



# CARMEL AREA WASTEWATER DISTRICT

---

## Regular Board Meeting

---

3945 Rio Road, Carmel, CA 93923

January 25, 2024  
Thursday  
9:00AM

---

*Public Comment Received  
(Corona Road) - Sent via email*

*Not On The Agenda*

**From:** [Barbara Buikema](#)  
**To:** [Domine Barringer](#)  
**Subject:** FW: Remarks from December 12CAWD Board meeting  
**Date:** Thursday, December 14, 2023 2:25:12 PM

---

Here is the original

I think it should go on January meeting

bb

---

**From:** Gwyn De Amaral <[califwayoflife@aol.com](mailto:califwayoflife@aol.com)>  
**Sent:** Tuesday, December 12, 2023 9:07 PM  
**To:** Barbara Buikema <[Buikema@cawd.org](mailto:Buikema@cawd.org)>; Rachel Lather <[Lather@cawd.org](mailto:Lather@cawd.org)>  
**Subject:** Remarks from December 12CAWD Board meeting

You don't often get email from [califwayoflife@aol.com](mailto:califwayoflife@aol.com). [Learn why this is important](#)

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning. I am Gwyn De Amaral, a resident of Carmel Highlands on Corona Road.

Having engaged in conversations with my neighbors and attentively listened to their concerns regarding the proposed sewer project, it is evident that there is a shared unease about the removal of the initial opt-in, opt-out flexibility that we all understood to be true from the original proposal and even in communications leading up to this latest notice of mandatory assessments.

The current estimated cost of **\$150,000 over 30 years**, assessed against all parcels, regardless of whether they choose to connect to sewer and regardless of whether homeowners have functioning septic systems, proves to be financially challenging for many homeowners in our community. This significant amount places a strain on their budgets, affecting essential aspects of their lives such as groceries, medical costs, water bills, PGE, telephone, propane, and other indispensable and necessary expenses. Sewer is NOT a necessity for someone who has a functioning septic system!

Several individuals within our community are currently providing caregiving for terminally or chronically ill spouses, while others are widowed and living on fixed incomes. Considering these immediate financial obligations, the proposed assessment stands as a substantial burden, impacting the livelihoods of those already facing significant challenges.

I sincerely hope you can consider reinstating the option to opt-out, providing homeowners with the flexibility to make choices that align with their financial capacities and avoid unnecessary hardships. This adjustment would undoubtedly alleviate the

financial strain on our community members and contribute to a more equitable and considerate approach to the proposed sewer project. I would be open to helping the CAWD work towards this more equitable, shared interest.

Thank you.

Mr Gwyn De Amaral

CONFIDENTIALITY NOTICE: This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you are not the intended recipient, you are hereby notified that any use or disclosure of this information is strictly prohibited. If you have received this message in error, please notify the sender immediately by reply e-mail and permanently delete the original message and any attachments. Your compliance is appreciated.

**From:** [Barbara Buikema](#)  
**To:** [Domine Barringer](#)  
**Subject:** FW: Request to be included in CAWD Board Meeting  
**Date:** Wednesday, January 17, 2024 8:51:51 AM

---

Please include in board packet

---

**From:** Terri Miller <tink3256@gmail.com>  
**Sent:** Tuesday, January 16, 2024 5:10 PM  
**To:** Barbara Buikema <Buikema@cawd.org>  
**Subject:** Request to be included in CAWD Board Meeting

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Barbara Buikema,

We may not be able to attend the next community meeting, but would appreciate any information you might have the regarding the following :

We would like to know more about the use of generators and their impact on the proposed sewer project on Lower Corona Road, which has now expanded to a broader annexation. Corona Road Sewer Project.

We are concerned about what provisions will be in place during storm power outages experienced in Carmel Highlands and periodic P.G.E. shut-offs during fire season.

Generators are not banned in California. However, California did ban the sale of gas power generators starting on January 1, 2028. What impact will this have on customers relevant to the sewer if the project is approved? Could this be an added surcharge? How often will the generator be serviced, and will the service report be public?

We aren't confident that this sewer project and the undue expense it places on us is fair and equitable . Our home is over 300 feet from Corona Road . We understood this was an exemption from the annexation.

We request that the opt in ,opt out be returned to homeowners or formally request your board to **remove our home** from the annexation .

Mike Miller  
Terri Miller  
80 Spruce Way  
Carmel, CA

**From:** [Barbara Buikema](#)  
**To:** [Domine Barringer](#)  
**Subject:** FW: Concerns and Questions regarding Accessibility Planning for the Corona Road Sewer Project  
**Date:** Wednesday, January 10, 2024 8:39:08 AM

---

Ms. Lamb asks that this request be shared with the CAWD Board.  
Can you please include in the January board packet.

Thanks  
bb

---

**From:** Barbara Buikema  
**Sent:** Wednesday, January 10, 2024 8:37 AM  
**To:** lambchopp4@aol.com  
**Subject:** RE: Concerns and Questions regarding Accessibility Planning for the Corona Road Sewer Project

Ms. Lamb:  
I am in receipt of your email dated January 10, 2024 requesting removal from the proposed Corona Road Assessment District. I am more than happy to share your letter with the CAWD Board at our January 25<sup>th</sup> meeting.

The criteria for inclusion in the Assessment District is discussed in the Final Engineering Report prepared by Monterey Bay Engineers. All parcels that were included were reviewed for feasibility of connection. It was determined that it is feasible to connect your parcel at 75 Corona Rd and therefore it was kept in the Assessment District. The Engineering Report was sent to you in the same envelope as the ballot due February 22, 2024.

We recently sent out the invitation to a public meeting on January 18<sup>th</sup> at the Fire House Community Room at 6:00 p.m. This meeting is intended as an opportunity to question the assessment engineer directly regarding the inclusion of your parcel. You may attend in person or via ZOOM – the ZOOM link is on our website home page [www.cawd.org](http://www.cawd.org)

Regards  
Barbara Buikema  
General Manager  
Carmel Area Wastewater District  
831-624-1248

---

**From:** [lambchopp4@aol.com](mailto:lambchopp4@aol.com) <[lambchopp4@aol.com](mailto:lambchopp4@aol.com)>

**Sent:** Wednesday, January 10, 2024 6:52 AM

**To:** Barbara Buikema <[Buikema@cawd.org](mailto:Buikema@cawd.org)>

**Subject:** Re: Concerns and Questions regarding Accessibility Planning for the Corona Road Sewer Project

You don't often get email from [lambchopp4@aol.com](mailto:lambchopp4@aol.com). [Learn why this is important](#)

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Buikema,

I appreciate your willingness to consider my concerns, particularly regarding the potential impact of this project on my daily life given my mobility issues.

I formally request that the CAWD Board acknowledge that my property is situated well beyond 400-foot from Corona Road and, as such, should not have been included in this annexation. It appears that the cost and distance factors may have been overlooked by your engineer in this regard.

Sincerely,

Catherine Ann Lamb 75 Corona Rd Carmel Highlands, CA 93923

On Monday, January 8, 2024 at 04:04:54 PM PST, Barbara Buikema <[buikema@cawd.org](mailto:buikema@cawd.org)> wrote:

Dear Ms. Lamb

Thank you for your email detailing your concerns about the Corona Road project.

1. I'm not quite sure what you mean by "the potential bias in the logistical planning and parcel qualification for this project"? The parcel qualification was performed by a licensed professional engineer. I'm afraid I would need further explanation from you as to what is meant by "the potential bias in the logistical planning". Are you suggesting that there is propensity to be overly optimistic and underestimate time, cost, risk, etc.? If that is correct, I can only tell you that as a public agency we tend to be very conservative, we'd rather be prepared than find ourselves with a problem. Again, I would need some clarification on your meaning.
2. Accessibility Considerations
  - a. First, until the vote on the assessment district formation I'm not able to even confirm whether or not there will be a project. A majority vote of all the parcels involved is required before we take steps towards construction. If there is not a majority vote, then the proposed project

stops.

- b. Second, should the majority vote “yes” then we will absolutely do everything we can to minimize the impact on all of the neighborhood. Undeniably there will be work in the street – but we will do everything we can to minimize the disruption.

I appreciate that you've contacted us early in the process. Should we move forward with construction it is likely that we will contact you to specifically understand and accommodate your unique needs. I don't believe that we have ever dealt with the Monterey County Commission on Disabilities as they are not responsible for approving construction plans. However, I don't see a problem with contacting them and working with them. We agree, accessibility is something that everyone in the neighborhood has an interest in.

I would invite you to attend or to utilize ZOOM for the public meeting on January 18, 2024 at the Firehouse on Fern Canyon Road at 6:00 pm. If you wish to participate via ZOOM the sign-on information is available at our website <https://www.cawd.org>

I don't see your phone number in your email; however, if you wish to speak with me directly please feel free to call 831-624-1248 or on my cell phone 831-402-3155

Regards

Barbara Buikema

General Manager

Carmel Area Wastewater District

831-624-1248

---

**From:** [lambchopp4@aol.com](mailto:lambchopp4@aol.com) <[lambchopp4@aol.com](mailto:lambchopp4@aol.com)>

**Sent:** Saturday, January 6, 2024 11:36 AM

**To:** [QuezadaR1@co.monterey.ca.us](mailto:QuezadaR1@co.monterey.ca.us); Barbara Buikema <[Buikema@cawd.org](mailto:Buikema@cawd.org)>; [district5@co.monterey.ca.us](mailto:district5@co.monterey.ca.us)

**Subject:** Concerns and Questions regarding Accessibility Planning for the Corona Road Sewer Project

You don't often get email from [lambchopp4@aol.com](mailto:lambchopp4@aol.com). [Learn why this is important](#)

**This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear CAWD Team,



I am writing as a homeowner in the Carmel Highlands and a concerned resident regarding the upcoming vote on the Corona Road Sewer Project. My home is identified as 11 on your engineer map, significantly over 300 feet from Corona Road.

I am particularly concerned about the **potential bias in the logistical planning and parcel qualification for this project**, and how it may affect residents like me who are elderly and disabled.

As an elderly and disabled homeowner, accessibility is a critical aspect of my daily life. I understand that construction projects of this nature can lead to temporary road closures and disruptions. However, I have significant concerns about how CAWD has considered and planned for the removal of barriers to accessibility, safety, health, and everyday life challenges during the construction phase of the Corona Road Sewer Project.

1. Accessibility Considerations: I would like to understand what specific considerations CAWD has taken into account to ensure that residents with mobility challenges, like myself, will be able to navigate our neighborhood safely during construction. Specifically, I am concerned about access to Corona Road, as I rely on my vehicle for mobility and cannot walk to Corona Road. It is crucial to know how CAWD plans to address these accessibility challenges.

2. Coordination with Monterey County Commission on Disabilities: To ensure that the needs of residents with disabilities are adequately addressed, I would like to know to what extent CAWD has coordinated its planning with the Monterey County Commission on Disabilities. It's essential to collaborate with experts in disability accommodations to identify how homeowners like me will be accommodated during construction.

While there are additional concerns about the project's impact on my property and others on my street, I believe that addressing these accessibility issues is of paramount importance. I am eager to better understand CAWD's plans to ensure that all residents, including those with disabilities, can continue to access essential services and maintain their quality of life during the potential sewer project.

I appreciate your prompt attention to these questions and concerns. Transparency and collaboration are key to finding solutions that work for everyone in our community. I look forward to receiving your response and hope that our

discussion will contribute to a more inclusive and accessible project.

Thank you.

Sincerely,

Catherine Ann Lamb 75 Corona Rd Carmel Highlands, CA 93923

## Domine Barringer

---

**From:** Albert Tao <albert.tao@gmail.com>  
**Sent:** Tuesday, January 16, 2024 8:05 AM  
**To:** Barbara Buikema; Rachel Lather; Domine Barringer; Patrick Treanor; Downstream Distribution Group  
**Subject:** Re: Concerns that the Corona Road Area Sanitary Sewer Project does not satisfy California Constitution Article XIID

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Some people who received this message don't often get email from albert.tao@gmail.com. [Learn why this is important](#)

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Adding [treanor@cawd.org](mailto:treanor@cawd.org), [downstream@cawd.org](mailto:downstream@cawd.org)..

On Tue, Jan 16, 2024 at 7:59 AM Albert Tao <[albert.tao@gmail.com](mailto:albert.tao@gmail.com)> wrote:

To the Board Members of CAWD -

I am concerned that the general benefits and special benefits allocations specified in the Corona Road Area Sanitary Sewer System Project Engineering Report dated December 21, 2023 do not meet the requirements of California Constitution Article XIID introduced by Proposition 218.

These deficiencies make it likely that either the proponents or opponents of the assessment district formation can successfully challenge the outcome of the ballot if they are in the minority. To allow a vote on the current ballot to proceed, and possibly invite a challenge in court, would be a very bad outcome for our community.

I urge CAWD to withdraw the ballot until a new plan is made to address deficiencies in the Engineering Report and secure outside money to subsidize construction of the sewer system. Alternatively, the Corona Road community can develop a new strategy that could include any of: pursuing a smaller scale system, seeking financing that does not depend on an assessment district, installing advanced OWTS.

I address the following topics:

- Connection to a public sewer system inherently provides a general benefit. Per Article XIID, assessment costs assigned to general benefits cannot be charged to parcels in the assessment district.
- Omission of the evaluation of lateral connections in the Engineering Report leads to errors in the assignment of special benefits to individual parcels.
- The Corona Road sewer project is complicated and expensive when compared to typical public sewer systems.
- Frequently cited public health, environmental, and other benefits of a public sewer connection must be classified as general benefits.
- Specific properties of the per-parcel lateral connections impact the special benefit

assessment costs assigned to individual parcels.

- Possible options for moving forward with sewage treatment for Corona Road.

### **Connection to a public sewer system inherently provides a general benefit**

Public sewer provides the most advanced, most reliable method for sewage treatment and can only be accomplished at scale. Connecting to a public sewer system inherently benefits the public. Public money is used to construct a public sewer system and public money is commonly used to connect neighborhoods to a public sewer system.

Employing the assessment district financing mechanism requires us to abide by the rules of Article XIID. Connection to a public sewer inherently benefits the public, so must be identified as a general benefit. The presence of the general benefit requires outside money, most likely public money, to fund the general benefit allocation because Article XIID prohibits parcel owners from paying for general benefits – parcel owners may only be assessed for special benefits.

Or we can opt to not form an assessment district to avoid dealing with Article XIID, and self-finance our connection using private money, or self-fund with our own money. (It would be interesting to know how the 19 properties in the Highlands that are already connected paid for their connections.)

### **Omission of the evaluation of lateral connections in the Engineering Report leads to errors**

I believe there are deficiencies in the Engineering Report, but I want to make clear I am not criticizing the quality of work performed by the Engineer. The Engineer is operating under a severe set of constraints in preparing the Engineering Report, and in the design of the sewer system itself.

The scope of the report has been confined to the public portion of the sewer system - no evaluation of lateral connections. Regardless of who is responsible for the cost of constructing and maintaining the lateral connection, the lateral connection must be evaluated as it is required to transport sewage from the structure to the sewer main - lateral connections are part of the sewer system.

Omitting evaluation of the lateral connections has led to errors in the Engineering Report. Those errors include most notably the equal allocation of special benefits to all parcels (excepting the one commercial parcel). The Engineer must assign equal special benefit value to all parcels given the constraint that individual parcel lateral connections, which have a significant impact on the value of the special benefit to each parcel, are outside the scope of the report.

I believe there are also errors in identifying which parcels need to pump to reach the sewer main, and which parcels should be included/excluded from the assessment district. While a good faith effort was made to perform these identifications, an authoritative assessment cannot be made without evaluating each parcel's lateral connection.

### **The Corona Road sewer project is complicated and expensive**

Our neighborhood is not amenable to a public sewer system. Public sewer systems are more typically

found in areas that are mostly level, with uniformly sized lots that all receive a gravity connection.

Contrast that with what the Engineer must contend with in our neighborhood: complicated topography, existing roads, and existing structures on irregularly shaped lots. It's hard to scale a system for a neighborhood that has no uniformity whatsoever.

Running the sewer mains along existing roads is the simplest most expedient solution for the public portion of the sewer system but comes at the expense of pushing a lot of the complexity to the lateral connections – which, again, are outside the scope of the report. 23-25 out of 55 parcels must pump sewage to the sewer main. By the standards for public sewer systems this surely is a complicated and not particularly robust system given the vagaries of 25 parcel owners maintaining pumps for their own lateral connections and the familiar challenge of unreliable power during storms.

Sewer system proponents have extolled the benefits of public sewer over advanced OWTS because advanced OWTS requires power. Only 30 parcels receive the benefit of a gravity feed lateral connection. Everyone else must pump sewage, which requires power.

The total cost for the public sewer option, including the public portion described in the current Engineering Report, and all lateral connections, is likely \$5M+ - to connect 55 parcels, of which 23-25 parcels must pump sewage. The most inexpensive connection is \$90K for a short, gravity-fed lateral connection. The most expensive connection could be \$150K+ for a long, below-elevation connection that requires pumping. The whole project is really expensive.

Anything can be built if enough money is thrown at it. But at what point does the cost of the overall project become prohibitive to our Corona Road neighborhood, or to the public at large? And at what cost does it become prohibitive to any specific parcel owner?

### **Frequently cited public health, environmental, and other benefits of a public sewer connection must be classified as general benefits**

The Engineering Report dismisses allocation of general benefits in a single paragraph:

Any 'general benefit' to the public at large from the construction of the new sanitary sewer system constituting the Improvements are intangible and not quantifiable. Therefore, none of the costs of the improvements are apportioned to general benefit.

Yet, public health and environmental benefits are routinely cited by sewer system proponents as justification for the necessity of connection to a public sewer system. The Engineering Report supplemental letter also cites resident and Caltrans employee reports of sewer odors on public roads.

The Keig article published in the December 2023 Piper enumerates additional benefits:

Extending the District's collection system would provide several benefits to the District and the public, including:

- Abandonment of existing septic systems
- Protection of public health, groundwater and environmental health & safety

- Increased influent to the District’s wastewater treatment plant to improve overall plant efficiency
- Increased recycled water production and subsequent usage to enhance local water supplies” (these benefits are quoted from the new State policies regarding Onsite Wastewater Treatment Systems (OWTS) draft engineering proposal dated: 6/14/2021)

All the benefits cited are tangible and/or quantifiable and must be classified as general benefits in the Engineering Report per Article XIID.

Failure to properly apportion assessment costs to general benefits is a deficiency in the Engineering Report that results in an excessive allocation of costs to the special benefits received by parcel owners in the assessment district.

### **Specific properties of the per-parcel lateral connections impact the special benefit assessment costs assigned to individual parcels**

The Engineering Report excludes examination of the individual parcel lateral connections, and the condition of existing septic systems. The benefit of access to a sewer connection varies widely depending on site-specific properties. Examination of all parcel lateral connections is required to equitably allocate special benefits to each parcel.

At one end of the spectrum, some parcels receive the benefit of a short 30-50 feet, gravity-fed connection. On the other end of the spectrum other parcels receive the "benefit" of a connection approaching 300 feet in length, and that requires a pump to deliver sewage to the sewer main.

These two benefits are wildly unequal. Not only does the cost to install these two types of lateral connections vary by as much as an order of magnitude, the parcel owner that needs to pump is burdened with a more complex system requiring backup power and ongoing maintenance in perpetuity.

Examination of the condition of existing septic systems on each parcel is also required to correctly allocate special benefits to each parcel. Parcel owners that currently have failing septic systems and want (not need) the public sewer connection to remediate an existing, long-standing condition are receiving a greater benefit than parcel owners that have properly functioning septic systems that do not need access to the public sewer connection currently, if ever.

Even though the Engineering Report excludes evaluation of lateral connections, the Engineering Report does nevertheless note parcels where pumping is required. The supplemental letter offers additional detail on the different requirements to access the public sewer connection depending on whether the structure is above or below the elevation of the sanitary sewer main. This information, and other detailed, parcel-specific information must be included in the Engineering Report to justify the special benefits apportioned to each parcel.

### **Possible options for moving forward with sewage treatment for Corona Road**

I can think of four options, perhaps there are others:

1. We continue to pursue an assessment district formation plan that complies with Article XIID, in which case the allocation of general benefits and special benefits needs to be revised, and outside money must be found. The process and rationale for formation of the assessment district is subject to scrutiny by the public and potentially the courts. Enough outside money must be found to bring the cost to parcel owners down to a level tolerable to all or most parcel owners, subject to general benefit and special benefit assessment allocations that comply with Article XIID. But if the outside money is public money, it probably should not be so much money that it elicits objections from the public.
2. We collectively self-fund or self-finance the public sewer connection and the participating parties negotiate amongst themselves an equitable allocation of costs.
3. Revisit the plan for the Lower Corona sewer plan that focuses on the parcels that have the most urgent need for septic system remediation.
4. Parcel owners that currently need a sewage treatment solution install advanced OWTS. Perhaps groups of parcel owners can form their own mutual advanced OWTS and share the costs of advanced OWTS? The California State Water Resources Board notes that option, referred to as a "cluster system": [https://www.waterboards.ca.gov/water\\_issues/programs/nps/encyclopedia/3\\_2c\\_const\\_owts.html](https://www.waterboards.ca.gov/water_issues/programs/nps/encyclopedia/3_2c_const_owts.html).

If we are to continue to pursue the public sewer option, we need to confront these difficult issues now, before the ballot proceeds, to unite the community behind a solution that is equitable to all parcel owners.

Albert Tao  
79 Corona Road

## Domine Barringer

---

**From:** Barbara Buikema  
**Sent:** Friday, December 15, 2023 12:35 PM  
**To:** Domine Barringer  
**Subject:** FW: Opposition to funding plan  
**Attachments:** Scan\_20231215.pdf

Another letter for January packet

thx

**From:** Richard Dierker <Richard@btcair.com>  
**Sent:** Friday, December 15, 2023 12:33 PM  
**To:** Barbara Buikema <Buikema@cawd.org>  
**Subject:** Opposition to funding plan

You don't often get email from [richard@btcair.com](mailto:richard@btcair.com). [Learn why this is important](#)

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Attached is a letter regarding my concerns with the current funding plan.

Richard A. Dierker  
87 Corona Road  
Carmel Highlands, California 93923

Thank you

Our Hours of Operation are Monday- Friday from 8:30 am to 5:30 pm Central Time\*\*\*\*

Any charges quoted in this email are Per Person and Non Refundable unless specifically noted.

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the email is prohibited.



ATTN: Ms. Barbara Buikema and CAWD Board of Directors  
Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, California 93922

With a copy by email to: [Buikema@cawd.org](mailto:Buikema@cawd.org)

**Subject: Opposition to the Funding Plan for Corona Road Mandated Sewer Project Assessment**

Dear CAWD Board of Directors,

I am writing as a concerned homeowner in the Corona Road area to express my strong opposition to the proposed funding plan, a mandated assessment across all homeowners, for the wastewater service and new sewer lines project.

To be clear, I am not in opposition to the availability of sewer in the neighborhood. However, the proposed assessment of at least \$69,000 per parcel (or ~\$150,000 over 30 years) poses an undue financial hardship, especially for those of us who are living on fixed incomes. Further, this proposed assessment places an undue financial burden on homeowners with functioning onsite wastewater treatment systems (OWTS) who do not wish to connect to the proposed sewer line.

In the event that CAWD is unable to fund this project or otherwise procure grant funding for this project, I propose an alternative approach—an opt-in system. Under this approach, as previously presented by CAWD, homeowners would pay the assessment fee only upon choosing to connect to the sewer line. This allows for flexibility based on individual circumstances and ensures a fair distribution of costs so that those with functioning OWTSs are not unfairly burdened.

I request the CAWD Board of Directors to consider this alternative, respecting the diverse needs of our community. I also urge acknowledgment of the potential financial hardship a mandated assessment could impose, particularly on many members of our community with fixed incomes.

Thank you for your attention to this matter. I trust that the CAWD Board of Directors will carefully consider the concerns and preferences of homeowners in the Corona Road area before making any final decisions.

Sincerely,

Signature:

*Richard A. Dierker*

Name:

RICHARD A. DIERKER

Date

12/15/2023

Address:

87 CORONA ROAD  
CARMEL HIGHLANDS  
93923

**From:** [Barbara Buikema](#)  
**To:** [Domine Barringer](#)  
**Subject:** FW: Remarks from December 12CAWD Board meeting  
**Date:** Thursday, December 14, 2023 2:25:12 PM

---

Here is the original

I think it should go on January meeting

bb

---

**From:** Gwyn De Amaral <califwayoflife@aol.com>  
**Sent:** Tuesday, December 12, 2023 9:07 PM  
**To:** Barbara Buikema <Buikema@cawd.org>; Rachel Lather <Lather@cawd.org>  
**Subject:** Remarks from December 12CAWD Board meeting

You don't often get email from [califwayoflife@aol.com](mailto:califwayoflife@aol.com). [Learn why this is important](#)

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning. I am Gwyn De Amaral, a resident of Carmel Highlands on Corona Road.

Having engaged in conversations with my neighbors and attentively listened to their concerns regarding the proposed sewer project, it is evident that there is a shared unease about the removal of the initial opt-in, opt-out flexibility that we all understood to be true from the original proposal and even in communications leading up to this latest notice of mandatory assessments.

The current estimated cost of **\$150,000 over 30 years**, assessed against all parcels, regardless of whether they choose to connect to sewer and regardless of whether homeowners have functioning septic systems, proves to be financially challenging for many homeowners in our community. This significant amount places a strain on their budgets, affecting essential aspects of their lives such as groceries, medical costs, water bills, PGE, telephone, propane, and other indispensable and necessary expenses. Sewer is NOT a necessity for someone who has a functioning septic system!

Several individuals within our community are currently providing caregiving for terminally or chronically ill spouses, while others are widowed and living on fixed incomes. Considering these immediate financial obligations, the proposed assessment stands as a substantial burden, impacting the livelihoods of those already facing significant challenges.

I sincerely hope you can consider reinstating the option to opt-out, providing homeowners with the flexibility to make choices that align with their financial capacities and avoid unnecessary hardships. This adjustment would undoubtedly alleviate the

financial strain on our community members and contribute to a more equitable and considerate approach to the proposed sewer project. I would be open to helping the CAWD work towards this more equitable, shared interest.

Thank you.

Mr Gwyn De Amaral

CONFIDENTIALITY NOTICE: This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you are not the intended recipient, you are hereby notified that any use or disclosure of this information is strictly prohibited. If you have received this message in error, please notify the sender immediately by reply e-mail and permanently delete the original message and any attachments. Your compliance is appreciated.

ATTN: Ms. Barbara Buikema and CAWD Board of Directors  
Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, California 93922

With a copy by email to: [Buikema@cawd.org](mailto:Buikema@cawd.org)

**Subject: Opposition to the Funding Plan for Corona Road Mandated Sewer Project Assessment**

Dear CAWD Board of Directors,

I am writing as a concerned homeowner in the Corona Road area to express my strong opposition to the proposed funding plan, a mandated assessment across all homeowners, for the wastewater service and new sewer lines project.

To be clear, I am not in opposition to the availability of sewer in the neighborhood. However, the proposed assessment of at least \$69,000 per parcel (or ~\$150,000 over 30 years) poses an undue financial hardship, especially for those of us who are living on fixed incomes. Further, this proposed assessment places an undue financial burden on homeowners with functioning onsite wastewater treatment systems (OWTS) who do not wish to connect to the proposed sewer line.

In the event that CAWD is unable to fund this project or otherwise procure grant funding for this project, I propose an alternative approach—an opt-in system. Under this approach, as previously presented by CAWD, homeowners would pay the assessment fee only upon choosing to connect to the sewer line. This allows for flexibility based on individual circumstances and ensures a fair distribution of costs so that those with functioning OWTSs are not unfairly burdened.

I request the CAWD Board of Directors to consider this alternative, respecting the diverse needs of our community. I also urge acknowledgment of the potential financial hardship a mandated assessment could impose, particularly on many members of our community with fixed incomes.

Thank you for your attention to this matter. I trust that the CAWD Board of Directors will carefully consider the concerns and preferences of homeowners in the Corona Road area before making any final decisions.

Sincerely,

Signature: *Ariana Marcus*

Name: *ARIANA MARCUS*

Address:

*12-10-23*  
Date *12-10-23*

letter received 12-18-23 via regular mail

ATTN: Ms. Barbara Buikema and CAWD Board of Directors  
Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, California 93922

With a copy by email to: [Buikema@cawd.org](mailto:Buikema@cawd.org)

**Subject: Opposition to the Funding Plan for Corona Road Mandated Sewer Project Assessment**

Dear CAWD Board of Directors,

I am writing as a concerned homeowner in the Corona Road area to express my strong opposition to the proposed funding plan, a mandated assessment across all homeowners, for the wastewater service and new sewer lines project.


To be clear, I am not in opposition to the availability of sewer in the neighborhood. However, the proposed assessment of at least \$69,000 per parcel (or ~\$150,000 over 30 years) poses an undue financial hardship, especially for those of us who are living on fixed incomes. Further, this proposed assessment places an undue financial burden on homeowners with functioning onsite wastewater treatment systems (OWTS) who do not wish to connect to the proposed sewer line.

In the event that CAWD is unable to fund this project or otherwise procure grant funding for this project, I propose an alternative approach—an opt-in system. Under this approach, as previously presented by CAWD, homeowners would pay the assessment fee only upon choosing to connect to the sewer line. This allows for flexibility based on individual circumstances and ensures a fair distribution of costs so that those with functioning OWTSs are not unfairly burdened.

I request the CAWD Board of Directors to consider this alternative, respecting the diverse needs of our community. I also urge acknowledgment of the potential financial hardship a mandated assessment could impose, particularly on many members of our community with fixed incomes.

Thank you for your attention to this matter. I trust that the CAWD Board of Directors will carefully consider the concerns and preferences of homeowners in the Corona Road area before making any final decisions.

Sincerely,

Signature:  \_\_\_\_\_

12-11-23

Name: Tami Miller

Date

Address: 80 Spruce Way  
Carmel, CA 93923

**From:** [Barbara Buikema](#)  
**To:** [Domine Barringer](#)  
**Subject:** FW: Petition form on Corona Road  
**Date:** Thursday, December 14, 2023 3:04:05 PM  
**Attachments:** [Petition form.pdf](#)

---

Please include in January meeting packet

Thanks  
bb

-----Original Message-----

From: tink3256@gmail.com <tink3256@gmail.com>  
Sent: Thursday, December 14, 2023 8:42 AM  
To: Barbara Buikema <Buikema@cawd.org>  
Subject: Petition form on Corona Road

[You don't often get email from tink3256@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barbara, attached is my petition form on the Corona Road mandated sewer project.

Sincerely  
Terri Mille  
80 Spruce Way, Carmel

Sent from my iPhone

>

ATTN: Ms. Barbara Buikema and CAWD Board of Directors  
Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, California 93922

With a copy by email to: [Buikema@cawd.org](mailto:Buikema@cawd.org)

**Subject: Opposition to the Funding Plan for Corona Road Mandated Sewer Project Assessment**

Dear CAWD Board of Directors,

I am writing as a concerned homeowner in the Corona Road area to express my strong opposition to the proposed funding plan, a mandated assessment across all homeowners, for the wastewater service and new sewer lines project.

To be clear, I am not in opposition to the availability of sewer in the neighborhood. However, the proposed assessment of at least \$69,000 per parcel (or ~\$150,000 over 30 years) poses an undue financial hardship, especially for those of us who are living on fixed incomes. Further, this proposed assessment places an undue financial burden on homeowners with functioning onsite wastewater treatment systems (OWTS) who do not wish to connect to the proposed sewer line.

In the event that CAWD is unable to fund this project or otherwise procure grant funding for this project, I propose an alternative approach—an opt-in system. Under this approach, as previously presented by CAWD, homeowners would pay the assessment fee only upon choosing to connect to the sewer line. This allows for flexibility based on individual circumstances and ensures a fair distribution of costs so that those with functioning OWTSs are not unfairly burdened.

I request the CAWD Board of Directors to consider this alternative, respecting the diverse needs of our community. I also urge acknowledgment of the potential financial hardship a mandated assessment could impose, particularly on many members of our community with fixed incomes.

Thank you for your attention to this matter. I trust that the CAWD Board of Directors will carefully consider the concerns and preferences of homeowners in the Corona Road area before making any final decisions.

Sincerely,

Signature: \_\_\_\_\_

Name: Lanni Miller

Address: 50 Spruce Way  
Carmel, CA 93923

12-11-23

Date

# *Agenda Changes*





**CARMEL AREA WASTEWATER DISTRICT  
REGULAR BOARD MEETING MINUTES  
Tuesday, 2:00 p.m., December 12, 2023  
3945 Rio Road  
Carmel, California 93950**

*Via Teleconference Webinar & In Person with Proof of Vaccination*

---

**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 2:00 p.m.

*\*Signifies Virtual Attendance*

**Present:** President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart  
Director Urquhart was excused from the meeting at approximately 4:24 p.m.

**Absent:**

**A quorum was present.**

**Others:** Barbara Buikema, General Manager Carmel Area Wastewater District (CAWD or District)  
Domine Barringer, Board Clerk, CAWD  
Rachél Lather, Principal Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Plant Superintendent, CAWD\*  
Kevin Young, Plant Operations Supervisor, CAWD\*  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent\*  
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel  
Mike Niccum, General Manager, PBCSD\*  
Nick Becker, Deputy General Manager, District Engineer, PBCSD\*

**In Person Public Attendees:**

**Corona Road Residents:**

Elliot Roberts, Richard Silver, Mike McCurdy, Brian Krone, And Others  
Scott Ferguson | Jones Hall  
Greg D'Ambrosio | Bridge To Everywhere Project

**\*Virtual Public Attendees:**

Albert, Cindy Silver, Ladd, Paul Goldman, Richard, Stan Smith, Carolyn Hardy, Patricia Zendejas, Phone 4159996382, William Daniels, William Godwin, Lisa Falkel, Leila Banijamali

Steve Thomas | TBC Communications

- 1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

*The Board of Directors received public comments from the following Corona Road Residents Regarding Resolution No. 2023-75:*

*Dasha Keig, Gwyn De Amaral, Richard Silver, Mike McCurdy, Elliot Roberts, Claudia Daniels, Brian Krone, Other, Kate Daniels. The Board Clerk confirmed that no one else on line wished to speak via the chat function or raised hand function and the Chair closed the public comment at approximately 3:06 p.m.*

*\*Leila Banijamali, who was attending virtual, requested to make public comment after the Chair had closed public comment and the Chair did allow her comments at approximately 3:11 p.m.*

- 2. *Agenda Changes:*** *Any requests to move an item forward on the agenda will be considered at this time.*

***Item #3: Request to move the Closed Session immediately after opening the meeting to accommodate legal counsel time constraints.***

**Item #29:** A Resolution Amending Resolution No. 2023-61, Entitled a Resolution Preliminarily Approving Engineer's Report and Directing Related Actions for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)

- Insertion of the protest letters from Corona Road residents received via email related to Resolution No. 2023-75*

**Item #5:** Removal of the sentence in the adjournment section of the meeting minutes “ The next Special Meeting will be held Thursday, September 16 at 9am” in the adjournment section of the meeting minutes.

**Item #26:** The board agreed to combined item number 26 regarding Resolution No. 2023-73, The Bridge To Everywhere with item number 31 regarding the General Manager comments related to this topic.

**3. CLOSED SESSION:** *As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:*

**A. Conference with Labor Negotiations:**

**The Board will meet in closed session pursuant to Government Code Section 54957.6:**

- **Agency Designated Representative:** Barbara Buikema, Rick Bolanos, Chris Foley  
**Employee Organization:** United Public Employees of California LiUna, Local 792

*The Board went into closed session at 2:01 p.m. and discussed agenda item #3 regarding Labor Negotiations. The closed session ended at 2:19 p.m. Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to Labor Negotiations, and no reportable action was taken. The Board reconvened into open session at 2:21 p.m. and all in person attendees were invited back into the open session and all virtual attendees had access to the audio and visual platform to participation in the meeting.*

**Agenda Item #29 Regarding Resolution No. 2023-75:** *was moved immediately after close session and before the consent at approximately 2:36 p.m. to accommodate the public in attendance and to hear public comments on this agenda item.*

**4. OPEN PUBLIC HEARING: Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) pursuant to Resolution 2023-61:**

***The Public Hearing Was Not Opened.***

*Pursuant to Agenda Item #29 and proposed Resolution 2023-75, the public hearing previously scheduled for December 12, 2023, will not be opened and will be held on February 22, 2024, at 2:00 pm.*

**CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR**

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

***Board Action***

***A Motion To Receive And Approve The Consent Agenda Was Made By Director Siegfried And Seconded By Director Cole. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.***

- 5.** Approve October 20,2023 Bridge To Everywhere Meeting Minutes & October 26, 2023, Regular Board Meeting Minutes  
November 7, 2023 Special Meeting Minutes  
November 7, 2023, Salary & Benefits Meeting Minutes  
November 13, 2023 Bridge To Everywhere Meeting Minutes  
November 16, 2023 Special Meeting Minutes  
November 28, 2023 Salary & Benefits Meeting Minutes  
December 5, 2023 Salary & Benefits Meeting Minutes
- 6.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-October 2023
- 7.** Receive and Accept Schedule of Cash Receipts & Disbursements- October,2023
- 8.** Approve Register of Disbursements – Carmel Area Wastewater District – October,2023
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –October,2023
- 10.** Receive and Accept Financial Statements and Supplementary Schedules – October,2023
- 11.** Receive and Accept Collection System Superintendent’s Report – 2023 October, September & August 2023
- 12.** Receive and Accept Safety and Regulatory Compliance Report –November & October,2023
- 13.** Receive and Accept Treatment Facility Operations Report – 2023 October, September & August 2023
- 14.** Receive and Accept Laboratory/Environmental Compliance Report –2023 November& October
- 15.** Receive and Accept Capital Projects Report/Implementation Plan
- 16.** Receive and Accept Project Summaries – Capital & Non-Capital
- 17.** Receive and Accept Plant Operations Report – November & October 2023
- 18.** Receive and Accept Maintenance Projects Report –November & October 2023
- 19.** Receive and Accept District Engineer’s Report-December & November 2023

## **ACTION ITEMS BEFORE THE BOARD**

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

## **RESOLUTIONS**

- 20. Resolution No. 2023-67:** A Resolution Authorizing the General Manager to Enter into a Contract with Rockwell Solutions, Inc. for the Purchase of a Portable Sewage Bypass Pump in an Amount not to Exceed \$82,842.51 – *Report by Superintendent of Collections, Daryl Lauer*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution Authorizing The General Manager To Enter Into A Contract With Rockwell Solutions, Inc. For The Purchase Of A Portable Sewage Bypass Pump In An Amount Not To Exceed \$82,842.51.***

- 21. Resolution No. 2023-68:** A Resolution Authorizing the Changes to the Job Description and Salary Table for the Administrative Assistant/Board Clerk –*Report by General Manager, Barbara Buikema*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution Authorizing The Changes To The Job Description And Salary Table For The Administrative Assistant/Board Clerk.***

- 22. Resolution No. 2023-69:** A Resolution Authorizing the Changes to Management staff salary adjustments - *Report by General Manager, Barbara Buikema*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution Authorizing The Changes To Management Staff Salary Adjustments.***

- 23. Resolution No. 2023-70:** A Resolution Amending Authorizing the Changes to Patrick Treanor’s salary adjustment into two separate votes- *Report by General Manager, Barbara Buikema*

***Board Action***

***A Motion To Amend And Split Resolution 2023-70 Into Two Votes To Parse Out The Salary Adjustment Request And The Title Change To Chief Engineer. The First Motion To Approve The Resolution The Salary Adjustment Was Made By Director Urquhart And Seconded By Director Siegfried. The Second Motion Regarding The Title Change From Plant Engineer To Chief Engineer Was Made By Director Rachel And Seconded By President White, With A No Vote By Director Siegfried, A Yes Vote By Director Urquhart And Director Cole Abstaining. Following A Roll Call Vote, The Board Passed Resolution 2023-70 Authorizing The Changes To Patrick Treanor’s Salary Adjustment And The Title Change To Chief Engineer.***

- 24. Resolution No. 2023-71:** A Resolution Authorizing updating of the Designated Classification And Titles - *Report by General Manager, Barbara Buikema*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-71 Authorizing The Updating of the Designated Classification And Titles.***

- 25. Resolution No. 2023-72:** A Resolution Selecting a President and President Pro Tem, and Appointing a Secretary and Secretary Pro Tem of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 30, 2023 – *Report by Domine Barringer, Board Clerk*

***Board Action***

***A Motion To Approve The Resolution 2023-73 For Ken White To Be The President and Was Made By Director Siegfried And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-72 Designating the President.***

***A Motion To Approve The Resolution 2023-73 For President Pro Tem Was Made By Director Rachel And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-72 Designating The Pro Tem.***

***A Motion To Approve The Board Clerk To Be Domine Barringer And The Board Clerk Pro Tem To Be Barbara Buikema Was Made By Director Cole And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-72 Designating the Board Clerk and Board Clerk Pro Tem.***

- 26. Resolution No. 2023-73:** A Resolution Authorizing \$100,000 in Local Funding for a State Coastal Conservancy Grant for the Bridge to Everywhere Project-Report by Patrick Treanor, Plant Engineer

***Board Action***

*This Resolution was moved to the end of the resolution section at approximately 4:31 pm. During this period of time Director Urquhart was excused from the board meeting prior to this motion being taken.*

***A Motion To Approve The Resolution 2023-73 Was Made By Director Rachel And Seconded By Director Siegfried, With Director Urquhart Absent. Following A Roll Call Vote, The Board Passed The Resolution Authorizing \$100,000 in Local Funding for a State Coastal Conservancy Grant for the Bridge to Everywhere Project.***

- 27. Resolution No. 2023-60:** A Resolution Authorizing the General Manager to Enter into a Contract with Beth Ingram for a Contract for Human Resource Services for the Fiscal Year 2023-24 in an Amount not to Exceed \$71,660. – Report by, General Manager, Barbara Buikema

***Board Action***

***A Motion To Move Resolution 2023-60 To The Next Board Meeting Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Agreed To Move Resolution 2023-60 To The Next Board Meeting.***

- 28. Resolution No. 2023-74:** A Resolution Accepting Completed Project and Directing the General Manager to File a Notice of Completion With the County of Monterey Recorder's Office for the Lorca Lane Emergency Pipe Relocation Project #22-07-Report by Rachél Lather, District Engineer

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-74 Accepting The Completed Project and Directing the General Manager to File a Notice of Completion With the County of Monterey Recorder's Office for the Lorca Lane Emergency Pipe Relocation Project # 22-07.***

- 29. Resolution No. 2023-75:** A Resolution Amending Resolution No. 2023-61, Entitled a Resolution Preliminarily Approving Engineer's Report and Directing Related Actions for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) including the setting of the public hearing for the ballot count for the proposed assessments to occur on February 22, 2024, at 2:00 pm.–  
*Report by Principal Engineer, Rachél Lather*

***Board Action***

*This Resolution was moved right after the closed session and before the consent calendar at approximately 2:36 p.m. to accommodate the public in attendance and to hear public comments on this agenda item.*

***A Motion To Approve Resolution 2023-75 Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-75 Amending Resolution No. 2023-61, Entitled a Resolution Preliminarily Approving Engineer's Report and Directing Related Actions for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) including the setting of the public hearing for the ballot count for the proposed assessments to occur on February 22, 2024, at 2:00 pm.***

- 30. Resolution No. 2023-76:** A Resolution Recognizing Principal Engineer Rachel Lather For Her 5 Years Of Public Service To The District And The Community– *Report by, General Manager, Barbara Buikema*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole . Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-76 Recognizing Principal Engineer Rachel Lather For Her 5 Years Of Public Service To The District And The Community.***



## COMMUNICATIONS

### 31. General Manager Report – oral report

*Required harassment prevention training will be conducted at the administrative office on December 15, 2023.*

## OTHER ITEMS BEFORE THE BOARD

### **Board Action**

***The Board Agreed To Move Both Agenda Items 32 and 33 Regarding The Manager’s Goals and Consultant Hire To The Next Board Meeting As A Closed Session. A Motion Was Made By Director Siegfried And Seconded By President White. The Board Was In Consensus, With Director Urquhart Absent.***

### 32. General Manager Goals- *Report by General Manager, Barbara Buikema*

### 33. Consultant Hire- *Report by General Manager, Barbara Buikema*

## INFORMATION/DISCUSSION ITEMS

### 34. Pebble Beach Community Service District Meeting October 27, 2023,-*Report by General Manager, Barbara Buikema*

### 35. Monterey County Treasurer Investment Report 09-30-23- *Report by General Manager, Barbara Buikema*

### **Board Action**

***The Board Agreed To Accept The 09-30-2023 Monterey County Treasurer’s Report. A Motion Was Made By Director Siegfried And Seconded By Director Rachel. The Board Was In Consensus, With Director Urquhart Absent.***

### 36. 2024 Board Committee Assignment, PBCSD Meetings, SDA Meetings, and conference schedule- *Report by Board Clerk, Domine Barringer*

### **Board Action**

***The Board Agreed To Move the 2024 Board Committee Assignments, PBCSD and SDA Meetings To The Next Board Meeting. The Board Was In Consensus, With Director Urquhart Absent.***

### **37. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff**

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

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meeting is scheduled for:  
*Friday, January 26, 2024, at 9:30 a.m. – President White is scheduled to attend.*  
*Friday, February 23, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, January 16, 2024, at 6:00 p.m. – Director Urquhart is scheduled to attend.*  
*Tuesday, April TBD, 2024, at 6:00 p.m. – President White is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

### **38. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 4:51 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 25, 2024, or an alternate acceptable date, via teleconference webinar.*

***As Reported To:***

---

*Domine Barringer, Board Clerk*

***APPROVED:***

---

*Ken White, President of the Board*



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**PENSION STANDING COMMITTEE MEETING MINUTES**  
*December 19, 2023, Tuesday, 9:00 a.m.*

**Via teleconference and in-person**

---

**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 9:08 a.m.

*\*Signifies Virtual Attendance*

**Present:** President Pro Tem Robert Siegfried, Committee Member  
Kevan Urquhart, Director Committee Member  
Barbara Buikema, General Manager  
Robert Wellington, Legal Counsel

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

**AGENDA ITEMS:**

**INFORMATION/DISCUSSION ITEMS:**

- *The Committee discussed the preparation of the Request for Proposal for An Investment Advisor*

**ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 9:34 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 25, 2024, or an alternate acceptable date, in-person and via teleconference webinar. The teleconference webinar is hosted through Zoom, and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

*As Reported To:*

---

*Barbara Buikema, General Manager*

**APPROVED:**

---

*Ken White, President of the Board*



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES**  
**CLOSED SESSION -Employee Performance Evaluation**  
*Wednesday, 10:00 a.m., December 27, 2023*

**Via teleconference webinar and in person**

---

**CALL TO ORDER - ROLL CALL:** The meeting was called to order at 10:08 a.m.

A quorum was present

*\*Signifies Virtual Attendance*

**Present:** President Ken White  
Pro Tem Bob Siegfried  
Director Suzanne Cole

**Absent:** Directors: Michael Rachel and Kevan Urquhart

**Others:** Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel

**In Person Public Attendees:** None

**\*Virtual Public Attendees:** None

**APPEARANCES/PUBLIC COMMENT, ORDERS OF BUSINESS & ANNOUNCEMENTS:**

- 1. CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations, or to confer with the District's Meyers-Milias-Brown representative.*

**Employee Performance Evaluation:**

**The Board will meet in closed session pursuant to Government Code Section 54957:**

- **Employee:** Barbara Buikema, General Manager

**2. ADJOURNMENT**

*The Board adjourned open session at 10:08 a.m. The Board then convened into closed session at 10:08 a.m. The Board came out of closed session at 11:07 a.m., and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to the employee performance evaluation, the Board received information, direction was provided, and no reportable action was taken. The Board reconvened back into open session at 11:08 a.m. and the meeting was adjourned at 11:08 a.m.*

*As Reported To:*

\_\_\_\_\_  
*Domine Barringer, Board Clerk*

**APPROVED:**

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



CliftonLarsonAllen LLP  
26515 Carmel Rancho Blvd, Suite 100  
Carmel, CA 93923

phone 831-624-5333 fax 831-626-9113  
CLAconnect.com

January 15, 2024

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 December 2023. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure revealed the following check nos. on the CAWD Reconciliation Report for Cash Account #6 did not match the check nos. on the Bank Statement.
  - a. Check 5231 per the Reconciliation Report cleared the Bank as Check 5233
  - b. Check 5232 per the Reconciliation Report cleared the Bank as Check 5234
  - c. Check 5233 per the Reconciliation Report cleared the Bank as Check 5237
  - d. Check 5234 per the Reconciliation Report cleared the Bank as Check 5238
  - e. Check 5235 per the Reconciliation Report cleared the Bank as Check 5239
  - f. Check 5236 per the Reconciliation Report cleared the Bank as Check 5240
  - g. Check 5238 per the Reconciliation Report cleared the Bank as Check 5242
  - h. Check 5239 per the Reconciliation Report cleared the Bank as Check 5245
  - i. Check 5240 per the Reconciliation Report cleared the Bank as Check 5246
  - j. Check 5241 per the Reconciliation Report cleared the Bank as Check 5247

- (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).
- (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  
Principal  
**CliftonLarsonAllen LLP**

Cc: Mr. Ken White, President



CliftonLarsonAllen LLP  
26515 Carmel Rancho Blvd, Suite 100  
Carmel, CA 93923

phone 831-624-5333 fax 831-626-9113  
CLAcconnect.com

December 13, 2023

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 November 2023. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any significant differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed check no. 005190 in the amount of \$59,494.79 had only one signature.
- (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.

A handwritten signature in black ink, appearing to read 'Robert Lee', written in a cursive style.

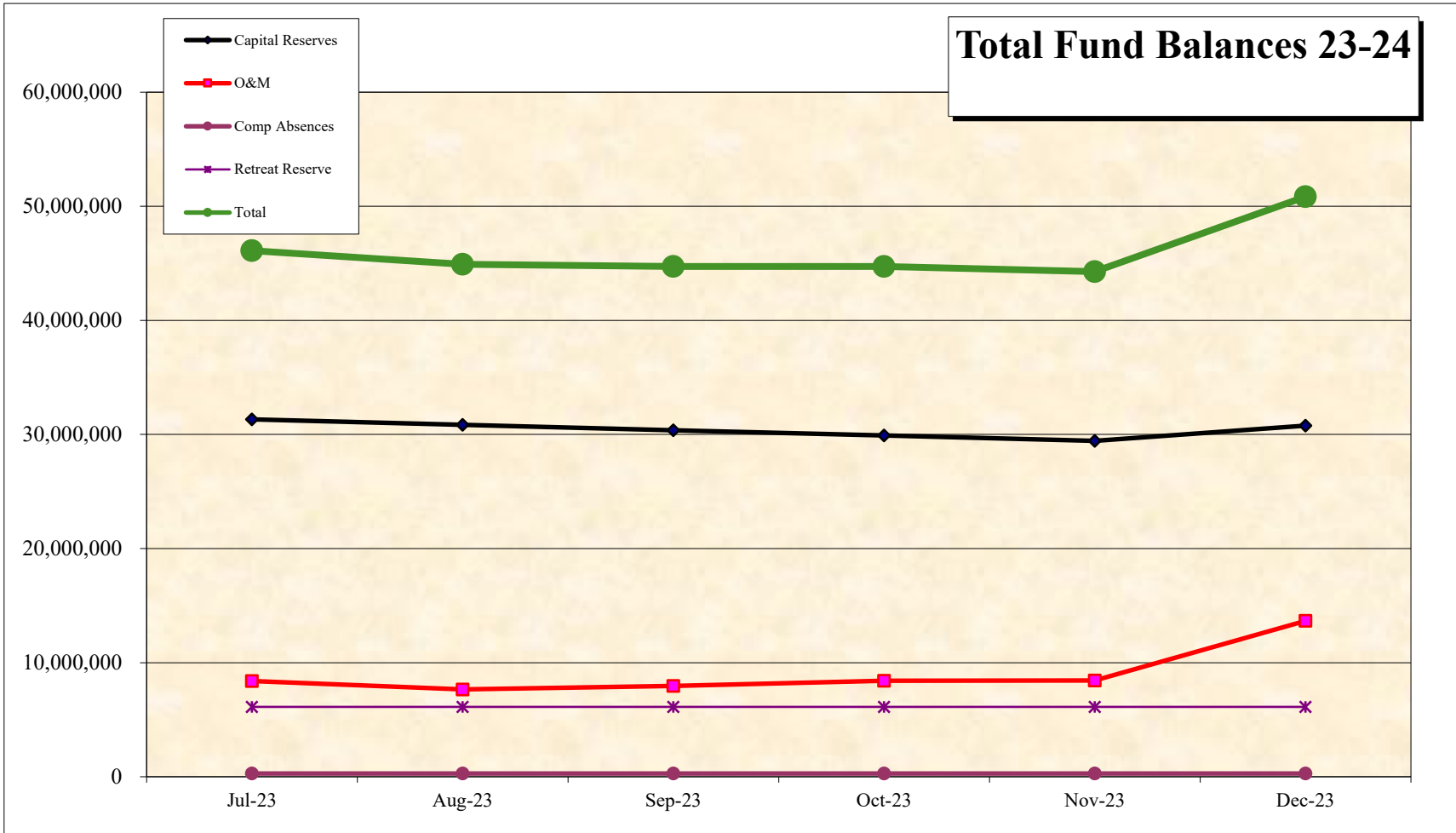
Robert Lee, CPA  
Principal  
**CliftonLarsonAllen LLP**

Cc: Mr. Ken White, President

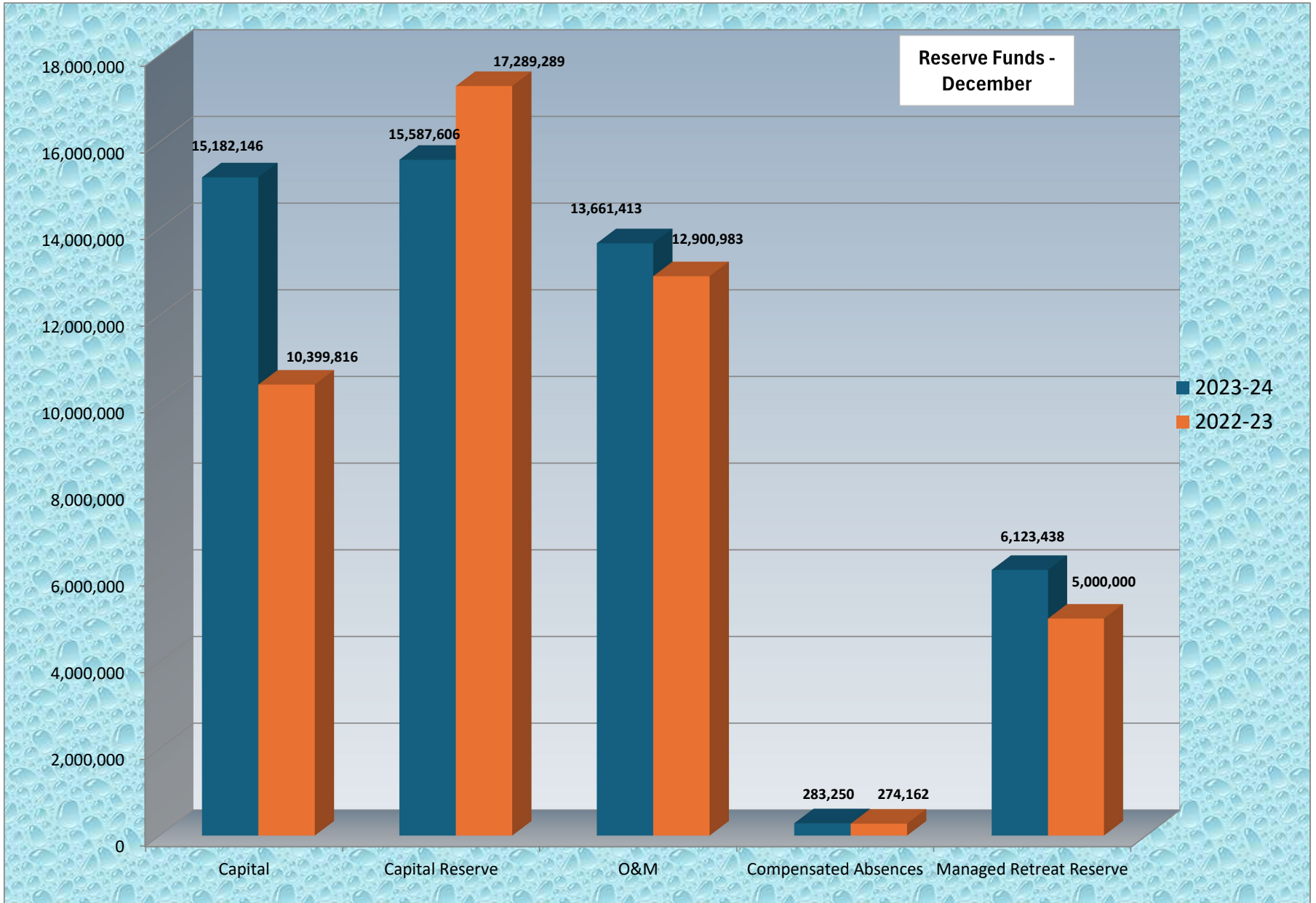


**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - DECEMBER 2023**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$13,851,518	\$15,587,606	\$8,426,528	\$283,250	\$6,123,438	\$44,272,339	\$130,144	\$129,686	\$1,239,660
<b>Receipts:</b>									
User Fees									
Property Taxes	1,416,192		5,532,900						
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							65,342		
Reclamation capital billing									
Permits							2,950		
PBCSD capital billing									
Other misc. revenue							5,575		
Interest income			216,422						
Connection Fees									
CCLEAN receipts									
Brine disposal fees							5,390		
Carmel Reserve LLC-Sept. Ranch Project									
SJSU grant receipts-Applied Marine Sciences									
Void checks-replace lost checks									
<b>Total Receipts</b>	<b>1,416,192</b>	<b>0</b>	<b>5,749,322</b>	<b>0</b>	<b>0</b>	<b>7,165,514</b>	<b>194,257</b>	<b>0</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(85,564)		(514,436)				600,000		
Transfers to Chase Bank PR							(235,000)	235,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(85,564)</b>	<b>0</b>	<b>(514,436)</b>	<b>0</b>	<b>0</b>	<b>(600,000)</b>	<b>365,000</b>	<b>235,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							404,634		
Payroll & payroll taxes								362,798	
Employee Dental reimbursements							2,096		
CALPERS EFT							53,454		
CAWD SAM pension EFT							0		
Union dues EFT							1,143		
Home Depot EFT							1,037		
US Bank EFT							8,335		
Deferred comp contributions EFT							21,904		
PEHP contributions EFT							4,011		
Bank/ADP fees							5	923	
Highlands Bond Debt Service Payment							0		
GASB 68 report fee							0		
Alliant equipment floater premium EFT							0		
HCM Unlocked EFT							2,250		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>498,867</b>	<b>363,721</b>	<b>0</b>
BALANCE END OF MONTH	15,182,146	15,587,606	13,661,413	283,250	6,123,438	50,837,853	190,533	964	1,239,660

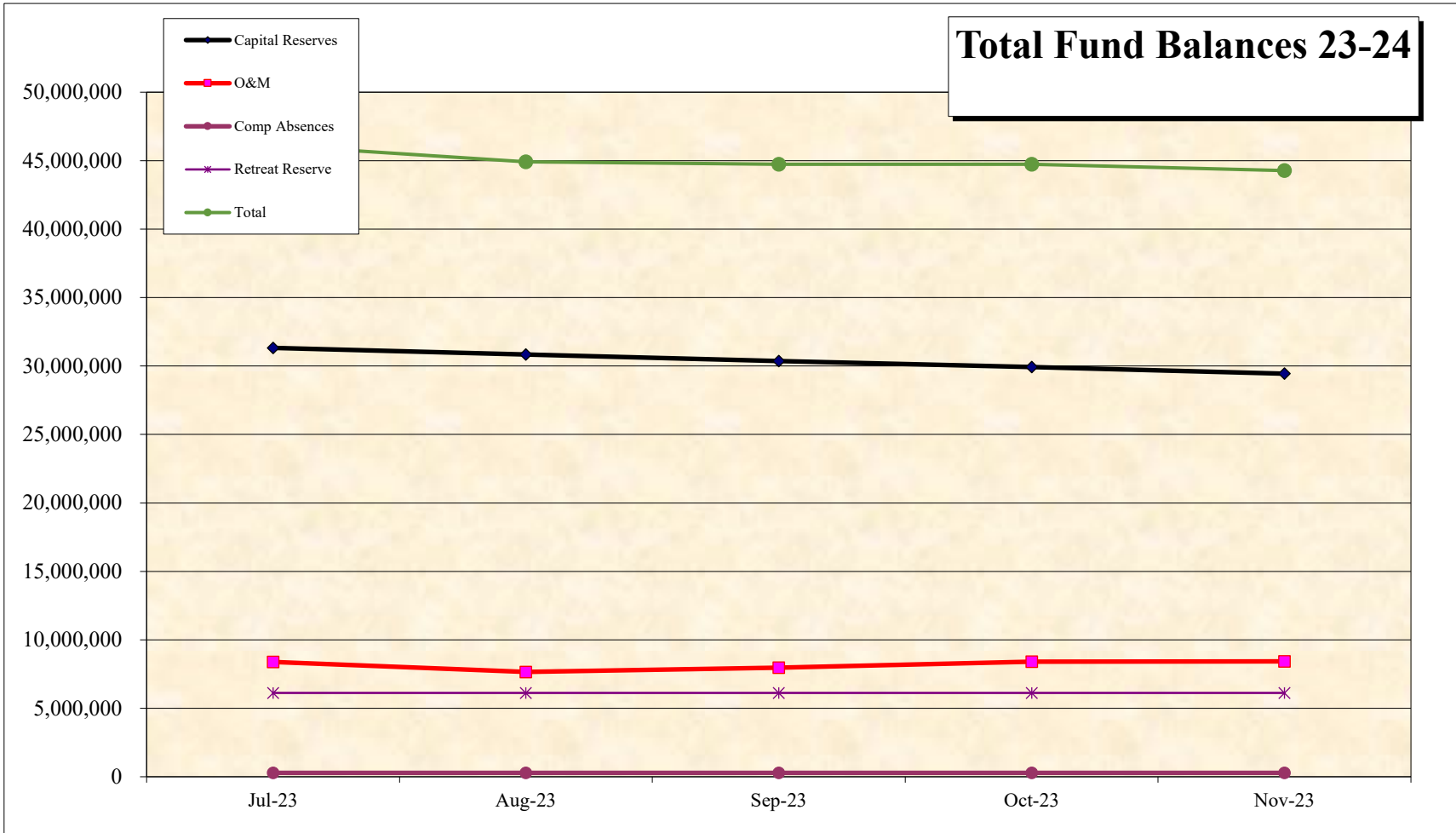


*Capital Reserve + O&M + O&M Reserve + Compensated Absences Reserve = Total Fund held in County*

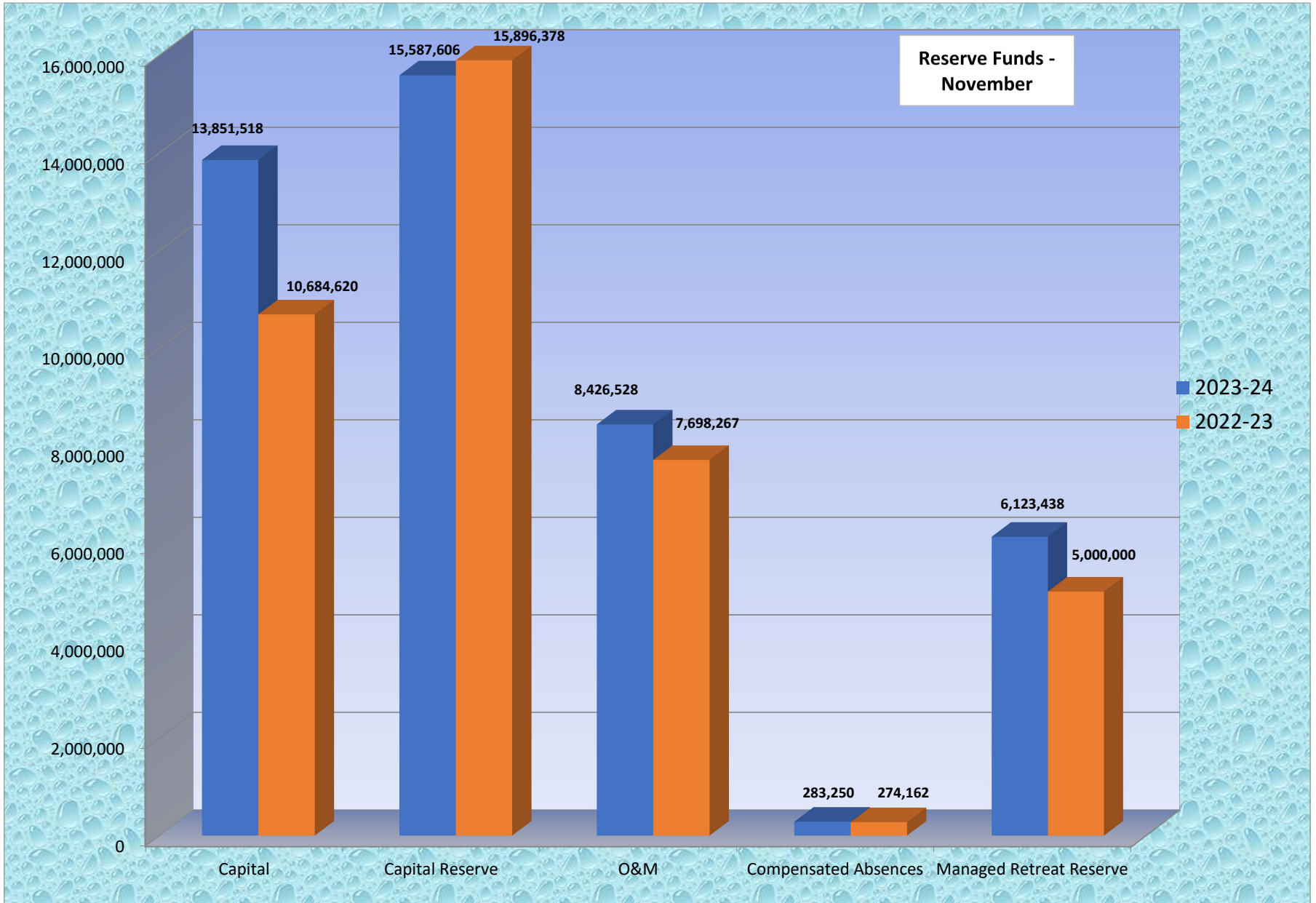


**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - NOVEMBER 2023**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$14,228,597	\$15,686,140	\$8,412,891	\$283,250	\$6,123,438	\$44,734,315	\$749,690	\$12,295	\$1,239,660
<b>Receipts:</b>									
User Fees			13,637						
Property Taxes	124,387								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							114,225		
Reclamation capital billing									
Permits							2,940		
PBCSD capital billing									
Other misc. revenue							1,028		
Interest income									
Connection Fees									
CCLEAN receipts							78,786		
Brine disposal fees									
Carmel Reserve LLC-Sept. Ranch Project									
SJSU grant receipts-Applied Marine Sciences									
Void checks-replace lost checks									
<b>Total Receipts</b>	<b>124,387</b>	<b>0</b>	<b>13,637</b>	<b>0</b>	<b>0</b>	<b>138,024</b>	<b>311,979</b>	<b>0</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(501,466)	(98,534)					600,000		
Transfers to Chase Bank PR							(363,000)	363,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(501,466)</b>	<b>(98,534)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(600,000)</b>	<b>237,000</b>	<b>363,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							1,095,864		
Payroll & payroll taxes								244,653	
Employee Dental reimbursements							2,415		
CALPERS EFT							35,665		
CAWD SAM pension EFT							0		
Union dues EFT							777		
Home Depot EFT							943		
US Bank EFT							12,732		
Deferred comp contributions EFT							14,508		
PEHP contributions EFT							3,367		
Bank/ADP fees							5	956	
Highlands Bond Debt Service Payment							0		
GASB 68 report fee							0		
Alliant equipment floater premium EFT							0		
HCM Unlocked EFT							2,250		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,168,525</b>	<b>245,609</b>	<b>0</b>
BALANCE END OF MONTH	13,851,518	15,587,606	8,426,528	283,250	6,123,438	44,272,339	130,144	129,686	1,239,660



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



**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/01/23	5256	1099Express.com	Annual 1099 program fee	159.00
12/01/23	5257	American Fidelity Assurance	Employee insurance premiums	551.01
12/01/23	5258	AT&T	Plant fiber router	2,098.71
12/01/23	5259	Beck's Shoes	Employee work boots	245.00
12/01/23	5260	California Chamber of Commerce	Annual membership dues	679.00
12/01/23	5261	Christopher Foley	Reimburse expenses to pick up new truck	87.67
12/01/23	5262	Cintas Corporation	Laundry service	444.47
12/01/23	5263	CliftonLarsonAllen LLP	Bank reconciliation oversight	450.00
12/01/23	5264	Culligan Water Conditioning	C&I exchange for the lab	17.35
12/01/23	5265	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,477.76
12/01/23	5266	Green Infrastructure Design	Web GIS Mapping	2,400.00
12/01/23	5267	Inorganic Ventures Inc.	Lab supplies	475.75
12/01/23	5268	Monterey Tire Service	Service for a cart	310.38
12/01/23	5269	NAPA Auto Parts	Motor oil	72.01
12/01/23	5270	Nicolay Consulting Group	Actuarial services for CAWD pension plan	896.25
12/01/23	5271	Patelco Credit Union	Health savings accounts contributions	4,859.08
12/01/23	5272	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	38.70
12/01/23	5273	Pure Water	Plant and admin service	138.00
12/01/23	5274	State Water Resource Control Board	Annual Environmental Laboratory Accreditation Program fee	2,762.50
12/01/23	5275	Univar Solutions USA	Sodium hypochlorite	10,327.65
12/01/23	5276	Vision Service Plan	Vision insurance premium	573.30
12/15/23	5277	Acme Analytical Solutions	Acetic acid, potassium iodate solution and potassium iodide crystals	2,558.22
12/15/23	5278	Amazon Capital Services	Collections operating supplies	344.76
12/15/23	5279	American Lock & Key	Install locks at the Plant	1,497.54
12/15/23	5280	American Legal Publishing Corp.	Codification edits	110.00
12/15/23	5281	AT&T Mobility	Cell service and three new iPads	3,942.89
12/15/23	5282	AutomationDirect, Inc.	Multi-mode relay timers	275.84
12/15/23	5283	Best Best & Krieger LLP	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	1,440.00
12/15/23	5284	Boucher Law, PC	Recruitment of new engineer	5,833.33
12/15/23	5285	Brain-Based Strategies Consulting	Management training workshop	2,000.00
12/15/23	5286	Bret D. Boatman	Maintenance services Plant and collections	3,006.25
12/15/23	5287	California American Water	Monthly service	1,091.61
12/15/23	5288	Carmel Print & Copy	Director desk sign and employee business cards	152.25
12/15/23	5289	Christian Schmidt	Dental	730.40
12/15/23	5290	Cintas Corporation	Laundry service	1,346.13

**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/15/23	5291	Clark Bros., Inc.	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	28,862.20
12/15/23	5292	Comcast	Pump station internet	537.00
12/15/23	5293	County of Mo Sheriff's Office Alarm Unit	Annual permit fee	31.00
12/15/23	5294	C S C of Salinas	Collection operating supplies	51.64
12/15/23	5295	Currie Engineers	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	28,979.25
12/15/23	5296	Del Monte Gardeners	Easement clearings near Hatton Canyon Road and Mariposa Road	3,240.00
12/15/23	5297	Duke's Root Control, Inc.	Sewer pipe root foaming	60,164.16
12/15/23	5298	Environmental Resource Associates	Lab supplies	349.27
12/15/23	5299	Fastenal Company	Operating supplies and small tools	728.69
12/15/23	5300	Ferguson Enterprises LLC	Operating supplies	29.29
12/15/23	5301	Firato Service Co.	Plant and admin janitorial service	1,796.00
12/15/23	5302	Frisch Engineering	SCADA engineering	2,850.00
12/15/23	5303	Grainger	Small tools	540.62
12/15/23	5304	Greeley and Hansen	Long term sea level rise planning #22-01	1,307.62
12/15/23	5305	ICON Cloud Solutions	Monthly telephone service	602.01
12/15/23	5306	Integral Consulting Inc.	CRFREE Mitigation Pipeline Undergrounding project #19-21	5,855.19
12/15/23	5307	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL \$677.50</b> ) and Sewer collection system assessment project	4,642.50
12/15/23	5308	McMaster-Carr	Operating supplies	298.17
12/15/23	5309	Monterey Bay Analytical Services	Sample analysis	484.00
12/15/23	5310	Monterey Tire Service	Flat tire kit	26.73
12/15/23	5311	Municipal Maintenance Equipment	Vehicle door handle	145.24
12/15/23	5312	NAPA Auto Parts	Oil and filter	272.44
12/15/23	5313	Peninsula Welding & Medical Supply	Compressed nitrogen and gas	388.41
12/15/23	5314	Petty Cash-CAWD	Reimburse petty cash box	223.45
12/15/23	5315	Pacific Gas & Electric	Monthly service	41,532.23
12/15/23	5316	PK Safety Supply	Advanced floor mount sleeves	2,891.19
12/15/23	5317	Rockwell Engineering and Equipment	Secondary repair clamps, o-rings and screws	1,670.03
12/15/23	5318	SPC Science	Lab supplies	167.12
12/15/23	5319	Solenis LLC	Praestol K 144 L-NA polymer	17,587.20
12/15/23	5320	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 and Bay/Scenic Pump Station Rehab. Project #20-07 ( <b>CAPITAL</b> )	16,530.08
12/15/23	5321	State Water Resource Control Board	Annual NPDES wastewater permit for the Plant and annual waste discharge requirement permit fee for Collections	26,291.00
12/15/23	5322	Streamline	Website maintenance	497.00



**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/15/23	5323	Super Products	Jetting truck repair parts	11,646.68
12/15/23	5324	Syn-Tech Systems	Annual Fuelmaster software renewal	550.00
12/15/23	5325	Synagro Technologies	Sludge hauling	10,881.02
12/15/23	5326	TBC Communications & Media	Carmel Meadows Gravity Sewer Project #19-03 <b>(CAPITAL)</b>	2,025.00
12/15/23	5327	Visual Edge IT, Inc.	Plant copier billing	101.43
12/15/23	5328	Weco Industries LLC	Collections nozzle warthogs, swivel reels and hoses	7,368.75
12/15/23	5329	West Yost Associates	Lift station evaluation engineering	1,742.00
12/15/23	5330	WM Corporate Services	Plant rollofs and admin garbage	1,276.27
12/21/23	5331	Barbara Buikema	Reimburse for office supplies	12.38
12/21/23	5332	Bryan Mailey Electric	Elec/Mech Rehab and Holding Tank Project #18-01 <b>(CAPITAL \$7,050.00)</b> and Plant projects	7,050.00
12/21/23	5333	California American Water	Monthly service	155.04
12/21/23	5334	Comcast	Admin internet	502.65
12/21/23	5335	Domine Barringer	Dental <b>(250.00)</b> and vision exam copay	260.00
12/21/23	5336	Kennedy/Jenks Consultants	Sewer collection system assessment project	15,140.00
12/21/23	5337	Mandell Municipal Counseling	Revenue legal service	87.00
12/21/23	5338	MNS Engineers, Inc.	September Ranch Sewer Project #18-29	8,802.00
12/21/23	5339	Public Agency Coalition Enterprise	Health insurance premium	34,050.42
12/21/23	5340	Seth Steele-Freitas	Dental	1,116.00
				<b>406,730.18</b>

**Carmel Area Wastewater District**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/23	5080	Accelerated Technology Laboratories	Customize Parser worksheet	1,125.00
11/01/23	5081	Alameda Electrical Distributors	Electrical parts	1,559.06
11/01/23	5082	Allied Fluid Products	Operating supplies	494.06
11/01/23	5083	All Saints Day School	User refund-not yet connected	12,703.66
11/01/23	5084	Amazon Capital Services	Operating supplies	434.59
11/01/23	5085	AT&T Mobility	SCADA text modem	71.09
11/01/23	5086	AT&T CALNET 3	Admin alarm	37.14
11/01/23	5087	AT&T	IP card and voice routing	73.98
11/01/23	5088	Barbara Buikema	Special Districts dinner and employee longevity award	153.26
11/01/23	5089	Beth Ingram	July - September HR services	17,915.63
11/01/23	5090	Bret D. Boatman	Maintenance services Plant and collections	2,127.50
11/01/23	5091	California Boiler	Annual inspection of the Gas Master boiler and Riello burner	6,007.33
11/01/23	5092	Christopher Foley	Class expense reimbursement and dental (\$332.00)	559.10
11/01/23	5093	Cintas Corporation	Laundry service	1,413.52
11/01/23	5094	CliftonLarsonAllen LLP	Bank reconciliation oversight	450.00
11/01/23	5095	Comcast	Admin internet	275.75
11/01/23	5096	Culligan Water Conditioning	C&I exchange for the lab	17.35
11/01/23	5097	Currie Engineers	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	46,379.00
11/01/23	5098	Dave's Repair Service	1/3 HP cabinets for vapor with vents and gaskets	7,003.75
11/01/23	5099	Direct TV	Plant service	95.99
11/01/23	5100	Du-All Safety, LLC	Hazwoper training	7,625.00
11/01/23	5101	D.W. Nicholson Corporation	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	11,023.76
11/01/23	5102	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,221.68
11/01/23	5103	FedEx	Shipping charges for samples	24.34
11/01/23	5104	First Alarm	Plant and admin service	1,072.56
11/01/23	5105	Frisch Engineering	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	2,330.00
11/01/23	5106	Gierlich-Mitchell, Inc.	Wireless alarm system for Carmel Valley Manor pump station (CAPITAL)	2,581.28
11/01/23	5107	GLS US	Shipping charges for samples	96.58
11/01/23	5108	Got.Net	Domain parking	4.20
11/01/23	5109	Grainger	Hand tools and operating supplies	359.89
11/01/23	5110	Greeley and Hansen	Long term sea level rise planning #22-01	4,620.23
11/01/23	5111	ICONIX Waterworks	Operating supplies	283.60
11/01/23	5112	Integral Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	11,746.50
11/01/23	5113	J&R Realty	User refund	18.28
11/01/23	5114	Kemira Water Solutions	Ferric chloride solution	7,918.94
11/01/23	5115	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$1,335.25) Water and Gas Main Replacement project #22-03 (CAPITAL \$2,747.50) and River Crossing Evaluation engineering	18,484.00
11/01/23	5116	Lemos Service Inc.	Gas for vehicles	647.54

**Carmel Area Wastewater District**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/23	5117	Liebert Cassidy Whitmore	Labor relations legal service	10,242.50
11/01/23	5118	Monterey Peninsula Regional Parks Dist.	User refund	11.84
11/01/23	5119	Ovivo USA, LLC	Aluminum scraper and parts	5,558.54
11/01/23	5120	Patelco Credit Union	Health savings accounts contributions	4,859.03
11/01/23	5121	Pacific Gas & Electric	Monthly service	5,516.48
11/01/23	5122	Public Agency Coalition Enterprise	Health insurance premium	35,099.29
11/01/23	5123	Rachel Lather	Dental	579.20
11/01/23	5124	Robert Bowman	Dental	92.60
11/01/23	5125	Rooter King of Monterey County Inc.	Plumbing permit refund	120.00
11/01/23	5126	Scarborough Lumber & Building	Operating supplies	275.05
11/01/23	5127	Shape Incorporated	Sensors, ENM	4,644.46
11/01/23	5128	Sierra Safety Training	Confined space training	3,495.00
11/01/23	5129	Univar Solutions USA	Sodium hypochlorite	20,111.36
11/01/23	5130	Vision Service Plan	Vision insurance premium	573.30
11/01/23	5131	Visual Edge IT, Inc.	Plant copier billing	134.56
11/13/23	5132	Steve German	User fee refund-septic	11,935.60
11/14/23	5133	Amazon Capital Services	Plant and Collection supplies	528.84
11/14/23	5134	American Fidelity Assurance Company	Flex accounts	259.39
11/14/23	5135	American Fidelity Assurance	Employee insurance premiums	551.01
11/14/23	5136	American Legal Publishing Corp.	Codification edits	66.00
11/14/23	5137	Applied Marine Sciences	CCLEAN expenses	38,778.15
11/14/23	5138	Aqua Dam	SCE AquaDam for the Plant ( <b>CAPITAL</b> )	12,888.06
11/14/23	5139	AT&T Mobility	Cell phone service	197.04
11/14/23	5140	Bayside Oil II, Inc.- <b>VOID</b>	Used oil disposal- <b>VOID, WRONG VENDOR</b>	0.00
11/14/23	5141	Boucher Law, PC	Recruitment of new engineer	13,367.64
11/14/23	5142	Bret D. Boatman	Maintenance services Plant and collections	2,220.00
11/14/23	5143	Bryan Mailey Electric	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL \$275.00</b> ), and electrical services	6,750.00
11/14/23	5144	California American Water	Monthly service	1,147.91
11/14/23	5145	Carmel Pine Cone	Legal notice for board vacancy	150.00
11/14/23	5146	Charles DayEngel	Dental	124.00
11/14/23	5147	Coastal Fabrication Company	Fabricated aluminum plate for the Plant	703.85
11/14/23	5148	Core & Main LP	14 swing check L&W and L&S parts	18,685.34
11/14/23	5149	Datco Services Corporation	Employee controlled substance test	54.50
11/14/23	5150	Denise Duffy & Associates	Hatton Canyon revegetation management	5,794.75
11/14/23	5151	Doctor's on Duty Medical Group	DMV physical	150.00
11/14/23	5152	Edward Waggoner	Dental	474.00
11/14/23	5153	Exceedio	Plant and Collection computer work	1,186.00
11/14/23	5154	Express Services, Inc.	Admin temp service	300.00

**Carmel Area Wastewater District**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/14/23	5155	Fastenal Company	Operating supplies	3,441.86
11/14/23	5156	Fas Trak Invoice Processing	Bridge toll for training class	9.75
11/14/23	5157	FGL Environmental	Sample analysis	1,720.59
11/14/23	5158	Firato Service Co.	Plant and admin janitorial service	1,796.00
11/14/23	5159	Grainger	Welding helmet	221.05
11/14/23	5160	Harris & Associates	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	11,701.58
11/14/23	5161	ICON Cloud Solutions	Monthly telephone service	602.00
11/14/23	5162	ICONIX Waterworks	Green PVC pipe	1,738.59
11/14/23	5163	IBS of San Jose	Batteries for jetting truck and carts	1,911.90
11/14/23	5164	JRG Attorneys at Law	Plant Bridge Retrofit Project #22-04 (CAPITAL)	36.00
11/14/23	5165	Kennedy/Jenks Consultants	Sewer collection system assessment project	4,901.25
11/14/23	5166	Lemos Service Inc.	Vehicle gas purchases	103.69
11/14/23	5167	McMaster-Carr	Operating supplies	48.59
11/14/23	5168	Monterey Bay Engineers	Emerg Lorca Lane Sewer Reloc Project #22-07 (CAPITAL \$1,997.50) and Ribera Rd. retaining wall replacement engineering	5,750.00
11/14/23	5169	Murphy Austin Attorneys	CRFREE Mitigation Pipeline Undergrounding project #19-21	290.00
11/14/23	5170	NAPA Auto Parts	Battery	41.32
11/14/23	5171	Nicolay Consulting Group	Benefit processing services	1,547.25
11/14/23	5172	Pacific Crest Engineering	Emerg Lorca Lane Sewer Reloc Project #22-07 (CAPITAL \$2,205.00) and Ribera Rd. retaining wall replacement engineering	9,747.50
11/14/23	5173	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	38.70
11/14/23	5174	Pacific Gas & Electric	Monthly service	32,855.01
11/14/23	5175	PK Safety Supply	Oxygen sensors	808.27
11/14/23	5176	Pure Water	Plant and admin service	146.50
11/14/23	5177	Quill LLC	Office supplies	272.51
11/14/23	5178	RJMS Corporation	PM service on Toyota pneumatic	111.78
11/14/23	5179	Sage Software, Inc.	Annual renewal of Business Gold Care Plan accounting software	2,365.00
11/14/23	5180	Shape Incorporated	Flygt Trim Hard Iron "N" Impeller pump (CAPITAL)	28,027.93
11/14/23	5181	Sierra Printers Incorporated	CAWD trucker caps	806.37
11/14/23	5182	Sigma-Aldrich, Inc.	Lab supplies	412.25
11/14/23	5183	Star Sanitation LLC	Collections portable toilet rental	24.30
11/14/23	5184	Streamline	Website maintenance	497.00
11/14/23	5185	Synagro Technologies	Sludge hauling	12,911.62
11/14/23	5186	Town & Country Gardening	Plant and admin landscaping	700.00
11/14/23	5187	Univar Solutions USA	Sodium bisulfate	7,909.21
11/14/23	5188	Visual Edge IT, Inc.	Plant copier billing	118.63
11/14/23	5189	WM Corporate Services	Plant rolloffs and admin garbage	2,527.20
11/21/23	5190	Tuttle-Click Ford	2023 Ford S-DTY F-250 truck	59,494.79
11/27/23	5191	Jacob Gams	Final pay check	3,172.38

**Carmel Area Wastewater District**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/28/23	5192	Allied Fluid Products	Gaskets	79.60
11/28/23	5193	Amazon Capital Services	Operating and office supplies	1,176.78
11/28/23	5194	American Fidelity Assurance Company	Flex accounts	259.39
11/28/23	5195	American Legal Publishing Corp.	Codification edits and supplemental pages	793.65
11/28/23	5196	Applied Marine Sciences	SJSU grant eligible expenses to be reimbursed	6,809.96
11/28/23	5197	AT&T Mobility	SCADA text modem	71.09
11/28/23	5198	AT&T	IP card	19.40
11/28/23	5199	Best Best & Krieger LLP	Carmel Meadows Gravity Sewer Project #19-03 and Plant Bridge Retrofit Project #22-04 <b>(CAPITAL)</b>	4,234.80
11/28/23	5200	Bret D. Boatman	Maintenance services Plant and collections	4,393.75
11/28/23	5201	Carmel Pine Cone	New truck bid notice	156.00
11/28/23	5202	CDCI	Annual inspection of the outfall pipe and lagoon crossing	13,923.00
11/28/23	5203	Cintas Corporation	Laundry service	962.53
11/28/23	5204	Clark Pest Control	Plant service	317.00
11/28/23	5205	Clark Bros., Inc.	Elec/Mech Rehab and Holding Tank Project #18-01 <b>(CAPITAL)</b>	139,335.95
11/28/23	5206	Comcast	Admin internet	275.75
11/28/23	5207	Comcast	Pump station internet	537.00
11/28/23	5208	Daniel Deeth	Dental	224.20
11/28/23	5209	Del Monte Glass Shop	Install laminated glass in door at the Plant	354.00
11/28/23	5210	Direct TV	Plant service	95.99
11/28/23	5211	Environmental Resource Associates	Lab supplies	111.89
11/28/23	5212	Frisch Engineering	Elec/Mech Rehab and Holding Tank Project #18-01 <b>(CAPITAL \$6,580.00)</b> and SCADA engineering	7,390.00
11/28/23	5213	Gavilan/Salinas Crane & Rigging, Inc.	Hoist and lift pumps for service	531.25
11/28/23	5214	Got.Net	Domain parking	4.20
11/28/23	5215	Grainger	Operating and safety supplies	1,438.95
11/28/23	5216	Gregory Ange	Dental	369.00
11/28/23	5217	Green Infrastructure Design	Web GIS Mapping	1,600.00
11/28/23	5218	Idexx Laboratories	Lab supplies	2,492.04
11/28/23	5219	Kennedy/Jenks Consultants	Vactor Receiving Station Project #22-06 <b>(CAPITAL \$14,085.00)</b> , Water and Gas Main Replacement project #22-03 <b>(CAPITAL \$1,565.00)</b> and River Crossing Evaluation engineering	18,117.50
11/28/23	5220	Kevan Urquhart	CSDA Leadership Conference expenses	1,430.18
11/28/23	5221	Liebert Cassidy Whitmore	Labor relations legal service	8,627.50
11/28/23	5222	Michael Skinkle	Certificate renewal	207.00
11/28/23	5223	MNS Engineers, Inc.	Scenic Rd Pipe Bursting Project #20-08 <b>(CAPITAL \$47,769.61)</b> , Pescadero Creek Area Pipe Rehab Project #21-05 <b>(CAPITAL \$2,902.50)</b> , Santa Rita & Guadalupe Pipeline Project #23-01 <b>(CAPITAL \$11,675.00)</b> and September Ranch Sewer Project #18-29,	71,962.11

**Carmel Area Wastewater District**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/28/23	5224	Monterey One Water	Annual Clogbuster Program fees	661.48
11/28/23	5225	Monterey Peninsula Engineering	Emerg Lorca Lane Sewer Reloc Project #22-07 (CAPITAL)	137,298.75
11/28/23	5226	Monterey Fire Extinguisher Inc.	Fire extinguisher training and service	2,351.24
11/28/23	5227	Motion Industries, Inc.	Timing belts	169.12
11/28/23	5228	NAPA Auto Parts	Batteries	687.69
11/28/23	5229	Pacific Crest Engineering	Emerg Lorca Lane Sewer Reloc Project #22-07 (CAPITAL \$1,065.00) and Ribera Rd. retaining wall replacement engineering	8,607.50
11/28/23	5230	Public Agency Coalition Enterprise	Health insurance premium	35,099.29
11/28/23	5231	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5232	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5233	Quill LLC	Plant and admin office supplies	588.37
11/28/23	5234	Quinn Company	Generator rental	1,119.99
11/28/23	5235	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5236	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5237	Quiet River Land Services, Inc.	Bay/Scenic Pump Station Rehab. Project #20-07 (CAPITAL)	6,700.00
11/28/23	5238	RJMS Corporation	Manulift service	1,015.06
11/28/23	5239	Robert Siegfried	Dental	220.00
11/28/23	5240	Rockwell Engineering and Equipment	Rotors, o-rings, casing plates and mechanical seals	5,941.96
11/28/23	5241	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 and Bay/Scenic Pump Station Rehab. Project #20-07 (CAPITAL)	2,085.00
11/28/23	5242	TBC Communications & Media	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	1,687.50
11/28/23	5243	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5244	<b>VOID</b>	<b>VOID</b>	0.00
11/28/23	5245	Town & Country Gardening & Landscaping	Walkway and plants at the admin building	2,808.00
11/28/23	5246	Univar Solutions USA	Sodium hypochlorite	10,344.64
11/28/23	5247	Wilbur-Ellis Company LLC	CAL NIT SOL bulk for Highlands	3,413.58
11/28/23	5248	YSS Builders	Repair sliding door at the admin building	143.00
11/30/23	5249	American Fidelity Assurance Company	Flex accounts	259.39
11/30/23	5250	Atlas Copco	Startup of new screw compressor (CAPITAL)	750.00
11/30/23	5251	AT&T CALNET 3	Admin alarm	39.22
11/30/23	5252	Express Services, Inc.	Admin temp service	855.00
11/30/23	5253	Scarborough Lumber & Building	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$204.26)	228.12
11/30/23	5254	Univar Solutions USA	Sodium hypochlorite	10,334.54
11/30/23	5255	Universal Staffing Inc.	Admin temp service	180.00
				<b><u>1,098,278.70</u></b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Dec-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/01/23	1177	Harrington Industrial Plastics	Ball valves and ports	1,357.40
12/01/23	1178	Inorganic Ventures Inc.	Lab supplies	1,400.29
12/01/23	1179	State Water Resources Control Board	Annual Environmental Laboratory Accreditation Program fee	2,762.50
12/01/23	1180	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
12/15/23	1181	Acme Analytical Solutions	Acetic acid, potassium iodate solution and potassium iodide	248.97
12/15/23	1182	Automationdirect.com, Inc.	Operating supplies	104.52
12/15/23	1183	Brenntag Pacific, Inc.	Four 330g totes and ammonium hydroxide	6,663.71
12/15/23	1184	Bret D. Boatman	Maintenance services	185.00
12/15/23	1185	Central Valley Business Forms	New A/P check stock	363.20
12/15/23	1186	Environmental Resource Associates	Lab supplies	349.26
12/15/23	1187	FedEx	Shipping charge for pump	298.82
12/15/23	1188	Frisch Engineering	SCADA engineering	1,925.00
12/15/23	1189	Grainger	Operating supplies	811.15
12/15/23	1190	MANCO	Six 8750W Rosemount utility magnetic flow meters	34,117.90
12/15/23	1191	McMaster-Carr	Operating supplies	341.01
12/15/23	1192	Monterey Bay Analytical Services	Sample analysis	132.00
12/15/23	1193	Pebble Beach Company	O&M reimbursement	4,734.10
12/15/23	1194	Pebble Beach Community Services District	O&M reimbursement	27,598.24
12/15/23	1195	Peninsula Welding & Medical Supply	Compressed nitrogen	87.22
12/15/23	1196	Pacific Gas & Electric	Tertiary billing	16,526.92
12/15/23	1197	R.F. MacDonald Co.	Grundfos 3500 rpm motor	4,512.96
12/15/23	1198	SCP Science	Lab supplies	167.11
12/21/23	1199	Bryan Mailey Electric	Tertiary breakers and RO CIP pumps	3,525.00
12/21/23	1200	Cal-Am Water Company	Hydrant meter K	2,999.69
12/21/23	1201	Carmel Area Wastewater District	O&M reimbursement	65,342.09
12/21/23	1202	Pacific Gas & Electric	MFRO billing	22,487.40
				<b>267,791.46</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/23	1139	Brenntag Pacific, Inc.	Ammonium hydroxide	4,819.85
11/01/23	1140	Bret D. Boatman	Maintenance services	1,480.00
11/01/23	1141	Frisch Engineering	SCADA engineering	1,017.50
11/01/23	1142	Harrington Industrial Plastics	Pump parts	1,443.50
11/01/23	1143	Lenntech USA LLC	Grundfos pump without motor and a chamber stack	13,953.10
11/01/23	1144	MANCO	AC drive, panel mount kit and a keyboard remote meter	3,091.47
11/01/23	1145	Monterey Bay Analytical Services	Sample analysis	4,485.00
11/01/23	1146	Pacific Gas & Electric	Tertiary billing	16,777.76
11/01/23	1147	Thermo Electron North America	Lab supplies	4,633.25
11/01/23	1148	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
11/14/23	1149	Alameda Electrical Distributors	Circuit breakers	2,532.10
11/14/23	1150	Amazon Capital Services	20 gallon salvage barrel drums	126.50
11/14/23	1151	Bret D. Boatman	Maintenance services	555.00
11/14/23	1152	Bryan Mailey Electric	Tertiary VFD	4,350.00
11/14/23	1153	Carmel Area Wastewater District	O&M reimbursement	114,225.03
11/14/23	1154	Fastenal Company	Operating supplies	407.50
11/14/23	1155	Grainger	Two centrifugal pumps	2,004.82
11/14/23	1156	Hach Company	Tensette pipet	515.05
11/14/23	1157	Harrington Industrial Plastics	Operating supplies	677.41
11/14/23	1158	MANCO	Rosemount 8750W Utility Magnetic Flow Meter System	8,117.18
11/14/23	1159	Microgenics Corporation	Lab supplies	365.33
11/14/23	1160	Pebble Beach Community Services District	O&M reimbursement	31,174.99
11/14/23	1161	Professional Water Technologies	25 Micron Cartridge Filters	6,204.13
11/14/23	1162	Sigma-Aldrich, Inc.	Lab supplies	412.24
11/28/23	1163	Brenntag Pacific, Inc.	Brennfloc RE 5000	25,843.98
11/28/23	1164	Bret D. Boatman	Maintenance services	555.00
11/28/23	1165	Cal-Am Water Company	Hydrant meter K	2,956.13
11/28/23	1166	Environmental Resource Associates	Lab supplies	111.89
11/28/23	1167	Frisch Engineering	SCADA engineering	1,232.50
11/28/23	1168	Gavilan/Salinas Crane & Rigging	Hoist and lift pumps for maintenance	531.25



**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Nov-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/28/23	1169	Hach Company	Digital pH Sensor, Peek, Convertible Non-HEV	1,960.70
11/28/23	1170	Idexx Laboratories	Lab supplies	2,492.04
11/28/23	1171	Northstar Chemical	Sulfuric acid and citric acid	6,090.57
11/28/23	1172	Pebble Beach Company	O&M reimbursement	4,734.10
11/28/23	1173	Pacific Gas & Electric	MFRO billing	21,840.25
11/28/23	1174	R.F. MacDonald Co.	RO CIP pump service and inspection	1,000.00
11/28/23	1175	Shape Incorporated	Adapter units, sliding brackets	2,286.48
11/28/23	1176	Trussell Technologies, Inc.	MFRO Ops Support and Plant Membrane Filtration and RO Support	14,277.50
				<b>378,031.10</b>



---

**Financial Statements  
and  
Supplementary Schedules**

**December 2023**

---

January 25, 2024

# *Carmel Area Wastewater District*

## *Balance Sheet*

December 2023

ASSETS			
Current Assets			
Cash			
Cash	52,269,010.39		
TOTAL Cash	52,269,010.39		
Other Current Assets			
Other Current Assets	355,143.25		
TOTAL Other Current Assets	355,143.25		
TOTAL Current Assets		52,624,153.64	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		
Treatment Structures			
Treatment Structures	70,412,104.24		
TOTAL Treatment Structures	70,412,104.24		
Treatment Equipment			
Treatment Equipment	9,643,810.73		
TOTAL Treatment Equipment	9,643,810.73		
Collection Structures			
Collection Structures	1,252,497.92		
TOTAL Collection Structures	1,252,497.92		
Collection Equipment			
Collection Equipment	1,670,070.41		
TOTAL Collection Equipment	1,670,070.41		
Sewers		15,783,372.56	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85		
Other Fixed Assets			
Other Fixed Assets	4,560,957.92		
TOTAL Other Fixed Assets	4,560,957.92		
Capital Improvement Projects			
Capital Improvement Projects	11,300,482.41		
TOTAL Capital Improvement Projects	11,300,482.41		
Accumulated depreciation		(59,665,178.75)	
TOTAL Fixed Assets		56,910,068.05	
Other Assets			
Other Assets		4,263,374.88	
TOTAL Other Assets		4,263,374.88	
TOTAL ASSETS		113,797,596.57	

# *Carmel Area Wastewater District*

## *Balance Sheet*

December 2023

### LIABILITIES

Current Liabilities		
Current Liabilities	674,131.24	
TOTAL Current Liabilities	674,131.24	674,131.24
Long-Term Liabilities		
Long Term Liabilities	1,334,200.62	
TOTAL Long-Term Liabilities	1,334,200.62	1,334,200.62
TOTAL LIABILITIES		2,008,331.86
NET POSITION		
Net Assets	107,438,525.01	
Year-to-Date Earnings	4,350,739.70	
TOTAL NET POSITION		111,789,264.71
TOTAL LIABILITIES & NET POSITION		113,797,596.57

***Carmel Area Wastewater District***  
***Income Statement-Actual to Budget***  
***Year-to-Date Variance, December 2023 - current month, Consolidated by***  
***account***

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	6,745,637.53	7,647,480.00	(901,842.47)	-11.8 %
TOTAL Income	<u>6,745,637.53</u>	<u>7,647,480.00</u>	<u>(901,842.47)</u>	-11.8 %
Adjustments				
Discounts	188.28	0.00	188.28	
TOTAL Adjustments	<u>188.28</u>	<u>0.00</u>	<u>188.28</u>	
*****	<u>6,745,825.81</u>	<u>7,647,480.00</u>	<u>(901,654.19)</u>	-11.8 %
***** OPERATING INCOME	<u>6,745,825.81</u>	<u>7,647,480.00</u>	<u>(901,654.19)</u>	-11.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,061,550.65	2,116,305.00	54,754.35	2.6 %
TOTAL Salaries and Payroll Taxes	<u>2,061,550.65</u>	<u>2,116,305.00</u>	<u>54,754.35</u>	2.6 %
Employee Benefits				
Employee Benefits	427,784.89	488,850.00	61,065.11	12.5 %
TOTAL Employee Benefits	<u>427,784.89</u>	<u>488,850.00</u>	<u>61,065.11</u>	12.5 %
Director's Expenses				
Director's Expenses	13,428.18	15,470.00	2,041.82	13.2 %
TOTAL Director's Expenses	<u>13,428.18</u>	<u>15,470.00</u>	<u>2,041.82</u>	13.2 %
Truck and Auto Expenses				
Truck and Auto Expenses	46,340.15	40,080.00	(6,260.15)	-15.6 %
TOTAL Truck and Auto Expenses	<u>46,340.15</u>	<u>40,080.00</u>	<u>(6,260.15)</u>	-15.6 %
General and Administrative				
General and Administrative	354,591.13	357,600.00	3,008.87	0.8 %
TOTAL General and Administrative	<u>354,591.13</u>	<u>357,600.00</u>	<u>3,008.87</u>	0.8 %
Office Expense				
Office Expense	85,333.92	52,945.00	(32,388.92)	-61.2 %
TOTAL Office Expense	<u>85,333.92</u>	<u>52,945.00</u>	<u>(32,388.92)</u>	-61.2 %
Operating Supplies				
Operating Supplies	279,908.14	288,616.67	8,708.53	3.0 %
TOTAL Operating Supplies	<u>279,908.14</u>	<u>288,616.67</u>	<u>8,708.53</u>	3.0 %
Contract Services				
Contract Services	442,279.60	488,765.00	46,485.40	9.5 %
TOTAL Contract Services	<u>442,279.60</u>	<u>488,765.00</u>	<u>46,485.40</u>	9.5 %

***Carmel Area Wastewater District***  
***Income Statement-Actual to Budget***  
***Year-to-Date Variance, December 2023 - current month, Consolidated by***  
***account***

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	194,538.82	192,200.00	(2,338.82)	-1.2 %
TOTAL Repairs and Maintenance	<u>194,538.82</u>	<u>192,200.00</u>	<u>(2,338.82)</u>	-1.2 %
Utilities				
<i>Utilities</i>	186,253.37	196,355.00	10,101.63	5.1 %
TOTAL Utilities	<u>186,253.37</u>	<u>196,355.00</u>	<u>10,101.63</u>	5.1 %
Travel and Meetings				
<i>Travel and Meetings</i>	26,339.43	27,345.00	1,005.57	3.7 %
TOTAL Travel and Meetings	<u>26,339.43</u>	<u>27,345.00</u>	<u>1,005.57</u>	3.7 %
Permits and Fees				
<i>Permits and Fees</i>	64,079.50	70,800.00	6,720.50	9.5 %
TOTAL Permits and Fees	<u>64,079.50</u>	<u>70,800.00</u>	<u>6,720.50</u>	9.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	7,365.50	5,900.00	(1,465.50)	-24.8 %
TOTAL Memberships and Subscriptions	<u>7,365.50</u>	<u>5,900.00</u>	<u>(1,465.50)</u>	-24.8 %
Safety				
<i>Safety</i>	41,114.18	39,110.00	(2,004.18)	-5.1 %
TOTAL Safety	<u>41,114.18</u>	<u>39,110.00</u>	<u>(2,004.18)</u>	-5.1 %
Other Expenses				
<i>Other Expense</i>	33,006.96	13,200.00	(19,806.96)	-150.1 %
TOTAL Other Expenses	<u>33,006.96</u>	<u>13,200.00</u>	<u>(19,806.96)</u>	-150.1 %
TOTAL Operating Expenses	<u>4,263,914.42</u>	<u>4,393,541.67</u>	<u>129,627.25</u>	3.0 %
***** OPERATING INCOME (LOSS)	<u>2,481,911.39</u>	<u>3,253,938.33</u>	<u>(772,026.94)</u>	-23.7 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	1,868,828.31	1,689,200.00	179,628.31	10.6 %
TOTAL Other Income or Gain	<u>1,868,828.31</u>	<u>1,689,200.00</u>	<u>179,628.31</u>	10.6 %
TOTAL Non-op Income, Expense, Gain or Loss	<u>1,868,828.31</u>	<u>1,689,200.00</u>	<u>179,628.31</u>	10.6 %
***** NET INCOME (LOSS)	<u>4,350,739.70</u>	<u>4,943,138.33</u>	<u>(592,398.63)</u>	-12.0 %
***** NET INCOME (LOSS)	<u>4,350,739.70</u>	<u>4,943,138.33</u>	<u>(592,398.63)</u>	-12.0 %

**Carmel Area Wastewater District**  
**Op. Exps. Actual to Budget-Collections**  
*Year-to-Date Variance, December 2023 - current month, Consolidated by  
account, Department 5*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	411,835.14	361,700.00	(50,135.14)	-13.9 %
TOTAL Salaries and Payroll Taxes	411,835.14	361,700.00	(50,135.14)	-13.9 %
Employee Benefits				
<i>Employee Benefits</i>	110,287.72	118,695.00	8,407.28	7.1 %
TOTAL Employee Benefits	110,287.72	118,695.00	8,407.28	7.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	39,836.57	38,240.00	(1,596.57)	-4.2 %
TOTAL Truck and Auto Expenses	39,836.57	38,240.00	(1,596.57)	-4.2 %
General and Administrative				
<i>General and Administrative</i>	80,282.64	80,000.00	(282.64)	-0.4 %
TOTAL General and Administrative	80,282.64	80,000.00	(282.64)	-0.4 %
Office Expense				
<i>Office Expense</i>	12,609.81	9,385.00	(3,224.81)	-34.4 %
TOTAL Office Expense	12,609.81	9,385.00	(3,224.81)	-34.4 %
Operating Supplies				
<i>Operating Supplies</i>	23,231.30	23,660.00	428.70	1.8 %
TOTAL Operating Supplies	23,231.30	23,660.00	428.70	1.8 %
Contract Services				
<i>Contract Services</i>	124,906.73	142,200.00	17,293.27	12.2 %
TOTAL Contract Services	124,906.73	142,200.00	17,293.27	12.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	84,891.11	82,000.00	(2,891.11)	-3.5 %
TOTAL Repairs and Maintenance	84,891.11	82,000.00	(2,891.11)	-3.5 %
Utilities				
<i>Utilities</i>	23,525.03	24,315.00	789.97	3.2 %
TOTAL Utilities	23,525.03	24,315.00	789.97	3.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	8,030.07	8,400.00	369.93	4.4 %

***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Collections***  
*Year-to-Date Variance, December 2023 - current month, Consolidated by  
account, Department 5*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	8,030.07	8,400.00	369.93	4.4 %
Permits and Fees				
Permits and Fees	7,656.00	8,300.00	644.00	7.8 %
TOTAL Permits and Fees	7,656.00	8,300.00	644.00	7.8 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,356.00	1,700.00	344.00	20.2 %
TOTAL Memberships and Subscriptions	1,356.00	1,700.00	344.00	20.2 %
Safety				
Safety	12,000.68	11,050.00	(950.68)	-8.6 %
TOTAL Safety	12,000.68	11,050.00	(950.68)	-8.6 %
TOTAL Operating Expenses	940,448.80	909,645.00	(30,803.80)	-3.4 %
***** OPERATING INCOME (LOSS)	(940,448.80)	(909,645.00)	(30,803.80)	-3.4 %
***** NET INCOME (LOSS)	(940,448.80)	(909,645.00)	(30,803.80)	-3.4 %
***** NET INCOME (LOSS)	(940,448.80)	(909,645.00)	(30,803.80)	-3.4 %



**Carmel Area Wastewater District**  
**Op. Exps. Actual to Budget-Treatment**  
*Year-to-Date Variance, December 2023 - current month, Consolidated by  
account, Department 6*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	939,593.04	1,027,700.00	88,106.96	8.6 %
TOTAL Salaries and Payroll Taxes	939,593.04	1,027,700.00	88,106.96	8.6 %
Employee Benefits				
Employee Benefits	242,557.85	275,085.00	32,527.15	11.8 %
TOTAL Employee Benefits	242,557.85	275,085.00	32,527.15	11.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
TOTAL Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
General and Administrative				
General and Administrative	197,570.59	199,000.00	1,429.41	0.7 %
TOTAL General and Administrative	197,570.59	199,000.00	1,429.41	0.7 %
Office Expense				
Office Expense	48,349.36	28,760.00	(19,589.36)	-68.1 %
TOTAL Office Expense	48,349.36	28,760.00	(19,589.36)	-68.1 %
Operating Supplies				
Operating Supplies	255,856.74	260,756.67	4,899.93	1.9 %
TOTAL Operating Supplies	255,856.74	260,756.67	4,899.93	1.9 %
Contract Services				
Contract Services	258,182.61	286,650.00	28,467.39	9.9 %
TOTAL Contract Services	258,182.61	286,650.00	28,467.39	9.9 %
Repairs and Maintenance				
Repairs and Maintenance	96,781.89	95,900.00	(881.89)	-0.9 %
TOTAL Repairs and Maintenance	96,781.89	95,900.00	(881.89)	-0.9 %
Utilities				
Utilities	151,140.73	160,260.00	9,119.27	5.7 %
TOTAL Utilities	151,140.73	160,260.00	9,119.27	5.7 %
Travel and Meetings				
Travel and Meetings	12,339.96	13,100.00	760.04	5.8 %

***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Treatment***  
*Year-to-Date Variance, December 2023 - current month, Consolidated by  
account, Department 6*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	12,339.96	13,100.00	760.04	5.8 %
Permits and Fees				
<i>Permits and Fees</i>	31,608.50	30,500.00	(1,108.50)	-3.6 %
TOTAL Permits and Fees	31,608.50	30,500.00	(1,108.50)	-3.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,938.00	4,000.00	62.00	1.6 %
TOTAL Memberships and Subscriptions	3,938.00	4,000.00	62.00	1.6 %
Safety				
<i>Safety</i>	26,876.83	26,000.00	(876.83)	-3.4 %
TOTAL Safety	26,876.83	26,000.00	(876.83)	-3.4 %
Other Expenses				
<i>Other Expense</i>	867.94	200.00	(667.94)	-334.0 %
TOTAL Other Expenses	867.94	200.00	(667.94)	-334.0 %
TOTAL Operating Expenses	2,272,095.92	2,409,751.67	137,655.75	5.7 %
***** OPERATING INCOME (LOSS)	(2,272,095.92)	(2,409,751.67)	137,655.75	5.7 %
***** NET INCOME (LOSS)	(2,272,095.92)	(2,409,751.67)	137,655.75	5.7 %
***** NET INCOME (LOSS)	(2,272,095.92)	(2,409,751.67)	137,655.75	5.7 %

***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Admin.***  
*Year-to-Date Variance, December 2023 - current month, Consolidated by*  
*account, Department 7*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	385,356.56	368,780.00	(16,576.56)	-4.5 %
TOTAL Salaries and Payroll Taxes	385,356.56	368,780.00	(16,576.56)	-4.5 %
Employee Benefits				
<i>Employee Benefits</i>	74,939.32	95,070.00	20,130.68	21.2 %
TOTAL Employee Benefits	74,939.32	95,070.00	20,130.68	21.2 %
Director's Expenses				
<i>Director's Expenses</i>	13,078.18	15,120.00	2,041.82	13.5 %
TOTAL Director's Expenses	13,078.18	15,120.00	2,041.82	13.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	71.70	0.00	(71.70)	
TOTAL Truck and Auto Expenses	71.70	0.00	(71.70)	
General and Administrative				
<i>General and Administrative</i>	76,737.90	78,600.00	1,862.10	2.4 %
TOTAL General and Administrative	76,737.90	78,600.00	1,862.10	2.4 %
Office Expense				
<i>Office Expense</i>	24,374.75	14,800.00	(9,574.75)	-64.7 %
TOTAL Office Expense	24,374.75	14,800.00	(9,574.75)	-64.7 %
Operating Supplies				
<i>Operating Supplies</i>	85.88	450.00	364.12	80.9 %
TOTAL Operating Supplies	85.88	450.00	364.12	80.9 %
Contract Services				
<i>Contract Services</i>	58,543.78	59,915.00	1,371.22	2.3 %
TOTAL Contract Services	58,543.78	59,915.00	1,371.22	2.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	9,456.67	9,500.00	43.33	0.5 %
TOTAL Repairs and Maintenance	9,456.67	9,500.00	43.33	0.5 %
Utilities				
<i>Utilities</i>	11,587.61	11,780.00	192.39	1.6 %

***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Admin.***  
*Year-to-Date Variance, December 2023 - current month, Consolidated by*  
*account, Department 7*

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	11,587.61	11,780.00	192.39	1.6 %
Travel and Meetings				
Travel and Meetings	5,969.40	5,845.00	(124.40)	-2.1 %
TOTAL Travel and Meetings	5,969.40	5,845.00	(124.40)	-2.1 %
Permits and Fees				
Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,071.50	200.00	(1,871.50)	-935.8 %
TOTAL Memberships and Subscriptions	2,071.50	200.00	(1,871.50)	-935.8 %
Safety				
Safety	1,884.43	1,400.00	(484.43)	-34.6 %
TOTAL Safety	1,884.43	1,400.00	(484.43)	-34.6 %
Other Expenses				
Other Expense	32,139.02	13,000.00	(19,139.02)	-147.2 %
TOTAL Other Expenses	32,139.02	13,000.00	(19,139.02)	-147.2 %
TOTAL Operating Expenses	721,111.70	706,460.00	(14,651.70)	-2.1 %
***** OPERATING INCOME (LOSS)	(721,111.70)	(706,460.00)	(14,651.70)	-2.1 %
***** NET INCOME (LOSS)	(721,111.70)	(706,460.00)	(14,651.70)	-2.1 %
***** NET INCOME (LOSS)	(721,111.70)	(706,460.00)	(14,651.70)	-2.1 %

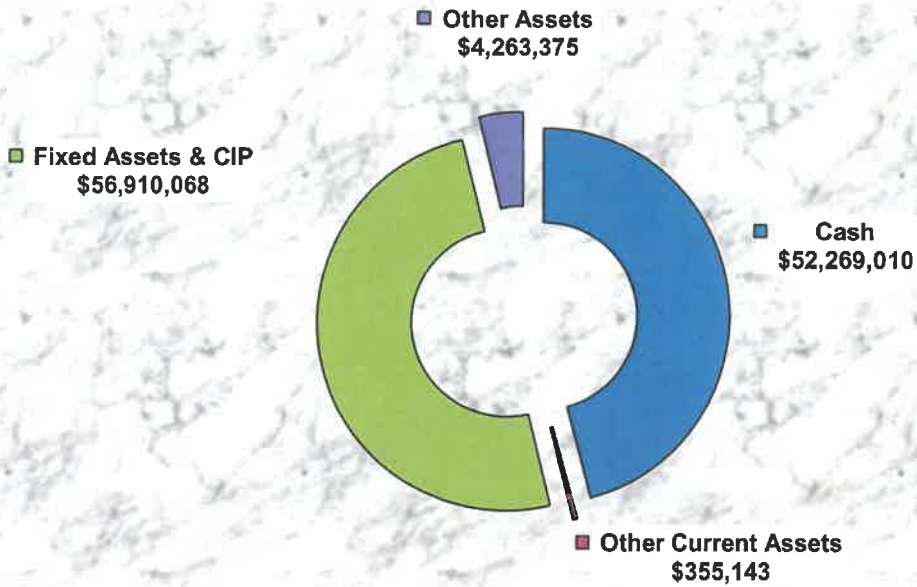
***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Reclamation***  
***Year-to-Date Variance, December 2023 - current month, Consolidated by***  
***account, Department 8***

	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	324,765.91	357,080.00	32,314.09	9.0 %
TOTAL Salaries and Payroll Taxes	324,765.91	357,080.00	32,314.09	9.0 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
Operating Supplies				
<i>Operating Supplies</i>	734.22	3,750.00	3,015.78	80.4 %
TOTAL Operating Supplies	734.22	3,750.00	3,015.78	80.4 %
Contract Services				
<i>Contract Services</i>	646.48	0.00	(646.48)	
TOTAL Contract Services	646.48	0.00	(646.48)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	542.97	1,900.00	1,357.03	71.4 %
TOTAL Repairs and Maintenance	542.97	1,900.00	1,357.03	71.4 %
Safety				
<i>Safety</i>	352.24	660.00	307.76	46.6 %
TOTAL Safety	352.24	660.00	307.76	46.6 %
TOTAL Operating Expenses	327,391.82	363,740.00	36,348.18	10.0 %
***** OPERATING INCOME (LOSS)	(327,391.82)	(363,740.00)	36,348.18	10.0 %
***** NET INCOME (LOSS)	(327,391.82)	(363,740.00)	36,348.18	10.0 %
***** NET INCOME (LOSS)	(327,391.82)	(363,740.00)	36,348.18	10.0 %

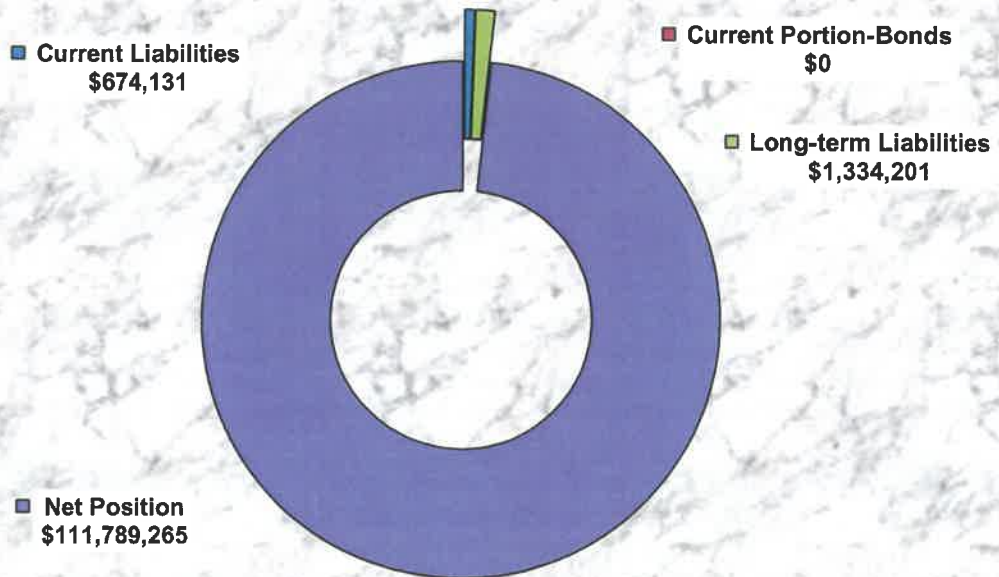
***Carmel Area Wastewater District***  
***I/S Actual to Budget-Brine Disposal***  
*Year-to-Date Variance, December 2023 - current month, Consolidated by*  
*account, Department 10*

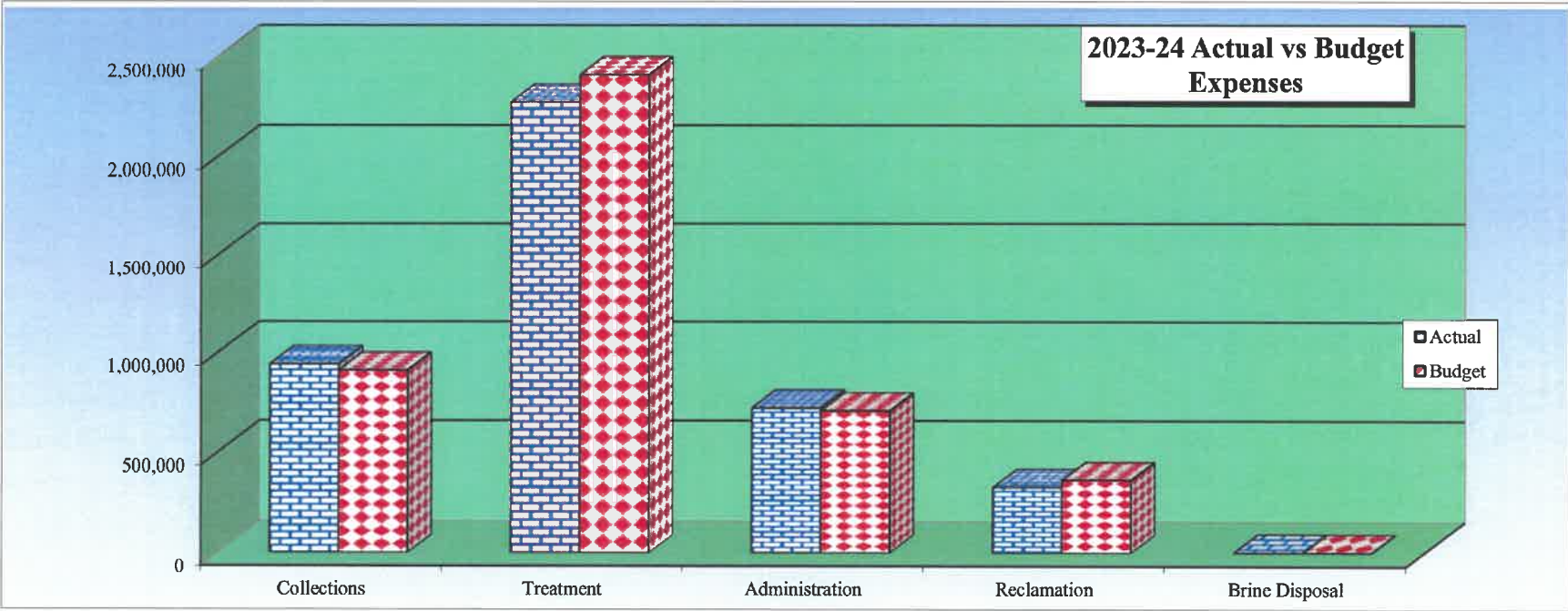
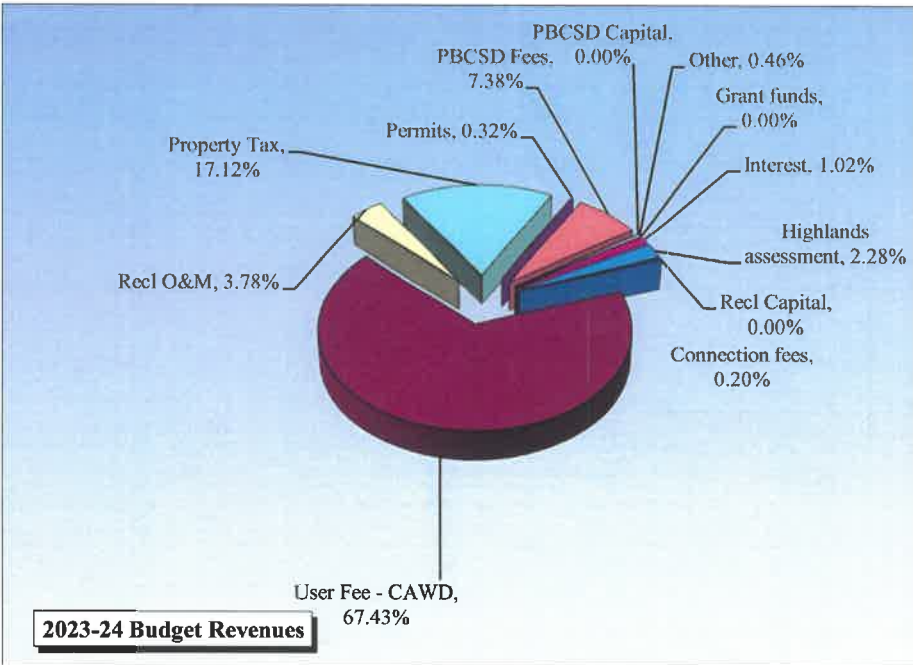
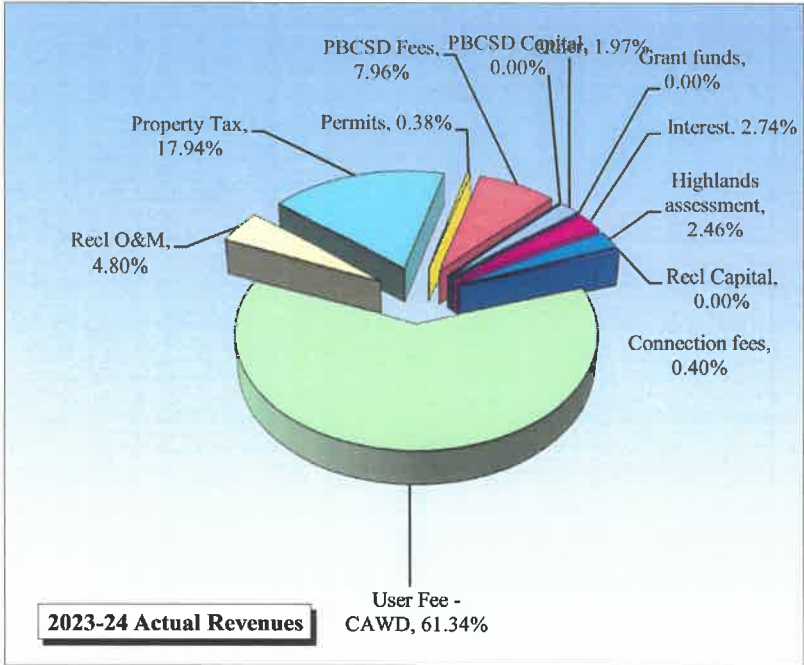
	<i>6 Months Ended December 31, 2023</i>	<i>6 Months Ended December 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	41,218.21	42,000.00	(781.79)	-1.9 %
TOTAL Income	<u>41,218.21</u>	<u>42,000.00</u>	<u>(781.79)</u>	-1.9 %
*****	<u>41,218.21</u>	<u>42,000.00</u>	<u>(781.79)</u>	-1.9 %
***** OPERATING INCOME	<u>41,218.21</u>	<u>42,000.00</u>	<u>(781.79)</u>	-1.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	1,045.00	1,045.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>1,045.00</u>	<u>1,045.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	2,866.18	2,900.00	33.82	1.2 %
TOTAL Repairs and Maintenance	<u>2,866.18</u>	<u>2,900.00</u>	<u>33.82</u>	1.2 %
TOTAL Operating Expenses	<u>2,866.18</u>	<u>3,945.00</u>	<u>1,078.82</u>	27.3 %
***** OPERATING INCOME (LOSS)	<u>38,352.03</u>	<u>38,055.00</u>	<u>297.03</u>	0.8 %
***** NET INCOME (LOSS)	<u>38,352.03</u>	<u>38,055.00</u>	<u>297.03</u>	0.8 %
***** NET INCOME (LOSS)	<u>38,352.03</u>	<u>38,055.00</u>	<u>297.03</u>	0.8 %

**Assets - December 31, 2023**



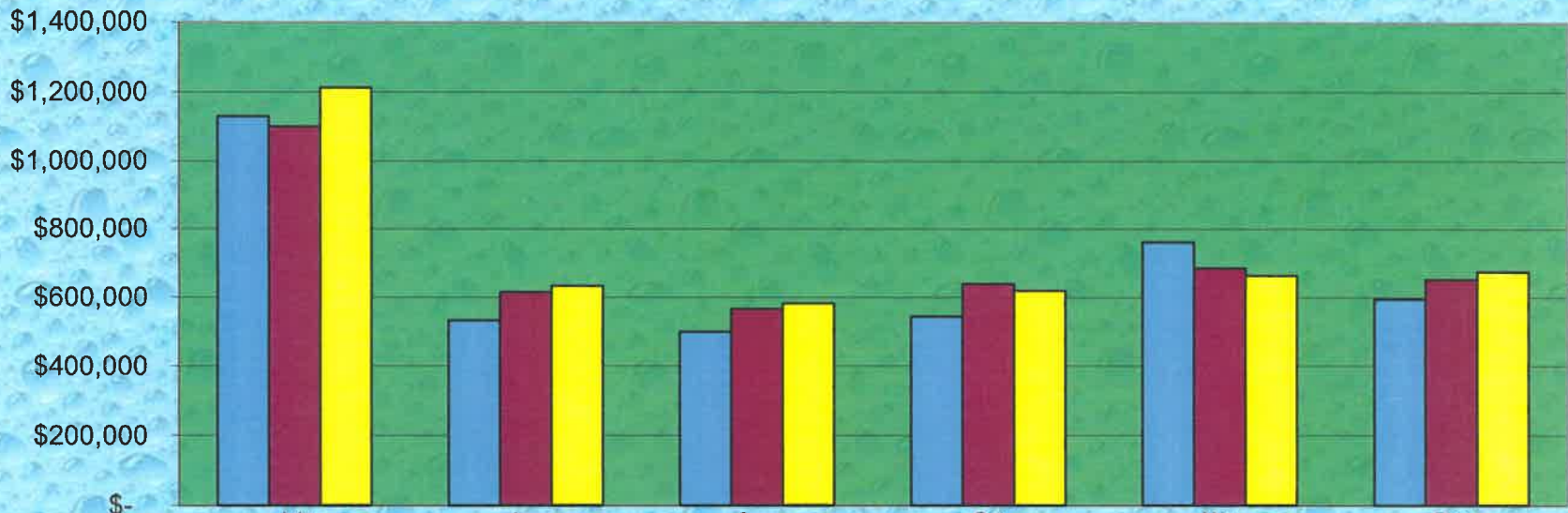
**Liabilities - December 31, 2023**







### Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec
■ FY 22-23	\$1,129,338	\$532,107	\$498,951	\$543,933	\$761,735	\$595,405
■ FY 23-24	\$1,099,772	\$615,987	\$566,511	\$640,578	\$686,764	\$654,302
■ CY Budget	\$1,213,035	\$634,524	\$582,961	\$620,072	\$665,195	\$676,455

**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>						
Wells Cargo enclosed trailer-unbudgeted		0	11,073	11,073	0	NA
Monte Verde HT Hard Iron "N" Impeller pump-unbudgeted		0	15,270	15,270	0	NA
Carmel Valley Manor pump station alarm system-unbudgeted		0	2,581	2,581	0	NA
Flygt 3153 Impeller pump-Calle La Cruz-unbudgeted		0	28,028	28,028	0	NA
New 2023 Ford S-Duty truck-budget amendment		(800)	59,214	59,214	65,000	91.10%
Vaughn Trailer Mount Chopper Pump		84,623	84,623	84,623	82,843	102.15%
<b><u>Treatment</u></b>						
1 HP Motor Gearbox-unbudgeted		0	11,203	11,203	0	NA
Oil Injected Screw Compressor-Air Cooled-unbudgeted		0	12,298	12,298	0	NA
SCE Aqua Dam-unbudgeted		0	12,888	12,888	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	(12,130)	(12,130)	0	NA
		<b>83,823</b>	<b>225,048</b>	<b>225,048</b>	<b>147,843</b>	<b>NA</b>

***Total Capital Purchases 23-24***

**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	8,700	61,352	676,396	2,000,000	3.07%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	0	77,980	412,672	4,560,760	1.71%
Bay/Scenic Pump Station Rehab	76,756	0	49,123	125,879	900,000	5.46%
Pescadero Creek Area Pipe Rehab	182,256	0	19,599	201,855	500,000	3.92%
Vactor Receiving Station	86,668	50	14,135	100,803	400,000	3.53%
Lorca Lane Sewer Repair-unbudgeted	81,482	2	146,001	227,483	0	NA
Santa Rita & Guadalupe Pipeline	46,003	0	38,844	84,847	3,669,330	NA
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 23-24</i></b>	<b>1,423,080</b>	<b>8,752</b>	<b>407,034</b>	<b>1,830,115</b>	<b>12,030,090</b>	<b>3.38%</b>

**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	48,856	0	945	49,801	275,000	0.34%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	11,924	1,555,940	9,327,072	2,441,500	63.73%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	40,329	44,641	88,085	300,000	14.88%
Plant Bridge Retrofit Project-unbudgeted	968	0	4,442	5,410	0	NA
RECL share	(209,821)	(322)	(42,011)	(251,832)	(65,921)	63.73%
PBCSD share (1/3 of cost)	(2,551,526)	(17,310)	(521,319)	(3,072,845)	(983,526)	53.01%
<b><i>Total Long Term CIP Projects 23-24</i></b>	<b>5,103,053</b>	<b>34,621</b>	<b>1,042,638</b>	<b>6,145,691</b>	<b>1,967,053</b>	<b>53.01%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>6,526,133</b>	<b>127,195</b>	<b>1,674,721</b>	<b>8,200,854</b>	<b>14,144,986</b>	<b>11.84%</b>

**Carmel Area Wastewater District**  
**Variance Analysis**  
**2023-24**

**YTD Budget  
Variance**

---

**Collections**

Salaries and Payroll Taxes	-13.90%	Salaries slightly underbudgeted.
Office Expense	-34.40%	Computers and equipment underbudgeted.
Safety	-8.60%	Fire extinguisher service unbudgeted.

**Treatment**

Truck and Auto Expenses	-249.60%	Underbudgeted. Small dollar amounts.
Office Expense	-68.10%	Computers and equipment underbudgeted.
Other Expense	-334.00%	Recruiting unbudgeted. Small dollar amounts.

**Administration**

Truck and Auto Expenses	No budget	Repair parts-small dollar amount.
Office Expense	-64.70%	Computers, furnishings and temp service underbudgeted.
Memberships and Subscriptions	-935.80%	WateReuse membership unbudgeted. Small dollar amounts.
Safety	-34.60%	PPE and safety supplies underbudgeted. Small dollar amounts.
Other Expense	-147.20%	Recruiting unbudgeted.

**District Obligations:**

- 1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance \$205,000

**Carmel Area Wastewater District  
2023-24 Resolutions Amending the Budget**

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
2023-62	A Resolution authorizing the General Manager to execute a contract for the purchase of a new Collections truck not to exceed \$65,000. This was planned originally for 2024-25.	\$ -	\$ 65,000	\$ 59,214
2023-67	A Resolution authorizing the General Manager to execute a contract for the purchase of a new portable sewage by-pass pump not to exceed \$82,842.51.	\$ 72,500	\$ 10,343	\$ 84,623
Total To Date		<u>\$ 72,500</u>	<u>\$ 75,343</u>	<u>\$ 143,837</u>



---

**Financial Statements  
and  
Supplementary Schedules**

**November 2023**

---

January 25, 2024

# *Carmel Area Wastewater District*

## *Balance Sheet*

November 2023

ASSETS		
Current Assets		
Cash		
Cash	45,771,828.11	
TOTAL Cash	45,771,828.11	
Other Current Assets		
Other Current Assets	311,599.59	
TOTAL Other Current Assets	311,599.59	
TOTAL Current Assets		46,083,427.70
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	70,412,104.24	
TOTAL Treatment Structures	70,412,104.24	
Treatment Equipment		
Treatment Equipment	9,643,810.73	
TOTAL Treatment Equipment	9,643,810.73	
Collection Structures		
Collection Structures	1,252,497.92	
TOTAL Collection Structures	1,252,497.92	
Collection Equipment		
Collection Equipment	1,585,447.90	
TOTAL Collection Equipment	1,585,447.90	
Sewers		15,783,372.56
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	
Other Fixed Assets		
Other Fixed Assets	4,561,757.92	
TOTAL Other Fixed Assets	4,561,757.92	
Capital Improvement Projects		
Capital Improvement Projects	11,239,477.43	
TOTAL Capital Improvement Projects	11,239,477.43	
Accumulated depreciation		(59,665,178.75)
TOTAL Fixed Assets		56,765,240.56
Other Assets		
Other Assets		4,324,706.57
TOTAL Other Assets		4,324,706.57
TOTAL ASSETS		107,173,374.83



# *Carmel Area Wastewater District*

## *Balance Sheet*

November 2023

### LIABILITIES

Current Liabilities		
Current Liabilities	706,926.37	
TOTAL Current Liabilities	706,926.37	706,926.37
Long-Term Liabilities		
Long Term Liabilities	1,374,708.62	
TOTAL Long-Term Liabilities	1,374,708.62	1,374,708.62
TOTAL LIABILITIES		2,081,634.99
NET POSITION		
Net Assets	107,489,332.47	
Year-to-Date Earnings	(2,397,592.63)	
TOTAL NET POSITION	105,091,739.84	105,091,739.84
TOTAL LIABILITIES & NET POSITION		107,173,374.83

***Carmel Area Wastewater District***  
***Budgeted Income Statement***  
*Year-to-Date Variance, November 2023 - current month, Consolidated by account*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	1,009,709.49	948,000.00	61,709.49	6.5 %
TOTAL Income	<u>1,009,709.49</u>	<u>948,000.00</u>	<u>61,709.49</u>	6.5 %
Adjustments				
Discounts	188.28	0.00	188.28	
TOTAL Adjustments	<u>188.28</u>	<u>0.00</u>	<u>188.28</u>	
*****	<u>1,009,897.77</u>	<u>948,000.00</u>	<u>61,897.77</u>	6.5 %
***** OPERATING INCOME	<u>1,009,897.77</u>	<u>948,000.00</u>	<u>61,897.77</u>	6.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,620,773.58	1,663,550.00	42,776.42	2.6 %
TOTAL Salaries and Payroll Taxes	<u>1,620,773.58</u>	<u>1,663,550.00</u>	<u>42,776.42</u>	2.6 %
Employee Benefits				
Employee Benefits	375,778.77	435,295.00	59,516.23	13.7 %
TOTAL Employee Benefits	<u>375,778.77</u>	<u>435,295.00</u>	<u>59,516.23</u>	13.7 %
Director's Expenses				
Director's Expenses	12,378.18	12,140.00	(238.18)	-2.0 %
TOTAL Director's Expenses	<u>12,378.18</u>	<u>12,140.00</u>	<u>(238.18)</u>	-2.0 %
Truck and Auto Expenses				
Truck and Auto Expenses	44,016.63	36,580.00	(7,436.63)	-20.3 %
TOTAL Truck and Auto Expenses	<u>44,016.63</u>	<u>36,580.00</u>	<u>(7,436.63)</u>	-20.3 %
General and Administrative				
General and Administrative	322,573.13	325,100.00	2,526.87	0.8 %
TOTAL General and Administrative	<u>322,573.13</u>	<u>325,100.00</u>	<u>2,526.87</u>	0.8 %
Office Expense				
Office Expense	83,111.78	50,320.00	(32,791.78)	-65.2 %
TOTAL Office Expense	<u>83,111.78</u>	<u>50,320.00</u>	<u>(32,791.78)</u>	-65.2 %
Operating Supplies				
Operating Supplies	251,720.95	261,306.67	9,585.72	3.7 %
TOTAL Operating Supplies	<u>251,720.95</u>	<u>261,306.67</u>	<u>9,585.72</u>	3.7 %
Contract Services				
Contract Services	411,082.67	451,695.00	40,612.33	9.0 %
TOTAL Contract Services	<u>411,082.67</u>	<u>451,695.00</u>	<u>40,612.33</u>	9.0 %

**Carmel Area Wastewater District**  
**Budgeted Income Statement**  
*Year-to-Date Variance, November 2023 - current month, Consolidated by account*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf/&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	172,219.59	172,820.00	600.41	0.3 %
TOTAL Repairs and Maintenance	172,219.59	172,820.00	600.41	0.3 %
Utilities				
<i>Utilities</i>	153,222.33	159,385.00	6,162.67	3.9 %
TOTAL Utilities	153,222.33	159,385.00	6,162.67	3.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	25,978.28	26,715.00	736.72	2.8 %
TOTAL Travel and Meetings	25,978.28	26,715.00	736.72	2.8 %
Permits and Fees				
<i>Permits and Fees</i>	60,918.00	67,800.00	6,882.00	10.2 %
TOTAL Permits and Fees	60,918.00	67,800.00	6,882.00	10.2 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	6,536.50	4,700.00	(1,836.50)	-39.1 %
TOTAL Memberships and Subscriptions	6,536.50	4,700.00	(1,836.50)	-39.1 %
Safety				
<i>Safety</i>	37,016.25	35,180.00	(1,836.25)	-5.2 %
TOTAL Safety	37,016.25	35,180.00	(1,836.25)	-5.2 %
Other Expenses				
<i>Other Expense</i>	32,285.53	13,200.00	(19,085.53)	-144.6 %
TOTAL Other Expenses	32,285.53	13,200.00	(19,085.53)	-144.6 %
TOTAL Operating Expenses	3,609,612.17	3,715,786.67	106,174.50	2.9 %
***** OPERATING INCOME (LOSS)	(2,599,714.40)	(2,767,786.67)	168,072.27	6.1 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	202,121.77	191,700.00	10,421.77	5.4 %
TOTAL Other Income or Gain	202,121.77	191,700.00	10,421.77	5.4 %
TOTAL Non-op Income, Expense, Gain or Loss	202,121.77	191,700.00	10,421.77	5.4 %
***** NET INCOME (LOSS)	(2,397,592.63)	(2,576,086.67)	178,494.04	6.9 %
***** NET INCOME (LOSS)	(2,397,592.63)	(2,576,086.67)	178,494.04	6.9 %

**Carmel Area Wastewater District**  
**Budgeted Op. Exps.-Collections**  
*Year-to-Date Variance, November 2023 - current month, Consolidated by  
account, Department 5*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	310,658.99	284,000.00	(26,658.99)	-9.4 %
TOTAL Salaries and Payroll Taxes	310,658.99	284,000.00	(26,658.99)	-9.4 %
Employee Benefits				
<i>Employee Benefits</i>	94,773.03	103,530.00	8,756.97	8.5 %
TOTAL Employee Benefits	94,773.03	103,530.00	8,756.97	8.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	37,513.05	34,740.00	(2,773.05)	-8.0 %
TOTAL Truck and Auto Expenses	37,513.05	34,740.00	(2,773.05)	-8.0 %
General and Administrative				
<i>General and Administrative</i>	80,282.64	80,000.00	(282.64)	-0.4 %
TOTAL General and Administrative	80,282.64	80,000.00	(282.64)	-0.4 %
Office Expense				
<i>Office Expense</i>	12,517.63	9,200.00	(3,317.63)	-36.1 %
TOTAL Office Expense	12,517.63	9,200.00	(3,317.63)	-36.1 %
Operating Supplies				
<i>Operating Supplies</i>	21,636.93	22,330.00	693.07	3.1 %
TOTAL Operating Supplies	21,636.93	22,330.00	693.07	3.1 %
Contract Services				
<i>Contract Services</i>	120,274.05	134,700.00	14,425.95	10.7 %
TOTAL Contract Services	120,274.05	134,700.00	14,425.95	10.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	71,596.54	69,000.00	(2,596.54)	-3.8 %
TOTAL Repairs and Maintenance	71,596.54	69,000.00	(2,596.54)	-3.8 %
Utilities				
<i>Utilities</i>	20,046.27	20,710.00	663.73	3.2 %
TOTAL Utilities	20,046.27	20,710.00	663.73	3.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	7,926.39	8,150.00	223.61	2.7 %

***Carmel Area Wastewater District***  
***Budgeted Op. Exps.-Collections***  
*Year-to-Date Variance, November 2023 - current month, Consolidated by  
account, Department 5*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	7,926.39	8,150.00	223.61	2.7 %
Permits and Fees				
<i>Permits and Fees</i>	7,257.00	8,300.00	1,043.00	12.6 %
TOTAL Permits and Fees	7,257.00	8,300.00	1,043.00	12.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,356.00	1,300.00	(56.00)	-4.3 %
TOTAL Memberships and Subscriptions	1,356.00	1,300.00	(56.00)	-4.3 %
Safety				
<i>Safety</i>	11,472.31	10,150.00	(1,322.31)	-13.0 %
TOTAL Safety	11,472.31	10,150.00	(1,322.31)	-13.0 %
TOTAL Operating Expenses	797,310.83	786,110.00	(11,200.83)	-1.4 %
***** OPERATING INCOME (LOSS)	(797,310.83)	(786,110.00)	(11,200.83)	-1.4 %
***** NET INCOME (LOSS)	(797,310.83)	(786,110.00)	(11,200.83)	-1.4 %
***** NET INCOME (LOSS)	(797,310.83)	(786,110.00)	(11,200.83)	-1.4 %

**Carmel Area Wastewater District**  
**Budgeted Op. Exps.-Treatment**  
*Year-to-Date Variance, November 2023 - current month, Consolidated by  
account, Department 6*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	742,887.31	807,500.00	64,612.69	8.0 %
TOTAL Salaries and Payroll Taxes	742,887.31	807,500.00	64,612.69	8.0 %
Employee Benefits				
Employee Benefits	214,482.34	246,205.00	31,722.66	12.9 %
TOTAL Employee Benefits	214,482.34	246,205.00	31,722.66	12.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
TOTAL Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
General and Administrative				
General and Administrative	172,913.09	174,000.00	1,086.91	0.6 %
TOTAL General and Administrative	172,913.09	174,000.00	1,086.91	0.6 %
Office Expense				
Office Expense	48,239.00	27,820.00	(20,419.00)	-73.4 %
TOTAL Office Expense	48,239.00	27,820.00	(20,419.00)	-73.4 %
Operating Supplies				
Operating Supplies	229,263.92	234,776.67	5,512.75	2.3 %
TOTAL Operating Supplies	229,263.92	234,776.67	5,512.75	2.3 %
Contract Services				
Contract Services	237,458.36	258,775.00	21,316.64	8.2 %
TOTAL Contract Services	237,458.36	258,775.00	21,316.64	8.2 %
Repairs and Maintenance				
Repairs and Maintenance	90,733.52	91,500.00	766.48	0.8 %
TOTAL Repairs and Maintenance	90,733.52	91,500.00	766.48	0.8 %
Utilities				
Utilities	123,995.31	128,940.00	4,944.69	3.8 %
TOTAL Utilities	123,995.31	128,940.00	4,944.69	3.8 %
Travel and Meetings				
Travel and Meetings	12,321.24	13,000.00	678.76	5.2 %

**Carmel Area Wastewater District**  
**Budgeted Op. Exps.-Treatment**  
*Year-to-Date Variance, November 2023 - current month, Consolidated by  
account, Department 6*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	12,321.24	13,000.00	678.76	5.2 %
Permits and Fees				
<i>Permits and Fees</i>	28,846.00	27,500.00	(1,346.00)	-4.9 %
TOTAL Permits and Fees	28,846.00	27,500.00	(1,346.00)	-4.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,788.00	3,200.00	(588.00)	-18.4 %
TOTAL Memberships and Subscriptions	3,788.00	3,200.00	(588.00)	-18.4 %
Safety				
<i>Safety</i>	23,327.27	23,100.00	(227.27)	-1.0 %
TOTAL Safety	23,327.27	23,100.00	(227.27)	-1.0 %
Other Expenses				
<i>Other Expense</i>	156.00	200.00	44.00	22.0 %
TOTAL Other Expenses	156.00	200.00	44.00	22.0 %
TOTAL Operating Expenses	1,934,843.24	2,038,356.67	103,513.43	5.1 %
***** OPERATING INCOME (LOSS)	(1,934,843.24)	(2,038,356.67)	103,513.43	5.1 %
***** NET INCOME (LOSS)	(1,934,843.24)	(2,038,356.67)	103,513.43	5.1 %
***** NET INCOME (LOSS)	(1,934,843.24)	(2,038,356.67)	103,513.43	5.1 %

***Carmel Area Wastewater District***  
***Budgeted Op. Exps.-Administration***  
*Year-to-Date Variance, November 2023 - current month, Consolidated by*  
*account, Department 7*

	<i>5 Months Ended</i> <i>November 30, 2023</i>	<i>5 Months Ended</i> <i>November 30, 2023</i> <i>Budget</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	302,857.19	289,780.00	(13,077.19)	-4.5 %
TOTAL Salaries and Payroll Taxes	302,857.19	289,780.00	(13,077.19)	-4.5 %
Employee Benefits				
<i>Employee Benefits</i>	66,523.40	85,560.00	19,036.60	22.2 %
TOTAL Employee Benefits	66,523.40	85,560.00	19,036.60	22.2 %
Director's Expenses				
<i>Director's Expenses</i>	12,028.18	11,790.00	(238.18)	-2.0 %
TOTAL Director's Expenses	12,028.18	11,790.00	(238.18)	-2.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	71.70	0.00	(71.70)	
TOTAL Truck and Auto Expenses	71.70	0.00	(71.70)	
General and Administrative				
<i>General and Administrative</i>	69,377.40	71,100.00	1,722.60	2.4 %
TOTAL General and Administrative	69,377.40	71,100.00	1,722.60	2.4 %
Office Expense				
<i>Office Expense</i>	22,355.15	13,300.00	(9,055.15)	-68.1 %
TOTAL Office Expense	22,355.15	13,300.00	(9,055.15)	-68.1 %
Operating Supplies				
<i>Operating Supplies</i>	85.88	450.00	364.12	80.9 %
TOTAL Operating Supplies	85.88	450.00	364.12	80.9 %
Contract Services				
<i>Contract Services</i>	52,801.17	58,220.00	5,418.83	9.3 %
TOTAL Contract Services	52,801.17	58,220.00	5,418.83	9.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	9,456.67	9,500.00	43.33	0.5 %
TOTAL Repairs and Maintenance	9,456.67	9,500.00	43.33	0.5 %
Utilities				
<i>Utilities</i>	9,180.75	9,735.00	554.25	5.7 %



***Carmel Area Wastewater District***  
***Budgeted Op. Exps.-Administration***  
*Year-to-Date Variance, November 2023 - current month, Consolidated by*  
*account, Department 7*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	9,180.75	9,735.00	554.25	5.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	5,730.65	5,565.00	(165.65)	-3.0 %
TOTAL Travel and Meetings	5,730.65	5,565.00	(165.65)	-3.0 %
Permits and Fees				
<i>Permits and Fees</i>	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,392.50	200.00	(1,192.50)	-596.3 %
TOTAL Memberships and Subscriptions	1,392.50	200.00	(1,192.50)	-596.3 %
Safety				
<i>Safety</i>	1,884.43	1,400.00	(484.43)	-34.6 %
TOTAL Safety	1,884.43	1,400.00	(484.43)	-34.6 %
Other Expenses				
<i>Other Expense</i>	32,129.53	13,000.00	(19,129.53)	-147.2 %
TOTAL Other Expenses	32,129.53	13,000.00	(19,129.53)	-147.2 %
TOTAL Operating Expenses	610,689.60	601,600.00	(9,089.60)	-1.5 %
***** OPERATING INCOME (LOSS)	(610,689.60)	(601,600.00)	(9,089.60)	-1.5 %
***** NET INCOME (LOSS)	(610,689.60)	(601,600.00)	(9,089.60)	-1.5 %
***** NET INCOME (LOSS)	(610,689.60)	(601,600.00)	(9,089.60)	-1.5 %

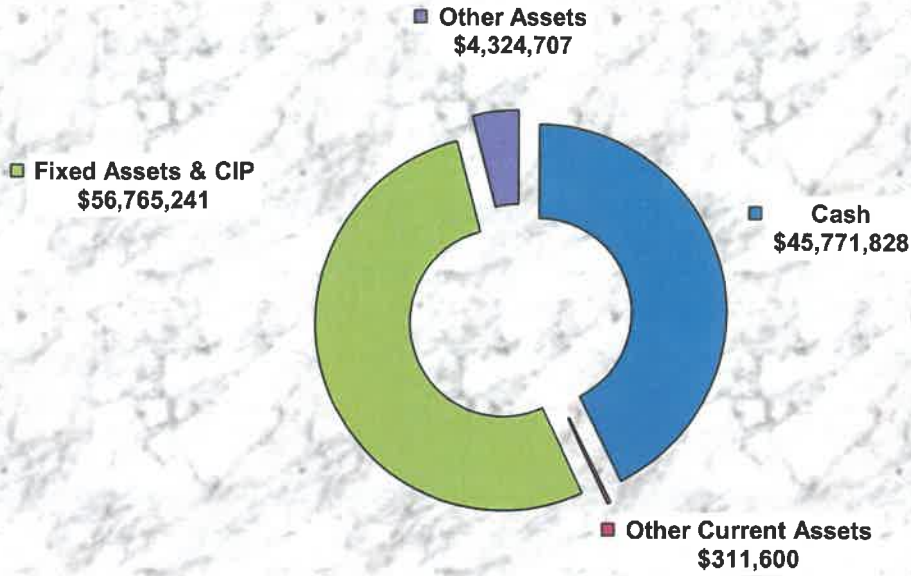
***Carmel Area Wastewater District***  
***Budgeted Op. Exps.-Reclamation***  
*Year-to-Date Variance, November 2023 - current month, Consolidated by*  
*account, Department 8*

	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	264,370.09	281,450.00	17,079.91	6.1 %
TOTAL Salaries and Payroll Taxes	264,370.09	281,450.00	17,079.91	6.1 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
Operating Supplies				
<i>Operating Supplies</i>	734.22	3,750.00	3,015.78	80.4 %
TOTAL Operating Supplies	734.22	3,750.00	3,015.78	80.4 %
Contract Services				
<i>Contract Services</i>	549.09	0.00	(549.09)	
TOTAL Contract Services	549.09	0.00	(549.09)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	432.86	1,520.00	1,087.14	71.5 %
TOTAL Repairs and Maintenance	432.86	1,520.00	1,087.14	71.5 %
Safety				
<i>Safety</i>	332.24	530.00	197.76	37.3 %
TOTAL Safety	332.24	530.00	197.76	37.3 %
TOTAL Operating Expenses	266,768.50	287,600.00	20,831.50	7.2 %
***** OPERATING INCOME (LOSS)	(266,768.50)	(287,600.00)	20,831.50	7.2 %
***** NET INCOME (LOSS)	(266,768.50)	(287,600.00)	20,831.50	7.2 %
***** NET INCOME (LOSS)	(266,768.50)	(287,600.00)	20,831.50	7.2 %

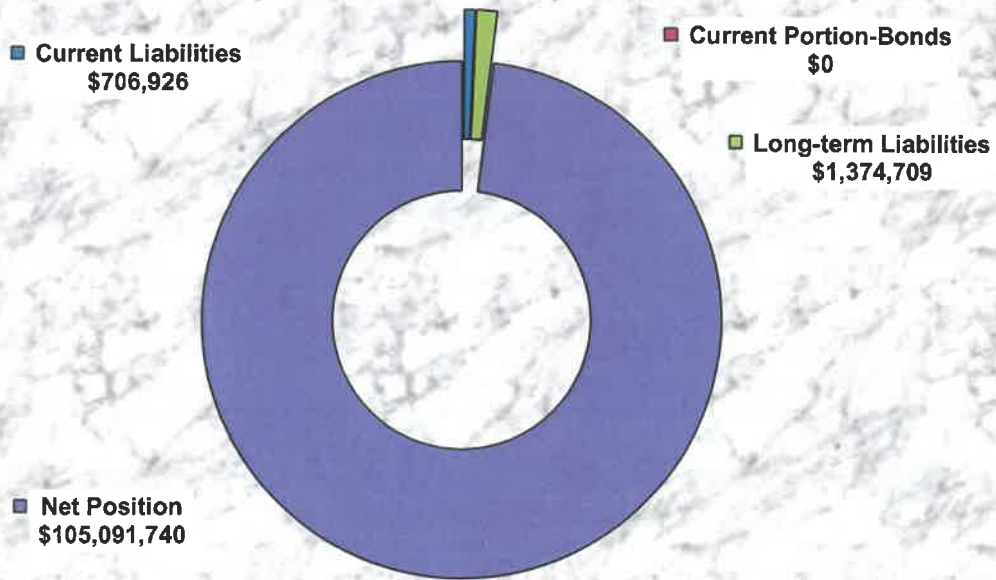
***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Brine Disposal***  
***Year-to-Date Variance, November 2023 - current month, Consolidated by***  
***account, Department 10***

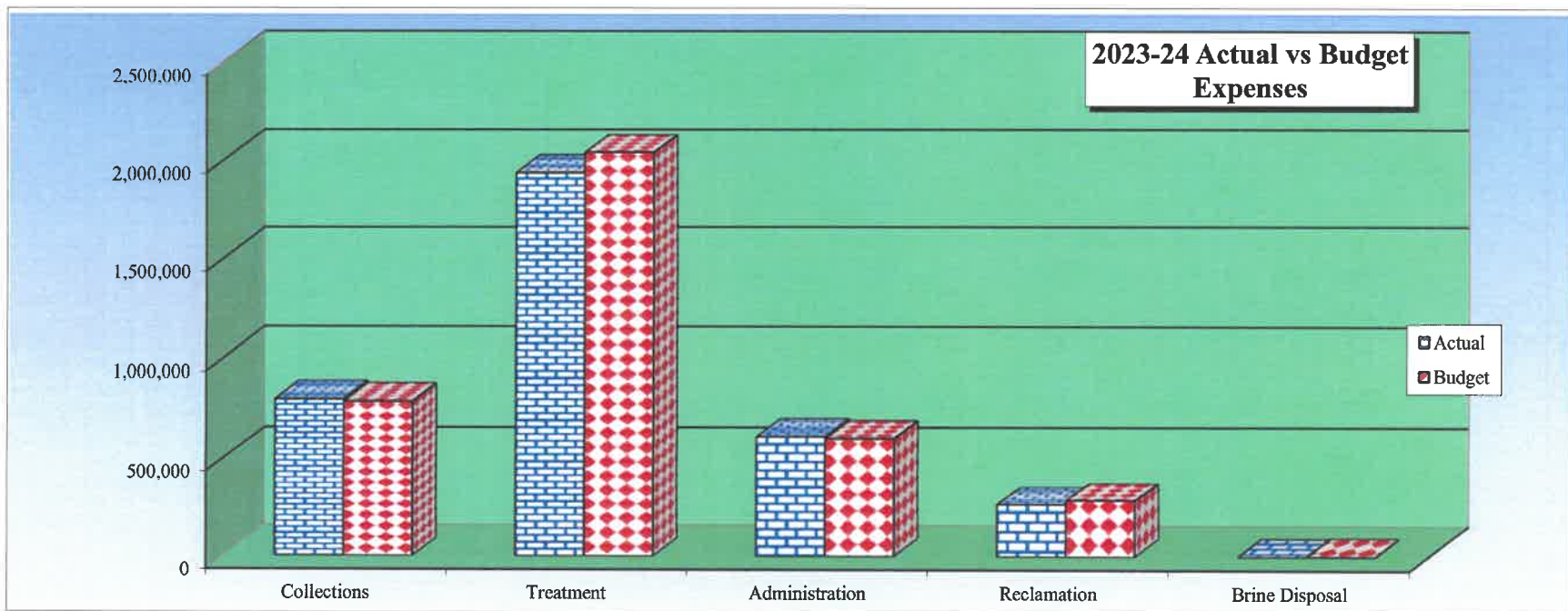
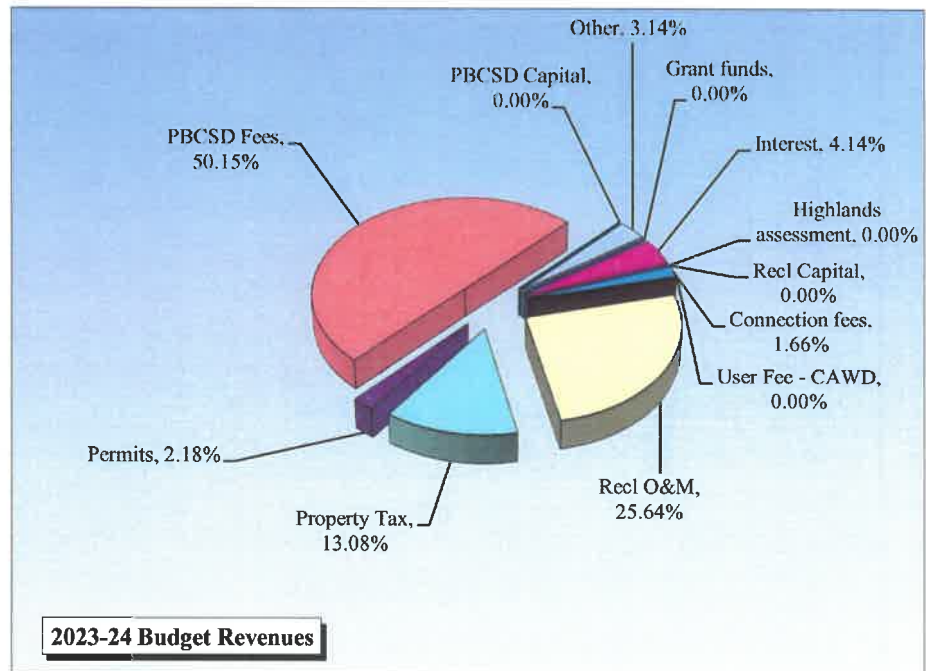
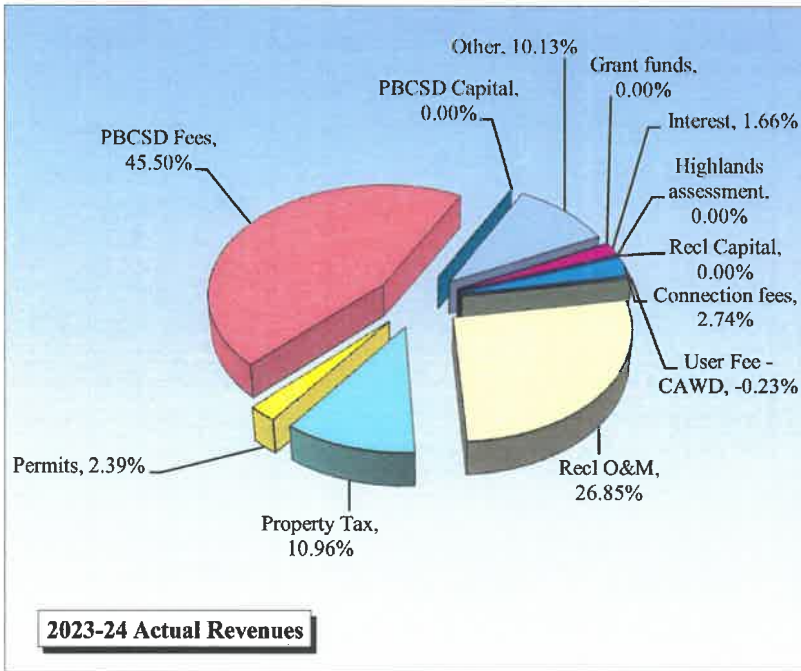
	<i>5 Months Ended November 30, 2023</i>	<i>5 Months Ended November 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	32,478.21	35,000.00	(2,521.79)	-7.2 %
TOTAL Income	<u>32,478.21</u>	<u>35,000.00</u>	<u>(2,521.79)</u>	-7.2 %
*****	<u>32,478.21</u>	<u>35,000.00</u>	<u>(2,521.79)</u>	-7.2 %
***** OPERATING INCOME	<u>32,478.21</u>	<u>35,000.00</u>	<u>(2,521.79)</u>	-7.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	820.00	820.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>820.00</u>	<u>820.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	1,300.00	1,300.00	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>	100.0 %
TOTAL Operating Expenses	<u>0.00</u>	<u>2,120.00</u>	<u>2,120.00</u>	100.0 %
***** OPERATING INCOME (LOSS)	<u>32,478.21</u>	<u>32,880.00</u>	<u>(401.79)</u>	-1.2 %
***** NET INCOME (LOSS)	<u>32,478.21</u>	<u>32,880.00</u>	<u>(401.79)</u>	-1.2 %
***** NET INCOME (LOSS)	<u>32,478.21</u>	<u>32,880.00</u>	<u>(401.79)</u>	-1.2 %

**Assets - November 30, 2023**

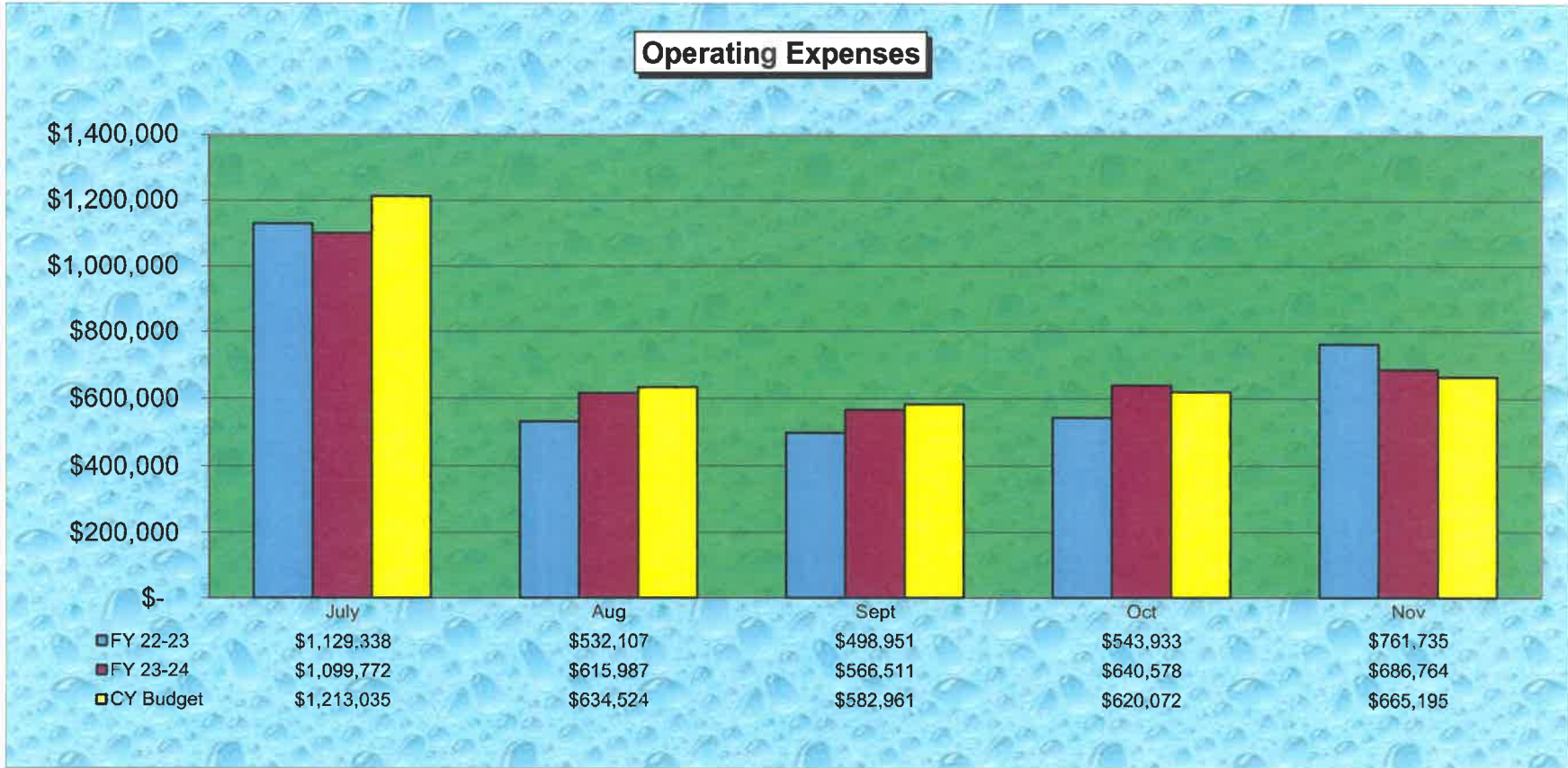


**Liabilities - November 30, 2023**





### Operating Expenses



**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>						
Wells Cargo enclosed trailer-unbudgeted		0	11,073	11,073	0	NA
Monte Verde HT Hard Iron "N" Impeller pump-unbudgeted		0	15,270	15,270	0	NA
Carmel Valley Manor pump station alarm system-unbudgeted		0	2,581	2,581	0	NA
Flygt 3153 Impeller pump-Calle La Cruz-unbudgeted		0	28,028	28,028	0	NA
New 2023 Ford S-Duty truck-budget amendment		60,014	60,014	60,014	65,000	92.33%
<b><u>Treatment</u></b>						
1 HP Motor Gearbox-unbudgeted		0	11,203	11,203	0	NA
Oil Injected Screw Compressor-Air Cooled-unbudgeted		750	12,298	12,298	0	NA
SCE Aqua Dam-unbudgeted		12,888	12,888	12,888	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	(4,546)	(12,130)	(12,130)	0	NA
<b><i>Total Capital Purchases 23-24</i></b>		<b>69,106</b>	<b>141,225</b>	<b>141,225</b>	<b>65,000</b>	<b>NA</b>

**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	7,868	52,652	667,696	2,000,000	2.63%
Carmel Valley Manor Sewer- unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	0	77,980	412,672	4,560,760	1.71%
Bay/Scenic Pump Station Rehab	76,756	22,600	49,123	125,879	900,000	5.46%
Pescadero Creek Area Pipe Rehab	182,256	2,903	19,599	201,855	500,000	3.92%
Vactor Receiving Station	86,668	0	14,085	100,753	400,000	3.52%
Lorca Lane Sewer Repair- unbudgeted	81,482	1,065	145,999	227,481	0	NA
Santa Rita & Guadalupe Pipeline	46,003	11,675	38,844	84,847	3,669,330	NA
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 23-24</i></b>	<b>1,423,080</b>	<b>46,110</b>	<b>398,282</b>	<b>1,821,362</b>	<b>12,030,090</b>	<b>3.31%</b>



**Carmel Area Wastewater District  
Capital Expenditures  
2023-24**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	48,856	0	945	49,801	275,000	0.34%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	62,067	1,544,016	9,315,148	2,441,500	63.24%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	0	4,313	47,757	300,000	1.44%
Plant Bridge Retrofit Project- unbudgeted	968	0	4,442	5,410	0	NA
RECL share	(209,821)	(1,676)	(41,689)	(251,510)	(65,921)	63.24%
PBCSD share (1/3 of cost)	(2,551,526)	(20,130)	(504,009)	(3,055,535)	(983,526)	51.25%
<b><i>Total Long Term CIP Projects 23-24</i></b>	<b>5,103,053</b>	<b>40,261</b>	<b>1,008,018</b>	<b>6,111,070</b>	<b>1,967,053</b>	<b>51.25%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>6,526,133</b>	<b>155,477</b>	<b>1,547,525</b>	<b>8,073,658</b>	<b>14,062,143</b>	<b>11.00%</b>

**Carmel Area Wastewater District  
Variance Analysis  
2023-24**

**YTD Budget  
Variance**

---

**Collections**

Salaries and Payroll Taxes	-9.40%	Salaries slightly underbudgeted.
Truck and Auto Expenses	-8.00%	Outside repair service underbudgeted.
Office Expense	-36.10%	Computers and equipment underbudgeted.
Safety	-13.00%	Fire extinguisher service unbudgeted.

**Treatment**

Truck and Auto Expenses	-249.60%	Underbudgeted. Small dollar amounts.
Office Expense	-73.40%	Computers and equipment underbudgeted.
Memberships and Subscriptions	-18.40%	Underbudgeted. Small dollar amounts.

**Administration**

Truck and Auto Expenses	No budget	Repair parts-small dollar amount.
Office Expense	-68.10%	Computers, furnishings and temp service underbudgeted.
Memberships and Subscriptions	-596.30%	WateReuse membership unbudgeted. Small dollar amounts.
Safety	-34.60%	PPE and safety supplies underbudgeted. Small dollar amounts.
Other Expense	-147.20%	Recruiting unbudgeted.

**District Obligations:**

- 1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance \$205,000

**Carmel Area Wastewater District  
2023-24 Resolutions Amending the Budget**

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
2023-62	A Resolution authorizing the General Manager to execute a contract for the purchase of a new Collections truck not to exceed \$65,000. This was planned originally for 2024-25.	\$ -	\$ 65,000	\$ 60,014
Total To Date		\$ 72,500	\$ 75,343	\$ 144,637

# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: January 25, 2024  
 SUBJECT: Monthly Report – December 2023

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in December ..... 7  
 Total Fees ..... \$1,270.00

### Maintenance

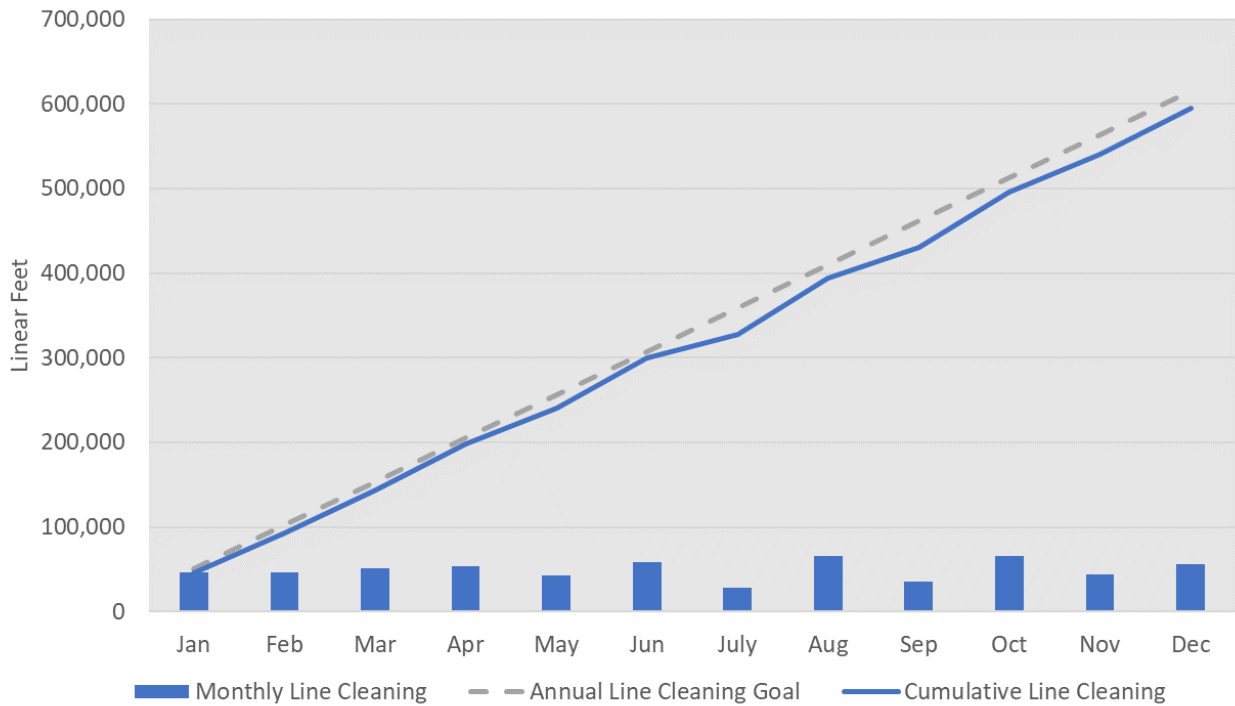
Attached is a map of the areas cleaned in the past three months. There were 55,954 feet of sewer lines cleaned in December.

CAWD’s annual root foaming program took place in the last few days of November through the first week of December. The total amount of sewer lines treated in 2023 with root foaming was 34,248 feet.

### Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
December	55,954 ft.	13.61%	6 - 12 inches
November	44,371 ft.	10.79%	6 - 12 inches
October	65,887 ft.	16.02%	6 – 27 inches

## Annual Line Cleaning Graph



## Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	595,156	19,844

## Construction Activities

- N/A

## Staff Development

- Staff completed several in-person tailgate training courses.

## General comments

- N/A

**Service calls responded to by crew**

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
12/16/2023	8:56 AM	Sewer Spill	Called by Carmel Fire for a manhole overflowing. Staff arrived on scene to find the manhole had overflowed previously but was not actively overflowing. Staff jetted mainline to assure the blockage was cleared. Staff called Pebble Beach Community Service District for assistance with cleanup as the District truck was in the shop for maintenance. The spill estimate was 3 gallons and contained in a catch basin. A damaged section of the Cured -In-Place liner was the cause. See spill map.
12/27/2023	10:26 AM	Odor Complaint	Called by homeowner for foul odor coming from both manholes in backyard. Staff rinsed down the manhole and installed an odor control barrier to prevent future odor. See callout map.
12/29/2023	5:44 AM	Power Fail	Called to Calle La Cruz & Highlands pump station for a power failure. Staff monitored the station until the power was restored. See callout map.
12/30/2023	11:28 AM	Power Fail	Called to Calle La Cruz, Hacienda & 8 <sup>th</sup> & Scenic pump station for a power failure. Staff monitored the station until the power was restored. See callout map.

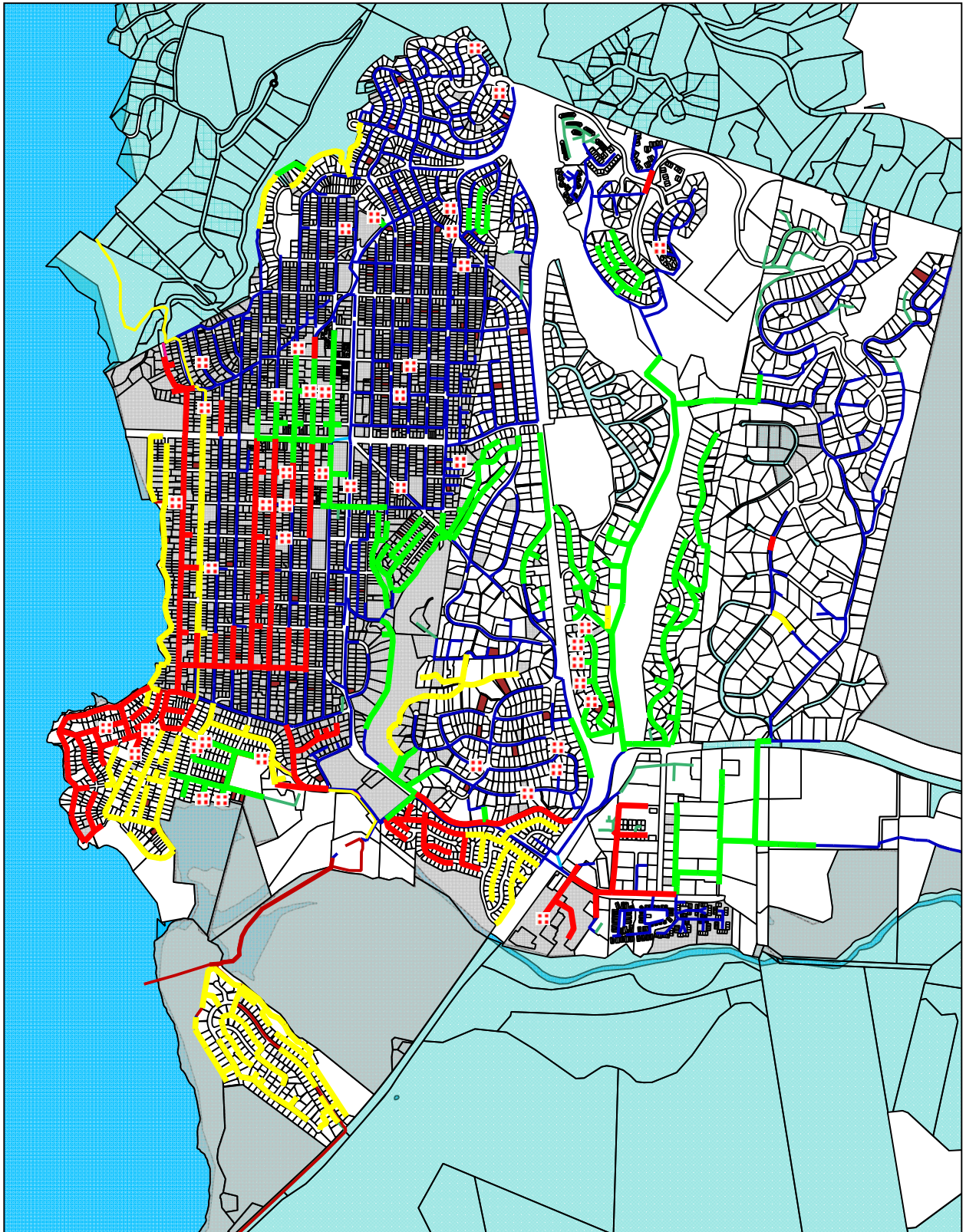
USA Location Requests – 228 December

Plumbing permit inspections – 9 December

Private Sewer Lateral Compliance Certificates Issued – 9 December

December (Red) 55,954 feet  
November (Yellow) 44,371 feet  
October (Green) 65,887 feet

### Monthly Cleaning Map

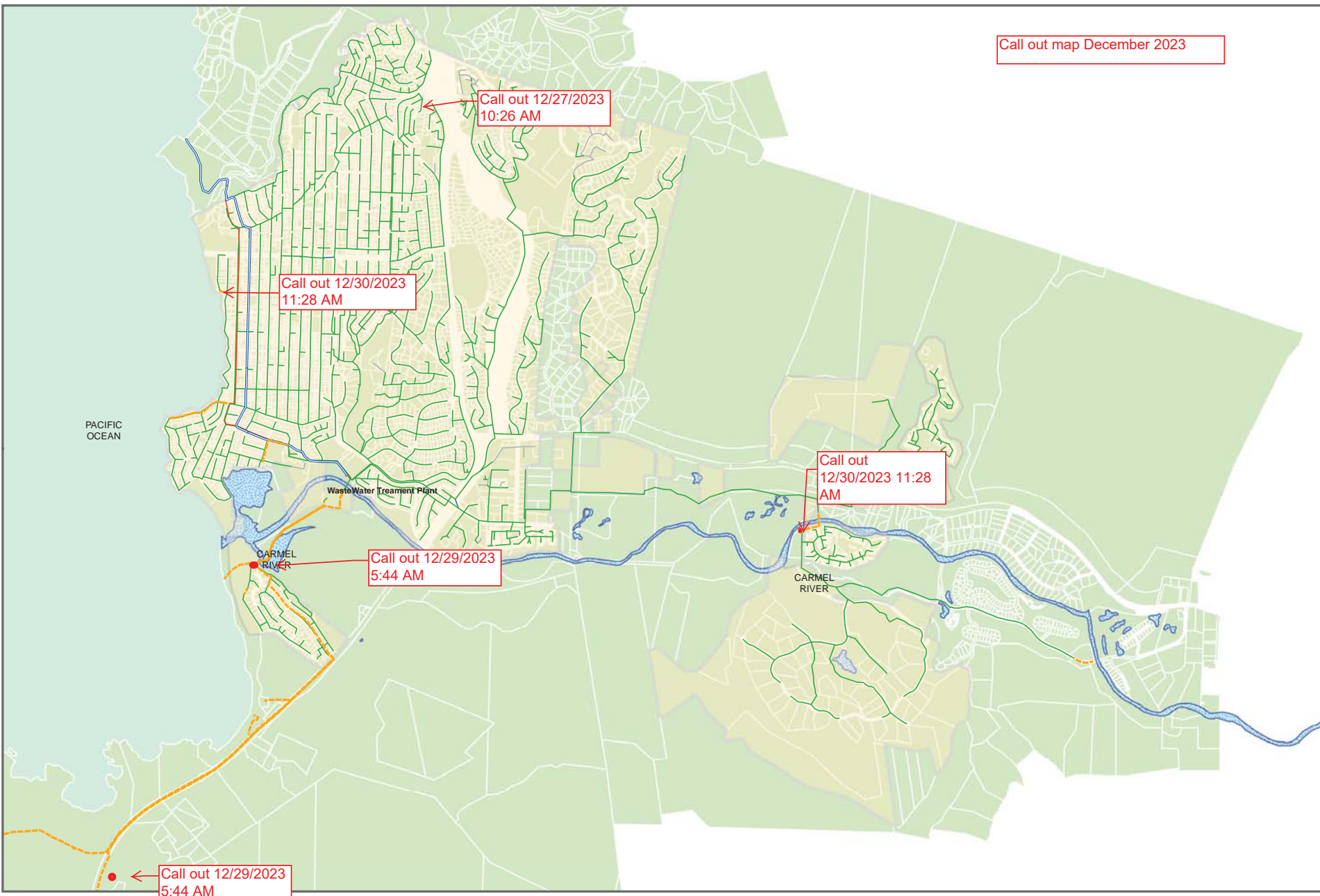


**RedZone**  
ROBOTICS

1/10/2024



Call out map December 2023



- Legend**
- Force Mains
  - Sewer Pipes**
    - Gravity
    - Private
    - PBCSD
    - Forcemain
    - FM Outfall
    - OFW
    - Reclamation
  - Service Area
  - County Parcels

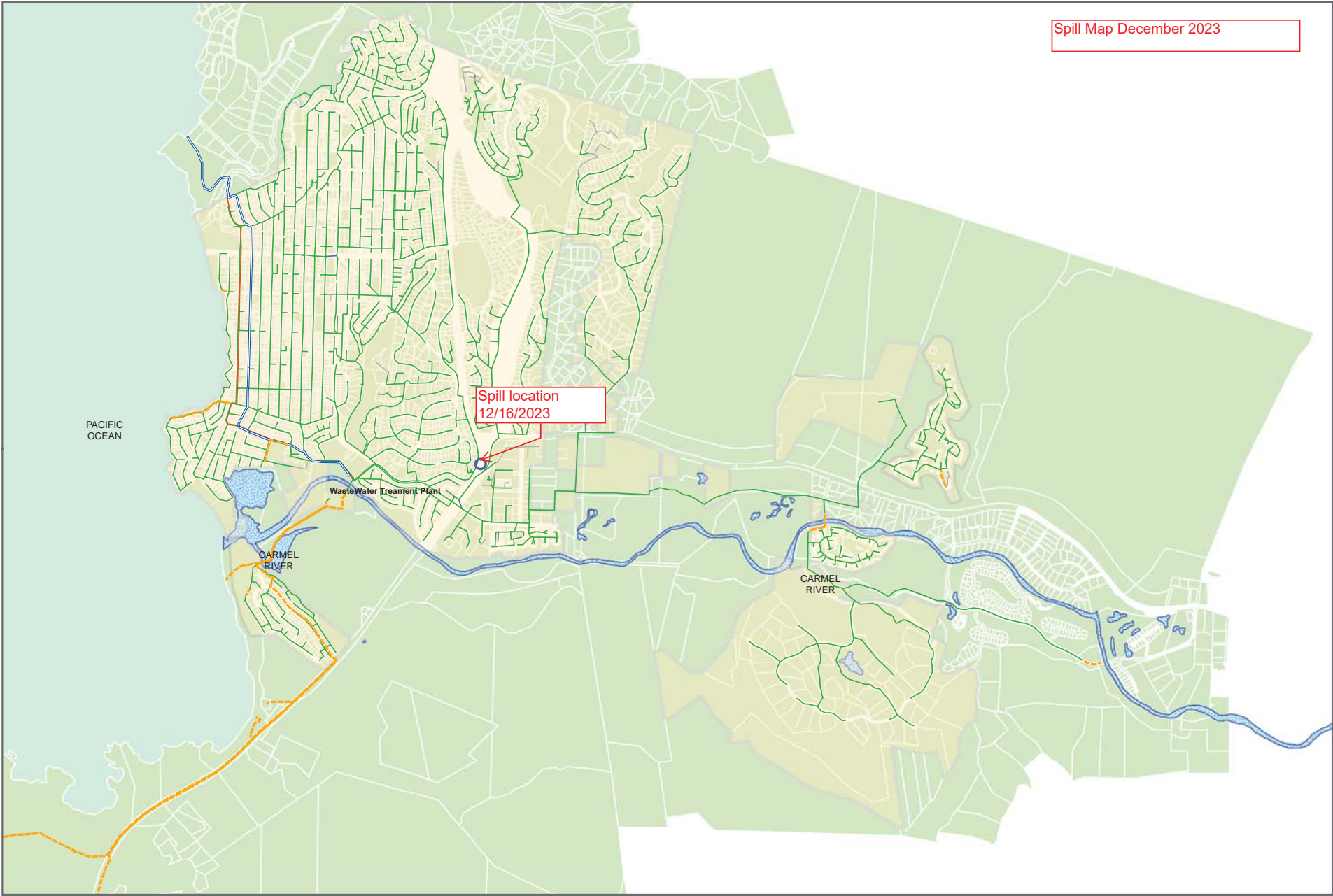
Carmel Area  
Wastewater District  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013



Spill Map December 2023



PACIFIC OCEAN

CARMEL RIVER

Waste Water Treatment Plant

Spill location  
12/16/2023

CARMEL RIVER

- Legend**
- Force Mains
  - Sewer Pipes**
    - Gravity
    - Private
    - PBCSD
    - Forcemain
    - FM Outfall
    - OFW
    - Reclamation
  - Service Area
  - County Parcels

Carmel Area  
Wastewater District  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013

# STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and  
Regulatory Compliance Administrator  
(S/C Admin Dias)

Date: January 25, 2024

Subject: Monthly Safety Report (for December 2023)



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Safety & Training

- **December 13; Tailgate Training- Silica and Silicosis:** S/C Admin Dias gave a presentation on the hazards of silica exposure and ways to prevent silicosis. Overall exposure to silica dust is relatively low in the wastewater industry. However, recurring inhalation of airborne silica dust can cause silicosis, a chronic disease that does not have a cure. The most common routes of exposure at the District are drilling concrete, sweeping and cutting asphalt. Emphasis was placed on working upwind, and wearing N-95 or P-100 respirators.
- **December 20; Tailgate Training- Hard Hat Protection:** Parick Treanor, Chief Engineer gave a presentation on the physics of falling objects and the protection offered by rated hard hats. Emphasis was placed on being aware of when others are working at higher elevations and when performing overhead work.

### Ongoing Safety Improvements

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

- **Improved safety for confined space entries at secondary clarifiers:** There is an occasional need for entries into the secondary clarifiers to clean algae and sludge that collects on the weirs and the collection trough.

Entries are also occasionally made to adjust or repair the sweeper blade that pushes floating oils and scum into the sumps. These are permit-required confined space entries. These entries underwent a systematic review. It was noted that because of the limited number of davit base locations, workers must disconnect from the retrieval line to walk along the circular collection trough that runs 360 degrees around the clarifier. Although the trough is relatively deep and wide, a fall is still possible. A fall into an empty clarifier would cause serious injury or death. A fall into a full clarifier would create a complicated rescue if the worker could not swim or pull themselves to the davit location and re-attach their retrieval line. In response, additional davit bases were installed so workers could briefly detach from one davit arm and quickly reattach to the next arm. Also, a pressure washer with a long arm has been ordered so workers can clean the weirs and troughs from above without having to enter the space. If the clarifier is full, workers will be required to wear a floatation vest.

**Tours and Outreach**

- **Tours:** No tours were requested in December. Two tours are planned for January.

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

There were no new Workers Comp claims or first aid injuries in December. The previous workers comp claim that occurred in January, related to a back injury, was reactivated on November 29. The worker complained of new back pain and a follow-up evaluation determined it was related to the initial injury. He has been placed on restricted duty while he undergoes physical therapy and is evaluated for potential medical procedures. The final matrix for 2023 is below.

	<b>Work Related Injuries and Illnesses for 2023 Calendar Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	0	1	5	32	5
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	0	0	0	0
<b>First Aid (non-OSHA)</b>	0	3	0	0	0

**FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

Report for: December 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.266	0.847	0.693	1.708	70.138	337.62	1035.64
PBCSD Flow	11.183	0.361	0.263	0.987	29.862	193.47	593.48
<b>Total Plant Flow</b>	<b>37.449</b>	<b>1.208</b>	<b>0.956</b>	<b>2.695</b>	<b>100.00</b>	<b>531.09</b>	<b>1629.12</b>
Tertiary Flow	29.423	0.949	0.756	1.196	78.568	298.96	917.07
Ocean Discharge	2.919	0.094	0.078	0.117	7.795	225.40	691.41
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	298.96MG (917.07acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.54 BG (29.29 K acre-ft.)
12 Month Rolling Total Reclamation Production	298.96 MG (917.52 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Dec'23 kWh	Price per kWh	Dec'23	Nov'23	Oct'23	Sep'23
Secondary	108,679.00	\$ 0.193	\$ 20,976.49	\$ 21,191.73	\$ 19,998.62	\$ 19,423.18
Blowers	49,871.52	\$ 0.208	\$ 10,373.70	\$ 10,127.76	\$ 10,178.96	\$ 11,614.11
<b>CAWD Total</b>	<b>158,550.52</b>		<b>\$ 31,350.19</b>	<b>\$ 31,319.49</b>	<b>\$ 30,177.58</b>	<b>\$ 31,037.29</b>
Tertiary	71,897.32	\$ 0.212	\$ 15,274.40	\$ 16,526.92	\$ 20,957.21	\$ 20,957.21
MF/RO	100,776.00	\$ 0.244	\$ 24,540.75	\$ 22,487.40	\$ 22,451.22	\$ 22,451.22
<b>Reclaim Total</b>	<b>172,673.32</b>		<b>\$ 39,815.15</b>	<b>\$ 39,014.32</b>	<b>\$ 43,408.43</b>	<b>\$ 43,408.43</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 18,450.01</b>	<b>Reclamation Total</b>		<b>\$ 52,715.33</b>

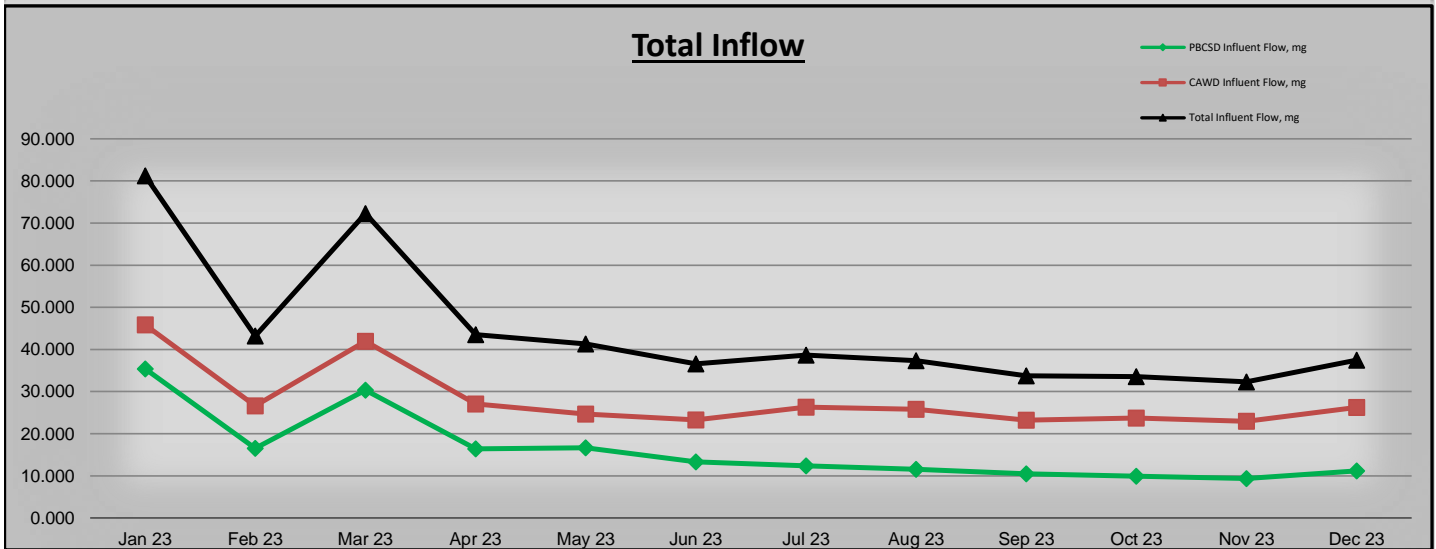
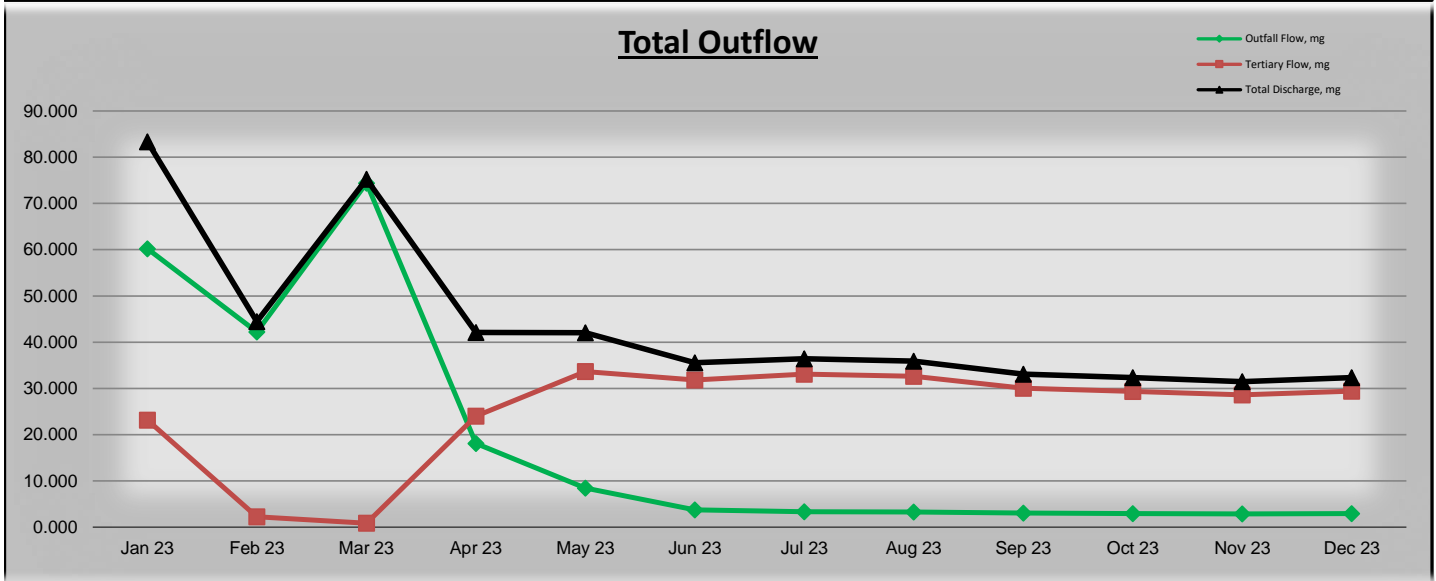
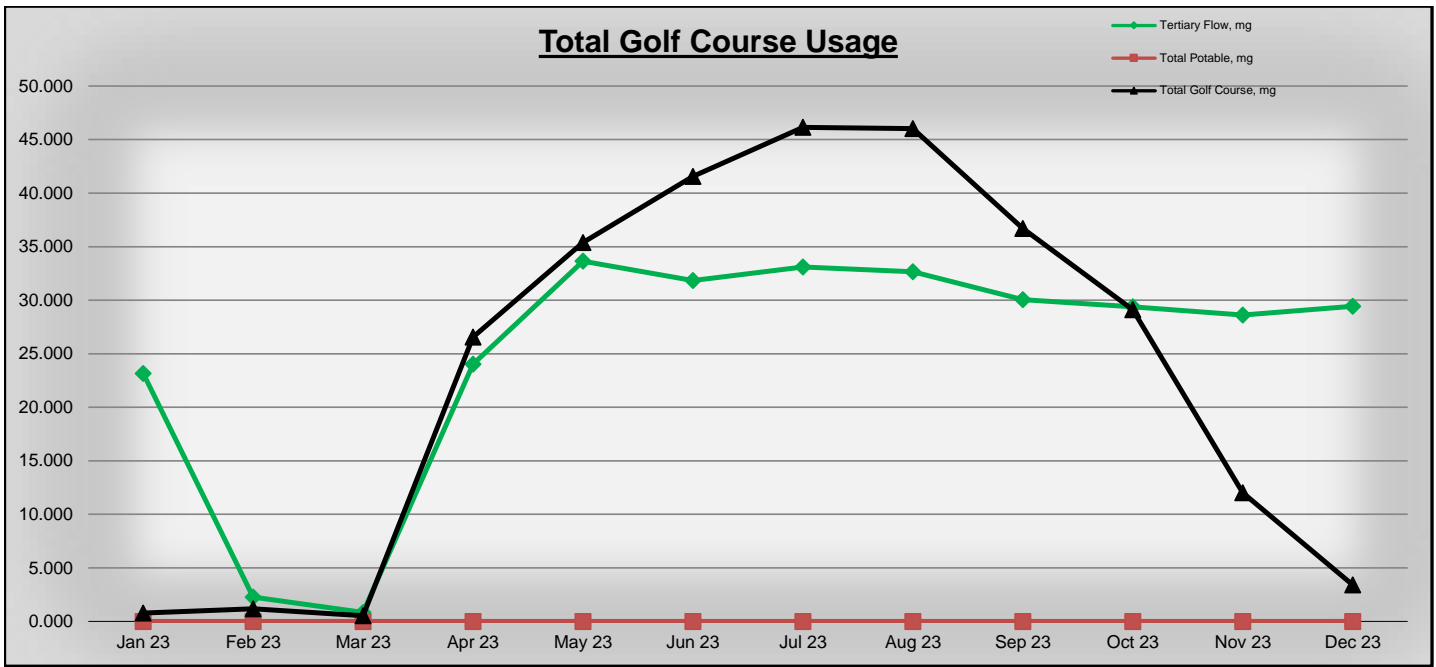
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	1484.05
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	1951.37

## MICROTURBINE SUMMARY

Month	Dec'23 kW-h (2)	Nov'23	Oct'23	Sep'23	Accumulated Totals
Production, kW-h	0	0	0	13,778	1,417,157.00

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

(2) Microturbine system off-line on due to the compressor being rebuilt by vendor



# Wastewater Treatment Facility Operations Report

Report for: November 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.945	0.765	0.685	0.892	71.015	311.35	955.07
PBCSD Flow	9.365	0.312	0.274	0.419	28.985	182.29	559.17
<b>Total Plant Flow</b>	<b>32.310</b>	<b>1.077</b>	<b>0.959</b>	<b>1.311</b>	<b>100.00</b>	<b>493.64</b>	<b>1514.25</b>
Tertiary Flow	28.608	0.954	0.761	1.169	88.542	269.54	826.81
Ocean Discharge	2.854	0.095	0.076	0.117	8.833	222.48	682.46
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	269.54MG (826.81acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.51 BG (29.20 K acre-ft.)
12 Month Rolling Total Reclamation Production	305.58 MG (937.81 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Nov'23 kWh	Price per kWh	Nov'23	Oct'23	Sep'23	Aug'23
Secondary	105,075.00	\$ 0.202	\$ 21,191.73	\$ 19,998.62	\$ 19,423.18	\$ 17,553.49
Blowers	49,459.68	\$ 0.205	\$ 10,127.76	\$ 10,178.96	\$ 11,614.11	\$ 12,505.13
<b>CAWD Total</b>	<b>154,534.68</b>		<b>\$ 31,319.49</b>	<b>\$ 30,177.58</b>	<b>\$ 31,037.29</b>	<b>\$ 30,058.62</b>
Tertiary	84,981.76	\$ 0.194	\$ 16,526.92	\$ 16,777.76	\$ 20,957.21	\$ 22,684.41
MF/RO	94,904.00	\$ 0.237	\$ 22,487.40	\$ 21,840.25	\$ 22,451.22	\$ 28,068.60
<b>Reclaim Total</b>	<b>179,885.76</b>		<b>\$ 39,014.32</b>	<b>\$ 38,618.01</b>	<b>\$ 43,408.43</b>	<b>\$ 50,753.01</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 18,473.66</b>	<b>Reclamation Total</b>		<b>\$ 51,860.15</b>

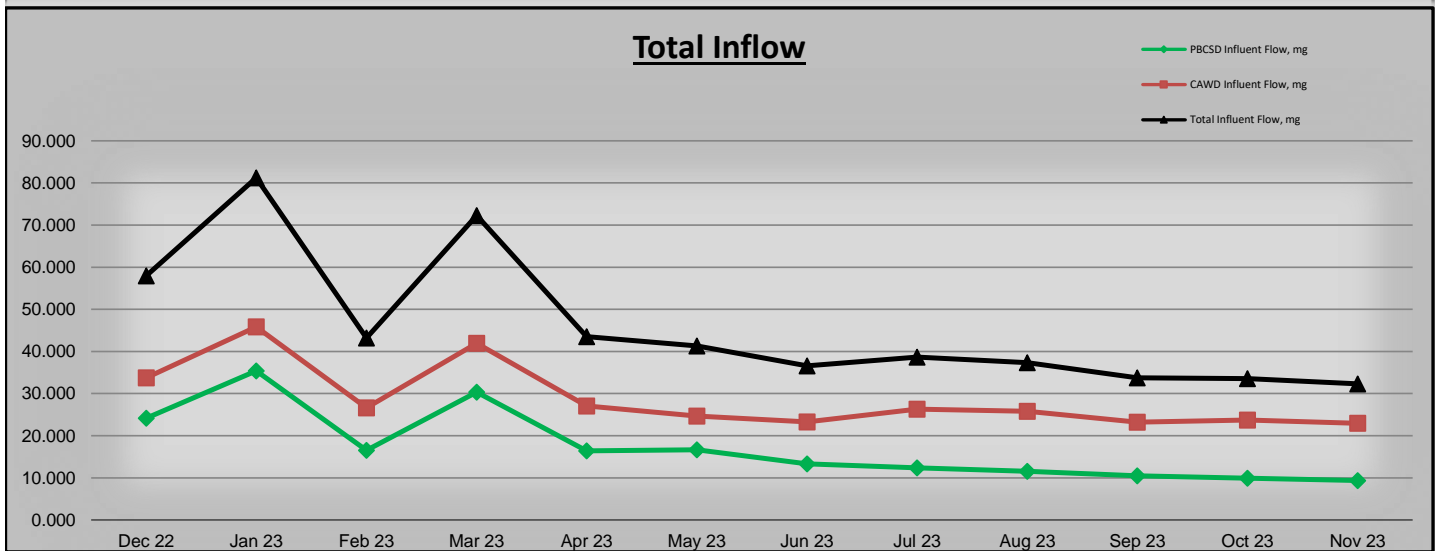
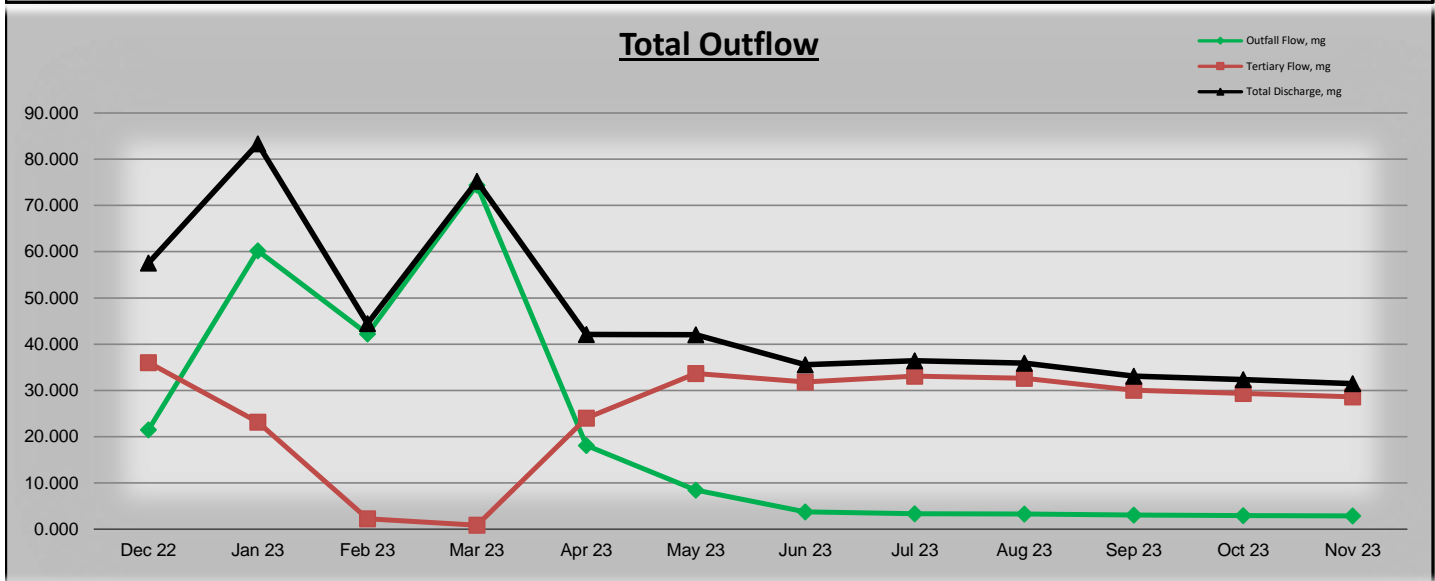
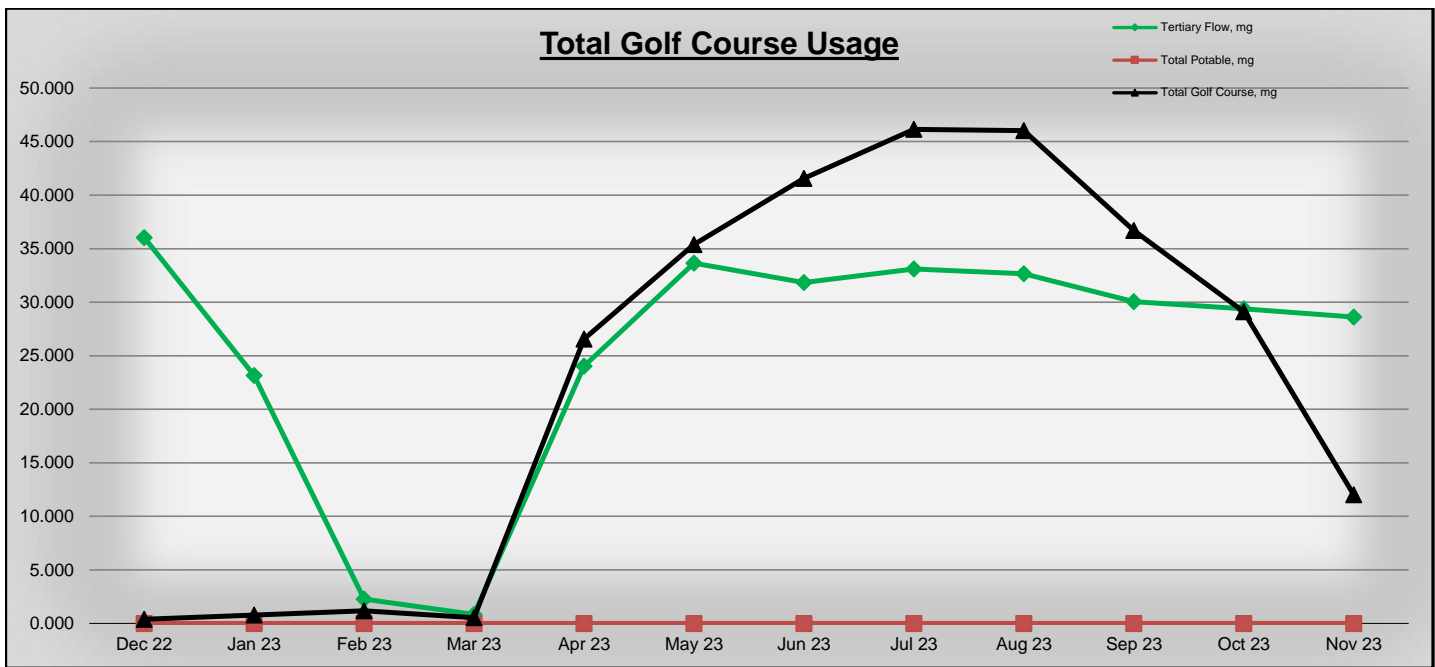
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	N/A
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	N/A

## MICROTURBINE SUMMARY

Month	Nov'23 kW-h (2)	Oct'23	Sep'23	Aug'23	Accumulated Totals
Production, kW-h	0	0	13,778	24,075	1,417,157.00

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

(2) Microturbine system off-line on 8/24 due to the compressor control faults



# Wastewater Treatment Facility Operations Report

Report for: October 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.691	0.764	0.742	0.786	70.536	298.31	915.05
PBCSD Flow	9.896	0.319	0.287	0.354	29.464	163.03	500.09
<b>Total Plant Flow</b>	<b>33.587</b>	<b>1.083</b>	<b>1.029</b>	<b>1.140</b>	<b>100.00</b>	<b>461.33</b>	<b>1415.13</b>
Tertiary Flow	29.379	0.948	0.800	1.083	87.471	240.93	739.06
Ocean Discharge	2.952	0.095	0.082	0.107	8.789	216.68	664.65
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	240.93MG (739.06acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.49 BG (29.11 K acre-ft.)
12 Month Rolling Total Reclamation Production	306.45 MG (940.49 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Oct'23 kWh	Price per kWh	Oct'23	Sep'23	Aug'23	Jul'23
Secondary	105,872.00	\$ 0.189	\$ 19,998.62	\$ 19,423.18	\$ 17,553.49	\$ 18,381.69
Blowers	51,503.36	\$ 0.198	\$ 10,178.96	\$ 11,614.11	\$ 12,505.13	\$ 13,985.79
<b>CAWD Total</b>	<b>157,375.36</b>		<b>\$ 30,177.58</b>	<b>\$ 31,037.29</b>	<b>\$ 30,058.62</b>	<b>\$ 32,367.48</b>
Tertiary	78,916.44	\$ 0.213	\$ 16,777.76	\$ 20,957.21	\$ 22,684.41	\$ 18,222.74
MF/RO	91,742.00	\$ 0.238	\$ 21,840.25	\$ 22,451.22	\$ 28,068.60	\$ 28,068.60
<b>Reclaim Total</b>	<b>170,658.44</b>		<b>\$ 38,618.01</b>	<b>\$ 43,408.43</b>	<b>\$ 50,753.01</b>	<b>\$ 46,291.34</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 17,806.06</b>	<b>Reclamation Total</b>		<b>\$ 50,989.53</b>

	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	N/A
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	N/A

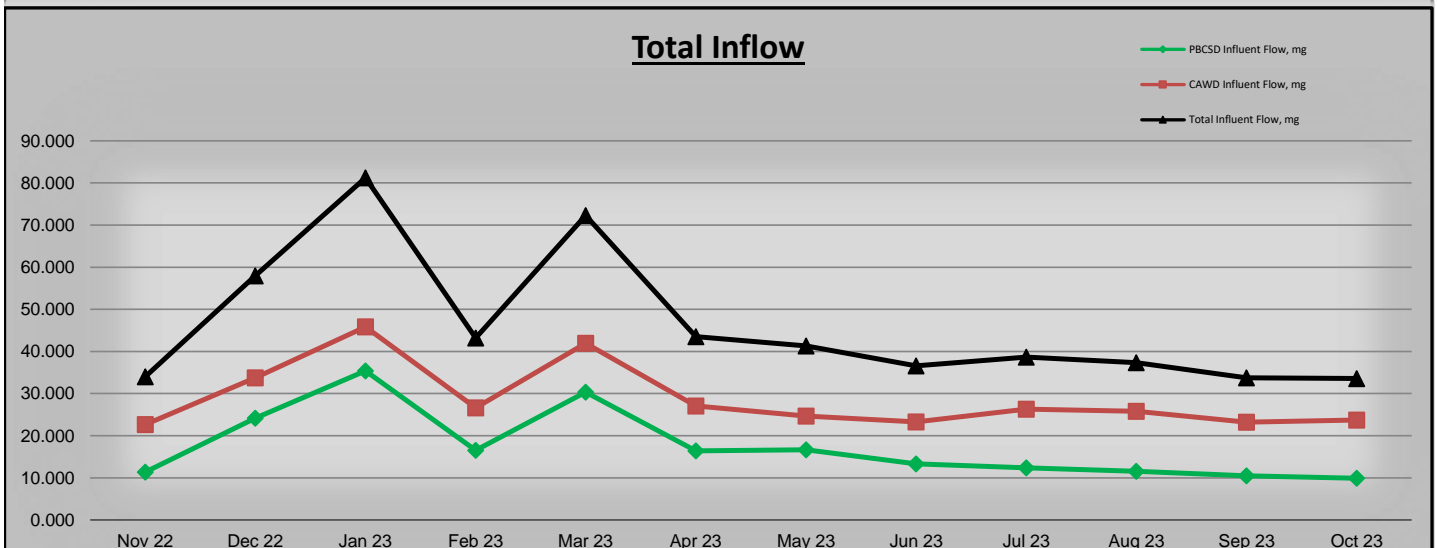
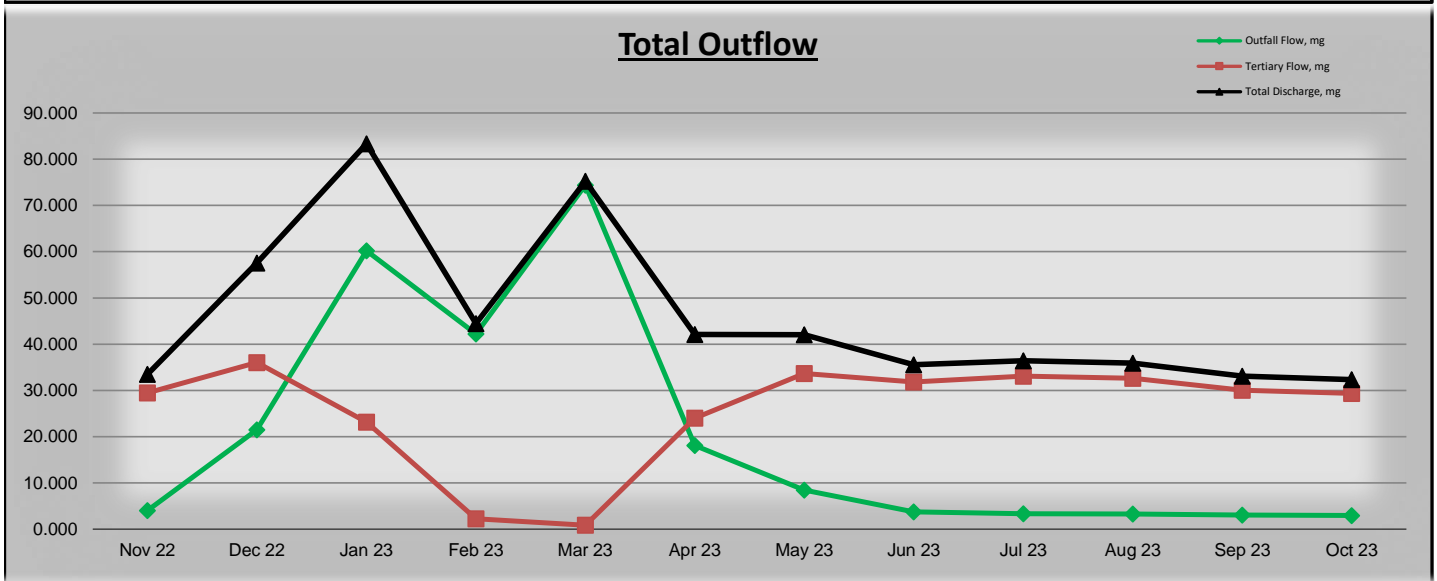
## MICROTURBINE SUMMARY

Month	Oct '23 kW-h (2)	Sep'23	Aug'23	July'23	Accumulated Totals
Production, kW-h	0	13,778	24,075	14,734	1,417,157.00

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

(2) Microturbine system off-line on 8/24 due to the compressor control faults





# STAFF REPORT



To: Board of Directors  
From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor  
Date: January 25, 2024  
Subject: Monthly Report – December 2023

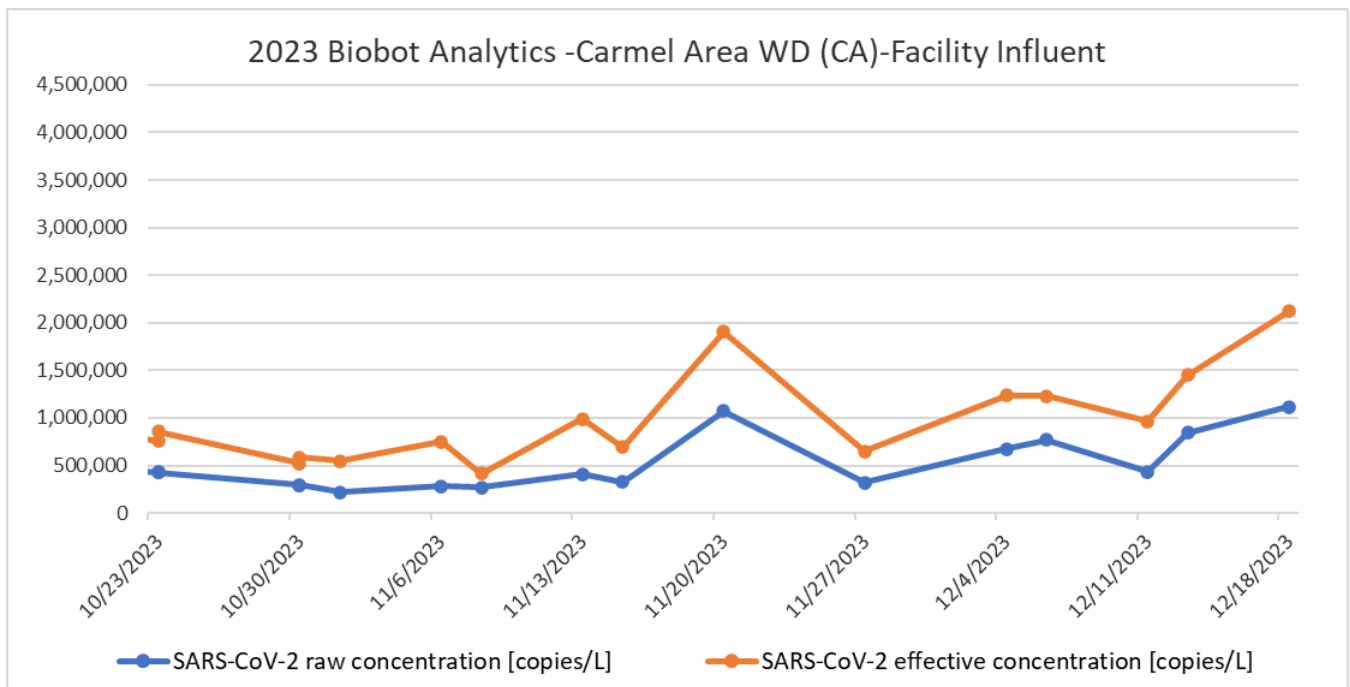
## RECOMMENDATION

Receive Report - Informational only; No action required.

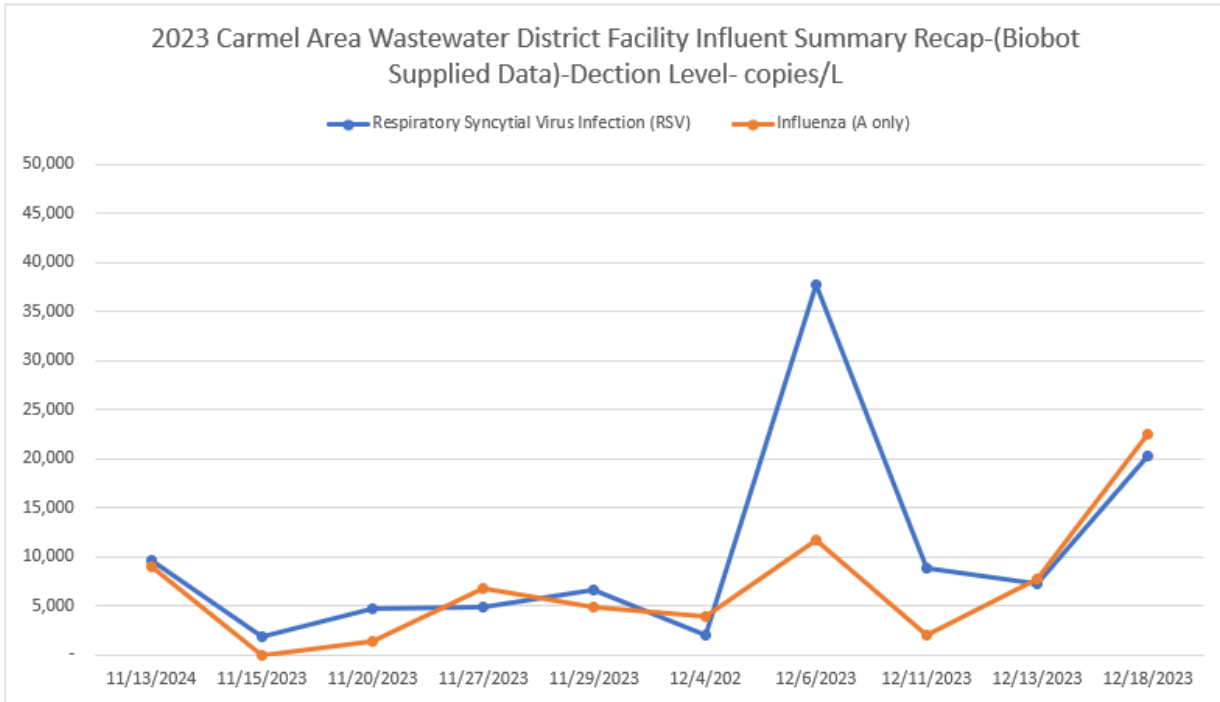
## DISCUSSION

### LABORATORY REPORT

- Biobot Analytics continues to provide COVID-19 analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: [Biobot Analytics Weekly Reports on SARS-CoV-2](#).



- CAWD laboratory staff submitted the renewal California Environmental Laboratory Accreditation Program (ELAP) for annual renewal. CAWD laboratory staff completed the Performance Samples with acceptable results.



*Note: Monkey Pox - No data available*

Types of Influenza Viruses Per the Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/flu/about/viruses/types.htm>

- Biobot Analytics continues to provide Influenza A and Respiratory Syncytial Virus Infection (RSV) analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: Biobot Analytics Weekly Reports on Influenza A and Respiratory Syncytial Virus Infection (RSV).

There has been “0” detection of Influenza B and Monkey Pox virus.

## **ENVIRONMENTAL COMPLIANCE REPORT**

- There were limited source control inspections during the month due to low staffing.
- Source Control staff went to Flaherty’s Fish House, Toro Sushi, Cornucopia, and Nicolas Cocina de Herencia to follow up on outstanding discharge permits. Additional follow up is still needed with Flaherty’s Fish House and Nicolas de Cocina Herencia. Nicolas de Concina Herencia will be contacting Patrick Treanor directly for a change in use for this location.

**Restaurant Inspections**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Bagel Bakery	ongoing		Inspected installation of grease trap.

**Grocery Store/Delicatessen Inspections**

<b>Grocery Store/Delicatessen</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
NA			

**Compliance Register**

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
October 2023	NA	NA
November 2023	NA	NA
December 2023	NA	NA

FUNDING

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		2025	
									H1	H2	H1	H2	H1	H2
		<b>Projects Implementation Plan Schedule</b>												
		<u>Treatment Plant Capital Projects</u>												
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	9/29/23	\$4,820,750	\$9,137,431	Substantial Completion	Sludge Holding Tank Replacement Project					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$75,000	\$130,020	Planning Stakeholder Meeting	Perimeter Tree Plan and Implementation					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	12/30/25	\$0	\$0	SHPO Consultation for FEMA	Carmel River FREE Mitigation					
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	10/13/23	\$0	\$17,332	Funding In Progress	Aeration Basin Improvements					
19-18	1593.000	Perimeter Fencing	Treanor	7/1/22	10/15/25	\$275,000	\$275,000	Design/CEQA	Perimeter Fencing					
22-03	1639.000	WWTP Gas and Water Main Replacement	Treanor	5/2/22	9/30/25	\$100,000	\$300,000	In Design	WWTP Gas and Water Main Replacement					
22-04	1642.000	CAWD Bridge Project	Treanor	3/1/21	2/29/28	\$0	\$550	Funding Strategy	CAWD Bridge Project					
22-06	1640.000	Vactor Receiving Station	Treanor	7/1/22	12/31/24	\$104,950	\$354,950	Bid Phase	Vactor Receiving Station					
		<u>Reclamation Capital Projects</u>												
22-05	14794	Reclamation 15-Year CIP Master Plan	Treanor	8/2/22	6/30/25	\$300,000	\$300,000	In Progress	Reclamation 15-Year CIP Master Plan					
		<u>Collections Capital Projects</u>												
19-03	1586.000	Carmel Meadows Sewer Replacement	Treanor	8/1/19	6/30/26	\$2,000,000	\$2,471,949	Design Update In Progress	Carmel Meadows Sewer Replacement					
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Treanor	12/31/20	12/31/25	\$650,000	\$680,892	In Design / CEQA	Bay/Scenic Pump Station Rehabilitation					
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$3,500,000	\$3,731,786	In Design / CEQA	Scenic Rd Pipe Bursting - Ocean to Bay					
21-05	1637.000	Pescadero Sewer Relocation	Treanor	7/1/21	12/31/26	\$100,000	\$1,689,236	Environmental Impact Report	Pescadero Sewer Relocation					
22-07	1641.000	Emergency Lorca Lane Sewer Relocation	Lather	8/30/22	11/30/23	\$175,000	\$0	Complete	Emergency Lorca Lane Sewer Relocation					
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	6/30/25	\$0	\$0	In Design	Santa Rita & Guadalupe Pipeline Rehab					
20-06		Collections 15-Year CIP	Treanor	7/1/20	7/1/40	\$0	\$62,899,430	Work In Progress	Collections 15-Year CIP					
		<u>Collections Non-Capital Projects</u>												
24-01	6130.005	2024 Sewer Pipe Repairs	Treanor	1/1/24	12/31/24	\$405,000	\$405,000	Design/Bidding	2024 Sewer Pipe Repairs					
24-02	6140.005	2024 Manhole Coating	Treanor	1/1/24	12/31/24	\$410,000	\$410,000	Design/Bidding	2024 Manhole Coating					
20-05		River Watch Agreement	Treanor	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement					
		<u>Assessment Districts/Annexations</u>												
18-21	1631.000/ 2505.000	Corona Road Assessment District	Treanor / Buikema / Barringer	8/2/18	3/31/25	\$0	\$0	Assessment District Formation Voting	Corona Road Assessment District					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Treanor	7/3/18	3/31/24	\$0	\$0	In Construction	Carmel Valley Manor Pipeline and Pump Station					
18-29	9095.000	September Ranch Subdivision	Treanor	9/1/22	8/30/25	\$0	\$0	In Construction	September Ranch Subdivision					
23-03		Rancho Cañada Village Subdivision	Treanor	3/1/23	2/27/25	\$0	\$0	Sewer Agreement	Rancho Cañada Village Subdivision					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		2025	
									H1	H2	H1	H2	H1	H2
		<u>Other Non-Capital Projects</u>												
		Workforce Now	Foley			\$0	\$0	Implementation						
		Real Property Investigation	Buikema			\$75,000	\$75,000	Ongoing						
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing						
		Source Control Six Sigma	Buikema			\$0	\$0	ant Plumbing Inspections In P						
22-01	5500.006	Long Term SLR Planning	Buikema / Treanor	5/3/21	2/29/40	\$260,000	\$1,400,000	2023 Study Complete	Long Term SLR Planning					
		CMMS Upgrade	Lauer	11/1/23	11/1/24	\$85,800	\$85,800	Procurement	CMMS Upgrade					



## Treatment Plant Capital Project Summaries



Photo: New Sludge Tank Under Construction

<b>Project Number:</b>	<b>18-01</b>	
<b>Project Name:</b>	<b>Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab &amp; Sludge Holding Tank Replacement Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Substantial Completion	
<b>Project Description:</b>	This project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$9,137,431	\$9,327,072
<b>Financial:</b>	FY Budget:	FY Spent:
	\$4,820,750	\$1,555,940
<b>Reclamation Share:</b>	Estimated at 2.7% of project cost.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Equipment Supply Chains	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for FY2021/2022 into FY2022/2023</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
<b>Contractor:</b>	Clark Bros. Inc.	



Photo: Eucalyptus trees on South Side of Treatment Plant

<b>Project Number:</b>	<b>18-28</b>	
<b>Project Name:</b>	<b>Perimeter Tree Plan and Implementation</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Planning Stakeholder Meeting	
<b>Project Description:</b>	Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The Eucalyptus trees around the plant have ongoing maintenance costs, which may be offset in the long term with a different type of tree screening. The purpose is to improve security around plant perimeter.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$130,020	\$5,020
<b>Financial:</b>	FY Budget:	FY Spent:
	\$75,000	\$0
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Study moved to 2023; anticipate completion 06-30-26</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	



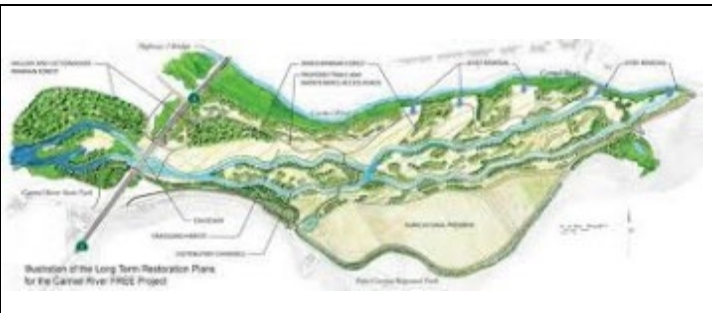


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<b>Project Number:</b>	<b>19-21</b>	
<b>Project Name:</b>	<b>Carmel River Floodplain Restoration &amp; Environmental Enhancement (CRFREE) Mitigation</b>	
<b>Project Location:</b>	Carmel River Lagoon	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	State Historic Preservation Office Consultation for Federal Emergency Management Agency (FEMA) Funding	
<b>Project Description:</b>	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain, which will significantly impact existing wastewater pipelines that cross the lagoon. To fully mitigate impacts from CRFREE the pipelines, which are currently crossing over a portion of the lagoon, are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
<b>Department:</b>	Engineering	
<b>Financial:</b>	Coastal Conservancy Grant Budget: \$750,000	Cumulative Spent: \$618,569 FY Spent: \$0
** Project is being funded by CRFREE initiated grants		
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	Monterey County	
<b>Permits Required:</b>	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)	
<b>Challenges:</b>	Construction near environmentally sensitive habitat and obtaining new easement from State Parks	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated in 2025</li> </ul>	
<b>Consultants:</b>	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
<b>Contractor:</b>	TBD	



Photo: Existing air diffuser system

<b>Project Number:</b>	<b>19-19</b>	
<b>Project Name:</b>	<b>WWTP – Aeration Basin Improvements</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Waggoner	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$17,332 FY Budget: \$0	Cumulative Spent: \$17,332 FY Spent: \$0
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Weather conditions and Scheduling	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Design is complete</li> <li>Materials ordered and received</li> <li>Construction currently on hold</li> </ul>	
<b>Consultants:</b>	N/A	
<b>Contractor:</b>	N/A	



*Photo: Existing Dilapidated Fence*

<b>Project Number:</b>	<b>19-18</b>
<b>Project Name:</b>	<b>Perimeter Fencing</b>
<b>Project Location:</b>	Wastewater Treatment Plant (WWTP)
<b>Project Manager:</b>	Treanor
<b>Status:</b>	Design/CEQA
<b>Project Description:</b>	Install a new fence around the perimeter of the WWTP.
<b>Department:</b>	Treatment
<b>Financial:</b>	Cumulative Budget: \$275,000
	Cumulative Spent: \$49,801
	FY Budget: \$275,000
	FY Spent: \$945
<b>Reclamation Share:</b>	N/A
<b>Other Entities:</b>	N/A
<b>Permits Required:</b>	California Environmental Quality Act (CEQA) Mitigated Negative Declaration (MND), Coastal Developmental Permit (CDP) Notification
<b>Challenges:</b>	Environmental Mitigations
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>
<b>Consultants:</b>	Kennedy Jenks
<b>Contractor:</b>	TBD



*Photo: Gas Meter on North Side of River*

<b>Project Number:</b>	<b>22-03</b>
<b>Project Name:</b>	<b>WWTP Gas and Water Main Replacement</b>
<b>Project Location:</b>	Wastewater Treatment Plant
<b>Project Manager:</b>	Treanor
<b>Status:</b>	In Design
<b>Project Description:</b>	The WWTP natural gas and water utility service exists on the opposite side of the Carmel River from the WWTP. CAWD owns the piping under the river for these utilities. The water line and gas line are PVC and identified as having a high risk of failure. The gas line is needed for plant operations to provide supplementary heating to the digesters for thermophilic digestion.
<b>Department:</b>	Treatment
<b>Financial:</b>	Cumulative Budget: \$300,000
	Cumulative Spent: \$88,085
	FY Budget: \$100,000
	FY Spent: \$44,641
<b>Reclamation Share:</b>	N/A
<b>Other Entities:</b>	Cost Share w/ Collections @ 5.5%
<b>Permits Required:</b>	TBD
<b>Challenges:</b>	Underground work in riparian area
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Currently undergoing alternatives analysis study</li> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>
<b>Consultants:</b>	Kennedy Jenks
<b>Contractor:</b>	N/A



Photo: Conceptual Rendering of Public Use and Bridge

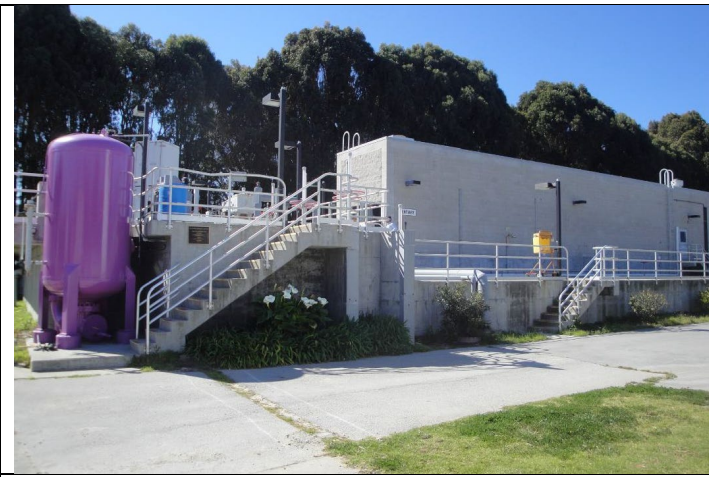
<b>Project Number:</b>	<b>22-04</b>	
<b>Project Name:</b>	<b>CAWD Bridge and Trail Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Funding Strategy	
<b>Project Description:</b>	Construct a new bridge at the location of the existing CAWD bridge over the Carmel River. The Bridge would be open for public use and would allow for new walking trails to connect the City of Carmel-by-the-Sea (Mission Trail) to the Regional Parks (Palo Corona).	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$550	Cumulative Spent: \$5,410
	FY Budget: \$0	FY Spent: \$4,442
**No budget. Funding potential via Carmel River settlement grants.		
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Obtaining Funding and Community Support	
<b>Schedule:</b>	Currently working on video and marketing outreach effort	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	



Photo: CAWD Vactor Truck

<b>Project Number:</b>	<b>22-06</b>	
<b>Project Name:</b>	<b>Vactor Receiving Station</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Bid Phase	
<b>Project Description:</b>	Construct a new Vactor Receiving Station for the Collections Department and the disposal of waste collected in the vactor truck.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$354,950	Cumulative Spent: \$100,803
	FY Budget: \$104,950	FY Spent: \$14,135
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Coastal Developmental Permit (CDP) Notification	
<b>Challenges:</b>	Design for ultimate user satisfaction.	
<b>Schedule:</b>	Construction in FY2023/2024	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	TBD	

# **Reclamation Capital Project Summaries**



*Photo: Exterior of Tertiary Building*

<b>Project Number:</b>	<b>22-05</b>	
<b>Project Name:</b>	<b>Reclamation MF/RO and Tertiary System 15-Year Capital Improvement Program (CIP) Master Plan</b>	
<b>Project Location:</b>	Reclamation – Microfiltration (MF)/Reverse Osmosis (RO) and Tertiary Building	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	Asset management condition and risk evaluations, development of projections of capital expenditures, and preliminary engineering planning	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$300,000	Cumulative Spent: \$91,609
	FY Budget: \$300,000	FY Spent: \$91,609
<b>Reclamation Share:</b>	100%	
<b>Other Entities:</b>	Reclamation Project	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Complexity	
<b>Schedule:</b>	Planning Process will extend into FY 2023/2024	
<b>Consultants:</b>	Kennedy Jenks Trussell Technologies, Inc	
<b>Contractor:</b>	N/A	

## **Collections Capital Project Summaries**



Photo: View gravity pipe in Carmel easement

<b>Project Number:</b>	<b>19-03</b>	
<b>Project Name:</b>	<b>Carmel Meadows Sewer Replacement</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Design Update in Progress	
<b>Project Description:</b>	The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,471,949	\$676,396
<b>Financial:</b>	FY Budget:	FY Spent:
	\$2,000,000	\$61,352
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring ejector pumps for all individual houses.	
<b>Schedule:</b>	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
<b>Consultants:</b>	SRT Consultants, WRA Environmental, TBC Communications, Carollo/Harris & Assoc	
<b>Contractor:</b>	TBD	



Photo: Looking at Pump Station Exterior

<b>Project Number:</b>	<b>20-07</b>	
<b>Project Name:</b>	<b>Bay/Scenic Pump Station Rehabilitation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Remodel the interior of the pump station and update the SCADA panel to minimize areas prone to flooding.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$680,892	\$125,879
<b>Financial:</b>	FY Budget:	FY Spent:
	\$650,000	\$49,123
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	Exemptions from CEQA and Coastal dependent on panel location requirements.	
<b>Challenges:</b>	Traffic Control, Panel Location away from bluff	
<b>Schedule:</b>	Construct 2023/2024 Fiscal Year	
<b>Consultants:</b>	SRT Consultant	
<b>Contractor:</b>	Pending	



Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>	<b>20-08</b>	
<b>Project Name:</b>	<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Replace approximately 9,525 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$3,731,786	\$412,672
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$3,500,000	\$77,980
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	CEQA & Coastal Development permits from City and County	
<b>Challenges:</b>	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
<b>Schedule:</b>	CEQA complete 2/1/2024, Construction 2025	
<b>Consultants:</b>	MNS, Rincon, TBC Communications	
<b>Contractor:</b>	Pending	



Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b>	<b>21-05</b>	
<b>Project Name:</b>	<b>Pescadero Sewer Relocation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Environmental Impact Report	
<b>Project Description:</b>	Relocate damaged pipe from creek slope to roadway	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,689,236	\$201,855
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$100,000	\$19,599
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Environmental Review	
<b>Challenges:</b>	Narrow road, depth of manholes, environmentally sensitive area	
<b>Schedule:</b>	Start design, public outreach, & Environmental in Winter 2023.	
<b>Consultants:</b>	MNS, Denise Duffy, TBC Communications & Media	
<b>Contractor:</b>	TBD	



### Lorca Lane Sewer Replacement



<b>Project Number:</b>	22-07	
<b>Project Name:</b>	Emergency Lorca Lane Sewer Relocation	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	Complete (NOC County Recorded 2023043814)	
<b>Project Description:</b>	Relocate 300' of 6" line and installation of a manhole at Lorca Lane and Del Monte Street.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$175,000	Cumulative Spent: \$227,483
	FY Budget: \$153,500	FY Spent: \$146,001
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Weather and high groundwater table	
<b>Schedule:</b>	Construction to commence in September 2023	
<b>Consultants:</b>	Monterey Bay Engineering	
<b>Contractor:</b>	Monterey Peninsula Engineering	

### Santa Rita & Guadalupe #23-01



<b>Project Number:</b>	23-01	
<b>Project Name:</b>	Santa Rita & Guadalupe	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design	
<b>Project Description:</b>	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
<b>Financial:</b>	Cumulative Budget: \$3,869,330	Cumulative Spent: \$84,847
	FY Budget: \$171,464	FY Spent: \$38,844
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea,	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Traffic Controls	
<b>Schedule:</b>	Construct Spring 2024. Preliminary Plans Complete.	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	

Project ID	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
1	Capital Schedule - Project (Total Costs)	\$1,831,444	\$1,800,000																			
2	Construction Costs	\$1,831,444	\$1,800,000																			
3	Administration Costs	\$0	\$0																			
4	Total Costs	\$1,831,444	\$1,800,000																			

Photo: LT Capital Schedule

<b>Project Number:</b>	<b>20-06</b>	
<b>Project Name:</b>	<b>Collections 15 -Year CIP</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Work in Progress	
<b>Project Description:</b>	Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan	
<b>Department:</b>	Collections	
<b>Projection of Total Capital Costs-15-Yr \$63M</b>	Construction Costs: \$63M	Administration Costs: \$10M (20% engineering, legal, admin.)
<b>Financial:</b>	Cumulative 15YR Budget: EST \$63M	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	River Watch Agreement-see project #20-05	
<b>Permits Required:</b>	none	
<b>Challenges:</b>	Completing all projects near water bodies in time for the February 2024 deadline is unlikely due to lack of public approval.	
<b>Schedule:</b>	2020 - 2040	
<b>Consultants:</b>	West Yost	
<b>Contractor:</b>	N/A	

## **Collections Non-Capital Project Summaries**



*Photo: River Watch logo*

<b>Project Number:</b>	<b>20-05</b>	
<b>Project Name:</b>	<b>River Watch Agreement</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Work in Progress	
<b>Project Description:</b>	Work with Collections to provide data that is needed to satisfy the milestones in the agreement with River Watch. As of May 2022, staff completed all of the 1,478 District manholes for the Fiscal Year 2022-2023.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: N/A	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	River Watch	
<b>Permits Required:</b>	none	
<b>Challenges:</b>	Completing all projects near water bodies in time is unlikely for the February 2024 deadline due to lack of public approval.	
<b>Schedule:</b>	Due date February 2024	
<b>Consultants:</b>		
<b>Contractor:</b>	N/A	

## **Assessment Districts/Annexations**

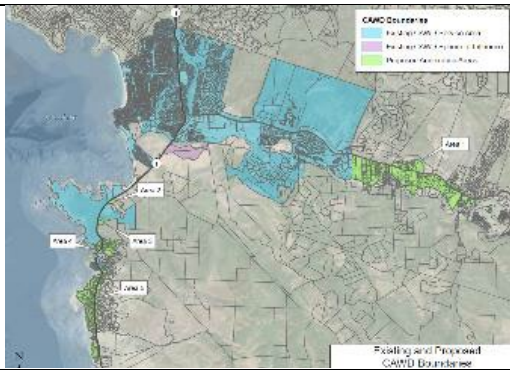


Photo: Areas of Potential Annexation

<b>Project Number:</b>	<b>18-21</b>	
<b>Project Name:</b>	<b>Corona Road Sewer Assessment District</b>	
<b>Project Location:</b>	Corona Road Neighborhood	
<b>Project Manager:</b>	Treanor/Buikema/Barringer	
<b>Status:</b>	Assessment District Formation Voting	
<b>Project Description:</b>	The project will provide sewer facilities to the Corona Road neighborhood and parcels on the west side of Highway 1, across from Corona Road. #18-21 Corona Road (Deferred Revenue**)	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent: \$95,054.14
	FY Budget: \$0	FY Spent: \$64,848.24
<p>** No Budget included for project because the initial costs were funded by Corona Road residents. District has agreed to fund a portion of environmental work \$56,200 (Res #2022-62). Resolution 2023-57 amended Resolution 2023-26 clarifies reimbursement of District funds will be reimbursed by the assessment bond.</p>		
<b>Permits Required:</b>	Coastal Permit, CalTrans Encroachment permit, Environmental Review	
<b>Challenges:</b>	Assessment District process/approval and obtaining easements for pump station. Funds from homeowners in the amount of \$67K have been received by CAWD. Postponed ballot to February 22, 2024.	
<b>Schedule:</b>	Assessment District (AD) proceedings pending approval of Septic to Sewer Grant & Loan Funding. Estimate start AD process in June 2023. The boundary map was approved by Board of Supervisors on August 22, 2023.	
<b>Consultant:</b>	Denise Duffy & Associates and Monterey Bay Engineers	

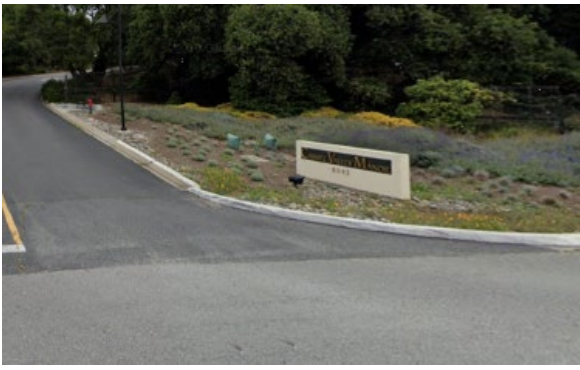


Photo: Entrance to Carmel Valley Manor

<b>Project Number:</b>	<b>19-08</b>	
<b>Project Name:</b>	<b>Carmel Valley Manor Pipeline and Pump Station</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Construction	
<b>Project Description:</b>	Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system. Riley Ranch, #19-08 Carmel Valley Manor (Deferred Revenue)	
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item- under repayment agreement (no funds received)-</b>	Cumulative Budget:	Cumulative Spent:
	FY Budget:	FY Spent:
<b>Other Entities:</b>	The prospect of a pipeline has given rise to a plethora of potential additional connections.	
<b>Permits Required:</b>	County Encroachment Permit, Environmental Review completed.	
<b>Challenges:</b>	Funding, Repayment Agreement, easement agreements Local Agency Formation Council (LAFCO) annexation	
<b>Schedule:</b>	Approved without protest at 3/22/21 LAFCO hearing. Easement and Sewer Extension Agreements signed in September 2022. Construction is in progress.	
<b>Consultants:</b>	MNS and Rincon are working for Carmel Valley Manor to permit and design the project.	
<b>Contractor:</b>	Monterey Peninsula Engineering	

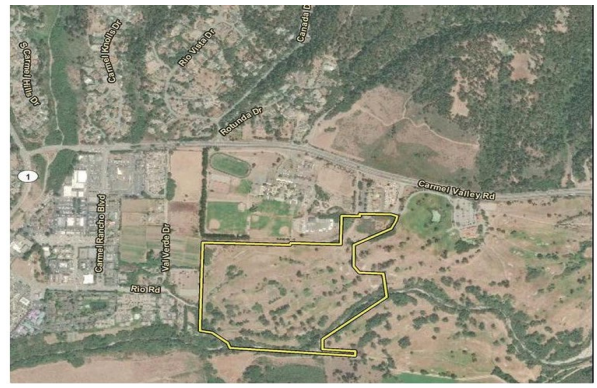


Photo: Location of Rancho Cañada Village Subdivision

<b>Project Number:</b>	<b>23-03</b>	
<b>Project Name:</b>	<i>Rancho Cañada Village Subdivision</i>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Sewer Agreement	
<b>Project Description:</b>		
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item- under repayment agreement (no funds received)-</b>	Cumulative Budget:	Cumulative Spent:
	FY Budget:	FY Spent:
<b>Other Entities:</b>		
<b>Permits Required:</b>		
<b>Challenges:</b>		
<b>Schedule:</b>		
<b>Consultants:</b>		
<b>Contractor:</b>		

## **Other Non-Capital Project Summaries**





## ADP Workforce Now

*Photo: ADP Clip Art*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Workforce Now	
<b>Project Location:</b>	All Supervisor Locations	
<b>Project Manager:</b>	Foley	
<b>Status:</b>	Implementation	
<b>Project Description:</b>	Implementation of a comprehensive Human Resource (HR) software database for all supervisors and employees to utilize. Modules provide employee development tracking, benefits administration, custom performance review templates, and employee goal management.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent: \$2,520 (annual fee)
	FY Budget: \$0	FY Spent: \$2,520 (annual fee)
<b>Challenges:</b>	Technical issues need to be resolved & employee training. Implementation of advanced features for employee development and learning management.	
<b>Schedule:</b>	Implemented in April 2023. HCM Unlocked Consultant hired for specialized implementation services. Currently working on Timesheet component.	
<b>Consultants:</b>	ADP	



*Photo: Real Estate Clip Art*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Real Property Investigation	
<b>Project Location:</b>	Carmel Valley	
<b>Project Manager:</b>	Barbara Buikema	
<b>Status:</b>	Ongoing	
<b>Project Description:</b>	An investigation of a possible new treatment facility site in the mouth of the Carmel Valley, which is in response to the Coastal Commission requirement to move facilities within 30 years.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$75,000	Cumulative Spent: \$0
	FY Budget: \$75,000	FY Spent: \$0
<b>Permits Required:</b>	None – at this time	
<b>Challenges:</b>	Limited land possibilities, regulatory hurdles, and zoning	
<b>Schedule:</b>	open ended	
<b>Consultants:</b>	Mahoney & Associates	



Photo: Cyber Security Clip Art

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Cyber Security	
<b>Project Location:</b>	District-wide	
<b>Project Manager:</b>	Chris Foley	
<b>Status:</b>	Ongoing	
<b>Project Description:</b>	Internal Cyber Security Incident Response Team (CSIRT) formed, and they are working on a response plan & training. The upgrades to email filtering system have been completed. Stricter geofencing policies have been put in place, and a cold backup system that is sandboxed from the network was installed March 2022.	
<b>Department:</b>	All	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$17,000	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$17,000	\$0
<b>Challenges:</b>	Ongoing training & the need for continual upgrades as skills of hackers grow.	
<b>Schedule:</b>	Continually updating	
<b>Consultant:</b>	Exceedio	



Photo: Six Sigma Clip Art

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Source Control Six Sigma	
<b>Project Location:</b>	Management staff	
<b>Project Manager:</b>	Barbara Buikema	
<b>Status:</b>	Restaurant Plumbing Inspections In Progress	
<b>Project Description:</b>	A Six Sigma project to improve source control activities by focusing majority of inspection and compliance efforts on restaurants determined to be likely causes of grease in District lines.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,000
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Implementation phase. Discussing next steps in implementation.	
<b>Schedule:</b>	Ongoing	
<b>Consultants:</b>	Self-study online	



*Photo: California coastline*

<b>Project Number:</b>	<b>22-01</b>	
<b>Project Name:</b>	<b>Long-Term Sea Level Rise Planning</b>	
<b>Project Location:</b>	Treatment Plant	
<b>Project Manager:</b>	Barbara Buikema/Patrick Treanor	
<b>Status:</b>	2023 Study Complete	
<b>Project Description:</b>	As conditions of Coastal Permit #3-82-199-A8 - the District submitted its Long-Term Coastal Hazards Plan on 03-03-22. Board approved a Wastewater Treatment Plant Alternatives Planning Assistance on Sea Level Rise consultant services contract in May 2022.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$1,400,00	Cumulative Spent: \$219,862
	FY Budget: \$260,000	FY Spent: \$219,862
<b>Permits Required:</b>	In response to California Coastal Commission	
<b>Challenges:</b>	Establishing focus on long term objectives and committing to follow through items as outlined...	
<b>Schedule:</b>	WWTP Relocation Planning Alternatives on Sea Level Rise presented in May 2022 . Planning to present Greeley & Hansen report in fall 2023.	
<b>Consultants:</b>	Greeley & Hansen	

# STAFF REPORT

To: Board of Directors  
From: Ed Waggoner, Operations Superintendent  
Date: January 25, 2024  
Subject: Monthly Operations Reports – December 2023



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Plant Operation

#### Treatment Plant:

- The treatment plant operations staff has continued finishing projects and concentrating on Preventative Maintenance Work Orders during the month of December.
- (Project #18-01) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA). Operations staff continues working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

#### Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- Staff completed Clean-in-Place (CIP) cleans on Microfiltration (MF) Cells 1, 2, and 3. The cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA). Operations staff continues working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

#### Training:

- Staff participated in scheduled tailgate safety meetings in the Digester building conference room.
- Operations Superintendent, Operations Supervisor, and Laboratory Supervisor attended on December 15th Harassment Training at the CAWD board room by Liebert Cassidy Whitmore. Operations and Laboratory staff attended Harassment Training at the CAWD treatment facility training room by Liebert Cassidy Whitmore.

### **Capital Improvement:**

- No active projects currently for the treatment facility.

### **Meetings Attended**

- December 1, Open Enrollment Meeting for annual benefits review for all CAWD Employees.
- December 7, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County.
- December 15, Operations Superintendent and Operations Supervisor attended a Teams meeting with Trussell Technologies to review Micro Filtration/Reverse Osmosis to review operational and mechanical activities for the irrigation season.
- December 21, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.

### **Discharge Permit Violations**

- There were no violations of Reclamation Permit 93-72 for the month of November 2023.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of November 2023.

### FUNDING

N/A-Informational item only

# STAFF REPORT



To: Board of Directors  
From: Chris Foley, Maintenance Superintendent  
Date: January 25, 2024  
Subject: Monthly Maintenance Report – December 2024

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### **Maintenance Projects in Progress/Completed**

- The electrical contractor installed a backup float system for level control redundancy at the effluent pump station. If the primary level control fails, then the floats will directly start the effluent pumps until the primary level control can be repaired.
- Installation of an automatic valve for the Reverse Osmosis (RO) Clean-In-Place (CIP) tank fill function was completed. This was a recommendation by Michael Skinkle, and with the assistance of the electrical contractor the improvement was implemented. This is a safety and process improvement since staff no longer must reach across the top of the tank to manually open the valve and monitor the fill process since it stops automatically when filled.
- Staff completed the replacement of the RO train C flowmeters. 5 flowmeters were replaced.
- The boiler had a condensate drain buildup that was repaired. The boiler contractor provided additional training on optimizing setpoints for starting and stopping the boiler. This repair provided a great opportunity for staff to garner more institutional knowledge of the boiler controller and operation.
- The digester sludge line developed a leak next to the Ferric Dosing quill. The line was repaired and a different quill was installed.

- Sump pump run indication switches were added to Calle La Cruz, Monte Verde and Bay & Scenic pump stations. This will allow staff to remotely view the status of the sump pumps in the drywells and trend runtime.

### **Upcoming Maintenance Projects**

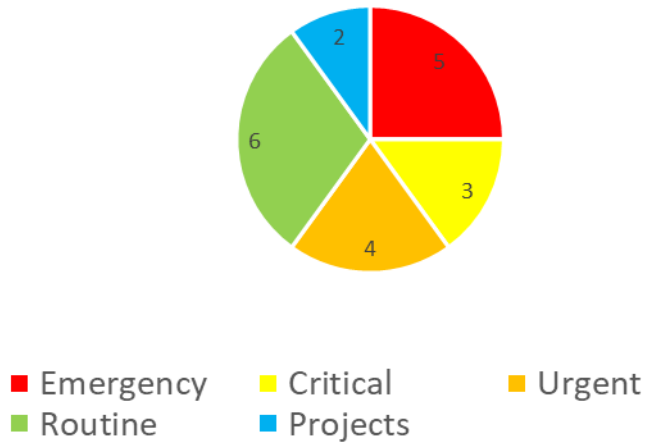
- The RO CIP lower capacity pump is working great. Staff ordered Variable Frequency Drives so that the flow output can be further improved.
- Update: The microturbine gas compressor was shipped to the vendor for a repair. The vendor is awaiting repair parts.
- Staff are scheduled to install new secondary containment piping and chemical dosing line from sulfuric acid tank to Reverse Osmosis Clean-In-Place tank. This is a safety improvement made possible with the addition of the new sulfuric system.
- Staff are working on the Computerized Maintenance Management Software upgrade. This requires review of the assets that were imported into the new software (Websoft Developers Inc. – Mobile MMS ) from the old software and staff are also reviewing the preventative maintenance tasks and schedules to add more detailed information.
- A slight vibration was detected on the grit collector mechanical drive during a routine inspection. Staff are working with the vendor to evaluate the issue and identify a solution.

### **Work Order Metrics**

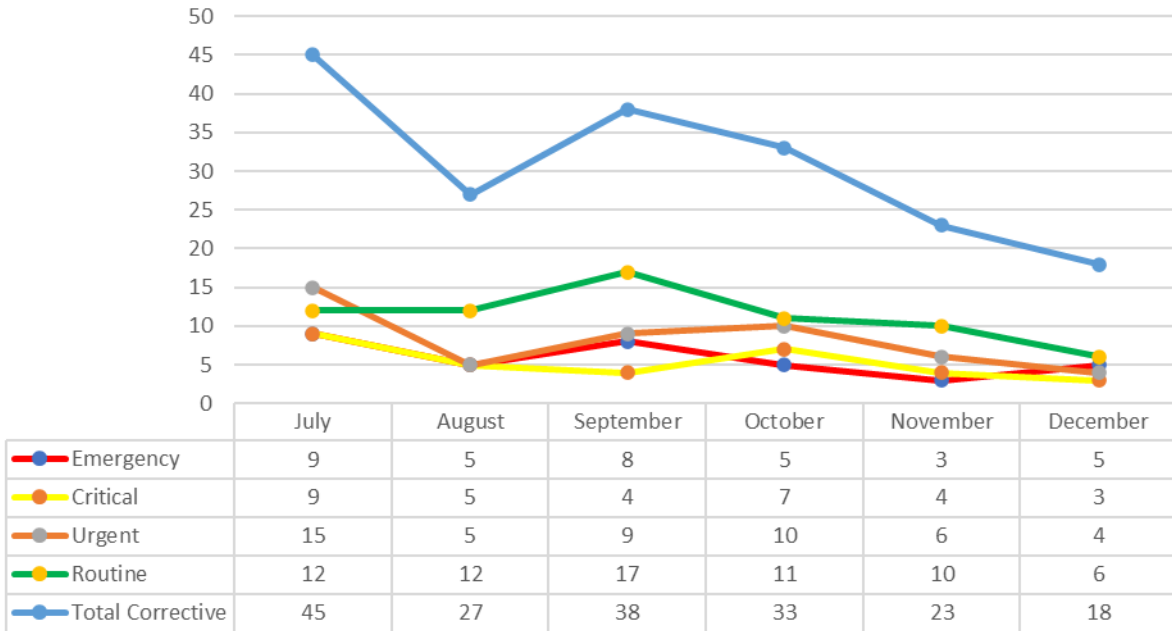
#### **Preventive Maintenance (October)**

Total Work Orders Generated	481
Total Work Orders Closed/Done	353
Total Work Orders Still Open	128
Percentage of Work Orders Completed	73%

December Corrective Work Orders By Priority



Corrective Work Orders-Past 6 months



FUNDING-N/A- Informational item only



# *Resolutions*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 25, 2024

Subject: Designation of Classification Titles and  
Providing for the Number of Positions and Salary Ranges For Non-  
Represented Employees effective January 25, 2024

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution authorizing The Designation of Classification Titles and Providing for the Number of Positions and Salary Ranges for both the Represented and Non-Represented Employees effective January 25, 2024.

## DISCUSSION

These actions are intended to update the Designating Classification Titles to include the correct salary range steps for Principal Engineer position and to clarify and delineate the salary table for the Union Represented and Non-Represented staff positions.

In December the Board approved an action to grant all of the Non-Represented staff a 4.5% increase. That increase should have been extended to the Principal Engineer position; however, because the District was in the midst of recruiting for the position it could not be finalized. The candidate to fill this position has now been chosen and this action update includes the Principal Engineer ensuring that all of the Non-Represented staff and salary range steps are shown at the designated scale.

One of the purposes of joining a union was to separate the represented staff's salary actions from the rest of the District as they negotiated separately for their Represented group. Looking at other agencies it is typical to have separate salary tables for each Represented or Non-represented group. The recommendation to the Board is to approve the update for the Principal Engineer and approve separation of the Represented and Non-Represented staff salary table.

## **FUNDING**

Adding the Principal Engineer to the action taken in December increases the total salary expense by \$705.80/mo.

Separating the Non-Represented and Represented employee pay schedule has no cost.

## **ATTACHED**

Resolution 2023-71 Designated Titles & Classification

Resolution 2024-01 for non-represented employees

Resolution 2024-02 for represented employees

RESOLUTION NO. 2024 - 01  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES FOR NON-REPRESENTED EMPLOYEES

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 Non-Represented positions of employment in the Carmel Area Wastewater District:

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Non Represented Positions</b>							
1	n/a	General Manager	-	-	-	-	19,666.40
1	48	Chief Engineer	16,429.46	17,250.93	18,113.48	19,019.15	19,970.11
1	40	Principal Engineer	13,484.41	14,158.63	14,866.56	15,609.89	16,390.38
1	34	Operations Superintendent	11,627.57	12,208.95	12,819.40	13,460.37	14,133.38
1	34	Maintenance Superintendent	11,627.57	12,208.95	12,819.40	13,460.37	14,133.38
1	32	Collection System Superintendent	11,067.27	11,620.63	12,201.67	12,811.75	13,452.34
1	28	Operations Supervisor	10,026.42	10,527.74	11,054.13	11,606.83	12,187.18
1	26	Principal Accountant	9,543.27	10,020.44	10,521.46	11,047.53	11,599.91
1	24	Laboratory Supervisor	9,083.43	9,537.60	10,014.48	10,515.21	11,040.97
1	19	Executive Administrative Assistant/Board Clerk	8,028.44	8,429.86	8,851.36	9,293.92	9,758.62

**10.0** **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 January 25, 2024

Section 4. That this resolution supercedes 2023-71 in its entirety.

PASSED AND ADOPTED at a regular meetng of the Board of Directors of the Carmel Wastewater District duly held on January 25, 2024, by the following vote:

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

-----  
Ken White, President of the Board

ATTEST:  
-----  
Domine Barringer, Board Clerk

RESOLUTION NO. 2024-02  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES FOR REPRESENTED EMPLOYEES

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 Represented positions of employment in the Carmel Area Wastewater District:

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Represented Positions</b>							
<b>Treatment Maintenance</b>							
3	20	Senior Operator	7,874.77	8,268.51	8,681.94	9,116.03	9,571.83
2	20	Laboratory Analyst II/Environmental Inspector	7,874.77	8,268.51	8,681.94	9,116.03	9,571.83
1	19	Safety/Regulatory Compliance Administrator I	7,682.69	8,066.82	8,470.16	8,893.67	9,338.36
1	19	Maintenance Mechanic III	7,682.69	8,066.82	8,470.16	8,893.67	9,338.36
3	17	Plant Operator II	7,312.51	7,678.13	8,062.04	8,465.14	8,888.40
1	17	Purchaser Plant Asset Coordinator	7,312.51	7,678.13	8,062.04	8,465.14	8,888.40
0	16	Laboratory Analyst I/Environmental Inspector	7,134.15	7,490.86	7,865.40	8,258.67	8,671.60
1	15	Maintenance Mechanic II	6,960.15	7,308.16	7,673.57	8,057.24	8,460.11
0	14	Maintenance Worker II	6,790.39	7,129.91	7,486.41	7,860.73	8,253.76
1	12	Plant Operator I	6,463.19	6,786.35	7,125.67	7,481.95	7,856.05
0	12	Maintenance Mechanic I	6,463.19	6,786.35	7,125.67	7,481.95	7,856.05
0	9	Maintenance Worker I	6,001.72	6,301.81	6,616.90	6,947.74	7,295.13
<b>Collection Maintenance</b>							
4	19	Collection Worker III	7,682.71	8,066.85	8,470.19	8,893.70	9,338.38
0	11	Collection Worker II	6,305.54	6,620.81	6,951.85	7,299.45	7,664.42
0	6	Collection Worker I	5,573.19	5,851.85	6,144.45	6,451.67	6,774.25
1	6	Collection/Maintenance Utility Worker I	5,573.19	5,851.85	6,144.45	6,451.67	6,774.25
<b>18.0</b>		<b>Total Positions authorized</b>					

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

Section 3. The Provisions hereof shall be in force and effect as of January 25, 2024

Section 4. That this resolution supercedes 23-71 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on January 25, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

-----  
Ken White, President of the Board

ATTEST:

-----  
Domine Barringer, Board Clerk

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Chief Engineer

Date: January 25, 2024

Subject: Project #22-06 – Wastewater Treatment Plant (WWTP) Vactor Receiving Station Project – Authorization to Invite Bids for Construction

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to Invite Bids for the construction of Project #22-06 - WWTP Vactor Receiving Station Project.

## DISCUSSION

The Collections Department currently uses an earthen pit at the WWTP to dump the wet waste collected in the vactor truck. The earthen pit is cleaned on a regular basis to remove debris. The current system is cumbersome and messy. A new vactor receiving station will be constructed to allow better collection of vactor waste by means of piped drainage and concrete containment for the waste receiving dumpster.

The WWTP Coastal Development Permit requires, for projects such as this, that the District submit a notification to the Coastal Commission for review at least 30 days before work begins.

## FUNDING

Cost for construction is included in the District WWTP Long Term CIP Item #6 “Project #22-06 Vactor Truck Unloading Station”. This project is 100% attributable to the Collections Department. Engineer’s opinion of probable construction cost is \$425,000. The project will start in FY23/24 and carry over into FY24/25.

RESOLUTION NO. 2024-03

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR THE CONSTRUCTION OF PROJECT #22-06 - "WASTEWATER TREATMENT PLANT (WWTP) VACTOR RECEIVING STATION PROJECT"

-oOo-

WHEREAS, the existing vactor truck receiving station earthen pit does not meet the needs of the District to receive and dispose of vactor truck waste; and

WHEREAS, the new receiving station will improve the receiving and disposal of vactor truck waste; and

WHEREAS, this work is allowed under the current Coastal Development Permit for the Wastewater Treatment Plant;

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

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

3. Sealed proposals or bids shall be delivered to the Board Clerk of the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of the District, 3945 Rio Road, Carmel, California, 93923, said time being not less than ten (10) days from the time of the first publication of the Notice. Bids will be publicly opened and examined on said date and hour by the District Board Clerk and will be referred to and considered by the Carmel Area Wastewater District Board at its next regular meeting following the opening of the bids at the district office located at 3945 Rio Road, Carmel, California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 25, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

\_\_\_\_\_  
Ken White, President of the Board

ATTEST:

\_\_\_\_\_  
Domine Barringer, Board Clerk



# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Chief Engineer

Date: January 25, 2024

Subject: A Resolution Authorizing a Notice of Intent to Adopt a Mitigated Negative Declaration for Project #20-08 – Scenic Road Pipeline Replacement Project and Circulate Draft Mitigated Negative Declaration for Public Comment

## RECOMMENDATION

It is recommended that the Board of Directors authorize this filing of a Notice of Intent and circulation of a Draft Mitigated Negative Declaration (MND) for public comment for the Scenic Road Pipeline Replacement Project pursuant to California Environmental Quality Act (CEQA) Guidelines.

## DISCUSSION

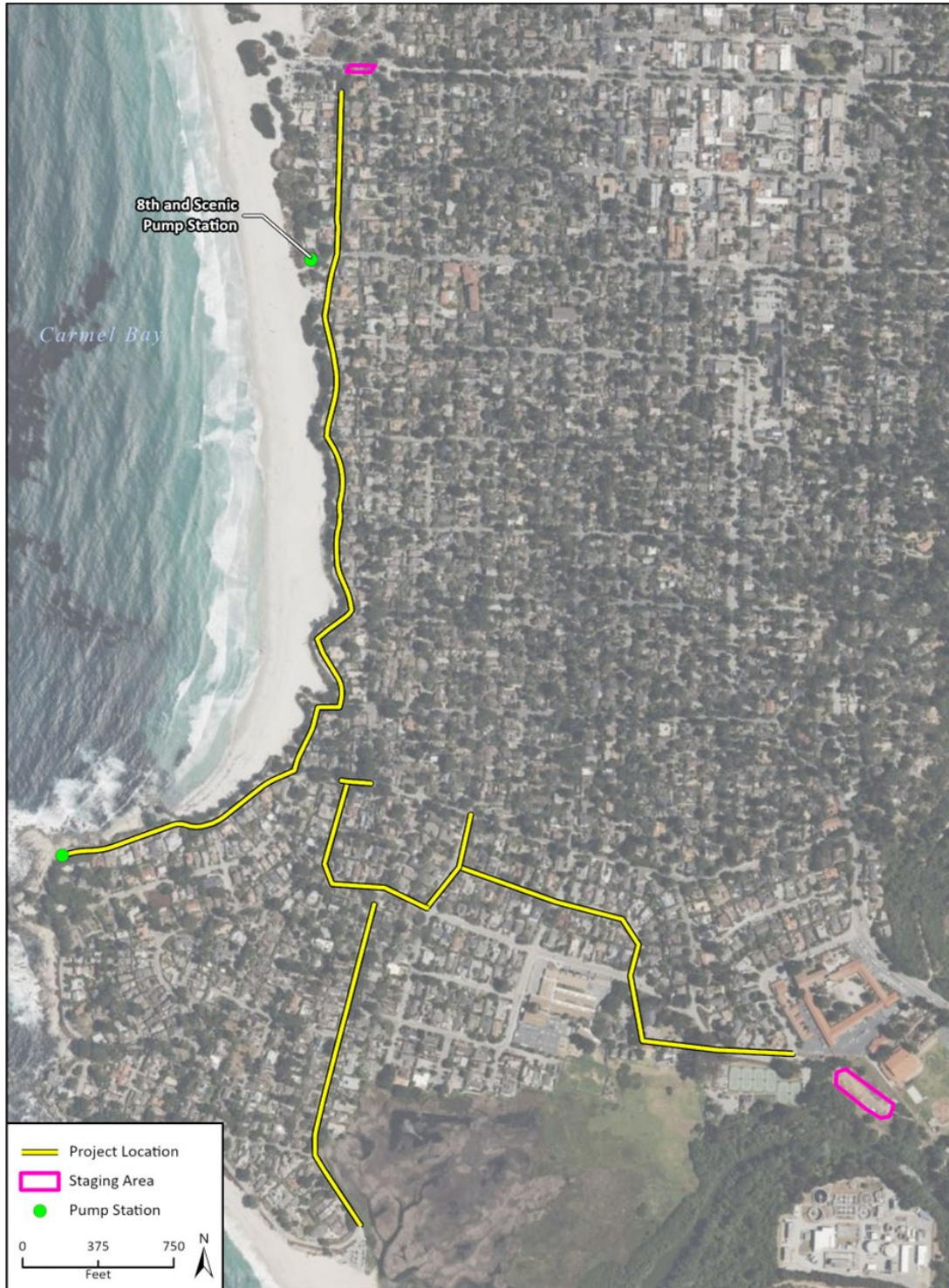
The purpose of the Scenic Road Pipeline Replacement Project is to replace aging sewer collection system infrastructure to improve the reliability of the system. Special priority in the District’s Capital Improvement Plan is given to sewer infrastructure that is within 200-feet of water bodies or beaches, and the majority of this project is aimed at pipelines that fit that criteria.

The project will replace about 2 miles of existing gravity sewer lines, mostly via trenchless pipe bursting to reduce roadway impacts. Open trench work is required at manholes at sections where existing pipes are sagged, and to reconnect private laterals to new pipes. The locations of the pipeline work are shown on the following page.

The mitigations in the Draft MND are primarily focused on mitigating impacts to public beach access and to mitigate impacts to cultural resources that may be inadvertently discovered during any open trench work. Construction is planned to begin in 2025.

The project spans both the City of Carmel-By-The-Sea and Monterey County jurisdictions. Coordination has begun with both jurisdictions regarding coastal development approval under each Local Coastal Program.

**Project Overview:**



## FUNDING

There are no fees for filing the notice of intent, although there are minor fees associated with advertising the notice in the Pine Cone. The FY23-24 budget includes \$4,560,760 for Project #20-08.

RESOLUTION NO. 2024-04

A RESOLUTION AUTHORIZING A NOTICE OF INTENT TO ADOPT A  
MITIGATED NEGATIVE DECLARATION FOR PROJECT #20-08 –  
SCENIC ROAD PIPELINE REPLACEMENT PROJECT AND CIRCULATE  
DRAFT MITIGATED NEGATIVE DECLARATION FOR PUBLIC  
COMMENT

-o0o-

WHEREAS, pursuant to Article 6 (Section 15072) of the CEQA guidelines, the Carmel Area Wastewater District (CAWD), as Lead Agency, intends to adopt a Mitigated Negative Declaration for the Scenic Road Pipeline Replacement Project, and

WHEREAS, the Notice of Intent to Adopt a Mitigated Negative Declaration will be published in the Pine Cone, filed with the county clerk's office, and

WHEREAS, the Mitigated Negative Declaration will be submitted to the State Clearinghouse for review by State Agencies, and

WHEREAS, the Mitigated Negative Declaration will be posted on the CAWD website, and

WHEREAS, the public review period will be no less than 30 days during which time all documents and project reports will be open for public review.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize a Notice of Intent to Adopt a Mitigated Negative Declaration for the Scenic Road Pipeline Replacement Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31<sup>st</sup>, 2024, by the following vote:

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

\_\_\_\_\_  
Ken White, President of the Board

ATTEST:

\_\_\_\_\_  
Domine Barringer, Board Clerk

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 25, 2024

Subject: Renew Human Resources (HR) Contract

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to renew a Human Resource (HR) contract with Beth Ingram for fiscal year 2023-24 in an amount not to exceed \$71,660.

## DISCUSSION

Ms. Ingram has provided HR services to the District since 2018, and prior to that time she supplied services under CSR HR Group. She is well liked by staff and takes on the responsibility of the great majority of routine HR tasks for the District. She has also been instrumental in managing benefit contracts and ensuring that the District gets the best prices possible. For items beyond "routine" we will engage with legal counsel.

The services provided by Ms. Ingram allow the District to reduce costs by reducing non-revenue generating back-office expenses while granting the District access to a larger professional HR pool. Further, HR outsourcing costs are variable and can be reduced or increased when business needs warrant.

The Board of Directors at the October and December 2023 meetings requested that this item be returned with a draft copy of the contract. The attached Agreement for Professional Services Contract was reviewed by district counsel and Director Siegfried on November 28, 2023.

Staff recommends a renewed contract with Beth Ingram because she is trusted and well received by employees and has seamlessly joined the CAWD "team." We have worked with Ms. Ingram, and she understands the shared vision at CAWD and the emphasis that is placed on employee relations.

The Salary/Benefits Committee reviewed this contract and agreed that a 5% increase was acceptable at its September 27, 2023 meeting.

## FINANCIAL

The 2023-24 Budget provides \$75,200 for "HR Consulting" expense under GL #5885.

**CARMEL AREA WASTEWATER DISTRICT  
P.O. BOX 221428, CARMEL, CA 93922  
TEL: (831) 624-1248 FAX: (831) 624-0811**

**AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is entered into between Carmel Area Wastewater District (District) and Beth Ingram, an individual, (Contractor) for human resource consulting services. CAWD and Contractor may be referred individually as a “Party” or collectively as the “Parties” or “Parties to this Agreement.”

The Parties agree as follows:

1. The District engages the Contractor to furnish the services as shown in Attachment A, which is incorporated into this Agreement by this reference.
2. The term of this Agreement shall begin on January 1, 2024, and terminate on June 30, 2024.
3. The maximum compensation of this Agreement is \$35,830. Contractor will bill District on a monthly basis for services provided by Contractor during the preceding month on an invoice which shall include the date of service, a description of the service, and the amount of time for the service, billed in 15-minute increments. District will pay Contractor within thirty (30) days of its receipt of the invoice. Contractor shall bill District at the rate of \$165.00 per hour for the services specified in Attachment A and shall not bill for costs, supplies, overhead or travel time.
4. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers and consultants from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to claims by the Contractor or the Contractor’s employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of the Carmel Wastewater District, its Directors, officers, employees, authorized volunteers or consultants.

Neither CAWD nor consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

5. By her signature hereunder, the Contractor certifies that she is aware of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of said code, and she will comply with such provisions before commencing the performance of the work under this Contract. Contractor, and all subcontractors hired by the Contractor, shall keep workers compensation insurance for their employees in effect during all work covered by this Contract and shall file with the Carmel Area Wastewater District a certificate of coverage as required by Labor Code Section 3700.
6. Before commencing the work under this Contract, the Contractor shall file with the District certificates of insurance and policy endorsements satisfactory to the District evidencing coverage for general liability insurance, with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, for bodily injury, personal injury, and property damage; minimum automobile liability of \$1,000,000 for bodily injury and property damage; workers compensation (statutory limit) and employer's liability (\$1,000,000). The general liability coverage shall name Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers and consultants for the additional insured endorsement using the ISO CG2010 or ISO CG2033 or an equivalent additional insured endorsement, and contain provisions for notifying the District 30 days in advance of cancellation of coverage (10 days for non-payment of premium). Any insurance, self-insurance or other coverage maintained by the Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers or consultants shall not contribute to the additional insured coverage. Coverage shall be placed with a carrier with an A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by the District.

In the event the Contractor employs employees, subcontractors or agents as part of the work covered by this Contract, it shall be the Contractor's responsibility to require and confirm that each employee, subcontractor or agent meets the minimum insurance requirements specified above.

7. The Contractor shall not accept direction or orders from any person other than the General Manager or the General Manager's designee.
8. The Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations affecting the performance of its services under this Agreement.
9. Contractor is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant, or employee of the District.

10. Contractor shall not assign or subcontract any portion of this Agreement without the express prior written consent of the District, which may be withheld by the District. No other person other than Contractor shall perform any services under this Agreement without District's prior written approval.
  
11. Any change in the scope of work to be performed, method of performance, nature of materials or price thereof to any matter materially affecting the performance or nature of the work will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by an authorized representative of the District. The District expects Contractor to observe a policy of remaining independent and neutral as to the District and its employees, including any Union representing District employees.
  
12. Specifically, the Contractor acknowledges and agrees that she will work collaboratively with any Union representing District employees and will treat all District employees equally. The District Memorandum Of Understanding (MOU) with any Union must be followed exactly as written and in the same manner for every union member. There are to be no exceptions to the MOU.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures.

“Contractor”  
 Beth Ingram  
 P. O. Box 223473  
 Carmel, CA 93922

“District”  
 Carmel Area Wastewater District  
 P. O. Box 221428  
 Carmel, CA 93922

\_\_\_\_\_

By: \_\_\_\_\_  
 Barbara Buikema  
 General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



To: Barbara Buikema – General Manager

ATTACHMENT “A”

From: Beth Ingram – HR Consultant

Re: Services Provided 2023/2024

Providing ongoing human resources services for the employees of Carmel Area Wastewater District, support and guidance to the General Manager and management team. Here are some of the ongoing services that are provided:

#### Availability

Plant office hours – regular weekly hours at the plant providing the opportunity for employees to meet in person. Routinely meet with employees, managers, superintendents and GM outside of regular office hours.

Available by phone and email

#### Employee relations

Meet with employees, managers or superintendents to answer questions, hear concerns or sometimes just to listen.

#### Disciplinary action

Meet managers and then together with employees and managers to discuss issues

Partner with the managers on appropriate counseling and/or plan for improvement

Work with managers on documentation

Meet with manager to counsel or follow up with documentation (PIP or write up)

Follow up with employees and managers (and GM) on progress

Research – Ongoing research as questions or requests come up. Some sources used: SHRM, CalChamber, Liebert Cassidy Whitmore, Keenan and a Network of HR professionals from other agencies. Some recent subjects researched:

Wage and hour questions

Benefits offered

Out of class pay

On call pay

Overtime

Driving awareness classes for employee

Salinas Valley Memorial Healthcare Negotiations with Anthem

Provider networks (Hospitals and physicians)

Retirement and how it relates to the different benefits

Part-time benefits

DOT physical providers

COVID protocols

## Benefits

Research and answer any benefit questions from employees

Research claim/coverage issues – elevate to broker or carrier if necessary

## Open Enrollment

Review renewals with broker

Suggest additional supplemental benefits

Research - Cost comps with benefit providers

Coordinate open enrollment meetings with vendors, GM and Superintendents

Make any employee changes with providers and payroll

## Leaves

### FMLA

Send/Review/Complete FMLA paperwork

Follow up with employee regarding paperwork issues/questions/coordination with STD/LTD provider and return plans

Manage – STD/LTD paperwork and follow up with rep regarding payments and processing

### Personal

Complete and follow up on personal leave paperwork

Research benefits and options for benefits continuation, PTO and sick leave payouts

## Performance Reviews

Manage review process – discuss/edit review/send comments back to managers

Complete Action forms for any changes to step or pay

Work with rep on setting up review processes and cycles for each employee, correcting setup issues

## ADP Time and Attendance

Working with ADP (payroll provider) and payroll to implement the time and attendance module within ADP which will allow employees to submit their time electronically (with approval from their managers) and electronically automate and streamlining the payroll process. Currently each department is reporting their time for payroll differently (emails, spreadsheets and paper). This will save time, money, and will provide many reporting options for GM, HR, Accounting and the Superintendents.

## Training

Manager's training – Alliance – set up training program for employees to continue educating themselves. Classes are in each of the following areas:

- Communication Skills
- Emotional Intelligence
- Team Building
- Time Management
- Conflict Resolution
- Business Writing and Grammar

Union Management Training – Board of directors and management

Management team each completed four hours of human resources training to receive our EPLI incentive for next year. Completed and submitted in September.

Harassment training – every two years

- Board of directors and management – two hour in person or online training
- Employees – one hour in person or online training
- New hires – provide certificate from training within two years or online training within six months of their hire date.

Ethics training – every two years

- Board of directors and management

## Onboarding

Meet with employee and explain the new hire paperwork and benefits information.

Enroll employee in benefits (Medical, Dental, PEHP, life, LTD, supplemental benefits), Exceedio, etc.

## Offboarding

Meet with employee about final paperwork, benefits, exit interview etc.

Terminate them from benefits, computer access, activate COBRA, etc.

## Drivers – Class A licenses

Manage DATCO and FMCSA

Communication with Superintendent when there is a name pulled for testing

Random drug testing with Montage

Run license queries - FMCSA

DOT/DMV - Annual physicals – Handle recordkeeping, reminders, etc.

## Flu shot clinic

Coordinate with the Visiting Nurses Association to set up clinic

Communicate clinic information to the employees

Coordinate day of

## Emergency New Hire

Set up and participate on interview panel

Background Check

Pre-employment physical

Drug Testing

Fit Test

## Engineer Recruitment (outsourced)

Participate on interview panel

## Employee Survey (2024)

Create electronic survey

Meet with each employee (minimum one hour scheduled)

Discuss feedback

Compile results

Write report

Present results

RESOLUTION # 2024-05

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH BETH INGRAM FOR A CONTRACT FOR HUMAN RESOURCE SERVICES FOR FISCAL YEAR 2023-24 IN AN AMOUNT NOT TO EXCEED \$71,660

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting October 26, December 12, 2023, and January 25, 2024 that the District should continue to outsource its Human Resource function; and

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

WHEREAS, the Board of Directors agrees with the proposal to award the contract to Beth Ingram and that there are sufficient funds of \$71,660 provided for in the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that the General Manager may sign a contract with Beth Ingram in an amount not to exceed \$71,660 for Human Resource consulting services.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 25, 2024 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

---

Ken White, President of the Board

ATTEST:

---

Domine Barriner, Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 25, 2024

Subject: Requesting Authorization to Circulate a Request for Proposal (RFP) for Investment Management Services for the Employee Defined Benefit Pension Plan

## RECOMMENDATION

The Board is asked to authorize the General Manager to circulate a Request for Proposal (RFP) for Investment Management Services for the Employee Defined Benefit Pension Plan.

## DISCUSSION

The Pension Committee has determined that it is appropriate and necessary to send out a Request for Proposal for Investment Management Services.

The attached RFP is in draft format. There are notations for the completion of the remaining tasks on the face of the draft:

- Fill in dates for various tasks expected of applicants
- Create a web page with financial documents to refer applicants to
- A few comments remain that need to be discussed among the committee members to reach resolution

These outstanding tasks are considered minimal and should not preclude the full board from giving their approval to issue RFP.

It is expected that the committee will return to the Board with their recommendations once the RFP has been circulated and candidates interviewed.

## **FUNDING**

There is no District budget allocation; however, expenditures for the benefit of the Pension Plan may be financed from the Plan itself per Plan Documents #2.6 Payment of Expenses:

All expenses of administration may be paid out of the Trust Fund unless paid by the Employer. Such expenses shall include any expenses incident to the functioning of the Administrator, or any person or persons retained or appointed by any named Fiduciary incident to the exercise of their duties under the plan, including, but not limited to, fees of accountants, counsel, Investment Managers, and other specialists and their agents, the costs of any bonds required pursuant to Act Section 42, and other costs of administering the Plan. Until paid, the expenses shall constitute a liability of the Trust Fund.

Carmel Area Wastewater District  
Carmel, CA



**REQUEST FOR PROPOSAL**

**Investment Management Services  
for the  
Employee Defined Benefit Pension Plan**

Due Month, Day, Year



Request for Proposal  
Investment Management Services for the  
Carmel Area Wastewater District  
Employee Defined Benefit Pension Plan  
Important Dates

Release Date	Month, Day, 2024
Proposal Due Date	Month, Day, 2024 (4:00 p.m. PST)
RFP Administrator	Barbara Buikema, General Manager Email: <a href="mailto:buikema@cawd.org">buikema@cawd.org</a>
Questions	Must be emailed to the Request for Proposal (RFP) Administrator by 4:00 p.m. PST on Month, Day 2024
Responses	Responses to all questions will be posted on the District's website: <a href="https://cawd.org">https://cawd.org</a> by 4:00 p.m. PST on month, day 2024
Official RFP Notices/Addendum	All requirements are specified in this RFP to ensure no respondent is provided advantage over another. Any changes to the requirements will be posted as an addendum to the RFP on the District's website, <a href="http://www.cawd.org">www.cawd.org</a> . Respondents are solely responsible for monitoring the website and adhering to the RFP notices/addendums.
Prohibited Communication	Respondents are prohibited from communicating with Board members or staff, other than the RFP Administrator, concerning this RFP or the resulting contract from the RFP release date until a contract for these services is fully executed.

## Contents

<b>Introduction -Services Requested</b> .....	1
Introduction .....	1
Services Requested .....	1
<b>Specifications Relating to the Services Requested</b> .....	2
<b>Procedures</b> .....	4
<b>Required RFP Submissions</b> .....	6
RFP Disclosure Form- see ATTACHMENT "A" .....	7
ATTACHMENT "A" .....	7
RFP Questionnaire Form- see ATTACHMENT "B" .....	8
ATTACHMENT "B" .....	8
<b>PROPOSAL-QUESTIONNAIRE FORM</b> .....	8
I. COMPANY INFORMATION .....	9
II. INVESTMENT APPROACHES/PHILOSOPHIES.....	10
III. ASSET ALLOCATION.....	11
IV. INVESTMENT MANAGER RESEARCH .....	12
V. PERFORMANCE REPORTING.....	12
VI. TRANSITION.....	13
VII. AFFILIATED SERVICES .....	13
VIII. FEES.....	13
IX. REFERENCES .....	13

## Introduction -Services Requested

### Introduction

The following pages and the attachments are the District's request for proposals for investment services and related plan administration and record keeping services relative to the District's Defined Benefit Pension Plan.

The proposer is free to include additional information as it deems appropriate.

### Services Requested

The District is seeking investment services and related administrative, record keeping and support services for its defined benefit plan. The Carmel Area Wastewater District Pension Plan was established effective July 1, 1969, and has been amended from time to time since that date. The October 29, 2005 Plan amendment froze benefit service as of October 29, 2005, credited an additional 3 years of service for active employees and reduced normal retirement age from 65 to 62.

The Actuarially determined contribution for plan year ending June 30, 2023 as follows:

Annual Contribution to fully amortize the Unfunded Actuarial Accrued Liability in five years (adjusted for monthly contributions)	\$ -0-
Market Value of Asset on July 1, 2022	\$5,608,182
Actuarial Asset Value on July 1, 2022	\$6,053,791
Present Value of all Accrued Plan Benefits on July 1, 2022	\$5,500,816

Number of Participants at July 1, 2022:

Retired participants receiving benefits	4
Terminated vested participants entitled to future benefits	3
Active participants	6
Total participants	13

## Specifications Relating to the Services Requested

The anticipated standard services are addressed in responding to the attached Questionnaire (Attachment B).

This is a search for an Investment Consultant to provide investment consultant services. The primary role of the investment consultant is to provide objective, independent advice and counsel, including performance and risk measurement services. The Investment Consultant will be expected to provide a full range of investment consultant services, both required and “ad hoc,” including but not limited to those identified below. If a respondent cannot provide a particular service, please indicate the reason.

- A. Formulation and Review of Investment Goals, Policies, and Objectives
- B. Recommendations for asset allocation and asset: liability analysis.
- C. General Consulting Services – provide general consulting services as requested by the Pension Committee (i.e. purchase of insurance annuity for separated employees).
- D. Performance Measurement & Monitoring – monitoring and evaluating the performance of the portfolio
- E. Attendance at Board Meetings, Pension Committee Meetings and Education events – The Pension holds quarterly meetings. (By Zoom, phone or in person.)
- F. Reports – provide quarterly and annual reports to the Pension Committee, which must include commentary on performance and overall market trends. All returns on investments shall be reports as net of all fees, commission, and any other disclosed compensation.
- H. Include investment services; related recordkeeping and administrative services; assistance and guidance relating to distributions, rollovers, 1099R filings; possible trustee services; and services related to conversion from the current investment manager.

The District maintains an Investment Policy that details the plan purpose, objectives, duties and responsibilities, and investment guidelines. The policy is reviewed annually to determine whether objectives are still relevant.

The District Investment Policy and **monthly investment statements** are available on its website [www.cawd.org](http://www.cawd.org)

The firm will also be expected to meet the following requirements:

Compliance with State and Federal Laws and Equal Opportunity: in connection with the performance of this RFP and the contract, the firm shall comply with all statutes, laws, regulations, and orders of federal, state, or local authorities which impose any obligation or duty upon the District, including, but not limited to, civil rights and equal opportunity laws.

Contract Terms: Consultant serves at the direction of the Board. Both sides reserve the right to cancel the contractual service with 90 days advance notice.

Statement of Certification: Respondent must provide documented proof via a completed statement of minimum qualification that the following minimum qualifications are met:

1. Respondent is an investment advisor registered with the Securities and Exchange Commission (SEC) pursuant to the Investment Advisors Act of 1940.
2. Respondent agrees to act as a 338 fiduciary to the fund in its investment advisory capacity **(It has yet to be proved that we can lay off our responsibilities. I would delete. We may discuss this as a desirable relation with whoever is awarded the job.)**
3. Respondent must have proven experience in providing investment consulting services to defined benefits pension plans.

**Commented [BB1]:** Two members of the committee see this as an important provision. Discuss further.

## Procedures

To compete for this work, your response to this RFP, including the completed "Attachment A" Disclosure and "Attachment B" Questionnaire should be delivered by 4 :00p.m. PST on **Month, Day , 2024**

Barbara Buikema  
General Manager  
Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, CA 93922

### **Please Submit Your Response/Submission In The Following Format(S):**

One (1) digital copy (in PDF format) on a thumb drive (CD not acceptable).

All proposals must be submitted in a sealed envelope clearly marked on the outside with the words "Proposal for Carmel Area Wastewater District Defined Benefit Pension Plans."

Questions regarding this RFP should be directed via e-mail only to:

Barbara Buikema, General Manager, [buikema@cawd.org](mailto:buikema@cawd.org)

The Proposals will be reviewed and evaluated to determine the most qualified, and will include, but not be limited to, a review of the proposer's qualifications, experience, expertise, expenses and fees to be charged. Note that the engagement will not necessarily be awarded to the lowest bidder, and interviews of certain respondents may or may not be utilized.

The District also reserves the right to request additional information from all respondents, to waive any defect or abnormality, to award or not award all or any portion of the work described herein, to issue modifications to RFPs, or otherwise to move forward in the best interest of the District.

The successful proposer will be engaged to provide such services as may be specified by the

District at its discretion. The District may require that any contract or engagement preserve the District's right to terminate at any time without cause or notice and that the successful bidder may terminate upon no less than 90-days written notice. There shall be no charges or fees for termination. The District shall, however, pay for any services provided through the date of termination.

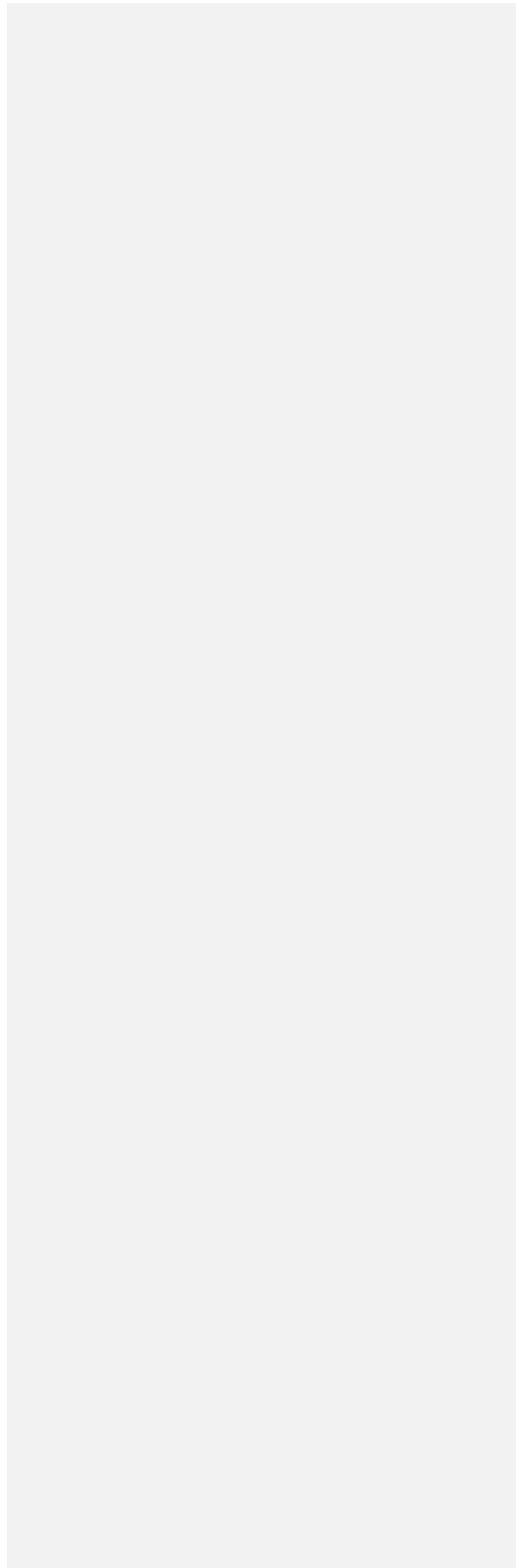
Selection: Upon completion of the RFP evaluation the District will notify the selected firm in writing and the selection will also be posted on the CAWD website. Announcement of the selected firm is expected not later than month, day, 2024

DRAFT

## **Required RFP Submissions**

The following Required Submissions shall be completed and included with your response to this RFP:

DRAFT





**RFP Disclosure Form- see ATTACHMENT "A"  
ATTACHMENT"A"**

RFP Disclosure Form

Completely reply to the following inquiries  
(Attach additional pages as necessary):

1. List the names and titles of everyone who will be providing professional services relative to this contract including advisors and subcontractors.
2. Relative to question 1 above, describe the following:
  - A. Are any of the above current or former officials of employees of Carmel Area Wastewater District? If so, when were they last employed by Carmel Area Wastewater District?
  - B. Are any of the above a registered federal or state lobbyist?
  - C. What are the responsibilities of everyone (each listed person) regarding the proposed services?
3. Have you in the last year or do you now retain a third-party intermediary, agent or lobbyist to directly or indirectly communicate with Carmel Area Wastewater District? If so, please describe.
4. Confirm that, since on or after January 1, 2024 no one at your firm has communicated with, nor will they communicate with (or cause or agree to allow any third party to communicate with), any officials or employees of Carmel Area Wastewater District except for requests for technical clarifications or proposal submission logistics directed to Barbara Buikema, General Manager. The confirmation shall be signed on firm letterhead by a person with the authority to bind the firm.
5. List any direct financial, commercial or business relationship with any municipal official or pension system of Carmel Area Wastewater District held by your firm or any Affiliated Entity.
6. List any gift including money, services, loan, travel, lodging, entertainment, discount, or other thing of value, to any official, employee of Carmel Area Wastewater District or a fiduciary of its pension plan.

**RFP Questionnaire Form- see ATTACHMENT "B"**

**ATTACHMENT "B"**

RFP Questionnaire Form

Carmel Area Wastewater District  
P.O. Box 221428  
Carmel, CA 93922

PROPOSAL-QUESTIONNAIRE FORM

Submitted by:

In response to REQUEST FOR PROPOSAL

Carmel Area Wastewater District  
Employee Defined Benefit Plan  
Investment Management Services

## I. COMPANY INFORMATION

1. List your firm's complete name, address, telephone, email, and fax number. Briefly describe the organization, the year it was founded, location of its headquarters and other offices.
2. Provide a brief history of your firm and your parent organization.
  - a. How long has the firm been providing investment consulting services to defined benefit plans and California municipal pension funds?  
(Aren't muni pension funds mostly defined benefit plans? They can also be defined contribution plans.)
  - b. What is the total asset base of the pension funds on which you consult?
  - c. What is the current number of governmental or municipal pension funds, including amount of assets, for which the firm currently acts as an advisor?
3. Describe your firm's ownership structure, including specific details regarding your parent and any affiliated companies
4. Describe all line(s) of business in your firm, your parent organization and any affiliated companies.
5. Does your firm provide services other than investment consulting services? If so, are these separate from the company's investment services? How?
6. Is your firm, its parent or affiliate, a registered investment advisor with the United States Securities Exchange Commission under the Investment Advisors Act of 1940?
7. Within the last five (5) years has your organization or any officer or principal been involved with any business litigation or other legal proceeding relating to your consulting activities? If so, provide an explanation and indicate the status or disposition.
8. If your firm, its parent or affiliate is a broker/dealer, do you trade for client accounts through this broker/dealer?
9. Identify the consultants or other key staff who would be involved in servicing our account. Provide biographical data on these individuals.

10. What experience does the lead consultant have with governmental plans and California Municipalities?
11. Please include total number of governmental, non-profit and foundation plans and average account size.
12. Describe what distinguishes the firm in working with governmental/non-profit organizations.
13. What type of fiduciary protection, if any, is offered by your firm?
14. Describe your intended interaction and involvement with the Pension Committee?
15. Do you provide any educational opportunities to your clients' trustees, staff and plan participants? I question the necessity for this question?
16. Investment Consulting Client Information: Neither does #16 seem useful.
  - a. The Firm's total number of clients and total assets under advisement;
  - b. A breakdown of the firm's fiscal year 2023 gross revenue, including the percentage derived from investment consulting services;
  - c. The number and size of client relationships gained and lost in each of the last five(5) calendar years and year-to-date

**Commented [BB2]:** This can be as simple as access to online training

**Commented [BB3]:** Disagree, goes to question of firm stability

**II. INVESTMENT APPROACHES/PHILOSOPHIES**

1. Describe your firm's approach to investment research. Please indicate relationship with research/academics outside your firm.
2. Give examples of how your research has been integrated into your products and services.
3. What are your general investment philosophies with regards to the portfolio structure of a municipal pension plan?
4. Do you have any proprietary funds in your fund line up?
5. What type of platform do you use? Is it open architecture? Useless.

**Commented [BB4]:** Unless we can access, then it is not useless

6. Describe your firm's investment management process and what makes it different from competitors? *This assumes the process differs, and that the responder knows the management processes of other firms. Those are huge assumptions. I would delete.*
7. Please describe your firm's approach to equity investing
8. Describe your firm's approach to fixed income investing.
9. Are the District's pension plan liabilities utilized in determining your investment strategy? If so, how?
10. Explain how risk is factored into the investment policy recommendations. *This seems redundant to #3. I would delete.*
11. What is the firm's approach to portfolio rebalancing?
12. Does the firm follow a strategic asset allocation approach, a tactical asset allocation strategy, or a combination of both approaches? *This seems redundant to #3. I would delete.*

**Commented [BB5]:** They're being asked to "sell" their firm. All candidates should be able to do that. If they cannot, I would say it's a red flag

### III. ASSET ALLOCATION

1. What is your firm's process for establishing client goals and objectives?
2. Describe your firm's asset allocation process, including, the development of investment policies and guidelines for investment managers. How often is this reevaluated or adjusted? *We are not interested in the processes. Merely the results. Is a quarterly adjustment necessarily better or worse than adjustment as circumstances warrant?*
3. Do you take funding levels and/or risk tolerance into consideration in establishing a target asset allocation? If so, how?
4. Who provides custodial services for accounts that are managed by the firm?

#### IV. INVESTMENT MANAGER RESEARCH

1. Provide information on the databases utilized to monitor and evaluate investment managers' performance for the purpose of manager selection. How many managers are in the database? How frequently is the investment management information updated? Is the database proprietary or third-party?
2. Describe the due diligence process utilized in the selection of an investment manager.
3. Did you receive any direct or indirect compensation from investment manager to be included in your database? You must include free services or sponsorship of unrelated events.

#### V. PERFORMANCE REPORTING

1. Describe your firm's performance reporting and evaluation services.
2. What methods and sources of data do you use in calculating investment performance of a client's portfolio? Do you reconcile your calculated performance with investment managers and custodians? Describe this process. How often are performance reports produced and delivered? How many business days after the end of a reporting period are the performance reports available? Can the reports be customized? Include a sample performance evaluation report in the appendix of your response.
3. Discuss the performance attribution your firm is capable of providing and describe how you evaluate "value added" in active management.
4. Describe how benchmarks are chosen or developed. Describe your custom benchmark capabilities.
5. Describe your process for reviewing investment manager compliance of investment objectives and guidelines.
6. Is performance Global Investment Performance Standards (GIPS) compliant?
7. Is your firm able to provide composite historical performance of managed portfolios?

## **VI. TRANSITION**

1. Describe your transition process and include a proposed timeline.

## **VII. AFFILIATED SERVICES**

1. Does your firm provide trustee or custodial services?
2. Can your firm provide custodial bank search services?

## **VIII. FEES**

1. Please provide a fee proposal and fee structure for services outlined in the RFP. Provide a cost breakdown for each aspect, especially if the fee is "all-inclusive."
2. Are you willing to guarantee your fees for a specified period of time?
3. Describe, in detail, all forms and sources of compensation you would anticipate receiving should you be awarded this contract. Include any commissions, 12b-1 trailer fees or compensation of any sort paid to any entity.
4. Does your firm offer a discounted fee structure to governmental clients?

### **Additional Information**

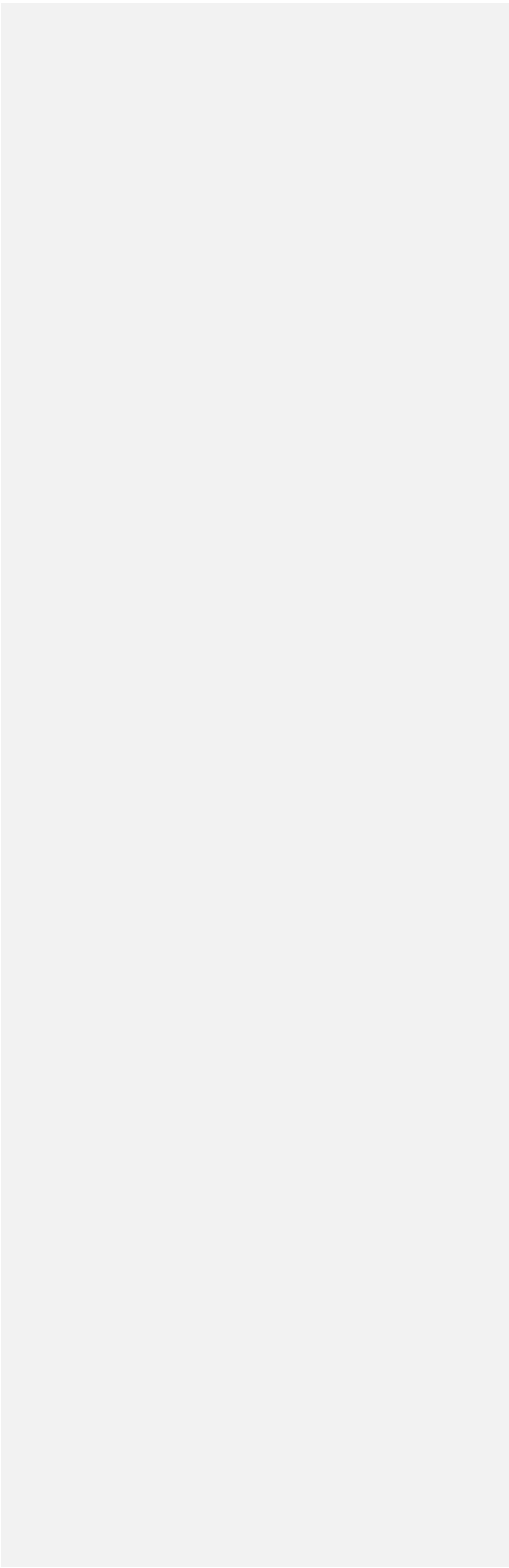
5. Please attach your firm's Uniform Application for Investment Adviser Registration and Report by Exempt Reporting Advisor Part 2.
6. Are there additional comments or suggestions that the Pension Committee should consider?
7. Please describe all insurance coverage your firm carries including, but not limited to: errors & omissions, employee dishonesty, and all liability insurance. Please include information about excess insurance coverage your firm carries.

## **IX REFERENCES**

8. Provide five (5) client references.

page intentionally blank

DRAFT





RESOLUTION 2024-06

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO CIRCULATE A REQUEST FOR PROPOSAL (RFP) FOR INVESTMENT MANAGEMENT SERVICES FOR THE EMPLOYEE DEFINED BENEFIT PENSION PLAN

-oOo-

WHEREAS, the District is interested in obtaining Investment Management Services for the legacy Employee Defined Benefit Plan; and

WHEREAS, the District is interested in obtaining the services of a professional investment advisor to make recommendations for the Employee Defined Benefit Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, authorizes the General Manager to circulate a “Request for Proposals” among consultants that perform investment management services for defined benefit pension plans in order to evaluate and select a qualified consultant.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 25, 2024

AYES: BOARD MEMBERS

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS

ABSTAIN: BOARD MEMBERS

---

Ken White, President of the Board

ATTEST:

---

Domine Barringer, Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Clerk

Date: January 25, 2024

Subject: Requesting Board Approval For The Formation of An Ad Hoc Committee For The Selection Of An Executive Coach & A Motion For Resolution 2024-07 Authorizing A Request For Proposal For Executive Coaching

## RECOMMENDATION

The Board is first asked to pass a motion to approve the formation of an ad hoc committee for executive coaching. After the motion is made for the creation of the ad hoc committee the Board is asked to make a motion authorizing the circulation of the Request For Proposal (RFP).

## DISCUSSION

It is expected that the committee will prepare the Request for Proposals (RFP) for the Board's approval, will work with staff to advertise the RFP, will interview the candidates, and will submit two recommendations to the Board for selection of the executive coach.

## FUNDING

Reserve – no budget allocation



# Carmel Area Wastewater District

## Request For Proposal- Executive Coaching

Authors: Directors: Siegfried and Cole  
1-25-2024

The Board of Directors of the Carmel Area Wastewater District (CAWD) invites proposals from experienced executive coaches to support the agency's General Manager in accomplishing goals defined by the Board, and enumerated below. The purposes of this exercise are to free the GM from the time-absorbing day-to-day details of managing the district and its employees so that she focuses on the future direction of the District, and to support the GM to lead staff in implementing data acquisition, analysis, and the framing of information presented to the Board in terms of analytically supported proposals, risks, and alternatives.

## **Context**

CAWD is a wastewater treatment district that collects, treats, and recycles wastewater from the City of Carmel-by-the-Sea, Pebble Beach, and surrounding areas of Monterey County. The District is of such a size that the General Manager's position and the subordinate management positions are staffed by talented individuals who are managing for the first time in their careers.

The General Manager serves at the pleasure of the Board, is guided by policies adopted by the Board as a whole, and does not implement the desires of individual board members. The Board historically has been, and continues to be, enthusiastic about the general manager's performance, and appreciates her earlier achievements in reforming the culture of the organization.

Human resource functions are outsourced to a consultant. This consultant occupies a neutral position vis-à-vis staff and management, and to some extent has the confidence of staff. Line staff recently unionized.

## **Goals for the coaching project**

The successful coach will be hired by the Board of Directors, and will work to achieve the Board's goals for the General Manager.

- A. Analysis of Management Structure: Assessment of the adequacy of the number and responsibilities of subordinate management positions.
  - 1) Assessing what is required to enable the GM to have sufficient time to devote to planning and implementing projects, and to address challenges arising during implementation.

Such assessment to include:

Limiting the number of direct reports by consolidating reporting from one department to another (e.g., Maintenance to Plant Supervisor), then to GM;

Succession planning for eventual transitions in positions.

2) The above assessment will familiarize the coach with the operation, and inform the Board of the presence or absence of constraints to achieving the following goal.

B. Second, the coach is expected to develop in the GM the capacity to create an approach to managing CAWD based on data acquisition and analysis so that she can lead subordinate managers and staff to approach duties and problems in terms of data collection, analysis, and the transmission of information to the GM and Board.

This goal is to be realized:

in terms of daily operations and maintenance of assets,  
in relations with employees, in contract negotiations with their Union,  
and in relations with the public and the Board.

The Board believes achievement of this goal will lead to respectful interactions and factually supported outcomes.

## **Process**

The search committee and the GM will review the RFPs, interview all applicants, and recommend two applicants to the Board.

## **Contact Person(s)**

Primary Contact: Domine Barringer, Executive Administrator

Email: [barringer@cawd.org](mailto:barringer@cawd.org)

Phone: (831) 624-1248

RESOLUTION NO. 2024-07

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO CIRCULATE A  
REQUEST FOR PROPOSAL (RFP) FOR EXECUTIVE COACHING

-oOo-

WHEREAS, the District is interested in obtaining executive coaching services; and

WHEREAS, the District is interested in obtaining the services of a professional executive coach to support the General Manager; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District authorizes the General Manager to circulate a "Request for Proposals" among consultants who perform executive coaching services for executive staff in order to effect goals defined by the Board.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 25, 2024

AYES: BOARD MEMBERS

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS

ABSTAIN: BOARD MEMBERS

---

Ken White, President of the Board

ATTEST:

---

Domine Barringer, Secretary to the Board

## *Oral Report - General Manager*

## *Other Items Before The Board*

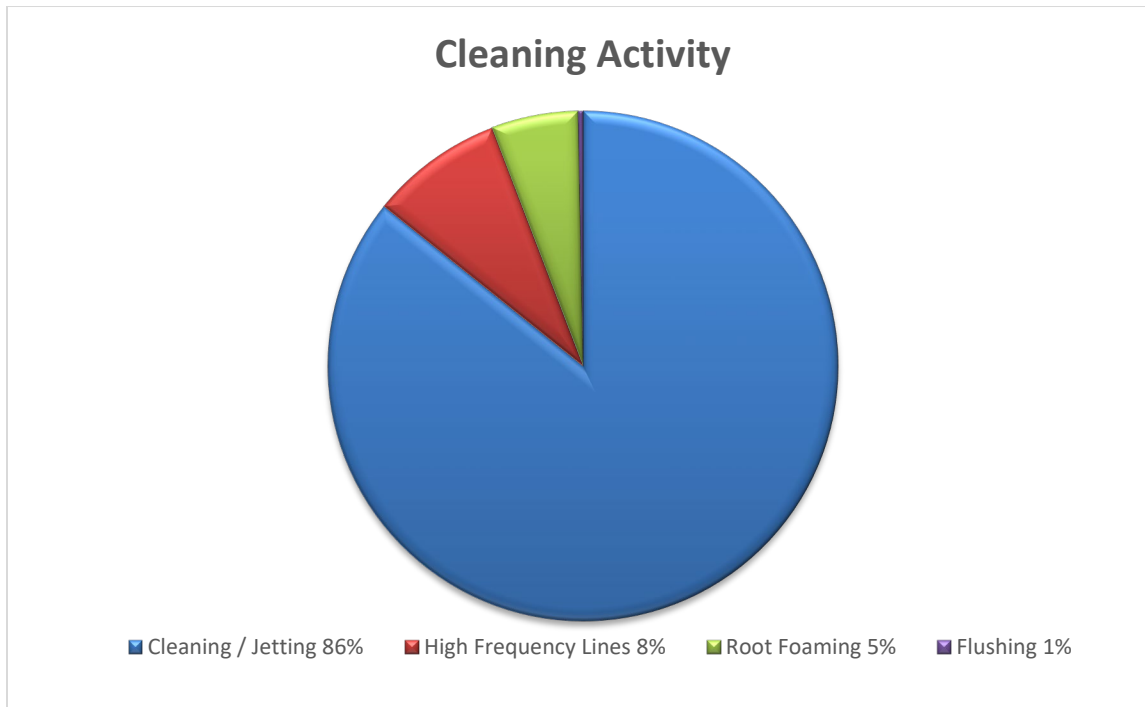


## CAWD Collections Annual Report For 2023

This report provides an overall summary of system wide cleaning and Closed Caption Television Viewing (CCTV) activities, construction, and Sewer Spill information for the year 2023.

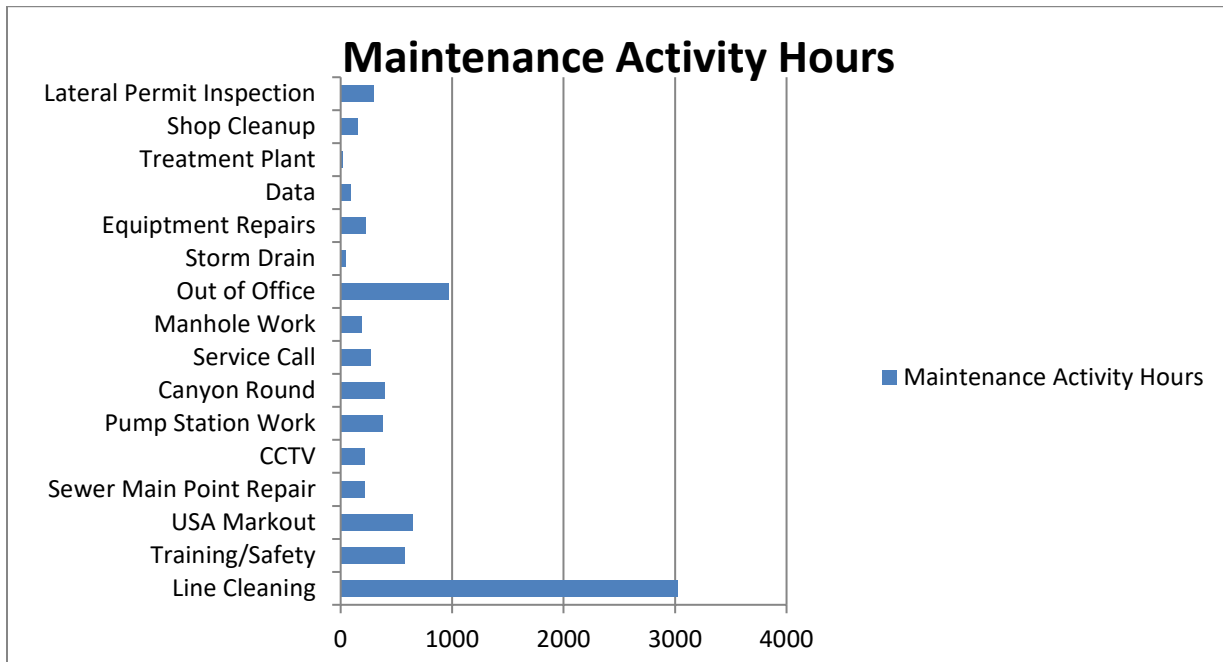
**Cleaning Activity:** The collection crew maintains 408,581 feet of gravity sewer lines and 21,600 feet of force mains in the District. During 2023, staff cleaned the entire system in a little over 8 months. The cleaning methods used were hydro cleaning, flushing and root foaming.

Activity	Feet Cleaned
Cleaning - Jetting	541,219 ft.
High Frequency Lines	53,217ft.
Root Foaming	34,584 ft.
Flushing	1,909 ft.
<b>Total</b>	<b>630,929 ft.</b>



**Maintenance Activity:** Collection crews responded to 71 service calls in 2023, with private lateral problems being most of the calls. The remaining calls were for odor complaints, pump station related problems, backed up plumbing, and rattling manholes. There were 2,522 Underground Service Alerts calls for marking sewer locations for 2023. Collection crews were able to CCTV inspect 7,697 feet of sewer line. The District’s root foaming program treated 34,584 feet of problematic lines with roots.

This program has been in place since 2014 and is effective in the treatment of roots in sewer lines. This program is an additional tool in our maintenance toolbox. The treatment is on a three-year rotation of chosen line segments.



## Construction Activity

### Spot Repair Project:

- In 2023 CAWD awarded a contractor the bid for 16 spot repairs in the District’s system. All spot repairs completed by 6/30/2023.

### Emergency Repairs:

- 1/6/2023: Plumbing Contractor made an emergency repair on line segment O920-O921 due to a developing sink hole located at Canda Drive.
- 1/8/2023: Paving Contractor made an emergency repair along Scenic Dr. west of the Carmel River Lagoon due to heavy storm swells that eroded the cliff side along Scenic Dr. Flow for this street were reversed and sent to Valley Way and reconnected to the existing infrastructure.
- 1/18/2023: Underground Contractor made first attempt to install new sewer main along Lorca Lane. This effort was abandoned due to high ground water table. The second repair attempt in a dryer time of year was successful.

**Other Notable Activity:**

In 2019, a new ordinance was passed that required the Private Sewer Lateral (PSL) to be inspected and repaired as needed at the sale of the property, a remodel over \$50,000.00 USD, excessive spills, or a violation of the ordinance. (Ordinance 2019-1)

<b>Year</b>	<b>PSL Compliance Certificate issued</b>
2019	105
2020	335
2021	300
2022	261
2023	197

There were 222 lateral permit inspections performed and 197 Certificate of Compliances issued in 2023. Since the adoption of Ordinance 2019-1 the District has inspected and issued 1,198 Private Sewer Lateral Certificate of Compliance out of 6,982 possible connections, which represents 17% of the District's connections that have been inspected.

The Collections Department attended all the required safety training in 2023. Staff attended both the California Water Environmental Association (CWEA) annual conference and the California Sanitation Risk Management Authority (CSRMA) Sewer Summit online. In the Spring and Fall of 2023, the Collections staff cleaned the storm drain interceptors and catchment ponds for the city of Carmel-by-the-Sea.

**Sanitary Sewer Overflow (SSO) Summary:**

<b>DATE</b>	<b>SSO #</b>	<b>SPILL LOCATION</b>	<b>GALLONS SPILLED</b>	<b>GALLONS RECOVERED</b>	<b>CAUSE OF SPILL</b>
1/17/2023	1	25797 Morse Drive	5,419	18	Roots
2/16/2023	2	2925 Ribera Road	506	28	Grit/Debris
3/17/2023	3	3NW of 9 <sup>th</sup> on Casanova	108	5	Roots / Debris
4/07/2023	4	SW C/O San Carlos & 4th	1,301	0	Roots / Debris
4/12/2023	5	3629 Oliver Rd & Highway 1	361	171	Debris & Damage
4/25/2023	6	25950 Canada Drive	48,269	5,234	PG&E pole thru mainline
5/11/2023	7	24668 Upper Trail	222	0	Roots
6/2/2023	8	ARV Vault 17A Highway 1	357	0	Broken force main wye
9/26/2023	9	127' DS of MH Q763	44,159	0	Main line failure
12/16/2023	10	MH R732 on Highway 1 & Oliver	3	3	Liner failure

## **Sanitary Sewer Overflow (SSO) Summary continued:**

**SSO #1:** Spill appeared from the clean out of 25797 Morse Drive. The spill was caused by partial root blockage growing in at drop hole at MH Q763.

**SSO #2:** Occurred at manhole T603, in an easement located behind 2925 Ribera Rd in Carmel Meadows. This manhole has a history of overflows caused by grit/debris that collects in the main line due to a large sag. This line segment is scheduled to be replaced during the Carmel Meadows Replacement Project (Project ID #19-03).

**SSO #3:** Occurred from private lateral clean out and Sewer Relief Valve (SRV) in middle of driveway. Root intrusion from lateral tap created partial blockage that backed up and daylighted at private lateral clean out & SRV.

**SSO #4:** Spill appeared from the Clean Out (CO) at the Fireplace Inn, Southwest corner of San Carlos & 4th, due to root intrusion.

**SSO #5:** Occurred downstream of MH R737, historic video shows damage from boulders being dumped on top of pipe. Rags hung up on broken pieces of pipe causing blockage.

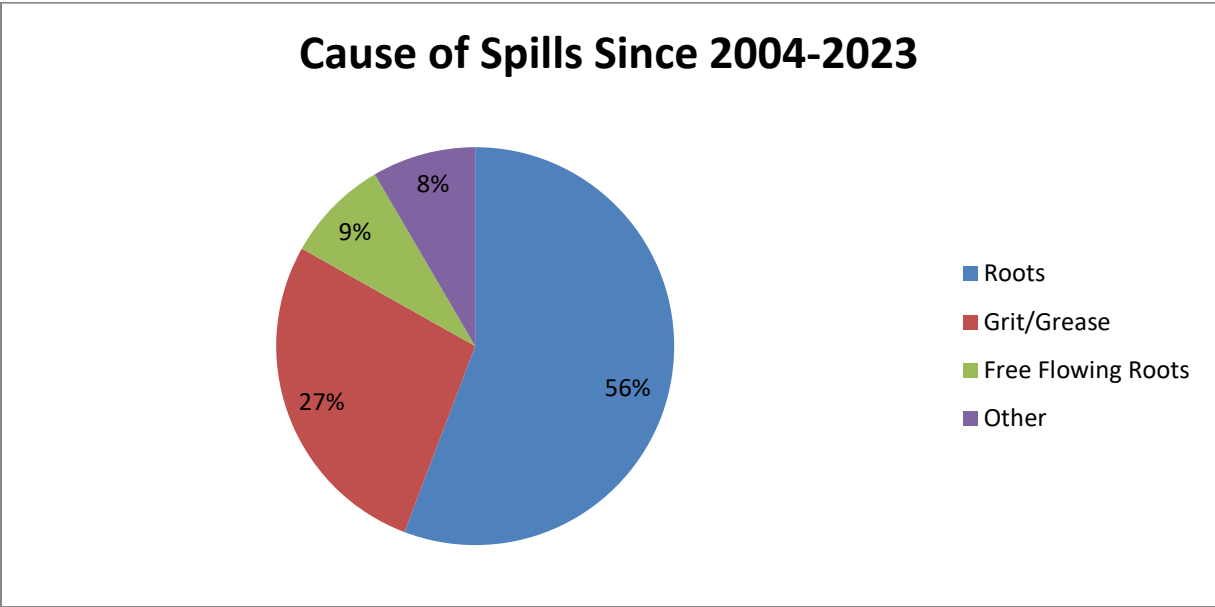
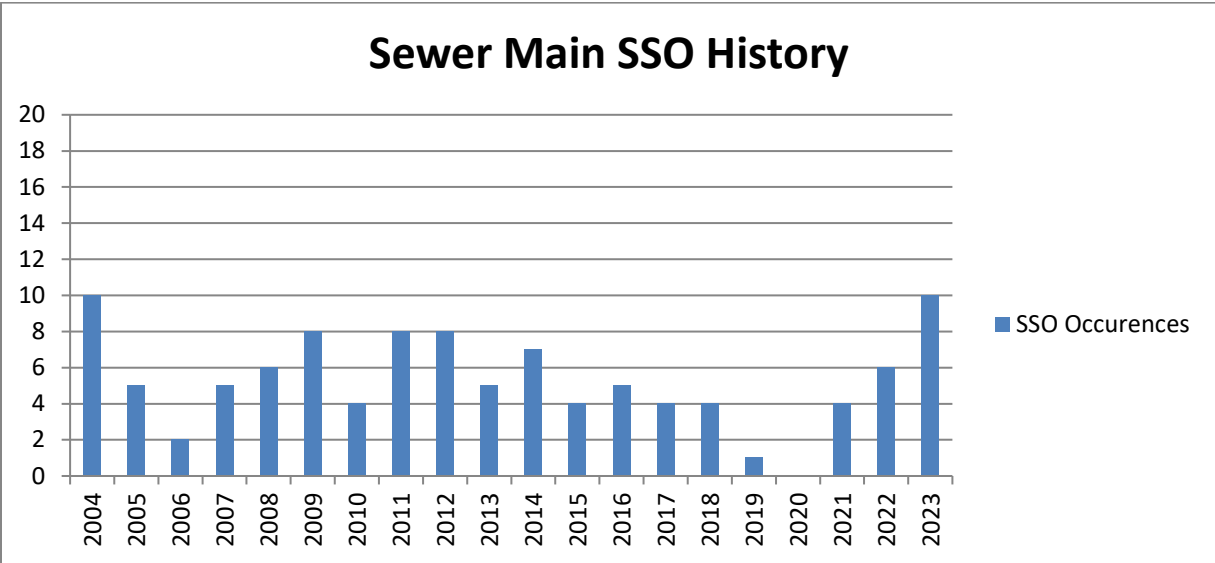
**SSO #6:** Spill appeared upstream of MH Q905. Caused by PG&E subcontractor who drove a replacement pole through the sewer main during storms in front of 25930 Canada Drive.

**SSO #7:** Spill occurred from MH N750, which was caused by root blockage in the main sewer line.

**SSO #8:** Spill occurred on west side of Highway 1 north of Point Lobos entrance at the District's air relief valve vault 17A. The cause of the spill was a broken wye.

**SSO #9:** Spill occurred 127feet downstream of MHQ763. Concrete debris uphill caused the hill to slide taking out the repair in mainline made 10 years prior. A temporary repair was made at the time of the incident and then a permanent repair was completed on 11/29/2023.

**SSO# 10:** Spill occurred at MH R732 between the fog line and the gutter to the west on Highway 1. The cause of spill was the Cure In Place liner installed inside the vitrified clay pipe failed.



A map of all 2023 spill locations is attached to this report.

Attached: 2023 High Frequency Cleaning Map & Root Treatment Map

- Legend**
- ForceMains
  - Sewer Pipes
    - Gravity
    - Private
    - PBCSD
    - ForceMain
    - FM Outfall
    - OFW
  - Reclamation
  - Service Area
  - County Parcels

PACIFIC OCEAN

SSO #3

SSO #4

SSO #7

SSO #1

SSO #6

SSO #9

SSO #10

SSO #5

SSO #2

SSO #8

Wastewater Treatment Plant

CARMEL RIVER

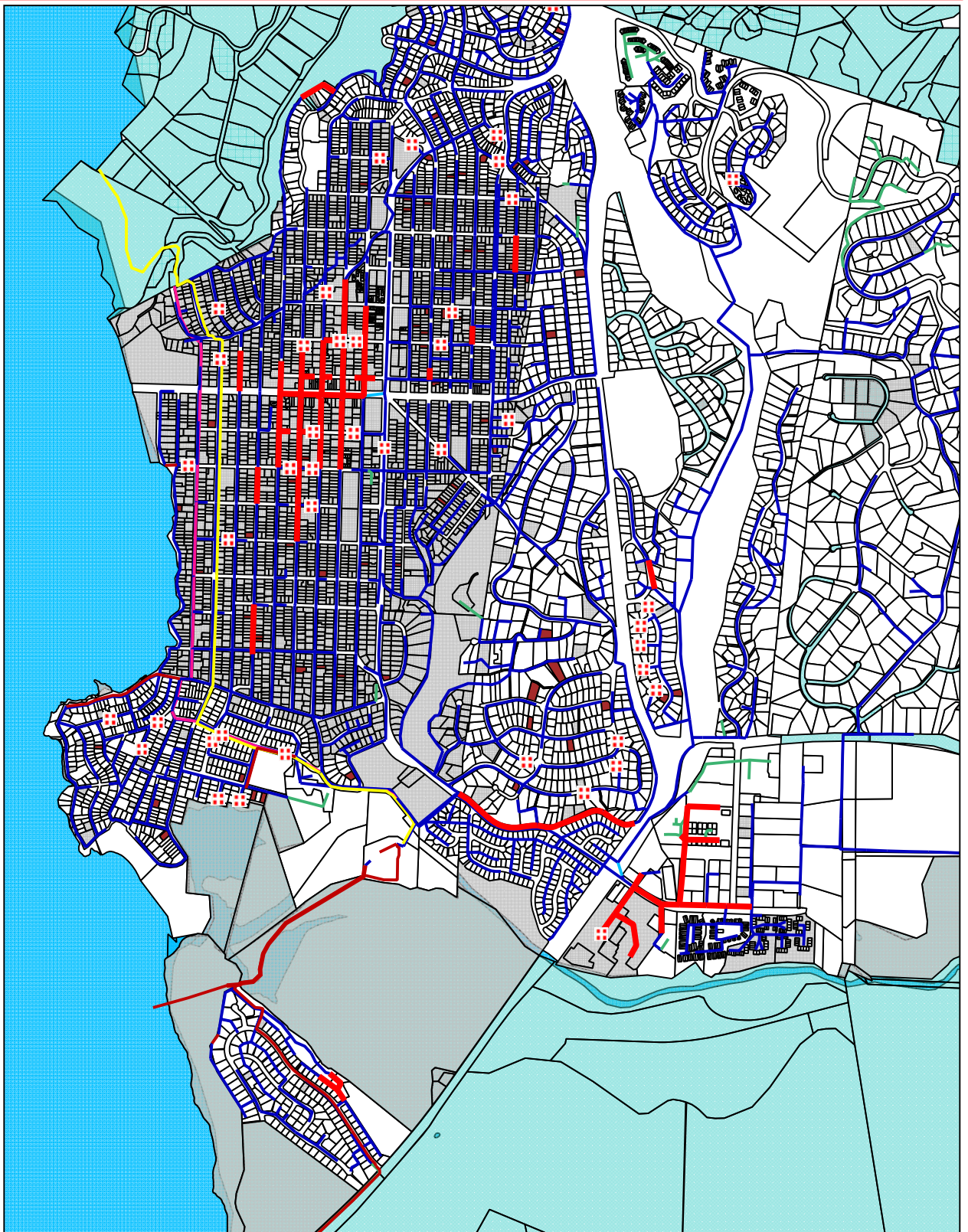
CARMEL RIVER

Carmel Area  
Wastewater District  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013

# High Frequency Cleaning Map 2023

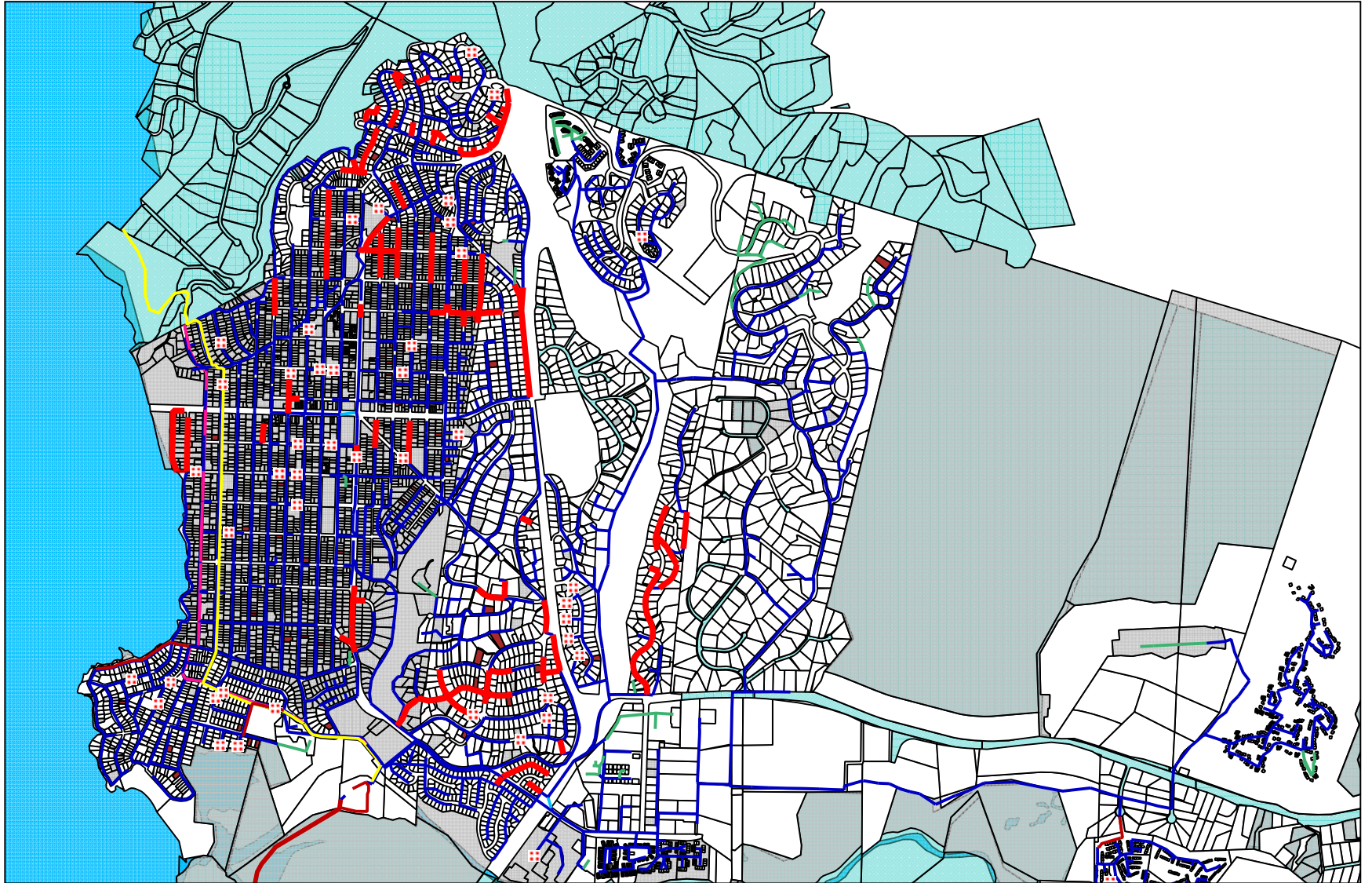


RedZone<sup>®</sup>  
ROBOTICS

1/19/2024



# Root Treatment Map 2023



**RedZone**  
ROBOTICS

1/19/2024





# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Clerk

Date: January 25, 2024

Subject: 2024 -Board Member Committee  
Assignments, Pebble Beach Community Service District Board  
(PBCSD) Meetings, Quarterly Special District Association Meetings  
(SDA), and the Conference Schedule

## RECOMMENDATION

Requesting the Board of Directors to designate committee assignments to the newly appointed board member and pass a motion accepting the entirety of all committee assignments, regular monthly attendance at the PBCSD meetings, and the quarterly Special District Association meetings as listed in the attached tables in 2024.

The 2024 Conferences are attached for general information and possible participation. Please contact the Board Clerk for assistance with registration for conferences that you would like to attend.

## DISCUSSION

Attached are the following schedules for the 2024 calendar year for the Board's consideration:

- a. Committee Assignments
- b. PBCSD Board Meetings assignments
- c. Quarterly Special District Association Meetings
- d. Conference Schedule



# Carmel Area Wastewater District

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

TO: Board of Directors  
 FROM: Domine Barringer, Board Clerk  
 DATE: January 25, 2024  
 SUBJECT: Committee Assignments for 2024

## 2024 COMMITTEE ASSIGNMENTS:

Committee	2023 Prior Year Members	2024 Current Year Members
<b>Standing Committees-Brown Act</b>		
Budget & Audit	D'Ambrosio Siegfried	<del>Cole</del> TBD Siegfried
Pension	Urquhart Siegfried Wellington	Urquhart Siegfried Wellington
Reclamation Management	Rachel White	Rachel White
Salary & Benefits	Rachel White	Rachel White
Tree & Trail Committee (ad hoc)	D'Ambrosio Siegfried	Ad Hoc Committee Dissolved
Bridge To Everywhere Committee	D'Ambrosio Siegfried	White <del>Rachel</del> TBD

Committee	2023 Prior Year Members	2024 Current Year Members
<b>Ad Hoc -Temporary Committees</b>		
Construction Committee (ad hoc)	White Rachel	Phase II completed - Ad Hoc Committee Dissolved
Real Estate Committee (ad hoc)	White Siegfried	White Siegfried
Ejector Pump Committee (ad hoc)	Rachel Urquhart	Ad Hoc Committee Dissolved
CRFREE (ad hoc)	White Siegfried	<del>Cole White</del> <del>Urquhart Siegfried</del>
Sea Level Rise (ad hoc)	Siegfried D'Ambrosio	<del>Rachel Siegfried</del> Urquhart
Executive Coach (ad hoc)		<del>Cole</del> <del>TBD Siegfried</del>

**Outside the Standing and Ad Hoc Committee Meetings**

Special Districts' Association	Rotated by all members	See attached schedule
--------------------------------	------------------------	-----------------------



# Carmel Area Wastewater District

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

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

Board of Directors  
 Suzanne Cole  
 Michael K. Rachel  
 Robert Siegfried  
 Kevan Urquhart  
 Ken White

## ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2024

It is important for at least one Carmel Area Wastewater District (CAWD) Board Member to attend the Pebble Beach Community Services District's (PBCSD) regular Board Meetings, held the final Friday of every month at 9:30 a.m., and if possible, any special meetings during the assignment period, with the standard stipend compensation.

Members may provide an oral report at the next CAWD Board Meeting which follows their attendance at the PBCSD meeting.

Assignments are for a period of one month. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

Month	Member Attendee
January 26th	Ken White
February 23rd	Bob Siegfried
March 29th	Mike Rachel
April 26th	Suzanne Cole
May 31st	Kevan Urquhart
June 28th	Ken White
July 26th	Suzanne Cole
August	No PBCSD Meeting
September 27th	Mike Rachel
October 25th	Kevan Urquhart
November	No PBCSD Meeting
December 13th	Bob Siegfried



# Carmel Area Wastewater District

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

TO: Board of Directors

FROM: Domine Barringer, Board Clerk

DATE: January 25, 2024

SUBJECT: Quarterly Special Districts Association for 2024 & January 2025

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts. You can visit their website at [California Special District Association \(CSDA\)](#).

The CSDA holds a quarterly dinner meeting to inform the attendees about current or new information impacting Special Districts. This membership provides collaboration with other special districts and administrative resources that can be used in day-to-day operations.

Below is the suggested rotation of the board members. The actual dates will be provided when they become available. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

## SUGGESTED QUARTERLY SPECIAL DISTRICTS ASSOCIATION ATTENDANCE

Date	2023 Members	2024 Members
January 16,2024	Kevan Urquhart	Kevan Urquhart
April TBD, 2024	Ken White	Ken White
July TBD, 2024	Mike Rachel	Mike Rachel
October TBD, 2024	Bob Siegfried	Bob Siegfried
January TBD,2025		Suzanne Cole

# STAFF REPORT



To: Board of Directors  
 From: Domine Barringer, Board Secretary  
 Date: January 25, 2024  
 Subject: 2024 Conference Schedule

## RECOMMENDATION

This is informational only – no action required.

## DISCUSSION

The 2024 Conferences are attached for general information and possible participation.

- ACWA-Association of California Water Agencies
- CSDA-California Special Districts Association
- CASA-California Association of Sanitation Agencies
- CWEA-California Water Environment Association

	2024 Conferences			
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
CASA	Winter Conference	<a href="https://casaevents.memberclicks.net/winter-conference">https://casaevents.memberclicks.net/winter-conference</a>	Palm Spring, CA	January 24 -26
CWEA	P3S Conference	<a href="https://www.cwea.org/conferences/p3s-conference/">https://www.cwea.org/conferences/p3s-conference/</a>	Anaheim, CA	February 5-7
CASA	Wash DC Policy Forum	Link to be provided by the end of the month. The dates are correct.	Washington DC	Feb 26-27
CWEA	*Annual Conference	<a href="https://www.cwea.org/conferences/cwea-annual-conference/">https://www.cwea.org/conferences/cwea-annual-conference/</a>	Sacramento, CA	April 9-12

2024 Conferences				
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
ACWA	Spring Conference	<a href="https://www.acwa.com/events/2023-spring-conference-exhibition/">https://www.acwa.com/events/2023-spring-conference-exhibition/</a>	Sacramento, CA	May 7-9
CSDA	Legislative Days	<a href="https://legislativedays.csda.net/home">https://legislativedays.csda.net/home</a>	Sacramento, CA	May 21-22
CASA	69 <sup>th</sup> Annual Conference	<a href="https://casaweb.org/events/2023-69th-annual-conference/">https://casaweb.org/events/2023-69th-annual-conference/</a>	Monterey, CA	July 31 -Aug 2
CSDA	Annual Conference	<a href="https://www.csda.net/annualconference/home?_ga=2.102638921.976300712.1668800351-20667678.1668800351">https://www.csda.net/annualconference/home?_ga=2.102638921.976300712.1668800351-20667678.1668800351</a>	Indian Wells, CA	September 9-12
WateReuse	California Annual Conference	<a href="#">Conferences   WateReuse Association</a>	Garden Grove, CA	November 15-17
WateReuse	Symposium	<a href="https://watereuse.org/news-events/conferences/2024-watereuse-symposium/">https://watereuse.org/news-events/conferences/2024-watereuse-symposium/</a>	Denver, CO	March 11-14
ACWA	Fall Conference	<a href="https://www.acwa.com/events/2024-fall-conference-exhibition/">https://www.acwa.com/events/2024-fall-conference-exhibition/</a>	Palm Desert, CA	December 3-5

*Note: This report in an electronic format you can hover the mouse over the hyperlink, and press the “Control” key on the keyboard the cursor will change from an error to a “hand”-click and the link will populate the website landing page.*

# STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 25, 2024

Subject: Selection of Topics for Carmel Area  
Wastewater District's (CAWD) Spring 2024 Newsletter



## DISCUSSION

Staff requests the Board's input for topics to include in the District's Spring 2024 newsletter. The Spring issue is a four-page issue and includes the annual Prop 218 notice.

Suggested topics for the upcoming issue include:

- New Directors – Suzanne Cole & Kevan Urquhart
- New Lab Supervisor – Carla James
- Employee Union at CAWD (United Public Employees of California/Laborer's International Union North America, UPEC/LiUNA 792)
- Application update for Grant with Coastal Conservancy for the Bridge to Everywhere Project
- Microorganism of the Month
- Budget graphs
- Sidebar – if you see something, say something. Call CAWD first.
- Wetter than average conditions projected – How CAWD is prepared for winter.
- BioBot has changed – now we are testing for COVID, Influenza A & B, and Respiratory Syncytial Virus (RSV)
- Accessory Dwelling Units (ADU)

## FISCAL IMPACT

The 2023-24 Budget provides \$38,000 for two newsletters and a Prop 218 Notice, which includes consultant services for design and writing, printing, postage, and delivery. The Spring 2024 issue is the second of the two issues planned and is included in the approved newsletter budget. Fiscal Year to date expenditures for newsletter preparation are \$12,298.56.



## *Information & Discussion Items*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 25, 2024

Subject: Pebble Beach Community Services District (PBCSD)- Regular Board Meeting on December 8, 2023

## DISCUSSION

Agenda items from December 8, 2023, meeting that are of specific interest to this District:

- Total cash balance at the end of October 2023 was \$25.3M; of that \$20.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues.
- Budget to Actual year to date for October 2023 is 5% for total revenues and 12% for expenditures.
- Zombie Race and Emergency Preparedness Fair was held on October 28, 2023. There were over 500 race participants and 100 plus volunteers.
- Total irrigation demand for the 2023 calendar year through November was 847 acre feet. Total demand for the calendar year is 15% below the 5-year annual average usage of 996 acre feet. The month of November reflected a net storage increase of 15 million gallons, up to reservoir total of 73 million gallons.
- Average daily wastewater flow of 312,000 gallons per day (GPD) was measured in November at the PBCSD-Carmel gate. This represents 29% of the total monthly flow at the Carmel Area Wastewater District (CAWD) treatment facility.
- The measured PBCSD flows were 9% above the five-year average of 338,000 GPD for November. The CAWD flows were 3% below the five-year average of 1,107,000 GPD for November.

- The Board authorized the purchase of a new sewer line closed circuit televising (CCTV) equipment and a utility task vehicle (UTV) for an amount not to exceed \$200,000. The existing CCTV equipment has been in service for eighteen years.
- The Board authorized the purchase of a replacement sewer line cleaning truck for an amount not to exceed \$285,000. The existing truck has been in service for eleven years.
- The Board authorized approving a construction contract for a total amount not to exceed \$180,000. The Reclamation Budget for FY2023-24 has an allocation of \$250,000.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 23	38.634	26.289	12.345	31.954%
Aug -23	37.315	25.785	11.530	30.899%
Sept - 23	33.729	23.238	10.491	31.104%
Oct - 23	33.587	23.691	9.896	29.464%
Nov-23	32.310	22.945	9.365	28.985%
Total	175.575	121.948	53.627	30.543%

*Note: PBCSD did not have a November meeting*

## FUNDING

Informational item only

# HEARING CONSERVATION PROGRAM



CARMEL AREA WASTEWATER DISTRICT  
P.O. BOX 221428  
CARMEL, CA. 93922  
**Revised March 2019**

Minor revisions- Nov 2023

## CAWD Hearing Conservation Program

The applicable Cal/OSHA law can be found in CCR Title 8 Sections 5095 - 5100. A Hearing Conservation Program would be required whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level of 85 decibels.

At the CAWD facility, during routine/typical work conditions, the time-weighted average exposure for employees is well under 85dB. However, as an additional level of protection, employees are required, under the IIPP and this Program, to wear hearing protection when exposed to levels of 85 dB or above for specified durations (defined below).

As an additional level of protection, the District has voluntarily implemented a Cal/OSHA compliant Audiometric Testing Program at no cost to the employees. This includes baseline audiograms with annual follow-ups.

**Equipment decibel monitoring program.** CAWD will periodically measure and record the decibel levels at working locations where noise exposure may occur. Appendix A is a decibel reading for various locations and machinery.

**Designated Hearing Protection Areas.** CAWD has designated the following areas for hearing protection. This is based on either California Code of Regulations, Title 8, Section 5097, Appendix A; or as an added level of protection from selected, recurring exposures above 85 dbA. Signs are posted and hearing protection is provided at or near the locations below. Hearing protection is required whenever working in the following areas under the conditions cited:

- **Brine Delivery.** Hearing protection is mandatory within 50 feet of brine delivery truck whenever the truck pump/compressor is running.
- **Influent Building Generator Room.** Hearing protection is mandatory whenever the 750kW generator is running.
- **Power Tools.** Hearing protection is mandatory whenever using loud power tools including but not limited to: Belt sander, Miter saw, Portable Air Compressor, Portable generator, Jackhammer, Asphalt Cutter.
- **Pump Stations.** For the Hacienda, Eighth & Scenic and Calle de la Cruz Pump Stations, hearing protection is required whenever a generator is running.
- **Compressed Air.** Hearing protection is required whenever using compressed air to clean equipment for longer than 1 minute.

- **Impulse Noise.** Hearing protection is required whenever generating repeated, loud instantaneous sounds (impulse noise) from activities such as hammering or fashioning sheet metal, chiseling metal, etc.
- **Blower Building.** Hearing protection is required if working for longer than 5 minutes with the Turblex blower running which emits significant high-frequency noise.
- **Portable engines/motors.** Hearing protection is required whenever operating portable motors and engines for longer than 15 minutes. This includes the VacCon, hot pressure washer and chain saws.
- **MF/RO Building (Pad).** Hearing protection whenever working within 5 feet of RO pumps. Use hearing protection whenever working in general area of the RO pumps and membranes for longer than 15 minutes.
- **Boiler/Microturbine Room.** Use hearing protection if working for longer than 15 minutes whenever a microturbine is running.
- **Tertiary Building – Inside Compressor Room.** Use hearing protection in room whenever the compressor is running.

**APPENDIX A**  
Decibel level testing results

<u>Location/Equipment</u>	<u>Average level</u>	<u>Max Level</u>
<b>GENERATOR ROOM</b>	110+	110+
<b>INFLUENT</b>		
Influent pump controls	76	80
Influent pumps - #1	--	--
<b>HEADWORKS</b>		
Grit Tank	78	79
Grit Pump	82	84
Influent channels	83	84
<b>AERATION</b>		
Scum Pump	82	83
RAS pumps	82	83
<b>EFFLUENT BUILDING</b>		
Upstairs (ambient)	82	85
Effluent pumps (downstairs)	83	85
<b>DIGESTOR CONTROL BUILDING:</b>		
Recirculation pump	79	80
Alarm (inside)	91	93
Gas Compressor (outside)	81	82
Micro-Turbine #1	93	94
Micro-Turbine #2	96	97
<b>BELT PRESS</b>		
3 feet from the Belt Press	82	83
Pump room (downstairs)	<80	<80
Blower (outside)	81	82
<b>TERTIARY BUILDING:</b>		
1 foot from the Compressor	92	92
Compressor room (ambient)	81	81
Influent pumps	74	75
<b>BLOWER</b>		
Blower motor (Turblex)	100/95	101/97
Blower Room Ambient	93	94
<b>PUMP STATIONS w/ Generators On</b>		
Hacienda generator	97	98
8 <sup>th</sup> & Scenic generator	94	96
Calle La Cruz generator	105	107
<b>MAINTENANCE SHOP:</b>		
Grinder	95	98
Belt Sander	88	89

MITRE saw (Delta)	109	110
MITRE saw (Dewalt)	106	108
<b>MISCELLANEOUS:</b>		
Air compressor	86	88
Compressed air nozzle	95	95
Portable Generator	99	101
Backhoe (outside)	87	89
Backhoe (inside)	72	74
Jackhammer	110+	110+
Asphalt cutter	104	106
Brine truck compressor (at 5 feet)	112	112
Brine truck compressor (at 50 feet)	88	88



**APPENDIX B**  
**Permissible Noise Exposure (Cal OSHA)**

<i>Permitted Duration Per Workday</i>			<i>Permitted Duration per Workday</i>		
<i>Sound Level (dBA)</i>	<i>(hours- minutes)</i>	<i>hours</i>	<i>Sound Level (dBA)</i>	<i>(hours- minutes)</i>	<i>hours</i>
<b>90</b>	<b>8-0</b>	<b>8.00</b>	103	1-19	1.32
91	6-58	6.96	104	1-9	1.15
92	6-4	6.06	<b>105</b>	<b>1-0</b>	<b>1.00</b>
93	5-17	5.28	106	0-52	0.86
94	4-36	4.60	107	0-46	0.76
95	4-0	4.00	108	0-40	0.66
96	3-29	3.48	109	0-34	0.56
97	3-2	3.03	<b>110</b>	<b>0-30</b>	<b>0.50</b>
98	2-38	2.63	111	0-26	0.43
99	2-18	2.30	112	0-23	0.38
<b>100</b>	<b>2-0</b>	<b>2.00</b>	113	0-20	0.33
101	1-44	1.73	114	0-17	0.28
102	1-31	1.52	115	0-15	0.25

**APPENDIX C:  
Revision History**

<b><u>Date</u></b>	<b><u>Revisions Made</u></b>
11/2015	Previous revision by J. Gregory
3/2018	(1) Clarified OSHA text when Hearing Protection Programs are required (page 1); (2) Added text regarding voluntary Audiometric Testing Program (page 1); (3) Relocated decibel readings to Appendix A; (4) Deleted all references to DAF building (demolished). (5) Added use of compressed air and VacCon to list of activities where hearing protection is required. (6) Added Appendix B with highlighted text. (7) Created Appendix C, Revision History.
3/2019	(1) Modified list of “designated hearing protection areas” to only include specific scenarios where sound levels and/or durations are above CalOSHA limits or are above 85 dBA for extended periods. (2) Reordered list of “designated hearing protection areas” in descending order of priority with most important listed first. (3) Added text for mandatory hearing protection during operation of compressor on brine delivery truck and when generating repeated impulse sounds. (4) Deleted requirements for hearing protection in dewatering building. (5) Deleted requirements for hearing protection when using backhoe. (6) Amended Appendix A to add sound levels for compressed air nozzle in shop and brine truck compressor.
11/2023	(1) Removed sound level readings from Table A for areas where older, louder equipment has been removed or replaced with non-hazardous level equipment (influent pumps, chemical storage, tertiary control room, old alarm horns, etc.)

# STAFF REPORT



To: Board of Directors

From: Domine Barringer  
Board Clerk

Date: January 25, 2024

Subject: Form 700 Statement of Economic Interest FY2023-2024  
Reminder and Timeline Submission

## RECOMMENDATION

It is recommended that the Board of Directors and all principal officers who are filing Form 700 submit the final documents into the administration office on or before March 15, 2024.

## DISCUSSION

The filing deadline, for Form 700, into the Board Clerk for Monterey County is April 1, 2024. Having the submission completed in advance allows time for any corrections that are needed prior to the April 1, deadline.

Copies of the prior year Form 700 and the current Form 700 have been provided under separate cover.

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: January 25, 2024

SUBJECT: Special District Association of Monterey County (SDAMC)

## RECOMMENDATION

This report is informational only.

## DISCUSSION

Mike Dorrity and Mike McCullough from Alliant Insurance Services were the featured speakers on the Prism Insurance Program. Prism is a member-directed insurance risk sharing pool. Prism has developed effective risk management solutions to help public entities proactively control losses and prepare for different exposures.

PRISM was formed in 1970 to find cost effective insurance solutions and risk management services for California counties, cities, and special districts. They came to make the presentation to the SDAMC because the Airport District experienced an extreme increase in insurance costs. PRISM was able to find another carrier at roughly half the projected increase. Note: if your agency is already part of a joint powers authority PRISM will likely not generate much interest.

Budget Report – Staying even; spend only for meals and take in enough to cover each event.

California Special District Association (CSDA) Report – Richelle Noroyan

New representative was formerly a Santa Cruz city council member so she is very familiar with this area. She is eager to work with the members in this area and has been traveling to agencies for “meet and greet.”

There is a book from SDA called “New Laws for 2023” that she recommended as a tool to

keep on top of changes.

Notes from Legislative Chair – Vince Ferrante

Reported that there is funding available through CSDA Finance Corp.

Castroville Cemetery District deposited in a CA Class and obtained great earnings (CA Class was speaker at quarterly meeting 3 months ago)

News from Local Agency Formation Commission (LAFCO) – Kate McKenna

- There will be a primary voting seat available in May. The request for nominations will be coming shortly. This is for the seat currently occupied by Pete Poitras.
- Anticipate approval of study on Greenfield area special district in December
- Sphere of Influence on Castroville Sanitary District should also be complete within the next month.
- Farmland Protection Policy guidelines are being implemented.
- LAFCO lost the lawsuit filed by Monterey Water Management District, it is currently under internal review.

**FINANCIAL**

None



# Carmel Area Wastewater District

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

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

Board of Directors  
Suzanne Cole  
Michael K. Rachel  
Robert Siegfried  
Kevan Urquhart  
Ken White

January 19, 2024

Re: Newspaper Article – Wastewater tests can find Monkey Pox, Study finds

Dear Board and Constituents:

Attached is an article that I found in our local paper. This information and others could be a regular article for our bi-annual newsletter. Letting our customers know we are interested in public health not just in providing water for golf courses.

Sincerely,

Ken White  
Board President  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel, CA 93923

# Wastewater tests can find mpox, study finds

By Mike Stobbe  
The Associated Press

**NEW YORK** » Wastewater testing does a good job at detecting mpox infections, U.S. health officials said in a report Thursday that bolsters a push to use sewage to track more diseases.

U.S. Centers for Disease Control and Prevention researchers found that over the course of a week, there was a 32% likelihood the tests would detect the presence of at least one person infected with mpox in a population ranging from thousands to millions.

Amy Kirby, who oversees the CDC's wastewater surveillance work, said initially they didn't know if the tests would work for a rare infection like mpox.

"It turns out it worked really very well," she said.

The chance that the tests could detect infections rose as more people were infected. When there were 15 or more people infected in a community, there was a 76% chance wastewater testing could find mpox.

The water that goes down a sink, shower drain or toilet can carry bits of viruses or bacteria that come off the skin or are excreted in urine or poop. Studies have shown wastewater testing can be an early warning system, signaling a bug has hit a community even before doctors start reporting cases.

Whole cities can be watched from a single sample, said Joshua Levy, a researcher at the Scripps Research Institute in California who has studied wastewater monitoring and develops related technology.

"Almost every kind of virus that we've gone looking for is detectable," Levy

said.

The U.S. monitoring system is growing but still a patchwork. Currently, 863 of the nation's 3,143 counties — roughly a quarter — are reporting wastewater data to the CDC. Those are larger counties that are home to most of the U.S. population, but it misses a lot of rural homes that aren't hooked up to municipal sewage systems.

This approach to disease tracking rose to prominence in 2020, when health officials began testing wastewater for genetic evidence of the coronavirus. It has grown into a mainstay of the CDC's COVID-19 tracking as fewer nasal swab test results are reported.

In 2022, the CDC began working with a small group of cities to also look for polio in wastewater. That same year also saw a new effort to look for mpox, previously known as monkeypox, which erupted in outbreaks in the U.S. and other countries.

In the new study, the CDC looked at wastewater samples from 89 sites in 16 states, taken from August 2022 through May 2023. When mpox DNA was detected, the researchers checked cases reported by doctors "to basically see if we were seeing the same thing," said the CDC's Carly Adams, the lead author of the report.

It not only worked, the approach appears to be more sensitive for detecting mpox than COVID-19, CDC officials said. CDC officials, however, cautioned it is difficult to do head-to-head-comparisons, because of differences among germs and how well doctors are diagnosing and reporting cases of various diseases.

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Chief Engineer

Date: January 25, 2024

Subject: Wastewater Treatment Plant (WWTP) Bi- Annual Electricity Use Update

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

*The following abbreviations are used in this report:*

- ***kW** – Kilowatt – an instantaneous measure of electrical power*
- ***kwh**–kilowatt-hour a measure of electrical power used in one hour*
- ***kwh/month** – electrical power used for all hours in a month*

This report is a 6-month recurring update on ongoing electricity usage reduction efforts at the WWTP. This report covers electricity usage from July 2023 through December 2023.

For the current reporting period the WWTP had the lowest energy usage of recent history (at least the last 10 years, probably longer). Prior to the treatment plant improvements completed in the Phase 1 and Phase 2 projects power usage was about 15% higher than it is today.

The reduction in power usage results in annual electrical utility savings of about \$58,000 per year compared to power usage before Capital Improvements began.

Table 1 below contains a summary of the monthly power usage over the past 6 months compared to the “Pre-Phase 1 Baseline”.



**Table 1 – 6 Month Electricity Use Comparison to Pre-Phase 1 Baseline**

	<b>Secondary (kwh)</b>	<b>Blower (kwh)</b>	<b>Total (kwh)</b>	<b>Total Comparison to Baseline (kwh)</b>
<b>July</b>	96,960	64,741	161,701	-16,725
<b>August</b>	97,854	54,573	152,427	-25,999
<b>September</b>	95,190	48,904	144,094	-34,332
<b>October</b>	105,872	51,503	157,375	-21,051
<b>November</b>	105,075	49,459	154,534	-23,892
<b>December</b>	108,679	49,871	154,534	-23,892
<i>Average:</i>	<b>101,605</b>	<b>53,175</b>	<b>154,111</b>	<b>-24,315</b>

**34. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff**

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

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meeting is scheduled for:  
*Friday, January 26, 2024, at 9:30 a.m. – President White is scheduled to attend.*  
*Friday, February 23, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, January 16, 2024, at 6:00 p.m. – Director Urquhart is scheduled to attend.*  
*Tuesday, April TBD, 2024, at 6:00 p.m. – President White is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

# *Adjournment*