



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

August 29, 2024  
Thursday  
9:00AM

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# **Appearances/Public Comment**

# **Agenda Changes**



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
*Thursday, 9:00 a.m., July 25, 2024*  
**3945 Rio Road**  
**Carmel, California 93950**

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

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 8:58 a.m.

*\*Signifies Virtual Attendance*

**Present:** President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel,  
Director Urquhart arrived at 9:04 am

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)  
Domine Barringer, Board Clerk, CAWD  
Patrick Treanor, District Engineer, CAWD  
Jeff Bandy, Principal Engineer, CAWD\*  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Ed Waggoner, Plant Superintendent, CAWD  
Bob Rathie, Wellington Law Offices, CAWD Legal Counsel  
Richard Verbanec, Director, Pebble Beach Community District (PBCSD)  
Nick Becker, General Manager, PBCSD

**In Person Public Attendees:**

Mr. Warren | Carmel Links in Rio Park  
Greg D'Ambrosio | Friends of Mission Fields Nature Preserve  
Carmel Unified School District Interns | Brianna Scuito, Thomas Gardner, Drew Galy,  
Monterey Peninsula District Intern | Angel Vazquez

**\*Virtual Public Attendees:**

Claude Schott | Complete Paperless Solutions (CPS)  
Steve Thomas | TBC Communications

## APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

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.*

*Each intern was introduced by their District oversight manager to the Board and the interns stayed through the meeting and departed when the closed session began.*

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

*There was one agenda change on item number 22, page 121 the word Enterprise Automation was changed to Rockwell Automation.*

3. *Presentation of Carmel Links in Rio Park-by Richard Warren. The approximate time allocation will be 10 minutes per the Chair.*

*Mr. Warren spoke about the Carmel Links and requested that a YouTube video be played to the Board titled "Golden Gate Park Public Golf Course Reopens After Renovation"*

## 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 June 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 Urquhart And Seconded By Director Siegfried. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda.***

4. June 27,2024 Regular Board Meeting Minutes, July 16, 2024 Pension & Investment -Long Term Investments, July 17, 2024 Bridge To Everywhere Minutes
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-June 2024
6. Receive and Accept Schedule of Cash Receipts & Disbursements- June 2024
7. Approve Register of Disbursements – Carmel Area Wastewater District-June 2024
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –June 2024
9. Receive and Accept Financial Statements and Supplementary Schedules – June 2024

10. Receive and Accept Collection System Superintendent's Report –June, May & April 2024
11. Receive and Accept Safety and Regulatory Compliance Report –June 2024
12. Receive and Accept Treatment Facility Operations Report – June, May & April 2024
13. Receive and Accept Laboratory/Environmental Compliance Report –June 2024
14. Receive and Accept Capital Projects Report/Implementation Plan
15. Receive and Accept Project Summaries – Capital & Non-Capital
16. Receive and Accept Plant Operations Report – June 2024
17. Receive and Accept Maintenance Projects Report – June 2024
18. Receive and Accept Source Control-Environmental Compliance Report- June 2024

## **ACTION ITEMS BEFORE THE BOARD**

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

## **RESOLUTIONS**

19. **Resolution No. 2024-42; A Resolution Approving A Contribution Of \$100,000 To The District's CalPERS Section 115 Account As Part Of The Budget Process For Fiscal Year 2024-25- Report by General Manager, Barbara Buikema**

*A Motion To Accept The Amended Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. President White made a counter motion to amend Resolution 2024-42 with a clear writing and vetted and brought back to the next board meeting and Director Cole seconded the counter motion. Following A Roll Call Vote, with a No vote from Director Urquhart, The Board agreed to bring back Resolution 2024-42 as amended to the next board meeting.*

20. **Resolution No. 2024-43; A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$34,500 For Public Outreach Support For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08) And The Santa Rita & Guadalupe Sewer Main Rehabilitation Project (Project #23-01)- Report by District Engineer, Patrick Treanor**

*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 2024-43 Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$34,500 For Public Outreach Support For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08) And The Santa Rita & Guadalupe Sewer Main Rehabilitation Project (Project #23-01).*

**21. Resolution No. 2024-44; A Resolution Adopting A Mitigated Negative Declaration And Mitigation Monitoring And Reporting Plan For The “Scenic Road Pipeline Replacement Project” (Project #20-08) Pursuant To The California Environmental Quality Act - Report by District Engineer, Patrick Treanor**

*Note: The Final Initial Study-Mitigated Negative Declaration and the Mitigation Monitoring & Reporting Program are under separate cover.*

*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 2024-44 Adopting A Mitigated Negative Declaration And Mitigation Monitoring And Reporting Plan For The “Scenic Road Pipeline Replacement Project” (Project #20-08) Pursuant To The California Environmental Quality Act.*

**22. Resolution No. 2024-45: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With ~~Enterprise~~ Rockwell Automation In Fiscal Year 2024-25 In An Amount Not To Exceed \$124,497-- Report by Superintendent of Maintenance, Chris Foley**

*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 2024-45 Authorizing The General Manager To Enter Into A Professional Services Agreement With Rockwell Automation In Fiscal Year 2024-25 In An Amount Not To Exceed \$124,497.*

**23. Resolution No. 2024-46: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Complete Paperless Solutions (CPS) In Fiscal Year 2024-25 In An Amount Not To Exceed \$28,000- Report by General Manager, Barbara Buikema**

*A Motion To Approve The Resolution Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-46 Authorizing The General Manager To Enter Into A Professional Services Agreement With Complete Paperless Solutions (CPS) In Fiscal Year 2024-25 In An Amount Not To Exceed \$28,000.*

*Note: Director Urquhart requested an amended motion for the District to have on site electronic backup archived. Superintendent Foley stated that before the transition a local backup will be done. Director Verbanec stated that the data needs to be readable. Director Urquhart stated there is no need for an amendment.*

## COMMUNICATIONS

### 24. General Manager Report- Report by General Manager, Barbara Buikema

The General Manager stated:

- CalPERS preliminary net return of 9.3%, which will improve the plans funding status and the Unfunded Accrued Liability (UAL) will be decreased.
- Monterey One will continue to perform billing in house instead of moving this process to the County tax roll.
- Requested the Board to provide a date for retreat.

Directors comments:

- Director Siegfried requested that the collaborative sea level statement project should be removed from the General Manager's follow up items.

## OTHER ITEMS BEFORE THE BOARD

### 25. Annual Disclosure of Reimbursements to staff of at least \$100 – Report by Barbara Buikema, General Manager

**Board Action:**

*A Motion To Accept And Post The Annual Disclosure Of Reimbursement Report Was Made By Director Urquhart And Seconded By Director Siegfried To Accept The Annual Disclosure Of Reimbursement Report. Following A Roll Call Vote, The Board Unanimously Accepted The Report.*

### 26. Topics for Upcoming Fall 2024 CAWD Connections – Report by Barbara Buikema, General Manager

**Board Recommendation:**

*The Board was in consensus to add the following topics to the Fall 2024 Newsletter:*

- Internship program
- Smartcovers
- Microorganism
- Employee spotlight – new employee Jeff Bandy
- Fats, Oil, and Grease (FOG) Plan- Simple introduction (e.g. impact, origin, what it looks like)
- Use of enzymes to clean household pipes
- Street Construction



**27. Construction Of Telecommunications & Public Utility Facility-**

*Report by District Engineer, Patrick Treanor*

**Board Action:**

*A Motion Was Made By Director Cole And Seconded By Director Siegfried to deny staff from spending any more time on the potential development of a cell phone tower at the wastewater treatment plant. Following A Roll Call Vote, The Board Unanimously agreed to no longer commit any more staff hours to this project.*

*Director Urquhart's guidance to the board is that this is put on hold until the Barnyard tower is an improvement. Director Cole's stated that this came up 10 years ago and the board said no because of staff time and suggested to cover a staff position. Director Siegfried stated that the treatment plant is in the State Scenic Highway View Shed and recommends no more staff time be committed to this project. President White stated the proposed tree is 90 feet tall and none of the vegetation at the plant is that size it is more like 40 to 50 feet tall. These trees were trimmed down due to wind. The District Engineer, Patrick Treanor stated that the trees were trimmed to 50-55 feet tall. This telecommunication tower will be 40 feet higher than anything around. President White also stated that that is a wind corridor up the river and is concerned about how to anchor such a structure for safety reasons.*

**28. Ad Hoc Committee Member Selection:** Director Concerns & National Association of Corporate Directors – Kevan will participate but another Director needs participate and the committee will provide the naming convention

**Board Action: Requesting Naming Convention & Other Director Volunteer**

*The Board was in consensus to table this item and continue this item at another time.*

**29. Eminent Domain:** Requesting the Board to make a position statement on if the District is willing to utilize eminent domain in potentially moving the treatment facility as required by the California Coastal Commission in response to sea level rise

**Board Action:**

*A Motion Was Made By President White And Seconded By Director Urquhart To Be Able To Pursue All Possible Options Of All Real Property Acquisition In Furtherance Of This Project . Following A Roll Call Vote, The Board Unanimously Agreed To This Approach.*

## INFORMATION/DISCUSSION ITEMS

- 30. A Status Update On The Request For Proposals For Investment Management Services To The Board: Osborne Partners, Royal Bank of Canada, And Retirement Plan Advisors-** *Report by General Manager, Barbara Buikema*

*Informational only*

*There was board was in consensus to wait another month to choose a new investment manager at the next board meeting.*

- 31. Pebble Beach Community Service District Meeting** June 26, 2024,-*Report by General Manager, Barbara Buikema*

- 32. Special District Association of Monterey County** – July 15,2024-*Report by General Manager, Barbara Buikema*

- 33. 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, July 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend. August - 2024, – No Scheduled PBCD meeting.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: *Tuesday, October (TBD), 2025, at 6:00 p.m. –Director Rachel is scheduled to attend. Tuesday, January (TBD), 2025, at 6:00 p.m. –Director Cole is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for: *Tuesday, November 12, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

**34. CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors June 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.*

**A. Public Employee Performance Evaluation**

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

*The board went into closed session at 11:17 a.m. and discussed agenda item 34.(A) regarding the performance evaluation of the General Manager. The closed session ended at 12:22 p.m. Legal Counsel reported out that the board met regarding the public employee performance evaluation of the General Manager. The board provided direction and received information and no reportable action was taken during the closed session. The Board reconvened into open session at 12:23.*

**35. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 12:23 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, August 29, 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

## Pension & Investment Long Term Investments STANDING COMMITTEE MEETING MINUTES

August 13, 2024, Tuesday, 1:00 p.m.

### Via teleconference and in-person

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#### CALL TO ORDER - ROLL CALL:

The meeting was called to order at 1:06 p.m.

**Present:** Director Siegfried  
Director Urquhart

*\*Signifies Virtual Attendance*

#### Other Attendees:

Barbara Buikema, General Manager  
Kevin Young, Operations Supervisor  
Rob Wellington, District Legal Counsel

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

1. **Appearances/Public Comments:** *Anyone wishing to address the Committee on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person per topic. No action shall be taken on any item not appearing on the agenda.*
  2. **Agenda Changes:** **Any requests to move an item on the agenda will be considered at this time.**
  3. **CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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.*
- A. Public Employment**  
Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Interview Investment Consultant-Retirement Plan Advisors**

The Committee went into closed session at 1:06 p.m. and discussed item (A) regarding RFP Retirement Plan Advisors. The closed session ended at 1:57 p.m. The Committee reconvened into open session at 1:58 p.m. and stated there was no reportable action taken during the closed session.

4. **ADJOURNMENT:** *The next board meeting will occur on Thursday, August 29, 2024 at 9 a.m. 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:**

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**Barbara Buikema, General Manager**

**APPROVED:**

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**Bob Siegfried, Pro Tem of the Board**



# CARMEL AREA WASTEWATER DISTRICT

## Pension & Investment Long Term Investments STANDING COMMITTEE MEETING MINUTES

August 13, 2024, Tuesday, 2:30 p.m.

### Via teleconference and in-person

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#### CALL TO ORDER - ROLL CALL:

The meeting was called to order at 2:30 p.m.

**Present:** Director Siegfried  
Director Urquhart

*\*Signifies Virtual Attendance*

#### Other Attendees:

Barbara Buikema, General Manager  
Kevin Young, Operations Supervisor  
Rob Wellington, District Legal Counsel

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

1. **Appearances/Public Comments:** *Anyone wishing to address the Committee on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person per topic. No action shall be taken on any item not appearing on the agenda.*
2. **Agenda Changes:** **Any requests to move an item on the agenda will be considered at this time.**
3. **CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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.*

#### **A. Public Employment**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Interview Investment Consultant-Royal Bank of Canada**

The Committee went into closed session at 2:30 p.m. and discussed item (A) regarding RFP received for Investment Management Services. The closed session ended at 3:41 p.m. The Committee reconvened into open session at 3:42 p.m. and stated there was no reportable action taken during the closed session.

4. **ADJOURNMENT:** *The next board meeting will occur on Thursday, August 29, 2024 at 9 a.m. 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@caud.org](mailto:downstream@caud.org).*

**AS REPORTED TO:**

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**Barbara Buikema, General Manager**

**APPROVED:**

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**Bob Siegfried, Pro Tem of the Board**



# CARMEL AREA WASTEWATER DISTRICT

## Pension & Investment Long Term Investments STANDING COMMITTEE MEETING MINUTES

August 15, 2024, Thursday, 2:00 p.m.

### Via teleconference and in-person

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#### CALL TO ORDER - ROLL CALL:

The meeting was called to order at 2:04 p.m.

**Present:** Director Siegfried  
Director Urquhart

*\*Signifies Virtual Attendance*

#### Other Attendees:

Barbara Buikema, General Manager  
Kevin Young, Operations Supervisor  
Rob Wellington, District Legal Counsel (arrived 2:19)

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

1. **Appearances/Public Comments:** *Anyone wishing to address the Committee on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person per topic. No action shall be taken on any item not appearing on the agenda.*
2. **Agenda Changes:** **Any requests to move an item on the agenda will be considered at this time.**
3. **CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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.*



**A. Public Employment**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Interview Investment Consultant-Osborne Partners Capital Management, LLC**

The Committee went into closed session at 2:21 p.m. and discussed item (A) regarding RFP – Osborne Partners. The closed session ended at 2:59 p.m. The Committee reconvened into open session at 3:00 p.m. and stated there was no reportable action taken during the closed session.

4. **ADJOURNMENT:** *The next board meeting will occur on Thursday, August 29, 2024 at 9 a.m. 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:**

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**Barbara Buikema, General Manager**

**APPROVED:**

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**Bob Siegfried, Pro Tem of the Board**



# CARMEL AREA WASTEWATER DISTRICT(CAWD)

*BRIDGE TO EVERYWHERE(BTE)  
STANDING COMMITTEE MEETING MINUTES*

**August 21, 2024, Wednesday 2:00 p.m.**

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## CALL TO ORDER - ROLL CALL

The meeting was called to order at 2:00 p.m.

Present: President Ken White

### Other Attendees:

- Barbara Buikema, General Manager
- Patrick Treanor, District Engineer
- Mayor Dave Potter, City of Carmel-by-the-Sea
- Greg D'Ambrosio, Friends of Mission Trail Nature Preserve
- Laura Bowling, Friends of Mission Trail Nature Preserve
- Doug Schmitz, Friends of Mission Trail Nature Preserve
- Paul Bartow, Citizen Representative
- Sam Farr, Retired Representative U.S. Congress

Absent: Director Mike Rachel  
 Katherine Wallace, Associate Planner, City of Carmel-by-the-Sea

## CALL TO ORDER - ROLL CALL

White\_\_ ✓\_\_ Rachel\_\_\_\_\_

**1. Appearances/Public Comments:** *Anyone wishing to address the Committee on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person per topic. No action shall be taken on any item not appearing on the agenda.*

None

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

None

## **General Discussion Items:**

3. **Discussion of the recent communication with the City of Carmel-by-the Sea** : Mayor Potter and City Administrator Chip Rerig conveyed the concept of gifting Rio Park to CAWD. Barbara Buikema indicated that CAWD did not have the required latent powers to operate a park. Sam Farr offered to work with Local Area Formation Commission (LAFCO) on this issue.

4. **Adoption Of The Bridge To Everywhere Position Regarding The Golf Course On The City's Rio Park Property And The Potential Impacts On The Carmel Area Wastewater District's (CAWD) Plant And The Carmel River Greenway:**

- After a position is taken all stakeholders will be notified (e.g., City of Carmel-by-the-Sea, CAWD Board, State Parks, County of Monterey, County Planning Commission, Coastal Commission, California Department of Fish and Wildlife, Coastal Conservancy and others)
- Recommended action is to send a rejection letter to Mr. Warren.

5. **Requesting Status Update on the Logo Trademark:**

Laura Bowling provided a progress update:

- Resubmitted information in July and waiting to hear an updated from the trademark office. The comment period is August 13 – September 13, 2024. After that period, assuming there is no complaint, the trademark will be issued by U.S. Patent and Trademark office.

6. **Report On Meeting With Monterey Peninsula Regional Park District (MPRPD)**

- Who is next organization to meet with :
  1. **City Council:** Waiting for a date from the City. Mayor Potter will get back to the committee.
  2. **Carmel Mission:** Doug Schmitz and Ken White volunteered to contact the Mission.
  3. **Carmel Rotary:** Ken White and Dave Potter volunteered to contact Rotary and set up date/time for a presentation.

7. **Rio Park Clean Up**

- Mayor Potter report on cleanup of Rio Park-date certain

- Discussed offer to City of \$20K for the Property including a provision that the money must be used to clean up logs and other debris. The City has asked if they can park/store some items at the CAWD plant. We have the space at the plant to accommodate, and we would require a written agreement spelling out accessibility to site and liability.

## **8. Future identifiable Project Expenditures:**

**Sam Farr will provide an update on clean up quote:**

4. **Clean up stock piles:** See discussion in #7 above on Rio Park Cleanup
5. **Complete a protected species field survey report and map:** Greg D'Ambrosio initiated a dusky footed field rat study but indicated it was only partial and a full site survey will need to be completed
6. **Trimming, Mowing and general clean up:** After City cleans up logs and other debris we anticipate that the majority of the chips will be used in Mission Trail Park
7. **Logs and spoils:** To be cleared by City of Carmel-by-the-Sea
8. **Grading to make a safe site:** Once all debris has been removed we may need to do some grading to correct any issues at the site
9. **Property Survey:** Prior to any construction an updated property survey should be completed
10. **Water:** According to Greg D'Ambrosio there was an agreement with the Reclamation Project for 1 AF of water that was never signed. Question is should we approach project again?
11. **Initial trail layout:** After cleanup and initial bridge siting we will need to layout trail in Rio Park

## **9. BTE Outreach:**

**Paul Bartow will provide an update local outreach:**

- Review of Paul Bartow's letter. He indicated that the response from the neighborhood was generally good except for the home directly across from the drive way to Rio Park – that resident was concerned about parking.
- Developing a universal informational flyer: Paul Barto and Laura Bowling agreed to work together to come up with a universal informational flyer utilizing some of the material from his letter.

- 10. ADJOURNMENT:** *The committee adjourned the meeting at 3:00 p.m. The next Bridge To Everywhere meeting is scheduled for the third Wednesday of the month. The next Bridge To Everywhere meeting will occur on September 18, 2024 at 2:00 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, August 29, 2024, 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).*



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

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

August 16, 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 July 2024. 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 check no. 5960 in the amount of \$841.72 on your cash disbursements journal did not match check no. 5960 in the amount of \$14,600 on the bank statement.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure did not reveal any significant differences.
- (3) We examined the payees on the checks and matched it to the payee names appearing in your cash disbursements journal. This procedure revealed check no. 5960 payable to DKF Solutions on your cash disbursements journal did not match the bank statement records showing payable to Brittani Rogers.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

Carmel Area Wastewater District  
August 16, 2024  
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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.



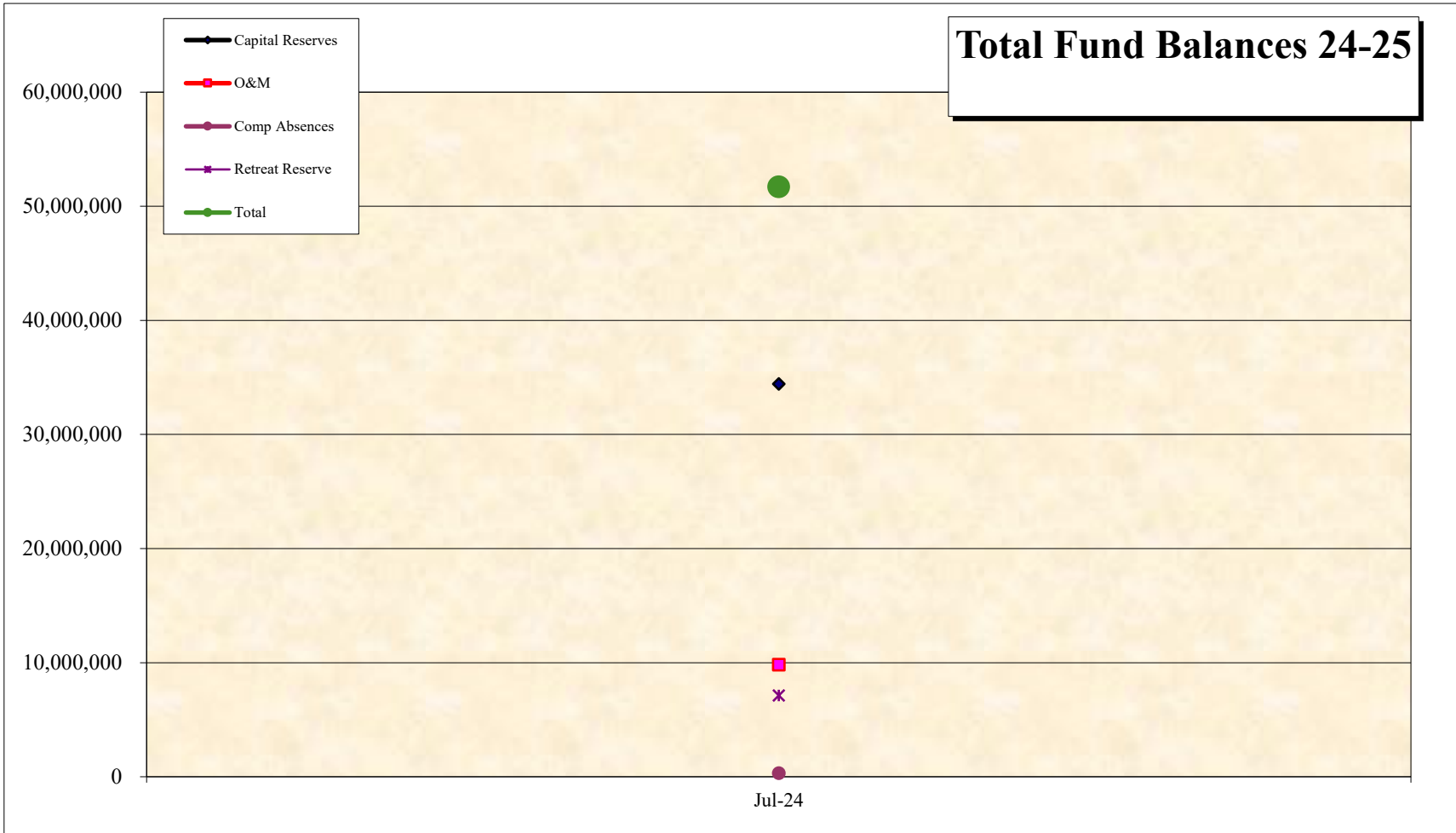
Robert Lee, CPA  
Principal  
**CliftonLarsonAllen LLP**

Cc: Mr. Ken White, President

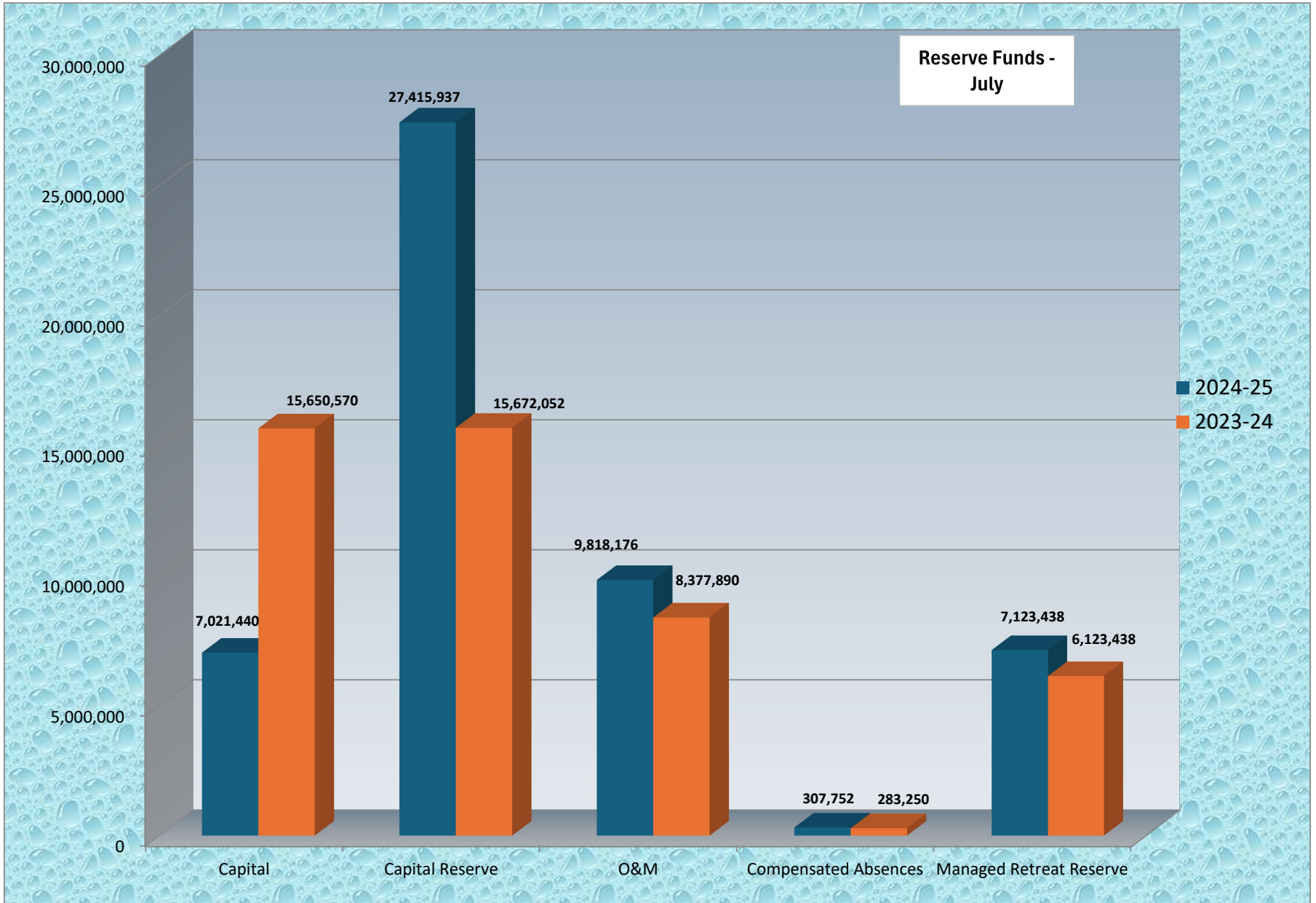
**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - JULY 2024**

	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	\$15,277,388	\$15,587,606	\$14,990,559	\$307,752	\$6,123,438	\$52,286,743	\$381,381	\$8,709	\$1,265,492
<b>Receipts:</b>									
User Fees									
Property Taxes									
PBCSD Treatment Fees							230,000		
Reclamation O & M reimbursement							122,491		
Reclamation capital billing									
Permits							5,180		
PBCSD capital billing									
Other misc. revenue							586		
Interest income									14,279
Void check-returned funds								236	
CCLEAN receipts							7,500		
Brine disposal fees							24,617		
GovDeals - sold old equipment							1,456		
Refund for returned valves							13,658		
SJSU grant receipts-Applied Marine Sciences							1,297		
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>406,785</b>	<b>236</b>	<b>14,279</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M		(73,059)	(526,941)				600,000		
Transfers to Chase Bank PR							(290,000)	290,000	
Transfer to Defend or Managed Retreat Fund		(1,000,000)			1,000,000				
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves	(8,255,948)	12,901,390	(4,645,442)						
<b>Total Transfers</b>	<b>(8,255,948)</b>	<b>11,828,331</b>	<b>(5,172,383)</b>	<b>0</b>	<b>1,000,000</b>	<b>(600,000)</b>	<b>310,000</b>	<b>290,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							490,042		
Payroll & payroll taxes								294,539	
Employee Dental reimbursements							2,544		
CALPERS EFT							45,692		
CAWD SAM pension EFT							0		
Union dues EFT							699		
Home Depot EFT							372		
US Bank EFT							9,696		
Deferred comp contributions EFT							13,092		
PEHP contributions EFT							3,752		
Bank/ADP fees							5	1,071	
Highlands Bond Debt Service Payment							0		
Annual County admin billing fee							0		
Fake check blocked-returned in May									
Unfunded CALPERS liabilities							15,835		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>581,730</b>	<b>295,610</b>	<b>0</b>
BALANCE END OF MONTH	7,021,440	27,415,937	9,818,176	307,752	7,123,438	51,686,743	516,436	3,336	1,279,771





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



**Carmel Area Wastewater District**  
**Disbursements**  
**Jul-24**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
07/03/24	6080	AIS Trust Account Newport	2024-25 Annual Equipment Floater insurance premium	11,585.00
07/03/24	6081	AT&T CALNET 3	Admin alarm	37.84
07/03/24	6082	AT&T	IP card	19.40
07/03/24	6083	Bryan Mailey Electric, Inc.	Collections and Plant electrical services	7,095.00
07/03/24	6084	Carmel Pine Cone	Legal notice regarding nominees for public office	90.00
07/03/24	6085	Cintas Corporation	Laundry service	543.19
07/03/24	6086	Clark Pest Control	Plant service	338.00
07/03/24	6087	CliftonLarsonAllen LLP	May and June bank reconciliation oversight	945.00
07/03/24	6088	Culligan Water Conditioning	C&I exchange for the lab	17.35
07/03/24	6089	CWEA	Employee annual dues and certificate renewal	329.00
07/03/24	6090	Denise Duffy & Associates	Bay/Scenic Pump Station Rehab. Project #20-07 (CAPITAL)	844.20
07/03/24	6091	Direct TV	Plant service	107.24
07/03/24	6092	Domine Barringer	Dental	86.60
07/03/24	6093	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,513.36
07/03/24	6094	Exceedio	2024-25 Annual Security Licenses, 2024-25 SCADA Managed Services, 2024-25 Network Managed Services and install Thermal Stamps.com printer	125,283.49
07/03/24	6095	Fastenal Company	Operating supplies	409.69
07/03/24	6096	First Alarm	Quarterly billing for admin and Plant	648.90
07/03/24	6097	Firato Service Co.	Plant and admin janitorial service	1,796.00
07/03/24	6098	Fisher Scientific	Lab supplies	75.31
07/03/24	6099	Grainger	Operating supplies	22.89
07/03/24	6100	Green Infrastructure Design	Web GIS mapping	3,600.00
07/03/24	6101	Justifacts Credential Verification	New employee report	160.50
07/03/24	6102	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	6,904.18
07/03/24	6103	Liebert Cassidy Whitmore	District legal service	510.00
07/03/24	6104	Monterey County Auditor-Controller	2024-25 LAFCO administrative charges	22,481.56
07/03/24	6105	Patelco Credit Union	Health savings accounts contributions	3,644.30
07/03/24	6106	Peninsula Welding & Medical Supply	Non-liquid cylinders	77.40
07/03/24	6107	Pacific Gas & Electric	Monthly service	6,074.31
07/03/24	6108	Pure Water	Plant and admin service	127.50
07/03/24	6109	Quill LLC	Office supplies	11.71
07/03/24	6110	Rooter King Monterey County Inc.	Sewer line repairs at San Luis and San Lucas, Camino Del Monte and Portal A	18,074.00
07/03/24	6111	Sage Software	2024-25 Sage Fixed Assets software renewal	4,764.00
07/03/24	6112	Scarborough Lumber (Ace Hardware)	Collections operating supplies	93.13
07/03/24	6113	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	1,408.90
07/03/24	6114	Streamline	Website maintenance	497.00

**Carmel Area Wastewater District**  
**Disbursements**  
**Jul-24**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
07/03/24	6115	t4 Spatial, LLC	2024-25 Video Storage annual software premium	10,400.00
07/03/24	6116	Toro Petroleum	Mobil oil and mineral oil	432.34
07/03/24	6117	Universal Staffing	Admin temp service	172.43
07/03/24	6118	Vision Service Plan	Vision insurance premium	573.30
07/03/24	6119	Wellington & Rathie	District legal services	9,777.00
07/03/24	6120	WM Corporate Services	Admin garbage	76.66
07/03/24	6121	YSS Builders	Admin board room wall repair and front sign at the Plant	3,936.00
07/12/24	6122	Monterey County Assessor	Tax code report fee for 2024	300.00
07/17/24	6123	Alameda Electrical Distributors	8th and Scenic pump station part	4,172.11
07/17/24	6124	AIS Trust Account Newport	Annual Cyber Enhancement Option insurance premium	10,472.77
07/17/24	6125	Amazon Capital Services	Operating and safety supplies	589.33
07/17/24	6126	American Fidelity Assurance	Employee insurance premiums	287.49
07/17/24	6127	American Legal Publishing Corporation	Codification edits	154.00
07/17/24	6128	Applied Marine Sciences, Inc.	May SJSU grant expenses	2,810.76
07/17/24	6129	AT&T Mobility	Cell service and three new iPads	4,081.99
07/17/24	6130	Barbara Buikema	Special Districts Association dinner meeting	80.00
07/17/24	6131	Beth Ingram	June HR services	5,971.66
07/17/24	6132	Bret D. Boatman	Maintenance services for the Plant	3,330.00
07/17/24	6133	California American Water	Monthly service	1,345.18
07/17/24	6134	Carla James	Reimbursement for lab supplies	81.57
07/17/24	6135	Carmel Pine Cone	Public notice for user fees	270.00
07/17/24	6136	Christian Schmidt	Dental	232.40
07/17/24	6137	Christopher Foley	Dental	477.60
07/17/24	6138	Cintas Corporation	Laundry service	1,083.83
07/17/24	6139	Daniel Deeth	Dental	112.10
07/17/24	6140	Datco Services Corporation	Quarterly service fees	96.75
07/17/24	6141	Enterprise Automation	Artificial Intelligence Pilot Project #24-03 (CAPITAL)	56,046.00
07/17/24	6142	Exceedio	Cisco 24 port switch and server rack/tower	5,713.77
07/17/24	6143	Fisher Scientific	Lab supplies	2,084.69
07/17/24	6144	Grainger	Lab supplies	395.99
07/17/24	6145	Gregory Ange	Dental	1,635.20
07/17/24	6146	Green Infrastructure Design	Web GIS Hosting and Management	7,200.00
07/17/24	6147	ICON Cloud Solutions, LLC	Monthly telephone service	603.51
07/17/24	6148	Idexx Laboratories	Lab supplies	301.29
07/17/24	6149	JRG Attorneys at Law	Plant Bridge Retrofit Project #22-04 (CAPITAL)	333.00
07/17/24	6150	Lemos Service	Forklift propane	153.93

**Carmel Area Wastewater District  
Disbursements  
Jul-24**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
07/17/24	6151	MBS Business Systems	Quarterly admin copier billing	2,000.84
07/17/24	6152	Miele, Inc.	Lab supplies	425.07
07/17/24	6153	Monterey Bay Analytical Services	Sample analysis	1,192.00
07/17/24	6154	Monterey Tire Service	Truck tires	886.83
07/17/24	6155	Pacific Gas & Electric	Monthly service	46,359.94
07/17/24	6156	Polydyne Inc.	Clarifloc WE-2702 polymer	9,849.56
07/17/24	6157	Public Agency Coalition Enterprise	Health insurance premium	37,484.11
07/17/24	6158	Star Sanitation LLC	Collections portable toilet	97.20
07/17/24	6159	Synagro Technologies	Sludge hauling	13,188.11
07/17/24	6160	Town & Country Gardening	Plant and admin gardening	1,466.33
07/17/24	6161	Univar Solutions USA	Sodium hypochlorite	10,175.03
07/17/24	6162	Universal Staffing	Admin temp service	290.40
07/17/24	6163	U.S. Bank National Association	Annual Admin Fee for the bonds	2,101.00
07/17/24	6164	Visual Edge IT, Inc.	Plant copier billing	110.23
07/17/24	6165	WM Corporate Services	Plant dumpster rolloffs	2,435.63
07/26/24	6166	Monterey County Clerk	Scenic Rd Pipe Bursting Project #20-08 ( <b>CAPITAL</b> )	2,966.75
07/26/24	6167	TBC Communications & Media	Scenic Rd Pipe Bursting Project #20-08 community outreach ( <b>CAPITAL \$3,431.25</b> ) and Fats, Oils and Grease community outreach	4,556.25
				<b>492,585.88</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Jul-24**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
07/03/24	1398	Bryan Mailey Electric, Inc.	Electrical services	495.00
07/03/24	1399	Carmel Area Wastewater District	Reimbursement for sodium bisulfate and hypochlorite	14,880.07
07/03/24	1400	Edges Electrical Group	Electrical parts	353.61
07/03/24	1401	Exceedio	Annual SCADA managed services	2,000.00
07/03/24	1402	Fisher Scientific	Lab supplies	75.30
07/03/24	1403	Northstar Chemical	Citric and sulfuric acid	16,903.29
07/03/24	1404	Pebble Beach Company	O&M reimbursement	4,899.81
07/03/24	1405	Pacific Gas & Electric	Tertiary billing	24,746.66
07/03/24	1406	RJMS Corporation	Service on the electric pallet jack	1,691.50
07/17/24	1407	Bret D. Boatman	Maintenance services	647.50
07/17/24	1408	Cal-Am Water Company	Hydrant meter K	3,160.68
07/17/24	1409	Carmel Area Wastewater District	O&M reimbursement	107,611.02
07/17/24	1410	Fisher Scientific	Lab supplies	2,084.69
07/17/24	1411	Grainger	Operating supplies	395.98
07/17/24	1412	Harrington Industrial Plastics, LLC	Operating supplies	218.19
07/17/24	1413	Idexx Laboratories	Lab supplies	301.29
07/17/24	1414	Miele, Inc.	Lab supplies	425.07
07/17/24	1415	Monterey Bay Analytical Service	Sample analysis	4,281.00
07/17/24	1416	Pebble Beach Community Services District	O&M and capital reimbursement	33,769.39
07/17/24	1417	Polydyne Inc.	Clarifloc WE-2702 polymer	4,924.78
07/17/24	1418	Pacific Gas & Electric	MF/RO billing	36,972.88
				<b>260,837.71</b>



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**Financial Statements  
and  
Supplementary Schedules**

**July 2024**

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August 29, 2024

# *Carmel Area Wastewater District*

## *Balance Sheet*

July 2024

### ASSETS

Current Assets			
Cash			
Cash	53,487,126.82		
TOTAL Cash	53,487,126.82	53,487,126.82	
Other Current Assets			
Other Current Assets	587,863.10		
TOTAL Other Current Assets	587,863.10	587,863.10	
TOTAL Current Assets		54,074,989.92	54,074,989.92
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76	308,059.76	
Treatment Structures			
Treatment Structures	70,471,747.33		
TOTAL Treatment Structures	70,471,747.33	70,471,747.33	
Treatment Equipment			
Treatment Equipment	9,760,321.92		
TOTAL Treatment Equipment	9,760,321.92	9,760,321.92	
Collection Structures			
Collection Structures	1,264,866.64		
TOTAL Collection Structures	1,264,866.64	1,264,866.64	
Collection Equipment			
Collection Equipment	1,702,695.20		
TOTAL Collection Equipment	1,702,695.20	1,702,695.20	
Sewers		15,796,761.56	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85	1,643,890.85	
Other Fixed Assets			
Other Fixed Assets	4,522,851.24		
TOTAL Other Fixed Assets	4,522,851.24	4,522,851.24	
Capital Improvement Projects			
Capital Improvement Projects	12,216,610.86		
TOTAL Capital Improvement Projects	12,216,610.86	12,216,610.86	
Accumulated depreciation		(62,296,072.07)	
TOTAL Fixed Assets		55,391,733.29	55,391,733.29
Other Assets			
Other Assets		4,300,970.45	
TOTAL Other Assets		4,300,970.45	4,300,970.45
TOTAL ASSETS		113,767,693.66	113,767,693.66



# *Carmel Area Wastewater District*

## *Balance Sheet*

July 2024

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### LIABILITIES

Current Liabilities		
Current Liabilities	1,194,678.94	
TOTAL Current Liabilities	1,194,678.94	1,194,678.94
Long-Term Liabilities		
Long Term Liabilities	1,236,682.52	
TOTAL Long-Term Liabilities	1,236,682.52	1,236,682.52
TOTAL LIABILITIES		2,431,361.46
NET POSITION		
Net Assets	112,193,060.02	
Year-to-Date Earnings	(856,727.82)	
TOTAL NET POSITION	111,336,332.20	111,336,332.20
TOTAL LIABILITIES & NET POSITION		113,767,693.66

***Carmel Area Wastewater District***  
***Income Statement-Actual to Budget***  
***Year-to-Date Variance, July 2024 - current month, Consolidated by***  
***account***

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	214,100.45	210,150.00	3,950.45	1.9 %
TOTAL Income	214,100.45	210,150.00	3,950.45	1.9 %
Adjustments				
Discounts	0.94	0.00	0.94	
TOTAL Adjustments	0.94	0.00	0.94	
*****	214,101.39	210,150.00	3,951.39	1.9 %
***** OPERATING INCOME	214,101.39	210,150.00	3,951.39	1.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	357,429.43	386,630.00	29,200.57	7.6 %
TOTAL Salaries and Payroll Taxes	357,429.43	386,630.00	29,200.57	7.6 %
Employee Benefits				
Employee Benefits	190,995.54	213,307.00	22,311.46	10.5 %
TOTAL Employee Benefits	190,995.54	213,307.00	22,311.46	10.5 %
Director's Expenses				
Director's Expenses	2,405.00	1,250.00	(1,155.00)	-92.4 %
TOTAL Director's Expenses	2,405.00	1,250.00	(1,155.00)	-92.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	23,616.08	22,319.00	(1,297.08)	-5.8 %
TOTAL Truck and Auto Expenses	23,616.08	22,319.00	(1,297.08)	-5.8 %
General and Administrative				
General and Administrative	144,313.27	145,955.00	1,641.73	1.1 %
TOTAL General and Administrative	144,313.27	145,955.00	1,641.73	1.1 %
Office Expense				
Office Expense	44,515.84	38,340.00	(6,175.84)	-16.1 %
TOTAL Office Expense	44,515.84	38,340.00	(6,175.84)	-16.1 %
Operating Supplies				
Operating Supplies	54,228.75	54,100.00	(128.75)	-0.2 %
TOTAL Operating Supplies	54,228.75	54,100.00	(128.75)	-0.2 %
Contract Services				
Contract Services	186,589.24	189,295.00	2,705.76	1.4 %
TOTAL Contract Services	186,589.24	189,295.00	2,705.76	1.4 %

***Carmel Area Wastewater District***  
***Income Statement-Actual to Budget***  
***Year-to-Date Variance, July 2024 - current month, Consolidated by***  
***account***

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	35,515.56	36,700.00	1,184.44	3.2 %
TOTAL Repairs and Maintenance	35,515.56	36,700.00	1,184.44	3.2 %
Utilities				
<i>Utilities</i>	35,342.06	33,745.00	(1,597.06)	-4.7 %
TOTAL Utilities	35,342.06	33,745.00	(1,597.06)	-4.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	2,823.00	3,000.00	177.00	5.9 %
TOTAL Travel and Meetings	2,823.00	3,000.00	177.00	5.9 %
Permits and Fees				
<i>Permits and Fees</i>	31,706.56	41,400.00	9,693.44	23.4 %
TOTAL Permits and Fees	31,706.56	41,400.00	9,693.44	23.4 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,101.49	3,100.00	(1.49)	0.0 %
TOTAL Memberships and Subscriptions	3,101.49	3,100.00	(1.49)	0.0 %
Safety				
<i>Safety</i>	567.72	700.00	132.28	18.9 %
TOTAL Safety	567.72	700.00	132.28	18.9 %
Other Expenses				
<i>Other Expense</i>	5,443.25	300.00	(5,143.25)	-1714.4 %
TOTAL Other Expenses	5,443.25	300.00	(5,143.25)	-1714.4 %
TOTAL Operating Expenses	1,118,592.79	1,170,141.00	51,548.21	4.4 %
***** OPERATING INCOME (LOSS)	(904,491.40)	(959,991.00)	55,499.60	5.8 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	47,763.58	22,900.00	24,863.58	108.6 %
TOTAL Other Income or Gain	47,763.58	22,900.00	24,863.58	108.6 %
TOTAL Non-op Income, Expense, Gain or Loss	47,763.58	22,900.00	24,863.58	108.6 %
***** NET INCOME (LOSS)	(856,727.82)	(937,091.00)	80,363.18	8.6 %
***** NET INCOME (LOSS)	(856,727.82)	(937,091.00)	80,363.18	8.6 %

**Carmel Area Wastewater District**  
**Op. Exps Actual to Budget-Collections**  
*Year-to-Date Variance, July 2024 - current month, Consolidated by  
account, Department 5*

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 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>	74,494.21	81,100.00	6,605.79	8.1 %
TOTAL Salaries and Payroll Taxes	74,494.21	81,100.00	6,605.79	8.1 %
Employee Benefits				
<i>Employee Benefits</i>	40,687.21	44,032.00	3,344.79	7.6 %
TOTAL Employee Benefits	40,687.21	44,032.00	3,344.79	7.6 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	20,849.09	20,328.00	(521.09)	-2.6 %
TOTAL Truck and Auto Expenses	20,849.09	20,328.00	(521.09)	-2.6 %
General and Administrative				
<i>General and Administrative</i>	18,855.00	19,000.00	145.00	0.8 %
TOTAL General and Administrative	18,855.00	19,000.00	145.00	0.8 %
Office Expense				
<i>Office Expense</i>	6,870.76	7,140.00	269.24	3.8 %
TOTAL Office Expense	6,870.76	7,140.00	269.24	3.8 %
Operating Supplies				
<i>Operating Supplies</i>	4,151.97	4,400.00	248.03	5.6 %
TOTAL Operating Supplies	4,151.97	4,400.00	248.03	5.6 %
Contract Services				
<i>Contract Services</i>	41,695.81	41,000.00	(695.81)	-1.7 %
TOTAL Contract Services	41,695.81	41,000.00	(695.81)	-1.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	4,687.03	5,000.00	312.97	6.3 %
TOTAL Repairs and Maintenance	4,687.03	5,000.00	312.97	6.3 %
Utilities				
<i>Utilities</i>	4,520.90	3,475.00	(1,045.90)	-30.1 %
TOTAL Utilities	4,520.90	3,475.00	(1,045.90)	-30.1 %
Travel and Meetings				
<i>Travel and Meetings</i>	340.00	400.00	60.00	15.0 %

***Carmel Area Wastewater District***  
***Op. Exps Actual to Budget-Collections***  
*Year-to-Date Variance, July 2024 - current month, Consolidated by  
account, Department 5*

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	340.00	400.00	60.00	15.0 %
Permits and Fees				
<i>Permits and Fees</i>	3,908.60	4,000.00	91.40	2.3 %
TOTAL Permits and Fees	3,908.60	4,000.00	91.40	2.3 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	584.00	600.00	16.00	2.7 %
TOTAL Memberships and Subscriptions	584.00	600.00	16.00	2.7 %
Safety				
<i>Safety</i>	179.00	200.00	21.00	10.5 %
TOTAL Safety	179.00	200.00	21.00	10.5 %
Other Expenses				
<i>Other Expense</i>	5,173.25	0.00	(5,173.25)	
TOTAL Other Expenses	5,173.25	0.00	(5,173.25)	
TOTAL Operating Expenses	226,996.83	230,675.00	3,678.17	1.6 %
***** OPERATING INCOME (LOSS)	(226,996.83)	(230,675.00)	3,678.17	1.6 %
***** NET INCOME (LOSS)	(226,996.83)	(230,675.00)	3,678.17	1.6 %
***** NET INCOME (LOSS)	(226,996.83)	(230,675.00)	3,678.17	1.6 %

**Carmel Area Wastewater District**  
**Op. Exps Actual to Budget-Treatment**  
*Year-to-Date Variance, July 2024 - current month, Consolidated by  
account, Department 6*

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 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	
<b>Operating Expenses</b>				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	170,033.45	209,000.00	38,966.55	18.6 %
TOTAL Salaries and Payroll Taxes	170,033.45	209,000.00	38,966.55	18.6 %
Employee Benefits				
Employee Benefits	119,627.75	114,575.00	(5,052.75)	-4.4 %
TOTAL Employee Benefits	119,627.75	114,575.00	(5,052.75)	-4.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	2,514.00	1,691.00	(823.00)	-48.7 %
TOTAL Truck and Auto Expenses	2,514.00	1,691.00	(823.00)	-48.7 %
General and Administrative				
General and Administrative	119,694.00	120,000.00	306.00	0.3 %
TOTAL General and Administrative	119,694.00	120,000.00	306.00	0.3 %
Office Expense				
Office Expense	20,251.93	18,600.00	(1,651.93)	-8.9 %
TOTAL Office Expense	20,251.93	18,600.00	(1,651.93)	-8.9 %
Operating Supplies				
Operating Supplies	48,343.39	49,500.00	1,156.61	2.3 %
TOTAL Operating Supplies	48,343.39	49,500.00	1,156.61	2.3 %
Contract Services				
Contract Services	120,812.35	123,775.00	2,962.65	2.4 %
TOTAL Contract Services	120,812.35	123,775.00	2,962.65	2.4 %
Repairs and Maintenance				
Repairs and Maintenance	30,828.53	31,300.00	471.47	1.5 %
TOTAL Repairs and Maintenance	30,828.53	31,300.00	471.47	1.5 %
Utilities				
Utilities	29,151.02	27,950.00	(1,201.02)	-4.3 %
TOTAL Utilities	29,151.02	27,950.00	(1,201.02)	-4.3 %
Travel and Meetings				
Travel and Meetings	725.00	800.00	75.00	9.4 %

***Carmel Area Wastewater District***  
***Op. Exps Actual to Budget-Treatment***  
***Year-to-Date Variance, July 2024 - current month, Consolidated by***  
***account, Department 6***

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	725.00	800.00	75.00	9.4 %
Permits and Fees				
<i>Permits and Fees</i>	5,316.40	5,400.00	83.60	1.5 %
TOTAL Permits and Fees	5,316.40	5,400.00	83.60	1.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,257.50	2,400.00	142.50	5.9 %
TOTAL Memberships and Subscriptions	2,257.50	2,400.00	142.50	5.9 %
Safety				
<i>Safety</i>	358.56	400.00	41.44	10.4 %
TOTAL Safety	358.56	400.00	41.44	10.4 %
TOTAL Operating Expenses	669,913.88	705,391.00	35,477.12	5.0 %
***** OPERATING INCOME (LOSS)	(669,913.88)	(705,391.00)	35,477.12	5.0 %
***** NET INCOME (LOSS)	(669,913.88)	(705,391.00)	35,477.12	5.0 %
***** NET INCOME (LOSS)	(669,913.88)	(705,391.00)	35,477.12	5.0 %

**Carmel Area Wastewater District**  
**Op. Exps Actual to Budget-Administrative**  
**Year-to-Date Variance, July 2024 - current month, Consolidated by**  
**account, Department 7**

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 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	43,049.74	48,000.00	4,950.26	10.3 %
TOTAL Salaries and Payroll Taxes	43,049.74	48,000.00	4,950.26	10.3 %
Employee Benefits				
Employee Benefits	30,680.58	54,700.00	24,019.42	43.9 %
TOTAL Employee Benefits	30,680.58	54,700.00	24,019.42	43.9 %
Director's Expenses				
Director's Expenses	2,405.00	1,250.00	(1,155.00)	-92.4 %
TOTAL Director's Expenses	2,405.00	1,250.00	(1,155.00)	-92.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	252.99	300.00	47.01	15.7 %
TOTAL Truck and Auto Expenses	252.99	300.00	47.01	15.7 %
General and Administrative				
General and Administrative	5,764.27	6,955.00	1,190.73	17.1 %
TOTAL General and Administrative	5,764.27	6,955.00	1,190.73	17.1 %
Office Expense				
Office Expense	17,168.90	12,600.00	(4,568.90)	-36.3 %
TOTAL Office Expense	17,168.90	12,600.00	(4,568.90)	-36.3 %
Operating Supplies				
Operating Supplies	63.52	100.00	36.48	36.5 %
TOTAL Operating Supplies	63.52	100.00	36.48	36.5 %
Contract Services				
Contract Services	23,951.52	24,440.00	488.48	2.0 %
TOTAL Contract Services	23,951.52	24,440.00	488.48	2.0 %
Utilities				
Utilities	1,670.14	2,320.00	649.86	28.0 %
TOTAL Utilities	1,670.14	2,320.00	649.86	28.0 %
Travel and Meetings				
Travel and Meetings	1,758.00	1,800.00	42.00	2.3 %



**Carmel Area Wastewater District**  
**Op. Exps Actual to Budget-Administrative**  
*Year-to-Date Variance, July 2024 - current month, Consolidated by  
account, Department 7*

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,758.00	1,800.00	42.00	2.3 %
Permits and Fees				
<i>Permits and Fees</i>	22,481.56	32,000.00	9,518.44	29.7 %
TOTAL Permits and Fees	22,481.56	32,000.00	9,518.44	29.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	259.99	100.00	(159.99)	-160.0 %
TOTAL Memberships and Subscriptions	259.99	100.00	(159.99)	-160.0 %
Safety				
<i>Safety</i>	30.16	100.00	69.84	69.8 %
TOTAL Safety	30.16	100.00	69.84	69.8 %
Other Expenses				
<i>Other Expense</i>	270.00	300.00	30.00	10.0 %
TOTAL Other Expenses	270.00	300.00	30.00	10.0 %
TOTAL Operating Expenses	149,806.37	184,965.00	35,158.63	19.0 %
***** OPERATING INCOME (LOSS)	(149,806.37)	(184,965.00)	35,158.63	19.0 %
***** NET INCOME (LOSS)	(149,806.37)	(184,965.00)	35,158.63	19.0 %
***** NET INCOME (LOSS)	(149,806.37)	(184,965.00)	35,158.63	19.0 %

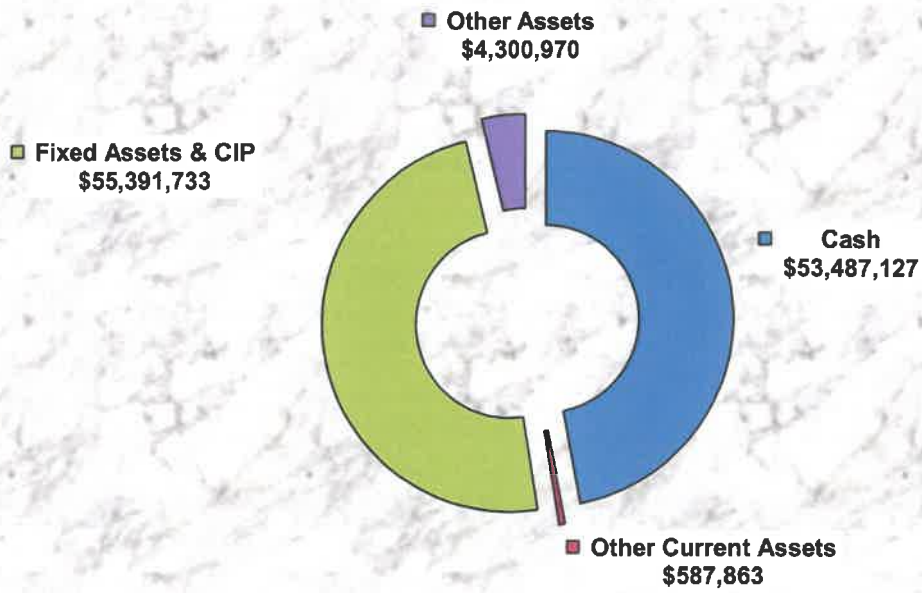
***Carmel Area Wastewater District***  
***Op. Exps Actual to Budget-Reclamation***  
***Year-to-Date Variance, July 2024 - current month, Consolidated by***  
***account, Department 8***

	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 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>	69,852.03	48,530.00	(21,322.03)	-43.9 %
TOTAL Salaries and Payroll Taxes	69,852.03	48,530.00	(21,322.03)	-43.9 %
Office Expense				
<i>Office Expense</i>	224.25	0.00	(224.25)	
TOTAL Office Expense	224.25	0.00	(224.25)	
Operating Supplies				
<i>Operating Supplies</i>	1,669.87	100.00	(1,569.87)	-1569.9 %
TOTAL Operating Supplies	1,669.87	100.00	(1,569.87)	-1569.9 %
Contract Services				
<i>Contract Services</i>	129.56	80.00	(49.56)	-62.0 %
TOTAL Contract Services	129.56	80.00	(49.56)	-62.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	0.00	400.00	400.00	100.0 %
TOTAL Repairs and Maintenance	0.00	400.00	400.00	100.0 %
TOTAL Operating Expenses	71,875.71	49,110.00	(22,765.71)	-46.4 %
***** OPERATING INCOME (LOSS)	(71,875.71)	(49,110.00)	(22,765.71)	-46.4 %
***** NET INCOME (LOSS)	(71,875.71)	(49,110.00)	(22,765.71)	-46.4 %
***** NET INCOME (LOSS)	(71,875.71)	(49,110.00)	(22,765.71)	-46.4 %

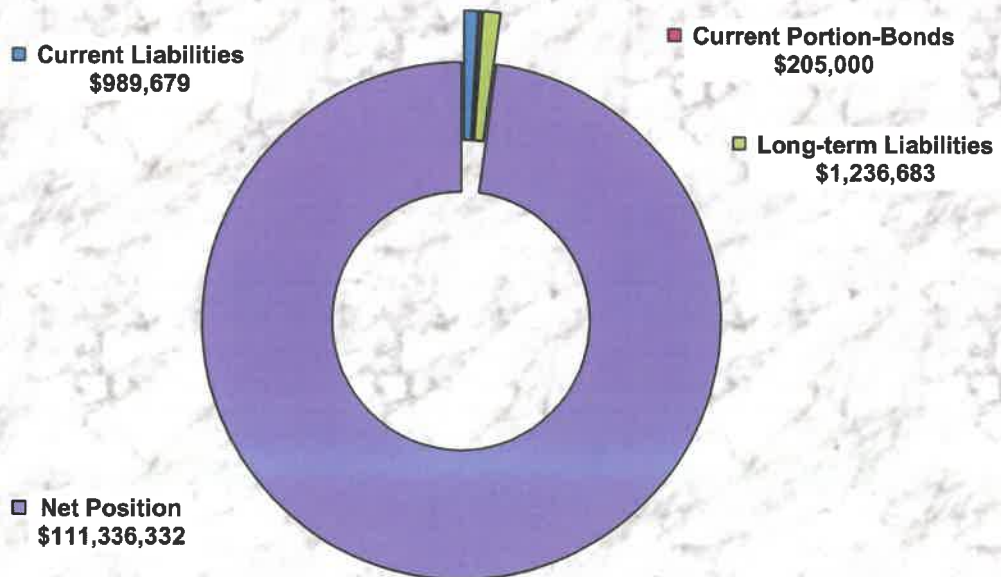
***Carmel Area Wastewater District***  
***I/S Actual to Budget-Brine Disposal***  
***Year-to-Date Variance, July 2024 - current month, Consolidated by***  
***account, Department 10***

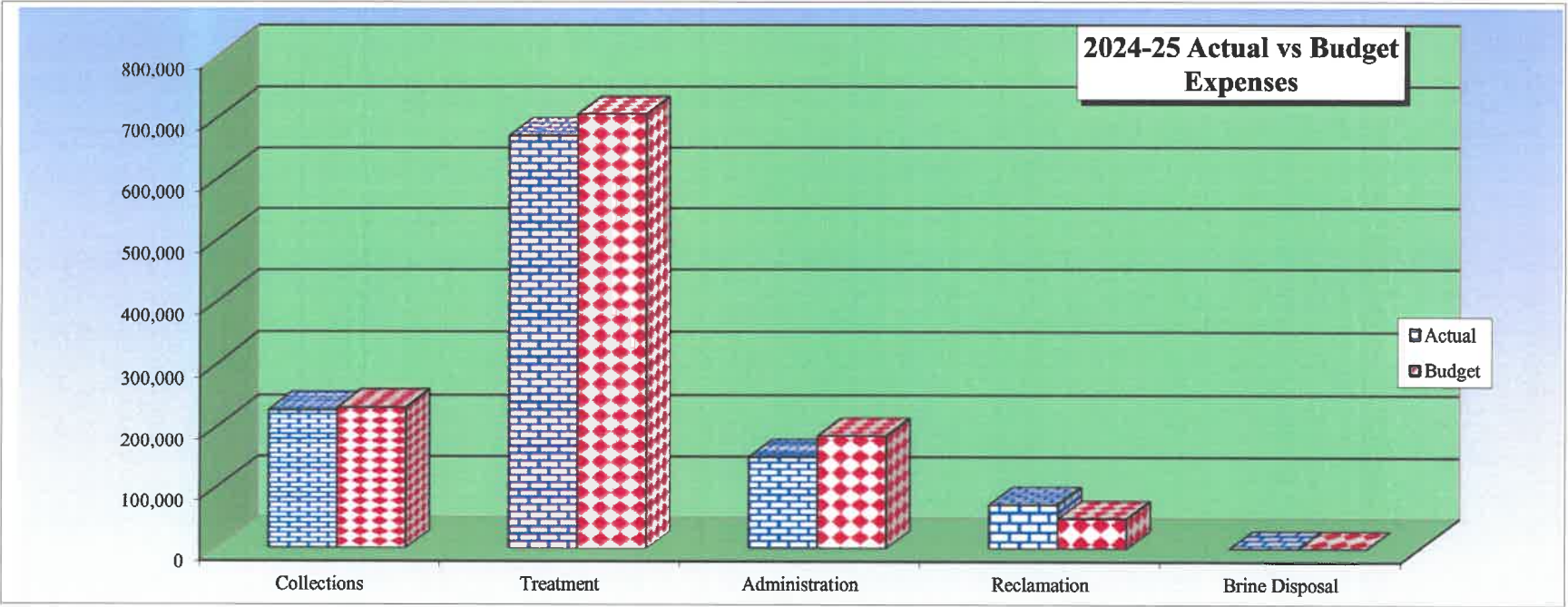
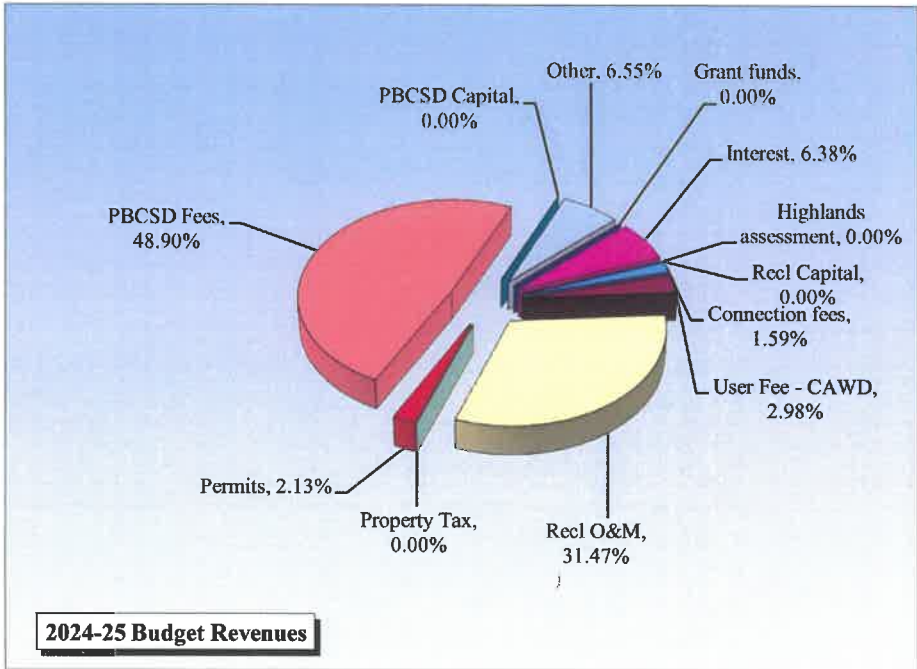
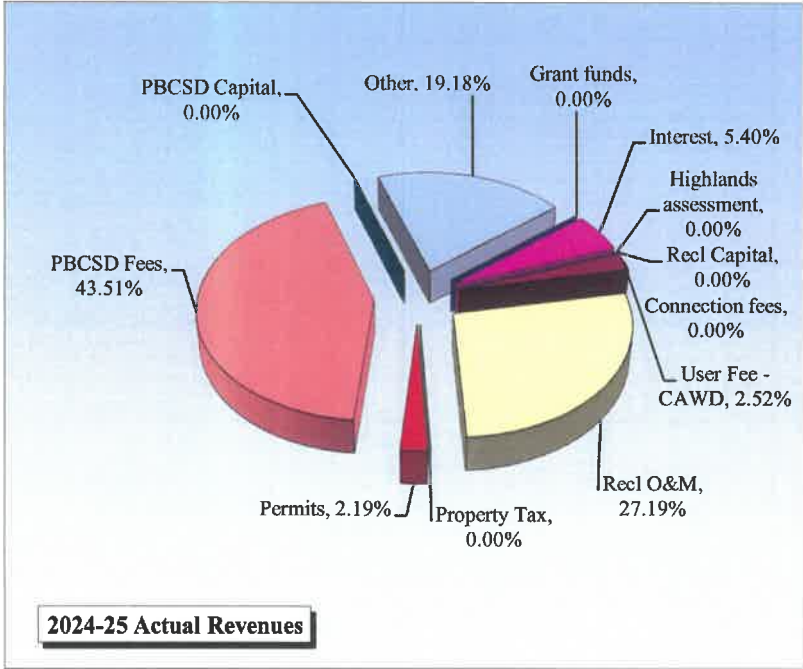
	<i>1 Months Ended July 31, 2024</i>	<i>1 Months Ended July 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	14,775.00	5,400.00	9,375.00	173.6 %
TOTAL Income	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %
*****	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %
***** OPERATING INCOME	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %
***** OPERATING INCOME (LOSS)	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %
***** NET INCOME (LOSS)	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %
***** NET INCOME (LOSS)	<u>14,775.00</u>	<u>5,400.00</u>	<u>9,375.00</u>	173.6 %

**Assets - July 31, 2024**

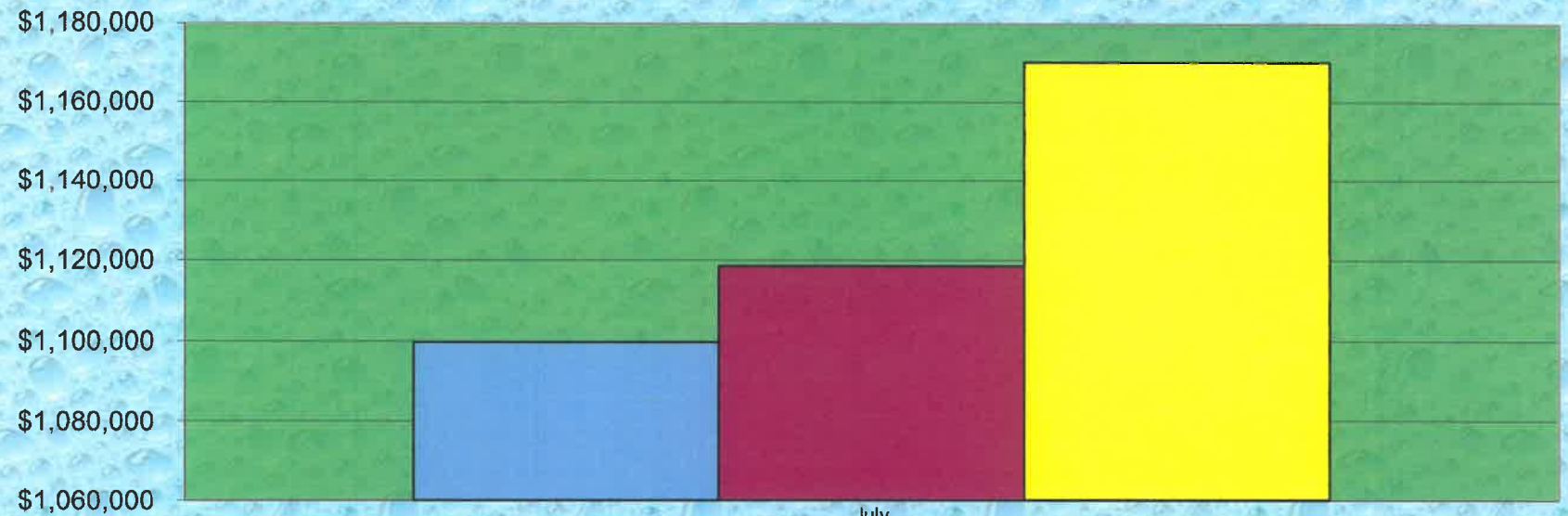


**Liabilities - July 31, 2024**





### Operating Expenses



- FY 23-24
- FY 24-25
- CY Budget

July  
\$1,099,772  
\$1,118,593  
\$1,170,141

**Carmel Area Wastewater District  
Capital Expenditures  
2024-25**

	BEG BAL	JUL	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>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Treatment</u></b>						
Netzsch Nemo Progressive Cavity Pump-unbudgeted		10,276	10,276	10,276	0	NA
		0	0	0	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	(3,425)	(3,425)	(3,425)	0	NA
		<b>6,851</b>	<b>6,851</b>	<b>6,851</b>	<b>0</b>	<b>NA</b>

***Total Capital Purchases 24-25***

**Carmel Area Wastewater District  
Capital Expenditures  
2024-25**

	BEG BAL	JUL	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	719,844	0	0	719,844	300,000	NA
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	584,006	7,354	7,354	591,360	2,000,000	0.37%
Bay/Scenic Pump Station Rehab	148,087	0	0	148,087	150,000	NA
Pescadero Creek Area Pipe Rehab	239,020	0	0	239,020	500,000	NA
Vactor Receiving Station	105,221	0	0	105,221	575,000	NA
Lorca Lane Sewer Repair-unbudgeted	272,943	0	0	272,943	0	NA
Santa Rita & Guadalupe Pipeline	158,119	0	0	158,119	2,500,000	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 24-25</i></b>	<b>2,227,420</b>	<b>7,354</b>	<b>7,354</b>	<b>2,234,774</b>	<b>6,025,000</b>	<b>0.12%</b>



**Carmel Area Wastewater District  
Capital Expenditures  
2024-25**

	BEG BAL	JUL	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>LONG TERM CIP PROJECTS</u></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	49,801	0	0	49,801	25,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	9,638,381	0	0	9,638,381	0	NA
Potable Water & Gas Main Replacement (COLL 5.5%)	178,944	0	0	178,944	300,000	NA
Plant Bridge Retrofit Project-unbudgeted	13,216	222	222	13,438	0	NA
Artificial Intelligence Pilot Project	101,149	8,225	8,225	109,374	150,000	5.48%
RECL share	(260,236)	0	0	(260,236)	0	NA
PBCSD share (1/3 of cost)	(3,240,418)	(2,816)	(2,816)	(3,243,234)	(158,333)	1.78%
<b><i>Total Long Term CIP Projects 24-25</i></b>	<b>6,480,837</b>	<b>5,631</b>	<b>5,631</b>	<b>6,486,468</b>	<b>316,667</b>	<b>1.78%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>8,708,256</b>	<b>19,836</b>	<b>19,836</b>	<b>8,728,093</b>	<b>6,341,667</b>	<b>0.31%</b>

**Carmel Area Wastewater District  
Variance Analysis  
2024-25**

**YTD            YTD  
\$ Variance    % Variance**

**Collections**

Utilities	(\$1,046)	-30.10%	Electricity underbudget.
Other Expense	(\$5,173)	No budget	Recruiting new employee.

**Treatment**

Truck and Auto Expenses	(\$823)	-48.70%	Insurance underbudgeted.
Office Expense	(\$1,652)	-8.90%	Temp service unbudgeted.

**Administration**

Director's Expenses	(\$1,155)	-92.40%	CASA conference unbudgeted.
Office Expense	(\$4,569)	-36.30%	Computers and equipment underbudgeted.
Memberships and Subscriptions	(\$160)	-160.00%	Gov't Finance Officers Assn. unbudgeted.

**District Obligations:**

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

# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: August 29, 2024  
 SUBJECT: Monthly Report – July 2024

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in July .....	23
Total Fees .....	\$3,830.00

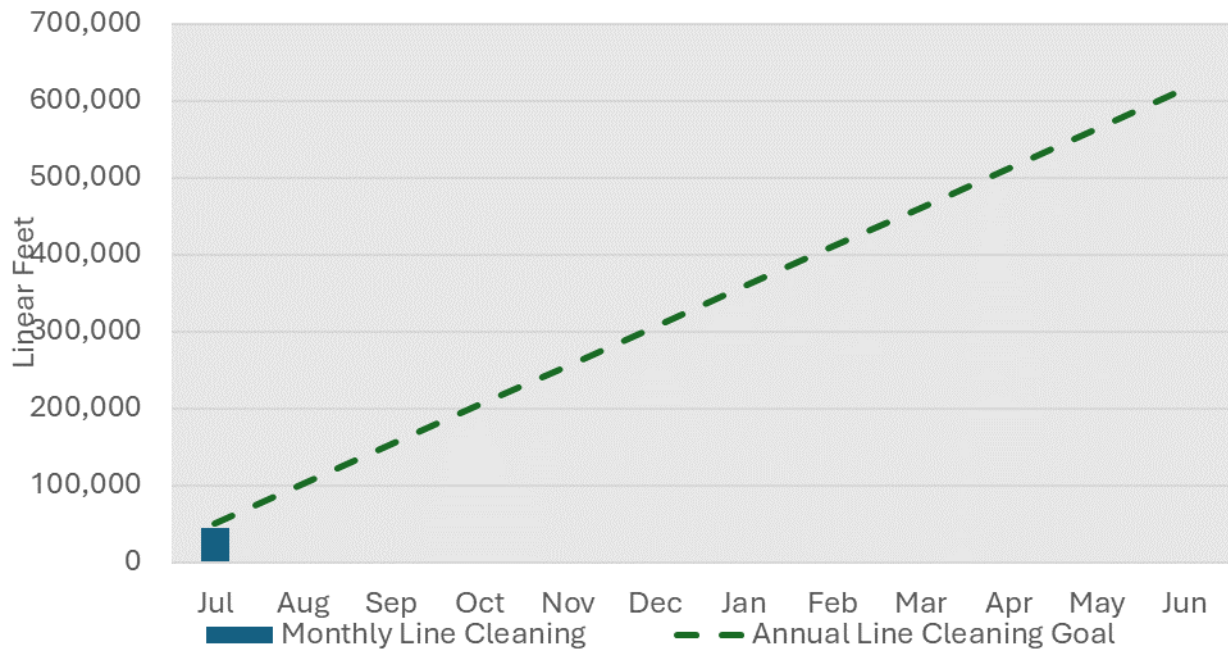
### Maintenance

Attached is a map of the areas cleaned in the past three months. There were 44,591 feet of sewer lines cleaned in July.

### Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
July	44,591 ft.	10.07%	6 - 27 inches
June	39,123 ft.	8.87%	6 - 12 inches
May	24,538 ft.	5.78%	6 – 27 inches

**Annual Line Cleaning Graph**



**Line Cleaning Table**

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	44,591	570,409

**Staff Development**

- Staff completed several in-person tailgate training courses.
- Staff attended a two-day California Water Environment Association Collections workshop in San Luis Obispo.

### General Comments

- A Sewer System Management Plan (SSMP) audit was completed in August 2024, by District Engineer, Patrick Treanor, and Collections Superintendent, Daryl Lauer. The audit resulted in no changes to the SSMP at this time. The SSMP is scheduled for a complete update in 2025. (See attached 2024 Audit)

### Service Calls Responded to by Crew

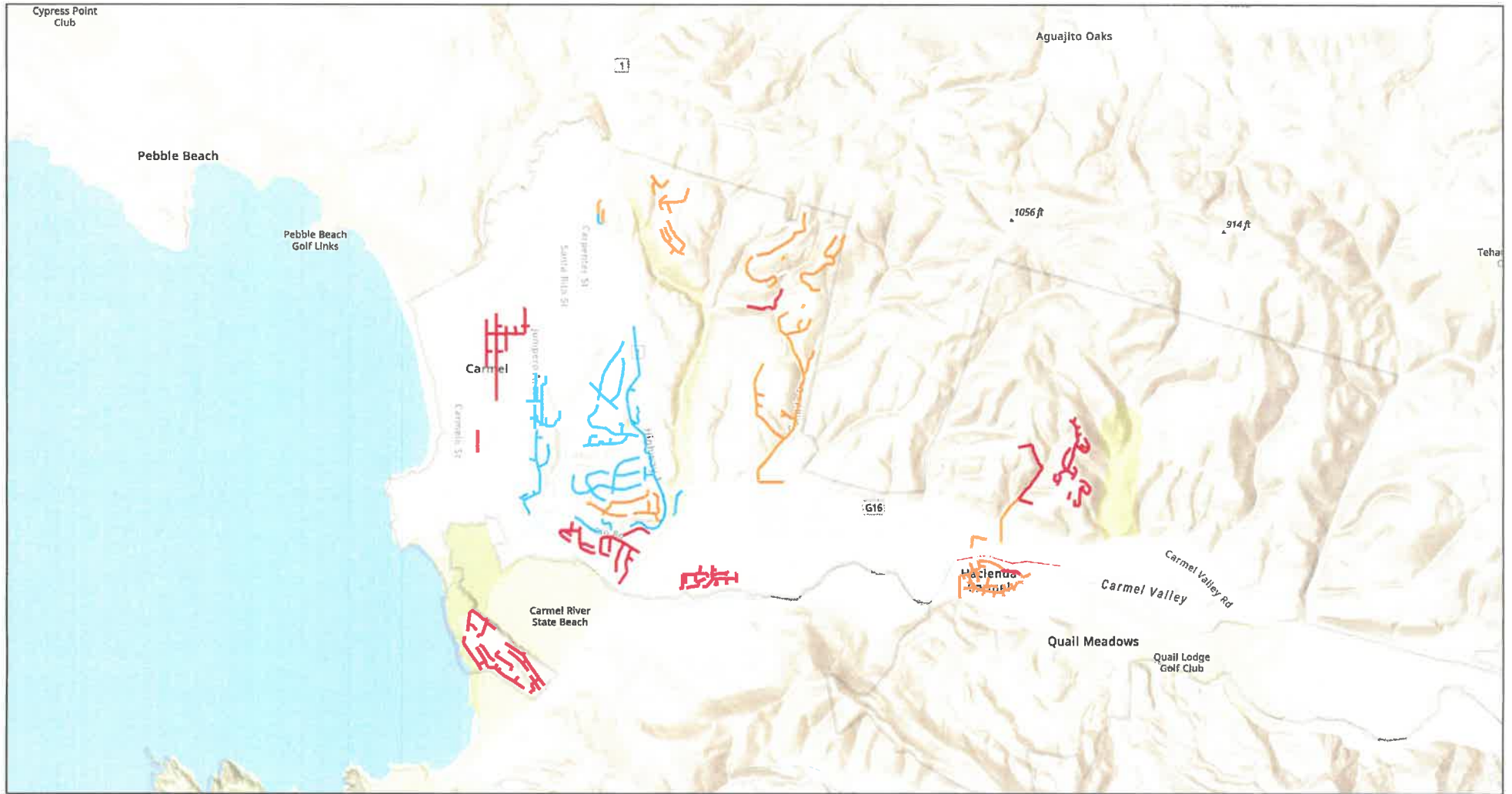
<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
7/5/2024	10:51 AM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.
7/5/2024	10:57 AM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.
7/8/2024	6:27 PM	Water Leak	Called by main office for report of a water leak. Staff arrived on scene to find a leaking water service line. Staff informed the property owner that the leak was potable water and called the local water company. See callout map.
7/11/2024	9:50 AM	Water Leak	Called by main office for report of a water leak. Staff arrived on scene to find water running inside a County storm Drain. The water was leaking into the inside of the catch basin. Staff checked the District line and found no problems. Staff called the local water company to report the leak. See callout map.

Date	Time	Callout	Resolution
7/31/2024	8:30 AM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.

USA Location Requests – 136  
 Plumbing permit inspections – 16  
 Private Sewer Lateral Compliance Certificates Issued – 16

**Attachment:**  
 2024 SSMP Audit

# Sewer Line Cleaning Progress Report

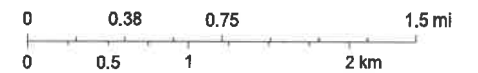


8/15/2024, 10:22:37 AM

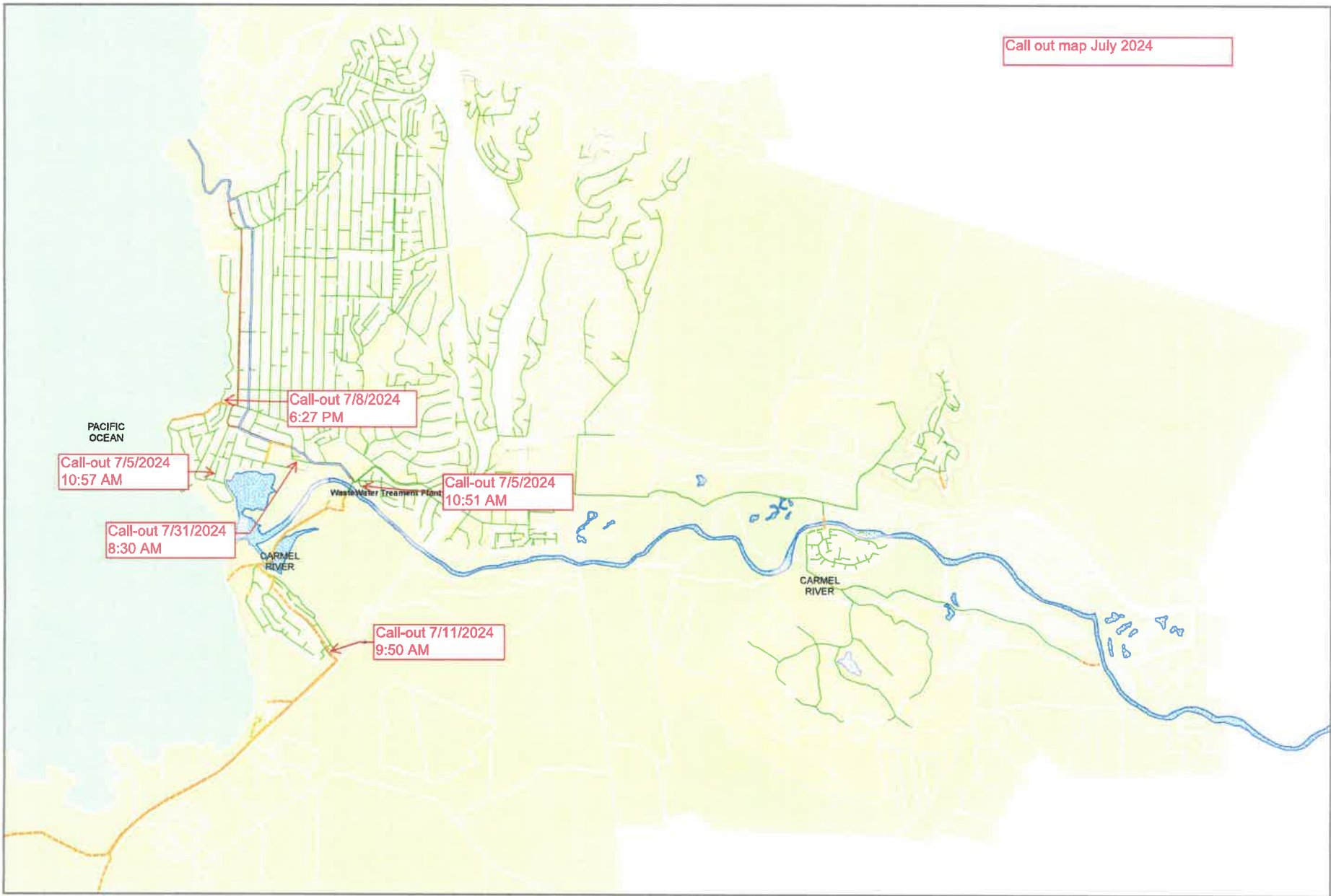
Line Activity Within 3 Months

— Last Month	July	44,591
— Previous Month	June	39,123
— Prior Month	May	24,538
— Service Area		

1:37,636



California State Parks, Eri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, Eeri, NASA, NGA, USGS, FEMA



Call out map July 2024

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

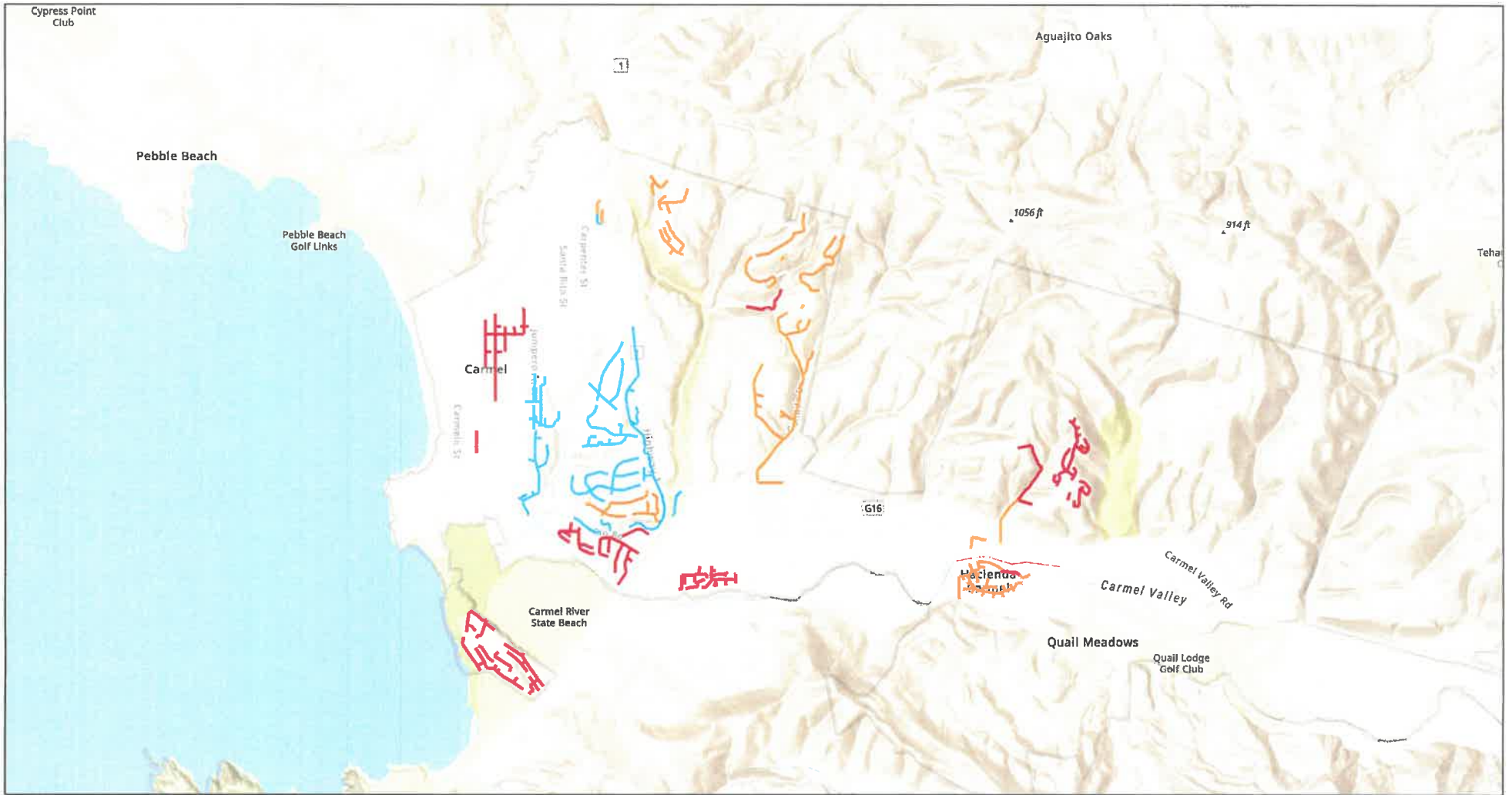
Carmel Area  
Wastewater District  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013



# Sewer Line Cleaning Progress Report

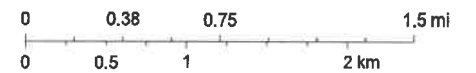


8/15/2024, 10:22:37 AM

Line Activity Within 3 Months

- Last Month July
- Previous Month June
- Prior Month May
- Service Area

1:37,636



California State Parks, Eri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, Eeri, NASA, NGA, USGS, FEMA

**Carmel Area Wastewater District  
(CAWD)  
Sewer System Management Plan  
(SSMP)  
Audit Checklist Report  
August 20, 2024**

The purpose of the SSMP Audit is to evaluate the effectiveness of the CAWD SSMP and to identify any need for improvement. The information identified here will be used to inform the findings and necessary information to be evaluated during the biannual Internal Audit of the CAWD SSMP.

**Directions:** Please rank each item below utilizing the following sufficiency ranking system and add any comments to explain the ranking to the Comment Section of each SSMP Element:

- *Complies (C) – complies with all Water Resource Development Report (WDR) objectives*
- *Substantially Complies (SC) – complies mostly with all WDR objectives*
- *Partially Complies (PC) – complies with basic WDR objectives*
- *Marginal Compliance (MC) – complies minimally with basic objectives of the WDR*
- *Does Not Comply – does not comply with WDR objectives*

Element 0 – Introduction/Executive Summary	
A. CAWD service area map needs to be updated	SC
B.	
C.	
D.	
Element I – Goals	Rating
A. Are the goals stated in the SSMP still appropriate and accurate?	C
Discussion: Goals have not changed since 2020.	

<b>Element II – Organization</b>		<b>Rating</b>
A.	Is the List of Staff Responsible for SSMP Elements current?	SC
B.	Is the Sanitary Sewer Overflow (SSOs) Responder List current?	C
C.	Is the Organization Chart current?	SC
D.	Are the Staff position descriptions an accurate portrayal of staff responsibilities?	SC
E.	Is the Chain of Communication for Reporting and Responding to SSOs section/flow chart accurate and up to date?	SC
<p>Discussion: There have been no substantial changes in the organization since 2020. The organization chart has changed and will be updated in the 2025 revision of the SSMP. The Collections department added a new permanent employee position, making a total of 6 Full Time Equivalents (FTE's) in Collections. The Principle Engineer has retired since last audit. Lead Lab/compliance has changed.</p>		
<b>Element III – Legal Authority</b>		<b>Rating</b>
<p>Does the SSMP contain current references to the District's Sewer Code documenting CAWDs legal authority to:</p>		
A.	Prevent illicit discharges?	C
B.	Require proper design and construction of sewers and connections?	C
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the CAWD?	C
D.	Limit discharges of fats, oils and grease?	C
E.	Enforce any violation of its sewer ordinances?	C
F.	Were any changes or modifications made in the past year to Sewer Ordinances, Regulations or standards?	C
<p>Discussion: The CAWD Uniform Plumbing Ordinance and Administrative Penalties Ordinance will be revised second half of 2024 to include better plumbing provisions for grease traps in food service establishments.</p>		

## Element IV – Operations & Maintenance

<b>Collection System Maps</b>	<b>Rating</b>
A. Does the SSMP reference the current process and procedures for maintaining CAWD's wastewater collection system maps?	C
B. Are the wastewater collection system maps complete, current and sufficiently detailed?	C
C. Are storm drainage facilities of the City and County identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	C

<b>Prioritized Preventive Maintenance</b>	<b>Rating</b>
D. Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	C
E. Based upon information in the Annual SSO Report, are the CAWDs preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	C
<b>Scheduled Inspections and Condition Assessments</b>	<b>Rating</b>
F. Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	C C
<b>Contingency Equipment and Replacement Inventory</b>	<b>Rating</b>
G. Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	C
H. Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	C
<b>Training</b>	<b>Rating</b>
I. Does the SSMP document current training expectations and programs?	C
<b>Outreach to Plumbers and Building Contractors</b>	<b>Rating</b>
J. Does the SSMP document current outreach efforts to plumbers and building contractors?	C
Discussion: Pump Station risk assessment was done in 2023. Additional back-up equipment has been purchased since the last audit. District now has three portable generators and a portable by-pass pump and by-pass trailer.	

<b>Element V – Design and Performance Standards</b>	<b>Rating</b>
A. Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	C
B. Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	C
Discussion: Standard Plans & Specification and the Plumbing Ordinance are current.	
<b>Element VI – Overflow and Emergency Response Plan</b>	<b>Rating</b>
A. Does the CAWD Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	C
B. Are staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	C
C. Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	C
D. Are all SSO and claims reporting forms current or do they require revisions or additions?	C
E. Does all SSO event recordkeeping meet the Sanitary Sewer Systems (SSS) General Waste Discharge Requirements (GWDR) requirements? Are all SSO event files complete and certified in the California Integrated Water Quality System (CIWQS) system?	C
F. Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with SSS GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	C
Discussion: The Overflow Emergency Response Plan (OERP) has changed in the WDR revision. The Sewer Emergency Response Plan (SERP) was the new standard. CAWD has replaced the OERP with the new updated SERP in 2023	

<b>Element VII – Fats, Oils and Grease (FOG) Control Program</b>		<b>Rating</b>
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?	SC
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	C
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping, and reporting established in the CAWD FOG Control Program?	C
D.	Does CAWD have sufficient legal authority to implement and enforce the FOG Control Program?	SC
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	SC
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	C
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the CAWD OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	C
<p>Discussion: CAWD is revamping our FOG program starting with updates to District Ordinances pertaining to grease trap plumbing and fines. CAWD has expanded the inspections of restaurants to include looking for fixtures that are not connected to grease traps. The new ordinance will provide better enforcement of standards by including fines for failure to correct deficiencies in restaurant kitchen plumbing.</p>		
<b>Element VIII – System Evaluation and Capacity Assurance Plan</b>		<b>Rating</b>
A.	Does the CAWD Sewer System Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term capacity enhancement and improvement projects?	C
B.	Does the CAWD Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long- term capacity improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity completed?	C
<p>Discussion: The CIP is updated annually in the Collections Budget.</p>		

<b>Element IX – Monitoring, Measurement and Program Modifications</b>	<b>Rating</b>
A. Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	C
B. Is CAWD able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	C
C. Do the performance metrics properly support the Goals in Element 1?	C
Discussion: No changes to the Monitoring Measurement Program are required at this time.	



Element X – SSMP Audits	Rating
A. Will the SSMP Audit be completed, reviewed and filed in Appendix B?	C
B. Was the final Audit Report presented to the governing body at a publicly noticed meeting?	C
Discussion: This audit will be brought to the CAWD Board of Directors in August of 2024 and will be posted on the District website with the SSMP.	
Element XI – Community Program	Rating
A. Does CAWD effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?	C
B. Did the CAWD Board receive and review the Annual Sewer System Report?	C
Was the annual report uploaded to the CAWD Sewer Section website and added to Appendix C?	SC
C. Did staff conduct and document meetings with the Pebble Beach Community Services District’s satellite collection systems staff?	C
D. Are all agreements with satellite systems current or are changes necessary to these agreements?	C
Discussion: The SSMP Audit will be provided on the CAWD website.	
Change Log	Rating
A. Is the SSMP Change Log current and up to date?	SC
Discussion: Changes noted or required during this audit will be added to the SSMP Change log.	

**Audit Team:** \_\_\_\_\_

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

**Prepared By:** \_\_\_\_\_

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

**Reviewed By:** \_\_\_\_\_

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

**Certified By:** \_\_\_\_\_

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

**Approved for Filing On**

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

# STAFF REPORT



To: Board of Directors

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

Date: Aug 29, 2024

Subject: Monthly Safety Report (for July 2024)

## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **July 10: Tailgate Training- Refresher training on Automatic Electronic Defibrillators (AEDs).** S/C Admin Dias gave a refresher training on the use of the District's upgraded AED units purchased in 2023. While formal recertification training is provided every two years, an annual refresher is a best practice. It was emphasized that an AED will not advise for a shock if the heart is stopped (i.e., "flat-lined") but will advise for a shock if the heart is in a state of fibrillation. Fibrillation is common after a heart attack. It was also explained that after a shock, it can take up to 2 minutes for a heart to return to a normal rhythm. Therefore, prompt chest compressions are needed after a shock. Chest compressions will not damage a beating heart.
- **July 24: Introduction to draft Workplace Violence Prevention Plan (WPVPP or Plan).** S/C Admin Dias gave a presentation on the draft WPVPP and emphasized that the District is seeking employee feedback. After the presentation, all staff were directly emailed a copy of the Plan.

### 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 July included:

- **Development of Workplace Violence Prevention Plan (WPVPP or Plan).** A draft WPVPP was developed by S/C Admin Dias and presented to management and employees. The draft was also provided to the employee’s union. Comments were incorporated and the draft Plan will be presented to Carmel Area Wastewater District’s (CAWD’s) Board of Directors at their regular August meeting.

**Tours and Outreach**

- **Tours:** Two small private tours were given in July. One was for a curious 6-year-old and his parents. The second tour was for two brothers and a sister whose father, Shelburn Robison, was District Counsel for over several years in the 1960’s and 1970’s.

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

There were no new Workers Comp claims or first aid injuries in July. The most recent matrix is below.

<b>Work Related Injuries and Illnesses for 2024 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	0	0	33*	0
<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	1	0	0	0

\*Excludes holidays, vacation days and sick days

**FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
Report for: July 2024	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.784	0.864	0.836	0.960	67.271	209.68	643.19
PBCSD Flow	13.031	0.420	0.379	0.488	32.729	117.66	360.91
<b>Total Plant Flow</b>	<b>39.815</b>	<b>1.284</b>	<b>1.215</b>	<b>1.448</b>	<b>100.00</b>	<b>327.34</b>	<b>1004.10</b>
Tertiary Flow	34.573	1.115	0.478	1.242	86.834	139.24	427.11
Ocean Discharge	4.504	0.145	0.104	0.479	11.312	181.39	556.40
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	139.24MG (427.11acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.68 BG (29.72 K acre-ft.)
12 Month Rolling Total Reclamation Production	289.34 MG (887.99 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Jul'24 kWh	Price per kWh	Jul'24	Jun'24	May'24	Apr'24
Secondary	90,590.00	\$ 0.277	\$ 25,119.87	\$ 26,122.49	\$ 19,908.42	\$ 21,825.65
Blowers	52,084.24	\$ 0.288	\$ 15,002.30	\$ 16,433.71	\$ 12,813.32	\$ 10,503.05
<b>CAWD Total</b>	<b>142,674.24</b>		<b>\$ 40,122.17</b>	<b>\$ 42,556.20</b>	<b>\$ 32,721.74</b>	<b>\$ 32,328.70</b>
Tertiary	84,689.84	\$ 0.307	\$ 26,036.80	\$ 24,746.66	\$ 18,036.05	\$ 11,779.02
MF/RO	109,415.00	\$ 0.300	\$ 32,859.47	\$ 36,972.88	\$ 31,716.93	\$ 22,404.09
<b>Reclaim Total</b>	<b>194,104.84</b>		<b>\$ 58,896.27</b>	<b>\$ 61,719.54</b>	<b>\$ 49,752.98</b>	<b>\$ 34,183.11</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 22,901.08</b>	<b>Reclamation Total</b>		<b>\$ 76,117.36</b>

## kW-h Per Acre Foot

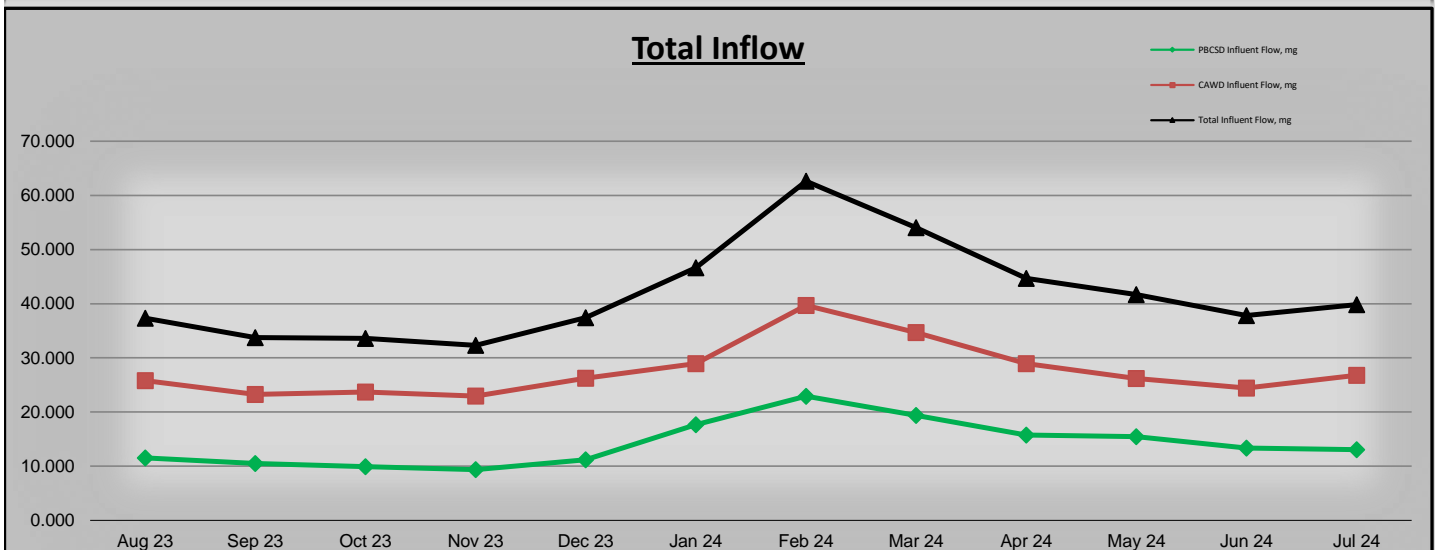
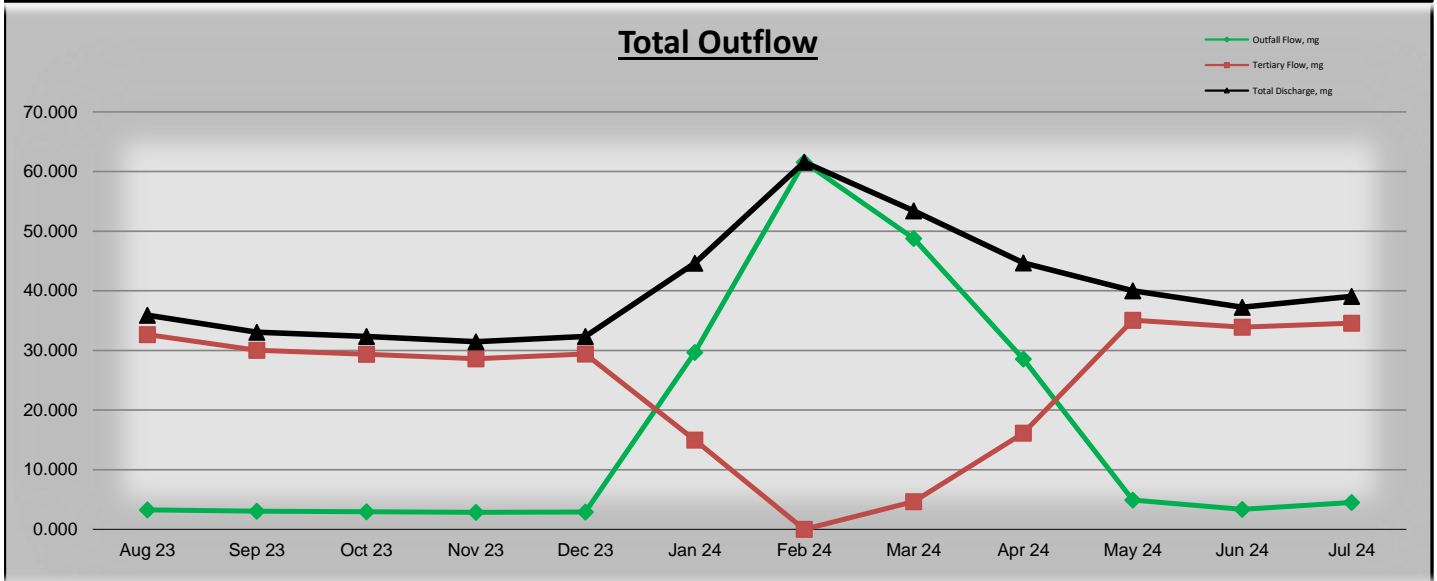
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	1159.32	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	3138.42	N/A	N/A

## MICROTURBINE SUMMARY

Month	Jul'24 kW-h (2)	Jun'24	May'24	Apr'24	Accumulated Totals
Production, kW-h	5,021	0	0	0	1,422,178.00

(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 back on-line starting on 7/16/2024.



# Wastewater Treatment Facility Operations Report

Report for: June 2024	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.432	0.814	0.803	0.843	64.628	182.90	561.03
PBCSD Flow	13.372	0.446	0.403	0.477	35.372	104.63	320.94
<b>Total Plant Flow</b>	<b>37.804</b>	<b>1.260</b>	<b>1.206</b>	<b>1.320</b>	<b>100.00</b>	<b>287.52</b>	<b>881.97</b>
Tertiary Flow	33.894	1.130	1.013	1.227	89.657	104.67	321.06
Ocean Discharge	3.369	0.112	0.096	0.123	8.912	176.88	542.58
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	104.67MG (321.06acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.65 BG (29.61 K acre-ft.)
12 Month Rolling Total Reclamation Production	287.87 MG (883.48 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Jun'24 kWh	Price per kWh	Jun'24	May'24	Apr'24	Mar'24
Secondary	96,146.00	\$ 0.272	\$ 26,122.49	\$ 19,908.42	\$ 21,825.65	\$ 21,860.91
Blowers	55,504.32	\$ 0.296	\$ 16,433.71	\$ 12,813.32	\$ 10,503.05	\$ 11,253.53
<b>CAWD Total</b>	<b>151,650.32</b>		<b>\$ 42,556.20</b>	<b>\$ 32,721.74</b>	<b>\$ 32,328.70</b>	<b>\$ 33,114.44</b>
Tertiary	94,128.40	\$ 0.263	\$ 24,746.66	\$ 18,036.05	\$ 11,779.02	\$ 9,279.23
MF/RO	122,912.00	\$ 0.301	\$ 36,972.88	\$ 31,716.93	\$ 22,404.09	\$ 10,182.94
<b>Reclaim Total</b>	<b>217,040.40</b>		<b>\$ 61,719.54</b>	<b>\$ 49,752.98</b>	<b>\$ 34,183.11</b>	<b>\$ 19,462.17</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 24,351.00</b>	<b>Reclamation Total</b>		<b>\$ 79,924.74</b>

## kW-h Per Acre Foot

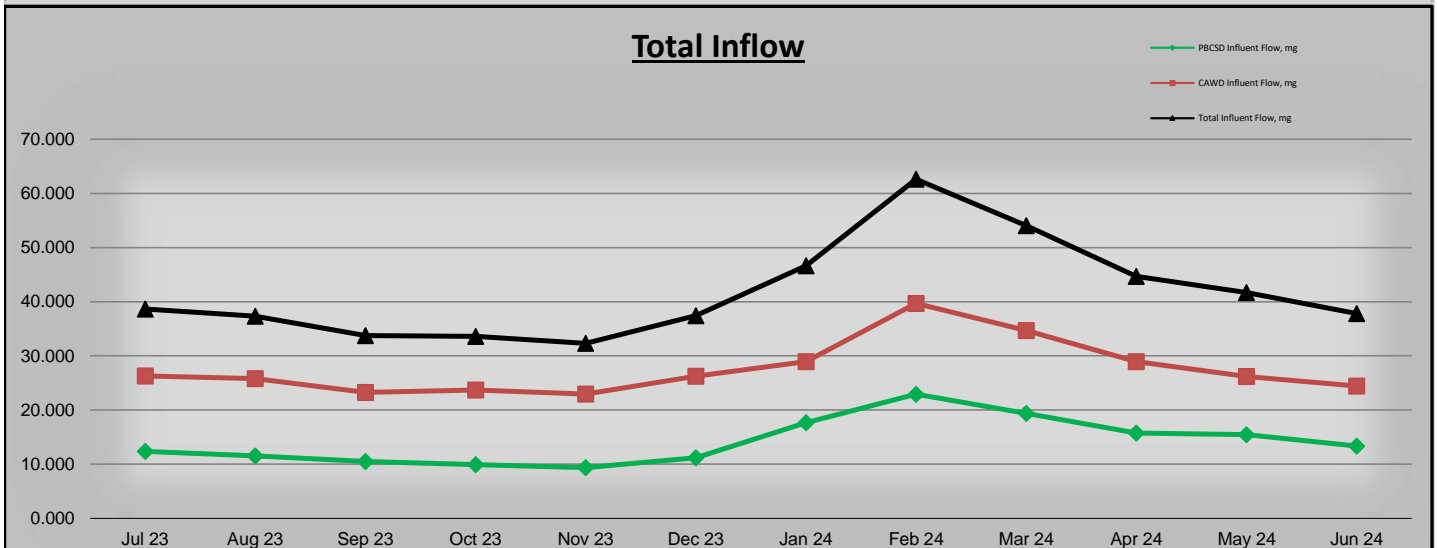
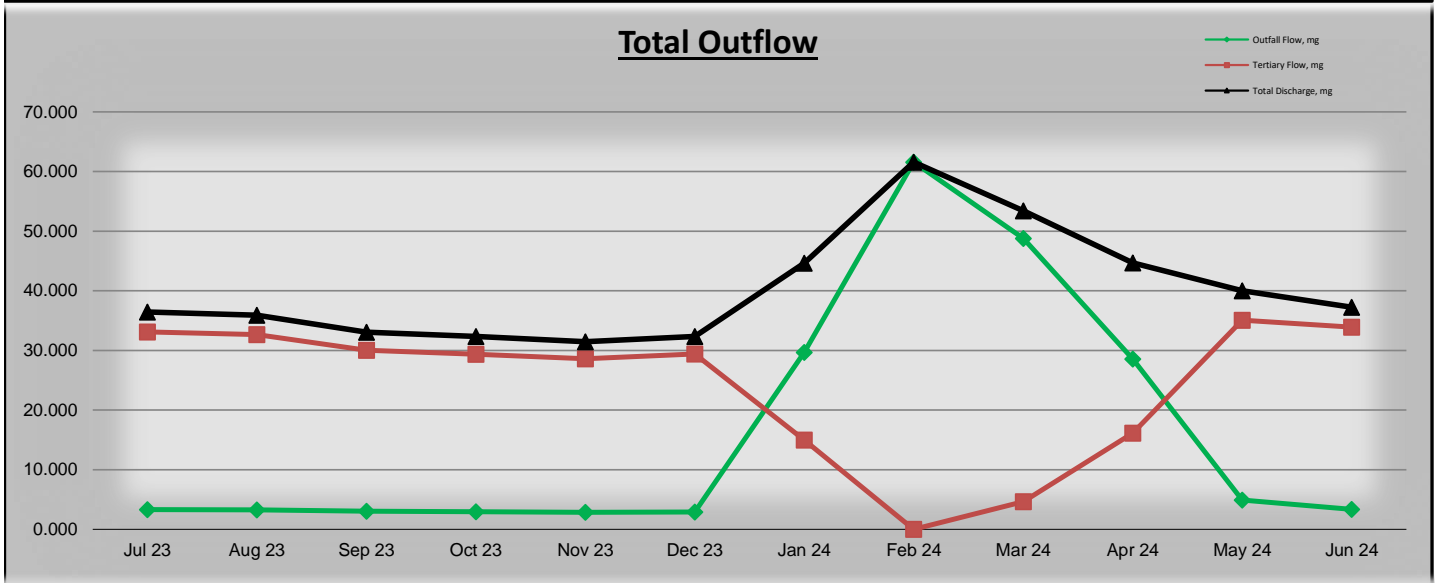
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	1159.32	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	3138.42	N/A	N/A

## MICROTURBINE SUMMARY

Month	May'24 kW-h (2)	May'24	Apr'24	Mar'24	Accumulated Totals
Production, kW-h	0	0	0	0	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. Compressor has been installed and is pending vendor start-up



# Wastewater Treatment Facility Operations Report

Report for: May 2024	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.209	0.846	0.797	1.107	62.871	158.46	486.08
PBCSD Flow	15.478	0.499	0.397	0.651	37.129	91.25	279.92
<b>Total Plant Flow</b>	<b>41.687</b>	<b>1.345</b>	<b>1.194</b>	<b>1.758</b>	<b>100.00</b>	<b>249.72</b>	<b>766.00</b>
Tertiary Flow	35.072	1.131	0.890	1.246	84.132	70.77	217.09
Ocean Discharge	4.919	0.159	0.083	0.748	11.800	173.51	532.25
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	70.77MG (217.09acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.61 BG (29.51 K acre-ft.)
12 Month Rolling Total Reclamation Production	285.81 MG (877.14 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	May'24 kWh	Price per kWh	May'24	Apr'24	Mar'24	Feb'24
Secondary	94,677.00	\$ 0.210	\$ 19,908.42	\$ 21,825.65	\$ 21,860.91	\$ 25,461.01
Blowers	52,035.68	\$ 0.246	\$ 12,813.32	\$ 10,503.05	\$ 11,253.53	\$ 10,621.03
<b>CAWD Total</b>	<b>146,712.68</b>		<b>\$ 32,721.74</b>	<b>\$ 32,328.70</b>	<b>\$ 33,114.44</b>	<b>\$ 36,082.04</b>
Tertiary	80,853.16	\$ 0.223	\$ 18,036.05	\$ 11,779.02	\$ 9,279.23	\$ 2,028.62
MF/RO	113,210.00	\$ 0.280	\$ 31,716.93	\$ 22,404.09	\$ 10,182.94	\$ 5,310.75
<b>Reclaim Total</b>	<b>194,063.16</b>		<b>\$ 49,752.98</b>	<b>\$ 34,183.11</b>	<b>\$ 19,462.17</b>	<b>\$ 7,339.37</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 19,366.36</b>	<b>Reclamation Total</b>		<b>\$ 63,108.36</b>

## kW-h Per Acre Foot

	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	N/A	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	N/A	N/A	N/A

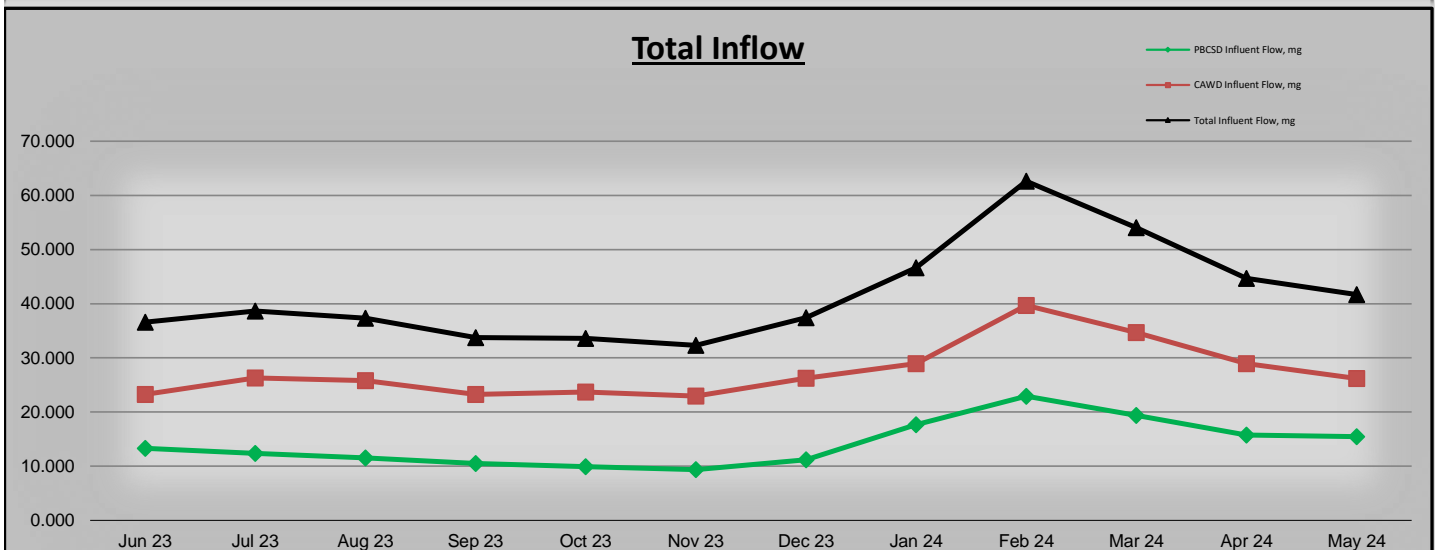
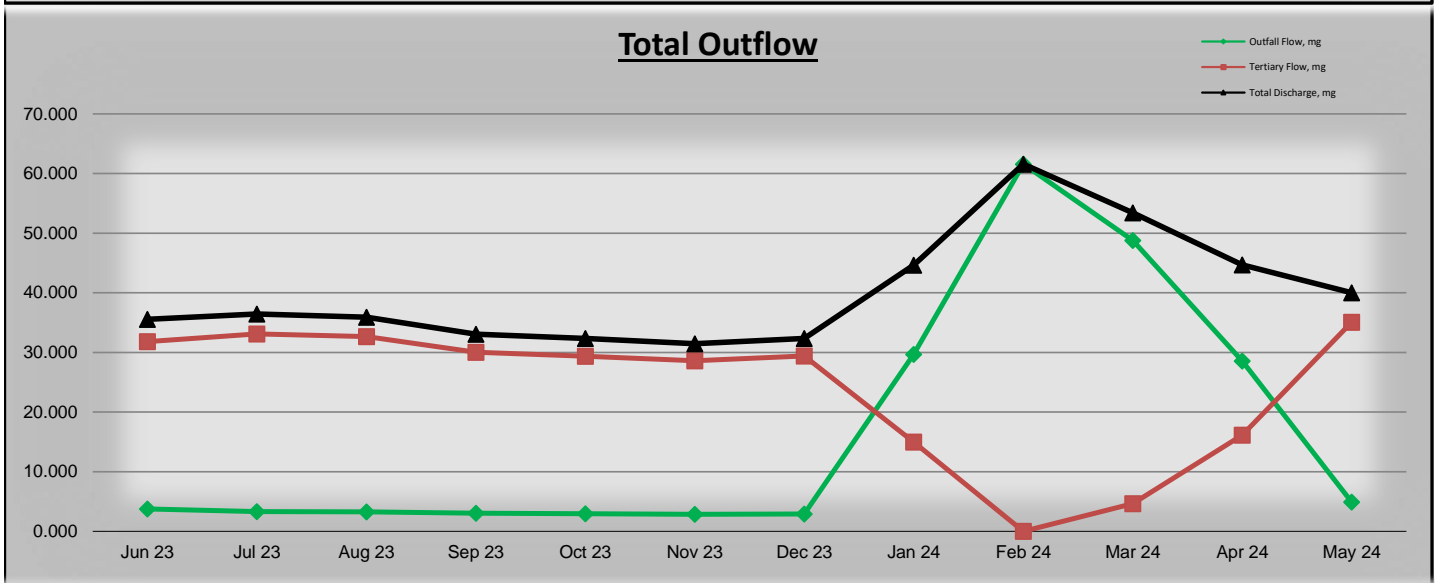
## MICROTURBINE SUMMARY

Month	May'24 kW-h (2)	Apr'24	Mar'24	Feb'24	Accumulated Totals
Production, kW-h	0	0	0	0	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. Compressor has been installed and is pending vendor start-up





# STAFF REPORT



To: Board of Directors

From: Carla James - Laboratory/Environmental Compliance Supervisor

Date: August 29, 2024

Subject: Monthly Report – July 2024

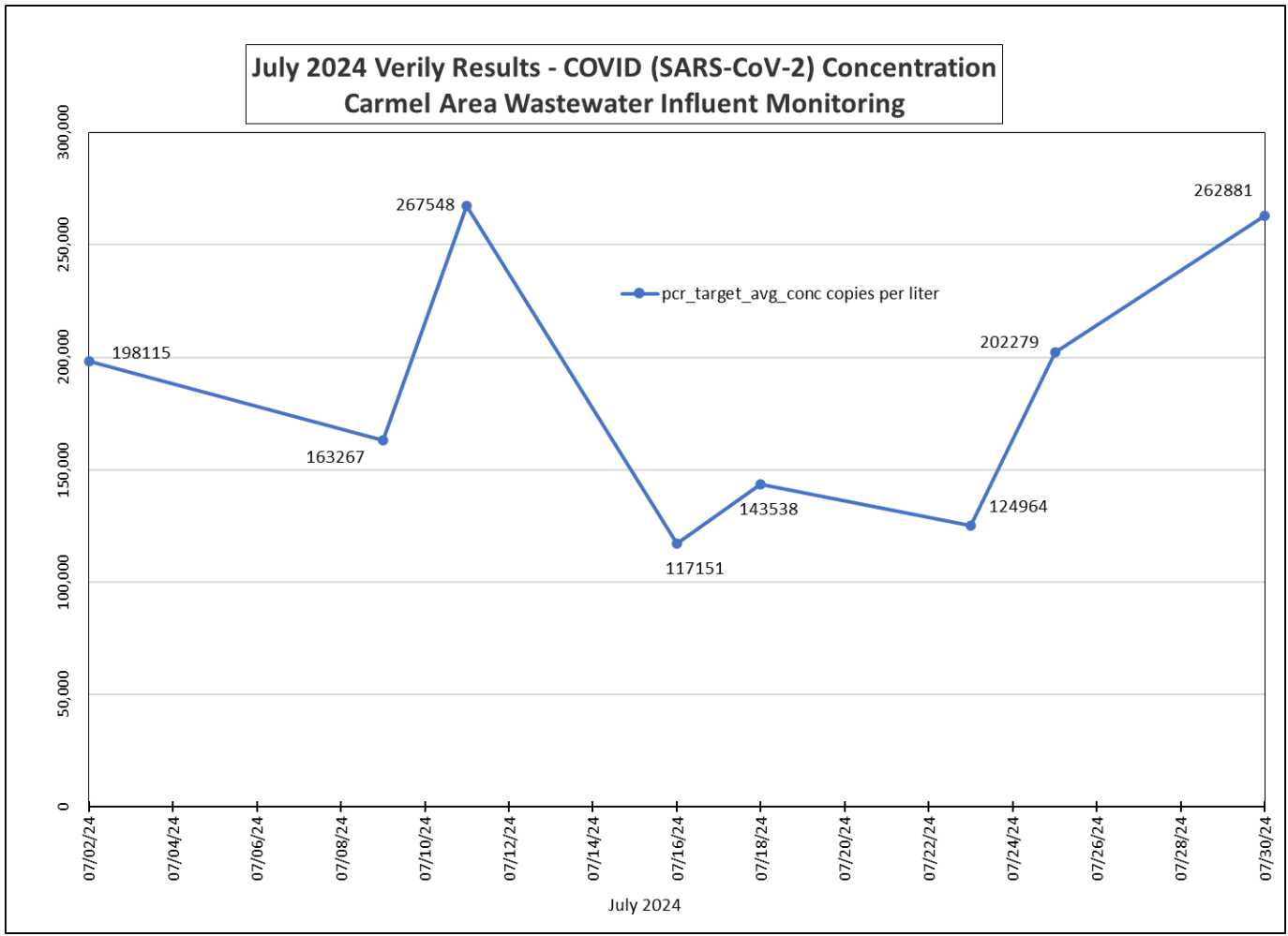
## RECOMMENDATION

Receive Report - Informational only; No action required.

## DISCUSSION

### INFLUENT MONITORING (VIRUSES)

- Center for Disease Control (CDC) approved Verily as the official provider for monitoring results. Verily provides SARS-CoV-2 (COVID), Respiratory Syncytial Virus (RSV), Influenza A and B, and Monkey Pox Virus (MPKV) analysis twice per week for Carmel Area Wastewater District (CAWD) Facility Influent composite samples.
- July 2024 COVID data points from Verily are represented in the following graph. The graph shows the copies of pathogen nucleic acid per liter of wastewater for a single collection site over time.
- Influenza A virus was detected in July 2024.
- Influenza B, RSV, and MPKV viruses were not detected in July 2024.



**LABORATORY REPORT**

- On July 08, 2024, one student from Carmel High School, Thomas Gardner, started his first day as a summer intern in the Carmel Area Wastewater District (CAWD) Laboratory.
- On July 25, 2024, Ed Waggoner introduced Thomas Gardner to the Board of Directors and he remained for the duration of the meeting.
- On July 29, 2024, an On-Site Assessment (OSA) was performed by International Accreditation Services, a Third-Party Assessor (TPA), as part of the Environmental Laboratory Accreditation Program (ELAP) renewal through California State Water Boards. Recommendations are forthcoming.

**FUNDING**

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026	
									H2	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 R	Treanor	4/30/18	9/29/23	\$0	\$9,638,381	Substantial Completion	<b>Sludge Holding Tank Replacement Project</b>						
18-28	1626.000	Perimeter Tree Plan and Implementation	Bandy	7/1/19	6/30/26	\$0	\$5,020	Reviewing Height of Existing Native Trees	<b>Perimeter Tree Plan and Implementation</b>						
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	12/30/26	\$0	\$0	SHPO Consultation for FEMA Funding	<b>FREE Mitigation</b>						
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	10/13/23	\$0	\$17,332	In Progress							
19-18	1593.000	Perimeter Fencing	Bandy	7/1/22	12/31/25	\$25,000	\$74,801	Design/CEQA	<b>Perimeter Fencing</b>						
22-03	1639.000	WWTP Gas and Water Main Replacement	Bandy	5/2/22	6/30/26	\$300,000	\$478,944	30% Design	<b>Gas and Water Main Replacement</b>						
22-04	1642.000	CAWD Bridge Project	Treanor	3/1/21	2/29/28	\$0	\$12,994	Funding Strategy	<b>CAWD Bridge Project</b>						
22-06	1640.000	Vactor Receiving Station	Bandy	7/1/22	12/31/24	\$575,000	\$680,222	Construction Phase	<b>Receiving Station</b>						
		<u>Reclamation Capital Projects</u>													
22-05	14794	Reclamation 15-Year CIP Master Plan	Bandy/Treanor	8/2/22	6/30/25	\$349,250	\$537,696	In Progress	<b>Reclamation 15-Year CIP Master Plan</b>						
		<u>Collections Capital Projects</u>													
19-03	1586.000	Carmel Meadows Sewer Replacement	Treanor	8/1/19	6/30/26	\$300,000	\$1,015,235	Design Update In Progress	<b>Carmel Meadows Sewer Replacement</b>						
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Treanor	12/31/20	12/31/25	\$150,000	\$298,087	On Hold	<b>Station Rehabilitation</b>						
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$2,000,000	\$2,533,925	In Design / CEQA	<b>Pipe Bursting - Ocean to Bay</b>						
21-05	1637.000	Pescadero Sewer Relocation	Treanor	7/1/21	12/31/26	\$500,000	\$723,629	In Design / CEQA	<b>Pescadero Sewer Relocation</b>						
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	12/31/25	\$2,500,000	\$2,653,098	In Design	<b>Santa Rita &amp; Guadalupe Pipeline Rehab</b>						
24-04		Highlands Forcemain Retrofits	Bandy	4/1/24	4/1/26	\$0	\$0	Study Phase	<b>Highlands Forcemain Retrofits</b>						
20-06		Collections 15-Year CIP	Treanor	7/1/20	7/1/40	\$0	\$66,372,100	Work In Progress	<b>Collections 15-Year CIP</b>						
		<u>Collections Non-Capital Projects</u>													
24-01	6130.005	2024 Sewer Pipe Repairs	Treanor	1/1/24	12/31/24	\$410,000	\$410,000	In Progress	<b>2024 Sewer Pipe Repairs</b>						
24-02	6140.005	2024 Manhole Coating	Treanor	1/1/24	12/31/24	\$460,000	\$460,000	In Design	<b>2024 Manhole Coating</b>						
		<u>Assessment Districts/Annexations</u>													
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Treanor	7/3/18	3/31/24	\$0	\$0	Startup Phase	<b>Manor Pipeline and Pump Station</b>						
18-29	2500.000	September Ranch Subdivision	Treanor	9/1/22	8/30/25	\$0	\$0	In Construction	<b>September Ranch Subdivision</b>						
23-03		Rancho Cañada Village Subdivision	Treanor	3/1/23	2/27/25	\$0	\$0	Sewer Agreement	<b>Cañada Village Subdivision</b>						
		<u>Other Non-Capital Projects</u>													
		Workforce Now	Lauer			\$0	\$0	Time Card System Pilot							

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026		
									H2	H1	H2	H1	H2	H1	H2	
24-03	1644.000	Real Property Investigation	Buikema			\$0	\$0	Ongoing								
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing								
		Artificial Intelligence Pilot Project	Foley			\$150,000	\$242,924	In Progress								
22-01	5500.006	Source Control Six Sigma	Treanor			\$0	\$0	Restaurant Plumbing Inspections In Progress								
		Long Term SLR Planning	Buikema / Bandy / Treanor	5/3/21	2/29/40	\$250,000	\$1,400,000	2023 Study Complete	Long Term SLR Planning							
20-05		River Watch Agreement	Treanor	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement							
		CMMS Upgrade	Lauer / Foley / Treanor	11/1/23	11/1/24	\$85,800	\$85,800	Systems Setup	CMMS Upgrade							
		Summer Internship Program 2024	Waggoner	1/1/24	12/31/24	\$0	\$0	Completed	Summer Internship Program 2024							



## 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	\$9,638,381
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$1,867,249
<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>	Bandy	
<b>Status:</b>	Reviewing Height of Existing Native Trees	
<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:
	\$0	\$0
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Study moved to 2024; anticipate completion 06-30-26</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	

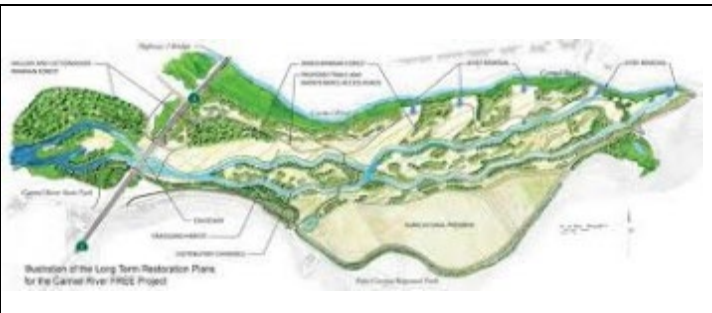


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<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>	Treanor	
<b>Status:</b>	State Historic Preservation Office (SHPO) 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:	Cumulative Spent: \$618,569
	\$750,000	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:	Cumulative Spent:
	\$17,332	\$17,332
	FY Budget:	FY Spent:
	\$0	\$0
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	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>	Bandy	
<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: \$25,000	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>	Bandy	
<b>Status:</b>	30% 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: \$178,944
	FY Budget: \$300,000	FY Spent: \$135,500
<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: \$13,438
	FY Budget: \$0	FY Spent: \$12,026
**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>	Bandy	
<b>Status:</b>	Construction 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: \$105,222
	FY Budget: \$575,000	FY Spent: \$18,554
<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 starts in June 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/Bandy	
<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: \$349,250	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:
	\$2,615,044	\$719,844
<b>Financial:</b>	FY Budget:	FY Spent:
	\$300,000	\$100,191
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring ejector pumps.	
<b>Schedule:</b>	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
<b>Consultants:</b>	TBD	
<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>	On Hold	
<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:
	\$976,756	\$148,087
<b>Financial:</b>	FY Budget:	FY Spent:
	\$150,000	\$71,331
<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>	TBD	
<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 10,561 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:
	\$4,792,546	\$591,360
	FY Budget:	FY Spent:
	\$2,000,000	\$199,234
<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>	In Design / CEQA	
<b>Project Description:</b>	Install new pipe in road to divert majority of flow from pipe on slope.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$681,931	\$239,020
	FY Budget:	FY Spent:
	\$500,000	\$41,373
<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	

**Santa Rita & Guadalupe #23-01**



<b>Project Number:</b>	<b>23-01</b>	
<b>Project Name:</b>	<b>Santa Rita &amp; Guadalupe</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Trenor	
<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:	Cumulative Spent: \$158,119
	FY Budget: \$2,500,00	FY Spent: \$107,095
<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 Winter 2024. Preliminary Plans Complete.	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	

**Highlands Force Main Retrofits #24-04**



<b>Project Number:</b>	<b>24-04</b>	
<b>Project Name:</b>	<b>Highlands Force Main Retrofits</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Bandy	
<b>Status:</b>	Study Phase	
<b>Project Description:</b>	Proposed pipeline repairs to existing flushing connections, and air release valves. Includes provisions for potentially connecting the Pt Lobos sewer to the CAWD sewer at a location closer to Pt Lobos to allow existing Pt Lobos Force Main to be transferred to CAWD as a backup pipeline.	
<b>Financial:</b>	Cumulative Budget: \$0	Cumulative Spent: \$0
	FY Budget: \$0	FY Spent: \$0
<b>Other Entities:</b>	California State Parks	
<b>Permits Required:</b>	CalTrans Encroachment	
<b>Challenges:</b>	Construction along Hwy 1	
<b>Schedule:</b>	TBD	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	



Year	Project Name	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
1	Capital Schedules Project (Total Costs)	\$1,837,668																	
2	Water Pollution Control System	\$1,837,668																	
3	Water Pollution Control System	\$1,837,668																	
4	Water Pollution Control System	\$1,837,668																	
5	Water Pollution Control System	\$1,837,668																	
6	Water Pollution Control System	\$1,837,668																	
7	Water Pollution Control System	\$1,837,668																	
8	Water Pollution Control System	\$1,837,668																	
9	Water Pollution Control System	\$1,837,668																	
10	Water Pollution Control System	\$1,837,668																	
11	Water Pollution Control System	\$1,837,668																	
12	Water Pollution Control System	\$1,837,668																	
13	Water Pollution Control System	\$1,837,668																	
14	Water Pollution Control System	\$1,837,668																	
15	Water Pollution Control System	\$1,837,668																	
16	Water Pollution Control System	\$1,837,668																	
17	Water Pollution Control System	\$1,837,668																	
18	Water Pollution Control System	\$1,837,668																	
19	Water Pollution Control System	\$1,837,668																	
20	Water Pollution Control System	\$1,837,668																	
21	Water Pollution Control System	\$1,837,668																	
22	Water Pollution Control System	\$1,837,668																	
23	Water Pollution Control System	\$1,837,668																	
24	Water Pollution Control System	\$1,837,668																	
25	Water Pollution Control System	\$1,837,668																	
26	Water Pollution Control System	\$1,837,668																	
27	Water Pollution Control System	\$1,837,668																	
28	Water Pollution Control System	\$1,837,668																	
29	Water Pollution Control System	\$1,837,668																	
30	Water Pollution Control System	\$1,837,668																	
31	Water Pollution Control System	\$1,837,668																	
32	Water Pollution Control System	\$1,837,668																	
33	Water Pollution Control System	\$1,837,668																	
34	Water Pollution Control System	\$1,837,668																	
35	Water Pollution Control System	\$1,837,668																	
36	Water Pollution Control System	\$1,837,668																	
37	Water Pollution Control System	\$1,837,668																	
38	Water Pollution Control System	\$1,837,668																	
39	Water Pollution Control System	\$1,837,668																	
40	Water Pollution Control System	\$1,837,668																	
41	Water Pollution Control System	\$1,837,668																	
42	Water Pollution Control System	\$1,837,668																	
43	Water Pollution Control System	\$1,837,668																	
44	Water Pollution Control System	\$1,837,668																	
45	Water Pollution Control System	\$1,837,668																	
46	Water Pollution Control System	\$1,837,668																	
47	Water Pollution Control System	\$1,837,668																	
48	Water Pollution Control System	\$1,837,668																	
49	Water Pollution Control System	\$1,837,668																	
50	Water Pollution Control System	\$1,837,668																	

Photo: LT Capital Schedule

Project Number:	20-06	
Project Name:	Collections 15 -Year CIP	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Work in Progress	
Project Description:	Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan	
Department:	Collections	
Projection of Total Capital Costs-15-Yr \$63M	Construction Costs: \$66M	Administration Costs: \$10M (20% engineering, legal, admin.)
Financial:	Cumulative 15YR Budget: EST \$66M	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
Reclamation Share:	0%	
Other Entities:	River Watch Agreement-see project #20-05	
Permits Required:	none	
Challenges:	Completing all projects near water bodies in time for the February 2024 deadline is unlikely due to lack of public approval.	
Schedule:	2020 - 2040	
Consultants:	West Yost	
Contractor:	N/A	

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



*Photo: Pipe Repairs*

<b>Project Number:</b>	<b>24-01</b>	
<b>Project Name:</b>	<b>2024 Sewer Pipe Repairs</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	Miscellaneous repairs of existing pipes in the collection system	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$405,000	Cumulative Spent: N/A
	FY Budget: \$405,000	FY Spent: 0
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	City and County Encroachment Permits	
<b>Challenges:</b>	Varied site conditions from location to location, as well as various types of deficiencies to repair throughout the collections system.	
<b>Schedule:</b>	2024 thru 2025	
<b>Contractor:</b>	TBD	



*Photo: Pipe Repairs*

<b>Project Number:</b>	<b>24-02</b>	
<b>Project Name:</b>	<b>2024 Manhole Coating</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Design Phase	
<b>Project Description:</b>	Coating manholes to extend life span	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$410,000	Cumulative Spent: N/A
	FY Budget: \$410,000	FY Spent: 0
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>		
<b>Challenges:</b>		
<b>Schedule:</b>		
<b>Contractor:</b>	TBD	

## **Assessment Districts/Annexations**

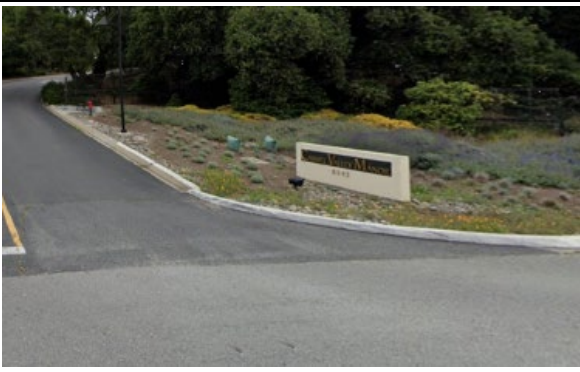


Photo: Entrance to Carmel Valley Manor

<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>	Startup Phase	
<b>Project Description:</b>	Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.	
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item-under repayment agreement (no funds received)-</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$180
<b>Other Entities:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	Various Private Land Owners	
<b>Challenges:</b>	County Encroachment Permit, Easements through Private Property, Environmental Review	
<b>Schedule:</b>	Funding, Repayment Agreement, easement agreements, Local Agency Formation Council (LAFCO) annexation	
<b>Consultants:</b>	Construction Completion Anticipated in July 2024	
<b>Contractor:</b>	MNS and Rincon are working for Carmel Valley Manor	
<b>Contractor:</b>	Monterey Peninsula Engineering	

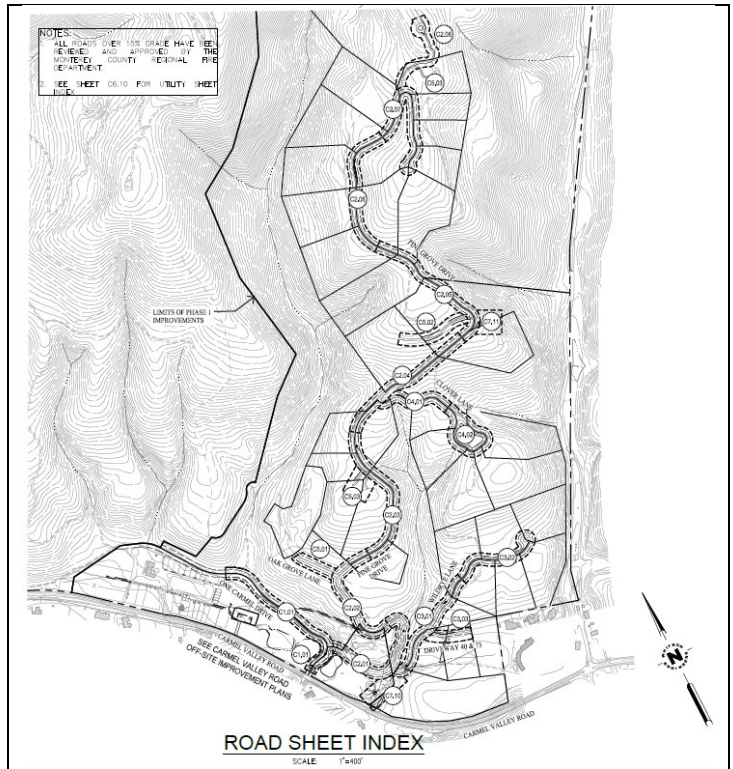
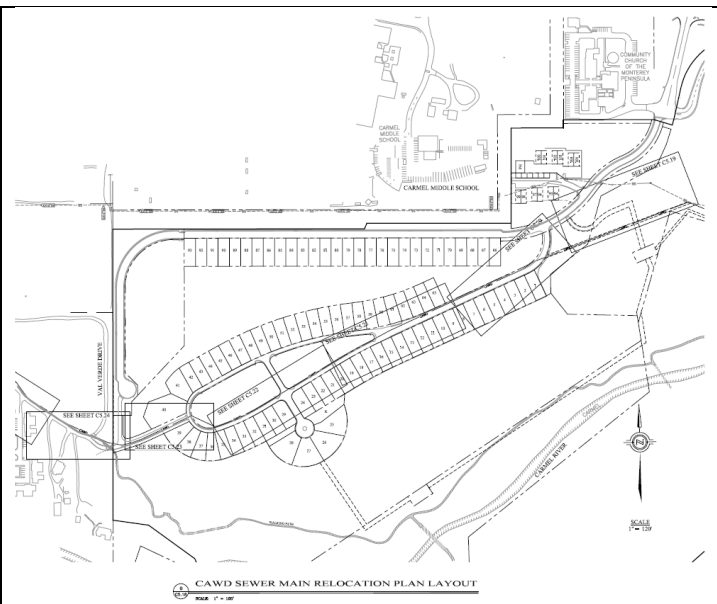


Photo: Map of September Ranch Subdivision

<b>Project Number:</b>	<b>18-29</b>	
<b>Project Name:</b>	<b>September Ranch Subdivision</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Construction	
<b>Project Description:</b>	New housing subdivision is being built. Sewer infrastructure is being constructed by developer under jurisdiction of CAWD. Approximately 35 undeveloped lots.	
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item-under repayment agreement</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$
<b>Other Entities:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Developer Obtained Permits	
<b>Schedule:</b>	Construction by developer.	
<b>Consultants:</b>	Construction in 2024	
<b>Contractor:</b>	MNS Engineers, Inc.	
<b>Contractor:</b>	Don Chapin	



*Photo: Location of Rancho Cañada Village Subdivision*

<b>Project Number:</b>	<b>23-03</b>	
<b>Project Name:</b>	<b>Rancho Cañada Village Subdivision</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Sewer Agreement	
<b>Project Description:</b>	New housing subdivision is being built. Sewer infrastructure is being constructed by developer under jurisdiction of CAWD.	
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item-under repayment agreement</b>	Cumulative Budget:	Cumulative Spent:
	FY Budget:	FY Spent:
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Developer Obtained Permits.	
<b>Challenges:</b>	Construction by developer.	
<b>Schedule:</b>	Construction Pending	
<b>Consultants:</b>	Unknown	
<b>Contractor:</b>	Unknown	

## **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-Time Card System Pilot	
<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.	
<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>	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	

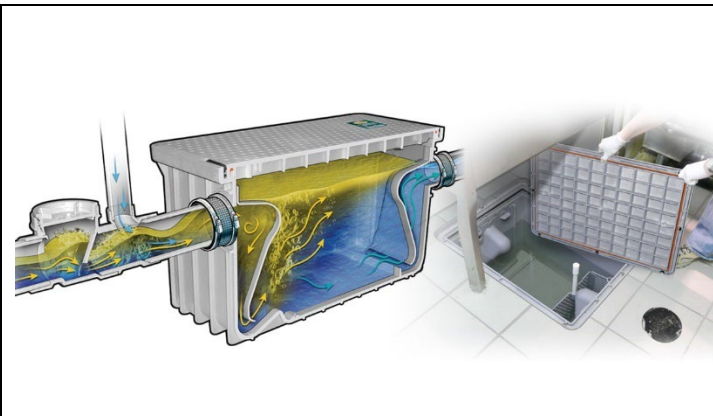


Photo: Grease Trap Graphic

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Source Control -Environmental Compliance -Six Sigma	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Restaurant Plumbing Inspections In Progress	
<b>Project Description:</b>	A Six Sigma project to improve source control for grease laden wastewater being discharged from restaurants. Grease problems are ongoing and require more oversight of restaurants grease control activities.	
<b>Department:</b>	Engineering	
<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>	Restaurant plumbing.	
<b>Schedule:</b>	Ongoing	
<b>Consultants:</b>	Carmel Fire	



Photo: Futuristic Circuitry

<b>Project Number:</b> 24-03		
<b>Project Name:</b> Artificial Intelligence Pilot Project		
<b>Project Location:</b> Treatment Plant		
<b>Project Manager:</b> Foley		
<b>Status:</b> In Progress		
<b>Project Description:</b>	A Pilot Project to test run new artificial intelligence algorithms on time series operating data being gathered in the existing Supervisory Control and Data Acquisition (SCADA) system. The new algorithms will be designed to conduct multivariate analysis of data for Anomaly Detection, and multivariate computations for process control. Initial investment in new computer hardware and software may be necessary as system requirements.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$75,000	Cumulative Spent: \$109,374
	FY Budget: \$150,000	FY Spent: \$92,924
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	<ul style="list-style-type: none"> <li>Determining Hardware and Software needs to fulfill system requirements to run algorithms.</li> <li>Database restructuring.</li> </ul>	
<b>Schedule:</b>	Work started in March 2024 and is anticipated to continue through end of Fiscal Year (FY) 24-25.	
<b>Consultants:</b>	Enterprise Automation	



Photo: California coastline

<b>Project Number:</b> 22-01		
<b>Project Name:</b> Long-Term Sea Level Rise Planning		
<b>Project Location:</b> Treatment Plant		
<b>Project Manager:</b> Buikema/ Treanor/Bandy		
<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.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$1,400,00	Cumulative Spent: \$219,862
	FY Budget: \$250,000	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>	Most recent study completed in 2023. Next study to start in 2024 or 2025.	
<b>Consultants:</b>	Greeley & Hansen	



Photo: River Watch logo

<b>Project Number:</b>	20-05	
<b>Project Name:</b>	River Watch Agreement	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Work in Progress	
<b>Project Description:</b>	Work to satisfy the milestones in the agreement with River Watch.	
<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	

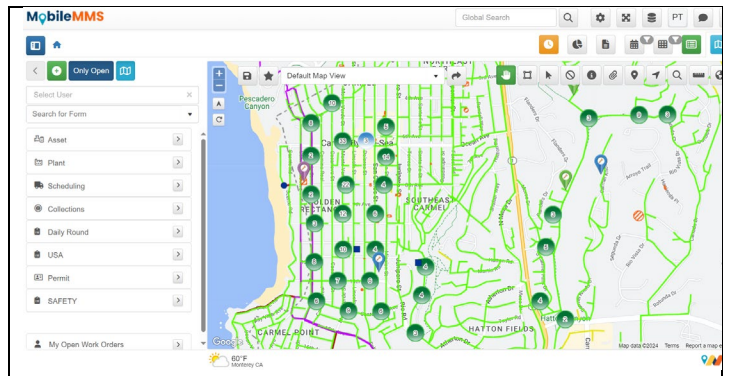


Photo: CMMS System

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	CMMS Upgrade	
<b>Project Location:</b>	District Wide	
<b>Project Manager:</b>	Lauer /Foley/Treanor	
<b>Status:</b>	Systems Setup	
<b>Project Description:</b>	Computerized Maintenance Management System (CMMS) is a workflow tool and work data storage system used for scheduling work and accessing records. CAWD is upgrading this system to better manage information and work in the collection system and operate in the field more effectively.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$85,800	Cumulative Spent: \$78,000
	FY Budget: \$85,800	FY Spent: \$78,000
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Creating custom workflows that fit the specific needs of CAWD	
<b>Schedule:</b>	Development in Progress through FY23/24	
<b>Consultants:</b>	Websoft Developers-Mobile MMS Software	



*Photo: Carmel Unified School District and Monterey Peninsula College Logos*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Summer Internship Program 2024	
<b>Project Location:</b>	District Wide	
<b>Project Manager:</b>	Ed Waggoner	
<b>Status:</b>	Completed	
<b>Project Description:</b>	Hiring local student interns to work at CAWD.	
<b>Department:</b>	All Departments	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$40K	\$0
	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Coordination with local schools and finding students.	
<b>Schedule:</b>	The goal is to have interns in the Summer of 2024	
<b>Consultants:</b>	N/A	

# STAFF REPORT

To: Board of Directors  
From: Ed Waggoner, Operations Superintendent  
Date: August 29, 2024  
Subject: Monthly Operations Reports – July 2024



## 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 July.
- July 11, Second set of Interns from Carmel Unified School District started the Internship in Operations, Laboratory, Engineering, and Safety/Compliance.
- July 17, Tour of the Treatment facilities for Pebble Beach and Spyglass Hill golf course maintenance interns.

#### Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- MF cells #1, #2, and #3 were cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- July 5, Staff shipped out three Scinor MF modules to H2O Innovations to determine cause of failure of the modules in cell #3.

#### Training:

- Staff participated in scheduled tailgate safety meetings in the digester building conference room.
- July 23, Operations Superintendent attended an on-line class on Cyber Security Best Practices for Water/Wastewater Systems, sponsored by Rural Community Assistance Corporation (RCAC).

## **Meetings Attended**

- Weekly, Friday meetings with Sean Dingman on the new Mobile Maintenance Management Software. These meetings are designed to fine tune work orders, asset hierarchy, and general program navigation.
- July 3, Annual Stormwater Program review with Carmel Area Wastewater District (CAWD) management as part of the annual reporting process for Storm Water Discharges Associated with Industrial Activities.
- July 11, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County to review the new brochure for the Monterey County Fair Water Conservation Showcase on Saturday the 31 of August. See attachment, note on this brochure there are a few errors which will be corrected before the final printing.
- July 13, Meetings with CAWD management and David Doyel from Carmel Unified School District. Mr. Doyle is the teacher/ mentor to all the interns for summer internship program. He has been meeting with each of the interns at the treatment facility to evaluate their progress during their time in the program.
- July 18, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- July 19, Management staff attended a second in person meeting at the treatment plant to review the new Cal OSHA Workplace Violence Program that went into effect July 1, 2024.
- July 22, Operations Superintendent and Laboratory Supervisor attended an in person meeting at the CAWD Laboratory to review Laboratory Operations and receive comment from the Environmental Laboratory Accreditation Programs inspectors from the site visit for recertification of the Laboratory.
- July 25, Operations Superintended Supervisor attended a Teams meeting for Water Reuse Central Coast Chapter that discussed the upcoming conference in September in Garden Grove, California.

## **Discharge Permit Violations**

- There were no violations of Reclamation Permit 93-72 for the month of June 2024.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of June 2024.

## **Internship Program**

- Internship Program started July 11 with the second set of six interns from Carmel Unified School District. A survey has been sent out to those students for feedback on their experience at CAWD. The results will be shared with the Board at the September Board meeting along with staff and Carmel Unified School District comments of the internship program.

FUNDING-N/A-Informational item only

# Water Supply Challenges and Solutions

## Long-Term Challenges Facing Our Shared Water Supplies

**Climate change** brings unstable weather patterns that threaten the water supply. Periods of intense rainfall can lead to flooding. Extended droughts and hotter temperatures dry up vegetation and surface water supplies. Additionally, flooding, sea level rise, fires, and other climate-related hazards threaten critical water infrastructure.

**Overdraft and falling groundwater levels.** When groundwater pumping exceeds the long-term inflow to the basin, the supply is “overdrafted.” The consequences include seawater intrusion, loss of water storage, land subsidence, and lower groundwater levels.

**Seawater intrusion.** When groundwater levels are too low, saltwater can flow into the aquifers along the coast and contaminate the inland freshwater supply.

**Aging facilities.** Monterey County has many aging water supply facilities: water wells, pumps, pipelines, reservoirs, and other facilities require hundreds of millions of dollars in upgrades.



## How You Can Help

*Individuals, businesses, and agriculture generally use less water than in years past. Thank you for using water wisely, avoiding waste, and stretching the water supply. Keep it up!*

**Use Water Wisely and Efficiently.** Reducing water waste helps maintain sustainable water supplies.

**Visit the Water Awareness Committee Website.** For conservation ideas and resources, visit [waterawareness.org](http://waterawareness.org).

**Reach Out to Your Water Supplier.** Many water providers offer conservation help, ideas, rebates, and more.



## What Your Water Suppliers and Managers Are Doing About Water Supply Challenges

*Individual agencies and partnerships of multiple agencies are developing new sources of water to address the region’s water supply challenges.*

**Stewardship and Wise Water Use.** Public and private water agencies provide information, rebates, and incentives.

**Local Groundwater Sustainability Agencies (GSAs)** collaboratively to sustainably manage groundwater supplies and water resources throughout the County.

**Supplemental Water Supplies.** Local agencies are working together to enhance water supplies by:

- Expanding the use of recycled water.
- Pumping highly treated recycled water and Carmel River water into the groundwater basin through Aquifer Storage and Recovery and saving it for dry periods.
- New desalination projects are proposed to meet future water supply needs.



Water Awareness Committee  
of Monterey County, Inc.

## Monterey County Depends on Local Water Use It Wisely to Help Maintain a Sustainable Supply

Monterey County is renowned for its natural resources, especially its stunning coastline and the fertile Salinas Valley.

Unlike much of California, Monterey County is isolated from state and federal water supply systems. We must rely solely on local water resources, primarily groundwater as well as river water and recycled water.

Local water managers and suppliers are working hard to protect existing supplies and develop new ones. Learn more about where our water comes from, how we keep it safe, and how you can help.

### Ensuring a Safe, High-Quality Water Supply

Water quality standards are more demanding than for any other food or drink. State and federal health officials set and enforce strict requirements for drinking water quality.

Standards and monitoring are constantly evolving to address new information. Water regulators and water suppliers track and evaluate existing and emerging substances that may be harmful in water and take action to keep your water safe.

**For well owners and small water systems:** the California Department of Water Resources provides valuable information and resources to help you maintain a safe and reliable household water supply. Check out the Be Well Prepared program: [water.ca.gov/bewellprepared](http://water.ca.gov/bewellprepared)

### Water Is Limited and Valuable

*We all depend on water daily, whether it’s for growing crops on a farm, nurturing a cactus in a pot, taking a refreshing shower, cleaning dishes, preparing for surgery, or cooling off in a pool.*

Every one of us depends on water all day and every day; water is precious, limited, and invaluable.



The Water Awareness Committee of Monterey County, Inc. (WAC) is a group of public water agencies, private water companies, and interested citizens who work together to promote personal responsibility through education about water conservation and beneficial uses to protect our environment.

For more information about water in Monterey County, visit our website at [www.waterawareness.org](http://www.waterawareness.org)

California-American Water Company  
California Water Service Company  
Carmel Area Wastewater District  
Castroville Community Service District  
City of Gonzales

City of Greenfield  
City of Soledad  
Marina Coast Water District  
MCSI Water Systems Management  
Monterey County Water Resources Agency

Monterey One Water  
Monterey Peninsula Water Management District  
Pebble Beach Community Services District  
Salinas Valley Basin Groundwater Sustainability Agency

# Developing Sustainable Water Supplies for the Long Term

Water suppliers around Monterey County are developing new sources of water to ensure our communities' long-term needs are met and our environment is protected.

## DIFFERENT AREAS RELY ON DIFFERENT SOURCES

Monterey Peninsula relies on groundwater but also uses water from the Carmel River and its aquifer, the Seaside Groundwater Basin, groundwater replenishment with advanced treated recycled water, and desalinated water.

The Salinas Valley depends on groundwater supplemented by water from the Salinas River.

North County depends on groundwater provided primarily from smaller water systems and private wells.

Local habitats such as our coastal wetlands depend on healthy groundwater supplies, as do native plants and the animals.

## RECYCLED WATER—An Important Supplemental Supply

Advanced treated recycled water for groundwater replenishment and potable reuse on the Monterey Peninsula is pumped into the groundwater basin for storage and use when needed.

Recycled water for parks, school, other large landscapes and golf courses.

Recycled water for agricultural crops: over 12,000 acres in the northern coastal areas use recycled water to protect against seawater intrusion.

Greywater for landscapes by individual property owners.

## SURFACE WATER—Provides Most of the Remaining Supply

Salinas River water is stored in Nacimiento and San Antonio Reservoirs for agriculture and urban uses, recreation, flood control, and wildlife.

Arroyo Seco River is important to local ecosystems and Salinas Valley agriculture.

Carmel River provides water to the Peninsula and Carmel Valley.

Big Sur coastal rivers and streams serve a small number of residents.

## GROUNDWATER—Our Primary Supply

Provides up to 95% of water for agriculture, residents, and businesses across Monterey County



**DESALINATED WATER—New Projects Planned**  
There are several existing small desalination facilities in the County.

**STORMWATER/RAINWATER—Can Help Meet Needs**  
Stormwater is captured and recycled in small quantities.



# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: August 29, 2024

Subject: Monthly Maintenance Report – July 2024

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

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

- The operations building electrical panel was replaced by Bryan Mailey Electric. The new panel has more capacity for the dedicated air conditioning unit in the server room and upgraded breakers to improve safety.
- (Project 24-03) The artificial intelligence project data hub server has been installed and connected to lab and historian databases. Network security improvements have been implemented. Consultants are working on mapping data and user authentication. The next step is to complete the remaining network upgrades and migrate existing process reports.
- (Update 3) The microturbine gas compressor has been repaired and installed back on the skid. The microturbine is back online. Staff are working on a few minor calibrations and researching long-term solutions to improve support for the microturbine gas compressor. The primary purpose of the system is to provide heat for the digester so when the system is down only the boiler is available for heating. It is critical to retain the redundancy for the digester heating process.
- Staff are working on updated compliance and permit tracking. The information will be captured under the Klir software platform. The system can store and track all our permit data and tasks. The first step of the implementation is to load all the permit data staff are gathering for Klir. The next step will be to add sampling plans so regulatory reports in the state required format can be generated through the portal.

- The grit pump was having intermittent pumping issues. Maintenance, operations and engineering worked together to identify the issue. After placing a camera in pipe, and inspecting the pump and monitoring discharge pressure, a piece of clay pipe was found partially blocking the discharge of the pipe. The clay was removed and the pump is now working normally.

### Upcoming Maintenance Projects

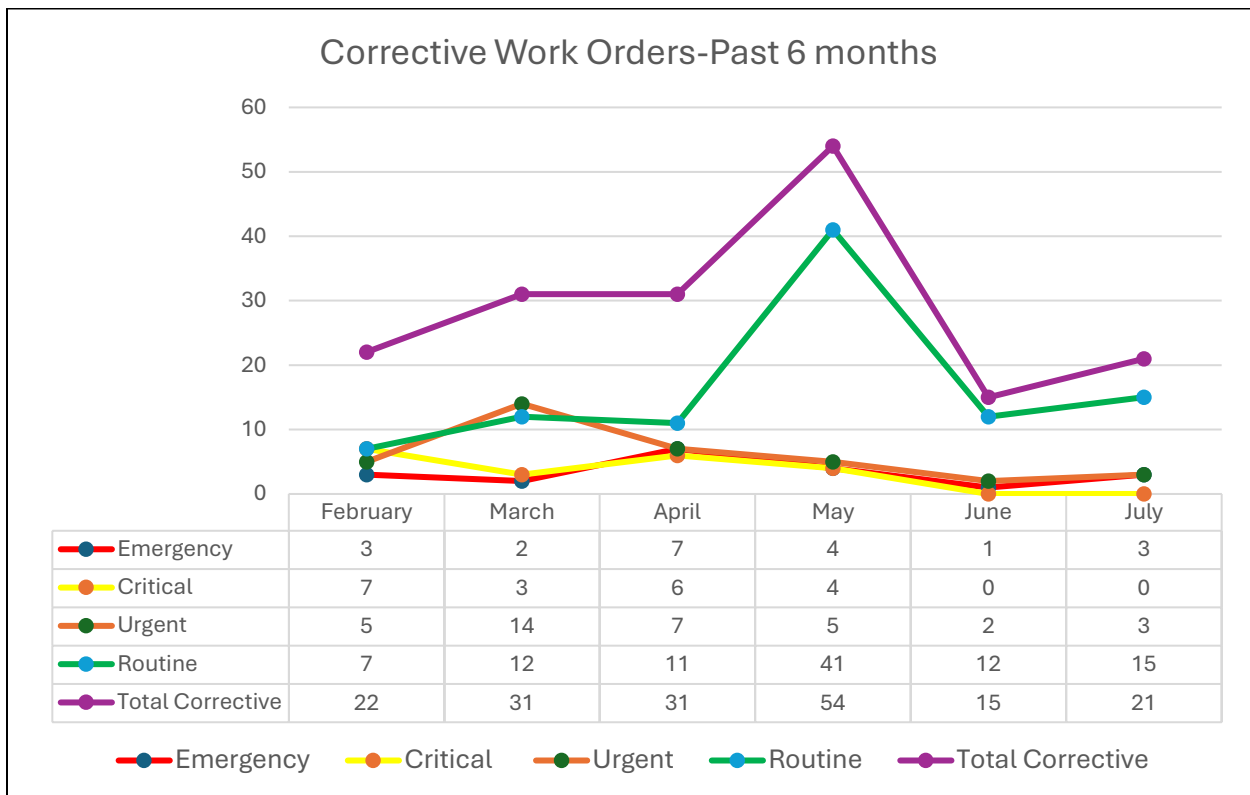
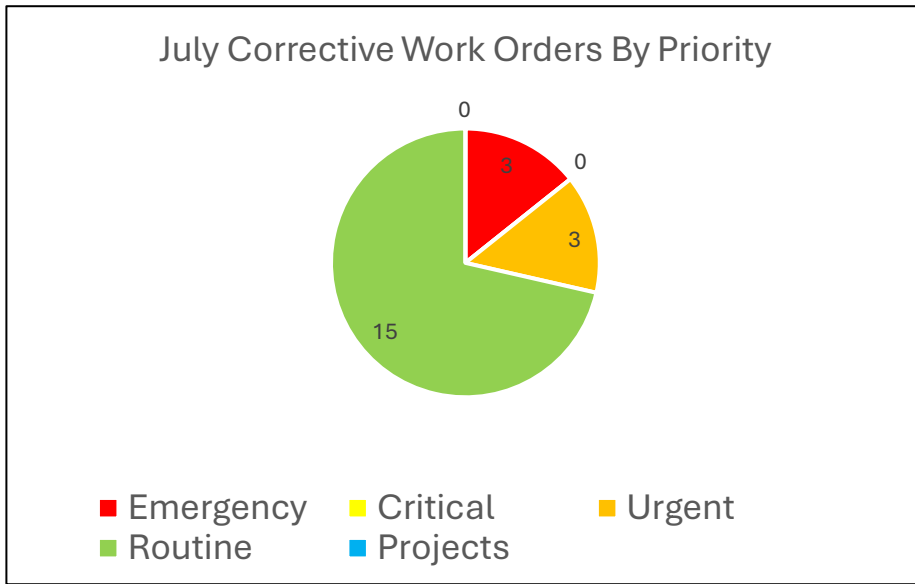
- Staff are completing minor improvements in the chlorine contact channel (CDC) building analyzer room. Cabinets are scheduled to be painted. The sink and electrical outlets were replaced. Much of the equipment was in place when chlorine gas was utilized and was heavily corroded. The electrical outlets were upgraded to ground fault circuit interrupter outlets to reduce shock hazard.
- The meter panel for 8<sup>th</sup> & Scenic pump station is scheduled to be replaced pending Pacific Gas & Electric coordination. The panel is mild steel and shows signs of corrosion. The replacement panel is stainless steel and will reduce the likelihood of a failure of the pump station electrical service.
- Replacement check valves for the reclamation system have been ordered. This work addresses the remaining internal spring valves that fail which can lead to pipe failures. The new valves are external spring so if a spring fails it can easily be repaired so pipe damage does not occur.
- Staff are scheduled to replace the skimming blade on secondary clarifier 2 as part of the annual maintenance. This will require a confined space entry.

### **Work Order Metrics**

#### **Preventive Maintenance (July)**

Total Work Orders Generated	90
Total Work Orders Closed/Done	82
Total Work Orders Still Open	8
Percentage of Work Orders Completed	91%

### Corrective Maintenance



FUNDING-N/A- Informational item only

# STAFF REPORT



To: Board of Directors  
From: Patrick Treanor, District Engineer  
Date: August 29<sup>th</sup>, 2024  
Subject: Source Control Update

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

This report is an update on Source Control activities associated with Fats, Oils, and Grease (FOG) discharge control activities.

CAWD conducted drainage fixture surveys at 4 restaurants in the past month. There has been a total of 65 restaurants inspected since the start of 2024 (about 100 restaurants total are in operation in the CAWD service area). CAWD is conducting these surveys as part of information gathering within restaurants subject to CAWD grease control ordinances.

CAWD staff presented information regarding FOG issues and upcoming ordinance revisions to City of Carmel-By-the-Sea Building and Planning departments staff.

CAWD sent out a public outreach mailer to all restaurants noticing upcoming meetings and planned ordinance revisions. The ordinance revisions are proposed to be adopted during a public hearing at the CAWD Board Meeting on September 26th, 2024.

CAWD will be holding an informational meeting prior to the public hearing to provide a forum for public questions regarding the District's ordinances and how we plan to enforce grease control measures in restaurants. The informational meeting will be held on September 4th, 2024 at 9 AM at the District office at 3945 Rio Road in Carmel.

## FUNDING

N/A Information Only

# *Resolutions*

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: August 29, 2024

SUBJECT: CalPERS Section 115 Contribution and Transfer

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution to approve a contribution of \$100,000 to the District's CalPERS Section 115 account for the fiscal year 2024-25.

## DISCUSSION

The Board agreed to establish a Section 115 account to fund future CalPERS funding requirements in December 2021 with Resolution 2021-67. The initial deposit was \$500K split between Strategy 1 and Strategy 2. In 2022-23 and 2023-24 the Budget Committee recommended \$100K contribution for each year and in 2023-24 to move all funds to Strategy 2 with Resolution 2023-48.

Based on the amounts paid into the District Unfunded Accrued Liability (UAL) for the first 15 years of membership into CalPERS it is thought that \$100K funded annually will allow for the accumulation of \$2M to draw down and paydown the UAL.

## FINANCIAL

There are sufficient funds in the General Reserve to cover this transfer to the Section 115 account.

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

The Strategy #2 Gross Fiscal Year to Date return is 6.14% (less 0.25% fee) or 5.89%.

Compare this to the return on funds held in Monterey County yield to maturity of entire portfolio is 4.23% at 06/30/24.

While the difference between the County and the CEPPT account is minimal (1.66%), the CEPPT should be viewed as a long term investment in funding the CalPERs unfunded accrued liability. Note that we also have the option of returning to a split deposit between Strategy #1 (Fiscal YTD 8.76%) and Strategy #2.

The CEPPT does provide the ability to invest in assets with less volatility than the pension fund, earn more investment income than the County Treasury and dedicate assets for future pension contributions.

Staff was asked to supply alternate benchmarks or explain the benchmark being utilized by CalPERS with purpose being to ensure the benchmarks are appropriate.

### **Global Equity**

MSCI All Country World Index (ACWI) Investing Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets and 24 Emerging Markets. With 8,847 constituents, the index is comprehensive, covering approximately 99% of the global equity investment opportunity set.

Used by Idaho PERSI the MSCI ACWI – “is the benchmark for global equity managers”

### **Fixed Income**

Over 90% of investors rely on the Bloomberg Barclays Aggregate Bond Index also known as the BarCap. The BarCap is recognized as the benchmark for the U.S bond market. Over 90% of investors rely on this index as their benchmark. It encompasses a broad range of U.S. investment-grade bonds, including government, corporate, and mortgage-backed securities.

Used by Idaho PERSI.

### **Treasury Inflation-Protected Securities (TIPS)**

Measures the performance of the US Treasury Inflation Protected Securities (TIPS) market. Inflation protected bond portfolios invest primarily in debt securities that adjust their principal value in line with the rate of inflation. The US Treasury is currently the largest issuer for these types of securities. Federal Reserve holdings of US TIPS are not index eligible and are excluded from the face amount outstanding of each bond in the index. The index includes only TIPS issued by the United States.

Used by State Street

### **Real Estate Investment Trusts (REITs)**

The FTSE EPRA Nareit developed index is designed to track the performance of listed real estate companies and REITS worldwide. The index series provides investors with the diversification that real estate offers due to its low correlation with other asset classes along with sufficient liquidity to gain access to the asset class.

ESPRE – European Public Real Estate Association aims to promote, develop and represent the European public real estate sector.



Nareit – the National Association of Real Estate Investment Trust is the trade association for REITs and publicly traded real estate companies with an interest in the US property and investment markets

PERSI used the MSCI US REIT, Dow Jones Select REIT, NAREIT all Equity, or Wilshire REIT index as the benchmark for the passive RET fund. The National Council of Real Estate Investment Fiduciaries Property Index will be benchmark for real estate.

# CEPPT Strategy 2



June 30, 2024

## Objective

The CEPPT Strategy 2 portfolio seeks to provide capital appreciation and income consistent with its strategic asset allocation. There is no guarantee that the portfolio will achieve its investment objective.

## Strategy

The CEPPT Strategy 2 portfolio is invested in various asset classes that are passively managed to an index. CalPERS periodically adjusts the composition of the portfolio in order to match the target allocations. Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CEPPT Strategy 1, this portfolio has a lower allocation to equities and a higher allocation to bonds. Historically, funds with a lower percentage of equities have displayed less price volatility and, therefore, this portfolio may experience comparatively less fluctuation of value. Employers that seek greater stability of value, in exchange for possible lower investment returns, may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes in composition as well as targeted allocation percentages and ranges at any time.

## Assets Under Management

As of the specified reporting month-end:

CEPPT Strategy 2	Annual Expense Ratio
\$57,546,971	0.25%

## Composition

### Asset Class Allocations and Benchmarks

The CEPPT Strategy 2 portfolio consists of the following asset classes and corresponding benchmarks:

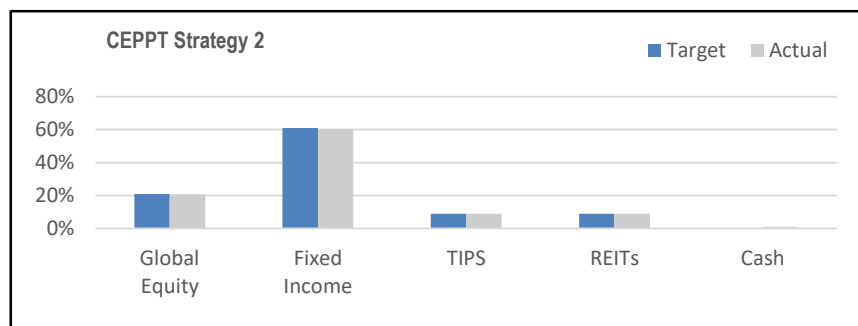
Asset Class	Target Allocation	Target Range	Benchmark
Global Equity	21%	± 5%	MSCI All Country World Index IMI (Net)
Fixed Income	61%	± 5%	Bloomberg US Aggregate Bond Index
Treasury Inflation-Protected Securities ("TIPS")	9%	± 3%	Bloomberg US TIPS Index, Series L
Real Estate Investment Trusts ("REITs")	9%	± 5%	FTSE EPRA/NAREIT Developed Index (Net)
Cash	-	+ 2%	ICE BofA US 3-Month Treasury Bill Index

### Portfolio Benchmark

The CEPPT Strategy 2 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

### Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may temporarily deviate from the target allocation for a particular asset class based on market, economic, or other considerations.



## CEPPT Strategy 2 Performance as of June 30, 2024

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	10 Years*	Since Inception* (January 1, 2020)
Gross Return <sup>1,3</sup>	1.09%	0.42%	6.14%	6.14%	-1.07%	-	-	1.60%
Net Return <sup>2,3</sup>	1.07%	0.36%	5.90%	5.90%	-1.30%	-	-	1.37%
Benchmark Return	1.07%	0.39%	6.05%	6.05%	-1.14%	-	-	1.50%
Standard Deviation <sup>4</sup>	-	-	-	-	9.38%	-	-	8.43%

\* Returns for periods greater than one year are annualized.

<sup>1</sup> Gross returns are net of SSGA operating expenses.

<sup>2</sup> Net returns are net of SSGA operating expenses, investment management, administrative and recordkeeping fees.

<sup>3</sup> Expenses are described in more detail on page 2 of this document.

<sup>4</sup> Standard deviation is based on gross returns and is reported for periods greater than 3 years.

# CEPPT Strategy 2



June 30, 2024

## General Information

### Information Accessibility

The CEPPT Strategy 2 portfolio consists of assets managed internally by CalPERS and/or by external managers. Since it is not a mutual fund, a prospectus is not available and daily holdings are not published. CalPERS provides a quarterly statement of the employer's account and other information about the CEPPT. For total market value, detailed asset allocation, investment policy and performance information, please visit our website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

### Portfolio Manager Information

The CalPERS Board, through its Investment Committee, directs the CEPPT investment strategy based on policies approved by the Board of Administration. State Street Global Advisors (SSGA) manages all underlying investments for CEPPT, which include: Global Equity, Fixed Income, Real Estate Investment Trusts, and Treasury Inflation-Protected Securities.

### Custodian and Record Keeper

State Street Bank serves as custodian for the CEPPT. Northeast Retirement Services serves as recordkeeper.

### Expenses

CEPPT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the expenses, the greater reduction of investment return. Currently, CEPPT expense ratios are 0.25%. This equates to \$2.50 per \$1,000 invested. The expenses consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSGA to manage all asset classes, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per unit. The expense ratio is subject to change at any time and without prior notification due to factors such as changes to average fund assets or market conditions. CalPERS reviews the operating expenses annually and changes may be made as appropriate. Even if the portfolio loses money during a period, the expenses will still be charged.

## What Employers Own

Each employer invested in CEPPT Strategy 2 owns units of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

### Price

The value of the portfolio changes daily based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

## Principal Risks of the Portfolio

The CEPPT fund is a trust fund dedicated to prefunding employer contributions to defined benefit pension plans for eligible state and local agencies. CEPPT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives or provide sufficient funding to meet employer obligations.

An investment in the portfolio is not a bank deposit, nor is it insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CEPPT Principal Investment Risks" located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

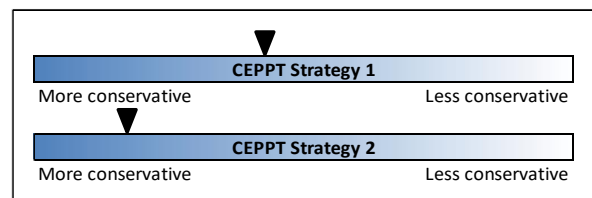
## Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit [www.calpers.ca.gov](http://www.calpers.ca.gov) and follow the links to California Employers' Pension Prefunding Trust.

## CEPPT Strategy Risk Levels

CalPERS offers employers the choice of one of two investment strategies. Projected risk levels among risk strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2
Global Equity	37%	21%
Fixed Income	44%	61%
Treasury-Inflation Protected Securities	5%	9%
Real Estate Investment Trusts	14%	9%



## California Employers' Pension Prefunding Trust (CEPPT) Section 115 History

<b>CEPPT Strategy I (#401P)</b>					
<u>Date</u>	<u>Contributions</u>	<u>Investment Earnings</u>	<u>Admin Exp</u>	<u>Investment Exp</u>	<u>Balance</u>
01/21/22	250,000.00				250,000.00
03/31/22		(4,520.34)	(70.34)	(36.33)	245,372.99
06/30/22		(24,721.81)	(87.01)	(44.95)	220,519.22
08/09/22	50,000.00				270,519.22
09/30/22		(18,483.31)	(96.10)	(49.60)	251,890.21
12/31/22		13,849.36	(100.14)	(51.72)	265,587.71
03/31/23		11,414.70	(102.47)	(52.88)	276,847.06
06/30/23		5,010.07	(105.01)	(54.27)	281,697.85
09/30/23	(278,335.03)	(3,268.06)	(62.51)	(32.25)	(0.00)

<b>CEPPT Strategy 2 (#501P)</b>					
<u>Date</u>	<u>Contributions</u>	<u>Investment Earnings</u>	<u>Admin Exp</u>	<u>Investment Exp</u>	<u>Balance</u>
01/21/22	250,000.00				250,000.00
03/31/22		(7,359.48)	(70.27)	(36.26)	242,533.99
06/30/22		(17,711.47)	(86.89)	(44.91)	224,690.72
08/09/22	50,000.00				274,690.72
09/30/22		(16,520.73)	(96.86)	(49.96)	258,023.17
12/31/22		9,841.16	(101.15)	(52.23)	267,710.95
03/31/23		10,053.80	(102.76)	(53.08)	277,608.91
6/30/2023		1,751.75	(104.93)	(54.21)	279,201.52
9/30/2023	100,000.00	(17,086.90)	(167.07)	(86.24)	361,861.31
transfer in	278,335.03				640,196.34
12/31/2023		52,788.58	(249.49)	(128.81)	692,606.62
3/31/2024		7,416.39	(259.99)	(134.15)	699,628.87

RESOLUTION NO. 2024-42

A RESOLUTION APPROVING A CONTRIBUTION OF \$100,000 TO THE DISTRICT'S  
CALPERS SECTION 115 ACCOUNT AS PART OF THE  
BUDGET PROCESS FOR FY 2024-25

-oOo-

WHEREAS, the Board of Directors authorized the creation of a CalPERS California Employers' Pension Prefunding Trust (CEPPT) account in December 2021 with Resolution 2021-67. The Board agreed there was a need to fund future contributions to the District's CalPERS Unfunded Accrued Liability (UAL); and

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

WHEREAS, the Budget Committee, as part of their process, determined that the fiscal year 2024-25 contribution should be \$100,000 and made this recommendation to the full board; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby elect to contribute \$100,000 to the CAWD CEPPT with CalPERS as part of the Budget process for Fiscal Year 2024-25 and agrees to transfer all funds to Strategy 2 fund account.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 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: Chris Foley, Maintenance Superintendent  
Daryl Lauer, Collections Superintendent

Date: August 29, 2024

Subject: Purchase of a Replacement Collections Superintendent Truck

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to approve the purchase of a replacement Collections truck in the amount not to exceed \$59,870 from MY Chevrolet in Salinas.

## DISCUSSION

Staff recommends replacement of the 2009 Chevrolet 1500 4X4 truck (Unit 17) with a new Chevrolet 2500 4X4 truck. Unit 17 is a critical truck for emergency response and daily collection inspections. Unit 17 has logged 115,180 miles and shows signs of heavy wear.

The new truck would be a gas engine with sufficient towing capacity to haul emergency equipment and material. The district has 3 trailer mounted emergency generators, 3 trailer mounted pumps and 3 emergency response trailers with currently only 3 trucks capable of hauling the equipment. Replacing Unit 17 with a truck with heavy hauling capacity will improve ability for staff to respond to emergencies.

The recommended strategy is to purchase the truck using the Government Fleet pricing due to lack of inventory if bids were requested on the open market. Staff requested bids from local dealerships and none with the required specifications were available. The available trucks have higher trim levels which would increase the cost.

The Manufacturer Suggested Retail Pricing (MSRP) for the specified truck is \$59,870, which includes tax. By utilizing government pricing the cost is lowered to \$55,557 plus tax. This truck would have to be ordered with an estimated 12-week lead time. This is the lowest cost approach, and the only downside is the increased lead time.

Unit 17 would be donated as surplus to Carmel Unified School District Automotive Shop Program.

**FUNDING**

The 2024-25 Collections Capital Equipment Budget- \$95,000.



07/31/2024

TO: Chris Foley

Maintenance Superintendent  
Carmel Area Wastewater District  
(831) 257-0439 office  
(831) 238-1890 Cell

FAN: 422994

REF: Truck Acquisition

QUANTITY: 1

PER PROVIDED SPECIFICATIONS

2025 Silverado 2500HD CREW CAB 4x4

6.6 V8 Engine

\$58,557.00 with fleet discount

(\$3,000.00) Government BID

---

\$55,557.00

Plus sales tax (registration exempt)

A handwritten signature in black ink, appearing to be 'B-H', enclosed within a circular scribble. A long horizontal line extends from the right side of the signature.

Gary "Coop" Miller  
Commercial/Fleet sales Manager  
MY Chevrolet  
444 Auto Center Circle  
Salinas, CA 93907  
Call/Text 831-320-7551



RESOLUTION NO. 2024-47

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO  
PURCHASE A COLLECTIONS TRUCK IN FISCAL YEAR 2024-25 IN AN  
AMOUNT NOT TO EXCEED \$59,870

-oOo-

WHEREAS, the District requires the purchase of a collections truck for emergency response and inspection activities; and

WHEREAS, the District competitively bid the purchase to obtain the lowest price; and

WHEREAS, the District has determined the collections truck is a critical asset that requires immediate purchase to maintain the required level of service for the collections system; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on August 29, 2024, that this proposal has merit and hereby authorizes the General Manager to purchase a collections truck for fiscal year 2024-25 in an amount not to exceed \$59,870.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 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, Clerk of the Board

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent  
Daryl Lauer, Collections Superintendent

Date: August 29, 2024

Subject: Purchase of a Pump Station Portable Generator -Quinn CAT

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to approve the purchase of a pump stations portable generator in the amount not to exceed \$69,828 from Quinn CAT.

## DISCUSSION

Staff recommends the purchase of an additional trailer mounted portable generator. The District has 3 trailer mounted portable generators for the pump stations. Two of the generators are designated for specific pump stations so that only leaves one generator for redundancy if a stationary generator fails.

The new specified generator is rated for multiple voltages and is sized to power 2 pumps at all the pump stations, except for Highlands where one pump could be operated. The specified generator is a 60kva diesel Tier 4 final emissions.

Staff requested a quote from the Sourcewell Cooperative Purchasing Vendor Quinn CAT in Salinas.

The list price for the generator is \$88,022 including tax, and delivery. By utilizing cooperative competitive bidding, the cost was lowered to \$69,827. The unit is in stock and would be delivered before the winter storm season. If a unit had to be ordered the estimated delivery would be next summer.

## FUNDING

The 2024-25 Collections Capital Equipment Budget- \$95,000.



# QUOTATION

NO. 240516

3500 Shepherd Street, City of Industry, California 90601  
 Box 226789, Los Angeles, California 90022-0744  
 (562) 463-6000 Fax: (562) 463-7156

Date: **July 25, 2024**

Page: **1 of 5**

To: Contact: \_\_\_\_\_  
 Company: **Carmel Area Wastewater District**  
 Address: **26900 CABRILLO HWY**  
 City, Zip: **Carmel CA, 93923**  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Terms: **Net Cash, see T&C's**  
 F.O.B. **Jobsite, unloading by others**  
 Sales Rep.: **Samuel Vizcarra**  
 Contact #: **831-750-4072**  
 Email: **svizcarra@quinnpower.com**

Project Name: **Portable Generator**

Qty:	Description	Unit Price	Extension
1	New Caterpillar, Model XQ60 Diesel Portable Generator Set. Rated 60kva, w/fan, 60Hz, Multi Voltage, at 1800 RPM. <b>Price Based on In Stock Unit CE16178 Availability</b>	\$ 81,691.00	\$ 64,805.00
	Total Quote	<b>\$65,804</b>	
	Cat Generator	XQ60	
	Generator List Price	\$73,762	
	SW Member Discount %	21%	
	SW Member Discount \$	\$15,490	
	Sub-Total	\$58,272	
	Net Priced items*	\$0	
	Sub-Total	\$58,272	
	*Net Priced Items are subject to no further discounts (see Price Lists).		
	Services / Source Goods	List Price	
	Labor	\$3,964	
	Freight	\$3,964	
	Sub Total	\$7,929	
	SW Member Discount	5%	
	SW Member Discount	\$396	
	<b>Pricing valid for purchase orders received in 30 days and equipment released by 8/25/2024.</b>		
		Sub Total	\$ 64,805.00
		Sales tax is an estimate	
		Sales Tax 7.75%	\$ 5,022.39
	<i>Optional adders listed below.</i>		
	<i>Includes standard features as listed in product data sheet and additional accessories as listed herein...</i>		

SALES TAX NOT INCLUDED. Buyer responsible for all taxes including any applicable tire fees. The quotation provided herein is for information only, and is not a valid offer to sell unless signed by an officer of Quinn Power Systems in the space provided below. Any offer to sell or any offer accepted shall be subject to the Terms and Conditions page. Unless expressly stated on the face of this quotation, all prices, delivery schedules and product specifications are subject to change without notice. **Quotation is good for 30 days from quote date above, expires after that duration.**

<b>Total Price (SALES TAX INCLUDED):</b>	<b>\$ 69,827.39</b>
--	---------------------

RESOLUTION NO. 2024-48

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO PURCHASE A PORTABLE GENERATOR IN FISCAL YEAR 2024-25 IN AN AMOUNT NOT TO EXCEED \$69,827

-oOo-

WHEREAS, the District requires the purchase of a portable generator for emergency power for sewage pump stations; and

WHEREAS, the District competitively bid the purchase through Sourcewell cooperative purchasing agreement to obtain the lowest price; and

WHEREAS, the District has determined the portable generator is a critical asset that requires immediate purchase to maintain the required level of service for the collections system; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on August 29, 2024, that this proposal has merit and hereby authorizes the General Manager to purchase a portable generator for fiscal year 2024-25 in an amount not to exceed \$68,827.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 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, Clerk to the Board

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent  
Patrick Treanor, District Engineer

Date: August 29, 2024

Subject: Purchase of a Replacement District Pool Vehicle

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to approve the purchase of a replacement pool vehicle in an amount not to exceed \$42,000.

## DISCUSSION

Staff recommends replacement of the 2004 Chevrolet 1500 truck (Unit 9) with a used Toyota Tacoma Crew Cab truck. Unit 9 has logged 61,000 miles and shows signs of heavy wear.

The replacement vehicle would be used as a pool vehicle for engineering, operations and maintenance staff. The recommendation is to purchase a used truck with low miles since District vehicles experience low annual mileage accumulation.

Staff are recommending a 2021 or newer Toyota Tacoma Crew Cab with less than 50,000 miles due to historical reliability of mid-size Toyota trucks. The replacement truck would be versatile and a safety upgrade due to modern safety features such as collision warning, backup camera and multiple airbags. Estimated savings by purchasing a used Toyota is \$10,000 and staff requested bids from dealers that are less than 50 miles distance. Bid does not include sales tax or DMV transfer fee.

### Summary of quotes:

Dealer	Cost	Mileage
Salinas Valley Toyota (Used)	\$36,599	41,888
Santa Cruz Toyota (Used)	\$37,995	48,574
Victory Toyota (New)	\$46,704	5

Unit 9 would be sold as surplus on Govdeals.com with an estimated sale price of \$5,000.

**FUNDING**

The 2024-25 Administration Capital Equipment Budget- \$42,000.

RESOLUTION NO. 2024-49

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO  
PURCHASE A POOL VEHICLE IN FISCAL YEAR 2024-25 IN AN  
AMOUNT NOT TO EXCEED \$42,000

-oOo-

WHEREAS, the District requires the purchase of a pool vehicle for daily District travel and inspection activities; and

WHEREAS, the District competitively bid the purchase to obtain the lowest price; and

WHEREAS, the District has determined the pool vehicle is a critical asset that requires immediate purchase so staff are able to perform daily job tasks; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on August 29, 2024, that this proposal has merit and hereby authorizes the General Manager to purchase a pool vehicle for fiscal year 2024-25 in an amount not to exceed \$42,000.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 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, Clerk to the Board



Name: Chris Foley

Phone: (831) 624-1248

Email: foley@cawd.org

Sales Manager:

Sales Person: Jazmin Cisneros

DMS Number:

## Cash

\$ 40,153.27



### Used 2022 Toyota Tacoma 4WD

Stock: U25128

VIN: 3TMCZ5AN1NM500053

Odometer: 41888

Color: WHITE / Cement

Engine:

Transmission: 6-speed automatic

MPG:

Style: 4 Door Cab; Double Cab; Long Wheelbase

### CASH DETAILS

NET SELLING PRICE	\$ 36,599.00
TOTAL FEES	\$ 161.00
TOTAL TAXES	\$ 3,393.27
SALES SUB TOTAL	\$ 40,153.27
FINAL PRICE	\$ 40,153.27

X

Customer Signature

X

Sales Signature



# STAFF REPORT



To: Board of Directors  
From: James Grover, Principal Accountant  
Date: August 29, 2024  
Subject: Reserve Fund Balance Annual Adjustment

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the adjustment of District fund balances to match the 2024-25 beginning budget balance as follows:

Capital Fund	\$ 7,021,440
General O&M Fund	\$10,345,117

## DISCUSSION

This transfer of funds is to realign internal balances as per policy at the beginning of the fiscal 2024-25 year. The policy provides for this realignment to be made at the start of each budget year and will therefore be reflected in July transactions.

As per Reserve Policy dated March 2010:

Capital Fund: “This fund will maintain a balance in funds equal to or sufficient to cover current year capital budget.”

O&M Fund: “Maintain a minimum balance of 100% of the total operating budget.”

## FISCAL IMPACT

This is an internal transfer of funds only – it is to meet the Reserve Policy requirement to realign fund balances to budget on an annual basis.

The transfer amounts required are:

- Transfer \$8,255,948 from Capital Fund to Capital Improvement Reserve to bring balance to \$7,021,440.
- Transfer \$4,645,442 from General O&M Fund to Capital Improvement Reserve to bring balance to \$10,345,117.

RESOLUTION NO. 2024-50

A RESOLUTION AUTHORIZING AN ANNUAL ADJUSTMENT OF THE DISTRICT'S RESERVE FUND BALANCES BY TRANSFERRING \$8,255,948 FROM THE CAPITAL FUND AND \$4,645,442 FROM THE GENERAL O&M FUND TO THE CAPITAL IMPROVEMENT RESERVE, RESPECTIVELY, IN ACCORDANCE WITH THE DISTRICT'S RESERVE POLICY

-oOo-

WHEREAS, on March 25, 2010, the Board approved a Reserve Policy that provides for the annual adjustment of the District's Reserve Fund balances to provide funding to: (a) establish a balance in the Capital Fund sufficient to fund the current year's capital budget; and (b) establish a balance in the General Operations & Maintenance (O&M) Fund sufficient to fund 100% of the current year's total operating budget; and

WHEREAS, to fully fund the current year Capital Fund and the General O&M Fund, staff has recommended that the Board authorize the adjustment of the District's Reserve Fund balances by approving an internal budget transfer in the amount of \$8,255,948 from the Capital Fund and \$4,645,442 from the General O&M Fund to the Capital Improvement Reserve, respectively.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Carmel Area Wastewater District that it hereby authorizes the adjustment of the District's Reserve Fund balances and approves the transfer of \$8,255,948 from the Capital Fund and \$4,645,442 from the General O&M Fund to the Capital Improvement Reserve, respectively.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 2024, by the following vote:

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

---

Ken White, President of the Board

ATTEST:

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Domine Barringer, Clerk to the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 29, 2024

Subject: Request for Proposals (RFP) – Investment Management Services

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Osborne Partners for Investment Management Services for the District legacy defined benefit pension plan.

## DISCUSSION

The District has been utilizing Hastie Financial Services for investment management services regarding its legacy defined benefit pension plan since at least 2012. Over the past 18 months a decision was made to issue an RFP to look for a new investment management services.

In February 2024 a Request for Proposals was issued. It was posted on two separate purchasing boards (California Special District Association and PubicPurchase.com) and then mailed out individually to six individual investment advisors that had requested copies. We also sent the RFP to our existing provider, Hastie Financial, who declined to respond.

The District received three responses to our RFP that were reviewed in full by the Pension and Investment Committee in July. After that internal review, it was determined that the rankings were too close to come up with a clear front runner. So, additional meetings were arranged for a brief secondary interview via Zoom with the three submissions. The interview questions came from the Pension and Investment Committee. The interviews were held in early August in a closed session with each applicant. After this admittedly long process, the committee feels very confident in its selection and recommendation to the full board of Osborne Partners out of San Francisco.

## FUNDING

The investment management services are paid out of the plan, not the District general fund.

The fee structure is guaranteed for the length of time we remain with Osborne Partners.

0.70% annually on the first \$10 million

A minimum \$30,000 annual fee is required.

Our average balance is between \$5 - \$6 million which computes to an annual fee of \$35-\$42K per year. Over time, as we pay out pensions we anticipate the account balance will drop. However, that is an issue for the future as we anticipate the plan will need to remain in effect for the lifespan of the youngest participant (currently assume 50 yrs old to age 85 = 35 years).

Currently, the plan is fully funded.

RESOLUTION NO. 2024-51

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH OSBORNE PARTNERS FOR INVESTMENT MANAGEMENT SERVICES FOR THE DISTRICT LEGACY DEFINED BENEFIT PENSION PLAN

-oOo-

WHEREAS, the District requires the services of an investment manager for its legacy defined benefit pension plan; and

WHEREAS, the District issued a Request for Proposals to obtain the best qualified investment manager; and

WHEREAS, the Pension and Investment Committee did a thorough review of the proposals and submitted the top three contenders to an interview process and has determined Osborne Partners to be best suited to provide the necessary services to the District and has made a recommendation to the Board of Directors to engage Osborne Partners.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on August 29, 2024, that this proposal has merit and hereby authorizes the General Manager to enter into a contract with Osborne Partners for investment management services for 0.70% per year in fees or a minimum of \$30,000 annually.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on August 29, 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, Clerk to the Board

# STAFF REPORT



To: Board of Directors

From: Jeff Bandy, Principal Engineer

Date: August 29, 2024

Subject: Ribera Road Retaining Wall – 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 a replacement timber retaining wall between two residences on Ribera Road.

## DISCUSSION

Approximately 15 years ago, the District constructed a timber retaining wall between two properties in its service area, located at 3020 Ribera Rd. (APN: 243-052-042) and 3030 Ribera Rd. (APN: 243-052-043). The District owns a six-inch diameter vitrified clay sewer collection pipe passing underneath the retaining wall within its ten-foot wide public utility easement. The condition of the existing retaining wall has no impact on the operability or reliability of the District's pipe. Based on prior conversations between District staff and the homeowners, and after a site investigation on August 12, 2024, District staff have determined that the existing retaining wall is failing and needs replacement.

Since the wall was previously constructed by the District, staff are requesting authorization to invite bids for construction of a new engineered timber retaining wall.

Before the District solicits bids for this work, staff will execute a written agreement between the District and the homeowners that will relieve the District of any liability for the replacement wall once construction is complete. This agreement and the drawings for the replacement wall are provided as part of this staff report.

## **FUNDING**

The cost for construction has not been included in the District's FY2024/25 budget.

## **ATTACHMENTS**

- Letter to the impacted residents
- Agreement between the District and the impacted residents -acceptance of ownership
- Drawings (Exhibit A)
- Resolution 2024-52





# Carmel Area Wastewater District

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

Barbara Buikema  
General Manager  
Patrick Treanor  
District Engineer  
Robert R. Wellington  
Legal Counsel

Board of Directors

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

August 13, 2024

Robert and Gail Ord  
3020 Ribera Road  
Carmel-By-The-Sea, CA 93923

Margaret Sincoff  
3030 Ribera Rd.  
Carmel -By-The-Sea, CA 93923

Dear Mr. and Mrs. Ord and Mrs. Sincoff,

This letter is regarding the retaining wall on your properties, located at 3020 Ribera Rd. (APN: 243-052-042) and 3030 Ribera Rd. (APN: 243-052-043), that was previously constructed by the Carmel Area Wastewater District (District). Based on prior conversations between District staff and yourself, and after a site investigation on August 12, 2024, the District concurs that the existing retaining wall is failing and needs replacement.

The District owns a six-inch diameter vitrified clay sewer collection pipe passing underneath the retaining wall. The existing retaining wall has no impact on the operability or reliability of the District's pipe. However, since the wall was previously constructed by the District, the District intends to hire a licensed, bonded and insured contractor to replace the existing retaining wall with an engineered timber retaining wall. Before this work can begin, the District must receive your consent to perform this work under the terms shown in the attached property owner's agreement and consent to perform work. Please contact me with any questions regarding this work; otherwise, please sign and return the provided agreement to the address above.

Sincerely,

Jeff Bandy, Ph.D., P.E.  
Principal Engineer  
[bandy@cawd.org](mailto:bandy@cawd.org) | (831)624 1248

**Agreement by and Between Carmel Area Wastewater District and  
two Adjacent Ribera Road Property Owners for Replacement of an Existing  
Timber Retaining Wall Within a District Public Utility Easement and the  
Property Owners' Acceptance of Ownership of the Retaining Wall**

**This Agreement** is entered into as of August \_\_\_\_, 2024, by and between the Carmel Area Wastewater District ("District") and the current owners of 3020 Ribera Rd., Carmel, CA (Robert L. and Gail E. Ord) and of 3030 Ribera Rd., Carmel, CA (Margaret J. Sincoff) ("Owners"), as follows:

**Recitals**

This Agreement is entered into with reference to the following facts and circumstances, which are hereby found and determined by the parties:

- A. The existing retaining wall was constructed many years ago by the District, is failing and needs replacement, and has no current or future use to the District;
- B. The retaining wall is being replaced solely at the request of and for the benefit of the Owners;
- C. The District owns a 10-foot wide Public Utility Easement that passes along both sides of the property line which divides the two above-referenced Ribera Road properties of the Owners, and within which the District owns a 6-inch diameter vitrified clay sewer collection pipe which passes under the retaining wall.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises hereinafter set forth, District and the Owners agree to the following terms and conditions:

**Terms and Conditions**

- 1. The District, its employees, consultants, and contractors shall be permitted by the Owners to enter the Owners' property to allow for the District to design, construct and to inspect the new retaining wall, as shown on the plans provided by the District in Exhibit A, attached hereto.
- 2. Upon completion of the construction of the timber retaining wall, as shown on the plans provided by the District (Exhibit A), the ownership of the new retaining wall henceforth will be considered by the parties hereto as

irrevocably transferred from the District to the Owners, and all right, title or interest of the District in the retaining wall, and any District obligation to perform any additional work on the wall, will be terminated.

3. Following the above-referenced new retaining wall completion and the transfer of its ownership to the Owners, the Owners shall defend, indemnify and hold the District, and its Board of Directors, officers, employees and agents free and harmless from any and all damages, arising out of or in connection with the use or existence of the new retaining wall.
4. The District shall retain all existing rights to operate, maintain and/or replace the existing sanitary sewer main within its existing public utility easement.
5. The District shall restore the retaining wall to as-found condition in the event that the wall is damaged during the course of maintenance of the District's sewer collection pipe.

IN WITNESS THEREOF, this Agreement has been executed in duplicate by the duly authorized representatives of each of the parties hereto, effective the date first shown hereinabove:

FOR THE DISTRICT:

By: \_\_\_\_\_

Title: \_\_\_\_\_

FOR THE OWNERS:

By: \_\_\_\_\_

Printed Name: Robert L. Ord

By: \_\_\_\_\_

Printed Name: Gail E. Ord

By: \_\_\_\_\_

Printed Name: Margaret J. Sincoff

Exhibit "A": Retaining Wall Design Drawings

**EXHIBIT A**

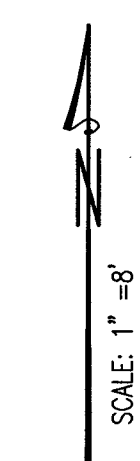
**REPLACEMENT TIMBER RETAINING WALL  
DRAWINGS**

**NOTES:**

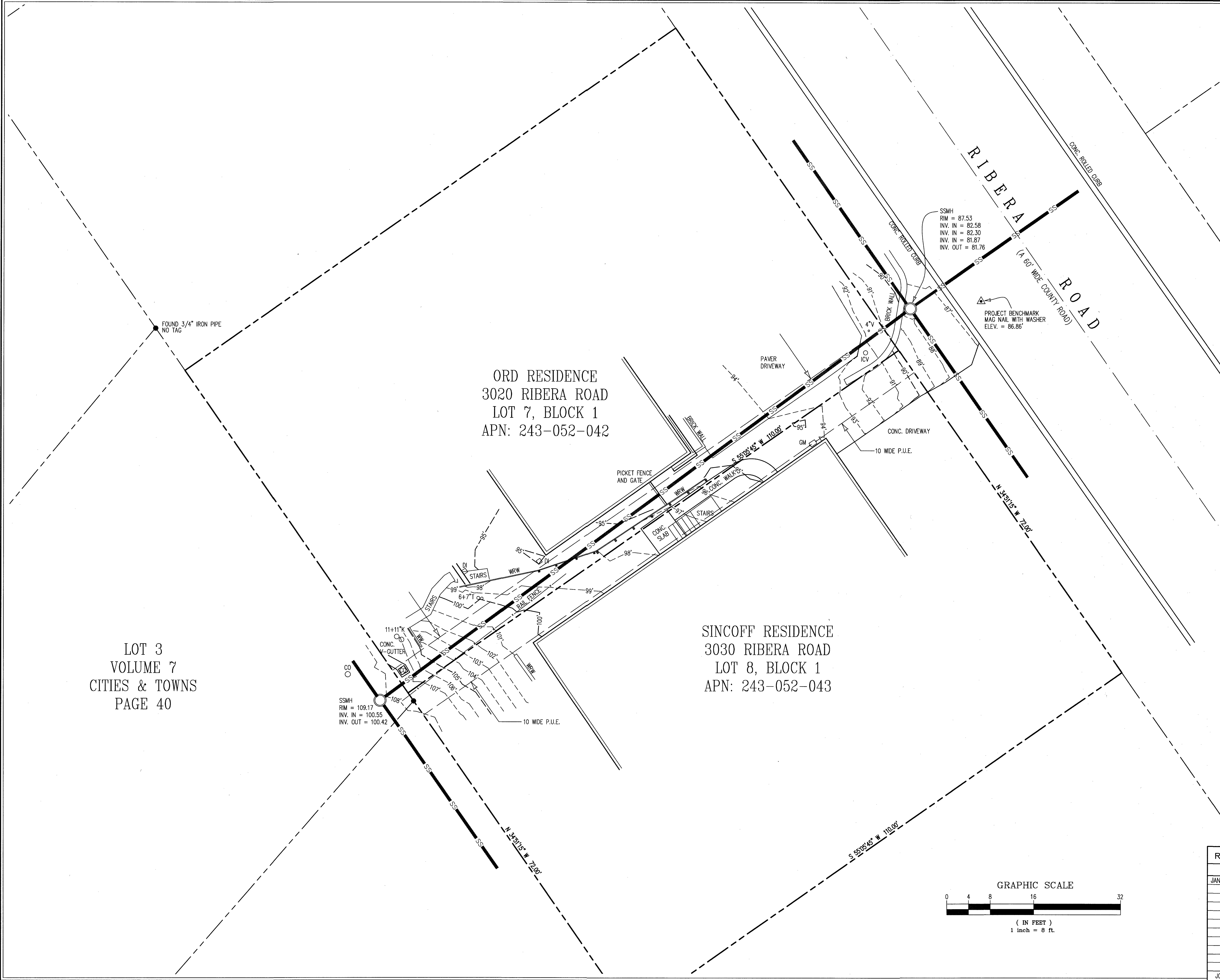
- BOUNDARY LOCATIONS SHOWN HEREON WERE DETERMINED WITH THE BENEFIT OF A FIELD SURVEY SUPPLEMENTED BY RECORD DATA. ALL BOUNDARY DATA SHOWN ARE FROM THE RECORDS.
- DISTANCES SHOWN ARE IN FEET AND DECIMALS THEREOF.
- CONTOUR INTERVAL = 1 FOOT.
- THIS PROPERTY MAY BE AFFECTED BY EASEMENTS THAT ARE NOT SHOWN ON THIS MAP.
- ELEVATIONS SHOWN ARE BASED ON NGVD-88 DATUM. A GPS SURVEY WAS CONDUCTED TO ESTABLISH THE SITE BENCHMARK USING REFERENCE STATION "CAMT" ON THE SMARTNET NORTH AMERICA NETWORK. THE PROJECT BENCHMARK IS A MBE MAG NAIL WITH WASHER IN THE PAVEMENT, AS SHOWN ON THIS MAP. ELEVATION = 86.86'.
- DENOTES A FOUND 3/4" IRON PIPE TAGGED "LS 5207", UNLESS NOTED OTHERWISE.
- TREE TYPES ARE INDICATED WHEN KNOWN. DIAMETERS OF TREES ARE SHOWN IN INCHES.
- ANY SUBSEQUENT USE OF THIS SURVEYING DATA MUST INCLUDE THIS NOTE:  
THE BOUNDARY AND SURVEYING DATA SHOWN WAS FURNISHED BY MONTEREY BAY ENGINEERS, INC., AND THAT FIRM IS NOT RESPONSIBLE FOR ANY REVISIONS. THE ORIGINAL WORK WAS SIGNED AND SEALED BY A PROFESSIONAL LAND SURVEYOR.

**LEGEND:**

- ..... FENCE LINE
- CO ..... CLEAN OUT
- CONC ..... CONCRETE
- DI ..... DROP INLET
- GM ..... GAS METER
- ICV ..... IRRIGATION CONTROL VALVE
- INV ..... INVERT ELEVATION
- K ..... OAK
- N.I.C. ..... NOT INCLUDED IN CONTRACT
- SSMH ..... SANITARY SEWER MANHOLE
- T ..... TREE, SPECIES NOT SPECIFIED
- V ..... VENT
- WRW ..... WOOD RETAINING WALL



8/21/2024



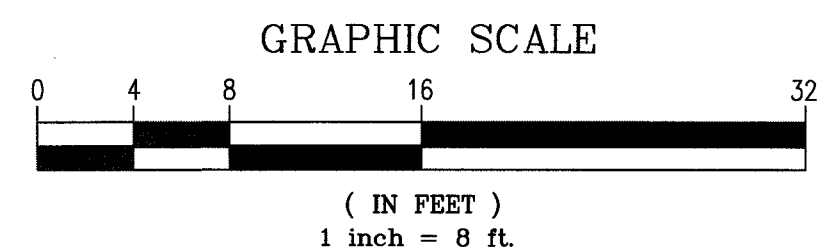
LOT 3  
VOLUME 7  
CITIES & TOWNS  
PAGE 40

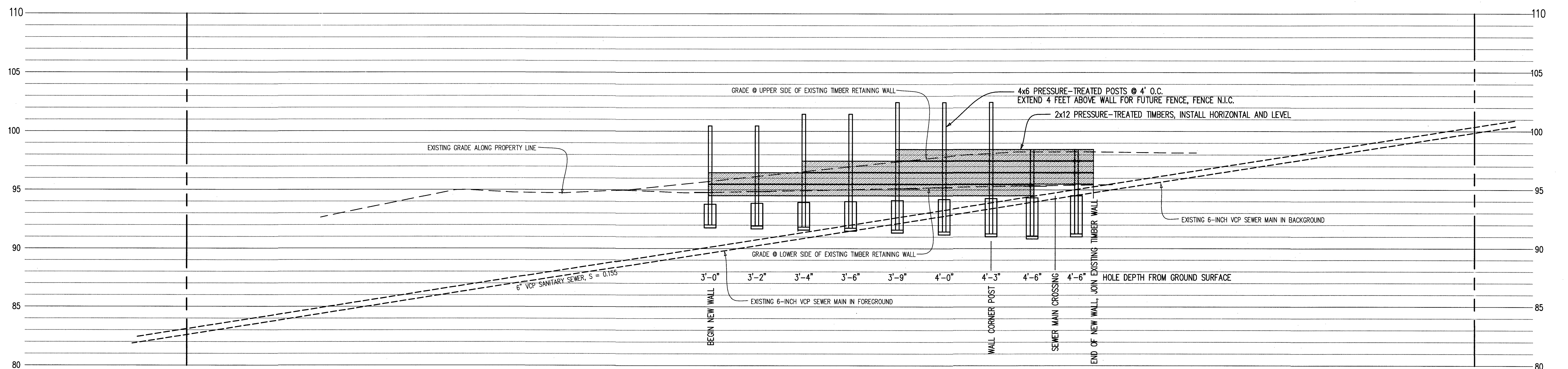
ORD RESIDENCE  
3020 RIBERA ROAD  
LOT 7, BLOCK 1  
APN: 243-052-042

SINCOFF RESIDENCE  
3030 RIBERA ROAD  
LOT 8, BLOCK 1  
APN: 243-052-043

REVISIONS	
DATE	BY
JAN 10, 2024	SCW

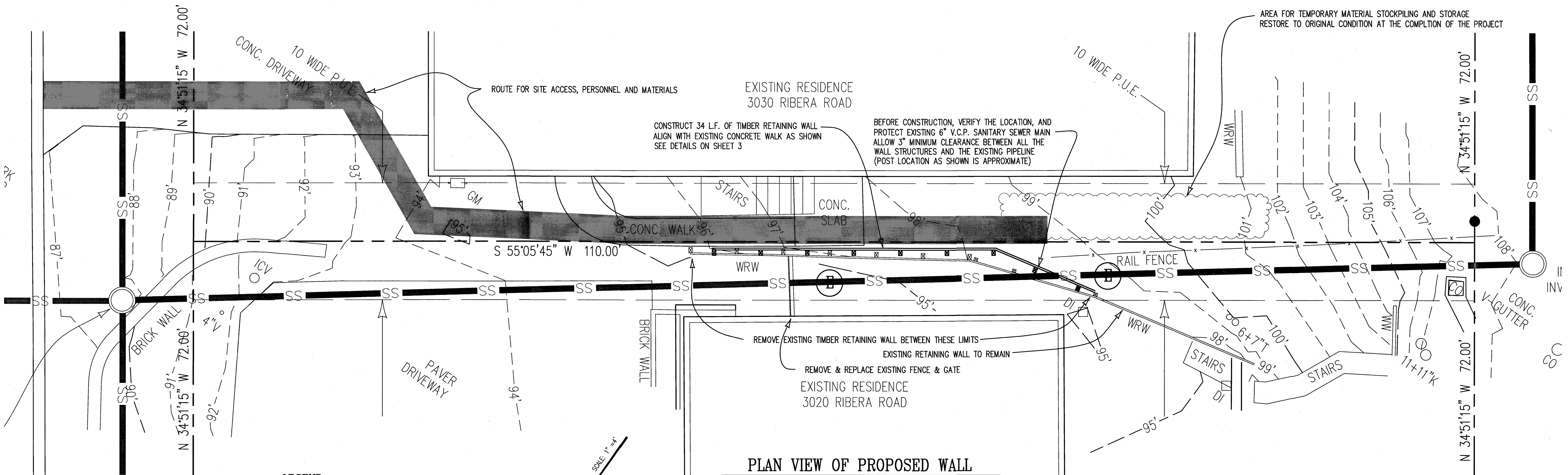
<b>TOPOGRAPHIC SURVEY</b>			
FOR REPLACEMENT OF AN EXISTING TIMBER RETAINING WALL			
<b>WITHIN P.U.E., LOTS 7 &amp; 8, BLOCK 1</b>			
<b>CARMEL MEADOWS UNIT No. 7</b>			
PREPARED FOR THE			
<b>CARMEL AREA WASTEWATER DISTRICT</b>			
MONTEREY COUNTY STATE OF CALIFORNIA			
PREPARED BY			
<b>MONTEREY BAY ENGINEERS, INC.</b>			
807 CHARLES AVENUE SUITE 8 SEASIDE, CALIFORNIA 93955 PHONE (831) 899-7899			
DATE:	SCALE:	DRAWN BY:	SHEET:
OCTOBER, 2023	1" = 8'	END & SCW	1 OF 3
JOB No. 23-082			





**PROFILE SHOWING PROPOSED WALL**

SCALES: HORIZONTAL: 1" = 4'-0"  
VERTICAL: 1" = 4'-0"

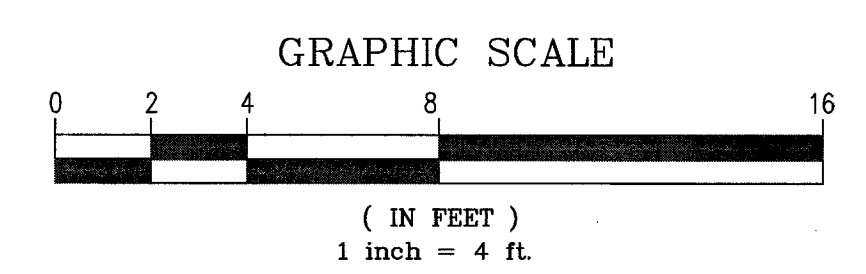


**PLAN VIEW OF PROPOSED WALL**

SCALE: 1" = 4'-0"

**LEGEND:**

- FENCE LINE
- CO. .... CLEAN OUT
- CONC. .... CONCRETE
- DI. .... DROP INLET
- GM. .... GAS METER
- ICV. .... IRRIGATION CONTROL VALVE
- INV. .... INVERT ELEVATION
- K. .... OAK
- N.I.C. .... NOT INCLUDED IN CONTRACT
- SSMH. .... SANITARY SEWER MANHOLE
- T. .... TREE, SPECIES NOT SPECIFIED
- V. .... VENT
- WRW. .... WOOD RETAINING WALL



REVISIONS	
DATE	BY
JAN 10, 2024	SCW
JOB No. 23-082	



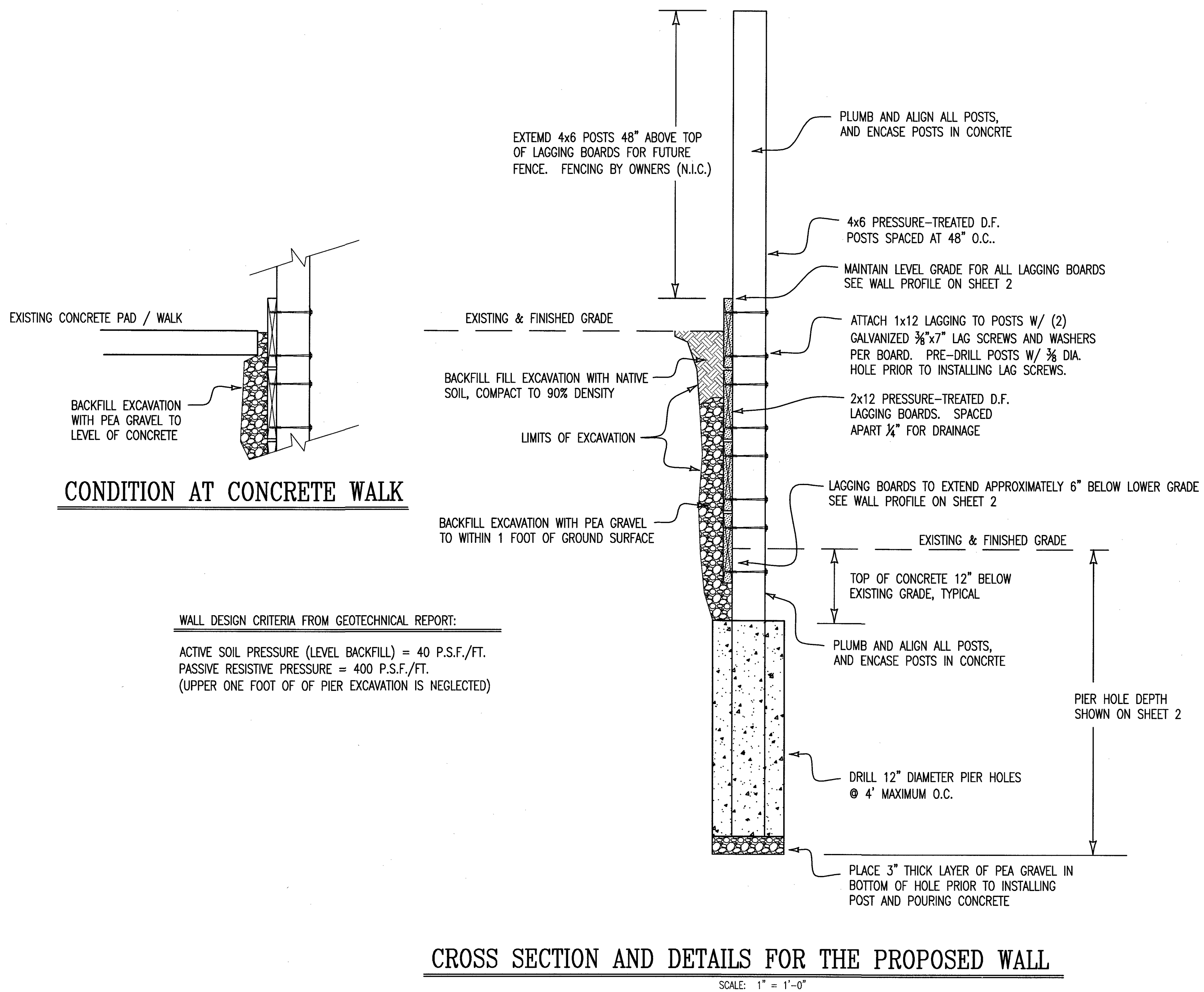
**PLAN AND PROFILE**

FOR REPLACEMENT OF AN EXISTING TIMBER RETAINING WALL  
**WITHIN P.U.E., LOTS 7 & 8, BLOCK 1**  
**CARMEL MEADOWS UNIT No. 7**

PREPARED FOR THE  
**CARMEL AREA WASTEWATER DISTRICT**  
 MONTEREY COUNTY STATE OF CALIFORNIA

PREPARED BY  
**MONTEREY BAY ENGINEERS, INC.**  
 607 CHARLES AVENUE SUITE 8 SEASIDE, CALIFORNIA 93955 PHONE (831) 899-7899

DATE: OCTOBER, 2023 SCALE: 1" = 4' DRAWN BY: END & SCW SHEET: 2 OF 3



**CROSS SECTION AND DETAILS FOR THE PROPOSED WALL**

SCALE: 1" = 1'-0"

**CONSTRUCTION NOTES:**

1. A GEOTECHNICAL INVESTIGATION WAS COMPLETED BY PACIFIC CREST ENGINEERING FOR THE CARMEL AREA WASTEWATER DISTRICT IN OCTOBER 2023. REPORT No. 23124-M251-B63. THIS INVESTIGATION DETERMINED THE SOIL DESIGN CRITERIA FOR THE PROPOSED RETAINING WALL.
2. ALL WORK SHALL CONFORM TO THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE.
3. THE ACCESS ROUTE FOR PERSONNEL AND MATERIALS (EITHER REMOVED OR DELIVERD) TO THE SITE IS INDICATED ON SHEET 2 OF THE PLANS.
4. WORK HOURS AND GENERATION OF NOISES SHALL BE LIMITED TO MONDAY THROUGH FRIDAY, BETWEEN 8:00 AM UNTIL 5:00 PM.
5. CONTRACTOR SHALL, BY HAND EXCAVATION, EXPOSE THE EXISTING VITRIFIED CLAY SEWER MAIN AT EACH END OF THE LIMITS OF WORK PRIOR TO PERFORMING ANY DEMOLITION OR CONSTRUCTION WORK. THESE POINTS ARE IDENTIFIED AS (C) AND (E) ON SHEET 2 OF THE PLANS. ANY DISCREPANCIES FOUND WITH THE LOCATION OR ELEVATION OF THE EXISTING SEWER MAIN SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE DESIGN ENGINEER BEFORE ANY WORK IS ALLOWED TO PROCEED.
6. THE EXISTING TIMBER RETAINING WALL SHALL BE COMPLETELY REMOVED, INCLUDING ANY CONCRETE ENCASEMENTS USED IN THE PILES.
7. BACKFILL AND COMPACT ALL HOLES REMAINING FROM THE REMOVED PIERS WITH NATIVE SOIL OBTAINED FROM THE NEW PIER DRILL HOLES. COMPACT THE HOLES BY HAND-TAMPING WITH MOISTURE-COONDITIONED SOIL IN MAXIMUM 6-INCH THICK LAYERS.
8. ALL REMOVED MATERIALS SHALL BE PROPERLY DISPOSED OF OFFSITE, UNLESS THE PROPERTY OWNERS AGREE TO RETAIN SOME OF THE REMOVED MATERIALS FOR THEIR FUTURE USE.
9. ANY DISCREPANCIES DISCOVERED DURING CONSTRUCTION WITH THE SITE CONDITIONS, OR CONFLICTS WITH THE DESIGN OF THE PROPOSED RETAINING WALL SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE DESIGN ENGINEER. ALL WORK AFFECTED BY FOUND DISCRANCIES SHALL BE STOPPED UNTIL A RESOLUTION TO RESOLVE THE ISSUES HAS BEEN MADE BY THE DESIGN ENGINEER IN WRITING.
10. CONSTRUCTION MATERIALS MAY BE TEMPORARILY STORED IN THE AREA INDICATED ON SHEET 2 OF THE PLANS. THIS AREA SHALL BE RESTORED TO ITS PRE-CONSTRUCTION CONDITION AT THE COMPLETION OF THIS PROJECT.
11. INSPECTION OF THE DRILLED PIER HOLES BY THE DESIGN ENGINEER IS REQUIRED PRIOR TO PLACING ANY CONCRETE

**PROJECT CONTACT INFORMATION:**

PROJECT OWNER IS THE CARMEL AREA WASTEWATER DISTRICT  
 3745 RIO ROAD  
 CARMEL, CA 93922  
 TELEPHONE: (831) 624-1248  
 DISTRICT ENGINEER: PATRICK TRENOR, PE

PROJECT DESIGN ENGINEER AND LAND SURVEYOR  
 STEVEN C. WILSON, PE & PLS  
 MONTEREY BAY ENGINEERS, INC.  
 607 CHARLES AVENUE, SUITE B  
 SEASIDE, CA 93955  
 TELEPHONE: (831) 899-7899

PROJECT GEOTECHNICAL CONSULTANT  
 CHRIS JOHNSON, PE  
 PACIFIC CREST ENGINEERING, INC.  
 444 AIRPORT BLVD., SUITE 106  
 WATSONVILLE, CA 95076  
 TELEPHONE: (831) 722-9446

**PROPERTY OWNER'S AGREEMENT AND CONSENT TO PERFORM WORK**

1. THE CARMEL AREA WASTEWATER DISTRICT (CAWD) HAS PROPOSED TO REPLACE A FAILING TIMBER RETAINING WALL ALONG THE ALIGNMENT OF THE EXISTING SANITARY SEWER MAIN.
2. THE COMPLETION OF THE WALL AS SHOWN ON THIS PLAN WILL TERMINATE THE CAWD'S OBLIGATION TO PERFORM ANY ADDITIONAL WORK ON THIS TIMBER RETAINING WALL.
3. THE CAWD SHALL RETAIN ALL EXISTING RIGHTS TO OPERATE, MAINTAIN, AND/OR REPLACE THE EXISTING SANITARY SEWER MAIN WITHIN THE EXISTING PUBLIC UTILITY EASEMENT.
4. THE UNDERSIGNED PROPERTY OWNERS HAVE REVIEWED THIS SET OF PLANS, AND AGREE TO ALLOW THE CAWD, ITS EMPLOYEES, CONSULTANTS, AND CONTRACTORS ENTRY ON THEIR PROPERTIES TO ALLOW FOR THE DESIGN, CONSTRUCTION AND INSPECTION OF THE RETAINING WALL AS SHOWN ON THIS PLAN.

DATED ROBERT L. ORD  
 LOT 7, BLOCK 1, CARMEL MEADOWS UNIT No. 7

DATED GAIL E. ORD  
 LOT 7, BLOCK 1, CARMEL MEADOWS UNIT No. 7

DATED MARGARET J. SINCOFF  
 LOT 8, BLOCK 1, CARMEL MEADOWS UNIT No. 7



REVISIONS		DATE		BY	
		JAN 10, 2024		SCW	
<b>DETAILS AND NOTES</b> FOR REPLACEMENT OF AN EXISTING TIMBER RETAINING WALL <b>WITHIN P.U.E., LOTS 7 &amp; 8, BLOCK 1</b> <b>CARMEL MEADOWS UNIT No. 7</b> PREPARED FOR THE <b>CARMEL AREA WASTEWATER DISTRICT</b> <small>MONTEREY COUNTY STATE OF CALIFORNIA</small> PREPARED BY <b>MONTEREY BAY ENGINEERS, INC.</b> <small>607 CHARLES AVENUE SUITE B SEASIDE, CALIFORNIA 93955 PHONE (831) 899-7899</small>					
DATE:	OCTOBER, 2023	SCALE:	1" = 1'-0"	DRAWN BY:	END & SCW
JOB No.	23-082	SHEET:			3 OF 3

RESOLUTION NO. 2024-52

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR THE CONSTRUCTION OF A REPLACEMENT TIMBER RETAINING WALL -RIBERIA ROAD

-oOo-

WHEREAS, the existing retaining wall is failing and is in need of repair and District has previously constructed the wall between two properties in our service area located at 3020 Ribera Road (APN 243-052-042) and 3030 Ribera Road (APN 243-052-043); and

WHEREAS, the new replacement timber wall will replace the failing existing wall; and

WHEREAS, the District owns a six inch diameter vitrified clay sewer collection pipe, which passes underneath the retaining wall withing a ten-foot wide public utility easement;

WHEREAS, the condition of the existing retaining wall has no impact on the operability or reliability of the District's pipe; and

WHEREAS, the District will obtain fully executed written agreements between the District and homeowners to release the District of any liability after the wall construction is completed,

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 a newly engineered timber retaining wall.
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 August 29, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Ken White, President of the Board

ATTEST:

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Domine Barringer, Board Clerk

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: August 29<sup>th</sup> , 2024

SUBJECT: General Manager's Update Report

## DISCUSSION

### Current

- The Employee MOU provided for a re-opener in the Spring/Summer after the CASA salary survey publication. It is currently underway, with the second meeting scheduled for September 3<sup>rd</sup>.
- Tentative September 16<sup>th</sup> for board retreat – waiting to confirm with Director Rachel after his vacation.
- At the end of the July meeting the Board discussed funding the CEPPT and did not come to any discernable resolution or give instruction to staff. We are asking for clarification. From the tape we believe that the Pension Committee is being asked to deal with a Budget Committee decision to fund the CEPPT and the question was raised whether there can be some type of analysis (behavioral finance?) of rate payer habits of contributing to pension costs.

### Follow up Items from the 04-25-24 board meeting:

- Director Rachel would like a retreat item to include an attorney presentation on the overall view of Memorandum Of Understanding and provide input on future negotiations.

## *Other Items Before The Board*

# STAFF REPORT

To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: August 29, 2024  
Subject: Ad Hoc Committee Membership



## RECOMMENDATION

It is recommended that the Board make a motion to complete the action taken in June 2024 board meeting, in which the Ad Hoc Committee was formed and formally title the committee and name of one additional member would be decided at a later date.

## DISCUSSION

At the June 2024 regular board meeting a motion was made to form an Ad Hoc Committee to address Director Concerns and to include the ability to “sift through” the material of the National Association of Corporate Directors to determine if there is anything of value.

After approval of the committee formation, Director Urquhart was named a member. However, Director Siegfried requested that the second membership slot be held until July meeting for appointment and the approved committee would provide the title. In the July 2024 board meeting the board was in consensus to table this item and continue it another time. Director Siegfried indicated that he would reach out to Director Urquhart and get back to the General Manager with more information.

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: August 29<sup>th</sup>, 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 January 2024 thru June 2024.

For the current reporting period the WWTP has maintained about 15% lower energy usage compared to before completion of Phase 1 and Phase 2 improvement projects.

The reduction in power usage results in annual electrical utility savings of about \$60,000 per year.

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>January</b>	107,928	47,843	155,771	-22,655
<b>February</b>	111,876	45,396	157,272	-21,154
<b>March</b>	107,745	50,326	158,071	-20,355
<b>April</b>	97,694	45,599	143,293	-35,133
<b>May</b>	94,677	52,035	146,712	-31,714
<b>June</b>	96,146	55,504	151,650	-26,776
<i>Average:</i>	<b>102,678</b>	<b>49,451</b>	<b>152,128</b>	<b>-26,298</b>

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 29, 2024

Subject: Pebble Beach Community Services District (PBCSD)- Regular Board Meeting on July 26, 2024

## DISCUSSION

Agenda items from July 26, 2024, meeting that are of specific interest to this District:

- Total cash balance at the end of June 2024 was \$32.4M; of that \$20.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues with user fees making up 22% of the total actual cost of wastewater operations.
- Total revenues through June 2024 in the cash-based budget were \$26.3M or 87% of the FY2023-24 budget. Total expenditures were \$19.8M or 65% of budget.
- On Saturday, June 29<sup>th</sup>, 2024, PBCSD held its annual Open House and Public Safety Day from 10:00 am to 2:00 pm. CAWD participated in the event with a booth manned by Ed Waggoner. There were 32 vendors at the event.
- Approximately 79 million gallons (MG) or 242 Acre Feet (AF) of recycled water is stored in Forest Lake, which represents 69% of permitted capacity. The storage volume is 10% higher than the historic average of 72 MG or 221 AF.
- Average daily wastewater flow of 446,000 gallons per day (GPD) was measured in June at the PBCSD-Carmel gate. This represents 35% of the total monthly flow at the CAWD treatment facility. The measured PBCSD flows were 11% above the five-year average of 401,000 gpd for June. The CAWD flows were 6% above the five-year average of 1,187,000 GPD for June.

- Total irrigation water demand for the 2024 calendar year through June was 348 AF. Total demand for the calendar year is 19% below the 5-year average of 430 AF through June. The month of June reflected a net storage decrease of 19M gallons compared to a net loss of 11M gallons from June of the prior year.
- All seven diversion facilities are diverting an average of 90,000 GPD to the wastewater collection system as of July 12th.
- PBCSD included a copy of the agreement for the Collection of Special Taxes, Fees, and Assessments with Monterey County. The County required an update this year along with a letter from legal counsel attesting to the District’s compliance with all applicable requirements of state law, specifically Prop 218.
- The Board approved a resolution citing meritorious service and expressing appreciation to Mike Niccum.
- Average daily wastewater flows measured in million gallons per day (MG) show:

<b>MONTH</b>	<b>TOTAL</b>	<b>CAWD FLOW</b>	<b>PBCSD FLOW</b>	<b>PBCSD</b>
Aug -23	35.881	24.412	11.469	31.96%
Sept – 23	33.941	23.173	10.768	31.73%
Oct -23	31.961	22.411	9.55	29.88%
Nov – 23	34.002	22.641	11.361	33.41%
Dec -23	57.963	33.771	24.192	41.74%
Jan -24	81.216	45.825	35.391	43.58%
Feb-24	43.194	26.652	16.542	38.30%
Mar-24	102.585	72.259	30.326	29.56%
Apr - 24	43.486	27.079	16.407	37.73%
May - 24	41.687	26.209	15.478	37.13%
Jun-24	37.804	24.432	13.372	35.37%
<b>Total</b>	<b>543.720</b>	<b>348.864</b>	<b>194.856</b>	<b>35.83%</b>

## **FUNDING**

Informational item only



# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: August 29<sup>th</sup>, 2024

Subject: Discussion Regarding The Ordinance Governing Use of Existing Private Laterals

## RECOMMENDATION

Receive Report - Informational only; no action required.

## DISCUSSION

For board discussion and Question & Answer with Staff, see excerpt below from the Carmel Area Wastewater District Uniform Plumbing Ordinance. Emphasis is added to certain key phrases.

### 5.04 USE OF EXISTING LATERAL SEWERS

**(a) Property owners shall inspect and provide to the District a report of the results of the inspection of the laterals on their property** prepared by a licensed Plumber using closed circuit television (CCTV) inspection or other inspection or test method approved by the District Engineer, **and if found defective, the property owner shall obtain a lateral repair Permit and thereafter repair the lateral, as follows:**

- (1) **When Building a new structure on property** with an existing lateral, or when otherwise proposing to connect a previously unconnected structure to an existing lateral;
- (2) **As a condition of approval of any major Building remodel project.** A major Building remodel project is one that is estimated to cost \$50,000 or more;
- (3) **Prior to the close of escrow when the property is transferred** via sale or other transfer of ownership by deed, instrument or writing;
- (4) **Whenever the District finds that a Sewage overflow emanating from a lateral has encroached upon public property,** including but not limited to a Street or the Storm Drain system, or has flowed onto private property owned by another property owner;

(5) **Whenever the District finds that a Sewage overflow emanating from a lateral presents a threat to public health**, even if it has not flowed across a property line. In the absence of a specific deadline, all inspection and testing work shall be completed within 60 days of notification by the District that such inspection is required. Existing laterals shall not be used if they are found to be defective by the inspection or if they fail District mandated tests or if they were constructed of materials deemed unacceptable by the District Engineer.

(6) **When as part of its periodic construction and maintenance of Sewer mains, the District discovers defective laterals**, the District may order the property owner to conduct an inspection, repair or replacement of any lateral that the District knows or reasonably suspects to be defective.

(b). **A lateral shall be considered defective if it has any of the following conditions: tap connections to the sewer main, displaced joints, root intrusion, substantial deterioration of the lines, damaged clean-out, defective clean-out, inflow, infiltration of extraneous water, or other conditions likely to substantially increase the chance for a lateral blockage**, or if, within a period of one year, a lateral suffers two or more blockages resulting in overflows. **Factory wye connection made of the same material as the Main Sewer is required.**

(c) **Whenever defective laterals are found, the property owner, at the sole expense of the property owner, shall repair or replace the lateral. The District Engineer shall determine the extent of repair required, and more limited repair than complete replacement of the lateral may be permitted at the sole discretion of the District Engineer.** The following requirements shall be met.

(1) A replaced or repaired lateral shall not be covered or backfilled until it has been inspected by a representative of the District.

(2) All repaired or replaced laterals shall be brought into compliance with District requirements. Overflow devices must be installed on all repaired or replaced laterals, and backflow valves are required to be installed on laterals.

(d). In the absence of a specific deadline established by the District, all repair or replacement work shall be completed within 60 days of notification by the District that such repair or replacement is required.

(e). When a lateral is completely replaced in accord with a valid lateral replacement Permit, the property owner is not required to inspect the lateral upon sale of the property for 10 years following the date of complete replacement of the lateral.

(f). Roots, grease, or other material which have accumulated in a lateral cleaned or maintained shall be prevented from entering the Sewer main during the maintenance or repair of the lateral. In the event that material is permitted to enter the main causing or contributing to the cause of a Sewage spill, the property owner and/or Contractor performing such maintenance work, in addition to any criminal penalties imposed, shall be subject to civil liability for any fines or other expense incurred by the District resulting from the spill.

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: August 29, 2024

Subject: Carmel Area Wastewater District (CAWD) Presentation to Monterey Peninsula Regional Parks District (MPRPD )Regarding the Bridge to Everywhere Project

After the regular standing committee monthly Bridge to Everywhere meeting, which occurred on August 21, 2024, a small group made their way out to the offices of the Monterey Peninsula Regional Parks District. Over the past couple of months, some time has been spent organizing schedules to allow us to gather and present the Bridge to Everywhere story to their entire staff. We wanted feedback from the parks professionals and we are always trying to spread the word. After a couple of months trying to make our schedules mesh, we finally made in work in August.

Patrick Treanor, and Laura Bowling (committee members) gave a great presentation. It was informative. It was relaxed. It was interactive. They had many questions from the audience – the presentation was a flat out success! Greg D’Ambrosio and I sat in the audience and we answered questions as they came up to fill in for Patrick and Laura where necessary.

The response from the MPRPD’s staff was very positive. And even better, the response from Raphael Payan, General Manager was effusive. He has not approached his Board yet, but he asked how he could participate. He spoke about how he had a dream of being able to walk from the Park’s office on Carmel Valley Road to the ocean, without getting run over! He got it right away – this project fits that dream. Not only does it fit his dream, but it is eminently doable for the benefit of our constituents and visitors to the area, which provides more open space for all to enjoy.

CAWD asked if he would be willing to write letters of support, which we will be needed for any grant applications, and he was agreeable to this request. Then we discussed the idea of MPRPD running Rio Park, because our District is not a parks district and we do not have any latent powers to enter into that business. Monterey Peninsula Regional Parks District just might be the perfect fit. Mr. Payan quickly latched onto this idea and agreed. He qualified that he would need to bring his Board along, but without question the fit was just too good.

CAWD staff, Greg D’Ambrosio, and Laura Bowling left MPRPD offices feeling quite positive about their enthusiasm regarding the Bridge To Everywhere project.

2024

Carmel Area  
Wastewater  
District

Mark Dias



# CAWD WORKPLACE VIOLENCE PREVENTION PROGRAM

Date of Last Review: July 24, 2024

Date of Last Revision(s): July 24, 2024

## **PURPOSE**

This Workplace Violence Prevention Plan (Plan) for the Carmel Area Wastewater District (CAWD) addresses the hazards known to be associated with the four types of workplace violence as defined by California [Labor Code \(LC\) section 6401.9](#).

## **SECTION 1- DEFINITIONS**

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9 as found in Appendix A

**Plan** - This workplace violence prevention plan is required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment including, but not limited to:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The four types of workplace violence as explicitly defined in LC section 6401.9:

- **Type 1 Violence** - Workplace violence (or threat) **committed by a person who has no legitimate business at the worksite** and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime. This includes robberies.
- **Type 2 Violence** - Workplace violence (or threat) directed at employees **by customers, clients, patients, students, inmates, or visitors.**
- **Type 3 Violence** - Workplace violence (or threat) against an employee **by a present or former employee.**
- **Type 4 Violence** - Workplace violence (or threat) committed in the workplace **by a person who does not work there but has or is known to have had a personal relationship with an employee.**

**Workplace Violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards. Also known as administrative controls.

## SECTION 2- RESPONSIBILITIES

The responsibilities of implementing this Plan are as listed below.

- 2.1 **General Manager.** The General Manager has the overall authority and responsibility for implementing the provisions of this Plan. Specific responsibilities include, but are not limited to:
- Ensuring that the program is in compliance with applicable government standards.
  - Providing active leadership & participation in this safety program.
  - Holding those in management or supervisory positions accountable for safety and loss control.
  - Ensuring adequate funding is made available for the successful implementation of this program.
  - Ensuring the safety program is fully implemented.
  - Ensuring policy and procedures are current.
- 2.2 **Safety Dept/Representative.** The Safety Administrator serves as a safety liaison between management and employees and is responsible for administering, designing, and maintaining the safety program. The Administrator's responsibilities include the following:

- Providing support regarding violence prevention related issues.
- Reviewing, revising, and/or developing controls and procedures in order to keep the Plan updated and in compliance with Cal/OSHA requirements.
- Coordinating with those in management or supervisory positions in the activities required to meet the provisions of this Plan.
- Ensuring that a training schedule has been established to track and document that required training and other Plan requirements are scheduled and implemented.
- Managing record keeping requirements.
- Participating in accident/incident investigations if an injury has occurred.
- Monitoring and tracking periodic safety inspections for compliance with this Plan.
- Implementing systems (meetings, tailgates, safety committee meetings) to encourage employee participation in this Plan.
- Reporting incidents to General Manager in the absence of other management notification.

2.3 **Management Positions** are responsible for:

- All managers and supervisors are responsible for implementing and maintaining this Plan in their work areas and for answering employee questions about this Plan.
- Helping to develop a cooperative safety attitude by being an example to employees.
- Encouraging employees to report any violence, threat of violence or unsafe conditions, in a timely manner; and reporting and documenting these to the Safety Administrator
- Coordinating with the Safety Administrator to schedule, develop, implement, and document all workgroup safety training.
- Cooperating with accident/incident investigations
- Ensuring employees receive prompt medical attention for all injuries/illnesses.
- Ensuring that employees under their direct supervision know, understand and follow this Plan.
- Reporting incidents to General Manager.

2.4 **Employees:** See Section 4, Employee Compliance, below.

### SECTION 3- ACTIVE EMPLOYEE INVOLVEMENT

CAWD ensures the following methods to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying and evaluating hazards and evaluating and recommending corrective measures (controls) to prevent workplace violence. This includes all of the following:
  - Initial training and all refresher trainings shall include an explicit request for employees



to; (1) suggest new hazards and or controls not already addressed in the Plan, (2) suggest modifications or improvements to responses and/or controls already addressed in the Plan.

- Whenever a new violence hazard or threat is identified
  - As a standing item on the Employee Safety Committee agenda
- Encouraging employees to participate in designing and implementing training programs, and viable suggestions will be incorporated into the training materials and/or scenarios.
  - Reporting and investigating workplace violence incidents. As described in Section 4, it is the responsibility of each employee to report any violence, threat of violence or unsafe conditions, in a timely manner to management or in their absence directly to the Safety Administrator.
  - Management (General Manager, Superintendents, supervisors and in their absence, Engineers) will ensure that all workplace violence policies and procedures within this written Plan are clearly communicated and understood by all employees. Management will enforce the rules fairly and uniformly.

#### **SECTION 4- EMPLOYEE COMPLIANCE**

All employees will follow all workplace violence directives in this Plan and assist in maintaining a safe work environment.

To ensure that employees comply with the rules and work practices in this Plan and to not engage in threats or physical actions which create a security hazard for others in the workplace, the following will be required at a minimum:

- Employees are to report any violence, threat of violence or unsafe conditions, in a timely manner to their supervisor or directly to the Safety Administrator. In their absence it should be reported to management.
- The same training will be provided to employees, supervisors and managers.
- Procedures to ensure that management and nonsupervisory employees comply with this Plan shall include: (1) initial training, (2) a minimum of biannual refresher training, (3) training if a new hazard or threat is identified, (4) if training is requested by the Safety Committee or (5) if training is requested by the employee's authorized representative.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with this Plan per Disciplinary Procedures in MOU with employee's union covering March 1, 2024 – June 30, 2025, and as amended thereafter.
- Expectations will be set to achieve the goals herein, encourage communication and encourage accountability.

## SECTION 5- COMMUNICATION WITH EMPLOYEES

Open, two-way communication between management, staff, and other employers, about workplace violence issues is essential to a safe workplace. The following communication methods are designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes training on the workplace violence prevention controls in this Plan.
- Workplace violence prevention and response training by outside, third-party trainers.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and management about workplace violence prevention and violence concerns. After each training, employees will be explicitly encouraged to separately ask questions of management, the Safety Administrator or the General Manager if they are unsure about any details of the Plan. After an opportunity to ask any questions, they will be asked to sign an acknowledgement that they understood the training and the Plan.
- Posting workplace violence prevention information on the bulletin board in Building 38 and in the breakroom of the Administration building.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
  - Employees can anonymously report a violent incident, threat, or other violence concerns. This can be done via the safety suggestion box located in the Operations Office.
  - If an employee wishes to report directly to law enforcement, they can call 911.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. Updates to employees will be given on the status and progress of investigations and corrective actions via email and at safety meetings. Updates may be limited if, upon the advice of legal counsel, the release of information would impact an active investigation,

criminal/civil charges or threat of litigation. Personnel actions such as discipline will be kept private as allowed by law and the current MOU with the Union.

## **SECTION 6- COORDINATION WITH OTHER (EXTERNAL) EMPLOYERS**

CAWD will implement the following effective procedures to coordinate implementation of its Plan with external employers to ensure that those employers and their employees understand their respective roles, as provided in the Plan.

- This Plan shall be provided to external employers who will be working at any CAWD site. The Plan will be given to a principal/responsible person with authority and ability to direct and train their employees on the contents of this workplace violence prevention Plan.
- CAWD and external employers, will jointly determine which employees are involved in Plan development, which employers are responsible for training specific employees, which employer investigates reports of workplace violence hazards or concerns, and which employer maintains the incident log.
- If requested by the external employer, CAWD will make the Safety Administrator or other managers available to meet with the other employer and/or their employees. CAWD training materials may be shared with an external employer if appropriate.
- Mandated items to be addressed by the external employer are:
  - That workplace violence incidents involving any external employee will be reported, investigated, and recorded.
  - External employers will ensure that if their employees experience workplace violence incident that the external employer will record the information in a violent incident log and shall also provide a copy of that log to CAWD.
  - Incident reports will be shared with other employers to ensure a coordinated response to any incidents. Reports may be limited if, upon the advice of legal counsel, the release of information would impact an active investigation, criminal/civil charges or threat of litigation. Personnel actions such as discipline will be kept private as allowed by law and the current MOU with the Union.

## **SECTION 7- WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

CAWD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence should be reported to the employee's manager, who will inform the Safety Administrator. This will be documented via email or written memorandum. If a supervisor or manager is not available, employees will report incidents directly to the Safety Administrator.
- Employees can also report incidents via an anonymous form available on the safety page on CAWD's SharePoint intranet.

- The employee should also report via email or writing if law enforcement was informed.

Retaliation against a reporting employee is strictly prohibited by law and any instances of retaliation will result in formal discipline up to and including termination.

## SECTION 8- HAZARD IDENTIFICATION AND EVALUATION

The following procedures are established and required to be conducted by CAWD to ensure that workplace violence hazards are identified and evaluated:

### 8.1 HAZARD IDENTIFICATION

- **Triggered Inspections.** Inspections shall be conducted when; (1) the Plan is first established, (2) after each workplace violence incident (including threats), and (3) whenever CAWD is made aware of a new or previously unrecognized hazard. These types of inspections can be focused based on the incident or new hazard.
- **Periodic Inspections.** Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly. Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the Safety Administrator, the applicable manager for the location and an employee representative.
- **Inspection items.** Inspections should consider the following:
  - Items suggested by employees or their representatives.
  - Is signage posted at entrances to the property regarding limited cash on site, cameras and security?
  - Are the door locks, entry codes, security windows, physical barriers adequate?
  - Are there insufficient surveillance measures (i.e., lighting, mirrors and cameras)?
  - Are emergency buttons and alarms needed? If in place, are they effective?
  - The availability and effectiveness of employee escape routes.
  - Do employees have a designated safe space to shelter during an emergency? Does the space have an outside phone available or do cell phones work in that area?
  - Has the frequency and/or severity of threatening or hostile situations changed?
  - Do employees and board members need training to deescalate threatening or hostile customers?
  - Do employees and board members need additional training to react to an active shooter (initial training will be provided)?
  - Does accessibility of the workplace need to be modified to prevent access by discharged or disciplined employees having a dispute with the District?

## 8.2 WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. CAWD will implement the following effective procedures to correct workplace violence hazards that are identified:

- All submitted/reported concerns of potential hazards shall be reviewed within a week of submittal.
- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will evacuate until law enforcement or hired security arrive and secure the site. On call security services are available via Nguyen Security Services at (831) 920-1877 or HKC Protective Services at (831) 521-2306.

## SECTION 9- EMERGENCY AND SITUATIONAL RESPONSE PROCEDURES

The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The specific measures already in place are listed below for each work site.

- Employees are prohibited from confronting violent persons during a robbery or other criminal act, except as a last resort in response to physical attack or lethal force such as an active assailant/shooter.
- Employees will inform their manager when they believe they may need to report suspicious persons or activities. This shall be relayed to the Safety Administrator. If an employee believes they or others are physically in danger they should treat the situation as an emergency and call 911.

### 9.1 COLLECTIONS (Field Activities)

#### 9.1.1 Existing Safety Measures:

- Employees are required to wear uniforms or clothing clearly identifying themselves as District employees and carry official identification.
- When possible, at least two employees should respond to a complaint where the complainant is believed to be upset.

**9.1.2 Type 1, 2 and 4 Violence.** If any employees are physically assaulted or are physically threatened by any person other than a current CAWD employee, CAWD will treat the situation as an emergency. After ensuring their own security, they will immediately call 911 and follow law enforcement instructions. They will report the incident to their manager, or if unavailable, the Safety Administrator as soon as possible.

**9.1.3 Type 3 Violence (physical).** If any CAWD employees are physically assaulted by another current CAWD employee, the assaulted employee will move to a safe location and be provided first aid or other medical treatment as needed. They will report the incident to management, or if unavailable, the Safety

Administrator as soon as possible. The assaulting employee will immediately be vacated from any CAWD properties while an investigation takes place. Outcomes can range from discipline up to immediate termination. District will press legal charges if appropriate.

**9.1.4 Type 3 Violence (threats).** If any CAWD employees are threatened by another current CAWD employee, the threatened employee will move to a safe location. If a weapon is involved, the threatened employee will call 911.

**9.1.5 Potential violence- property visits to upset customers during regular working hours.** Where a customer is known to be upset (e.g., an ongoing dispute or over-pressurization of their laterals caused by CAWD line cleaning, etc.) the manager will be informed and at least two CAWD employees will respond. Employees are regularly (re)trained in verbal de-escalation techniques. If a customer remains upset all employees have been repeatedly trained to immediately leave and the customer will be provided with the phone number of the Collections Superintendent.

**9.1.6 Potential violence- property visits to upset customers during on-call hours.** Where a customer is known to be upset and only one on-call employee is available, the employee will not enter the property until a second employee arrives or law enforcement is available.

**9.1.7 After-hours responses to CAWD facilities or in public rights-of-way.** Upon arriving at a site, employees should first scan the area to assess if there is a potential threat from persons who do not belong in the area and request law enforcement assistance if indicated.

## **9.2 ADMINISTRATION BUILDING**

### **9.2.1 Existing Safety Measures:**

- Three security cameras are in service. If any camera becomes inoperable it shall be promptly repaired. Footage should be regularly reviewed for motion-triggered events after hours.
- If 911 is dialed from any desk phone, all other phones on the system sound an alarm and the phones show the name and extension where the call originated.
- The anteroom to the main lobby area is reinforced and secured. Only authorized persons are allowed into the office portion of the building. The door from the anteroom to the lobby is always locked and is unlocked remotely.
- When the Board room is in use by the public for non-CAWD business, the hallway door to the office portion of the building shall be closed and locked.
- The Board room exterior doors have one-way tint to obscure the meeting from the exterior of the building.
- Private security is hired for public meetings during times of heightened threat.

- 9.2.2 Type 1, 2 and 4 Violence.** If employees are physically assaulted or are physically threatened by any person other than a current CAWD employee, CAWD will treat the situation as an emergency. After ensuring their own security, they will immediately call 911 and follow law enforcement instructions. They will report the incident to their manager, or if unavailable, the Safety Administrator as soon as possible.
- 9.2.3 Type 3 Violence (physical).** If any CAWD employees are physically assaulted by another current CAWD employee, the assaulted employee will be moved to a safe location and be provided first aid or other medical treatment as needed, and then will be sent home on paid administrative leave until they are deemed safe to return to work. They will report the incident to their manager, or if unavailable, the Safety Administrator as soon as possible.
- 9.2.4 Type 3 Violence (threats).** If any CAWD employees are threatened by another current CAWD employee, the threatened employee will move to a safe location and when safe, be sent home on paid administrative leave until they are deemed safe to return to work.

### 9.3 PLANT

#### 9.3.1 Existing Safety Measures:

- Two gate security cameras are in service and monitored by multiple people. If any camera becomes inoperable it shall be promptly repaired. Two gate cameras should be operable and monitored by multiple people.
- The treatment plant is a closed site, and guests are only allowed access by appointment.
- Appointments shall be confirmed with the CAWD employee.
- If the person requesting entrance is unknown, gate operators are instructed to ask for the reason for the visit and ask for the name of contact person at CAWD.
- Tailgating through the gate by trailing vehicle is not allowed.
- Alternate evacuation routes are available via four perimeter gates. Employees have keys to the gate locks. New locks were placed in service in 2023 and should be inspected during the quarterly reviews.
- If 911 is dialed from any desk phone, all other phones on the system are notified from which extension the call was made.
- The desk phone Broadcast feature is operable, and drills are conducted at least annually.
- ## rooms/spaces have been marked as preferred shelter-in-place locations in case of an active shooter.

- 9.3.2 Type 1, 2 and 4 Violence.** If employees are physically assaulted or are physically threatened by any person other than a current CAWD employee, CAWD will treat the situation as an emergency. After ensuring their own security, they will immediately call 911 and follow law enforcement instructions. They will report

the incident to their manager, or if unavailable, the Safety Administrator as soon as possible.

**9.3.3 Type 3 Violence (physical).** If any CAWD employee(s) are physically assaulted by another current CAWD employee, the assaulted employee will be moved to a safe location and be provided first aid or other medical treatment as needed, and then will be sent home on paid administrative leave until they are deemed safe to return to work. They will report the incident to their manager, or if unavailable, the Safety Administrator as soon as possible.

**9.3.4 Type 3 Violence (threats).** If any CAWD employee(s) are threatened by another current CAWD employee, the threatened employee will move to a safe location and when safe, be sent home on paid administrative leave until they are deemed safe to return to work.

#### **9.4 ACTIVE SHOOTER/ASSAILANT (ALL LOCATIONS)**

9.4.1 All employees and board members will be provided with Active Shooter/Assailant training with the goal that they will respond to the best of their ability consistent with the training. The training will be specific to their worksite.

### **SECTION 10- PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, management and the Safety Administrator will implement the following post-incident procedures:

- Follow any law enforcement directions, if given.
- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review any previous reports of inappropriate behavior by the perpetrator.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident.
- Obtain any reports completed by law enforcement.
- Determine the root cause(s) of the incident if possible.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and document the corrective actions taken.
- The violent incident log will be used for every workplace violence incident and will include information as indicated in Appendix A (Violent Incident Log).
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.



- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Incident logs will be retained for a minimum of 5 years.
- Support and resources, such as counseling services, will be provided to affected employees and may include one or more of the following: referrals to counseling services, information about employee assistance programs, and time off work if necessary. This would be coordinated through CAWD's HR consultant.

During an investigation CAWD will ensure that no personal identifying information is recorded or documented in the written investigation report unless required by law enforcement or as directed by legal counsel. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## SECTION 11- TRAINING AND INSTRUCTION

### TRAINING ON THIS PLAN

All employees, including managers and supervisors, will have training and instruction on the entirety of this Plan. The training may be any combination of presentations, discussions, and practical exercises (drills). Training and instruction will be provided as follows:

- When this Plan is first established.
- Annually to ensure all employees understand and comply with the Plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan.

Additional training may be limited to addressing a new workplace violence hazard or the changes to this Plan.

### IN-HOUSE TRAINING (DRILLS)

All employees, including managers and supervisors, will have training and instruction on:

- How to use emergency phone features, and notify fellow employees of violence
- How to use identified escape routes or locations for sheltering.
- Drills for escape routes and hiding/sheltering.
- Use of 911 phone feature and Broadcast features

### EXTERNAL TRAINING

All employees, including managers and supervisors, will have training and instruction on:

- De-escalation techniques to diffuse hostile or threatening situations.
- Active Shooter Training
- How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.

## SECTION 12- EMPLOYEE ACCESS TO THE WRITTEN WVPP AND RECORDS

**PLAN.** CAWD will ensure that this WVPP Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by all of the following:

- Whenever an employee or designated representative requests a copy of this Plan, CAWD will provide the requester with a printed copy, unless the requester agrees to receive an electronic copy.
- This Plan will be made continuously available on the Safety page of the CAWD SharePoint intranet.
- In hard copy form in the policy binder in Trailer 39.

**RECORDS.** The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

**SECTION 13- RECORDKEEPING**

CAWD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
- Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
  - Maintain records of workplace violence incident investigations for a minimum of five (5) years.
    - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
  - All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

**SECTION 14- REVIEW AND REVISION OF THIS PLAN:**

This Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent or is brought forth from an employee
- After a workplace violence incident.
- As needed.

Review and revision of this Plan will include the procedures listed in Section 3- Employee Active Involvement of this plan as well as the following:

- Review of this Plan should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

**SECTION 15- EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, CAWD will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

**SECTION 16- APPROVAL**

I, Barbara Buikema, General Manager of Carmel Area Wastewater District hereby authorize and ensure the establishment, implementation, and maintenance of this written Workplace Violence Prevention Plan and the documents/forms within this Plan.

\_\_\_\_\_  
Barbara Buikema, General Manager

\_\_\_\_\_  
Date

## APPENDIX A

### Violent Incident Log

This log must be used for every workplace violence incident that occurs in the workplace or during the course of employment. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Incident date and time (or approximate):

Violence Type(s) (1,2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.

- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: \_\_\_\_\_

*[For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, or manager, partner or spouse, parent or relative, or another perpetrator.]*

Circumstances at the time of the incident:

*[Describe what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]*

Where the incident occurred:

*[Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]*

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

Were there any injuries? If so, provide a description of the injuries.

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

If a copy of this violent incident log needs to be provided to an external employer, indicate when it was provided and to whom.

This violent incident log was completed by:

Name:

Title:

Completion Date:

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Signature



**APPENDIX B:  
Revision History**

<u>Date</u>	<u>Revisions Made</u>
6/26/2024	New Plan by M. Dias as approved by General Manager



# Review of Draft Workplace Violence Prevention Plan

**BOARD OF DIRECTORS MEETING**

**AUG 29, 2024**

# GOALS

- A. Introduce a newly required Cal/OSHA program**
- B. Describe key items in the Plan (it's a draft)**
- C. Request Board input**
- D. Discuss future training and updates**

# What is a WPVPP?

- **WPVPP = “Workplace Violence Prevention Plan”**
- **CA Senate Bill 553 became law in 2023**
  - **First of its kind in the United States**
  - **Will be enforced via new Cal/OSHA regulations**
- **Has the same legal standing and force as any other Cal/OSHA regulation (confined space, respiratory, COVID, PPE, etc.)**

# Summary (p1)

- The Plan addresses four different types of violence (including threats of violence) directed at employees
- The Plan addresses potential violence at the Administration building and therefore covers public board meetings and the members of our Board
- All definitions such as “violence” are taken directly from the regulations
- Lawful acts of self-defense or defense of others is allowed
- The law does not mention “active shooter”

# Summary (p2)

- **Employee involvement is heavily emphasized**
- **An introduction training was given in late July**
- **Employees and the Union were provided the full text of draft plan**

# Summary (p3)

- Section 9 lists the specific response procedures (i.e., what to do) under various scenarios
- The Board members are affected, and Section 9 addresses measures protect all persons attending Board meetings
- Today, staff is seeking board input on the measures to protect Admin employees and the board members as well as any other input on the Plan

# Next Steps

- Professional on-site safety assessments and in-person training is being scheduled for early October
- The current version WPVPP will be updated based on the professional assessment, employee input and Board input
- Additional updates are expected as employers develop best practices for this new area of law



# Q&A

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 29, 2024

Subject: Post Mortem – Corona Road Project

## DISCUSSION

1. **Project Goal:** Extend public sewer service to homes on Corona Road.
  
2. **Timeline (compressed):**
  - This project was first initiated in 2017 when a group of residents made contact with the District requesting sewer service. The engineer at that time was Drew Lander. Mr. Lander subsequently moved on; however, he left very little in the way of documentation. The project was picked up by Rachel Lather, Principal Engineer when she was hired by District in November 2018.
  - Ms. Lather pursued the project as a Special Assessment District with the associated financing costs and structure. In 2021 we received a petition from local residents with a project description of sewer facilities for 30 properties. As a result of the petition and receipt of \$67K from the residents as a deposit the District engaged Monterey Bay Engineering to provide a preliminary report and Denise Duffy & Associates to complete the environmental work. Note: the financing proposed by Ms. Lather was via Assessment District. The financing proposed by Mr. Lander was via a loan secured by the District.
  - Ms. Lather communicated with the State Water Board regarding Septic to Sewer grant funding. At that time, they were only available to disadvantaged communities; however, early in the year they had received few applications and verbally told Ms. Lather they would award a grant. That verbal information was communicated to the residents, which impacted the overall price that each resident would have to contribute. At year end, the State Water Board communicated that they had received more applications from disadvantaged communities than they had funds available for and were withdrawing CAWD's application. *Note: CAWD never received anything in writing to confirm the verbal confirmation.*
  - In February 2022 the District engaged Jones Hall as bond counsel and proceeded moving forward with no grant money available. A preliminary Engineering Assessment Report was created that included the 30 parcels that had previously petitioned for the assessment with 26 additional parcels that were contiguous with the parcels that had petitioned.. The District mailed out notices to property owners using the tax roll for their mailing addresses, and held a few public meetings at the firehouse September 13, 2023 and January 18, 2024. At this time, many of those

added parcel owners indicated they were only now, for the first time, aware of the project.

- The Assessment District election was scheduled for December 2023 but was extended to February 2024 because of neighborhood discontent. On February 22, 2024 a special meeting with a public hearing occurred for a vote. The Assessment ballot failed with final tally 43.18% yes votes to form the assessment, and 56.82% no votes not to move forward.

### 3. **What could have been done better?:**

#### a. **Communications / Community Involvement:**

Two residents of the area went door-to-door to come up with the early petition of interest. The petition did not include an overwhelming consensus. The petition included 30 parcels; but the additional 26 contiguous parcels in the assessment were without a prior documented position on the potential assessment. Furthermore, the petition did not identify the potential range of costs of the assessment to be incurred by residents.

- Invitations to the numerous community meetings were not consistent and well documented.
- The District attended Community Meetings at the fire house multiple times but there was considerable discontent from multiple property owners who were against being included in the assessment.
- Throughout the process the public demonstrated that they did not fully grasp the “assessment district” concept and kept returning to the idea of an “opt out” provision – which did not exist once we focused on formal assessment district formation. The “opt out” was a possible discussion item in early general conversations, but was never a potential option under Assessment District financing plan nor was it ever included in the Corona Assessment District.

#### b. **Documentation:**

- The District documentation of who appeared at community meetings was lacking information and there was no follow up on the participants who did not attend the meetings.
- Many residents stated they had not received the mailings. On the last ballot mailing all were sent out via certified mail so it could be tracked, which did provide a higher receipt confirmation. But the confirmation of mailing addresses went through several iterations confirming with the residents to ensure the District not only the correct mailing address but the correct contact person
- We had multiple people claim the mailing list from the County (i.e. property tax list) was not accurate. The County was contacted and they countered that we were doing exactly what other districts do to obtain the info. Still, the fact that there were a handful of people who said they were never noticed is concerning. Note that the mailing list is the property tax list – all of the properties are current on their property taxes which would lead one to assume they are getting mail.
- Even with the mailing list issue, we did an excellent job getting the ballots mailed out to everyone.

c. **Funding:**

- The District received \$67,200 from the residents as a downpayment or proof of interest. The downpayment was not required from everyone. The two resident leads collected and compiled the funds, which indicated that there was either not universal acceptance or not the financial wherewithal to contribute.
- We took a verbal message from the State Water Board that grant funds were available, and that information was incorrectly communicated to the residents. The State Water Board later rescinded that verbal statement when more disadvantaged communities applied. Never tell the customer about a grant that you do not have confirmation in writing for.
- The District provided an additional \$87K for this project, which was board approved with the information that we had at that point in time. Going forward the District should stick firmly with our initial position that the District does not provide funds to cover costs for the formation of assessment districts. These costs are strictly the assessment district costs.
- The original cost quoted to residents was substantially different, significantly lower with zero grant funds, from the final cost given in the assessment ballot. For some residents the sewer costs were simply less attractive than keeping their existing septic tank in operation.
- The District should have taken a much more conservative approach early on – effectively a “no surprises” approach.

d. **Engineering Assessment Report:**

- It was confusing to residents why the District adopted a different standard from the County. CAWD said 300 feet from the property line; the County standard is 300 ft from the structure. The District’s position was to include as many parcels as possible to keep per parcel costs down. The County standard has no link to potential financing.

4. **Summary – action to avoid the same scenario:**

- The District should never put itself in a position to fund an Assessment District without strong evidence of overwhelming support from the community. Overwhelming support should be 80+%, and strong evidence should be a petition that includes proper understanding of the cost and include proper documentation from each property owner.
- The District should be aware that many people are satisfied with having a septic tank because it can be an economical option.
- The State Water Board and the County of Monterey are not proactively pursuing potential failed septic systems and there is not much enforcement to speak of. Therefore, failed septic systems may go undetected.
- The District should be aware that outside funding for Septic to Sewer projects is extremely limited and likely not available to non-disadvantaged communities.
- The District needs to always communicate that it is a non-profit governmental agency that serves existing rate payers. The District provides service “at cost.”
- The District should not hold public information meetings without complete information.

- All actions taken by the District should be completely documented.
- The District should utilize cost ranges with healthy contingencies when citing estimates of costs at early stages of a project in order to reflect uncertainties. (i.e. at the current stage of project development, the cost is estimated to range from \$30,000 to \$80,000).

## FUNDING

The Corona Road project expenditures summarized:

Vendors	<b>Corona Road residents</b>	<b>CAWD</b>	<b>Total</b>
Monterey Bay Engineers	\$43,335.00	\$12,840.50	<b>\$56,175.50</b>
Denise Duffy & Assoc	\$23,865.00	\$64,029.62	<b>\$87,894.62</b>
USPS		\$347.04	<b>\$347.04</b>
Jones Hall		\$10,000.00	<b>\$10,000.00</b>
<i>Total</i>	<b>\$67,200.00</b>	<b>\$87,217.16</b>	<b>\$154,417.16</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:  
*August - 2024, – No Scheduled PBCD meeting.*  
*Friday, September 27, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, October 15, 2025, at 6:00 p.m. –Director Rachel is scheduled to attend.*  
*Tuesday, January (TBD), 2025, at 6:00 p.m. –Director Cole is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, November 12, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

***CLOSED SESSION***

# Adjournment