



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

June 27, 2024
Thursday
9:00AM

Appearances & Public Comments

Note: There will be a brief introduction of Carmel Unified School District interns to the Board by their District oversight manager.

*Chair to request any agenda
changes or list any known
agenda changes*

*Recognition of Mike
Niccum, General Manager,
Pebble Beach Community
Services District-
(Retirement)*

*Remembrance of Joyce
Stevens For 24 Years of
Service To The District*

5. **Receive Staff Report** -for Sewer Rates for Fiscal Year 2024-25-Report by District Engineer, Patrick Treanor 07

OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:00 a.m., June 27, 2024, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2024-01 establishing sewer service charges for Fiscal Year 2024-25.

Ordinance 2024-01; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2024-2025 and thereafter, Providing for the Collection of Such Charges on the Tax Roll, and Providing Further that this Ordinance and the Charges Established Hereby and the Tax Collection Procedure Selected Herein Shall Remain in Effect Until Either the Said Charges are Revised or this Ordinance is Otherwise Amended or Repealed

Chair will close the public hearing after public comment is heard

Staff Report



TO: Board of Directors

FROM: Patrick Treanor, District Engineer
Barbara Buikema, General Manager

DATE: June 27th, 2024

SUBJECT: 2024-2025 User Rate Model for Sewer Service Charges

RECOMMENDATION

It is recommended that the Board of Directors adopt an ordinance authorizing the adoption of the Carmel Area Wastewater District (CAWD/District) Schedule of Sewer User Fees for fiscal year 2024-25, effective July 1, 2024.

DISCUSSION

Attached is the User Rate Model for fiscal year 2024-2025. As in the past, we continue to utilize the rate model guidelines provided by the State Water Resources Control Board (SWRCB).

After multiple meetings with the Budget Committee, it is recommended that CAWD keep rates unchanged moving into fiscal year 2024-2025.

The 2024-2025 Rate Model includes updated flow estimates for all user categories based on the recorded flows into the treatment plant over the past two years, as well as improved data on residential water use obtained from Monterey Peninsula Water Management District. The 2024-2025 Rate Model includes an increase in residential users over the prior year, which is related to the Carmel Valley Manor extension.

The \$1M annual Sea Level Rise allocation is included in the budget summary as an unbudgeted reserve allocation for future Sea Level Rise mitigation.

Below is a history of CAWD residential sewer service charges since 2012:

By Year	Average Monthly Charge	Percentage Change
CAWD 2012-13	\$34.76	7.50%
CAWD 2013-14	\$38.62	11.11%
CAWD 2014-15	\$42.86	10.97%
CAWD 2015-16	\$47.95	11.89%
CAWD 2016-17	\$53.93	12.46%
CAWD 2017-18	\$58.60	8.65%
CAWD 2018-19	\$63.99	9.19%
CAWD 2019-20	\$68.82	7.55%
CAWD 2020-21	\$70.99	3.16%
CAWD 2021-22	\$73.13	3.02%
CAWD 2022-23	\$83.82	14.63%
CAWD 2023-24	\$79.40	(5.27%)
CAWD 2024-25	\$79.40	0%

FINANCIAL

The proposed rate model would provide \$10,045,654 in user fee revenue.

Attachment: Fiscal Year 2024-2025 Budget Summary and Rate Model

FY24-25 BUDGET SUMMARY

Revenue	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Budget FY 24-25
Income				
User Fees				
1 Collections O&M User Fee Income	\$ 1,475,975	\$ 1,911,933	\$ 1,993,979	\$ 3,135,780
2 Collections Capital User Fee Income	\$ 1,536,121	\$ 1,737,262	\$ 966,353	\$ 1,071,881
3 Treatment Expense User Fee Income	\$ 2,675,069	\$ 2,721,910	\$ 3,305,790	\$ 4,111,586
4 Treatment Capital User Fee Income	\$ 2,500,000	\$ 3,000,000	\$ 2,200,000	\$ 400,000
5 Administration Expense User Income	\$ 826,876	\$ 947,173	\$ 1,108,313	\$ 1,319,407
6 Administration Capital User Fee Income	\$ 6,997	\$ 11,149	\$ 13,500	\$ 7,000
7 User Fees Total	\$ 9,021,038	\$ 10,329,427	\$ 9,587,935	\$ 10,045,654
8 PBCSD Treatment Reimbursement	\$ 1,499,575	\$ 1,910,374	\$ 1,800,000	\$ 1,873,694
9 Reclamation Project Reimbursement	\$ 659,780	\$ 661,231	\$ 756,080	\$ 642,107
10 Permit Fees	\$ 69,725	\$ 66,710	\$ 65,000	\$ 60,000
11 Brine Disposal	\$ 103,353	\$ 63,898	\$ 87,308	\$ 50,000
12 Other Income	\$ 119,125	\$ 138,536	\$ 150,000	\$ 60,000
13 Income Total	\$ 11,472,596	\$ 13,170,176	\$ 12,446,323	\$ 12,731,455
Non Operating Income				
14 Property Tax	\$ 2,433,666	\$ 2,635,209	\$ 2,726,532	\$ 2,740,617
15 Interest Income	\$ 247,920	\$ 872,599	\$ 784,323	\$ 950,000
16 PBCSD Capital Reimbursement	\$ 1,135,075	\$ 1,165,585	\$ 700,000	\$ 206,960
17 Connection Fees	\$ 53,851	\$ 75,964	\$ 444,000	\$ 45,000
18 Reclamation Capital Reimbursement	\$ 80,802	\$ 833,404	\$ 90,000	\$ 51,300
19 Other Non Operating Income	\$ 463,673	\$ 336,498	\$ 226,924	\$ 273,635
20 Non Operating Income Total	\$ 4,414,987	\$ 5,919,259	\$ 4,971,779	\$ 4,267,512
21 Total Revenue¹	\$ 15,887,583	\$ 19,089,435	\$ 17,418,102	\$ 16,998,967

Expenses	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Budget FY 24-25
Operating Expense				
22 Maintenance	\$ 843,345	-	-	-
23 Collections	\$ 1,475,974	\$ 1,911,993	\$ 1,993,979	\$ 3,135,780
24 Treatment	\$ 3,040,045	\$ 4,309,101	\$ 4,749,572	\$ 5,567,702
25 Reclamation Project	\$ 659,780	\$ 661,231	\$ 680,000	\$ 642,107
26 Administration	\$ 1,118,130	\$ 1,270,356	\$ 1,464,531	\$ 1,736,985
27 Debt Service	\$ 217,147	\$ 213,456	\$ 212,000	\$ 212,000
28 Operating Expense Total	\$ 7,354,421	\$ 8,366,137	\$ 9,100,082	\$ 11,294,574
Capital Expense				
29 Collections Capital	\$ 2,387,191	\$ 888,421	\$ 1,002,319	\$ 6,040,000
30 Treatment Capital	\$ 3,589,568	\$ 3,622,240	\$ 2,356,214	\$ 1,213,000
31 Administration Capital	\$ -	\$ 11,149	\$ -	\$ 78,000
32 Capital Expense Total	\$ 5,976,759	\$ 4,521,810	\$ 3,358,533	\$ 7,331,000
33 Total Expense	\$ 13,331,180	\$ 12,887,947	\$ 12,458,615	\$ 18,625,574

Annual Reserve Allocation	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Budget FY 24-25
34 Sea Level Rise Reserve Funding	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
35 General Reserve Funding/(Draw)	\$ 1,556,403	\$ 5,201,488	\$ 3,959,487	\$ (2,626,607)
36 Annual Reserve Funding/(Draw) Total	\$ 2,556,403	\$ 6,201,488	\$ 4,959,487	\$ (1,626,607)
Expense + Annual Reserve Allocation (Line 33 + Line 36)	\$ 15,887,583	\$ 19,089,435	\$ 17,418,102	\$ 16,998,967
38 Total Expense + Annual Reserve Allocation¹	\$ 15,887,583	\$ 19,089,435	\$ 17,418,102	\$ 16,998,967

Notes:

1) "Expense + Annual Reserve Allocation" (Line 38) = "Total Revenue" (Line 21)

SUMMARY OF USERS AND WASTEWATER CHARACTERISTICS

User Category	Qty Billed	Unit	Flow* (gpd/unit)	BOD (mg/L)	TSS (mg/L)	Total Flow (MGD)	BOD (lbs/day)	SS (lbs/day)
Residential	7,572.7	location	98	305	620	0.742	1888	3837
Restaurants*	14,622.9	seat-meal	4.50	1200	1300	0.066	659	713
Veterinary Offices	2.0	location	250	245	430	0.001	1	2
Animal Hospital & Boarding	2.0	each	700	245	430	0.001	3	5
Bakery	5.0	location	240	800	1400	0.001	8	14
Bar	23.0	location	175	225	410	0.004	8	14
Beauty Salon	40.0	location	150	165	360	0.006	8	18
Business/Govt/Retail**	993.8	per 10 employees	70	200	300	0.070	116	174
Camera/Photo	-	location	88	175	605			
Church/Synagogue/Mission	11.8	ERU ≈ 1	105	155	365	0.001	2	4
Conv. Hospital	126.0	beds	50	245	375	0.006	13	20
Dental Office	11.7	per dentist	125	150	210	0.001	2	3
Gym/Health Spa	12.5	location	140	150	315	0.002	2	5
Hotel/Motel	1,436.0	room	50	300	400	0.072	180	240
Laundromats	35.0	per machine	130	150	315	0.005	6	12
Laundry	3.0	location	365	415	700	0.001	4	6
Market	4.0	each	102	1100	1515	0.000	4	5
Medical Office	18.0	per physician	55	150	190	0.001	1	2
Schools	2,667.3	population	5	200	300	0.013	22	33
Service Station	16.0	per pump	325	195	500	0.005	8	22
Supermarket	2.0	each	1458	900	1670	0.003	22	41
Special/Unlisted Users***	112.8	\$/flow characteristics	113	125	300	0.013	13	32
Totals						1.014	2,968	5,200
Total Customers Billed = 6808						Prior 2 year WWTP Actual	0.998	2,830
							5,077	

* Average Flow is about 1.25 times Dry Weather Flow

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

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

*** Special/Unlisted users are assessed rates based on their loadings for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and Flow (millions of gallons) multiplied by the following unit rates: \$1.18590938/lb of BOD; \$0.839916739/lb of SS; \$11,663.86/MG of flow.

MGD	BOD	SS
\$148.62	\$15.75	\$26.78
\$11,663.86	\$1.18591	\$0.83992

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

CAWD O&M + CAPITAL COST ALLOCATION

Collections O&M	\$	3,135,780
Collections Capital	\$	1,071,881
Collections Total	\$	4,207,661

Treatment and Disposal O&M	\$	4,111,586
Treatment and Disposal Capital	\$	400,000
Treatment and Disposal Total	\$	4,511,586

Administration O&M	\$	1,319,407
Administration Capital	\$	7,000
Administration Total	\$	1,326,407

Total CAWD Budget Including Capital	\$	10,045,654
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	Collections	Treatment and Disposal (T&D)			Admin	
	100% Flow	33.3% Flow	33.3% BOD	33.3% TSS	62.57% T&D	37.43% Collections
Residential	\$ 3,078,272.06	\$ 1,100,206.54	\$ 956,342.60	\$ 1,109,736.97	\$ 582,457	\$ 363,214
Restaurants	\$ 272,946.54	\$ 97,553.94	\$ 333,630.31	\$ 206,320.47	\$ 117,273	\$ 32,206
Veterinary Offices	\$ 2,073.96	\$ 741.26	\$ 517.58	\$ 518.55	\$ 327	\$ 245
Animal Hospital & Boarding	\$ 5,807.09	\$ 2,075.52	\$ 1,449.21	\$ 1,451.94	\$ 915	\$ 685
Bakery	\$ 4,977.51	\$ 1,779.01	\$ 4,056.10	\$ 4,051.93	\$ 1,819	\$ 587
Bar	\$ 16,695.40	\$ 5,967.11	\$ 3,826.36	\$ 3,980.17	\$ 2,534	\$ 1,970
Beauty Salon	\$ 24,887.55	\$ 8,895.07	\$ 4,182.85	\$ 5,209.62	\$ 3,364	\$ 2,937
Business/Govt/Retail	\$ 288,566.14	\$ 103,136.55	\$ 58,787.10	\$ 50,337.08	\$ 39,047	\$ 34,049
Camera/Photo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Church/Synagogue/Mission	\$ 5,117.50	\$ 1,829.05	\$ 807.97	\$ 1,086.11	\$ 685	\$ 604
Conv. Hospital	\$ 26,131.93	\$ 9,339.82	\$ 6,521.45	\$ 5,698.02	\$ 3,966	\$ 3,083
Dental Office	\$ 6,061.15	\$ 2,166.32	\$ 926.09	\$ 740.11	\$ 705	\$ 715
Gym/Health Spa	\$ 7,258.87	\$ 2,594.40	\$ 1,109.09	\$ 1,329.54	\$ 926	\$ 856
Hotel/Motel	\$ 297,820.99	\$ 106,444.33	\$ 91,008.77	\$ 69,268.64	\$ 49,065	\$ 35,141
Laundromats	\$ 18,873.06	\$ 6,745.43	\$ 2,883.63	\$ 3,456.80	\$ 2,407	\$ 2,227
Laundry	\$ 4,535.76	\$ 1,621.13	\$ 1,917.36	\$ 1,846.16	\$ 991	\$ 535
Market	\$ 1,692.35	\$ 604.86	\$ 1,896.23	\$ 1,490.82	\$ 734	\$ 200
Medical Office	\$ 4,106.45	\$ 1,467.69	\$ 627.43	\$ 453.67	\$ 469	\$ 485
Schools	\$ 55,317.76	\$ 19,771.14	\$ 11,269.41	\$ 9,649.55	\$ 7,485	\$ 6,527
Service Station	\$ 21,569.21	\$ 7,709.06	\$ 4,284.26	\$ 6,270.84	\$ 3,360	\$ 2,545
Supermarket	\$ 12,095.35	\$ 4,323.00	\$ 11,088.37	\$ 11,745.09	\$ 4,996	\$ 1,427
Special/Unlisted Users	\$ 52,854.24	\$ 18,890.66	\$ 6,729.71	\$ 9,219.82	\$ 6,409	\$ 6,236
	4,207,661	1,503,862	1,503,862	1,503,862	829,933	496,474
	\$ 4,207,661			\$ 4,511,586		\$ 1,326,407

FY 24-25 RATE SUMMARY

Calculated Rates						
Category	Unit	ERU/Unit	FY23-24 Rate	FY24-25 Rate	% Change	Rate Model Revenue
Residential	location	1.00	\$ 952.82	\$ 952.82	0.00%	\$ 7,215,408.58
Restaurants	seat-meal	0.07	\$ 68.04	\$ 68.04	0.00%	\$ 994,943.75
Veterinary Offices	location	2.32	\$ 2,207.88	\$ 2,207.88	0.00%	\$ 4,415.76
Animal Hospital & Boarding	each	6.56	\$ 6,251.90	\$ 6,251.90	0.00%	\$ 12,503.80
Bakery	location	3.56	\$ 3,395.32	\$ 3,395.32	0.00%	\$ 16,976.60
Bar	location	1.60	\$ 1,527.14	\$ 1,527.14	0.00%	\$ 35,124.22
Beauty Salon	location	1.35	\$ 1,290.80	\$ 1,290.80	0.00%	\$ 51,632.00
Business/Govt/Retail	per 10 employees	0.62	\$ 594.20	\$ 594.20	0.00%	\$ 590,539.73
Camera/Photo	location	0.81	\$ 768.28	\$ 768.28	0.00%	\$ -
Church/Synagogue/Mission	ERU ≈ 1	0.91	\$ 864.84	\$ 864.84	0.00%	\$ 10,161.87
Conv. Hospital	beds	0.48	\$ 456.84	\$ 456.84	0.00%	\$ 57,561.84
Dental Office	per dentist	1.05	\$ 1,000.64	\$ 1,000.64	0.00%	\$ 11,697.48
Gym/Health Spa	location	1.19	\$ 1,130.44	\$ 1,130.44	0.00%	\$ 14,130.50
Hotel/Motel	room	0.48	\$ 461.36	\$ 461.36	0.00%	\$ 662,512.96
Laundromats	per machine	1.17	\$ 1,118.72	\$ 1,118.72	0.00%	\$ 39,155.20
Laundry	location	3.94	\$ 3,750.68	\$ 3,750.68	0.00%	\$ 11,252.04
Market	each	1.76	\$ 1,677.24	\$ 1,677.24	0.00%	\$ 6,708.96
Medical Office	per physician	0.46	\$ 440.50	\$ 440.50	0.00%	\$ 7,929.00
Schools	population	0.04	\$ 41.38	\$ 41.38	0.00%	\$ 110,370.81
Service Station	per pump	2.98	\$ 2,838.54	\$ 2,838.54	0.00%	\$ 45,416.64
Supermarket	each	24.44	\$ 23,282.90	\$ 23,282.90	0.00%	\$ 46,565.80
Special/Unlisted Users	\$/flow characteristics	0.94	\$ 892.50	\$ 892.50	0.00%	\$ 100,646.33
						\$ 10,045,654

UNIT COSTS		
	Cost per Unit	Total Annual Cost
Flow (Gallon)	\$0.02	\$ 6,484,641
BOD (lb)	\$1.64	\$ 1,780,506
SS (lb)	\$0.94	\$ 1,780,506
		\$ 10,045,654

ORDINANCE NO. 2024-01

AN ORDINANCE ESTABLISHING SEWER SERVICE CHARGES FOR FISCAL YEAR 2024-2025 AND THEREAFTER, PROVIDING FOR THE COLLECTION OF SUCH CHARGES ON THE TAX ROLL, AND PROVIDING FURTHER THAT THIS ORDINANCE AND THE CHARGES ESTABLISHED HEREBY AND THE TAX COLLECTION PROCEDURE SELECTED HEREIN SHALL REMAIN IN EFFECT UNTIL EITHER THE SAID CHARGES ARE REVISED OR THIS ORDINANCE IS OTHERWISE AMENDED OR REPEALED

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

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

5. Effective Date. This ordinance shall take effect and be in force one (1) week after the date it is published in the newspaper, or July 1, 2024, whichever is later.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., May 30, 2024
3945 Rio Road
Carmel, California 93950

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and
**Virtual Attendance - Director Urquhart (Just Cause)*

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
Jeff Bandy, Principal Engineer, CAWD*
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Operations Supervisor, CAWD*
Carla James, Laboratory Supervisor, CAWD*
Aleksandra Kalnozola, Lab Analyst1/Environment Compliance Inspector I, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Seth Steele-Freitas, Collection Worker II, CAWD
Chris Dixon, Senior Operator, CAWD, United Public Employees of California, Local 792
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Richard Gebhart, Vice-President, Pebble Beach Community District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager, District Engineer, PBCSD

In Person Public Attendees: None

***Virtual Public Attendees:**

Steve Thomas |TBC Communications
FeanknBeans| left meeting at 10:59 a.m.
S. Cheang| left meeting 9:30 a.m.
K. Kiama | left meeting 9:32 a.m.
V. Stockton | left meeting 9:55 a.m.
S. Wong | left meeting 10:01 a.m.

- 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.*

Public comment not appearing on the agenda:

9:02 am Director Siegfried requested to include eminent domain and the sea level rise on the next District board agenda. President White requested that the General Manager make a note of Director Siegfried's request. There was no board consensus or objection.

Public comment appearing on the agenda (related to Greg D'Ambrosio's public comment letter):

Jeff Bandy, Principal Engineer, made comments regarding the tree removal plan at the plant. Progress is being made and the Lidar (Light Detection & Ranging) survey is going to be updated. A project in hand will be later on in the year.

The General Manager, Barbara Buikema mentioned the thank you letter from the public not raising the rates.

- 2. *Agenda Changes:*** *Any requests to move an item forward on the agenda will be considered at this time.*
 - District legal counsel made an agenda language change to the closed session just prior to the closed session being conducted. See below on agenda item number 35.*
 - Monterey County March 2024 Quarterly Investment Report was inserted at the time of the meeting along with the staff report on agenda item number 33. This same information was posted on the District website.*
- 3. *Introduction of Aleksandra Kalnozola –*** *The Board welcomed Ms. Kalnozola as the new Lab Analyst I/Environmental Compliance Inspector I.*
- 4. *Recognition of Seth Steele-Freitas -*** *Passed Grade II and promoted to Collection Worker II- The Board recognized Mr. Steele-Freitas's accomplishment for passing the Grade II test and his advancement to Collection Worker II.*

5. *Monterey Peninsula Certificate of Appreciation For The Districts Outstanding Contribution As A Valued Employer and Partner.*

Chris Foley provided an update on item number 29 on the agenda regarding the internship at Monterey Peninsula College. Ed Waggoner, Plant Superintendent, provided an update on the internship program with Carmel Unified District.

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 Cole And Seconded By President White. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items With Item number 20 being pulled to be discussed at the end of the meeting.

Director Cole had comments regarding the Bridge To Everywhere minutes regarding the project and agrees with the original assumptions of the program being fully funded from grants. There are concerns regarding this project being funded by a bond that would have to be paid by the rate payers, she has reservations about going in that direction. The minutes also mentioned the crosswalk would be moved from Mission Trails Park to the start of the Bridge To Everywhere and it does not avoid the safety issues on Rio Road.

President White requested that Director Cole's comments be added to the next agenda. There was no board consensus or objection.

Director Siegfried requested that item number 20 be pulled from the Consent Agenda to be discussed later in the meeting. There was no consensus or objection from the board to pull item 20 from the Consent agenda.

6. April 25,2024 Regular Board Meeting Minutes, May 15 , 2024 Bridge To Everywhere Minutes
7. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)
8. Receive and Accept Schedule of Cash Receipts & Disbursements- April 2024
9. Approve Register of Disbursements – Carmel Area Wastewater District April 2024
10. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project April 2024
11. Receive and Accept Financial Statements and Supplementary Schedules April 2024
12. Receive and Accept Collection System Superintendent's Report April, February & January 2024
13. Receive and Accept Safety and Regulatory Compliance Report April 2024
14. Receive and Accept Treatment Facility Operations Report April, March, February 2024
15. Receive and Accept Laboratory/Environmental Compliance Report April 2024
16. Receive and Accept Capital Projects Report/Implementation Plan

17. Receive and Accept Project Summaries – Capital & Non-Capital
18. Receive and Accept Plant Operations Report – April 2024
19. Receive and Accept Maintenance Projects Report – April 2024
20. Receive and Accept Source Control-Environmental Compliance Report- May 2024-*Item 20 was pulled from the Consent agenda and discussed at the end of the meeting.*

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

21. **Resolution No. 2024-26** – A Resolution Approving the Insertion of “Maintenance” into the Collection Maintenance Classification Titles Under the 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 General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-26 Approving the Insertion of “Maintenance” into the Collection Maintenance Classification Titles Under the Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees.

Daryl Lauer, Collections Superintendent, stated that it follows the certification titles.

22. **Resolution No 2024-27-** A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Fiscal Year 2024-2025 Reclamation Project Budget-*Report by General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Rachel And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-27 Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Fiscal Year 2024-2025 Reclamation Project Budget.

- 23. Resolution No. 2024-28**–Kennedy Jenks 15 Year Capital Budget requesting a resolution for an award of \$349,250 for a professional services contract with Kennedy Jenks for the Microfiltration/Reverse Osmosis and Tertiary System 15-year Capital Improvements Program Master Plan Phase 2-*Report by Principal Engineer, Jeff Bandy*

A Motion To Approve The Resolution Was Made By Director Rachel And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-28 Authorizing The General Manager To Execute A Professional Service Agreement With Kennedy Jenks For \$349,250 For The Microfiltration/Reverse Osmosis and Tertiary System 15-year Capital Improvements Program Master Plan Phase 2.

- 24. Resolution No. 2024-29** Resolution Ordering An Election, Requesting The County Elections Department To Conduct The Election, And Requesting Consolidation Of The Election- *Report by General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-29 Ordering An Election, Requesting The County Elections Department To Conduct The Election, And Requesting Consolidation Of The Election.

- 25. Resolution No. 2024-30** 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 \$19,501 For Preparation Of A Cultural Resources Monitoring Plan For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08)-*Report by District Engineer, Patrick Treanor*

A Motion To Approve The Resolution Was Made By Director Cole And Seconded Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-30 Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$19,501 For Preparation Of A Cultural Resources Monitoring Plan For The Scenic Road Sewer Main Rehabilitation Project.

- 26. Resolution No. 2024-31** A Resolution Authorizing The General Manager To Execute A Purchase Order For Ten (10) Smartcovers From Hadronex, Inc. (Smartcover) In An Amount Not To Exceed \$55,622.60- *Report by District Engineer, Patrick Treanor*

A Motion To Approve The Amended Resolution To Move This Expenditure To The Next Fiscal Year 2024-25 Was Made By President White And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-31 Authorizing The General Manager To Execute A Purchase Order For Ten (10) Smartcovers From Hadronex, Inc. In An Amount Not To Exceed \$55,622.60.

- 27. Resolution No. 2024-32** A Resolution Authorizing The General Manager To Execute A General Services Agreement With Parkson Corporation In An Amount Not To Exceed \$150,000 For Reconditioning Of DynaSand Continuous Backwash Sand Filters (Project #22-05-Waggoner- Report by Plant Superintendent, Ed Waggoner

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-32 Authorizing The General Manager To Execute A General Services Agreement With Parkson Corporation In An Amount Not To Exceed \$150,000 For Reconditioning Of DynaSand Continuous Backwash Sand Filters.

COMMUNICATIONS

- 28.** General Manager Report- Report by General Manager, Barbara Buikema

The board was in consensus that a committee is to be added to the next agenda to pick the committee and they will source it out and a study session will be added later.

Discussion Comments:

- *Director Cole requested information on the Vac Con truck warranty. The truck was purchased through Sourcewell and the warranty stated service specified service in the U.S. The next truck will have Northern California*
- *Director Siegfried was requesting a board session performance and the use of artificial intelligence in the board room.*
- *Director Siegfried would like to recommend that committee be created to address Director Urquhart's concerns and take this on as well. President White asked if a board study session on each item. Director Siegfried stated that the product would inform a board study session.*
- *General Barbara Buikema, requested consensus from the board to create a committee*

OTHER ITEMS BEFORE THE BOARD

- 29.** Monterey Peninsula College Information (IT) Internship- Report by Maintenance Superintendent, Chris Foley

Board Action Required – Requesting Approval To Move Forward On This Project

A Motion To Move Forward On The Monterey Peninsula College IT Intern Project Was Made By Director Siegfried And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Agreed To Move Forward With This Project.

- *General Manager, Barbara Buikema stated that the board should be aware that under California law if these interns finish school and do not get employment they can file for unemployment with the State of California. The District is a direct pay for unemployment and this did happen a few years back and the intern earned more in unemployment than they earned in wages from the District.*

30. Cash Investment at Monterey County - *Report by General Manager, Barbara Buikema*

Action Required – *Requesting the Board's direction*

A Motion To Move For Further Information And Defer The Decision On Legal Counsel Until Next Month. A Motion Was Made By Director Cole And Seconded By Director Rachel, With A Yes Vote From Director Siegfried And President White, And A No Vote From Director Urquhart. Following A Roll Call Vote, The Board Agreed To Move This Discussion To The June 2024 Board Meeting Regarding The Board's question.

- *The General Manager, Barbara Buikema, stated that entire \$50M is with the County currently earning 3.83% return. It is the long term funds in the amount of \$23/\$24M of the \$50M is currently in long term reserve for capital purchase and sea level rise that could be invested in the open market, in another vehicle, at a higher rate longer than twelve months. The Investment Committee is asking Does the Board want to continue and engage legal counsel to determine if the County is on firm legal grounds on how they can operate funds and if the balance with the County is all or nothing?*

INFORMATION/DISCUSSION ITEMS

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

32. Reclamation Management Committee Meeting, May 7,2024-*Report by, Barbara Buikema, General Manager*

33. Treasurer's Report To The Board- *Report by, Barbara Buikema, General Manager*

Report was inserted at the time of the meeting and posted on the District website

A Motion To Accept The Report Was Made By President White And Seconded By Director Cole. Following A Roll Call Vote, The Board Accepted the March 31,2024 Monterey County Treasurer Report.

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, May 31, 2024, at 9:30 a.m. – President White is scheduled to attend.
Friday, June 28, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, July 16, 2024, at 6:00 p.m. –Director Rachel is scheduled to attend.
Tuesday, October (TBD), 2024, at 6:00 p.m. –Director Siegfried is scheduled to attend.

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

35. 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.*

District Counsel, Rob Wellington stated we are going into a matter of potential litigation, which under the Brown Act requires that we advise generally what the matter has to do with communication that was received from a resident of the City, that was brought to this Board by a board member, and relates to the communication concerns about the application of the District Plumbing Code and situations dealing with accessory dwelling units that is the matter of potential litigation to be discussed in the closed session .

Conference with Legal Counsel-Potential Litigation:

*Significant exposure to litigations pursuant to paragraph (2) of subdivision (d)
Government Code section 54956.9 - one potential case*

The Board went into closed session at 10:50 a.m. and discussed agenda item #35 regarding potential litigation. The closed session ended at 11:45 a.m. Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to the potential litigation, and no reportable action was taken. The Board reconvened into open session at 11:48 a.m. and there were no person attendees or virtual attendees remaining in the open session.

Consent item number 20 pulled earlier in the meeting:

President White brought the consent item number 20 back to the full board for discussion. The board did not make a motion regarding this item and the President moved to adjourn the meeting.

36. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, June 27, 2024, or an alternate acceptable date, via teleconference webinar

As Reported To:

Domine Barringer, Board Clerk

APPROVED:

Ken White, President of the Board



CARMEL AREA WASTEWATER DISTRICT (CAWD)
SALARY & BENEFITS COMMITTEE MEETING MINUTES
June 3, 2024, Monday, 9:00 a.m.

3945 Rio Road, Carmel, CA 93923

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

Appearances/Public Comments: *None*

1. No Agenda changes

2. CLOSED SESSION: *As permitted by Government Code Section 54957 et seq., the Board Directors Committee Members 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

The committee adjourned to closed session at 9:00 a.m. The Committee came out of closed session at 10:27 a.m. The Committee took up the CASA 2024 survey and discussed the variances.

3. OPEN SESSION: *opened at 10:30 a.m.*

4. ADJOURNMENT :

There being no further business to come before the Committee, the meeting concluded at 10:35 a.m. The next Regular Board Meeting will be held Thursday, June 27, 2024 at 9:00 a.m. 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, calling the District office at 831-624-1248 or via email at downstream@cawd.org.

As Reported To:

Barbara Buikema, General Manager

APPROVED: _____
Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
SALARY & BENEFITS COMMITTEE MEETING MINUTES
June 4, 2024, Tuesday, 9:00 a.m.

3945 Rio Road, Carmel, CA 93923

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, Superintendent of Maintenance
Richard Bolanos, Liebert, Cassidy, Whitman

Appearances/Public Comments: *None*

1. No Agenda changes

2. CLOSED SESSION: *As permitted by Government Code Section 54957 et seq., the Board Directors Committee Members 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, Chris Foley, Maintenance Superintendent, Rick Bolanos Legal Counsel

The committee adjourned to closed session at 9:01. The Committee came out of closed session at 9:52 a.m. The Committee provided a status update of the labor negotiations and strategy for negotiations.

3. OPEN SESSION: *Opened at 9:55 a.m.*

4. ADJOURNMENT :

There being no further business to come before the Committee, the meeting concluded at 9:58 a.m. The next Regular Board Meeting will be held Thursday, June 27, 2024 at 9:00 a.m. 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, calling the District office at 831-624-1248 or via email at downstream@cawd.org.

As Reported To:

Barbara Buikema, General Manager

APPROVED: _____
Ken White, President



CARMEL AREA WASTEWATER DISTRICT
BRIDGE TO EVERYWHERE
STANDING COMMITTEE MEETING MINUTES
June 19, 2024, Wednesday, 2:00 p.m.

Via teleconference and in-person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 1:59 p.m.

Present: President Ken White
Director Mike Rachel

**Signifies Virtual Attendance*

Other Attendees:

Barbara Buikema, General Manager
Patrick Treanor, District Engineer
Mayor Dave Potter, City of Carmel-by-the-Sea
Brandon Swanson, Assistant City Manager, City of Carmel-by-the-Sea
Katherine Wallace, Associate Planner, City of Carmel-by-the-Sea
Greg D'Ambrosio-Friends of Mission Nature Preserve Trail
Laura Bowling, Friends of Mission Trail Nature Preserve
Doug Schmitz, Friends of Mission Trail Nature Preserve

Absent: Paul Bartow, Citizen Representative, Sam Farr, Retired Representative

Appearances/Public Comments: Alan Shipnuck and Richard Warren, Stefan Karapetkov
(Resident at 3009 Lausen Drive)

* Brett Bell, Terracon-Restoration Ecologist, Local Biologist/Botanist
Mr. Bell requested if the project would incorporate any native plant restoration?
Mr. Bell also commented that the dusky footed woodrat is a protected species and those nest are protected by California Environmental Quality Act (CEQA).

Agenda Changes:

AGENDA ITEMS:

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

Comments were made by Mr. Shipnuck and Mr. Warren regarding a request to include a golf links in conjunction with the Bridge To Everywhere Project.

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

The Chair made the following agenda changes made to items number 5 regarding the easement and item number 10 are to be continued. Item number 7 regarding the lease negotiations was removed from the agenda.

3. **INFORMATION/DISCUSSION ITEMS:**

Presentation & Discussion:

Barbara's Buikema, General Manager Progress Report Update :

- Therese Phillips, Principal, Carmel River Elementary School

The District will be reaching out to Therese Phillips at a later date with an invite to future BTE meetings.

- BTE Presentation Carmel Residents Association

A presentation was given to the Carmel Residents Association by the District Engineer, Patrick Treanor, and Laura Bowling, Friends of Mission Trail Nature Preserve.

- Rafael Payan, Ph.D., General Manager -Monterey Peninsula Regional Park District (MPRPD) Presentation

The General Manager reported out that contact with MPRPD will occur in July.

Barbara Buikema stated that Mayor Potter and Chip Rerig have requested a meeting regarding permitting and a date has not been determined.

General Discussion Items:

4. **Initial Report On Rio Park- Protected Species Survey Results:**

- Storage Site or Alternate Options
- Discuss survey of entire property

Greg D'Ambrosio stated that an initial survey for the entire property for wood rats and endangered species was performed.

The City still has some concerns about a storage issues and the build up of the vegetation in the area will require the City to address these concerns.

5. **(To be continued) Topics of discussion:**

Patrick Treanor and Doug Schmitz will provide an update:

- Where are we on the easement? Do we have a definitive answer? Or
- Do we need to solicit a professional to make a final determination?

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

Laura Bowling will provide a progress update:

- What is the time line to securing the trademark?

Barbara Buikema stated that the trademark has been resubmitted.

- Are there any additional requirements?

Laura Bowling stated that the resubmission of the trademark is completed and is hopeful it will be approved soon from the US Trademark Office.

7. **(Pulled from the agenda) Lease Negotiations:**

- Progress report on lease agreement

8. **Schedule BTE Presentation to the City Council.**

President White and Mayor Potter will provide a progress update

This presentation is preliminarily scheduled for August, per Mayor Potter. Brandon Swanson suggested that the District have more interaction with the City prior to the August meeting so the public can become more aware of the project.

9. **Future identifiable Project Expenditures:**

Sam Farr will provide an update on clean up quote:

- Clean up stock piles
- Complete a protected species field survey report and map
- Trimming, Mowing and general clean up
- Logs and spoils
- Grading to make a safe site
- Property Survey
- Water
- Initial trail layout

Sam Farr was not available for this meeting so these items will be delayed and will be at a later time.

Greg D'Ambrosio requested the expense for the expansion of the survey.

10. **(To be continued)BTE Outreach:**

Paul Bartow will provide an update local outreach:

- Update on local neighborhood outreach
- Who are the next priority presentation for the BTE project?

Barbara Buikema provided an update on Paul's Bartow outreach. Greg D'Ambrosio stated that there is a need to develop a document with information to share in the outreach to the residents and public.

11. **ADJOURNMENT:** *The committee adjourned the meeting at 3:20. The next Bridge to Everywhere committee meeting will occur on Wednesday, July 17, 2024 at 2 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, July 25, 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, calling the District office at 831-624-1248 or via email at 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

June 18, 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 May 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 did not reveal any significant differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed check nos. 5848, 5852, 5857, 5859, 5860, 5866, 5873, and 5876 only had one signature.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any significant differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

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

Carmel Area Wastewater District

June 18, 2024

Page 2 of 2

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

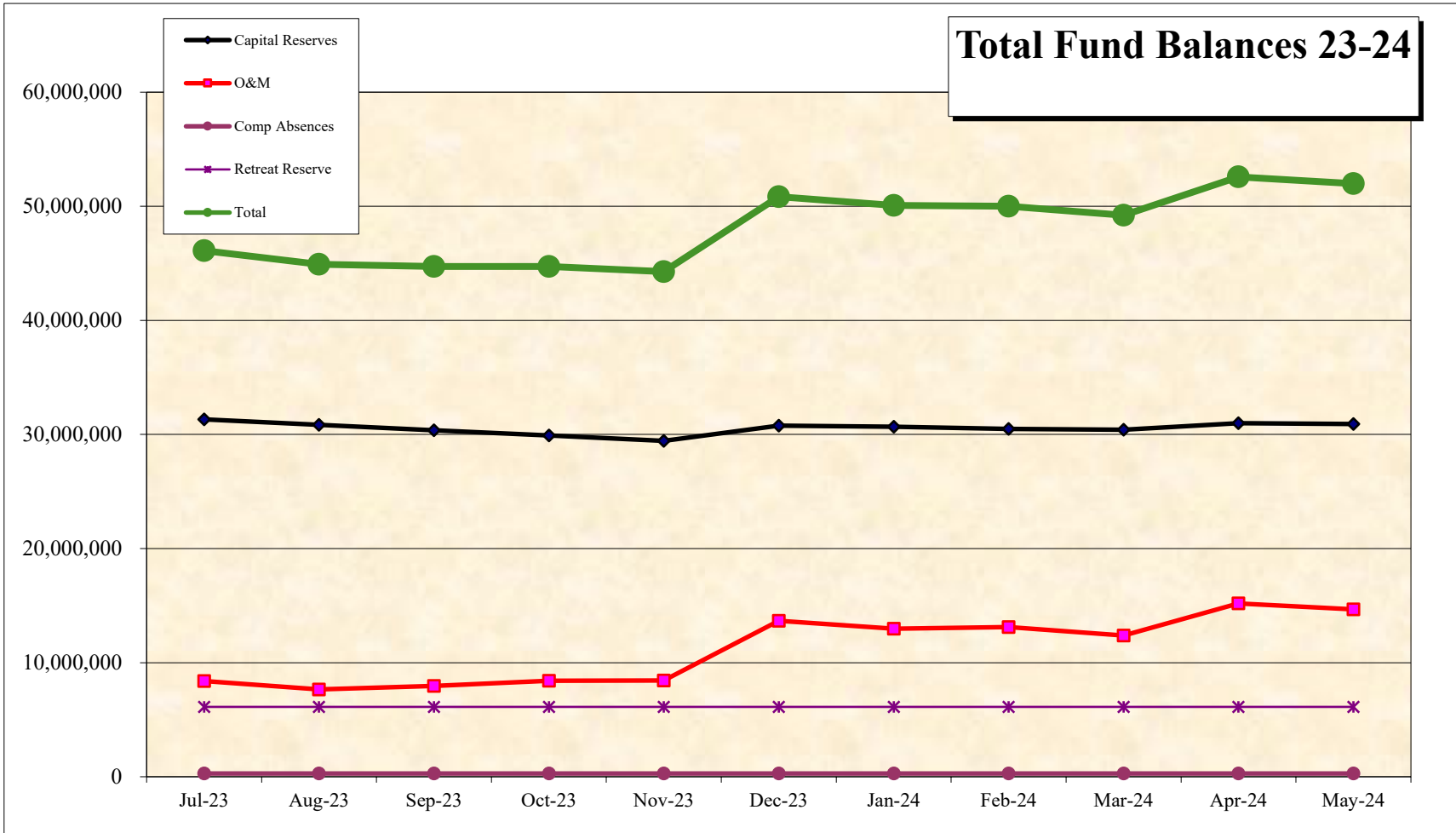
Principal

CliftonLarsonAllen LLP

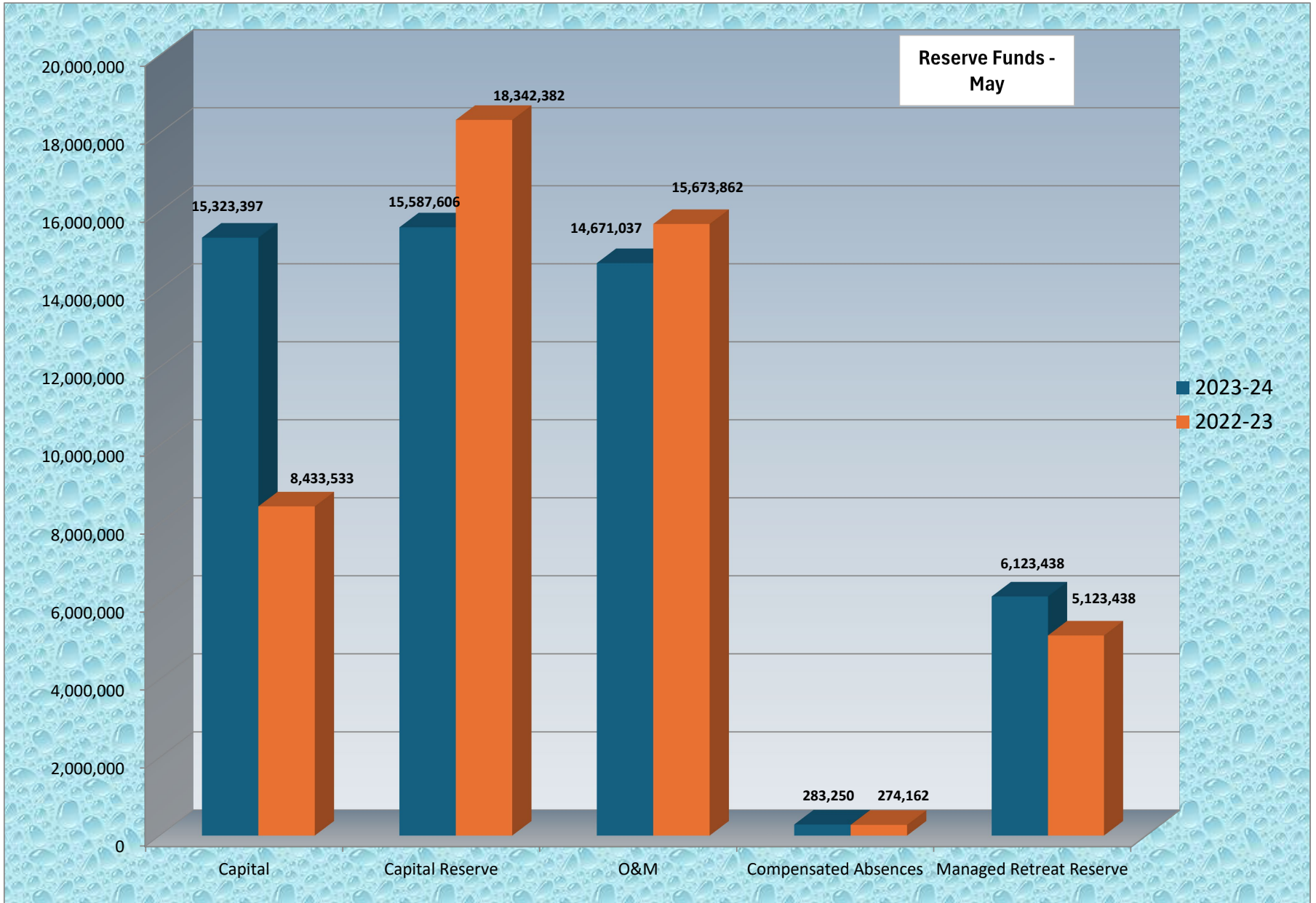
Cc: Mr. Ken White, President

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

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$15,389,182	\$15,587,606	\$15,188,916	\$283,250	\$6,123,438	\$52,572,392	\$751,364	\$12,219	\$1,265,492
Receipts:									
User Fees			8,458						
Property Taxes	7,877								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							63,273		
Reclamation capital billing							56,435		
Permits							2,660		
PBCSD capital billing									
Other misc. revenue							413		
Interest income									
Connection Fees									
CCLEAN receipts							58,706		
Brine disposal fees							16,220		
City of Carmel Public Works-interceptors cleanouts									
Fake check reimbursed by Chase Bank							2,814		
SJSU grant receipts-Applied Marine Sciences							5,513		
Total Receipts	7,877	0	8,458	0	0	16,335	321,033	0	0
Fund Transfers:									
Transfers to Chase Bank O&M	(73,662)		(526,338)				600,000		
Transfers to Chase Bank PR							(265,000)	265,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(73,662)	0	(526,338)	0	0	(600,000)	335,000	265,000	0
Disbursements:									
Operations and capital							309,689		
Payroll & payroll taxes								267,162	
Employee Dental reimbursements							2,868		
CALPERS EFT							43,591		
CAWD SAM pension EFT							0		
Union dues EFT							723		
Home Depot EFT							1,663		
US Bank EFT							18,899		
Deferred comp contributions EFT							26,775		
PEHP contributions EFT							3,705		
Bank/ADP fees							5	939	
Highlands Bond Debt Service Payment							0		
Annual County admin billing fee							0		
Fake check blocked-returned in May									
Unfunded CALPERS liabilities									
Total Disbursements	0	0	0	0	0	0	407,918	268,100	0
BALANCE END OF MONTH	15,323,397	15,587,606	14,671,037	283,250	6,123,438	51,988,727	999,479	9,118	1,265,492



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



Carmel Area Wastewater District
Disbursements
May-24

Date	Check	Vendor	Description	Amount
05/02/24	5846	Alameda Electrical Distributors	Electrical parts for effluent and outfall	380.74
05/02/24	5847	Amazon Capital Services	Office and operating supplies	1,211.99
05/02/24	5848	American Legal Publishing Corporation	Supplemental pages for codification	10.00
05/02/24	5849	Andrew Millington	Dental	2,370.00
05/02/24	5850	AT&T Mobility	Cell service with three new iPads and SCADA text modem	4,064.30
05/02/24	5851	AT&T CALNET 3	Admin alarm	37.76
05/02/24	5852	AT&T	Plant fiber router and IP card	766.02
05/02/24	5853	Bret D. Boatman	Maintenance services Plant and collections	8,186.25
05/02/24	5854	Carmel Pine Cone	Scenic Rd Pipe Bursting Project #20-08 legal notice (CAPITAL)	247.50
05/02/24	5855	Cintas Corporation	Laundry service	1,174.36
05/02/24	5856	Clark Pest Control	Plant service	338.00
05/02/24	5857	Coast Counties Glass, Inc.	Install clear glass at the chlorine and tertiary buildings	2,112.00
05/02/24	5858	Community Printers	Spring Summer newsletter printing	2,000.70
05/02/24	5859	Culligan Water Conditioning	C&I exchange for the lab	17.35
05/02/24	5860	Direct TV	Plant service	107.24
05/02/24	5861	DKF Solutions Group-VOID	Spill response drills for collections-VOID-SENT IN ERROR	0.00
05/02/24	5862	Edges Electrical Group LLC	Pump station electrical parts	69.79
05/02/24	5863	Enterprise Automation	Artificial Intelligence Pilot Project (CAPITAL)	5,383.00
05/02/24	5864	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,632.95
05/02/24	5865	Exceedio	Patch cables for the new server (CAPITAL)	51.72
05/02/24	5866	First Alarm	Plant service and new battery at admin	557.74
05/02/24	5867	Fisher Scientific	Lab supplies	926.15
05/02/24	5868	Frank A. Olsen Company	Eccentric plug valves for influent and dewatering	2,384.35
05/02/24	5869	Grainger	Operating and safety supplies and small tools	6,505.05
05/02/24	5870	Hach Company	LDO probe, UV protection screens and lab supplies	6,286.70
05/02/24	5871	Harrington Industrial Plastics	Effluent and outfall parts	1,660.80
05/02/24	5872	Municipal Maintenance Equipment	Fiberglass pole holders	535.85
05/02/24	5873	Palace Business Solutions	Plant office chair	506.69
05/02/24	5874	Patelco Credit Union	Health savings accounts contributions	4,591.52
05/02/24	5875	Patrick Treanor	CWEA conference expenses	33.38
05/02/24	5876	Peninsula Welding & Medical Supply	Non-liquid cylinders rental	38.70
05/02/24	5877	Pure Water	Plant and admin service	155.00
05/02/24	5878	Quill LLC	Admin office supplies	211.78

Carmel Area Wastewater District
Disbursements
May-24

Date	Check	Vendor	Description	Amount
05/02/24	5879	R.F. MacDonald Co.	Taco CL Series Suction Pump	9,600.88
05/02/24	5880	Rooter King Monterey County Inc.	Sewer line repairs on Lobos St. and 2nd Ave. and Lobos St. and Valley Way	16,780.00
05/02/24	5881	Ryan Herco Products	Operating supplies	457.96
05/02/24	5882	Scarborough Lumber (Ace Hardware)	Plant, collections and admin supplies	227.40
05/02/24	5883	Seth Steele-Freitas	Collections Sys. Maint. GR 2 test fee	207.00
05/02/24	5884	Streamline	Website maintenance	497.00
05/02/24	5885	ULINE	Effluent work table with sink	1,293.02
05/02/24	5886	Univar Solutions USA	Sodium bisulfate	7,330.32
05/02/24	5887	Universal Staffing	Admin temp service	824.00
05/02/24	5888	Vision Service Plan	Vision insurance premium	617.40
05/02/24	5889	Vision Communications Co.	Radio batteries and 10 year FCC license renewal	1,465.92
05/03/24	5890	Alameda Electrical Distributors	Plant and collections electrical parts	3,661.07
05/07/24	5891	Mark and Barbara Oman	User fee refund - on septic	2,923.38
05/14/24	5892	Airtec Service	Replace oven hood and repair duct	9,371.00
05/14/24	5893	Amazon Capital Services	Operating and safety supplies and small tools	1,821.67
05/14/24	5894	Ann Muraski	Balance due for design of the Spring/Summer newsletter	5,745.00
05/14/24	5895	AT&T Mobility	Cell service	793.76
05/14/24	5896	Booth Medical Equipment	Temperature Chart Recorder 120V	2,050.23
05/14/24	5897	Bryan Mailey Electric	Plant and collections projects	8,860.95
05/14/24	5898	California American Water	Monthly service	1,078.74
05/14/24	5899	Carmel Print & Copy	Employee business cards	114.61
05/14/24	5900	Cintas Corporation	Laundry service	628.34
05/14/24	5901	Edward Waggoner	Dental	282.00
05/14/24	5902	Exceedio	Cisco advanced firewalls	708.00
05/14/24	5903	Firato Service Co.	Plant and admin janitorial service	1,796.00
05/14/24	5904	Fisher Scientific	Lab supplies	208.37
05/14/24	5905	George Dilworth	Reimburse ratepayer for sewage cleanup at home	200.00
05/14/24	5906	Grainger	Twin platform stepladder	335.88
05/14/24	5907	Hach Company	Lab supplies	407.30
05/14/24	5908	Harrington Industrial Plastics	Operating supplies	55.03
05/14/24	5909	ICON Cloud Solutions	Monthly telephone service	601.06
05/14/24	5910	International Accreditation Service	Annual ELAP lab accreditation	2,250.00
05/14/24	5911	Kemira Water Solutions	Ferric chloride	8,129.40

Carmel Area Wastewater District
Disbursements
May-24

Date	Check	Vendor	Description	Amount
05/14/24	5912	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	1,065.75
05/14/24	5913	Lemos Service	Oil changes and service on Plant and collections vehicles	739.77
05/14/24	5914	McMaster-Carr	Corrosion-resistant pressure gauge	118.23
05/14/24	5915	Michael Rachel	Dental	216.00
05/14/24	5916	Microgenics Corporation	Lab supplies	862.53
05/14/24	5917	MNS Engineers, Inc.	September Ranch Sewer Project #18-29, Scenic Rd Pipe Bursting Project #20-08 (CAPITAL \$42,936.41), Pescadero Creek Area Pipe Rehab Project #21-05 (CAPITAL \$835.00) and Santa Rita & Guadalupe Pipeline Project #23-01 (CAPITAL \$22,813.00)	74,464.41
05/14/24	5918	Monterey Bay Analytical Services	Sample analysis	695.00
05/14/24	5919	Municipal Maintenance Equipment	Radiator and hoses	1,930.27
05/14/24	5920	Nicole Nedeff	Plant Bridge Retrofit Project #22-04 (CAPITAL), field survey for stick nests	330.00
05/14/24	5921	Owen Equipment, LLC	KEG fire hose nozzle	496.39
05/14/24	5922	Pacific Gas & Electric	Monthly service	40,997.10
05/14/24	5923	The Pun Group	Audit planning	2,650.00
05/14/24	5924	Quill LLC	Office supplies	311.94
05/14/24	5925	Rockwell Solutions	Cartridge caps and oil change kit	245.19
05/14/24	5926	Star Sanitation LLC	Collections portable toilet	97.20
05/14/24	5927	Synagro Technologies	Sludge hauling	11,074.03
05/14/24	5928	TITUS	15 Composite Cover TwistLIFT Opening Tools with Locks	1,285.00
05/14/24	5929	Toro Petroleum	Toro brand AW46-5	88.38
05/14/24	5930	Town & Country Gardening	Plant and admin gardening	700.00
05/14/24	5931	ULINE	Safety and lab supplies	220.38
05/14/24	5932	Univar Solutions USA	Sodium hypochlorite	21,319.05
05/14/24	5933	Universal Staffing	Admin temp service	16.75
05/14/24	5934	USA Blue Book	Rain gear	457.30
05/14/24	5935	Visual Edge IT, Inc.	Plant copier billing	97.09
05/14/24	5936	West Yost Associates	Lift Station Assessment engineering	2,817.50
05/14/24	5937	WM Corporate Services	Plant rolloffs and admin garbage	2,383.65
				312,556.98

CAWD/PBCSD Reclamation Project
Disbursements
May-24

Date	Check	Vendor	Description	Amount
05/02/24	1339	Brenntag Pacific, Inc.	Brennfloc RE 5000, potassium hydroxide and ammonium hydroxide	46,898.67
05/02/24	1340	Bret D. Boatman	Maintenance services	1,063.75
05/02/24	1341	Fisher Scientific	Lab supplies	926.14
05/02/24	1342	Green Rubber Kennedy Ag	PVC compact ball valve and bushings	142.63
05/02/24	1343	Pacific Gas & Electric	Tertiary billing	11,779.02
05/02/24	1344	Toray Membranes USA, Inc.	63 Toray TMG20D-400SR membranes	31,095.35
05/02/24	1345	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
05/03/24	1346	Alameda Electrical Distributors	Electrical parts	1,073.00
05/14/24	1347	Booth Medical Equipment	Temperature Chart Recorder 120V	2,050.22
05/14/24	1348	Brenntag Pacific, Inc.	Ammonium hydroxide	4,911.38
05/14/24	1349	Bryan Mailey Electric	RO CIP VFD's and tertiary pump work	600.00
05/14/24	1350	Carmel Area Wastewater District	O&M reimbursement	63,272.54
05/14/24	1351	Fisher Scientific	Lab supplies	208.36
05/14/24	1352	International Accreditation Service	Annual ELAP lab accreditation	2,250.00
05/14/24	1353	Microgenics Corporation	Lab supplies	862.53
05/14/24	1354	Monterey Bay Analytical Service	Sample analysis	2,174.00
05/14/24	1355	Pebble Beach Company	O&M reimbursement	4,734.10
05/14/24	1356	Pebble Beach Community Services District	O&M reimbursement	51,402.23
05/14/24	1357	The Pun Group, LLP	Audit planning phase	1,700.00
05/14/24	1358	Trussell Technologies, Inc.	MFRO Ops Support and Plant Membrane Filtration and RO Support	3,778.75
05/14/24	1359	ULINE	Igloo ice chest	47.84
				299,720.51



**Financial Statements
and
Supplementary Schedules**

May 2024

June 27, 2024

Carmel Area Wastewater District

Balance Sheet

May 2024

ASSETS		
Current Assets		
Cash		
Cash	54,262,816.84	
TOTAL Cash	54,262,816.84	54,262,816.84
Other Current Assets		
Other Current Assets	378,827.95	
TOTAL Other Current Assets	378,827.95	378,827.95
TOTAL Current Assets		54,641,644.79
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,458,227.55	
TOTAL Treatment Structures	70,458,227.55	70,458,227.55
Treatment Equipment		
Treatment Equipment	9,746,805.62	
TOTAL Treatment Equipment	9,746,805.62	9,746,805.62
Collection Structures		
Collection Structures	1,267,447.92	
TOTAL Collection Structures	1,267,447.92	1,267,447.92
Collection Equipment		
Collection Equipment	1,702,695.20	
TOTAL Collection Equipment	1,702,695.20	1,702,695.20
Sewers		15,796,761.56
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	1,643,890.85
Other Fixed Assets		
Other Fixed Assets	4,600,851.24	
TOTAL Other Fixed Assets	4,600,851.24	4,600,851.24
Capital Improvement Projects		
Capital Improvement Projects	12,057,352.73	
TOTAL Capital Improvement Projects	12,057,352.73	12,057,352.73
Accumulated depreciation		(59,627,072.07)
TOTAL Fixed Assets		57,955,020.36
Other Assets		
Other Assets		4,267,785.22
TOTAL Other Assets		4,267,785.22
TOTAL ASSETS		116,864,450.37

Carmel Area Wastewater District

Balance Sheet

May 2024

LIABILITIES

Current Liabilities		
Current Liabilities	810,136.48	
TOTAL Current Liabilities	<u>810,136.48</u>	810,136.48
Long-Term Liabilities		
Long Term Liabilities	1,342,868.69	
TOTAL Long-Term Liabilities	<u>1,342,868.69</u>	1,342,868.69
TOTAL LIABILITIES		<u>2,153,005.17</u>
	NET POSITION	
Net Assets	107,438,507.66	
Year-to-Date Earnings	7,272,937.54	
TOTAL NET POSITION		<u>114,711,445.20</u>
TOTAL LIABILITIES & NET POSITION		<u>116,864,450.37</u>

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	11,932,861.05	12,827,490.00	(894,628.95)	-7.0 %
TOTAL Income	<u>11,932,861.05</u>	<u>12,827,490.00</u>	<u>(894,628.95)</u>	-7.0 %
Adjustments				
Discounts	210.67	0.00	210.67	
TOTAL Adjustments	<u>210.67</u>	<u>0.00</u>	<u>210.67</u>	
*****	<u>11,933,071.72</u>	<u>12,827,490.00</u>	<u>(894,418.28)</u>	-7.0 %
***** OPERATING INCOME	<u>11,933,071.72</u>	<u>12,827,490.00</u>	<u>(894,418.28)</u>	-7.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	3,596,487.71	3,630,655.00	34,167.29	0.9 %
TOTAL Salaries and Payroll Taxes	<u>3,596,487.71</u>	<u>3,630,655.00</u>	<u>34,167.29</u>	0.9 %
Employee Benefits				
Employee Benefits	1,339,393.41	740,855.00	(598,538.41)	-80.8 %
TOTAL Employee Benefits	<u>1,339,393.41</u>	<u>740,855.00</u>	<u>(598,538.41)</u>	-80.8 %
Director's Expenses				
Director's Expenses	24,055.18	31,100.00	7,044.82	22.7 %
TOTAL Director's Expenses	<u>24,055.18</u>	<u>31,100.00</u>	<u>7,044.82</u>	22.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	76,344.98	59,780.00	(16,564.98)	-27.7 %
TOTAL Truck and Auto Expenses	<u>76,344.98</u>	<u>59,780.00</u>	<u>(16,564.98)</u>	-27.7 %
General and Administrative				
General and Administrative	668,347.38	644,600.00	(23,747.38)	-3.7 %
TOTAL General and Administrative	<u>668,347.38</u>	<u>644,600.00</u>	<u>(23,747.38)</u>	-3.7 %
Office Expense				
Office Expense	108,135.62	61,300.00	(46,835.62)	-76.4 %
TOTAL Office Expense	<u>108,135.62</u>	<u>61,300.00</u>	<u>(46,835.62)</u>	-76.4 %
Operating Supplies				
Operating Supplies	531,642.74	539,576.67	7,933.93	1.5 %
TOTAL Operating Supplies	<u>531,642.74</u>	<u>539,576.67</u>	<u>7,933.93</u>	1.5 %
Contract Services				
Contract Services	754,241.72	758,120.00	3,878.28	0.5 %
TOTAL Contract Services	<u>754,241.72</u>	<u>758,120.00</u>	<u>3,878.28</u>	0.5 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	612,541.95	504,000.00	(108,541.95)	-21.5 %
TOTAL Repairs and Maintenance	<u>612,541.95</u>	<u>504,000.00</u>	<u>(108,541.95)</u>	-21.5 %
Utilities				
<i>Utilities</i>	367,976.39	381,680.00	13,703.61	3.6 %
TOTAL Utilities	<u>367,976.39</u>	<u>381,680.00</u>	<u>13,703.61</u>	3.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	55,209.21	54,045.00	(1,164.21)	-2.2 %
TOTAL Travel and Meetings	<u>55,209.21</u>	<u>54,045.00</u>	<u>(1,164.21)</u>	-2.2 %
Permits and Fees				
<i>Permits and Fees</i>	69,961.61	82,400.00	12,438.39	15.1 %
TOTAL Permits and Fees	<u>69,961.61</u>	<u>82,400.00</u>	<u>12,438.39</u>	15.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	39,369.12	38,500.00	(869.12)	-2.3 %
TOTAL Memberships and Subscriptions	<u>39,369.12</u>	<u>38,500.00</u>	<u>(869.12)</u>	-2.3 %
Safety				
<i>Safety</i>	52,308.99	55,530.00	3,221.01	5.8 %
TOTAL Safety	<u>52,308.99</u>	<u>55,530.00</u>	<u>3,221.01</u>	5.8 %
Other Expenses				
<i>Other Expense</i>	63,319.75	41,400.00	(21,919.75)	-52.9 %
TOTAL Other Expenses	<u>63,319.75</u>	<u>41,400.00</u>	<u>(21,919.75)</u>	-52.9 %
TOTAL Operating Expenses	<u>8,359,335.76</u>	<u>7,623,541.67</u>	<u>(735,794.09)</u>	-9.7 %
***** OPERATING INCOME (LOSS)	<u>3,573,735.96</u>	<u>5,203,948.33</u>	<u>(1,630,212.37)</u>	-31.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	3,699,201.58	2,851,768.75	847,432.83	29.7 %
TOTAL Other Income or Gain	<u>3,699,201.58</u>	<u>2,851,768.75</u>	<u>847,432.83</u>	29.7 %
TOTAL Non-op Income, Expense, Gain or Loss	<u>3,699,201.58</u>	<u>2,851,768.75</u>	<u>847,432.83</u>	29.7 %
***** NET INCOME (LOSS)	<u>7,272,937.54</u>	<u>8,055,717.08</u>	<u>(782,779.54)</u>	-9.7 %
***** NET INCOME (LOSS)	<u>7,272,937.54</u>	<u>8,055,717.08</u>	<u>(782,779.54)</u>	-9.7 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	819,233.34	619,700.00	(199,533.34)	-32.2 %
TOTAL Salaries and Payroll Taxes	819,233.34	619,700.00	(199,533.34)	-32.2 %
Employee Benefits				
<i>Employee Benefits</i>	305,853.48	184,270.00	(121,583.48)	-66.0 %
TOTAL Employee Benefits	305,853.48	184,270.00	(121,583.48)	-66.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	68,616.15	57,540.00	(11,076.15)	-19.2 %
TOTAL Truck and Auto Expenses	68,616.15	57,540.00	(11,076.15)	-19.2 %
General and Administrative				
<i>General and Administrative</i>	186,894.32	180,000.00	(6,894.32)	-3.8 %
TOTAL General and Administrative	186,894.32	180,000.00	(6,894.32)	-3.8 %
Office Expense				
<i>Office Expense</i>	15,140.19	9,900.00	(5,240.19)	-52.9 %
TOTAL Office Expense	15,140.19	9,900.00	(5,240.19)	-52.9 %
Operating Supplies				
<i>Operating Supplies</i>	63,905.67	62,300.00	(1,605.67)	-2.6 %
TOTAL Operating Supplies	63,905.67	62,300.00	(1,605.67)	-2.6 %
Contract Services				
<i>Contract Services</i>	183,073.30	181,900.00	(1,173.30)	-0.6 %
TOTAL Contract Services	183,073.30	181,900.00	(1,173.30)	-0.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	333,340.23	282,500.00	(50,840.23)	-18.0 %
TOTAL Repairs and Maintenance	333,340.23	282,500.00	(50,840.23)	-18.0 %
Utilities				
<i>Utilities</i>	50,095.97	41,675.00	(8,420.97)	-20.2 %
TOTAL Utilities	50,095.97	41,675.00	(8,420.97)	-20.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	20,782.94	17,600.00	(3,182.94)	-18.1 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	20,782.94	17,600.00	(3,182.94)	-18.1 %
Permits and Fees				
<i>Permits and Fees</i>	9,470.11	8,300.00	(1,170.11)	-14.1 %
TOTAL Permits and Fees	9,470.11	8,300.00	(1,170.11)	-14.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,522.72	4,500.00	977.28	21.7 %
TOTAL Memberships and Subscriptions	3,522.72	4,500.00	977.28	21.7 %
Safety				
<i>Safety</i>	16,802.75	13,450.00	(3,352.75)	-24.9 %
TOTAL Safety	16,802.75	13,450.00	(3,352.75)	-24.9 %
Other Expenses				
<i>Other Expense</i>	635.00	0.00	(635.00)	
TOTAL Other Expenses	635.00	0.00	(635.00)	
TOTAL Operating Expenses	2,077,366.17	1,663,635.00	(413,731.17)	-24.9 %
***** OPERATING INCOME (LOSS)	(2,077,366.17)	(1,663,635.00)	(413,731.17)	-24.9 %
***** NET INCOME (LOSS)	(2,077,366.17)	(1,663,635.00)	(413,731.17)	-24.9 %
***** NET INCOME (LOSS)	(2,077,366.17)	(1,663,635.00)	(413,731.17)	-24.9 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	1,627,212.06	1,761,700.00	134,487.94	7.6 %
TOTAL Salaries and Payroll Taxes	1,627,212.06	1,761,700.00	134,487.94	7.6 %
Employee Benefits				
<i>Employee Benefits</i>	799,891.29	420,875.00	(379,016.29)	-90.1 %
TOTAL Employee Benefits	799,891.29	420,875.00	(379,016.29)	-90.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	7,558.69	2,140.00	(5,418.69)	-253.2 %
TOTAL Truck and Auto Expenses	7,558.69	2,140.00	(5,418.69)	-253.2 %
General and Administrative				
<i>General and Administrative</i>	308,427.59	278,000.00	(30,427.59)	-10.9 %
TOTAL General and Administrative	308,427.59	278,000.00	(30,427.59)	-10.9 %
Office Expense				
<i>Office Expense</i>	59,429.80	33,400.00	(26,029.80)	-77.9 %
TOTAL Office Expense	59,429.80	33,400.00	(26,029.80)	-77.9 %
Operating Supplies				
<i>Operating Supplies</i>	465,054.52	468,976.67	3,922.15	0.8 %
TOTAL Operating Supplies	465,054.52	468,976.67	3,922.15	0.8 %
Contract Services				
<i>Contract Services</i>	438,881.19	472,475.00	33,593.81	7.1 %
TOTAL Contract Services	438,881.19	472,475.00	33,593.81	7.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	247,744.58	204,000.00	(43,744.58)	-21.4 %
TOTAL Repairs and Maintenance	247,744.58	204,000.00	(43,744.58)	-21.4 %
Utilities				
<i>Utilities</i>	294,047.78	317,325.00	23,277.22	7.3 %
TOTAL Utilities	294,047.78	317,325.00	23,277.22	7.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	25,890.38	27,000.00	1,109.62	4.1 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	25,890.38	27,000.00	1,109.62	4.1 %
Permits and Fees				
<i>Permits and Fees</i>	35,676.50	42,100.00	6,423.50	15.3 %
TOTAL Permits and Fees	35,676.50	42,100.00	6,423.50	15.3 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	4,894.00	6,900.00	2,006.00	29.1 %
TOTAL Memberships and Subscriptions	4,894.00	6,900.00	2,006.00	29.1 %
Safety				
<i>Safety</i>	33,269.57	39,500.00	6,230.43	15.8 %
TOTAL Safety	33,269.57	39,500.00	6,230.43	15.8 %
Other Expenses				
<i>Other Expense</i>	6,524.82	5,200.00	(1,324.82)	-25.5 %
TOTAL Other Expenses	6,524.82	5,200.00	(1,324.82)	-25.5 %
TOTAL Operating Expenses	4,354,502.77	4,079,591.67	(274,911.10)	-6.7 %
***** OPERATING INCOME (LOSS)	(4,354,502.77)	(4,079,591.67)	(274,911.10)	-6.7 %
***** NET INCOME (LOSS)	(4,354,502.77)	(4,079,591.67)	(274,911.10)	-6.7 %
***** NET INCOME (LOSS)	(4,354,502.77)	(4,079,591.67)	(274,911.10)	-6.7 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	594,743.94	632,480.00	37,736.06	6.0 %
TOTAL Salaries and Payroll Taxes	594,743.94	632,480.00	37,736.06	6.0 %
Employee Benefits				
<i>Employee Benefits</i>	233,648.64	135,710.00	(97,938.64)	-72.2 %
TOTAL Employee Benefits	233,648.64	135,710.00	(97,938.64)	-72.2 %
Director's Expenses				
<i>Director's Expenses</i>	23,705.18	30,400.00	6,694.82	22.0 %
TOTAL Director's Expenses	23,705.18	30,400.00	6,694.82	22.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	170.14	100.00	(70.14)	-70.1 %
TOTAL Truck and Auto Expenses	170.14	100.00	(70.14)	-70.1 %
General and Administrative				
<i>General and Administrative</i>	173,025.47	186,600.00	13,574.53	7.3 %
TOTAL General and Administrative	173,025.47	186,600.00	13,574.53	7.3 %
Office Expense				
<i>Office Expense</i>	33,565.63	18,000.00	(15,565.63)	-86.5 %
TOTAL Office Expense	33,565.63	18,000.00	(15,565.63)	-86.5 %
Operating Supplies				
<i>Operating Supplies</i>	1,691.34	1,400.00	(291.34)	-20.8 %
TOTAL Operating Supplies	1,691.34	1,400.00	(291.34)	-20.8 %
Contract Services				
<i>Contract Services</i>	131,201.20	103,745.00	(27,456.20)	-26.5 %
TOTAL Contract Services	131,201.20	103,745.00	(27,456.20)	-26.5 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	26,310.50	10,000.00	(16,310.50)	-163.1 %
TOTAL Repairs and Maintenance	26,310.50	10,000.00	(16,310.50)	-163.1 %
Utilities				
<i>Utilities</i>	23,832.64	22,680.00	(1,152.64)	-5.1 %

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

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	23,832.64	22,680.00	(1,152.64)	-5.1 %
Travel and Meetings				
<i>Travel and Meetings</i>	8,535.89	9,445.00	909.11	9.6 %
TOTAL Travel and Meetings	8,535.89	9,445.00	909.11	9.6 %
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>	30,952.40	27,100.00	(3,852.40)	-14.2 %
TOTAL Memberships and Subscriptions	30,952.40	27,100.00	(3,852.40)	-14.2 %
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>	56,159.93	36,200.00	(19,959.93)	-55.1 %
TOTAL Other Expenses	56,159.93	36,200.00	(19,959.93)	-55.1 %
TOTAL Operating Expenses	1,364,242.33	1,247,260.00	(116,982.33)	-9.4 %
***** OPERATING INCOME (LOSS)	(1,364,242.33)	(1,247,260.00)	(116,982.33)	-9.4 %
***** NET INCOME (LOSS)	(1,364,242.33)	(1,247,260.00)	(116,982.33)	-9.4 %
***** NET INCOME (LOSS)	(1,364,242.33)	(1,247,260.00)	(116,982.33)	-9.4 %

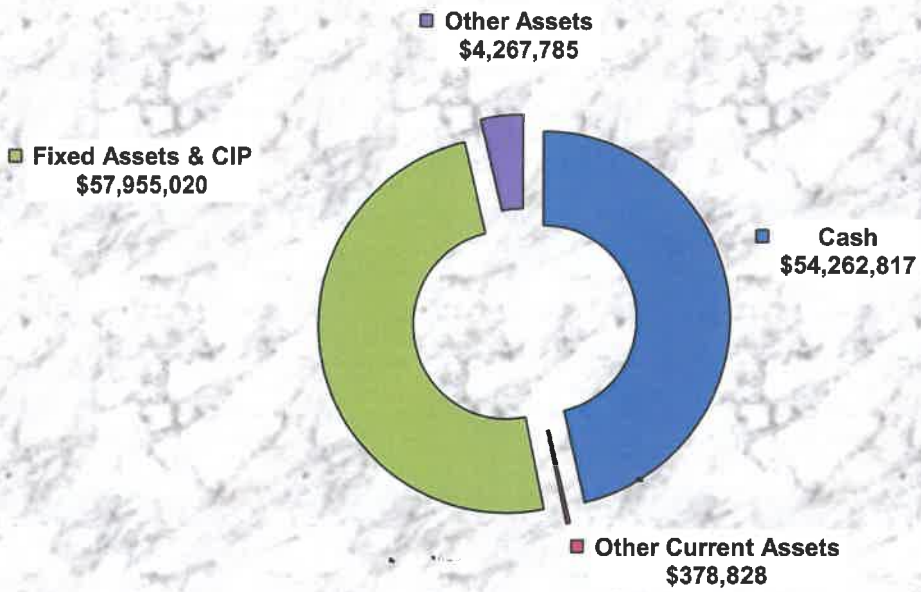
Carmel Area Wastewater District
Op. Exps. Actual to Budget-Reclamation
Year-to-Date Variance, May 2024 - current month, Consolidated by
account, Department 8

	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	555,298.37	614,980.00	59,681.63	9.7 %
TOTAL Salaries and Payroll Taxes	555,298.37	614,980.00	59,681.63	9.7 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	700.00	350.00	50.0 %
TOTAL Director's Expenses	350.00	700.00	350.00	50.0 %
Operating Supplies				
<i>Operating Supplies</i>	991.21	6,900.00	5,908.79	85.6 %
TOTAL Operating Supplies	991.21	6,900.00	5,908.79	85.6 %
Contract Services				
<i>Contract Services</i>	1,086.03	0.00	(1,086.03)	
TOTAL Contract Services	1,086.03	0.00	(1,086.03)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	930.46	3,500.00	2,569.54	73.4 %
TOTAL Repairs and Maintenance	930.46	3,500.00	2,569.54	73.4 %
Safety				
<i>Safety</i>	352.24	1,180.00	827.76	70.1 %
TOTAL Safety	352.24	1,180.00	827.76	70.1 %
TOTAL Operating Expenses	559,008.31	627,260.00	68,251.69	10.9 %
***** OPERATING INCOME (LOSS)	(559,008.31)	(627,260.00)	68,251.69	10.9 %
***** NET INCOME (LOSS)	(559,008.31)	(627,260.00)	68,251.69	10.9 %
***** NET INCOME (LOSS)	(559,008.31)	(627,260.00)	68,251.69	10.9 %

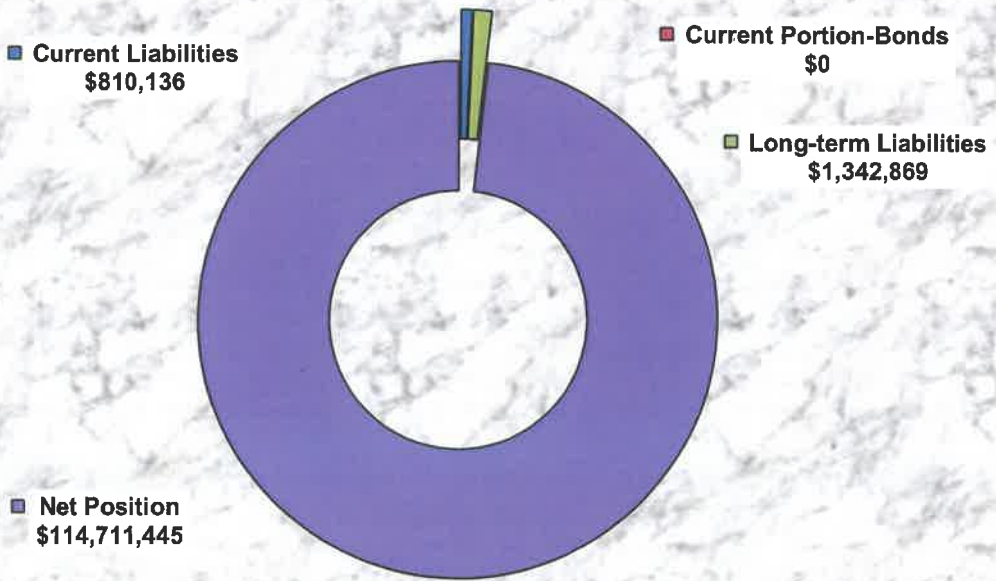
Carmel Area Wastewater District
I/S Actual to Budget-Brine Disposal
Year-to-Date Variance, May 2024 - current month, Consolidated by
account, Department 10

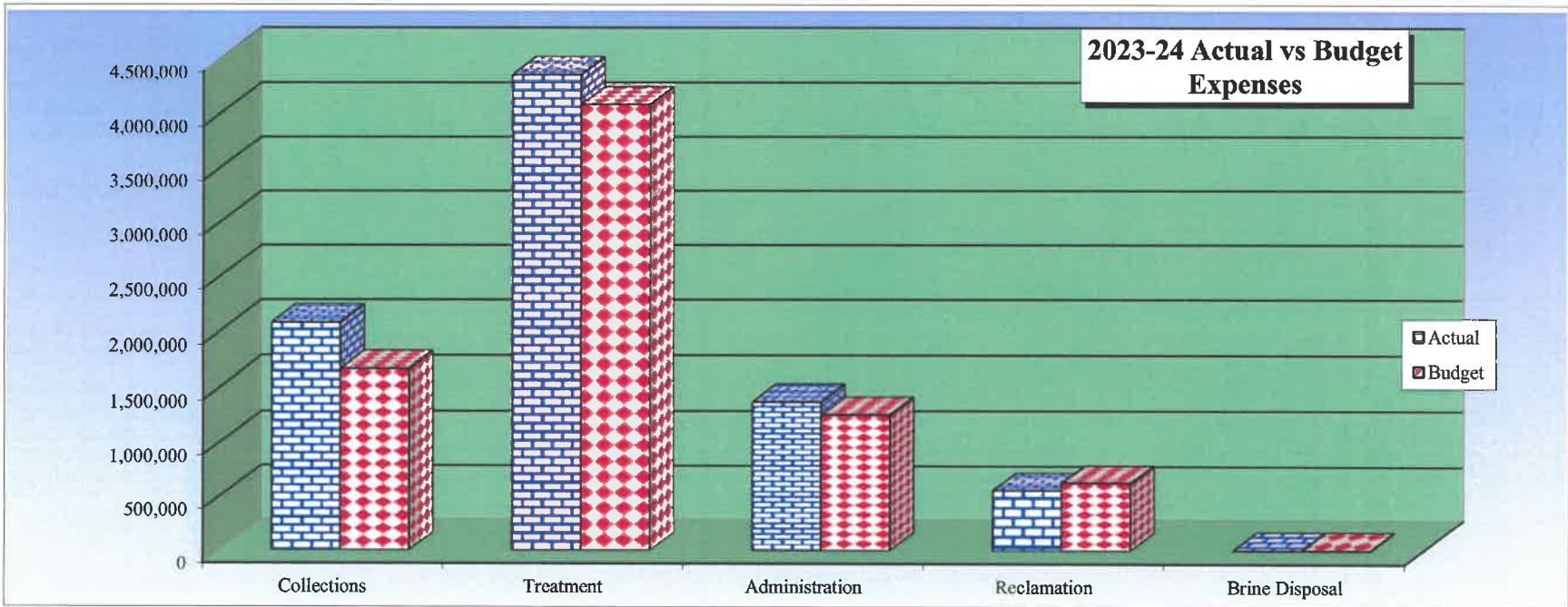
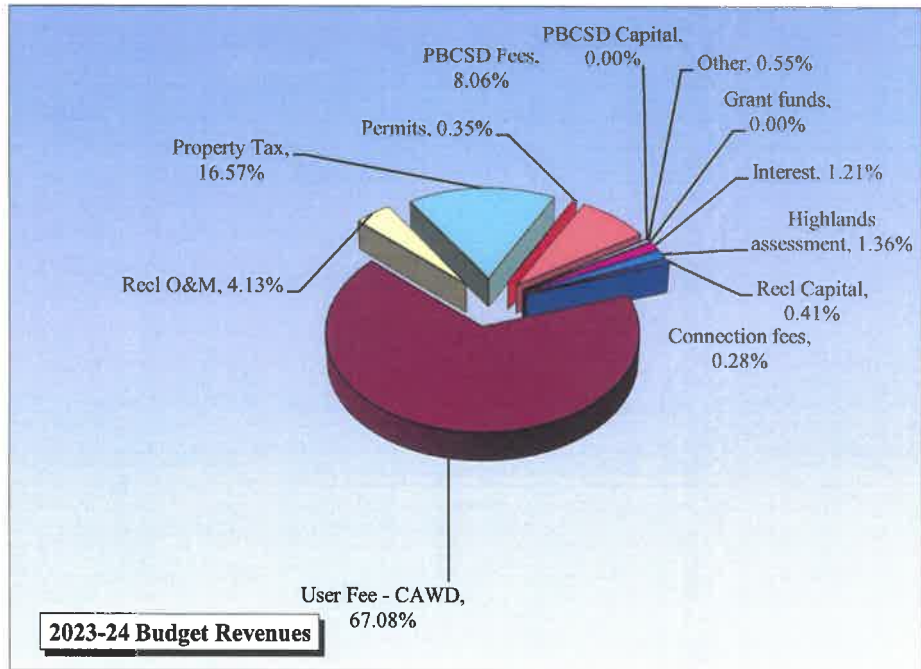
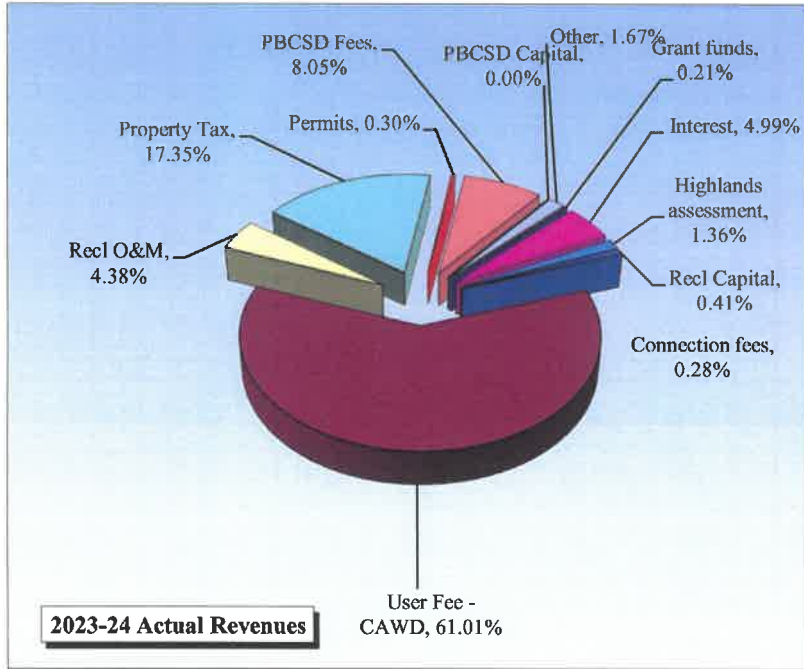
	<i>11 Months Ended May 31, 2024</i>	<i>11 Months Ended May 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	87,308.96	76,000.00	11,308.96	14.9 %
TOTAL Income	87,308.96	76,000.00	11,308.96	14.9 %
*****	87,308.96	76,000.00	11,308.96	14.9 %
***** OPERATING INCOME	87,308.96	76,000.00	11,308.96	14.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	1,795.00	1,795.00	100.0 %
TOTAL Salaries and Payroll Taxes	0.00	1,795.00	1,795.00	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	4,216.18	4,000.00	(216.18)	-5.4 %
TOTAL Repairs and Maintenance	4,216.18	4,000.00	(216.18)	-5.4 %
TOTAL Operating Expenses	4,216.18	5,795.00	1,578.82	27.2 %
***** OPERATING INCOME (LOSS)	83,092.78	70,205.00	12,887.78	18.4 %
***** NET INCOME (LOSS)	83,092.78	70,205.00	12,887.78	18.4 %
***** NET INCOME (LOSS)	83,092.78	70,205.00	12,887.78	18.4 %

Assets - May 31, 2024

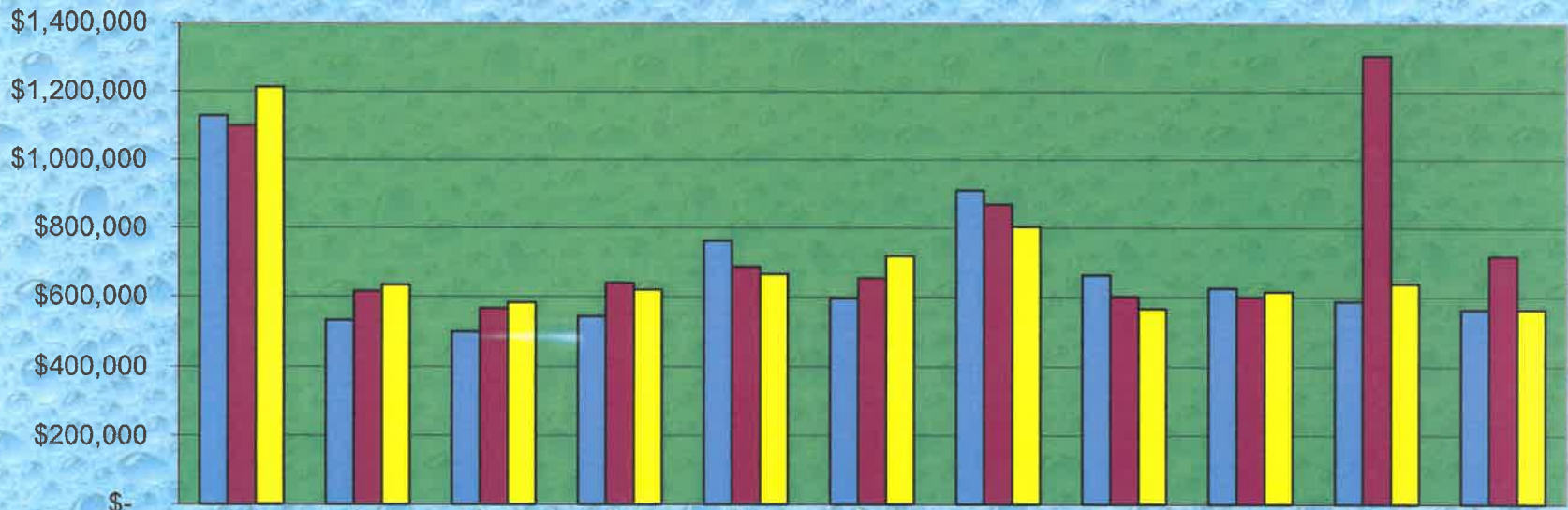


Liabilities - May 31, 2024





Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
■ FY 22-23	\$1,129,338	\$532,107	\$498,951	\$543,933	\$761,735	\$595,405	\$910,312	\$663,465	\$626,573	\$586,797	\$563,351
■ FY 23-24	\$1,099,772	\$615,987	\$566,511	\$640,578	\$686,764	\$654,302	\$868,703	\$602,205	\$600,330	\$1,306,077	\$718,106
■ CY Budget	\$1,213,035	\$634,524	\$582,961	\$620,072	\$665,195	\$717,755	\$804,100	\$566,000	\$616,080	\$638,955	\$564,865

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
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		0	13,530	13,530	0	NA
MobilMMS Software		0	78,000	78,000	90,000	86.67%
Calle Storm Drain/Pipe-unbudgeted		0	14,950	14,950	0	NA
Hacienda 60 kw Cummins generator		0	8,280	8,280	78,500	10.55%
PowerEdge Rack Server-unbudgeted (50% Collections)		0	10,815	10,815	0	NA
Vehicle Truck Building Wall-unbudgeted		29,682	29,682	29,682	0	NA
Sewer Line Repair-Mission & 7th-unbudgeted		13,389	13,389	13,389	0	NA
<u>Treatment</u>						
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		0	13,384	13,384	0	NA
Lab Autoclave (RECL 50%)		0	16,441	16,441	20,000	82.21%
Ion Chromatograph (RECL 90%)		0	62,705	62,705	57,000	110.01%
PowerEdge Rack Server-unbudgeted (50% Plant)		0	10,815	10,815	0	NA
Aqua Dam Rollup-unbudgeted		0	16,090	16,090	0	NA
RECL share	0	0	(64,656)	(64,656)	0	NA
PBCSD share (1/3 of cost)	0	0	(30,390)	(30,390)	0	NA
		43,071	430,214	430,214	393,343	NA

Total Capital Purchases 23-24

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	0	98,731	713,775	2,000,000	4.94%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	23,417	196,811	531,503	4,560,760	4.32%
Bay/Scenic Pump Station Rehab	76,756	0	70,487	147,243	900,000	7.83%
Pescadero Creek Area Pipe Rehab	182,256	6,672	41,373	223,629	500,000	8.27%
Vactor Receiving Station	86,668	4,289	18,554	105,222	400,000	4.64%
Lorca Lane Sewer Repair-unbudgeted	81,482	0	191,461	272,943	0	NA
Santa Rita & Guadalupe Pipeline	46,003	18,348	107,095	153,098	3,669,330	2.92%
<u>Treatment</u>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<i>Total CIP Projects 23-24</i>	1,423,080	52,725	724,512	2,147,592	12,030,090	6.02%

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

	BEG BAL	MAY	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
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	2,478	1,860,345	9,631,477	2,441,500	76.20%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	11,145	135,500	178,944	300,000	45.17%
Plant Bridge Retrofit Project-unbudgeted	968	404	11,693	12,661	0	NA
Artificial Intelligence Pilot Project	0	5,572	36,878	36,878	75,000	49.17%
RECL share	(209,821)	(67)	(50,230)	(260,051)	(65,921)	76.20%
PBCSD share (1/3 of cost)	(2,551,526)	(5,897)	(657,591)	(3,209,118)	(1,008,526)	65.20%
<i>Total Long Term CIP Projects 23-24</i>	5,103,053	13,634	1,337,540	6,440,593	2,017,053	66.31%
Total Capital (net of RECL and PBCSD)	6,526,133	109,430	2,492,266	9,018,399	14,440,486	17.26%

Carmel Area Wastewater District
Variance Analysis
2023-24

	YTD \$ Variance	YTD % Variance	
<u>Collections</u>			
Salaries and Payroll Taxes	(\$199,533)	-32.20%	Salaries underbudgeted.
Employee Benefits	(\$121,583)	-66.00%	CALPERS unfunded liability payments
Truck and Auto Expenses	(\$11,076)	-19.20%	Outside repair service and repair parts underbudgeted.
Office Expense	(\$5,240)	-52.90%	Computers and equipment underbudgeted.
Repairs and Maintenance	(\$50,840)	-18.00%	Pump station equipment and easements underbudgeted.
Utilities	(\$8,421)	-20.20%	Slightly underbudgeted.
Travel and Meetings	(\$3,183)	-18.10%	Employee training underbudgeted.
Permits and Fees	(\$1,170)	-14.10%	Mo. Bay Air Resources District underbudgeted.
Safety	(\$3,353)	-24.90%	Fire extinguisher service unbudgeted. Training underbudgeted.
<u>Treatment</u>			
Salaries and Payroll Taxes			
Employee Benefits	(\$379,016)	-90.10%	CALPERS unfunded liability payments
Truck and Auto Expenses	(\$5,419)	-253.20%	Gas and repair service underbudgeted.
General and Administrative	(\$30,428)	-10.90%	Insurance underbudgeted.
Office Expense	(\$26,030)	-77.90%	Computers and furnishings underbudgeted.
Repairs and Maintenance	(\$43,745)	-21.40%	Underbudgeted.
Other Expense	(\$1,325)	-25.50%	Recruiting underbudgeted.
<u>Administration</u>			
Employee Benefits	(\$97,939)	-72.20%	CALPERS unfunded liability payments
Truck and Auto Expenses	(\$70)	-70.10%	Repair parts underbudgeted.
Office Expense	(\$15,566)	-86.50%	Computers underbudgeted. Codifications and temp service unbudgeted.
Operating Supplies	(\$291)	-20.80%	General supplies underbudgeted.
Contract Services	(\$27,456)	-26.50%	HR consulting underbudgeted. Source control unbudgeted.
Repairs and Maintenance	(\$16,311)	-163.10%	Building repairs underbudgeted.
Utilities	(\$1,153)	-5.10%	Water underbudgeted.

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

	YTD \$ Variance	YTD % Variance	
Memberships and Subscriptions	(\$3,852)	-14.20%	WateReuse membership unbudgeted. Employee certifications and memberships underbudgeted.
Safety	(\$484)	-34.60%	PPE and safety supplies underbudgeted.
Other Expense	(\$19,960)	-55.10%	Recruiting unbudgeted.

Brine Disposal

Repairs and Maintenance	(\$216)	-5.40%	Repairs and maintenance underbudgeted.
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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**

Resolution #	Description	Original Budget	Amendment	Spent To Date
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
2024-17	A Resolution approving the purchase of the Ion Chromatograph in the amount of \$66,196.30.	\$ 57,000	\$ 9,196	\$ 62,705
2024-20	A Resolution approving the payment of the CALPERS Classic Unfunded Liability in the amount of \$535,250 and the CALPERS Pepra Unfunded Liability in the amount of \$109,193	\$ -	\$ 644,443	\$ 644,443
2024-23	A Resolution authorizing the General Manager to enter into a contract with National Auto Fleet Group for the purchase of a Pipe-Hunter Sewer Cleaning Truck not to exceed an amount of \$302,013.	\$ -	\$ 302,013	\$ -
Total To Date		<u>\$ 129,500</u>	<u>\$ 1,030,995</u>	<u>\$ 850,985</u>

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: June 27, 2024
 SUBJECT: Monthly Report – May 2024

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in May 17
 Total Fees \$2,570.00

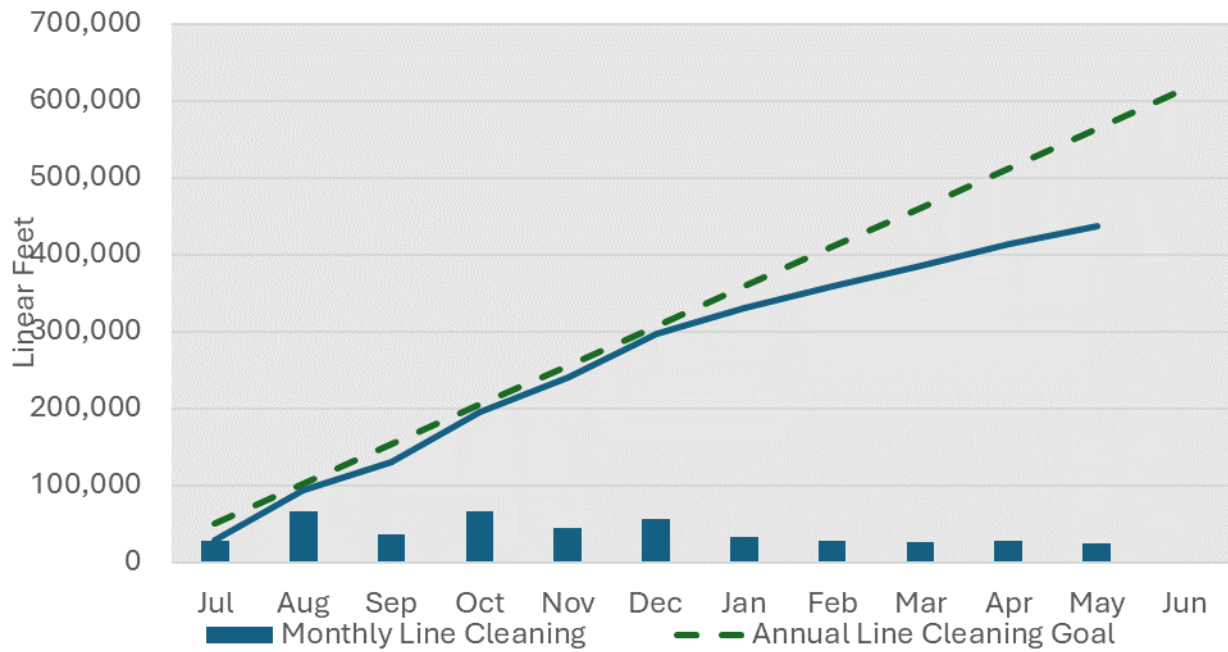
Maintenance

Attached is a map of the areas cleaned in the past three months. There were 24,538 feet of sewer lines cleaned in May. As the District transitions into the new Mobile MMS maintenance program there are areas of data transfer that are still in progress that require adjustments. The attached mapping for the previous month’s cleaning will show all three months together and are separated in the table below. This will be adjusted to show each month with a different color soon.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
May	24,538 ft.	5.78%	6 - 27 inches
April	28,003 ft.	6.81%	6 - 10 inches
March	27,171 ft.	6.61%	6 – 12 inches

Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	437,702	177,298

Staff Development

- Staff completed several in-person tailgate training courses.

General Comments

- Staff cleaned the storm drain catch basins, interceptors and ponds for the City of Carmel during the month of May.

Service calls responded to by crew

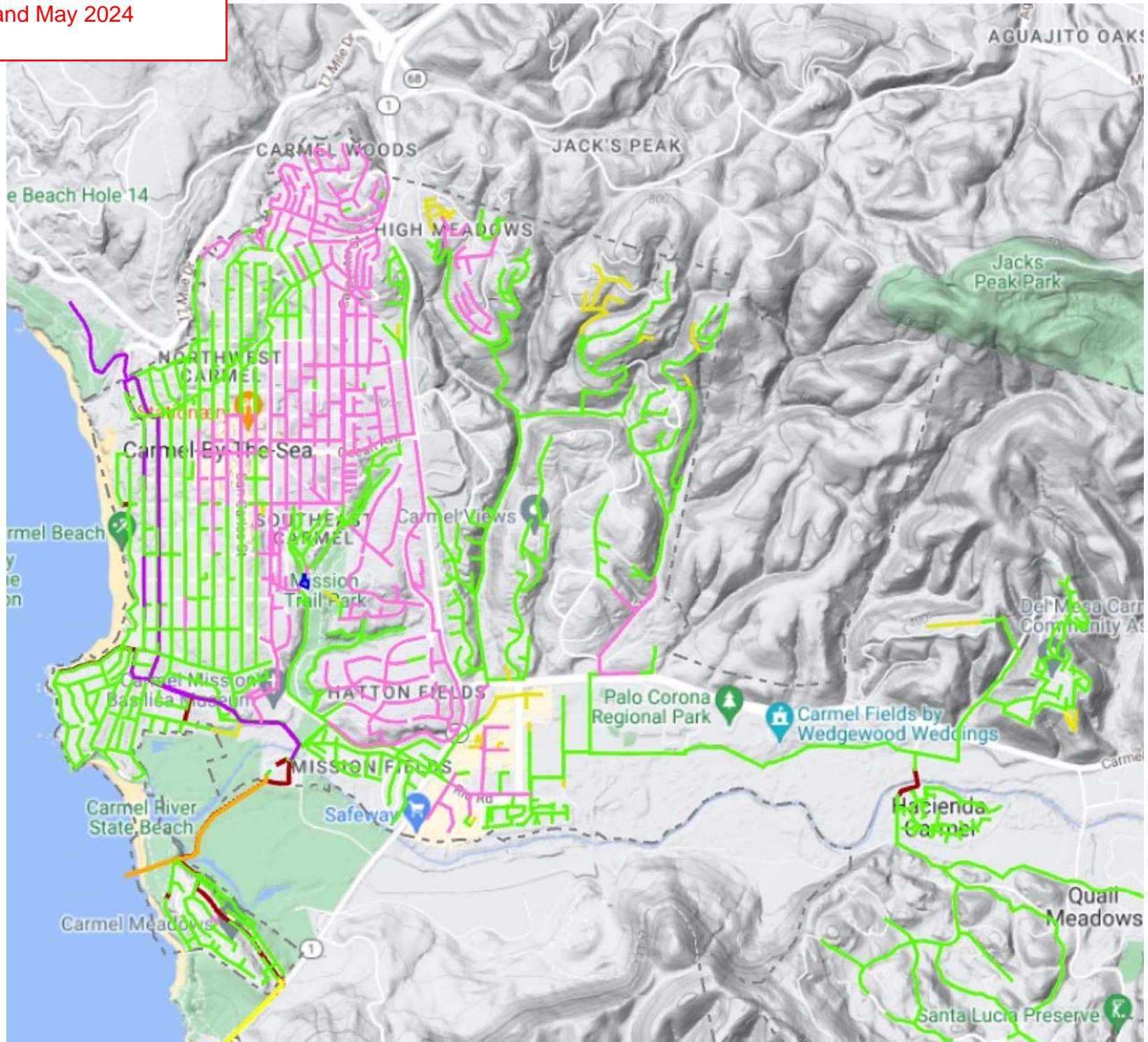
Date	Time	Callout	Resolution
5/10/2024	11:57 AM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.
5/12/2024	5:51 AM	Power Fail	Called for a power failure at Calle La Cruz, Ribera, Hacienda and Highlands pump stations by Supervisory Control and Data Acquisition system (SCADA). The power failure was caused by an accident on Highway One and a downed power pole. Staff monitored the station until power was restored at 9:54 AM. See callout map.
5/29/2024	4:10 PM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.

USA Location Requests – 148

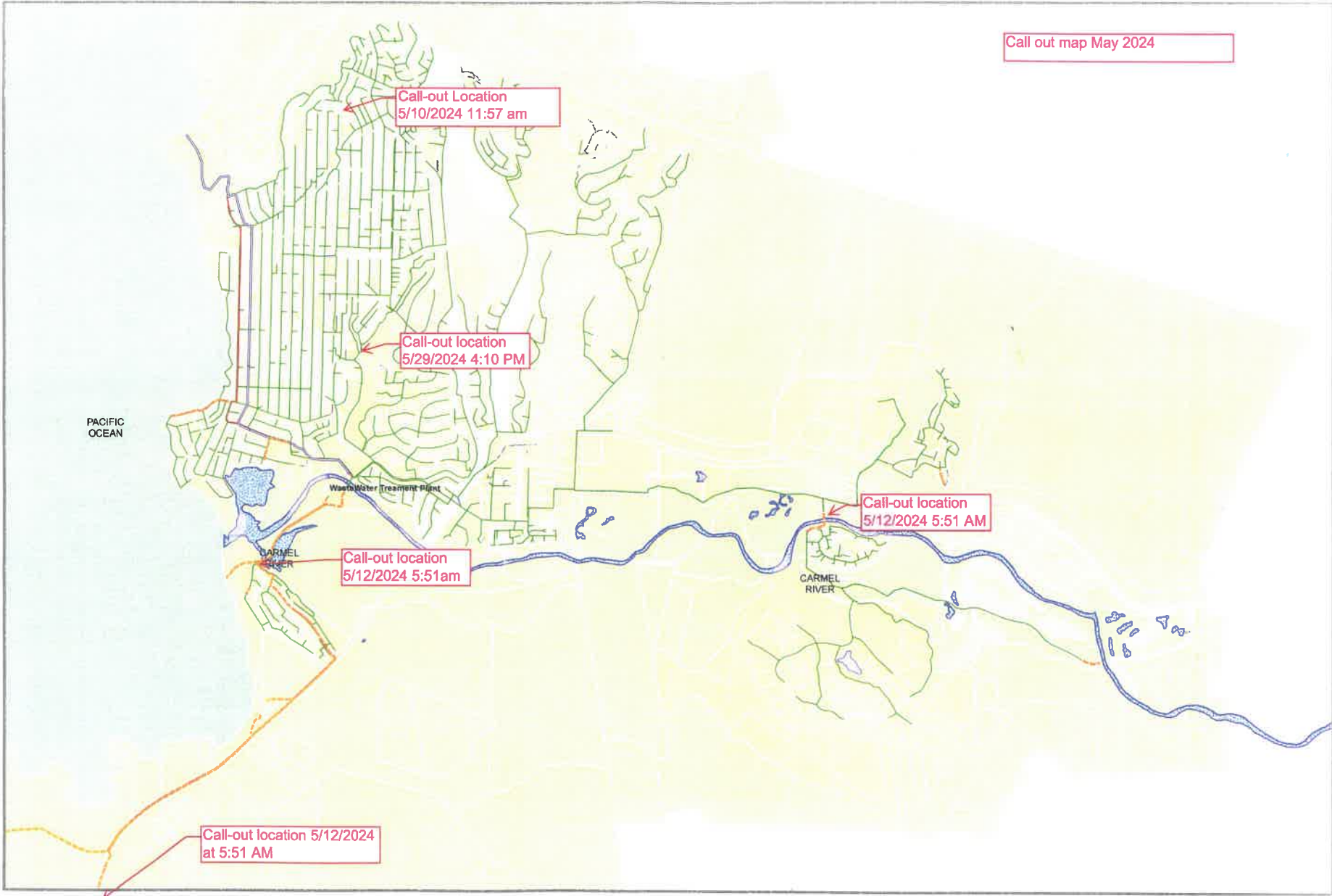
Plumbing permit inspections – 9

Private Sewer Lateral Compliance Certificates Issued – 10

Past Three Months Cleaning Map
March, April and May 2024



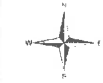
Call out map May 2024



Legend

- Sewer Pipe:
- 18"
 - 24"
 - 30"
 - 36"
 - 42"
 - 48"

Carmel Area Wastewater District
Sewer Department



Created by
RedZone Robotics
Revised 10/2017

STAFF REPORT

To: Board of Directors

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

Date: June 27, 2024

Subject: Monthly Safety Report (for May 2024)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training:

- **May 1- Tailgate Training- Back Injury Prevention:** S/C Admin Dias give tips and reminders on proper lifting techniques to avoid back injuries. Because back injuries are the number one injury in the wastewater industry, this training is given at least twice a year. A new video was shown that demonstrated useful techniques to lift large/bulky items. It was emphasized that back injuries are often cumulative and are often not reversible.
- **May 8-Tailgate Training-Color Coding Of Piping At Plant:** Rommel Lopez, Operator I, presented on the color coding of piping around the plant. The piping is color coded so it can be easily identified at a distance. Some examples are black for raw sewage and sludge, brown for primary treated wastewater, green for partially treated wastewater, etc. Yellow piping or yellow striping is reserved for chemicals.
- **May 15-Annual Training- Heat Illness Prevention:** Following a string of warm days, S/C Admin Dias gave the annual Heat Illness training. It was emphasized that it can take several days to acclimatize to warm weather so to be extra cautious on the first few days working in the heat.

- **May 22- Tailgate Training–Traffic Control Safety:** Barry Blevins, Collections Worker III, gave an informative presentation on how traffic control is used by the Collection crew on city streets and intersections. He gave a demonstration using the Vac-Con truck at an intersection at the plant. A key point of emphasis was to know which sides of the Vac-Con truck creates blind spots for approaching drivers and to set up cones to guide the drivers around the Vac-Con truck and the crew.
- **May 29-Tailgate Training-Forklift Inspections:** S/C Admin Dias discussed improvements to the forklift inspection process. Regulations require that the forklift must be inspected the first time it is used on each shift. This is documented on a form which is kept for at least one year. However, the form is generic for all types of forklifts and some items did not apply. This caused some confusion and may have caused some employees to not take the inspections as a legitimate exercise. S/C Admin Dias customized the form for the specific model of forklift used at the plant and pre-filled in some fields to facilitate completion. The updated form was reviewed and placed into service that same day.

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 May included:

- **Improved Access To Elevated Platforms:** The access to the belt press in the dewatering building has always been problematic. To access the elevated platform around the belt press, employees must use a very high-angled permanent metal ladder. However, the bottom of the ladder is directly below a large concrete beam. As they climb to the top there is only 18 inches of horizontal clearance between the beam and the top of the ladder. If employees did not squeeze tightly up against the ladder while climbing it was commonplace to bump their heads on the beam. An operator submitted a suggestion that instead of using the problematic ladder, employees could instead access the belt press from the other side if the platform, was connected to an adjacent platform (surrounding the screw press). A contractor was brought in and custom-built a combination stairway/bridge between the two platforms. Now employees can use a staircase to climb up to the first platform and simply step onto the belt press platform.

Tours and Outreach

- **Tours:** No tours were requested in May.

Injuries; First Aid Incidents; Workers Compensation Claims

There were no new Workers Compensation claims or first aid injuries in May. The latest yearly tracking matrix is below.

	Work Related Injuries and Illnesses for 2024 Calendar Year				
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	33*	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	0	0
First Aid (non-OSHA)	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: May 2024	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.209	0.846	0.797	1.107	62.871	158.46	486.08
PBCSD Flow	15.478	0.499	0.397	0.651	37.129	91.25	279.92
Total Plant Flow	41.687	1.345	1.194	1.758	100.00	249.72	766.00
Tertiary Flow	35.072	1.131	0.890	1.246	84.132	70.77	217.09
Ocean Discharge	4.919	0.159	0.083	0.748	11.800	173.51	532.25
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

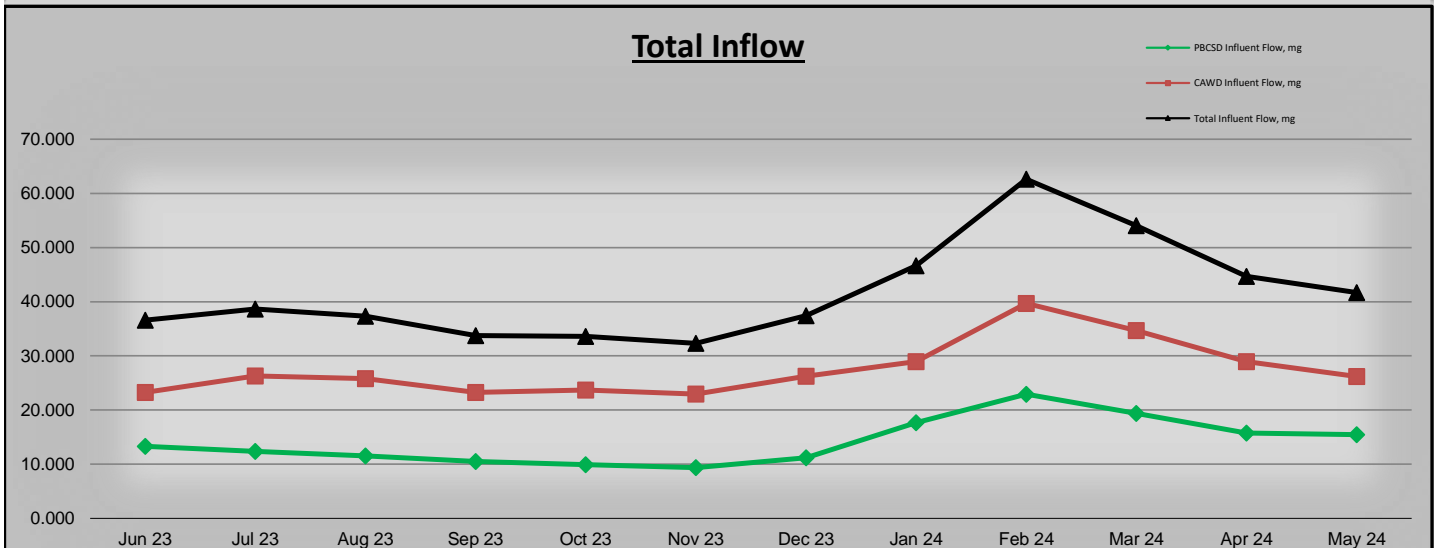
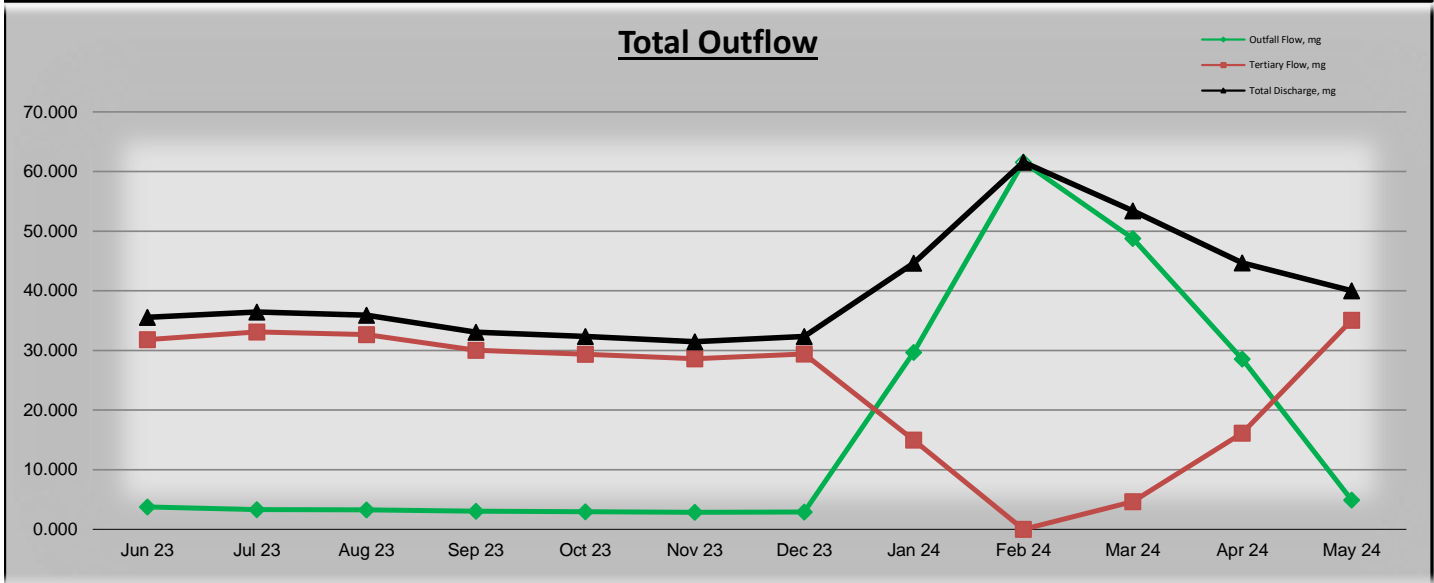
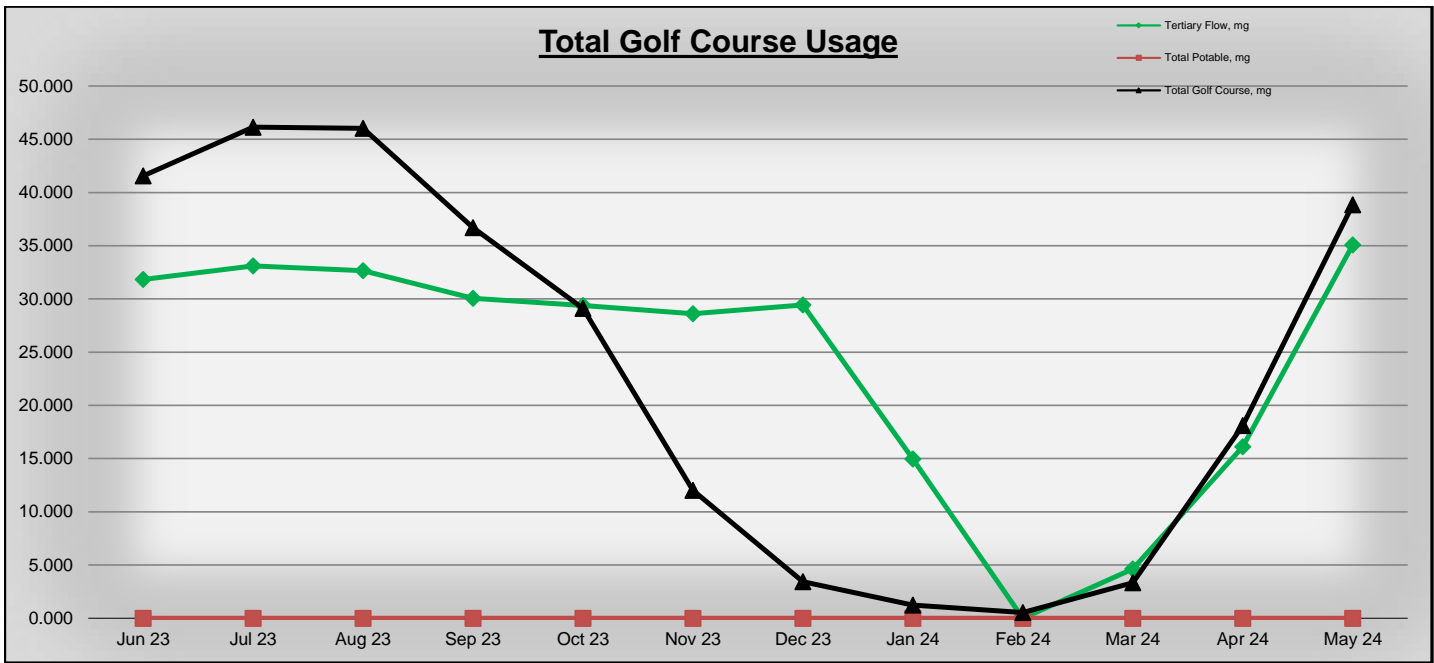
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	N/A	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	May'24 kW-h (2)	Apr'24	Mar'24	Feb'24	Accumulated Totals
Production, kW-h	0	0	0	0	1,417,157.00

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

(2) Microturbine system off-line. Compressor has been installed and is pending vendor start-up



Wastewater Treatment Facility Operations Report

Report for: April 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	28.940	0.917	0.805	1.212	64.738	132.25	405.69
PBCSD Flow	15.763	0.525	0.403	0.683	35.262	75.78	232.44
Total Plant Flow	44.703	1.442	1.208	1.895	100.00	208.03	638.13
Tertiary Flow (3)	16.112	0.767	0.320	1.222	36.042	35.70	109.51
Ocean Discharge	28.562	0.952	0.085	2.073	63.893	168.59	517.16
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	35.70MG (109.51acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.58 BG (29.40 K acre-ft.)
12 Month Rolling Total Reclamation Production	284.38 MG (872.76 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Apr'24 kWh	Price per kWh	Apr'24	Mar'24	Feb'24	Jan'24
Secondary	97,694.00	\$ 0.223	\$ 21,825.65	\$ 21,860.91	\$ 25,461.01	\$ 24,265.87
Blowers	45,599.36	\$ 0.230	\$ 10,503.05	\$ 11,253.53	\$ 10,621.03	\$ 11,983.47
CAWD Total	143,293.36		\$ 32,328.70	\$ 33,114.44	\$ 36,082.04	\$ 36,249.34
Tertiary	33,213.60	\$ 0.355	\$ 11,779.02	\$ 9,279.23	\$ 2,028.62	\$ 15,483.53
MF/RO	74,733.00	\$ 0.300	\$ 22,404.09	\$ 10,182.94	\$ 5,310.75	\$ 13,659.81
Reclaim Total	107,946.60		\$ 34,183.11	\$ 19,462.17	\$ 7,339.37	\$ 29,143.34
Adjusted Monthly Totals (1)	CAWD Total		\$ 18,586.33	Reclamation Total		\$ 47,925.48

kW-h Per Acre Foot

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

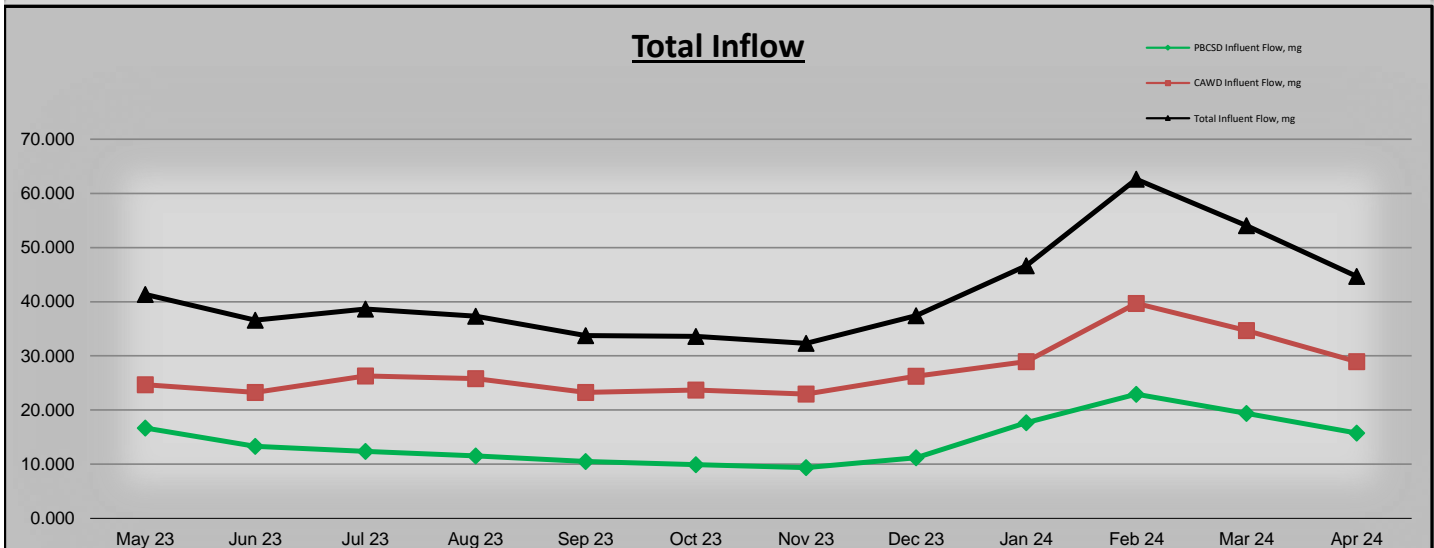
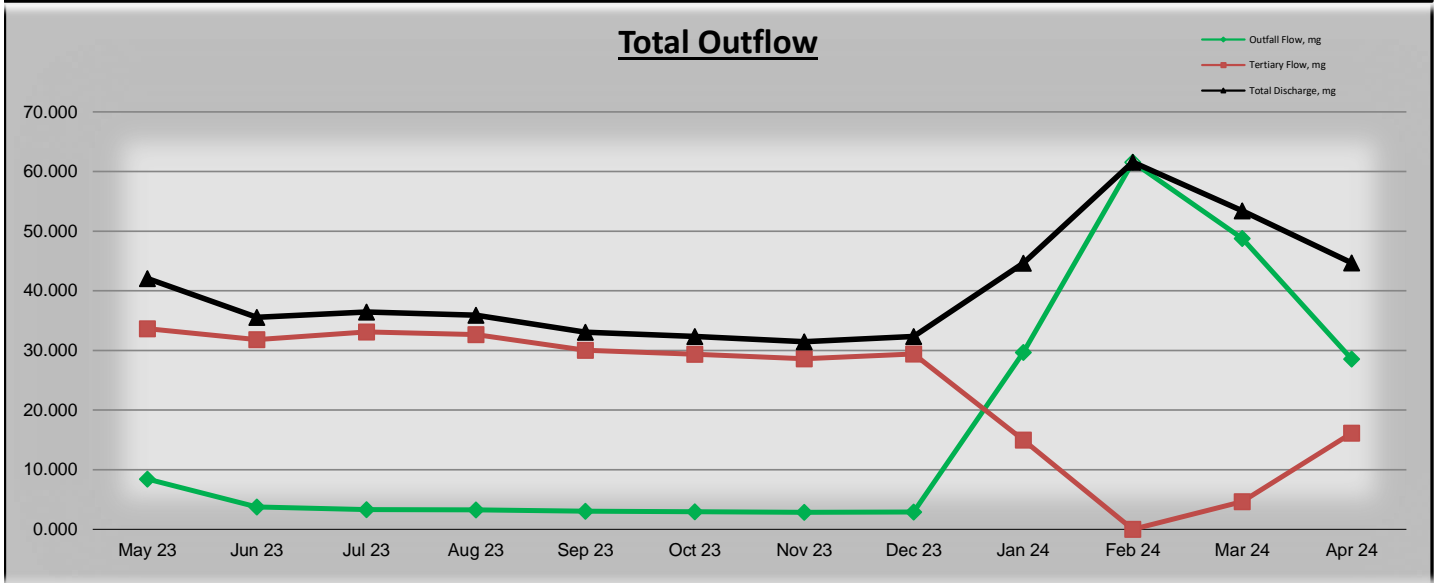
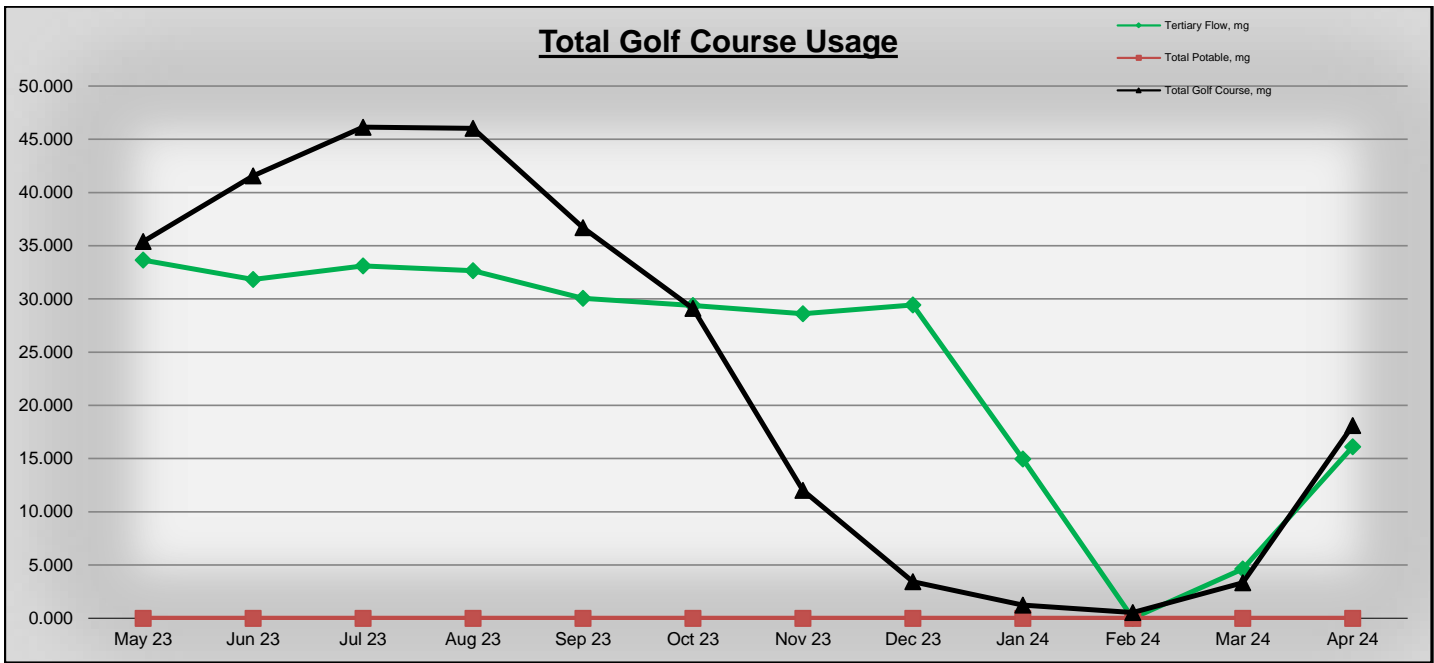
MICROTURBINE SUMMARY

Month	Apr'24 kW-h (2)	Mar'24	Feb'24	Jan'24	Accumulated Totals
Production, kW-h	0	0	0	0	1,417,157.00

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

(2) Microturbine system off-line. Compressor has been installed and is pending vendor start-up

(3) Reclamation facility went into full water production on April 17, 2024



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
Report for: March 2024	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	34.659	1.118	0.837	1.634	64.110	103.31	316.91
PBCSD Flow	19.403	0.626	0.433	0.920	35.890	60.01	184.09
Total Plant Flow	54.062	1.744	1.270	2.554	100.00	163.33	501.00
Tertiary Flow (3)	4.626	0.578	0.234	0.920	8.557	19.59	60.08
Ocean Discharge	48.796	1.574	0.608	2.551	90.259	140.03	429.55
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	19.59MG (60.08acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.56 BG (29.35 K acre-ft.)
12 Month Rolling Total Reclamation Production	292.29 MG (897.04 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Mar'24 kWh	Price per kWh	Mar'24	Feb'24	Jan'24	Dec'23
Secondary	107,745.00	\$ 0.203	\$ 21,860.91	\$ 25,461.01	\$ 24,265.87	\$ 20,976.49
Blowers	50,326.24	\$ 0.224	\$ 11,253.53	\$ 10,621.03	\$ 11,983.47	\$ 10,373.70
CAWD Total	158,071.24		\$ 33,114.44	\$ 36,082.04	\$ 36,249.34	\$ 31,350.19
Tertiary	19,444.64	\$ 0.477	\$ 9,279.23	\$ 2,028.62	\$ 15,483.53	\$ 15,274.40
MF/RO	26,737.00	\$ 0.381	\$ 10,182.94	\$ 5,310.75	\$ 13,659.81	\$ 24,540.75
Reclaim Total	46,181.64		\$ 19,462.17	\$ 7,339.37	\$ 29,143.34	\$ 39,815.15
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,096.71	Reclamation Total		\$ 33,479.90

kW-h Per Acre Foot

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

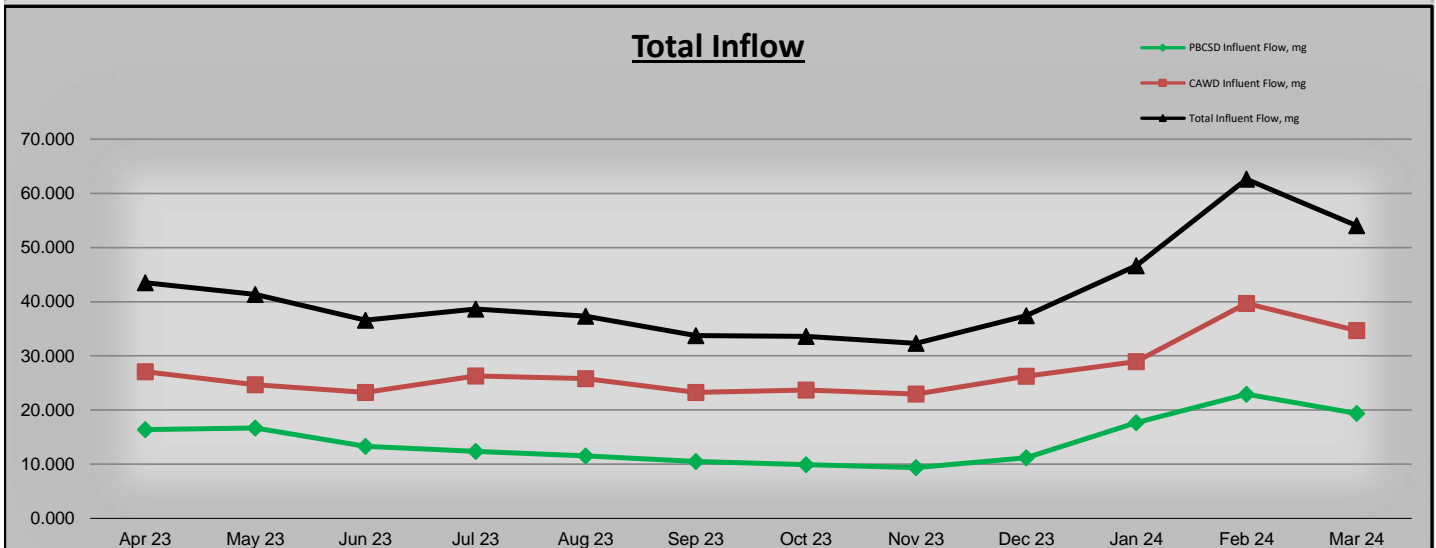
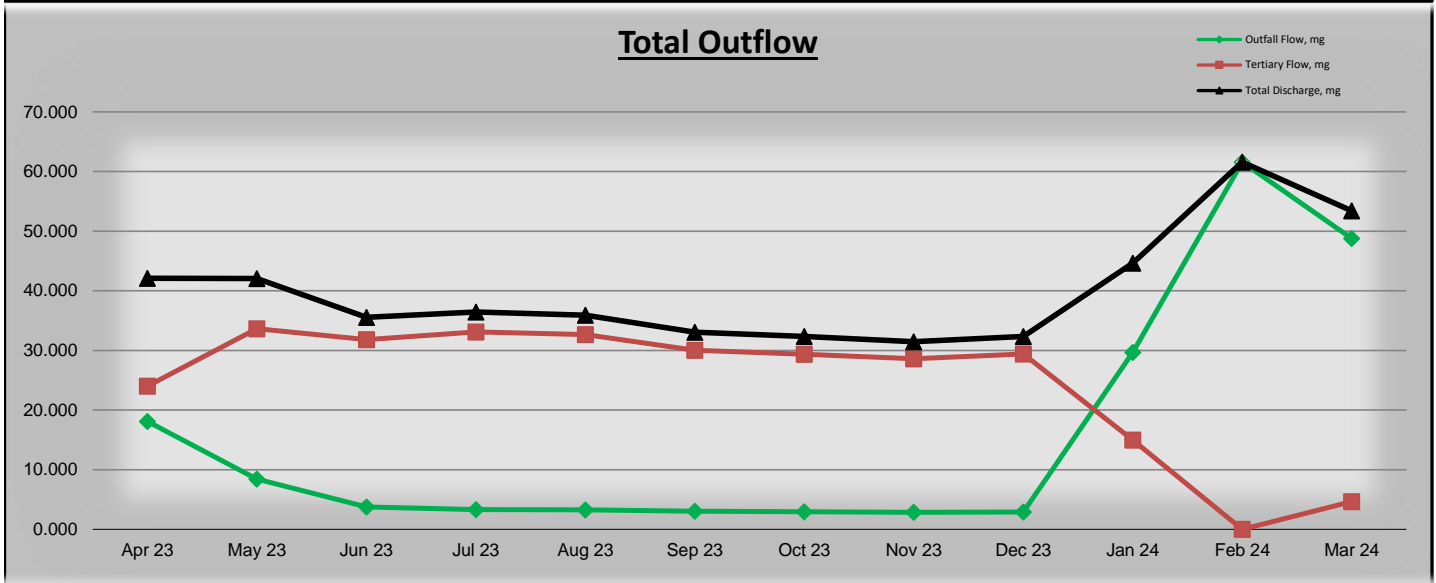
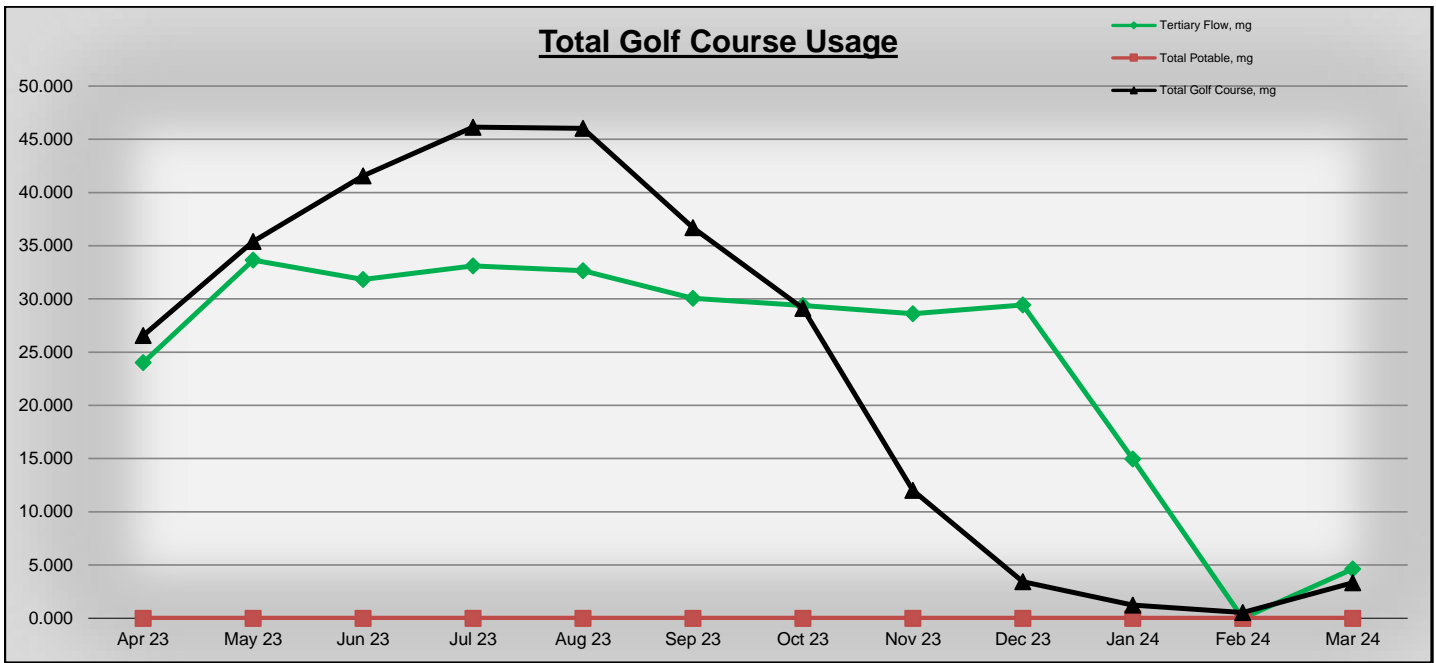
MICROTURBINE SUMMARY

Month	Mar'24 kW-h (2)	Feb'24	Jan'24	Dec'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. Compressor rebuilt should be completed on 3/29/2024

(3) Reclamation facility on-line for 8 days during the month due to low water demand



STAFF REPORT



To: Board of Directors

From: Carla James - Laboratory/Environmental Compliance Supervisor

Date: June 27, 2024

Subject: Monthly Report – May 2024

RECOMMENDATION

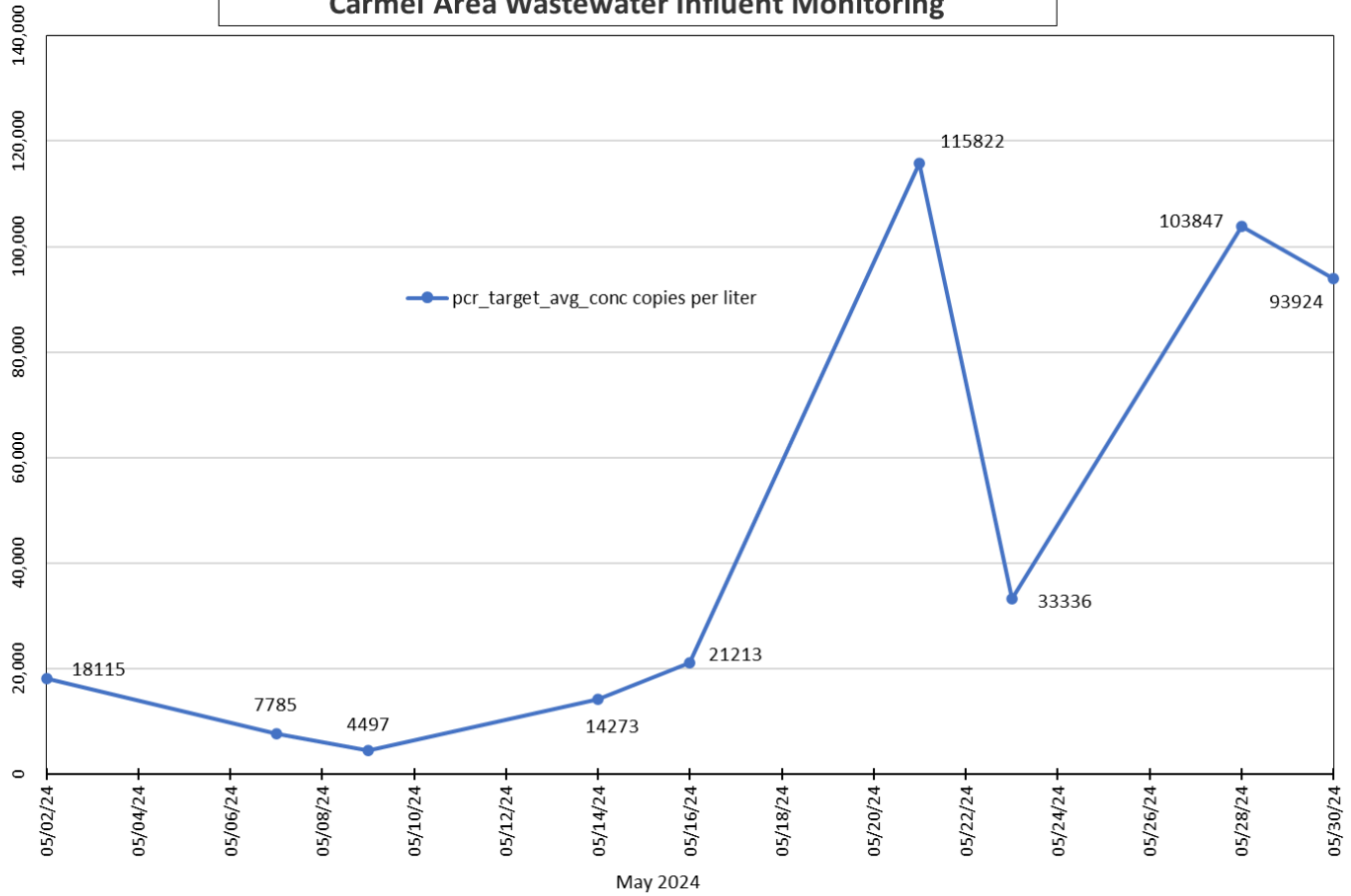
Receive Report - Informational only; No action required.

DISCUSSION

INFLUENT MONITORING (VIRUSES)

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

**May 2024 Verily Results - COVID (SARS-CoV-2) Concentration
Carmel Area Wastewater Influent Monitoring**



LABORATORY REPORT

- No significant laboratory events or occurrences during May 2024.

FUNDING

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026	
									H2	H1	H2	H1	H2	H1	H2
		Projects Implementation Plan Schedule													
		<u>Treatment Plant Capital Projects</u>													
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank R	Treanor	4/30/18	9/29/23	\$4,820,750	\$9,137,431	Substantial Completion							
18-28	1626.000	Perimeter Tree Plan and Implementation	Bandy	7/1/19	6/30/26	\$75,000	\$130,020	Reviewing Height of Existing Native Trees							
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	12/30/26	\$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	Bandy	7/1/22	12/31/25	\$275,000	\$275,000	Design/CEQA							
22-03	1639.000	WWTP Gas and Water Main Replacement	Bandy	5/2/22	6/30/26	\$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	Bandy	7/1/22	12/31/24	\$104,950	\$354,950	Construction Phase							
		<u>Reclamation Capital Projects</u>													
22-05	14794	Reclamation 15-Year CIP Master Plan	Bandy/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	\$2,615,044	Design Update In Progress							
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Treanor	12/31/20	12/31/25	\$650,000	\$976,756	On Hold							
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$4,560,760	\$4,792,546	In Design / CEQA							
21-05	1637.000	Pescadero Sewer Relocation	Treanor	7/1/21	12/31/26	\$100,000	\$681,931	In Design / CEQA							
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	6/30/25	\$3,669,783	\$3,699,783	In Design							
24-04		Highlands Forcemain Retrofits	Bandy	4/1/24	4/1/26	\$0	\$0	Study Phase							
20-06		Collections 15-Year CIP	Treanor	7/1/20	7/1/40	\$0	\$66,372,100	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							
		<u>Assessment Districts/Annexations</u>													
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Treanor	7/3/18	3/31/24	\$0	\$0	Startup Phase							
18-29	2500.000	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	Lauer			\$0	\$0	Time Card System Pilot							

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		2025		2026		
									H2	H1	H2	H1	H2	H1	H2		
24-03	1644.000	Real Property Investigation	Buikema			\$75,000	\$75,000	Ongoing									
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing									
		Artificial Intelligence Pilot Project	Foley			\$75,000	\$75,000	In Progress									
22-01	5500.006	Source Control Six Sigma	Treanor			\$0	\$0	Restaurant Plumbing Inspections In Progress									
		Long Term SLR Planning	Buikema / Bandy / Treanor	5/3/21	2/29/40	\$260,000	\$1,400,000	2023 Study Complete	Long Term SLR Planning								
20-05		River Watch Agreement	Treanor	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement								
		CMMS Upgrade	Lauer / Foley / Treanor	11/1/23	11/1/24	\$85,800	\$85,800	Systems Setup	CMMS Upgrade								
		Summer Internship Program 2024	Waggoner	1/1/24	12/31/24	\$0	\$0	Planning	Summer Internship Program 2024								



Treatment Plant Capital Project Summaries



Photo: New Sludge Tank Under Construction

Project Number:	18-01	
Project Name:	Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab & Sludge Holding Tank Replacement Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Substantial Completion	
Project Description:	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.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$9,137,431	\$9,631,477
Financial:	FY Budget:	FY Spent:
	\$4,820,750	\$1,860,345
Reclamation Share:	Estimated at 2.7% of project cost.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Equipment Supply Chains	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for FY2021/2022 into FY2022/2023 	
Consultants:	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
Contractor:	Clark Bros. Inc.	



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number:	18-28	
Project Name:	Perimeter Tree Plan and Implementation	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Bandy	
Status:	Reviewing Height of Existing Native Trees	
Project Description:	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.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$130,020	\$5,020
Financial:	FY Budget:	FY Spent:
	\$75,000	\$0
Reclamation:	N/A	
Other Entities:	N/A	
Permits Required:	Currently unknown (In Study Phase)	
Challenges:	Time it will take for new trees to grow up that will fully screen treatment plant from view	
Schedule:	<ul style="list-style-type: none"> Study moved to 2024; anticipate completion 06-30-26 	
Consultants:	Scott Hall Landscape Design	
Contractor:	TBD	

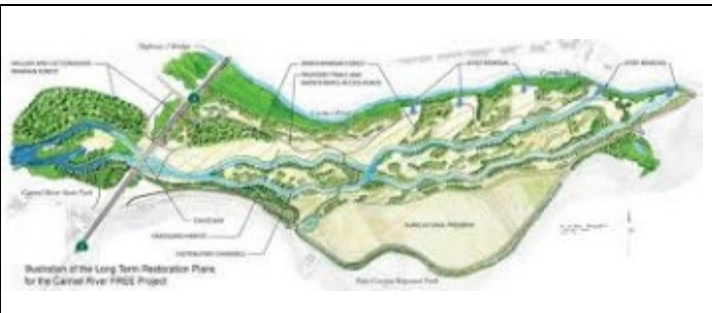


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21	
Project Name:	Carmel River Floodplain Restoration & Environmental Enhancement (CRFREE) Mitigation	
Project Location:	Carmel River Lagoon	
Project Manager:	Treanor	
Status:	State Historic Preservation Office (SHPO) Consultation for Federal Emergency Management Agency (FEMA) Funding	
Project Description:	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.	
Department:	Engineering	
Financial:	Coastal Conservancy Grant Budget:	Cumulative Spent: \$618,569
	\$750,000	FY Spent: \$0
** Project is being funded by CRFREE initiated grants		
Reclamation Share:	N/A	
Other Entities:	Monterey County	
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Reginal Water Quality Control Board (RWQCB)	
Challenges:	Construction near environmentally sensitive habitat and obtaining new easement from State Parks	
Schedule:	<ul style="list-style-type: none"> Construction anticipated in 2025 	
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
Contractor:	TBD	



Photo: Existing air diffuser system

Project Number:	19-19	
Project Name:	WWTP – Aeration Basin Improvements	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	In Progress	
Project Description:	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.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$17,332	\$17,332
	FY Budget:	FY Spent:
	\$0	\$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Weather conditions and Scheduling	
Schedule:	<ul style="list-style-type: none"> Design is complete Materials ordered and received Construction currently on hold 	
Consultants:	N/A	
Contractor:	N/A	



Photo: Existing Dilapidated Fence

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



Photo: Gas Meter on North Side of River

Project Number:	22-03	
Project Name:	WWTP Gas and Water Main Replacement	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Bandy	
Status:	30% Design	
Project Description:	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.	
Department:	Treatment	
Financial:	Cumulative Budget: \$300,000	Cumulative Spent: \$178,944
	FY Budget: \$100,000	FY Spent: \$135,500
Reclamation Share:	N/A	
Other Entities:	Cost Share w/ Collections @ 5.5%	
Permits Required:	TBD	
Challenges:	Underground work in riparian area	
Schedule:	<ul style="list-style-type: none"> Currently undergoing alternatives analysis study Design in FY2022-2023 Construction in FY2024-2025 	
Consultants:	Kennedy Jenks	
Contractor:	N/A	



Photo: Conceptual Rendering of Public Use and Bridge

Project Number:	22-04	
Project Name:	CAWD Bridge and Trail Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Funding Strategy	
Project Description:	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).	
Department:	Treatment	
Financial:	Cumulative Budget: \$550	Cumulative Spent: \$12,257
	FY Budget: \$0	FY Spent: \$11,289
**No budget. Funding potential via Carmel River settlement grants.		
Reclamation Share:	N/A	
Other Entities:	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
Permits Required:	TBD	
Challenges:	Obtaining Funding and Community Support	
Schedule:	Currently working on video and marketing outreach effort	
Consultants:	TBD	
Contractor:	TBD	



Photo: CAWD Vactor Truck

Project Number:	22-06	
Project Name:	Vactor Receiving Station	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Bandy	
Status:	Construction Phase	
Project Description:	Construct a new Vactor Receiving Station for the Collections Department and the disposal of waste collected in the vactor truck.	
Department:	Treatment	
Financial:	Cumulative Budget: \$354,950	Cumulative Spent: \$105,222
	FY Budget: \$104,950	FY Spent: \$18,554
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Coastal Developmental Permit (CDP) Notification	
Challenges:	Design for ultimate user satisfaction.	
Schedule:	Construction starts in June 2024	
Consultants:	Kennedy Jenks	
Contractor:	TBD	

Reclamation Capital Project Summaries



Photo: Exterior of Tertiary Building

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

Collections Capital Project Summaries



Photo: View gravity pipe in Carmel easement

Project Number:	19-03	
Project Name:	Carmel Meadows Sewer Replacement	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Design Update in Progress	
Project Description:	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.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$2,615,044	\$713,775
Financial:	FY Budget:	FY Spent:
	\$2,000,000	\$98,731
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring ejector pumps.	
Schedule:	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
Consultants:	TBD	
Contractor:	TBD	



Photo: Looking at Pump Station Exterior

Project Number:	20-07	
Project Name:	Bay/Scenic Pump Station Rehabilitation	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	On Hold	
Project Description:	Remodel the interior of the pump station and update the SCADA panel to minimize areas prone to flooding.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$976,756	\$147,243
Financial:	FY Budget:	FY Spent:
	\$650,000	\$70,487
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal Commission	
Permits Required:	Exemptions from CEQA and Coastal dependent on panel location requirements.	
Challenges:	Traffic Control, Panel Location away from bluff	
Schedule:	Construct 2023/2024 Fiscal Year	
Consultants:	TBD	
Contractor:	Pending	



Photo: Pipe Bursting Limits on Scenic

Project Number:	20-08	
Project Name:	Scenic Rd Pipe Bursting - Ocean to Bay	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	In Design / CEQA	
Project Description:	Replace approximately 10,561 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$4,792,546	\$531,503
	FY Budget:	FY Spent:
	\$4,560,760	\$196,811
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal Commission	
Permits Required:	CEQA & Coastal Development permits from City and County	
Challenges:	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
Schedule:	CEQA complete 2/1/2024, Construction 2025	
Consultants:	MNS, Rincon, TBC Communications	
Contractor:	Pending	



Photo: Sewer Line at Pescadero Creek

Project Number:	21-05	
Project Name:	Pescadero Sewer Relocation	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	In Design / CEQA	
Project Description:	Install new pipe in road to divert majority of flow from pipe on slope.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$681,931	\$223,629
	FY Budget:	FY Spent:
	\$100,000	\$41,373
Reclamation Share:	0%	
Other Entities:	N/A	
Permits Required:	Environmental Review	
Challenges:	Narrow road, depth of manholes, environmentally sensitive area	
Schedule:	Start design, public outreach, & Environmental in Winter 2023.	
Consultants:	MNS, Denise Duffy, TBC Communications & Media	
Contractor:	TBD	

Santa Rita & Guadalupe #23-01



Project Number:	23-01	
Project Name:	Santa Rita & Guadalupe	
Project Location:	Collection System	
Project Manager:	Trenor	
Status:	In Design	
Project Description:	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
Financial:	Cumulative Budget:	Cumulative Spent: \$153,098
	FY Budget: \$3,699,783	FY Spent: \$107,095
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea,	
Permits Required:	None	
Challenges:	Traffic Controls	
Schedule:	Construct Winter 2024. Preliminary Plans Complete.	
Consultants:	MNS Engineers	
Contractor:	TBD	

Highlands Force Main Retrofits #24-04



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

Item #	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total
1	Construction (Total)	\$1,800,000																		\$1,800,000
2	Construction (Total)	\$1,800,000																		\$1,800,000
3	Construction (Total)	\$1,800,000																		\$1,800,000
4	Construction (Total)	\$1,800,000																		\$1,800,000
5	Construction (Total)	\$1,800,000																		\$1,800,000
6	Construction (Total)	\$1,800,000																		\$1,800,000
7	Construction (Total)	\$1,800,000																		\$1,800,000
8	Construction (Total)	\$1,800,000																		\$1,800,000
9	Construction (Total)	\$1,800,000																		\$1,800,000
10	Construction (Total)	\$1,800,000																		\$1,800,000
11	Construction (Total)	\$1,800,000																		\$1,800,000
12	Construction (Total)	\$1,800,000																		\$1,800,000
13	Construction (Total)	\$1,800,000																		\$1,800,000
14	Construction (Total)	\$1,800,000																		\$1,800,000
15	Construction (Total)	\$1,800,000																		\$1,800,000
16	Construction (Total)	\$1,800,000																		\$1,800,000
17	Construction (Total)	\$1,800,000																		\$1,800,000
18	Construction (Total)	\$1,800,000																		\$1,800,000
19	Construction (Total)	\$1,800,000																		\$1,800,000
20	Construction (Total)	\$1,800,000																		\$1,800,000
21	Construction (Total)	\$1,800,000																		\$1,800,000
22	Construction (Total)	\$1,800,000																		\$1,800,000
23	Construction (Total)	\$1,800,000																		\$1,800,000
24	Construction (Total)	\$1,800,000																		\$1,800,000
25	Construction (Total)	\$1,800,000																		\$1,800,000
26	Construction (Total)	\$1,800,000																		\$1,800,000
27	Construction (Total)	\$1,800,000																		\$1,800,000
28	Construction (Total)	\$1,800,000																		\$1,800,000
29	Construction (Total)	\$1,800,000																		\$1,800,000
30	Construction (Total)	\$1,800,000																		\$1,800,000
31	Construction (Total)	\$1,800,000																		\$1,800,000
32	Construction (Total)	\$1,800,000																		\$1,800,000
33	Construction (Total)	\$1,800,000																		\$1,800,000
34	Construction (Total)	\$1,800,000																		\$1,800,000
35	Construction (Total)	\$1,800,000																		\$1,800,000
36	Construction (Total)	\$1,800,000																		\$1,800,000
37	Construction (Total)	\$1,800,000																		\$1,800,000
38	Construction (Total)	\$1,800,000																		\$1,800,000
39	Construction (Total)	\$1,800,000																		\$1,800,000
40	Construction (Total)	\$1,800,000																		\$1,800,000

Photo: LT Capital Schedule

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

Collections Non-Capital Project Summaries



Photo: Pipe Repairs

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



Photo: Pipe Repairs

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

Assessment Districts/Annexations



Photo: Entrance to Carmel Valley Manor

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

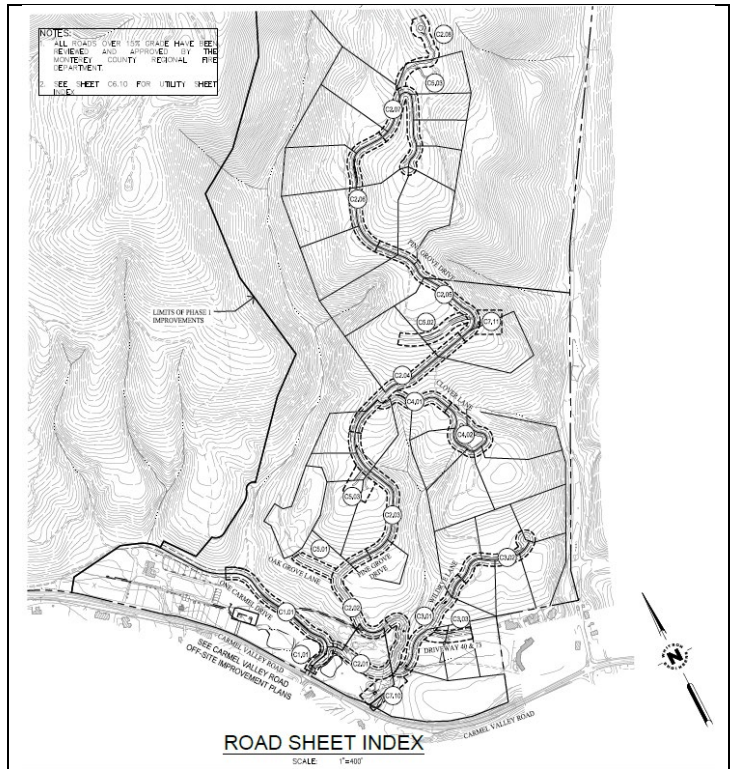


Photo: Map of September Ranch Subdivision

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

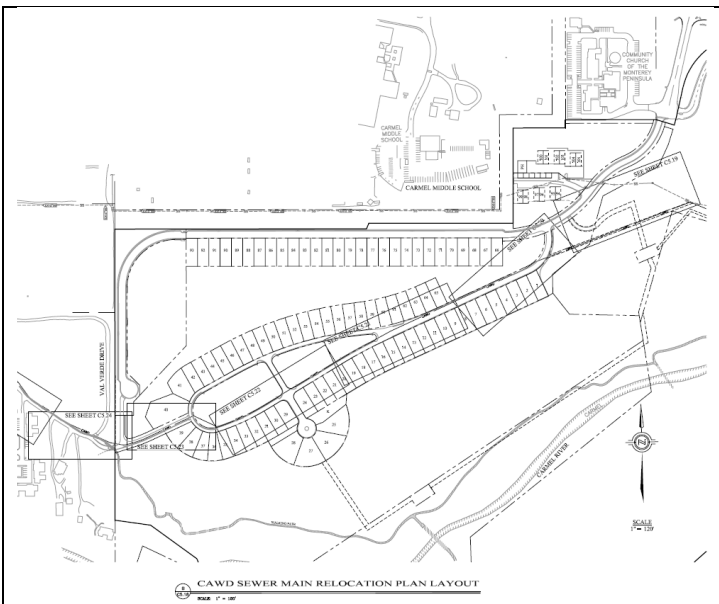


Photo: Location of Rancho Cañada Village Subdivision

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

Other Non-Capital Project Summaries



ADP Workforce Now

Photo: ADP Clip Art

Project Number:	N/A	
Project Name:	Workforce Now	
Project Location:	All Supervisor Locations	
Project Manager:	Foley	
Status:	Implementation-Time Card System Pilot	
Project Description:	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.	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent: \$2,520 (annual fee)
	FY Budget: \$0	FY Spent: \$2,520 (annual fee)
Challenges:	Technical issues need to be resolved & employee training. Implementation of advanced features for employee development and learning management.	
Schedule:	Implemented in April 2023. HCM Unlocked Consultant hired for specialized implementation services. Currently working on Timesheet component.	
Consultants:	ADP	



Photo: Real Estate Clip Art

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



Photo: Cyber Security Clip Art

Project Number:	N/A	
Project Name:	Cyber Security	
Project Location:	District-wide	
Project Manager:	Foley	
Status:	Ongoing	
Project Description:	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.	
Department:	All	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$17,000	\$0
Financial:	FY Budget:	FY Spent:
	\$17,000	\$0
Challenges:	Ongoing training & the need for continual upgrades as skills of hackers grow.	
Schedule:	Continually updating	
Consultant:	Exceedio	

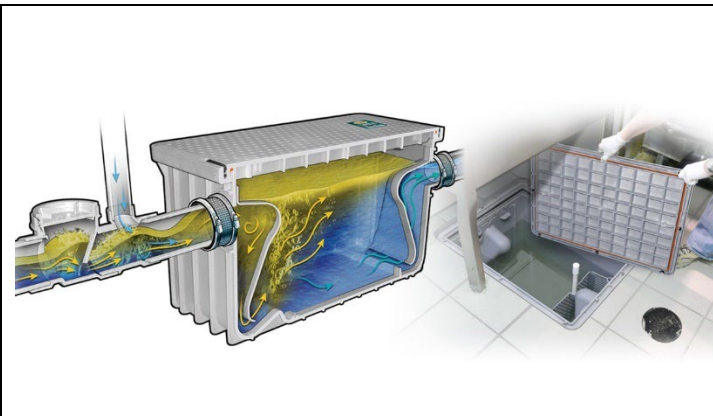


Photo: Grease Trap Graphic

Project Number:	N/A	
Project Name:	Source Control -Environmental Compliance -Six Sigma	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Restaurant Plumbing Inspections In Progress	
Project Description:	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.	
Department:	Engineering	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,000
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Permits Required:	None	
Challenges:	Restaurant plumbing.	
Schedule:	Ongoing	
Consultants:	Carmel Fire	



Photo: Futuristic Circuitry

Project Number: 24-03	
Project Name: Artificial Intelligence Pilot Project	
Project Location: Treatment Plant	
Project Manager: Foley	
Status: In Progress	
Project Description:	A Pilot Project to test run new artificial intelligence algorithms on time series operating data being gathered in the existing Supervisory Control and Data Acquisition (SCADA) system. The new algorithms will be designed to conduct multivariate analysis of data for Anomaly Detection, and multivariate computations for process control. Initial investment in new computer hardware and software may be necessary as system requirements.
Department:	Administration
Financial:	Cumulative Budget: \$75,000
	Cumulative Spent: \$36,878
Financial:	FY Budget: \$75,000
	FY Spent: \$36,878
Permits Required:	N/A
Challenges:	<ul style="list-style-type: none"> Determining Hardware and Software needs to fulfill system requirements to run algorithms. Database restructuring.
Schedule:	Work started in March 2024 and is anticipated to continue through end of Fiscal Year (FY) 24-25.
Consultants:	Enterprise Automation



Photo: California coastline

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



Photo: River Watch logo

Project Number:	20-05	
Project Name:	River Watch Agreement	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Work in Progress	
Project Description:	Work to satisfy the milestones in the agreement with River Watch.	
Department:	Collections	
Financial:	Cumulative Budget: N/A	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:	Completing all projects near water bodies in time is unlikely for the February 2024 deadline due to lack of public approval.	
Schedule:	Due date February 2024	
Consultants:		
Contractor:	N/A	

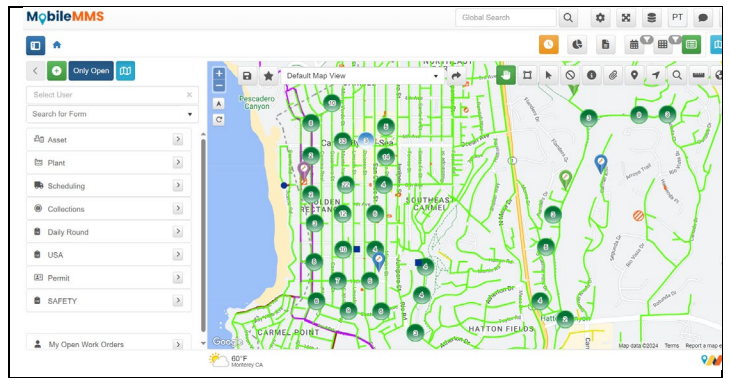


Photo: CMMS System

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



Photo: Carmel Unified School District and Monterey Peninsula College Logos

Project Number:	N/A	
Project Name:	Summer Internship Program 2024	
Project Location:	District Wide	
Project Manager:	Ed Waggoner	
Status:	Planning	
Project Description:	Hiring local student interns to work at CAWD.	
Department:	All Departments	
Financial:	Cumulative Budget: \$40K	Cumulative Spent: \$0
	FY Budget: \$40K (2024-25)	FY Spent: \$0
Permits Required:	N/A	
Challenges:	Coordination with local schools and finding students.	
Schedule:	The goal is to have interns in the Summer of 2024	
Consultants:	N/A	

STAFF REPORT

To: Board of Directors
From: Ed Waggoner, Operations Superintendent
Date: June 27, 2024
Subject: Monthly Operations Reports – May 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 May.
- May 14, A treatment plant tour with Carmel Area Wastewater District's (CAWD) General Manager, Barbara Buikema and Dr. Peter Brewer, who is a researcher, and current customer. Dr. Brewer was interested in general information of the biological and tertiary processes of the treatment facility.
- May 14, Eighteen parents and students from Carmel Unified School District attended an open house at the treatment plant for the Pilot Student Internship Program. Parents and students participated in a tour of the collections department, laboratory, and the treatment facility followed by a presentation by CAWD staff. Parents and students came with many questions about the pilot internship program which staff answered to the best of their ability that night. I would like to extend a special thank you to all CAWD staff that participated during the event.
- Staff cleaning out aeration basins 4A and 4B for the upcoming maintenance project of replacing and adding aeration diffusers membranes.
- Planning and inventoried equipment for the confined space entry into aeration basins 4A and 4B.

Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- MF cells #1 and #2 were cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- May 21, Staff in consultation with Scinor discussed if the MF modules are at their end of life. It was determined that after 5.5 years of operation it was time to replace the 160 modules. Staff will be sending three modules to Scinor for autopsies to determine cause of failure.
- May 22 and 23, Operations staff, and Principal Engineer (Jeff Bandy) performed a change out of the 160 MF modules on Cell #3. MF Cell #3 with new modules was back on-line on May 23 with TMPs in the 1.8-2.5 psi range.
- Operations staff have been meeting and working with the Maintenance department and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

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.

Meetings Attended

- May 5, Operations Superintendent and Maintenance Superintendent met with Ivonne Glenn to discuss the upcoming Pilot Intern Program with Carmel Area Wastewater District and Carmel Unified School District.
- May 7, Operations Superintendent attended an in person meeting of the Wastewater Reclamation Management Committee at the Pebble Beach Community Service District Boardroom located at 3101 Forest Lake Road, Pebble Beach.
- On May 8, Operations Superintendent attended a Zoom meeting with Cities Digital regarding the vendor software for compliance with the District's Record Retention Policy at the District. Management staff is participating in this meeting to determine the functionality within their respective departments and how they will be incorporating this possible software in their functional areas (e.g., logbooks, permits, etc.,). This would be a District wide process change.

- May 9, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County for upcoming events.
- May 10, Operations and Maintenance Superintendents attended an Employer/Student Mixer for Monterey Peninsula College at their Marina Campus. CAWD staff set up an informational booth to recruit an Informational Technology (IT) Intern starting in July of 2024.
- May 14, Operations Superintendent and the Operations Supervisor attended a Teams meeting with Trussell Technologies to review Micro Filtration/Reverse Osmosis operational and mechanical activities for the last month of the irrigation season.
- May 16, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- May 16, Operations Supervisor attended a Zoom meeting with the WaterReuse Central Coast Chapter for a presentation on the City of Camarillo North Pleasant Valley Groundwater Desalter Project.
- May 29, Operations Superintendent attended a Zoom demonstration meeting with KLIR for Wastewater Management Software for Utilities to track National Pollutant Discharge Elimination System (NPDES), Reclamation Permits, and other District related permits.

Discharge Permit Violations

- There were no violations of Reclamation Permit 93-72 for the month of April 2024.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of April 2024.
- Submitted Quarterly Reclamation Permit 93-72 for the months of February, March, and April. There were no violations of the Quarterly monitoring report for February thru April 2024.
- Submitted Quarterly February through April 2024 monitoring report. There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 for the Quarterly February thru April 2024 monitoring report.

FUNDING-N/A-Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: June 27, 2024

Subject: Monthly Maintenance Report – May 2024

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- The digester sludge line where Ferric Chloride is dosed for Hydrogen Sulfide developed a leak. A temporary repair was made and a new spool with improved chemical resistant coating has been ordered.
- Staff have been working with engineering on optimizing the 3-water pump start and stop setpoints. The goal is to minimize runtime while maintaining system pressure.
- The dewatering system polymer dosing pumps were rebuilt. One pump had a seal leak and the backup pump had heat damage from air in the line. Staff worked with the manufacturer to improve the system by adding a low flow switch. The challenge is measuring the polymer material at 1 gallon per hour. The manufacturer is providing guidance once the parts arrive.
- (Update) The microturbine gas compressor has been repaired and installed back on the skid. The repair parts have been installed and staff are working on programming and startup of the system. A leak was found in the gas piping and maintenance staff had to order parts to repair the leak.
- Work has begun by Bryan Mailey Electric to replace the server room electrical panel. The new panel will have increased capacity for future larger battery backups and dedicated heating, ventilation, air conditioning unit. This will reduce the risk of a server outage.

- (Project 24-03) Foundational work for the artificial intelligence (AI) project is in progress. Workshops have been held for network enhancements and data reporting improvements. The AI is cloud based and the network required configuration updates to allow secure access. The network update will allow for future connections such as Smartcover data. The data reporting improvement will provide a connection point for the AI and streamline internal data sharing. The District team consists of the lab, operations, maintenance and engineering staff.
- Plumbing improvements for the effluent building dechlorination analyzers have been completed. The new analyzer is in ready configuration and scheduled for a late June startup. A sink was added to save time when cleaning the analyzer components and improvements were made to the analyzer recirculation drain piping.

Upcoming Maintenance Projects

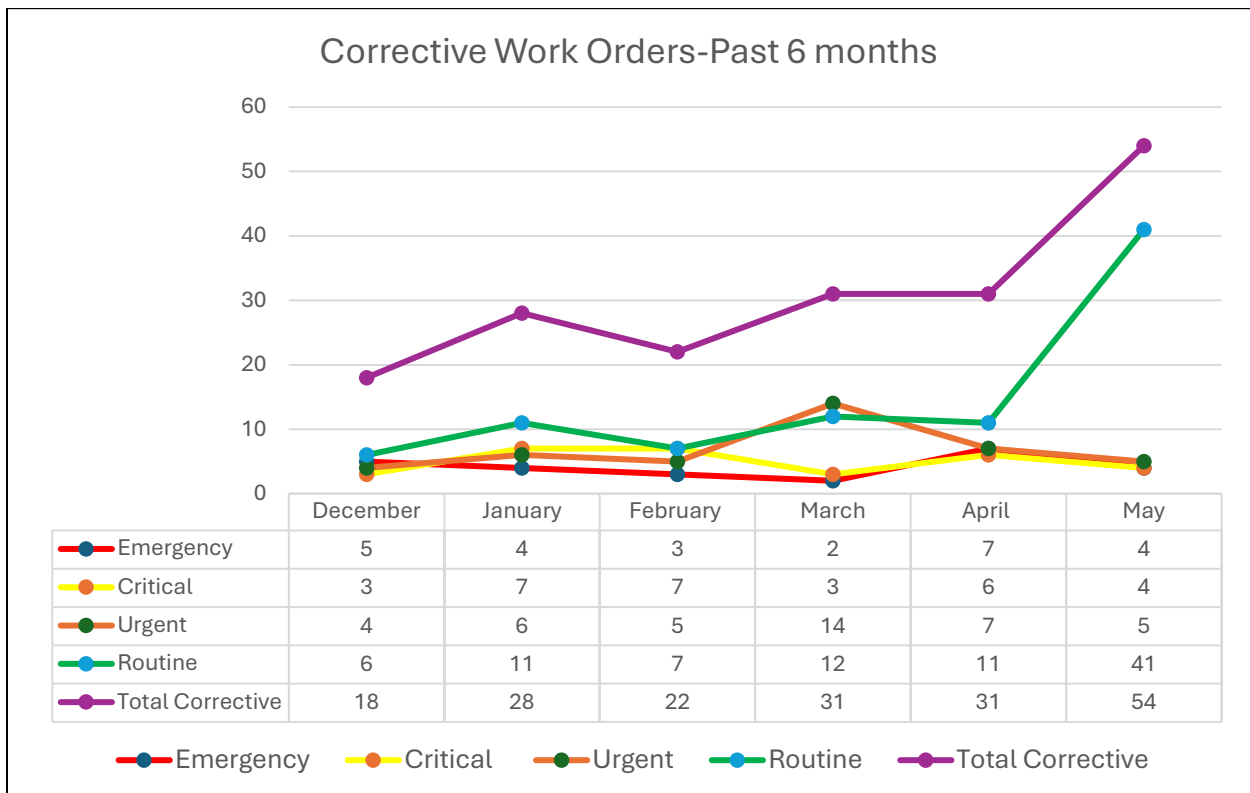
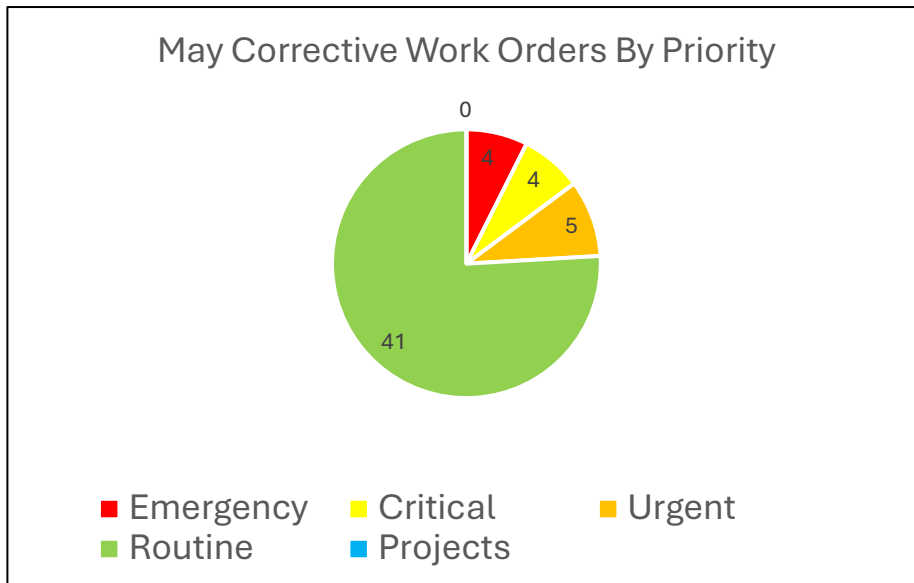
- Staff are adding a new valve at the grit tank so that the temporary pipe plug utilized will send dewatering filtrate water to the Dissolved Air Floatation Thickener (DAFT), which can be removed. The valve will allow operations to easily select between the grit tank and DAFT for filtrate.
- The plastic discharge piping for the microfiltration pump P-300 is leaking. Staff is assembling a completely new header for both backwash supply pumps so that downtime can be minimized. This leaking flange is the style that has failed in other locations. This repair will upgrade all the flanges on both pumps to a more resilient style.
- Treatment plant work orders have been migrated to the new Computerized Maintenance Management System. Operations and maintenance staff have been auditing the previous work order system and disabling scheduled work orders as they generate in the new system. The work order metrics reflect the transition since valid corrective work orders had to be duplicated in the new system, which resulted in an atypical increase in corrective work orders for the month of May.

Work Order Metrics

Preventive Maintenance (May)

Total Work Orders Generated	200
Total Work Orders Closed/Done	166
Total Work Orders Still Open	34
Percentage of Work Orders Completed	83%

Corrective Maintenance



FUNDING-N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Patrick Treanor, District Engineer
Date: June 27th, 2024
Subject: Source Control Update

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

Carmel Area Wastewater District (CAWD) conducted drainage fixture surveys at 6 restaurants in the past month. There has been a total of 52 restaurants inspected since the start of 2024 (about 100 restaurants in total are in operation in the CAWD service area). CAWD is conducting these surveys as part of information gathering within restaurants subject to CAWD 's grease control ordinances.

CAWD staff attended a meeting of the Carmel Restaurants Association on June 11th and provided an overview of the issues in our sewers associated with grease from food service establishments. Attendees at the meeting were notified that the District would soon be considering adoption of an update to our ordinances as pertains to restaurant grease control.

FUNDING

N/A Information Only

Resolutions

Staff Report



To: Board of Directors
 From: Barbara Buikema, General Manager
 Date: June 27, 2024
 Subject: 2024-25 Budget

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the adoption of the Carmel Area Wastewater District’s (District) Annual Budget for the fiscal year 2024-25.

DISCUSSION

A Preliminary Budget was presented to the Board at its March 28, 2024, meeting. There is zero increase in rates projected making the Prop 218 Notice unnecessary.

Located in the Fiscal Year 2024-25 budget, which was provided under separate cover the summary is located in the first two sections and are labeled accordingly: Budget Message and Budget in Brief. The information presented there reviews the changes that occurred during the current year and the plan for the upcoming year.

Due to further discussion and discovery there were multiple changes made from the Preliminary Budget that are reflected in the Final Budget. The table below reflects only the summary lines that changed from the Preliminary version.

	Prelim 2024-25	Final 2024-25	Change
Operating Expend.			
Treatment	\$5,914,785	\$6,145,647	\$230,862
Administration	\$1,778,666	\$1,801,147	\$22,481
Collection	\$3,104,780	\$3,135,780	\$31,000
Brine Disposal	\$4,000	\$4,650	\$650
Total Op Expend	\$11,444,338	\$11,729,331	\$284,993
Non Op Revenues	\$4,100,519	\$4,222,233	\$121,714
Total Change			\$163,279

Detail Changes By Department	Change	Comment
Treatment		
Insurance	\$62	Refined estimate
Lab registration fee	\$11,600	Refined estimate
Mobile phone service	\$3,600	Under budgeted
Computers	\$23,600	Incorrectly carried forward from detail sheet
Reclamation	\$192,000	Changed formatting
<i>total</i>	\$230,862	
Administration		
Reclamation	\$17,900	Changed formatting
Insurance	<\$3,790>	Refined estimate
Audit/Financial Exp	<\$1,005>	Refined estimate
Attorney Fees	\$55,000	Increase for potential arbitration
Bank Fees	\$50	Refined estimate
Public Outreach	\$12,000	Refined estimate
Furnishings & Fixtures	<\$2,500>	Refined estimate
Network Administration	<\$1,340>	Refined estimate
Copier Service	<\$900>	Refined estimate
Landscape Service	<\$900>	Refined estimate
Source Control	\$15,000	Refined estimate
Staff Analysis	<\$30,000>	Duplicate entry
Executive Coaching	<\$45,000>	Duplicate entry
Natural Gas	\$55	Refined estimate
Water	\$535	Refined estimate
Garbage	\$320	Refined estimate
LAFCO Admin fee	<\$1,000>	Refined estimate
Employee certifications	\$743	Refined estimate
CAWD newsletter	\$7,312	Refined estimate
<i>total</i>	\$22,480	
Collections		
Source control inspections	\$31,000	Added amount
<i>total</i>	\$31,000	
Brine Disposal		
Salaries	\$500	Refined estimate
PR Taxes	\$150	Refined estimate
<i>total</i>	\$650	

Non-Operating Revenues		
Property taxes	\$106,624	Refined estimate
Brine disposal	\$15,000	Refined estimate
Highlands Inn assessment	\$90	Refined estimate
<i>total</i>	\$121,714	

This year the Budget Committee worked with the General Manager and the District Engineer to arrive at a final. We wish to thank everyone who worked on the document and helped to bring it to its final form.

FUNDING

There is sufficient funding available in District reserves to cover the budgeted capital budget. The Operations & Maintenance budget are funded by the collection of user fees during the fiscal year.



Notice is hereby given that at the next Regular Board meeting of the District Board, Carmel Area Wastewater District, held via teleconference webinar, on

9:00 a.m., Thursday, June 27, 2024

The Board will publicly discuss and approve the:

FY 2024/2025 Final Budget

No later than June 13, 2024 the budget document will be available on the District's web site <https://www.cawd.org/2024-06-27-board-of-directors-meeting>

Any member of the public may appear at the meeting and be heard regarding any item in the recommended budget or for the inclusion of additional items.

All proposals for revisions must be submitted in writing to the District Clerk before the close of the public meeting.

To access the meeting via ZOOM please visit the June 27, 2024 website homepage at www.cawd.org

Resolution No. 2024-33
Adopting Budget for the Fiscal Year 2024-25

-oOo-

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

Operating Expenditures		
	Salaries, Payroll Taxes & Employee Benefits	5,384,277
	Other Operating & Maintenance Expense	<u>5,702,947</u>
		11,087,224
 Capital Asset Expenditures		
	Capital Improvement Projects for Treatment	1,050,000
	Capital Improvement Projects for Collection	5,450,000
	Capital Improvement Projects for Administration	78,000
	Capital Improvement Projects for Reclamation	51,300
	Capital Equipment Outlay	<u>753,000</u>
		7,382,300
 Non-Operating Expenditures		
	Highlands Project Debt Service	<u>212,981</u>
		212,981
 Non-Cash Item		
	Reserve for Depreciation & Amortization	2,936,671
	Total Budgeted cash & non-cash Expenditures	<u><u>21,619,176</u></u>

2. That the following are sources of revenue to fund the above expenditures:

Operating Revenues		
	User Fees	10,046,239
	PBCSD Treatment Fees	1,873,694
	Reclamation Project Share of O & M	642,107
	Other Revenues	<u>60,000</u>
		12,622,040
 Non-Operating Revenues		
	Interest Earned	950,000
	Property Taxes	2,740,617
	Other Misc Income	75,000
	Highlands Inn Assessment Revenue	<u>212,981</u>
		3,978,598
 Capital Revenues		
	Connection Fees & Permits	45,000
	PBCSD One Third Share CIP & Equipment	198,635
	Reclamation Project reimbursement	<u>51,300</u>
		294,935
	Total Revenue	<u><u>16,895,573</u></u>
 Appropriation of Capital Replacement Funds to Balance Budget		
		4,723,603
 Appropriation of Capital Replacement Funds to		
	Balance Budget Before Depreciation	1,786,932
 Grant Funding		
		0
	Total Budgeted Revenues and Appropriations	<u><u>21,619,176</u></u>

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of a Resolution duly adopted and passed by the Board of Directors of the Carmel Area Wastewater District, Monterey County, California at a Regular Meeting held on the 27th day of June, 2024, by the following vote:

AYES, MEMBERS: _____

NOES, MEMBERS: _____

ABSENT, MEMBERS: _____

ABSTAIN, MEMBERS: _____

Attest:

Domine Barringer, Board Clerk
Carmel Area Wastewater District

APPROVED:

Bob Siegfried, President Pro Tem of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: June 27, 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 for the annual Consumer Price Index increase of 2.8%.

DISCUSSION

The standard annual Cost Of Living Adjustment (COLA) will be applied on July 1, 2024 and has been posted by the Bureau of Labor Statistics in October 2023 as 2.8%.

It is included in the MOU signed March 12, 2024 Article 5.1


FINANCIAL


This amount is included in 2024-25 budget.

Databases, Tables & Calculators by Subject

 [Special Notices](#) 4/25/2024

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Data extracted on: June 2, 2024 (4:42:30 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUURS49BSA0,CUUSS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download:  [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151		351.247											

12-Month Percent Change

Series Id: CUURS49BSA0,CUUSS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download:  [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014		2.4		2.8		3.0		3.0		3.2		2.7	2.8	2.7	3.0
2015		2.5		2.4		2.3		2.6		2.6		3.2	2.6	2.5	2.7
2016		3.0		2.7		2.7		3.1		3.6		3.5	3.0	2.8	3.2
2017		3.4		3.8		3.5		3.0		2.7		2.9	3.2	3.6	2.9
2018		3.6		3.2		3.9		4.3		4.4		4.5	3.9	3.4	4.3
2019		3.5		4.0		3.2		2.7		3.0		2.5	3.3	3.7	2.9
2020		2.9		1.1		1.6		1.6		1.1		2.0	1.7	2.0	1.4
2021		1.6		3.8		3.2		3.7		3.8		4.2	3.2	2.5	3.9
2022		5.2		5.0		6.8		5.7		6.0		4.9	5.6	5.4	5.8
2023		5.3		4.2		2.9		3.4		2.8		2.6	3.7	4.4	2.9
2024		2.4		3.8											

RESOLUTION NO. 2024-34
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
Represented Positions							
Treatment Maintenance							
3	20	Senior Operator	8,459.55	8,882.52	9,326.65	9,792.98	10,282.63
2	20	Laboratory Analyst II/Environmental Inspector	8,459.55	8,882.52	9,326.65	9,792.98	10,282.63
1	19	Safety/Regulatory Compliance Administrator I	8,253.21	8,665.87	9,099.16	9,554.12	10,031.82
1	19	Maintenance Mechanic III	8,253.21	8,665.87	9,099.16	9,554.12	10,031.82
3	17	Plant Operator II	7,855.53	8,248.31	8,660.73	9,093.76	9,548.45
1	17	Purchaser Plant Asset Coordinator	7,855.53	8,248.31	8,660.73	9,093.76	9,548.45
0	16	Laboratory Analyst I/Environmental Inspector	7,663.94	8,047.13	8,449.49	8,871.96	9,315.56
1	15	Maintenance Mechanic II	7,477.01	7,850.86	8,243.41	8,655.58	9,088.36
0	14	Maintenance Worker II	7,294.65	7,659.38	8,042.35	8,444.47	8,866.69
1	12	Plant Operator I	6,943.14	7,290.30	7,654.81	8,037.56	8,439.43
0	12	Maintenance Mechanic I	6,943.14	7,290.30	7,654.81	8,037.56	8,439.43
0	9	Maintenance Worker I	6,447.41	6,769.78	7,108.27	7,463.68	7,836.87
Collection Maintenance							
4	19	Collection/Maintenance Worker III	8,253.21	8,665.87	9,099.16	9,554.12	10,031.82
0	11	Collection/Maintenance Worker II	6,773.79	7,112.48	7,468.10	7,841.51	8,233.58
1	6	Collection/Maintenance Worker I	5,987.05	6,286.40	6,600.72	6,930.76	7,277.30
0	6	Collection/Maintenance Utility Worker I	5,987.05	6,286.40	6,600.72	6,930.76	7,277.30
18.0		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 July 1, 2024

Section 4. That this resolution supercedes 2024-26 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Designation of Classification Titles and Providing for the Number of Positions and Salary Ranges – **Non Represented Employees**

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution designating the Classification Titles in the Carmel Area Wastewater District for Non-Represented Employees and providing for the number of positions and monthly salary ranges effective July 1, 2024

DISCUSSION

The agreed upon Cost-of-Living Adjustment (COLA) increase for 2024-25 is 2.8%. For negotiations it has been long-standing practice to utilize the October 12-month COLA for San Francisco-Oakland-Hayward.

The most recent Bureau of Labor Statistics data sheet for the San Francisco-Oakland-Hayward region is attached for informational purposes.

The District has also made a practice of linking salaries to the median as reflected in the annual CASA salary survey. This year three positions were below the median.

1. The Lab Supervisor was not adjusted last year because she was not hired until 01-22-24; after negotiations were complete for the year. The Salary Benefits Committee met 06-03-24 and recommended a 10% plus COLA increase (move from Range 24 to Range 28)
2. The second position below the median CASA salary survey is the Executive Assistant/Board Clerk. The Salary Benefits Committee met 06-03-24 and recommended a 10% plus COLA increase (move from Range 19 to Range 23).

3. The Maintenance Superintendent was 9% below the median. The Salary Benefits Committee recommended a 10% plus COLA increase (move from Range 34 to Range 38).

FINANCIAL


The 2024-25 Budget provides for a 2.8% COLA as negotiated. The increase is reflected in the 2024-25 budget.

The salary adjustments bringing the three positions up to the median are not budgeted and will come from General Reserves.


Databases, Tables & Calculators by Subject

 [Special Notices](#) 4/25/2024

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Data extracted on: June 2, 2024 (4:42:30 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

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Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download:  [.xlsx](#)

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2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151		351.247											

12-Month Percent Change

Series Id: CUURS49BSA0, CUUSS49BSA0
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2015		2.5		2.4		2.3		2.6		2.6		3.2	2.6	2.5	2.7
2016		3.0		2.7		2.7		3.1		3.6		3.5	3.0	2.8	3.2
2017		3.4		3.8		3.5		3.0		2.7		2.9	3.2	3.6	2.9
2018		3.6		3.2		3.9		4.3		4.4		4.5	3.9	3.4	4.3
2019		3.5		4.0		3.2		2.7		3.0		2.5	3.3	3.7	2.9
2020		2.9		1.1		1.6		1.6		1.1		2.0	1.7	2.0	1.4
2021		1.6		3.8		3.2		3.7		3.8		4.2	3.2	2.5	3.9
2022		5.2		5.0		6.8		5.7		6.0		4.9	5.6	5.4	5.8
2023		5.3		4.2		2.9		3.4		2.8		2.6	3.7	4.4	2.9
2024		2.4		3.8											

RESOLUTION NO. 2024 - 35
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
Non Represented Positions							
1	n/a	General Manager	-	-	-	-	19,666.40
1	48	District Engineer	16,889.48	17,733.96	18,620.66	19,551.69	20,529.27
1	40	Principal Engineer	13,861.97	14,555.07	15,282.83	16,046.97	16,849.32
1	34	Operations Superintendent	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	38	Maintenance Superintendent	13,194.04	13,853.74	14,546.43	15,273.75	16,037.44
1	34	Collection System Superintendent	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	28	Operations Supervisor	10,307.16	10,822.52	11,363.64	11,931.83	12,528.42
1	26	Principal Accountant	9,810.48	10,301.01	10,816.06	11,356.86	11,924.70
1	28	Laboratory Supervisor	10,307.17	10,822.53	11,363.65	11,931.84	12,528.43
1	23	Executive Administrative Assistant /Board Clerk	9,110.03	9,565.53	10,043.81	10,546.00	11,073.30
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 July 1, 2024

Section 4. That this resolution supercedes 24-13 in its entirety.

PASSED AND ADOPTED at a regular meetng of the Board of Directors of the Carmel Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

Bob Siegfried, President Pro Tem of the Board

Domine Barringer, Board Clerk

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Certification of Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges for FY 2024-25

RECOMMENDATION

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

DISCUSSION

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

FINANCIAL

None

RESOLUTION NO. 2024-36

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

-oOo-

WHEREAS, the Carmel Area Wastewater District (“Public Agency”) requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property related Fees or Charges identified in Exhibit “A” on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2024-25.

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

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

FISCAL YEAR 2023-24

GENERAL TAXES: None

SPECIAL TAXES: None

ASSESSMENTS: None

FEES OR CHARGES:

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

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Defend or Managed Retreat Reserve Account

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving a contribution of \$1,000,000 to the Special Reserve Fund named “Defend or Managed Retreat Restricted Reserve” for fiscal year 2024-25.

DISCUSSION

At the March 2017 regular Board meeting resolution 2017-09 was passed, which established a “Defend or Managed Retreat Restricted Reserve” to allow the Carmel Area Wastewater District (District) options in coming to terms with sea level rise. The current balance of the reserve fund is \$6,123,428. The initial funding goal was \$15,000,000 over 15 years.

The Budget Committee was given the task to annually review and decide as to future funding. This year during Budget Committee meetings the decision was made to recommend a contribution for fiscal year 2024-25 of \$1,000,000. This is the eighth year the Committee has recommended a contribution to fund the account, bringing the total fund balance to \$7M plus additional interest earnings of \$205,359.

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

FUNDING

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

This will bring the total principal to \$7M plus and additional \$205,359 in interest for fiscal year 2023-24. Final balance \$7,328,787.

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

RESOLUTION NO. 2024-37

A RESOLUTION APPROVING A CONTRIBUTION OF \$1,000,000 TO THE “DEFEND OR
MANAGED RETREAT RESTRICTED RESERVE” AS PART OF THE
BUDGET PROCESS FOR FY 2024-25

-oOo-

WHEREAS, the Board of Directors authorized the creation of a “Defend or Managed Retreat Restricted Reserve” in 2017 with resolution 2017-09 to enable the Carmel Area Wastewater District (District) to address the potential impacts surrounding sea level rise throughout the District’s infrastructure; and.

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

WHEREAS, the Budget Committee, as part of their process, determined that the fiscal year 2024-25 contribution should be \$1,000,000 and made this recommendation to the full board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby elect to contribute \$1,000,000 to the Defend or Managed Retreat Restricted Reserve as part of the Budget process for Fiscal Year 2024-25.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

Staff Report



To: Board of Directors

From: Barbara Buikema, General Manager

Subject: 2024-25 Property Tax Appropriations Limit

Date: June 27, 2024

RECOMMENDATION

It is recommended that the Board adopt a resolution determining the fiscal year 2024-25 tax proceeds appropriation limit to be \$2,895,456 based on the California Per Capita Income factor and the County of Monterey Population factor.

DISCUSSION

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

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

Data received from the State of California for purposes of computation follows:

California per capita personal income change for 2024-25	3.62%
Population changes for Monterey County 1-1-23 to 1-1-24	
Carmel-by-the-Sea	0.55%
Unincorporated	0.75%
Change in local assessment role for nonresidential construction	Not available.

SUMMARY

The attached schedule shows that the District is in compliance with the appropriation limit for the 2024-25 fiscal year.

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

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Estimated 2023-24	Estimated 2024-25
PROPERTY TAXES RECEIVED	1,736,624	1,823,473	1,941,135	2,050,675	2,140,553	2,296,166	2,433,667	2,635,210	2,718,655	2,773,028
LESS: EXPENDITURES NOT SUBJECT TO APPROPRIATIONS LIMIT:										
1. QUALIFIED CAPITAL OUTLAY	(5,104,508)	(4,295,754)	(2,903,748)	(1,476,444)	(2,547,543)	(568,672)	(4,236,061)	(3,083,797)	(1,912,135)	(6,533,675)
(1) NET PROCEEDS SUBJECT TO LIMIT	(3,367,884)	(2,472,281)	(962,613)	574,231	(406,990)	1,727,494	(1,802,394)	(448,587)	806,520	(3,760,647)
LESS: OPERATING EXPENDITURES UNEXPENDED PROCEEDS OF TAXES BEFORE INTEREST ALLOCATION.....	3,367,884	2,472,281	962,613	(574,231)	406,990	(1,727,494)	1,802,394	448,587	(806,520)	3,760,647
	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
INTEREST ALLOCATION (NOTE 2)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
UNEXPENDED PROCEEDS OF TAXES..	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
(2) APPROPRIATIONS LIMIT (below)	1,927,858	2,036,260	2,132,512	2,214,312	2,311,061	2,403,256	2,530,291	2,673,977	2,779,017	\$2,895,456
NET PROCEEDS OF TAXES UNDER (OVER) APPROPRIATIONS LIMIT	5,295,742	4,508,541	3,095,125	1,640,081	2,718,051	675,762	4,332,685	3,122,564	1,972,497	6,656,103
LINE (1) ABOVE MINUS LINE (2) ABOVE..										

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

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

NOTE 1: QUALIFIED CAPITAL OUTLAY:

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

NOTE 2: INTEREST ALLOCATION:

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

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

Schedule A

**CARMEL AREA WASTEWATER DISTRICT
APPROPRIATIONS LIMIT CALCULATIONS**

Inflation Factor	California Per Capita Income	County of Monterey Population Factor	Combined Factor	Cumulative Factor	Approp. Limit
					\$255,766
1.1017	-	1.0140	1.1171	1.1171	\$285,716
-	1.1211	1.0158	1.1388	1.2722	\$325,373
-	1.0912	1.0169	1.1096	1.4116	\$361,033
1.0679	-	1.0043	1.0725	1.5139	\$387,172
-	1.0235	1.0195	1.0434	1.5796	\$404,029
1.0474	-	1.0159	1.0641	1.6808	\$429,927
1.0374	-	1.0230	1.0613	1.7838	\$456,282
1.0230	-	1.0346	1.0584	1.8879	\$482,929
1.0304	-	1.0151	1.0460	1.9747	\$505,144
1.0393	-	1.0213	1.0614	2.0960	\$536,210
1.0498	-	1.0088	1.0590	2.2198	\$567,846
-	1.0421	1.0162	1.0590	2.3507	\$601,349
-	1.0414	1.0265	1.0690	2.5129	\$642,842
-	0.9936	1.0229	1.0464	2.5541	\$653,252
-	1.0272	1.0253	1.0532	2.6899	\$687,997
-	1.0071	1.0369	1.0443	2.8091	\$718,472
-	1.0472	1.0197	1.0678	2.9996	\$767,206
-	1.0467	1.0096	1.0567	3.1699	\$810,744
-	1.0467	1.0174	1.0649	3.3756	\$863,371
-	1.0415	1.0470	1.0905	3.6810	\$941,464
-	1.0453	1.0293	1.0759	3.9604	\$1,012,946
-	1.0491	1.0305	1.0811	4.2816	\$1,095,094
-	1.0782	1.0173	1.0969	4.6963	\$1,201,157
-	0.9873	1.0135	1.0006	4.6993	\$1,201,912
-	1.0231	1.0111	1.0345	4.8612	\$1,243,325
-	1.0328	1.0156	1.0489	5.0990	\$1,304,139
-	1.0526	1.0013	1.0540	5.3741	\$1,374,521
-	1.0396	1.0038	1.0436	5.6083	\$1,434,425
-	1.0442	1.0067	1.0512	5.8955	\$1,507,862
-	1.0429	1.0156	1.0592	6.2443	\$1,597,081
-	1.0062	1.0145	1.0208	6.3741	\$1,630,284
-	0.9746	1.0137	0.9880	6.2973	\$1,610,642
-	1.0251	1.0063	1.0316	6.4961	\$1,661,471
-	1.0377	1.0091	1.0471	6.8023	\$1,739,798
-	1.0512	1.0081	1.0597	7.2085	\$1,843,690
-	0.9977	1.0095	1.0072	7.2602	\$1,856,924
-	1.0382	1.0000	1.0382	7.5376	\$1,927,858
-	1.0537	1.0024	1.0562	7.9614	\$2,036,260
-	1.0369	1.0100	1.0473	8.3377	\$2,132,512
-	1.0367	1.0016	1.0384	8.6576	\$2,214,312
-	1.0385	1.0005	1.0437	9.0358	\$2,311,061
-	1.0373	1.0025	1.0399	9.3963	\$2,403,256
-	1.0573	0.9958	1.0529	9.8930	\$2,530,291
-	1.0755	0.9826	1.0568	10.4548	\$2,673,977
-	1.0444	0.9951	1.0393	10.8655	\$2,779,017
-	1.0362	1.0055	1.0419	11.3207	\$2,895,456

RESOLUTION NO. 2024-38

A RESOLUTION DETERMINING THE FISCAL YEAR 2024-25
TAX PROCEEDS APPROPRIATION LIMITATION FOR THE
CARMEL AREA WASTEWATER DISTRICT

-oOo-

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District (District) that, on the basis of appropriation limit calculations, which are on file and available in the office of the Secretary of the District, and which include the selected annual adjustment factors of a) the state per capita personal income change and b) the Monterey County population change, the District hereby determines the maximum limit applicable to the appropriation of tax proceeds, other than for debt service, by the District for the fiscal year 2024-25, to be the sum of \$2,895,456.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Selecting and Appointing Trustees to the District Employees' Pension Plan ("Plan")

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing Execution of an Amendment to the Carmel Area Wastewater District Employees' Trust (aka "Plan") to change the membership of the Plan Committee as agreed upon 06-27-24.

DISCUSSION

At the District's February 2024 meeting a request was made to add a fifth member so that we would not find ourselves in the position of a tie vote.

According to the plan document, established in 1969 by Resolution No. 843 and last restated in 2003 by Resolution 2003-29, the Board has authority to appoint and remove the Trustee and the Administrator from time to time as it deems necessary for the proper administration of the plan under Section 2.1(a) of the plan document. The Employer may appoint counsel, specialists, advisers, agents (including any nonfiduciary agent) and other persons as the Employer deems necessary or desirable in connection with the exercise of its fiduciary duties under the Plan.

The Plan requires that the District enter into an agreement between itself and the Plan to appoint trustees. The attached Plan Amendment names all current trustees, which was amended under Resolution 2023-20 (Robert Wellington, Barbara Buikema, Robert Siegfried and Kevan Urquhart and amends the plan to make the changes recommended by the Board and add Operations Supervisor, Kevin Young as a new Trustee. At this time, to formalize said action, we request the Board adopt a resolution officially authorizing the change in trustees to satisfy our plan requirements.

FISCAL IMPACT

N/A

RESOLUTION NO. 2024-39

A RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE
CARMEL AREA WASTEWATER DISTRICT EMPLOYEES' PENSION TRUST
("PLAN")

-oOo-

WHEREAS, on June 10, 1969, by its Resolution No. 843, the District did approve and establish a pension plan for the exclusive financial benefit of its employees; and

WHEREAS, amendments to said pension plan must be, and have been heretofore approved in agreements between the Employer (Carmel Area Wastewater District) and the Trustees under the pension plan.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors and current TRUSTEES (Director Siegfried, Director Urquhart, General Manager Barbara Buikema, and Legal Counsel Robert Wellington) be, and they are hereby authorized and directed to execute the Amendment to the Carmel Area Wastewater District Pension Trust, effective June 27, 2024, which is attached hereto and marked "Exhibit A."

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

AMENDMENT TO THE CARMEL AREA WASTEWATER DISTRICT EMPLOYEES' PENSION TRUST (THE "PLAN")

THIS AGREEMENT is entered into by and between the Carmel Area Wastewater District (the "Employer") and Director Robert Siegfried, Director Kevin Urquhart, General Manager Barbara Buikema, and Legal Counsel Robert R. Wellington (the "Trustees") as follows:

WITNESSETH THAT:

WHEREAS, the employer created a Pension Plan for the exclusive benefit of its Employees effective July 1, 1969; and

WHEREAS, Section 8.01 of Article VIII of said Plan provides that same may be amended by the District; and

WHEREAS, it is deem advisable by the District to amend the Pension Plan effective June 27, 2024, as hereinafter set forth:

NOW, THEREFORE, the parties hereto agree that the Carmel Area Wastewater District Employees' Pension Plan is hereby amended ad follows:

Kevin Young, Operations Supervisor is hereby added as a trustee hereto.

IN WITNESS WHEREOF, the parties hereto affix their signatures this 27th day of June 2024.

CARMEL AREA WASTEWATER DISTRICT

_____	By: _____
Witness	Director Robert Siegfried, Trustee
_____	By: _____
_ Witness	Director Kevan Urquhart, Trustee
_____	By: _____
_ Witness	General Manager & Trustee Barbara Buikema
_____	By: _____
_ Witness	Operations Supervisor & Kevin Young
_____	By: _____
_ Witness	Legal Counsel & Trustee Robert Wellington
	By: _____
	Domine Barringer, Board Clerk

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: June 27, 2024

Subject: Project #19-03 – Carmel Meadows Sewer Improvements Supplementary Design Services – Kennedy Jenks

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a Professional Services Agreement with Kennedy/Jenks Consultants for developing supplementary design information for sewer improvements in the Carmel Meadows neighborhood. The supplementary design information would be prepared for a not to exceed price of \$180,890.

DISCUSSION

The Carmel Meadows Sewer Project requires supplemental engineering work be completed for a project to address risks associated with the existing sewer on the North end of Carmel Meadows that sits on aerial supports and on a steep slope. The Carmel Area Wastewater District Board decided, by motion and roll call vote during the June 2023 Board Meeting, that privately owned ejector stations would not be included in the project. The board's decision was predicated on District owned pumping infrastructure being designed to serve several homes in lieu of the previously envisioned privately owned ejector stations. Supplementary design work is needed to define the appropriate location and design elements for remotely located District owned pumping infrastructure in lieu of ejector stations (See Task 2 in attached proposal).

Furthermore, residents at the end of Mariposa Court (Ct.) have expressed concern about the new proposed pump station at the end of Mariposa Ct. as it would be within view of their properties.

Supplementary design work by Kennedy Jenks would provide architectural renderings to show the potential look of the new pump station (See Task 1 in attached proposal). Furthermore, Carmel Area Wastewater District (CAWD) staff will be looking at alternative siting options to potentially locate the pump station farther away from existing developed properties.

The supplementary design would also develop and review a greater area of topographical information to support the design approach (See Task 3 and Task 4 in attached proposal).

On May 22, 2024 a few representatives from Carmel Meadows met with District staff to discuss different methodologies to address their concerns.

FUNDING

The Fiscal Year 2023/24 CAWD Collections Capital Budget includes \$2,000,000 for the Carmel Meadows Sewer Improvements.

Attachment:

1. Proposal – Kennedy/Jenks Consultants

13 May 2024

Patrick Treanor, P.E.
District Engineer
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

Subject: **Proposal for Professional Engineering Services
Carmel Meadows Sewer Improvements Supplementary Design
KJ Proposal No. B018340* 33579**

Dear Patrick Treanor,

Kennedy/Jenks Consultants, Inc. (KJ) is pleased to submit this proposal to provide engineering services to assist Carmel Area Wastewater District (CAWD, District) with evaluating options for improvements to the Carmel Meadows sewer system.

Project Overview

CAWD owns an aging gravity sewer line on a slope above an environmentally sensitive area that experiences sewer system overflows. CAWD is evaluating options for replacing the pipeline, possibly including building District-owned pump stations to divert flow from the existing gravity sewer. CAWD seeks assistance evaluating the technical feasibility of multiple potential improvements to the sewer system, along with related support including architectural renderings and contour development.

Scope of Work

The proposed scope of work is organized into the following tasks:

- Task 1: Architectural Renderings
- Task 2: District-Owned Ejector Station Technical Memorandum
- Task 3: Gravity Flow Options Analysis Technical Memorandum
- Task 4: Contour Development from existing Light Detection and Ranging (LiDAR) data
- Task 5: Project Management, Meetings, and Quality Assurance/Quality Control (QA/QC)

Task 1 – Architectural Renderings

KJ will provide iterative design development to support CAWD’s desire to create an aesthetically pleasing pump station site near the end of Mariposa Court that blends into the surroundings. CAWD will set up a meeting with the developer who owns the empty lot at the end of Mariposa Court to discuss possible pump station siting options. KJ will create architectural design renderings to provide a way to envision what the pump station would look like within the surroundings. Approximations of existing landscape features such as trees will be created in the renderings, but will not be exact representations. The architectural design renderings will be based off the existing pump station design details previously prepared by TJC and Associates, Inc. and SRT for CAWD. Three rounds of architectural renderings will be prepared for review by CAWD to facilitate coordination with community stakeholders. The architectural designs will generally use a natural aesthetic blended with existing environment with elements such as natural rock walls, trees, earthen berms, etc. to blend the station electrical panels and wet well hatch into the surroundings.

Assumptions

- 4 project meetings (virtual, 1 hour each, attended by 2-3 KJ staff)
 - Initial specification of goals for images
 - 3 rounds of review and discussion
- No detailed design work will be conducted
- Architectural concepts will be based on the *February 2022 Carmel Meadows Sewer Rehabilitation Project 100% Design Drawings* set prepared by SRT Consultants provided by CAWD
- Architectural concept renderings will be presented in 2D from multiple angles
- No hardcopy materials such as posters or pamphlets will be prepared
- CAWD will coordinate citizen working group meetings

Deliverables

- Three iterations of architectural renderings
- 3-5 images per round (electronic, .png or .jpg)

Task 2 – District-Owned Ejector Station Technical Memorandum

KJ will provide a preliminary conceptual design for a single District-owned ejector station located remotely in the District easements near MH S617 or MH S618 (or other nearby location) to serve Ribera addresses 2795, 2805, and, if feasible, possibly also 2815 and 2825. KJ will evaluate issues such as constructability in steep terrain, access for maintenance, needed depth of wet well, providing power (utility and backup), and radio communications for SCADA. KJ’s subconsultant Engeo will conduct a desktop review of existing geotechnical reports for the area and provide recommendations about potential ejector station locations. KJ will prepare a high-level cost estimate for constructing one new ejector station at the location determined to be most feasible after initial evaluation. KJ will prepare a technical memorandum summarizing the findings of the feasibility evaluation.

Assumptions

- 3 project meetings (each 1 hour, virtual, attended by 2-4 KJ staff)
 - Initial concept discussion
 - Workshop to discuss operational considerations
 - Review draft technical memorandum
- No geotechnical field work will be conducted
- No detailed design work will be conducted
- No hydraulic modeling will be conducted
- Conceptual layouts will be annotated maps or sketches
- One simple section view will be prepared to illustrate suggested slope stability infrastructure (not to scale)
- Cost estimate will be AACE Class 5

Deliverables

- Draft technical memorandum (electronic, .pdf)
- Final technical memorandum (electronic, .pdf)

Task 3 – Gravity Flow Options Analysis Technical Memorandum

KJ will develop and analyze options for extending gravity flow to a pump station near Mariposa Court from at least as far as 2815 Ribera. KJ will also evaluate options for gravity flow from 2805 and 2795 Ribera Road to eliminate the need for a new remotely located District-owner ejector station, though this might not be feasible. KJ will also identify and evaluate options for a “split solution,” keeping a few homes on the old gravity pipe while moving part of the flow elsewhere. KJ will prepare high-level cost estimates for up to 3 alternatives, if they are technically feasible based on the topography. KJ will prepare a technical memorandum summarizing the findings of the analysis.

Assumptions

- 2 project meetings (each 1 hour, virtual, attended by 2-4 KJ staff)
 - Initial concept discussion
 - Review draft technical memorandum
- CAWD will provide lateral locations and elevations
- CAWD will provide flow data or equivalent information sufficient for sizing pipelines
- No hydraulic modeling will be performed
- No detailed design work will be performed
- Up to 3 alternatives will be considered
- Conceptual layouts will be annotated maps or sketches
- KJ will prepare a high-level cost estimate (AACE Class 5) for each alternative
- No quantitative scoring and ranking will be conducted
- One round of revisions

Deliverables

- Draft technical memorandum (electronic, .pdf)
- Final technical memorandum (electronic, .pdf)

Task 4 – Contour Development from Existing LiDAR Data

KJ's subcontractor, Sandis, will develop contours for the project site using existing Monterey County LiDAR data (provided by CAWD). Sandis will perform "tree filtering" to identify the ground surface below the tree canopy. The contour files will support the development of the work performed in Tasks 1 through 3 by providing site surface information for engineering analysis and preliminary design development. Sandis and KJ will visit the site to document existing conditions and conduct field verification of important features such as manholes.

Assumptions

- One site visit (1 day) for limited field observations, attended by Sandis staff and 2 KJ staff
- 2 project meetings (each 1 hour, virtual, attended by 2 KJ staff)
- CAWD will provide existing survey information
- No new ground surveying will be conducted
- No new LiDAR data will be collected
- No research will be conducted regarding property lines or easements
- No utility locating will be conducted beyond visual observation
- 1-foot contour interval

Deliverables

- Surface model created from breaklines and CAD points at the highest level of accuracy possible based on LiDAR data provided by others (electronic, .dwg)
- Labeled 1-foot contour map (electronic, .dwg and .pdf)

Task 5 – Project Management

KJ will provide project management services to manage project costs, meet the project schedule requirements, collaborate with the CAWD on project progress, and maintain effective communication. KJ will establish and maintain a project documentation system to organize and track project costs. KJ will prepare monthly invoices for services and brief monthly status reports for the duration of the project. KJ will maintain a project file, including copies of correspondence, reports, minutes of meetings, and memoranda. This task includes check-in meetings with CAWD, subconsultant management, project coordination, and implementation of quality assurance/quality control (QA/QC) procedures necessary to complete the tasks defined in this scope of work. Prior to each deliverable submittal, a quality review of the deliverables will be conducted by senior-level members of our staff with expertise in their respective disciplines. KJ will also conduct an internal Concept and Criteria Review (C&CR) meeting toward the beginning of the project that involves a discussion of the project concepts by the project team members and senior members of our QA/QC staff.

Assumptions

- Project duration of 8 months
- One kickoff meeting (virtual, 1 hour) attended by 2 KJ staff
- Two project status calls per month (virtual, 30 minutes) attended by KJ project manager
- KJ will not attend any meetings with external stakeholders (state agencies, developers)
- CAWD will coordinate community outreach and public meetings

Deliverables

- Meeting agendas and notes (electronic, email or .docx format)
- Monthly status report (electronic, .pdf format)

Estimated Schedule

The total duration of the project is predicted to be approximately 8 months. A proposed schedule is provided below, to be updated at the start of the project.

<u>Milestone</u>	<u>Completion Date</u>
Notice to Proceed	June 2024
Contour Development	August 2024
Initial Architectural Renderings	September 2024
Revisions of Architectural Renderings	October 2024
Revisions of Architectural Renderings	November 2024
Draft District-Owned Ejector Station TM	December 2025
Draft Gravity Flow Options Analysis TM	December 2025
Final District Owned-Ejector Station TM	January 2025
Final Gravity Flow Options Analysis TM	January 2025

Compensation for Consulting Services

<u>Task</u>	<u>Budget</u>
Task 1 – Architectural Design and Renderings	\$26,260
Task 2 – District-Owned Ejector Station Design TM	\$59,370
Task 3 – Gravity Flow Options Analysis TM	\$44,730
Task 4 – Contour Development from Existing LiDAR Data	\$24,350
Task 5 – Project Management	\$26,180
Total (including subconsultants)	\$180,890

In accordance with the attached 2023 Schedule of Charges, we propose a budget of \$180,890, including subconsultants. A breakdown of our proposed project budget is provided in the attached Proposal Fee Estimate. KJ will manage work hours between tasks and employee classifications, and/or utilize other employee classifications, provided that the project total fee is not exceeded without prior approval.

Proposed Project Team

KJ proposes the following key team members for this project, who will be supported by staff from multiple technical disciplines including electrical, mechanical, civil, and structural engineers:

- Nick Lazarakis, P.E., Principal
- Rachelle Thompson, P.E., Project Manager
- James Bowland, P.E., Quality Control Review
- Mark Preston, R.A., Senior Architect
- Darius Dastoum, P.E., Project Engineer

Standard Conditions

To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated 1 August 2021 are made part of this agreement. We have found these terms to be appropriate for use in agreements for provision of consultant services. Accordingly, if any conflicts exist between the attached terms and the form of any purchase order or confirmation issued, the terms of this proposal and the attached Standard Conditions will prevail in the absence of our express written agreement. This proposal is based on current projections of staff availability and costs, and therefore is valid for 90 days following the date of this letter.

Authorization

The KJ Team appreciates the opportunity to submit another proposal for the continual improvements of the Carmel Area Wastewater District's infrastructure and looks forward to continuing to work with you and your staff. Please feel free to contact me at (925) 953-1521 or Rachele Thompson at (650)-852-2808 should you have any questions.

KENNEDY/JENKS CONSULTANTS, INC.

Signature:  _____

Printed Name: Nick Lazarakis, PE

Title: Principal

Date: 5/13/2024

CARMEL AREA WASTEWATER DISTRICT

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information

CONTACT

Nick Lazarakis, PE
nicklazarakis@kennedyjenks.com

ADDRESS

2350 Mission College Boulevard
Suite 700, Santa Clara, CA 95054

Proposal Fee Estimate

CLIENT Name: Carmel Area Wastewater District (CAWD)
 PROJECT Description: Carmel Meadows Sewer Improvements Support
 Proposal/Job Number: B018340*33579 Date: 5/9/2024

January 1, 2023 Rates	Eng-Sci-8 Mohr Pasqua		Eng-Sci-7 Bowland		Eng-Sci-6 Lazarus		Thompson Sailer Schuller		Hoffman Pasqua		Eng-Sci-5 Dastoum		Eng-Sci-4 Malta-Oliveira		Eng-Sci-3 Freitas		Sr. CAD Designer/ GIS/ Graphics		Project Assistant		Total	KJ	Sub	Sub	KJ	KJ	KJ	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses		
	Hourly Rate:	\$305	\$285	\$260	\$240	\$220	\$200	\$185	\$140	Hours	Fees	Fees	Fees	5%	Fees	10%															Fees		
Task 1 - Architectural Design Renderings																																	
Review prior design information			2			6																8	\$1,840				\$0		\$0	\$1,840	\$0	\$0	\$1,840
Initial Renderings				11		24		10														45	\$9,900				\$0		\$0	\$9,900	\$0	\$0	\$9,900
Revisions (2 rounds)				15		24		10														49	\$11,030				\$0		\$0	\$11,030	\$0	\$0	\$11,030
Meetings				8		6																14	\$3,400				\$0		\$0	\$3,400	\$0	\$0	\$3,400
Task 1 - Subtotal	0	0	36	0	60	0	20	0	20	0	14	\$26,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	116	\$26,260	\$0	\$0	\$0	\$0	\$0	\$26,260	\$0	\$0	\$26,260		
Task 2 - District-Owned Ejector Station TM																																	
Collect and review background information		1	2	2		6																11	\$2,505				\$0		\$0	\$2,505	\$0	\$0	\$2,505
Meetings				12		4																16	\$4,080				\$0		\$0	\$4,080	\$0	\$0	\$4,080
Conceptual Design		1		18		8	8	24	20													79	\$17,165				\$0		\$0	\$17,165	\$0	\$0	\$17,165
Cost Estimate					12	2																14	\$3,600				\$0		\$0	\$3,600	\$0	\$0	\$3,600
Geotechnical considerations (ENGEO)				6	2																	8	\$2,040	\$5,000			\$250		\$0	\$2,040	\$5,250	\$0	\$7,290
Draft TM		2	4	20	10	4	28			4												72	\$16,390				\$0		\$0	\$16,390	\$0	\$0	\$16,390
Revised TM		2	2	10	6	2	12			2												36	\$8,340				\$0		\$0	\$8,340	\$0	\$0	\$8,340
Task 2 - Subtotal	6	6	80	34	14	70	20	6	236	\$54,120	\$5,000	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	236	\$54,120	\$5,000	\$0	\$250	\$0	\$0	\$54,120	\$5,250	\$0	\$59,370		
Task 3 - Gravity Flow Options Analysis TM																																	
Collect and review background information				2	2		4															8	\$1,800				\$0		\$0	\$1,800	\$0	\$0	\$1,800
Meetings				10	4																	14	\$3,560				\$0		\$0	\$3,560	\$0	\$0	\$3,560
Conceptual Design and Calculations		2	2	16	8		16	20														64	\$14,160				\$0		\$0	\$14,160	\$0	\$0	\$14,160
Cost Estimate			2	20	2		6															30	\$7,450				\$0		\$0	\$7,450	\$0	\$0	\$7,450
Draft TM		1	4	14	8		20	4														51	\$11,565				\$0		\$0	\$11,565	\$0	\$0	\$11,565
Revised TM		1	2	8	4		10	2														27	\$6,195				\$0		\$0	\$6,195	\$0	\$0	\$6,195
Task 3 - Subtotal	4	10	70	28	0	56	20	6	194	\$44,730	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	194	\$44,730	\$0	\$0	\$0	\$0	\$0	\$44,730	\$0	\$0	\$44,730		
Task 4 - Contour Development from Existing LIDAR Data																																	
Review existing survey and LIDAR				2		2	2															6	\$1,250				\$0		\$0	\$1,250	\$0	\$0	\$1,250
Contour Drawing (Sandis)			2	4	2		8	8	2													26	\$5,450		\$11,000	\$550		\$0	\$5,450	\$11,550	\$0	\$17,000	
Site Visit				8	8																	16	\$4,000			\$0	\$200	\$20	\$4,000	\$0	\$220	\$4,220	
Meetings				2	4		2															8	\$1,880				\$0		\$0	\$1,880	\$0	\$0	\$1,880
Task 4 - Subtotal	0	2	14	16	0	12	10	2	56	\$12,580	\$0	\$11,000	\$550	\$200	\$20	\$0	\$0	\$0	\$0	\$0	56	\$12,580	\$0	\$11,000	\$550	\$200	\$20	\$12,580	\$11,550	\$220	\$24,350		
Task 5 - Project Management																																	
Project Set-up and Status Reports				14					6													20	\$4,480				\$0		\$0	\$4,480	\$0	\$0	\$4,480
Project Kickoff Meeting and Client Status Meetings				22	2		2															26	\$6,600				\$0		\$0	\$6,600	\$0	\$0	\$6,600
QA/QC		16	12	4																		32	\$9,340				\$0		\$0	\$9,340	\$0	\$0	\$9,340
Project Coordination				20					4													24	\$5,760				\$0		\$0	\$5,760	\$0	\$0	\$5,760
Task 5 - Subtotal	16	12	60	2	0	2	0	10	102	\$26,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	102	\$26,180	\$0	\$0	\$0	\$0	\$0	\$26,180	\$0	\$0	\$26,180		
All Tasks Total	26	30	260	80	74	140	70	24	704	\$163,870	\$5,000	\$11,000	\$800	\$200	\$20	\$0	\$0	\$0	\$0	\$0	704	\$163,870	\$5,000	\$11,000	\$800	\$200	\$20	\$163,870	\$16,800	\$220	\$180,890		

Client/Address: Carmel Area Wastewater District
 3945 Rio Road
 Carmel, CA 93922

Contract/Proposal Date: May 2024

Schedule of Charges

January 1, 2023

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$150
Engineer-Scientist-Specialist 2	\$180
Engineer-Scientist-Specialist 3	\$200
Engineer-Scientist-Specialist 4	\$220
Engineer-Scientist-Specialist 5	\$240
Engineer-Scientist-Specialist 6	\$260
Engineer-Scientist-Specialist 7	\$285
Engineer-Scientist-Specialist 8	\$305
Engineer-Scientist-Specialist 9	\$320
Senior CAD-Designer	\$185
CAD-Designer	\$170
Senior CAD-Technician	\$155
CAD-Technician	\$140
Project Assistant	\$140
Administrative Assistant	\$120
Aide.....	\$95

Direct Expenses

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

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

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

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

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

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

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

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective through December 31, 2024. After December 31, 2024, invoices will reflect the Schedule of Charges for the subsequent year.

Client: Carmel Area Wastewater District

Contract/Proposal Date: May 2024

Standard Conditions

1 August 2021

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said sixty (60) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within sixty (60) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT: WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage of \$1,000,000 each accident for bodily injury, \$1,000,000 each employee and \$1,000,000 policy limit for bodily injury by disease. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1,000,000 on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1,000,000 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed: (a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers, manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.
8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any Opinion of Probable Construction Cost furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California or any applicable state Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's or any applicable state Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.

Standard Conditions (Page 2)

1 August 2021

11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability resulting from the further distribution of such documents, or any portion of them, and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.
12. **ELECTRONIC DATA.** Documents provided by CONSULTANT in electronic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by laws to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.
19. **COUNTERPARTS; SIGNATURES.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that electronic (including without limitation .pdf), email or facsimile signatures of this Agreement shall have the same force and effect as original signatures. Each undersigned representative of the parties to this Agreement certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such party to this Agreement.

RESOLUTION NO. 2024-40

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KENNEDY/JENKS CONSULTANTS IN AN AMOUNT NOT TO EXCEED \$180,890 FOR SUPPLEMENTARY DESIGN SERVICES FOR CARMEL MEADOWS SEWER IMPROVEMENTS (PROJECT #19-03)

-oOo-

WHEREAS, supplemental design work is necessary to develop plans for sewer improvements at the north end of the Carmel Meadows neighborhood; and

WHEREAS, the supplemental design work will further refine the previously proposed sewer improvements in this area; and

WHEREAS, Kennedy/Jenks Consultants has submitted an acceptable design proposal and is well qualified to provide necessary design services at a competitive rate;

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, with a not to exceed amount of \$180,890 with Kennedy/Jenks Consultants for Carmel Meadows Sewer Improvements Supplementary Design Services.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024, by the following vote:

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

Bob Siegfried, President Pro Tem of the Board

ATTEST:

Domine Barringer, Board Clerk

STAFF REPORT



To: Board of Directors

From: Jeff Bandy, Plant Engineer

Date: June 27, 2023

Subject: Project #18-28 – Perimeter Tree Plan and Implementation -Line of Sight Analysis for Wastewater Treatment Plant (WWTP) – Kennedy Jenks

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to execute a Professional Services Agreement with Kennedy Jenks for conducting a line-of-sight analysis of the trees surrounding the WWTP to assess the potential aesthetic impacts of perimeter eucalyptus tree removal. The technical documents would be prepared for a not to exceed price of \$94,525.

DISCUSSION

The WWTP is surrounded by 90 tall eucalyptus trees that were planted in the 1980s to serve as a visual screen from the local residential areas. These non-native trees pose a risk to WWTP infrastructure due to their proximity to the plant. The perimeter eucalyptus trees at the WWTP are being considered for removal as part of overall improvements to the landscaping in and around the WWTP. The landscape design completed by Hall Landscape Design in August 2021 included removal of the eucalyptus trees along the southern and northwestern property lines of the WWTP. Removal of these trees may result in a loss of visual screening of the plant by neighboring homes in the Carmel Highlands neighborhood and from homes on Rio Road.

A topographic survey of the State Parks property adjoining the WWTP to the south completed in 2016 suggested that the existing cottonwoods, sycamores, and willow trees may provide sufficient visual screening to allow for removal of the eucalyptus trees without resulting in an aesthetic impact to the community. An updated topographic survey and line-of-sight analysis is needed to determine whether the existing trees will provide enough screening to allow removal of the perimeter eucalyptus trees.

The proposal from Kennedy Jenks to develop an updated line-of-sight analysis based on a new topographic survey is attached.

FUNDING

The CAWD Treatment Plant Long Term Capital Budget includes budget for the Perimeter Tree Plan and Implementation (\$75,000 in FY24/25).

Attachment:

1. Proposal – Kennedy Jenks

24 May 2024

Jeff Bandy, P.E.
Principal Engineer
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

Subject: **Proposal for Professional Engineering Services
Perimeter Tree Plan – Line of Sight Analysis
KJ Proposal No. B018340* 33710**

Dear Jeff Bandy,

Kennedy/Jenks Consultants, Inc. (KJ) is pleased to submit this proposal to provide engineering services to assist Carmel Area Wastewater District (CAWD, District) with analyzing the feasibility and impact of removing the eucalyptus trees surrounding the District's wastewater treatment plant (WWTP).

Project Overview

CAWD plans on removing up to 90 tall eucalyptus trees that currently surround and border the WWTP. The trees were initially planted in the 1980s to serve as a visual screen from the local residential areas. The removal of these non-native trees has become a priority to decrease the risk of falling branches that threaten WWTP infrastructure. There are existing cottonwoods, sycamores, and willow trees that may be able to provide adequate screening without the eucalyptus.

CAWD seeks assistance in conducting an updated Light Detection and Ranging (LiDAR) survey of the area around the WWTP to accurately map the ground surface and tree height. This information will be used to determine the feasibility of removing the eucalyptus trees while still maintaining a visual screen around the WWTP with other existing trees and vegetation surrounding the site.

Scope of Work

The proposed scope of work is organized into the following tasks:

- Task 1: LiDAR Tree Height Survey and Model Development
- Task 2: Line of Sight Analysis and Technical Memorandum
- Task 3: Project Management, Meetings, and Quality Assurance/Quality Control (QA/QC)

Task 1 – LiDAR Tree Height Survey and Model Development

KJ's subcontractor, Sandis, will conduct a new LiDAR survey of the area around the WWTP, approximated by the orange polygon in Figure 1 below, to create a digital elevation model and digital terrain model to identify the general height of trees and ground surface elevation in the project area. Sandis has provided a cost breakdown between obtaining the LiDAR survey using drone technology or using traditional fixed-wing aircraft flyover. However, the use of drone technology on California lands is not allowed without a special use permit, which would need to be submitted 45 days in advance of the LiDAR survey. Additionally, according to California Department of Fish and Wildlife (CDFW) Code 10501.5, a drone may not be operated over a Sea Otter Game Refuge without a letter of authorization from the area manager. This site is classified as a Sea Otter Game Refuge. For budgeting purposes, KJ has assumed the more expensive of the options (aircraft) for the fee estimate.

Once LiDAR data is obtained, Sandis will develop tree heights within the project site area. The tree height data will support the development of the work performed in Task 2 to analyze the line of sight from surrounding residential areas into the WWTP site. Two (2) project meetings between KJ and Sandis will be required: An initial kickoff/planning meeting and a meeting to review the Task 1 deliverables.

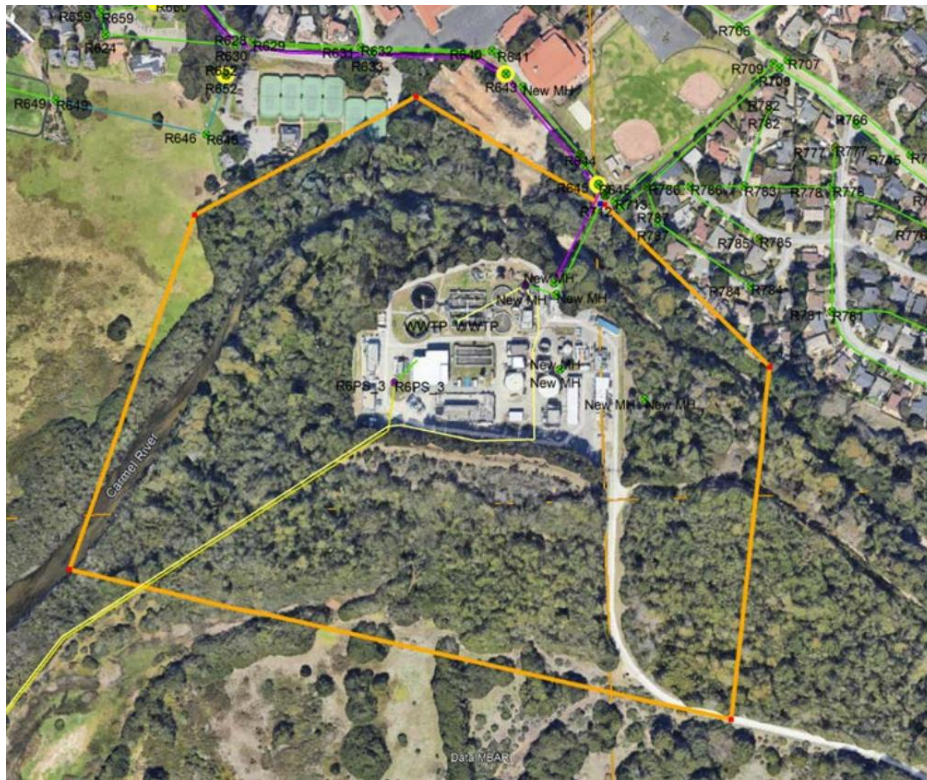


Figure 1: Approximate Perimeter Tree Survey Area

Assumptions

- 2 project meetings (each 1 hour, virtual, attended by 2 KJ staff)
- CAWD will provide any existing survey/LiDAR information that may assist with integrating new LiDAR data.
- No new ground surveying, other than establishing benchmarks to tie in new LiDAR data, will be conducted
- No research will be conducted regarding property lines or easements
- LiDAR data will be tied into the same coordinate system and datum that is utilized for the existing LiDAR information available at the site.
- CAWD will obtain and pay for any necessary permits for the LiDAR survey. The fee estimate for LiDAR acquisition by use of drone flyover (Option #2) doesn't include the costs for effort to obtain or pay for the permits.
- KJ will not prepare any CEQA checklists

Deliverables

- Digital Elevation Model (DEM) and digital terrain model (DTM) to identify the height of the trees across the site (electronic, .dwg)

Task 2 – Line of Sight Analysis and Technical Memorandum

KJ will analyze the effect of removing up to 90 eucalyptus trees from around the WWTP on the line of sight from nearby residential areas, especially the Carmel Meadows neighborhood to the south. KJ will perform five section cuts between surrounding neighborhoods and the perimeter of the WWTP using the LiDAR information gathered in Task 1. An analysis will be performed at each of these cuts using the elevation of a nearby residence, the elevation of the proposed tree line without eucalyptus trees present, and the elevation of the WWTP facilities to determine if a visual screen is still in place after eucalyptus removal. KJ will make use of existing Monterey County record information and LiDAR data to model the surrounding elevations in residential areas that are not being captured as part of the new LiDAR acquisition as described in Task 1. KJ will provide a summary of the analysis and a brief commentary on the feasibility of removing groups or clusters of eucalyptus trees while maintaining adequate screening of the WWTP as part of a Technical Memorandum (TM). KJ will not be analyzing each specific tree for the feasibility of removal. As the project progresses, if CAWD determines that additional views would be helpful, a task to prepare 10 additional section cuts (for a total of up to 15 section cuts) is included as an optional task. The cost associated with this optional task is summarized in the compensation table below. Two (2) project meetings between the District and KJ will be required: an initial concept discussion and a meeting to review the draft TM to discuss District feedback.

Assumptions

- 2 project meetings (each 1 hour, virtual, attended by 2-4 KJ staff)
- No renderings will be created
- Conceptual layouts will be annotated maps or sketches to indicate geometry
- District to provide any pertinent Monterey County record information or existing LiDAR data to model the elevations at nearby residential areas around the WWTP

- 5 section cuts and 1 plan view (approximately 3 sheets total)
- Tree species identification is not part of this scope. It will be assumed that the tree species bordering the WWTP correspond to eucalyptus trees.
- Optional task to include up to 10 more section cuts can be provided at CAWD request
- One round of revisions to the TM

Deliverables

- Draft technical memorandum (electronic, .pdf)
- Final technical memorandum (electronic, .pdf)

Task 3 – Project Management

KJ will provide project management services to manage project costs, meet the project schedule requirements, collaborate with the CAWD on project progress, and maintain effective communication. KJ will establish and maintain a project documentation system to organize and track project costs. KJ will prepare monthly invoices for services and brief monthly status reports for the duration of the project. KJ will maintain a project file, including copies of correspondence, reports, minutes of meetings, and memoranda. This task includes check-in meetings with CAWD, subconsultant management, project coordination, and implementation of quality assurance/quality control (QA/QC) procedures necessary to complete the tasks defined in this scope of work. Prior to each deliverable submittal, a quality review of the deliverables will be conducted by senior-level members of our staff with expertise in their respective disciplines. KJ will also conduct an internal Concept and Criteria Review (C&CR) meeting toward the beginning of the project that involves a discussion of the project concepts by the project team members and senior members of our QA/QC staff. A kickoff meeting will also be held between KJ and District staff to clarify objectives and tasks before any project work begins, in addition to two project status calls per month to communicate KJ progress on pertinent tasks.

Assumptions

- Project duration of 6 months
- One kickoff meeting (virtual, 1 hour) attended by 2 KJ staff
- Two project status calls per month (virtual, 30 minutes) attended by KJ project manager
- No meetings with external stakeholders (state agencies, community meetings)
- CAWD will coordinate community outreach and public meetings

Deliverables

- Meeting agendas and notes (electronic, email or .docx format)
- Monthly status report (electronic, .pdf format)

Estimated Schedule

The total duration of the project is predicted to be approximately 6 months. A proposed schedule is provided below, which will be updated at the start of the project and will be contingent on the potential permitting timeline for the LiDAR survey.

Milestone	Completion Date
Notice to Proceed	June 2024
LiDAR Survey	August 2024
Draft Line of Sight Analysis TM	October 2024
Final Line of Sight Analysis TM	November 2024

Compensation for Consulting Services

Task	Budget
Task 1 – LiDAR Tree Height Survey and Model Development	\$31,480
Task 2 – Line of Sight Analysis and Technical Memorandum	\$29,910
Task 3 – Project Management	\$14,065
<i>Optional Support</i>	<i>\$19,070</i>
Tasks 1-3 Total (including subconsultants)	\$75,455
<i>Total including optional tasks</i>	<i>\$94,525</i>

In accordance with the 2023 Schedule of Charges in Attachment A we propose a budget of \$75,455, including subconsultants and excluding optional tasks. A breakdown of our proposed project budget is provided in the attached Proposal Fee Estimate in Attachment B. KJ will manage work hours between tasks and employee classifications, and/or utilize other employee classifications, provided that the project total fee is not exceeded without prior approval.

Included within the Proposal Fee Estimate are optional tasks for the District to consider. Within Task 1 there are two potential options: LiDAR acquisition via fixed-wing aircraft (\$25,200) or via drone flyover (\$16,800). LiDAR acquisition via fixed-wing aircraft has been included in the total of the fee estimate, while the drone option was included as a reference because it could provide a reduced cost if permitting is successful. Note that the fee estimate for the drone option doesn't include the effort and cost to obtain any necessary permits. Also, a line item for analyzing and drafting an additional 10 section cuts is included as an optional task.

Proposed Project Team

KJ proposes the following key team members for this project, who will be supported by staff including CAD designers:

- Nick Lazarakis, P.E., Principal-in-Charge
- Rachelle Thompson, P.E., Project Manager
- Jack Stobaugh, P.E., Project Engineer

Standard Conditions

To assure a clear understanding of all matters related to our mutual responsibilities, the Standard Conditions dated 1 August 2021 in Attachment C are made part of this agreement. We have found these terms to be appropriate for use in agreements for provision of consultant services. Accordingly, if any conflicts exist between the attached terms and the form of any purchase order or confirmation issued, the terms of this proposal and the attached Standard Conditions will prevail in the absence of our express written agreement. This proposal is based on current projections of staff availability and costs, and therefore is valid for 90 days following the date of this letter.

Authorization

The KJ Team appreciates the opportunity to submit another proposal for the continual improvements of the Carmel Area Wastewater District's infrastructure and looks forward to continuing to work with you and your staff. Please feel free to contact me at (925) 953-1521 or Rachele Thompson at (650)-852-2808 should you have any questions.

KENNEDY/JENKS CONSULTANTS, INC.

Signature:  _____

Printed Name: Nick Lazarakis, PE

Title: Principal

Date: 5/24/2024

CARMEL AREA WASTEWATER DISTRICT

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachments

- Attachment A: Schedule of Charges
- Attachment B: Proposal Fee Estimate
- Attachment C: Standard Conditions

Contact Information

CONTACT

Nick Lazarakis, PE
nicklazarakis@kennedyjenks.com

ADDRESS

2350 Mission College Boulevard
Suite 700, Santa Clara, CA 95054

Client/Address: Carmel Area Wastewater District
 3945 Rio Road
 Carmel, CA 93922

Contract/Proposal Date: May 2024

Schedule of Charges

January 1, 2023

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$150
Engineer-Scientist-Specialist 2	\$180
Engineer-Scientist-Specialist 3	\$200
Engineer-Scientist-Specialist 4	\$220
Engineer-Scientist-Specialist 5	\$240
Engineer-Scientist-Specialist 6	\$260
Engineer-Scientist-Specialist 7	\$285
Engineer-Scientist-Specialist 8	\$305
Engineer-Scientist-Specialist 9	\$320
Senior CAD-Designer	\$185
CAD-Designer	\$170
Senior CAD-Technician	\$155
CAD-Technician	\$140
Project Assistant	\$140
Administrative Assistant	\$120
Aide.....	\$95

Direct Expenses

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

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

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

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

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

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

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

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective through December 31, 2024. After December 31, 2024, invoices will reflect the Schedule of Charges for the subsequent year.

Proposal Fee Estimate

CLIENT Name: Carmel Area Wastewater District (CAWD)
 PROJECT Description: Perimeter Tree Plan - Line of Sight Analysis
 Proposal/Job Number: B018340/33710 5/24/2024

January 1, 2023 Rates	Eng-Sci-8 Q/A/QC	Eng-Sci-8 Thompson	Eng-Sci-6 Lazaridis	Eng-Sci-4 Stobaugh	Eng-Sci-2	Sr. CAD-Design	Project Assistant	Total	KJ Labor	Sub Sandis (Survey)	KJ Sub-Makeup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:	Hours	Fees	Fees	5%	Fees	Hours	Fees	Fees	5%	Fees	Fees	Fees	Fees	Fees	Fees
Task 1 - LIDAR Tree Height Survey and Model Development															
LIDAR Acquisition and Model Generation		2	2	4	8	8	24	\$4,840		\$0	\$4,840	\$0	\$0	\$0	\$4,840
Option 1: LIDAR Acquisition (Aircraft) <i>(Shown as selected option)</i>							0	\$0	\$24,400	\$1,200	\$0	\$25,200	\$0	\$0	\$25,200
Option 2: LIDAR Acquisition (Drone) <i>(not included in total)</i>							0	\$0	\$16,400	\$800	\$0	\$16,800	\$0	\$0	\$16,800
Meetings		3		3			6	\$1,440		\$0	\$1,440	\$0	\$0	\$0	\$1,440
Task 1 - Subtotal	0	5	2	7	8	8	30	\$4,280	\$24,400	\$1,200	\$6,280	\$25,200	\$0	\$0	\$31,480
Task 2 - Line of Sight Analysis and TM															
Collect and review background information				4	4	4	12	\$2,340		\$0	\$2,340	\$0	\$0	\$0	\$2,340
Meetings		4	2	4		4	14	\$3,180		\$0	\$3,180	\$0	\$0	\$0	\$3,180
Drawing/Sheet Production w/ 5 Section Cuts				5	10	30	45	\$8,450		\$0	\$8,450	\$0	\$0	\$0	\$8,450
Draft TM		8	2	20	20	3	53	\$11,020		\$0	\$11,020	\$0	\$0	\$0	\$11,020
Final TM		2	1	10	10	1	24	\$4,920		\$0	\$4,920	\$0	\$0	\$0	\$4,920
Task 2 - Subtotal	0	14	5	43	44	38	140	\$20,910	\$0	\$0	\$20,910	\$0	\$0	\$0	\$20,910
Task 3 - Project Management															
Project Set-up and Status Reports		8				2	4	\$3,010		\$0	\$3,010	\$0	\$0	\$0	\$3,010
Project Kickoff Meeting and Client Status Meetings		7		2			9	\$2,260		\$0	\$2,260	\$0	\$0	\$0	\$2,260
Q/A/QC		9	4	3	2	2	20	\$5,375		\$0	\$5,375	\$0	\$0	\$0	\$5,375
Project Coordination		10	1				4	\$3,420		\$0	\$3,420	\$0	\$0	\$0	\$3,420
Task 3 - Subtotal	9	29	4	4	0	4	8	\$14,065	\$0	\$0	\$14,065	\$0	\$0	\$0	\$14,065
Optional Support															
Optional Additional 10 Section Cuts <i>(not included in total)</i>		2	4	2	10	20	60	\$9,070		\$0	\$9,070	\$0	\$0	\$0	\$9,070
Optional - Subtotal	2	4	2	10	20	60	0	\$9,070	\$0	\$0	\$9,070	\$0	\$0	\$0	\$9,070
Tasks 1-3 Total	9	48	11	64	62	60	12	\$238,295	\$24,400	\$1,200	\$60,255	\$25,200	\$0	\$0	\$276,455
All Tasks Total (including Optional Support)	11	62	13	64	72	110	12	\$247,365	\$24,400	\$1,200	\$69,325	\$25,200	\$0	\$0	\$294,625

Client: Carmel Area Wastewater District

Contract/Proposal Date: May 2024

Standard Conditions

1 August 2021

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said sixty (60) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within sixty (60) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT: WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage of \$1,000,000 each accident for bodily injury, \$1,000,000 each employee and \$1,000,000 policy limit for bodily injury by disease. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1,000,000 on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1,000,000 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed: (a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers,

manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.

8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any Opinion of Probable Construction Cost furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California or any applicable state Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's or any applicable state Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.

Standard Conditions (Page 2)

1 August 2021

11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability resulting from the further distribution of such documents, or any portion of them, and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.
12. **ELECTRONIC DATA.** Documents provided by CONSULTANT in electronic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by laws to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.
19. **COUNTERPARTS; SIGNATURES.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that electronic (including without limitation .pdf), email or facsimile signatures of this Agreement shall have the same force and effect as original signatures. Each undersigned representative of the parties to this Agreement certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such party to this Agreement.

RESOLUTION NO. 2024-41

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KENNEDY JENKS CONSULTANTS IN AN AMOUNT NOT TO EXCEED \$94,525 FOR WASTEWATER TREATMENT PLANT (WWTP) PERIMETER TREE PLAN AND IMPLEMENTATION – LINE OF SIGHT ANALYSIS (PROJECT #18-28)

-oOo-

WHEREAS, the perimeter eucalyptus tree strategic removal planning and interior facility landscape design are contingent on addressing all potential aesthetic impacts to the surrounding community; and

WHEREAS, the perimeter eucalyptus trees currently provide an unknown degree of visual screening from the surrounding community; and

WHEREAS, Kennedy Jenks has submitted an acceptable professional services proposal and is well qualified to provide necessary technical services at a competitive rate;

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, with a not to exceed amount of \$94,525, with Kennedy Jenks Consultants for WWTP Perimeter Tree Plan and Implementation – Line of Sight Analysis.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 27, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Bob Siegfried, President Pro Tem

ATTEST:

Domine Barringer, Board Clerk

Report - General Manager

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: June 27, 2024

SUBJECT: General Manager's Update Report

DISCUSSION

Follow up Items from 05-30-24 board meeting:

Monterey One Water (M1W) is transferring billing to the County property tax roll because of delinquencies, the lien process, and their own billing power. Their cash flow position has made it possible to make the change now to the County. Approximately 3-5% of their customer base at any time does not pay their sewer bill. They used the lien process on 1,500 – 4,000 properties per year and as one can guess, it is not a popular move. The public does not like lien services and is vocal about it. *Note: my contact at M1W was not able to say how much lien service cost them per year.* The impetus for the change was more about customer service than cost, although they acknowledge that the County charges are nominal (fees are a percentage of amount billed -- for CAWD the annual charges are roughly \$23K).

The County characterized their buying power in the market as “medium” sized. Compared to California American Water (CalAM) and Pacific Gas & Electric they cannot compete. They would like to offer online account access, instant billing, etc. but these are very expensive. They believe that the County will provide better customer service than they possibly can. They also experience a spike in the phone calls to their offices each billing cycle as customers receive their bills, which takes a considerable amount of staff time.

M1W was utilizing a third party billing & collection service. They found that there were multiple errors made and that the software was quite limited. They will not be hiring or laying off any employees as a result of the move to the County Treasurer-Tax Collector.

During the call the question posed to M1W was if the contract required specific language about what amount of funds are required to be kept at the County regarding this change. Given CAWD's experience this caused them to immediately contact their legal counsel. After they have examined their contract documents with the County, it was determined that there is NO language that requires them to keep any amount of money in the County. They currently have roughly \$17M in the County. They anticipate \$50M going through the County annually through the property tax program. Because they are a Joint Powers Authority they were required to have each jurisdiction they service authorize moving to the County and update their contract.

Their operating statute for M1W utilizing the County is the Health and Safety Code §5473 as a JPA. This section refers to the process for utilizing the County tax rolls for billing. CAWD, in contrast, must follow the Sanitary Act of 1923 statute.

M1W discussed this change with both the Auditor/Controllers and the Property Tax Manager

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

- Director Rachel would like a retreat item to include an attorney presentation on the overall view of Memorandum Of Understanding and provide input on future negotiations.
- Director Urquhart – suggested hiring a Junior Assistant /Entry Level Engineer that may not already have their PE but could earn it as a condition of probation to assist our two existing PEs and aid staff succession.
- Director Urquhart – suggested to contract for a Grant Application Contractor as needed in the future to aid staff in applying for future funds.
- Director Urquhart – suggested utilizing Limited Term Positions or Retired Annuitants to cover staff absences of greater than a few months, or to pursue special projects/grant applications as the existing full time staff cannot take on this task in addition to their regular workload.
- Director Urquhart – is seeking external certification of the Districts budgeting and investment strategies as Monterey Peninsula Water Management District & Monterey One Water have done. This may require additional business service staff support if it exceeds available staff's workload.

- Director Urquhart – requested a developed succession plan for key staff nearing retirement. This request has partially been implemented with Mr. Treanor’s promotion. We are working on the transition when Mr. Waggoner retires in April 2025.

Follow up items from prior to 03-28-24:

- Post mortem on Corona Road project is on hold as the board requested that this topic be addressed at the board retreat.
- Collaborative Sea Level Rise statement project requested by Director Siegfried.

ADDITIONAL ITEMS

We had a very successful presentation on June 11th at the Carmel Restaurant Association on the topic of Fats, Oils, and Grease. Although the attendance was relatively low (approximately 12 people in attendance) we encouraged attendees to tell others about our program. They were also informed that an updated Ordinance will be presented in July. Mr. Treanor is working on a mailing to be sent to all restaurants regarding updated Ordinance.

Other Items Before The Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: June 27, 2024

Subject: Motion approving legal expenditure to investigate Monterey County Treasurer position on deposits and alternatives

RECOMMENDATION

It is recommended that the Board of Directors approve funding for legal advice on Monterey County Treasurer position to allow or deny transfer of funds to an outside entity for higher investment returns.

DISCUSSION

The Treasurer-Tax Collector position is that CAWD must either withdraw all or none of its funds if it wishes to invest elsewhere. They will not allow any partial withdrawals. Nor will they invest any “carve out” of CAWD funds in a higher interest bearing account.

The Treasurer-Tax Collector position is that CAWD is governed under the Sanitary District Act of 1923, Health and Safety Code (HSC) §6400 et seq. HSC §6801 provides that a Sanitary District, such as CAWD, may establish an alternative depository outside of the County Treasury and includes specific criteria including that the “district board” appoint a district treasurer who shall be responsible for the deposit and withdrawal of funds of the district” and that the “Treasurer shall thereupon and thereafter deliver to the district *all funds* of the district.”

Engaging consulting legal services will enable the District to better determine what its next steps might be.

FINANCIAL

This amount is not included in 2024-25 budget and will come from general reserves

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: June 27, 2024

Subject: Requesting A Motion Approving The Formation of Ad hoc Committee for Source Control

RECOMMENDATION

It is recommended that the Board of Directors make a motion approving the formation of ad hoc committee for the Source Control redesign.

DISCUSSION

The District began the redesign of its Source Control Program in large measure at the end of January 2024. Prior to that date the subject was the topic of a Six Sigma exercise to implement a problem solving endeavor which has positioned the District on its current path.

In early 2024 President White and Director Rachel took on the role of committee members to address the build-up of the Source Control project. Since the beginning of the year there have been roughly 50 inspections of restaurants in the District service area performed by Carmel Fire Protection. These drainage fixture surveys have revealed a prevalence of drainage fixtures that bypass the installed grease interceptors/traps.

Staff presented information regarding this project at the Carmel Restaurant Association meeting on June 11th. In July, staff will be returning to the Board requesting approval of changes to Ordinance 2019-03 that addresses administrative authority and penalties.

We are asking the Board to formally approve the formation of an Ad Hoc committee for Source Control. The Board Clerk brought to my attention that although the Source Control Committee has been functioning since January, it was never formally authorized by the Board as the District was transitioning from the Six Sigma meeting format.

FINANCIAL

None

2024 COMMITTEE ASSIGNMENTS:

Committee	2023 Prior Year Members	2024 Current Year Members
Standing Committees-Brown Act		
Budget & Audit	D'Ambrosio Siegfried	Cole Siegfried
Pension	Urquhart Siegfried Wellington	Urquhart Siegfried Buikema Young Wellington
Investment -Long Term Investments	Created 2024 (Feb)	Siegfried Urquhart
Reclamation Management	Rachel White	Rachel White
Salary & Benefits	Rachel White	Rachel White
Bridge To Everywhere Committee	D'Ambrosio Siegfried	White Rachel

Committee	2023 Prior Year Members	2024 Current Year Members
Ad Hoc -Temporary Committees		
Real Estate Committee (ad hoc)	White Siegfried	White Rachel
CRFREE (ad hoc)	White Siegfried	Cole Urquhart
Sea Level Rise (ad hoc)	Siegfried D'Ambrosio	Siegfried Urquhart
Executive Coach (ad hoc)	Created 2024	Cole Siegfried
Source Control	Created 2024	White Rachel

Quarterly CSDA Meetings (Tuesday)

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

33. PowerPoint Presentation For **Source Control**, -by District Engineer, Patrick Treanor
(will be presented at the board meeting)

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: June 27, 2024

Subject: Motion Approving Formation Of Ad Hoc Committee For Director Concerns

RECOMMENDATION

It is recommended that the Board of Directors make a motion approving the formation of an ad hoc committee for Director concerns.

DISCUSSION

During the May 2024 Board meeting Director Siegfried requested that an ad hoc committee be formed to address the issue brought forward by Director Urquhart.

Those six issues as follows:

- Suggested hiring a Junior Assistant /Entry Level Engineer that may not already have their PE but could earn it as a condition of probation to assist our two existing PEs and aid staff succession.
- Suggest a contract for a Grant Application Contractor as needed in the future to aid staff in applying for future funds.
- Suggested utilizing Limited Term Positions or Retired Annuitants to cover staff absences of greater than a few months, or to pursue special projects/grant applications as the existing full time staff cannot take on this task in addition to their regular workload.

- Seeking external certification of the District's budgeting and investment strategies as Monterey Peninsula Water Management District & Monterey One Water have done. This may require additional business service staff support if it exceeds available staff's workload.
- Requested a developed succession plan for key staff nearing retirement.

FINANCIAL

None, at this time this is a request to form a committee only.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Pebble Beach Community Services District (PBCSD)- Regular Board Meeting on May 31, 2024

DISCUSSION

Agenda items from May 31, 2024, meeting that are of specific interest to this District:

- Total cash balance at the end of April 2024 was \$35.5M; of that \$21.1M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues with user fees making up 22% of the total actual cost of wastewater operations.
- Total revenues through April 2024 in the cash-based budget were \$25.6M or 85% of the FY2023-24 budget. Total expenditures were \$15.8M or 52% of the FY2023-24 budget.
- The Board accepted the Treasurer's Report of Investments for the Quarter ending March 31, 2024.
- The Board received Carmel Area Wastewater District's (CAWD) response regarding the CAWD/PBCSD Agreement dated May 13, 2023. CAWD is currently working on a new date to meet again with PBCSD.
- Approximately 112 million gallons (MG) or 344 Acre Feet (AF) of recycled water is stored in Forest Lake, which represents 97% of permitted capacity. The storage volume is 9% higher than the historic average of 103 MG or 316 AF.
- Average daily wastewater flow of 525,000 gallons per day (GPD) was measured in April at the PBCSD-Carmel gate. This represents 35% of the total monthly flow at the CAWD treatment facility. The measured PBCSD flows were 7% above the five-year average of 489,000 gpd for April. The CAWD flows were 10% above the five-year average of 1,354,000 gpd for April.

- Total irrigation water demand for the 2024 calendar year through April was 71 AF. Total demand for the calendar year is 53% below the 5-year average of 151 AF through April. The month of April reflected a net storage decrease of 1M gallons compared to a net loss of 3MG from April of the prior year.
- All three diversion facilities were brought online May 7th and are currently diverting an average of 93,000 gpd to the wastewater collection system. All four (4) wells were brought online May 23rd.
- The Board authorized the General Manager to purchase three replace-in-kind mechanical strainers for Forest Lake Reservoir for an amount not to exceed \$250,000.
- The Board passed a resolution calling for a general election on November 5, 2024 for the purpose of electing three directors: Leo Laska, Richard Gebhart, and Richard Verbanec.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
Aug -23	35.881	24.412	11.469	31.96%
Sept – 23	33.941	23.173	10.768	31.73%
Oct -23	31.961	22.411	9.55	29.88%
Nov – 23	34.002	22.641	11.361	33.41%
Dec -23	57.963	33.771	24.192	41.74%
Jan -24	81.216	45.825	35.391	43.58%
Feb-24	43.194	26.652	16.542	38.30%
Mar-24	102.585	72.259	30.326	29.56%
Apr - 24	43.486	27.079	16.407	37.729%
May - 24	41.687	26.209	15.478	37.129%
Total	505.916	324.432	181.484	35.872%

FUNDING

Informational item only

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: June 27, 2024

Subject: Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Agreement Amendment

DISCUSSION

The District (General Manager Barbara Buikema, District Engineer Patrick Treanor, Director White, & Director Siegfried) have been meeting with Pebble Beach Community District staff (General Manager Mike Niccum, District Engineer Nick Becker, Director McKee, & Director Lasko) to review and update the agreement between the two districts for services. The agreement was last amended in 1994.

The meetings were held on May 10th and June 19th with letters stating each side's position exchanged in between meetings. I would characterize the meeting as cordial rather than adversarial.

The final negotiations resulted in an agreement to amend the 1994 Agreement as follows:

- Agree to remove Biochemical Oxygen Demand (BOD) and Suspended Solids (SS) as parameters for determining allocation of treatment plant operational costs. While this is part of the 1994 contract, in practice it had not been followed since at least 1999.
- Agree to a contract amendment that provides a provision accepting storm water flow from dry-weather diversion projects controlled by PBCSD.

The consensus was to assign composition of the draft amendment to Patrick Treanor and Nick Becker. The contract amendment will be brought to the full board for approval when completed.

FUNDING

No additional cost to CAWD

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

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

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, June 28, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.
Friday, July 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, July 16, 2024, at 6:00 p.m. – Director Siegfried is scheduled to attend.
Tuesday, January (TBD), 2025, at 6:00 p.m. – Director Cole is scheduled to attend.

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

38. 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.*

A.	<p>Public Employee Performance Evaluation Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: Legal Counsel Performance Evaluation</p>	
B.	<p>Public Employee Performance Evaluation Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: General Manager Performance Evaluation</p>	
C.	<p>Conference with Legal Counsel-Potential Litigation: Significant exposure to litigations pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9 - One potential case</p>	

Adjournment