



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

February 29, 2024  
Thursday  
9:00AM

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# CARMEL AREA WASTEWATER DISTRICT (CAWD) BOARD OF DIRECTORS SPECIAL MEETING MINUTES

HARASSEMENT PREVENTION TRAINING MEETING

*Friday, 9:00 a.m., December 15, 2023*

**Via teleconference webinar and in person**

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## CALL TO ORDER - ROLL CALL:

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

Roll call was taken and all board members were present.

*\*Signifies Virtual Attendance*

**Present:** President Ken White  
Pro Tem Bob Siegfried  
Directors: Suzanne Cole, Michael Rachel  
Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Jim Grover, Principal Accountant (CAWD)  
Patrick Treanor, Chief Engineer (CAWD)  
Daryl Lauer, Collections Superintendent (CAWD)  
Chris Foley, Maintenance Superintendent (CAWD)  
Ed Waggoner, Plant Superintendent (CAWD)  
Kevin Young, Plant Operations Supervisor (CAWD)  
Tony G. Carvalho, Associate, Liebert Cassidy Whitmore  
Beth Ingram, Human Resource Consultant

***Quorum was present***

**Absent:** Director Urquhart, Domine Barringer, Board Clerk

**\*Others:** In Attendance:

- 1. *Appearances/Public Comments:*** Anyone wishing to address the Board 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.

***None***

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

***None***

- 3. *In person Harassment Prevention Training presented by Tony G. Carvalho, Associate, Liebert Cassidy Whitmore Law Firm***

4. **ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 11:03 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 25, 2024, or an alternate acceptable date, 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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***Ken White, President of the Board***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**SALARY & BENEFITS COMMITTEE MEETING MINUTES**  
*January 22, 2024, Monday, 9:00 a.m.*

**3945 Rio Road, Carmel, CA 93923**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 9:00 a.m.

**Present:** President White, Committee member  
Director Mike Rachel, Committee member

**Absent:**

*\*Signifies Virtual Attendance*

**Other Attendee:** Barbara Buikema, General Manager, Chris Foley, Maintenance Superintendent, Rick Bolanos, Labor Counsel

**Appearances/Public Comments:** *None*

**1. No Agenda changes**

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

**A. Conference with Labor Negotiations:**

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

- **Agency Designated Representative:** Barbara Buikema, General Manager, Rick Bolanos, Chris Foley

The committee adjourned to closed session at 9:02 A.m. The Committee came out of closed session at 10:51 A.m. The Committee took up the salaries on the agenda for closed session. The Committee provided a status update of the labor negotiations and strategy for the next session to occur on January 30, 2024.

**3. OPEN SESSION:** *opened at 10:51 am*

*There being no further business to come before the Committee, the meeting adjourned at \_\_:\_\_ p.m. and reconvened into open session at \_\_:\_\_ p.m.*

**4. ADJOURNMENT :**

*There being no further business to come before the Committee, the meeting concluded at 10:51 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 29, 2024, or an alternate acceptable date, in person and via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President of the Board***



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
**Thursday, 9:00 a.m., January 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 8:59 a.m.

*\*Signifies Virtual Attendance*

**Present:** President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart

**Absent:**

**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  
Ed Waggoner, Plant Superintendent, CAWD (in person) & \*  
Kevin Young, Plant Operations Supervisor, CAWD\*  
Carla James, Laboratory Supervisor, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent\*  
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel  
Peter McKee, Director, Pebble Beach Community District\*  
Mike Niccum, General Manager, PBCSD\*  
Nick Becker, Deputy General Manager, District Engineer, PBCSD\*

**In Person Public Attendees:**

**Corona Road Residents:**

Mike McCurdy, Gwyn De Amaral, Lelia Banijamali, Albert Tao, John Willsen, Mike Miller

**\*Virtual Public Attendees:**

Stan Smith, Richard Silver, Gwyn DeAmaral (11 am)

Scott Fergus| Jones Hall, Richard, Steve Thomas |TBC Communications (arrived 9:32 am)

- 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.*

*Ed Waggoner, Plant Superintendent, introduced Carla James, the new Laboratory Supervisor. Each Director shook her hand and welcomed her aboard.*

***The Board received public comments on a non-agendized item from the following Corona Road residents:***

*In person: Gwyn De Amaral, \*Stan Smith ,Lelia Banijamali , John Willsen, Albert Tao*

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

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

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

***Board Action***

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

- 3.** Approve December 12,2023Regular Board Meeting Minutes & December 19, 2023 Pension Meeting Minutes, December 27, 2023 Special Board Meeting Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-December & November 2023
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- December & November ,2023
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District –December & November,2023
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project -December & November,2023
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – December & November,2023
- 9.** Receive and Accept Collection System Superintendent’s Report – December, November & October 2023
- 10.** Receive and Accept Safety and Regulatory Compliance Report –December,2023
- 11.** Receive and Accept Treatment Facility Operations Report – December, November & October 2023
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – December 2023
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Plant Operations Report – December 2023
- 16.** Receive and Accept Maintenance Projects Report –December 2023

## **ACTION ITEMS BEFORE THE BOARD**

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

## **RESOLUTIONS**

- 17. Resolution No. 2024-01:** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report by Barbara Buikema, General Manager*

### ***Board Action***

***A Motion To Approve The Change Reflecting The Title Change Of Chief Engineer To District Engineer Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, With Director Rachel Abstaining, The Board Passed The Title Change.***

***A Motion To Approve Resolution 2024-01 As Amended Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed The Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees.***

- 18. Resolution No. 2024-02:** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Represented Employees, – *Report by Barbara Buikema, General Manager*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Represented Employees.***

- 19. Resolution No. 2024-03:** A Resolution Authorizing The General Manager To Invite Bids For The Construction Of Project #22-06 “WWTP Vactor Receiving Station Project”- *Report by Patrick Treanor, District Engineer*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-03 Authorizing The General Manager To Invite Bids For The Construction Of Project #22-06-“WWTP Vactor Receiving Station Project”.***



- 20. Resolution No. 2024-04:** A Resolution Authorizing A Notice Of Intent To Adopt A Mitigated Negative Declaration For Project #20-08 Scenic Road Pipeline Replacement Project And Circulate Draft Of A Mitigated Negative Declaration For Public Comment– *Report by Patrick Treanor, District Engineer*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-04 Authorizing A Notice Of Intent To Adopt A Mitigated Negative Declaration For Project #20-08 Scenic Road Pipeline Replacement Project And Circulate Draft Of A Mitigated Negative Declaration For Public Comment.***

- 21. Resolution No. 2024-05:** Resolution No. 2024-05: A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660– *Report by Barbara Buikema, General Manager*

***Board Action***

***A Motion To Approve The Resolution As Amended Was Made By Director Rachel And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-05 Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660.***

- 22. Resolution No. 2024-06:** Resolution Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan— *Report by Barbara Buikema, General Manager*

***Board Action***

***A Motion To Approve The Resolution Was Made By President White As An Open RFP And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-06 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan.***

**23. Resolution No. 2024-07:** First Requesting Board Approval And Appointment For The Formation Of An Ad Hoc Committee To Select An Executive Coach To Work With The General Manager. After The Appointment Of The Committee - Requesting A Motion On Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching-Authors Of RFP Directors: Siegfried And Cole

**First:**

***Requesting Board Approval And Appointment For The Formation Of An Ad Hoc Committee To Select An Executive Coach To Work With The General Manager***

***Board Action***

***A Motion To Approve The Formations And Approval Ad Hoc Committee Was Made By Director Siegfried And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Agreed To Form The Ad Hoc Coaching Committee.***

**Second:**

***A Motion On Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching-Authors Of RFP Directors: Siegfried And Cole***

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching.***

## **COMMUNICATIONS**

- 24.** General Manager Report – oral report
- Informed the Board that the Principal Engineer has been hired and will start in March.
  - The General Manager reported out that Carmel Meadows Neighborhood required an emergency removal of three trees.

## **OTHER ITEMS BEFORE THE BOARD**

- 25.** 2023 Annual Collections Report – *Report by Daryl Lauer, Superintendent of Collections*

***Board Action***

***A Motion To Accept The 2023 Annual Collections Report Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Accepted The Report.***

- 26.** 2024 Board Committee Assignment, PBCSD Meetings, SDA Meetings, and conference schedule-  
*Report by Board Clerk, Domine Barringer*

***Board Action***

***A Motion To Approve The Committee Assignments Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Accepted The Report.***

***Director Urquhart requested that the Ad Hoc Pension Committee Come Back To The Board To Discuss A Name Change And President White Requested To State Why The Change Is Being Requested.***

- 27.** Topics for the Spring newsletter-*Report by Barbara Buikema, General Manager*

***Board Action***

***A Motion To Approve The Newsletter Assignments Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Approved The Topics.***

- ***President White requested that water testing be placed in the newsletter, which would include the expansion of other pathogens being tested***
- ***Historical reason behind the 900-acre feet water reduction for the Carmel River (5 to 6 years violating order 95-10-specs from water mgmt. district),***
- ***Prop 218 notice if rates are changed in 2024-2025 and also discuss the rates being dropped in 2023-2024***
- ***Organism of the month***
- ***Budget Graphs comparing to other Districts***
- ***Joining the Union***
- ***New Director, New Lab Employee***
- ***Electricity Savings***

## **INFORMATION/DISCUSSION ITEMS**

- 28.** Pebble Beach Community Service District Meeting December 8, 2023,-*Report by General Manager, Barbara Buikema*
- 29.** Hearing Policy Update -*Report by Chris Foley, Maintenance Superintendent*
- 30.** Statement of Economic of Interest (FORM 700)- *Report by Domine Barringer, Board Clerk*
- 31.** Special Districts Association Meeting, January 16, 2024-*Report by General Manager, Barbara Buikema*

32. President White – News article contribution regarding Wastewater Tests Can Find Monkey Pox.
33. Wastewater Treatment Plant Electricity Use Update-Report by Patrick Treanor, District Engineer
34. **Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff**

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

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

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

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

### 35. **ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:50 p.m. The next Special Meeting will occur on Thursday, January 22, 2024 at 2:00 p.m., and the next Regular Meeting will be held at 9:00 a.m., Thursday, February 29, 2024, or an alternate acceptable date, via teleconference webinar.*

***As Reported To:***

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*Domine Barringer, Board Clerk*

**APPROVED:**

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*Ken White, President of the Board*



# CARMEL AREA WASTEWATER DISTRICT

## BRIDGE TO EVERYWHERE

### STANDING COMMITTEE MEETING MINUTES

January 31, 2024, Wednesday, 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 2:00 p.m.

**Present:** President Ken White  
Director Mike Rachel

*\*Signifies Virtual Attendance*

#### Other Attendees:

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

#### Absent:

**Appearances/Public Comments: None**

**Agenda Changes: None**

#### AGENDA ITEMS:

##### 1. INFORMATION/DISCUSSION ITEMS:

The Committee agreed to appoint Ken White as President of the Bridge To Everywhere standing committee.

First up the committee was reminded that the CAWD Board of Directors approved \$100K for this project at their last regular meeting in December 2023. All expenses must be approved by the committee prior to CAWD processing payment.

**A. Setting standing meeting date**

The committee agreed to set a standing meeting on the 3<sup>rd</sup> Wednesday of each month at 2:00 p.m. Next meeting will be March 20, 2024.

**B. Authorize letter to be sent to the City of Carmel-by-the-Sea asking that its 2024-25 Budget include an appropriation for the cleanup of the Rio Park property**

The committee felt the timing was wrong on this one. The lease option must be negotiated first, and then a letter to the City asking for an allocation in 2024-25 budget. Consensus was to delay this item for until the lease negotiations are completed.

**C. Discussion of preliminary landscape design**

Greg D'Ambrosio brought up that the City has a design for Rio Park roughly 30 years ago that included a recreational component. His recommendation was that the committee use this plan as the baseline for development, minus the recreational component to save time and because it has considerable potential. The committee agreed and Greg D'Ambrosio volunteered to follow up.

**D. Update on Coastal Conservancy grant**

The application was returned to the Coastal Conservancy with changes. The original proposal was cut back and all contingencies were eliminated. Sam Farr offered to follow up on the progress of application with the Coastal Conservancy.

**E. Update on Mission Ranch easement**

The document for easement was delivered to Mission Ranch and is currently with their attorney in Los Angeles for review. Doug Schmitz is following up on this.

**F. Additional Items**

Preparation of Rio Park cleanup and lease letter for City Council prepared by Doug Schmitz

Sam Farr asked Mark Randazzo for an estimate on site cleanup and will return with information. Greg D'Ambrosio commented that they could save half the chips for Rio Park.

Barbara Buikema notified the committee that Carmel was holding its 2024 Carmel Earth & Arbor Day on April 20<sup>th</sup> in Devendorf Park between 10 am – 2 pm. Barbara Buikema, Patrick Treanor, and Paul Bartow volunteered to work at the booth. Greg D’Ambrosio and Laura Bowling indicated they would be close by in the Mission Trails booth.

The committee agreed that a copy of all meeting minutes should be forwarded to Trish Chapman, Central Coast Program Manager, California State Coastal Conservancy

*There being no further business to come before the Committee, the meeting adjourned at 3:50 p.m.*

2. **ADJOURNMENT:** *The next Bridge to Everywhere committee meeting will occur on Wednesday, March 20, 2024 at 2 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, February 29, 2024, in person or with a teleconference webinar link. 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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**Ken White, President of the Board**



# CARMEL AREA WASTEWATER DISTRICT

## Pension STANDING COMMITTEE

### MEETING MINUTES

February 8, 2024, Thursday, 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  
Rob Wellington, District Legal Counsel

#### Absent:

**Appearances/Public Comments: None**

**Agenda Changes: None**

#### AGENDA ITEMS:

- Review of the Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan

*There being no further business to come before the Committee, the meeting adjourned at 3:25 p.m.*

**ADJOURNMENT:** *The next Special Meeting will occur on Thursday, February 22, at 2:00 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, February 29, 2024, in person or with a teleconference webinar link. 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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*Ken White, President of the Board*





# CARMEL AREA WASTEWATER DISTRICT

Budget STANDING COMMITTEE

MEETING MINUTES

February 9, 2024, Friday, 3:00 p.m.

**Via teleconference and in-person**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 3:00 p.m.

**Present:** Director Siegfried  
Director Cole

*\*Signifies Virtual Attendance*

**Other Attendees:**

Barbara Buikema, General Manager  
Patrick Treanor, District Engineer

**Absent:**

**Appearances/Public Comments: None**

**Agenda Changes: None**

**AGENDA ITEMS:**

Review and discussion of:

- Residential Flow Study & Rate Model Update
- Connection Fee
- Capital Budget

*There being no further business to come before the Committee, the meeting adjourned at 5:00 p.m.*

**ADJOURNMENT:** *The next Budget Committee meeting will occur on Wednesday, February 14, 2024 at 3:15p.m. The next Special Meeting will occur on Thursday, February 22, at 2:00 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, February 29, 2024, in person or with a teleconference webinar link. 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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**Ken White, President of the Board**



# CARMEL AREA WASTEWATER DISTRICT

## Budget STANDING COMMITTEE

### MEETING MINUTES

February 14, 2024, Wednesday, 3:15 p.m.

## Via teleconference and in-person

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### CALL TO ORDER - ROLL CALL:

The meeting was called to order at 3:15 p.m.

**Present:** Director Siegfried  
Director Cole

*\*Signifies Virtual Attendance*

### Other Attendees:

Barbara Buikema, General Manager  
Patrick Treanor, District Engineer

### Absent:

**Appearances/Public Comments: None**

**Agenda Changes: None**

### AGENDA ITEMS:

- Continue review of capital budget
- Review O&M budget

*There being no further business to come before the Committee, the meeting adjourned at 5:00 p.m.*

**ADJOURNMENT:** *The next Budget Committee meeting will occur on Tuesday, February 20, 2024 at 2 p.m. The next Special Meeting will occur on Thursday, February 22, at 2:00 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, February 29, 2024, in person or with a teleconference webinar link. 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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*Ken White, President of the Board*



# CARMEL AREA WASTEWATER DISTRICT

Budget STANDING COMMITTEE

MEETING MINUTES

February 20, 2024, Tuesday, 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 2:02 p.m.

**Present:** Director Cole  
Director Siegfried

*\*Signifies Virtual Attendance*

**Other Attendees:**

Barbara Buikema, General Manager  
Patrick Treanor, District Engineer

**Absent:**

**Appearances/Public Comments: None**

**Agenda Changes: None**

**AGENDA ITEMS:**

- There was continued review and discussion of the 2024-25 budget draft.

*There being no further business to come before the Committee, the meeting adjourned at 4:18 p.m.*

**ADJOURNMENT:** *The next Budget Committee meeting will occur on Monday, February 26, 2024 at 3 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, February 29, 2024, in person or with a teleconference webinar link. 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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**Ken White, President of the Board**



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
**Closed Session**  
*February 20, 2024, Tuesday, 9:00 a.m.*

**Via teleconference webinar and in person**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 9:00 a.m.  
Roll call was taken and all board members were present.

*\*Signifies Virtual Attendance*

**Present:** President Ken White  
Pro Tem Bob Siegfried  
Directors: Suzanne Cole, Michael Rachel, Kevan Urquhart  
Barbara Buikema, General Manager  
Patrick Treanor, Plant Engineer  
Rob Wellington, Wellington Law Office-District Legal Counsel  
Bob Rathie, Wellington Law Office-District Legal Counsel  
Stephanie Atigh, Wellington Law Office- District Legal Counsel

***Quorum was present***

**Absent: None**

**Others:** In Person Attendance:

**\*Others:** In Attendance: Participated virtually  
Scott Ferguson, Jones Hall – Bond Counsel\*

**1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter appearing on this agenda may do so now. Public comment shall be limited to 3 minutes per person. During consideration of these 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.*

None

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

None

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

**Conference With Legal Counsel-Anticipated Litigation:  
The Board will meet in closed session pursuant to Government Code  
Section 54956.9:**

- **Potential Cases: One**

- 4. ADJOURNMENT:** *The Board adjourned open session at 9:03 a.m. The Board then convened into closed session at 9:05 a.m. The Board came out of closed session at 9:55 a.m., and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to potential litigation, the Board received information, direction was provided, and no reportable action was taken. The Board reconvened back into open session at 9:57 a.m. and the meeting was adjourned at 10:00 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 29, 2024, or an alternate acceptable date, 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 Manger,***

***APPROVED:***

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***Ken White, President of the Board***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**SALARY & BENEFITS COMMITTEE MEETING MINUTES**  
*February 21, 2024, Wednesday, 1:00 p.m.*

**3945 Rio Road, Carmel, CA 93923**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 1:00 p.m.

**Present:** President White, Committee member  
Director Mike Rachel, Committee member

**Absent:**

*\*Signifies Virtual Attendance*

**Other Attendee:** Barbara Buikema, General Manager, Chris Foley, Maintenance Superintendent, Rick Bolanos, Labor Counsel

**Appearances/Public Comments:** *None*

**1. No Agenda changes**

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

**A. Conference with Labor Negotiations:**

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

- **Agency Designated Representative:** Barbara Buikema, General Manager, Rick Bolanos, Chris Foley

The committee adjourned to closed session at 1:02 p.m. The Committee came out of closed session at 1:57 p.m. The Committee provided a status update of the labor negotiations and strategy for the next session to occur on February 22, 2024 at 10:00 a.m.

**3. OPEN SESSION:** *opened at 1:58 pm*

*There being no further business to come before the Committee, the meeting adjourned at 2:00 p.m*

**4. ADJOURNMENT :**

*There being no further business to come before the Committee, the meeting concluded at 2:00 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 29, 2024, or an alternate acceptable date, in person and via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

*As Reported To:*

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

**APPROVED:** \_\_\_\_\_  
*Ken White, President of the Board*



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

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

February 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 January 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:

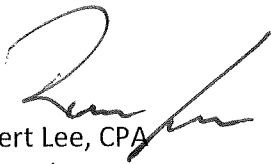
- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure revealed check no. 5237 according to your Reconciliation Report cleared the bank as check no. 5241.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure did not reveal any differences.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure revealed check no. 006123 in the amount of \$2,500.00 and check no. 006124 in the amount of \$2,814.00 are not checks issued by you. The bank did issue you credits for these 2 checks.



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

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

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

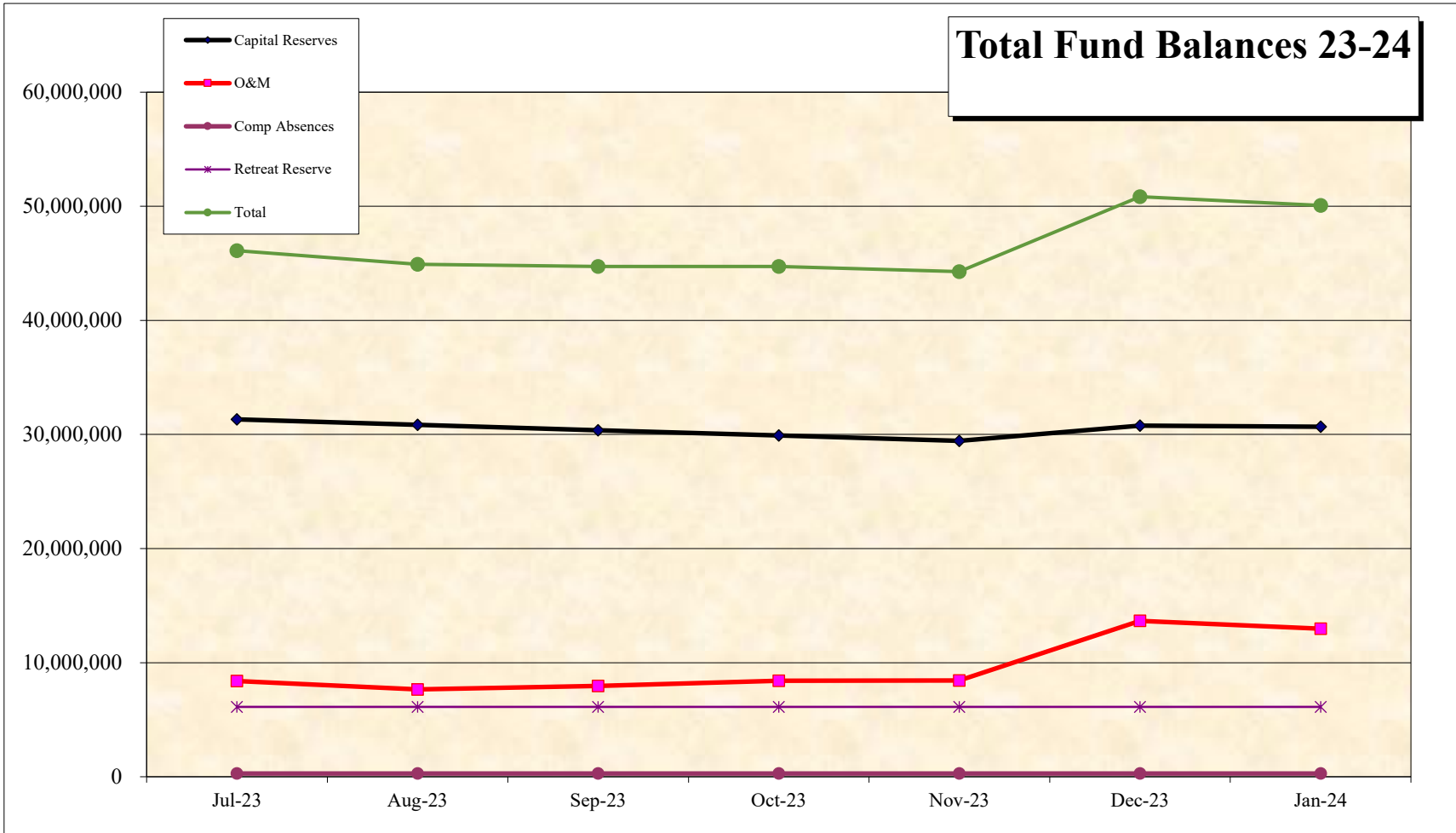


Robert Lee, CPA  
Principal  
**CliftonLarsonAllen LLP**

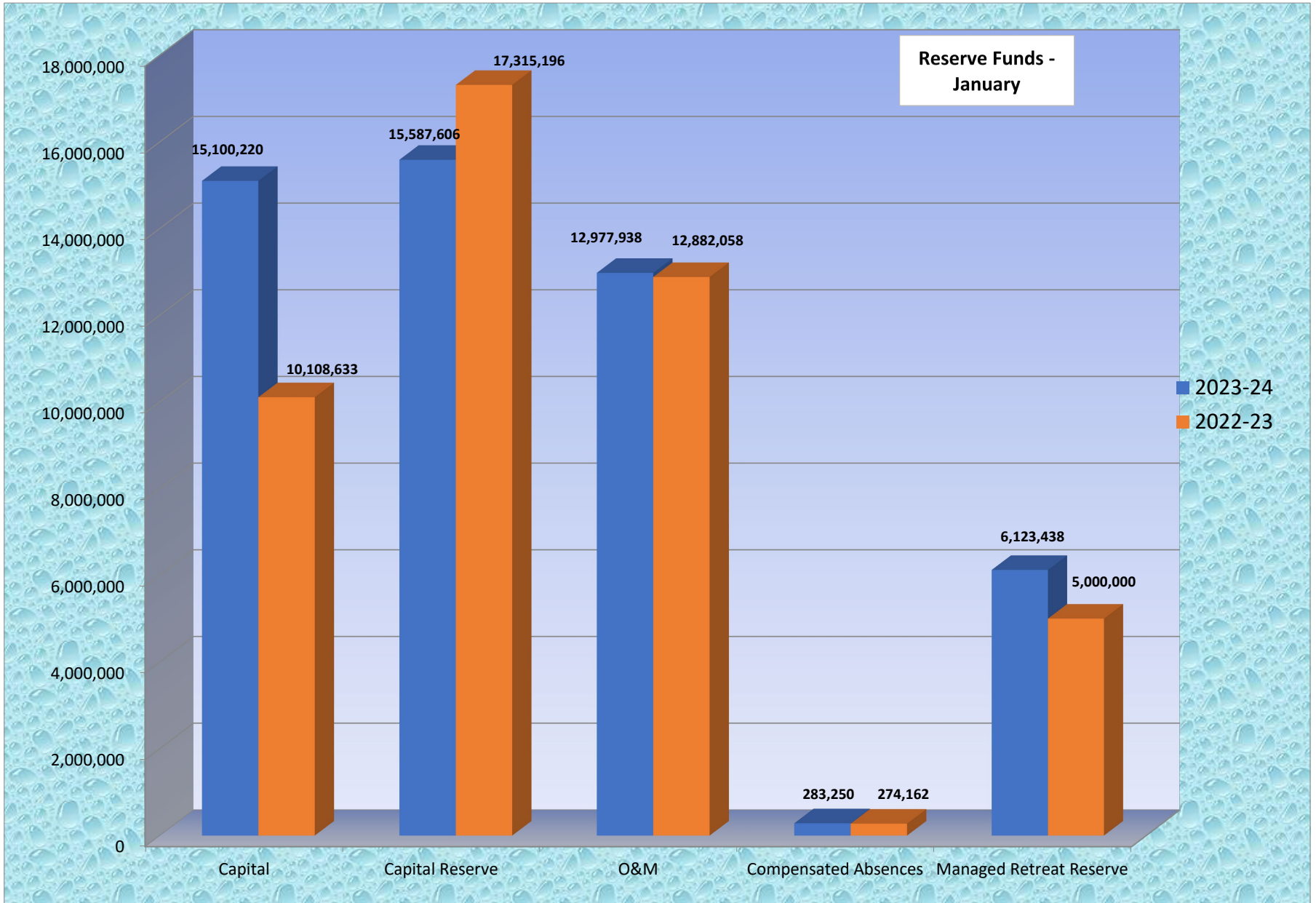
Cc: Mr. Ken White, President

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

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$15,182,146	\$15,587,606	\$13,661,413	\$283,250	\$6,123,438	\$50,837,853	\$190,533	\$964	\$1,239,660
<b>Receipts:</b>									
User Fees			360,814				476		
Property Taxes	73,784								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							89,838		
Reclamation capital billing									
Permits							1,970		
PBCSD capital billing									
Other misc. revenue							300		
Interest income									12,454
Connection Fees							7,574		
CCLEAN receipts							7,500		
Brine disposal fees							9,530		
Carmel Reserve LLC-Sept. Ranch Project									
SJSU grant receipts-Applied Marine Sciences									
Void checks-replace lost checks									
<b>Total Receipts</b>	<b>73,784</b>	<b>0</b>	<b>360,814</b>	<b>0</b>	<b>0</b>	<b>434,598</b>	<b>232,189</b>	<b>0</b>	<b>12,454</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(155,710)		(1,044,290)				1,200,000		
Transfers to Chase Bank PR							(250,000)	250,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(155,710)</b>	<b>0</b>	<b>(1,044,290)</b>	<b>0</b>	<b>0</b>	<b>(1,200,000)</b>	<b>950,000</b>	<b>250,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							615,366		
Payroll & payroll taxes								243,113	
Employee Dental reimbursements							1,938		
CALPERS EFT							39,367		
CAWD SAM pension EFT							0		
Union dues EFT							723		
Home Depot EFT							212		
US Bank EFT							7,219		
Deferred comp contributions EFT							12,742		
PEHP contributions EFT							3,189		
Bank/ADP fees							10	898	
Highlands Bond Debt Service Payment							0		
GASB 68 report fee							0		
Alliant equipment floater premium EFT							0		
HCM Unlocked EFT							2,250		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>683,016</b>	<b>244,010</b>	<b>0</b>
BALANCE END OF MONTH	15,100,220	15,587,606	12,977,938	283,250	6,123,438	50,072,452	689,705	6,954	1,252,114



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



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/03/24	5341	Amazon Capital Services	Collection operating supplies	226.24
01/03/24	5342	American Fidelity Assurance	Employee insurance premiums	551.01
01/03/24	5343	Applied Marine Sciences	SJSU grant eligible expenses to be reimbursed	4,334.08
01/03/24	5344	AT&T Mobility	SCADA text modem	71.09
01/03/24	5345	AT&T CALNET 3	Admin alarm	37.92
01/03/24	5346	AT&T	IP card and Plant fiber router	726.67
01/03/24	5347	Bay Power	CH Freedom HFD feeder for brine system	2,416.18
01/03/24	5348	Buckles-Smith Electric Company	IF8I Controllogix 8 Point Analog Module	3,445.77
01/03/24	5349	California Special Districts Association-VOID	2024 annual membership-VOID, LOST	0.00
01/03/24	5350	California Assn. of Sanitation Agencies	2024 annual membership	14,730.00
01/03/24	5351	Carmel Print & Copy	Self inking "Ballot" stamp	40.95
01/03/24	5352	Christopher Foley	Dental	215.00
01/03/24	5353	Cintas Corporation	Laundry service	435.60
01/03/24	5354	Clark Pest Control	Plant service	317.00
01/03/24	5355	Core & Main LP	Stem guides and extensions	3,083.60
01/03/24	5356	CSRMA	2024 Pooled Liability premium	105,168.00
01/03/24	5357	Direct TV	Plant service	102.24
01/03/24	5358	DocuTec	HP LaserJet 200 printer repair	125.00
01/03/24	5359	Domine Barringer	Vision exam copay	10.00
01/03/24	5360	El Camino Machine & Welding	Collection operating supplies	37.15
01/03/24	5361	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,241.34
01/03/24	5362	Exceedio	Semi-annual managed services for mobile devices and password manager	3,450.00
01/03/24	5363	Fastenal Company	Plant operating supplies	1,230.61
01/03/24	5364	First Alarm	Plant and admin alarm	648.90
01/03/24	5365	Fisher Scientific	Lab supplies	1,084.41
01/03/24	5366	Got.Net	Domain parking	4.20
01/03/24	5367	ICONIX Waterworks	Manhole frames and covers	7,908.85
01/03/24	5368	Justifacts Credential Verification	New employee report	81.94
01/03/24	5369	Kevin Young	Employee certificate renewal	150.00
01/03/24	5370	Liebert Cassidy Whitmore	Labor relations legal service	11,730.00
01/03/24	5371	Mark Dias	Dental	250.00
01/03/24	5372	MBS Business Systems	Admin copier billing	1,224.32
01/03/24	5373	Mission Communications	Annual Manhole Monitor service package	227.40
01/03/24	5374	Monterey Bay Engineers	Corona Road Assessment District engineering	5,735.00
01/03/24	5375	Monterey County Clerk	Notice of Exemption fee for WWTP Vactor Receiving Station Project #22-06 (CAPITAL)	50.00
01/03/24	5376	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	38.70
01/03/24	5377	Pacific Gas & Electric	Monthly service	6,867.34

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/03/24	5378	Pure Water	Plant and admin service	125.25
01/03/24	5379	Quill LLC	Admin office supplies	415.38
01/03/24	5380	Scarborough Lumber (Ace Hardware)	Plant and collections operating supplies	581.13
01/03/24	5381	Shimadzu Scientific Instruments	Instrument PM service agreement	2,386.00
01/03/24	5382	State Water Resource Control Board	Annual WQC Low Impact Discharges permit fee	399.00
01/03/24	5383	Streamline	Website maintenance	497.00
01/03/24	5384	ULINE	Plant operating supplies	501.87
01/03/24	5385	Universal Staffing	Admin temp service	483.12
01/03/24	5386	USA Blue Book	Wash down brass nozzles	642.37
01/03/24	5387	Vision Service Plan	Vision insurance premium	529.20
01/03/24	5388	West Yost Associates	Updating hydraulic model with new GIS	3,574.25
01/17/24	5389	Acme Analytical Solutions	Buffer Standard, phenylarsine oxide and acetic acid	449.37
01/17/24	5390	Allied Fluid Products	Sewer line supplies and parts	2,273.39
01/17/24	5391	Amazon Capital Services	Operating supplies	606.72
01/17/24	5392	American Fidelity Assurance Company	Flex accounts	899.97
01/17/24	5393	American Lock & Key	Plant building lock repairs	2,020.81
01/17/24	5394	America Legal Publishing Corporation	Codification edits	132.00
01/17/24	5395	Applied Marine Sciences	SJSU grant eligible expenses to be reimbursed	185.26
01/17/24	5396	AT&T Mobility	Cell service	716.05
01/17/24	5397	AutomationDirect, Inc.	Relay timer and switch	693.91
01/17/24	5398	Barbara Buikema	Reimbursement for engineer interview waters	9.49
01/17/24	5399	Best Best & Krieger LLP	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL \$244.80) and Corona Road Assessment District	676.80
01/17/24	5400	Borges & Mahoney Co.	Dechlorination Analyzer and detergent (CAPITAL \$13,384.47)	13,836.24
01/17/24	5401	Bret D. Boatman	Maintenance services Plant and collections	7,908.75
01/17/24	5402	Bryan Mailey Electric	Plant and Collections projects	4,650.00
01/17/24	5403	California American Water	Monthly service	936.95
01/17/24	5404	Cintas Corporation	Laundry service	1,448.33
01/17/24	5405	Clark Pest Control	Plant service	317.00
01/17/24	5406	Comcast	Pump station internet	537.00
01/17/24	5407	Controlling Ins. Cost in Calif. Schools	Annual premium	618.84
01/17/24	5408	Datco Services Corporation	Quarterly service fees	146.25
01/17/24	5409	Denise Duffy & Associates	Corona Road Assessment District Project #18-21	6,286.88
01/17/24	5410	Domine Barringer	Vision copay and postage reimbursement	36.66
01/17/24	5411	Duke's Root Control, Inc.	Sewer line root foaming	4,121.88
01/17/24	5412	Firato Service Co.	Plant and admin janitorial service	1,796.00
01/17/24	5413	Fisher Scientific	Lab supplies	497.29

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/17/24	5414	Grainger	Operating supplies	1,155.16
01/17/24	5415	Hach Company	Lab supplies	319.40
01/17/24	5416	Harris & Associates	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	8,455.43
01/17/24	5417	ICON Cloud Solutions	Monthly telephone service	602.12
01/17/24	5418	Idexx Laboratories	Lab supplies	1,530.51
01/17/24	5419	Kaeser Compressors	Operating supplies	695.81
01/17/24	5420	Kemira Water Solutions	Ferric chloride	5,265.75
01/17/24	5421	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$8,624.00), Water and Gas Main Replacement project #22-03 (CAPITAL \$40,328.75) and River Crossing Evaluation engineering	68,430.25
01/17/24	5422	McMaster-Carr	Wheel chock for wheel diameters	1,009.60
01/17/24	5423	Michael Hooks	Training class per diem	360.00
01/17/24	5424	Monterey Bay Analytical Services	Sample analysis	1,141.00
01/17/24	5425	NAPA Auto Parts	Vehicle parts	741.37
01/17/24	5426	Patelco Credit Union	Health savings accounts contributions	4,762.99
01/17/24	5427	Pacific Gas & Electric	Monthly service	34,760.79
01/17/24	5428	The Pun Group	Audit progress billing	7,355.50
01/17/24	5429	Quill LLC	Office supplies	30.15
01/17/24	5430	Robert Siegfried	Dental	375.00
01/17/24	5431	Rockwell Solutions	Vaughan Dry Prime Portable Enclosed Trailer Mount Chopper (CAPITAL)	84,622.51
01/17/24	5432	Rhommel Lopez	Training class per diem	432.00
01/17/24	5433	Seth Steele-Freitas	Training class per diem	432.00
01/17/24	5434	Star Sanitation LLC	Collections portable toilet	24.30
01/17/24	5435	State Water Resource Control Board	NPDES SW Industrial Issued IGO annual permit fee	1,818.00
01/17/24	5436	Synagro Technologies	Sludge hauling	9,469.84
01/17/24	5437	TITUS-VOID, LOST	30 Composite Water-Resistant Manhole Covers and Frames-VOID, LOST	0.00
01/17/24	5438	Toro Petroleum Corp.	Gasoline and diesel	7,553.15
01/17/24	5439	Town & Country Gardening	Plant and admin gardening	700.00
01/17/24	5440	Univar Solutions USA	Sodium hypochlorite and bisulfate	38,848.59
01/17/24	5441	USA Blue Book	Plant log books, clipboards and storage boxes	1,057.25
01/17/24	5442	Visual Edge IT, Inc.	Plant copier billing	82.86
01/17/24	5443	Wellington & Rathie	District legal fees from February 2023 to January 2024	35,806.00
01/17/24	5444	WM Corporate Services	Plant rollofs and admin garbage	1,575.26
01/23/24	5445	Agile Occupational Medicine	New employee report	300.00
01/23/24	5446	Amazon Capital Services	Plant and Collections operating and office supplies	857.50
01/23/24	5447	Culligan Water Conditioning	C&I exchange for the lab	87.35
01/23/24	5448	Daniel Deeth	Dental	1,098.00

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/23/24	5449	Liebert Cassidy Whitmore	Labor relations legal service	8,500.00
01/23/24	5450	McMaster-Carr	Collections supplies	295.72
01/23/24	5451	Monterey Bay Window Cleaning Company	Admin building cleaning	1,420.00
01/23/24	5452	Quill LLC	Plant and admin office supplies	457.44
01/23/24	5453	ULINE	Traffic barricade lights	471.95
01/23/24	5454	U.S. Bank	Authority annual fee for bonds	30.75
01/24/24	5455	California Special Districts Association	2024 annual membership	9,125.00
01/24/24	5456	TITUS	30 Composite Water-Resistant Manhole Covers and Frames	34,314.42
				<b>617,303.64</b>



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/03/24	1203	Alliant Insurance	2024 Commercial Package	28,523.00
01/03/24	1204	Brenntag Pacific, Inc.	Brennfloc RE 5000	17,801.73
01/03/24	1205	Carmel Area Wastewater District	November sodium bisulfate and hypochlorite	16,314.40
01/03/24	1206	Coastal Fabrication	Fabricate a metal stand	725.33
01/03/24	1207	Fisher Scientific	Lab supplies	656.99
01/03/24	1208	Harrington Industrial Plastics	Vented ball valves	2,544.88
01/03/24	1209	Kennedy/Jenks Consultants	Asset Analysis and Master Plan Project #22-05 (CAPITAL)	22,960.38
01/03/24	1210	Microgenics Corporation	Lab supplies	415.37
01/03/24	1211	Pacific Gas & Electric	Tertiary billing	15,274.40
01/03/24	1212	Shimadzu Scientific Instruments	Instrument maintenance	2,386.00
01/03/24	1213	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
01/17/24	1214	Acme Analytical Solutions	Buffer standard, phenylarsine oxide and acetic acid	236.32
01/17/24	1215	Borges & Mahoney Co.	Dechlorination Analyzer (CAPITAL)	13,384.47
01/17/24	1216	Brenntag Pacific, Inc.	Ammonium hydroxide	4,889.24
01/17/24	1217	Bret D. Boatman	Maintenance services	1,711.25
01/17/24	1218	Bryan Mailey Electric	RO-CIP, train C flowmeters and ammonia tank	5,175.00
01/17/24	1219	Carmel Area Wastewater District	O&M reimbursement	73,523.50
01/17/24	1220	Core & Main	Mueller 6" check valves	3,907.72
01/17/24	1221	Ferguson Enterprises	Operating supplies	1,878.91
01/17/24	1222	Fisher Scientific	Lab supplies	497.29
01/17/24	1223	Hach Company	Lab supplies	671.08
01/17/24	1224	Harrington Industrial Plastics	Operating supplies	208.71
01/17/24	1225	Idexx Laboratories	Lab supplies	1,530.51
01/17/24	1226	Industrial Electrical Company	Wemco pump refurbishing (CAPITAL)	11,426.15
01/17/24	1227	Monterey Bay Analytical Services	Sample analysis	691.00
01/17/24	1228	Northstar Chemical	Sulfuric acid	4,256.13
01/17/24	1229	Pebble Beach Company	O&M reimbursement	4,734.10
01/17/24	1230	Pebble Beach Community Services District	O&M reimbursement	25,122.88

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
01/17/24	1231	Professional Water Technologies	Membrane autopsy	6,000.00
01/17/24	1232	Wellington & Rathie	Legal services	568.00
01/23/24	1233	Cal-Am Water Company	Hydrant meter K	3,003.35
01/23/24	1234	Pacific Gas & Electric	MFRO billing	24,540.75
01/23/24	1235	Trussell Technologies, Inc.	MFRO Ops Support and Plant Membrane Filtration and RO Support	2,877.50
				<b>367,186.34</b>



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**Financial Statements  
and  
Supplementary Schedules**

**January 2024**

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February 29, 2024

# *Carmel Area Wastewater District*

## *Balance Sheet*

January 2024

ASSETS		
Current Assets		
Cash		
Cash	52,021,224.40	
TOTAL Cash	52,021,224.40	52,021,224.40
Other Current Assets		
Other Current Assets	412,936.15	
TOTAL Other Current Assets	412,936.15	412,936.15
TOTAL Current Assets		52,434,160.55
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,412,104.24	
TOTAL Treatment Structures	70,412,104.24	70,412,104.24
Treatment Equipment		
Treatment Equipment	9,657,195.20	
TOTAL Treatment Equipment	9,657,195.20	9,657,195.20
Collection Structures		
Collection Structures	1,252,497.92	
TOTAL Collection Structures	1,252,497.92	1,252,497.92
Collection Equipment		
Collection Equipment	1,683,600.41	
TOTAL Collection Equipment	1,683,600.41	1,683,600.41
Sewers		15,783,372.56
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	4,638,957.92	
TOTAL Other Fixed Assets	4,638,957.92	4,638,957.92
Capital Improvement Projects		
Capital Improvement Projects	11,421,972.96	
TOTAL Capital Improvement Projects	11,421,972.96	11,421,972.96
Accumulated depreciation		(59,665,178.75)
TOTAL Fixed Assets		57,136,473.07
Other Assets		
Other Assets		4,260,559.41
TOTAL Other Assets		4,260,559.41
TOTAL ASSETS		113,831,193.03

# *Carmel Area Wastewater District*

## *Balance Sheet*

January 2024

### LIABILITIES

Current Liabilities		
Current Liabilities	845,026.35	
TOTAL Current Liabilities		845,026.35
Long-Term Liabilities		
Long Term Liabilities	1,456,957.62	
TOTAL Long-Term Liabilities		1,456,957.62
TOTAL LIABILITIES		2,301,983.97
	<b>NET POSITION</b>	
Net Assets	107,438,507.66	
Year-to-Date Earnings	4,090,701.40	
TOTAL NET POSITION		111,529,209.06
TOTAL LIABILITIES & NET POSITION		113,831,193.03

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	7,268,189.70	7,833,480.00	(565,290.30)	-7.2 %
TOTAL Income	7,268,189.70	7,833,480.00	(565,290.30)	-7.2 %
Adjustments				
Discounts	199.92	0.00	199.92	
TOTAL Adjustments	199.92	0.00	199.92	
*****	7,268,389.62	7,833,480.00	(565,090.38)	-7.2 %
***** OPERATING INCOME	7,268,389.62	7,833,480.00	(565,090.38)	-7.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,354,741.47	2,419,175.00	64,433.53	2.7 %
TOTAL Salaries and Payroll Taxes	2,354,741.47	2,419,175.00	64,433.53	2.7 %
Employee Benefits				
Employee Benefits	477,952.38	540,035.00	62,082.62	11.5 %
TOTAL Employee Benefits	477,952.38	540,035.00	62,082.62	11.5 %
Director's Expenses				
Director's Expenses	16,119.18	18,200.00	2,080.82	11.4 %
TOTAL Director's Expenses	16,119.18	18,200.00	2,080.82	11.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	55,103.65	48,380.00	(6,723.65)	-13.9 %
TOTAL Truck and Auto Expenses	55,103.65	48,380.00	(6,723.65)	-13.9 %
General and Administrative				
General and Administrative	559,290.56	535,200.00	(24,090.56)	-4.5 %
TOTAL General and Administrative	559,290.56	535,200.00	(24,090.56)	-4.5 %
Office Expense				
Office Expense	88,101.84	54,600.00	(33,501.84)	-61.4 %
TOTAL Office Expense	88,101.84	54,600.00	(33,501.84)	-61.4 %
Operating Supplies				
Operating Supplies	346,274.10	361,226.67	14,952.57	4.1 %
TOTAL Operating Supplies	346,274.10	361,226.67	14,952.57	4.1 %
Contract Services				
Contract Services	509,545.39	532,160.00	22,614.61	4.2 %
TOTAL Contract Services	509,545.39	532,160.00	22,614.61	4.2 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	288,269.41	295,980.00	7,710.59	2.6 %
TOTAL Repairs and Maintenance	288,269.41	295,980.00	7,710.59	2.6 %
Utilities				
<i>Utilities</i>	226,120.35	232,210.00	6,089.65	2.6 %
TOTAL Utilities	226,120.35	232,210.00	6,089.65	2.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	33,776.43	37,885.00	4,108.57	10.8 %
TOTAL Travel and Meetings	33,776.43	37,885.00	4,108.57	10.8 %
Permits and Fees				
<i>Permits and Fees</i>	65,897.50	72,800.00	6,902.50	9.5 %
TOTAL Permits and Fees	65,897.50	72,800.00	6,902.50	9.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	31,581.50	31,250.00	(331.50)	-1.1 %
TOTAL Memberships and Subscriptions	31,581.50	31,250.00	(331.50)	-1.1 %
Safety				
<i>Safety</i>	46,363.08	44,140.00	(2,223.08)	-5.0 %
TOTAL Safety	46,363.08	44,140.00	(2,223.08)	-5.0 %
Other Expenses				
<i>Other Expense</i>	33,480.40	14,400.00	(19,080.40)	-132.5 %
TOTAL Other Expenses	33,480.40	14,400.00	(19,080.40)	-132.5 %
TOTAL Operating Expenses	5,132,617.24	5,237,641.67	105,024.43	2.0 %
***** OPERATING INCOME (LOSS)	2,135,772.38	2,595,838.33	(460,065.95)	-17.7 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	1,954,929.02	1,689,200.00	265,729.02	15.7 %
TOTAL Other Income or Gain	1,954,929.02	1,689,200.00	265,729.02	15.7 %
TOTAL Non-op Income, Expense, Gain or Loss	1,954,929.02	1,689,200.00	265,729.02	15.7 %
***** NET INCOME (LOSS)	4,090,701.40	4,285,038.33	(194,336.93)	-4.5 %
***** NET INCOME (LOSS)	4,090,701.40	4,285,038.33	(194,336.93)	-4.5 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 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	479,383.33	413,300.00	(66,083.33)	-16.0 %
TOTAL Salaries and Payroll Taxes	479,383.33	413,300.00	(66,083.33)	-16.0 %
Employee Benefits				
Employee Benefits	123,534.03	132,210.00	8,675.97	6.6 %
TOTAL Employee Benefits	123,534.03	132,210.00	8,675.97	6.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	48,600.07	46,540.00	(2,060.07)	-4.4 %
TOTAL Truck and Auto Expenses	48,600.07	46,540.00	(2,060.07)	-4.4 %
General and Administrative				
General and Administrative	148,752.32	144,000.00	(4,752.32)	-3.3 %
TOTAL General and Administrative	148,752.32	144,000.00	(4,752.32)	-3.3 %
Office Expense				
Office Expense	12,653.19	9,400.00	(3,253.19)	-34.6 %
TOTAL Office Expense	12,653.19	9,400.00	(3,253.19)	-34.6 %
Operating Supplies				
Operating Supplies	29,854.79	31,890.00	2,035.21	6.4 %
TOTAL Operating Supplies	29,854.79	31,890.00	2,035.21	6.4 %
Contract Services				
Contract Services	137,161.04	149,800.00	12,638.96	8.4 %
TOTAL Contract Services	137,161.04	149,800.00	12,638.96	8.4 %
Repairs and Maintenance				
Repairs and Maintenance	165,910.78	164,000.00	(1,910.78)	-1.2 %
TOTAL Repairs and Maintenance	165,910.78	164,000.00	(1,910.78)	-1.2 %
Utilities				
Utilities	27,151.14	27,720.00	568.86	2.1 %
TOTAL Utilities	27,151.14	27,720.00	568.86	2.1 %
Travel and Meetings				
Travel and Meetings	11,223.57	11,600.00	376.43	3.2 %



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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	11,223.57	11,600.00	376.43	3.2 %
Permits and Fees				
<i>Permits and Fees</i>	7,656.00	8,300.00	644.00	7.8 %
TOTAL Permits and Fees	7,656.00	8,300.00	644.00	7.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,469.00	2,100.00	631.00	30.0 %
TOTAL Memberships and Subscriptions	1,469.00	2,100.00	631.00	30.0 %
Safety				
<i>Safety</i>	15,960.25	11,950.00	(4,010.25)	-33.6 %
TOTAL Safety	15,960.25	11,950.00	(4,010.25)	-33.6 %
TOTAL Operating Expenses	1,209,309.51	1,152,810.00	(56,499.51)	-4.9 %
***** OPERATING INCOME (LOSS)	(1,209,309.51)	(1,152,810.00)	(56,499.51)	-4.9 %
***** NET INCOME (LOSS)	(1,209,309.51)	(1,152,810.00)	(56,499.51)	-4.9 %
***** NET INCOME (LOSS)	(1,209,309.51)	(1,152,810.00)	(56,499.51)	-4.9 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 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	1,078,552.47	1,174,500.00	95,947.53	8.2 %
TOTAL Salaries and Payroll Taxes	1,078,552.47	1,174,500.00	95,947.53	8.2 %
Employee Benefits				
Employee Benefits	272,718.15	304,555.00	31,836.85	10.5 %
TOTAL Employee Benefits	272,718.15	304,555.00	31,836.85	10.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
TOTAL Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
General and Administrative				
General and Administrative	286,247.84	258,000.00	(28,247.84)	-10.9 %
TOTAL General and Administrative	286,247.84	258,000.00	(28,247.84)	-10.9 %
Office Expense				
Office Expense	49,479.02	29,700.00	(19,779.02)	-66.6 %
TOTAL Office Expense	49,479.02	29,700.00	(19,779.02)	-66.6 %
Operating Supplies				
Operating Supplies	315,566.81	323,636.67	8,069.86	2.5 %
TOTAL Operating Supplies	315,566.81	323,636.67	8,069.86	2.5 %
Contract Services				
Contract Services	297,408.94	314,575.00	17,166.06	5.5 %
TOTAL Contract Services	297,408.94	314,575.00	17,166.06	5.5 %
Repairs and Maintenance				
Repairs and Maintenance	108,142.81	116,200.00	8,057.19	6.9 %
TOTAL Repairs and Maintenance	108,142.81	116,200.00	8,057.19	6.9 %
Utilities				
Utilities	183,128.10	190,655.00	7,526.90	3.9 %
TOTAL Utilities	183,128.10	190,655.00	7,526.90	3.9 %
Travel and Meetings				
Travel and Meetings	16,020.46	19,300.00	3,279.54	17.0 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	16,020.46	19,300.00	3,279.54	17.0 %
Permits and Fees				
<i>Permits and Fees</i>	33,426.50	32,500.00	(926.50)	-2.9 %
TOTAL Permits and Fees	33,426.50	32,500.00	(926.50)	-2.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	4,186.00	4,950.00	764.00	15.4 %
TOTAL Memberships and Subscriptions	4,186.00	4,950.00	764.00	15.4 %
Safety				
<i>Safety</i>	28,166.16	30,000.00	1,833.84	6.1 %
TOTAL Safety	28,166.16	30,000.00	1,833.84	6.1 %
Other Expenses				
<i>Other Expense</i>	1,341.38	1,400.00	58.62	4.2 %
TOTAL Other Expenses	1,341.38	1,400.00	58.62	4.2 %
TOTAL Operating Expenses	2,680,816.52	2,801,811.67	120,995.15	4.3 %
***** OPERATING INCOME (LOSS)	(2,680,816.52)	(2,801,811.67)	120,995.15	4.3 %
***** NET INCOME (LOSS)	(2,680,816.52)	(2,801,811.67)	120,995.15	4.3 %
***** NET INCOME (LOSS)	(2,680,816.52)	(2,801,811.67)	120,995.15	4.3 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 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	429,823.84	421,520.00	(8,303.84)	-2.0 %
TOTAL Salaries and Payroll Taxes	429,823.84	421,520.00	(8,303.84)	-2.0 %
Employee Benefits				
Employee Benefits	81,700.20	103,270.00	21,569.80	20.9 %
TOTAL Employee Benefits	81,700.20	103,270.00	21,569.80	20.9 %
Director's Expenses				
Director's Expenses	15,769.18	17,850.00	2,080.82	11.7 %
TOTAL Director's Expenses	15,769.18	17,850.00	2,080.82	11.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	71.70	0.00	(71.70)	
TOTAL Truck and Auto Expenses	71.70	0.00	(71.70)	
General and Administrative				
General and Administrative	124,290.40	133,200.00	8,909.60	6.7 %
TOTAL General and Administrative	124,290.40	133,200.00	8,909.60	6.7 %
Office Expense				
Office Expense	25,969.63	15,500.00	(10,469.63)	-67.5 %
TOTAL Office Expense	25,969.63	15,500.00	(10,469.63)	-67.5 %
Operating Supplies				
Operating Supplies	118.28	450.00	331.72	73.7 %
TOTAL Operating Supplies	118.28	450.00	331.72	73.7 %
Contract Services				
Contract Services	74,201.96	67,785.00	(6,416.96)	-9.5 %
TOTAL Contract Services	74,201.96	67,785.00	(6,416.96)	-9.5 %
Repairs and Maintenance				
Repairs and Maintenance	9,456.67	9,500.00	43.33	0.5 %
TOTAL Repairs and Maintenance	9,456.67	9,500.00	43.33	0.5 %
Utilities				
Utilities	15,841.11	13,835.00	(2,006.11)	-14.5 %

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

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	15,841.11	13,835.00	(2,006.11)	-14.5 %
Travel and Meetings				
<i>Travel and Meetings</i>	6,532.40	6,985.00	452.60	6.5 %
TOTAL Travel and Meetings	6,532.40	6,985.00	452.60	6.5 %
Permits and Fees				
<i>Permits and Fees</i>	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	25,926.50	24,200.00	(1,726.50)	-7.1 %
TOTAL Memberships and Subscriptions	25,926.50	24,200.00	(1,726.50)	-7.1 %
Safety				
<i>Safety</i>	1,884.43	1,400.00	(484.43)	-34.6 %
TOTAL Safety	1,884.43	1,400.00	(484.43)	-34.6 %
Other Expenses				
<i>Other Expense</i>	32,139.02	13,000.00	(19,139.02)	-147.2 %
TOTAL Other Expenses	32,139.02	13,000.00	(19,139.02)	-147.2 %
TOTAL Operating Expenses	868,540.32	860,495.00	(8,045.32)	-0.9 %
***** OPERATING INCOME (LOSS)	(868,540.32)	(860,495.00)	(8,045.32)	-0.9 %
***** NET INCOME (LOSS)	(868,540.32)	(860,495.00)	(8,045.32)	-0.9 %
***** NET INCOME (LOSS)	(868,540.32)	(860,495.00)	(8,045.32)	-0.9 %

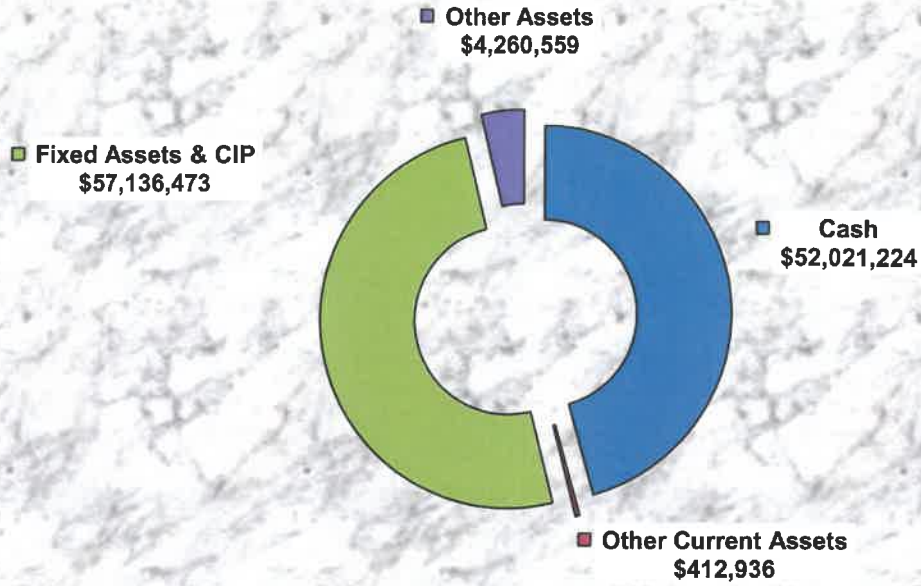
**Carmel Area Wastewater District**  
**Op. Exps. Actual to Budget-Reclamation**  
*Year-to-Date Variance, January 2024 - current month, Consolidated by  
account, Department 8*

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 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>	366,981.83	408,660.00	41,678.17	10.2 %
TOTAL Salaries and Payroll Taxes	366,981.83	408,660.00	41,678.17	10.2 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
Operating Supplies				
<i>Operating Supplies</i>	734.22	5,250.00	4,515.78	86.0 %
TOTAL Operating Supplies	734.22	5,250.00	4,515.78	86.0 %
Contract Services				
<i>Contract Services</i>	773.45	0.00	(773.45)	
TOTAL Contract Services	773.45	0.00	(773.45)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	542.97	2,280.00	1,737.03	76.2 %
TOTAL Repairs and Maintenance	542.97	2,280.00	1,737.03	76.2 %
Safety				
<i>Safety</i>	352.24	790.00	437.76	55.4 %
TOTAL Safety	352.24	790.00	437.76	55.4 %
TOTAL Operating Expenses	369,734.71	417,330.00	47,595.29	11.4 %
***** OPERATING INCOME (LOSS)	(369,734.71)	(417,330.00)	47,595.29	11.4 %
***** NET INCOME (LOSS)	(369,734.71)	(417,330.00)	47,595.29	11.4 %
***** NET INCOME (LOSS)	(369,734.71)	(417,330.00)	47,595.29	11.4 %

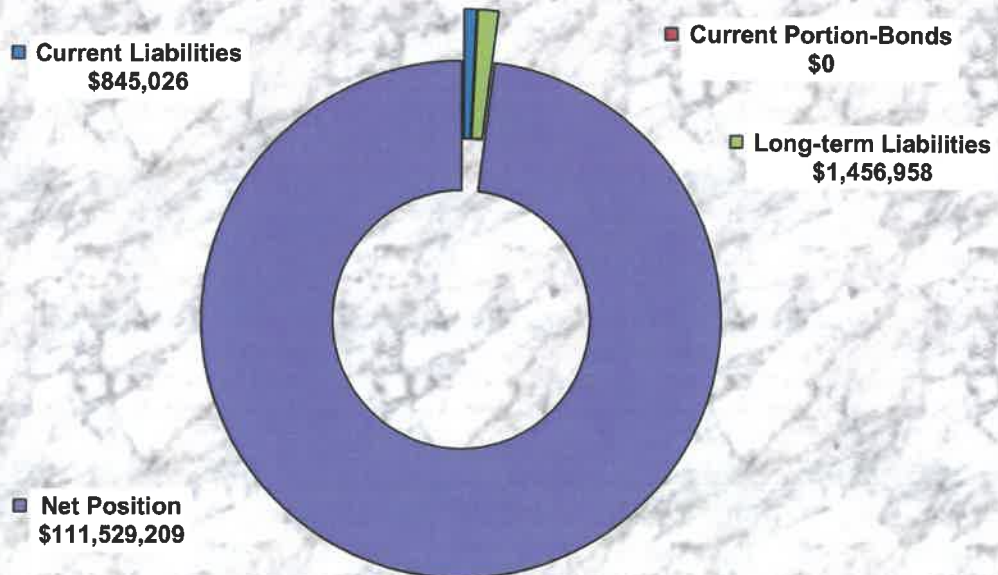
***Carmel Area Wastewater District***  
***I/S Actual to Budget-Brine Disposal***  
***Year-to-Date Variance, January 2024 - current month, Consolidated by***  
***account, Department 10***

	<i>7 Months Ended January 31, 2024</i>	<i>7 Months Ended January 31, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	46,891.71	49,000.00	(2,108.29)	-4.3 %
TOTAL Income	<u>46,891.71</u>	<u>49,000.00</u>	<u>(2,108.29)</u>	-4.3 %
*****	<u>46,891.71</u>	<u>49,000.00</u>	<u>(2,108.29)</u>	-4.3 %
***** OPERATING INCOME	<u>46,891.71</u>	<u>49,000.00</u>	<u>(2,108.29)</u>	-4.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	1,195.00	1,195.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>1,195.00</u>	<u>1,195.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	4,216.18	4,000.00	(216.18)	-5.4 %
TOTAL Repairs and Maintenance	<u>4,216.18</u>	<u>4,000.00</u>	<u>(216.18)</u>	-5.4 %
TOTAL Operating Expenses	<u>4,216.18</u>	<u>5,195.00</u>	<u>978.82</u>	18.8 %
***** OPERATING INCOME (LOSS)	<u>42,675.53</u>	<u>43,805.00</u>	<u>(1,129.47)</u>	-2.6 %
***** NET INCOME (LOSS)	<u>42,675.53</u>	<u>43,805.00</u>	<u>(1,129.47)</u>	-2.6 %
***** NET INCOME (LOSS)	<u>42,675.53</u>	<u>43,805.00</u>	<u>(1,129.47)</u>	-2.6 %

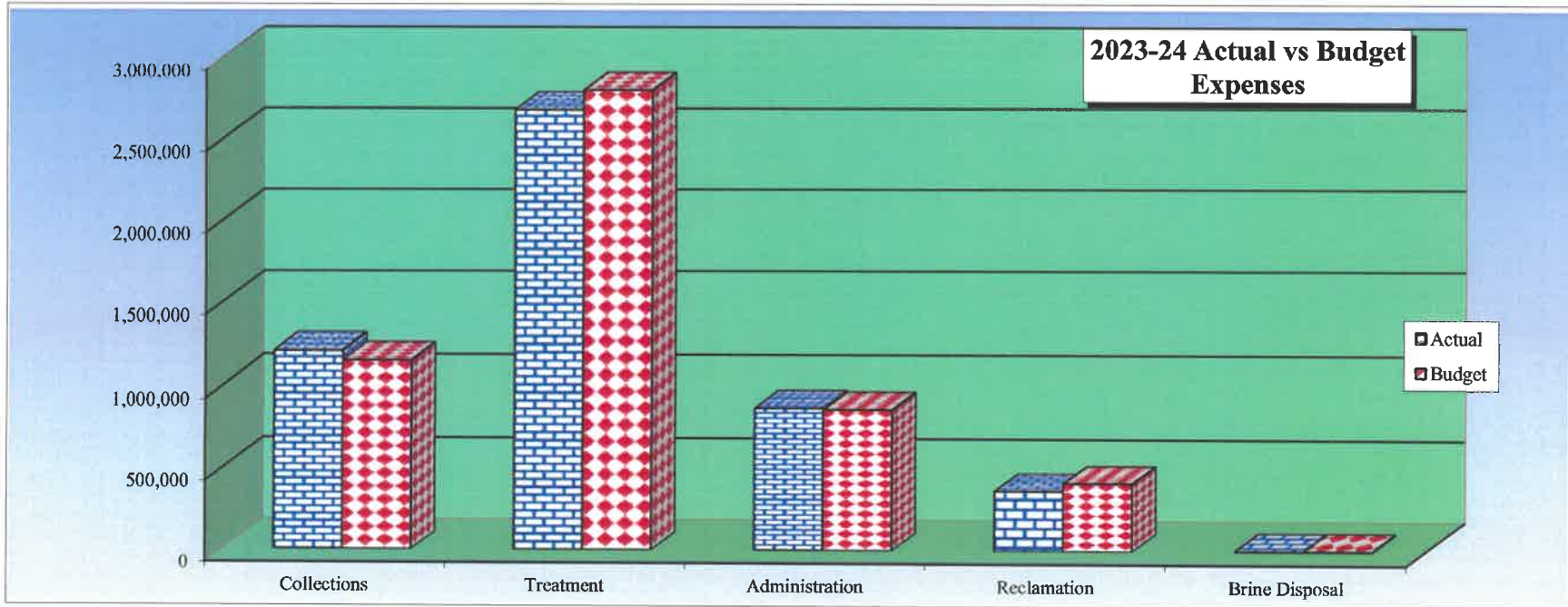
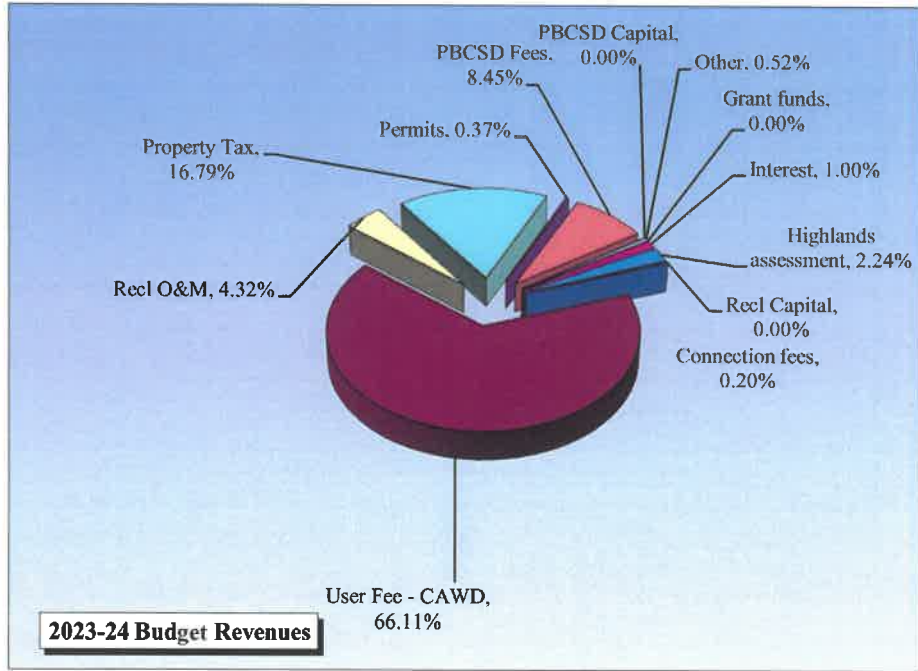
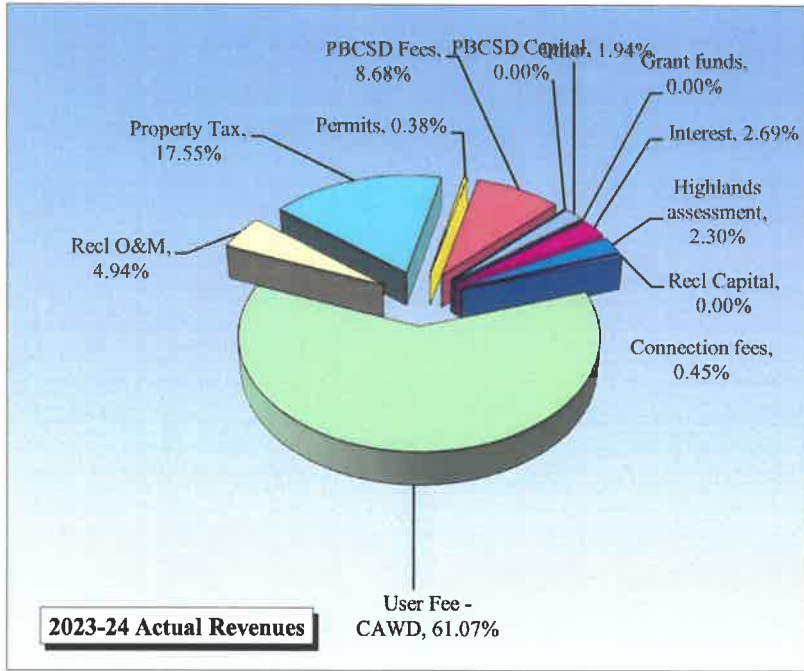
### Assets - January 31, 2024



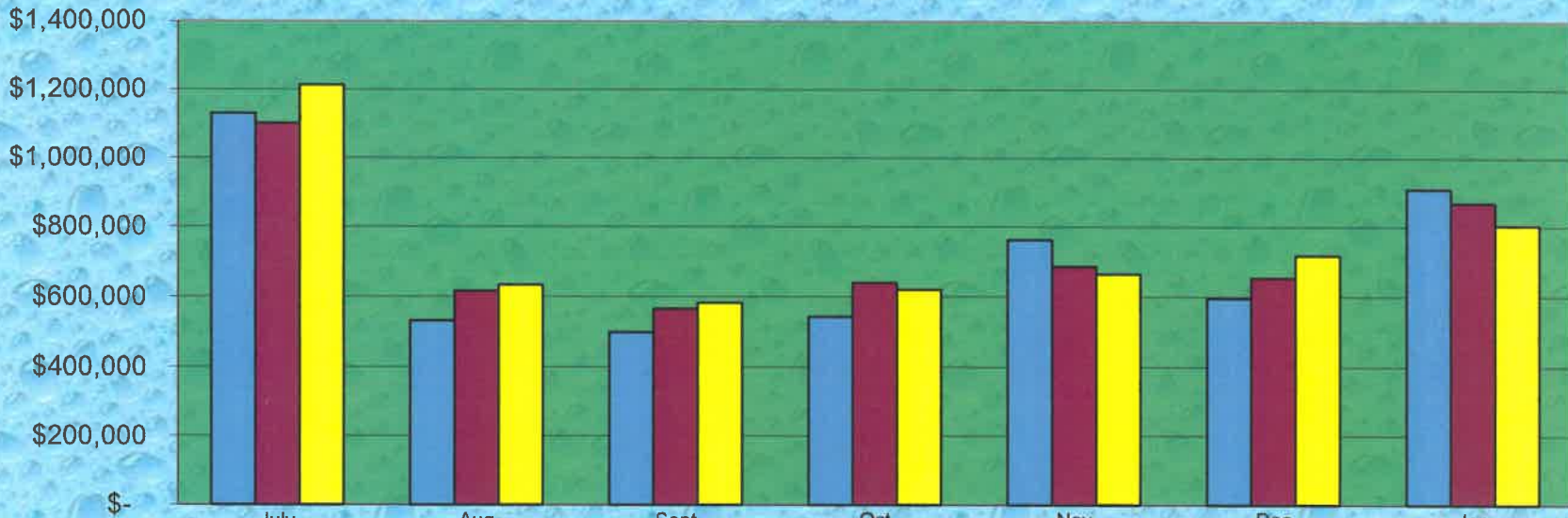
### Liabilities - January 31, 2024







### Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan
■ FY 22-23	\$1,129,338	\$532,107	\$498,951	\$543,933	\$761,735	\$595,405	\$910,312
■ FY 23-24	\$1,099,772	\$615,987	\$566,511	\$640,578	\$686,764	\$654,302	\$868,703
■ CY Budget	\$1,213,035	\$634,524	\$582,961	\$620,072	\$665,195	\$717,755	\$804,100

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>						
Wells Cargo enclosed trailer-unbudgeted		0	11,073	11,073	0	NA
Monte Verde HT Hard Iron "N" Impeller pump-unbudgeted		0	15,270	15,270	0	NA
Carmel Valley Manor pump station alarm system-unbudgeted		0	2,581	2,581	0	NA
Flygt 3153 Impeller pump-Calle La Cruz-unbudgeted		0	28,028	28,028	0	NA
New 2023 Ford S-Duty truck-budget amendment		0	59,214	59,214	65,000	91.10%
Vaughn Trailer Mount Chopper Pump		0	84,623	84,623	82,843	102.15%
RIDGED Push Camera-unbudgeted		13,530	13,530	13,530	0	NA
MobilMMS Software		78,000	78,000	78,000	90,000	86.67%
<b><u>Treatment</u></b>						
1 HP Motor Gearbox-unbudgeted		0	11,203	11,203	0	NA
Oil Injected Screw Compressor-Air Cooled-unbudgeted		0	12,298	12,298	0	NA
SCE Aqua Dam-unbudgeted		0	12,888	12,888	0	NA
Dechlor Analyzer-unbudgeted		13,384	13,384	13,384	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	(4,461)	(16,591)	(16,591)	0	NA
		<b>100,453</b>	<b>325,501</b>	<b>325,501</b>	<b>237,843</b>	<b>NA</b>

*Total Capital Purchases 23-24*

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	28,678	90,030	705,074	2,000,000	4.50%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	1,238	79,218	413,910	4,560,760	1.74%
Bay/Scenic Pump Station Rehab	76,756	21,364	70,487	147,243	900,000	7.83%
Pescadero Creek Area Pipe Rehab	182,256	4,853	24,452	206,707	500,000	4.89%
Vactor Receiving Station	86,668	0	14,135	100,803	400,000	3.53%
Lorca Lane Sewer Repair-unbudgeted	81,482	45,461	191,461	272,943	0	NA
Santa Rita & Guadalupe Pipeline	46,003	4,623	43,467	89,470	3,669,330	NA
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 23-24</i></b>	<b>1,423,080</b>	<b>106,216</b>	<b>513,250</b>	<b>1,936,330</b>	<b>12,030,090</b>	<b>4.27%</b>

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>LONG TERM CIP PROJECTS</u></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	48,856	0	945	49,801	275,000	0.34%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	4,943	1,560,883	9,332,015	2,441,500	63.93%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	7,833	52,474	95,918	300,000	17.49%
Plant Bridge Retrofit Project-unbudgeted	968	2,500	6,942	7,910	0	NA
RECL share	(209,821)	(133)	(42,144)	(251,965)	(65,921)	63.93%
PBCSD share (1/3 of cost)	(2,551,526)	(5,047)	(526,366)	(3,077,893)	(983,526)	53.52%
<b><i>Total Long Term CIP Projects 23-24</i></b>	<b>5,103,053</b>	<b>10,095</b>	<b>1,052,733</b>	<b>6,155,786</b>	<b>1,967,053</b>	<b>53.52%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>6,526,133</b>	<b>216,763</b>	<b>1,891,484</b>	<b>8,417,617</b>	<b>14,234,986</b>	<b>13.29%</b>

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

**YTD Budget  
Variance**

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**Collections**

Salaries and Payroll Taxes	-16.00%	Salaries slightly underbudgeted.
Office Expense	-34.60%	Computers and equipment underbudgeted.
Safety	-33.60%	Fire extinguisher service unbudgeted. Training underbudgeted.

**Treatment**

Truck and Auto Expenses	-249.60%	Underbudgeted. Small dollar amounts.
General and Administrative	-10.90%	Insurance underbudgeted.
Office Expense	-66.60%	Computers and equipment underbudgeted.

**Administration**

Truck and Auto Expenses	No budget	Repair parts-small dollar amount.
Office Expense	-67.50%	Computers, furnishings and temp service underbudgeted.
Contract Services	-9.50%	HR consulting underbudgeted.
Utilities	-14.50%	Water underbudgeted. Small dollar amounts.
Memberships and Subscriptions	-7.10%	WateReuse membership unbudgeted. Small dollar amounts.
Safety	-34.60%	PPE and safety supplies underbudgeted. Small dollar amounts.
Other Expense	-147.20%	Recruiting unbudgeted.

**Brine Disposal**

Repairs and Maintenance	-5.40%	Repairs and maintenance underbudgeted. Small dollar amounts.
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**District Obligations:**

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

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

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

# STAFF REPORT



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

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in January ..... 12  
 Total Fees ..... \$2,160.00

### Maintenance

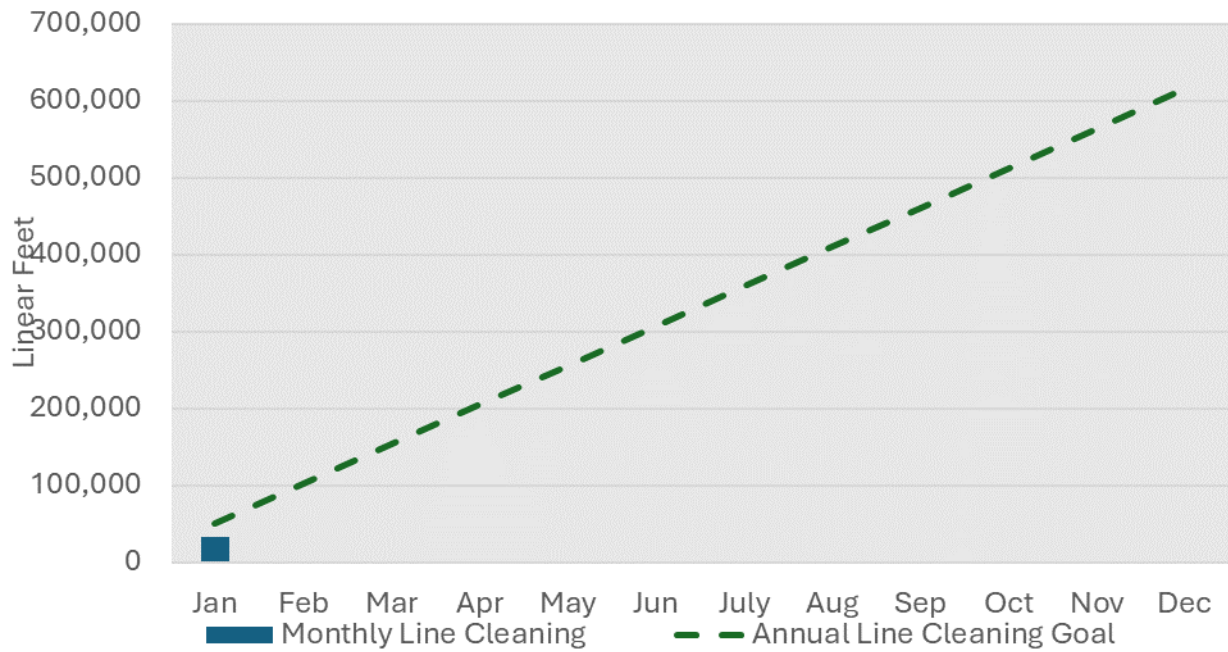
Attached is a map of the areas cleaned in the past three months. There were 33,396 feet of sewer lines cleaned in January.

### Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
January	33,396 ft.	8.12%	6 - 10 inches
December	55,954 ft.	13.61%	6 - 12 inches
November	44,371 ft.	10.79%	6 – 12 inches



**Annual Line Cleaning Graph**



**Line Cleaning Table**

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	33,396	581,604

**Construction Activities**

- N/A

**Staff Development**

- Staff completed several in-person tailgate training courses.

**General comments**

- N/A

**Service calls responded to by crew**

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
1/5/2024	2:23 PM	Odor Complaint	Called by homeowner for an odor near a manhole. Staff did not notice any sewer-related odor. Staff did notice that the county had recently installed a temporary pothole patch that had a very oily smell. See callout map.
1/7/2024	8:04 AM	High Level Alarm	Called by alarm system to Ribera pump station for a high-level alarm. Staff cycled the pumps, and the high level went down. Staff determined the check valves were not opening all the way and were corroded. New check valves have been ordered and will be installed in the future. See callout map.
1/30/2024	7:51 PM	UPS Power Fail	Called by alarm system to the Ribera pump station for an Uninterrupted Power Source (UPS) power fail. Staff found the UPS not transferring power between battery or utility power. Staff replaced the UPS with a spare from inventory. See callout map.

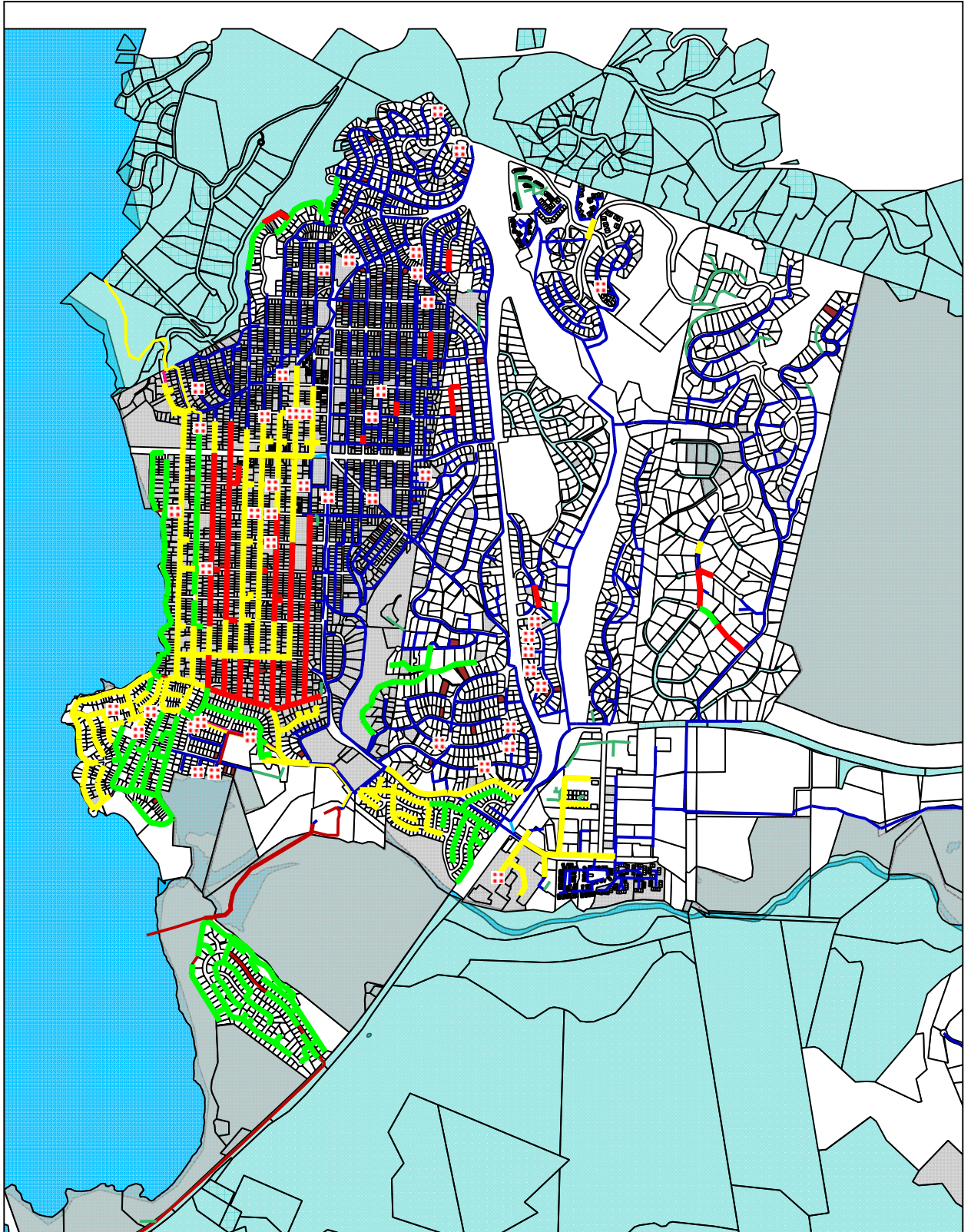
USA Location Requests – 186

Plumbing permit inspections – 9

Private Sewer Lateral Compliance Certificates Issued – 4

January (Red) 33,396 feet  
December (Yellow) 55,954 feet  
November (Green) 44,371 feet

### Monthly Cleaning Map

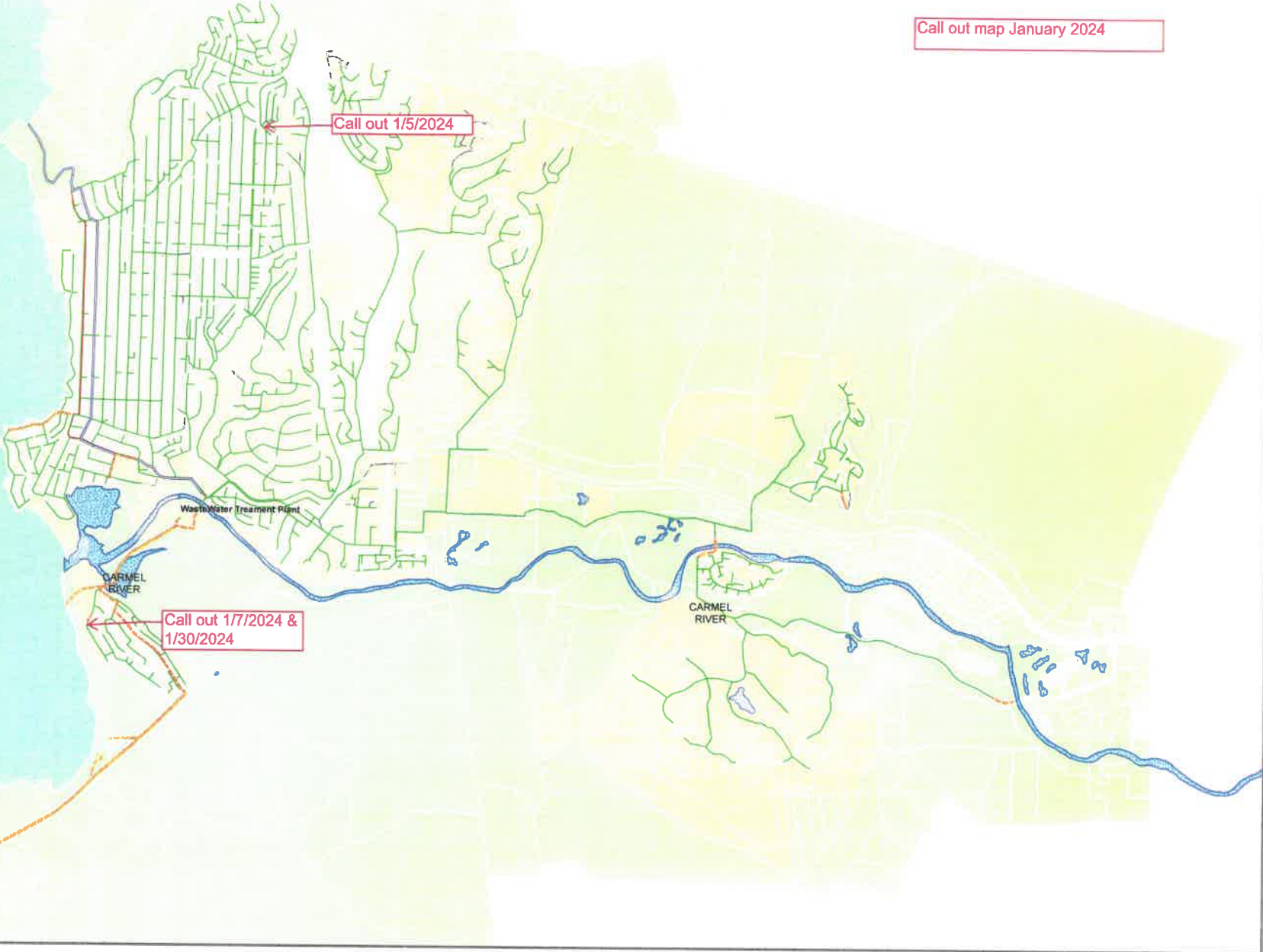


2/8/2024



Call out map January 2024

PACIFIC OCEAN



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

**Carmel Area  
Wastewater District**  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013

# STAFF REPORT



To: Board of Directors

From: Daryl Lauer, Collections Superintendent

Date: February 29, 2024

Subject: District's Manhole Monitoring System

## INFORMATION

This report provides a summary of the instrumentation that the District has deployed in the Collection system to provide real time monitoring and data collection. The District utilizes multiple methods to prevent sanitary sewer overflows (SSOs). Methods include cleaning of lines, inspection of lines, replacement of defective lines and real time monitoring of manholes levels/flow. The real time monitoring of the line provides visibility into lines that have a high occurrence of an overflow or have been identified as having deficiencies and are scheduled for replacement.

The District utilizes two systems for monitoring manholes. See attached map for locations of these systems in the District.

### **Mission Float Alarm System**

The "Mission" manhole system is a float system installed in the manhole that will send a notification via cell modem if triggered by a surcharging manhole. These units cost approximately \$3,500 to purchase and has a yearly subscription of \$350 per unit. The District currently has 7 "Mission" monitors in use at this time. Staff installed these units on problematic line segments that have a history of spills. District staff have been called for a surcharging manhole with this system and a spill was prevented. See photo of installed system on the next page.

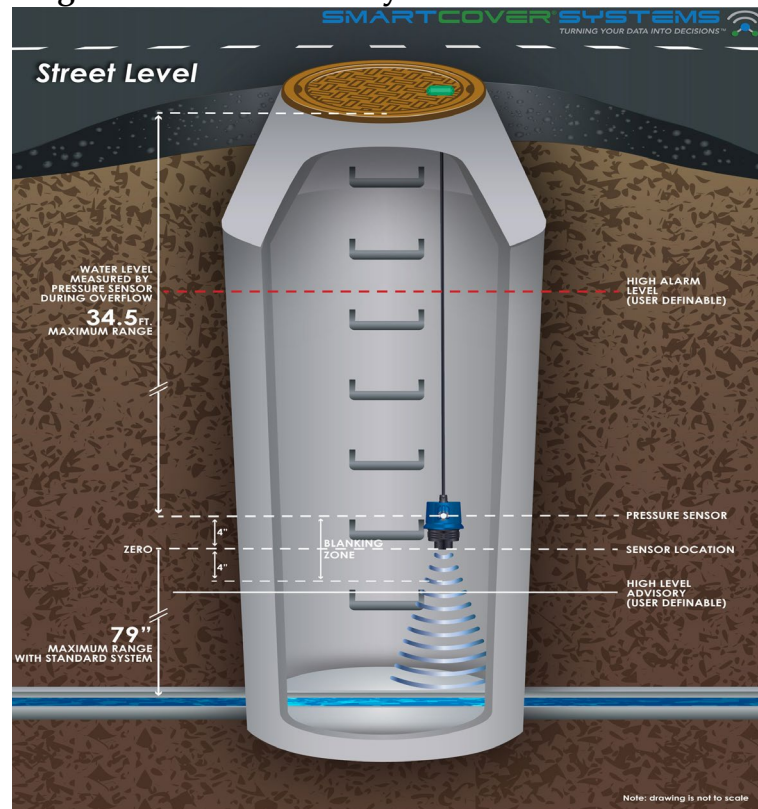
## Photo of Mission Manhole Float system:



## Smart Cover System

The “Smart Cover” manhole monitoring system is much more advanced than the Mission monitoring system. The Smart Cover system performs a multitude of tasks including advance notification of a manhole surcharging, flow monitoring, and H2S monitoring. Installation is a little different than the Mission system, which mounts at the top inside the wall of the manhole. The Smart Cover mounts to the bottom of the manhole lid. CAWD has 4 flow monitoring units and 1 H2S monitoring unit. The cost of Smart Cover is \$6,800 per unit and \$600 per unit for an annual subscription. District staff have been notified multiple time of surcharging manhole since the installations of this system. See diagram of installed unit, flow trend, and H2S trend on next page.

## Diagram of Smart Cover system



## Example of Flow Trend:

### MH N609 Lower Pescadero

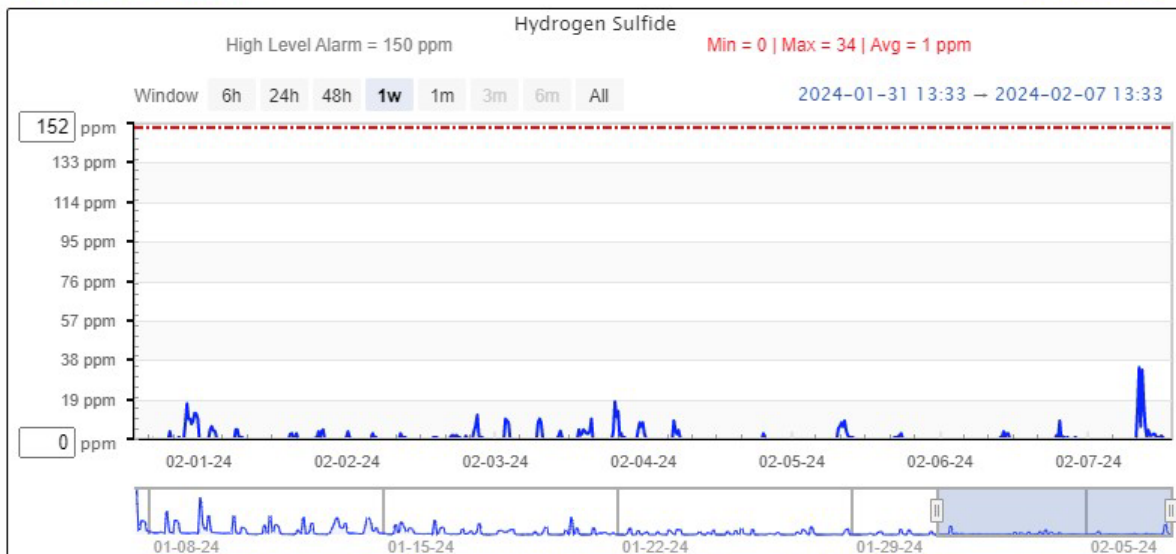
Static Charts ?



## Example of H2S Trend:

### Mariposa Court MH

Static Charts ?



## **SUMMARY**

Staff continues identifying areas to deploy real time manhole monitoring and will further refine the program for the detection of overflows for a rapid response by staff.

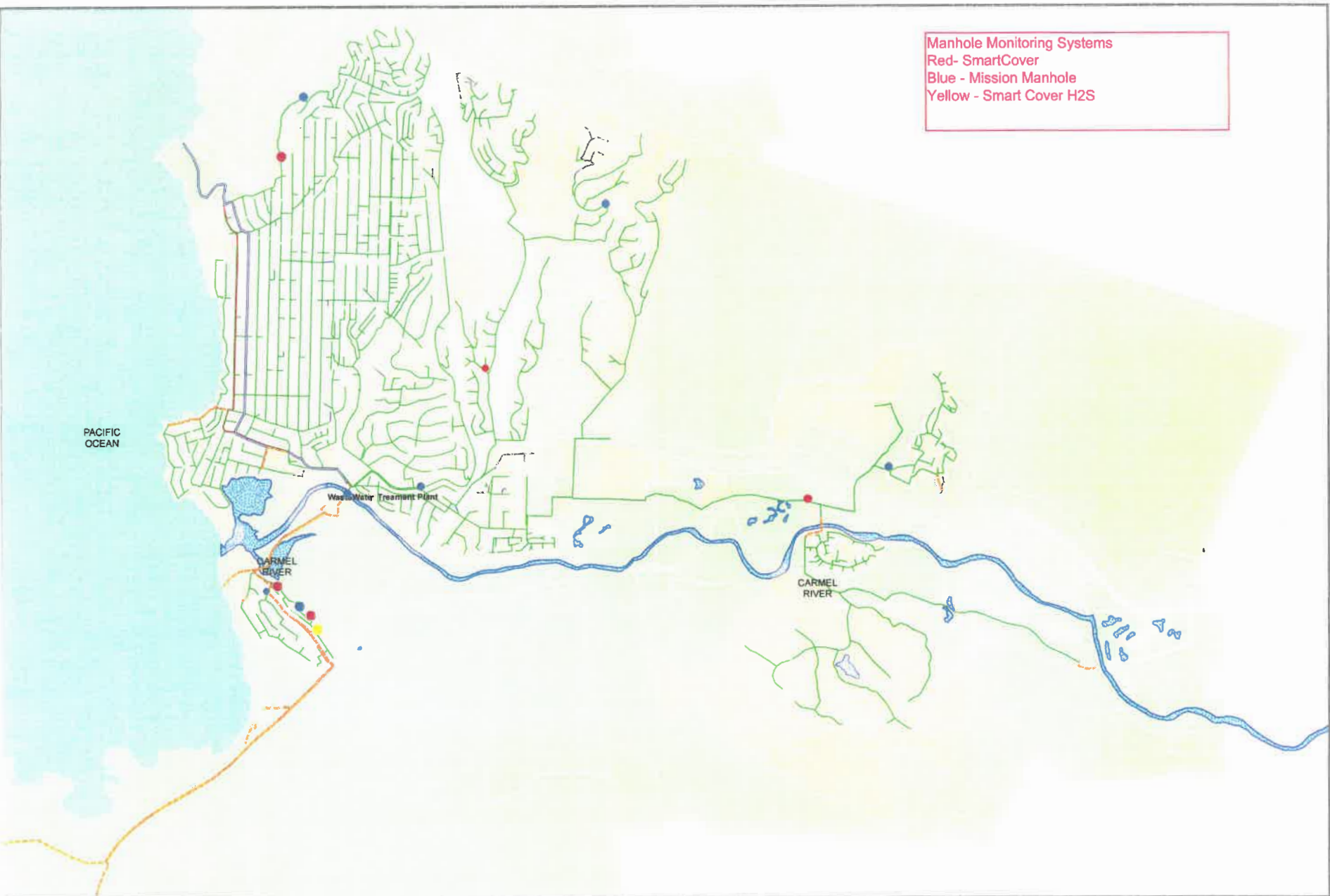
Other applications are possible for utilizing manhole monitors for odor complaints by measuring hydrogen sulfide (H<sub>2</sub>S) levels and measuring flows from basins for rate studies. Staff recently installed a real time H<sub>2</sub>S monitor in the manhole located at Mariposa Court to record a baseline measure of H<sub>2</sub>S in the surrounding neighborhood.

Future possibilities include integration with other systems such as Supervisory Control and Data Acquisition or Graphical Information Systems.

## **ATTACHED**

Location of Manhole Monitoring Systems Map






**Manhole Monitoring Systems**  
 Red - SmartCover  
 Blue - Mission Manhole  
 Yellow - Smart Cover H2S

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

**Carmel Area Wastewater District**  
 Sanitary Sewer System Inventory




Created by  
 RedZone Robotics  
 Revised 10/2013

# STAFF REPORT

To: Board of Directors

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

Date: February 29, 2024

Subject: Monthly Safety Report (for January 2024)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **January 10; Tailgate Training- Back Injury Prevention.** Chris Foley, Maintenance Superintendent gave tips on how to prevent back injuries especially when lifting. Emphasis was placed on not twisting side-to-side while lifting or setting items down.
- **January 17; Tailgate Training- Collections Emergency Response Preparedness.** Daryl Lauer, Collections Superintendent, showed the plant staff their new bypass response trailer. The new trailer is outfitted with all the equipment needed to conduct a bypass at a lift station or sewer line. Previously the equipment was stored at the plant and responding workers would have to identify and load the equipment onto trucks. This greatly increased the chance that some tool or piece of equipment could be forgotten. By towing the trailer to the site, the crew will have all the equipment needed in a very organized and clearly labeled trailer. Daryl emphasized that the trailer and all equipment was also available for use by all departments.
- **January 25; Tailgate Training- New Automated External Defibrillator (AED).** S/C Admin Dias gave a presentation on how to use the new AEDs recently purchased for the plant and the administration office. These new AED include a screen which shows the users how to use the unit. It was emphasized that AEDs will not restart a person's heart if it has stopped beating and so manual chest compressions will be needed until help arrives. The same training was provided to the administrative staff on a separate date.

- **January 31; Annual Training– Ladder Safety Training.** S/C Admin Dias gave a Cal/OSHA required training on ladder safety. Falls from ladders are one of the top injuries in the industry and so very specific training is required including: selecting the correct ladder, ladder inspections, proper usage and other required topics. In addition to videos and discussions, live demonstrations were given of how to set up various types of ladders and avoid the most common mistakes.

### **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 January included:

- **Fall-safety improvements at aqueous ammonia system:** The plant uses 19% aqueous ammonia which, combined with chlorine, creates longer lasting chloramines for disinfecting both the secondary effluent and the reclaimed water sent to Pebble Beach. Aqueous ammonia is delivered via tanker truck and is pumped into a 1,200-gallon tank. Aqueous ammonia easily evaporates to create ammonia gas, which is toxic and can be immediately disabling due to paroxysm, coughing and watering eyes. As the tank is filled during delivery, the fumes in the tank are displaced (i.e., forced out of the tank). To avoid creating a hazardous atmosphere around the tank, the fumes need to be piped back into the tanker truck. To do this, two valves need to be closed so the fumes are temporarily directed back to the tanker truck. However, the valves are located out of reach and required an operator to climb up and catwalk along on a 4-foot high containment wall that is only 8 inches wide and lean over to reach the valves. To eliminate this fall hazard, two motor-operated-valves were installed which allow operators to simply turn a switch to close and then reopen the valves. The switches were placed in an easy to reach location with clear, easy-to-understand labeling and color-coded lights to indicate an open or closed valve position.

### **Tours and Outreach**

- **Tours:** Two tours were held in January. The first was for a science class of ten high school seniors from the all-girls Santa Catalina School. The second tour was for nine young adults enrolled in College Living Experience, which is a private program that describes itself as, "... helping people with autism spectrum disorder and other disabilities gain the skills they need to become independent." The emphasis of this tour was on the varied employment opportunities (multiple types of jobs) in the wastewater industry.

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

There were no new Workers Comp claims or first aid injuries in January. A previous workers comp claim (January 2023) involved a back injury. Beginning in November 2023 the worker was again placed on restricted duty while he undergoes physical therapy and is evaluated for potential medical procedures. The first matrix for 2024 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	17*	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	0	0	0	0

\*Excludes holidays, vacation days and sick days

**FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

Report for: January 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	28.966	0.935	0.783	1.202	62.095	28.97	88.85
PBCSD Flow	17.682	0.570	0.433	0.799	37.905	17.68	54.24
<b>Total Plant Flow</b>	<b>46.648</b>	<b>1.505</b>	<b>1.216</b>	<b>2.001</b>	<b>100.00</b>	<b>46.65</b>	<b>143.09</b>
Tertiary Flow	14.961	1.069	0.255	1.217	32.072	14.96	45.89
Ocean Discharge	29.658	0.957	0.066	2.056	63.578	29.66	90.98
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	14.96MG (45.89acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.56 BG (29.34 K acre-ft.)
12 Month Rolling Total Reclamation Production	290.77 MG (892.37 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Jan'24 kWh	Price per kWh	Jan'24	Dec'23	Nov'23	Oct'23
Secondary	107,928.00	\$ 0.225	\$ 24,265.87	\$ 20,976.49	\$ 21,191.73	\$ 19,998.62
Blowers	47,843.04	\$ 0.250	\$ 11,983.47	\$ 10,373.70	\$ 10,127.76	\$ 10,178.96
<b>CAWD Total</b>	<b>155,771.04</b>		<b>\$ 36,249.34</b>	<b>\$ 31,350.19</b>	<b>\$ 31,319.49</b>	<b>\$ 30,177.58</b>
Tertiary	58,983.84	\$ 0.263	\$ 15,483.53	\$ 15,274.40	\$ 16,526.92	\$ 20,957.21
MF/RO	37,075.00	\$ 0.368	\$ 13,659.81	\$ 24,540.75	\$ 22,487.40	\$ 22,451.22
<b>Reclaim Total</b>	<b>96,058.84</b>		<b>\$ 29,143.34</b>	<b>\$ 39,815.15</b>	<b>\$ 39,014.32</b>	<b>\$ 43,408.43</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 21,540.85</b>	<b>Reclamation Total</b>		<b>\$ 43,851.83</b>

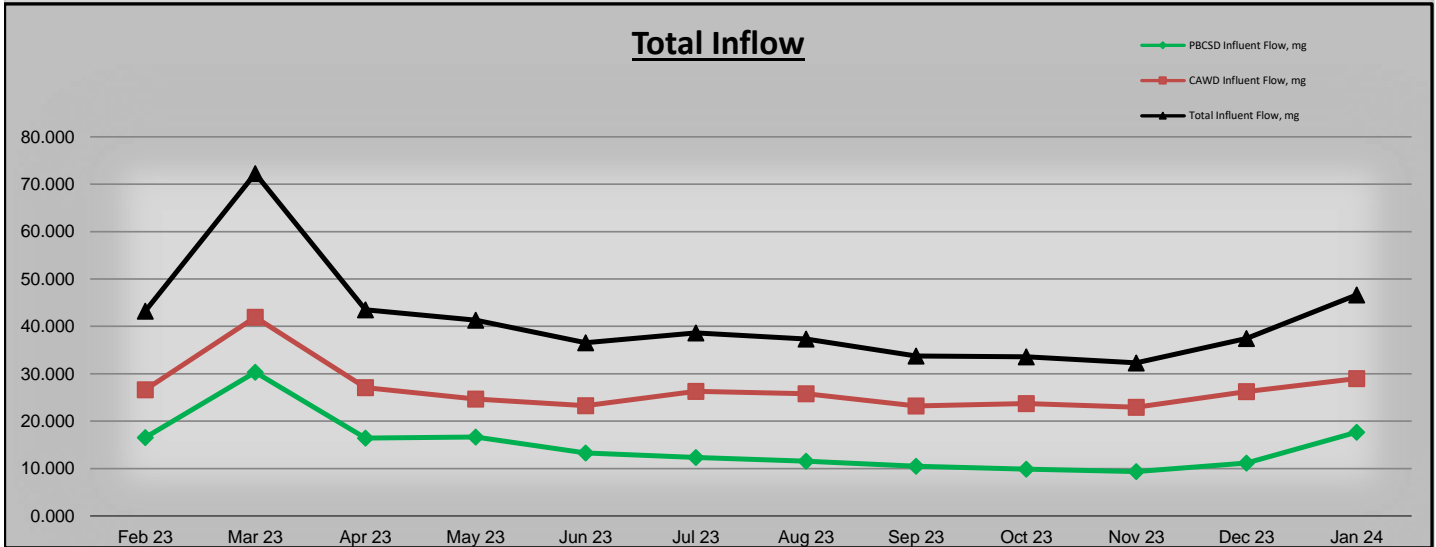
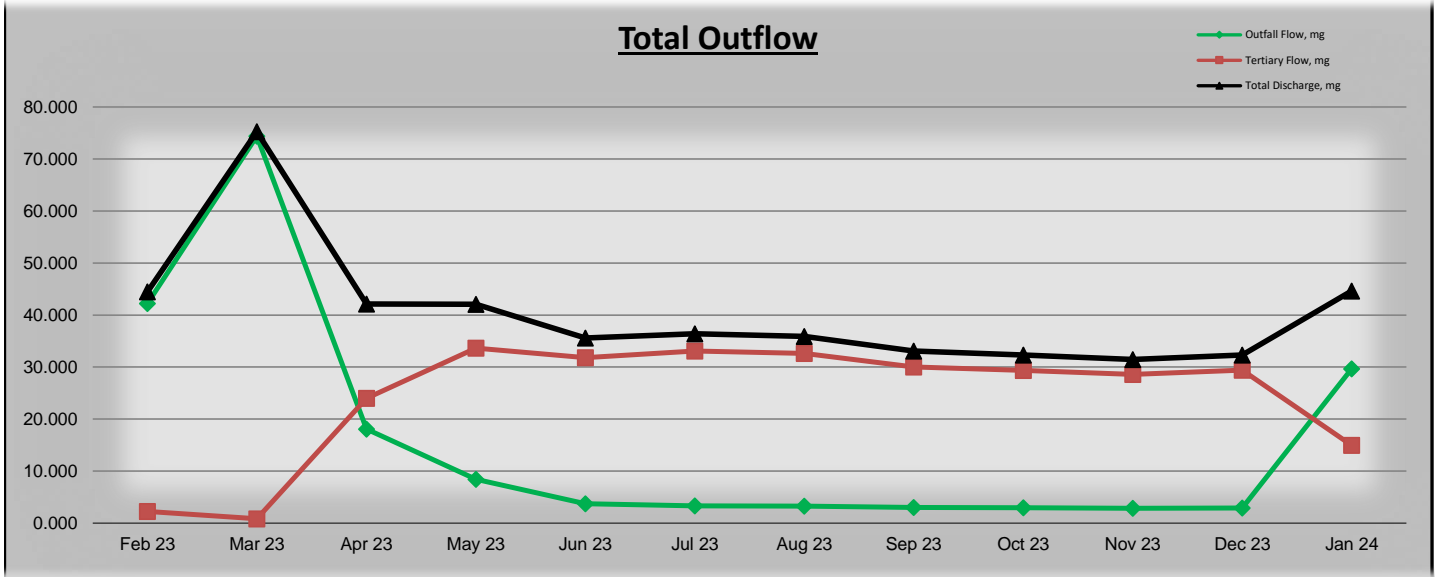
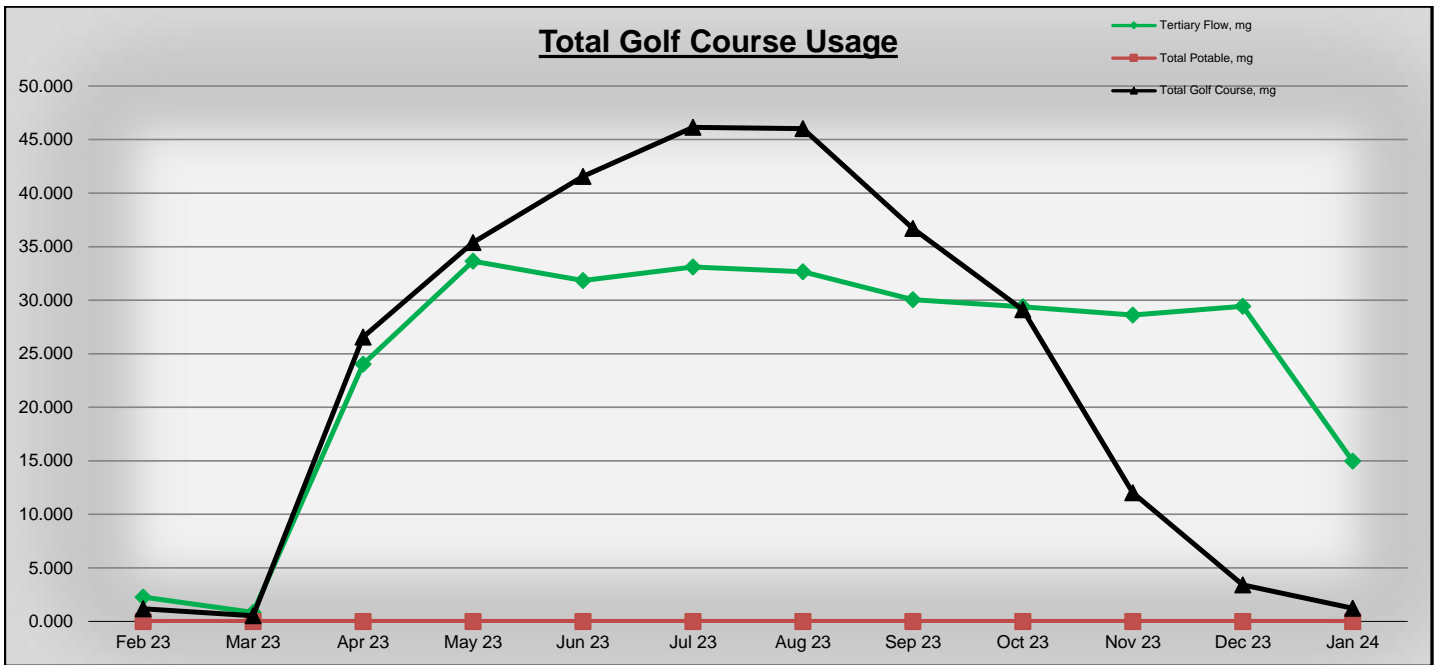
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	N/A	N/A	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	N/A	N/A	N/A	N/A

## MICROTURBINE SUMMARY

Month	Jan'24 kW-h (2)	Dec'23	Nov'23	Oct'23	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 on due to the compressor being rebuilt by vendor



# Wastewater Treatment Facility Operations Report

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

## TERTIARY PROCESS HISTORY

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

## ELECTRICAL COSTS

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

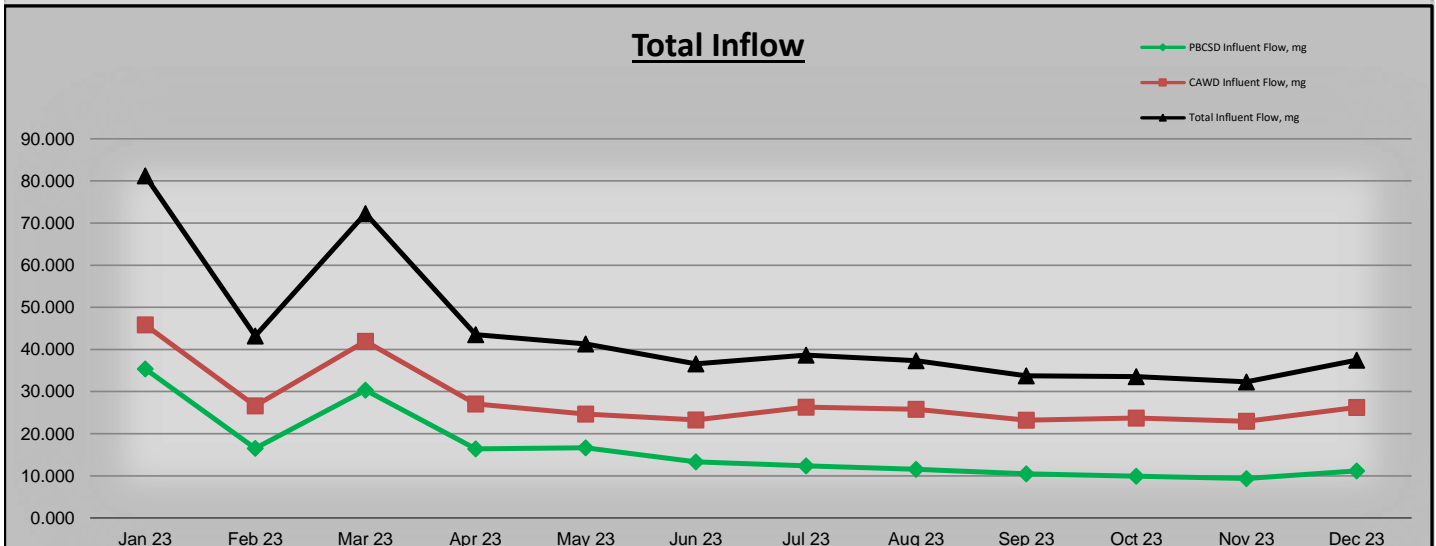
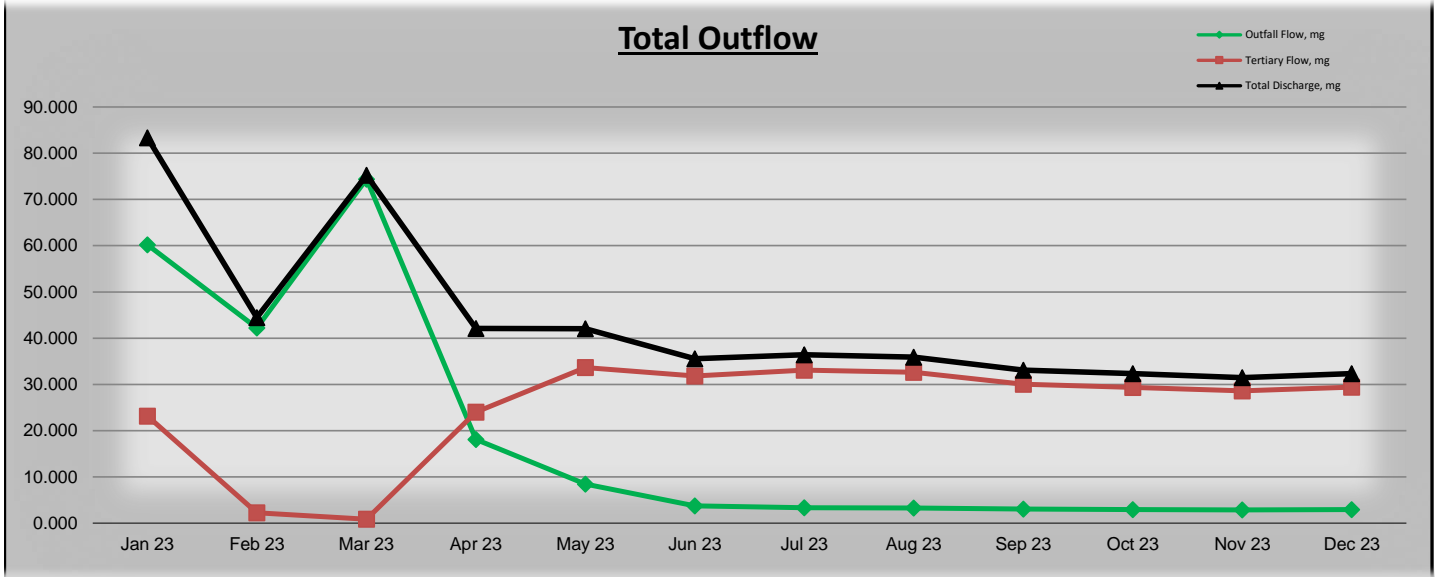
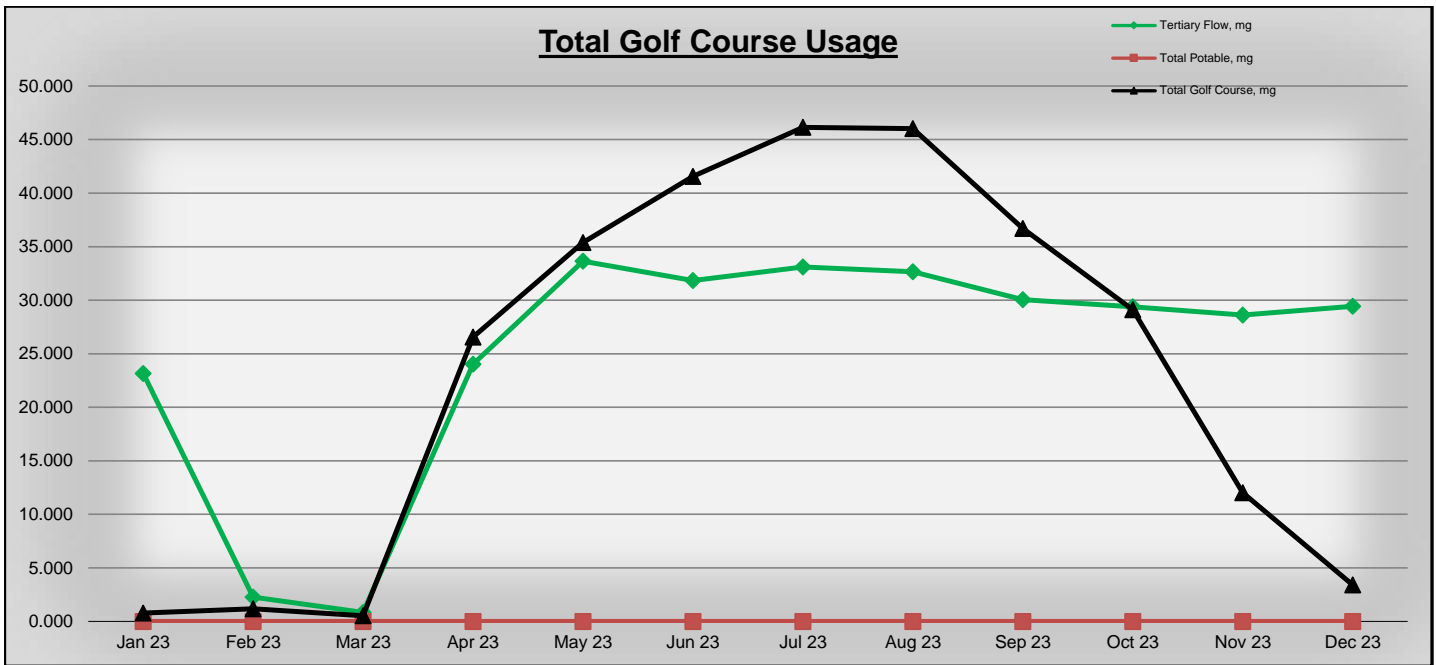
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	1484.05
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	1951.37

## MICROTURBINE SUMMARY

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

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

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





# Wastewater Treatment Facility Operations Report

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

## TERTIARY PROCESS HISTORY

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

## ELECTRICAL COSTS

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

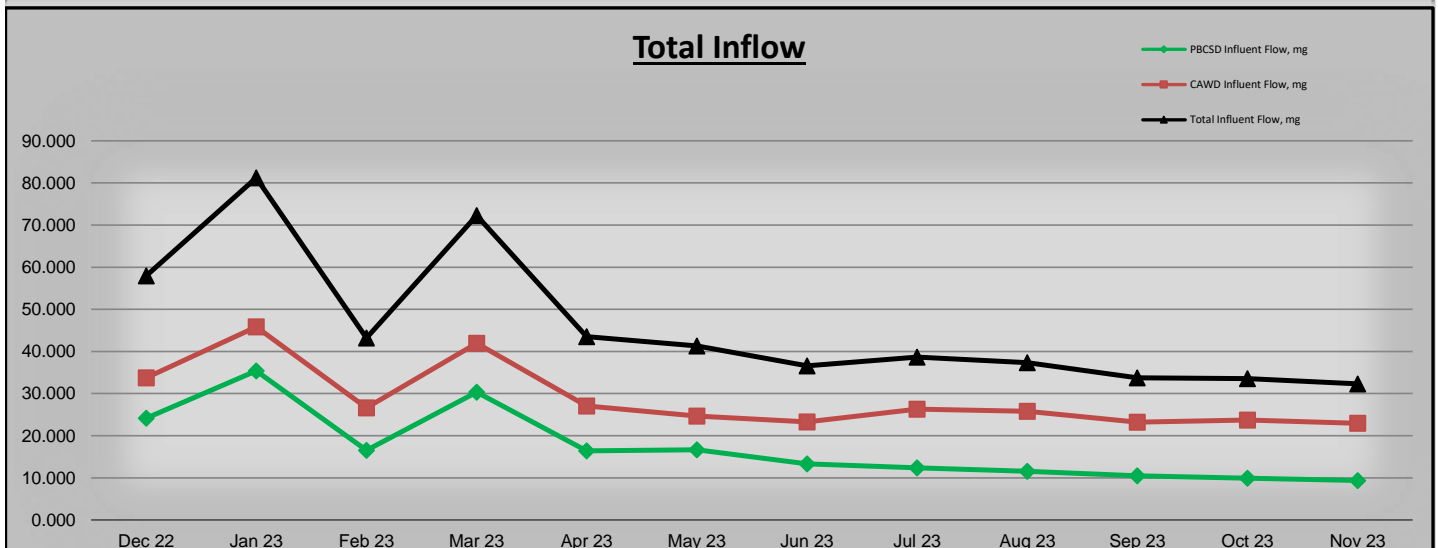
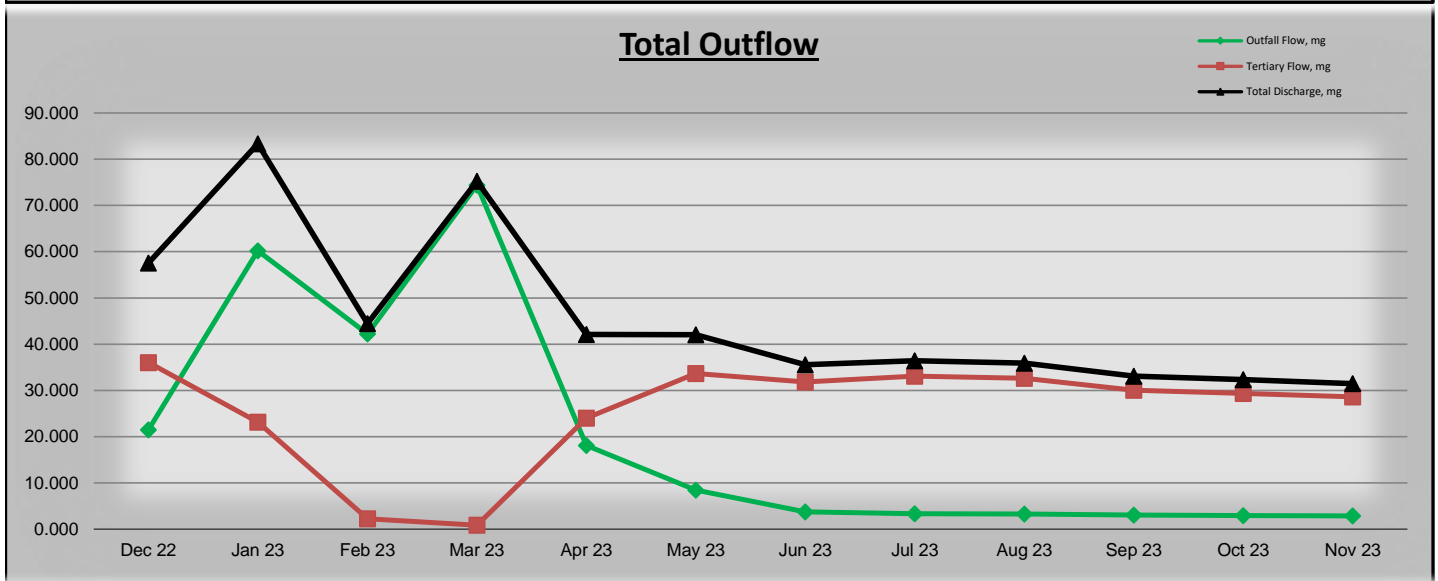
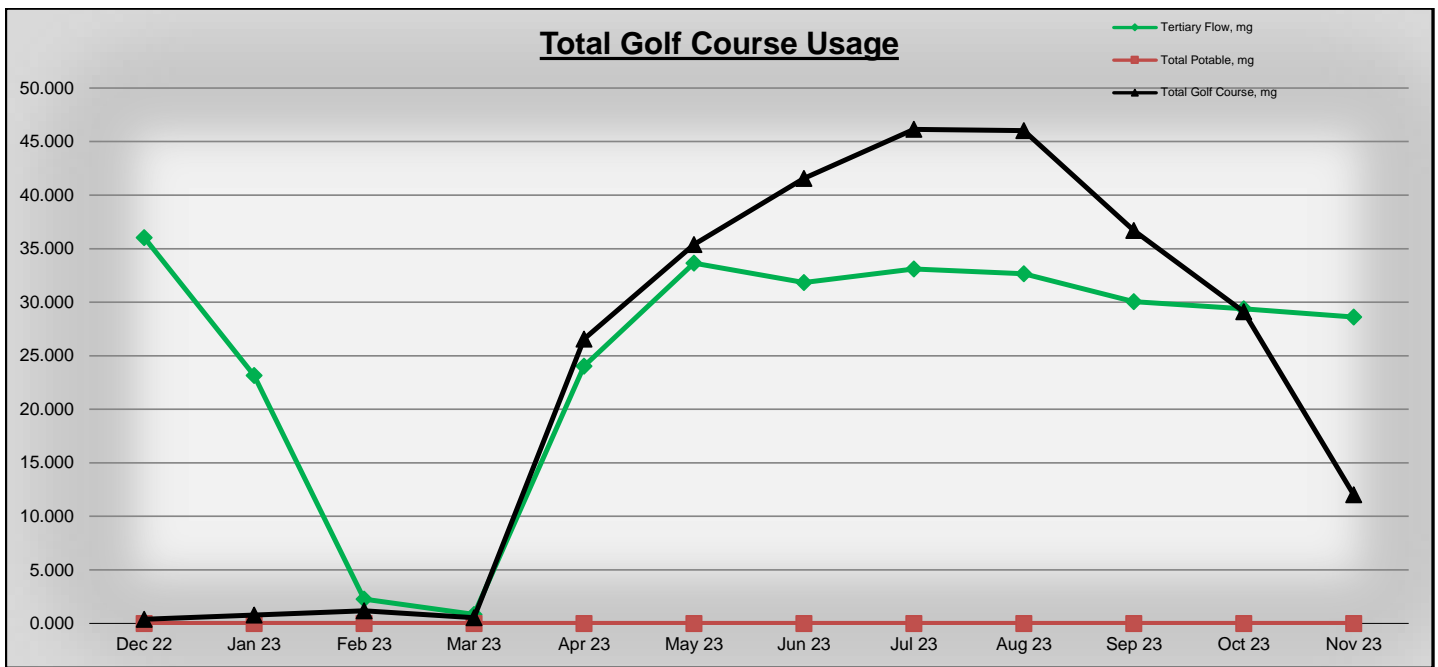
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	N/A
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	N/A

## MICROTURBINE SUMMARY

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

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

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



# STAFF REPORT



To: Board of Directors  
From: Carla James - Laboratory/Environmental Compliance Supervisor  
Date: February 29, 2024  
Subject: Monthly Report – January 2024

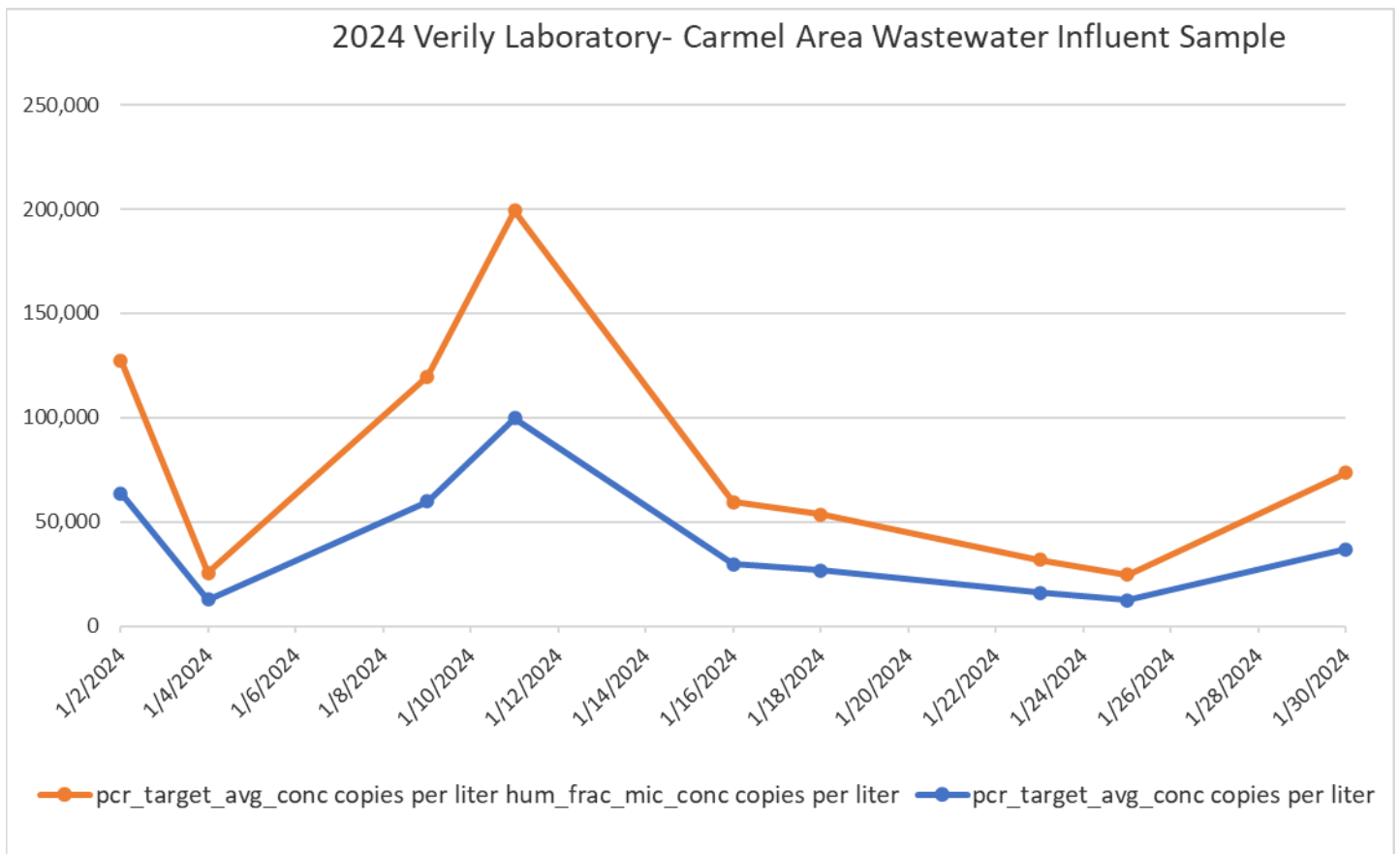
## RECOMMENDATION

Receive Report - Informational only; No action required.

## DISCUSSION

### LABORATORY REPORT

- Center for Disease Control (CDC) has approved Verily as the official provider for monitoring results for COVID 19 and other (CDC) diseases. Carmel Area Wastewater District (CAWD) will now be posting their information on CAWD's website.



- Biobot is now providing Substance results for the following chemicals present in the Influent Wastewater flow to Carmel Area Wastewater District Treatment Facility once per week. The following are the results of the sample from January 31, 2024.
  - Cocaine – 203 mg/1,000 people/day
  - Benzoylcegonine – 360 mg/1,000 people/day
  - Fentanyl – 2.21 mg/1,000 people/day
  - Nor Fentanyl – 8.15 mg/1,000 people/day
  - Methamphetamine – 360 mg/1,000 people/day
  - Amphetamine – 360 mg/1,000 people/day
  - Xylazine – 0 mg/1,000 people/day
  - Tran 3 Hydroxycotinime – 865 mg/1,000 people/day
- On January 5, 2024, CAWD laboratory staff assisted with a science project with a student from York School.
- On January 9, 2024, Final Effluent was sampled for semiannual and quarterly analysis and sent to the contract laboratory, Fruit Growers Laboratory (FGL).
- On January 11, 2024, CAWD Biosolid was sampled for quarterly analysis and sent to contract laboratory, Fruit Growers Laboratory (FGL).
- On January 22, 2024, Carla James started as the Laboratory/ Environmental Compliance Supervisor.
- On January 23, 2024, Central Coast Laboratory Assessment Environmental Network (CCLEAN), Carla was introduced to the CCLEAN participants.
- On January 30, 2024, CAWD Final Effluent sample was collected for Semiannual Toxicity analysis and send to Aquatic Bioassay & Consulting Laboratories, Inc. (ABC)

**ENVIRONMENTAL COMPLIANCE REPORT**

- There were zero source control inspections during the month due to low staffing and training of the new Laboratory Supervisor.

**Restaurant Inspections**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
No Inspections			

**Grocery Store/Delicatessen Inspections**

<b>Grocery Store/Delicatessen</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
No Inspections			

### Compliance Register

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
November 2023	NA	NA
December 2023	NA	NA
January 2024	NA	NA

FUNDING

N/A-Informational item only

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

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		2025	
									H1	H2	H1	H2	H1	H2
22-01	5500.006	Real Property Investigation	Buikema			\$75,000	\$75,000	Ongoing						
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing						
		Source Control Six Sigma	Buikema			\$0	\$0	Restaurant Plumbing Inspections In Progress						
		Long Term SLR Planning	Buikema / Treanor	5/3/21	2/29/40	\$260,000	\$1,400,000	2023 Study Complete	<b>Long Term SLR Planning</b>					
		CMMS Upgrade	Lauer / Foley / Treanor	11/1/23	11/1/24	\$85,800	\$85,800	Systems Setup	<b>CMMS Upgrade</b>					
		Summer Internship Program 2024	Waggoner	1/1/24	12/31/24	\$0	\$0	Planning	<b>Summer Internship Program 2024</b>					



## 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	\$9,332,015
<b>Financial:</b>	FY Budget:	FY Spent:
	\$4,820,750	\$1,560,883
<b>Reclamation Share:</b>	Estimated at 2.7% of project cost.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Equipment Supply Chains	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for FY2021/2022 into FY2022/2023</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
<b>Contractor:</b>	Clark Bros. Inc.	



Photo: Eucalyptus trees on South Side of Treatment Plant

<b>Project Number:</b>	<b>18-28</b>	
<b>Project Name:</b>	<b>Perimeter Tree Plan and Implementation</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Planning Stakeholder Meeting	
<b>Project Description:</b>	Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The Eucalyptus trees around the plant have ongoing maintenance costs, which may be offset in the long term with a different type of tree screening. The purpose is to improve security around plant perimeter.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$130,020	\$5,020
<b>Financial:</b>	FY Budget:	FY Spent:
	\$75,000	\$0
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Study moved to 2024; anticipate completion 06-30-26</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	

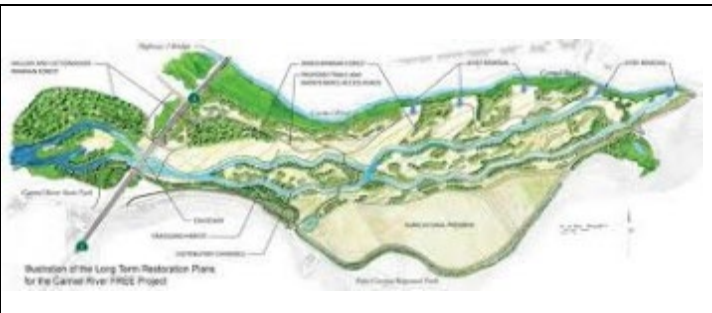


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<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>	Trenor	
<b>Status:</b>	State Historic Preservation Office Consultation for Federal Emergency Management Agency (FEMA) Funding	
<b>Project Description:</b>	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain, which will significantly impact existing wastewater pipelines that cross the lagoon. To fully mitigate impacts from CRFREE the pipelines, which are currently crossing over a portion of the lagoon, are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
<b>Department:</b>	Engineering	
<b>Financial:</b>	Coastal Conservancy Grant Budget:	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>	Treanor
<b>Status:</b>	Design/CEQA
<b>Project Description:</b>	Install a new fence around the perimeter of the WWTP.
<b>Department:</b>	Treatment
<b>Financial:</b>	Cumulative Budget: \$275,000
	Cumulative Spent: \$49,801
	FY Budget: \$275,000
	FY Spent: \$945
<b>Reclamation Share:</b>	N/A
<b>Other Entities:</b>	N/A
<b>Permits Required:</b>	California Environmental Quality Act (CEQA) Mitigated Negative Declaration (MND), Coastal Developmental Permit (CDP) Notification
<b>Challenges:</b>	Environmental Mitigations
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>
<b>Consultants:</b>	Kennedy Jenks
<b>Contractor:</b>	TBD



*Photo: Gas Meter on North Side of River*

<b>Project Number:</b>	<b>22-03</b>
<b>Project Name:</b>	<b>WWTP Gas and Water Main Replacement</b>
<b>Project Location:</b>	Wastewater Treatment Plant
<b>Project Manager:</b>	Treanor
<b>Status:</b>	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: \$95,918
	FY Budget: \$100,000
	FY Spent: \$52,474
<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

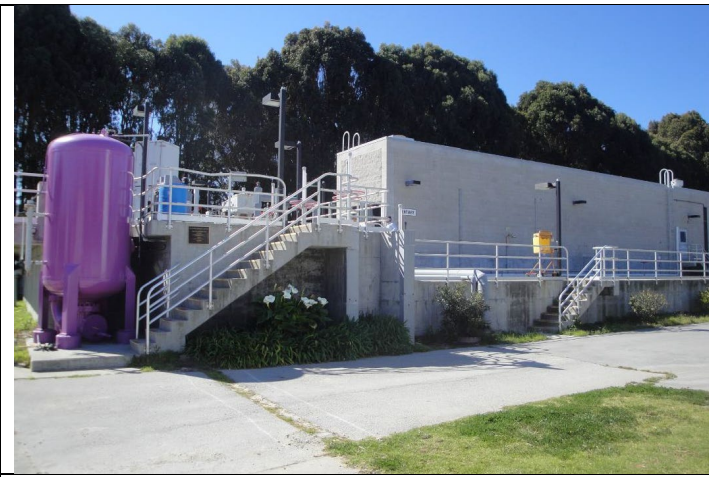
<b>Project Number:</b>	<b>22-04</b>	
<b>Project Name:</b>	<b>CAWD Bridge and Trail Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Funding Strategy	
<b>Project Description:</b>	Construct a new bridge at the location of the existing CAWD 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: \$7,910
	FY Budget: \$0	FY Spent: \$6,942
**No budget. Funding potential via Carmel River settlement grants.		
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Obtaining Funding and Community Support	
<b>Schedule:</b>	Currently working on video and marketing outreach effort	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	



Photo: CAWD Vactor Truck

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

# **Reclamation Capital Project Summaries**



*Photo: Exterior of Tertiary Building*

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

## **Collections Capital Project Summaries**



Photo: View gravity pipe in Carmel easement

<b>Project Number:</b>	<b>19-03</b>	
<b>Project Name:</b>	<b>Carmel Meadows Sewer Replacement</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Design Update in Progress	
<b>Project Description:</b>	The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,471,949	\$705,074
<b>Financial:</b>	FY Budget:	FY Spent:
	\$2,000,000	\$90,030
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring ejector pumps for all individual houses.	
<b>Schedule:</b>	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
<b>Consultants:</b>	SRT Consultants, WRA Environmental, TBC Communications, Carollo/Harris & Assoc	
<b>Contractor:</b>	TBD	



Photo: Looking at Pump Station Exterior

<b>Project Number:</b>	<b>20-07</b>	
<b>Project Name:</b>	<b>Bay/Scenic Pump Station Rehabilitation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Remodel the interior of the pump station and update the SCADA panel to minimize areas prone to flooding.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$680,892	\$147,243
<b>Financial:</b>	FY Budget:	FY Spent:
	\$650,000	\$70,487
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	Exemptions from CEQA and Coastal dependent on panel location requirements.	
<b>Challenges:</b>	Traffic Control, Panel Location away from bluff	
<b>Schedule:</b>	Construct 2023/2024 Fiscal Year	
<b>Consultants:</b>	SRT Consultant	
<b>Contractor:</b>	Pending	





Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>	<b>20-08</b>	
<b>Project Name:</b>	<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Replace approximately 9,525 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$3,731,786	\$413,910
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$3,500,000	\$79,218
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	CEQA & Coastal Development permits from City and County	
<b>Challenges:</b>	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
<b>Schedule:</b>	CEQA complete 2/1/2024, Construction 2025	
<b>Consultants:</b>	MNS, Rincon, TBC Communications	
<b>Contractor:</b>	Pending	



Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b>	<b>21-05</b>	
<b>Project Name:</b>	<b>Pescadero Sewer Relocation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Environmental Impact Report	
<b>Project Description:</b>	Relocate damaged pipe from creek slope to roadway	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,689,236	\$206,707
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$100,000	\$24,452
<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: \$89,470
	FY Budget: \$171,464	FY Spent: \$43,467
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea,	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Traffic Controls	
<b>Schedule:</b>	Construct Spring 2024. Preliminary Plans Complete.	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	

*Photo: LT Capital Schedule*

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

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



*Photo: River Watch logo*

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

## **Assessment Districts/Annexations**

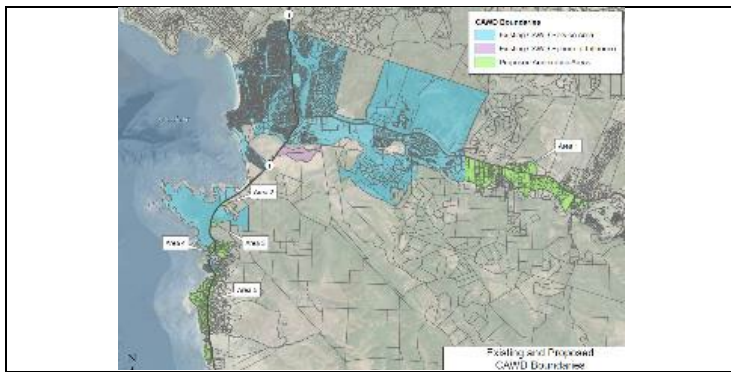


Photo: Areas of Potential Annexation

<b>Project Number:</b> 18-21		
<b>Project Name:</b> Corona Road Sewer Assessment District		
<b>Project Location:</b> Corona Road Neighborhood		
<b>Project Manager:</b> Treanor/Buikema/Barringer		
<b>Status:</b> Assessment District Formation Voting		
<b>Project Description:</b> The project would provide sewer facilities to the Corona Road neighborhood and parcels on the west side of Highway 1, across from Corona Road.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget: \$0	Cumulative Spent: \$95,054.14
	FY Budget: \$0	FY Spent: \$64,848.24
<p>** No Budget included for project because the initial costs were funded by Corona Road residents. District has agreed to fund a portion of environmental work \$56,200 (Res #2022-62). Resolution 2023-57 amended Resolution 2023-26 clarifies reimbursement of District funds will be reimbursed by the assessment bond.</p>		
<b>Permits Required:</b>	Coastal Permit, CalTrans Encroachment permit, Environmental Review	
<b>Challenges:</b>	Assessment District process/approval and obtaining easements for pump station. Funds from homeowners in the amount of \$67K have been received by CAWD.	
<b>Schedule:</b>	Ballot vote On February 22, 2024, resulted in the project not moving forward.	
<b>Consultant:</b>	Denise Duffy & Associates and Monterey Bay Engineers	

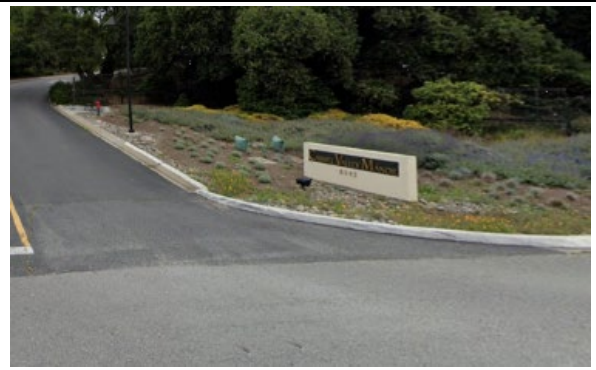


Photo: Entrance to Carmel Valley Manor

<b>Project Number:</b> 19-08		
<b>Project Name:</b> Carmel Valley Manor Pipeline and Pump Station		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Treanor		
<b>Status:</b> In Construction		
<b>Project Description:</b> Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.		
<b>Department:</b> Collections		
<b>Financial: this is an unbudgeted item- under repayment agreement (no funds received)-</b>	Cumulative Budget: \$0	Cumulative Spent: \$180
	FY Budget: \$0	FY Spent: \$0
<b>Other Entities:</b>	Various Private Land Owners	
<b>Permits Required:</b>	County Encroachment Permit, Easements through Private Property, Environmental Review	
<b>Challenges:</b>	Funding, Repayment Agreement, easement agreements, Local Agency Formation Council (LAFCO) annexation	
<b>Schedule:</b>	Construction Completion Anticipated in May 2024	
<b>Consultants:</b>	MNS and Rincon are working for Carmel Valley Manor	
<b>Contractor:</b>	Monterey Peninsula Engineering	

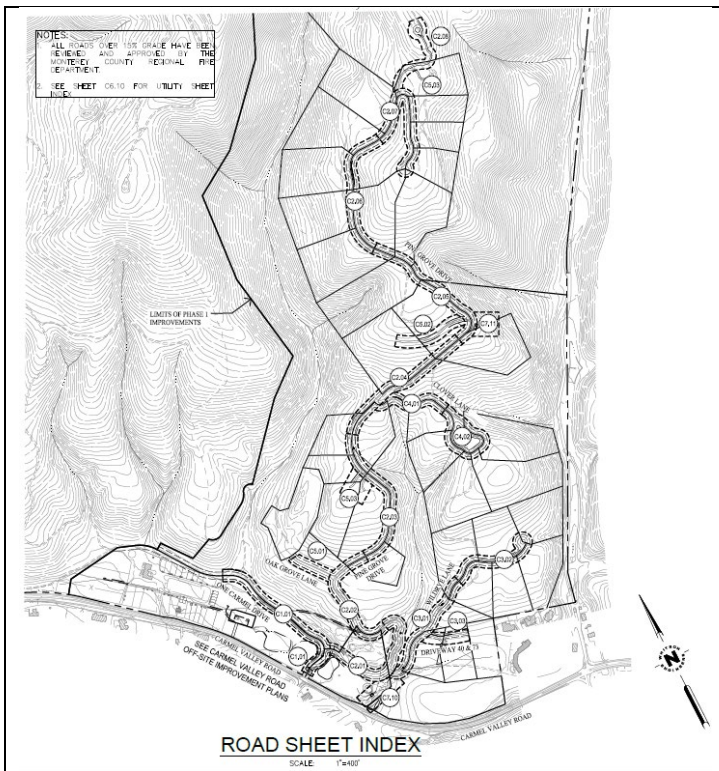


Photo: Map of September Ranch Subdivision

<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>	Trenor	
<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.	
<b>Department:</b>	Collections	
<b>Financial: this is an unbudgeted item- under repayment agreement</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$
<b>Financial: this is an unbudgeted item- under repayment agreement</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Developer Obtained Permits	
<b>Challenges:</b>	Construction by developer.	
<b>Schedule:</b>	Construction in 2024	
<b>Consultants:</b>	MNS Engineers, Inc.	
<b>Contractor:</b>	Don Chapin	

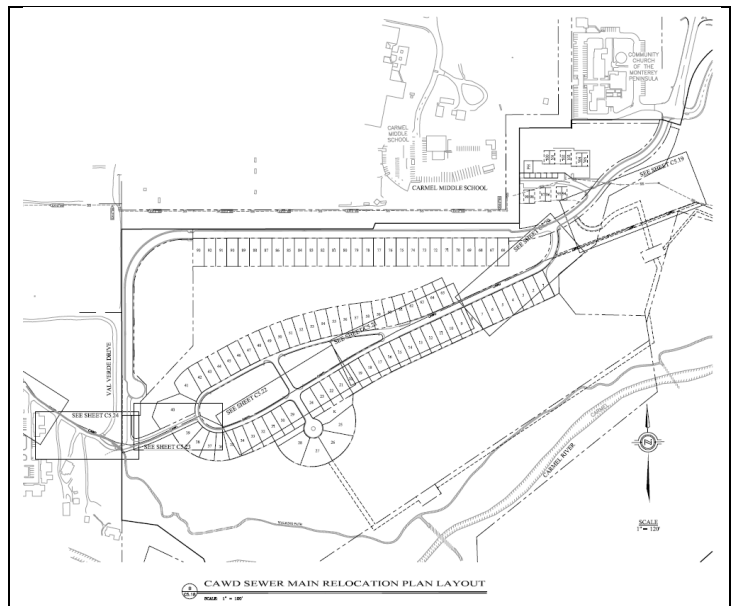


Photo: Location of Rancho Cañada Village Subdivision

<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:
	\$0	\$
<b>Financial: this is an unbudgeted item- under repayment agreement</b>	FY Budget:	FY Spent:
	\$0	\$0
<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	
<b>Project Description:</b>	Implementation of a comprehensive Human Resource (HR) software database for all supervisors and employees to utilize. Modules provide employee development tracking, benefits administration, custom performance review templates, and employee goal management.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent: \$2,520 (annual fee)
	FY Budget: \$0	FY Spent: \$2,520 (annual fee)
<b>Challenges:</b>	Technical issues need to be resolved & employee training. Implementation of advanced features for employee development and learning management.	
<b>Schedule:</b>	Implemented in April 2023. HCM Unlocked Consultant hired for specialized implementation services. Currently working on Timesheet component.	
<b>Consultants:</b>	ADP	



*Photo: Real Estate Clip Art*

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



Photo: Cyber Security Clip Art

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

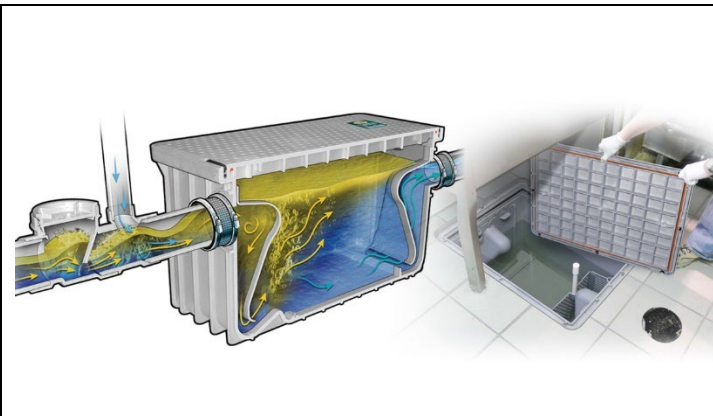


Photo: Grease Trap Graphic

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Source Control Six Sigma	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treator	
<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: California coastline

<b>Project Number:</b>	<b>22-01</b>	
<b>Project Name:</b>	<b>Long-Term Sea Level Rise Planning</b>	
<b>Project Location:</b>	Treatment Plant	
<b>Project Manager:</b>	Barbara Buikema/Patrick Treanor	
<b>Status:</b>	2023 Study Complete	
<b>Project Description:</b>	As conditions of Coastal Permit #3-82-199-A8 - the District submitted its Long-Term Coastal Hazards Plan on 03-03-22.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,400,00	\$219,862
<b>Permits Required:</b>	FY Budget:	FY Spent:
	\$260,000	\$219,862
<b>Challenges:</b>	In response to California Coastal Commission	
<b>Schedule:</b>	Establishing focus on long term objectives and committing to follow through items as outlined...	
<b>Consultants:</b>	Most recent study completed in 2023. Next study to start in 2024 or 2025.	
	Greeley & Hansen	

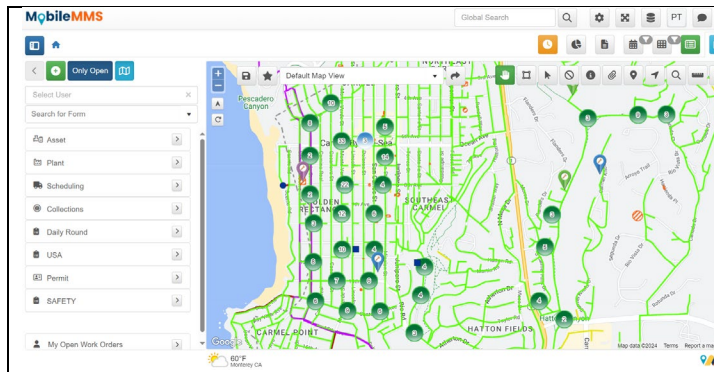


Photo: CMMS System

<b>Project Number:</b>	<b>N/A</b>	
<b>Project Name:</b>	<b>CMMS Upgrade</b>	
<b>Project Location:</b>	District Wide	
<b>Project Manager:</b>	Lauer / Foley	
<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.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$90,000	\$78,000
<b>Permits Required:</b>	FY Budget:	FY Spent:
	\$90,000	\$78,000
<b>Challenges:</b>	N/A	
<b>Schedule:</b>	Creating custom workflows that fit the specific needs of CAWD	
<b>Consultants:</b>	Development in Progress through FY23/24	
	Websoft Developers-Mobile MMS Software	



*Photo: Carmel Unified School District and Cal State University Monterey Bay 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>	Planning	
<b>Project Description:</b>	Hiring local student interns to work at CAWD.	
<b>Department:</b>	All Departments	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
<b>Financial:</b>	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: February 29, 2024  
Subject: Monthly Operations Reports – January 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 January.
- Operations Flood Preparation Aqua Dam setup and testing on January 17.
- Carla James new Laboratory Supervisor started her career at Carmel Area Wastewater District.
- Representatives from Polydyne Inc. site visit on January 24 for Jar Testing and discussions on current and projected pricing of dewatering polymers for the sludge thickening and dewatering systems. Discussions involved purchasing bulk loads and eliminating 275 gallon totes.

#### Reclamation:

- The Reclamation Facility shut down on January 14 due to the full Forest Lake Reservoir being at 115 million gallons.
- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- These cells were cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- Operations staff have been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.
- Staff received Autopsy reports from PWT and H2O Innovations on ROS Train C stages 3 and 4 for review with Trussell Technologies and District Engineer.

### **Training:**

- Staff continued to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District (CAWD) implements new safety policies.
- Staff participated in scheduled tailgate safety meetings in the digester building conference room.
- January 22, Senior Operator Michael Hooks attended an in person training for Confine Space Rescue Training in Auburn, California.
- January 29, Operator-in-Training Rhommel Lopez attended an in person training for 40 hour HazWoper certification in Vacaville, California.

### **Capital Improvement:**

- No active projects currently for the treatment facility.

### **Meetings Attended**

- January 5, the Water Awareness Committee of Monterey County meeting held at Carmel Area Wastewater District Treatment Facility.
- January 18, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- January 19, in person for the 2024-2025 Operations and Maintenance budget kickoff meeting with Maintenance Superintendent Chris Foley.

### **Annual Reports for 2023**

- Submitted the following Annual reports:
  - Annual Report for National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012, which included annual outfall inspection and Bio-solids disposal.
  - Annual Report for Reclamation Permit 93-72.
  - Environmental Protection Agency Sewage Sludge (Biosolids) Annual Report Permit CAL047996
  - CalRecycle Annual (Quarterly) Biosolids Report Permit RD10733

### **Discharge Permit Violations**

- There were no violations of Reclamation Permit 93-72 for the month of December 2023.
- There was no violation of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of December 2023.
- CalRecycle fourth quarter Biosolids Report Permit RD10733

FUNDING-N/A-Informational item only

# STAFF REPORT



To: Board of Directors  
From: Chris Foley, Maintenance Superintendent  
Date: February 29, 2024  
Subject: Monthly Maintenance Report – January 2024

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

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

- The reclamation preventative maintenance work orders for mechanical and electrical were completed by maintenance and operations staff.
- A new automated valve was installed for the microfiltration clean-in-place (CIP) tank fill. This valve replaced a manual valve that required a ladder to access to fill the tank. This is a safety improvement.
- Staff has emptied the Potassium Hydroxide chemical tank and the glued pipe connections will be replaced with fused fittings.
- Installation of a standby generator is scheduled for late February at the administration building. The electrical wiring has been installed. It is critical to maintain power during prolonged outages so sewer emergencies can be easily reported by the public. The administration site is a backup for the treatment plant servers and requires power for the phone system to operate.
- Electrical preventative maintenance was completed by electrical contractor at all the pump stations.

## Upcoming Maintenance Projects

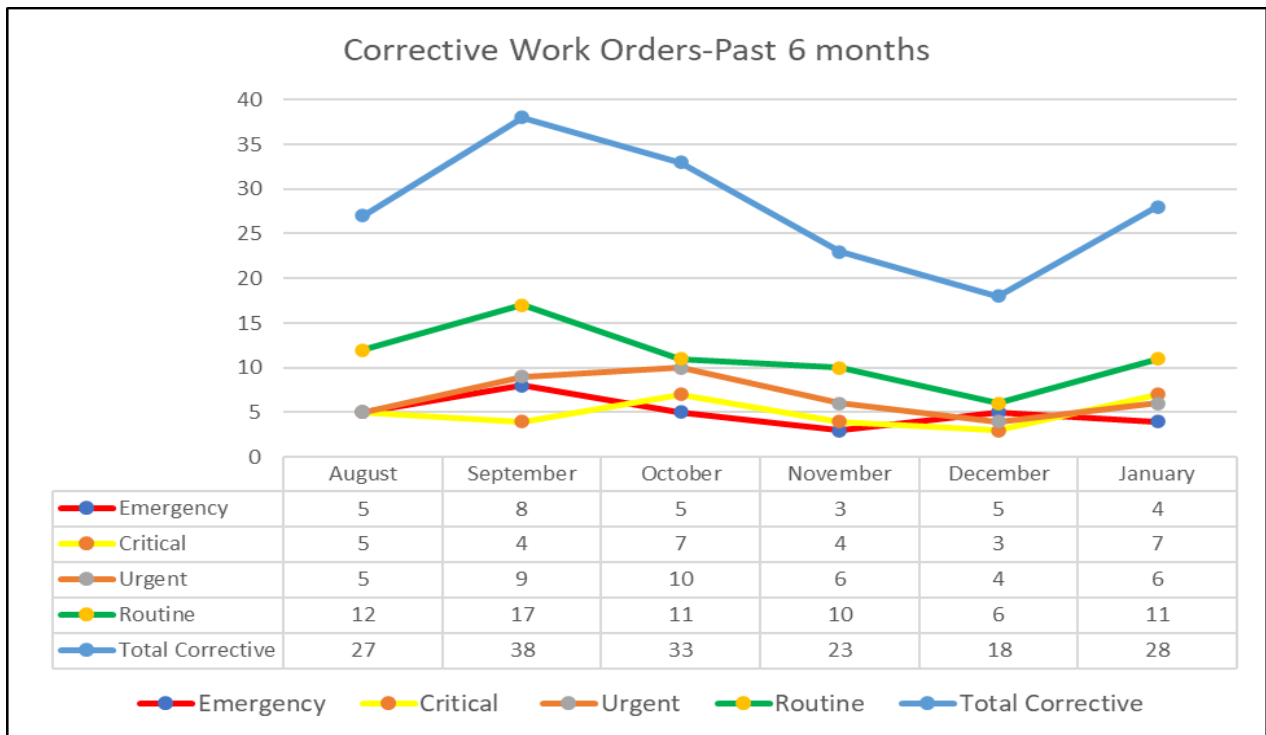
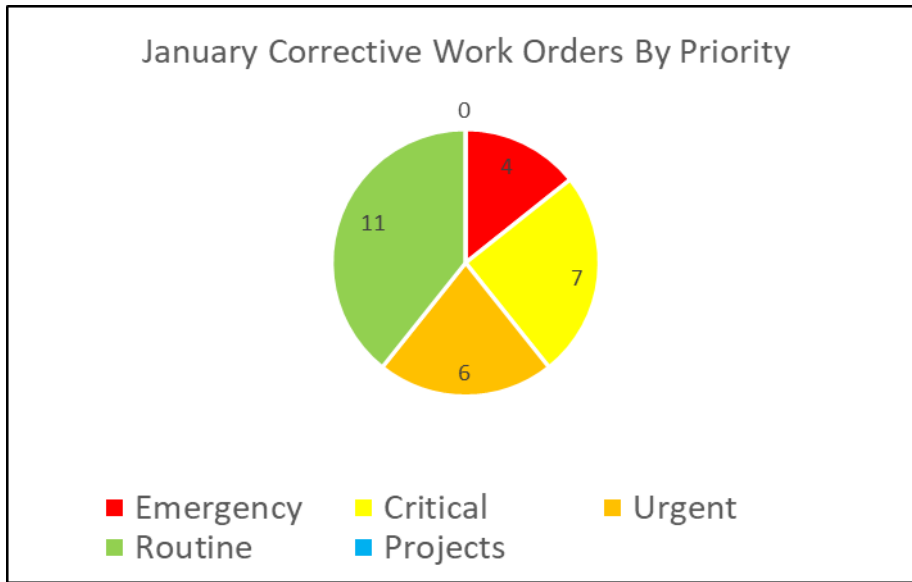
- Update: The reverse osmosis (RO) CIP lower capacity pump is working great. Staff ordered Variable Frequency Drives (VFD) so that the flow output can be improved. New VFD's have arrived and are scheduled for installation.
- Staff are working on the Computerized Maintenance Management Software upgrade. Work continues implementing the new system. Staff are now completing pump station inspections on tablets, which will save time by not requiring inspection sheets to be printed and then scanned after completion.
- Staff has contracted with Enterprise Automation on a pilot Artificial Intelligence Project. Initial scope includes site visit and design conceptualization. As part of the project the data naming convention would be updated to better support future AI projects and data reporting. A more robust off the shelf data reporting system is included in the second phase of the work.
- Equalization Basin 6" flowmeter is scheduled for replacement. The existing flowmeter is past its useful life.
- Temporary scaffolding has been setup to replace tertiary check valves that are leaking. The valves are 20 feet above the drywell and the scaffolding is the safest method to unbolt and replace the valves.
- Maintenance on Uninterruptable Power Supplies (Battery Backup system) for the treatment plant, laboratory, administration, and reclamation automation equipment will be scheduled as soon as quotes are finalized from vendors. The factory maintenance that was previously performed doubled in cost so other vendors were contacted for quotes.



### Preventive Maintenance (January)

Total Work Orders Generated	427
Total Work Orders Closed/Done	411
Total Work Orders Still Open	16
Percentage of Work Orders Completed	96%

### Corrective Maintenance



FUNDING-N/A- Informational item only

# *Resolutions*

# STAFF REPORT



To: Board of Directors  
From: Barbara Buikema, GM  
Date: February 29, 2024  
Subject: Conflict of Interest Code

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution approving the District's Conflict of Interest Code.

## DISCUSSION

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. Each agency is required to submit to the code reviewing body, the County Board of Supervisors, and a notice indicating whether or not an amendment is necessary. The Clerk of the Board of Supervisors oversees this process.

Carmel Area Wastewater District Board last formally approved the policy in July 2020 (Resolution #2020-44) and then provided a review statement to the County in 2022. Although no changes are necessary in our policy, as advised by the Fair Political Practices Commission, it is being brought back to the Board because it is time for a review.

## FINANCIAL

None.

## ATTACHED

Resolution 2024-10

CONFLICT OF INTEREST CODE  
FOR CARMEL AREA WASTEWATER DISTRICT

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The Political Reform Act of 1974, Government Code §§ 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, § 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, the Fair Political Practices Commission may amend the standard code to conform to amendments of the Political Reform Act. Therefore, the terms of § 18730 of title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth are hereby incorporated by reference and constitute the Conflict of Interest Code of the Carmel Area Wastewater District.

Individuals holding designated positions shall file their statement of economic interests with the Carmel Area Wastewater District, which will make the statements available for public inspection and reproduction pursuant to Government Code § 81008. Upon receipt of the statements of the Board of Directors, the District shall make and retain copies and forward the original of the statements to the code reviewing body. Statements for all other designated employees shall be retained by the Carmel Area Wastewater District, which shall make the statements available for public inspection and reproduction.

Attachments: Appendix A: Designated Positions  
Appendix B: Disclosure Categories

Adopted: February 29, 2024

APPENDIX A: Designated  
Positions

List of Designated Positions	Assigned Disclosure Categories
District Board of Directors	1
District General Manager	1
District Principal Accountant	1
Consultants	1

**APPENDIX B: Disclosure Categories**

General Provisions

When a member, officer, or employee who holds a designated position is required to disclose investments and sources of income, they shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose sources of income, they shall disclose gifts received from donors located inside as well as outside the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below, if it is located in whole or in part within, or not more than two miles outside of the boundaries of the jurisdiction, or within two miles of any land owned or used by the Carmel Area Wastewater District.

When a designated member, officer, or employee who holds a designated position is required to disclose business position, they shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the Carmel Area Wastewater District is that area within the boundaries of the Carmel Area Wastewater District. Carmel Area Wastewater District operates entirely within the geographical boundaries of Monterey County.

Disclosure Category 1:

A member, officer, or employee holding a position assigned to Disclosure Category 1 shall, in the manner described above, report:

- All investments and business positions in business entities and sources of income in the jurisdiction;
- Interests in real property in the jurisdiction;

- Their status as director, officer, partner, trustee, employee, or holder of a management position in any business entity in the jurisdiction.

Adopted: 02-29-24 (Resolution #24-10)

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<sup>1</sup> For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code of Regs. § 18700(a) (1), as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule, or regulation;
  2. Adopt or enforce a law;
  3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
  5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
  6. Grant agency approval to a plan, design, report, study, or similar item;
  7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) or (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency Conflict of Interest Code under § 87302.

Consultants to the Carmel Area Wastewater District shall be subject to disclosure under Category 1, subject to the following limitation:

The District General Manager may determine in writing that a particular consultant, although a "Designated Position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of Category 1. In such cases, the District General Manager may designate a different disclosure requirement. Such designation must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. The District General Manager's designation must be filed, in advance of disclosure by the consultant, with the District's Conflict of Interest Code and also filed with the code reviewing body and must be delivered to the consultant along with a copy of the Conflict of Interest Code and the manual and forms for disclosure (FPPC Form 700).



**RESOLUTION NO. 2024-10**

A RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE FOR  
THE CARMEL AREA WASTEWATER DISTRICT

-oOo-

WHEREAS, the Political Reform Act of 1974, Government Code §§ 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. § 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that a Conflict of Interest Code, a copy of which is attached hereto, is hereby adopted pursuant to Government Code §§ 81000 ET SEQ., and a copy of same is directed to be filed with the District's code reviewing body.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on February 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

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Domine Barringer, Board Clerk

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager  
Chris Foley, Maintenance Superintendent

Date: February 29, 2024

Subject: Laborer's International Union of North America (LiUna), Local 792  
Memorandum of Understanding with the District for March 1, 2024  
through June 30, 2025

## RECOMMENDATION

It is recommended that the Board of Directors approve resolution 2024-11 approving the Memorandum of Understanding (MOU) between the District and LiUna for March 1, 2024 through June 30, 2025.

## DISCUSSION

The District received notice effective June 2, 2023 that our non-managerial staff had organized and now recognized LiUna 792 as the exclusive representative. Starting in September 2023 labor negotiations were underway with the Union representative and three stewards (one for each functional area).

There is a final meeting scheduled for Thursday, February 22<sup>nd</sup> with the negotiating team to clarify any final questions. The Salary & Budget committee met on Wednesday, February 21<sup>st</sup> to review and offer preliminary approval to the MOU.

**FINANCIAL**

<b>Financial Impact To Reserves:</b>	<b>Amount</b>
Legal services for negotiations August 2023 – December 2023: This amount was not budgeted -- must come from reserves	\$45,220
4.5% increase effective March 1, 2024 – June 30, 2024 This amount was not budgeted – must come from reserves	\$28,737
<b>Total Amount Impacting Reserves</b>	<b>\$73,957</b>

**ATTACHED**

MOU

Resolution 2024-11

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**CARMEL AREA WASTEWATER DISTRICT**

**AND**

**LABORERS' INTERNATIONAL UNION OF NORTH AMERICA (LiUna), LOCAL 792**

**PREAMBLE**

This Memorandum of Understanding ("MOU") is entered into pursuant to the provisions of Sections 3500 et seq. of the Government Code of the State of California.

The parties have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment for the employees in the unit represented by this MOU, and have freely exchanged information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Agreement shall be presented to the Board of Directors of the Carmel Area Wastewater District as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing March 1, 2024 and ending June 30, 2025.

**ARTICLE 1: RECOGNITION**

**1.1 Union Recognition**

Laborers' International Union of North America, Local 792 (hereinafter "Union") has been recognized as the Exclusive Representative, for the non-managerial staff regular full-time and part-time employees in the following classifications:

1. Collections/Maintenance Utility Worker I
2. Collections Worker I/II/II
3. Lab Analyst I/II
4. Environmental Compliance Inspector I/II
5. Maintenance Mechanic I/II/III
6. Plant Operator I/II

7. Purchaser/Plant Asset Coordinator
8. Safety/Regulatory Compliance Administrator
9. Senior Plant Operator

The above-listed classifications shall be referred to as the “bargaining unit”.

## **1.2 Employer Recognition**

The General Manager is the representative of the Carmel Area Wastewater District, hereinafter referred to as the “District”, in employer-employee relations pursuant to Government Code section 3500 et. seq.

## **ARTICLE 2 - TERM**

This Agreement shall take effect on March 1, 2024, and shall remain in full force and effect, up to and including June 30, 2025. The Agreement shall expire at 11:59 p.m. on June 30, 2025.

## **ARTICLE 3 – UNION RIGHTS**

### **3.1 Release Time**

**A. Stewards.** The Union may designate Union Stewards among employees in all bargaining units represented by the Union. Union Stewards have the right and obligation to represent and assist individual employees as provided for in this Agreement. The Union will provide the District’s General Manager with a current and updated list of Union Stewards.

A District employee who is designated as a Steward shall be provided a reasonable amount of release time for the amount of time necessary to represent an employee in meetings with management. After notifying their immediate supervisor as far in advance as reasonably possible, the Steward shall be permitted to leave the regular work area. Permission for such use of work time shall not be unreasonably withheld.

**B. Meet and Confer.** In meetings with District management for the purpose of meeting and conferring on matters within the scope of bargaining, the Union may be represented by not more than three employees on release time unless a greater number is agreed to by the District. Meetings shall be scheduled so as not to unreasonably interfere with the operation of any District department.

### **3.2 NEW Employee Orientation**

The Union will be provided at least ten (10) calendar days advanced notice of the time, date, and location of new employee orientations, including the number of bargaining unit employees in attendance, and allotted thirty (30) minutes as part of, and at the end of, the new employee orientation meeting in a room designated by the District.

1. No more than two (2) representatives may present Union membership information.
2. Management representatives will excuse themselves during the Union portion of the orientation.
3. The Union agrees in its portion of the orientation not to engage in speech that could cause substantial disruption or material interference with District activities.
4. District employee representatives conducting orientation may attend, and travel to and from, the orientation on their own time, on unpaid leave, use vacation leave or compensatory time off or flex time provided the Union provides Personnel with the employee's name at least five (5) days prior to the orientation. Employees shall be released for this purpose unless unusual operation needs interfere with such release in which case the employee and the Union will be provided a written explanation of why the employee could not be released.

### **3.3 Union Employee Lists**

The District will provide the Union with a quarterly data run of all **represented** employees showing each employee's name, department and section code, job classification, employee status, home address, home phone, work phone, cell phone, personal email address, hire date, pay rate, work location, and promotions and transfers into Union represented positions.

The General Manager and the Union's designated representative may agree to reasonable modifications to the employee information to meet, if possible, the representational needs of the Union. The Union recognizes the legal right of each employee to the employee's privacy and agrees not to use any information obtained pursuant to this Agreement, or to allow others to use the information for commercial gain, nor in a manner that would violate those rights. With respect to this promise, the Union agrees to indemnify, defend, and hold harmless Carmel Area Wastewater District, its officers, employees, and agents, from any claim, liability, or damage arising from the Union's breach of its duty under this Agreement.

### **ARTICLE 4 – MANAGEMENT RIGHTS**

To insure that the District is able to carry out its constitutional, chartered, and statutory functions and responsibilities, nothing contained herein shall be construed to require the District to meet and confer on matters which are solely a function of management, including the right to direct the work force; to select and determine the content of job classifications; to hire, transfer, promote, suspend, discipline and discharge employees; to assign work to employees in accordance with the requirements determined by the District; to establish and change work schedules and assignments; to lay off employees for lack of work; to expand or diminish services; to subcontract any work or operations; to determine and change methods of operations; to determine and change work locations and the processes and materials to be employed; to take all necessary actions to perform its functions in emergencies. The parties understand and agree that the District's management rights are subject to applicable State law governing the meet and confer process.

## **ARTICLE 5 – COMPENSATION**

### **5.1 General Increases**

Effective March 1, 2024, all classifications in the bargaining unit will receive a base wage increase of four and one half percent (4.5%).

Effective July 1, 2024, all classifications in the bargaining unit will receive a base wage increase of two point eight percent (2.8%).

### **5.2 Compensation Reopener**

The parties agree to meet and confer upon the District's receipt of the newest 2024 CASA survey. For purposes of this meet and confer process, the District agrees to consider base pay, longevity pay, certification pay, and health insurance as relevant factors in the CASA survey. In addition, as part of this reopener process, the District will evaluate and present for discussion with the Union the District's existing medical insurance benefits plan.

## **ARTICLE 6 – HEALTH AND WELFARE BENEFITS**

Unless modified through the meet and confer process, during the term of this MOU the District agrees to maintain its existing health and welfare benefits for the bargaining unit.

## **ARTICLE 7 – RETIREMENT**

Unless modified through the meet and confer process, during the term of this MOU the District agrees to maintain the existing retirement plans and benefits for the bargaining unit.

## **ARTICLE 8 – WORK SCHEDULES AND OVERTIME**

Unless modified through the meet and confer process, during the term of this MOU, the District agrees to maintain the existing work schedules and overtime policies and practices for the bargaining unit.

## **ARTICLE 9 – STANDBY TIME**

Employees designated to serve on stand-by will be compensated at the rate of seventy-five dollars (\$75.00) per day of stand-by time.

## **ARTICLE 10 – LUNCH BREAKS**

Employees will be permitted to take an uninterrupted thirty (30) minute unpaid lunch break within the first five (5) hours of their regular shift. In the event that their lunch break is interrupted by the District, they shall be paid for the original lunch break at their regular hourly rate, and the employee will be provided a new 30 minute uninterrupted lunch break. Employees will be permitted to take a second uninterrupted 30 minute unpaid lunch break after 10 consecutive work hours.

## **ARTICLE 11- PREPARATION TIME AND WASH-UP TIME**

Bargaining unit members will be permitted five (5) minutes at the start and end of each shift for purposes of preparing for their shift and cleaning up after a shift.

## **ARTICLE 12 –PROBATIONARY PERIOD**

Newly hired District employees shall serve a 1-year probation period. This period of time may be extended upon mutual consent of the District and the Union in unusual circumstances such as a prolonged period of absence during the 12 month period.

Employees on probation shall not be able to use accrued vacation time during the first six (6) months of the probationary period.

Employees on probation shall be allowed to use sick time and compensatory time off in accordance with District policy.

During their probationary period, employees may be released from employment without cause or right of appeal per this MOU.

Upon completion of 12 months from their initial appointment date, unless the probationary period has been extended, employees shall be considered permanent employees of the District.

## **ARTICLE 13 – REQUESTS FOR TIME OFF**

District Employees shall be permitted to take personal time off, including Sick time, Vacation time, and Compensatory Time Off, in accordance with the personnel rules and procedures of the District. Requests for time off shall be in writing.

Supervisors/Managers shall respond to all requests for use of personal time off within seven (7) calendar days of receiving them. If the Supervisor does not respond within seven (7) calendar days, the employee may assume the request has been approved.

Denials of requested time off shall be made in writing and include a specific reason for the denial. Denials of time off requests shall be reviewable by the District General Manager at the employee's request.

## **ARTICLE 14 – STEP INCREASES**

An employee shall not be denied or delayed a step increase unless they receive a performance evaluation that indicates they performed below expectations.

If an employee does not receive an evaluation prior to the date of their next step increase becoming available, it shall be assumed that their increase is being awarded and the increase shall become effective in the first pay period following the date of eligibility for the advancement.



The failure of a supervisor to perform an evaluation shall not be considered a legitimate reason to deny or delay a step advancement.

## **ARTICLE 15 – LAY OFF PROCEDURES**

### **LAYOFF PROCEDURES**

Whenever, in the judgment of the District, it becomes necessary to abolish any position or employment, the employee holding such position or employment may be laid off according to the below procedures:

#### **Notification**

Employees to be laid off shall be given at least sixty (60) calendar days prior notice.

#### **Employee Rights**

An employee affected by layoff shall have the right to displace an employee who has less seniority in a lower class in the same class who has less seniority than they do.

For the purpose of this section, seniority includes all periods of full-time service at or above the classification level the employee is “bumping” to.

#### **Seniority**

In order to retreat to a former or lower class, an employee must have more seniority than the least one of the incumbents of the retreat class and request displacement action in writing to the General Manager within seven (7) calendar days of receipt of notice of layoff. Employees retreating to a lower or similar class shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off.

Employees retreating to a lower or similar class shall serve a probationary period in the new class unless they have previously successfully completed a probationary period in the class or any class in the class series.

#### **Employment Status**

In each class of position, employees shall be laid off according to employment status in the following order: volunteers, contract employees, temporary, provisional, probationary, and regular.

#### **Re-Employment List**

The names of persons laid off or demoted in accordance with these rules shall be entered upon a reemployment list. Employees shall have the right to recall to their former position, or any other District position for which they meet the minimum qualifications. The re-employment list shall be according to Seniority, with the employee with the most service time to the District being the highest on the list for re-employment. If offered a position which they did not previously hold or which pays less than their previous highest salary with the District, the employee shall stay on the list regardless of whether they accept the offer or not. If they refuse the offer, they shall remain on the list until their prior position is offered at the same or higher rate of pay from which were laid off, or the list expires.

## **ARTICLE 16 – GRIEVANCE PROCEDURE**

### Definition:

A grievance is any dispute which involves the interpretation or application of any provision of this MOU.

### Representation:

At any step in the grievance procedure, the employee concerned may choose to represent himself/herself; or be represented by the Union.

### Informal Grievance:

It is the intent to deal with and settle grievances in writing, informally, at the nearest practical organizational level, and as promptly and fairly as possible. In any instance of grievance, the Grievant shall first raise the issue with their immediate supervisor within ten (10) working days following the occurrence, or knowledge of the events on which the grievance is based. Every effort shall be made to resolve such grievance at this level. The immediate supervisor shall have ten (10) working days in which to respond to the informal grievance. If a response is not received within ten (10) working days, the grievant shall have the right to proceed to the next level of the grievance procedure.

### Formal Grievance--Level I

If a mutually satisfactory solution of a grievance as specified in the paragraph above is not reached, or an answer is not received, then within ten (10) working days of the immediate supervisor's decision, the grievant shall submit a grievance statement in writing. The written grievance shall set forth all of the issues involved; shall be dated and signed by the grievant; and shall be submitted to the next level of management. If there is no second level Manager in the organization to grieve to, the grievant may proceed to the next level of the grievance procedure.

The Manager shall investigate the facts and issues and provide a decision in writing to the grievant within ten (10) working days of the receipt of the grievance.

If the grievance has not been resolved at Level I or a decision is not received within ten (10) working days, the grievant may proceed to Level II.

### Formal Grievance--Level II:

If the grievance has not been disposed of at Level I, the grievant, within ten (10) working days after receipt of the level I written reply, the grievant shall forward the said written grievance to the General Manager. The General Manager shall review the facts and issues and further investigate as is necessary and will reach a conclusion at the earliest date consistent with the nature of the investigation and within normal conduct of the District's business. Upon reaching such conclusion, but in any event, within ten (10) working days of the receipt of the grievance statement, the General Manager shall issue a written decision on the grievance appeal.

## Arbitration

Within ten (10) working days of the receipt of General Manager's final decision, the Grievant may request arbitration by filing a written request to the General Manager.

If either the District or the grievant so requests, the arbitrator shall hear the merits of any issue raised regarding the arbitrability of a grievance first. No hearing on the merits of the grievance will be conducted until the issue of arbitrability has been decided.

The parties shall request a list of seven (7) arbitrators within ten (10) working days after receipt of the employee's request for arbitration from the California State Mediation and Conciliation Service.

The fees and expenses of the arbitrator and the certified court reporter, if requested by the parties, shall be shared equally by the District and the Union.

The arbitrator's power and authority is limited to the interpretation of this Agreement and/or District personnel rules and policies.

The decision of the arbitrator shall be final and binding.

## **ARTICLE 17 – NO STRIKE PROVISION**

The Union and the employees it represents agree not to formally and publicly encourage or to engage in any and all forms of work stoppage activities during the term of this MOU including, but not limited to, strikes (including sympathy strikes), "slowdowns," "sick-ins" or similar concerted activity against the District.

## **ARTICLE 18 – WORK OUT OF CLASS**

An employee designated by their supervisor to work out of class for at least five (5) consecutive days to temporarily perform duties of a higher classification shall be compensated at the next higher step in the worked classification which is at least 5% above the employee's current salary. In this situation the 5% out of class pay shall be paid starting the first day of the out of class designation. In the event the out of class designation is for a position that is also required to be on standby, the out of class pay will include the standby pay.

## **ARTICLE 19 – DISCIPLINARY ACTION**

The District may take disciplinary action against any bargaining unit member for just cause for violation of a District policy. The District recognizes the practice of progressive discipline and agrees to apply the practice unless the severity of the violation warrants a higher level of discipline.

Written Reprimand: Repeated and/or more severe misconduct may require a more formal response by the supervisor to the employee. In the event a Written Reprimand is warranted, the employee is provided with a written memorandum, which outlines the violation(s) and the expected actions to be taken by the employee in response to the memorandum. The Written reprimand contains an indication of subsequent disciplinary steps to be taken in the event that the employee fails to respond appropriately. A copy of the Written Reprimand shall be placed in the employee's official personnel record and will be removed after 48 months.

No adverse entries shall be placed into an employee's personnel file without the employee's acknowledgement. Employees shall have the right to inspect personnel files and make copies of items within them upon request to the District Human Resources representative.

Suspension: In the event of more severe and/or repeated misconduct, the employee may be relieved of duty by the District for a specified period of time without pay. Such suspension shall not exceed thirty (30) calendar days.

Reduction in Salary Range: In the event of more severe and/or repeated misconduct, the employee's salary may be reduced by the District within the range for the position held. Reduction in Salary shall be made on a permanent or temporary basis.

Involuntary Demotion: In the event of more severe and/or repeated misconduct, the employee may be reduced in rank and pay by the District. Involuntary Demotions shall be made on a permanent or temporary basis.

Termination of Employment: The District may terminate the employment of an employee for more severe and/or repeated misconduct.

#### Pre-Disciplinary Procedures:

Prior to taking disciplinary action against an employee in the form of a reduction in pay, suspension, demotion, or termination, the District shall notify the employee in writing of the following:

- (a) The proposed disciplinary action;
- (b) The nature of the charges including the specific policies alleged to have been violated
- (c) The reasons for the proposed action;
- (d) All of the materials upon which the proposed action is based;
- (e) The opportunity of the employee to appear before a designated District representative and respond to the charges at a specified place and time, or to respond to the charges in writing by a date certain;
- (f) The right of the employee to be represented by an attorney or other representative at any disciplinary conferences or proceedings.
- (g) The employee has the right to submit a written response within 5 work days to the Human Resources Representative.

Skelly Rights:

Any employee notified of a proposed disciplinary action who desires an opportunity to meet with the Skelly Officer prior to the action taking effect shall submit a written request to do so in the employee's written response referred to above. The Skelly officer shall be a reasonably uninvolved Management official of the District who shall have the authority to recommend modification or overturning/rescinding of the proposed disciplinary action.

As soon as practical after the employee has had an opportunity to present a response, the District will notify the employee in writing of the nature and extent of the discipline, if any, and the date the discipline will commence. The notification will also advise the employee of any right of appeal.

The General Manager's written decision to impose disciplinary action in the form of reduction in pay, suspension, demotion, or termination shall be subject to arbitration which shall be advisory to the Board of Directors. The request for advisory arbitration shall be made in writing by the employee within ten (10) working days of the date of the General Manager's decision to reduce pay, suspend, demote or terminate. Selection of the arbitrator shall be subject to and follow the procedure outlined in the Grievance Procedure above.

The procedure for the Board of Director's review of the arbitrator's advisory decision shall be as provided in District Policy # 604 – PROCEDURES, supplanting review of the proceedings before the General Manager with review of the Arbitrator's decision.

**ARTICLE 20 – FULL UNDERSTANDING**

Except as otherwise specifically provided herein, this MOU fully and completely incorporates the understanding of the parties hereto regarding the provisions contained in this MOU. During the term of this MOU, the parties waive and relinquish the right to meet and confer over the subject matter specifically referred to or covered in this MOU. The parties, for the term of this MOU, do not waive the obligation to negotiate with respect to any practice, subject, or matter within the scope of bargaining not specifically referred to or covered in this MOU.

In the event the District proposes a change in any practice, subject, or matter which is within the scope of bargaining and it is not covered by this MOU or other District policy in effect at the time of this agreement, the District will give the Union advance written notice of the proposal, at least twenty (20) calendar days prior to implementation and will, upon request of the Union, meet and confer with the Union concerning the proposal. Such meet and confer negotiations will be conducted in accordance with the applicable provisions of State law.

For: LiUna, Local #792

For Carmel Area Wastewater District

\_\_\_\_\_

\_\_\_\_\_

Barbara Buikema  
General Manager

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

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

**RESOLUTION NO. 2024-11**

A RESOLUTION ADOPTING LABORER’S INTERNATIONAL UNION  
OF NORTH AMERICA (LiUna), LOCAL 792 MEMORANDUM OF  
UNDERSTANDING WITH THE DISTRICT FOR MARCH 1,2024  
THROUGH JUNE 30,2025

-oOo-

WHEREAS, the District non-managerial staff made a decision, organized and formed a union at the District under the Laborer’s International Union of North American (LiUna), Local 792; and

WHEREAS, the District received notice effective June 2, 2023 and voluntarily recognized LiUna as the exclusive representative of the non-managerial group; and

WHEREAS, the District counsel, General Manager, and Maintenance Superintendent served on negotiations committee until a final Memorandum of Understanding (MOU) was reached.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District recognizes LiUna as the non-managerial group union representative and both accepts and approves the MOU as presented and attached.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on February 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

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Domine Barringer, Board Clerk

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: February 29, 2024

Subject: Classification Titles and Monthly Salary Ranges for the **Represented** Employee Group

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution Designating Classification Titles and providing for the number of positions and monthly salary ranges for the represented employee group.

## DISCUSSION

The represented employee group negotiated for an across the board salary increase of 4.5% effective March 1, 2024.

The standard annual Cost Of Living Adjustment (COLA) will be applied on July 1, 2024 and has been posted as 2.8%.

## FINANCIAL

4.5% increase effective March 1, 2024 – June 30, 2024	\$28,737
This amount was not budgeted – must come from reserves	

RESOLUTION NO. 2024-12  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES FOR **REPRESENTED** EMPLOYEES

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

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

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Represented Positions</b>							
<b>Treatment Maintenance</b>							
3	20	Senior Operator	8,229.13	8,640.59	9,072.62	9,526.25	10,002.56
2	20	Laboratory Analyst II/Environmental Inspector	8,229.13	8,640.59	9,072.62	9,526.25	10,002.56
1	19	Safety/Regulatory Compliance Administrator I	8,028.41	8,429.83	8,851.32	9,293.89	9,758.58
1	19	Maintenance Mechanic III	8,028.41	8,429.83	8,851.32	9,293.89	9,758.58
3	17	Plant Operator II	7,641.57	8,023.65	8,424.83	8,846.08	9,288.38
1	17	Purchaser Plant Asset Coordinator	7,641.57	8,023.65	8,424.83	8,846.08	9,288.38
0	16	Laboratory Analyst I/Environmental Inspector	7,455.19	7,827.95	8,219.34	8,630.31	9,061.83
1	15	Maintenance Mechanic II	7,273.36	7,637.02	8,018.88	8,419.82	8,840.81
0	14	Maintenance Worker II	7,095.96	7,450.76	7,823.29	8,214.46	8,625.18
1	12	Plant Operator I	6,754.03	7,091.74	7,446.32	7,818.64	8,209.57
0	12	Maintenance Mechanic I	6,754.03	7,091.74	7,446.32	7,818.64	8,209.57
0	9	Maintenance Worker I	6,271.80	6,585.39	6,914.66	7,260.39	7,623.41
<b>Collection Maintenance</b>							
4	19	Collection Worker III	8,028.43	8,429.85	8,851.35	9,293.91	9,758.61
0	11	Collection Worker II	6,589.29	6,918.75	7,264.69	7,627.93	8,009.32
0	6	Collection Worker I	5,823.98	6,115.18	6,420.94	6,741.99	7,079.09
1	6	Collection/Maintenance Utility Worker I	5,823.98	6,115.18	6,420.94	6,741.99	7,079.09
<b>18.0</b>		<b>Total Positions authorized</b>					

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

Section 3. The Provisions hereof shall be in force and effect as of March 1, 2024

Section 4. That this resolution supercedes 24-02 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on February 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: February 29, 2024  
Subject: Collection Superintendent Pay Rate Adjustment

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing an additional 5% salary adjustment for the Collection Superintendent retroactive to January 1, 2024.

## DISCUSSION

In December 2023 the Board granted salary adjustments to the non-represented employees group ranging from 4.5% to 9%. The intent was to bring all positions within 5% of the CASA median salary range.

At that time, the Collection Superintendent was adjusted 4.5% to bring his position within the median. However, Mr. Lauer brought to my attention that the Board committed to maintain all three superintendents at the same pay range. To keep this commitment the District will need to grant an additional 5% to this position.

Mr. Lauer has been told that in the future the positions of Maintenance and Operations Superintendent may change significantly as part of our succession planning and that as that transpires the District will no longer be obligated to match the Collections Superintendent position to Maintenance & Operations Superintendent positions.

## FINANCIAL

5.0% increase effective January 1, 2024

This amount was not budgeted – reserves

Retro January – February 2024 \$1,120.60

March – June 2024 \$2,241.20

RESOLUTION NO. 2024 - 13  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES FOR NON-REPRESENTED EMPLOYEES

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

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

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

**10.0**

**Total Positions authorized**

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

Section 3. The Provisions hereof shall be in force and effect as of January 1, 2024

Section 4. That this resolution supercedes 24-01 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on February 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: February 29, 2024  
Subject: Basic Residential Unit Sewer Connection Fees for FY 2024-25

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving a decrease in the basic residential unit connection fee to \$5,036.99 as detailed in the attached Schedule of Connection Fees effective March 1, 2024.

## DISCUSSION

Sewer connection fees are set by ordinance in accordance with the California Health and Safety Code Section 5474. Connection fees are charged to recover a portion of the capital costs for the treatment facility from future users. Per the State Water Resources Control Board (SWRCB) guide for grant funded facilities, connection fees may be used to recover debt service costs if the user had been connected when the treatment works began operation. Connection fees may not be used to recover excessive cost from future users in order to reduce charges to current users. Connection fees may not be used to fund replacement costs. Therefore, the District calculations are based on the acquisition cost of its plant assets.

The accompanying summary computation shows that the recommended connection fee (performed as of the last full year of fixed asset data available) has decreased 44.3% from \$9,044.34 on 07-01-22 to \$5,036.99 on 06-01-23. Detailed computation spreadsheets are available at the Board's request.

The District has not altered its connection fee calculation since 1995. This year we made a determination that some changes were warranted. First, the Average daily flow per capita was reduced from 100 gpd to 50 gpd to reflect the reduced flows at the plant. Second, the number of people per residential unit was reduced from 2.35 to 2.0 persons. Third, the changes in flow and number of persons per residential unit brings the average flow per residential unit down from 235 gpd to 100 gpd – again, a number we feel better reflects actual. Finally, the total Current Share of CAWD Assets includes the Pump Stations and Sewer lines. As a mature, fully built out district we feel that the capital work we are performing primarily represents replacement of assets, not new assets.

Capital Improvement Projects (CIP) are not included in the computation until they are complete and moved into Fixed Assets.

The District's total assets are reflected on the books at a cost basis of \$105,037,587. This figure includes all Reclamation tertiary and Secondary facilities and the Collection system. It does not include the impact of reductions from receipt of grant funds and reimbursement from Pebble Beach Community Special District (PBCSD). It does not include any increased land appraisal value. It is generally acknowledged that the replacement cost for total Plant assets would be about \$125-150 million.

The purpose of the connection calculation is to determine what a new connector would be expected to pay for their fair share of treatment and disposal assets. The calculation is per equivalent residential unit based on original construction costs adjusted to present day value. It does not attempt to recover replacement costs because of State Resources Control Board (SWRCB) direction to charge for acquisition value only. A new connector becomes part owner of the District upon payment of the fees because they are paying a pro-rata share of the cost of assets used to treat the property owner's sewage.

Please note: for the purposes of this calculation, office equipment, vehicles and structures are not fully depreciated but are instead assigned a minimum salvage value of 10% for equipment and vehicles and 25% for structures. This assumption ensures that all assets will retain some value in the computation regardless of whether they are fully depreciated.

The formula for the connection fee, as suggested by Kennedy/Jenks/Chilton (engineering consultant), starts with assets of \$105,037,587 and excludes all Reclamation tertiary to arrive at applicable connection fee assets of \$103,055,313. Actual replacement costs for these assets would be \$65 - \$80 million.

According to the formula, the applicable assets are then depreciated according to appropriate lives (down to a stated minimum), updated by the current Engineering News Record (ENR) Construction index and decreased by grant funds received and reimbursement from PBCSD. This mathematical process reduces the applicable assets from \$100,908,960 down to a local present value cost of \$30,986,448. To this is added the District's current assets of \$46,079,198, for a total value of applicable assets of \$76,973,077.

A connection fee per gallon per day is determined by dividing \$100,739,795 (total current value) by 2,000,000 gallons per day (gpd), which is CAWD's share of the permitted authorized flows. The 2 million gpd figure is CAWD's 2/3 share of permitted flows as opposed to actual flows or designed flows.

This year we made a change in the average daily flow per equivalent residential unit from 235 gpd to 50 gpd. Additionally, we changed the number of people per unit from 2.35 to 2.00. Both of these changes better represent the current flows into the plant versus the numbers used since 1995.

This calculation results in a connection fee per equivalent residential unit (ERU) of \$5,036.99

## FINANCIAL

This connection fee, while reduced, should nonetheless encourage greater numbers of new connections. Specifically, with the completion of Carmel Valley Manor we anticipate a number of connections along the route.

CARMEL AREA WASTEWATER DISTRICT - CONNECTION FEE CALCULATIONS

Feb-24

Reclamation															
Collection															
Asset No	GL No	DESCRIPTION OF ASSET	CUR YR.	PUR YR.	USE LIFE	% VALUE REMAININC	ORIGINAL COST	DEPRECIATED VALUE	CURRENT ENR	ORIGIN ENR	UPDATED VALUE	LOCAL COST	LOCAL VALUE	% CSD COST	CSD VALUE
Grand Total:							<u>105,037,587.00</u>	<u>57,666,144.64</u>			<u>103,055,313.86</u>		<u>100,908,960.01</u>		<u>30,986,448.41</u>

EXCLUDED ASSETS:					
	GL Acct #				
Reclamation - Tertiary Structures	1426	to	1431		35,384,151.66
Reclamation - O & M	1460				1,200,559.45
Pump Station structures	1501	to	1506		1,170,300.67
Pump Station Equipment	1521	to	1527		1,542,149.79
Sewer Systems	1530				15,783,372.56
<i>Total</i>					<u>55,080,534.13</u>

49,957,052.87 ck 105,037,587.00 ck

Land	308,059.76
Assets	<u>104,729,527.05</u>
	105,037,586.81
CIP	<u>9,287,479.73</u>
	114,325,066.54
deprec	<u>(59,665,178.75)</u>
Total FA	54,659,887.79

TOTAL ASSETS PER AUDITED GENERAL LEDGER	114,325,066.54
CIP	<u>(9,287,479.73)</u>
	105,037,586.81
	oob (0.19)

- a. Current CAWD share value from above. \$49,482,271.43
- b. Total current assets as of end of June 30, 2022 \$51,257,524.36
- c. Total current value of all District assets. (a+b) \$100,739,795.79
- d. Current Authorized Design Flow. (NPDES Permit) 3,000,000 gpd
- e. Average daily flow per capita. (Design criteria) 50 gpd
- f. Average number of people per residential unit.(County Planning) 2.00 persons.
- g. Average daily flow per residential unit. (e\*f) 100 gpd
- h. CAWD Share of authorized flows. (2/3 \* d) 2,000,000 gpd
- i. Connection fee per unit flow. (c/h) \$50.37 per gpd.
- j. Connection fee per E.R.U. (g\*i) \$5,036.99 per residential unit.

A = Input Item No. from auditor's depreciation schedule.  
 B = Input current year.  
 C = Input year of purchase.  
 D = Input number of years for depreciation.  
 E = (1-((B-C)/D))\*100 = % value remaining. All assets are depreciated down to a functional value of 25% of cost for structures & 10% of cost for equip  
 F = Input original cost.  
 G = (E\*F)/100 = depreciated value.  
 H = Input current year ENR. (San Francisco Construction) Use Sept/Oct ENR for previous fiscal year in column B.  
 J = Input ENR for year of purchase. (San Francisco Construction) Use Sept/Oct ENR of current fiscal year of purchase. Therefore, Col H & J can never be the same.  
 K = (G\*J)/H = updated value.  
 L = Input local cost % when considering grant funding received. Reverts to 100% when asset functional value floor reached  
 M = (L\*K)/100 =local cost.  
 N = Input CSD share % when considering 1/3 paid by PBCSD.  
 O = (M\*N)/100 = CAWD cost.

RESOLUTION NO. 2024-14

A RESOLUTION SPECIFYING THE DISTRICT SEWER CONNECTION  
FEES, AS ADOPTED BY ORDINANCE NO.  
85-2, COMMENCING March 1, 2024

-oOo-

WHEREAS, Ordinance No. 85-2 establishes and adopts sewer connection and annexation fees for the Carmel Area Wastewater District, pursuant to a general formula for the determination of said fees as set forth in that ordinance, with said fees to be adjusted annually, or more frequently, based upon certain factors and determinations to be made by the District General Manager, including the current value of District assets; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that, based upon the revised information now presented to it, the District’s sewer connection fees, as adopted and established by Ordinance No. 85-2, are hereby specified to be \$5,036.99 per equivalent residential unit or per acre of vacant land, commencing March 1, 2024, and continuing until revised by further action of this Board.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on February 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: Barbara Buikema, General Manager

Date: February 29, 2024

Subject: Amending The Expense Reimbursement/Travel Policy

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving amendments to the Expense Reimbursement/Travel Policy.

## DISCUSSION

The Expense Reimbursement/Travel Policy was initially approved by the Board in January 2013 and amended the first time in October 2013. The amendment we are asking the Board to approve at this time is related to labor negotiations this year. Staff is asking for changes related specifically to the Meals provision (p. 5-6).

Agreement made as follows:

- The General Services Administration 5 city average will remain the benchmark.
- The District will still require receipts for all meal purchases.
- We are eliminating both the per meal limitation and the snack limitation.
- No adjustment will be made for meals included in a conference
- No change to the prohibition against alcohol purchases.

This was discussed with the Salary & Benefits Committee at two meetings. (01-22-24 & 02-24)

## FINANCIAL

The current daily meal stipend is \$72/day. We retain the ability to review receipts for inappropriate purchases. Anticipate little impact due to the minor amounts – Employees primarily interested in streamlining the process.



**I. FINDINGS**

*Whereas*, the Carmel Area Wastewater District takes its stewardship over the use of its limited public resources seriously.

*Whereas*, public resources should only be used when there is a substantial benefit to the District.

*Whereas*, such benefits include:

- The opportunity to discuss the District's concerns with local, regional, state and federal officials
- Participating in local, regional, state and national organizations whose activities affect the District
- Attending educational seminars designed to improve officials'/employees skill and information levels; and
- Promoting public service and morale by recognizing such service.

*Whereas*, 1) legislative and other local, regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with local, regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns' and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

*Whereas*, this policy provides guidance to elected and appointed official and employees on the use and expenditure of District resources, as well as the standards against which those expenditures will be measured.

*Whereas*, this policy satisfies the requirements of Government Code sections 53232.2 – 53232.3

*Whereas*, this policy supplements the definition of actual and necessary expenses for purposes of state laws related to permissible uses of public resources.

*Whereas*, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

*Whereas*, this policy also applies to any charges made to a District credit card, cash advances or other line of credit.

## II. AUTHORIZED EXPENSES

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- Communicating with representatives of local, regional, state and national government on District advocated policy positions;
- Attending educational seminars designed to improve officials' and employee skill and information levels;
- Participating in local, regional, state and national organizations whose activities affect the District's interests;
- Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
- Attending District events; and
- District meetings for which a stipend is expressly authorized under this policy.

Whenever possible, all requests for expense reimbursement should be submitted as part of the annual budget process. However, the District recognizes that it is not always possible to know of training or meetings in advance. Therefore, for unbudgeted expenses, that fall within one of the categories listed above and are less than \$2,500 they must be submitted to the General Manager for approval. For unbudgeted expenses that are \$2,500 or greater the request must be made to the General Manager for submission on the next regularly scheduled Board meeting for approval of the full Board.

The official or staff member must submit an Expense Reimbursement Form to the General Manager for approval of all expenses. All out-of-state travel must have prior approval of the General Manager.

The following expenses require prior governing body approval:

- International travel;
- Expenses exceeding \$2,500 per trip.

Examples of personal expenses that the District will not reimburse include, but are not limited to:

- The personal portion of any trip, such as the following:
  - Barber or beauty parlor services
  - Airline and other trip insurance
  - Personal postage, telephone calls or reading materials
- Political or charitable contributions or events;
- Family expenses, including partner's expenses when accompanying official/employee on District-related business, as well as children or pet related expenses;

- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline, personal travel while at an out-of-County location; and
- Personal losses incurred while on District business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

This policy is subject to administrative exception subject to approval by the General Manager as appropriate to the circumstances. Special circumstances requiring expenditures exceeding “normal trip expenditures” are to be reviewed and approved individually by the Principal Accountant and General Manager.

### **III. COST CONTROL**

To conserve District resources and keep expenses within community standards for public officials and employees, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

All employee expenditures and/or reimbursements are subject to Department Head and General Manager approval.

All expenditures and/or reimbursements to Directors are subject to the General Manager’s approval.

#### **Transportation**

Reimbursement will be for the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official or employee is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

#### **Airfare**

The Administrative Services Coordinator or Department Head shall seek and attempt to use the lowest rates available for commercial airline service. Whenever possible, travelers should take advantage of flight arrangements that minimize District cost (for example, purchasing a round trip ticket may be less expensive than two one-way tickets). District travelers may upgrade tickets, provided that the traveler and not the District pay for the difference in cost for such upgrade.

The District will not reimburse any type of travel insurance unless the General Manager requests the traveler to purchase cancellation coverage.

Reasonable baggage charges, if imposed by the airline, on the first checked bag are reimbursable.

Tickets will be paid for in advance when possible and the employee will be provided with all carrier information to include electronic ticket information. Claims must be substantiated by an original ticket document (i.e. e-ticket or passenger receipt ticket copy). A copy of the credit card receipt or statement alone is insufficient.

District travelers may retain frequent flyer/hotel rewards and similar program benefits. However, participation in these programs must not influence flight/hotel/etc. selection which would result in incremental cost to the District beyond the lowest available airfare/hotel cost unless the difference is paid by the traveler. Free tickets or cash allowances for volunteer denied boarding compensation may be retained by the traveler but no additional cost to the District or interruption of District work is allowed and any additional time required to complete the trip is to be personal time.

### **Automobile**

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

The Internal Revenue Service rates will not be paid for rental vehicles or District vehicles; only receipted fuel expenses will be reimbursed.

Private or personal vehicles shall only be used after the employee has confirmed that an appropriate District vehicle is not available or cannot reasonably be accessed to accommodate the necessary travel.

District employee mileage to the regular or main place of work from home and back is considered commuting and may not be claimed.

When two or more District employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of travelers and business needs of the District. If a District employee chooses to use a separate private vehicle because of personal preferences or obligations, he/she shall not be eligible for mileage or fuel reimbursement for the travel.

If a District employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the department head because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation.

### **Car Rental**

Approval of a rental vehicle must be authorized in writing on a travel advance request form which delineates the reason for the request. Costs associated with the rental of a vehicle are reimbursable when prior approval is received from the General Manager.

Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. An original car rental receipt showing the number of days and type of vehicle rented is required for vehicle rental expense reimbursement claims.

Additional vehicle insurance shall be waived by the District traveler as all employees are covered under the District auto insurance policy as long as they are on District business.

Rental cars shall be refueled prior to return to the rental agency to reduce cost to the District.

### **Taxis/Shuttles**

Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

### **Lodging**

Reimbursement shall be for the actual cost of such accommodations for the individual representative of the District. Lodging expense reimbursement may not be claimed for guests of the District traveler. Where expense for a family member or friend is included in the receipt, the claim must not exceed the single occupancy rate.

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. An original room receipt, showing the number of days and the number of occupants, is required upon the employee's return to work for lodging expense reimbursement claims. A copy of the receipt or a credit card receipt alone is insufficient.

### **Conferences/Meetings**

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in questions if such rates are available at the time of booking. If the group rate is not available, see next section.

### **Other Lodging**

Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like [www.priceline.com](http://www.priceline.com) or an equivalent service shall be considered reasonable and hence reimbursable.

### **Meals**

Local Meal Functions:

- Directors, General Manager and Management employees may receive reimbursement for documented costs incurred in providing meals or refreshments for District on-premises consumption in conjunction with working sessions.
- Directors, General Manager and Management employees may receive reimbursement for documented meal or refreshment costs incurred in the context of local meetings directly involving District business.

- Staff meets with Board members or other non-employee individuals subject to Department Head approval and only when the meeting is business related. Reimbursement can be made for a meal function that involves only staff members but requires prior Department Head approval.

#### Conference Meal Functions:

All elected/appointed District officials and staff members claiming reimbursement for meals consumed while on District business are required to submit claims. Reimbursable meal expenses and associated gratuities will not exceed the following rates per person:

\$72 per day 2024 rates per General Services Administration updated annually.

The maximum amounts considered for reimbursement are based on the guidelines for daily meals and tips found on the General Services Administration website (<http://www.gsa.gov/portal/category/100120>). The District calculates an average of the five cities commonly used by the Board and staff for conferences/meetings. The rates may be reset on an annual basis or at the discretion of the General Manager.

Palm Springs  
Sacramento  
San Francisco  
San Diego  
Las Vegas

Actual meal costs, not to exceed the maximum amounts, may be claimed only when accompanied by a receipt and when incurred for a meal when such meal is part of a regularly scheduled business event such as a seminar, professional meeting, or other business meeting or when the cost is incurred for a meal associated with District business activity. Any amount not utilized on the per diem schedule for a specific meal (breakfast, lunch, or dinner) may be used for other meals on the same day.

Meals are provided at daily rate for travel days and days of the conference or training.

#### Meal Guidelines

- The District will not pay for alcohol/personal bar expenses.
- Snacks and non-alcoholic drinks may be claimed as meals but will be included as part of the daily expenses.
- Meal costs must be incurred directly by the claimant; direct billing to the District by a restaurant in regard to Board or staff member expenses is prohibited unless specifically authorized by the General Manager. Payment for service received at a restaurant (tips) shall not exceed 15-20% of the restaurant price of the meal and is recognized as a legitimate and reasonable cost of the meal.
- For group meal events organized by others (i.e. conferences and other types of activities that fall within the list of “authorized expenditures” above), the District recognizes that the per person cost may exceed these maximums. The agenda/brochure or other documentation describing the

event and price must accompany the claim to the District.

### **Telephone/Fax/Cellular**

Telephone bills for business purposes are a reimbursable expense and will normally be included on the lodging bill for overnight accommodations. Personal telephone calls are not a reimbursable expense.

Officials and Staff will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official/employee has a particular number of minutes included in the official's/employee's plan, the official/employee can identify the percentage of calls made on public business.

### **Internet**

Officials/Employees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00/day, if Internet access is necessary for District related business

### **Airport Parking**

Long-term parking must be used for travel exceeding 24-hours.

### **Baggage Handling**

Baggage handling fees of up to \$1.50 per bag and gratuities of up to 18 percent will be reimbursed.

### **Public Meeting Refreshments**

The District will reimburse for refreshments for meetings where the public is invited. The purpose and for whom must be designated on the receipt.

### **Staff Meeting Refreshments**

Reimbursement for the cost of minimal refreshments served at employee-only staff meetings are considered an appropriate expenditure if approved by the Department Head.

### **Interview Panels**

Reimbursement may be received for the purchase of refreshments or lunch for participants of selection panels engaged in official District recruitment activities as approved by the General Manager. The title of the job recruitment and the persons serving on the panel must be documented on the receipt.

Members of personnel interview panels may claim mileage to the panel location from their regular or main place of work, and back.

### **Sympathy Gifts**

Departmental gifts of flowers or other gifts sent in the event of a serious illness or death are considered to be PERSONAL expressions of sympathy and will not be reimbursed or paid for by the District. However, such gifts sent from the District at large may be paid for by the District out of the appropriate District operating account as directed or approved by the Board of Directors.

### **Reimbursement for Personal Credit Card Use**

For administrative efficiency, employees who purchase equipment/supplies/services for the District are strongly encouraged to go through designated District purchasing procedures. However, in the event an employee utilizes their personal credit card for District related purchases it may be submitted for reimbursement. The District purchasing policies must still be observed. The receipt must include a description and reason for the purchase.

### **Reimbursement from another Agency**

Expenses for which District officials or staff members receive reimbursement from another agency are not reimbursable.

## **IV. Cash Advance Policy**

From time to time, it may be necessary for an official or employee to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the Principal Accountant at a minimum of 3 days prior to the need for the advance with the following information:

- The purpose of the expenditure
- The benefits of such expenditure to the District
- The anticipated amount of the expenditure(s) (for example: hotel rates, meal costs, and transportation expenses); and
- The dates of the expenditure.

The District provides a standard Cash Advance form on the Public Drive folder "Public Forms".

When processing advances, only per diem rates and Yahoo or MapQuest mileage will be used for meals and mileage.

Any unused advance must be returned to the District treasury within ten business days of the official's/employee's return along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event the Principal Accountant is uncertain as to whether a request complies with this policy, such individual must seek resolution first from the General Manager.

## **V. Credit Card Use Policy**

The District recognizes the advantage of credit cards in providing receipts for expenses in carrying out the business of the District. CAWD does not issue credit cards to appointed or elected office holders but does have an agency credit card for selected District expenses. District office holders may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures as for cash advances.

The District issues credit cards to authorized Managers to use for travel related expenses or for purchases that require payment by credit card. Employees with CalCards should use the card for all travel related expenses including commercial travel and hotel expenses.



Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within thirty business days of use.

District credit cards may not be used for personal expense, even if the official/employee subsequently reimburses the District.

## **VI. Expense Report Content and Submission Deadline**

All cash advance expenditures, credit card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the District.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the official should explain whose meals were purchased, what issues were discussed and how those relate to the District's positions and priorities.

Officials/employees must submit their expense reports within 60 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official/employee.

## **VII. Audits of Expense Reports**

All expenses are subject to verification that they comply with this policy.

## **VIII. Reports to Governing Board**

At the following District Board meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

## **IX. Compliance with Laws**

District officials and staff should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other Laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

## **X. Violation of This Policy**

In the event that this District Expense Reimbursement and Travel Policy is in conflict with another District policy, the policy with the most conservative application shall prevail.

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Loss of reimbursement privileges,
- A demand for restitution to the District,
- The District's reporting the expenses as income to the elected official and/or staff to state and federal tax authorities,

- Civil penalties of up to \$1,000 per day and three times the value of the resources used, and
- Prosecution for misuse of public resources.

#### Revisions:

- 2/21/24-Revised meal cost from updated GSA data.
- Listed 5 common cities.
- Included snack and non-alcoholic drinks as meal option.
- Removed included conference or training meals as part of daily meal allowance.

RESOLUTION NO. 2024-15

A RESOLUTION ADOPTING AN AMENDED  
EXPENSE REIMBURSEMENT AND TRAVEL POLICY

-oOo-

WHEREAS, the District presently has in place an expense reimbursement policy in place that our unionized employee group requested be changed during labor negotiations in January – February 2024; and

WHEREAS, the General Manager has prepared an updated policy, that addresses employee concerns as follows:

- General Services Administration 5 city average will remain benchmark
- District will continue to require receipts for all purchases
- Elimination of both per meal dollar limitation and snack limitation
- No adjustment will be made for meals included in a conference
- No change to the prohibition against alcohol purchases

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on February 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: Patrick Treanor, District Engineer

Date: February 29, 2024

Subject: Project #23-01 - Amendment to Engineering Services for Santa Rita and Guadalupe Sewer Main Replacement - Traffic Control Plans - MNS \$37,728

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a contract amendment with MNS Engineers, Inc. to prepare traffic control plans for the Santa Rita and Guadalupe Sewer Main Replacement Project for a not to exceed price of \$37,728. The existing contract amount approved in January 2023 was \$171,464, and this amendment will increase the contract total to \$209,192.

## DISCUSSION

The Santa Rita and Guadalupe Sewer Main Replacement Project is in the design phase, and concurrently the project team is coordinating with the City of Carmel-by-the-Sea public works staff regarding local approval for work in streets. The City staff requested that traffic control plans be developed by the design engineer prior to the City issuing approval for the project. This work was not included in the initial engineering design scope because it was anticipated that the construction contractor would prepare the traffic control plans as a submittal during construction. This resolution would approve additional budget for the design engineer to prepare the requested traffic control plans and incorporate them into the design documents to facilitate obtaining City approval.

## FUNDING

The CAWD Collections Department Capital Budget includes \$3,669,330 in FY23/24.

### Attachment:

1. Proposal – MNS Engineers, Inc.
2. Resolution 2024-13

January 22, 2024

**Mr. Patrick Treanor, P.E.**  
**Carmel Area Wastewater District**  
**3945 Rio Road**  
**Carmel-By-The-Sea, CA 93923**

**SUBJECT: Amendment No. 1 for Professional Engineering Services – Santa Rita St. and Guadalupe St. Sewer Main Replacement – Traffic Control Plans**

Dear Mr. Treanor:

Thank you for the opportunity to submit this Amendment No. 1 for professional engineering services for the Santa Rita St. and Guadalupe St. Sewer Main Replacement Project (Project) for the Carmel Area Wastewater District (District or CAWD). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional engineering services for this Project.

## Project Understanding

The District retained the services of MNS engineers, Inc. to prepare contract documents for the replacement of approximately 8,715 linear feet (lf) of existing gravity sewers along Santa Rita St., Guadalupe Street, and the surrounding areas. MNS has completed 60% design documents and coordination with the City of Carmel-by-the-Sea (City) has been initiated.

The City is requiring Traffic Control plans be prepared in support of an encroachment permit application for the portions of the Project within City limits.

## Project Approach

MNS will prepare traffic handling plans for the Project, which will be used by the Contractor to guide vehicles throughout the Project area during the anticipated construction activities. It is assumed any change in the traffic handling plan will be subject to review and approval by the MNS team or the Contractor will be responsible for revised plans.

The existing alignments run through paved residential areas and unimproved easements. Construction within the public right of way will have impacts on vehicle access through the Project areas. MNS will use our in-house traffic engineering team to prepare Project-specific traffic control plans. Traffic control plans for the areas will be included as part of the contract documents as a contractor requirement.

## Scope of Work

MNS proposes the following scope of work to provide traffic handling plans for the Project. Brief descriptions of tasks and responsibilities are described below.

### MNS DETAILS

**LEGAL NAME**

MNS Engineers, Inc.

**FIRM OWNERSHIP TYPE**

C-Corporation

**YEAR FIRM ESTABLISHED**

1962

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS**

DIR No. 1000003564

**CORPORATE OFFICE**201 N. Calle Cesar Chavez,  
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax

[mnsengineers.com](http://mnsengineers.com)**LOCAL OFFICE**

811 El Capitan Way, Suite 130

San Luis Obispo, CA 93401

(805) 787-0326

**PROJECT CONTACT / AUTHORIZED SIGNATURE**

Nick Panofsky, PE

Vice President

(805) 722-2734

[Npanofsky@MNSengineers.com](mailto:Npanofsky@MNSengineers.com)

### Task 3.1 – Traffic Control Design Documents

Draft Traffic Control Plans will be submitted with the 90% and 100% design document submittals, and revised to final and submitted with the final PS&E.

An anticipated sheet list includes:

Sheet No.	Designation	Description
18	TCP-1	Traffic Control Notes
19-21	TCP-2-4	Typical Traffic Control Plan (scenarios)
22-23	TCP-5-6	Typical Driveway Traffic Control Plans
24-25	TCP-7-8	Motorist Information & Typical Detour Plan

#### Task 3.1 Deliverables

- Draft (90% and 100%) and Final Traffic Control Plans

### Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$37,728**. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the 2024 MNS Standard Fee Schedule also provided as an attachment.

### Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact me with any questions you may have about our submittal at 805.722.2734 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Nick Panofsky, PE  
 Vice President – Water Resources

Attachments: MNS Fee Schedule  
 Fee Estimate Spreadsheet



## 2024 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$340
Senior Project/Program Manager.....	325
Project/Program Manager .....	275
Assistant Project/Program Manager .....	255
Senior Project Coordinator .....	195
Project Coordinator .....	165

### ENGINEERING

Principal Engineer .....	\$305
Lead Engineer .....	270
Supervising Engineer .....	255
Senior Project Engineer .....	235
Project Engineer.....	210
Associate Engineer .....	190
Assistant Engineer.....	175

### SURVEYING

Principal Surveyor .....	\$280
Lead Surveyor .....	270
Supervising Surveyor .....	230
Senior Project Surveyor .....	210
Project Surveyor.....	185
Associate Project Surveyor.....	175
Assistant Project Surveyor .....	160
Party Chief (PW).....	190
Chainperson (PW) .....	160
One-Person Survey Crew (PW).....	225

### TECHNICAL SUPPORT

CADD Manager.....	\$210
Supervising Technician .....	180
Senior Technician.....	170
Engineering Technician .....	130

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classifications will be charged at 1 x hourly rate.

### CONSTRUCTION MANAGEMENT

Principal Construction Manager .....	\$335
Senior Construction Manager.....	290
Senior Resident Engineer.....	280
Resident Engineer .....	270
Structure Representative.....	260
Construction Manager .....	230
Assistant Resident Engineer.....	215
Sr. Construction Inspector (PW) .....	198
Construction Inspector (PW) .....	188
Office Administrator.....	135

### PLANNING

Planning Director .....	\$235
City Planner/Planning Manager .....	220
Principal Planner .....	205
Senior Planner .....	190
Associate Planner .....	160
Assistant Planner .....	135
Planning Technician .....	115

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$195
Management Analyst.....	165
IT Technician.....	150
Graphics/Visualization Specialist.....	160
Administrative Assistant.....	105

### GOVERNMENT SERVICES

City Engineer .....	\$265
Deputy City Engineer .....	235
Assistant City Engineer.....	225
Plan Check Engineer.....	185
Permit Engineer.....	175
City Inspector .....	175
Senior City Inspector (PW) .....	198
City Inspector (PW) .....	188
Principal Stormwater Specialist .....	190
Senior Stormwater Specialist.....	180
Stormwater Specialist.....	170
Stormwater Technician .....	150
Building Official.....	250
Senior Building Inspector.....	200
Building Inspector .....	175
Senior Grant Writer.....	190
Grant Writer .....	180
Associate Grant Writer .....	160
Assistant Grant Writer .....	145

Carmel Area Wastewater District  
 Snata Rita St and Guadalupe St Sewer Main Replacement  
 Amendment No. 1



		PM		ENGINE	Total Resource Hours	Total Hours*Rates	Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
		Principal Engineer	Lead Engineer	Associate Engineer						
	2024 Rate	\$305	\$270	\$190						
<b>3 – Design Documents</b>	<b>Task 3</b>						<b>Task 3</b>			
3.1 Design Documents	Task 3.1	4	55	114	173	\$37,728	Task 3.1	\$37,728	\$0	\$37,728
	<b>Task 3 Subtotal</b>	<b>4</b>	<b>55</b>	<b>114</b>	<b>173</b>	<b>\$37,728</b>		<b>Task 4 Subtotal</b>		<b>\$37,728</b>
Sub-Total	Hours	4	55	114	173	\$37,728	Grand Total	\$37,728	\$0	\$37,728
	Cost	\$1,218	\$14,850	\$21,660						



RESOLUTION NO. 2024-16

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO AN EXISTING PROFESSIONAL SERVICES AGREEMENT WITH MNS ENGINEERS, INC. IN AN AMOUNT NOT TO EXCEED \$37,728 FOR PREPERATION OF TRAFFIC CONTROL PLANS FOR THE SANTA RITA AND GUADALUPE SEWER MAIN REPLACEMENT PROJECT (PROJECT #23-01)

-oOo-

WHEREAS, the City of Carmel-by-the-Sea is requesting that traffic control plans be prepared prior to project approval by the City; and

WHEREAS, the original scope of design work with MNS Engineers, Inc., anticipated that the traffic control plans would be prepared by the construction contractor; and

WHEREAS, preparation of the traffic control plans by MNS Engineers, Inc., will require additional budget be added to the existing contract;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a professional services agreement amendment, with a not to exceed amount of \$37,728, with MNS Engineers Inc., for preparation of traffic control plans.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 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: Carla James - Laboratory/Environmental  
Compliance Supervisor

Date: February 29, 2024

Subject: Purchase Metrohm USA 850 Ion Chromatograph and 944 Ultraviolet-visible (UV/Vis) Transition Metals Equipment.

## RECOMMENDATION

It is recommended the Board of Directors approve Resolution 2024-17 for the purchase of Metrohm Ion Chromatography and UV/Vis Transition Metals equipment in the amount of \$66,196.30.

## DISCUSSION

The Ion Chromatograph (IC) instrument is a multi-use unit used for the Carmel Area Wastewater District/Pebble Beach Reclamation Project for the Microfiltration/Reverse Osmosis (MF/RO) and Tertiary samples. The IC analyzes the Cations, (A positively charged Ion) such as Sodium, Potassium, Magnesium, and Calcium and Transition Metals (Iron and Manganese) in the water samples collected to ensure compliance with the agreement for the Pebble Beach Reclamation Project. The IC is used weekly for MF/RO blend and reclaimed line samples and monthly for Pebble Beach Community Service District (PBCSD) water samples collected at the golf courses and wells. The data is used by the PBCSD and golf course superintendents for irrigation decisions.

The current Dionex ICS 3000 unit was bought in 2009 and is no longer serviceable by the manufacturer's service technicians, as available parts are limited, and no new parts are being manufactured. Exceedio ran a diagnostic test on the Dionex IC 3000 and found several underlying issues and was unable to resolve them resulting in the equipment being obsolete.

The Cation and Transition Metals data are critical to reclamation plant operations, PBCSD, and the Pebble Beach golf course superintendents for monitoring the water quality parameters, such as the Sodium Adsorption Ratio (SAR). Without a functioning IC, water samples would need to be sent to a contract laboratory, increasing result turn-around-times with added fees for expedited results.

Staff researched several IC unit makes/models, gathered three quotes from the manufacturers listed below, and is recommending the purchase of Metrohm Ion Chromatography 850 IC, 944 UV/ Vis Transition Metal equipment. Metrohm USA, Inc. offers a 3-year limited warranty on all new Metrohm instruments.

	Recommended		
	Metrohm	Schimadzu	Thermo
Purchase Price & Shipping	\$ 61,435.08	\$ 70,837.91	\$ 140,203.10
Tax	\$ 4,761.22	\$ 7,083.79	\$ 10,605.90
Surcharge	\$ -	\$ -	\$ 5,650.40
<b>Total</b>	<b>\$ 66,196.30</b>	<b>\$ 77,921.70</b>	<b>\$ 156,459.40</b>
<b>Tax Rate</b>	<b>7.75%</b>	<b>10.00%</b>	<b>7.56%</b>
Cost Share Split Reclamation (PBCSD)-90% Capital Budget	\$ 59,576.67	\$ 70,129.53	\$ 140,813.46
Cost Share Split CAWD-10% Capital Budget	\$ 6,619.63	\$ 7,792.17	\$ 15,645.94

Earlier this month, staff brought this item to the attention of the Technical Advisory Committee (TAC) and the Wastewater Reclamation Project Management Committee which gave a verbal approval for the purchase of the Metrohm Ion Chromatography 850 IC, 944 UV/ Vis Transition Metal equipment.

## FINANCIAL

The Capital cost to purchase the new Metrohm instrument would be split between Reclamation Treatment and CAWD as a 90/10 percentage, respectively. The IC equipment request is currently in the 2023-2024 CAWD Budget (\$57,000) and Reclamation Treatment Capital Item budget .

	CAWD	Reclamation	Total
Budget	\$57,000	\$61,500	
Actual	\$6,619.63	\$59,576.67	\$66,196.30

RESOLUTION NO. 2024-17

A RESOLUTION APPROVING THE PURCHASE OF METROHM ION CHROMATOGRAPHY AND UV/Vis TRANSITION METALS EQUIPMENT IN THE AMOUNT OF \$66,196.30

-oOo-

WHEREAS, the Board of Directors authorized the FY2023-2024 capital budget expenditure for a new Ion Chromatograph; and

WHEREAS, the Reclamation Management Committee budgeted for a new Ion Chromatograph and approved said purchase at their February 13, 2024 meeting; and

WHEREAS, both entities agreed upon a 90/10 cost split as a reasonable representation of usage.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that it does hereby authorize the General Manager to execute an equipment purchase of a Metrohm Ion Chromatograph 850 IC, 944 US/Vis Transition Metal equipment for \$66,196.30 with Reclamation share \$59,576.67 and CAWD share \$6,619.63.

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

---

Domine Barringer, Board Clerk

# STAFF REPORT



To: Board of Directors

From: Daryl Lauer, Collections Superintendent

Date: February 29, 2024

Subject: Capital Purchase- Collections Hacienda Pump Station Generator

## RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize the General Manager to purchase a 60-kilowatt (kW) standby power generator for emergency use at Hacienda Pump Station.

## DISCUSSION

This 60kW Cummings generator will replace the 1999 25kW Generac generator. This generator is utilized as standby power for Hacienda during a power outage. When power is lost, the generator is connected to the station's automatic transfer switch.

The 1999 25kW Generac will be advertised as surplus out-of-state since it will no longer meet California emissions. If it cannot be sold as surplus, it will be sold as scrap.

## JUSTIFICATION

The 1999 25kW Generac is past its useful life and has developed significant corrosion. Parts have been difficult to procure, and the generator has had multiple failures over the past few years. The generator does not meet modern emissions standards and replacement due to new emissions rules that will be required in the near future. The recommended replacement generator has been increased to match the maximum capacity of the electrical service. This will maintain adequate back-up power for future larger pumps as more connections are made in Carmel Valley.

Benefits of the new generator:

- The generator will be quieter, which will reduce noise pollution in residential areas.
- Parts will be readily available.
- Continued effort to standardize equipment at the District improves efficiencies for repairs and maintenance, Cummings generators have been installed at the other pump stations locations.
- Easier permitting, as the replacement generator will meet modern California emission standards.

## **FUNDING**

The total amount for the Replacement of the standby generator with installation, including tax, is \$82,800.

The 2023-24 Collections Capital Equipment Budget includes \$78,500 for the purchase of a generator. The remainder of the funding will come from Capital Reserves

### **Attached:**

Conte's Generator Service Proposal

Conte's Generator Service  
P.O. box 1469  
Monterey, CA 93942  
License #743207  
831-375-1463/Fax: 831-392-0890

HACIENDA PUMP STATION PROPOSAL

January 31, 2024

Carmel Area Wastewater District  
3945 Rio Road  
Carmel, CA - 93923  
831-257-0439  
[foley@cawd.org](mailto:foley@cawd.org)

We propose a 60kW, Cummins generator, natural gas fuel, 120/240 volts, three phase, 1800rpm, 60Hz with standard features and the following equipment.

Emissions certification-SI, EPA, Emergency, Stationary, 40CFR60  
Cert-Seismic, IBC2000, IBC2003, IBC2006, IBC2009, IBC2011  
Environmentally coated windings  
NFPA 110 Type 10 Level 1 Capable  
Critical grade silencer  
Block heater 120VAC-1500W  
Circuit breaker 200 amp  
Voltage regulation 2%  
Governor - electronic  
Natural gas fuel system with flexible fuel lines  
Starting battery, rack, and cables  
Two-year factory warranty

Installation: Remove and dispose of existing generator, including hazardous waste. Deliver and off-load generator using a crane. Set in existing building. New conduit and wire from existing transfer switch to new generator. Electrical hook-up of generator to automatic transfer switch, natural gas hook-up with new gas line. New air ducting and louvers. Custom mount and install exhaust system. MBARD permit. Start-up and warranty activation with all fluids to have generator on-line.

Installation and Generator: **\$82,800.00** including estimated taxes.  
Upon acceptance please call for scheduling.

Terms and Conditions: A 10% deposit is required upon acceptance of the proposal. Remainder to be paid upon completion. Generators are special ordered for customer specifications and are non-returnable.  
Quote valid for thirty (30) days from the date of this proposal.

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

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

RESOLUTION NO. 2024-18

A RESOLUTION AUTHORIZING THE GENERAL MANAGER FOR THE PURCHASE A STANDBY GENERATOR FOR HACIENDA PUMP STATION FROM CONTE’S GENERATOR SERVICE NOT TO EXCEED \$82,800

-oOo-

WHEREAS, the Board of Directors authorized the FY2023-2024 capital budget expenditure of \$78,500 for the purchase of a new standby generator for Hacienda pump station; and

WHEREAS, Carmel Area Wastewater District has standardized on Cummings Generators; and

WHEREAS, the standby generator is necessary equipment for pump station resilience in an emergency.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, that it does hereby authorize the General Manager to execute an equipment purchase with Conte’s Generator Service for the equipment procurement in the amount of \$82,800, with \$78,500 from Capital Projects budget and \$4,300 from general capital reserves.

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



## *General Manager-Comments*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 29, 2024

Subject: BRIEF update on status of Director requests

## DISCUSSION

- Variance analysis (requested by Director Cole) will be reflected in March board packet
- 300' from structure rule origin (requested by Director Siegfried) comes from the California Plumbing Code
- Exit interview with Rachel Lather (requested by Director Siegfried) is in process. Beth Ingram had a date set up but Rachel took ill and postponed. Subsequently she has not responded. Every attempt will be made to complete this exit interview.
- Director Siegfried asked how staff came up with the statement "sewer improves property value" as his conversation with a realtor indicated no difference?

### Arguments in favor of sewer:

1. The Value of Piped Water and Sewers: Evidence from 19<sup>th</sup> Century Chicago, National Bureau of Economic Research, Issue Date February 2022, [The Value of Piped Water & Sewers: Evidence From 19th Century Chicago](#)
2. "What's a Sewer Worth," Jeremy Horpedahl, February 2022 [What's A Sewer Worth:](#)  
Excerpt: "There most conservative estimate is that sewer and water systems doubled property values (110%). . . ."
3. The impact of having a septic system (such as a STEP system) instead of a public sewer on your home's value can vary depending on factors such as the local real estate market, the condition and maintenance of the septic system, and the preferences of potential buyers. In some cases, a well-maintained septic system may not significantly impact the value of a home, especially in areas where septic systems are common and accepted. However, in other areas, potential buyers may prefer homes connected to a public sewer due to perceptions of convenience and reliability. ' It's important to consider local regulations, market trends, and the advice of real estate professionals when assessing the potential impact on home value.

4.

### [Will Your Home Value Go Down If You Have A STEP System Instead Of Public Sewer](#)

“Other benefits of removing septic tanks and connecting to sewer service include:

- Increased property value
- More land available for building and beautification
- Reduced maintenance and odors” :

[Septic-To-Sewer & LPSS Conversion Projects](#)

- Leach field limitations
- Environmentally friendly with respect to managing spills and having professional support to clean up the spill???

#### **Arguments in favor of Septic:**

1. “Septic System vs. Public Sewer Home Value Impact 2022 Report”  
[Septic System vs. Public Sewer Home Value Impact, 2022 Report](#)
2. Various web platforms (Appraisal Forum, REDDIT) have comments arguing both sides.
3. “While the controversy is strong and varied across the board, the general consensus is that a septic system neither raises or lowers property value.”  
[www.skyfiveproperties.com/blog/10-things-know-buying-house-septic-tank](http://www.skyfiveproperties.com/blog/10-things-know-buying-house-septic-tank)

In General: It is up for interpretation if septic does effect property value based on the individual. Septic verses sewer is heavily influenced by individual perception of either method.

**Other Items: (Requested by Director Siegfried):**

- Queries about a joint statement for a coastal climate assessment report (Director Siegfried). Asked CASA if they were doing anything. Working on a mailing list and statement to submit.
- Intern for budget? Director Siegfried requested that a high school student participate in the budget process. Ed Waggoner is working with Carmel High on an internship program at CAWD. We estimate it might take off this summer.
- Women League Of Voters – Initial contact has been made but there has been no response.
  
- Copilot from Microsoft (Director Siegfried) – summary of various online reviews is that it might be worthwhile testing. Copilot Pro will help write and edit text, summarize documents in Word, generate formulas and analyze data, create presentations, organize Outlook. If it can help to write, create, and work faster it may be worth the price.  
Many of our employees say they've too much work – this might be a valuable tool. Recommend we have someone on staff test do a test drive.
- Preferred Pronoun Policy – this is on the back burner until we are able to carve out time
- Cell Phone Project – we have forwarded underground pipe map to Assurance Development to investigate possibility of cell tower site
- Reclamation Project Agreement review – Stephanie Atigh was to remind Mr. Wellington
- Annexation/Assessment District policy – on back burner until higher priority projects are completed; we want to ensure that improvements are made from the lessons learned with the Corona Road project.
- The budget graph has been updated to reflect “fiscal” year

## *Other Items Before The Board*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 29, 2024

Subject: Request to Change The Name On The Standing Pension Committee to Pension & Investment Committee

## RECOMMENDATION

Requesting the Board of Directors make a motion to:

1. Change the name of Pension Committee to Pension & Investment Committee
2. Authorize the addition of a management staff member to the committee to give it an odd number of members.

## DISCUSSION

Staff recommends a change in the name of the Pension Committee to more accurately reflect the committee's duties.

Staff recommends the addition of one staff member to the committee to give it an odd number of members. Specifically, we would like to call on Kevin Young because of his time in the defined benefit plan.

### 2024 COMMITTEE ASSIGNMENTS:

Committee	2023 Prior Year Members	2024 Current Year Members
<b>Standing Committees-Brown Act</b>		
(Current)Pension	Urquhart Siegfried Wellington	Urquhart Siegfried Wellington
(Suggested) Pension & Investment	Urquhart Siegfried Buikema Wellington	Urquhart Siegfried Buikema Wellington Employee-Kevin Young

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 29, 2024

Subject: Termination of Commonwealth Financial & Hastie Group With Respect  
To the Defined Benefit Account

## DISCUSSION

There is nothing in the original signature documents that is specific to removal of funds. I contacted Mr. Hastie from Hastie Financial Group and he acknowledged same and stated we need only contact him in writing with information on where funds should be transferred. The transfer generally happens within 3-4 working days.

Staff is requesting the Board to provide the sequence of termination events, which would also include the District legal counsels input.

## FINANCIAL

None, with respect to process of transferring.

However, the District should be meticulous in the approach to this change request not to co-mingle funds from pension plan with general funds because of ownership issues. Staff does not recommend removing funds from Commonwealth until a new manager of this account has been vetted and approved by the Board, with respect to a new account opening and that they are able to accept funds. Once the decision is made this should happen very quickly.

*Treatment Plant Report  
Under Separate Cover*



## *Information & Discussion Items*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 29, 2024

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

## DISCUSSION

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

- Total cash balance at the end of October 2023 was \$35.10M; of that \$19.42M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues.
- Budget to Actual year to date for December 2023 is 50% for total revenues and 21% for expenditures.
- Approximately 115 MG or 353 acre feet of recycled water is currently stored in Forest Lake Reservoir which represents 100% of permitted capacity.
- Total irrigation demand for the 2023 calendar year through December was 857 acre feet. Total demand for the calendar year is 15% below the 5-year annual average usage of 1,013 acre feet. The month of December reflected a net storage increase of 26 million gallons.
- Average daily wastewater flow of 361,000 gallons per day (GPD) was measured in December at the PBCSD-Carmel gate. This represents 30% of the total monthly flow at the Carmel Area Wastewater District (CAWD) treatment facility.
- The measured PBCSD flows were 34% below the five-year average of 545,000 GPD for December. The CAWD flows were 19% below the five-year average of 1,498,000 GPD for December.

- The Board authorized the purchase of a replacement solids grinder for Seal Rock Pump Station (P3) for an amount not to exceed \$65,000.
- Average daily wastewater flows measured in million gallons per day (MG) show:

<b>MONTH</b>	<b>TOTAL</b>	<b>CAWD FLOW</b>	<b>PBCSD FLOW</b>	<b>PBCSD</b>
July - 23	38.634	26.289	12.345	31.954%
Aug -23	37.315	25.785	11.530	30.899%
Sept - 23	33.729	23.238	10.491	31.104%
Oct - 23	33.587	23.691	9.896	29.464%
Nov-23	32.310	22.945	9.365	28.985%
Dec - 23	37.449	26.266	11.183	29.862%
Jan - 24	46.648	28.966	17.682	37.905%
Total	259.672	171.180	82.492	31.768%

## **FUNDING**

Informational item only

**31. 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, March 29, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.*  
*Friday, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.*

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

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, May 7, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

# *Adjournment*