



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

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

List of Common Acronyms

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



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JUNE 28, 2018

CALL TO ORDER - ROLL CALL

- Present:** Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried, and Charlotte Townsend
- Absent:** Ken White, President
- Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Irene Bryant, Administrative Services Coordinator, CAWD
Drew Lander, Principal Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Patrick Treanor, Plant Engineer, CAWD
Barry Blevins, Collection System Maintenance Worker III
Mark Dias, Safety/Regulatory Compliance Administrator I
Deborah Mall, Wellington Law Offices, District Legal Counsel
Richard Verbanec, Board Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nigel Lovett, Board Chair, Big Sur Land Trust
Sarah Hardgrave, Conservation Program Manager, Big Sur Land Trust

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

- 1. Appearances/Public Comments:**
There were no appearances or public comments.
- 2. Agenda Changes:**
The date for the next Reclamation Management Committee meeting (under Item 41) was corrected from May 9th to August 8, 2018.

OTHER ITEMS BEFORE THE BOARD

- 3. Employee Acknowledgements:** Barry Blevins, Collection System Maintenance Worker III – Achieved CWEA Collection Maintenance Grade 4, Mechanical Technologist Grade 2, and Electrical Grade 1 certifications.

4. The End of Chlorine Gas at CAWD – Board Presentation by Mark Dias, Safety/Regulatory Compliance Administrator I

Mr. Dias provided slides of the CAWD Chlorine Gas Removal Project. The potentially hazardous chlorine gas used to treat wastewater has been replaced by the use of sodium hypochlorite, which is basically concentrated bleach, or about three times the strength of store bought bleach.

PUBLIC HEARING

5. Sewer User Fee Rates for Fiscal Year 2018-19 – Report by Barbara Buikema, General Manager

The hearing was opened at 9:14 a.m.

The proposed 9.19% increase in Sewer User Fee Rates results in additional \$5.39 cost per month for residential users, for a total user fee increase of \$63.99 per year. The increase will fund capital replacement. There have been no comments or objections received from the public. Director Siegfried requested explanation be provided to the Board on how the percentage increase is affected by the use of the rate model to apportion rate increases by category. Director D'Ambrosio thanked Mike Niccum and PBCSD for being supportive of the process.

ORDINANCE

6. Ordinance No. 2018-01; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2018-19 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 - Report by Barbara Buikema, General Manager

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously adopted Ordinance No. 2018-01 establishing Sewer Service Charges for Fiscal Year 2018-19 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.

The hearing was closed at 9:21 a.m.

PUBLIC HEARING

The hearing was opened at 9:22 a.m. for Final Initial Study/Mitigated Negative Declaration Calle La Cruz

RESOLUTION

7. Resolution No. 2018-23; A Resolution Adopting the Final Initial Study/Mitigated Negative Declaration for “Calle La Cruz Pipeline Replacement Project” - Report By Drew Lander, Principal Engineer

Mr. Lander summarized the staff report. Nigel Lovett, Board Chair, Big Sur Land Trust addressed the Board, expressing thanks for CAWD's willingness to coordinate with the Big Sur Land Trust on this project. Director Siegfried suggested a mailing of project information to the residents in the Carmel Meadows area, and Director D'Ambrosio suggested working with State Parks to post information on the project at the beach parking lot. Staff responded to the Directors' questions.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-23 adopting the Final Initial Study/Mitigated Negative Declaration for "Calle La Cruz Pipeline Replacement Project."

The hearing was closed at 9:39 a.m.

ACTION ITEMS BEFORE THE BOARD

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

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

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously approved the Regular Meeting Minutes of May 24, 2018, and enacted the following Consent Calendar Agenda items:

- 8.** Approve Regular Board Meeting Minutes of – May 24, 2018.
- 9.** Receive and Accept Bank Statement Review By Hayashi Wayland – April 2018
- 10.** Receive and Accept Schedule of Cash Receipts and Disbursements – May 2018
- 11.** Approve Register of Disbursements - Carmel Area Wastewater District – May 2018
- 12.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2018
- 13.** Receive and Accept Financial Statements and Supplementary Schedules – May 2018
- 14.** Receive and Accept Collection System Reports – May 2018
- 15.** Receive and Accept Treatment Facility Operations Report – March 2018, April 2018, and May 2018

Director Siegfried requested that the Electrical Costs average on page 70 of the agenda packet not include MF/RO or Tertiary costs by moving the "Monthly Totals" row above those two rows. Also, the title "kW-h Per Acre Feet" in the section below Electrical Costs should be Acre Foot. In that section, he requested a comparison of Year to Date 2017 instead of Annual 2017 be used.

16. Receive and Accept Safety and Regulatory Compliance Report – May 2018
17. Receive and Accept Laboratory/Environmental Compliance Report – May 2018
18. Receive and Accept General Engineering Report – May 2018
19. Receive and Accept Plant Operations Report – May 2018
20. Receive and Accept Maintenance Projects Report – May 2018

RESOLUTIONS/ORDINANCES

- 21. Resolution No. 2018-14:** A Resolution Specifying the District Sewer Connection and Annexation Fees, as Adopted by Ordinance No. 85-2, Commencing July 1, 2018 - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-14 specifying the District Sewer Connection and Annexation Fees, as adopted by Ordinance No. 85-2, Commencing July 1, 2018.

- 22. Resolution No. 2018-15;** A Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-15 certifying compliance with state law with respect to the levying of general and special taxes, assessments and property related fees and charges.

- 23. Resolution No. 2018-16;** A Resolution Determining the Fiscal Year 2018-19 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-16 determining the fiscal year 2018-19 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District.

- 24. Resolution No. 2018-17;** A Resolution Authorizing the Adoption of the Carmel Area Wastewater District Annual Budget for the Fiscal Year 2018-19 - *Report by Barbara Buikema, General Manager*

Ms. Buikema reviewed several changes that occurred subsequent to the review of the Preliminary Budget: Total dollar difference from Preliminary Budget is \$357,026 in net income and \$744,333 in the Capital Budget.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-17 authorizing the adoption of the Carmel Area Wastewater District Annual Budget for the Fiscal Year 2018-19.

- 25. Resolution No. 2018-18;** A Resolution Ratifying the Employee Memorandum of Understanding (MOU) Dated June 28, 2018 and Effective July 1, 2018 - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-18 ratifying the Employee Memorandum of Understanding (MOU) dated June 28, 2018 and effective July 1, 2018.

- 26. Resolution No. 2018-19;** A Resolution Designating the Classification Titles in the District and Providing for the Number of Positions and Monthly Salary Ranges Effective July 1, 2018 - *Report by Barbara Buikema, General Manager*

Ms. Buikema provided a Classification Titles/Salary/Steps schedule showing the COLA increase for 2018-19 of 3.0% and moving the Superintendents from Range 31 to Range 32.

Board Action

Following a motion made by Director Rachel and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-19 designating the Classification Titles in the District and providing for the number of positions and monthly salary ranges effective July 1, 2018.

- 27. Resolution No. 2018-20;** A Resolution to Change Employer Paid Member Contributions to the California Public Employees' Retirement System (CalPERS) - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-20 to change employer paid member contributions to the California Public Employees' Retirement System (CalPERS).

- 28. Resolution No. 2018-21;** A Resolution Approving a Contribution of \$500,000 to the "Defend or Managed Retreat Restricted Reserve" as Part of the Budget Process FY 2018-19 - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-21 approving a contribution of \$500,000 to the "Defend or Managed Retreat Restricted Reserve" as part of the Budget Process FY 2018-19.

- 29. Resolution No. 2018-22;** A Resolution Authorizing a Transfer of the Balance of \$644,682 in the Rate Stabilization Reserve to the Capital Improvement Reserve and Amending the Reserve Policy - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-22 authorizing a transfer of the balance of \$644,682 in the Rate Stabilization Reserve to the Capital Improvement Reserve and amending the Reserve Policy.

- 30. Resolution No. 2018-24;** A Resolution Revising the Fee for the Plumbing Permit/Inspection, as Adopted by Ordinance No. 85-1, Commencing April 1, 1985 - *Report by Daryl Lauer, Collections Superintendent*

Director Siegfried requested a recurring annual resolution to increase fees. The Resolution will be amended to reflect a first tier rate of \$110 (\$100 is incorrect).

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-24 as amended, revising the fee for the Plumbing Permit/Inspection, as adopted by Ordinance No. 85-1, Commencing April 1, 1985.

- 31. Resolution No. 2018-25;** A Resolution Authorizing Inviting Bids for “Phase II SCADA Network Improvements – Programmable Logic Control Equipment for Operations Building, Chlorination Building, and Tertiary Building” - *Report By Patrick Treanor, Plant Engineer*

Board Action

Following a motion made by Director Rachel and seconded by Director D’Ambrosio the Board unanimously adopted Resolution No. 2018-25 authorizing inviting bids for “Phase II SCADA Network Improvements – Programmable Logic Control Equipment for Operations Building, Chlorination Building, and Tertiary Building.”

- 32. Resolution No. 2018-26;** A Resolution Authorizing the General Manager to Enter into a Contract with Bryan Mailey Electric for Electrical Services in Fiscal Year 2018-2019 in an Amount Not to Exceed \$100,000 - *Report By Chris Foley, Maintenance Superintendent*

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-26 authorizing the General Manager to enter into a contract with Bryan Mailey Electric for electrical services in Fiscal Year 2018-2019 in an amount not to exceed \$100,000.

- 33. Resolution No. 2018-27;** A Resolution of the Board of Directors of the Carmel Area Wastewater District Recognizing the Contributions of Drew A. Lander – *By Barbara Buikema, General Manager*

Mr. Lander's last day with the District is June 29th. Mr. Niccum thanked Mr. Lander for his contributions to PBCSD during his years with CAWD. The Board concurred in the adoption of Resolution No. 2018-27 recognizing the contributions of Drew A. Lander.

OTHER ITEMS BEFORE THE BOARD

- 34.** Hatton Canyon Sewer Replacement Project - Draft Initial Study/Mitigated Negative Declaration - *Report by Drew Lander, Principal Engineer*

Staff will finalize the document and proceed with the public notification process at the beginning of August.

The report was informational only – no action required.

- 35.** Capital Projects Report Gantt Chart – Implementation Plan Schedule - *Report by Barbara Buikema, General Manager and Patrick Treanor, Plant Engineer*

The report was informational only – no action required.

- 36.** Definition of Part Time Work Status – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 37.** Workers' Compensation Experience Modification Factor - *Report by Barbara Buikema, General Manager*

The Board and staff discussed setting an X-mod goal at the General Manager level and continuing to encourage a culture of safe practices.

The report was informational only – no action required.

INFORMATION/DISCUSSION ITEMS

- 38.** Pebble Beach Community Services District – Regular Board Meeting of May 25, 2018 - *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 39.** CAWD Annual Employee BBQ from 11:30am-2:00pm on Friday, July 20, 2018 – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

STAFF & BOARD MEMBER REPORTS

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

COMMUNICATIONS

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

Ms. Buikema reminded listeners that Harassment Training (2 hours mandatory for Board and Management due every 2 years and due this year) will be held after the July 26, 2018 Regular Board Meeting, after treatment plant personnel receive their 1 hour training.

Ethics training is available on line with an August 31, 2018 deadline for completion.

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

Director Siegfried attended the Monterey Regional Storm Water Resource Plan meeting yesterday. Projects in the plan would be eligible for State grant funding. The City of Carmel-by-the-Sea has submitted two projects: 1) collection of storm water running through the City being placed in the CAWD collection system, and 2) placing a large storm water collection cistern under Rio Park, with the water conveyed to CAWD by collection lines installed by the City.

The next PBCSD board meetings are scheduled for:

Friday, June 29, 2018 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.*

Friday, July 27, 2018 at 9:30a.m. *Director Rachel is scheduled to attend*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, August 8, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

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

42. **CLOSED SESSION:** *Pursuant to Government Code Section 54956 et seq., the Board met in closed session.*

A. Public Employee Performance Evaluation

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

B. Public Employee Performance Evaluation

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

The Board convened in closed session at 11:40am and one item was discussed, A. General Manager Performance Evaluation. B. Legal Counsel Performance Evaluation was carried forward to July. The Board reconvened to open session at 11:50am. Legal Counsel announced that no reportable action was taken.

43. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:51 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, July 26, 2018 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:

Irene Bryant, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

June 21, 2018

To the Board of Directors
Carmel Area Wastewater District

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

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure 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

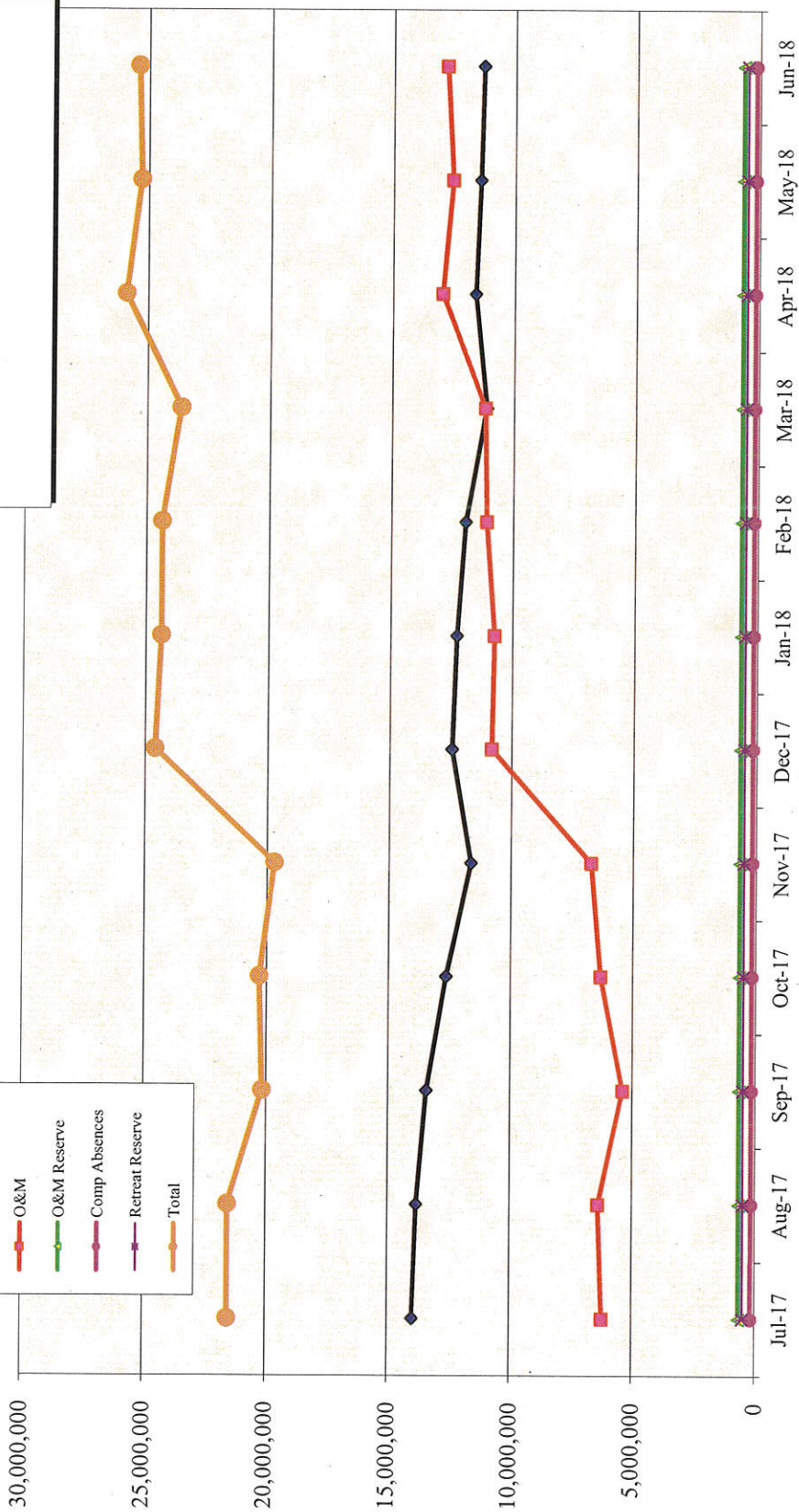


**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JUNE 2018**

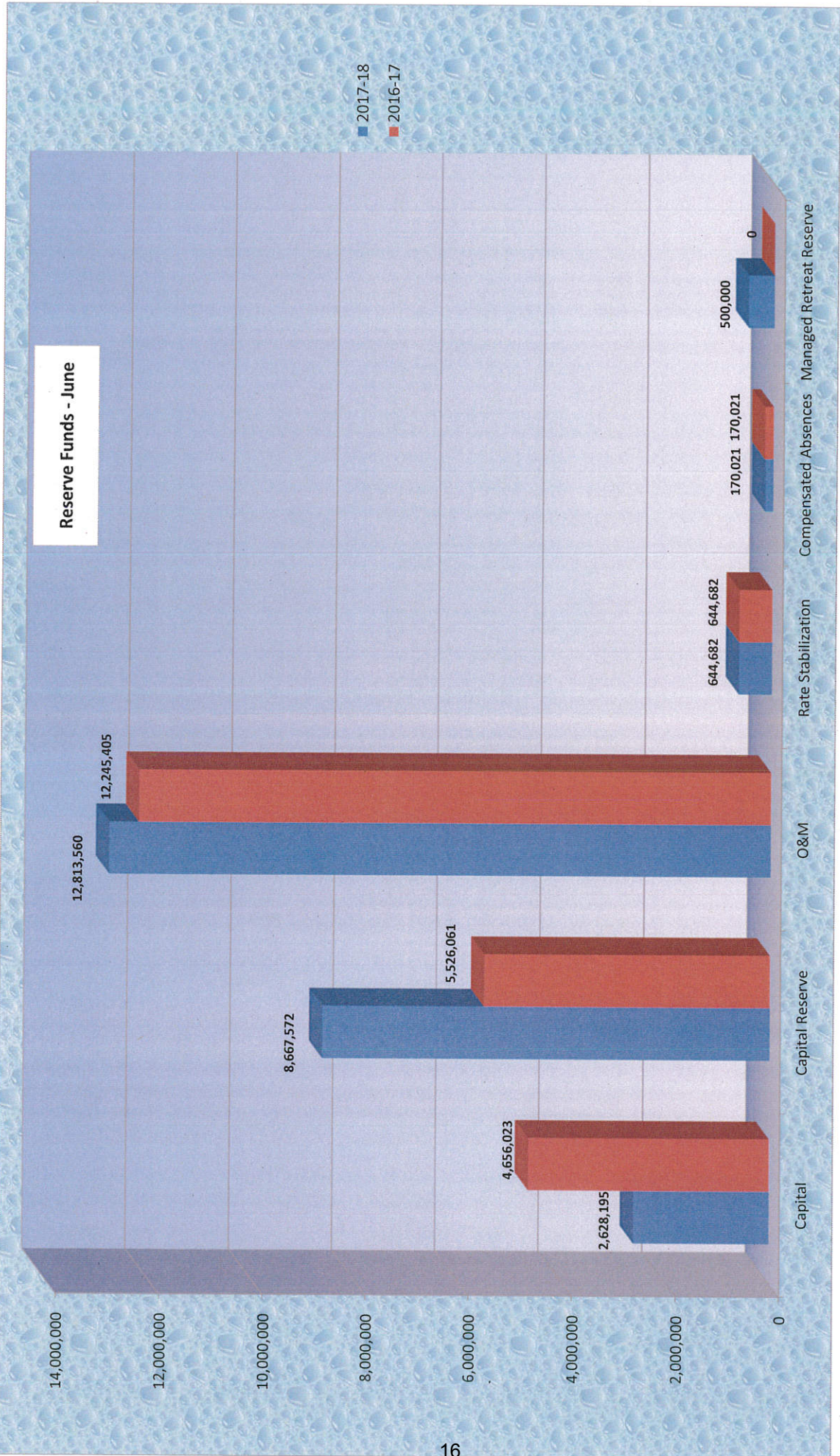
	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.L.F. Balance
BALANCE BEGINNING OF MONTH	\$2,781,613	\$8,638,070	\$12,570,990	\$644,682	\$157,053	\$500,000	\$25,292,408	\$694,910	\$110,864	\$1,131,938
Receipts:										
User Fees			89,153					1,134		
Property Taxes		29,502						90,000		
PBCSD Treatment Fees								100,408		
Reclamation O & M reimbursement								34		
Permits								900		
PBCSD capital billing								2,976		
Other misc. revenue/expense								5,406		
Interest income									1	
Connection Fees										
Void checks										
Insurance proceeds-COBRA								2,967		
CLEAN receipts										
Pooled liability dividend										
State of Calif-Emergency Services-Hatton Canyon										
Total Receipts	0	29,502	89,153	0	0	0	118,655	203,825	1	0
Fund Transfers:										
Transfers to Union Bank O&M										
Transfers to Union Bank PR								(210,000)	210,000	
Replenish rate stabilization fund			153,417							
Intra-fund transfers for capital expenditures	(153,417)									
Rebalance Capital and O&M Reserves										
Total Transfers	(153,417)	0	153,417	0	0	0	0	(210,000)	210,000	0
Disbursements:										
Operations								381,186		
Payroll & payroll taxes									195,823	
Employee Dental reimbursements								1,624		
CALPERS EFT								26,469		
CAWD SAM pension EFT								6,578		
CAWD pension loans EFT								587		
Home Depot EFT								554		
US Bank EFT								8,053		
Deferred comp contributions EFT									8,281	
PEHP contributions EFT									2,079	
Bank/ADP fees									457	
Highlands Bond Debt Service Payment										
Annual County admin billing fee										
Unfunded CALPERS liability										
All American mailing fee										
Total Disbursements	0	0	0	0	0	0	0	425,051	206,640	0
BALANCE END OF MONTH	2,628,195	8,667,572	12,813,560	644,682	157,053	500,000	25,411,062	263,684	114,225	1,131,938

Total Fund Balances 17-18

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



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



Carmel Area Wastewater District
Disbursements
Jun-18

Date	Check	Vendor	Description	Amount
06/01/18	32402	American Fidelity Assurance Company	Monthly flex and HRA billings	119.22
06/01/18	32403	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	735.19
06/01/18	32404	Andrew Millington	Dental	230.00
06/01/18	32405	Applied Marine Sciences	CCLEAN bills for ocean monitoring	18,777.50
06/01/18	32406	AT&T CALNET 3	Various telephone lines for devices	699.97
06/01/18	32407	Barbara Buikema	Dental	279.00
06/01/18	32408	Bayside Oil	Disposal of oil and coolant	410.00
06/01/18	32409	Blackburn MFG	USA locating paint	226.41
06/01/18	32410	Buckles-Smith	Maintenance software training and operating supplies	2,747.15
06/01/18	32411	Carmel Print & Copy	Triplicate forms for rendering documentation	486.45
06/01/18	32412	Carmel-by-the-Sea	Vista Lobos room fee for the District BBQ	125.00
06/01/18	32413	Christopher Foley	Tuition reimbursement for MBA	5,250.00
06/01/18	32414	Cintas Corporation #63D	Laundry service	414.54
06/01/18	32415	Corix Water Products	Adapter couplings for sewer repair	422.38
06/01/18	32416	Culligan Water	C&I exchange service and softener tank for the lab	42.35
06/01/18	32417	CWEA	Employee memberships	360.00
06/01/18	32418	Dadiw Associates	Board minutes recording	220.00
06/01/18	32419	Daryl Lauer	Dental	319.60
06/01/18	32420	Day Electric	Housing parts for the Highlands generator enclosure	1,241.85
06/01/18	32421	Denise Duffy & Associates	Hutton Canyon on-call environmental services (CAPITAL)	425.00
06/01/18	32422	Direct TV	Monthly service	77.99
06/01/18	32423	Exceedio	Ethernet switches at the Plant, 2 servers at the Plant and maintenance software (CAPITAL \$26,238.07)	42,900.63
06/01/18	32424	Fastenal Company	Operating supplies	267.59
06/01/18	32425	Gavilan Crane & Rigging	Hoist for light pole	665.00
06/01/18	32426	Got.Net	Internet service	24.20
06/01/18	32427	Grainger	Two sump pumps	1,402.20
06/01/18	32428	Harrington Industrial Plastics	Effluent building piping parts	722.22
06/01/18	32429	Idexx Laboratories	Lab supplies	701.66
06/01/18	32430	Irene Bryant	Vision copay	40.00
06/01/18	32431	Iverson Tree Service	Tree trimming and removal at the Plant	3,200.00
06/01/18	32432	Jack Doheny Companies	Repairs on the T-66 tractor	585.09
06/01/18	32433	James Grover	Dental	119.00
06/01/18	32434	Karla Cristi	Reimbursement for potassium hydroxide neutralizer	19.14
06/01/18	32435	Keenan & Associates	Health insurance	28,520.18
06/01/18	32436	McMaster-Carr	Operating supplies	234.68
06/01/18	32437	MetLife-Group Benefits	Life insurance	722.20
06/01/18	32438	Michael Garrison	Dental (\$131.00) and CWEA conference expenses	255.49
06/01/18	32439	Michael Rachel	Dental	77.07
06/01/18	32440	Northern Safety and Industrial	Safety supplies	336.89
06/01/18	32441	Patelco Credit Union	Health savings contributions	3,363.53
06/01/18	32442	PG&E	Co-gen expense	179.71
06/01/18	32443	Pure Water	Monthly service	215.50
06/01/18	32444	Quest Diagnostics	New employee testing	49.00
06/01/18	32445	Schaff & Wheeler	Hydraulic models review (CAPITAL)	542.50

Carmel Area Wastewater District
Disbursements
Jun-18

Date	Check	Vendor	Description	Amount
06/01/18	32446	Smitty's Janitorial	Monthly service	1,110.00
06/01/18	32447	Toro Petroleum	Unleaded gas and diesel	5,646.00
06/01/18	32448	Toyota Material Handling	Forklift training	125.00
06/01/18	32449	Turf Image	Sea level rise study and FEMA notification mailing list	600.00
06/01/18	32450	Univar USA	Sodium hypochlorite	3,414.02
06/01/18	32451	Unum Life Ins.	Long-term disability insurance	1,667.84
06/01/18	32452	Vision Service Plan	Vision insurance	592.65
06/04/18	32453	Buckles-Smith	Control panel, PLC and motor starters for brine project pumps	4,237.80
06/04/18	32454	Cal Microturbine, Inc.	Progress payment on new microturbine (CAPITAL)	109,434.13
06/04/18	32455	McMaster-Carr	Operating supplies	124.79
06/04/18	32456	Scarborough Lumber (Ace Hardware)	Operating supplies	165.81
06/08/18	32457	American Fidelity Assurance Company	HRA contributions	739.23
06/08/18	32458	AutomationDirect, Inc.	Indicator lamps and LED bulbs	927.50
06/08/18	32459	Beck's Shoes	Employee work boots	161.77
06/08/18	32460	Bryan Mailey Electric	Various electrical projects at the Plant	6,250.00
06/08/18	32461	Buckles-Smith	Screw kits	118.74
06/08/18	32462	Calcon Systems	Ignition SCADA annual support	6,579.34
06/08/18	32463	Carmel Marina Corporation	Plant rollofs and admin building garbage	1,197.03
06/08/18	32464	CDCI (Crescent Diving & Contracting)	Annual outfall inspection	11,000.00
06/08/18	32465	Christian Schmidt	Dental	40.33
06/08/18	32466	Cintas Corporation #63D	Laundry service	405.43
06/08/18	32467	Clark Pest Control	Plant service	183.00
06/08/18	32468	Daryl Lauer	Dental	229.60
06/08/18	32469	Day Electric	Housing parts for the Highlands generator enclosure	219.15
06/08/18	32470	Edges Electrical	Electrical parts	258.56
06/08/18	32471	Edward Waggoner	Dental	198.00
06/08/18	32472	Evantec Corporation	Lab supplies	486.65
06/08/18	32473	Fastenal Company	Monthly vending and maintenance supplies	1,501.57
06/08/18	32474	Ferguson Enterprises	Storm drain sump pump parts	285.03
06/08/18	32475	Grainger	Operating supplies	156.26
06/08/18	32476	Green Rubber Kennedy	Storm drain sump pump parts	207.77
06/08/18	32477	Harrington Industrial Plastics	Flow meter for brine feed system (CAPITAL)	221.98
06/08/18	32478	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
06/08/18	32479	Liberty Composting	Sludge hauling	5,927.48
06/08/18	32480	Mainsaver Software	Data prep and asset load for new module (CAPITAL)	7,500.00
06/08/18	32481	McMaster-Carr	Operating supplies	112.99
06/08/18	32482	Municipal Maintenance Equipment	Ignition switch	41.33
06/08/18	32483	Office Team	Admin office temp service	167.12
06/08/18	32484	Peninsula Welding & Medical Supply	Non-liquid cylinders for the lab	69.30
06/08/18	32485	Potter's Electronics	Outdoor radio cable	272.03
06/08/18	32486	Prim's Hardware	Sprinkler parts	9.95
06/08/18	32487	Pure Water	Monthly service	134.75
06/08/18	32488	RedZone Robotics	Annual support for the ICOMM software	4,200.00
06/08/18	32489	Solenis LLC	Praestol polymer for backwash	3,708.60

Carmel Area Wastewater District
Disbursements
Jun-18

Date	Check	Vendor	Description	Amount
06/08/18	32490	State Water Resources Control Board	Employee certificate renewal	150.00
06/08/18	32491	Town & Country Gardening	Monthly service	610.00
06/08/18	32492	TPx Communications	Monthly telephone service	1,165.75
06/08/18	32493	Unison Solutions	Testing of sampling kits for gas components, siloxanes and sulfur compounds	2,025.70
06/08/18	32494	Wellington Law Offices	Legal services	3,536.00
06/19/18	32495	American Fidelity Assurance Company	Monthly flex billings	119.22
06/19/18	32496	Bryan Mailey Electric	Various electrical projects at the Plant	4,178.56
06/19/18	32497	Cal-Am Water	Monthly service	987.78
06/19/18	32498	Calcon Systems	PLC & SCADA screens CIP (CAPITAL)	3,685.00
06/19/18	32499	CAWD/BCSD Reclamation Project	Reimbursement for tertiary lab PG&E	514.30
06/19/18	32500	Corix Water Products	Sewer coupling	218.13
06/19/18	32501	Kennedy/Jenks Consultants	WWTP phase I (CAPITAL)	378.00
06/19/18	32502	Leapfrog Consulting	Employee training meeting	250.00
06/19/18	32503	MNS Engineers	WWTP phase I and Hatton Canyon CIP's (CAPITAL)	4,392.50
06/19/18	32504	Monterey Bay Urgent Care	New employee testing	57.00
06/19/18	32505	Monterey County Health Dept.	Health permit fees	1,684.00
06/19/18	32506	Office Team	Admin office temp service	250.68
06/19/18	32507	Pacific Gas & Electric	Monthly service	35,953.26
06/19/18	32508	Quill Corporation	Office supplies	24.46
06/19/18	32509	Schaff & Wheeler	Hydraulic models review (CAPITAL)	90.00
06/19/18	32510	Titus Industrial Group	Five composite manhole frames and lids	3,911.70
06/19/18	32511	Univar USA	Sodium hypochlorite	3,200.18
06/19/18	32512	USA Blue Book	Safety supplies, SBS tank parts and diffusers (CAPITAL \$360.31)	1,446.73
06/19/18	32513	Wellington Law Offices	Legal services	3,289.00
06/19/18	32514	West Yost Associates	Collection system hydraulic model-Phase 2 and CIP Program Development for Collections	7,830.00
06/21/18	32515	AT&T-VOID	VOID	0.00
06/21/18	32516	AT&T	SCADA phone line	13.79
06/22/18	32517	Buckles-Smith	SBS tank parts and inventory project supplies (CAPITAL \$149.91)	3,166.60
				382,809.95

CAWD/PBCSD Reclamation Project
Disbursements
Jun-18

Date	Check	Vendor	Description	Amount
6/4/2018	8110	Buckles-Smith	Covers for the MLR pumps	172.01
6/5/2018	8111	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	241,748.87
6/5/2018	8112	PBCSD	Capital and O&M reimbursements	60,716.20
6/8/2018	8113	Acme Analytical Solutions	Acetic acid and phenylarsine oxide	431.74
6/8/2018	8114	Bryan Mailey Electric	Install transducer for sulfuric acid tote and test various motors	3,125.00
6/8/2018	8115	Edges Electrical	VFD remote keypad	179.18
6/8/2018	8116	Evantec Corporation	Lab supplies	257.13
6/8/2018	8117	Fastenal Company	Gypsum silo parts	17.38
6/8/2018	8118	Fisher Scientific	Chemical resistant gloves	32.92
6/8/2018	8119	Professional Water Technologies	Spectraguard for RO system and Opticlean A & B to clean RO trains	13,964.25
6/8/2018	8120	Solenis LLC	Praestol polymer for MF backwash	3,708.60
6/19/2018	8121	Bryan Mailey Electric	Install solenoid at the feed water supply RO pad	437.50
6/19/2018	8122	Cal-Am Water	Monthly service	2,129.56
6/19/2018	8123	CAWD	Reimbursement for O&M, aeration and secondary PG&E & capital (\$34.02)	67,584.68
6/19/2018	8124	Manco	Fan retrofit kits for the VFD	4,624.03
6/19/2018	8125	McMaster-Carr	Sample port installation parts at the third and fourth stages	88.76
6/19/2018	8126	Motion Industries	Bearings on the C train motor	724.12
6/19/2018	8127	Pacific Gas & Electric	Tertiary and MF/RO	37,956.94
6/19/2018	8128	Quill Corp.	Office supplies	24.46
6/19/2018	8129	USA Blue Book	Diffusers for the mixed liquor distribution box	437.95
				438,361.28



**Financial Statements
and
Supplementary Schedules**

June 2018

July 26, 2018

Carmel Area Wastewater District

Balance Sheet

June 2018

ASSETS		
Current Assets		
Cash		
Cash	26,920,909.61	
TOTAL Cash	26,920,909.61	
Other Current Assets		
Other Current Assets	69,674.56	
TOTAL Other Current Assets	69,674.56	
TOTAL Current Assets		26,990,584.17
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	51,546,420.23	
TOTAL Treatment Structures	51,546,420.23	
Treatment Equipment		
Treatment Equipment	7,590,612.97	
TOTAL Treatment Equipment	7,590,612.97	
Collection Structures		
Collection Structures	1,040,749.41	
TOTAL Collection Structures	1,040,749.41	
Collection Equipment		
Collection Equipment	938,907.27	
TOTAL Collection Equipment	938,907.27	
Sewers		
		11,033,929.65
Disposal Facilities		
Disposal Facilities	1,126,272.60	
TOTAL Disposal Facilities	1,126,272.60	
Other Fixed Assets		
Other Fixed Assets	3,839,283.93	
TOTAL Other Fixed Assets	3,839,283.93	
Capital Improvement Projects		
Capital Improvement Projects	19,344,615.81	
TOTAL Capital Improvement Projects	19,344,615.81	
Accumulated depreciation		
		(46,769,994.69)
TOTAL Fixed Assets		49,998,856.94
Other Assets		
Other Assets		992,009.00
TOTAL Other Assets		992,009.00
TOTAL ASSETS		77,981,450.11

Carmel Area Wastewater District

Balance Sheet

June 2018

LIABILITIES	
Current Liabilities	
Current Liabilities	228,639.81
TOTAL Current Liabilities	<u>228,639.81</u>
Long-Term Liabilities	
Long Term Liabilities	1,946,943.40
TOTAL Long-Term Liabilities	<u>1,946,943.40</u>
TOTAL LIABILITIES	<u>2,175,583.21</u>
NET POSITION	
Net Assets	71,685,189.28
Year-to-Date Earnings	4,120,677.62
TOTAL NET POSITION	<u>75,805,866.90</u>
TOTAL LIABILITIES & NET POSITION	<u>77,981,450.11</u>

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	8,937,120.70	8,542,382.00	394,738.70	4.6 %
TOTAL Income	<u>8,937,120.70</u>	<u>8,542,382.00</u>	<u>394,738.70</u>	4.6 %
Adjustments				
Discounts	231.90	0.00	231.90	
TOTAL Adjustments	<u>231.90</u>	<u>0.00</u>	<u>231.90</u>	
*****	<u>8,937,352.60</u>	<u>8,542,382.00</u>	<u>394,970.60</u>	4.6 %
***** OPERATING INCOME	<u>8,937,352.60</u>	<u>8,542,382.00</u>	<u>394,970.60</u>	4.6 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,741,091.70	2,871,847.00	130,755.30	4.6 %
Payroll taxes	100.08	0.00	(100.08)	
TOTAL Salaries and Payroll Taxes	<u>2,741,191.78</u>	<u>2,871,847.00</u>	<u>130,655.22</u>	4.5 %
Employee Benefits				
Employee Benefits	641,264.22	879,886.00	238,621.78	27.1 %
TOTAL Employee Benefits	<u>641,264.22</u>	<u>879,886.00</u>	<u>238,621.78</u>	27.1 %
Director's Expenses				
Director's Expenses	23,380.41	28,650.00	5,269.59	18.4 %
TOTAL Director's Expenses	<u>23,380.41</u>	<u>28,650.00</u>	<u>5,269.59</u>	18.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	38,035.31	117,805.00	79,769.69	67.7 %
TOTAL Truck and Auto Expenses	<u>38,035.31</u>	<u>117,805.00</u>	<u>79,769.69</u>	67.7 %
General and Administrative				
General and Administrative	325,871.06	281,785.00	(44,086.06)	-15.6 %
TOTAL General and Administrative	<u>325,871.06</u>	<u>281,785.00</u>	<u>(44,086.06)</u>	-15.6 %
Office Expense				
Office Expense	55,875.16	61,550.00	5,674.84	9.2 %
TOTAL Office Expense	<u>55,875.16</u>	<u>61,550.00</u>	<u>5,674.84</u>	9.2 %
Operating Supplies				
Operating Supplies	248,148.73	380,285.00	132,136.27	34.7 %
TOTAL Operating Supplies	<u>248,148.73</u>	<u>380,285.00</u>	<u>132,136.27</u>	34.7 %
Contract Services				
Contract Services	630,427.63	700,780.00	70,352.37	10.0 %
TOTAL Contract Services	<u>630,427.63</u>	<u>700,780.00</u>	<u>70,352.37</u>	10.0 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	519,822.77	773,365.00	253,542.23	32.8 %
TOTAL Repairs and Maintenance	519,822.77	773,365.00	253,542.23	32.8 %
Utilities				
Utilities	350,307.65	408,905.00	58,597.35	14.3 %
TOTAL Utilities	350,307.65	408,905.00	58,597.35	14.3 %
Travel and Meetings				
Travel and Meetings	43,517.00	82,720.00	39,203.00	47.4 %
TOTAL Travel and Meetings	43,517.00	82,720.00	39,203.00	47.4 %
Permits and Fees				
Permits and Fees	51,678.00	72,335.00	20,657.00	28.6 %
TOTAL Permits and Fees	51,678.00	72,335.00	20,657.00	28.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	35,960.58	39,530.00	3,569.42	9.0 %
TOTAL Memberships and Subscriptions	35,960.58	39,530.00	3,569.42	9.0 %
Safety				
Safety	56,030.72	43,510.00	(12,520.72)	-28.8 %
TOTAL Safety	56,030.72	43,510.00	(12,520.72)	-28.8 %
Other Expenses				
Other Expense	56,632.14	152,800.00	96,167.86	62.9 %
TOTAL Other Expenses	56,632.14	152,800.00	96,167.86	62.9 %
Depreciation and Amortization				
Depreciation and Amortization	2,661,000.00	2,665,860.00	4,860.00	0.2 %
TOTAL Depreciation and Amortization	2,661,000.00	2,665,860.00	4,860.00	0.2 %
TOTAL Operating Expenses	8,479,143.16	9,561,613.00	1,082,469.84	11.3 %
***** OPERATING INCOME (LOSS)	458,209.44	(1,019,231.00)	1,477,440.44	145.0 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	3,662,468.18	4,317,561.00	(655,092.82)	-15.2 %
TOTAL Other Income or Gain	3,662,468.18	4,317,561.00	(655,092.82)	-15.2 %
TOTAL Non-op Income, Expense, Gain or Loss	3,662,468.18	4,317,561.00	(655,092.82)	-15.2 %
***** NET INCOME (LOSS)	4,120,677.62	3,298,330.00	822,347.62	24.9 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Truck and Auto Expenses				
Truck and Auto Expenses	22,457.63	84,150.00	61,692.37	73.3 %
TOTAL Truck and Auto Expenses	22,457.63	84,150.00	61,692.37	73.3 %
Office Expense				
Office Expense	1,031.73	0.00	(1,031.73)	
TOTAL Office Expense	1,031.73	0.00	(1,031.73)	
Operating Supplies				
Operating Supplies	1,435.53	25,000.00	23,564.47	94.3 %
TOTAL Operating Supplies	1,435.53	25,000.00	23,564.47	94.3 %
Contract Services				
Contract Services	857.00	500.00	(357.00)	-71.4 %
TOTAL Contract Services	857.00	500.00	(357.00)	-71.4 %
Repairs and Maintenance				
Repairs and Maintenance	20,281.49	23,800.00	3,518.51	14.8 %
TOTAL Repairs and Maintenance	20,281.49	23,800.00	3,518.51	14.8 %
Permits and Fees				
Permits and Fees	1,278.00	0.00	(1,278.00)	
TOTAL Permits and Fees	1,278.00	0.00	(1,278.00)	
Safety				
Safety	0.00	2,595.00	2,595.00	100.0 %
TOTAL Safety	0.00	2,595.00	2,595.00	100.0 %
TOTAL Operating Expenses	47,341.38	136,045.00	88,703.62	65.2 %
***** OPERATING INCOME (LOSS)	(47,341.38)	(136,045.00)	88,703.62	65.2 %
***** NET INCOME (LOSS)	(47,341.38)	(136,045.00)	88,703.62	65.2 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	381,747.45	299,809.00	(81,938.45)	-27.3 %
TOTAL Salaries and Payroll Taxes	381,747.45	299,809.00	(81,938.45)	-27.3 %
Employee Benefits				
Employee Benefits	94,977.36	133,808.00	38,830.64	29.0 %
TOTAL Employee Benefits	94,977.36	133,808.00	38,830.64	29.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	5,936.63	27,450.00	21,513.37	78.4 %
TOTAL Truck and Auto Expenses	5,936.63	27,450.00	21,513.37	78.4 %
General and Administrative				
General and Administrative	11,973.46	0.00	(11,973.46)	
TOTAL General and Administrative	11,973.46	0.00	(11,973.46)	
Office Expense				
Office Expense	11,681.87	4,250.00	(7,431.87)	-174.9 %
TOTAL Office Expense	11,681.87	4,250.00	(7,431.87)	-174.9 %
Operating Supplies				
Operating Supplies	37,681.35	82,000.00	44,318.65	54.0 %
TOTAL Operating Supplies	37,681.35	82,000.00	44,318.65	54.0 %
Contract Services				
Contract Services	177,667.38	210,500.00	32,832.62	15.6 %
TOTAL Contract Services	177,667.38	210,500.00	32,832.62	15.6 %
Repairs and Maintenance				
Repairs and Maintenance	331,998.33	555,000.00	223,001.67	40.2 %
TOTAL Repairs and Maintenance	331,998.33	555,000.00	223,001.67	40.2 %
Utilities				
Utilities	900.75	500.00	(400.75)	-80.1 %
TOTAL Utilities	900.75	500.00	(400.75)	-80.1 %
Travel and Meetings				
Travel and Meetings	12,244.44	15,400.00	3,155.56	20.5 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	12,244.44	15,400.00	3,155.56	20.5 %
Permits and Fees				
Permits and Fees	0.00	5,000.00	5,000.00	100.0 %
TOTAL Permits and Fees	0.00	5,000.00	5,000.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,044.00	3,750.00	706.00	18.8 %
TOTAL Memberships and Subscriptions	3,044.00	3,750.00	706.00	18.8 %
Safety				
Safety	6,389.61	2,815.00	(3,574.61)	-127.0 %
TOTAL Safety	6,389.61	2,815.00	(3,574.61)	-127.0 %
Other Expenses				
Other Expense	12,916.25	5,000.00	(7,916.25)	-158.3 %
TOTAL Other Expenses	12,916.25	5,000.00	(7,916.25)	-158.3 %
TOTAL Operating Expenses	1,089,158.88	1,345,282.00	256,123.12	19.0 %
***** OPERATING INCOME (LOSS)	(1,089,158.88)	(1,345,282.00)	256,123.12	19.0 %
***** NET INCOME (LOSS)	(1,089,158.88)	(1,345,282.00)	256,123.12	19.0 %
***** NET INCOME (LOSS)	(1,089,158.88)	(1,345,282.00)	256,123.12	19.0 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	479,099.07	460,875.00	(18,224.07)	-4.0 %
TOTAL Salaries and Payroll Taxes	479,099.07	460,875.00	(18,224.07)	-4.0 %
Employee Benefits				
Employee Benefits	156,245.82	188,769.00	32,523.18	17.2 %
TOTAL Employee Benefits	156,245.82	188,769.00	32,523.18	17.2 %
Truck and Auto Expenses				
Truck and Auto Expenses	7,759.01	2,920.00	(4,839.01)	-165.7 %
TOTAL Truck and Auto Expenses	7,759.01	2,920.00	(4,839.01)	-165.7 %
General and Administrative				
General and Administrative	74,958.46	99,910.00	24,951.54	25.0 %
TOTAL General and Administrative	74,958.46	99,910.00	24,951.54	25.0 %
Office Expense				
Office Expense	4,696.70	12,170.00	7,473.30	61.4 %
TOTAL Office Expense	4,696.70	12,170.00	7,473.30	61.4 %
Operating Supplies				
Operating Supplies	17,761.27	19,310.00	1,548.73	8.0 %
TOTAL Operating Supplies	17,761.27	19,310.00	1,548.73	8.0 %
Contract Services				
Contract Services	94,139.83	86,630.00	(7,509.83)	-8.7 %
TOTAL Contract Services	94,139.83	86,630.00	(7,509.83)	-8.7 %
Repairs and Maintenance				
Repairs and Maintenance	128,095.01	126,500.00	(1,595.01)	-1.3 %
TOTAL Repairs and Maintenance	128,095.01	126,500.00	(1,595.01)	-1.3 %
Utilities				
Utilities	33,575.94	39,140.00	5,564.06	14.2 %
TOTAL Utilities	33,575.94	39,140.00	5,564.06	14.2 %
Travel and Meetings				
Travel and Meetings	10,264.83	13,300.00	3,035.17	22.8 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	10,264.83	13,300.00	3,035.17	22.8 %
Permits and Fees				
Permits and Fees	4,572.00	5,500.00	928.00	16.9 %
TOTAL Permits and Fees	4,572.00	5,500.00	928.00	16.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,801.82	2,220.00	(581.82)	-26.2 %
TOTAL Memberships and Subscriptions	2,801.82	2,220.00	(581.82)	-26.2 %
Safety				
Safety	9,457.32	15,120.00	5,662.68	37.5 %
TOTAL Safety	9,457.32	15,120.00	5,662.68	37.5 %
Other Expenses				
Other Expense	444.00	50,300.00	49,856.00	99.1 %
TOTAL Other Expenses	444.00	50,300.00	49,856.00	99.1 %
Depreciation and Amortization				
Depreciation and Amortization	327,000.00	327,000.00	0.00	
TOTAL Depreciation and Amortization	327,000.00	327,000.00	0.00	
TOTAL Operating Expenses	1,350,871.08	1,449,664.00	98,792.92	6.8 %
***** OPERATING INCOME (LOSS)	(1,350,871.08)	(1,449,664.00)	98,792.92	6.8 %
***** NET INCOME (LOSS)	(1,350,871.08)	(1,449,664.00)	98,792.92	6.8 %
***** NET INCOME (LOSS)	(1,350,871.08)	(1,449,664.00)	98,792.92	6.8 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	873,044.68	1,072,135.00	199,090.32	18.6 %
TOTAL Salaries and Payroll Taxes	873,044.68	1,072,135.00	199,090.32	18.6 %
Employee Benefits				
Employee Benefits	246,285.38	358,715.00	112,429.62	31.3 %
TOTAL Employee Benefits	246,285.38	358,715.00	112,429.62	31.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,485.14	1,475.00	(10.14)	-0.7 %
TOTAL Truck and Auto Expenses	1,485.14	1,475.00	(10.14)	-0.7 %
General and Administrative				
General and Administrative	159,727.57	97,500.00	(62,227.57)	-63.8 %
TOTAL General and Administrative	159,727.57	97,500.00	(62,227.57)	-63.8 %
Office Expense				
Office Expense	19,070.07	23,280.00	4,209.93	18.1 %
TOTAL Office Expense	19,070.07	23,280.00	4,209.93	18.1 %
Operating Supplies				
Operating Supplies	182,609.42	242,475.00	59,865.58	24.7 %
TOTAL Operating Supplies	182,609.42	242,475.00	59,865.58	24.7 %
Contract Services				
Contract Services	256,024.98	260,240.00	4,215.02	1.6 %
TOTAL Contract Services	256,024.98	260,240.00	4,215.02	1.6 %
Repairs and Maintenance				
Repairs and Maintenance	22,837.99	62,065.00	39,227.01	63.2 %
TOTAL Repairs and Maintenance	22,837.99	62,065.00	39,227.01	63.2 %
Utilities				
Utilities	297,908.71	347,550.00	49,641.29	14.3 %
TOTAL Utilities	297,908.71	347,550.00	49,641.29	14.3 %
Travel and Meetings				
Travel and Meetings	17,700.41	27,820.00	10,119.59	36.4 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	17,700.41	27,820.00	10,119.59	36.4 %
Permits and Fees				
Permits and Fees	23,873.00	45,835.00	21,962.00	47.9 %
TOTAL Permits and Fees	23,873.00	45,835.00	21,962.00	47.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,867.32	7,900.00	4,032.68	51.0 %
TOTAL Memberships and Subscriptions	3,867.32	7,900.00	4,032.68	51.0 %
Safety				
Safety	37,382.03	20,780.00	(16,602.03)	-79.9 %
TOTAL Safety	37,382.03	20,780.00	(16,602.03)	-79.9 %
Other Expenses				
Other Expense	6,478.94	58,000.00	51,521.06	88.8 %
TOTAL Other Expenses	6,478.94	58,000.00	51,521.06	88.8 %
Depreciation and Amortization				
Depreciation and Amortization	2,300,000.00	2,300,000.00	0.00	
TOTAL Depreciation and Amortization	2,300,000.00	2,300,000.00	0.00	
TOTAL Operating Expenses	4,448,295.64	4,925,770.00	477,474.36	9.7 %
***** OPERATING INCOME (LOSS)	(4,448,295.64)	(4,925,770.00)	477,474.36	9.7 %
***** NET INCOME (LOSS)	(4,448,295.64)	(4,925,770.00)	477,474.36	9.7 %
***** NET INCOME (LOSS)	(4,448,295.64)	(4,925,770.00)	477,474.36	9.7 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	522,438.36	531,083.00	8,644.64	1.6 %
TOTAL Salaries and Payroll Taxes	522,438.36	531,083.00	8,644.64	1.6 %
Employee Benefits				
Employee Benefits	143,755.66	198,594.00	54,838.34	27.6 %
TOTAL Employee Benefits	143,755.66	198,594.00	54,838.34	27.6 %
Director's Expenses				
Director's Expenses	22,480.41	27,650.00	5,169.59	18.7 %
TOTAL Director's Expenses	22,480.41	27,650.00	5,169.59	18.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	396.90	1,810.00	1,413.10	78.1 %
TOTAL Truck and Auto Expenses	396.90	1,810.00	1,413.10	78.1 %
General and Administrative				
General and Administrative	71,790.80	84,375.00	12,584.20	14.9 %
TOTAL General and Administrative	71,790.80	84,375.00	12,584.20	14.9 %
Office Expense				
Office Expense	18,889.21	21,850.00	2,960.79	13.6 %
TOTAL Office Expense	18,889.21	21,850.00	2,960.79	13.6 %
Operating Supplies				
Operating Supplies	351.66	1,500.00	1,148.34	76.6 %
TOTAL Operating Supplies	351.66	1,500.00	1,148.34	76.6 %
Contract Services				
Contract Services	99,987.14	142,910.00	42,922.86	30.0 %
TOTAL Contract Services	99,987.14	142,910.00	42,922.86	30.0 %
Repairs and Maintenance				
Repairs and Maintenance	893.11	5,000.00	4,106.89	82.1 %
TOTAL Repairs and Maintenance	893.11	5,000.00	4,106.89	82.1 %
Utilities				
Utilities	17,922.25	21,715.00	3,792.75	17.5 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	17,922.25	21,715.00	3,792.75	17.5 %
Travel and Meetings				
Travel and Meetings	3,307.32	26,200.00	22,892.68	87.4 %
TOTAL Travel and Meetings	3,307.32	26,200.00	22,892.68	87.4 %
Permits and Fees				
Permits and Fees	18,855.00	16,000.00	(2,855.00)	-17.8 %
TOTAL Permits and Fees	18,855.00	16,000.00	(2,855.00)	-17.8 %
Memberships and Subscriptions				
Memberships and Subscriptions	26,247.44	25,660.00	(587.44)	-2.3 %
TOTAL Memberships and Subscriptions	26,247.44	25,660.00	(587.44)	-2.3 %
Safety				
Safety	2,245.85	2,200.00	(45.85)	-2.1 %
TOTAL Safety	2,245.85	2,200.00	(45.85)	-2.1 %
Other Expenses				
Other Expense	36,792.95	39,500.00	2,707.05	6.9 %
TOTAL Other Expenses	36,792.95	39,500.00	2,707.05	6.9 %
Depreciation and Amortization				
Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Operating Expenses	1,020,354.06	1,184,907.00	164,552.94	13.9 %
***** OPERATING INCOME (LOSS)	(1,020,354.06)	(1,184,907.00)	164,552.94	13.9 %
***** NET INCOME (LOSS)	(1,020,354.06)	(1,184,907.00)	164,552.94	13.9 %
***** NET INCOME (LOSS)	(1,020,354.06)	(1,184,907.00)	164,552.94	13.9 %

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

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	481,572.25	507,945.00	26,372.75	5.2 %
TOTAL Salaries and Payroll Taxes	481,572.25	507,945.00	26,372.75	5.2 %
Director's Expenses				
Director's Expenses	900.00	1,000.00	100.00	10.0 %
TOTAL Director's Expenses	900.00	1,000.00	100.00	10.0 %
General and Administrative				
General and Administrative	7,420.77	0.00	(7,420.77)	
TOTAL General and Administrative	7,420.77	0.00	(7,420.77)	
Office Expense				
Office Expense	19.13	0.00	(19.13)	
TOTAL Office Expense	19.13	0.00	(19.13)	
Operating Supplies				
Operating Supplies	1,074.87	10,000.00	8,925.13	89.3 %
TOTAL Operating Supplies	1,074.87	10,000.00	8,925.13	89.3 %
Contract Services				
Contract Services	1,751.30	0.00	(1,751.30)	
TOTAL Contract Services	1,751.30	0.00	(1,751.30)	
Repairs and Maintenance				
Repairs and Maintenance	10,348.30	1,000.00	(9,348.30)	-934.8 %
TOTAL Repairs and Maintenance	10,348.30	1,000.00	(9,348.30)	-934.8 %
Safety				
Safety	81.97	0.00	(81.97)	
TOTAL Safety	81.97	0.00	(81.97)	
TOTAL Operating Expenses	503,168.59	519,945.00	16,776.41	3.2 %
***** OPERATING INCOME (LOSS)	(503,168.59)	(519,945.00)	16,776.41	3.2 %

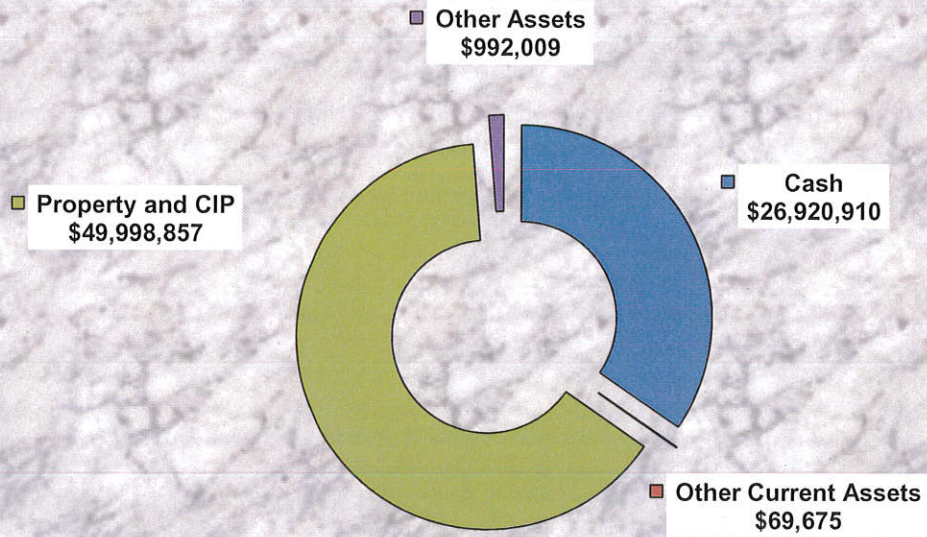
Carmel Area Wastewater District
Budgeted Operating Exp.-Waste to Energy
Year-to-Date Variance, June 2018 - current month, Consolidated by
account, Department 9

	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	414.08	0.00	414.08	
TOTAL Income	<u>414.08</u>	<u>0.00</u>	<u>414.08</u>	
*****	414.08	0.00	414.08	
***** OPERATING INCOME	<u>414.08</u>	<u>0.00</u>	<u>414.08</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,868.64	0.00	(1,868.64)	
TOTAL Salaries and Payroll Taxes	<u>1,868.64</u>	<u>0.00</u>	<u>(1,868.64)</u>	
Office Expense				
Office Expense	486.45	0.00	(486.45)	
TOTAL Office Expense	<u>486.45</u>	<u>0.00</u>	<u>(486.45)</u>	
Operating Supplies				
Operating Supplies	558.84	0.00	(558.84)	
TOTAL Operating Supplies	<u>558.84</u>	<u>0.00</u>	<u>(558.84)</u>	
Permits and Fees				
Permits and Fees	3,100.00	0.00	(3,100.00)	
TOTAL Permits and Fees	<u>3,100.00</u>	<u>0.00</u>	<u>(3,100.00)</u>	
TOTAL Operating Expenses	<u>6,013.93</u>	<u>0.00</u>	<u>(6,013.93)</u>	
***** OPERATING INCOME (LOSS)	<u>(5,599.85)</u>	<u>0.00</u>	<u>(5,599.85)</u>	
***** NET INCOME (LOSS)	<u>(5,599.85)</u>	<u>0.00</u>	<u>(5,599.85)</u>	
***** NET INCOME (LOSS)	<u>(5,599.85)</u>	<u>0.00</u>	<u>(5,599.85)</u>	

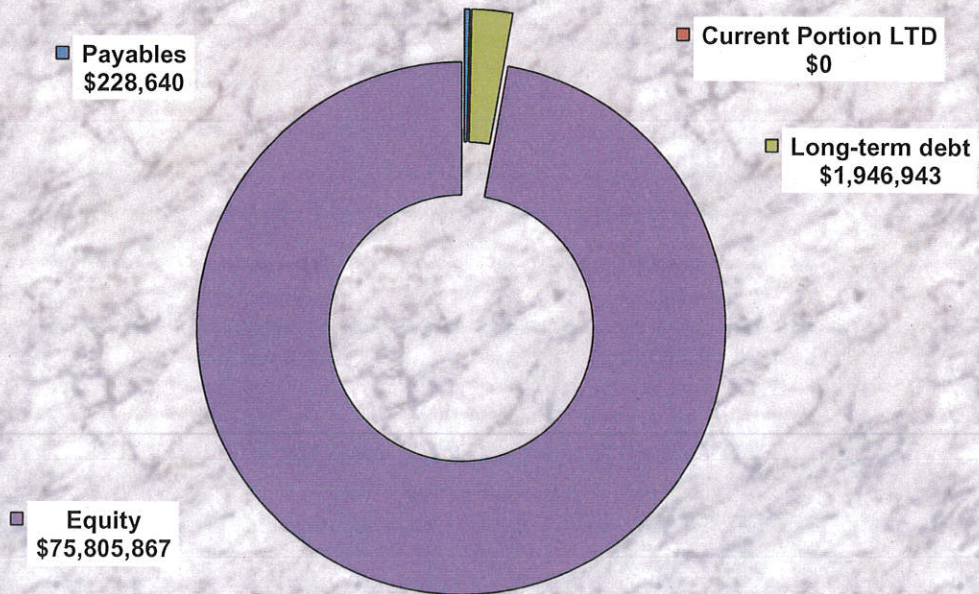
Carmel Area Wastewater District
Budgeted Operating Exp.-Brine Disposal
Year-to-Date Variance, June 2018 - current month, Consolidated by
account, Department 10

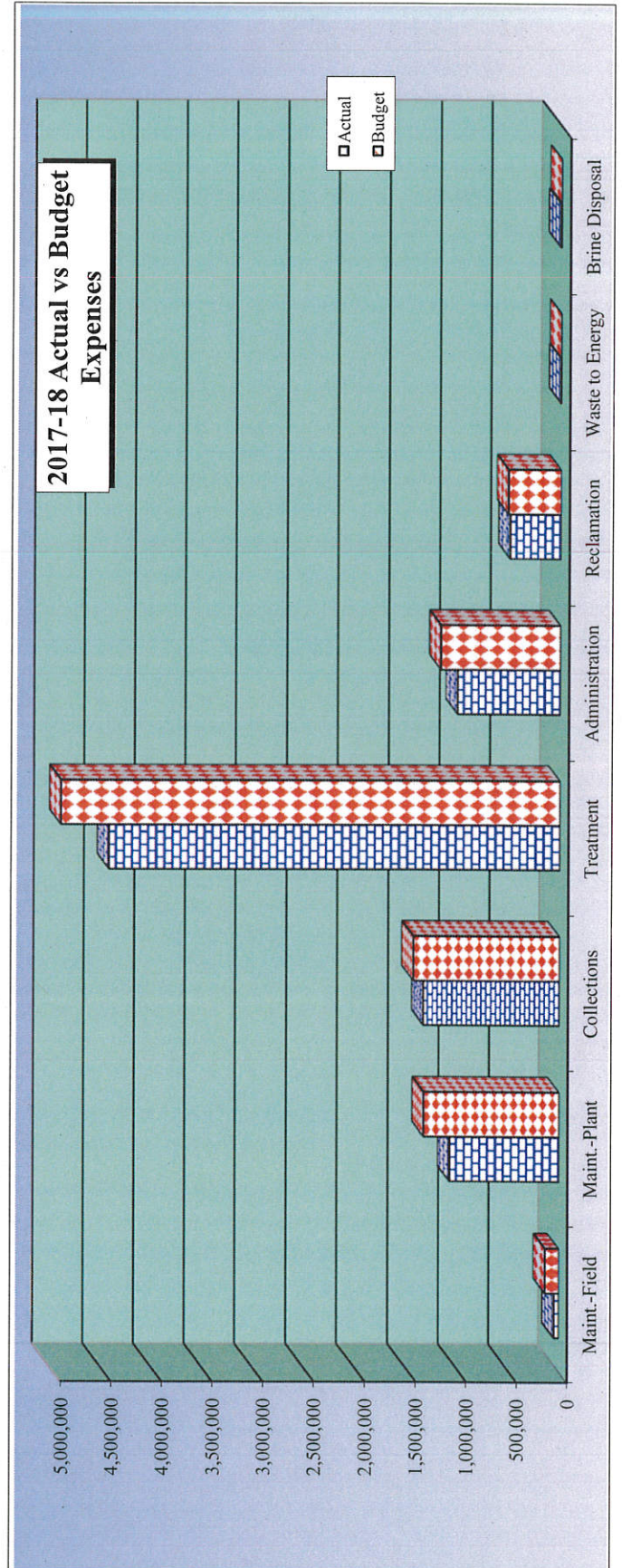
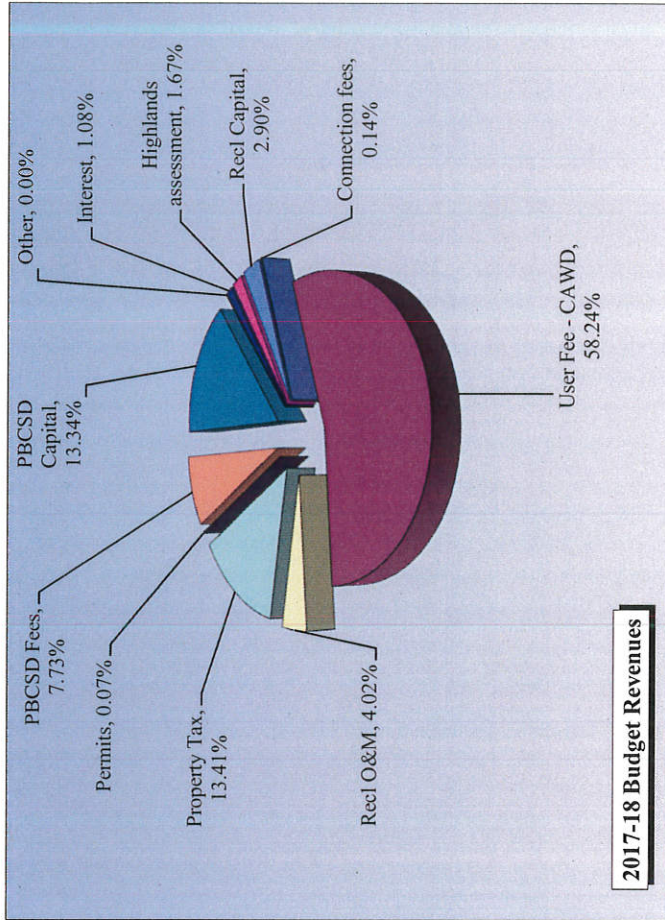
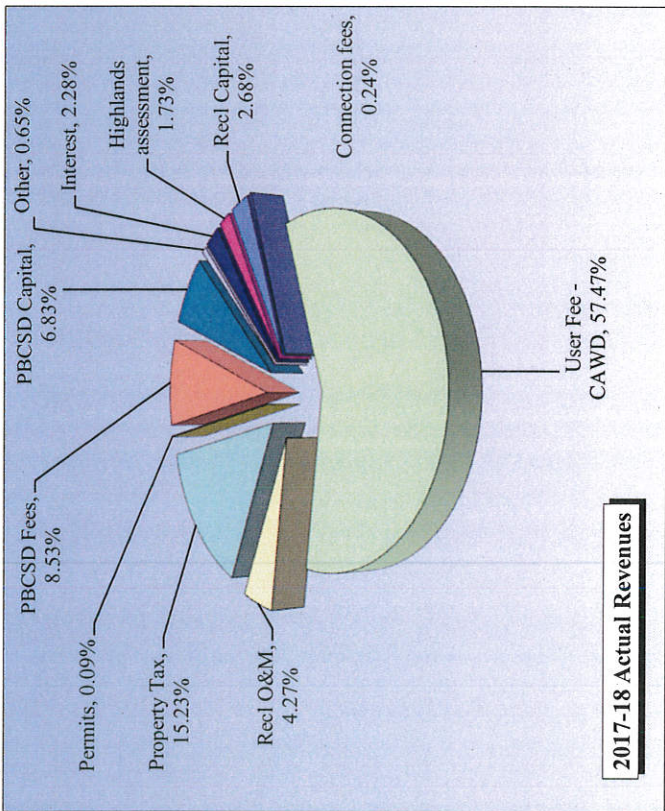
	<i>12 Months Ended June 30, 2018</i>	<i>12 Months Ended June 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,321.25	0.00	(1,321.25)	
Payroll taxes	100.08	0.00	(100.08)	
TOTAL Salaries and Payroll Taxes	1,421.33	0.00	(1,421.33)	
Operating Supplies				
Operating Supplies	6,675.79	0.00	(6,675.79)	
TOTAL Operating Supplies	6,675.79	0.00	(6,675.79)	
Repairs and Maintenance				
Repairs and Maintenance	5,368.54	0.00	(5,368.54)	
TOTAL Repairs and Maintenance	5,368.54	0.00	(5,368.54)	
Safety				
Safety	473.94	0.00	(473.94)	
TOTAL Safety	473.94	0.00	(473.94)	
TOTAL Operating Expenses	13,939.60	0.00	(13,939.60)	
***** OPERATING INCOME (LOSS)	(13,939.60)	0.00	(13,939.60)	
***** NET INCOME (LOSS)	(13,939.60)	0.00	(13,939.60)	
***** NET INCOME (LOSS)	(13,939.60)	0.00	(13,939.60)	

Assets - June 30, 2018

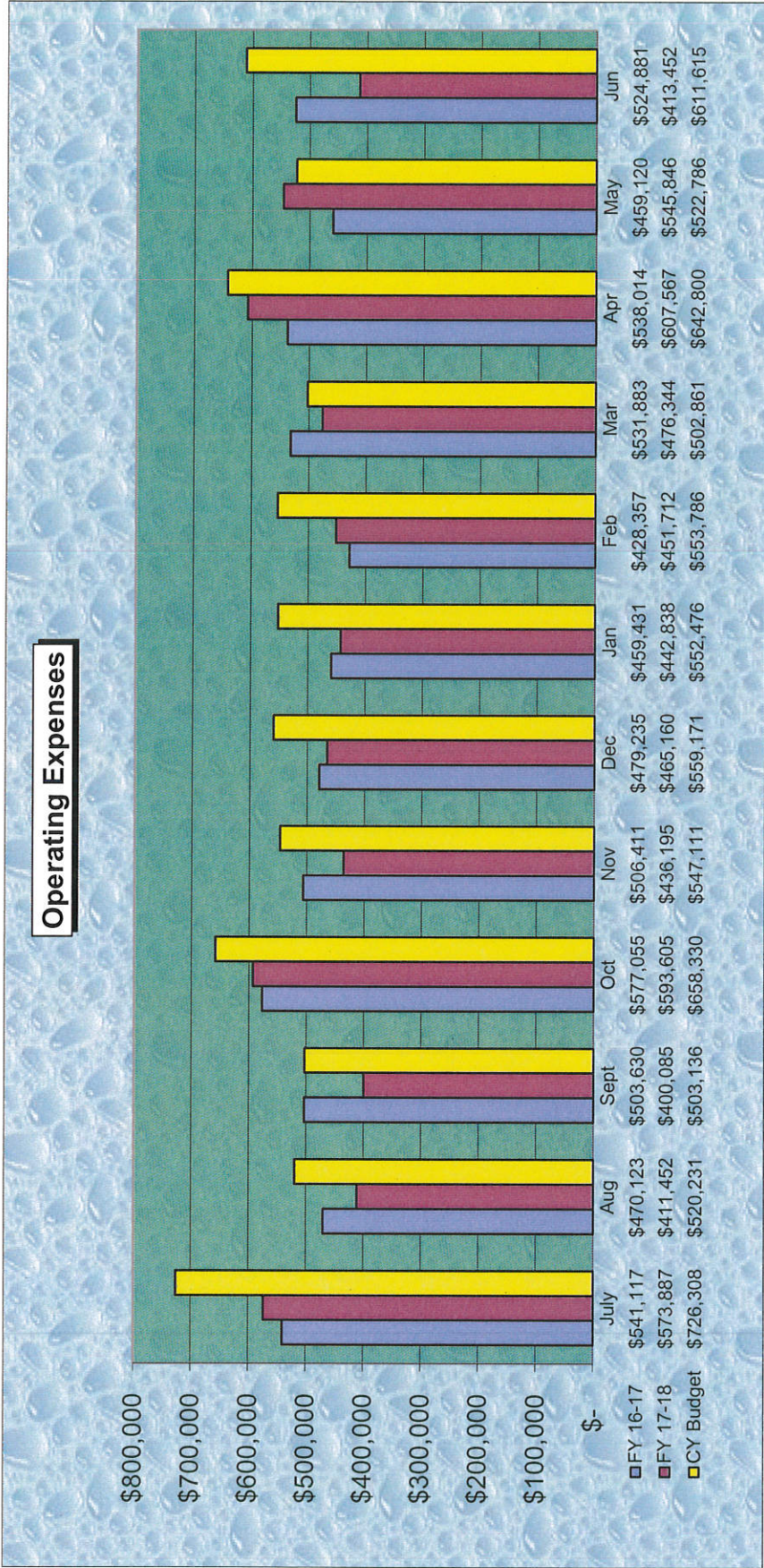


Liabilities - June 30, 2018





Operating Expenses



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

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Admin building fence (unbudgeted)	0	0	23,875	23,875	0	NA
<u>Collections</u>						
Larson sewer replacement (unbudgeted)	(4,661)	0	240,648	240,648	0	NA
Highlands Pump Station pumps	0	0	28,274	28,274	40,000	70.68%
San Carlos sewer line replacement (unbudgeted)	0	0	94,600	94,600	0	NA
14th & 15th sewer line replacement (unbudgeted)	23,678	0	23,678	23,678	0	NA
<u>Treatment</u>						
Rebuild waterchump (unbudgeted)	0	0	8,724	8,724	0	NA
Micrologix controller-influent wet well mixer	0	0	15,211	15,211	13,000	117.01%
Caterpillar compact track loader	0	0	54,952	54,952	55,000	99.91%
Thermo Scientific Gallery Discrete Analyzer	0	0	21,609	21,609	22,500	96.04%
Microturbine	130,540	0	161,807	161,807	148,000	NA
Mainsaver Inventory module (unbudgeted)	0	0	13,400	13,400	0	NA
Two Network Servers	0	0	26,238	26,238	30,000	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	(43,513)	0	(100,647)	(100,647)	0	NA
	106,044		612,369	612,369	308,500	NA

Total Capital Purchases 17-18

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

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	123,079	1,395	58,622	181,700	300,000	19.54%
Construction of new Gravity Sewer Line-Carmel Meadows	117,152	0	0	117,152	0	NA
Hatton Canyon Trail	0	0	104,365	104,365	800,000	13.05%
<u>Treatment</u>						
H2S scrubber tanks	44,920	0	0	44,920	0	NA
Study SCADA, PLC, and Communication Systems (RECL 50%)	277,815	0	85,716	363,531	0	NA
Waste Gas Burner	383,607	0	180,083	563,690	265,000	67.96%
Influent Pump St. Wet Well Mixing System	0	0	11,034	11,034	13,000	84.87%
SBS Tank Rehab (Brine Disposal)	0	677	1,130	1,130	25,000	4.52%
RECL share		0	(42,859)	(181,766)	0	NA
PBCSD share (1/3 of cost)		0	(77,991)	(267,513)	(101,000)	77.22%
Total CIP Projects 17-18	946,572	2,072	320,099	938,243	1,302,000	72.06%

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

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
Treatment						
Electrical Upgrade	155,571	0	1,471	157,042	0	NA
Standby blower replacement	860,918	0	71,958	932,876	65,000	110.70%
Storm water improvements	477,030	0	85,639	562,669	50,000	171.28%
Thickener (RECL 50%)	811,287	0	131,094	942,381	175,000	74.91%
Hypo/SBS (RECL 40%)	2,222,399	0	707,644	2,930,043	650,000	108.87%
Portable RAS pumping	969,940	0	149,038	1,118,978	300,000	49.68%
Digester firm capacity Improvements	4,182,752	0	1,157,273	5,340,025	1,000,000	115.73%
#1 Water improvements	330,674	0	46,434	377,108	25,000	185.74%
#3 Water system improvements	308,408	0	14,657	323,065	25,000	58.63%
Dewatering	1,111,758	0	166,353	1,278,111	350,000	47.53%
Standby & main power improvements	3,061,493	0	373,998	3,435,491	750,000	49.87%
Outfall Crossing rehabilitation	11,748	5,894	213,988	225,736	120,000	178.32%
Primary Clarifier #2	110,334	0	36,843	147,177	225,000	16.37%
Primary Clarifier #1	0	0	185,993	185,993	225,000	82.66%
Microturbine/Gas Conditioning System	0	0	400	400	238,000	0.17%
RECL share		0	(348,605)	(1,643,207)	(347,500)	100.32%
PBCSD share (1/3 of cost)		(1,965)	(998,059)	(5,437,962)	(1,283,500)	77.76%
	14,614,312	3,929	1,996,118	10,875,925	2,567,000	423.68%
Total Long Term CIP Projects 17-18						
Total Capital (net of RECL and PBCSD)	15,560,884	112,045	2,928,586	12,426,536	4,177,500	297.46%

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

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Office Expense	no budget	Equipment repairs - unbudgeted
Contract Services	-71.40%	Small amounts-Actual \$857, Budget \$500
Permits and Fees	no budget	Mo. Bay Air Resource District permit - unbudgeted

Maintenance - Plant

Salaries and Payroll Taxes	-27.30%	Underbudgeted
General and Administrative	no budget	Insurance - unbudgeted
Office Expense	-174.90%	Computers and equipment, furnishings and fixtures underbudgeted
Utilities	-80.10%	Cell phone for new employee not budgeted. Actual \$901, Budget \$500
Safety	-127.00%	Safety supplies, uniforms and fire extinguisher underbudgeted
Other Expense	-158.30%	Recruiting underbudgeted-Actual \$12,916, Budget \$5,000

Collections

Truck and Auto Expenses	-165.70%	Insurance underbudgeted
Contract Services	-8.70%	Various services underbudgeted
Memberships and Subscriptions	-26.20%	Small amounts-Actual \$2,802, Budget \$2,220

Treatment

General and Administrative	-63.80%	Legal and engineering underbudgeted.
Safety	-79.90%	Supplies and training underbudgeted.

Administration

Permits and Fees	-17.80%	LAFCO underbudgeted.
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Waste to Energy

New department - no budget

Brine Disposal

New department - no budget

District Obligations:

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

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

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

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in June	8
Total Fees.....	\$ 800.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were 35 sewer lines CCTV inspected in June totaling 6,163 feet.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
April	65,059 ft.	15.82%	6 - 27 inches
May	62,970 ft.	15.31%	6 - 27 inches
June	47,798 ft.	11.62%	6 – 15 inches

Construction activities

District staff replaced 3 manhole frame and lids with new composite style frame & lids in June. Carmel By the Sea's contractors installed a total of 16 new frame and lids as part of the paving upgrades.

Service calls responded to by crew

Date	Time	Callout	Resolution
6/1/18	7:30 AM	Lateral Back up	Owner to call their plumber
6/6/18	9:30 AM	Lateral Back up	Owner to call their plumber
6/15/18	5:20 AM	Communication fail at Pump Station	Monitor station via back up SCADA

USA Location Requests – 106

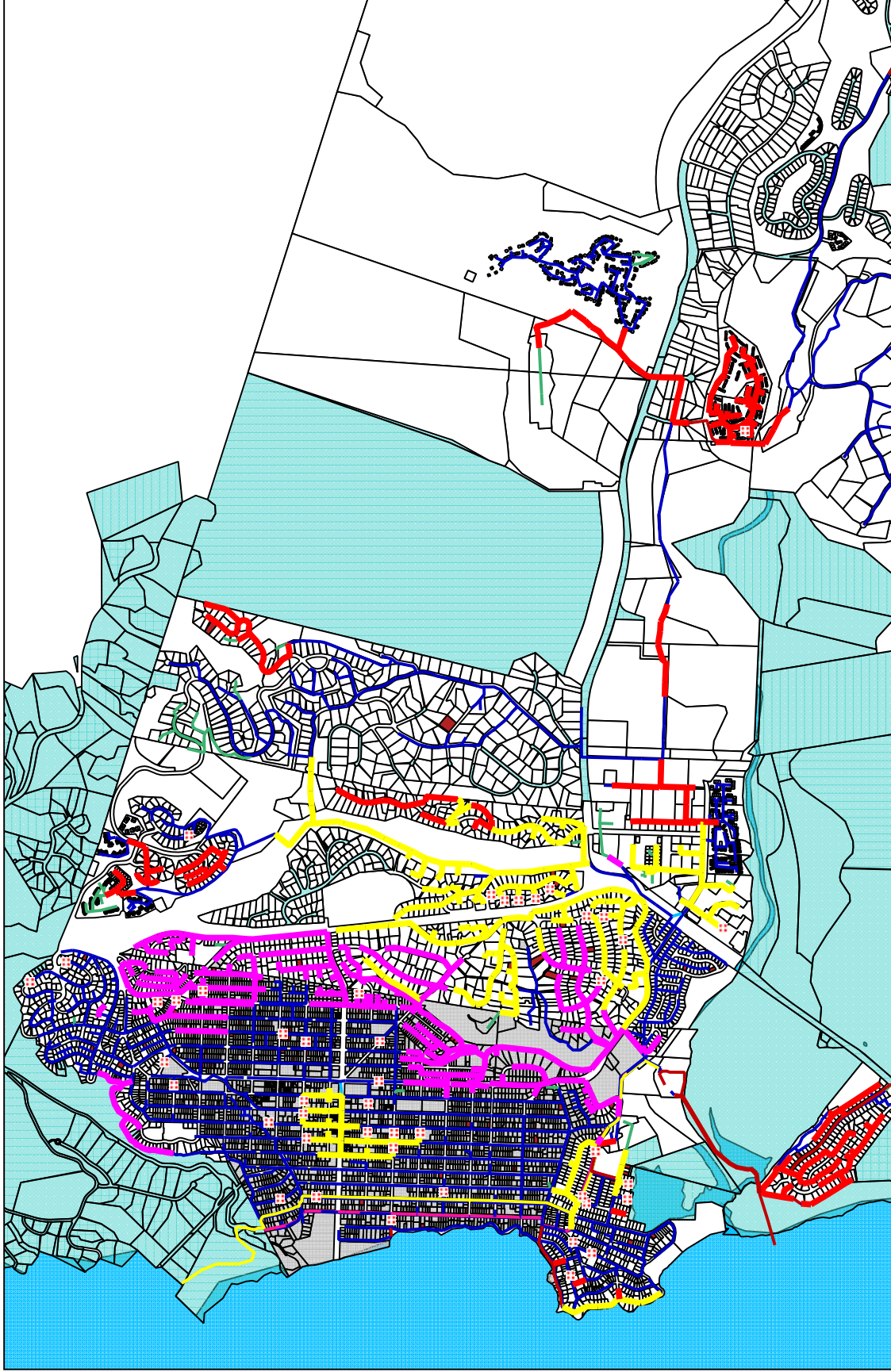
Plumbing permit inspections – 7

FUNDING

N/A- Informational item only

April (Magenta) 65,059 feet
May (Yellow) 62,970 feet
June (Red) 47,798 feet

Monthly Cleaning Routes



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: April 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.603	0.886	0.809	1.197	66.657	103.57	317.70
PBCSD Flow	13.307	0.444	0.357	0.804	33.343	52.00	159.50
Total Plant Flow	39.910	1.330	1.166	2.001	100.00	155.57	477.19
Tertiary Flow	15.718	0.714	0.000	1.372	39.384	95.44	292.77
Ocean Discharge	24.774	0.826	0.128	2.154	62.075	66.45	203.84
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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

TERTIARY PROCESS HISTORY	
Total Annual Reclamation Production (2018)	95.44 MG (292.91 acre-ft.)
Total Lifetime Reclamation Production (94-18)	6.85 BG (21.01 B acre-ft.)
12 Month Rolling Total Reclamation Production	352.81 MG (1082.76 acre-ft.)

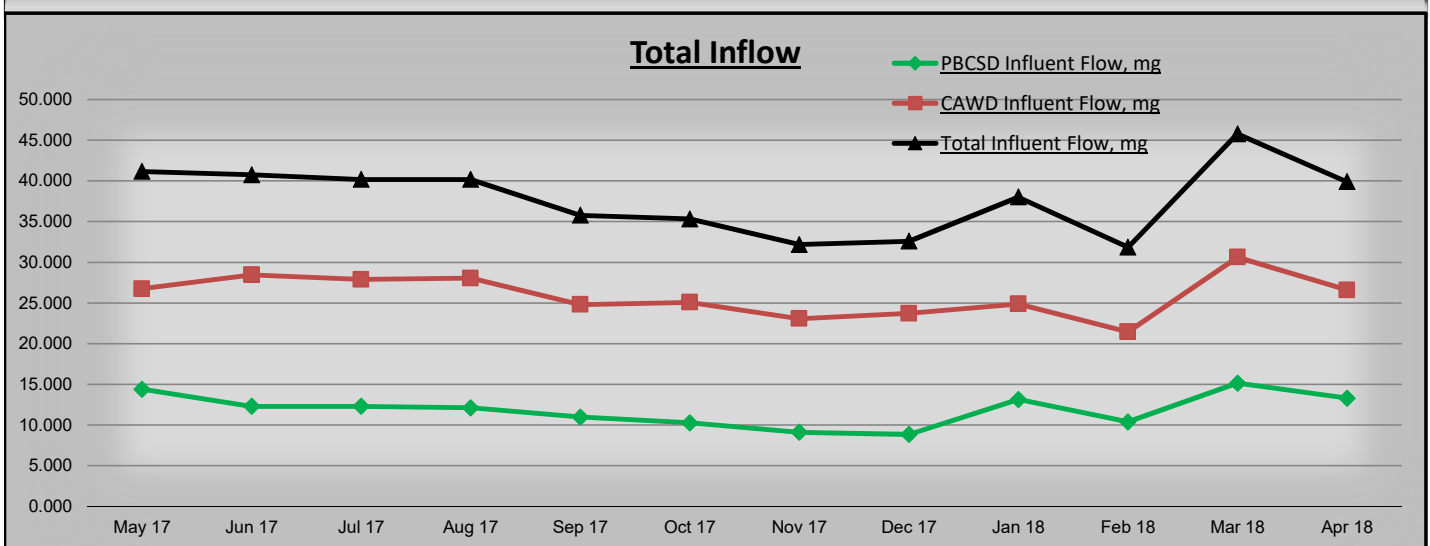
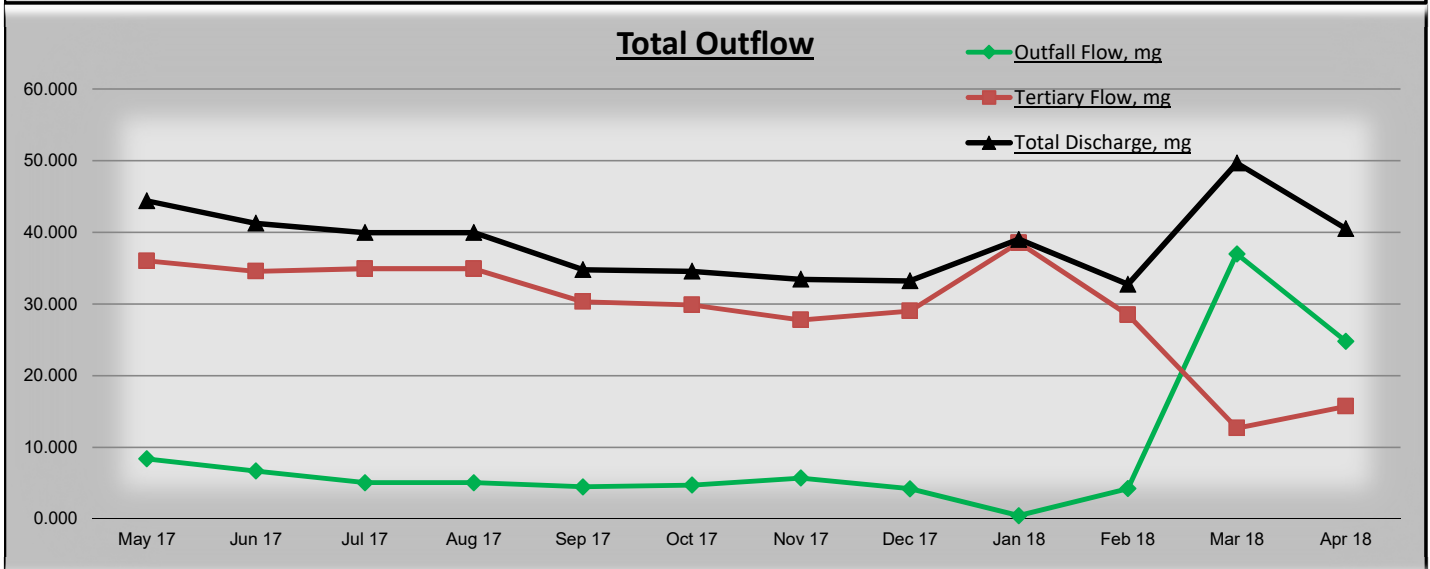
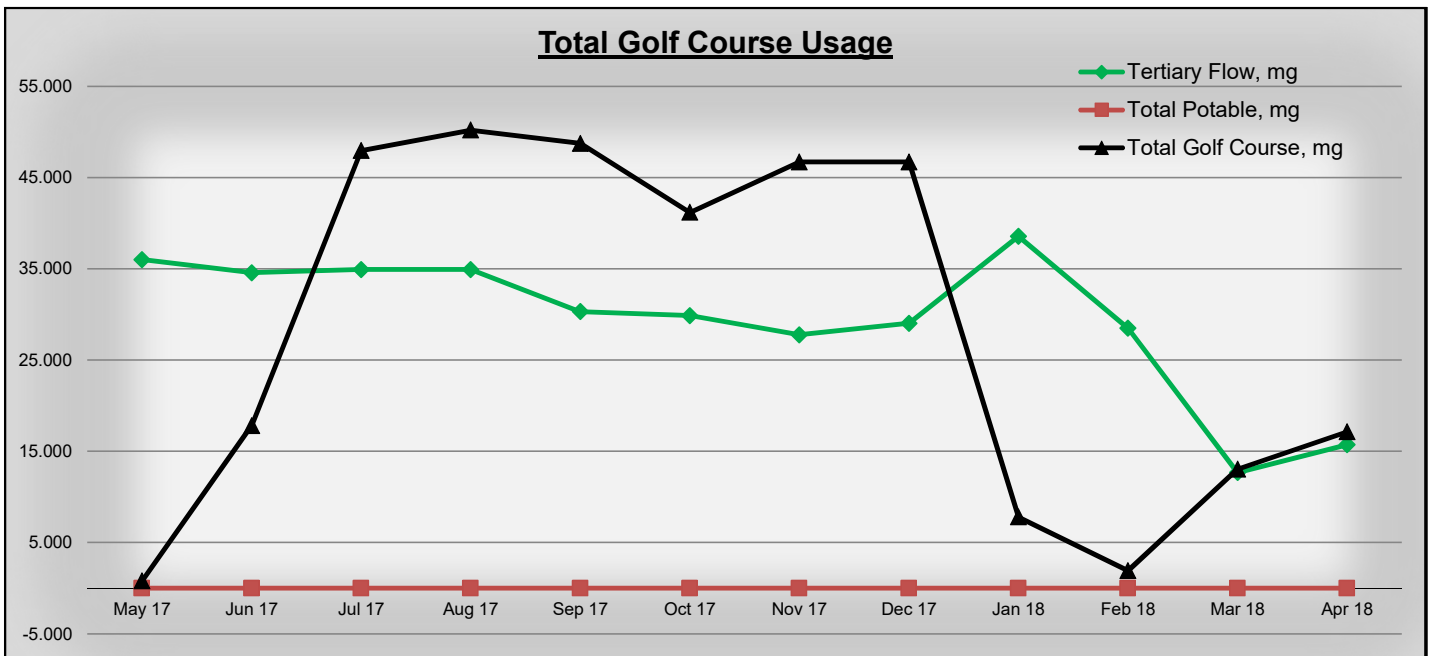
ELECTRICAL COSTS						
Monthly Totals	Apr '18 kWh	Price per kWh	Apr'18	Mar'18	Feb '18	Jan'18
Secondary	147,888.00	\$ 0.188	\$ 27,773.70	\$ 11,447.13	\$ 18,923.71	\$ 21,622.45
Blowers	55,807.36	\$ 0.138	\$ 7,681.64	\$ 7,616.65	\$ 7,478.80	\$ 7,852.02
CAWD Total	203,695.36		\$ 35,455.34	\$ 19,063.78	\$ 26,402.51	\$ 29,474.47
Tertiary	40,013.48	\$ 0.181	\$ 7,250.00	\$ 8,529.53	\$ 12,069.67	\$ 13,473.94
MF/RO	63,286.00	\$ 0.183	\$ 11,611.23	\$ 6,086.92	\$ 16,533.56	\$ 9,746.50
Reclaim Total	103,299.48		\$ 18,861.23	\$ 14,616.45	\$ 28,603.23	\$ 23,220.44
Adjusted Monthly Totals (1)	CAWD Total		\$ 25,045.83	Reclamation Total		\$ 29,270.74

kW-h Per Acre Foot								
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	n/a	n/a	n/a
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	n/a	n/a	n/a

MICROTURBINE SUMMARY					
Month	Apr '18 kWh	Mar'18	Feb '18	Jan'18	Accumulated Totals
Production, kWh	13,436	3,208	0	0	309,661.81

COMMENTS

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



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: May 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.193	0.845	0.733	0.994	67.754	129.76	398.04
PBCSD Flow	12.466	0.402	0.364	0.480	32.246	64.46	197.74
Total Plant Flow	38.659	1.247	1.097	1.474	100.00	194.22	595.78
Tertiary Flow	32.030	1.033	0.875	1.284	82.853	127.47	391.02
Ocean Discharge	4.797	0.155	0.121	0.277	12.408	71.25	218.55
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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

TERTIARY PROCESS HISTORY	
Total Annual Reclamation Production (2018)	127.47 MG (391.01 acre-ft.)
Total Lifetime Reclamation Production (94-18)	6.99 BG (21.45B acre-ft.)
12 Month Rolling Total Reclamation Production	348.82 MG (1070.54 acre-ft.)

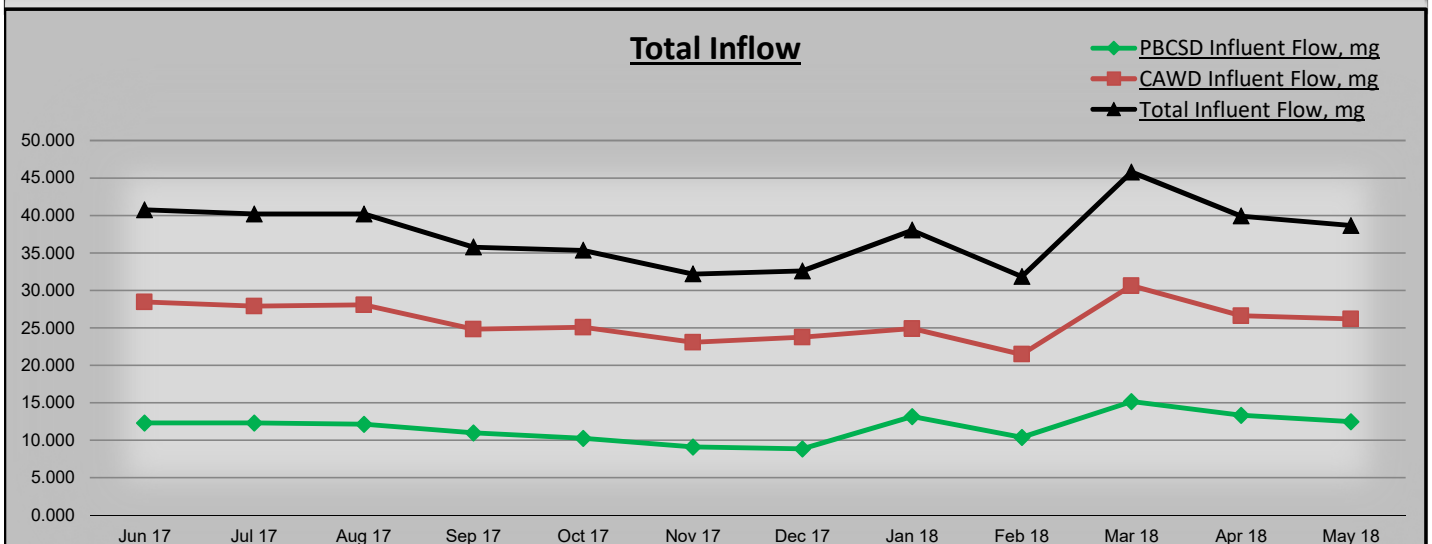
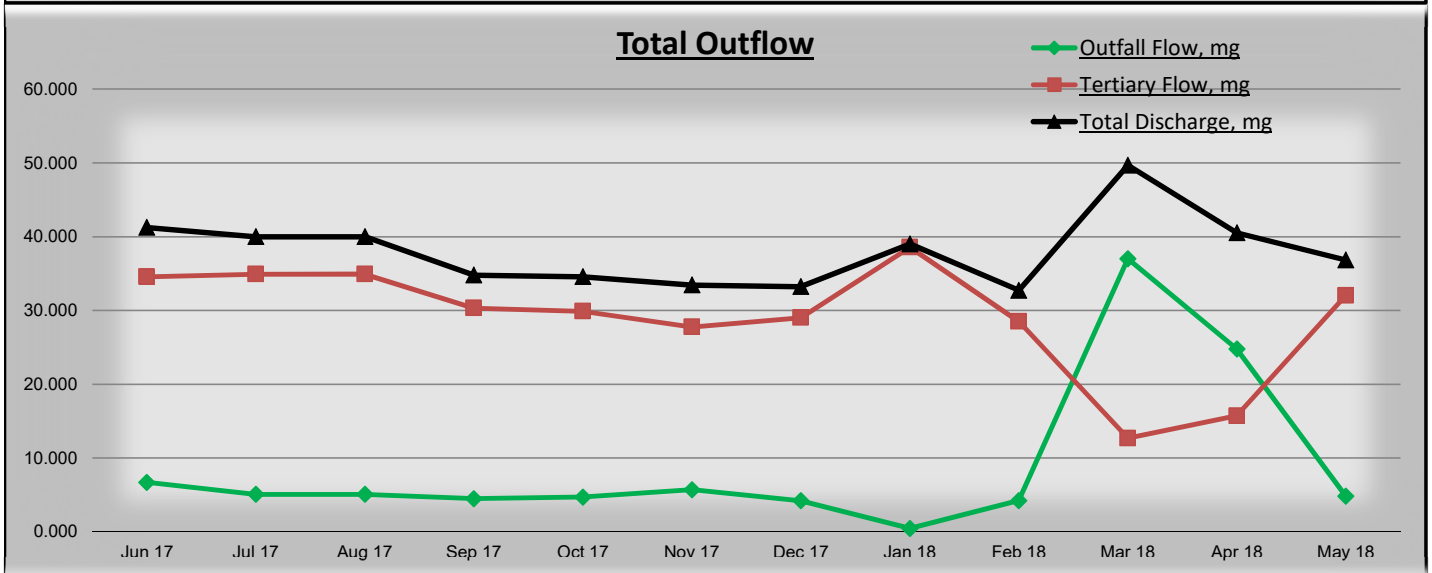
ELECTRICAL COSTS						
Monthly Totals	May '18 kWh	Price per kWh	May'18	Apr'18	Mar '18	Feb'18
Secondary	123,954.00	\$ 0.189	\$ 23,417.21	\$ 27,773.70	\$ 11,447.13	\$ 18,923.71
Blowers	50,877.84	\$ 0.167	\$ 8,499.50	\$ 7,681.64	\$ 7,616.65	\$ 7,478.80
CAWD Total	174,831.84		\$ 31,916.71	\$ 35,455.34	\$ 19,063.78	\$ 26,402.51
Tertiary	83,516.08	\$ 0.188	\$ 15,726.97	\$ 7,250.00	\$ 8,529.53	\$ 12,069.67
MF/RO	108,876.00	\$ 0.204	\$ 22,229.97	\$ 11,611.23	\$ 6,086.92	\$ 16,533.56
Reclaim Total	192,392.08		\$ 37,956.94	\$ 18,861.23	\$ 14,616.45	\$ 28,603.23
Adjusted Monthly Totals (1)	CAWD Total	\$	23,218.43	Reclamation Total		\$ 46,655.22

kW-h Per Acre Foot								
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	n/a	n/a	n/a
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	n/a	n/a	n/a

MICROTURBINE SUMMARY					
Month	May '18 kWh	Apr'18	Mar'18	Feb'18	Accumulated Totals
Production, kWh	14,650	13,436	3,208	0	641,853.00

COMMENTS

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



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: June 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.183	0.773	0.731	0.829	68.471	152.95	469.16
PBCSD Flow	10.675	0.356	0.330	0.389	31.529	75.14	230.48
Total Plant Flow	33.858	1.129	1.061	1.218	100.00	228.08	699.64
Tertiary Flow	29.228	0.996	0.837	1.200	86.325	156.70	480.68
Ocean Discharge	4.631	0.154	0.127	0.188	13.678	75.88	232.76
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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

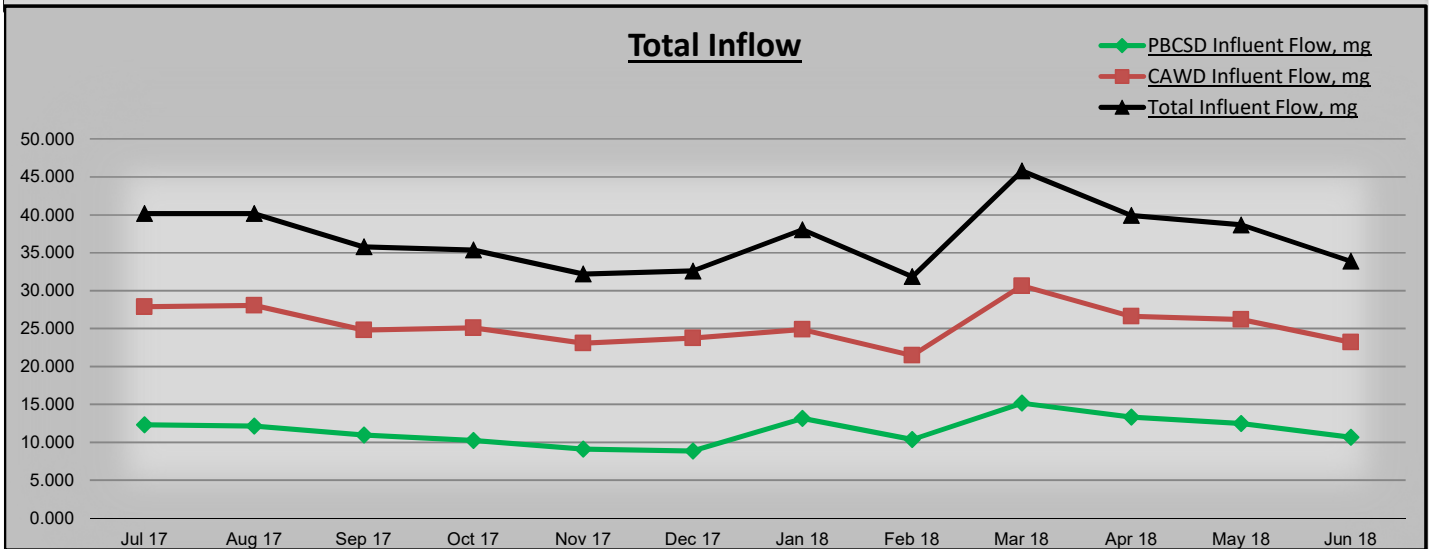
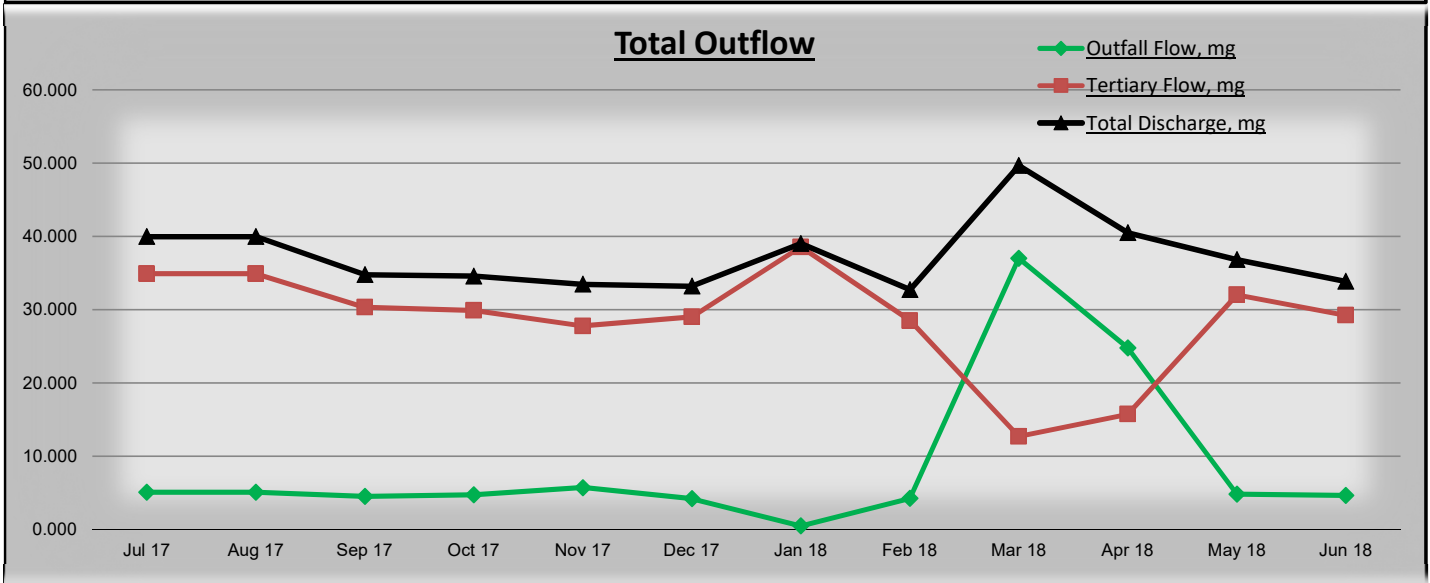
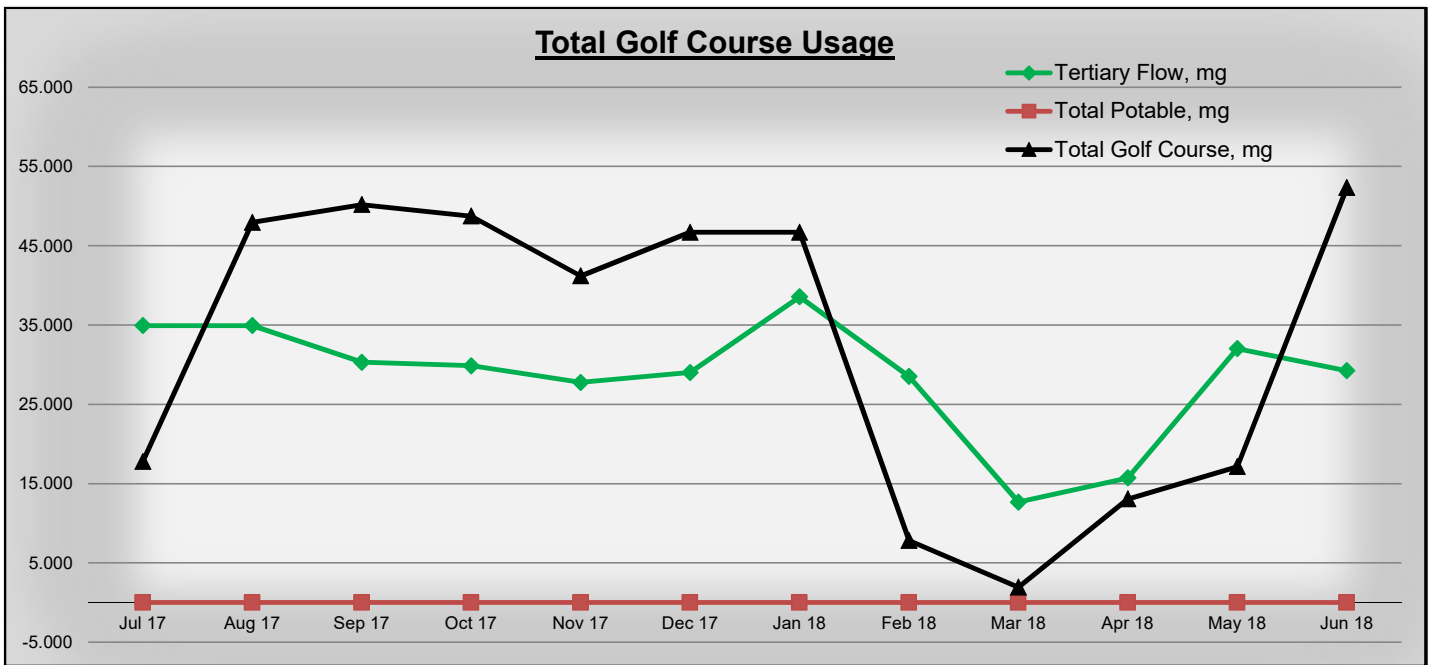
TERTIARY PROCESS HISTORY	
Total Annual Reclamation Production (2018)	156.70 MG (480.91 acre-ft.)
Total Lifetime Reclamation Production (94-18)	7.17 BG (22.02 B acre-ft.)
12 Month Rolling Total Reclamation Production	343.49 MG (1054.16 acre-ft.)

ELECTRICAL COSTS						
Monthly Totals	Jun '18 kWh	Price per kWh	Jun'18	May'18	Apr '18	Mar'18
Secondary	122,868.00	\$ 0.177	\$ 21,790.35	\$ 23,417.21	\$ 27,773.70	\$ 11,447.13
Blowers	52,881.12	\$ 0.188	\$ 9,930.68	\$ 8,499.50	\$ 7,681.64	\$ 7,616.65
CAWD Total	175,749.12		\$ 31,721.03	\$ 31,916.71	\$ 35,455.34	\$ 19,063.78
Tertiary	97,144.16	\$ 0.184	\$ 17,852.68	\$ 15,726.97	\$ 7,250.00	\$ 8,529.53
MF/RO	105,519.00	\$ 0.215	\$ 22,703.79	\$ 22,229.97	\$ 11,611.23	\$ 6,086.92
Reclaim Total	202,663.16		\$ 40,556.47	\$ 37,956.94	\$ 18,861.23	\$ 14,616.45
Adjusted Monthly Totals (1)	CAWD Total		\$ 23,716.38	Reclamation Total		\$ 48,561.12

kW-h Per Acre Foot								
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	n/a	n/a
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	n/a	n/a

MICROTURBINE SUMMARY					
Month	Jun '18 kWh	May'18	Apr '18	Mar'18	Accumulated Totals
Production, kWh	13,610	14,650	13,436	3,208	655,463.00

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



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: July 26, 2018

Subject: Monthly Report (for June 2018)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

June 7- S/C Admin Dias presented the annually required Spill Prevention Control and Countermeasures training. The SPCC had been updated for personnel changes and to emphasize that the plant site is essentially 100% self-contained. Any rains or potential spills that enter the on-site storm-water system can be captured in the sump, or sent to headworks for full treatment.

June 14- Tailgate training. Chris Dixon, Senior Operator gave a tailgate presentation on clean-up after jobs so the next operator can safely use the space and quickly find the needed tools or equipment in their original location.

June 21- Monthly Safety Training. S/C Admin Dias presented on the availability of Fire resources in the event of a chemical accident or confined space rescue. This was discussed with Cal-Fire two days prior when four crews from Cal Fire stations (Pebble Beach, Highlands and Cypress) had completed a plant walk of the site. While Fire could assist with traffic control, emergency communications, decon and logistics, CAWD crews remain the best trained and equipped resource for accidents or rescues within the first hour. Fully equipped and trained responders would need to come from Seaside/Salinas and should be assumed to take well over an hour to assemble, arrive, assess and begin meaningful assistance. Therefore CAWD crews will continue to

maintain our high level of response trainings and preparedness. Cal Fire requested CAWD assistance with their requirement for annual rescue training.

June 28- Tailgate training. Barry Blevins, Collections, gave a presentation on personal emergency preparedness. Being personally prepared can allow staff to report back to work sooner after caring for self and family.

Ongoing Safety Improvements

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

- Fall Safety – vault hatches. As described in previous reports, six vault hatches were identified for replacement with built-in fall protection and greater ease of operation. Customized designs from the vendor were received and were under review by the plant engineer. Installation timeline is 6-8 weeks after authorization. Interim safety protocols for the existing hatches have been implemented.
- Chemical Safety - sulfuric acid. As described in previous reports, plans are underway to switch to bulk storage for sulfuric acid to decrease handling hazards. A bulk-storage tank with fully enclosed secondary containment is under design to allow for direct fill of the tank with permanent, protected connections. With the departure of the District Engineer, the design will be outsourced to expedite the project. Designs pending. In the interim an automatic level-sensor was installed so the operations crew did not have to open the totes and manually “stick” (dip) into the totes to determine the levels. Monthly tracking continuing.
- Chemical Safety- various chemicals. The storage scheme for all chemicals has been under on-going review for the last few months. Several improvements were documented in the April and May reports. Enough improvements have been made--and chemical safety emphasized for six-months--that this item can be closed (no further updates).
- Report #6 for the Calle La Cruz lift station (Ribera Road). As previously reported, the wet well receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first option –using cakes of potassium permanganate—was ineffective. The second option, using a biological treatment, was started with a free, one-month supply. The data logger will be pulled in July to determine effectiveness. Monthly tracking continuing.
- Electronic tracking of chemical Safety Data Sheets. Cal OSHA requires that SDS sheets for all hazardous chemicals be continually updated, maintained and archived

for 30 years. The past practice of using hardcopies was time consuming and needed ongoing, manual updates. In April a vendor was secured and uploading of digital SDS sheets begun. In May all key chemicals were added to the system. In June all the local Fire Departments were given access to view the system. The system will be rolled out to CAWD staff in July.

Tours and Outreach

No tours were given in June. A tour is expected late July. Fire engines and crews from Cal Fire stations (Pebble Beach, Highlands and Cypress) had done a plant walk of the site June 19th to familiarize themselves with the new buildings and chemical storage areas. The emergency response documents in the Knox-Box had been updated with an improved site map with cross-referenced chemical SDS sheets. Cal Fire appreciated the improved maps and easy-to-access information. Cal Fire requested CAWD assistance with their requirement for annual rescue training.

Injuries, first aid responses, worker compensation claims

There were no first aid responses in May. There was one minor injury the last week in June where an employee strained a back muscle and left early the next morning to get medical attention at Monterey Bay Urgent Care. The employee returned to work the next work day and was on light-duty for a week. The employee has been working pain free on full duty since July 2nd. The updated tracking matrix is below.

	Work Related Injuries and Illnesses for 2018 Reporting Year				
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	1	3	1.5	10	1.5
First Aid (non-OSHA)	0	0	0	0	0

FUNDING

N/A- Informational item only.

STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: July 26,2018

Subject: Monthly Report – June 2018

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- Laboratory staff continues to analyze samples for Phosphate on the MF Feed and MF Filtrate, and Sodium for the reclaim line sample.
- Laboratory Supervisor De Ocampo attended training on Advanced Management and Supervisory Leadership Training on June 4-6, 2018.

ENVIRONMENTAL COMPLIANCE REPORT

- CAWD Environmental Compliance Inspector Fanny Mui has passed the CWEA Environmental Compliance Grade 1 exam.
- II Fornaio was non-compliant with excessive grease. A warning was issued on 6/12/18. A follow up inspection was performed on June 26, 2018 and was found in compliance.
- Mulligan’s Public House was non-compliant with excessive grease. A warning was issued on 6/26/18. The follow up inspection was performed on July 05, 2018 and was found in compliance.
- On June 27, 2018 CAWD staff started the storm water inspection program for the City of Carmel. The Grill on Ocean was the first business to be inspected. Present at the inspection was the manager of Grill on Ocean, CAWD staff (Drew Lander and Ray DeOcampo) and City of Carmel, Agnes Topp. CAWD will be setting up the inspection appointments and informing City of the storm water schedule.

- All CAWD compliance inspectors are trained to use the Survey123 GIS program provided by Turf Image. The application has the Storm Water Inspection and CAWD Source Control Restaurant Inspection forms on the iPad.
- CAWD Source Control staff handed out CAWD informational material to Pacific Meadows and The Cottages of Carmel residential locations. The collection crew notified the compliance staff that they notice a high amount of grease material and disposable wipes when they are cleaning these locations. The compliance supervisor spoke with the staff at both locations on the practices of the residents. The handouts were passed out to remind residents of proper disposal of grease and wipes and the problems that can happen in the sewer system.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Carmel Youth Center	Yes		
Anton & Michel	Yes		
400 Degrees	Yes		
Lugano Swiss Bistro	Yes		
Lafayette Bakery	Yes		
Il Fornaio	No	Excessive Grease	Warning given on 6/12/18. Re-inspected on 6/26/18 and was compliant.
Hog's Breath Inn	Yes		
Mulligan's Public House	No	Excessive Grease	Warning given on 6/26/18. Follow Up Needed.
The Grill on Ocean	Yes		
Cantinetta de Luca	Yes		
Sea Harvest Fish Market & Restaurant	Yes		

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
April 2018	100%	100%
May 2018	100%	100%
June 2018	99%	100%

ID	Task Name	Manager	Duration	Start	Finish	Cost	2018		2019		2020		2021		
							H1	H2	H1	H2	H1	H2	H1	H2	
0	Projects Implementation Plan Schedule														
1	Treatment Plant Projects						Treatment Plant Projects								
2	Phase 2 - WWTP Rehabilitation Project	Treanor	794 days	Mon 4/30/18	Thu 5/13/21	\$7,700,000.00	Phase 2 - WWTP Rehabilitation Project								
7	In House Projects														
8	Ops Building SCADA Room	Foley	147 days	Mon 4/2/18	Tue 10/23/18	\$140,000.00	Ops Building SCADA Room								
11	CMMS Improvements	Foley	147 days	Wed 7/11/18	Thu 1/31/19	\$100,000.00	CMMS Improvements								
14	PLC Replacement Project (PARTIAL RECLAMATION)	Treanor	298 days	Fri 5/4/18	Tue 6/25/19	\$400,000.00	PLC Replacement Project (PARTIAL RECLAMATION)								
19	PLC/SCADA Programming	Foley	420 days	Thu 7/5/18	Wed 2/12/20	\$300,000.00	PLC/SCADA Programming								
24	Disinfection Analyzer Project (PARTIAL RECLAMATION)	Waggoner/Young	317 days	Mon 9/3/18	Tue 11/19/19	\$220,000.00	Disinfection Analyzer Project (PARTIAL RECLAMATION)								
28	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner/Young	154 days	Fri 3/1/19	Wed 10/2/19	\$125,000.00	Digester No. 1 & Old No. 2 Purging and Cleaning								
32	Standby Power Reliability Project (PARTIAL RECLAMATION)	Treanor	447.86 days	Mon 4/2/18	Wed 12/18/19	\$730,000.00	Standby Power Reliability Project (PARTIAL RECLAMATION)								
38	Secondary Clarifier No. 1 Rehab	Waggoner	69 days	Thu 7/5/18	Tue 10/9/18	\$100,000.00	Secondary Clarifier No. 1 Rehab								
42	Aeration Basin Improvements (PARTIAL RECLAMATION)	Waggoner	196.5 days	Wed 6/27/18	Thu 3/28/19	\$100,000.00	Aeration Basin Improvements (PARTIAL RECLAMATION)								
48	Digester No. 1 Control Building	Foley	228.34 days	Thu 3/1/18	Tue 1/15/19	\$410,000.00	Digester No. 1 Control Building								
55	NPDES Permit Application (PARTIAL RECLAMATION)	Waggoner	126 days	Tue 7/24/18	Tue 1/15/19	\$0.00	NPDES Permit Application (PARTIAL RECLAMATION)								
58	Blower PLC Mods & LCP Rebuild	Foley	413.18 days	Tue 6/26/18	Fri 1/24/20	\$133,000.00	Blower PLC Mods & LCP Rebuild								
65	Lunch Room MCC Replace with Panelboard	Foley	112 days	Thu 1/17/19	Mon 6/24/19	\$140,000.00	Lunch Room MCC Replace with Panelboard								
68	Dewatering Conveyor and Hatch Upgrades	Treanor	56.61 days	Mon 6/24/19	Wed 9/11/19	\$103,000.00	Dewatering Conveyor and Hatch Upgrades								
71	Chlorine Contact Pipe Gallery Repairs	Treanor	61.45 days	Wed 9/11/19	Thu 12/5/19	\$44,000.00	Chlorine Contact Pipe Gallery Repairs								
74	RAS Pump/Piping Rehab	Treanor	105 days	Thu 12/5/19	Thu 4/30/20	\$106,000.00	RAS Pump/Piping Rehab								
78	Miscellaneous Demo	Treanor	10 days	Thu 4/30/20	Thu 5/14/20	\$27,000.00	Miscellaneous Demo								
80	Minor Bid Projects														
81	Influent Pump Station Wet Well Concrete Repair	TBD	427 days	Thu 5/14/20	Mon 1/3/22	\$75,000.00	Influent Pump Station Wet Well Concrete Repair								
93	Paving Project	TBD	455 days	Mon 3/2/20	Fri 11/26/21	\$150,000.00	Paving Project								
96	Treatment Plant Studies & O&M Manuals	Treanor	951 days	Tue 4/3/18	Tue 11/23/21	\$370,000.00	Treatment Plant Studies & O&M Manuals								
99	Collections Projects						Collections Projects								
100	Outfall Lagoon Crossing (PARTIAL TREATMENT PLANT)	Treanor	437 days	Thu 3/1/18	Fri 11/1/19	\$1,400,000.00	Outfall Lagoon Crossing (PARTIAL TREATMENT PLANT)								
106	Highlands H2S Control	Lauer	100 days	Mon 4/16/18	Fri 8/31/18	\$0.00	Highlands H2S Control								
117	Hatton Canyon Pipe Bursting	Treanor	308 days	Wed 5/23/18	Fri 7/26/19	\$400,000.00	Hatton Canyon Pipe Bursting								
122	Pump Station PLC/SCADA Replacement	Foley/Treanor	413 days	Wed 7/18/18	Fri 2/14/20	\$300,000.00	Pump Station PLC/SCADA Replacement								
138	Upper High Meadows	TBD	305 days	Mon 6/3/19	Fri 7/31/20	\$120,000.00	Upper High Meadows								
154	Collections Studies	Lauer/Treanor	273.09 days	Thu 5/24/18	Tue 6/11/19	\$175,000.00	Collections Studies								
158	Reclamation Projects						Reclamation Projects								
159	Reclamation Sand Filter Integration Project	Waggoner	105 days	Wed 5/9/18	Tue 10/2/18	\$200,000.00	Reclamation Sand Filter Integration Project								
164	EQ Basin Pump Electrical	Foley	73.5 days	Mon 10/8/18	Thu 1/17/19	\$80,000.00	EQ Basin Pump Electrical								
168	RO Pretreatment Acid Tanks and Containment	Treanor	127.5 days	Wed 7/4/18	Fri 12/28/18	\$80,000.00	RO Pretreatment Acid Tanks and Containment								
172	Reclamation Studies	Treanor	240 days	Mon 7/1/19	Fri 5/29/20	\$35,000.00	Reclamation Studies								

STAFF REPORT



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

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Treatment Plant:

- The treatment plant in general is working well. Operations Staff continues to make minor process changes on the activated sludge system (reducing return activated sludge flows) for power savings and to improve downstream processes.
- Operations Staff is installing equipment from PHI Incorporated on pilot testing of a new mixing system in the aeration basin #6 that works off compressed air.
- Grind to Energy and Salinas Valley Solid Waste Authority held a conference call on June 25th, 2018 for development of a plan in receiving organic waste to feed into CAWD's anaerobic digestion system to increase methane gas production.
- CAWD Staff hosted 1 tour during the month of June. The tour was with Lisa VanderSluis trying to pinpoint noise source(s) from the Treatment Facility that is affecting her quality of life. Staff is taking measurements of different areas of the Treatment Facility and testing different noise abatement measures at MF/RO.

Reclamation:

- Staff continues to monitor the used Carter Lake MF membranes in MF Cell #2. Currently the TMP (Trans membrane pressures) and Resistance values are within operating parameters specified by the manufacture.

- Staff has been monitoring the TMP (Trans Membrane Pressure) and Resistance values on Cell #1 and #3 which contain the Memcor S10N membranes that were install on Jan 2016. Recently there has been an increase in TMP'S and Resistance. Staff preformed enzymes cleaning of all MF cells under the direction of Professional Water Technologies (PWT) with great success in recovering TMP pressures back to below 6 on all three cells.
- Operations Staff has continued working Patrick Treanor and H2O innovations on balancing the 55 mg/L Sodium limit on the Reclaim Effluent waters. While fine tuning the Sodium Hypochlorite dosing system for Tertiary Chlorination System.
- Staff continues rehabilitating the Coagulation/Flocculation Basins and Dyansand Filters. Late August is the goal of staff for startup.

Staff Development:

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

Meetings Attended

- June 13th, Monterey Bay Waterworks Association meeting at Moss Landing.
- June 14th, Water Awareness Committee of Monterey County Board Meeting, with Monterey Peninsula Water Management Water District hosting the meeting.

Discharge Permit Violations

- No discharge violations for the month of June 2018

FUNDING

N/A-Informational item only.

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- The aeration system is being rehabilitated. The blowers electrical and automation system is being replaced along with updated controls. The goal is to reduce blower shutdowns, improve process control and save energy. This work will also support the new PHI aeration system that is being installed.
- Matthew's Mechanical completed the piping improvements to the treatment plant contact channel flushing system. The next step is to add automated controls which will improve the operation of the flushing system and reduce the amount of equipment required for this process.
- Staff has been reviewing the CAWD website and updating information to provide better communication to customers.

Upcoming Maintenance Projects

- Staff continues to make improvements to the Mainsaver CMMS program. The inventory module is installed so that data can be uploaded. This will provide a computerized system to track quantity and location of spare parts. This will improve efficiency by reducing time to locate spare parts and prevent any

duplicate orders of items already in stock.

- Staff is continuing with data review of the Mainsaver system. Once this is complete staff will be able to generate work order reports so that areas for improvement can be identified and improved.
- The 65kW microturbine is installed in the building. The electrical parts are on order so the install can be completed. Once the final inspection by PG&E is completed the startup will be scheduled.
- The updated phone system is scheduled for completion in July. This work will migrate the treatment plant phone system to the new Fiber Optic Internet service. The existing copper phone lines are failing which cause telephone service disruption to treatment plant anytime it rains. The phone handsets will also be replaced.

Staff Development

- Staff is working on the session schedule for annual safety training for September. Training that is included is 40 HR HAZWOPER refresher, confined space rescue training and CPR/First aid.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Ed Waggoner, Operation Superintendent

Date: July 26, 2018

Subject: Award of contract for repair services of #1 – Secondary Clarifier

RECOMMENDATION

It is recommended that the Board of Directors approve a capital expenditure to repair the #1-Secondary Clarifier, not to exceed \$217,896.35, and direct the General Manager to:

- 1) Execute a contract for repair services with Rebuild-It-Services Group in the amount not to exceed \$117,896.35; and
- 2) Authorize the additional purchase of materials and contract labor as described in the Board report to complete rehabilitation of the Secondary Clarifier in an amount not to exceed \$90,000.00; and
- 3) Authorize an additional contingency budget amount of \$10,000.00 for potential change orders.

DISCUSSION

Secondary Clarifier #1 has been operational for over 40+ years, well exceeding the expected service life of this drive unit. This asset had been graded previously by Kennedy/Jenks as a high risk of failure with a medium consequence of failure due to the redundancy available.

Full rehabilitation has been included in the long-term capital budget for each of the past four years with the intent to perform clarifier rehabilitation each year until all Primary and Secondary Clarifiers have been successfully returned to a low risk of failure status (see LTCP items #38 and #39, pg. 93). This is the final clarifier to be rehabilitated on the Long-Term Capital Plan.

An EIMCO representative inspected the drive and recommended a full replacement since it is the same cost as rehabilitation of CAWD's existing drive. The replacement project allows for the removal and installation in the same day as opposed to removal and shipping of the drive for repairs.

In addition to the drive replacement the bridge, deck-grating and work platform will be replaced with a wider work platform, new fiberglass deck-grating for compliance with Cal OSHA work access guidelines.

Secondary Clarifier #1 is currently in operation so a pre-project tank inspection is not yet available. Experience from the past three clarifier rehabilitations have provided staff with a strong understanding of the work expected in the fourth clarifier. During a prior event when the clarifier was empty last year some visual assessment indicated that the interior steel parts will need media blasting and coating, same as did Primary Clarifier #1 required last year.

The proposed project is as follows:

- Staff has again chosen to utilize the drive manufacturer's recommended installer of the EIMCO drive to avoid warranty issues and to allow for a "turnkey" installation. Rebuild-It-Services Group successfully completed the #1 and #2 primary clarifiers drive unit's replacement in June and August of 2017. The District will replace the EIMCO drive with the same equipment as it has served the District well and there are no significant gains changing to an alternative manufacture since the clarifier(s) were designed for these drive(s). The proposal number Q121742 for \$117,896.35 was received on May 17, 2018 which includes replacement of the drive, the catwalk, service island, grating and railing on the catwalk.
- Tank cleaning and media blasting, painting of all interior steel (launder and trough) with epoxy coatings, estimate \$35,000.00.
- The tank is expected to be in good condition with a potential need to coat specific areas of the tank to prevent future crack development and protect the water line interface with a protective coating. The interior coating applied is an epoxy concrete filler and solids epoxy manufactured by Belzona. The product is applied by a factory trained applicator. This cost of materials and installation is estimated at \$37,000.00.
- The old electrical service will be removed and a new electrical service, panel and lighting will be installed. The cost of materials and contract labor (Mailey Electrical Services) is estimated not to exceed \$18,000.00
- Staff requests \$10,000.00 for the unexpected potential change orders associated with additional material or labor.

FUNDING

The long-term capital budget for FY 2018-19 includes an item for \$250,000.00 for the complete rehabilitation of the #1 Secondary Clarifier.

The #1 Secondary Clarifier is expected to cost less than \$250,000.00 for rehabilitation. The total estimated request for this Capital Project is not to exceed \$217,896.35 and shall be allocated from Capital Reserves as presented in the Long-Term Capital Plan.

6810 South 300 West, Suite 8
Midvale, UT 84047
www.rebuild-it.com



PROPOSAL NO. Q121742

May 17, 2018

PREPARED FOR:

Carmel Wastewater District
3949 Rio Road
Carmel, CA 93922
Attn: Drew Lander

SCOPE OF WORK:

Improve access to the existing EIMCO 70'-0" diameter clarifier by providing a larger maintenance platform, new access walkway with a 3-rail aluminum handrail system and FRP grating. Also, included in the scope of work is the replacement of the existing EIMCO C40 drive unit to a new CMP40 W/VFD. New spray system.



PROPOSAL PREPARED BY:

Rebuild-It Services Group, LLC
6810 South 300 West, Suite 8
Midvale, Utah 84047
John Lull
Phone: (385) 235-6925
Mobile: (949) 606-6591
jlull@rebuild-it.com

LOCAL SALES PERSON:

Rebuild-It Services Group, LLC
Midvale, Utah 84047
John Lull
Mobile: (949) 606-6591
jlull@rebuild-it.com

P R O P O S A L

Proposal No. Q121742



PROJECT SUMMARY:

Rebuild-it Services Group, LLC (RSG) presents our proposal for the improvements of the existing EIMCO 70'-0" diameter clarifier, sold under EIMCO order number 23031-01. These improvements include the replacement of the existing EIMCO CMP40 W/VFD drive unit, a new 8'-0"x 10'-0" maintenance platform and half parallel beam walkway structure.

SCOPE OF WORK:

Drive unit and walkway/platform structure

Supply of a new a new walkway, platform structure including handrails, FRP grating walking surface, and a new EIMCO CMP40 drive unit. The new drive unit is a direct bolt in replacement of the existing EIMCO C40

The following is included:

- New EIMCO-RSG CMP40 drive unit, rated for 80,000 lb-ft torque.
 - Motor drive package; consists of a single input gear reducer and motor
 - Integral load cell device
 - Nema 4X VFD control panel
 - Stainless steel oil piping
 - Stainless steel fasteners on motor drive assembly
- 3'-0" half walkway structure, painted A36 steel
- 8'-0" square maintenance platform, painted A36 steel
 - Walkway and platform shall be design for all dead loads plus a live load of 50psf.
- 1-1/2" thick by 1-1/2" square grid pattern FRP grating (color: yellow)
- 3-rail mechanical aluminum handrail system. Railing shall be 1-1/2 schedule 40 pipe with 1-1/2 schedule 80 post, 4" high toe kick, with an architectural anodic finish.
- New spray wash system to match existing
- O&M manual and related engineering.

The following is excluded:

- Electrical disconnect panels, field wiring, conduits, etc.
- Repair of existing concrete tank
- Replacement of existing anchors

P R O P O S A L

Proposal No. Q121742



Coating Systems:

Drive unit coating system:

Rebuild-it's unique coating system provides a durable coating on the drive unit that is superior than what is typically provided.

All exterior drive unit surfaces:

- Cleaned per the Society for Protective Coatings Designation "SP6 Commercial blast cleaning"
- Prime coat: Tnemec Hi-Build Epoxy to a dry film thickness of 4.0 to 6.0 mils. Color: Pencil Gray
- Final coat: UV protected industrial grade polyurethane coating to a dry film thickness of 6.0 mil minimum. Color: Pencil Gray

All interior surface except for machined surfaces and gear faces:

- Power cleaned and then coated with a Tool Crib red insulating varnish.
- All machined surface will be coated with LPS 3 Rust Inhibitor

All reducers and motors will have the manufactures standard finish.

Walkway & platform steel:

Surface preparation:

- Society for Protective Coatings Designation "SP6 Commercial blast cleaning"

Shop Coating:

- One prime coat of Tnemec series V69 hi-build epoxoline II to a dry film thickness of 4-6 mils.
- Top/final coat of Tnemec series 1074U endura-shield II to a dry film thickness of 3-5 mils. (Color: To Be Determined)

Labor Services:

Rebuild-it Service Group will provide the necessary equipment and labor to for the removal of the existing clarifier drive unit and walkway/platform structure and the installation of the drive unit, spray system and walkway/platform structure. RSG will coordinate our work schedule with plant operations, to ensure minimal interruptions. We'll also coordinate with the plant the location for job trailer, laydown, storage area, crane access, etc.

The scope of work for this project is as follows:

- Site mobilization and travel time to the job site.
- Removal of existing walkway/platform structure and drive unit.
- Installation of new drive unit
- Installation of new walkway/platform including handrails and grating.
- Offloading of drive unit and walkway steel.

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Proposal No. Q121742



- Crane, mats, rigging equipment as needed.
- Rake and drive leveling.
- Provide assistance during start-up and testing.
- Provide all required confined space entry equipment, hosting and rigging.
- Demobilization of personnel and equipment.

This proposal excludes the following items:

- Permits, fees, and/or stamped engineering documents.
- Overtime premiums or weekend work
- Removal of electrical conduit, panels, etc. on clarifier walkway or platform.
- Installation of electrical and/or instrumentation to be by others, except as noted in this proposal.
- Concrete demolition and/or repair, if required, can be provided at additional cost.
- Grouting of the tank or concrete work.
- Assumes reasonable access to basins.
- Hazardous material abatement, handling and/or disposal.
- Any work not specifically included.
- Draining and cleaning of tank.
- Lubrication for drive unit.

Schedule:

4 weeks after receipt of order for submittal drawings.

12 weeks for shipment of steel and drive after receipt of approved submittals.

Approximately 8 days for removal and installation of new mechanism; once equipment steel and drive unit are on site and staged.

Total Equipment & Labor \$117,896.35

Proposal No. Q121742



Please be sure to reference this quotation number and date on your purchase order. Remit order to:

Rebuild-it Services Group, LLC.
6810 South 300 West, Suite 8
Midvale, Utah 84047
Attention: Candace King, cking@rebuild-it.com

PRICING AND PAYMENT TERMS:

We appreciate the opportunity to offer our parts & services. Upon receipt of an order, we assure you of our continued interest and service. RSG will provide the best service possible to ensure we exceed your expectations.

This proposal, including all terms and conditions contained herein, shall become part of any resulting contract or purchase order. Changes to any terms and conditions, including but not limited to submittal and shipment days, payment terms, and escalation clause shall be negotiated at order placement, otherwise the proposal terms and conditions contained herein shall apply.

Terms: If not outline otherwise in the proposal, terms for the parts and/or equipment are 100% due after shipment or service is completed. Net 30 days from shipment or after service is completed. The prices are good for 60 days.

Sales Tax: No sales taxes, use taxes, or duties have been included in our pricing. Unless you live in Utah, we are not registered to collect sales tax in your state. If you are not tax exempt, please remit taxes directly to the governing authorities.

Freight: Prices quoted are F.O.B. shipping point with freight prepaid and added to a readily accessible location nearest to jobsite, unless otherwise indicated. All claims for damage or loss in shipment shall be initiated by purchaser.

Shipment: Estimated shipment time is (see above) after purchase order is received in our office.

Field Service: Prices do not include field service unless noted in the rebuild scope of work description. Additional field service is available at \$900.00 per day plus expenses.

OEM Parts: As applicable RSG will supply OEM factory parts furnished by FLSmidth USA, Inc. FLSmidth owns EIMCO® and Dorr-Oliver™ registered trademarks.

P R O P O S A L

Proposal No. Q121742



WARRANTY & TERMS AND CONDITIONS:

Parts and/or Equipment manufactured or rebuilt and sold by Rebuild-it Services Group, once paid for in full, is backed by the following warranty:

For the benefit of the original user, RSG warrants all new parts and equipment sold or rebuilt RSG, LLC. to be free from defects in material and workmanship, and will replace or repair, F.O.B. its factories or other location designated by it, any part or parts returned to it which RSG's examination shall show to have failed under normal use and service by the original user within two (2) years following initial start-up, or two (2) years and six (6) months from shipment to the purchaser, whichever occurs first.

Such repair or replacement shall be free of charge for all items except for those items such as resin, filter media and the like that are consumable and normally replaced during maintenance, with respect to which, repair or replacement shall be subject to a pro-rata charge based upon RSG's estimate of the percentage of normal service life realized from the part. RSG's obligation under this warranty is conditioned upon its receiving prompt notice of claimed defects, which shall in no event be later than thirty (30) days following expiration of the warranty period, and is limited to repair or replacement as aforesaid.

This warranty is expressly made by RSG and accepted by purchaser in lieu of all other warranties, including warranties of merchantability and fitness for particular purpose, whether written, oral, express, implied, or statutory. RSG shall not be liable for normal wear and tear, corrosion, or any contingent, incidental, or consequential damage or expense due to partial or complete inoperability of its equipment for any reason whatsoever.

This warranty shall not apply to equipment or parts thereof which have been altered or repaired outside of a RSG factory, or damaged by improper installation, application, or maintenance, or subjected to misuse, abuse, neglect, accident, or incomplete adherence to all manufacturer's requirements, including, but not limited to, Operations & Maintenance Manual guidelines & procedures.

This warranty applies only to equipment made or sold by Rebuild-it Services Group, LLC (RSG).

RSG makes no warranty with respect to parts, accessories, or components purchased by the customer from others. The warranties which apply to such items are those offered by their respective manufacturers.

CONFIDENTIALITY:

All the information in this quotation is confidential and has been prepared for your use solely in considering services described. Transmission of all or any parts of this information to others or use by you for other purposes is unauthorized without our written consent.

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Proposal No. Q121742



TERMS AND CONDITIONS:

Terms and Conditions appearing in any order based on this proposal which are inconsistent herewith shall not be binding on Rebuild-it Services Group (RSG). The sale and purchase of equipment described herein shall be governed exclusively by the foregoing proposal and the following provisions:

1. SPECIFICATIONS: RSG is furnishing its standard equipment as outlined in the proposal and as will be covered by final approved drawings if applicable. The equipment will, however, meet the general intention of the mechanical specifications of these documents.

2. ITEMS INCLUDED: This proposal includes only the equipment specified herein and does not include erection, installation, accessories, nor associated materials such as controls, piping, etc., unless specifically listed.

3. PRICE AND DELIVERY: All selling prices quoted are subject to change without notice after 30 days from the date of this proposal unless specified otherwise. Unless otherwise stated, all prices are F.O.B. RSG or its supplier's shipping points. All claims for damage, delay or shortage arising from such equipment shall be made by Purchaser directly against the carrier. When shipments are quoted F.O.B. job site or other designation, Purchaser shall inspect the equipment shipped, notifying RSG of any damage or shortage within forty-eight hours of receipt, and failure to so notify RSG shall constitute acceptance by Purchaser, relieving RSG of any liability for shipping damages or shortages.

4. PAYMENTS: All invoices are net 30 days. Delinquencies are subject to a 1.5 percent service charge per month or the maximum permitted by law, whichever is less on all past due accounts. Pro rata payments are due as shipments are made. If shipments are delayed by the Purchaser, invoices shall be sent on the date when RSG is prepared to make shipment and payment shall become due under standard invoicing terms. If the work to be performed hereunder is delayed by the Purchaser, payments shall be based on the purchase price and percentage of completion. Products held for the Purchaser shall be at the risk and expense of the Purchaser. Unless specifically stated otherwise, prices quoted are for equipment only. These terms are independent of and not contingent upon the time and manner in which the Purchaser receives payment from the owner.

5. INSTALLATION SUPERVISION: Prices quoted for equipment do not include installation supervision, unless otherwise noted. RSG recommends and will, upon request, make available, RSG's then current rate, an experienced installation supervisor to act as the Purchaser's employee and agent to supervise installation of the equipment. Purchaser shall at its sole expense furnish all necessary labor equipment, and materials needed for installation.

Responsibility for proper operation of equipment, if not installed by RSG or installed in accordance with RSG or original manufacture instructions, and inspected and accepted in writing by RSG or manufacture representing RSG.

RSG will supply the safety devices described in this proposal or shown in RSG's or manufacture represented drawings furnished as part of this order but excepting these, RSG shall not be required to supply or install any safety devices whether required by law or otherwise. The Purchaser hereby agrees to indemnify and hold harmless RSG from any claims or losses arising due to alleged or actual insufficiency or inadequacy of the safety devices offered or supplied hereunder, whether specified by RSG or Purchaser, and from any damage resulting from the use of the equipment supplied hereunder.

6. ACCEPTANCE OF PRODUCTS: Products will be deemed accepted without any claim by Purchaser unless written notice of non-acceptance is received by RSG within 30 days of delivery if shipped F.O.B. point of shipment, or 48 hours of delivery if shipped F.O.B. point of destination. Such written notice shall not be considered received by RSG unless it is accompanied by all freight bills for said shipment, with Purchaser's notations as to damages, shortages and conditions of equipment, containers, and seals. Non-accepted products are subject to the return policy stated below.

7. TAXES: Any federal, state, or local sales, use or other taxes applicable to this transaction, unless specifically included in the price, shall be for Purchaser's account.

8. INSURANCE: From date of shipment until the invoice is paid in full, Purchaser agrees to provide and maintain at its expense, but for RSG benefit, adequate insurance including, but not limited to, builders risk insurance on the equipment against any loss of any nature whatsoever.

9. SHIPMENTS: Any shipment of delivery dates recited represent RSG's best estimate but no liability, direct or indirect, is assumed by RSG for failure to ship or deliver on such dates.

RSG shall have the right to make partial shipments; and invoices covering the same shall be due and payable by Purchaser in accordance with the payment terms thereof. If Purchaser defaults in any payment when due hereunder, RSG may, without incurring any liability therefore to Purchaser or Purchaser's customers, declare all payments immediately due and payable with maximum legal interest thereon from due date of said payment, and at its option, stop all further work and shipments until all past due payments have been made, and/or require that any further deliveries be paid for prior to shipment.

P R O P O S A L

Proposal No. Q121742



If Purchaser requests postponements of shipments, the purchase price shall be due and payable upon notice from RSG that the equipment is ready for shipment; and thereafter any storage or other charge RSG incurs on account of the equipment shall be for the Purchaser's account.

If delivery is specified at a point other than RSG or its supplier's shipping points, and delivery is postponed or prevented by strike, accident, embargo, or other cause beyond RSG reasonable control and occurring at a location other than RSG or its supplier's shipping points, RSG assumes no liability in delivery delay. If Purchaser refuses such delivery, RSG may store the equipment at Purchaser's expense. For all purposes of this agreement such tender of delivery or storage shall constitute delivery.

10. SURFACE PREPARATION AND PAINTING: If furnished, shop primer paint is intended to serve only as minimal protective finish. RSG will not be responsible for the condition of primed or finish painted surfaces after equipment leaves its shops. Purchasers are invited to inspect paint in shops for proper preparation and application prior to shipment. RSG assumes no responsibility for field surface preparation or touch-up of shipping damage to paint. Painting of fasteners and other touch-up to painted surfaces will be by Purchaser's painting contractor after mechanism installation.

11. RETURN OF PRODUCTS: No products may be returned to RSG without RSG's prior written permission. Said permission may be withheld by RSG at its sole discretion.

12. BACK CHARGES: RSG will not approve or accept back charges for labor, materials, or other costs incurred by Purchaser or others in modification, adjustment, service, or repair of RSG furnished materials unless such back charge has been authorized in advance in writing by a RSG employee and a purchase order, or work requisition signed by RSG.

13. INDEMNIFICATION: Purchaser agrees to indemnify RSG from all costs incurred, including but not limited to court costs and reasonable attorney fees, from enforcing any provisions of this contract, including but not limited to breach of contract or costs incurred in collecting monies owed on this contract.

14. ENTIRE AGREEMENT: This proposal expresses the entire agreement between the parties hereto superseding any prior understandings, and is not subject to modification except by a writing signed by an authorized officer of each party.

15. EXTENDED STORAGE: Extended storage instructions will be part of information provided to shipment. If equipment installation and start-up is delayed more than 30 days, the provisions of the storage instructions must be followed to keep WARRANTY in force.

16. LIABILITY: Professional liability insurance, including but not limited to, errors and omissions insurance, is not included. In any event, liability for errors and omissions shall be limited to the lesser of 25,000USD or the value of the particular piece of equipment (not the value of the entire order) supplied by RSG against which a claim is sought.

17. ARBITRATION NEGOTIATION: Any controversy or claim arising out of or relating to the performance of any contract resulting from this proposal or contract issued, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered to any court having jurisdiction.

ACCEPTED BY PURCHASER

Customer Name: _____

Customer Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

P R O P O S A L

RESOLUTION NO. 2018-28

A RESOLUTION ACCEPTING THE PROPOSAL TO EXECUTE A CONTRACT WITH REBUILD-IT SERVICES GROUP IN AN AMOUNT NOT TO EXCEED \$117,896.35; AND AUTHORIZE THE ADDITIONAL PURCHASE OF MATERIALS AND LABOR AS DESCRIBED IN THE BOARD REPORT IN AN AMOUNT NOT TO EXCEED \$90,000; AND AUTHORIZE AN ADDITIONAL \$10,000 UNEXPECTED ITEMS, FOR A TOTAL PROJECT COST NOT TO EXCEED \$217,896.35

-oOo-

WHEREAS, the Board of Directors authorized the FY 2018-19 capital budget expenditure in the total amount of \$250,000.00 for the replacement of #1 – Secondary Clarifier drive unit; and

WHEREAS, the Board of Directors has listened to staff testimony and reviewed the staff report regarding the necessity to repair the #1 – Secondary Clarifier; and

WHEREAS, the Board finds that only the EIMCO drive is a direct replacement for the existing equipment; and

WHEREAS, Rebuild-It Services Group is the vendor approved installer of the EIMCO drive with expertise and experience in the repair and replacement of the Clarifier drive unit; and

WHEREAS, staff has testified to the satisfaction of the Board that Rebuild-It Services Group has provided the District with a fair services quote for the work proposed.

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

1. That the Board accepts the proposal provided by Rebuild-It Services Group

dated May 17, 2018 for a replacement drive unit in an amount not to exceed \$117,896.35; and

2. That the Board authorizes the additional purchase of materials and contract labor as described in the Board report to complete rehabilitation of the Clarifier in an amount not to exceed \$90,000; and
3. That the Board authorize an additional contingency budget of \$10,000 for potential change orders; and
4. That the Board authorizes and directs the General Manager to execute a written contract with Rebuild-It Services Group, of Midvale Utah to provide all materials and accomplish the drive replacement.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Ed Waggoner, Operation Superintendent

Date: July 26, 2018

Subject: Award of contract to purchase Tank Baffle System for Aeration Basins #5 and #6

RECOMMENDATION

It is recommended that the Board of Directors approve a capital improvement expenditure for Tank Baffling Systems for Aeration Basins #5 and #6, not to exceed \$60,000.00, and direct the General Manager to:

- 1) Execute a Sole Source contract to purchase Environetics Director II Tank Baffle System from Environetics, Inc. in an amount not to exceed \$47,600.00; and
- 2) Authorize the additional purchase of materials and contract labor as described in the Board report to install Environetics Director II Tank Baffle System in an amount not to exceed \$12,400.00.

DISCUSSION

Staff is in the process of performing routine maintenance on Aeration Basins #5 and #6 which includes replacing all the membrane diffusers and repairing/replacing the influent sluice gates. Staff determined in the 24' x 100' basins that when in operation short circuiting was occurring in different zones or areas in both aeration basins #5 and #6. This short circuiting is causing inadequate treatment which is affecting the overall treatment performance of the secondary system by not allowing enough contact time between the food (BOD) and the biological mass.

Short circuiting was determined by placing floats in different locations in the basins and timing and observing the float's journey through the basins. Normal detention time in the Aeration Basins should be between 4.5 to 6 hours. Staff concluded that in some areas of the basin detention time was less than 30 minutes.

These assets had been graded previously by Kennedy/Jenks as a medium risk of failure

with a medium consequence of failure due to the redundancy available of other aeration basins. However, Kennedy/Jenks did not consider processes performance characteristics of different processes just the physical condition of the assets.

An Environetics, Inc. representative reviewed tank engineer plans and did an onsite inspection of the basins while in service. Environetics recommendation is to place three (3) full tank Director II baffles into each aeration basin to divide the tank into three (3) separate treatment zones to stop short circuiting of the flow through the basins.

The proposed project is as follows:

- Staff has chosen to utilize Environetic's Director II Tank Baffle System. The Budget Estimate number (Quote) 15960 for \$47,600.00 was received on March 7, 2018 which includes Tank Baffle System, the Installation inspection and Warranty Certification, and shipping by protective freight to the job site.
- The baffle system installation will be performed by Mathew Mechanical as Staff has a series of other projects planned for this physical year. CAWD has used Mathew Mechanical over the years to install and demolish equipment throughout the Treatment Facility. The reasoning to contract with Mathew Mechanical for baffle installation are:
 - Their past work at CAWD has met high marks for skill and on time performance.
 - Mathew Mechanical understanding of the treatment facility and cooperation with both Operations and Maintenance is excellent.
 - They have a thorough understanding of CAWD's Safety Program and Contractor Policies and Procedures

The cost of installation is estimated at \$12,400.00.

SOLE SOURCING

Staff research indicates that Environetics is the only company that offers the Geomembrane Tank baffles, with specialized fittings to mount into concrete structure for ease of installation in the field, this system is proprietary to Environetics. Therefore, staff has determined Environetics is the sole source for this type of baffle system.

Alternatives to Director II Baffle System are structural walls such as concrete, wood, or fiberglass all of which would require more time and engineering while accelerating installation to double or triple the price of the Director II Tank Baffle System.

FUNDING

The Treatment Plant Capital Improvement budget for FY 2018-19 includes items for \$60,000.00 for the purchase and installation of the baffling systems for Aeration Basins #5 and #6.

The total estimated request for this Capital Project is not to exceed \$60,000.00 and shall be allocated from Treatment Plant Capital Improvement as presented in the FY 2018-19 Budget Plan.



ENVIRONETICS, INC.

2101 Commerce St., Lockport, IL 60441
 Phone: 815-838-8331 Fax: 815-838-8336

BUDGET ESTIMATE

Estimate Number 15960
 Date: Mar 7, 2018

To: ALL BIDDING CONTRACTORS

Project Name: Carmel Water Treatment Plant
Aeration Basin Tank Baffles
 Location: Carmel, CA

Inquiry Date: Mar 7, 2018 Ship Via: Best Way
 Rep Firm: N/A F.O.B.: Jobsite
 Salesman: Richard Winters Prepaid X

Terms: NET 30 - 120 Day Ret Cap
 Estimate: X Quote:

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1 Ea.	ENVIRONETICS DIRECTOR II™ TANK BAFFLE SYSTEM Geomembrane Baffle with 304 Stainless Steel Support Structure Material: ENV-3004-12 (30 Mil Polyester Reinforced XR-5® 8130) Concrete Tank - Peak Flow Rate: Unknown	\$42,725.00	\$42,725.00
4 Ea.	Tank Baffle: 25-ft Long by 14-ft Deep	Included	Included
2 Ea.	Tank Baffle: 25-ft Long by 12.5-ft Deep	Included	Included
	Tank Baffle Geomembrane Panels Include the Following: Material: ENV-3004-12 (30 Mil Polyester Reinforced XR-5® 8130) 1 Ea. Hem For Top Support Pipe 1 Ea. 3-in Wide 2 Layer Reinforced Perimeter Anchoring Hem 1 Ea. 12" Wide x 6" High Reinforced Equalization Window		
6 Ea.	Tank Baffle Structures Include the Following Hardware: 1 Ea. Ø2.5-in Sch. 40 SST Horizontal Support Pipe 2 Ea. Ø3-in Sch. 80 SST Wall Fitting w/ Hardware 1 Set Ø2.5-in Sch. 40 SST Vertical Support Pipe 1 Ea. Ø3-in Sch. 80 SST Floor Stanchion w/ Hardware 1 Ea. Ø3-in Sch. 80 SST Top Tee Fitting w/ Hardware 1 Set Ø5/8-in x 4-3/4-in SST Expansion Anchors for Fittings 1 Set Ø1/2" X 4-1/2" SST Bolt, Nut, Washer & Lock Washer (Support Pipe to Fitting) 1 Ea. Ø2.5-in Sch. 40 SST Diagonal Support Pipe w/Fittings 1 Ea. SST Diagonal Floor Fitting w/ Hardware 1 Set Ø3/4" X 2-1/2" SST Bolt, Nut, Washer & Lock Washer (Diagonal Support Pipe Fitting to Floor Fitting) 1 Set 1/4-in x 2-in x 12' SST Batten w/Ø1/2-in Holes 12-in O.C. 1 Set Ø3/8-in x 3-3/4-in SST Expansion Anchors for Batten (Baffle to Walls and Floor)	Included	Included
Note:	Specialized Fittings Install Without Field Welding Or Threading Some Cutting and Drilling of Support Pipes may be Required. Floor Stanchions must be Grouted to Level		
Note:	Stainless Steel Hardware To Be Type 304 Unless Noted Otherwise		
Note:	Baffles Are Diagonally Braced from Top Tee Fitting to Floor		
Note:	Verified Field Dimensions Required Prior to Baffle Panel Fabrication		
1 Ea.	Two (2) Year Manufacturer's Warranty from Date of Shipping	Included	Included
Note:	Differential Head Pressure Operating Conditions Will Void Warranty		
Note:	Taxes	Not Included	Not Included
		Subtotal	\$42,725.00
Note:	Installation Manpower Estimate: 3-4 Men, 5-6 Days	Not Included	Not Included
Note:	Installation Inspection and Warranty Certification	\$2,000.00	\$2,000.00
1 Ea.	Shipping & Handling - Protective Freight To Jobsite	\$2,875.00	\$2,875.00
		Total U.S. Dollars	\$47,600.00
Estimated Freight	3410 Lbs.	\$.84 Per Lb.	\$2,875
		Additional	Included X

NOTES:

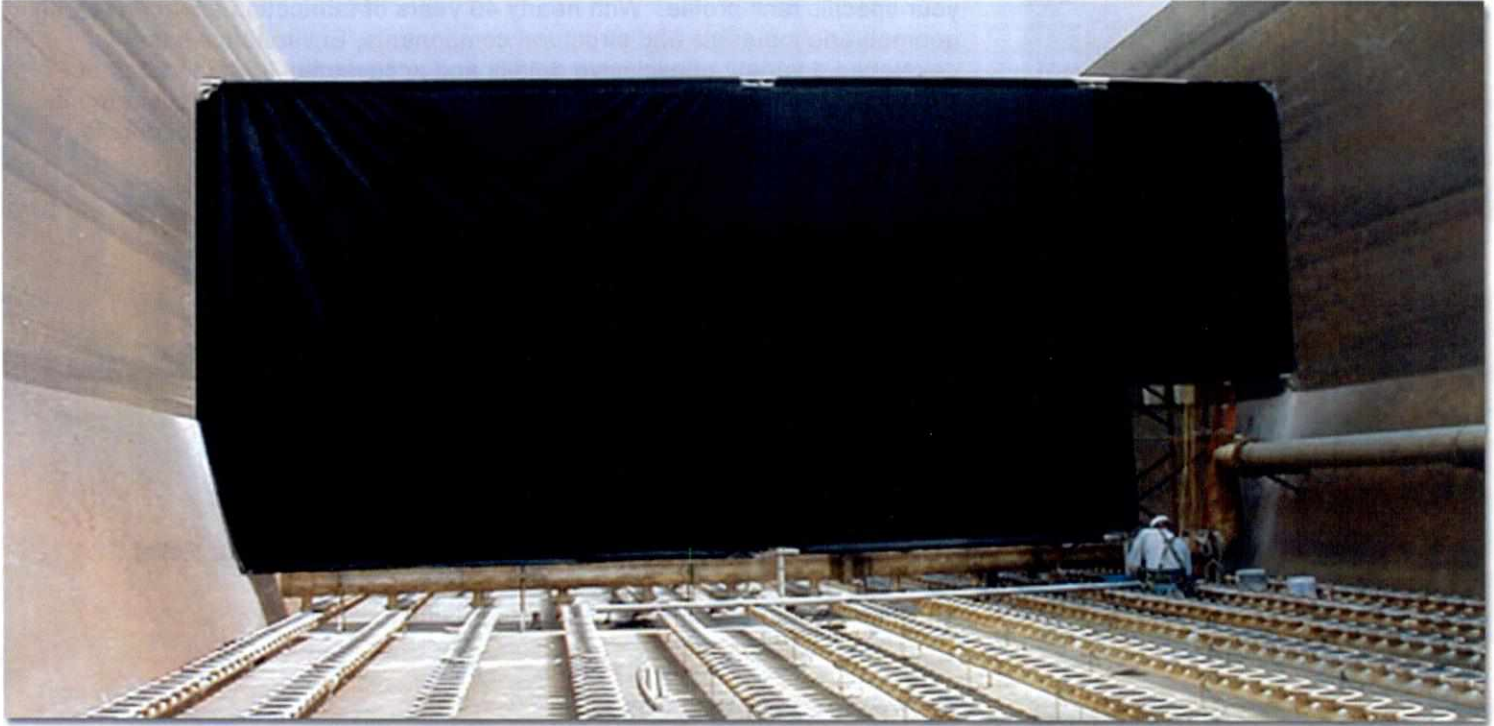
- 1). ENVIRONETICS, INC. accepts Purchase Order which is to be accepted ONLY with one signed copy of the quote.
- 2). Terms to be approved upon submittal of current financial statements and Environetics credit application form.
- 3). Shipment is estimated 6 to 8 weeks after receipt of approved submittal data and verified field dimensions.

BY: John Branigan Sales Executive: ENVIRONETICS, INC.

DATE: Mar 7, 2018



DIRECTOR II Tank Baffles



SEPARATE TREATMENT CELLS



DIRECT FLOW WITH BAFFLES

CREATE TREATMENT CELLS WITHIN YOUR TANK

*DIRECTOR II*TM Tank Baffles offer a cost effective alternative to expensive concrete or fiberglass baffle walls. Our innovative modular baffles are constructed from structural stainless steel frames with integrated reinforced geomembrane baffle panels to provide years of durable service. Environetics' exclusive fittings allow for easy installation without field fabrication or welding. The mechanical perimeter batten system provides a positive seal against new and existing tank surfaces. The result is a high quality tank baffle system that provides years of trouble free service while costing much less than alternative designs. The simple, cost effective system is ideal for transforming an existing single stage treatment tank into a high performance multi-staged treatment process.

SOLVE WASTEWATER TREATMENT PROBLEMS WITH BAFFLES

- Create a Selector System for Biological Nutrient Removal (BNR)
- Isolate Anaerobic Zones for Phosphorus Removal
- Isolate Anoxic Zones for Denitrification
- Isolate Aerobic Zones for Nitrification
- Establish Chlorine Contact Chambers
- Separate Mixing and Clarification Zones
- Establish Vertical or Horizontal Flow Patterns

DIRECTOR II

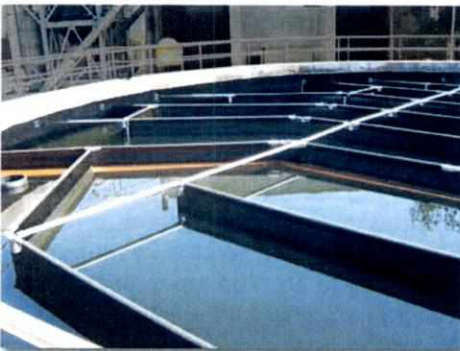
Tank Baffles



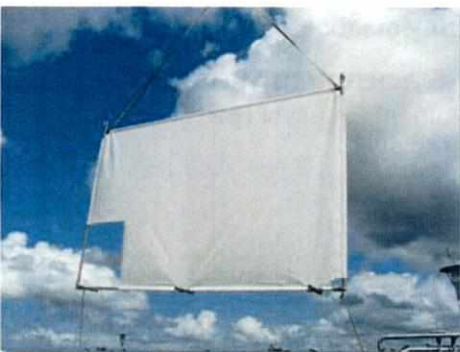
ADVANCED TREATMENT CONFIGURATIONS



STRUCTURALLY SUPPORTED DESIGN



COMPLEX BAFFLE CONFIGURATIONS



QUICK INSTALLATION

CUSTOM BUILT FOR YOUR TANK

Every *DIRECTOR III™* Clearwell Baffle is custom designed and built to fit your specific tank profile. With nearly 40 years of fabrication experience with geomembrane materials and structural components, Environetics has developed a variety of exclusive details and accessories to ensure that our *DIRECTOR III™* Clearwell Baffle system will meet your project requirements. Consult our Design Department for material specifications, design details, and expert advice regarding your tank baffle project.

TANK BAFFLE DESIGN FEATURES

SYSTEM CONFIGURATIONS

- Flow Over and Flow Under Baffles to Improve Mixing
- Flow Around End Baffles to Create Channels
- Flow Through Window Baffles
- Perforated Baffles for Flow-Through Applications
- Complex Baffle Intersections
- Custom Weirs, Cleanout Ports, and Windows for Pressure Relief
- Scum and Debris Ports for Surface Scum Collection
- Pipe Penetration Boots for Existing Piping

BAFFLE COMPONENTS

- Field Proven Reinforced Geomembrane Baffle Curtain Materials
- All Materials Feature Superior UV and Chemical Resistance
- Stainless Steel Structural Support Components and Hardware
- Exclusive Stainless Steel Connection Fittings Ease Installation
- Stainless Steel Connection Fittings allow Complex Configurations
- Stainless Steel Perimeter Batten System Provides a Positive Seal

TURNKEY INSTALLATION

DIRECTOR II™ Tank Baffles install quickly and easily. The modular design reduces shipping costs and accelerates installation time in the field. Upon delivery, the modular components are assembled to form a continuous structure. Light weight modules can be assembled in the tank, or connected together in an adjacent area and lifted onto the tank by a crane. After placing the baffle system in the tank the assembly is securely anchored and sealed to the walls and floor of the tank structure. Environetics offers full turnkey installation of our *DIRECTOR II™* Tank Baffles.



ENVIRONETICS, INC.

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1201 Commerce Street, Lockport, IL 60441 815-838-8331

www.environeticsinc.com

RESOLUTION NO. 2018-29

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A SOLE SOURCE CONTRACT WITH ENVIRONETICS IN AN AMOUNT NOT TO EXCEED \$47,600 AND AUTHORIZING THE ADDITIONAL PURCHASE OF MATERIALS AND CONTRACT LABOR AS DESCRIBED IN THE BOARD REPORT IN AN AMOUNT NOT TO EXCEED \$12,400; FOR A TOTAL PROJECT COST NOT TO EXCEED \$60,000

-oOo-

WHEREAS, the Board of Directors authorized the FY 2018-19 capital budget expenditure in the total amount of \$60,000.00 for the purchase and installation of the baffling system for Aeration Basins #5 and #6; and

WHEREAS, the Board of Directors has listened to staff testimony and reviewed the staff report regarding the necessity to install said baffle and sole source with Environetics, Inc.; and

WHEREAS, the Board finds that only Environetics, Inc. offers a Geomembrane Tank baffle with fittings to mount into concrete at a cost not to exceed \$47,600; and

WHEREAS, the installation will be performed by Mathew Mechanical at a cost of \$12,400; and

WHEREAS, staff has testified to the satisfaction of the Board that Mathew Mechanical has met the skill requirements and time performance needs of the District.

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

1. That the Board accepts the proposal provided by Environetics dated March 7,

- 2018 for a geomembrane tank baffle in an amount not to exceed \$47,600; and
2. That the Board authorizes the additional purchase of materials and contract labor as described in the Board report to complete installation of the baffle in an amount not to exceed \$12,400; and
 3. That the Board authorizes and directs the General Manager to execute a written contract with Environetics, of Lockport, Il to provide all materials for the baffle installation.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: July 26, 2018

Subject: Phase 2 WWTP Rehabilitation Design and Bid Services

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize the General Manager to enter into contract with Kennedy/Jenks Consultants for Design and Bid Services for the Phase 2 WWTP Rehabilitation Project based on the attached scope and budget proposal from Kennedy/Jenks in an amount not to exceed \$874,985.

DISCUSSION

Background

CAWD has been developing a plan for implementing Phase 2 WWTP Rehabilitation improvements since early 2017. The planning process involved engaging Kennedy/Jenks to update the asset risk profiles to reflect changes at the WWTP since the original asset management work was completed in 2012. In addition to asset risk updates, several pre-design evaluations were conducted by Kennedy/Jenks to provide detailed information on a few key areas of the WWTP (Headworks, Electrical Systems, and Digester No. 1). CAWD used the updated asset risk profiles and pre-design evaluations to develop a list of projects at the WWTP that should be rehabilitated to manage risks of failure. Some of the projects were grouped into “in-house” improvement efforts, while some of the larger and more complex projects were grouped into the scope of the “Phase 2” project described herein for design by an outside consultant.

CAWD staff desired to continue the success of the Phase 1 project and invited Kennedy/Jenks to submit a proposal for Design and Bid services for Phase 2. See attached for the Scope and Budget proposal from Kennedy/Jenks.

Why Continue with Kennedy/Jenks for Phase 2?

CAWD wishes to engage Kennedy/Jenks (K/J) for Design and Bid Services for the Phase 2 WWTP Project for the following key reasons:

1. K/J has a long standing and successful working relationship with Beecher Engineering who is CAWD's preferred Electrical Engineer. Beecher's understanding of CAWD's electrical system is key to the success of the Phase 2 Project (which has a strong emphasis on electrical improvements). Beecher performed well in Phase 1, and during the Phase 2 Planning. Because K/J and Beecher have a successful history of working together it makes sense to continue with K/J and Beecher for Phase 2 design. No other Design Consultant has a better track record working with Beecher than K/J.
2. K/J standards were followed in the Phase 1 design. By continuing with K/J in Phase 2 the same design standards will be implemented creating system design consistency between elements designed in Phase 1 and 2.
3. The K/J engineering team is comprised of many individuals who worked on the Phase 1 design and who assisted CAWD in the Phase 2 planning work. Therefore, the K/J team members already have the background knowledge necessary to move forward efficiently with Phase 2 design. No other engineering firm has a better grasp on the existing infrastructure at the WWTP than K/J.
4. K/J performed well during the Phase 1 design and construction. CAWD is an important client for K/J, which is evidenced by the strong team that they have engaged for this project.
5. The CAWD Plant Engineer (Patrick Treanor) used to work for K/J and knows the individuals at K/J who will be serving CAWD during the Phase 2 project. This

allows CAWD to better manage the design consultant and provides peace of mind that CAWD staff know the capabilities of the engineers doing the design.

6. The design fee proposed by K/J is a fair and reasonable price for the level of design necessary for Phase 2. As a result of our continuing relationship with K/J, we have secured reduced rates below the K/J standard rates. Furthermore, the design fee is about 15% of the preliminary construction cost estimation for the project, which is a typical cost range for design and bid services for a project of this complexity and size range.
7. K/J is concurrently working on completing as-built drawings for the Phase 1 project. There are some efficiencies that K/J will have that no other company will have, in that they are currently drafting drawings of the WWTP in AutoCAD.
8. While Patrick Treanor will not be the Engineer of Record for the work that K/J will be designing, he will be overseeing the design to make sure that the documents are of a high quality as was prepared in Phase 1.

Preliminary Cost Estimating for Phase 2

Table 1 and 2 below show the currently estimated costs for the engineering and construction of Phase 2. For further information on the project components of the Phase 2 improvements see the attached Proposal for Design and Bid Services from Kennedy/Jenks.

Table 1: Preliminary Phase 2 WWTP Rehabilitation Project Cost Estimate

Work Elements	Estimated Cost
Influent Pump Station Improvements	\$600,000
Headworks Improvements	\$840,000
Blower Building Improvements	\$150,000
Chlor/Dechlor Building Improvements	\$310,000
Effluent Building Improvements	\$570,000
Demo Old Digesters 2, 3, and 4 (Sludge Holding Tank)	\$250,000
New Sludge Holding Tank	\$350,000
Total:	\$3,070,000
Construction Markups (30%)	\$921,000
Subtotal	\$3,991,000

Estimate Contingency (30% of above total)	\$1,197,000
<i>Estimated Construction Cost</i>	<i>\$5,188,000</i>
Engineering Design and Construction Phase Services (25%)	\$1,297,000
Total Estimated Capital Cost^(a)	\$6,485,000

(a) Total Estimated Capital Cost has an accuracy range of -20% to +40% based on Association for Advancement of Cost Engineering (AACE) recommended practice for preliminary cost estimates.

Table 1: Preliminary Phase 2 WWTP Rehabilitation Project Cost Estimate Range

	-20% Estimate^(a)	Estimated	+40% Estimate^(a)
Project Budget Projection^(a)	\$5,188,000	\$6,485,000	\$9,079,000

(a) Total Estimated Capital Cost has an accuracy range of -20% to +40% based on Association for Advancement of Cost Engineering (AACE) recommended practice for preliminary cost estimates.

Attachment:

1. CAWD Phase 2 Rehabilitation Project Scope of Services – Kennedy/Jenks Consultants

FUNDING

The Kennedy/Jenks fee for proposed design and bid services is \$874,985. Funding will come from FY18/19 CAWD Treatment Plant Long Term Capital Budget for Items #9 through #14.

CAWD Phase 2 Rehabilitation Project

Scope of Services

CAWD has recently completed the Phase 1 WWTP Rehabilitation Project and is ready to move forward with Phase 2. This section describes the scope, schedule, and budget expectations for Phase 2.

Background Information

Kennedy/Jenks provided the following evaluations during the planning process that CAWD used to develop the Phase 2 Project Scope. Preplanning and Predesign Tech Memos provided by Kennedy/Jenks included:

- TM No.1 - Asset Data Updates
- TM No.2 - Potential Phase 2 Project List and Cost Estimates
- TM No.3 - Motor Control Center and Programmable Logic Controller Replacement Predesign
- TM No.4 - Digester No. 1 Cover Alternatives Evaluation
- TM No.5 - Headworks Screening Improvements

Project Description

The scope is based upon the Scope, Schedule, Budget Description for Phase 2 WWTP Rehabilitation Project by plant engineer Patrick Treanor dated 3 May 2018. Project includes pre-design, final design, bidding and engineering services during construction for the Phase 2 rehabilitation of the Carmel Area Wastewater District (CAWD) WWTP. This project includes rehabilitation improvements at 7 separate process areas at the WWTP. These processes/projects include:

Influent Pump Station:

- Design of one or two new low-flow pumps with number and impeller type to be determined.
- The electrical design shall include replacement of the existing motor control center (MCC) equipment with new MCC equipment, replacement of the existing pump VFD equipment with new VFD equipment (sizing as required to accommodate both low and high flow pumps), consolidation of existing 480V panelboard "ISDP" into the new motor control center, demolition of the existing 450kW generator.
- The existing PLC located in the original bubbler panel will remain.

Headworks (Screening and Grit Removal):

- Design installation to include two new automatic bar screens by Parkson, Duperon, or similar manufacturer. The new screens will include a washpress which will discharge into the existing screenings bin.
- Replace the existing grit washing unit.
- Replace the existing grit tank collector mechanism.
- Modifications to reduce grit buildup in channels.
- The electrical design shall include demolition of the existing MCC with equipment power supply circuit breakers and starter equipment relocated to existing MCC-8001 located in the Operations Building. MCC-8001 shall be modified to add the new, required sections and compartments for connection of the Headworks equipment.
- The PLC for the Headworks will be installed by CAWD in the Operations Building prior to bidding, with all necessary coordination information conveyed to Kennedy/Jenks by the 90 percent design phase. New and existing equipment in the headworks shall be connected to the new PLC being installed by the District. New power and control conduits will be included in this scope of work to connect to the MCC and PLC in the Operations Building.

Blower Building Electrical Upgrades:

There are three existing blower breaker/starter MCC sections that are equipped with aging soft starters, breakers and other electrical equipment. The bussing and MCC enclosures for the blower starter electrical components are assumed to be in good condition and therefore only the internal starter/breaker components need to be replaced for the three blowers.

- The electrical design shall include replacement of existing motor starter and MCC main breaker equipment, utilizing the existing MCC structure and bussing. Prior to initiating this work, Beecher shall discuss the benefits of wholesale replacement of the existing MCC equipment with a complete new MCC line-up as a potential cost-saving measure (i.e. Contractor field modification costs for retrofitting the existing MCC equipment may be greater than wholesale replacement of the existing equipment).

Chlor/Dechlor Building:

CAWD will be rehabilitating the existing space to relocate the chemical sampling/analytical facilities from the SBS pump room to an adjacent room in the building. This will make space for new MCCs and PLCs being located in both rooms in this Phase 2 project. The Chlor/Dechlor Building work primarily includes electrical work and HVAC upgrades to meet the needs of the new purpose of the two existing rooms.

- The electrical design shall include demolition of the existing MCC, replaced with equipment power supply conductors and conduit re-routed to the new MCC location within the existing, abandoned SBS Room. Also included in the design will be new main

MCC feeders from the main switchgear “MSG” and the addition of a sub-feeder from the new MCC to existing MCC equipment located at the Laboratory Building.

- A new PLC will be installed by the District in the SBS pump room for connecting equipment controls in Phase 2.

Plant Water (3W) Pump Station Controls:

The 3W Pump Station will need new pump station instrumentation and controls. The existing Hydro pneumatic tank is not working as designed due to numerous instrumentation and control panel issues.

- Evaluate and design new controls that will maintain pressure in the 3W system via controlling new pump VFDs.
- The existing hydro pneumatic tank may remain as a surge tank, but not be the primary means of controlling the system pressure.

Effluent Building:

The effluent pumps are supported by equipment that requires a great deal of operator effort to operate and maintain. The pump station valve operators are difficult to access and lack powered actuation resulting in excessive time needed to simply open and close the valves. In addition, CAWD is considering options to rebuild or retrofit the existing High Flow Effluent Pumps with new Motors.

- Evaluate options to improve valve powered operations consisting of 1) powered actuator upgrades of the existing 24” suction and 18” discharge valves and 2) new valve and powered actuators in that same space for the existing 24” suction and 18” discharge valves on the high flow Effluent Pumps.
- Design a new flowmeter to be installed on the low flow RO Reject Outfall Pump as the 24” flowmeter on the outfall line is too big for the low flows from the RO Reject Pump.
- Design new motors to be installed on the existing pumps. Either the motors can be replaced in kind with new motors (leaving the shaft), or the pumps could be installed with dry pit submersible motors.
- The electrical design shall include demolition of the existing MCC and remotely-mounted VFD equipment, replaced with equipment power supply conductors and conduit re-routed to the new MCC location within the existing Effluent Building top floor. Also included in the design will be new main MCC feeders from the main switchgear “MSG”. Existing building below-grade conduit entry modifications will be discussed with the District to mitigate basement flooding during wet weather.
- A new PLC will be included in the contractor’s scope of work. Equipment in the Effluent Building will need to be connected to the new MCC and PLC. New main feeders will need to be pulled for the new MCC lineup.

- New HVAC system to replace broken ventilation system in effluent building and associated wet well.

Digester Demolition and New Sludge Holding Tank:

Digesters 2 and 3 were replaced by the new Digester in the Phase 1 project. In Phase 2 existing abandoned digesters 2 and 3 will be demolished and digester 4 which is operated as a sludge holding tank will also be demolished. A new approximately 67,000 gallon Sludge Holding steel tank will be designed to replace the demolished tank. Demolition will include structure demolition and removal and capping of underground piping to isolate them from the operational aspects of the Digestion System.

Phase 1: Pre-Design

In the Pre-Design tasks, Kennedy/Jenks will evaluate alternatives and document the evaluations in technical memoranda. As part of the evaluation process, we will solicit input and discuss the alternatives and make revisions directed by CAWD to confirm District goals for the project so that the design approach is understood so work can quickly progress through detailed design, bid and construction.

Kennedy/Jenks will prepare two (2) technical memorandum to define and refine the rehabilitation and replacement improvements. For each Predesign Technical Memorandum K/J will provide a draft for District review and comment prior to completing and submitting a Final draft.

A. Plant Water (3W) Equipment and Controls

The existing hydropneumatic tank is not working as designed due to numerous instrumentation and control panel issues. CAWD would like new controls that will maintain pressure in the 3W system via controlling new pump VFDs. The existing hydropneumatic tank may remain as a surge tank, but not be the primary means of controlling the system pressure. This technical memorandum will:

- Evaluate the VFD control approach to confirm prior to detailed design.

B. Solids Holding Tank Evaluation

A new approximately 67,000-gallon Sludge Holding steel tank will be designed. This technical memorandum will determine the removal and capping of underground piping to isolate Digester 2, 3 and 4 from the operational aspects of the Digestion System and the limits of demolition and safe isolation techniques to be used during construction. In addition, this technical memorandum will evaluate foundation options and recommend an approach for the new tank.

Phase 2: Design

Kennedy/Jenks will design the Phase 2 WWTP CIP improvement component projects as identified below and produce bid documents (drawings and specifications) for these component projects. The individual component projects will be grouped into one construction

bid package for bidding by contractors. Kennedy/Jenks will provide a complete biddable set of design documents utilizing our standard construction specification front end documentation and general conditions in addition to specific technical specifications and detailed design drawings.

Kennedy/Jenks will provide design review submittals to the District at the 30%, 60%, and 95% design stages prior to finalizing the design documents. The project is divided into the following areas. Refer to the "Project Description" for improvement details.

- *Influent Pump Station*
- *Headworks*
- *Blower Building Electrical Upgrades*
- *Chlor/Dechlor Building*
- *Plant Water (3W) Pump Station Controls*
- *Effluent Building*
- *Digester Demolition and New Sludge Holding Tank*

The anticipated drawings that will be prepared for this project are listed in Table 1.

Phase 3: Meetings and Site Visits with CAWD

Site Visit to review site conditions and conduct site reconnaissance activities to support detailed design efforts. Progress meetings with the District, progress updates will be used to share information with the District regarding ongoing design work, and to obtain feedback from the District on ongoing design decisions. Meetings will either be conducted onsite or via conference call. Attendance at design submittal review workshops after submittal of the 30%, 60%, and 95% design submittals.

Phase 4: Geotechnical Investigations for Design

Geotechnical guidance will be needed to design the new sludge holding tank. The budget includes a geotechnical task for subconsultant to review available geotechnical data and pile driving logs from nearby structures and develop geotechnical design recommendations for the vertical and lateral capacities of square precast prestressed concrete driven piles. The recommendations will be documented in a foundation design memo that would be a supplement to the final geotechnical report of 2014.

Phase 5: Bid Assistance

Kennedy/Jenks will furnish services to manage the bidding process for the project. This includes managing and developing documentation for pre-bid conference, responding to questions during the bidding process, developing and distributing addenda, reviewing bids, and writing a summary memo of the bid results that would be suitable for the District's use in a Board package for construction contractor selection. Drawing and specifications will be conformed to incorporate bid period revisions and a new conformed set will be issued.

Phase 6: Office Engineering Services During Construction (ESDC)

The final scope of work is dependent on decisions made during preliminary and detailed design. ESDC budget is not included in the contract and will be added per future contract amendment.

6.1 RFI - Respond to Contractors RFI and Issue Clarifications: Respond to Contractor requests for information, including issuing clarifications.

6.2 Review and Respond to Shop Drawing Submittals: Review and respond to Contractor shop drawings.

6.3 Disciplines Site Visits/Meetings: Design engineering disciplines field visits to assess construction quality and construction meeting attendance.

6.4 Startup Assistance: Design Engineer assistance during startup to aid in troubleshooting start-up issues.

6.5 Document Tracking (eadocs): Setup and maintenance of document tracking system for: Contractor Submittals and Responses, RFI and Responses, Correspondences, Meeting Minutes, Inspection Reports, Construction Photos, etc. Eadocs will be used as Document Management System. At the completion of the project, the master set of project files will be indexed and turned over to the District. The master set of the project files will be submitted electronically.

6.6 Construction Management Tasks: It is anticipated that CAWD will provide on-site construction management during construction. Kenned/Jenks may be asked to provide support services under this task by contract amendment.

6.7 Field Inspection/Observation Tasks: It is anticipated that CAWD will provide daily on-site field inspection/observation during construction. Kenned/Jenks may be asked to provide support services under this task by contract amendment. Discipline specific site observations will be further detailed as determined for the scope of work. Special Inspections/Materials Testing will be furnished by the District/Owner.

6.8 ARC - Electrical Systems Arc Flash Study: This work would include plant-wide power system modeling, short circuit studies, coordination studies and arc flash hazard studies. Arc flash hazard labels will be produced by Beecher Engineering. Beecher Engineering will assist the Contractor in the field for the application of the arc flash hazard labeling on both new and existing power system equipment.

6.9 Operations Coordination Tasks: Efforts for ops support consultants to conduct ongoing Coordination with WWTP Operations staff.

6.10 Project Closeout/Completion Tasks: Project Completion tasks consisting of substantial and final completion services, final submittals, and project report.

6.11 Record Drawings: Prepare record drawings based on Contractor and Construction Manager redline markups during construction.

6.12 Electronic O&M Manual: Update the electronic O&M Manual for the Phase 2 facility changes and additions.

Phase 7: Project Management

Kennedy/Jenks will provide project management services to manage project costs, meet the project schedule requirements, collaborate with the District on project development, and maintain effective communication. Kennedy/Jenks will provide detailed monthly invoices to the District that includes hourly expenditures separated into each budget task. A project file will be maintained, including copies of correspondence, reports, minutes of meetings, and memoranda.

Project management budget for preliminary design, detailed design and bidding services is included in this proposal. Project management budget for the construction phase will be included in a future contract amendment for ESDC services

Project Deliverables

Phase 1 – Pre-Design:

- Provide a Draft Technical Memorandum for each pre-design task to the District for review (Draft TM).
- Provide a Final Technical Memorandum for each pre-design task to the District (Final TM).

Phase 2 – Design:

- Provide 30%, 60%, 95% design submittals for review by the District. Five (5) sets of hard copy plans and specs, and an electronic copy of plans and specs.
- Provide 30%, 60%, 95%, and Final engineer's estimate of probable cost for review by the District. One electronic copy will be emailed to the District.
- Provide a Final submittal of Contract Documents (plans and specs). One (1) full size reproducible signed hard copy, and one signed pdf electronic copy.

Phase 3 – Meetings:

- Provide meeting minutes for each monthly project update meeting and review workshop.

Phase 4 – Geotechnical Report:

- Geotechnical Engineering sub will provide a draft and final geotechnical TM.

Phase 5 – Bid Assistance:

- Prepare Contract Document Addenda as required.

Phase 6 – Engineering Services During Construction:

- Responses to RFI clarifications, submittal reviews, site visit notes and others as

outlined in a future contract amendment

Phase 7 – Project Management:

- Monthly Invoices.

Table 1. Anticipated Drawing List, CAWD Phase 2 Rehabilitation Project

GENERAL
Title Sheet, Location Map, and Vicinity Map
Drawing Index
Standard Abbreviations
Designation Systems and Piping Schedule
Symbols Legend
Design Criteria
General Site Plan
Influent Pump Station and Headworks Hydraulic Profile
CIVIL
Civil Notes and Details
Grading and Paving Modifications and Details
Yard Piping Key Plan and General Notes
Yard Piping/Electrical Demolition and Termination Details
STRUCTURAL
Structural General Notes, Special Inspection and Testing Schedule, and Abbreviations
Structural Reinforced Concrete Notes and Standard Details
Structural Demolition Repair Details
Influent Pump Station Structural Plan, Sections and Details
Headworks Plan and Sections
Headworks Sections and Details
Holding Tank Foundation Plan
Holding Tank Roof Plan
Holding Tank Sections
MECHANICAL
Mechanical Details I
Mechanical Details II
Standard Pipe Support Details
Influent Pump Station Mechanical Demo Plan and Sections
Influent Pump Station Mechanical Plan
Influent Pump Station Mechanical Sections and Details
Headworks Mechanical Demo Plan and Sections
Headworks Mechanical Screen Plan
Headworks Mechanical Screen Plan and Sections
Headworks Mechanical Screen Sections and Details
Headworks Mechanical Grit Plan
Headworks Mechanical Grit Plan and Sections
Hydropneumatic Tank Demo Plan and Sections
Effluent Building Mechanical Demo Plan
Effluent Building Mechanical Plan
Effluent Building Mechanical Sections and Details
Mechanical HVAC Notes
Mechanical HVAC Symbols and Details
Chlor/Dechlor Building HVAC Schematic
Chlor/Dechlor Building HVAC Plans
Effluent Building HVAC Schematic

Table 1. Anticipated Drawing List, CAWD Phase 2 Rehabilitation Project (continued)

MECHANICAL (continued)
Effluent Building HVAC Plan
Existing Digesters 2 & 3 and Sludge Holding Tank Demolition Plan
Existing Digesters 2 & 3 and Sludge Holding Tank Demolition Details
Sludge Holding Tank - Mechanical Plan
Sludge Holding Tank - Mechanical Sections and Details
Sludge Holding Tank - Mechanical Sections and Details
INSTRUMENTATION AND CONTROL
Instrumentation Legend
Blower Building Existing PLC Backpan Elevation
Blower Building PLC I/O Signal List
Operations Building Existing PLC Backpan Elevation
Operations Building PLC I/O Signal List
Influent Pump Station Existing PLC Backpan Elevation
Influent Pump Station PLC I/O Signal List
Chlor/Dechlor Building Existing PLC Backpan Elevation
Chlor/Dechlor Building PLC I/O Signal List
Effluent Building Existing PLC Backpan Elevation
Effluent Building PLC I/O Signal List
P&ID – Influent Pumping
P&ID – Headworks
P&ID – Blowers
P&ID – 3W System
P&ID – Effluent Pumping
P&ID - Sludge Holding Tank
ELECTRICAL
Electrical Legend
Electrical Site Key Plan
Electrical Partial Site Plan – Area A
Electrical Partial Site Plan – Area B
Electrical Partial Site Plan – Area C
Electrical Partial Site Plan – Area D
Electrical Ductbank Sections (4 sheets total assumed)
Main Single Line Diagram – Existing System Demolition
Main Single Line Diagram – Interim System Configuration
Main Single Line Diagram – Final System Configuration
Control Schematic Diagrams (12 sheets total assumed)
Circuit Schedules (5 sheets total assumed)
Electrical Details
Blower Building Single Line Diagram - Demolition
Blower Building Single Line Diagram – Modifications
Blower Building – Demolition Plan
Blower Building – Modification Plan
Headworks MCC Single Line Diagram – Demolition
Headworks – Upper Floor Demolition Plan
Headworks – Lower Floor Demolition Plan

Table 1. Anticipated Drawing List, CAWD Phase 2 Rehabilitation Project (continued)

ELECTRICAL (continued)
Headworks – Upper Floor Modification Plan
Headworks – Lower Floor Modification Plan
Operations Building MCC-8001 Single Line Diagram – Modifications
Operations Building – Modification Plan
Influent Pump Station Single Line Diagram – Demolition
Influent Pump Station Single Line Diagram – Interim System Configuration
Influent Pump Station Single Line Diagram – Final Configuration
Influent Pump Station Upper Level – Demolition Plan
Influent Pump Station Upper Level – Interim System Plan
Influent Pump Station Upper Level – Modification Plan
Influent Pump Station Lower Level – Demolition Plan
Influent Pump Station Lower Level – Interim System Plan
Influent Pump Station Lower Level – Modification Plan
Chlor/Dechlor Building Single Line Diagram – Demolition
Chlor/Dechlor Building Single Line Diagram – Interim System Configuration
Chlor/Dechlor Building Single Line Diagram – Final Configuration
Chlor/Dechlor Building – Demolition Plan
Chlor/Dechlor Building – Interim System Plan
Chlor/Dechlor Building – Modification Plan
Effluent Building Single Line Diagram – Demolition
Effluent Building Single Line Diagram – Interim System Configuration
Effluent Building Single Line Diagram – Final Configuration
Effluent Building Upper Level – Demolition Plan
Effluent Building Upper Level – Interim System Plan
Effluent Building Upper Level – Modification Plan
Effluent Building Lower Level – Demolition Plan
Effluent Building Lower Level – Interim System Plan
Effluent Building Lower Level – Modification Plan
New Effluent Building PLC - Elevation
New Effluent Building PLC - Power Distribution Diagram
New Effluent Building PLC - Input-Output Signal List
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
New Effluent Building PLC - Input/Output Module Connection Diagrams (6 sheets total assumed)
Laboratory Building MCC Single Line Diagram – Demolition
Laboratory Building MCC Single Line Diagram – Modifications
Laboratory Building – Modification Plan
Sludge Holding Tank - electrical plan
Existing Facility – Demolition Plan
Existing Facility – Demolition Plan

CLIENT Name: Carnel Area Wastewater District
 PROJECT Description: Phase 2 - WWTP Rehabilitation Project
 Proposal/Job Number: KJ B10691072.03 Date: 5 July 2018

Classification:	Eng-Sci-9 Craig Lichty	Eng-Sci-9 Kim Sloat	Eng-Sci-8 John Wyckoff	Eng-Sci-8 Ronald Walz	Eng-Sci-7 Quality Reviewer	Eng-Sci-7 Ryan Ray	Eng-Sci-6 Sandy Schuler	Eng-Sci-6 Monty Hazlehurst	Eng-Sci-5 Jake Salter	Eng-Sci-5 Janett Hoffman	Eng-Sci-4 John Jindra	Eng-Sci-3 Nicole Pulido	Eng-Sci-3 Nick Lazarakds	Eng-Sci-2 Rebecca Xu	CAD-Design Gene Stevenson	CAD-Design Jean Leipzig	Sr. CAD-Tech Bryan Hoffer	Project Administrator	Total Hours	Labor Fees	Sub Fees	Geotechnical Consultants, Inc. Fees	Sub-Markup 10%	ODCs Fees	ODCs Markup 10%	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses Fees		
Phase 1 - Preliminary Design																															
Task 1a - Plant Water Equipment Controls				1															2	29	\$4,570			\$0	\$0	\$0	\$0	\$4,570	\$0	\$0	\$4,570
Task 1b - Sludge Holding Tank Evaluation				1															2	87	\$17,910			\$0	\$0	\$0	\$17,910	\$0	\$0	\$17,910	
Phase 1 Subtotal				2															4	110	\$22,480	\$0	\$0	\$0	\$0	\$22,480	\$0	\$0	\$22,480		
Phase 2 - Design																															
2.1.1 30 Percent Drawings and Specifications				2															30	767	\$119,754	\$52,750	\$5,275	\$0	\$0	\$0	\$119,754	\$58,025	\$0	\$177,779	
2.1.2 Cost Estimate, Schedule and Sequence Update				2															20	20	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000		
2.1.3 Prepare and Submit Design Review Set				2															8	22	\$3,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,340		
2.2.1 60 Percent Drawings and Specifications				2															30	767	\$119,754	\$52,750	\$5,275	\$0	\$0	\$0	\$119,754	\$58,025	\$0	\$177,779	
2.2.2 Cost Estimate, Schedule and Sequence Update				2															26	26	\$5,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,100		
2.2.3 Prepare and Submit Design Review Set				2															8	22	\$3,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,340		
2.3.1 95 Percent Drawings and Specifications				2															25	639	\$99,795	\$63,300	\$6,330	\$0	\$0	\$0	\$99,795	\$69,630	\$0	\$169,425	
2.3.2 Cost Estimate, Schedule and Sequence Update				2															14	14	\$2,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,940		
2.3.3 Prepare and Submit Design Review Set				2															8	22	\$3,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,340		
2.4.1 100 Percent Drawings and Specifications				1															15	383	\$59,877	\$42,200	\$4,220	\$0	\$0	\$0	\$59,877	\$46,420	\$0	\$106,297	
2.4.2 Cost Estimate, Schedule and Sequence Update				1															8	10	\$2,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,140		
2.4.3 Prepare and Submit Bid Set				1															8	41	\$8,815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,815		
Phase 2 Subtotal				16															132	2733	\$430,195	\$211,000	\$21,100	\$0	\$3,000	\$300	\$430,195	\$232,100	\$3,300	\$665,595	
Phase 3 - Meetings and Site Visits																															
Task 3a - Site Visits				16															48	48	\$9,640	\$0	\$0	\$0	\$45	\$0	\$0	\$9,640	\$0	\$11,290	
Task 3b - Monthly Update Meetings				20															50	50	\$11,080	\$0	\$0	\$0	\$75	\$0	\$0	\$11,080	\$0	\$11,885	
Task 3c - Design Submittal Review Workshops				24															92	92	\$20,360	\$0	\$0	\$0	\$400	\$0	\$0	\$20,360	\$0	\$24,760	
Phase 3 Subtotal				60															190	190	\$41,080	\$0	\$0	\$0	\$625	\$0	\$0	\$41,080	\$0	\$47,935	
Phase 4 - Geotechnical Investigations																															
Phase 4 Subtotal																			0	0	\$0	\$20,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$22,000		
Phase 5 - Bid Assistance																															
5.1 Pre-Bid Conference				4															12	12	\$2,440	\$0	\$0	\$0	\$45	\$0	\$0	\$2,440	\$0	\$2,535	
5.2 Requests for Clarification Responses				4															50	50	\$9,340	\$1,500	\$150	\$0	\$0	\$0	\$9,340	\$1,650	\$10,990		
5.3 Addenda Prep				4															54	54	\$9,970	\$1,500	\$150	\$0	\$0	\$0	\$9,970	\$1,650	\$11,620		
5.4 Bid Evaluation				2															12	12	\$2,410	\$0	\$0	\$0	\$0	\$0	\$0	\$2,410	\$0	\$2,410	
5.5 Conformed Drawings				2															60	60	\$9,820	\$2,000	\$200	\$1,500	\$150	\$0	\$0	\$9,820	\$2,200	\$11,550	
Phase 5 Subtotal				16															188	188	\$33,790	\$5,000	\$500	\$1,950	\$195	\$0	\$0	\$33,790	\$5,500	\$41,425	
Phase 6 - Engineering Services During Construction																															
Phase 6 Subtotal																			0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Phase 7 - Project Management																															
7.1 Project Setup, Invoice and Status Reporting				42															4	58	\$14,340	\$0	\$0	\$0	\$0	\$0	\$0	\$14,340	\$0	\$14,340	
7.2 Project Team Management				80															4	168	\$36,840	\$0	\$0	\$0	\$0	\$0	\$0	\$36,840	\$0	\$36,840	
7.3 Health and Safety				4															4	4	\$740	\$0	\$0	\$0	\$0	\$0	\$0	\$740	\$0	\$740	
7.4 Quality Control				4															96	96	\$23,630	\$0	\$0	\$0	\$0	\$0	\$0	\$23,630	\$0	\$23,630	
Phase 7 Subtotal				126															328	328	\$75,550	\$0	\$0	\$0	\$0	\$0	\$0	\$75,550	\$0	\$75,550	
All Phases Total	231	8	241	220	48	31	23	148	274	68	4	92	606	106	346	1024	336	166	3547	\$603,065	\$218,000	\$20,000	\$23,600	\$11,200	\$1,120	\$603,065	\$259,600	\$12,320	\$874,985		

Client/Address: Carmel Area Wastewater District
3945 Rio Rd
Carmel-By-The-Sea, CA 93922

Contract/Proposal Date: July 5, 2018

Custom Schedule of Charges

Date: January 1, 2017

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$130
Engineer-Scientist-Specialist 2	\$155
Engineer-Scientist-Specialist 3	\$170
Engineer-Scientist-Specialist 4	\$185
Engineer-Scientist-Specialist 5	\$200
Engineer-Scientist-Specialist 6	\$225
Engineer-Scientist-Specialist 7	\$250
Engineer-Scientist-Specialist 8	\$270
Engineer-Scientist-Specialist 9	\$290
CAD-Technician	\$105
Senior CAD-Technician	\$120
CAD-Designer	\$145
Senior CAD-Designer	\$160
Project Administrator	\$120
Administrative Assistant.....	\$100
Aide	\$75

No Associated Project Cost charge will be added to Personnel Compensation.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

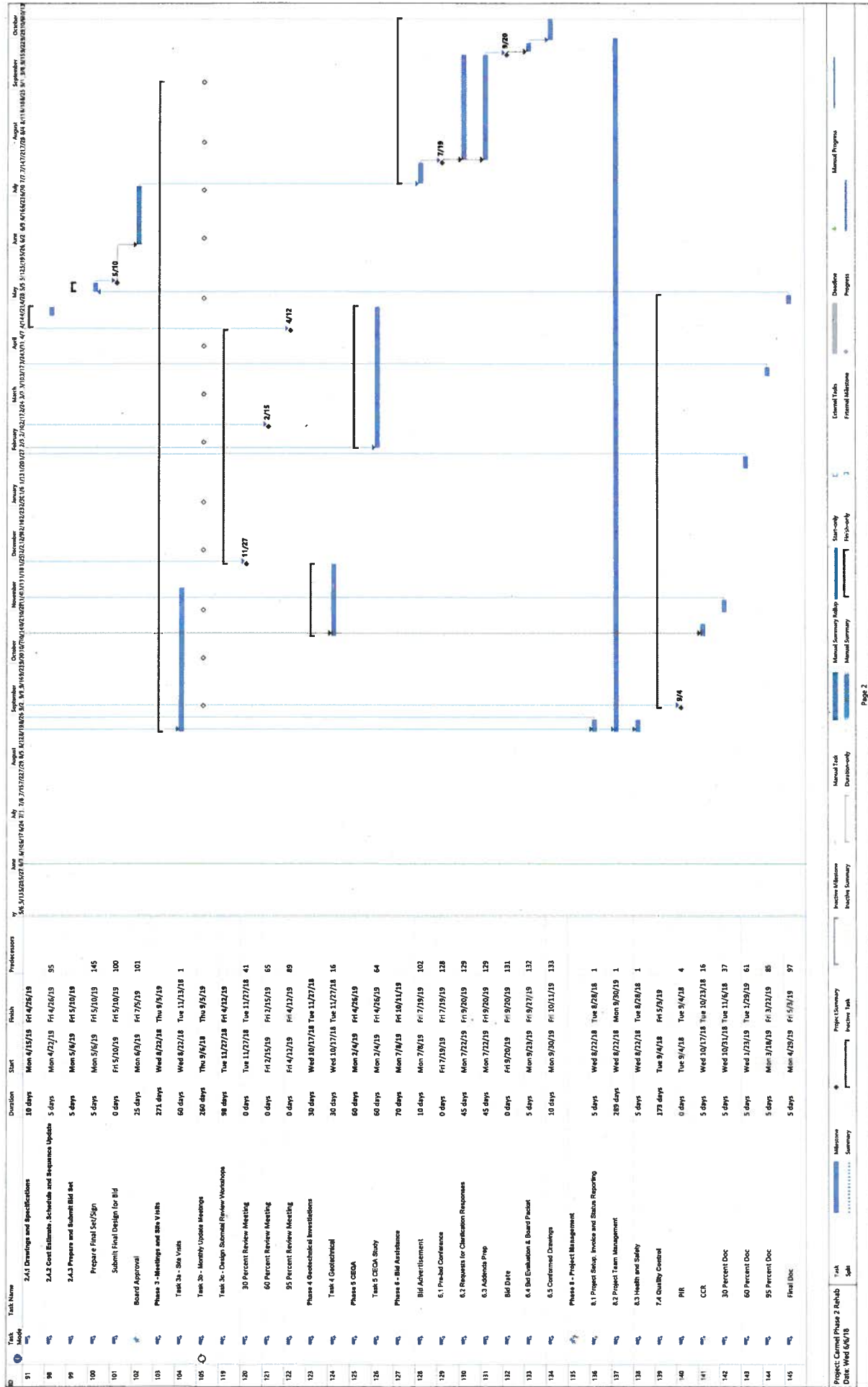
If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective through December 31, 2018. After December 31, 2017, invoices will reflect the 2018 Schedule of Charges.

ID	Task Name	Task Mode	Duration	Start	Finish	Predecessors	Notes	Summary	Manual Task	Duration-only	Manual Summary	Project Summary	Summary	Address	Summary	Task	Split	Task Name	Task Mode	Duration	Start	Finish	Predecessors
0	Overall Phase 2 Rehab Design and Bid June 8 2019		375 days	Mon 5/7/18	Fri 10/11/19																		
1	Notice to Proceed (Not Commenced)		0 days	Wed 8/22/18	Wed 8/22/18																		
2	Phase 1 - Preliminary Design		35 days	Wed 8/22/18	Tue 10/2/18																		
3	Task 1a - Plant Water Equipment Controls		25 days	Wed 8/29/18	Tue 10/2/18																		
4	Prepare Draft		5 days	Wed 8/29/18	Tue 9/4/18	136																	
5	Review Draft		5 days	Wed 9/5/18	Tue 9/11/18	4																	
6	Submit Draft		0 days	Tue 9/11/18	Tue 9/11/18	5																	
7	District Review and Comment		10 days	Wed 9/12/18	Tue 9/25/18	6																	
8	Incorporate Comments		5 days	Wed 9/26/18	Tue 10/2/18	7																	
9	Submit Final		0 days	Tue 10/2/18	Tue 10/2/18	8																	
10	Task 1b - Digester Operation and Controls Holding Tank Evaluat		35 days	Wed 8/29/18	Tue 10/16/18																		
11	Prepare Draft		15 days	Wed 8/29/18	Tue 9/18/18	136																	
12	Review Draft		5 days	Wed 9/19/18	Tue 9/25/18	11																	
13	Submit Draft		0 days	Tue 9/25/18	Tue 9/25/18	12																	
14	District Review and Comment		10 days	Wed 9/26/18	Tue 10/9/18	13																	
15	Incorporate Comments		5 days	Wed 10/10/18	Tue 10/16/18	14																	
16	Submit Final		0 days	Tue 10/16/18	Tue 10/16/18	15																	
17	Phase 2 - Design		178 days	Wed 8/29/18	Fri 9/19/19																		
18	2.1 30 Percent Design		60 days	Wed 9/5/18	Tue 11/27/18																		
19	2.1.1 Drawings and Specifications		50 days	Wed 9/5/18	Tue 11/29/18																		
20	2.1.2 Cost Estimate, Schedule and Sequence Update		5 days	Wed 10/17/18	Tue 10/23/18	31																	
21	2.1.3 Prepare and Submit Design Review Set		15 days	Wed 11/7/18	Tue 11/27/18																		
22	Prepare and Submit		5 days	Wed 11/7/18	Tue 11/13/18	142																	
23	District Review		10 days	Wed 11/14/18	Tue 11/27/18	40																	
24	2.2 60 Percent Design		58 days	Wed 11/28/18	Fri 1/15/19																		
25	2.2.1 Drawings and Specifications		40 days	Wed 11/28/18	Tue 1/22/19																		
26	2.2.2 Cost Estimate, Schedule and Sequence Update		10 days	Wed 1/23/19	Tue 2/5/19	55																	
27	2.2.3 Prepare and Submit Design Review Set		13 days	Wed 1/30/19	Fri 2/15/19																		
28	Prepare and Submit		3 days	Wed 1/30/19	Fri 2/1/19	143																	
29	District Review		10 days	Mon 2/4/19	Fri 2/15/19	64																	
30	2.3 85 Percent Design		70 days	Mon 2/4/19	Fri 3/15/19																		
31	2.3.1 Drawings and Specifications		30 days	Mon 3/18/19	Fri 3/22/19	79																	
32	2.3.2 Cost Estimate, Schedule and Sequence Update		5 days	Mon 3/25/19	Fri 4/12/19																		
33	2.3.3 Prepare and Submit Design Review Set		15 days	Mon 3/25/19	Fri 4/12/19	144																	
34	Prepare and Submit		5 days	Mon 4/1/19	Fri 4/12/19	88																	
35	City Review		10 days	Mon 4/1/19	Fri 4/12/19																		
36	2.4 100 Percent Design		20 days	Mon 4/15/19	Fri 5/10/19																		



RESOLUTION NO. 2018-30

RESOLUTION AUTHORIZING CONTRACTING WITH KENNEDY/JENKS CONSULTANTS IN THE AMOUNT OF \$874,985 FOR THE "PHASE 2 WWTP REHABILITATION DESIGN AND BID SERVICES"

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the Phase 2 WWTP Rehabilitation Design and the scope of services and fee proposal from Kennedy/Jenks Consultants;

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

That the General Manager is hereby authorized to enter into contract with Kennedy/Jenks Consultants for Engineering Design and Bid Services in the amount of \$874,985 for the Phase 2 WWTP Rehabilitation Project.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: July 26, 2018

Subject: Outfall/Calle La Cruz Lagoon Crossing Environmental Contract Augmentation

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution ratifying the General Manger's action to allow Johnson Marigot Consulting LLC (JMC) to proceed with additional contract work by executing an amended contract thereby increasing the previously approved contract by \$15,000 for professional services as outlined in the proposal dated July 3, 2018 (attached).

DISCUSSION

This is the fourth scope addition from JMC brought before the board for the purpose of continuing with environmental support needed for the Outfall/Calle La Cruz Pipeline Lagoon Crossing Project. This budget amendment is for additional permitting support to complete permits in process and to interface with the State Lands Commission to confirm rights to relocate the lagoon aerial crossing under the lagoon.

Attachment:

1. Statement of Work Addendum 4 for Calle La Cruz Pipeline Replacement Project

FUNDING

This budget augmentation brings the contract limit for Johnson Marigot to \$196,937. The funding for this augmentation would be allocated from the FY18/19 Long Term Capital Budget Item #25 (Outfall Crossing) and the Collections Department CIP Budget Item #3 (Calle La Cruz force main & Outfall replacement).

JOHNSON MARIGOT CONSULTING, LLC

Mr. Patrick Treanor
Plant Engineer
Carmel Area Wastewater District
P.O. BOX 221428
Carmel, California 93922

July 3, 2018

Regarding: Statement of Work Addendum 4 for Calle La Cruz Pipeline Replacement Project

Dear Mr. Treanor:

Thank you for the opportunity to submit a fourth Statement of Work Addendum for new and existing Environmental Consulting Service tasks for the Calle La Cruz Pipeline Replacement Project (project). This project includes replacement and repair of a segment of the Carmel Area Wastewater District (CAWD) force main and outfall pipelines in the Carmel Lagoon. Johnson Marigot Consulting is requesting additional budget for the existing Regulatory Strategy and Support task. This task was in the original Statement of Work for the current contract, approved August 10, 2017. Johnson Marigot Consulting is requesting additional funds to complete new work items that have arisen for this task. Specific new works items include coordination with the California State Lands Commission and addressing questions/comments from the regulatory agencies to obtain project permits.

Please note, this request is made pursuant to the existing contract between Johnson Marigot Consulting, LLC (JMC), and the CAWD (Attached). I am available to meet again with you, or with other members of your team to discuss any details or questions you may have. We are happy to also refine the SOW in this proposal if the list above does not fully meet your needs. Please contact me at (415) 602-2970 at your earliest convenience.

Respectfully,



Cameron Johnson
Johnson Marigot Consulting, LLC

JOHNSON MARIGOT CONSULTING, LLC

STATEMENT OF WORK

This Statement of Work Addendum for additional environmental services is an attachment to the Consulting Agreement entered into between Johnson Marigot Consulting, LLC (the “Company”) and Carmel Area Wastewater District (“Client”).

ADDITIONAL ENVIRONMENTAL SERVICES

1. Regulatory Strategy and Support (Existing Task)

To obtain authorizations from natural resource permitting agencies (i.e., Corps Nationwide Permit, RWQCB Water Quality Certification, CDFW Streambed Alteration Agreement), Johnson Marigot Consulting would perform extensive outreach to address comments, data gaps, and concerns that arise during permit processing. In addition, Johnson Marigot Consulting would assist with section 7 consultation between the Corps and USACE/NMFS regarding threatened and endangered species. Budget has also been included for Johnson Marigot Consulting to interface with the California State Lands Commission regarding the existing land grant and potential need for a new lease for undergrounded pipelines.

Change Order Request: \$15,000

COMPENSATION

Invoices will be provided on a monthly basis, and will reflect actual hours worked during the billing cycle. Invoices are to be paid within 30-days of receipt by Client. Additional Services may be offered pursuant to this contract, by submittal of a change-order request.

Expenses will be invoiced to Client at actual incurred costs, and may include expenses such as document production and reproduction, vehicle mileage (calculated at IRS standard), and other consumables related to field evaluations.

JOHNSON MARIGOT CONSULTING, LLC

SIGNATURES

the "Company"

Johnson Marigot Consulting, LLC



By:

Cameron Johnson, Principal

Date: July 3, 2018

"Client"

Carmel Area Wastewater District

By: _____

Printed name and title

Date: _____

RATE SHEET

Cameron Johnson, Principal	\$185 / hour
Paula Gill, Principal.....	\$175 / hour
Lauren Bingham, Associate Regulatory Specialist.....	\$160 / hour
Sadie McGarvey, Associate Regulatory Specialist.....	\$145 / hour

RESOLUTION NO. 2018-31

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDED CONTRACT WITH JOHNSON MARIGOT CONSULTING, LLC FOR PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO CONTINUE THE PREPARATION OF THE ENVIRONMENTAL DOCUMENTATION AND PERMIT APPLICATIONS TO REPAIR A PORTION OF THE DISTRICT OUTFALL IN THE CARMEL LAGOON.

-oOo-

WHEREAS, the District requires additional professional services from Johnson Marigot Consulting, LLC for the preparation of environmental documentation and permit applications to obtain authorization from State and Federal regulatory agencies to allow the repair of a portion of the District outfall in the Carmel Lagoon and the Calle la Cruz force main; and

WHEREAS, Johnson Marigot Consulting, LLC has performed adequately under the existing contract previously authorized by the Board and has demonstrated expertise in the field of services required; and

WHEREAS, Johnson Marigot Consulting, LLC has identified additional technical documentation required to be prepared in support of the proposed project; and

WHEREAS, the amended contract is required to fulfill requests of State and Federal resource agencies;

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 an amended professional services agreement to increase the prior contract amount by \$15,000.00, with Johnson Marigot Consulting, LLC for the preparation of environmental documentation and permit applications relating to the Carmel Lagoon crossing of the District outfall and Calle

la Cruz force main.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel

Area Wastewater District duly held on July 26, 2018, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: July 26, 2018
Subject: Admin Assistant/Board Clerk Position

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the following:

1. Adopt job description “Administrative Assistant/Board Clerk”.
2. Amend the Classification Schedule to reflect adoption of new job description.
3. Authorize hiring of additional part time position to cover administration work load.

DISCUSSION

Since September 2017 the District Administrative office has been struggling with partial staffing. While this has been severely debilitating operationally, the District has now worked through the Interactive Process and agreed to a permanent part time schedule with the Administrative Services Coordinator. This change in scheduling necessitates a change in job description to accommodate the reduced hours.

The accommodation recommendations require that we minimize stress in the workplace and limit the job schedule up to 24 hours per week. To that end we request the current Administrative Services Coordinator position be eliminated and a new position Administrative Assistant/Board Clerk be instituted in its place. This effort transitions to solely a support position as an administrative assistant and board clerk.

Many of the essential functions found in the original job description for the Administrative Services Coordinator have been carried over to the Administrative Assistant job description, with the following primary difference:

- The proposed position no longer provides support in Human Resources and no longer provides “highly complex and responsible” support. It also changes from “under general direction” to “under direction” of the General Manager in providing administrative support.
- The new proposed position will be Non-Exempt. The new position is strictly a support position and no longer meets the definition of Exempt.

- The position will continue to provide support as Board Clerk. We anticipate that the new position will bring back in-house transcription of the board minutes. This is a task that the Board has been vocal about their desire to bring back in-house.
- We are also expecting the position to play a greater role in scanning to build and maintain a “paperless” office environment.

Due to legal considerations we must maintain the salary scale at Range 16. The additional two steps granted to the Administrative Services Coordinator were specifically designed to compensate for Human Resources. Because those functions will no longer belong to this job we recommend only the standard five steps “A” through “E”.

The attached amended Classification Schedule reflects the recommended changes.

Finally, we are recommending that the Board approve hiring an additional part time employee in the same job classification to cover the remainder of the week. This amounts to 48 hrs/wk or one 8 hour shift overlap. The intention is to provide some cross-training on board clerk functions which we currently do not have. Additionally, we would like to have some coverage of basic bookkeeping functions to reduce work load on the Principal Accountant and General Manager.

The Salary & Benefits Committee has discussed this proposal in considerable detail over multiple meetings. They Committee endorses this approach and job description.

FINANCIAL

The 2018-19 Budget provides for 1.4 full time equivalents (FTE) or 56 hrs at Range 16 in Admin. This proposal is equivalent to 1.2 FTEs or 48 hrs/wk.



July 2018
FLSA: NON-EXEMPT

ADMINISTRATIVE ASSISTANT/BOARD CLERK

DEFINITION

Under direction of the General Manager, this position is responsible for providing support to the administrative offices and District Board of Directors. Responsibilities include, but are not limited to analyzing and organizing documents into a records retrieval system; preparing letters and memos to meet administrative deadlines, demonstrating software skills in Word, Excel, PowerPoint and Access; and, operating standard desktop computers, fax machines, copiers and other office equipment. This position will assist in administrative functions related to the Board of Directors. Strong interpersonal skills and an ability to exercise sound judgment and work both independently and as a team member is required. Confidentiality on all matters is essential.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is an office administrative class that performs a variety of office administrative, project coordination, and support work for the District. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, and the ability to communicate clearly and effectively.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

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

- Ø Screens calls, visitors, and mail; responds to complaints and requests for information; directs callers to appropriate District staff; assists the public at the front counter and directs the public to appropriate locations/staff; issues plumbing permits; collects fees; represents the District to all callers and visitors in a professional and customer friendly manner.
- Ø Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Ø Types drafts and a wide variety of finished documents from notes, brief instructions, rough drafts and dictating equipment; initiates correspondence and other material independently or for signature by the manager.
- Ø Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Ø Coordinates travel arrangements and accommodations for personnel; submits all related paperwork.
- Ø Scans documents to server; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files. Manage paperless office within administration – engineering, accounting, general, etc.

- Ø Maintains and stores a variety of records, files, logs, and reports related to departmental operations and activities; establishes and maintains specialized software systems related to technical areas of responsibilities; periodically reviews and purges files in accordance with applicable laws, regulations, and guidelines.
- Ø Explains and interprets departmental policies and procedures to staff, outside agencies, or the public.
- Ø Coordinates required Federal/State training for staff and employees.
- Ø Interprets and applies District rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.
- Ø Participates in various District programs: balance petty cash, accounts payable, accounts receivable, billing, and credit card reconciliation; conducts and prepares special studies and reports.
- Ø Assists in preparing District budget as directed, including assembly.
- Ø Schedules, coordinates, and attends Board meetings, takes minutes and prepares Board of Director documents, postings, notices and agendas, ensuring procedural compliance with regulatory requirements and relevant laws and acts such as the Brown Act; schedules public hearings; files annual reports; ensures conformance of forms, such as Board of Director compensation sheets, with District policies.
- Ø Ensure all public meetings (agendas, minutes, packets) are appropriately posted on the District web site.
- Ø Post reports/documents to web site as directed.
- Ø Prepare transcription record of all board meetings and committee meetings as necessary.
- Ø Maintains accurate records of all proceedings of Board and committee meetings, resolutions, agreements, and ordinances of the Board of Directors and committees of the District.
- Ø Follows-up on Board actions, as required; attests, publishes, and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.
- Ø Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Ø Maintains accurate records of work performed.
- Ø Orders office supplies for administration office.
- Ø Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Ø Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Ø Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Ø Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Ø Record keeping principles and procedures.
- Ø Computer applications; Excel; MS Word; Word Perfect; Adobe Acrobat and other data base applications as related to work.
- Ø Business letter writing and report preparation.
- Ø Basic arithmetic and statistical techniques.
- Ø English usage, grammar, spelling, vocabulary, and punctuation.
- Ø Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Ø Interpret, apply, and explain policies, procedures, and practices of public administration.
- Ø Maintain benefit program enrollment/termination status of all employees and reconcile employee benefit records.

- Ø Perform technical, administrative, and secretarial support work with accuracy, speed, and general supervision.
- Ø Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Ø Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Ø Learn, interpret, and apply administrative and departmental policies and procedures.
- Ø Prepare clear and concise reports, correspondence, and other written materials.
- Ø Maintain accurate and confidential records.
- Ø Make accurate basic arithmetic, financial, and statistical computations.
- Ø Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ø Operate modern office equipment including computer equipment and specialized software applications programs.
- Ø Respond to and effectively prioritize multiple phone calls and other requests for service.
- Ø Compose correspondence and reports independently or from brief instructions.
- Ø Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Ø Maintain attention to detail and accuracy while meeting critical deadlines.
- Ø Identify and take appropriate action when operating problems occur.
- Ø Use English effectively to communicate in person, over the telephone and in writing.
- Ø Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Ø Establish and maintain effective working relationships with those contacted in the course of their work.

Education and Experience:

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

Equivalent to the completion of an Associate’s degree in business or related field, and five (5) years of administrative/clerical experience, of which executive level experience is desirable.

Licenses and Certifications:

- Ø Possession of, or ability to obtain, an appropriate valid California’s driver’s license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, to use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

RESOLUTION NO. 2018-32

A RESOLUTION AUTHORIZING THE “ADMINISTRATIVE ASSISTANT/BOARD CLERK” JOB DESCRIPTION AND AUTHORIZING THE HIRING OF AN ADDITIONAL PART TIME EMPLOYEE FOR UP TO 24 HRS/WK

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting July 26, 2018 that the job description for Administrative Assistant/Board Clerk is appropriate and authorizes said job description to create a new position; and

WHEREAS, the Board of Directors has listened to staff testimony and reviewed the staff report and agrees that the position should be placed at Range 16 on the Classification Schedule with Steps “A” through “E”; and

WHEREAS, the Board agrees that it is necessary to fill the position for at a minimum 40 hours/week and agrees to the hiring of an additional part time staff member for up to 24 hours/week to compliment the 24 hours/week filled by current staff.

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

1. The Board of Directors accepts the new job description for Administrative Assistant/Board Clerk, and
2. The Board of Directors agrees to place the new job at Range 16 with Steps “A” through “E”
3. The Board of Directors agrees to hiring an additional part time employee for up to 24 hours/wk.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

RESOLUTION NO. 2018-33
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					+5%	+10%
			A	B	C	D	E		
Administration									
1	n/a	General Manager	<i>Negotiated with Board of Directors</i>						
1	26	Principal Accountant	7,656.65	8,039.48	8,441.46	8,863.53	9,306.70		
0	16	Administrative Services Coordinator/Bd. Sec.	5,981.36	6,280.44	6,594.45	6,924.18	7,270.38	7,633.90	8,015.59
1.2	16	Administrative Assistant/Board Clerk	5,981.36	6,280.44	6,594.45	6,924.18	7,270.38		
Engineering									
1	37	Principal Engineer	10,046.17	10,548.48	11,075.90	11,629.69	12,211.18		
1	37	Plant Engineer	10,046.17	10,548.48	11,075.90	11,629.69	12,211.18		
Treatment Plant Operations									
1	32	Operations Superintendent	8,877.63	9,321.51	9,787.59	10,276.97	10,790.81		
1	32	Maintenance Superintendent	8,877.63	9,321.51	9,787.59	10,276.97	10,790.81		
0	31	Associate Engineer	8,661.63	9,094.71	9,549.45	10,026.92	10,528.27		
1	26	Operations Supervisor	7,656.65	8,039.48	8,441.46	8,863.53	9,306.70		
1	24	Laboratory Supervisor	7,287.69	7,652.08	8,034.68	8,436.42	8,858.24		
3	20	Senior Operator	6,602.29	6,932.41	7,279.03	7,642.99	8,025.14		
1	19	Safety/Regulatory Compliance Administrator I	6,441.27	6,763.32	7,101.49	7,456.56	7,829.40		
2	19	Laboratory Analyst II/Environmental Inspector	6,441.27	6,763.32	7,101.49	7,456.56	7,829.40		
0	18	Maintenance Mechanic III	6,284.16	6,598.37	6,928.29	7,274.71	7,638.44		
2	17	Plant Operator II	6,130.90	6,437.44	6,759.32	7,097.28	7,452.15		
0	16	Laboratory Analyst I/Environmental Inspector	5,981.36	6,280.44	6,594.45	6,924.18	7,270.38		
1	16	CMMS-Plant Administrative Coordinator	5,981.36	6,280.44	6,594.45	6,924.18	7,270.38		
2	15	Maintenance Mechanic II	5,835.49	6,127.26	6,433.62	6,755.30	7,093.06		
0	14	Maintenance Worker II	5,693.14	5,977.80	6,276.69	6,590.52	6,920.05		
1	12	Plant Operator I	5,418.82	5,689.76	5,974.25	6,272.96	6,586.61		
0	12	Maintenance Mechanic I	5,418.82	5,689.76	5,974.25	6,272.96	6,586.61		
0	9	Maintenance Worker I	5,031.91	5,283.51	5,547.68	5,825.07	6,116.32		
Collection Maintenance									
1	32	Collection System Superintendent	8,877.63	9,321.51	9,787.59	10,276.97	10,790.81		
4	17	Collection Worker III	6,130.90	6,437.44	6,759.32	7,097.28	7,452.15		
0	10	Collection Worker II	5,157.71	5,415.61	5,686.39	5,970.71	6,269.24		
0	6	Collection Worker I	4,672.64	4,906.26	5,151.57	5,409.16	5,679.62		
26.2	Total Positions authorized								

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 26, 2018

Section 4. That this resolution supercedes 18-19 in its entirety.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: July 26, 2018
Subject: Proposal for Outsourcing Human Resources Function

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with CSI HR Group for contract Human Resource services for fiscal year 2018-19 in an amount not to exceed \$62,400.

DISCUSSION

Over the last several years the District 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 District does not currently have a staff member specifically trained and skilled in HR issues. The Administrative Services Coordinator provides some transactional support but does not have any professional certification or experience in HR. A skilled, trained practitioner can provide the District with greater clarity in HR issues and help us update and streamline many of our processes. More importantly, a professional HR consultant can provide significant risk reduction for the District.

Risk reduction in the form of better compliance to help avoid legal complications later. Employment and labor laws change regularly, and it is difficult to remain up-to-date. Outsourcing firms employ HR professionals whose purpose is to stay current on federal and state employment laws.

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.

The benefits of outsourcing HR include covering a range of services. The range of services provided includes transactional service, employee relations and coaching, worker compensation claims handling, benefits, performance management, new hire onboarding, termination paperwork and on-calls services. It is our intent to have a block of time set out weekly or bi-weekly (depending upon need) where the consultant will be available in an office at the plant to interact with staff as required. We will also utilize on-call service if necessary should the need arise.

The District obtained two proposals for HR service from the following firms:

CSI HR Group
Regional Government Services

The proposal price differed by \$2K-\$6K. The cost differential range is because they both assume a variable number of hours per week. We are roughly estimating 4 hrs./wk. onsite and an additional 6-8 hrs./wk. offsite.

The District spoke with Monterey Water Management District about their experience with outsourcing with RGS. They have 26 permanent full-time employees and 8-10 seasonal employees. They report being very satisfied with the service and believe they've been able to save money by outsourcing. They have had zero complaints with the service from their employees. Once employees are familiar with the onsite schedule they can manage their transactional HR needs appropriately.

Staff recommends a contract with CSI HR Group because we have worked with their consultant, Beth Ingram for many years. Ms. Ingram has the advantage because she performed the last three Employee Surveys for the District and has participated in numerous recruitments. Other than our new employees, Ms. Ingram is well known and respected by staff. I believe it would be very easy to integrate her into our organization. Finally, we've worked with Ms. Ingram long enough that I believe she understands the "vision thing" at CAWD. We spoke multiple times about what we're trying to do here at CAWD and where we want to be in the future. Ms. Ingram has already functioned on a periodic basis as a valuable addition to our team. Adding her now to an annual contract would only continue to bring the District value.

This proposal has been discussed by the Salary and Benefit Committee over multiple meetings. The Committee has reviewed the outsourcing proposal and agrees with the approach.

FINANCIAL

The 2018-19 Budget provides \$62,400 for "Miscellaneous" expense under GL #8989.007

RESOLUTION NO. 2018-34

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO
A CONTRACT WITH CSI HR GROUP FOR CONTRACT HUMAN RESOURCE
SERVICES IN AN AMOUNT NOT TO EXCEED \$62,400

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting July 26, 2018 that the 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, the Board of Directors agrees with the proposal to award the contract to CSI HR Group and that there are sufficient funds of \$62,400 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 CSI HR Group in an amount not to exceed \$62,400 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 July 26, 2018 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: July 26, 2018
Subject: Reimbursement Report 2017-18

RECOMMENDATION

It is recommended that the Board of Directors pass a motion to accept the Reimbursement report for fiscal year 2017-18.

DISCUSSION

In accordance with Government Code 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

The District will post this report on its web site under the Financial tab.

FINANCIAL

No impact – this information is currently reported on the monthly Disbursement Report. This report represents a compilation of fiscal year reimbursements over \$100.

**Carmel Area Wastewater District
Annual Reimbursement Report Over \$100**

Date	Check	Vendor	Description	Amount
07/03/17	31200	Ryan Reynaud	Confined space training expenses	190.71
08/01/17	31282	Raymond DeOcampo	CWEA membership and Lab Analyst GR 3 renewal	275.00
08/10/17	31328	Joe Gregory	Final paycheck	1,930.48
09/15/17	31444	Kevin Young	CWEA membership	180.00
09/20/17	31470	Robert Bowman	Tri-State conference expense advance	264.00
09/25/17	31471	Ryan Reynaud	Final paycheck	3,232.72
10/04/17	31472	Ryan Renaud	Settlement payment	4,834.91
10/17/17	31526	Karla Cristi	Employee work boots	116.44
10/17/17	31502	Christian Schmidt	Training class expenses	205.99
11/30/17	31686	Karla Cristi	Reimbursement for safety waders	152.93
11/30/17	31677	Charles DayEngel	Medical deduction reimbursement	376.11
12/08/17	31748	Barbara Buikema	Business meeting expenses	175.38
12/08/17	31752	Edward Waggoner	Shelves	375.00
01/02/18	31810	Edward Waggoner	WEF membership, two sets of shelves for the Plant and annual certificate renewal	580.00
02/08/18	31965	Michael Hooks	Reimbursement for class fee	167.00
02/08/18	31953	Gregory Ange	Certificate and exam fee reimbursement	305.00
02/08/18	31959	Kevin Young	Certificates	235.00
02/21/18	32018	Jason Veile	CWEA membership	180.00
02/21/18	32017	Irene Bryant	Reimbursement for HR meeting expenses and mileage	268.14
03/16/18	32101	Michael Skinkle	Training class expenses	115.00
03/16/18	32114	Raymond DeOcampo	Conference expenses and certificate renewal	524.42
04/13/18	32232	Karla Cristi	Reimbursement for Plant expenses	205.28
04/13/18	32219	Christopher Dixon	CWEA conference travel expense advance	227.00
04/13/18	32226	Drew Lander	American Society of Civil Engineers annual membership	300.00
05/09/18	32311	Karla Cristi	CWEA conference expenses	166.82
05/09/18	32273	Barry Blevins	CWEA conference expenses	110.47
05/09/18	32304	Gregory Ange	Grade III prep class expenses	169.12
05/09/18	32291	Drew Lander	Office supplies and CWEA conference expenses	207.61
05/10/18	32349	Andrew Millington	PACP re-certification class expense advance	124.00
05/10/18	32351	Robert Bowman	PACP re-certification class expense advance	124.00
05/10/18	32352	Robert Siegfried	Replace lost paycheck voided by ADP	277.05
05/23/18	32378	Gregory Ange	CWEA conference expenses	122.44
06/01/18	32438	Michael Garrison	CWEA conference expenses	124.49
06/01/18	32413	Christopher Foley	Tuition reimbursement for MBA	5,250.00
				<u>\$22,092.51</u>

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 26, 2018

Subject: Pebble Beach Community Services District – Regular Board Meeting of June 29, 2018

DISCUSSION

Interesting points from the June 29, 2018 meeting that are of specific interest to this District:

- Total cash balance at the end of May 2018 was \$19.7M; of that amount, \$13.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The Board approved sewer user fees of \$20.62/month or an increase of 8.5% for residential units effective July 1, 2018. The estimated annual revenue that will be generated by the proposed fees is \$970,000. The proposed fee will cover approximately 15% of the cost of providing sewer service.
- The Board approved the 2018-19 final budget. The total amount proposed for O&M expenses is \$14,305,000 with revenues of \$21,560,000. Total wastewater budget was increased by 5.9% to \$2,950,000.
- The Board approved a resolution for positions, classifications and pay schedule for fiscal year 2018-19 with a COLA of 3.3%. The Board's policy has been to use the average changes for December and February of the San Francisco-Oakland-San Jose region.
- The Board approved connection, inspection and permit fees for fiscal year 2018-19. The connection fee is increased 2% from \$4,448 to \$4,538. The inspection fee is increased from \$90 to \$150.

- Total irrigation water demand for the 2018 calendar year through May was 259 AF (acre feet). Total demand for the calendar year is 20% below the 5-year average of 324 AF and 11% below the 23-year average annual usage of 290 AF. Forest Lake net storage decrease of approximately 15 million gallons in May.
- Average daily wastewater flow of 402,000 GPD was measured in May at the PBCSD-Carmel gate. This represents 33% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 5% below the five-year average of 383,000 GPD for the month of May; the CAWD total flow was 1% below the five-year average of 1,253,000 GPD for May.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 17	40.754	28.456	12.298	30.176%
Aug - 17	40.177	28.045	12.132	30.196%
Sept - 17	35.769	24.800	10.969	30.666%
Oct - 17	35.335	25.077	10.258	29.031%
Nov - 17	32.181	23.075	9.106	28.296%
Dec - 17	32.586	23.733	8.853	27.168%
Jan - 18	38.026	24.883	13.143	34.563%
Feb - 18	31.840	21.455	10.385	32.616%
Mar - 18	45.789	30.628	15.161	33.111%
Apr - 18	39.910	26.603	13.307	33.343%
May - 18	38.659	26.193	12.466	32.246%
Total	411.026	282.948	128.078	31.161%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 26, 2018

Subject: Quarterly Progress Report (April – June 2018)

RECOMMENDATION

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

DISCUSSION

General Management

- Phase 2 design proceeds on track; after pre-design we are preparing to bring a design proposal back to the board.
- Final environmental report issued on Calle la Cruz Outfall Project and Draft Initial Study/MND issued for Hatton Canyon report.
- Continue to work with OES/FEMA on grant applications for Hatton Canyon and Outfall Project. Both projects have been passed on to FEMA by OES.
- In addition, we're working with FEMA for a potential second grant to restore the utility road in Hatton Canyon. This grant is roughly for \$300K.
- Met with Salinas Valley Waste to discuss potential for delivery of green waste to use in our digesters. We connected them with Grind-to-Energy.
- Capstone C65 Microturbine installed.
- Continued participation in Cclean. The District will remain Lead Agency.
- Continued negotiation with the County and Big Sur Land Trust regarding an agreement to mitigate costs for outfall project. The agreement is currently under

negotiation. Continued interface with legal counsel on this issue.

- We continue to make progress on CMMS and we are also working on streamlining or improving efficiency of our weekly manager meetings. Time management is a critical issue at CAWD for all staff but we also don't want to short change these meetings.
- Respond to public records requests – primarily SmartProcure

Financial Matters

- Reclamation 2018-19 Budget completed and passed in May 2018.
- CAWD 2018-19 Budget completed and passed in June 2018.
- CAWD 2018-19 Rate Model completed and passed in June 2018.
- Submission of 2018-19 to County of Monterey for inclusion on property tax rolls.
- Managed renewal policies on various insurance coverages.

Personnel Management

- Employee Negotiations for 2018-2020 completed. MOU ratified by Board at June 2018 meeting.
- Considerable involvement in FMLA and ADA issues for the District.
- Employee Hiring
 - Plant Engineer
 - Lab Analyst I/Environmental Compliance
 - Currently recruiting for Principal Engineer
- Ergonomic Evaluation conducted for Admin Services Coordinator.
- Nurse Triage Program rolled out to staff. This is an exciting development in worker comp. We anticipate greater control of claims by immediate connection to trained medical professional and reduction in claims paperwork.
- Encourage continued participation of staff in CWEA from all staff.
- We continue to attempt to bring the Performance Evaluations up-to-date. We're better, no doubt. But it is a work in progress.

- This seemed to be the calendar quarter for substance abuse issues. We rescinded one job offer for drugs, terminated another for suspicion of drugs, and we managed one DUI. Note: the District has a zero-tolerance policy for substance abuse.

Public & Community Relations

- Continued participation in CSA1 and CSA 50 meetings on flood control.
- Continues participation in Del Monte Forest Partners in Water Strategies.
- Continue to interact with County, Big Sur Land Trust, and public about District's role in Carmel River Free Project and on Outfall line. Attended public Notice of Preparation meeting for Carmel River Free Project.
- Participated in County public meeting regarding management of Carmel Lagoon. The County has indicated they are unable to finance any further lagoon management so I indicated that the District would be willing to participate in the formation of an assessment district.
- We continue to work closely with State Parks – not only to manage our current relationship but to potentially set the tone of the future at Point Lobos and for District infrastructure needs. I believe the reaction from State Parks when we recently had a leak in the Carmel Lagoon is representative of the progress made – they had a level of trust in the District that we would make the repairs in a manner that respected the habitat.
- Participated in Integrated Regional Water Management (IRWM) and the Storm Water Resource Plan (SWRP) project planning process.