs in selecting a program manager. As lead agency, CAWD contacted a list of ten entities. We received only one response, Applied Marine Sciences.

An interview with Applied Marine Sciences occurred on June 14<sup>th</sup> to clarify items in their response. The participants decided to decline Option 5.2 and Option 5.3B.

Total Program Cost with all Options	Yr 1	\$493,773
Less Option 5.2		(5,922)
Less Option 5.3B		<u>(4,977)</u>
Total Year 1		\$482,874

Total Program Cost with all Options	Yr 2	\$494,072
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After the interview the participants voted to have CAWD bring it before their Board for approval at the next public meeting. The project is to manage the CCLEAN program for a term of five years with a cost proposal specific for the first two years. The remaining three year budget must be presented by April 2023.

## **FINANCIAL**

None – all costs for CCLEAN are paid by the participants. As Lead Agency CAWD receives 7% of budget for its costs to administer the program. Note: CAWD has been the Lead Agency since July 2018.

# Applied Marine Sciences Budget for CCLEAN Program Management - 2021–2023

## Budgets for Options

	2021-2022	2022-2023
<b>Option 5.1 Move Pajaro River site, add PCB sampling to Salinas River, and Discontinue monitoring Carmel River</b>		
Added Analysis of PCBs, PBDEs, and PAHs (OC pesticides paid by CCAMP)	\$5,792	
Added Analysis of PCBs in Salinas River (OC pesticides paid by CCAMP)	\$1,630	
Savings to Program cost from moving Pajaro River to CCAMP site=	\$14,054	
Savings to Program from discontinuing Carmel River	\$6,551	
<b>Total Cost Reduction with acceptance of Options 5.1</b>	<b>\$20,605</b>	
<b>Total Program Cost with acceptance of Option 5.1 =</b>	<b>\$436,252</b>	<b>\$447,159</b>
<b>Option 5.2 - 1 year only</b>		
Added cost of POP analytical method comparisons		
Mussels	\$772	
Wastewater	\$4,379	
Sediment	\$772	
<b>Total Cost of Option 5.2</b>	<b>\$5,922</b>	
<b>Total Program Cost with acceptance of Options 5.1 and 5.2 =</b>	<b>\$442,174</b>	<b>\$453,229</b>
<b>Option 5.3A Measurement of Neonicotinoids in Effluent</b>	<b>\$3,213</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, and 5.3A =</b>	<b>\$445,387</b>	<b>\$456,522</b>
<b>Option 5.3B Measurement of PFAS in Effluent in Wet Season 2022 through Wet Season 2023</b>	<b>\$4,977</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, and 5.3B =</b>	<b>\$450,364</b>	<b>\$461,623</b>
<b>Option 5.3C Measurement of Neonicotinoids in Rivers, no Carmel River</b>	<b>\$1,530</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, 5.3B, and 5.3C =</b>	<b>\$451,894</b>	<b>\$463,192</b>
<b>Option 5.3D Measurement of PFAS in Rivers</b>	<b>\$2,489</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, 5.3B, 5.3C, and 5.3D =</b>	<b>\$454,383</b>	<b>\$465,742</b>
<b>Option 5.3E Measurement of Pyrethroids, Fiproles, and Neonicotinoids in Ocean Samples</b>	<b>\$3,465</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, 5.3B, 5.3C, 5.3D, and 5.3E =</b>	<b>\$457,848</b>	<b>\$469,294</b>
<b>Option 5.3F Measurement of Pyrethroids, Fiproles, Neonicotinoids, and PFAS in Ocean Sediment Samples</b>	<b>\$4,174</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, 5.3B, 5.3C, 5.3D, 5.3E, and 5.3F =</b>	<b>\$462,021</b>	<b>\$473,572</b>
<b>Option 5.4A. Dry-Season 2021 Microplastics Sampling</b>	<b>\$11,752</b>	
<b>Total Program Cost with acceptance of Options 5.1, 5.2, 5.3A, 5.3B, 5.3C, 5.3D, 5.3E, 5.3F, and 5.4A =</b>	<b>\$473,773</b>	<b>\$473,572</b>
<b>Option 5.4B Addition of an ADCP to North Monterey Bay mooring</b>	<b>\$15,000 - \$20,000</b>	
<b>Total Program Cost with acceptance of all options =</b>	<b>\$493,773</b>	<b>\$494,072</b>
<b>Total Program Cost with no options</b>	<b>\$456,858</b>	<b>\$468,279</b>

RESOLUTION NO. 2021-33

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH APPLIED MARINE SCIENCES FOR CENTRAL COAST LONG-TERM ENVIRONMENTAL ASSESSMENT NETWORK (CCLEAN) PROGRAM MANAGEMENT IN THE AMOUNT OF \$482,874 FOR THE FIRST YEAR AND \$494,072 FOR THE SECOND YEAR

-oOo-

WHEREAS, the Board acknowledges Carmel Area Wastewater District's (CAWD) role as "Lead Agency" in the (CCLEAN) and its role in managing the Request for Proposals (RFP) process; and

WHEREAS, CCLEAN submitted an RFP to a list of entities and received one proposal from Applied Marine Sciences for the five year program; and

WHEREAS, the CCLEAN participants made a determination that a contract should be awarded to Applied Marine Sciences for the first two years based on the satisfactory proposal received for \$482,874 for the first year and \$494,072 for the second year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a contract with Applied Marine Sciences on behalf of the CCLEAN participants in the amount of \$482,874 for the first year and \$494,072 for the second year per the proposal.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES:BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Award Recommendation – Reject & Return  
Bids & Re-Bid Project for the 2021 Pipeline Spot Repairs Project #21-02

Date: June 24, 2021

## RECOMMENDATION

It is recommended that the board adopt the attached resolution authorizing the General Manager to reject all bids for the 2021 Pipeline Spot Repairs Project, to return the bids to the bidders, to invite bids for the Project, and return to the Board on August 26, 2021, to recommend award of the contract.

## DISCUSSION

On April 29, 2021, the Board approved advertising the bidding of the 2021 Pipeline Spot Repairs Project. The project consists of repairing 13 locations of broken pipelines and two locations of manhole repairs. Bids were opened on June 3, 2021,

We recommend rejecting all bids and re-bidding the project. The Plans and Specifications have been updated and recommend a bid opening date of August 3, 2021.

The bid package is available at the Administration offices upon request.

## FINANCIAL

None

RESOLUTION NO. 2021-34

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REJECT ALL BIDS FOR THE 2021 PIPELINE SPOT REPAIRS PROJECT #21-02, TO RETURN THE BIDS TO THE BIDDERS, TO INVITE BIDS FOR THE PROJECT AND RETURN TO THE BOARD ON AUGUST 26, 2021, TO RECOMMEND AWARD OF THE CONTRACT

-oOo-

WHEREAS, the Board approved advertising the bid of the 2021 Pipeline Spot Repairs Project on April 29, 2021; and

WHEREAS, upon review, staff recommends rejecting all bids and re-bidding the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to reject all bids for the 2021 Pipeline Spot Repairs Project, return bids to the bidders, to invite bids for the updated project, and to return to the Board on August 26, 2021, to recommend award of the contract.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

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

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: June 24, 2021

Subject: Project #18-26 – Reverse Osmosis (RO) Pretreatment Acid Tanks & Containment -Sulfuric Acid and Citric Acid Storage and Feed Systems Project – Authorization to Invite Bids for Construction (Reclamation)

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to invite bids for the construction of Project #18-26 - Sulfuric Acid and Citric Acid Storage and Feed Systems Project.

## DISCUSSION

On April 9<sup>th</sup>, 2021, Carmel Area Wastewater District (CAWD) received the Coastal Development Permit for ongoing development at the Wastewater Treatment Plant (WWTP) for maintenance and repair of the facilities. This permit provides the specific approval of the acid tank improvements at the Reclamation Facility.

The project will include two bulk chemical storage tanks, one for sulfuric acid and one for citric acid. Each tank will be contained within their own concrete secondary containment walls to contain any potential chemical spills and to maintain required separation of incompatible chemicals. New chemical dosing pumps will be included for each tank inside the containment areas. Chemical feed piping located outside the secondary containment areas will be double contained pipe.

The estimated probable construction cost is \$350,00 and the estimated completion of construction is anticipated to be in late Spring of 2022.

## FUNDING

Costs for construction of this project are included in the FY21/22 Reclamation Capital Budget Line Item #2.

RESOLUTION NO. 2021-35

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR  
THE CONSTRUCTION OF PROJECT #18-26 - REVERSE OSMOSIS (RO)  
PRETREATMENT ACID TANKS & CONTAINMENT "SULFURIC ACID AND CITRIC  
ACID STORAGE AND FEED SYSTEMS PROJECT"

-oOo-

WHEREAS, the Reclamation Microfiltration/Reverse Osmosis (MF/RO) Facility requires safety and building code upgrades for chemical storage and feed of Sulfuric Acid and Citric Acid, which are used to aid in the production of Recycled Water; and

WHEREAS, the current Coastal Development Permit for the Wastewater Treatment Plant allows such development; and

WHEREAS, the California Coastal Commission will be notified of the development work to repair and maintain the existing facility in accordance with the current Coastal Development Permit Special Conditions; and

WHEREAS, the project is categorically exempt from CEQA (Class 1 exemption).

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

1. The General Manager is hereby authorized to invite bids for the construction of the "Sulfuric Acid and Citric Acid Storage and Feed Systems Project".
2. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid Project once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District Secretary.



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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: June 24, 2021

Subject: Reclamation – Contract for Microfiltration/Reverse Osmosis (MF/RO) Performance Review and Brine Dilution Modelling – Trussell Technologies Inc

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a contract with Trussell Technologies Inc. (Trussell), for \$63,000 to provide ongoing review of MF/RO operating data and to provide a new dilution model for the Wastewater Treatment Plant (WWTP) Outfall to support revised National Pollution Discharge Elimination System (NPDES) discharge limits for “brine only” discharge.

## DISCUSSION

Carmel Area Wastewater District (CAWD) has been contracting with Trussell Technologies for Reclamation since December 2018, with small service contracts, for review of operating data and to provide recommendations for operation of the Reclamation MF/RO facility. Trussell has provided technical insights that have aided CAWD in the purchasing of new membranes, determining of membrane chemical cleaning regimes, determining probable causes of membrane fouling, and providing general insights into MF/RO best practices. One goal of the work being aided by Trussell is to increase the recovery of the Reverse Osmosis (RO) membranes to 90% and produce more Recycled Water.

The current round of technical support work with Trussell includes an additional study component to model the dilution of brine only discharge at the ocean outfall. Currently, the CAWD NPDES permit effluent water quality limits are based on full plant capacity ocean discharge of 3 million gallons per day (MGD), however most of the year CAWD only discharges about 110,000 gallons per day of RO concentrate/brine. The NPDES permit effluent limitations are based on effluent concentration and so the RO concentrate/brine is more prone to exceeding discharge limits because it is highly concentrated. Increasing the RO recovery to 90% would worsen the prospects of effluent not meeting discharge limits as the brine will become even more concentrated. The current discharge limits are predicated on near field underwater dilution at 3 MGD, although higher actual dilution is expected at 110,000 gallons per day discharge. Furthermore, the current discharge permit does not account for total volumetric loading (only concentration), and no allowance is made for the fact that at lower flows less constituents are discharged in total. CAWD is currently applying for a renewed NPDES permit and the Regional Board has not yet begun review of our application. The hope is that the brine dilution study can be used to support modifications to the discharge limits to allow increased recycled water production without causing issues with the CAWD NPDES requirements.

## **FUNDING**

Costs for this study are included in the Fiscal Year 21/22 Reclamation Budget under "Engineering Fees: Consulting" - Account Number 69200.

## **Attachment:**

Trussell Technologies Scope of Work and Fee Proposal



May 5, 2021

Patrick Treanor, P.E.  
Plant Engineer  
3945 Rio Road  
PO Box 2211428  
Carmel, CA 93922

**Subject: Proposal for Carmel Area Wastewater District Water Reclamation Plant Membrane Filtration and Reverse Osmosis Operational and As Needed Technical Support**

Dear Patrick,

We are pleased to submit the enclosed proposal for professional services to support Carmel Area Wastewater District (CAWD) with (1) membrane filtration and reverse osmosis operational support and (2) ocean discharge dilution modeling for a future update of their NPDES permit. Under Task 1, our staff will continue to document performance of the MF and RO processes, provide independent data analysis of the process performances, changes in water quality and maintenance activities and provide two recommendations reports to support CAWD with the implementation of improvements to maximize the production capacity of recycled water and to improve the reliability of the Advanced Water Treatment processes. Task 1 also includes as needed technical support to support troubleshooting MF and RO system performance and other unforeseen issues impacting production of recycled water. To support Task 2 we are partnering with Flow Science, Inc. and included their fee in our proposal. The duration of the project is from July 1, 2021 to June 30, 2022.

Water recycling and reuse is an important component of any agency's water portfolio and we appreciate the opportunity to help improve reuse capacity in Carmel and provide technical insight on process performance optimization and decreasing operating and maintenance costs.

Respectfully,

A handwritten signature in blue ink, appearing to read "Aleks Pisarenko".

Aleks Pisarenko, Ph.D.  
Trussell Technologies, Inc.

Enclosure: Scope of Work, Duration, and Budget

cc: Barbara Buikema  
Ed Waggoner  
Brent Reitz



## SCOPE OF WORK

The Carmel Area Wastewater District (CAWD) Water Pollution Control Plant was designed to treat up to 3.0 million gallons per day (mgd) of municipal wastewater flow with primary and secondary treatment. Tertiary treatment was added in 1994, and later modified in 2008 to include the membrane filtration (MF) and reverse osmosis (RO) facilities, which produce up to 1.5 mgd of recycled water that is used to irrigate seven nearby golf courses. Approximately 0.2 mgd of RO concentrate is discharged through the ocean outfall.

CAWD is working towards increasing production capacity by increasing Reverse Osmosis System feed water recovery to 90% to 92% using existing 4-stage configuration. At average MF Feed flow of 1.2 MGD and typical blend ratio of RO product to MF product equal to 70:30, increasing the RO recovery to 90%-92% would increase production by 20,000 to 36,000 GPD. To achieve this, we recommended eliminating the phosphate returned from the MF clean-in-place (CIP) solutions as well as to optimize anti-scalant and sulfuric acid dosing to the RO system.

In addition CAWD is currently using a Cerium based coagulant to decrease suspended solids and potentially organics and phosphate in the MF feed water, as well as, to reduce risk of aluminum carryover to the RO feed and subsequent potential for aluminum silicate scale on the RO membranes from PACL coagulant when attempting higher water recoveries.

In Task 1, our staff will assist CAWD in tracking the performance of both MF and RO systems and correlate any changes with water quality enhancements by alternative coagulant, optimized cleaning regimens on DuPont and Scinor MF membranes, chemical dosing strategies for RO feed water, and optimized RO CIP schedule in order to reach maximum water recovery and thereby increasing production of recycled water. We also included as needed technical assistance for troubleshooting fouling events, restoring MF/RO system performance, and any other unforeseen operational or maintenance issues with production of recycled water.

The enclosed scope of work also includes Task 2 to support CAWD staff with preparing to update their existing NPDES permit (Order No. R3-2014-0012, NPDES No. CA0047996) through ocean discharge dilution modeling. Updated model results will help CAWD quantify the ocean dilution that is currently being achieved, which may reduce their potential for discharge violations when their permit is renewed. This work will also investigate the impact of further improvements to RO recovery on ocean dilution and potential future permit discharge limits. To support this work we are partnering with Flow Science, Inc. to provide modeling of up to two (2) dilution ratios based on specific discharge scenarios defined by CAWD.

### ***Task 1: MF/RO Performance and Water Quality Data Review***

The goal of this task is to provide record of baseline performance under different operating and maintenance conditions (e.g., changes in the coagulant type and



dosing at the FEB, changes in operating flux, changes in the cleaning chemicals and frequency) and determine optimum operating and maintenance conditions to improve MF system performance, reduce maintenance frequency, and operating costs. Also, Trussell Tech staff will provide technical support to CAWD on increasing the RO recovery to 90-92% with appropriate chemical dosing and operating conditions. Our staff will also provide support with monitoring and tracking RO performance data and provide recommendations on any changes needed to ensure stable operation. This may include providing recommendations for optimal chemical dosing, cleaning frequency, and evaluating changes in feed water quality for additional improvements to O&M and increasing RO recovery further. This task is broken into three subtasks:

**Task 1.1: Coordinate and Schedule 6 update calls and facilitate discussions on MF/RO Operations.** Update calls to be scheduled approximately every other month and based on CAWD's staff availability.

**Task 1.2: Provide review and analysis of historic operational performance and water quality data.** This includes review and analysis of operational and performance data from each unit process from the daily rounds and continuously recorded parameters. Values will be compared to historic values and analyzed by engineer to identify potential problems that could lead to unanticipated maintenance and shutdown conditions.

**Task 1.3: Provide recommendations reports to support CAWD on increasing production of recycled water (2 reports).** This includes a written list of recommendations and action items based on the review of MF and RO process performance data as discussed above in two (2) recommendations reports.

**Deliverables:**

- Report 1: cover operational period of May through October 30<sup>th</sup> 2021; report due December 15<sup>th</sup>, 2021.
- Report 2: cover operational period of November 1<sup>st</sup>, 2020 through April 30<sup>th</sup>, 2021; report due May 31<sup>st</sup>, 2021.

**Task 1.4: As Needed Technical Support of Unforeseen Issues with Production of Recycled Water.** The goal of this task is to provide as needed technical support on topics directed by CAWD to support decision making, troubleshooting, and increasing production of recycled water. This task includes review of fouling events and as needed support during unplanned events disrupting production of recycled water.

**Task 2: Ocean Dilution Modeling**

For this task, our project team will (1) request and gather information related to the existing ocean discharge outfall and ocean monitoring data, if available, (2) develop an ocean dilution model for the existing outfall and flow conditions as well as for



future flow conditions with improved RO recovery, and (3) provide a brief summary communication document that describes the dilution work and provides an estimate of what future NPDES discharge limits may be if the existing permit is renewed with the modeled dilution results.

***Task 2.1: Request Information for Ocean Dilution Modeling***

*Our staff will develop a written information request that clearly describes the information needed to develop the ocean discharge dilution model. Relevant information will include, but is not limited to, current ocean discharge outfall design, existing total dissolved solids of the discharge, discharge flow rate range, ambient ocean monitoring results, etc.*

***Task 2.2: Develop the Ocean Dilution Model and Estimate Dilution***

*Our staff will support Flow Science to develop a model of the existing ocean discharge outfall using software approved by the US EPA Visual Plumes. Using this model, up to 2 scenarios will be modeled to determine the ocean dilution achieved based on changes in discharge flow and discharge density. Model scenarios will include both current RO recovery scenario as well as a potential future scenario with a higher RO recovery that would produce lower, more concentrated discharge.*

***Task 2.3: Prepare a Summary Communication of Results***

*After determining the range of ocean dilution achieved during different discharge scenarios, our staff will prepare a brief, summary communication document that describes our approach for the analysis, assumptions, and results. The communication will also include an estimate of potential future NPDES permit limits assuming the appropriate dilution for the anticipated discharge.*

**TASK 2 ASSUMPTIONS:**

- Existing water quality and compliance with NPDES discharge limitations will not be assessed as part of this scope. This work will focus on quantifying the dilution achieved in the ocean and will provide an estimate of the future NPDES permit limits based on the updated dilution estimates. CAWD can then compare the potential future limits with their existing discharge water quality to estimate compliance.
- Future tasks could involve the analysis of existing and future water quality (with higher RO recovery) and the ability to comply with the estimated future NPDES permit limits.
- Future tasks could include support during the future NPDES permit renewal process including the development of a Report of Waste Discharge, additional ocean modeling (as needed), review of the Reasonable Potential



Analysis results, development of an Initial Toxicity Reduction Evaluation Plan, etc.

- CAWD will specify in writing the two (2) discharge scenarios for modeling ocean dilution ratio prior to beginning of work in Task 2.

## **DURATION**

The proposed duration for this project is approximately seven months to begin on July 1, 2021 and end on June 30, 2022. Table 1 provides a proposed schedule for execution of the various subtasks.

## **BUDGET**

The professional service fee for this project is \$63,000. A full breakdown provided in Table 2. Please note, the updated billing rates are also provided.





**Table 1. Project Schedule**

TASK	SUBTASK	DESCRIPTION	Schedule											
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	<b>Task 1: MF/RO Performance and Water Quality Data Review</b>													
	1.1	Coordinate and Schedule 6 update calls and facilitate the discussion on MF/RO Operations												
	1.2	Provide review and analysis of historic operational performance and water quality data												
	1.3	Provide (2) two recommendations reports to support CAWD on increasing production of recycled water												
	1.4	As Needed Technical Support of Unforeseen Issues with Production of Recycled Water												
2	<b>Task 2: NPDES Permit Renewal Support</b>													
	2.1	Request and Gather Information for Ocean Dilution Modeling												
	2.2	Develop the Ocean Dilution Model and Estimate Dilution												
	2.3	Prepare a Summary of Modeling Results and Provide Comments for the NPDES Permit Application												

**Table 2. Professional Service Fee**



**TRUSSELL TECHNOLOGIES PROFESSIONAL SERVICE FEE**

CARMEL AREA WASTEWATER DISTRICT WATER RECLAMATION PLANT MEMBRANE FILTRATION AND REVERSE OSMOSIS OPERATIONAL SUPPORT

Scope			Budget						
TASK	SUBTASK	DESCRIPTION	TRUSSELL TECHNOLOGIES HOURS				LABOR COST	ODCs	TOTAL COST
			PE3	PE1	SUP3	SE1			
1	<b>Task 1: MF/RO Performance and Water Quality Data Review</b>		6	30	44	64	\$32,540	\$0	\$32,540
	1.1	Coordinate and Schedule 6 update calls and facilitate the discussion on MF/RO Operations		10	12	16	\$8,580		\$8,580
	1.2	Provide review and analysis of historic operational performance and water quality data	2	4	6	12	\$5,380		\$5,380
	1.3	Provide (2) two recommendations reports to support CAWD on increasing production of recycled water	2	8	16	24	\$11,120		\$11,120
	1.4	As Needed Technical Support of Unforeseen Issues with Production of Recycled Water	2	8	10	12	\$7,460		\$7,460
2	<b>Task 2: NPDES Permit Renewal Support</b>		2	5	14	30	\$10,890	\$17,020	\$30,460
	2.1	Request and Gather Information for Ocean Dilution Modeling		2	2	2	\$1,400	\$5,865	\$8,145
	2.2	Develop the Ocean Dilution Model and Estimate Dilution Ratio for 2 flow scenarios		1	6	8	\$3,210	\$6,210	\$10,352
	2.3	Prepare a Summary of Modeling Results and Provide Comments for the NPDES Permit Application	2	2	6	20	\$6,280	\$4,945	\$11,964
<b>Total</b>			<b>8</b>	<b>35</b>	<b>58</b>	<b>94</b>	<b>\$43,430</b>	<b>\$17,020</b>	<b>\$63,000</b>

**Trussell Technologies Personnel**

PE3 = Principal Engineer III  
PE1 = Principal Engineer I  
SUP3 = Supervising Engineer III  
SE1 = Senior Engineer I

**Rate**

\$320/hr  
\$270/hr  
\$250/hr  
\$180/hr

\*Total costs include 15% markup on professional services provided by others



**TRUSSELL TECHNOLOGIES, INC.  
HOURLY BILLING RATES**

	Billing Rate	
	Normal Hourly Rate <sup>1</sup>	Expert Daily Rate <sup>2</sup>
Senior Company Officer	\$ 345	\$4,140
Principal Engineer III	\$ 320	\$3,840
Principal Engineer II	\$ 290	\$3,480
Principal Engineer I	\$ 270	\$3,240
Supervising Engineer III	\$ 250	-
Supervising Engineer II	\$ 235	-
Supervising Engineer I	\$ 220	-
Senior Engineer III	\$ 200	-
Senior Engineer II	\$ 190	-
Senior Engineer I	\$ 180	-
Engineer II	\$ 170	-
Engineer I / Senior Drafter II / Senior Office Manager II	\$ 155	-
Associate Engineer II / Senior Drafter I / Senior Office Manager I	\$ 145	-
Associate Engineer I / Office Manager III	\$ 140	-
Assistant Engineer II / Office Manager II	\$ 130	-
Assistant Engineer I / Office Manager I	\$ 115	-
Office / Lab Assistant II	\$ 110	-
Office / Lab Assistant I	\$ 95	-

1. Time will be billed in 15 minute increments
2. Time will be billed in increments of one day

**Other Direct Costs**

Mileage for vehicle use to be reimbursed at current IRS rate.  
Travel, equipment rental and other direct costs to be reimbursed at actual cost plus 5%.

**Outside Professional Services:**

Outside professional services to be reimbursed at actual cost plus 15%

Trussell Technologies respectfully requests the ability to update billing rates at a frequency of every twelve (12) months, based on CPI and other cost increases. Justification for the request would be provided for review, comment, and approval.

2/19/21

RESOLUTION NO. 2021-36

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MINOR SERVICES CONTRACT WITH TRUSSELL TECHNOLOGIES INC., IN AN AMOUNT NOT TO EXCEED \$63,000 FOR MICROFILTRATION/REVERSE OSMOSIS (MF/RO) PERFORMANCE REVIEW AND BRINE DILUTION MODELLING

-oOo-

WHEREAS, The Reclamation Project stakeholders have been involved in the decision to hire Trussell Technologies, Inc. to continue to provide technical assistance for the MF/RO facility, and to add a brine dilution study to their scope of work for this fiscal year; and

WHEREAS, Trussell Technologies, Inc. has performed adequately in previous rounds of technical assistance work; and

WHEREAS, Trussell Technologies, Inc. has submitted an agreeable scope of work and fee proposal for providing performance review and technical assistance related to the MF/RO facility, and for modelling the brine dilution at the ocean outfall.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a minor services contract for Microfiltration/Reverse Osmosis (MF/RO) Performance Review and Brine Dilution Modelling in an amount of \$63,000, with Trussell Technologies Inc.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 24, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 24, 2021

Subject: Pebble Beach Community Services District – Regular Board Meeting May 28, 2021

## DISCUSSION

Agenda items from the May 28, 2021 meeting that are of specific interest to this District:

- Total cash balance at the end of April 2021 was \$22.6M; of that amount \$10.6M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The District's Cash Basis Budget reflects 70.6% of revenues received year-to-date and 41.4% of expenditures.
- Forest Lake Reservoir held 301 MG (million gallons) of recycled water or 85% of permitted capacity. Current storage volume is 4% below the historic average of 102 MG.
- Total irrigation water demand for the 2021 calendar year through April was 185 AF (acre feet). Total demand for the calendar year is 30% above the 5-year average of 143 AF through the month of April. The month of April reflected a net storage decrease of approximately 9 million gallons. By comparison, a net storage decrease of approximately 5 million gallons in April of last year.
- Average daily wastewater flow of 361,000 gallons per day (GPD) was measured in April at the PBCSD-Carmel gate. This represents 31% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 28% below the five-year average of 502,000 GPD for the month of April; the CAWD total flow was 19% below the five-year average of 1,418,000 GPD for April.

- The four alternative source water projects are online and currently producing a combined total of 74,000 GPD. Total production for the 2021 calendar year through mid-May is approximately 4.9 MG.
- The Board approved a resolution citing Suha Kilic for is meritorious service and appreciation. Mr. Kilic officially retired May 31, 2021, after 33 years of service.
- Average daily wastewater flows measured in million gallons per day (MG) show:

<b>MONTH</b>	<b>TOTAL</b>	<b>CAWD FLOW</b>	<b>PBCSD FLOW</b>	<b>PBCSD</b>
July – 20	37.211	25.504	11.707	31.461%
Aug – 20	36.386	24.877	11.509	31.630%
Sept – 20	33.559	23.082	10.477	31.220%
Oct – 20	32.551	23.689	8.862	27.225%
Nov – 20	31.644	23.089	8.555	27.035%
Dec – 20	30.572	21.732	8.840	28.915%
Jan – 21	37.781	26.537	11.244	29.761%
Feb – 21	36.638	23.536	13.102	35.761%
Mar – 21	35.896	25.666	10.230	28.499%
Apr – 21	34.571	23.755	10.816	31.286%
Total	346.809	241.467	105.342	30.374%