



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

December 19, 2024  
Thursday  
9:00AM

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# *Public Comment*

LTG ROBERT L. ORD, III  
U. S. ARMY RETIRED  
3020 RIBERA ROAD  
CARMEL, CA 93923

SAN JOSE CA 950  
30 NOV 2024 PM 3 L



Ms Barbara BuiKema  
General Manager  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel, CA 93922

93923-866045





11/23/2024

Dear Ms Buitema

On behalf of the Sincoff and Ord families thank you for the successful CAWD project to replace the retaining wall between our properties 3020 & 3030 Ribera Road

The CAWD Team of the Board of Directors who approved the project, you as GM for directing and managing the activities, Dr Jeff Brady for his outstanding supervision of the construction of the new wall, and Synergy Builders for their excellent quality of the finished wall are to be complimented.

As you can see from the enclosed photos a well constructed retaining wall is essential to the sewer pipe that runs thru the CAWD right of way.

We are very grateful for the support of the CAWD Team. Thank you,  
Bob Ord





## *Agenda Changes*

# MONTEREY COUNTY ELECTIONS



1441 Schilling Place – North Building  
Salinas, CA 93901

PO Box 4400  
Salinas, CA 93912

831-796-1499 Phone  
831-755-5485 Fax

[CountyofMonterey.gov/Elections](http://CountyofMonterey.gov/Elections)

[elections@countyofmonterey.gov](mailto:elections@countyofmonterey.gov)

**Gina Martinez**  
Registrar of Voters

**Jessica Cedillo**  
Assistant Registrar of Voters

November 22, 2024

Carmel Area Wastewater District  
Attention: Domine Barringer, Executive Administrator - Board Clerk  
P.O. Box 221428  
Carmel, CA 93922

Subject: Appointment in Lieu of Election

Attached hereto is the Certificate of the Registrar of Voters in connection with the November 5, 2024 General Election.

Sincerely,

Gina Martinez  
Registrar of Voters

Enclosures

**CERTIFICATE OF REGISTRAR OF VOTERS**

State of California }  
County of Monterey } ss

I, **Gina Martinez**, Registrar of Voters of the County of Monterey, State of California hereby certify;

**WHEREAS**, the number of nominees did not exceed the number of offices required by law to be filled at the Election held on the 5<sup>th</sup> day of November 2024 within the boundaries of the **Carmel Area Wastewater District**;

**NOW, THEREFORE** the Registrar of Voters hereby requests the supervising authority to appoint the following qualified person or persons as listed below:

Bob Siegfried, Director, 4-year term

Kevan Urquhart, Director, 4-year term

Suzanne Cole, Director, 4-year term

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and official seal this Friday, November 22, 2024 and filed this date with the **Carmel Area Wastewater District**.

**Gina Martinez**  
Registrar of Voters



# Certificate of Appointment in Lieu of Election and Oath of Office

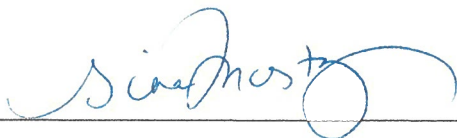
STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, Gina Martinez, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Bob Siegfried** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 5, 2024**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 22, 2024**.

Gina Martinez,  
County of Monterey Registrar of Voters

By  \_\_\_\_\_

STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, **Bob Siegfried**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature of Person Administering Oath)

\_\_\_\_\_  
(Title)



# Certificate of Appointment in Lieu of Election and Oath of Office

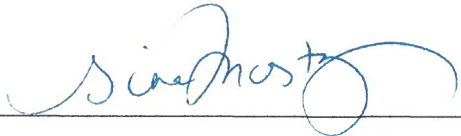
STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, Gina Martinez, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Kevan Urquhart** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 5, 2024**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 22, 2024**.

Gina Martinez,  
County of Monterey Registrar of Voters

By 

STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, **Kevan Urquhart**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

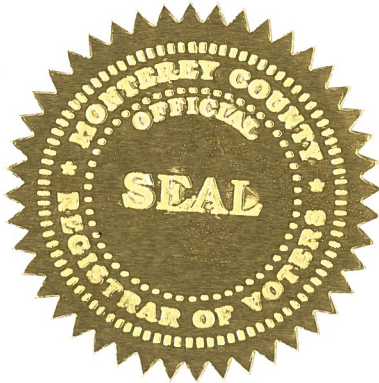
\_\_\_\_\_  
(Signature of Person Administering Oath)

\_\_\_\_\_  
(Title)

# Certificate of Appointment in Lieu of Election and Oath of Office

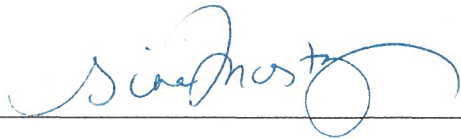
STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, Gina Martinez, Registrar of Voters, in and for the County of Monterey, do hereby certify that **Suzanne Cole** was appointed to the office of **Carmel Area Wastewater District, Director** for a term of **4 years** by the supervising authority in lieu of conducting an election on **November 5, 2024**.



In Witness Whereof, I have hereunto affixed my hand and official seal on **November 22, 2024**.

Gina Martinez,  
County of Monterey Registrar of Voters

By 

STATE OF CALIFORNIA }  
COUNTY OF MONTEREY } ss

I, **Suzanne Cole**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature of Person Administering Oath)

\_\_\_\_\_  
(Title)

# Plant Classification & Chief Plant Operator (CPO)



# Wastewater Operator Certification Program



## Introduction

Topic one- Title 23 Waters Quality Control Board.

Topic two- Wastewater Treatment Plant Classification

Topic three- Wastewater Treatment Plant Staffing Requirements

Topic four- Chief Plant Operator vs Legal Responsible Officer



## **STATUTES, REGULATIONS, AND OTHER APPLICABLE LAWS**

Title 23. Waters Quality Control Boards

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 26, Wastewater Treatment Plant Classification, Operator Certification, and Contract Operator Registration

Article 1. General Provisions, section 3670 Purpose

“The primary purpose of the Wastewater Treatment Plant Classification, Operator Certification, and Contract Operator Registration Program is to protect public health and the environment by providing for the effective operation of wastewater treatment plants, including water recycling treatment plants, through the certification of wastewater treatment plant operators and the registration of contract operators.”

## CLASSIFICATION OF WASTEWATER TREATMENT PLANTS



Section 13626 of the California Water Code gives the State Water Resources Control Board (State Water Board) responsibility for classifying all publicly owned wastewater treatment plants and privately owned plants regulated by the Public Utility Commission or Waste Discharge Requirements. **Agencies may not classify their own plants, nor can the Regional Boards assign the designations.**

The Wastewater Operator Certification Program (WWOCP) under the State Water Board, determines the classification of a WWTP by reviewing a completed Wastewater Treatment Facility Classification form, in conjunction with any applicable permits for discharge, an organization chart, flow diagram of the plant, job descriptions for all personnel classifications and duty rosters.

Once the WWOCP reviews the information, the WWTP owner will be sent a letter indicating the classification and appropriate operator grades. However, the WWOCP does not specify how many operators must be employed at each grade level.

## CLASSIFICATION OF WASTEWATER TREATMENT PLANTS



WWTPs are classified into five different levels: Class I- Class V. Classifications of a WWTP are issued based on the treatment processes used and the amount of wastewater the WWTP is designed to treat. The operator in charge of the plant, called the Chief Plant Operator (CPO) must hold a valid certificate at or above the level the WWTP is classified.

**(a) Class I - Class II - Class III - Class IV - Class V -**

Note: All water recycling treatment plants are WWTPs.

(b) A wastewater treatment plant may be classified other than as indicated in subdivision (a) if:

- (1) The wastewater treatment plant uses unconventional or innovative approaches due to conditions of flow or unusual requirements for discharge to receiving water;
- (2) The conditions of flow or the use of the receiving waters require an unusually high degree of wastewater treatment plant operational control; or
- (3) The wastewater treatment plant uses an approved method of wastewater treatment not included in subdivision (a)



Class	Wastewater Treatment Process	Design Flow (million gal/day)
I	Primary..... Conventional Treatment Pond.....	1.0 or less All
II	Primary ..... Biofiltration..... Modified Treatment Pond.....	>1.0 – 5.0 1.0 or less All
III	Primary..... Biofiltration..... Activated Sludge..... Sequencing Batch Reactor..... Tertiary	>5.0 – 20.0 >1.0 – 10.0 5.0 or less 1.0 or less 1.0 or less
IV	Primary..... Biofiltration..... Activated Sludge..... Sequencing Batch Reactor..... Tertiary.....	>20.0 >10.0 – 30.0 >5.0 – 20.0 >1.0 – 10.0 >1.0 – 10.0
V	Biofiltration..... Activated Sludge..... Sequencing Batch Reactor..... Tertiary.....	>30.0 >20.0 >10.0 >10.0



# WASTEWATER TREATMENT PLANT STAFFING REQUIREMENTS

## 3670.1 CERTIFICATION REQUIREMENTS FOR OPERATING WASTEWATER TREATMENT PLANTS

**(a) Except as provided in subdivision (b), no person shall operate a wastewater treatment plant without a valid, unexpired, State Water Board –issued operator, provisional operator, or operator-in-training certificate at a grade level appropriate for the class of wastewater treatment plant being operated in sections 3680, 3680.1, and 3680.2.**

**(b) A person certified by the California Department of Public Health as a water treatment plant operator may operate a water recycling treatment plant at a grade level appropriate for the class of wastewater treatment plant being operated as set forth in sections 3680 and 3680.1**



## Certificate Requirements for Water Recycling Treatment Plants

Wastewater Treatment Plant Classification	Water Treatment Plant Operator Certificate	Wastewater Treatment Plant Operator Certificate
I	T1	Grade I
II	T2	Grade II
III	T3	Grade III
IV	T4	Grade IV
V	T5	Grade V

(c) Any person who owns or operates a wastewater treatment plant without a valid, unexpired certificate as required by subdivisions (a) and (b) is subject to administrative civil liability as set forth in section 3709 and disciplinary action pursuant to sections 3710 and 3719.12.

(d) Any person who owns or operates a wastewater treatment plant that employs, or allows the employment of, any person performing the duties of an operator who does not hold a valid, unexpired certificate as required by subdivisions (a) and (b) is subject to administrative civil liability as set forth in section 3709 (b)2 and disciplinary action pursuant to sections 3710 and 3719.12.





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The Chief Plant Operator (CPO) is the operator responsible for the overall operation of the WWTP and must be a certified WWTP operator at the same grade of, or higher than the level of classification of the WWTP.

The Chief Plant Operator (CPO) is responsible for the overall operation of a wastewater treatment plant (WWTP) including compliance with effluent limitations established in the WWTP's waste discharge requirements and ensuring that operators-in-training (OITs) are supervised directly in accordance with the WWTP Operator Certification Regulations. The CPO has a unique position among all certified operators. The CPO's management and supervisory responsibilities at the WWTP include:

- Overall operation of the WWTP and compliance with the regulations regardless of the facility organizational hierarchy
- Notification to the Wastewater Operator Certification Program (WWOCP) regarding any modifications including process changes at a WWTP by submitting a Plant Classification Form,





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The Designated Operator-in-Charge (DOIC) is a certified operator appointed by the CPO to be responsible for the overall operation of a WWTP, including compliance with the applicable waste discharge requirements when the CPO is unable to carry out the responsibilities of the position. The DOIC reports directly to the CPO.

Both the CPO's and DOIC's minimum required certification levels depend on the WWTP classification. Please see the chart listed below.\*\*

WWTP Classification	Minimum Grade Level of CPO	Minimum Grade Level of DOIC
I	I	I
II	II	I
III	III	II
IV	IV	III
V	V	III

The main difference between a Chief Plant Operator (CPO) and a Legal Responsible Officer (LRO) is that a CPO is responsible for the day-to-day operations of a plant, while an LRO is responsible for the organization's legal affairs:

## **CHIEF PLANT OPERATOR ROLES COMPARED TO LEGAL RESPONSIBLE OFFICER**



- **Chief Plant Operator (CPO)**  
Responsible for the overall operation of a wastewater treatment plant (WWTP). This includes troubleshooting, maintaining plant records, and ensuring compliance with effluent limitations. CPOs also provide guidance to shift operators and may serve as an LRO in certain circumstances.

- **Legal Responsible Officer (LRO)**  
Responsible for monitoring all legal affairs for an organization, including internal and external legal concerns. LROs may perform a variety of duties, including offering legal advice, processing legal documents, and conducting legal research.

## **CALIFORNIA INTEGRATED WATER QUALITY SYSTEMS**

### **STORMWATER MULTIPLE APPLICATION & REPORTING TRACKING SYSTEM**

#### **GEOTRACKER ESI (ELECTRONIC SUBMITTAL OF INFORMATION)**

- Legally Responsible Officials (LROs) and Data Submitters have different levels of access in CIWQS. Data Submitters are authorized to enter data into CIWQS for the facility or collection system to which they have been given access by an LRO
- In addition to Data Submitter rights, LROs are authorized to certify and submit reports for the regulated facility or collection system. LROs have the additional ability to manage active Data Submitters under their facility or collection system.

# LEGALLY RESPONSIBLE PERSON

- You must be the Legally Responsible Person (LRP) to submit and certify a SMARTS report on the behalf of a facility. In the simplest terms, the LRP is the individual that certifies the Notice of Intent (NOI) and is responsible for reviewing, validating and certifying the annual report for accuracy and correctness before it is submitted.
- The LRP may assign rights to submit and certify the annual report to an Approved Signatory. An approved signatory maybe other employees designated authority to certify documents on behalf of the LRP. An Approved Signatory cannot be a contractor or consultant.
- A Data Submitter is any individual authorized by the LRP to enter data into SMARTS on behalf of the LRP. A data submitter may be other employees, contractors, labs, etc. A data submitter cannot certify the Annual Report

Per Section 5.1 of General Order 2022-0103-DWQ, the Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official

**THANK YOU**



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## WASTEWATER TREATMENT PLANT CLASSIFICATION

The treatment of domestic waste (sewage) is vital to maintain the quality of California's ground water and water ways. Wastewater Treatment Plants (WWTP) are crucial to ensuring that raw sewage is treated appropriately before the resulting treated effluent is discharged to land or water.

Section 13626 of the California Water Code gives the State Water Resources Control Board (State Water Board) responsibility for classifying all publicly owned wastewater treatment plants and privately owned plants regulated by the Public Utility Commission or Waste Discharge Requirements. Agencies may not classify their own plants nor can the Regional Boards assign the designations.

The Wastewater Operator Certification Program (WWOCP) under the State Water Board, determines the classification of a WWTP by reviewing a completed Wastewater Treatment Facility Classification form, in conjunction with any applicable permits for discharge, an organization chart, flow diagram of the plant, job descriptions for all personnel classifications and duty rosters. Once the WWOCP reviews the information, the WWTP owner will be sent a letter indicating the classification and appropriate operator grades. However, the WWOCP does not specify how many operators must be employed at each grade level. If there are any changes in the WWTP that may affect its classification (such as upgrades to accommodate more influent or changes in types of treatment processes used), the owner must submit a new classification form and accompanying documents as

listed above within 30 days of the change. Criteria for classification are specified in the following WWTP Classification Table.

### WWTP CLASSIFICATION TABLE\*

Class	Wastewater Treatment Process	Design Flow (million gal/day)
I	Primary . . . . .	1.0 or less
	Conventional Treatment Pond	All
II	Primary . . . . .	>1.0 - 5.0
	Biofiltration . . . . .	1.0 or less
	Modified Treatment Pond . . . . .	All
III	Primary . . . . .	>5.0 - 20.0
	Biofiltration . . . . .	>1.0 - 10.0
	Activated Sludge . . . . .	5.0 or less
	Sequencing Batch Reactor . . . . .	1.0 or less
	Tertiary . . . . .	1.0 or less
IV	Primary . . . . .	>20.0
	Biofiltration . . . . .	>10.0 - 30.0
	Activated Sludge . . . . .	>5.0 - 20.0
	Sequencing Batch Reactor . . . . .	>1.0 - 10.0
	Tertiary . . . . .	>1.0 - 10.0
V	Biofiltration . . . . .	>30.0
	Activated Sludge . . . . .	>20.0
	Sequencing Batch Reactor . . . . .	>10.0
	Tertiary . . . . .	>10.0

\*Section 3675 of Operator Certification Regulations: California Code of Regulations, title 23, division 3, chapter 26, section 3670 et seq.



## WASTEWATER TREATMENT PLANT STAFFING REQUIREMENTS

The Chief Plant Operator (CPO) is the operator responsible for the overall operation of the WWTP and must be a certified WWTP operator at the same grade of, or higher than the level of classification of the WWTP.

The Designated Operator-in-Charge (DOIC) is a certified operator appointed by the CPO to be responsible for the overall operation of a WWTP, including compliance with the applicable waste discharge requirements when the CPO is unable to carry out the responsibilities of the position. The DOIC reports directly to the CPO.

Both the CPO's and DOIC's minimum required certification levels depend on the WWTP classification. Please see the chart listed below.\*\*

WWTP Classification	Minimum Grade Level of CPO	Minimum Grade Level of DOIC
I	I	I
II	II	I
III	III	II
IV	IV	III
V	V	III

\*\* Section 3680(a) of Operator Certification Regulations: California Code of Regulations, title 23, division 3, chapter 26, section 3670 et seq.

## UNCLASSIFIED WASTEWATER TREATMENT FACILITIES

Several types of wastewater treatment facilities are not classified by the WWOCP and therefore, operators working at those facilities are not required to be certified. Those facilities include privately owned Industrial WWTPs, such as winery or food processing facilities; Agricultural WWTPs, such as a dairy farm; and many Tribal-owned WWTPs. Additionally, Onsite Wastewater Treatment Systems (OWTS) that are covered by the State Water Board OWTS Policy do not require certified operators. Operators at these facilities are not required to be certified. Any experience earned while working in



operations is **not** recognized by the WWOCP as qualifying experience for certification.

## DISCIPLINARY ACTIONS

In order to ensure proper operation of WWTPs and compliance with current Operator Certification regulations and any applicable discharge permits, the State Water Board may impose administrative civil liability for violations. Fines of \$100 per day may be imposed upon 1) any person who operates a WWTP without holding a valid, unexpired certificate at the appropriate grade level or 2) any person who owns or operates a WWTP that employs, or allows the employment of, a person as an operator who does not hold a valid, unexpired certificate of the appropriate grade level. Furthermore, fines of \$5000 per violation may be imposed upon any person for 1) employing fraud or deception in the course of operating a WWTP, 2) failing to use reasonable care or judgement in the operation of a WWTP, 3) willfully or negligently violating, or causing, or allowing the violation of the waste discharge requirements. In addition to fines, the SWRCB may refuse to grant, suspend, or revoke a certificate.

**If a WWTP issues a disciplinary action, are they obligated to report it to the WWOCP?** The facility owner (or CPO representing the facility owner) is required to provide written notification to the WWOCP within thirty (30) days of any final disciplinary action. Disciplinary action includes reprimanding or placing on probation, suspending, demoting, or discharging an operator, provisional operator, OIT, or contract operator for performing, or allowing or causing another to perform, any act of violation. Only final disciplinary actions that violate the WWTP Operator Certification Regulations and/or the Water Code are reportable to the WWOCP. Owners are not required to report non-operational disciplinary actions due to a DUI or other action that does not have any bearing on the operation of the WWTP. The notice must include the name of the operator, provisional operator, OIT, or contract operator, the specific violations, and the final disciplinary action taken. The notice also must include the operator's certificate number or the contract operator's registration number.

Any person (e.g., a CPO, operator, OIT, or member of the public) who has reason to suspect a violation of the WWTP Operator Certification Regulations and/or the Water Code is encouraged to contact the WWOCP or the Office of Enforcement directly at [reportfraud@waterboards.ca.gov](mailto:reportfraud@waterboards.ca.gov) or (916)341-5272. Reports can be made anonymously.

## EXEMPTION OF A CLASS I WWTP

Some Class I WWTPs may qualify for an exemption, meaning a certified operator would not be required to operate the plant. The WWTP shall be granted an exemption only if the WWOCP determines that the WWTP could not, due to operator error, violate water quality objectives. For more information on applying for an Exemption, please visit the following website [http://www.waterboards.ca.gov/water\\_issues/programs/operator\\_certification/exempt\\_wwtp.shtml](http://www.waterboards.ca.gov/water_issues/programs/operator_certification/exempt_wwtp.shtml)

For more information, please see section 3675 of the WWTP Operator Certification Regulations. If you have any questions regarding WWTP Classification, please call (916) 341-5819 or email at [wwopcertprogram@waterboards.ca.gov](mailto:wwopcertprogram@waterboards.ca.gov).

FOR ADDITIONAL INFORMATION AND PROGRAM UPDATES VISIT THE WASTEWATER OPERATOR CERTIFICATION WEBSITE AT:

[http://www.waterboards.ca.gov/water\\_issues/programs/operator\\_certification/operator\\_certification.shtml](http://www.waterboards.ca.gov/water_issues/programs/operator_certification/operator_certification.shtml)

### CONTACT INFORMATION

State Water Resources Control Board  
Wastewater Operator Certification  
P.O. Box 944212  
Sacramento, CA 94244-2120  
Main Telephone: (916) 341-5819  
Fax: (916) 341-5734

Email: [wwopcertprogram@waterboards.ca.gov](mailto:wwopcertprogram@waterboards.ca.gov)



## WASTEWATER TREATMENT PLANT CLASSIFICATION





Central Coast Regional Water Quality Control Board



ORDER NO. R3-2014-0012  
NPDES NO. CA0047996

**WASTE DISCHARGE REQUIREMENTS  
FOR THE CARMEL AREA WASTEWATER DISTRICT TREATMENT PLANT**

The following Discharger is subject to waste discharge requirements as set forth in this Order.

**Table 1. Discharger Information**

Discharger	Carmel Area Wastewater District
Name of Facility	Carmel Area Wastewater Treatment Plant
Facility Address	26900 State Route One
	Carmel, CA 93923
	Monterey County

**Attachment E – Monitoring and Reporting Program (MRP)..... E-1**

**E. Federal Standard Provisions – Reporting**

**1. Duty to Provide Information.** The Discharger shall furnish to the Central Coast Water Board, State Water Board, or USEPA within a reasonable time, any information which the Central Coast Water Board, State Water Board, or USEPA may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order or to determine compliance with this Order. Upon request, the Discharger shall also furnish to the Central Coast Water Board, State Water Board, or USEPA copies of records required to be kept by this Order [40 C.F.R. §122.41(h); Water Code §13267].

**2. Signatory and Certification Requirements**

a. All applications, reports, or information submitted to the Central Coast Water Board, State Water Board, and/or USEPA shall be signed and certified in accordance with Federal Standard Provisions – Reporting I.E.2.b, I.E.2.c, I.E.2.d and I.E.2.e below [40 C.F.R. §122.41(k)].

b. All permit applications shall be signed by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures [40 C.F.R. §122.22(a)(1)].

c. All reports required by this Order and other information requested by the Central Coast Water Board, State Water Board, or USEPA shall be signed by a person described in Federal Standard Provisions – Reporting I.E.2.b above, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

i. The authorization is made in writing by a person described in Federal Standard Provisions – Reporting I.E.2.b above [40 C.F.R. §122.22(b)(1)];

ii. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall

ment D – Standard Provisions D-6

CARMEL AREA WASTEWATER DISTRICT

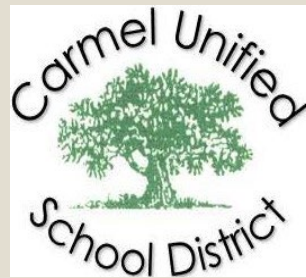
ORDER NO. R3-2014-0012  
NPDES NO. CA0047996

responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.) [40 C.F.R. §122.22(b)(2)]; and

iii. The written authorization is submitted to the Central Coast Water Board and State Water Board [40 C.F.R. §122.22(b)(3)].

e. Any person signing a document under Federal Standard Provisions – Reporting I.E.2.b or I.E.2.c above shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations." [40 C.F.R. §122.22(d)].



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# INTERNSHIP PROGRAM

LOOKING TOWARDS THE FUTURE – PROPOSAL FOR CAWD/CUSD BOARDS

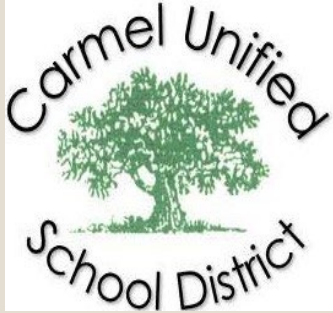


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Student Workers  
4-15 hours/week

Intern  
(Paid)

Service Learning  
Hours (SLH)  
(Non-Paid)



01

PROGRAM DESIGN

02

RECRUITMENT &  
ONBOARDING

03

ASSESS & GROW

# INTERNSHIP PROGRAM AGENDA

# EXECUTIVE SUMMARY



Carmel Area Wastewater District Student Internship Program will launch the **Summer 2025 Internship Program** starting in January 2025 advertising for high school students grades 11, 12 and college students. The program will have Interns ages 16 and above with a mix of paid work experience and Service-Learning hours (non-paid). The duration of the high school paid program will be one, 8-week cycle with 2 high school students. These students will interact with a mentor at the treatment facility and be exposed to all departments within the CAWD organization.

There will be Monterey Peninsula College Internship section with 2 college students. One currently continuing there 52-week internship for Information Technology (IT) into 2025. The second internship position would be 12-week internship in the CAWD Laboratory for 2025.

# INTERNSHIP BUDGET 2025

	Salary \$16.50/hr	Boots	Safety Vest	Shirts	Hats	Graduation BBQ	Open House	Computer/ Software	
CUSD Intern #1 8-weeks, 15 hours/week	\$1,980.00	CSUD	\$14.95	\$40.00	\$6.00				
CUSD Intern #2 8-weeks, 15hours/week	\$1,980.00	CSUD	\$14.95	\$40.00	\$6.00	\$150.00		\$0.00	
	\$3,960.00		\$29.90	\$80.00	\$12.00	\$150.00			\$4,231.90
	Salary \$25.75/hr								
MPC Intern Laboratory 12-weeks, 17 hours/week	\$5,253.00	\$80.00	\$14.95	\$40.00	\$6.00			\$0.00	
MPC Intern Information Technology 52-weeks, 17 hours/week	\$22,763.00	\$80.00	\$14.95	\$40.00	\$6.00				
	\$28,016.00	\$160.00	\$89.70	\$240.00	\$36.00	\$150.00	\$100.00	\$0.00	\$28,791.70
									\$33,023.60

# PROGRAM OVERVIEW



## VISION & MISSION

The Carmel Area Wastewater District, Monterey Peninsula College, and the Carmel Unified School District will be a model for Special District-school partnerships for its internship program on the Monterey Peninsula.

Carmel Area Wastewater District will create meaningful hands-on learning experiences for Carmel Unified School District students, Monterey Peninsula College and recent graduates that provide valuable skills for workforce readiness and a civics component that will support student understanding of how district administration and district government functions.

## MARKETING & IMPLEMENTATION

The programs success will depend on partnerships and engagement with local institutions. Branding will occur at the educational level and on a digital platform. We hope to produce a report at the end of the program that could be utilized for granting fund development purposes in the future.

## GROWTH

The program will be funded by 2025-2026 CAWD budget under account number (New Category) for youth development programs.

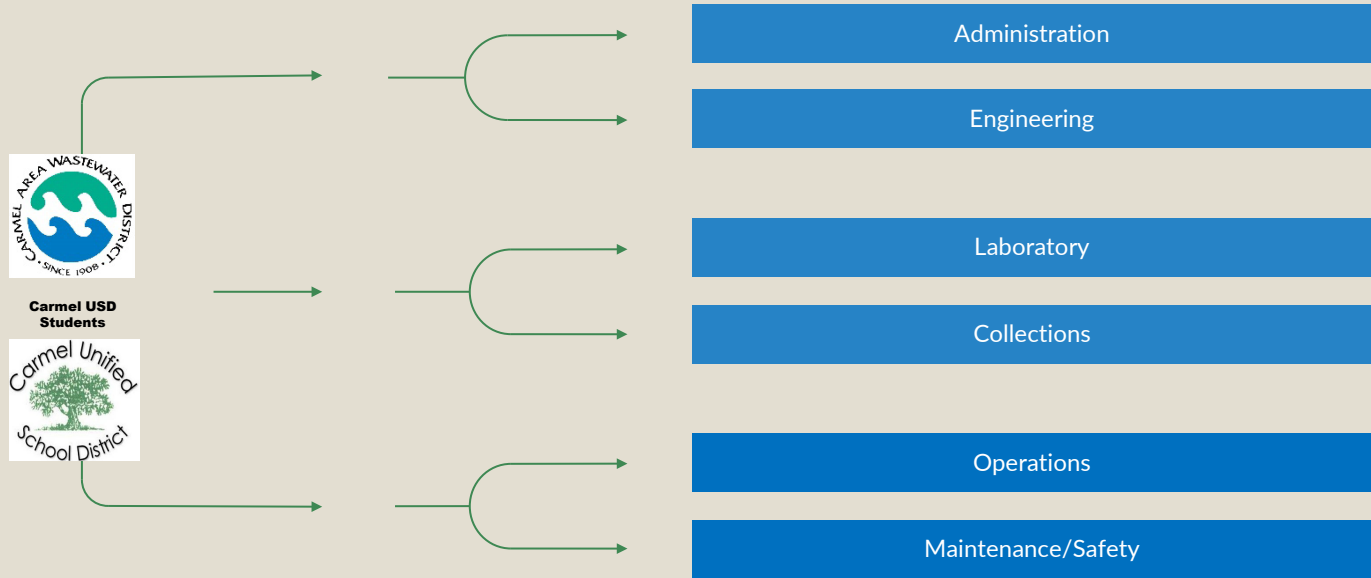
Future funding is contingent upon budget sources and/or a sustainable volunteer program.

Total requested 2025-2026 CAWD Budget is \$33,023.60.



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# INTERNSHIP DEPARTMENT PARTICIPANTS



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# OUR CORE VALUES



## RESPECT

Interns will treat all people with dignity and value the collective power of teamwork.



## QUALITY CUSTOMER SERVICE

Interns will interact with the public as youth ambassadors and display positive ethical behavior.



## COMMUNITY INVOLVEMENT

Interns hands-on work experience will be contributions to the well being of the Carmel Area.

# SAMPLE MONTHLY WORK SCHEDULE

L = Laboratory

OPS = Operations

ED = Engineering

JUNE/JULY 2025

MON	TUE	WED	THU	FRI	SAT
16 STUDENT INTERVIEWS SLH/INTERNS Summer School Begins	17	18	19	20	21
23	24	25 CALL BACKS	26	27 ONBOARDING	28
30 OPS Intern 2hrs ED Intern 2hrs	1 L Intern A 2hrs	2 L Intern B 3hrs OPS Intern 2hrs ED Intern 2hrs	3 L Intern A 2hrs	4 END of WEEK Intern Check-In	5
7 OPS Intern 3hrs ED Intern 2hrs	8 L Intern A 2hrs	9 L Intern B 3hrs OPS Intern 3hrs ED Intern 2hrs	10 L Intern A 2hrs	11	12
14 OPS Intern 3hrs L Intern A 2hrs	15 ED Intern 2hrs	16 L Intern B 3hrs OPS Intern 4hrs	17 ED Intern 2hrs	18 L Intern A 2hrs	

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# KEY POINTS TO KNOW

DETAILED AGENDA (Expanded Version)

## PROGRAM DESIGN

### ASSESSING NEED & CAPACITY

Department leaders provided input on the opportunities for Interns.

### GOALS & GUIDELINES

Specific goals and resources are being compiled, including job description, student handbook, and other support systems.

### STUDENT ENGAGEMENT

Our interns will have an opportunity to learn new skills and be exposed to wastewater/government business processes.

## RECRUITMENT & ONBOARDING

### CAREER TECHNICAL EDUCATION

Focus will be with CUSD and MPC in the future for student candidates.  
Goal is to support existing internship pathways.

### JOB & INTERVIEW PREPARATION

CAWD, CUSD and MPC will support with Mock interviews and job prep. The District will provide guidance on expectations for student workers.

### VOLUNTEER PANEL INTERVIEWERS

CAWD staff and department managers will support panel interviews with candidates.

### ONBOARDING & PRE-ORIENTATION

Interns will experience a formal hiring/onboarding process including safety introduction at the site.

## GROWTH & SUSTAINABILITY

### INTERNAL SUPPORT & FUNDING

There is funding for paid internships. Department Managers are aligned to offer opportunities for Service-Learning Hours for students.

### ONGOING PARTNERSHIPS

Carmel Area Wastewater District  
Carmel Unified School District Career Technical Education.  
Monterey Peninsula College-Science, Technology, engineering and Mathematics (STEM)

### STUDENT EXIT REPORT

Completion of a successful student worker experience will include an assessment during onboarding and post internship to evaluation program best practices.

*“PEOPLE RARELY  
SUCCEED UNLESS THEY  
HAVE FUN IN WHAT  
THEY ARE DOING.”*

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DALE CARNEGIE

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# INTERN WORKER JOURNEY

Creating a Model Action Plan



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# INTERN GOALS PERSONAL AND PROFESSIONAL



Work in a business environment



Understand how projects get approved

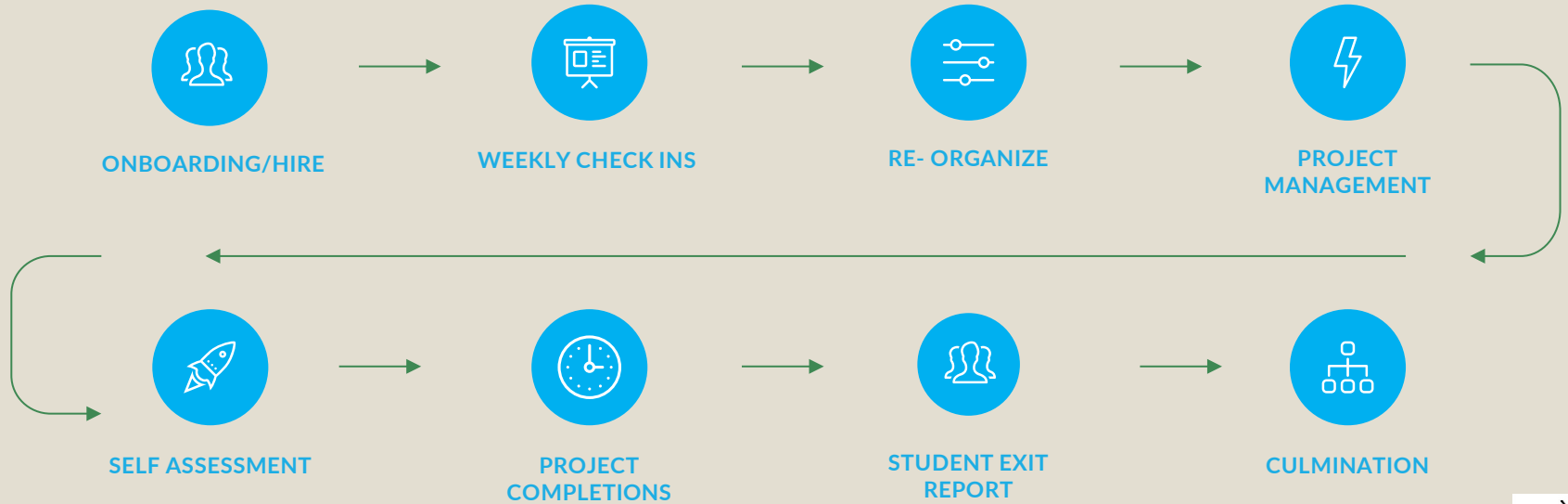


Learn financial literacy



# INTERN EXIT REVIEW REPORT

The key to growing our program as a fluid program is internal feedback and monitoring from the student and staff.





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# INTERNSHIP KEY POINTS SUMMARY

Conclusion

STEP  
**01**

## PROGRAM DESIGN

BEST IN CLASS  
CARMEL UNIFIED SCHOOL DISTRICT  
CAWD VISIBILITY & INFRASTRUCTURE

STEP  
**02**

## RECRUIT & ONBOARD

HIGH SCHOOL & CAWD STAFF  
INTERVIEWS  
TRADITIONAL "EMPLOYEE"  
ONBOARDING

STEP  
**03**

## ASSESS & GROW

PARTNERSHIPS  
STUDENT INPUT  
STAFF INPUT



## INTERNSHIP PROGRAM

SPECIAL THANKS TO THE CARMEL UNIFIED SCHOOL DISTRICT, GAVILAN COLLEGE, MONTEREY PENINSULA COLLEGE, AND CITY OF SOLEDAD FOR THEIR INPUT ON THIS PRESENTATION

# THANK YOU

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# FAQ'S

## **How Do I apply?**

Carmel Area Wastewater District Jobs the student will need to complete a job application as if this were a traditional employment opportunity.

## **How Do I qualify?**

To qualify you must be a resident of Carmel Unified School District, a student in grade 11-12 or in Monterey Peninsula College. If selected, you will be asked to participate in an interview.

## **Do you have other positions?**

No, currently there are 3 departments participating for Summer 2025. We plan to expand opportunities in the future.

## **What age do I need to be to work?**

The Carmel Area Wastewater District may offer SLH or job employment (State of California prevailing wage, currently \$16.50/hour) to students ages at least 16 years old. California state law requires all minors under age 18 to obtain a student work permit which are issued at the high school.

## **Do I need to have a minimum GPA?**

Yes. We ask that students have a 2.5 minimum GPA to apply, and if hired, students will be encouraged to improve their GPA during our program.





# CARMEL AREA WASTEWATER DISTRICT

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

**November 20, 2024, Wednesday 2:00 p.m.**

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## **CALL TO ORDER - ROLL CALL**

The meeting was called to order at 2:03 p.m.

*\*Signifies virtual attendance*

Present: President Ken White, Director Rachel

### Other Attendees:

Barbara Buikema, General Manager

Patrick Treanor, District Engineer

Greg D'Ambrosio, Friends of Mission Trail Nature Preserve

Doug Schmitz, Friends of Mission Trail Nature Preserve

Laura Bowling, Friends of Mission Trail Nature Preserve

Mayor Dave Potter, City of Carmel-by-the-Sea

Katherine Wallace, Associate Planner, City of Carmel-by-the-Sea

Sean Edwards, River School Parent Teacher Organization

\*Megan Dobyns, River School Parent Teacher Organization

\*Rafael Payan, Ph.D., General Manager, Monterey Peninsula Regional Park District

\*Paul Bartow, Citizen Representative

### Absent:

Sam Farr, Retired Representative U.S. Congress

### Other In Person Attendees:

Bob Siegfried, Carmel Valley Association Representative

## **CALL TO ORDER - ROLL CALL**

*White*\_\_\_\_\_ *Rachel*\_\_\_\_\_

1. **Appearances/Public Comments:** *Anyone wishing to address the Committee on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person per topic. No action shall be taken on any item not appearing on the agenda.*
2. **Agenda Changes:** *Any requests to move an item on the agenda will be considered at this time.*

**General Discussion Items:**

3. **Report On Meeting With Chip Rerig & Representatives:**

*General Manager, Barbara Buikema, to report out dates for the BTE Presentation to Carmel-by-the-Sea City Council. Tentatively scheduled for December 3, 2024 at 4:30 p.m. The City Council will walk through Rio Park at 3 p.m. first and then return to Council Chambers for the Bridge To Everywhere presentation.*

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

*Laura Bowling reported out that it is 99% complete and this item will be dropped from the agenda.*

5. **Scheduling Continuation of Rio Park Property Negotiations & Partnerships**

*General Manager, Barbara Buikema to report out*

- *Tentative Date for the next negotiation meeting in the first week of January.*

*Greg D'Ambrosio stated that Chip Reig supposed to get back to us for a date certain in January, after the Council's been seated, to sit down and talk about Rio Par Park. Barbara Buikema will follow up with Chip Reig on the date certain.*

*Greg D'Ambrosio asked if a map the plant property should be presented. Mayor Potter stated that would be a good idea. Greg D'Ambrosio requested that the bridge gate be open.*

*Sean Edwards asked what the call is to action? Mr. Edwards also asked about how to locate information about the bridge. Laura Bowling stated that the bridge-to-everywhere.org. is up and running. Laura Bowling asked Mr. Edwards would it be enough to:*

- *Issue letters*
- *Post an event to answer questions*
- *Point them to a website*
- *Timeline of when things might happen*

*Laura Bowling asked Mr. Edwards to provide input and to spread the word.*

*Bob Siegfried requested the last paragraph on the flyer.*

*Director Rachel would like to know the position of Monterey Parks on this project.*

*Barbara Buikema will reach out to Monterey Parks Department to see what the next steps are regarding their input on the project.*

### **Schedule of organizations to meet with:**

- **Carmel Valley Association Designated Appointee:** *(Barbara Buikema, Patrick Treanor, Greg D'Ambrosio, Laura Bowling)*

- ❖ *Confirmed presentation date will be January 16<sup>th</sup> at 3 p.m. at the Mid Valley Fire Station, Carmel, CA*

*Greg D'Ambrosio stated that there are several presentations that are going to occur in the near future. It is important to also discuss the bridge as a critter corridor and possible grant funding.*

- **Carmel Mission-** Designated Appointee: *(Patrick Treanor, Doug Schmitz, Laura Bowling, Paul Bartow)*

- ❖ *Discussion about Mission and future deliverables*

*Laura Bowling stated that the Carmel Mission was very positive about the project. The safety elements were discussed and went through a printed copy of the presentation.*

*Laura Bowling asked if the Carmel Mission would grant permission to have pedestrian access over the District easement. The Carmel Mission asked if it would infringe on Larsen Field and*

*requesting a rendering showing what the foot traffic would look like from the Mission Trail across Rio Road down the sidewalk up to the easement. Would it be fenced? Or would the current fencing by neighbors homes remain? Or would something else be created? This type of information would be important to present to the decision makers at the Dioceses.*

*The Carmel Mission also requested a walking tour. A walking tour will be scheduled.*

*The Carmel Missions most pressing concern is the safety improvement during when school is open and when children are being dropped off and picked up.*

*Greg D'Ambrosio requested that a group sit down to include in a future design. This should be done before a grant is requested. Greg D'Ambrosio requested that we discuss the likes that the Carmel Mission would like to see. The recommended group working with the Carmel Mission would include Greg D'Ambrosio, Laura Bowling, and Doug Schmitz.*

*Doug Schmitz suggested that we resurrect from the files the alignment that Brian Roseth worked on. we should probably engage at some point, whether initially or later, Scott Hall, to do some drafting work, not necessarily for the easement. Once you get to Rio Road, how to travel from Rio Road to a crosswalk, then to Rio Park or Mission Trail Park, and then to Carmel Mission because that area right there in front of the orchard house needs some pedestrian attention. That could be a partnership of the city. Maybe they could apply for a safe routes to school grant.*

*Patrick Treanor stated that the question to ask is if they like the concept and if they are ready for us to move onto the actual design and planning stage.*

*The easement is about 20 feet wide.*

➤ **Carmel Rotary-** Designated Appointee: *(Greg D'Ambrosio)*

❖ Greg will contact Rotary to set up date for presentation

*The Carmel Valley Association presentation will occur on January 16, 2025 at 3p.m. at the Mid Valley Fire Station. The Carmel Rotary Club meeting is tentatively scheduled for January 22, 2025 at 11:45 a.m. at The Carmel Foundation.*



## 6. **Site Clean Up Progress Report:**

- Discussion regarding site cleanup progress

*Greg D'Ambrosio stated quite a bit of it was cleaned up, especially grass and debris and brush, and there's a couple of piles left. The chips are almost gone because most of them are being used at Mission Trail*

## 7. **BTE Outreach:**

- Paul Bartow to provide an update:
  - Complete general informational flyer

*Paul Bartow suggested that Laura Bowling provide some imagery on the back of the informational flyer. Laura Bowling stated that she will begin developing some imagery to add to the flyer.*

*Patrick Treanor asked if there were pictures during the walk to school days. Laura Bowling stated that there were pictures taken.*

## 8. **Projected Preliminary and Future Expenditures :**

- *Discuss upcoming potential expenditures*
  - **Log debris & Wood Spoils**
  - **Marketing**
  - **Pine Cone Publications**
  - **Radio Announcements**
  - **Public Outreach And General Informational Flyer**
  - **Topes Tree Service**
  - **Logo Copyright**
  - **Title/Easements**
  - **Dusky-footed Woodrat Nesting Site**

*Laura Bowling stated that the group needs funding and perhaps a smaller group should gather to work on this objective.*

*Barbara Buikema asked if the District should go back and ask the board and authorize another*

*\$85K for the future budget. The preliminary budget will occur in March 2025. Greg D'Ambrosio asked about authorizing \$20K to move the logs after the wood chips are removed.*

*Bob Siegfried requested that the Community Service District be contacted. Barbara Buikema will reach out to CSA 50 regarding a presentation. Leslie Baek is the administrative secretary and would be the contact person.*

***The Committee adjourned the meeting at 2:55 p.m.***

- 9. ADJOURNMENT:** *The next Bridge To Everywhere meeting is typically scheduled for the third Wednesday of the month. The next Bridge To Everywhere meeting will occur on December 18, 2024 at 2:00 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, October 31, 2024, in person and via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

*Thursday, 9:00 a.m., November 21, 2024*

**3945 Rio Road**

**Carmel, California 93950**

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

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:00 a.m.

*\*Signifies Virtual Attendance*

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

**Absent:** Director Urquhart

**A quorum was present.**

**Others:** Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)  
Domine Barringer, Board Clerk, CAWD  
Patrick Treanor, District Engineer, CAWD  
Jeff Bandy, Principal Engineer, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Joshua Downing, Collections Worker I  
Ed Waggoner, Plant Superintendent, CAWD  
\*Kevin Young, Plant Supervisor, CAWD\*  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
\*Peter McKee, Director, Pebble Beach Community District (PBCSD)\*  
Nick Becker, General Manager, PBCSD

**In Person Public Attendees:** *None*

**\*Virtual Public Attendees:**

Steve Thomas |TBC Communications

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

*Director Siegfried commented that a constituent on his street is a big fan of CAWD. However, this constituent did not know how to contact the District regarding an overflow. It was the police department*

that called back to this constituent. Director Siegfried stated that perhaps the District is not getting the penetration of the newsletter that is wanted.

Director Cole stated that the District Engineers and Collections Crew provided excellent customer service at the condominiums.

The General Manager, Barbara Buikema, stated that Hunter Leighton letters is an additional agenda item added regarding public comment to the Board. Mr. Leighton would like the letter agendaized at the next meeting and request that the accessory dwelling fee be waived. All present Directors have a copy of the letter and no action was taken by the Board.

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

**(1) Amended Urgency Measure -Requesting The Board To Approve This Amended Agenda Item: (separate attachment)**

**Resolution No. 2024- 71:** A Resolution Authorizing An Increase In The Number Of Lab Analyst Positions To Three- Report By District Engineer, Patrick Treanor

***A Motion To Include The Resolution As An Agenda Change Was Made By President White And Seconded By Director Rachel . Following A Roll Call Vote, The Board Was In Consensus To Added Resolution 2024-71 To The Agenda Authorizing An Increase In The Number Of Lab Analyst Positions To Three.***

**(2) Relates To New Information Received After The Agenda Was Prepared And Request Board Action To Proceed With This Additional Agenda Item**

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

**A. Public 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**

***A Motion To Add The Closed Session Regarding New Information Received After The Agenda Was Prepared Was Made By President White Seconded By Director Rachel. After A Roll Call Vote, The Board Was In Consensus To Add The Closed Session Item.***

**3. Introduction of Joshua Downing-Collection Worker I-By Collection Superintendent, Darly Lauer**

*The Board welcomed Mr. Downing to the 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.*

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

- 4.** October 31,2024 Regular Board Meeting Minutes, November 7, 2024 Special Meeting Minutes and November 8, 2024 Budget Committee Minutes
- 5.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-September and October, 2024  
*(Note: The District was informed by CLA that both the September and October letters are not available for this board meeting.)*
- 6.** Receive and Accept Schedule of Cash Receipts & Disbursements- October 2024
- 7.** Approve Register of Disbursements – Carmel Area Wastewater District-October 2024
- 8.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –October 2024
- 9.** Receive and Accept Financial Statements and Supplementary Schedules –October 2024
- 10.** Receive and Accept Collection System Superintendent’s Report –October, September & August 2024
- 11.** Receive and Accept Safety and Regulatory Compliance Report –October 2024
- 12.** Receive and Accept Treatment Facility Operations Report – October, September & August 2024
- 13.** Receive and Accept Laboratory/Environmental Compliance Report –October 2024
- 14.** Receive and Accept Capital Projects Report/Implementation Plan
- 15.** Receive and Accept Project Summaries – Capital & Non-Capital
- 16.** Receive and Accept Plant Operations Report- October 2024
- 17.** Receive and Accept Maintenance Projects Report – October 2024
- 18.** Receive and Accept Source Control-Environmental Compliance Report-October 2024

## **ACTION ITEMS BEFORE THE BOARD**

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

## **RESOLUTIONS**

- 19. Resolution No. 2024-57;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees- *Report By General Manager, Barbara Buikema*

*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 2024-57 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees.*

- 20. Resolution No. 2024-58;** A Resolution Union Reopener Side Letter Of Agreement Between Carmel Area Wastewater District And The Carmel Area Wastewater District Employees Association- *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 2024-58 Union Reopener Side Letter Of Agreement Between Carmel Area Wastewater District And The Carmel Area Wastewater District Employees Association (Represented Employees).*

- 21. Resolution No. 2024- 70:** A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30,2024- *Report By General Manager, Barbara Buikema*

*A Motion To Approve The Resolution Was Made By Director Rachel And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-70 Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30, 2024*

***Agenda Item added: At the beginning of the meeting during the request for agenda changes this item was requested to be included in the agenda. The board was in agreement with the addition of the urgency measure Resolution 2024-71.***

***Amended Agenda: Urgency Measure -Requesting The Board To Approve This Amended Agenda Item: (separate attachment)***

**Resolution No. 2024- 71:** A Resolution Authorizing An Increase In The Number Of Lab Analyst Positions To Three- *Report By District Engineer, Patrick Treanor*

***A Motion To Approve The Resolution Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-71 Authorizing An Increase In The Number Of Lab Analyst Positions To Three.***

## **COMMUNICATIONS**

### **22. General Manager Report- *Report by General Manager, Barbara Buikema***

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*In person ethics training will occur on December 3<sup>rd</sup>, 2024 at the District from 9 a.m. to 11 a.m.*

*Mandell Consulting provided an update and Mr. Mandell has advised a letter to the County regarding them acting as the District's treasurer. The General Manager, Barbara Buikema, gave direction to Mandell Consulting to send the letter to the County.*

*Director Siegfried brought up short term investments and requested an analysis on how the County is tracking inflation. An investigation needs to be done to see how well the County tracks inflation on their investments, which would provide information to the District when making a final decisions.*



## OTHER ITEMS BEFORE THE BOARD

23. Agendize the Standing Committee Discussion-Salary & Benefits Membership-  
*Report by General Manager, Barbara Buikema*

***A Motion For The Status Quo To Continue For The Salary and Benefits Committee And Remain With the Committee Bringing Their Determination To the Full Board Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Was In Consensus.***

*Director Siegfried would encourage the Salary and Benefits Committee to bring a recommendation regarding terms of reference to the Board for approval so that Salary and Benefits Committee has some guidelines.*

24. Budget Committee Discussion-*Report by General Manager, Barbara Buikema*

***A Motion To Continue The Budget Committee Discussion To The Next Meeting To Occur When The Full Board Is Present Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Was In Consensus To Continue This Item To The Next Board Meeting.***

*The General Manager, Barbara Buikema, stated the budget committee met on November 8th and came up with a list of questions that we thought the entire board should consider. So that there are terms of reference for the full board to see how these items will impact how the budget is formulated. This is to establish priorities and to determine how the District will finance in terms of these reference points for the budget process in 2025-26 and beyond . The Board's preference will impact how the budget is built and a board consensus on these items will provide a better guide in formulating the budget.*

*Director Siegfried requested to table this item until Director Urquhart is present to add to this discussion.*

## INFORMATION/DISCUSSION ITEMS

### 25. Pebble Beach Community Service District- No November Meeting 2024

*(Note: The October PBCSD meeting was reported out at the District's October meeting. There was no meeting at PBCSD in the month of November.)*

### 26. November 12, 2024 Reclamation Management Committee Meeting, -Report by General Manager, Barbara Buikema

### 27. 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, November, 2024, at 9:30 a.m. – There is no PBCSD meeting.*  
*Friday, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, January 21, 2025, at 5:30 p.m. – Director Cole is scheduled to attend.*  
*Tuesday, April (TBD), 2025, at 6:00 p.m. – President White is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, To be Determined, 2025, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

- *Director Cole's Report on CASA Conference Information*

*Director Cole made comments on the risk management seminar and that one of the topics discussed was on Sanitary Sewer Waste Discharge requirements and that the presenter commented that Daryl Lauer, Collections Superintendent, was an expert on this topic. Mabel Miguel from the University of North Carolina, Kenan-Flagler School Business School (key speaker) spoke on creating a culture of change. Our District appears to be going through some change right now. The speaker stated that 80% of major transformational change fails, and you have to affect change on time, on budget, and still have staff wanting to participate. Transformational change goes through steps of resentment, low morale, low productivity, anxiety, resistance, skepticism. Then you begin to move into possibilities, clarifying goals, creativity being renewed, and then staff buying into the change. Then you begin to see higher energy, openness to learning, greater focus, attention, enthusiasm, trust, cooperation, and teamwork. Let us have a sensitivity to where people are with respect to the changes being made.*

*Director Rachel asked how we can enhance our position with our constituents to lessen the surprises regarding the large projects that are going to occur.*

**Agenda Item added:** *At the beginning of the meeting during the request for agenda changes this item was requested to include the new information received after the agenda was prepared. The Board was in consensus to add the closed session.*

***Relates To New Information Received After The Agenda Was Prepared And Request Board Action To Proceed With This Amended Agenda Addition***

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

- A. Public 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**

***Note: District Legal Counsel will report out concerning any reportable action taken in the closed session in open session.***

*The board entered into the closed session at 10:29 a.m. and discussed the closed session item. The Board ended closed session at 11:33 a.m. The Board reconvened into open session at 11:34 a.m. and Legal Counsel reported out that general directions were given relative to their actions in connection with the exit interview process and no further action was taken.*

*There being no further business to come before the Board, the meeting adjourned at meeting at 11:45 p.m.*

**28. ADJOURNMENT**

***The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 19, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You July access the Zoom link by visiting our website, [www.cawd.org](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto:downstream@cawd.org). After staff reports have been distributed, if additional documents are produced by the District and provided to the Board regarding any item on the agenda, they will be made available on the District website.***

***As Reported To:***

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

***APPROVED:***

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



# CARMEL AREA WASTEWATER DISTRICT

## Pension & Investment Long Term Investments

### STANDING COMMITTEE MEETING MINUTES

1:00 p.m. Wednesday, December 4, 2024

#### Via teleconference and in-person

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#### CALL TO ORDER - ROLL CALL:

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

**Present:** Director Siegfried and Director Urquhart

*\*Signifies Virtual Attendance*

#### Other Attendees:

Barbara Buikema, General Manager  
Kevin Young, Operations Supervisor  
Chuck Elise, Osborne Partners Capital\*

**Absent:** Rob Wellington, District Legal Counsel

1. **Appearances/Public Comments:** None

2. **Agenda Changes:** None

3. **AGENDA ITEMS:**

- Investment Policy Review
- Actuarial Report Review

***The Committee adjourned the meeting at 1:50 p.m.***

4. **ADJOURNMENT:** *The next regular Board meeting will be held at 9:00 a.m., Thursday, December 19, 2024, in person or with a teleconference webinar link. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

**AS REPORTED TO:**

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**Barbara Buikema, General Manager**

**APPROVED:**

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**Bob Siegfried, Director**



# CARMEL AREA WASTEWATER DISTRICT (CAWD)

## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

*December 10, 2024, Tuesday, 9:00 a.m., or shortly thereafter*

### In person meeting

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#### CALL TO ORDER - ROLL CALL:

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

#### *A quorum was present*

- Present:** President Ken White  
 Pro Tem Bob Siegfried  
 Directors: Suzanne Cole, Kevan Urquhart  
 Barbara Buikema, General Manager  
 Jeff Bandy, Principal Engineer, CAWD  
 Chris Foley, Maintenance Superintendent, CAWD  
 Daryl Lauer, Collections Superintendent, CAWD  
 Ed Waggoner, Plant Superintendent, CAWD  
 Kevin Young, Plant Supervisor, CAWD  
 James Grover, Principal Accountant, CAWD

#### *Quorum was present*

**Absent:** Director Mike Rachel

**Others:** Beth Ingram, HR Consultant

*Alex Lorca, J.D., of Fenton & Keller Attorneys At Law, Monterey, CA 93940 | Presenter*

## NOTICE & AGENDA

#### CALL TO ORDER - ROLL CALL

*Cole \_\_x\_\_ Rachel \_\_\_\_\_ Siegfried \_\_x\_\_ Urquhart \_\_x\_\_ White \_\_x\_\_*

## APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. **Appearances/Public Comments:** *Anyone wishing to address the Board on a matter appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. During consideration of these agenda items, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

**None**

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

**None**

3. *In person Ethics Training (AB 1234) presented by Alex Lorca, J.D., of Fenton & Keller Attorneys At Law, Monterey, CA 93940*

***There being no further business to conduct the meeting adjourned at 11:12 a.m.***

## 4. **ADJOURNMENT**

***The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 19, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You may access the Zoom link by visiting our website, [www.cawd.org](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto:downstream@cawd.org). After staff reports have been distributed, if additional documents are produced by the District and provided to the Board regarding any item on the agenda, they will be made available on the District website.***

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***

*Clifton Larsen Allen, LLP*

*November, September & October 2024*

*Independent Accountants'*

*Report Are Not Available*

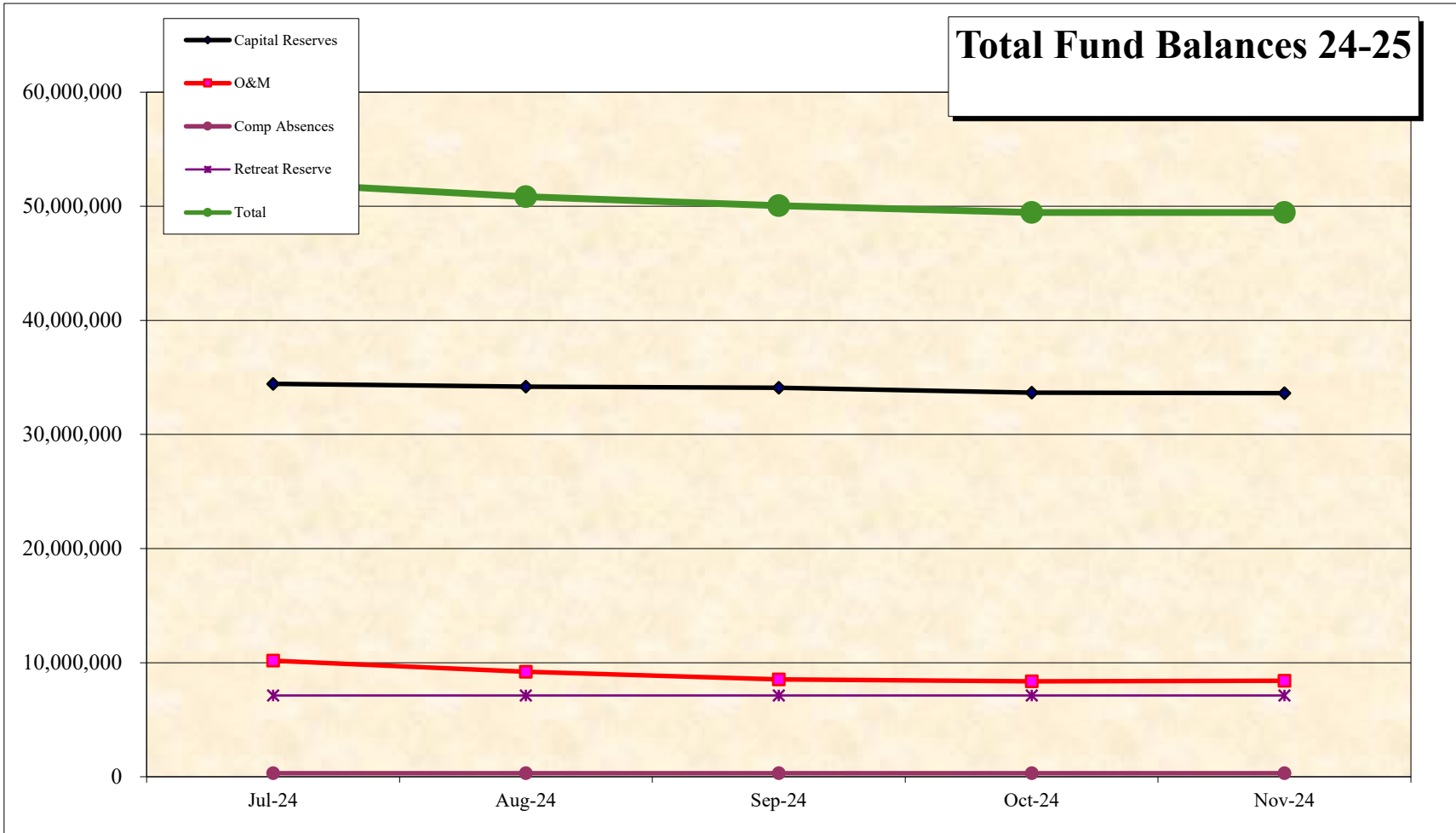
*The District has requested a response from CLA regarding the November, October and September independent accountants' letter but a response has not been received.*

*(Note: The District was informed by CLA that both the November, October and September letters are not available for the December board meeting)*

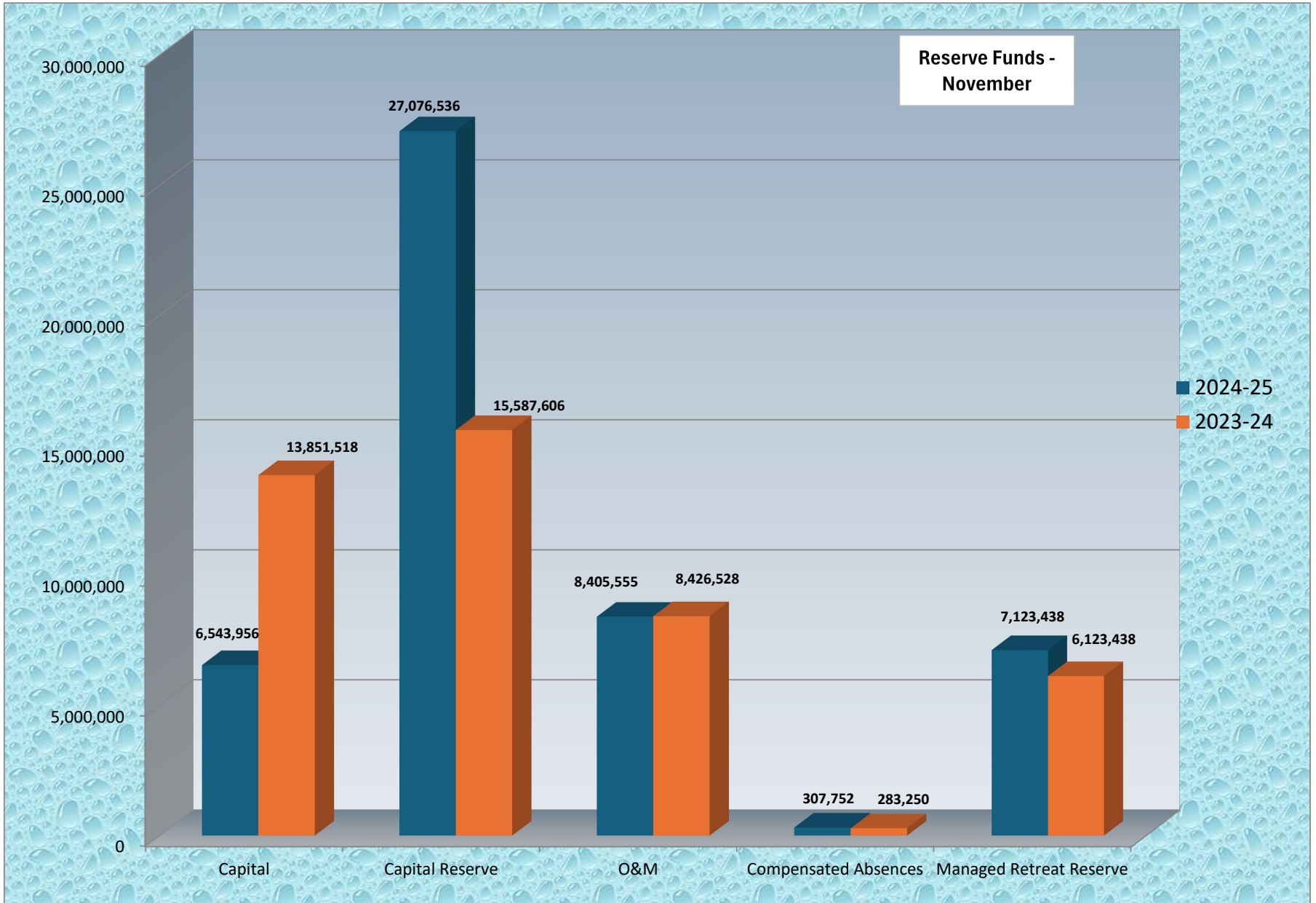
**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - NOVEMBER 2024**

	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	\$6,583,112	\$27,076,536	\$8,363,327	\$307,752	\$7,123,438	\$49,454,165	\$914,848	\$140,407	\$1,294,947
<b>Receipts:</b>									
User Fees			24,199						
Property Taxes	142,551								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							147,844		
Reclamation capital billing									
Permits							4,860		
PBCSD capital billing									
Other misc. revenue							515		
Interest income			436,321						
Chase returned stolen check							17,421		
Carmel Valley Manor repayment fees							20,207		
Brine disposal fees							8,066		
Returned direct deposit								1,000	
Connection fees							19,996		
SJSU grant receipts-Applied Marine Sciences							8,460		
<b>Total Receipts</b>	<b>142,551</b>	<b>0</b>	<b>460,520</b>	<b>0</b>	<b>0</b>	<b>603,071</b>	<b>342,370</b>	<b>1,000</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(181,708)		(418,292)				600,000		
Transfers to Chase Bank PR							(135,000)	135,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(181,708)</b>	<b>0</b>	<b>(418,292)</b>	<b>0</b>	<b>0</b>	<b>(600,000)</b>	<b>465,000</b>	<b>135,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							460,026		
Payroll & payroll taxes								273,163	
Employee Dental reimbursements							3,852		
CALPERS EFT							43,334		
CAWD SAM pension EFT							0		
Union dues EFT							723		
Home Depot EFT							1,160		
US Bank EFT							11,198		
Deferred comp contributions EFT							13,092		
PEHP contributions EFT							3,774		
Bank/ADP fees							5	1,404	
Highlands Bond Debt Service Payment							0		
Annual County admin billing fee							0		
GASB 68 report fee							0		
Unfunded CALPERS liabilities							0		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>537,163</b>	<b>274,567</b>	<b>0</b>
BALANCE END OF MONTH	6,543,956	27,076,536	8,405,555	307,752	7,123,438	49,457,236	1,185,055	1,840	1,294,947





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



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/24	6538	ADP, Inc.	Workforce Now Time and Attendance fee	103.50
11/01/24	6539	Alameda Electrical Distributors	Pump station electrical parts	955.70
11/01/24	6540	Allied Fluid Products	Pump station parts	2,581.59
11/01/24	6541	Amazon Capital Services	Office and operating supplies	1,583.74
11/01/24	6542	American Lock & Key	Superintendents office door lock	1,051.96
11/01/24	6543	American Legal Publishing Corporation	Codification edits	1,100.00
11/01/24	6544	AT&T Mobility	SCADA text modem	71.20
11/01/24	6545	AT&T CALNET 3	Admin alarm	39.47
11/01/24	6546	AT&T	Plant fiber router and IP card	752.36
11/01/24	6547	Barbara Buikema	Board agenda lunch meeting with KW	55.00
11/01/24	6548	California American Water	Monthly service	123.01
11/01/24	6549	Cintas Corporation	Laundry service	1,338.50
11/01/24	6550	City of Carmel-by-the-Sea	Santa Rita & Guadalupe Pipeline Project #23-01, permit fee (CAPITAL)	7,180.75
11/01/24	6551	Clark Pest Control	Plant service	338.00
11/01/24	6552	CliftonLarsonAllen LLP	Bank reconciliation oversight	472.50
11/01/24	6553	Comcast	Admin internet	264.67
11/01/24	6554	Complete Paperless Solutions, LLC	Annual subscription for the Laserfiche Cloud system	15,840.00
11/01/24	6555	Culligan Water Conditioning	C&I exchange for the lab	47.35
11/01/24	6556	Direct TV	Plant service	100.99
11/01/24	6557	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,566.94
11/01/24	6558	Fastenal Company	Operating supplies	1,601.11
11/01/24	6559	First Alarm	Plant alarm	482.31
11/01/24	6560	USA Blue Book	Collection and Plant operating supplies	2,649.56
11/01/24	6561	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6562	Fisher Scientific	Lab supplies	1,294.71
11/01/24	6563	Frisch Engineering	SCADA engineering	1,125.00
11/01/24	6564	Gavilan/Salinas Crane & Rigging	Crane rental for pump repair	1,050.00
11/01/24	6565	Got.Net	Domain parking	4.20
11/01/24	6566	Grainger	Operating supplies	747.96
11/01/24	6567	Hach Company	Digital pH sensor	1,743.46
11/01/24	6568	Vision Service Plan	Vision insurance premium	573.30
11/01/24	6569	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6570	Harrington Industrial Plastics	Polymer tanks and stands	7,821.76
11/01/24	6571	Jeffrey Bandy	Dental	344.00
11/01/24	6572	Kaeser Compressors	Effluent compressor repair	1,775.99
11/01/24	6573	Liebert Cassidy Whitmore	District legal services	3,960.00

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/24	6574	McMaster-Carr	Operating supplies	575.86
11/01/24	6575	Michael Skinkle	Dental	474.20
11/01/24	6576	Monterey County Tax Collector	Annual CSA #50 Rioway Track fee	144.54
11/01/24	6577	Northern Safety Co	Interns vests	532.72
11/01/24	6578	Patelco Credit Union	Health savings accounts contributions	5,722.74
11/01/24	6579	WateReuse Association	Annual dues	1,230.50
11/01/24	6580	Patrick Treanor	Employee work boots	161.57
11/01/24	6581	Peninsula Welding & Medical Supply	Non-liquid cylinders	77.40
11/01/24	6582	Pacific Gas & Electric	Monthly service	2,490.86
11/01/24	6583	Pure Water	Plant and admin service	137.75
11/01/24	6584	Winsupply of Monterey County	Pump station operating supplies	1,847.72
11/01/24	6585	Quill LLC	Office supplies	85.10
11/01/24	6586	Raymond De Ocampo	Dental	584.00
11/01/24	6587	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6588	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6589	REXEL	Generator supplies	1,091.17
11/01/24	6590	Rooter King Monterey County Inc.	Sewer line repairs ( <b>CAPITAL \$25,561.00</b> )	43,050.00
11/01/24	6591	Scarborough Lumber (Ace Hardware)	Collections supplies	155.68
11/01/24	6592	Shimadzu Scientific Instruments	Annual PM service for TOC-LCSH and nitrogen	2,477.50
11/01/24	6593	SSB Construction	Collections office addition ( <b>CAPITAL</b> )	27,576.00
11/01/24	6594	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6595	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/01/24	6596	Streamline	Website maintenance	497.00
11/01/24	6597	Univar Solutions USA	Sodium bisulfate and replace stolen check #6395	24,655.47
11/01/24	6598	YSS Builders	Plant building repairs and rehab of modular buildings #3 and #4 ( <b>CAPITAL \$47,603.00</b> )	62,790.00
11/15/24	6599	ADP, Inc.	Workforce Now Time and Attendance fee	103.50
11/15/24	6600	Advanced Blind & Shade	Blinds for the lab and breakroom	3,131.25
11/15/24	6601	Alameda Electrical Distributors	Electrical repair parts	1,159.75
11/15/24	6602	Amazon Capital Services	Operating and office supplies	826.03
11/15/24	6603	ATTN Flex Account Administration	Flex accounts	1,151.70
11/15/24	6604	American Fidelity Assurance	Employee insurance policies	287.49
11/15/24	6605	American Lock & Key	Alarm lock on collections door	987.31
11/15/24	6606	AT&T Mobility	Cell service	892.36
11/15/24	6607	Beck's Shoes	Employee work boots	598.03
11/15/24	6608	Bret D. Boatman	Plant and collections maintenance service	5,735.00
11/15/24	6609	Bryan Mailey Electric, Inc.	Collection and Plant electrical services	10,812.51

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/15/24	6610	California American Water	Monthly service	1,207.27
11/15/24	6611	CAL FIRE	Easement clearing labor	1,134.70
11/15/24	6612	Christopher Foley	Dental	877.00
11/15/24	6613	Cintas Corporation	Laundry service	1,087.03
11/15/24	6614	Clark Pest Control	Plant service	338.00
11/15/24	6615	Comcast	Pump station internet	537.00
11/15/24	6616	Daniel Deeth	Dental	112.10
11/15/24	6617	Star Sanitation LLC	Collections portable toilet	121.50
11/15/24	6618	Synagro Technologies	Sludge hauling	11,114.42
11/15/24	6619	Daryl Lauer	Dental	391.00
11/15/24	6620	Domine Barringer	Dental	336.50
11/15/24	6621	Du-All Safety, LLC	Annual hazwoper refresher class	7,625.00
11/15/24	6622	Enterprise Automation	Artificial Intelligence Pilot Project #24-03 (CAPITAL)	6,224.00
11/15/24	6623	Eric J. Stoesser TR Estate of	User refund for no service	1,905.64
11/15/24	6624	TBC Communications & Media	Scenic Rd Pipe Bursting Project #20-08 (CAPITAL \$11,446.25),	6,018.75
11/15/24	6625	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6626	Exceedio	New Visio license and Laserfiche add on	219.62
11/15/24	6627	Firato Service Co.	Plant and admin gardening	1,796.00
11/15/24	6628	Fisher Scientific	Lab supplies	404.41
11/15/24	6629	Gavilan/Salinas Crane & Rigging	Crane rental for pump repair	2,125.00
11/15/24	6630	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6631	Tesco Controls	Flow meter calibration	687.20
11/15/24	6632	Grainger	Operating supplies	156.56
11/15/24	6633	Green Infrastructure Design	Web GIS mapping and easement project	2,400.00
11/15/24	6634	ICON Cloud Solutions, LLC	Monthly telephone service	561.91
11/15/24	6635	Integral Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	1,800.00
11/15/24	6636	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6637	Thermo Electron North America	Annual Essential Plan-DIA fee	3,342.50
11/15/24	6638	Justifacts Credential Verification	New employee report	160.50
11/15/24	6639	Kennedy/Jenks Consultants	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL) and Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	26,438.75
11/15/24	6640	Mandell Municipal Consulting	District legal services	116.00
11/15/24	6641	McMaster-Carr	Operating supplies	359.53
11/15/24	6642	Town & Country Gardening	Plant and admin gardening	700.00
11/15/24	6643	TSD Carmel Properties LP	User refund for vacant office	297.10
11/15/24	6644	Michael Rachel	Dental	159.00

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/15/24	6645	MNS Engineers, Inc.	September Ranch Sewer Project #18-29,	27,740.00
11/15/24	6646	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6647	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6648	Monterey Tire Service	Collections truck tires	1,384.53
11/15/24	6649	Municipal Maintenance Equipment	Hycon ball valve	499.25
11/15/24	6650	Murphy Austin Attorneys	CRFREE Mitigation Pipeline Undergrounding project #19-21	480.00
11/15/24	6651	Universal Staffing	Admin temp service	834.90
11/15/24	6652	Visual Edge IT, Inc.	Plant copier billing	113.29
11/15/24	6653	Northern Safety Co	Traffic safety jackets	526.73
11/15/24	6654	OnPoint Generators, Inc.	Highlands generator latch	300.79
11/15/24	6655	Pacific Gas & Electric	Monthly service	32,948.89
11/15/24	6656	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6657	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6658	Rhommel Lopez	Prescription safety glasses, examination fee and training class	783.19
11/15/24	6659	Sage Software	Annual renewal of accounting software	2,600.00
11/15/24	6660	Xylem Water Solutions U.S.A.	O-rings	140.08
11/15/24	6661	<b>VOID</b>	<b>VOID-PRINTER ERROR</b>	0.00
11/15/24	6662	Simmons Barbara K TR IT AL	User refunds for lot on septic	7,179.42
11/15/24	6663	SSB Construction	Collections building rehab, CDC roof coating and repair ( <b>CAPITAL</b> )	29,678.00
11/15/24	6664	Univar Solutions USA	Sodium hypochlorite	10,304.24
11/15/24	6665	WM Corporate Services	Plant rollofs and admin garbage	2,753.54
11/25/24	6666	Alexsandra Kalnozola	Dental ( <b>\$574.00</b> ) and rejected direct deposit reimbursement	1,074.00
				<b>463,878.14</b>

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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/01/24	1502	Alameda Electrical Distributors	Electrical parts	1,332.00
11/01/24	1503	Brenntag Pacific, Inc.	Ammonium hydroxide	5,626.36
11/01/24	1504	Cal-Am Water Company	Hydrant meter K	3,114.74
11/01/24	1505	Carmel Area Wastewater District	September Plant O&M reimbursement	60,447.85
11/01/24	1506	Fisher Scientific	Lab supplies	901.52
11/01/24	1507	Hach Company	Buffer solution, glass rod turbidity standard, digital pH sensor and PEEK salt bridge	5,026.83
11/01/24	1508	Harrington Industrial Plastics, LLC	Polymer tanks and stands	3,794.79
11/01/24	1509	Parkson Corporation	Sand Filter Rehab ( <b>CAPITAL</b> )	142,955.66
11/01/24	1510	Pacific Gas & Electric	Tertiary billing	18,328.58
11/01/24	1511	Rexel	Wire for VFDs ( <b>CAPITAL</b> )	8,593.76
11/01/24	1512	Shimadzu Scientific Instruments	PM service for TOC-LCSH and nitrogen	2,477.50
11/01/24	1513	Wells Fargo Advisors	Transfer to capital reserves	44,000.00
11/15/24	1514	Alameda Electrical Distributors	Electrical supplies	197.48
11/15/24	1515	Automationdirect.com, Inc.	Exhaust fans	724.08
11/15/24	1516	Brenntag Pacific, Inc.	Ammonium hydroxide and Brennfloc RE 5000	18,525.49
11/15/24	1517	Bret D. Boatman	Maintenance services	92.50
11/15/24	1518	Bryan Mailey Electric, Inc.	Electrical services	495.00
11/15/24	1519	Carmel Area Wastewater District	October Plant O&M reimbursements	87,396.07
11/15/24	1520	Coastal Fabrication Co.	Fabricate stainless steel pipe support tube	3,100.90
11/15/24	1521	Fisher Scientific	Lab supplies	82.86
11/15/24	1522	Gavilan/Salinas Crane & Rigging	Crane rental to lift pumps	725.00
11/15/24	1523	Harrington Industrial Plastics, LLC	Operating supplies	485.77
11/15/24	1524	MANCO	Coil and electrode wire	1,301.90
11/15/24	1525	Northstar Chemical	Sulfuric and citric acid	7,399.30
11/15/24	1526	Pebble Beach Company	O&M reimbursement	4,899.81
11/15/24	1527	Pebble Beach Community Services District	O&M and capital reimbursement	72,850.17



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

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/15/24	1528	Pacific Gas & Electric	MF/RO billing	33,897.62
11/15/24	1529	Professional Water Technologies	Clean-in-place chemical Lavasol7-275G	9,343.96
11/15/24	1530	Rexel	Flow meter	11,277.47
11/15/24	1531	Tesco Controls, Inc.	Flow meter calibration	291.90
11/15/24	1532	Thermo Electron North America LLC	Annual Essential Plan-DIA gallery service plan	3,342.50
				<b>553,029.37</b>





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**Financial Statements  
and  
Supplementary Schedules**

**November 2024**

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December 19, 2024

# *Carmel Area Wastewater District*

## *Balance Sheet*

November 2024

ASSETS		
Current Assets		
Cash		
Cash	51,939,077.60	
TOTAL Cash	51,939,077.60	51,939,077.60
Other Current Assets		
Other Current Assets	983,518.10	
TOTAL Other Current Assets	983,518.10	983,518.10
TOTAL Current Assets		52,922,595.70
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,564,525.33	
TOTAL Treatment Structures	70,564,525.33	70,564,525.33
Treatment Equipment		
Treatment Equipment	9,839,722.19	
TOTAL Treatment Equipment	9,839,722.19	9,839,722.19
Collection Structures		
Collection Structures	1,309,190.64	
TOTAL Collection Structures	1,309,190.64	1,309,190.64
Collection Equipment		
Collection Equipment	1,799,392.70	
TOTAL Collection Equipment	1,799,392.70	1,799,392.70
Sewers		16,142,273.15
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	4,641,337.80	
TOTAL Other Fixed Assets	4,641,337.80	4,641,337.80
Capital Improvement Projects		
Capital Improvement Projects	12,388,935.44	
TOTAL Capital Improvement Projects	12,388,935.44	12,388,935.44
Accumulated depreciation		(62,588,287.59)
TOTAL Fixed Assets		56,049,040.27
Other Assets		
Other Assets		4,587,919.41
TOTAL Other Assets		4,587,919.41
TOTAL ASSETS		113,559,555.38

# *Carmel Area Wastewater District*

## *Balance Sheet*

November 2024

### LIABILITIES

Current Liabilities		
Current Liabilities	599,934.15	
TOTAL Current Liabilities	599,934.15	599,934.15
Long-Term Liabilities		
Long Term Liabilities	1,422,432.23	
TOTAL Long-Term Liabilities	1,422,432.23	1,422,432.23
TOTAL LIABILITIES		2,022,366.38
	<b>NET POSITION</b>	
Net Assets	113,604,348.14	
Year-to-Date Earnings	(2,067,159.14)	
TOTAL NET POSITION	111,537,189.00	111,537,189.00
TOTAL LIABILITIES & NET POSITION		113,559,555.38

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	1,107,495.61	1,015,000.00	92,495.61	9.1 %
TOTAL Income	<u>1,107,495.61</u>	<u>1,015,000.00</u>	<u>92,495.61</u>	9.1 %
Adjustments				
Discounts	29.85	0.00	29.85	
TOTAL Adjustments	<u>29.85</u>	<u>0.00</u>	<u>29.85</u>	
*****	<u>1,107,525.46</u>	<u>1,015,000.00</u>	<u>92,525.46</u>	9.1 %
***** OPERATING INCOME	<u>1,107,525.46</u>	<u>1,015,000.00</u>	<u>92,525.46</u>	9.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,712,155.11	1,873,150.00	160,994.89	8.6 %
TOTAL Salaries and Payroll Taxes	<u>1,712,155.11</u>	<u>1,873,150.00</u>	<u>160,994.89</u>	8.6 %
Employee Benefits				
Employee Benefits	414,332.35	305,362.00	(108,970.35)	-35.7 %
TOTAL Employee Benefits	<u>414,332.35</u>	<u>305,362.00</u>	<u>(108,970.35)</u>	-35.7 %
Director's Expenses				
Director's Expenses	18,603.22	11,600.00	(7,003.22)	-60.4 %
TOTAL Director's Expenses	<u>18,603.22</u>	<u>11,600.00</u>	<u>(7,003.22)</u>	-60.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	42,440.09	40,589.00	(1,851.09)	-4.6 %
TOTAL Truck and Auto Expenses	<u>42,440.09</u>	<u>40,589.00</u>	<u>(1,851.09)</u>	-4.6 %
General and Administrative				
General and Administrative	249,556.53	251,875.00	2,318.47	0.9 %
TOTAL General and Administrative	<u>249,556.53</u>	<u>251,875.00</u>	<u>2,318.47</u>	0.9 %
Office Expense				
Office Expense	89,815.60	65,230.00	(24,585.60)	-37.7 %
TOTAL Office Expense	<u>89,815.60</u>	<u>65,230.00</u>	<u>(24,585.60)</u>	-37.7 %
Operating Supplies				
Operating Supplies	221,597.39	227,200.00	5,602.61	2.5 %
TOTAL Operating Supplies	<u>221,597.39</u>	<u>227,200.00</u>	<u>5,602.61</u>	2.5 %
Contract Services				
Contract Services	488,348.11	484,600.00	(3,748.11)	-0.8 %
TOTAL Contract Services	<u>488,348.11</u>	<u>484,600.00</u>	<u>(3,748.11)</u>	-0.8 %

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	332,887.58	292,360.00	(40,527.58)	-13.9 %
TOTAL Repairs and Maintenance	332,887.58	292,360.00	(40,527.58)	-13.9 %
Utilities				
Utilities	157,462.55	164,825.00	7,362.45	4.5 %
TOTAL Utilities	157,462.55	164,825.00	7,362.45	4.5 %
Travel and Meetings				
Travel and Meetings	7,807.85	8,200.00	392.15	4.8 %
TOTAL Travel and Meetings	7,807.85	8,200.00	392.15	4.8 %
Permits and Fees				
Permits and Fees	36,817.84	46,200.00	9,382.16	20.3 %
TOTAL Permits and Fees	36,817.84	46,200.00	9,382.16	20.3 %
Memberships and Subscriptions				
Memberships and Subscriptions	26,740.69	12,900.00	(13,840.69)	-107.3 %
TOTAL Memberships and Subscriptions	26,740.69	12,900.00	(13,840.69)	-107.3 %
Safety				
Safety	25,289.31	24,100.00	(1,189.31)	-4.9 %
TOTAL Safety	25,289.31	24,100.00	(1,189.31)	-4.9 %
Other Expenses				
Other Expense	19,494.50	13,800.00	(5,694.50)	-41.3 %
TOTAL Other Expenses	19,494.50	13,800.00	(5,694.50)	-41.3 %
TOTAL Operating Expenses	3,843,348.72	3,821,991.00	(21,357.72)	-0.6 %
***** OPERATING INCOME (LOSS)	(2,735,823.26)	(2,806,991.00)	71,167.74	2.5 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	668,664.12	624,200.00	44,464.12	7.1 %
TOTAL Other Income or Gain	668,664.12	624,200.00	44,464.12	7.1 %
TOTAL Non-op Income, Expense, Gain or Loss	668,664.12	624,200.00	44,464.12	7.1 %
***** NET INCOME (LOSS)	(2,067,159.14)	(2,182,791.00)	115,631.86	5.3 %
***** NET INCOME (LOSS)	(2,067,159.14)	(2,182,791.00)	115,631.86	5.3 %

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	390,372.44	375,500.00	(14,872.44)	-4.0 %
TOTAL Salaries and Payroll Taxes	390,372.44	375,500.00	(14,872.44)	-4.0 %
Employee Benefits				
<i>Employee Benefits</i>	97,278.20	104,787.00	7,508.80	7.2 %
TOTAL Employee Benefits	97,278.20	104,787.00	7,508.80	7.2 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	39,098.58	37,728.00	(1,370.58)	-3.6 %
TOTAL Truck and Auto Expenses	39,098.58	37,728.00	(1,370.58)	-3.6 %
General and Administrative				
<i>General and Administrative</i>	83,083.50	83,000.00	(83.50)	-0.1 %
TOTAL General and Administrative	83,083.50	83,000.00	(83.50)	-0.1 %
Office Expense				
<i>Office Expense</i>	26,862.67	15,480.00	(11,382.67)	-73.5 %
TOTAL Office Expense	26,862.67	15,480.00	(11,382.67)	-73.5 %
Operating Supplies				
<i>Operating Supplies</i>	31,759.84	36,000.00	4,240.16	11.8 %
TOTAL Operating Supplies	31,759.84	36,000.00	4,240.16	11.8 %
Contract Services				
<i>Contract Services</i>	151,111.73	134,500.00	(16,611.73)	-12.4 %
TOTAL Contract Services	151,111.73	134,500.00	(16,611.73)	-12.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	144,632.50	103,000.00	(41,632.50)	-40.4 %
TOTAL Repairs and Maintenance	144,632.50	103,000.00	(41,632.50)	-40.4 %
Utilities				
<i>Utilities</i>	22,010.51	18,775.00	(3,235.51)	-17.2 %
TOTAL Utilities	22,010.51	18,775.00	(3,235.51)	-17.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,026.59	1,150.00	123.41	10.7 %

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,026.59	1,150.00	123.41	10.7 %
Permits and Fees				
Permits and Fees	5,769.88	5,300.00	(469.88)	-8.9 %
TOTAL Permits and Fees	5,769.88	5,300.00	(469.88)	-8.9 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,943.29	2,000.00	56.71	2.8 %
TOTAL Memberships and Subscriptions	1,943.29	2,000.00	56.71	2.8 %
Safety				
Safety	7,838.72	8,000.00	161.28	2.0 %
TOTAL Safety	7,838.72	8,000.00	161.28	2.0 %
Other Expenses				
Other Expense	5,489.75	200.00	(5,289.75)	-2644.9 %
TOTAL Other Expenses	5,489.75	200.00	(5,289.75)	-2644.9 %
TOTAL Operating Expenses	1,008,278.20	925,420.00	(82,858.20)	-9.0 %
***** OPERATING INCOME (LOSS)	(1,008,278.20)	(925,420.00)	(82,858.20)	-9.0 %
***** NET INCOME (LOSS)	(1,008,278.20)	(925,420.00)	(82,858.20)	-9.0 %
***** NET INCOME (LOSS)	(1,008,278.20)	(925,420.00)	(82,858.20)	-9.0 %

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	786,998.26	1,015,000.00	228,001.74	22.5 %
TOTAL Salaries and Payroll Taxes	786,998.26	1,015,000.00	228,001.74	22.5 %
Employee Benefits				
Employee Benefits	252,928.01	123,095.00	(129,833.01)	-105.5 %
TOTAL Employee Benefits	252,928.01	123,095.00	(129,833.01)	-105.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	2,818.32	2,461.00	(357.32)	-14.5 %
TOTAL Truck and Auto Expenses	2,818.32	2,461.00	(357.32)	-14.5 %
General and Administrative				
General and Administrative	132,042.75	133,000.00	957.25	0.7 %
TOTAL General and Administrative	132,042.75	133,000.00	957.25	0.7 %
Office Expense				
Office Expense	31,301.31	27,550.00	(3,751.31)	-13.6 %
TOTAL Office Expense	31,301.31	27,550.00	(3,751.31)	-13.6 %
Operating Supplies				
Operating Supplies	187,349.51	190,200.00	2,850.49	1.5 %
TOTAL Operating Supplies	187,349.51	190,200.00	2,850.49	1.5 %
Contract Services				
Contract Services	284,178.53	296,500.00	12,321.47	4.2 %
TOTAL Contract Services	284,178.53	296,500.00	12,321.47	4.2 %
Repairs and Maintenance				
Repairs and Maintenance	186,212.52	186,860.00	647.48	0.3 %
TOTAL Repairs and Maintenance	186,212.52	186,860.00	647.48	0.3 %
Utilities				
Utilities	126,682.54	134,450.00	7,767.46	5.8 %
TOTAL Utilities	126,682.54	134,450.00	7,767.46	5.8 %
Travel and Meetings				
Travel and Meetings	3,229.02	3,450.00	220.98	6.4 %



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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	3,229.02	3,450.00	220.98	6.4 %
Permits and Fees				
<i>Permits and Fees</i>	8,566.40	8,900.00	333.60	3.7 %
TOTAL Permits and Fees	8,566.40	8,900.00	333.60	3.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	6,964.53	6,800.00	(164.53)	-2.4 %
TOTAL Memberships and Subscriptions	6,964.53	6,800.00	(164.53)	-2.4 %
Safety				
<i>Safety</i>	15,792.43	15,900.00	107.57	0.7 %
TOTAL Safety	15,792.43	15,900.00	107.57	0.7 %
Other Expenses				
<i>Other Expense</i>	870.30	0.00	(870.30)	
TOTAL Other Expenses	870.30	0.00	(870.30)	
TOTAL Operating Expenses	2,025,934.43	2,144,166.00	118,231.57	5.5 %
***** OPERATING INCOME (LOSS)	(2,025,934.43)	(2,144,166.00)	118,231.57	5.5 %
***** NET INCOME (LOSS)	(2,025,934.43)	(2,144,166.00)	118,231.57	5.5 %
***** NET INCOME (LOSS)	(2,025,934.43)	(2,144,166.00)	118,231.57	5.5 %

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

	<i>5 Months Ended</i> <i>November 30, 2024</i>	<i>5 Months Ended</i> <i>November 30, 2024</i> <i>Budget</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	219,344.23	240,000.00	20,655.77	8.6 %
TOTAL Salaries and Payroll Taxes	219,344.23	240,000.00	20,655.77	8.6 %
Employee Benefits				
<i>Employee Benefits</i>	64,126.14	77,480.00	13,353.86	17.2 %
TOTAL Employee Benefits	64,126.14	77,480.00	13,353.86	17.2 %
Director's Expenses				
<i>Director's Expenses</i>	18,603.22	11,600.00	(7,003.22)	-60.4 %
TOTAL Director's Expenses	18,603.22	11,600.00	(7,003.22)	-60.4 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	523.19	400.00	(123.19)	-30.8 %
TOTAL Truck and Auto Expenses	523.19	400.00	(123.19)	-30.8 %
General and Administrative				
<i>General and Administrative</i>	34,430.28	35,875.00	1,444.72	4.0 %
TOTAL General and Administrative	34,430.28	35,875.00	1,444.72	4.0 %
Office Expense				
<i>Office Expense</i>	31,427.37	22,200.00	(9,227.37)	-41.6 %
TOTAL Office Expense	31,427.37	22,200.00	(9,227.37)	-41.6 %
Operating Supplies				
<i>Operating Supplies</i>	66.92	500.00	433.08	86.6 %
TOTAL Operating Supplies	66.92	500.00	433.08	86.6 %
Contract Services				
<i>Contract Services</i>	52,566.04	53,100.00	533.96	1.0 %
TOTAL Contract Services	52,566.04	53,100.00	533.96	1.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	640.90	500.00	(140.90)	-28.2 %
TOTAL Repairs and Maintenance	640.90	500.00	(140.90)	-28.2 %
Utilities				
<i>Utilities</i>	8,769.50	11,600.00	2,830.50	24.4 %

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

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	8,769.50	11,600.00	2,830.50	24.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	3,552.24	3,600.00	47.76	1.3 %
TOTAL Travel and Meetings	3,552.24	3,600.00	47.76	1.3 %
Permits and Fees				
<i>Permits and Fees</i>	22,481.56	32,000.00	9,518.44	29.7 %
TOTAL Permits and Fees	22,481.56	32,000.00	9,518.44	29.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	17,570.37	4,100.00	(13,470.37)	-328.5 %
TOTAL Memberships and Subscriptions	17,570.37	4,100.00	(13,470.37)	-328.5 %
Safety				
<i>Safety</i>	1,658.16	200.00	(1,458.16)	-729.1 %
TOTAL Safety	1,658.16	200.00	(1,458.16)	-729.1 %
Other Expenses				
<i>Other Expense</i>	13,134.45	13,600.00	465.55	3.4 %
TOTAL Other Expenses	13,134.45	13,600.00	465.55	3.4 %
TOTAL Operating Expenses	488,894.57	506,755.00	17,860.43	3.5 %
***** OPERATING INCOME (LOSS)	(488,894.57)	(506,755.00)	17,860.43	3.5 %
***** NET INCOME (LOSS)	(488,894.57)	(506,755.00)	17,860.43	3.5 %
***** NET INCOME (LOSS)	(488,894.57)	(506,755.00)	17,860.43	3.5 %

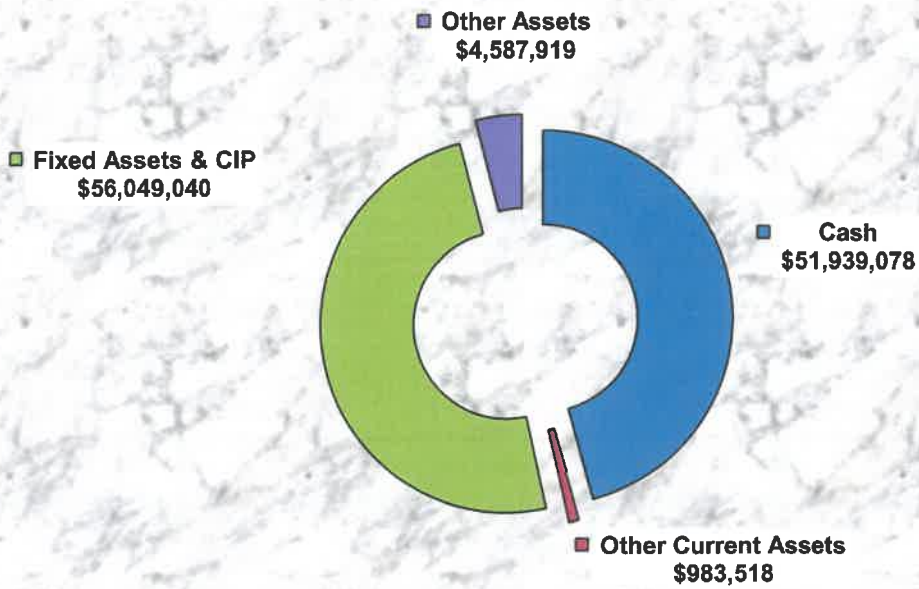
***Carmel Area Wastewater District***  
***Op. Exps. Actual to Budget-Reclamation***  
***Year-to-Date Variance, November 2024 - current month, Consolidated by***  
***account, Department 8***

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	315,440.18	242,650.00	(72,790.18)	-30.0 %
TOTAL Salaries and Payroll Taxes	315,440.18	242,650.00	(72,790.18)	-30.0 %
Office Expense				
<i>Office Expense</i>	224.25	0.00	(224.25)	
TOTAL Office Expense	224.25	0.00	(224.25)	
Operating Supplies				
<i>Operating Supplies</i>	2,421.12	500.00	(1,921.12)	-384.2 %
TOTAL Operating Supplies	2,421.12	500.00	(1,921.12)	-384.2 %
Contract Services				
<i>Contract Services</i>	491.81	500.00	8.19	1.6 %
TOTAL Contract Services	491.81	500.00	8.19	1.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	1,401.66	2,000.00	598.34	29.9 %
TOTAL Repairs and Maintenance	1,401.66	2,000.00	598.34	29.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	262.50	0.00	(262.50)	
TOTAL Memberships and Subscriptions	262.50	0.00	(262.50)	
TOTAL Operating Expenses	320,241.52	245,650.00	(74,591.52)	-30.4 %
***** OPERATING INCOME (LOSS)	(320,241.52)	(245,650.00)	(74,591.52)	-30.4 %
***** NET INCOME (LOSS)	(320,241.52)	(245,650.00)	(74,591.52)	-30.4 %
***** NET INCOME (LOSS)	(320,241.52)	(245,650.00)	(74,591.52)	-30.4 %

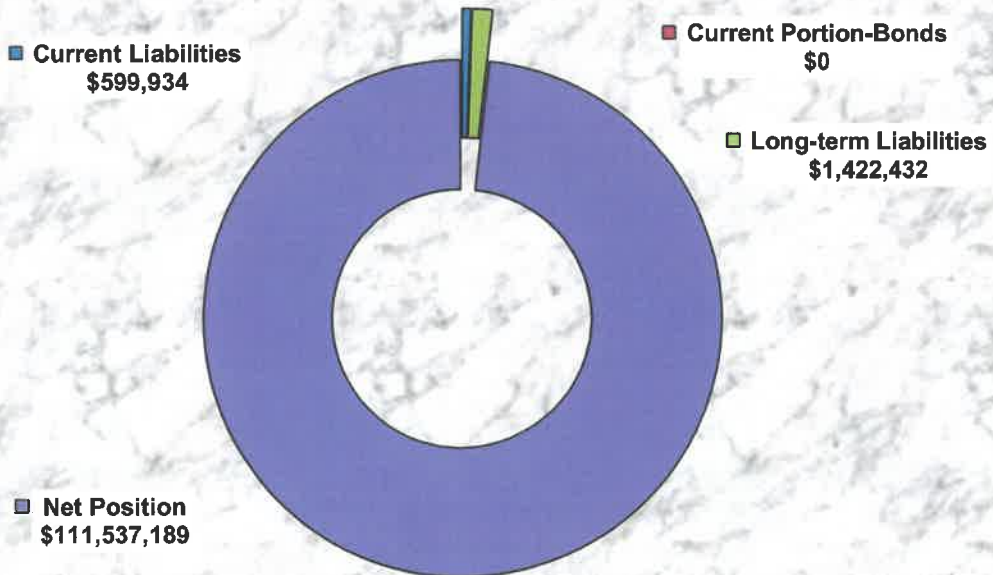
***Carmel Area Wastewater District***  
***I/S Actual to Budget-Brine Disposal***  
***Year-to-Date Variance, November 2024 - current month, Consolidated by***  
***account, Department 10***

	<i>5 Months Ended November 30, 2024</i>	<i>5 Months Ended November 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	75,581.25	27,000.00	48,581.25	179.9 %
TOTAL Income	75,581.25	27,000.00	48,581.25	179.9 %
*****	75,581.25	27,000.00	48,581.25	179.9 %
***** OPERATING INCOME	75,581.25	27,000.00	48,581.25	179.9 %
***** OPERATING INCOME (LOSS)	75,581.25	27,000.00	48,581.25	179.9 %
***** NET INCOME (LOSS)	75,581.25	27,000.00	48,581.25	179.9 %
***** NET INCOME (LOSS)	75,581.25	27,000.00	48,581.25	179.9 %

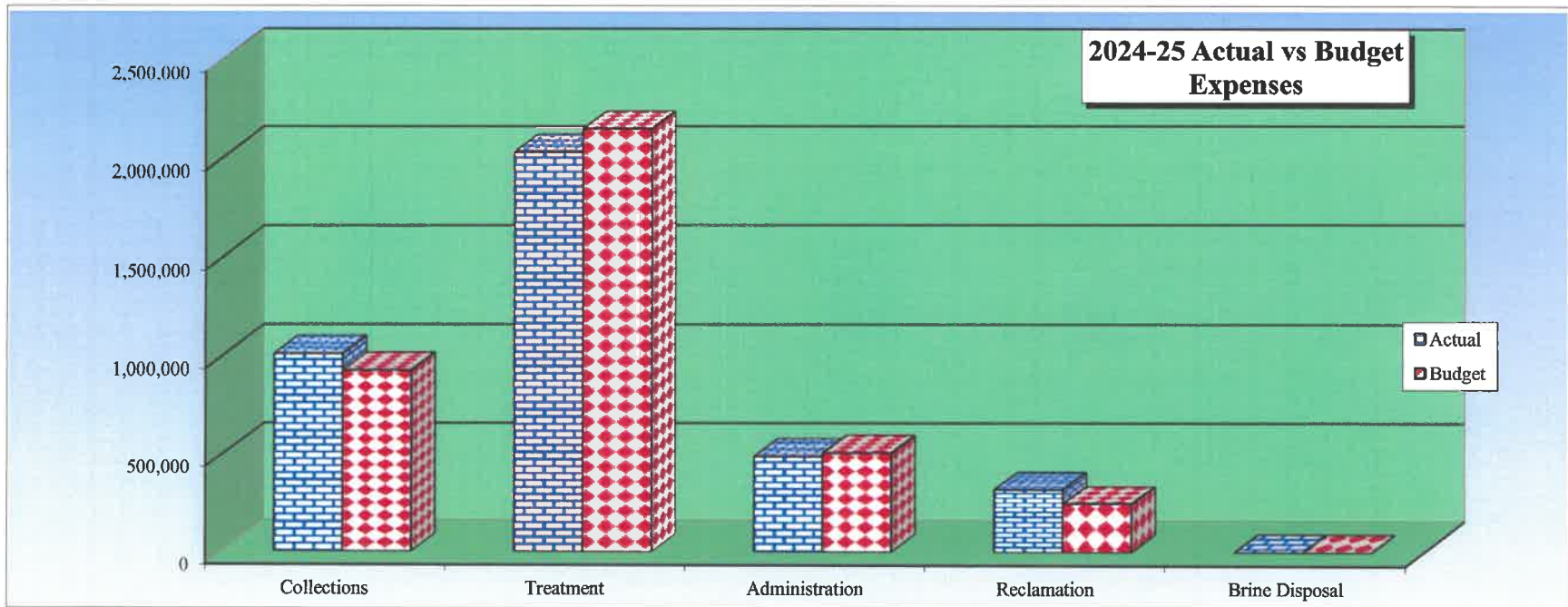
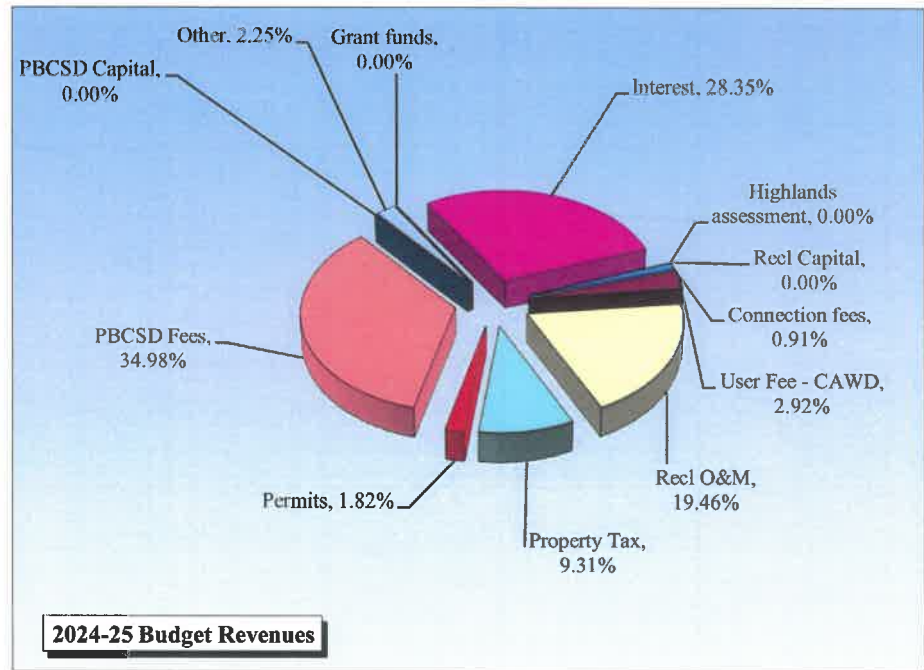
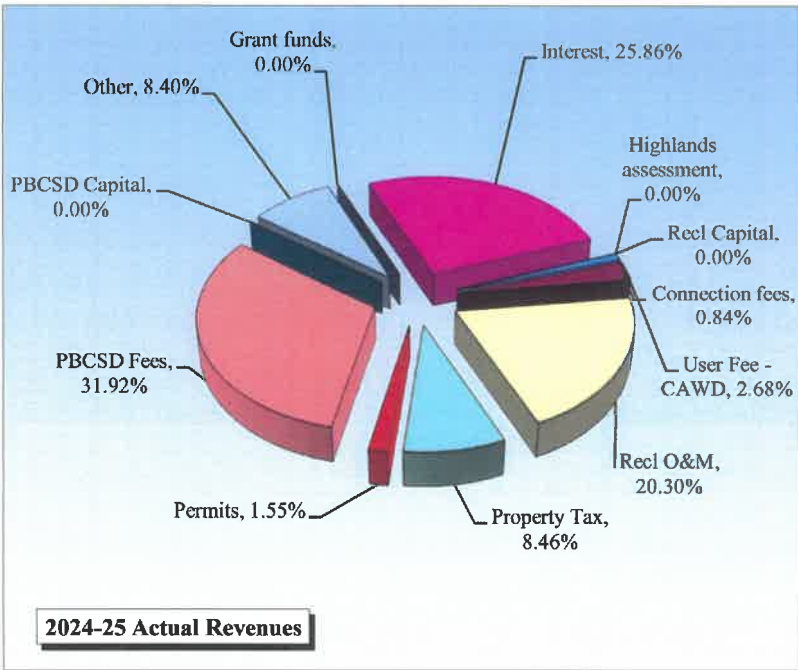
**Assets - November 30, 2024**



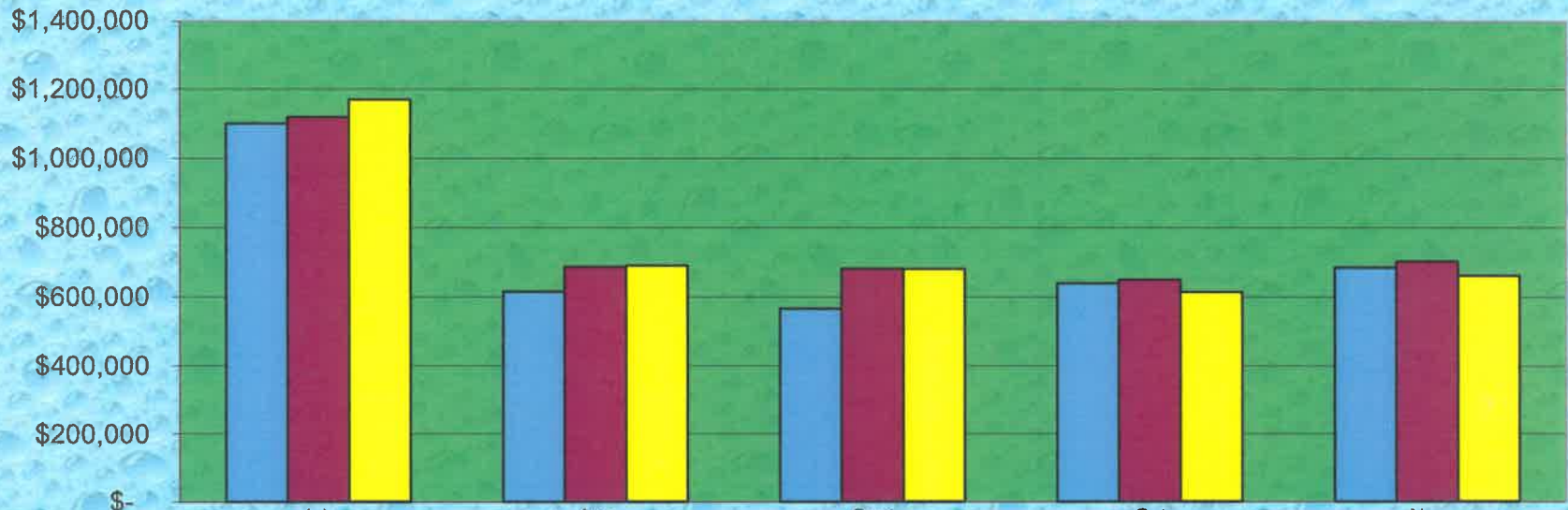
**Liabilities - November 30, 2024**







### Operating Expenses



	July	Aug	Sept	Oct	Nov
■ FY 23-24	\$1,099,772	\$615,987	\$566,511	\$640,578	\$686,764
■ FY 24-25	\$1,118,593	\$687,694	\$682,565	\$650,722	\$703,775
■ CY Budget	\$1,170,241	\$691,670	\$682,230	\$614,760	\$663,090



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

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
HVAC unit-server room-unbudgeted		0	12,638	12,638	0	NA
2022 Toyota Tacoma		0	39,269	39,269	42,000	93.50%
<b><u>Collections</u></b>						
Sewer-Carpenter & 6th-unbudgeted		0	10,788	10,788	0	NA
Sewer-Carpenter & 4th-unbudgeted		0	11,732	11,732	0	NA
Sewer-San Luis and Carpenter-unbudgeted		0	13,539	13,539	0	NA
Iron N Impeller Pump-unbudgeted		0	26,450	26,450	0	NA
CAT Diesel Portable Generator		420	70,247	70,247	95,000	73.94%
Collections Office Rehab-unbudgeted		0	29,607	29,607	0	NA
Sewer-Ocen & Randall Way-unbudgeted		0	11,143	11,143	0	NA
Sewer-San Luis & San Mateo-unbudgeted		0	14,418	14,418	0	NA
2025 Chevy Silverado		3,717	64,887	64,887	95,000	68.30%
Collections Office Restroom-unbudgeted		14,717	14,717	14,717	0	NA
Sewer-4th St. between Lobos & Randall-unbudgeted		10,948	10,948	10,948	0	NA
<b><u>Treatment</u></b>						
Netsch Nemo Progressive Cavity Pump-unbudgeted		0	10,276	10,276	0	NA
Rehab Cyclo Reducer-unbudgeted		0	10,178	10,178	0	NA
Gordon Bare Pump-unbudgeted		0	21,340	21,340	0	NA
PowerEdg R550 Server		0	14,331	14,331	25,000	57.32%
Modular Office Building #3-unbudgeted		0	24,065	24,065	0	NA
Modular Office Building #4-unbudgeted		0	23,538	23,538	0	NA
Roof Coating CDC Building-unbudgeted		27,647	27,647	27,647	0	NA
Lab Exhaust Hood and Fan-unbudgeted		17,528	17,528	17,528	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	(15,058)	(49,635)	(49,635)	0	NA
		<b>59,919</b>	<b>429,652</b>	<b>429,652</b>	<b>257,000</b>	<b>NA</b>

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

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	719,844	0	27,343	747,186	300,000	9.11%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	576,651	5,906	53,099	629,750	2,000,000	2.65%
Bay/Scenic Pump Station Rehab	148,087	0	0	148,087	150,000	NA
Pescadero Creek Area Pipe Rehab	239,020	3,938	9,655	248,675	500,000	1.93%
Vactor Receiving Station	105,221	1,236	13,671	118,892	575,000	2.38%
Santa Rita & Guadalupe Pipeline	165,819	0	11,918	177,737	2,500,000	0.48%
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 24-25</i></b>	<b>1,954,822</b>	<b>11,079</b>	<b>115,685</b>	<b>2,070,507</b>	<b>6,025,000</b>	<b>1.92%</b>

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

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	49,801	6,600	6,600	56,401	25,000	26.40%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	9,638,381	0	288,257	9,926,638	0	#DIV/0!
Potable Water & Gas Main Replacement (COLL 5.5%)	178,944	1,231	2,589	181,533	300,000	0.86%
Plant Bridge Retrofit Project-unbudgeted	12,994	0	1,830	14,824	0	NA
Artificial Intelligence Pilot Project	92,924	5,454	46,108	139,032	150,000	30.74%
RECL share	(260,236)	0	(7,783)	(268,019)	0	#DIV/0!
PBCSD share (1/3 of cost)	(3,237,603)	(4,406)	(112,391)	(3,349,994)	(158,333)	70.98%
<b><i>Total Long Term CIP Projects 24-25</i></b>	<b>6,475,205</b>	<b>8,879</b>	<b>225,210</b>	<b>6,700,415</b>	<b>316,667</b>	<b>71.12%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>8,430,027</b>	<b>79,877</b>	<b>770,547</b>	<b>9,200,574</b>	<b>6,598,667</b>	<b>11.68%</b>

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

	YTD \$ Variance	YTD % Variance	
<b><u>Collections</u></b>			
Office Expense	(\$11,383)	-73.50%	Five workstations unbudgeted.
Contract Services	(\$16,612)	-12.40%	System capacity monitoring underbudgeted.
Repairs and Maintenance	(\$41,633)	-40.40%	Ribera Rd. retaining wall unbudgeted. (Not CAWD asset)
Utilities	(\$3,236)	-17.20%	Highlands electricity underbudgeted.
Permits and Fees	(\$470)	-8.90%	Mo. Bay Air Resources Dist. underbudgeted.
Other Expense	(\$5,290)	-2644.90%	Recruiting unbudgeted.
<b><u>Treatment</u></b>			
Employee Benefits	(\$129,833)	-105.50%	Allocation to Reclamation overbudget.
Truck and Auto Expenses	(\$357)	-14.50%	Insurance underbudgeted.
Office Expense	(\$3,751)	-13.60%	Equipment repairs and temp service unbudgeted.
Other Expense	(\$870)	No budget	Recruiting new employee.
<b><u>Administration</u></b>			
Director's Expenses	(\$7,003)	-60.40%	CASA conference unbudgeted and training underbudgeted.
Truck and Auto Expenses	(\$123)	-30.80%	Insurance underbudgeted.
Office Expense	(\$9,227)	-41.60%	Computers and equipment underbudgeted and postage and shipping unbudgeted.
Repairs and Maintenance	(\$141)	-28.20%	General repairs unbudgeted.
Memberships and Subscriptions	(\$13,470)	-328.50%	Laserfiche Cloud Subscription budgeted in capital.
Safety	(\$1,458)	-729.10%	Training unbudgeted.

**District Obligations:**

1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance Due \$-0-

**Carmel Area Wastewater District  
2024-25 Resolutions Amending the Budget**

Resolution # Date	Description	Original Budget	Amendment	Spent To Date
2024-60 10/31/24	A Resolution authorizing the General Manager to execute an amendment to an existing contract with Denise Duffy & Associates not to exceed \$30,000 for Hatton Canyon revegetation.	\$ 14,000	\$ 30,000	\$ -
2024-61 10/31/24	A Resolution authorizing the General Manager to execute an amendment to an existing contract with MNS Engineers, Inc. not to exceed \$263,992 for the addition of the Carmel Woods sewer rehabilitation work to the Pescadero Road Sewer Project	\$ 500,000	\$ 263,992	\$ -
Total To Date		<u>\$ 514,000</u>	<u>\$ 293,992</u>	<u>\$ -</u>

# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: December 19, 2024  
 SUBJECT: Monthly Report – November 2024

**RECOMMENDATION**

Receive Report- Informational only; no action required.

**Permits Issued**

Sewer Lateral Permits issued in November ..... 19  
 Total Fees ..... \$3,670.00

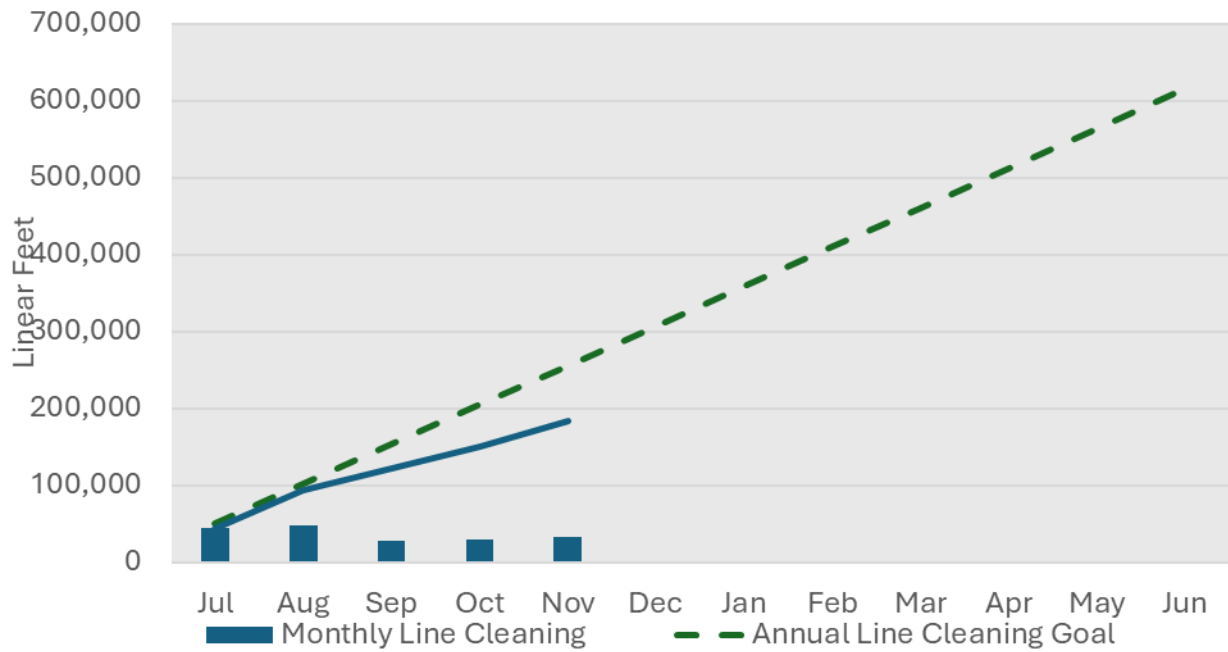
**Maintenance**

Attached is a map of the areas cleaned in the past three months. There were 32,553 feet of sewer lines cleaned in November.

**Recent Line Cleaning Summary**

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
November	32,553 ft.	7.75%	6 - 27 inches
October	29,321 ft.	7.45%	6 - 10 inches
September	28,812 ft.	7.15%	6 – 12 inches

**Annual Line Cleaning Graph**



**Line Cleaning Table**

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	183,860	431,140

**Staff Development**

- Staff attended weekly tailgate safety tailgate training sessions.

**Service calls responded to by crew**

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
11/2/2024	2:25 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.
11/4/2024	8:45 PM	Water Leak	Called by main office for report of a possible sewer leak. Staff arrived on scene to find a leaking water main in the street. Staff informed the property owner that the leak was potable water and called the local water company. See callout map.
11/5/2024	10:30 AM	Pothole	Called by business owner for a pothole around a manhole. Staff arrived on scene to find a sunken water valve vault that was causing pothole. Staff notified the local water company about the pothole. See callout map.
11/7/2024	4:46 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.



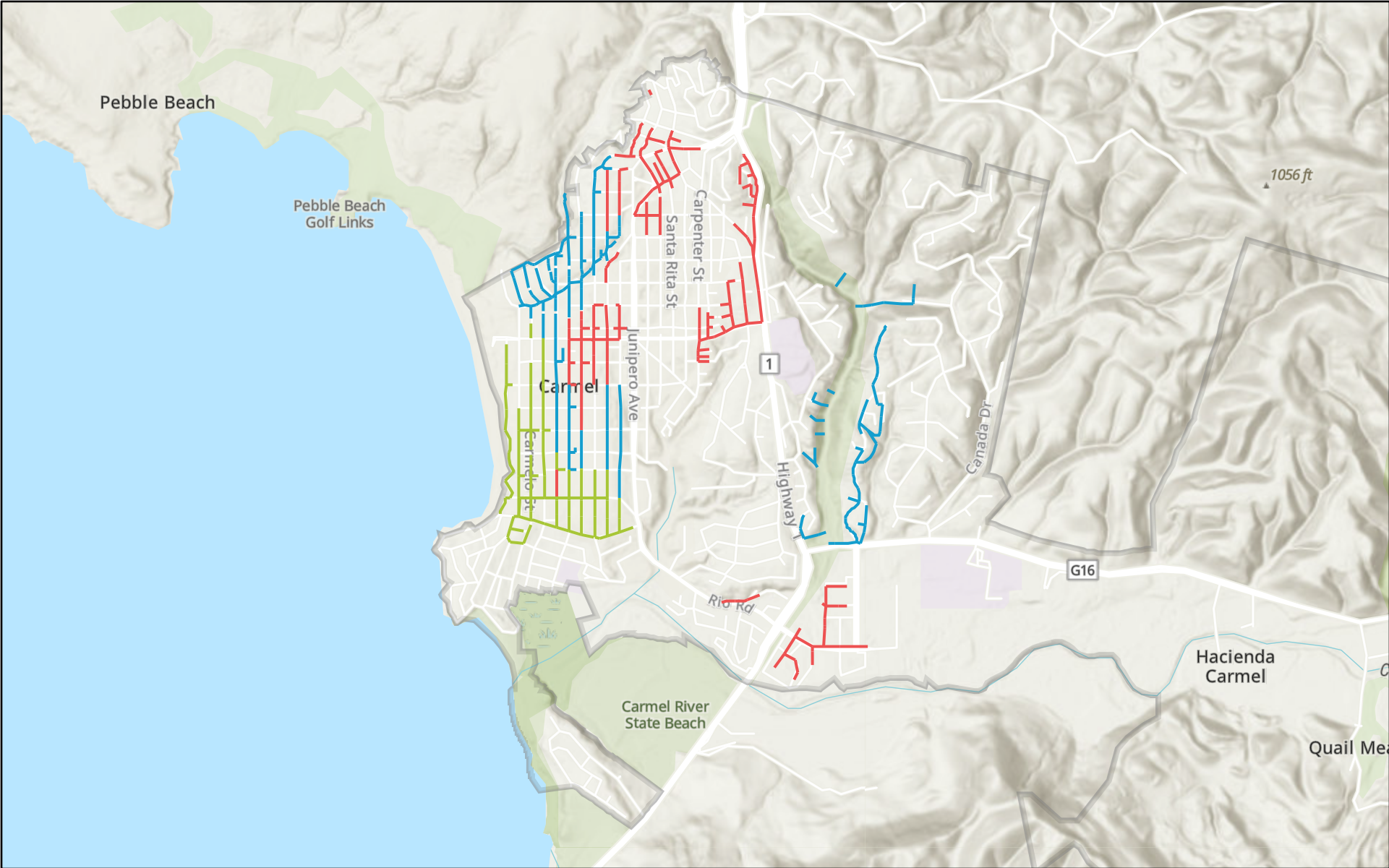
Date	Time	Callout	Resolution
11/16/2024	2:04 PM	Private Lateral Spill	Called by main office for a report of an overflowing lateral. Staff arrived on scene to find a lateral was blocked and overflowing. Staff ran the District main line and found no problems. Staff informed the property owner to call their plumber of choice. See callout map.
11/20/2024	4:39 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.
11/23/2024	4:09 PM	Noise at Pump Station	Called by the main office for a buzzing noise coming from a portable generator at Bay & Scenic pump station. Staff arrived on scene to find the low battery alarm buzzing on the portable generator. The GFI (Ground Fault Interrupter) plug at the station had popped sending the generator into an alarm mode. Staff has moved the plug to a 20-amp non-GIF plug.

USA Location Requests – 133

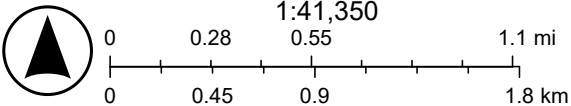
Plumbing permit inspections – 14

Private Sewer Lateral Compliance Certificates Issued – 13

# November Sewer Line Cleaning Map

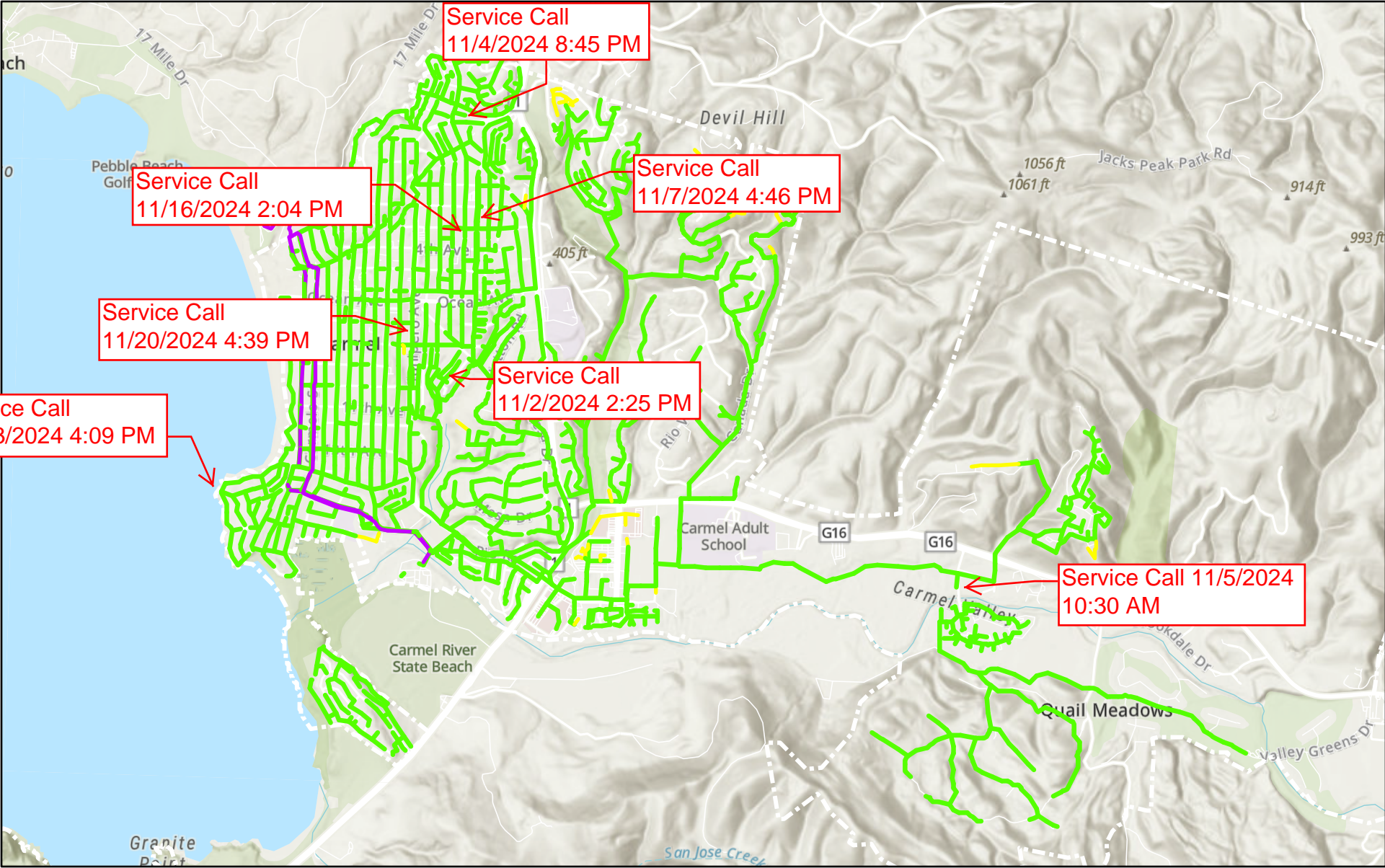


- November **28,812 feet**
- October **29,321 feet**
- September **32,553 feet**



California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA,

# November Service Call Map



Service Call  
11/23/2024 4:09 PM

Service Call  
11/20/2024 4:39 PM

Service Call  
11/16/2024 2:04 PM

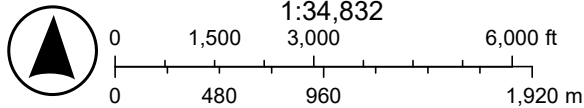
Service Call  
11/4/2024 8:45 PM

Service Call  
11/7/2024 4:46 PM

Service Call  
11/2/2024 2:25 PM

Service Call 11/5/2024  
10:30 AM

- PBCSD
- PRIVATE
- CAWD



California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US

CAWD  
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# STAFF REPORT

To: Board of Directors

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

Date: December 19, 2024

Subject: Monthly Safety Report (for November 2024)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **November (Nov) 6: Tailgate Training- Driving at Dusk/Dawn.** Following the change to daylight savings time, A/C Admin Dias gave several tips on driving during these periods. At dusk and dawn, our eyes adjust to the light in the sky making it more difficult to see the darker road. At the same time, headlights cannot fully illuminate the road. Emphasis was placed on considering that other drivers may not be able to see hazards, pedestrians or animals during these periods and their reaction times may be slower.
- **Nov 13: Tailgate Training- Near Miss Safety Scenarios.** Maintenance Superintendent Chris Foley discussed how and when to report near misses (i.e., close calls). It was emphasized that just as much information can be gathered about a close call than can be gathered by an actual accident. Reporting close calls also promotes teamwork, since others see that their coworkers care enough to report an issue so safety improvements can be made.
- **Nov 20: Tailgate Training- Driving Hazard Improvements.** Jeff Bandy, Principal Engineer, gave a tailgate on planned improvements to reduce the risk of onsite traffic accidents. As described in the November safety report, up to eight carts are driven each day at the plant. Several areas of the plant have blind corners where collisions are more likely to occur. Mr. Bandy described those locations and the planned improvements. It also served as a reminder for drivers to take extra precautions at these locations until the improvements can be made.



- **Nov 27: Tailgate Training- New Chemical Hazard Training.** A/C Admin Dias reviewed two new chemicals in use at the plant. Regulations require that whenever a new hazard is introduced at the workplace, employees must be trained on the hazard. In this case, two new corrosive chemicals (one is acidic and one is a strong base) will be used to clean the microfiltration filters. A/C Admin Dias reviewed the Safety Data Sheet (SDS) for each chemical and summarized the hazards and precautions needed to protect the users. This also served as a reminder of how to review and interpret an SDS. SDSs are complicated technical documents, and it can be quite difficult to glean practical information.

### **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 November included:

- **Improved Confined Space Rescue Procedure.** When entering deeper confined spaces, such as an empty aeration basin or clarifier, workers descend into the space on a ladder. They first don a full body harness and connect it to a Self-Retracting Lifeline (SRL) cable connected to an overhead davit arm which hangs over the space. If a worker was to fall off the ladder the SRL would stop the fall within about two feet. At that point the SRL would need to be switched into “winch mode” to crank the worker up to the top of the space. However, there are three different SRLs in use and the mechanism to switch to winch mode is different on each SRL. The mechanisms are also not intuitive and can be difficult to switch, especially with a rush of adrenalin that can be caused during an emergency. The new procedure is that the attendant operating the SRL should practice switching between free mode and winch mode at least two times in front of the entrants. This gives the team confidence that the entrants can be quickly retrieved from the space in the event of a fall. This was implemented during the recent entries into aeration basin #4.

### **Tours and Outreach**

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

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

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

	<b>Work Related Injuries and Illnesses for 2024 Calendar Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	0	0	0	33*	0
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	0	0	0	0
<b>First Aid (non-OSHA)</b>	0	1	0	0	0

\*Excludes holidays, vacation days and sick days

**FUNDING-N/A-** Informational item only

# Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
Report for: November 2024	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.499	0.817	0.704	0.958	70.849	309.59	949.65
PBCSD Flow	10.080	0.336	0.268	0.552	29.151	162.26	497.72
<b>Total Plant Flow</b>	<b>34.579</b>	<b>1.153</b>	<b>0.972</b>	<b>1.510</b>	<b>100.00</b>	<b>471.84</b>	<b>1447.37</b>
Tertiary Flow	29.798	0.993	0.838	1.219	86.174	265.59	814.69
Ocean Discharge	2.928	0.098	0.074	0.152	8.468	194.81	597.59
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	265.59MG (814.69acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.81 BG (30.11 K acre-ft.)
12 Month Rolling Total Reclamation Production	295.01 MG (905.39 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Nov'24 kWh	Price per kWh	Nov'24	Oct'24	Sep'24	Aug'24
Secondary	73,938.00	\$ 0.241	\$ 17,820.02	\$ 17,868.70	\$ 21,994.59	\$ 23,660.40
Blowers	52,169.60	\$ 0.230	\$ 11,994.66	\$ 11,706.78	\$ 14,053.47	\$ 15,364.91
<b>CAWD Total</b>	<b>126,107.60</b>		<b>\$ 29,814.68</b>	<b>\$ 29,575.48</b>	<b>\$ 36,048.06</b>	<b>\$ 39,025.31</b>
Tertiary	73,297.12	\$ 0.254	\$ 18,598.92	\$ 18,328.58	\$ 25,670.78	\$ 27,565.08
MF/RO (2)	N/A		N/A	\$ 33,897.62	\$ 31,490.91	\$ 34,093.82
<b>Reclaim Total</b>				<b>\$ 52,226.20</b>	<b>\$ 57,161.69</b>	<b>\$ 61,658.90</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>	\$	<b>17,015.20</b>	<b>Reclamation Total (2)</b>		<b>N/A</b>

## kW-h Per Acre Foot

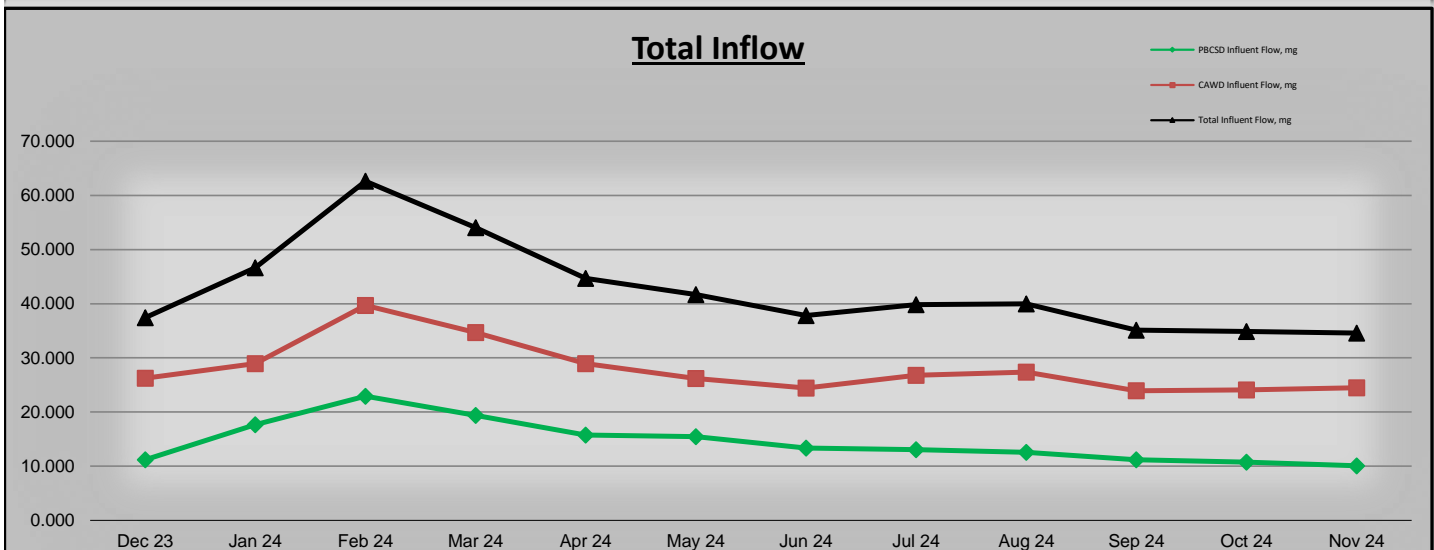
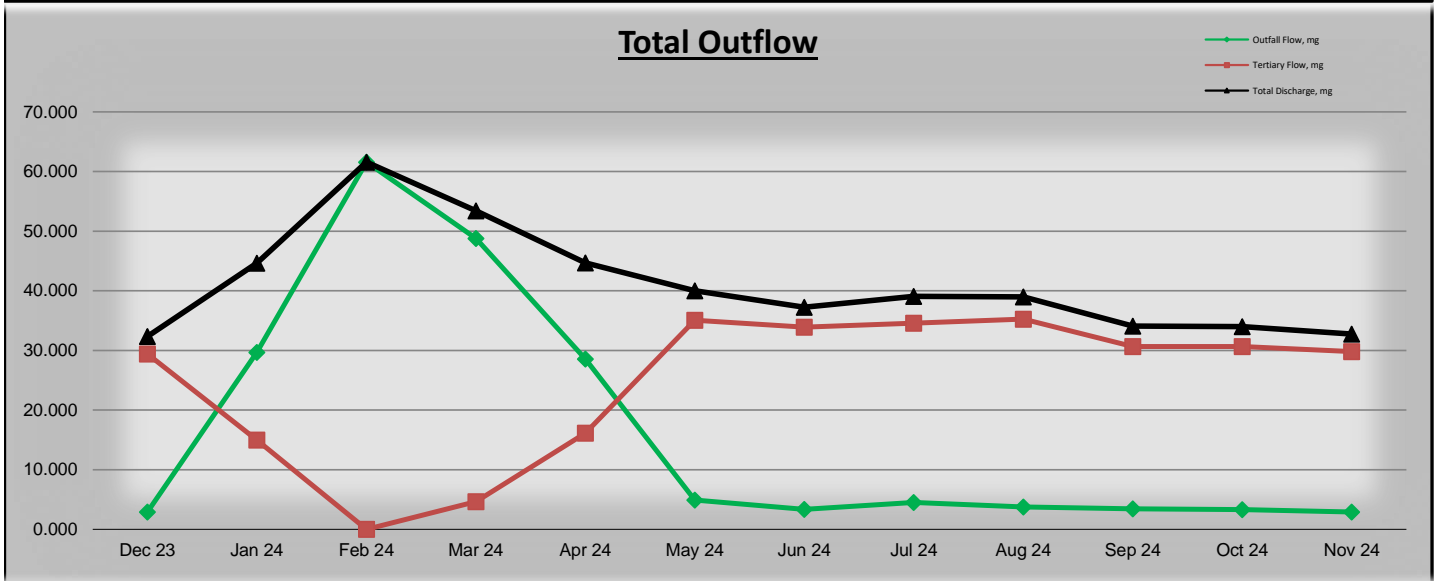
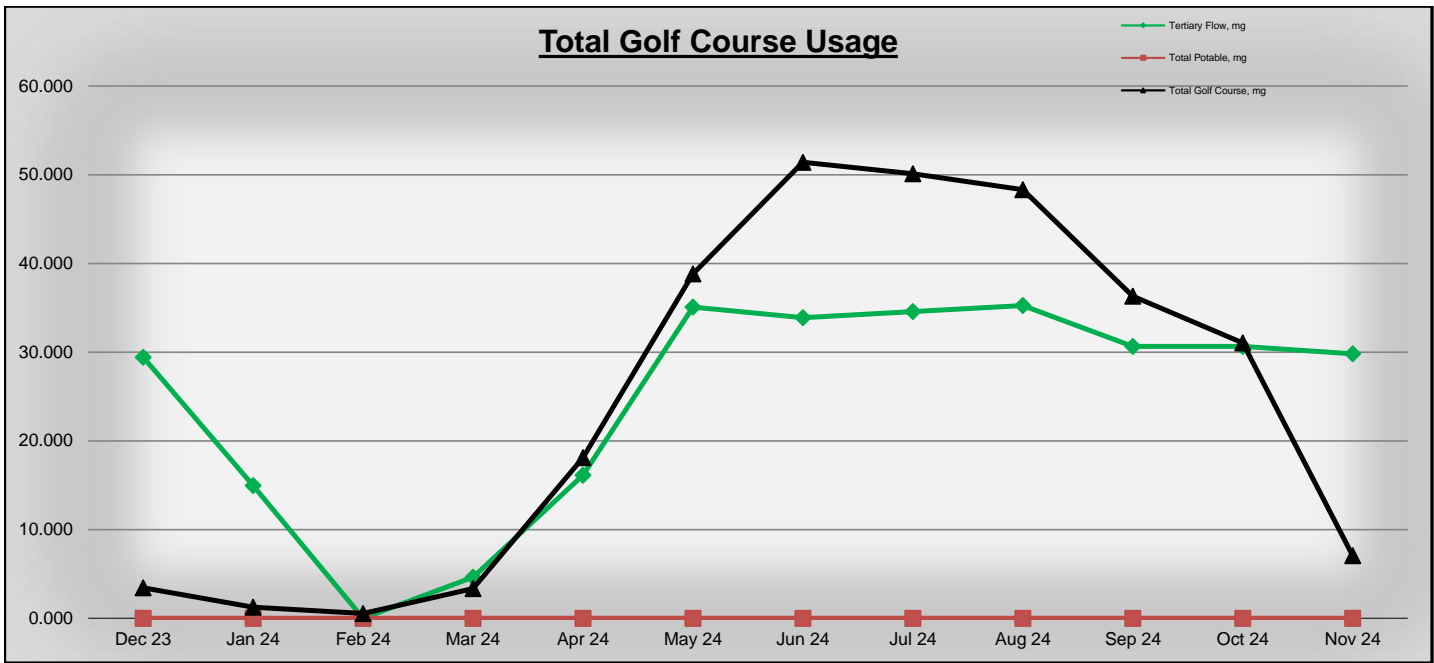
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	1159.32	1156.77	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	3138.42	1921.34	N/A

## MICROTURBINE SUMMARY

Month	Nov'24 kW-h	Oct'24	Sep'24	Aug'24	Accumulated Totals
Production, kW-h	23,146	20,544	22,389	19,735	1,507,992.00

(1) Cost adjustment for Reclamation percentage for Secondary power costs and Laboratory power usage.

(2) Information not available at the time when this report was due.





# Wastewater Treatment Facility Operations Report

Report for: October 2024	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.098	0.777	0.709	0.825	69.130	285.09	874.50
PBCSD Flow	10.761	0.347	0.296	0.397	30.870	152.18	466.80
<b>Total Plant Flow</b>	<b>34.859</b>	<b>1.124</b>	<b>1.005</b>	<b>1.222</b>	<b>100.00</b>	<b>437.27</b>	<b>1341.30</b>
Tertiary Flow	30.660	0.989	0.879	1.121	87.954	235.79	723.29
Ocean Discharge	3.316	0.107	0.080	0.124	9.513	191.89	588.60
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	235.79MG (723.28acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.78 BG (30.01 K acre-ft.)
12 Month Rolling Total Reclamation Production	293.82 MG (901.74 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Oct'24 kWh	Price per kWh	Oct'24	Sep'24	Aug'24	Jul'24
Secondary	74,527.00	\$ 0.240	\$ 17,868.70	\$ 21,994.59	\$ 23,660.40	\$ 25,119.87
Blowers	51,644.08	\$ 0.227	\$ 11,706.78	\$ 14,053.47	\$ 15,364.91	\$ 15,002.30
<b>CAWD Total</b>	<b>126,171.08</b>		<b>\$ 29,575.48</b>	<b>\$ 36,048.06</b>	<b>\$ 39,025.31</b>	<b>\$ 40,122.17</b>
Tertiary	71,242.16	\$ 0.257	\$ 18,328.58	\$ 25,670.78	\$ 27,565.08	\$ 26,036.80
MF/RO	113,675.00	\$ 0.298	\$ 33,897.62	\$ 31,490.91	\$ 34,093.82	\$ 32,859.47
<b>Reclaim Total</b>	<b>184,917.16</b>		<b>\$ 52,226.20</b>	<b>\$ 57,161.69</b>	<b>\$ 61,658.90</b>	<b>\$ 58,896.27</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 16,822.32</b>	<b>Reclamation Total</b>		<b>\$ 64,979.36</b>

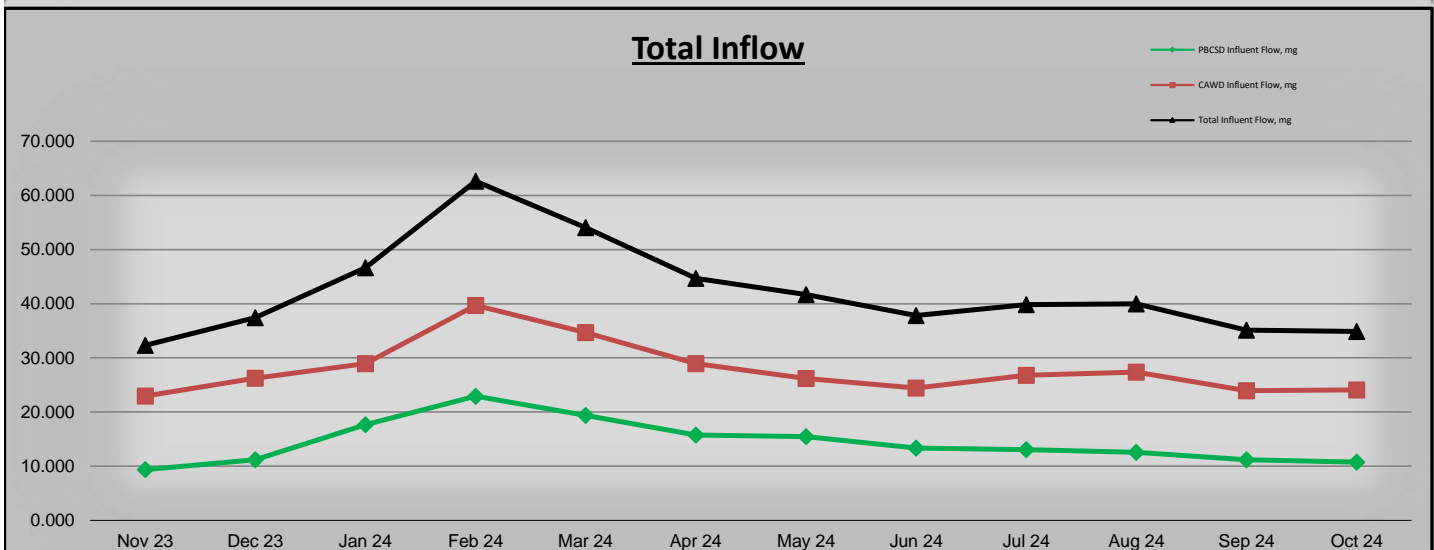
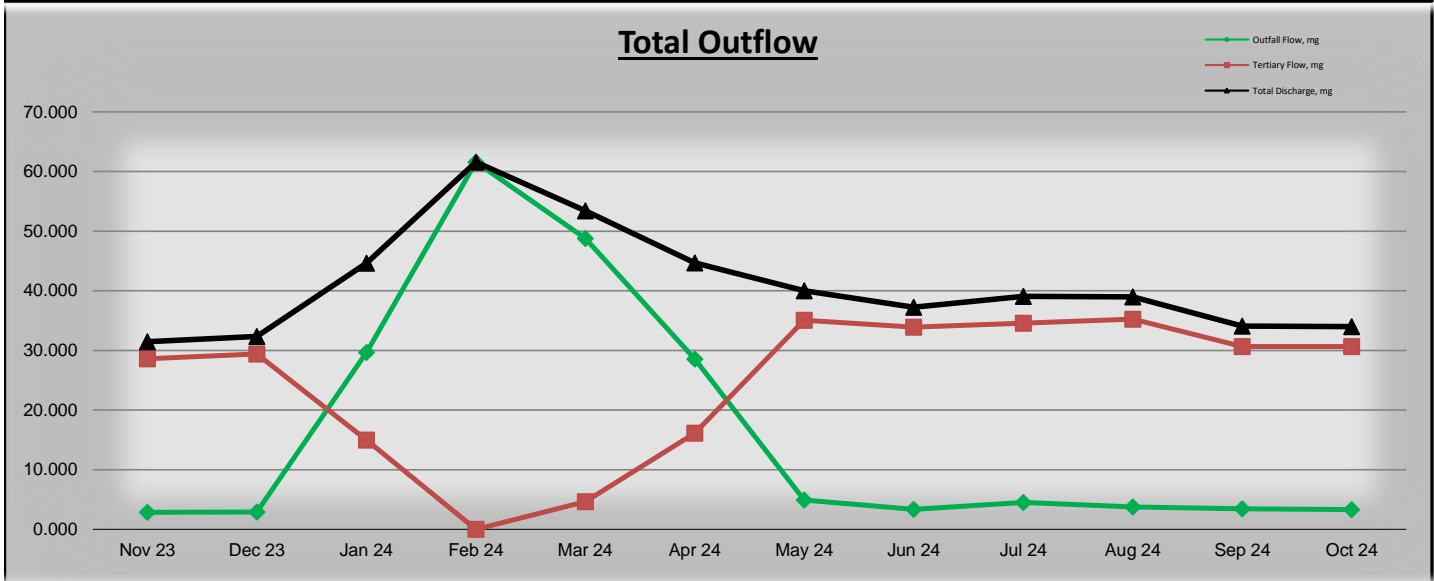
## kW-h Per Acre Foot

	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	1159.32	1156.77	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	3138.42	1921.34	N/A

## MICROTURBINE SUMMARY

Month	Oct'24 kW-h	Sep'24	Aug'24	Jul'24	Accumulated Totals
Production, kW-h	20,544	22,389	19,735	5,021	1,484,846.00

(1) Cost adjustment for Reclamation percentage for Secondary power costs and Laboratory power usage.



# Wastewater Treatment Facility Operations Report

Report for: September 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	23.926	0.760	0.739	0.972	68.148	260.99	800.58
PBCSD Flow	11.183	0.373	0.345	0.373	31.852	141.42	433.79
<b>Total Plant Flow</b>	<b>35.109</b>	<b>1.133</b>	<b>1.084</b>	<b>1.345</b>	<b>100.00</b>	<b>402.41</b>	<b>1234.37</b>
Tertiary Flow	30.640	1.021	0.764	1.163	87.271	205.13	629.24
Ocean Discharge	3.435	0.115	0.096	0.227	9.784	188.57	578.43
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	205.13MG (629.23acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.75 BG (29.92 K acre-ft.)
12 Month Rolling Total Reclamation Production	292.54 MG (897.81 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Sep'24 kWh	Price per kWh	Sep'24	Aug'24	Jul'24	Jun'24
Secondary	78,842.00	\$ 0.279	\$ 21,994.59	\$ 23,660.40	\$ 25,119.87	\$ 26,122.49
Blowers	48,987.84	\$ 0.287	\$ 14,053.47	\$ 15,364.91	\$ 15,002.30	\$ 16,433.71
<b>CAWD Total</b>	<b>127,829.84</b>		<b>\$ 36,048.06</b>	<b>\$ 39,025.31</b>	<b>\$ 40,122.17</b>	<b>\$ 42,556.20</b>
Tertiary	89,287.12	\$ 0.288	\$ 25,670.78	\$ 27,565.08	\$ 26,036.80	\$ 24,746.66
MF/RO	102,590.00	\$ 0.307	\$ 31,490.91	\$ 34,093.82	\$ 32,859.47	\$ 36,972.88
<b>Reclaim Total</b>	<b>191,877.12</b>		<b>\$ 57,161.69</b>	<b>\$ 61,658.90</b>	<b>\$ 58,896.27</b>	<b>\$ 61,719.54</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 20,456.66</b>	<b>Reclamation Total</b>		<b>\$ 72,753.09</b>

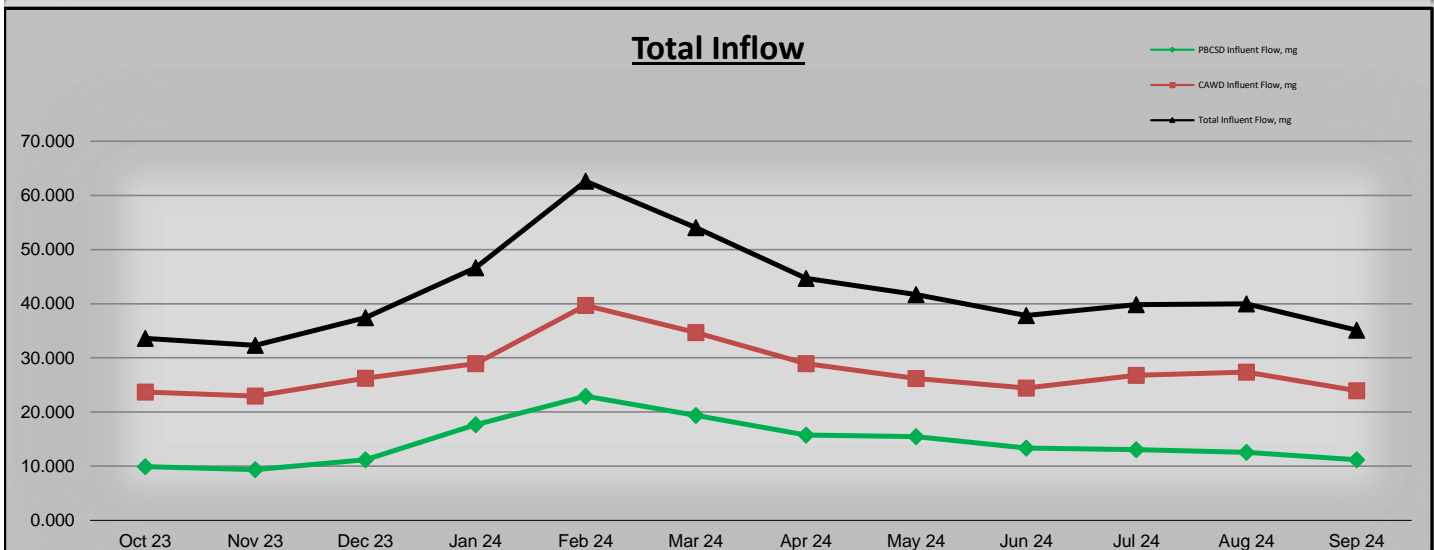
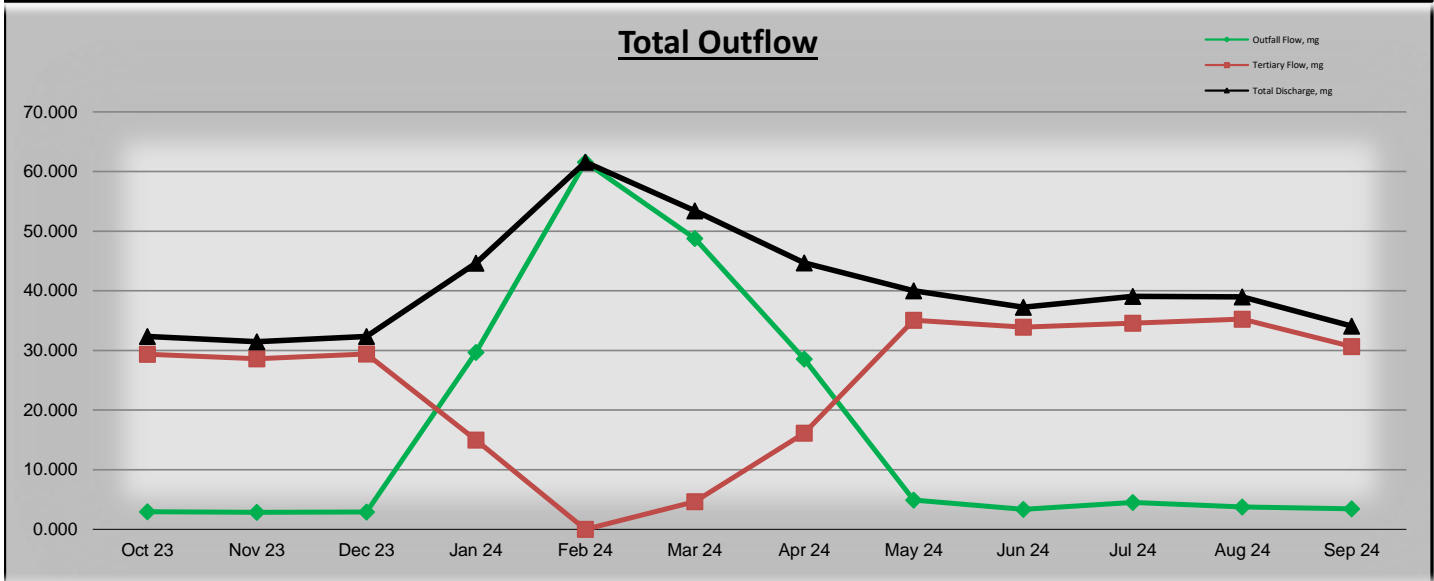
## kW-h Per Acre Foot

	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	940.34	1159.32	1156.77	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	2608.25	3138.42	1921.34	N/A

## MICROTURBINE SUMMARY

Month	Sep'24 kW-h	Aug'24	Jul'24	Jun'24	Accumulated Totals
Production, kW-h	22,389	19,735	5,021	0	1,464,302.00

(1) Cost adjustment for Reclamation percentage for Secondary power costs and Laboratory power usage.



# STAFF REPORT



To: Board of Directors

From: Carla James - Laboratory/Environmental Compliance Supervisor

Date: December 19, 2024

Subject: Monthly Report – November 2024

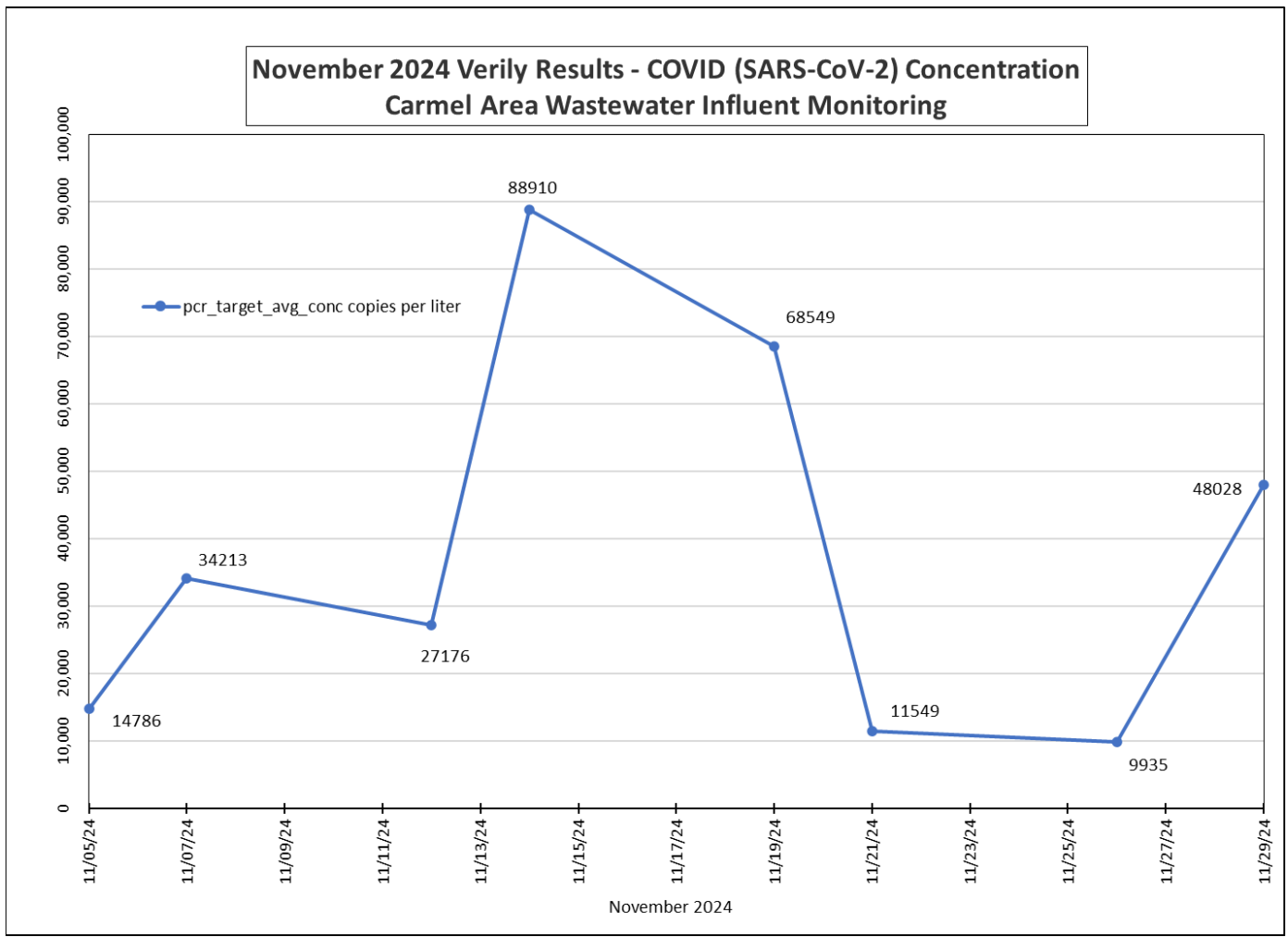
## RECOMMENDATION

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 MPox Virus (MPKV) analysis twice per week for Carmel Area Wastewater District (CAWD) Facility Influent composite samples.
- November 2024 COVID data points from Verily are represented in the following graph. The graph shows the copies of pathogen nucleic acid per liter of wastewater for a single collection site over time.
- Influenza A, Influenza B, and RSV were detected in November 2024.
- MPKV virus was not detected in November 2024.



**LABORATORY REPORT**

- On November 15, 2024, the Laboratory Supervisor participated in an interview panel for recruitment of a replacement Laboratory Analyst at CAWD.
- On November 19, 2024, CAWD extended offers to two candidates to fill the upcoming vacancy, plus a newly created, Board-approved Laboratory Analyst position.

**FUNDING**

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026	
									H2	H1	H2	H1	H2	H1	H2
		<b>Projects Implementation Plan Schedule</b>													
		<u>Treatment Plant Capital Projects</u>													
18-28	1626.000	Perimeter Tree Plan and Implementation	Bandy	7/1/19	6/30/26	\$0	\$5,020	Reviewing Height of Existing Native Trees	Perimeter Tree Plan and Implementation						
19-18	1593.000	Perimeter Fencing	Bandy	7/1/22	12/31/25	\$25,000	\$74,801	Design/CEQA	Perimeter Fencing						
22-03	1639.000	WWTP Gas and Water Main Replacement	Bandy	5/2/22	6/30/26	\$300,000	\$478,944	30% Design	Gas and Water Main Replacement						
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	12/30/26	\$0	\$0	Pending County Funding Agreement	Carmel River FREE Mitigation						
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	10/13/23	\$0	\$17,332	Completed	Aeration Basin Improvements						
22-04	1642.000	CAWD Bridge Project	Treanor	3/1/21	2/29/28	\$0	\$12,994	Funding Strategy	CAWD Bridge Project						
22-06	1640.000	Vactor Receiving Station	Bandy	7/1/22	12/31/24	\$575,000	\$680,222	Construction Phase	Vactor Receiving Station						
		<u>Reclamation Capital Projects</u>													
22-05	14794	Reclamation 15-Year CIP Master Plan	Bandy/Treanor	8/2/22	6/30/25	\$349,250	\$537,696	In Progress	Reclamation 15-Year CIP Master Plan						
		Sand Filter Rehab	Waggoner	7/1/24	6/30/25	\$150,000	\$150,000	Completed	Sand Filter Rehab						
		<u>Collections Capital Projects</u>													
19-03	1586.000	Carmel Meadows Sewer Replacement	Treanor	8/1/19	6/30/26	\$300,000	\$1,015,235	Design Update In Progress	Carmel Meadows Sewer Replacement						
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Treanor	12/31/20	12/31/25	\$150,000	\$298,087	On Hold	Bay/Scenic Pump Station Rehabilitation						
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$2,000,000	\$2,533,925	In Design / Permitting	Scenic Rd Pipe Bursting - Ocean to Bay						
21-05	1637.000	Carmel Woods and Pescadero Sewer Improvements	Treanor	7/1/21	12/31/26	\$500,000	\$723,629	In Design / CEQA	Carmel Woods and Pescadero Sewer Improvements						
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	12/31/25	\$2,500,000	\$2,653,098	In Design	Santa Rita & Guadalupe Pipeline Rehab						
24-04		Highlands Forcemain Retrofits	Bandy	4/1/24	4/1/26	\$0	\$0	Study Phase	Highlands Forcemain Retrofits						
20-06		Collections 15-Year CIP	Treanor	7/1/20	7/1/40	\$0	\$66,372,100	Work In Progress	Collections 15-Year CIP						
		<u>Collections Non-Capital Projects</u>													
24-01	6130.005	2024 Sewer Pipe Repairs	Treanor	1/1/24	12/31/24	\$410,000	\$410,000	In Progress	2024 Sewer Pipe Repairs						
24-02	6140.005	2024 Manhole Coating	Treanor	1/1/24	12/31/24	\$460,000	\$460,000	On Hold	2024 Manhole Coating						
		<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	Carmel Valley Manor Pipeline and Pump Station						
18-29	2500.000	September Ranch Subdivision	Treanor	9/1/22	8/30/25	\$0	\$0	In Construction	September Ranch Subdivision						
23-03		Rancho Cañada Village Subdivision	Treanor	3/1/23	2/27/25	\$0	\$0	Sewer Agreement	Rancho Cañada Village Subdivision						
		<u>Other Non-Capital Projects</u>													
		Workforce Now	Lauer			\$0	\$0	Time Card System Pilot							
		Real Property Investigation	Buikema			\$0	\$0	Ongoing							

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026	
									H2	H1	H2	H1	H2	H1	H2
		<b>Cyber Security</b>	<b>Foley</b>			<b>\$0</b>	<b>\$0</b>	<b>Ongoing</b>							
24-03	1644.000	Artificial Intelligence Pilot Project	Foley			\$150,000	\$242,924	In Progress							
		Source Control Six Sigma	Treanor			\$0	\$0	Restaurant Plumbing Inspections In Progress							
22-01	5500.006	Long Term SLR Planning	Buikema / Bandy / Treanor	5/3/21	2/29/40	\$250,000	\$1,400,000	2023 Study Complete	<b>Long Term SLR Planning</b>						
20-05		River Watch Agreement	Treanor	2/21/20	2/21/24	\$0	\$0	Work In Progress							
		CMMS Upgrade	Lauer / Foley / Treanor	11/1/23	11/1/24	\$85,800	\$85,800	Completed	<b>CMMS Upgrade</b>						
		Lab ELAP Accreditation	James / Treanor / Bandy	9/2/24	3/27/26	\$0	\$0	In Progress	<b>Lab ELAP Accreditation</b>						





## Treatment Plant Capital Project Summaries



Photo: Eucalyptus trees on South Side of Treatment Plant

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



Photo: Existing Dilapidated Fence

<b>Project Number:</b>	<b>19-18</b>	
<b>Project Name:</b>	<b>Perimeter Fencing</b>	
<b>Project Location:</b>	Wastewater Treatment Plant (WWTP)	
<b>Project Manager:</b>	Bandy	
<b>Status:</b>	Design/CEQA	
<b>Project Description:</b>	Install a new fence around the perimeter of the WWTP.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$74,801	Cumulative Spent: \$56,401
	FY Budget: \$25,000	FY Spent: \$6,600
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	California Environmental Quality Act (CEQA) Mitigated Negative Declaration (MND), Coastal Developmental Permit (CDP) Notification	
<b>Challenges:</b>	Environmental Mitigations	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	TBD	



Photo: Gas Meter on North Side of River

<b>Project Number:</b>	<b>22-03</b>	
<b>Project Name:</b>	<b>WWTP Gas and Water Main Replacement</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Bandy	
<b>Status:</b>	30% Design	
<b>Project Description:</b>	The WWTP natural gas and water utility service exists on the opposite side of the Carmel River from the WWTP. CAWD owns the piping under the river for these utilities. The water line and gas line are PVC and identified as having a high risk of failure. The gas line is needed for plant operations to provide supplementary heating to the digesters for thermophilic digestion.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$478,944	\$181,533
<b>Financial:</b>	FY Budget:	FY Spent:
	\$300,000	\$2,589
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	Cost Share w/ Collections @ 5.5%	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Underground work in riparian area	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Currently undergoing alternatives analysis study</li> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	N/A	

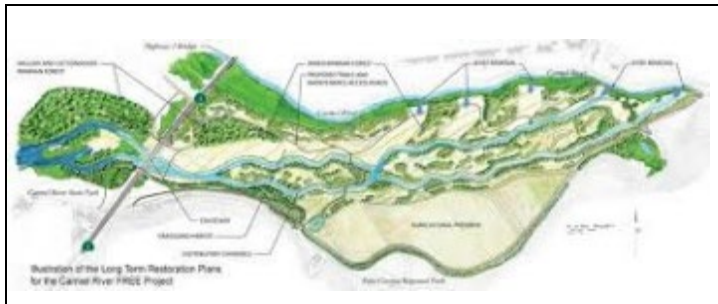


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

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





Photo: Existing air diffuser system

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



Photo: Conceptual Rendering of Public Use and Bridge

<b>Project Number:</b>	22-04	
<b>Project Name:</b>	CAWD Bridge and Trail Project	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Funding Strategy	
<b>Project Description:</b>	Construct a new bridge at the location of the existing CAWD bridge over the Carmel River. The Bridge would be open for public use and would allow for new walking trails to connect the City of Carmel-by-the-Sea (Mission Trail) to the Regional Parks (Palo Corona).	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$12,994	\$14,824
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$1,830
**No budget. Funding potential via Carmel River settlement grants.		
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Obtaining Funding and Community Support	
<b>Schedule:</b>	Currently working on video and marketing outreach effort	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	



*Photo: CAWD Vector Truck*

<b>Project Number:</b>	<b>22-06</b>	
<b>Project Name:</b>	<b>Vector Receiving Station</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Bandy	
<b>Status:</b>	Construction Phase	
<b>Project Description:</b>	Construct a new Vector Receiving Station for the Collections Department and the disposal of waste collected in the vector truck.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$680,222	Cumulative Spent: \$177,737
	FY Budget: \$575,000	FY Spent: \$13,671
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Coastal Developmental Permit (CDP) Notification	
<b>Challenges:</b>	Design for ultimate user satisfaction.	
<b>Schedule:</b>	Construction starts in June 2024	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	TBD	

# **Reclamation Capital Project Summaries**



*Photo: Exterior of Tertiary Building*

<b>Project Number:</b>	<b>22-05</b>	
<b>Project Name:</b>	<b>Reclamation MF/RO and Tertiary System 15-Year Capital Improvement Program (CIP) Master Plan</b>	
<b>Project Location:</b>	Reclamation – Microfiltration (MF)/Reverse Osmosis (RO) and Tertiary Building	
<b>Project Manager:</b>	Bandy/Treanor	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	Asset management condition and risk evaluations, development of projections of capital expenditures, and preliminary engineering planning	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$537,696	Cumulative Spent: \$91,609
	FY Budget: \$349,250	FY Spent: \$91,609
<b>Reclamation Share:</b>	100%	
<b>Other Entities:</b>	Reclamation Project	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Complexity	
<b>Schedule:</b>	Planning Process will extend into FY 2023/2024	
<b>Consultants:</b>	Kennedy Jenks Trussell Technologies, Inc	
<b>Contractor:</b>	N/A	

## **Collections Capital Project Summaries**





Photo: View gravity pipe in Carmel easement

<b>Project Number:</b>	19-03	
<b>Project Name:</b>	Carmel Meadows Sewer Replacement	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Design Update in Progress	
<b>Project Description:</b>	The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,015,235	\$747,186
<b>Financial:</b>	FY Budget:	FY Spent:
	\$300,000	\$27,343
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring ejector pumps.	
<b>Schedule:</b>	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	



Photo: Looking at Pump Station Exterior

<b>Project Number:</b>	20-07	
<b>Project Name:</b>	Bay/Scenic Pump Station Rehabilitation	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	On Hold	
<b>Project Description:</b>	Remodel the interior of the pump station and update the SCADA panel to minimize areas prone to flooding.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$298,087	\$148,087
<b>Financial:</b>	FY Budget:	FY Spent:
	\$150,000	\$0
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	Exemptions from CEQA and Coastal dependent on panel location requirements.	
<b>Challenges:</b>	Traffic Control, Panel Location away from bluff	
<b>Schedule:</b>	Construct 2023/2024 Fiscal Year	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	Pending	



Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>	<b>20-08</b>	
<b>Project Name:</b>	<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / Permitting	
<b>Project Description:</b>	Replace approximately 10,561 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,533,925	\$629,750
<b>Financial:</b>	FY Budget:	FY Spent:
	\$2,000,000	\$53,099
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	CEQA & Coastal Development permits from City and County	
<b>Challenges:</b>	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
<b>Schedule:</b>	CEQA complete 2/1/2024, Construction 2025	
<b>Consultants:</b>	MNS, Rincon, TBC Communications	
<b>Contractor:</b>	Pending	



Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b>	<b>21-05</b>	
<b>Project Name:</b>	<b>Carmel Woods and Pescadero Sewer Improvements</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Install new pipe in road to divert majority of flow from pipe on slope.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$723,629	\$248,675
<b>Financial:</b>	FY Budget:	FY Spent:
	\$500,000	\$9,655
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Environmental Review	
<b>Challenges:</b>	Narrow road, depth of manholes, environmentally sensitive area	
<b>Schedule:</b>	Start design, public outreach, & Environmental in Winter 2023.	
<b>Consultants:</b>	MNS, Denise Duffy, TBC Communications & Media	
<b>Contractor:</b>	TBD	

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



<b>Project Number:</b>	<b>23-01</b>	
<b>Project Name:</b>	<b>Santa Rita &amp; Guadalupe</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Final Design / Bidding	
<b>Project Description:</b>	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,653,098	\$177,737
	FY Budget:	FY Spent:
	\$2,500,00	\$11,918
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea,	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Traffic Controls	
<b>Schedule:</b>	Construct Winter 2024. Preliminary Plans Complete.	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	

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



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

Photo: LT Capital Schedule

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

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





*Photo: Pipe Repairs*

<b>Project Number:</b>	<b>24-01</b>	
<b>Project Name:</b>	<b>2024 Sewer Pipe Repairs</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	Miscellaneous repairs of existing pipes in the collection system	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$410,000	Cumulative Spent: N/A
	FY Budget: \$410,000	FY Spent: 0
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	City and County Encroachment Permits	
<b>Challenges:</b>	Varied site conditions from location to location, as well as various types of deficiencies to repair throughout the collections system.	
<b>Schedule:</b>	2024 thru 2025	
<b>Contractor:</b>	TBD	



*Photo: Inside of Sewer Manhole*

<b>Project Number:</b>	<b>24-02</b>	
<b>Project Name:</b>	<b>2024 Manhole Coating</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	On Hold	
<b>Project Description:</b>	Coating manholes to extend life span	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$460,000	Cumulative Spent: N/A
	FY Budget: \$460,000	FY Spent: 0
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>		
<b>Challenges:</b>		
<b>Schedule:</b>		
<b>Contractor:</b>	TBD	

## **Assessment Districts/Annexations**

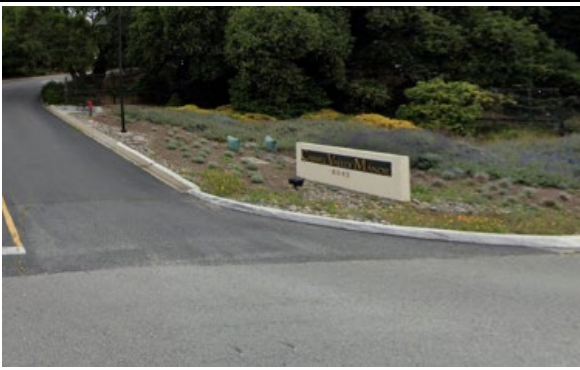


Photo: Entrance to Carmel Valley Manor

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

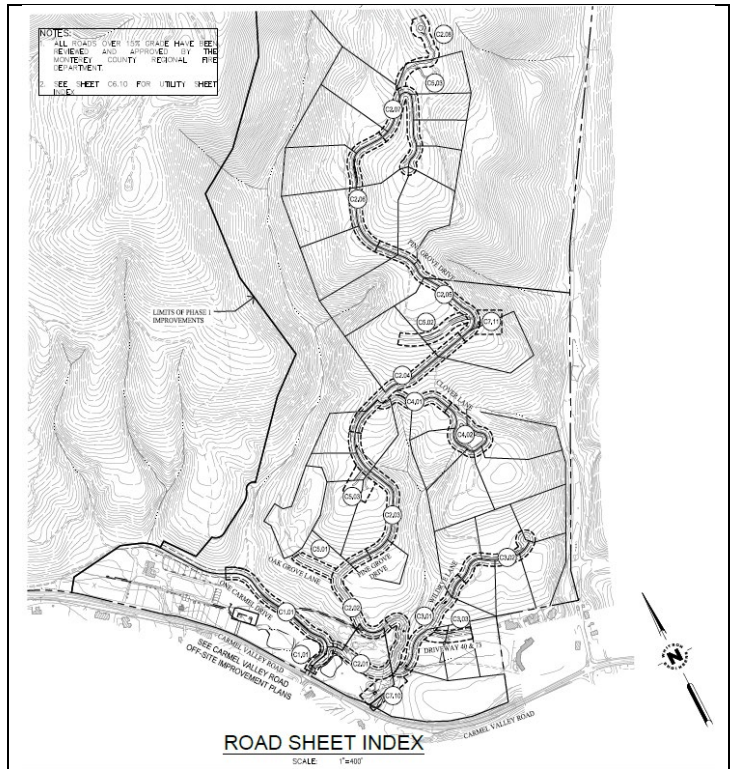
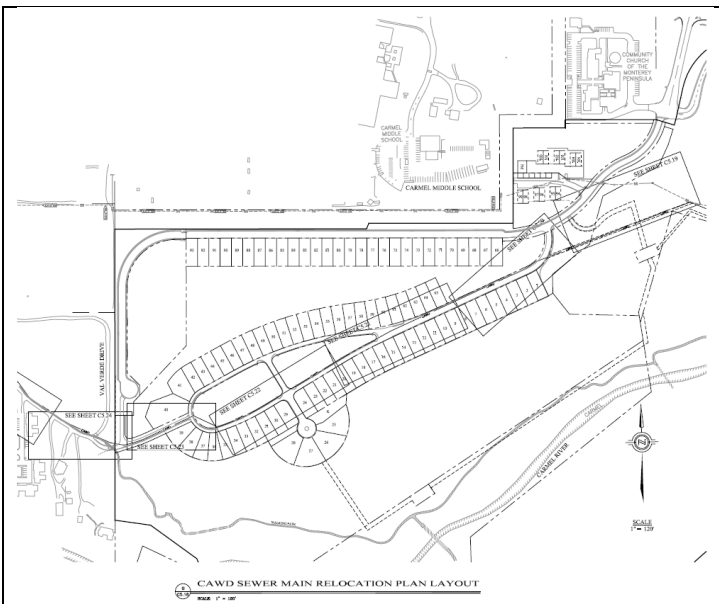


Photo: Map of September Ranch Subdivision

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





*Photo: Location of Rancho Cañada Village Subdivision*

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

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



## ADP Workforce Now

*Photo: ADP Clip Art*

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



*Photo: Real Estate Clip Art*

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



Photo: Cyber Security Clip Art

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

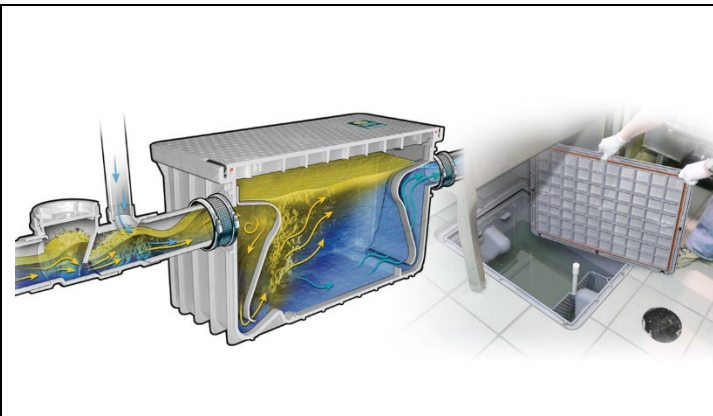


Photo: Grease Trap Graphic

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Source Control -Environmental Compliance -Six Sigma	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	Restaurant Plumbing Inspections In Progress	
<b>Project Description:</b>	A Six Sigma project to improve source control for grease laden wastewater being discharged from restaurants. Grease problems are ongoing and require more oversight of restaurants grease control activities.	
<b>Department:</b>	Engineering	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,000
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Restaurant plumbing.	
<b>Schedule:</b>	Ongoing	
<b>Consultants:</b>	Carmel Fire	



Photo: Futuristic Circuitry

<b>Project Number:</b>	<b>24-03</b>	
<b>Project Name:</b>	<b>Artificial Intelligence Pilot Project</b>	
<b>Project Location:</b>	Treatment Plant	
<b>Project Manager:</b>	Foley	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	A Pilot Project to test run new artificial intelligence algorithms on time series operating data being gathered in the existing Supervisory Control and Data Acquisition (SCADA) system. The new algorithms will be designed to conduct multivariate analysis of data for Anomaly Detection, and multivariate computations for process control. Initial investment in new computer hardware and software may be necessary as system requirements.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$242,924	Cumulative Spent: \$133,579
	FY Budget: \$150,000	FY Spent: \$40,655
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	<ul style="list-style-type: none"> <li>Determining Hardware and Software needs to fulfill system requirements to run algorithms.</li> <li>Database restructuring.</li> </ul>	
<b>Schedule:</b>	Work started in March 2024 and is anticipated to continue through end of Fiscal Year (FY) 24-25.	
<b>Consultants:</b>	Enterprise Automation	



Photo: California coastline

<b>Project Number:</b>	<b>22-01</b>	
<b>Project Name:</b>	<b>Long-Term Sea Level Rise Planning</b>	
<b>Project Location:</b>	Treatment Plant	
<b>Project Manager:</b>	Buikema/ Treanor/Bandy	
<b>Status:</b>	2023 Study Complete	
<b>Project Description:</b>	As conditions of Coastal Permit #3-82-199-A8 - the District submitted its Long-Term Coastal Hazards Plan on 03-03-22.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$1,400,00	Cumulative Spent: \$219,862
	FY Budget: \$250,000	FY Spent: \$219,862
<b>Permits Required:</b>	In response to California Coastal Commission	
<b>Challenges:</b>	Establishing focus on long term objectives and committing to follow through items as outlined.	
<b>Schedule:</b>	Most recent study completed in 2023. Next study to start in 2024 or 2025.	
<b>Consultants:</b>	Greeley & Hansen	



Photo: River Watch logo

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

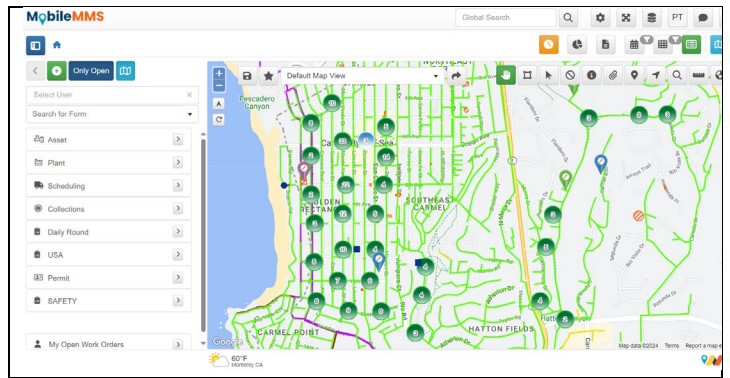


Photo: CMMS System

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





*Photo: CAWD Lab*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Lab ELAP Accreditation	
<b>Project Location:</b>	Laboratory	
<b>Project Manager:</b>	James/Treanor/Bandy	
<b>Status:</b>	In Progress	
<b>Project Description:</b>	State Water Quality Control Board Environmental Lab Accreditation Program (ELAP) ensures laboratories generate environmental and public health data of known, consistent, and documented quality to meet stakeholder needs.	
<b>Department:</b>	Laboratory	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	FY Budget:	FY Spent:
	\$0	\$0
	\$0	\$0
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Current accreditation expires in December 2024. To properly apply for accreditation will require more than 1-year of preparation to account for conducting ongoing lab duties.	
<b>Schedule:</b>	Goal to apply for renewed accreditation in early 2026	
<b>Consultants:</b>	N/A	

# STAFF REPORT



To: Board of Directors

From: Ed Waggoner, Operations Superintendent

Date: December 19, 2024

Subject: Monthly Operations Reports – November 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 November.
- Operations and Maintenance staff completed work in Aeration Basin number 4 diffuser upgrades.

#### Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needed maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- MF cells #1, #2, and #3 were cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- Staff performed Clean-in-Place protocol on RO Trains B & C during the month.
- RO Trains B and C are operationally set for 90 percent recovery of feed water.
- DynaSand filters rehabilitation project was completed on October 4.

#### Training:

- Staff participated in scheduled tailgate safety meetings in the digester building conference room.



### **Meetings Attended**

- Weekly, Friday meetings with Sean Dingman on the new Mobile Maintenance Management Software. These meetings are designed to fine tune work orders, asset hierarchy, and general program navigation.
- Weekly, Tuesday meetings with the Klir program representative on organizing all of CAWD's operational permits.
- Weekly, Wednesday progress meetings with the Principal Engineer and Monterey Peninsula Engineering on the Vactor Receiving Station construction.
- November 12, Operations Superintendent and other CAWD managers attend an in person Technical Advisory Committee meeting at Pebble Beach Community Services District offices.
- November 12, Open enrollment meeting (Health Care and Benefits) by Beth Ingram for plant staff.
- November 14, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County.
- November 18, Operations Superintendent and Laboratory Supervisor attended an in-person meeting at the Rio Road Office for the discussion of the Laboratory staffing and accreditation progress.
- November 18, Operations Superintendent and other CAWD managers attended a Zoom meeting with the Central Coast Regional Water Quality Control Board on changes to Water Reclamation Requirements for Order No. 93-72 on testing and monitoring. Upcoming changes include reporting from a monthly to a quarterly basis. Biochemical Oxygen Demand, Settleable Solids, and Total Suspended Solids from daily to monthly analysis. Including some other adjustments to some other monitoring requirements until CAWD receives a new combined National Pollutant Discharge Elimination System (NPDES) for ocean and reclamation discharges.
- November 27, all hands staff meeting to discuss the CAWD's reorganizational plan.

### **Discharge Permit Violations**

- There were no violations of Reclamation Permit 93-72 for the month of October 2024.
- There were five violations of the NPDES Number CA0047996, Order No. R3-2014-0012 within the month of October 2024. See Central Coast Regional Board attachment for explanation of the violations (2) of maximum daily limit exceedance of 90 mg/L for Total Suspended Solids (TSS), violations (2) maximum weekly limit exceedance of 45 mg/L for Total Suspended Solids, and violation (1) monthly average exceedance of 30mg/L for Total Suspended Solids.

FUNDING-N/A-Informational item only



## Central Coast Regional Water Quality Control Board

### Waste Discharge Requirements Self-Monitoring Report

Submit this Self-Monitoring Report according to Monitoring and Reporting Program requirements.

Document Date	11/22/2024
---------------	------------

#### Facility Information

Facility Name	Carmel Area Wastewater District
Facility Address	26900 State Route 1
City, State, ZIP	Carmel, CA 93923
Facility County	Monterey

#### Facility Contact

Name	Edward Waggoner
Job Title	Operations Superintendent
Email	waggoner@cawd.org
Phone Number	831-624-1249, ext 291

#### Permit

WDR Order (Permit) Number	CA0047996
Monitoring and Reporting Program Number	3 270101001
Global ID (for Geotracker reporting facilities)	WDR 10029577

#### Flow Over Monitoring Period

Type of Permitted Flow, gpd	<input type="checkbox"/> Maximum Daily <input checked="" type="checkbox"/> Average Monthly <input type="checkbox"/> Other
Permitted Flow, gpd	3,000,000
Reported Flow, gpd	124,000

#### Reporting Period

Select the Type of Report	<input type="checkbox"/> Annual <input type="checkbox"/> Semiannual <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Other
If you selected "Other", please specify the report type.	
Reporting Period Start Date	10/01/2024
Reporting Period End Date	10/31/2024

**Monitoring Performed During This Period**

Select the Type of Monitoring Performed During This Period	<input type="checkbox"/> Groundwater <input type="checkbox"/> Treatment System Effluent <input type="checkbox"/> Treatment System Influent <input type="checkbox"/> Source Water Monitoring <input type="checkbox"/> Solids Disposal <input type="checkbox"/> Recycled Water <input type="checkbox"/> Disposal Area <input type="checkbox"/> Recycled Water Use Area <input checked="" type="checkbox"/> Other
If you selected "Other", please specify the type of monitoring performed.	Influent, Effluent Treatment system & Solids Disposal

**Violations During This Monitoring Period**

Were there permit violations during the monitoring period?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

**Parameters in Violation**

Pursuant to Standard Provisions<sup>1</sup>, reports must contain dates of violations, explanation of cause, and corrective actions planned or taken to prevent recurrence. Please include parameter(s) and date(s) of violation in the tables provided below.

**Violation Reporting for Effluent, Disposal, Groundwater, Recycle Use, and Flow <sup>[1]</sup>**

Parameter	Occurrence Date	Permit Limit	Reported Value
<b>Example:</b> Effluent BOD5	1/1/2020	35 mg/L 30-day avg	50 mg/L
Effluent Total Suspended Solids	<b>10/01/2024</b>	90 mg/L Maximum Daily	<b>91 mg/L</b>
Effluent Total Suspended Solids	<b>10/09/2024</b>	90 mg/L Maximum Daily	<b>94 mg/L</b>
Effluent Total Suspended Solids	<b>10/05/2024</b>	45 mg/L Average Weekly	<b>67 mg/L</b>
Effluent Total Suspended Solids	<b>10/12/2024</b>	45 mg/L Average Weekly	<b>47 mg/L</b>
Effluent Total Suspended Solids	<b>10/31/2024</b>	30 mg/L Average Monthly	<b>32/mg/L</b>

<sup>[1]</sup> If the number of violations exceeds the table rows, provide an expanded table as an attachment to include all violations during the monitoring period. If violations are significant or extensive, attach a discussion containing explanation of cause and corrective action.

## Violation Discharger Comments for Effluent, Disposal, Groundwater, Recycle Use, and Flow

1. Starting in mid-September all analysis of permit constituents were transferred to Monterey Bay Analytical Services (MBAS) while Carmel Area Wastewater District (CAWD) staff is working on maintaining the Environmental Laboratory Accreditation Program (ELAP) Accreditation. ELAP is requiring all environmental laboratories like CAWD to meet "The NELAC Institute" Laboratory Accreditation (TNI 2016) Standards which requires a major upgrade to data reporting and Quality Assurance/Quality Control documentation.

Management decided to send permit required sampling out to a contact laboratory so CAWD's laboratory staff could concentrate their time on the TNI 2016 Standards.

a. Normally, TSS samples would be analyzed the same day the sample was collected by CAWD's laboratory and operations staff. But currently with the samples being received by MBAS, the samples were placed in a refrigerator and held for 2 to 5 days before being analyzed.

b. Legal hold times for TSS samples as outline by Standard Methods is 7 days before the sample deteriorates to the point of not being a representative sample for legal permit reporting.

c. CAWD's effluent samples (EFF-001) during this time of the year are close to 100 percent Reverse Osmosis reject water which is highly concentrated in certain minerals, such as Calcium and Phosphorus which in time forms a precipitant which creates TSS. Other minerals also will tend to form precipitants as pH and Temperature change over time in the collected samples.

2. The second event started on September 26, 2024, when CAWD had the Parkson Corporation perform a filter rehabilitation on the Dyansand filters that are used for pretreatment of the second treated wastewater that is fed into the Microfiltration and Reverse Osmosis process (MF/RO) at the advance tertiary level.

a. The Dyansand filters in conjunction with the addition of Cerium Chloride coagulant remove Phosphorus and suspended solids to improve the performance of the MF/RO processes.

b. Once the Dyansand filters and Cerium Chloride coagulant were shut down on September 26, 2024, the Phosphorus concentration increase in the RO reject water thus creating conditions to have larger amounts of precipitants come out of solution in the EFF-001 compliance samples.

## Violation Reporting for Permit and Monitoring Requirements<sup>[1]</sup>

Permit and Monitoring Requirement	Occurrence Date	Explanation/Corrective Action
<b>Example: Malfunctioning Flow Meter</b>	1/1/2020 through 2/1/2020	Flow meter stopped working. New flow meter ordered and installed on 2/1/2020. Missing influent flow monitoring data during occurrence dates.
TSS mg/L 24-hr composite, 5 days/week. Maximum Daily 90 mg/L, Average Weekly 45 mg/L, Average Monthly	10/01/2024 through 10/31/2024	Staff contact MBAS and review with CAWD's Laboratory staff the analytical results and requested that all permit required TSS samples be analyzed the same day when the samples are obtained.  The second corrective action occurred on October 18, when Parkson Corporation completed the refurbishment of the Dyansand filters as pretreatment to the MF/RO process and placed the units back on-line while starting the Cerium Chloride coagulant.  Laboratory data shows that once the sand filter pretreatment system and the Cerium Chloride coagulant were put back on-line on October 18,

<sup>[1]</sup> If the number of violations exceeds the table rows, provide an expanded table as an attachment to include all violations during the monitoring period. If violations are significant or extensive, attach a discussion containing explanation of cause and corrective action.

## Self-Monitoring Report Requirements Checklist (Complete for Your Respective Facility Type)

Domestic, Industrial, Fruit and Vegetable, and Fertilizer/Pesticide Facilities	Winery Facilities
<input type="checkbox"/> Laboratory Data Uploaded to Geotracker (EDF) <input checked="" type="checkbox"/> Report is in a Searchable PDF Format <input type="checkbox"/> Report is Uploaded to Geotracker <sup>2</sup> <input checked="" type="checkbox"/> Cover Sheet is signed by the Legally Responsible Official (LRO) or Dually Authorized Representative <sup>3</sup>	<input type="checkbox"/> Laboratory Documents Included <input type="checkbox"/> Report is in a Searchable PDF Format <input type="checkbox"/> Report submitted to <a href="mailto:centralcoast@waterboards.ca.gov">centralcoast@waterboards.ca.gov</a> <input type="checkbox"/> Cover Sheet is signed by the Legally Responsible Official (LRO) or Dually Authorized Representative <sup>3</sup>

### Certification and Signature

In accordance with the Standard Provisions<sup>1</sup> and Reporting Requirements, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision following a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my knowledge of the person(s) who manage the system, or those directly responsible for data gathering, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Print Name	Edward Waggoner
Title	Operations Superintendent

**Signature:** Edward Waggoner Digitally signed by Edward Waggoner  
Date: 2024.11.22 15:06:46 -08'00' **Date:** 11/22/2024

<sup>1</sup> Electronic access to Standard Provisions: [https://www.waterboards.ca.gov/centralcoast/board\\_decisions/docs/wdr\\_standard\\_provisions\\_2013.pdf](https://www.waterboards.ca.gov/centralcoast/board_decisions/docs/wdr_standard_provisions_2013.pdf)

<sup>2</sup> Geotracker Electronic Submittal of Information (ESI) Page: [GeoTracker ESI Login \(ca.gov\)](#)

<sup>3</sup> The Legally Responsible Official for a corporation is a principle executive officer of at least the level of vice president, for a partnership is a general partner, for a proprietorship is a proprietor, for a public agency is principle executive officer or ranking elected official, and for an LLC a member or manager given signing authority by the operating agreement of the LLC. For designation of signatory power to an authorized representative, access the Designation of Dily Authorized Representative Form here: [Designation of Duly Authorized Representative Form \(ca.gov\)](#)



# Carmel Area Wastewater District

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

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

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

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November 22, 2024

**Sarah Cable, P.E.** *Water Resource Control Engineer, NPDES Program*  
Central Coast Regional Water Quality Control Board  
895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401

**RE: Permit Violations for Total Suspended Solids for NPDES order No. R3-2014-0012**

Dear: Sarah Cable, P.E.,

This is the follow up report of the telephone call from Edward Waggoner, Operations Superintendent of Carmel Area Wastewater District (CAWD) on October 15, 2024.

**October Permit Violation(s):**

The NPDES order No. R3-2014-0012 (B) Effluent Limitations- Discharge 001, Table 4 states, 1. "Total Suspended Solids (TSS) Maximum Daily of 90 mg/L" 2. "Total Suspended Solids (TSS) Average Weekly of 45 mg/L", and "Total Suspended Solids (TSS) Average Monthly of 30 mg/L" for Carmel Area Wastewater District (CAWD).

CAWD experienced violations for the month of October 2024.

1. 2 exceedances of the Maximum Daily limit of 90 mg/L.
  - a. October 1<sup>st</sup> the reported value was 96 mg/L from Monterey Bay Analytical Services.
  - b. October 9<sup>th</sup> the reported value was 94 mg/L from Monterey Bay Analytical Services.
2. 2 exceedances of the Maximum Average Weekly of Sunday through Saturday of 45 mg/L.
  - a. The week of September 29<sup>th</sup> through October 5<sup>th</sup> the reported value was 68 mg/L.
  - b. The week of October 6<sup>th</sup> through October 12<sup>th</sup> the reported value was 57 mg/L.
3. Exceedance of the Effluent "Total Suspended Solids (TSS) Average Monthly of 30 mg/L" for October 2024 with a reported value of 32 mg/L.
4. Current daily effluent outfall flows were 0.124 Million Gallons per Day for the month of October 2024.

## **Permit Violation Events:**

Staff researched what could have caused the above listed exceedances of the Total Suspended Solids and concluded that two events happened together that caused the Permit Violations.

1. Starting in mid-September all analysis of permit constitutions were transferred to Monterey Bay Analytical Services (MBAS) while Carmel Area Wastewater District (CAWD) staff is working on maintaining the Environmental Laboratory Accreditation Program (ELAP) Accreditation. ELAP is requiring all environmental laboratories like CAWD to meet "The NELAC Institute" Laboratory Accreditation (TNI 2016) Standards which requires a major upgrade to data reporting and Quality Assurance/Quality Control documentation.

Management decided to send permit required sampling out to a contact laboratory so CAWD's laboratory staff could concentrate their time on the TNI 2016 Standards.

- a. Normally, TSS samples would be analyzed the same day the sample was collected by CAWD's laboratory and operations staff. But currently with the samples being received by MBAS, the samples were placed in a refrigerator and held for 2 to 5 days before being analyzed.
  - b. Legal hold times for TSS samples as outline by Standard Methods is 7 days before the sample deteriorates to the point of not being a representative sample for legal permit reporting.
  - c. CAWD's effluent samples (EFF-001) during this time of the year are close to 100 percent Reverse Osmosis reject water which is highly concentrated in certain minerals, such as Calcium and Phosphorus which in time forms a precipitant which creates TSS. Other minerals also will tend to form precipitants as pH and Temperature change over time in the collected samples.
2. The second event started on September 26, 2024, when CAWD had the Parkson Corporation perform a filter rehabilitation on the Dyansand filters that are used for pretreatment of the secondary treated wastewater that is fed into the Microfiltration and Reverse Osmosis process (MF/RO) at the advance tertiary level.
    - a. The Dyansand filters in conjunction with the addition of Cerium Chloride coagulant remove Phosphorus and suspended solids to improve the performance of the MF/RO processes.
    - b. Once the Dyansand filters and Cerium Chloride coagulant were shut down on September 26, 2024, the Phosphorus concentration increase in the RO reject water thus creating conditions to have larger amounts of precipitants come out of solution in the EFF-001 compliance samples.

## **Corrective Measures:**

Staff contact MBAS and review with CAWD's Laboratory staff the analytical results and requested that all permit required TSS samples be analyzed the same day when the samples are obtained.

The second corrective action occurred on October 18, when Parkson Corporation completed the refurbishment of the Dyansand filters as pretreatment to the MF/RO process and placed the units back

on-line while starting the Cerium Chloride coagulant.

Laboratory data shows that once the sand filter pretreatment system and the Cerium Chloride coagulant were put back on-line on October 18, 2024, the TSS values were well within our permit limits.

Sincerely,



**Edward Waggoner**

Operations Superintendent

Carmel Area Wastewater District

Phone (831) 624-1249, ext. 291

[waggoner@cawd.org](mailto:waggoner@cawd.org)





# STAFF REPORT



To: Board of Directors  
From: Chris Foley, Maintenance Superintendent  
Date: December 19, 2024  
Subject: Monthly Maintenance Report – November 2024

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress/Completed

#### **Aeration Blower 211 Minor Service:**

Blower Vacuum Compressor (BCV) System completed the service on the blower and no failures were identified. The unit required normal cleaning to prevent buildup of corrosion that would make the unit difficult to service. Bushings and seals were changed to prevent any failures and maintain optimal operation of the variable vanes which control the airflow.

#### **Reclamation Sulfuric Pump Failure:**

There was a failure on the sulfuric dosing system for the Reverse Osmosis pH control. The failure was due to a pulsation dampener leaking. A preventative maintenance work order was created to proactively change the dampeners annually to prevent any future failures.

#### **Artificial Intelligence (AI) Project:**

A kickoff meeting was held with Enterprise Automation for the AI software portion of the AI Pilot Project. The ideal candidate for machine learning is the aeration control system due to its many inputs/outputs that are dependent on changing flow and water quality. The pilot will focus on augmented AI where the AI will recommend setpoints and tuning parameters which operation staff can review and then implement.

#### **Microfiltration Feed Line Repair:**

The polyvinyl chloride (PVC) flange on the spool supplying water to the microfiltration system cracked and was replaced. Staff are working with a vendor to replace three PVC spools with a more robust pipe material.

### **3 Water and Drain System Piping Repair:**

An underground leak was identified in the back portion of the treatment plant. Staff, with the help from JDs Underground excavated the leak and discovered a cracked fitting and leaking compression coupling. Both leaks were repaired, and the piping was replaced with an improved restraint couplings. Staff also took this opportunity to improve the sludge channel pumps piping system next to where the leak was located. This improvement will allow easier maintenance of the channel system. In addition, the local timer controls were replaced with Supervisory Control and Data Acquisition Controls so the process can be monitored and improved.

### **Upcoming Maintenance Projects**

#### **Pumpstation Generator and Transfer Switch Maintenance (Update):**

OnPoint Generator will be performing an automatic transfer switch preventative maintenance and generator load testing. This is essentially a stress test for the system to identify any issues that do not show up during weekly no-load run tests. *Scheduled for late December.*

#### **Secondary Clarifier 1 Arm Repair:**

The specialized aerial lift was delivered so staff can access the upper scraper arms on the clarifier. The parts will be removed with the assistance of Gavilan Crane and then dropped off at Coastal Fabrication so they can be duplicated. Staff will then reinstall the arms. The arms had a slight bend that causes nuisance tripping of the clarifier rotational drive and makes adjustment to scraper blades very difficult. After the new arms are installed the torque switch that stops the arms will be calibrated. The challenge is to ensure the torque switch is sensitive enough to prevent bending while avoiding nuisance tripping.

#### **Grit Tank Pipe Bracing:**

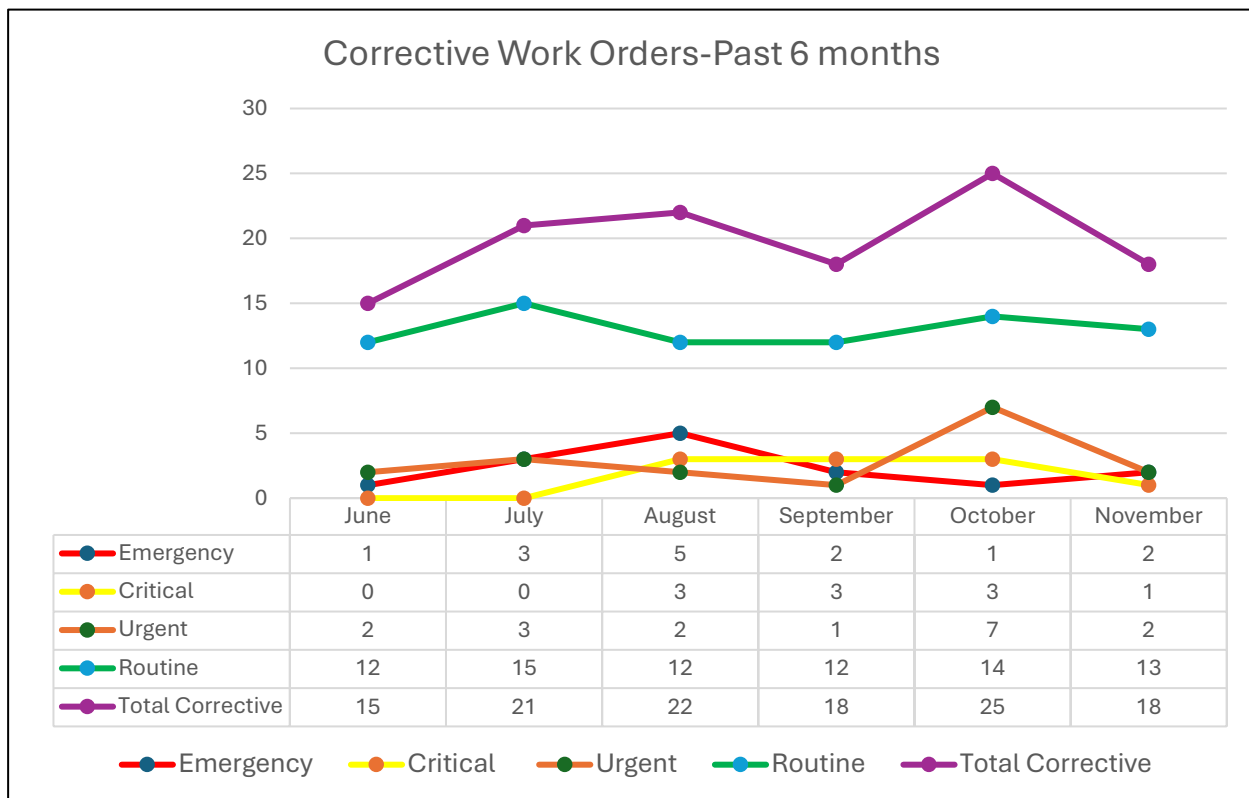
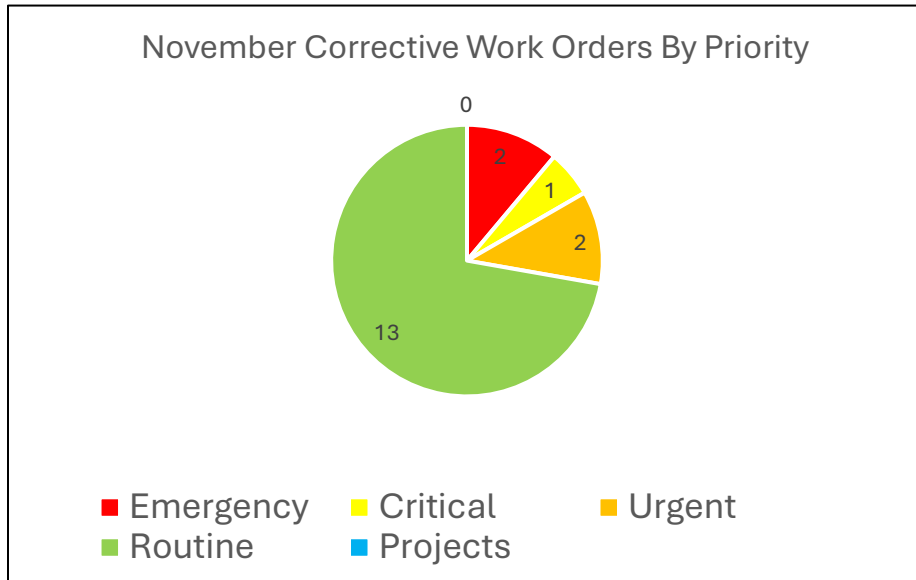
Staff identified a vibration in the grit classifier piping that could lead to a premature failure of the piping. A custom fabricated brace will be installed.

#### **Digester Heating System Annual Maintenance:**

California Boiler will be onsite in December to perform annual maintenance on the industrial hot water heater for the digester heat loop. The maintenance includes inspection, replacement of wear items and tuning of the system. Last year a condensate drain clog was identified and was repaired which prevented deterioration of the unit. The condensate drain was modified to prevent future clogging. The drain is critical because condensate buildup prevents the hot water heater from reaching the temperature setpoint.

### Preventive Maintenance (November)

Total Work Orders Generated	65
Total Work Orders Closed/Done	58
Total Work Orders Still Open	7
Percentage of Work Orders Completed	89%



FUNDING-N/A- Informational item only

# *Resolutions*

# STAFF REPORT



To: Board of Directors  
From: Chris Foley, Maintenance Superintendent  
Date: December 19, 2024  
Subject: New Chief Plant Operator Job Description

## RECOMMENDATION

It is recommended that the Board of Directors make a motion to accept a resolution authorizing the attached Chief Plant Operator job description and Salary Range.

## DISCUSSION

The Chief Plant Operator (CPO) position title was approved at the October board meeting as part of the succession plan staff report. This responsibility was previously included in the Operations Superintendent position. Designating a CPO is mandated by the State Water Resources Control Board to ensure the proper operation of the treatment plant. The CPO job description includes a greater focus on daily plant operations and shifts many of the management responsibilities to the Facilities Manager.

The Legally Responsible Official (LRO) role will be assigned to the Facilities Manager. The LRO and CPO have distinct responsibilities. The LRO has the authority to certify and submit reports for the District and is not required to be the CPO.

The job description aligns with the requirements specified by the State Water Resources Control Board. Key responsibilities include direct supervision of operations staff, appointments of Designated Operator-in-Charge, ensuring compliance with effluent limitations, and developing and reviewing standard operating procedures.

The Operations Supervisor will shift to an Operations Specialist role to support the CPO, Facilities Manager and treatment plant staff. This support will include process control updates, preventative maintenance tasks, process reports and operator training. Staff plans to present the Operation Specialist job description at the January board meeting.

The minimum qualification for the treatment plant is a Grade IV certification, which is challenging to attain due to stringent experience and education prerequisites. As of June 2024, only 1,507 operators hold this certification, underscoring the limited availability of qualified candidates.

Since the duties of the Chief Plant Operator were previously encompassed within the Operations Superintendent, there was no existing CPO job description to modify. Consequently, no redline version of the job description exists.

Importantly, the total number of full-time employees will remain unchanged with the introduction of this new job description.

Recruitment for the CPO position will commence immediately, with the aim of overlapping the incoming CPO with the current Operations Superintendent. This overlap will facilitate the effective transfer of site-specific knowledge and ensure the new CPO is successful during the transition.

**FUNDING-**Fiscal Year 24/25 Department 6 Budget. There will be cost to overlapping positions but will be dependent on the hiring date, salary step and final retirement date of the Operations Superintendent. The estimated cost is a total of \$45,000 for 3 months.



December 2024  
FLSA: EXEMPT  
At Will

## CHIEF PLANT OPERATOR

### DEFINITION

The Chief Plant Operator (CPO) is responsible for the overall operation of the Grade IV Wastewater Treatment plant including compliance with effluent limitations established in the plant's waste discharge requirements and ensuring that operators are supervised in accordance with the Operator Certification Regulations.

The CPO will be technically experienced in wastewater treatment operations standards and practices with a valid Wastewater Operator Certificate Grade IV minimum or Grade V issued by the California State Water Board. The CPO will be responsible for ensuring the treatment processes continue to meet all NPDES, Title 22 Recycled Water, and other state and federal requirements for treatment and discharge requirements. Additionally, the CPO should demonstrate the interpersonal and management skills necessary to build relationships, communicate effectively, lead staff by example and work cooperatively in a team environment. Experience with Supervisory Controls and Data Acquisition (SCADA) and Computer Maintenance Management System (CMMS) is essential.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Manager. Exercises direct supervision over wastewater treatment operations staff.

### CLASS CHARACTERISTICS

This is the advanced-level class in the Wastewater Treatment Plant Operations series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of wastewater treatment operations staff. The CPO performs complex analysis of the Wastewater Treatment Plant operation and has direct charge of the wastewater treatment facility. The position at this level will provide instruction and assistance to the other Wastewater Treatment Plant Operators. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

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

- Overall operation of the Wastewater Treatment Plant (WWTP) and compliance with the regulations.
- Plans, organizes, administers, reviews, and evaluates the work of operations staff; reviews and controls quality of work; completes employee evaluations; participates in performing the most complex process control work and operations.
- Assigning work orders to operator staff under supervision using the District's Computerized Maintenance Management System (CMMS).
- Notification to the State Water Resources Control Board (SWRCB) regarding any modifications including process changes or staffing changes at the WWTP.
- Development, review and use of Standard Operating Procedures (SOPs) for all operators to ensure reasonable care and judgment covering operations, maintenance, and compliance at the plant including both Operator SOPs and Reference SOPs.
- Submitting a Chief Plant Operator Acknowledgement Form to the State Water Board Wastewater Operator Certification Program within 30 days of becoming the CPO.
- Signing certification applications for Operators-In-Training (OITs) and certified operators employed at the WWTP. The CPO must maintain and/or keep work records of qualifying experience for OITs under its supervision or direction.
- Understanding and acknowledging the wastewater operation certification regulations.
- Develop a policy for designating a qualified Designated Operator-in-Charge (DOIC) when the CPO is unable to carry out the responsibilities of the position.
- Collaborates with engineering staff on capital and process improvements.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (continued)**

- Plans, schedules, prioritizes, and assigns treatment plant operations and utilities maintenance work in consultation with the Facilities Manager; communicates status of operations to appropriate personnel, working cooperatively to schedule repairs and adjustments in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Provides program coordination, project management, and staff assistance to the Facilities Manager; prepares and presents reports, including regulatory monitoring reports, and other necessary correspondence.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.



- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Coordinates the operation of the District's wastewater treatment facilities and equipment in a safe and sanitary manner to ensure safe conditions for the District, including the evaluation and adjustment of process controls to ensure the efficient and effective operation of all treatment facilities and equipment.
- Monitors and performs laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Troubleshoots operational problems; corrects and coordinates the correction and repair of operational and/or equipment problems.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Responds to emergency situations, as necessary.
- Performs confined space entry and rescue operations.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision and training.
- Principles, practices, equipment, material, and tools used in the operation, cleaning and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- Basic chemical and physical tests of wastewater, sludge, and related materials.
- SCADA operating systems and other computer applications related to the work.
- Practices, materials, and techniques used in activated sludge treatment process.
- Membrane Filtration and Reverse Osmosis
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Modern office practices, methods, and computer equipment, including a computer and applicable databases.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Record keeping principles and procedures.
- Wastewater Math
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Plan, schedule, assign, and oversee activities of wastewater treatment plant personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement an effective course of action to complete assigned work.
- Oversee and participate in treatment plant operations and related projects.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Maintain clear and accurate records, both manual and automated logs, records, reports, and charts.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Follow policies and procedures related to assigned duties.
- Recognize abnormal events or proactively predict changing conditions.
- Formulate a plan and resolve problems utilizing information from several sources.
- Work overtime, weekends, holidays, and shift work as assigned.
- Promote a safe work environment with team members.
- Plan and estimate a small project.
- Make accurate arithmetic computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

## **EDUCATION AND EXPERIENCE:**

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

Possession of an associate's degree and above or equivalent with major coursework in public health, biology, chemistry, civil engineering, environmental science or a closely related field and four (4) years of increasingly responsible water and/or wastewater operations and treatment program administration experience, including three (3) years of administrative and supervisory responsibility desires; AND/OR

Possession of a high school diploma or GED and five (5) years of increasingly responsible water and/or wastewater operations and treatment program administration experience, including three (3) years of administrative and supervisory responsibility desired.

Experience with activated sludge and Micro Filtration and Reverse Osmosis (MF/RO) treatment is desired.

### **Required Qualifications:**

Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.

Possession of a Grade IV or V Wastewater Treatment Plant Operator certificate issued by the State of California.

40-hour HAZWOPER certificate within one (1) year of employment.

### **Additional Requirements:**

**Ability to be on standby for after hour emergency call outs and acknowledge the notification within 15 minutes when on standby duty. If an emergency requires the employee to return to work, they must do so within 1 hour of responding to the notification.**

Employee must pass a respirator fit test within 2 months of employment and adhere to District respiratory policy which specifies facial hair restrictions.

All Carmel Area Wastewater District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code.

In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

### **PROBATIONARY PERIOD**

Employee must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status. The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered exempt and at-will.

## **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

### **Standing:**

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including: deragging, packing and sealing pumps, inspecting sewer lines, performing repairs, operating a variety of equipment including instruments, testing and monitoring confined spaces, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, monitoring and controlling the operation of water reclamation and treatment systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks.

### **Walking:**

- Average Frequency: Greater than 9 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while walking within the plant, to and from field sites, relocating tools, supplies, equipment, inspecting and monitoring equipment, operating vibrators, utilizing a wheelbarrow, dollies and a variety of related activities.

### **Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performs while working at a desk station, during trainings, operating equipment including a forklift, golf cart, tractor, backhoe, pickup truck, hydrocleaning/vacuum truck.

### **Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools.

### **Crawling:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while accessing restricted areas including plumbing/pipes, inspecting equipment, performing carpentry tasks, accessing mechanical equipment or during plumbing tasks.

### **Laying on Back/Stomach:**

- Average Frequency: 1 to 3 times per year
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per year
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office – carpet, tile; field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain
- Description: Performs while inspecting and repairing equipment including plumbing and mechanical.

### **Climbing/Balancing:**

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Ladder or stair steps, vehicle floorboards
- Description: Performs while ascending or descending extension ladders up to 40 feet, stepladders 10 to 12 feet, stair steps at plant buildings, accessing vehicle cab 1 to 3 steps

## Reaching:

### *Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while repairing and servicing equipment including plumbing in conjunction with utilizing a variety of hand or power tools, replacing lamps or lights, retrieving equipment over railing, painting in conjunction with utilizing rollers or brushes, polishing, carpentry work including assembling cabinets, counters, sanding, repairing piping. Unilateral or bilateral upper extremities from a less than full-to-full extensions at each occurrence.

### *Between Waist and Shoulder Level:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while operating a variety of equipment including forklift, truck, golf cart, tractor, backhoe, man lift in conjunction with maneuvering levers and a steering wheel, retrieving and relocating tools, supplies, equipment, inspecting, troubleshooting and repairing equipment, utilizing a variety of basic or power tools including a shovel, pick, digging bar, sledgehammer, grinders, chop saw, presses, skill saw, operating a jackhammer, maintaining plumbing, painting in conjunction with utilizing brushes or rollers, performing custodial tasks including sweeping, vacuuming, utilizing a squeegee, shampooer, extractor to clean floors, performing a variety of carpentry work including remodeling and assembling of cabinets, counters, drawers, renovating, relocating, altering workstations, sanding, texturing and repairing walls, repairing and installing building hardware including door handles, repairing plumbing systems, during traffic setup. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

### *Below Waist Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while repairing and servicing equipment, retrieving or setting items on and off lower shelves or the ground, painting in conjunction with utilizing rollers or brushes, landscaping including utilizing basic hand tools to repair irrigation systems, custodial tasks including polishing furniture, utilizing a squeegee to clean windows, cleaning toilets, urinals, wiping walls, retrieving trash or debris, lubricating equipment, installing water meters, performing a variety of carpentry work including remodeling and assembling cabinets, counters, drawers, sanding, texturing and repairing walls, installing building hardware, marking utilities. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

## **Pushing/Pulling:**

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, sawzall, drill, a variety of wrenches, operating a pallet jack to move equipment or chemicals setting concrete in conjunction with utilizing hand tools, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly.

## **Twisting/Rotating:**

### *Waist:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing parts, utilizing equipment while hydrocleaning, opening or closing valves, utilizing a shovel to relocate dirt, driving. The motion is center to the right back to center or center to the left back to center less than 20-degrees per occurrence.

### *Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while aiding visually, operating equipment including a forklift, truck, golf cart, tractors, backhoes, man lifts, servicing and repairing and maintaining a variety of equipment including plumbing, electrical, while painting, heating and ventilation, custodial tasks, performing carpentry duties, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing a variety of tools including drills, pliers, ratchets, screwdrivers, saws, digging tools, valve keys, manipulating nuts, bolts, screws, small parts, shoveling, utilizing rollers or brushes while painting, utilizing a vacuum, sweeping, mopping, utilizing a metal hook to remove or replace a manhole lid. Unilateral or bilateral hand use.



## **Bending:**

### *Waist:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. The motion is in a forward direction between 5 and 65-degrees.

### *Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including packing and sealing pumps, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water reclamation and treatment systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks, utilizing a variety of hand or power tools, inspecting equipment, during normal body mechanics.

### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing a variety of tools including drills, wire cutters, wire strippers, tape measures, sockets, socket adapters, ratchets, tape measures, wrenches, screwdrivers, hammers, Allen wrenches, shovel, pick, digging bar, manipulating bolts, nuts, small parts, screws, operating a jackhammer, operating equipment including maneuvering a steering wheel and levers, sweeping, mopping, vacuuming, utilizing rollers or brushes while painting, utilizing carpentry tools, utilizing a metal hook to remove or replace a manhole lid, during normal body mechanics. Unilateral or bilateral hand use.

## Lifting/Carrying:

### *0 to 10 lbs.:*

- Objects: Smaller power tools (drills, grinders, air tools, grease gun, skill saw, etc.); hand tools (wrenches, screwdrivers, pliers, hammers, ratchets, strippers/cutters, etc.); small tool bag, socket set, fasteners; couplings, short sections of metal/pipe or wood; miscellaneous parts, wiring, levels, tape measures, small fire extinguisher, electrical cords, diagnostic equipment, aerosol cans, rollers, brushes, one-gallon containers, two safety cones, step-stool/ladder, broom, squeegee/mop, shovel, binders, manuals, writing utensils, telephone handset, chair
- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Distance: Average - less than 100 feet including ascending/descending stairs
- Maximum - 1,000 feet
- Description: Using hand or power tools as needed, performs a variety of lifts and carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, cleaning, assembling/disassembling, diagnosing, repairing, bolting, screwing, cleaning, sweeping, stocking, storing, office duties, paperwork/manuals, writing.

### *11 to 25 lbs.:*

- Objects: Larger hand tools (large sledgehammer, large wrenches), medium power tools (pneumatic nail gun, reciprocating saws, hammer-drill, core drill), medium tool bag, bucket of tools, 3-gallon containers, up to five safety cones, medium fire extinguisher, 6' ladder, pneumatic pipe plug, shovel with dirt, picking/digging tools, sections of metal/pipe or wood, boxes of tools/parts; valves, 100' of ¾" hose, 20' of 2" suction hose, 13-gallon trash can, partial box of paper/files
- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: Less than 100 feet, including ascending/descending stairs
- Height: Ground to shoulder or above
- Description: Using hand or power tools as needed, performs a variety of moderate duty lifts/carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, assembling/disassembling, diagnosing/repairing, bolting, screwing, cleaning, stocking, storing, valve removal/replacement, battery removal/replacement; small grate and lid removal/replacement; digging and filling. Retrieval, set-up, breakdown and replacement of equipment for projects.

*26 to 50 lbs.:*

- Objects: Large tool bag/kit, metal chain, small electric motors, 12' ladder, 20' extension ladder, jack hammer, concrete and metal debris, flanges, couplers, sections of metal/pipe or plastic/wood, smaller valves, small impellers, band saw, flange, pipe vice, oil bucket, blower, shaft, threader, traffic signage, wheelbarrow, 5-gallon container/bucket, empty pallet, case of paper or full box of files, 30-gallon garbage can, 50' of 1" hose, 10' of 6" suction hose, valve box lid, car battery
- Average Frequency: 1 times per day
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: 4 times per hour
- Maximum Duration: Up to 15 minutes at a time
- Distance: Less than 50 feet, including ascending/descending stairs
- Height: Ground to shoulder
- Description: Using hand or power tools as needed, performs a variety of medium duty lifts/carries to complete the following: carpentry, electrical, plumbing, painting, landscaping, assembling/disassembling, bolting, stocking, storing, valve removal/replacement, battery removal/replacement; grate and lid removal/replacement; digging and filling. Retrieval, set-up, breakdown and replacement of equipment for projects. **Confined space winch.** Jackhammer use includes pushing, pulling, partial lifting, lifting, and guiding.

*51 to 60 lbs.:*

- Objects: 28' extension ladder, 10' step ladder, confined space winch, wheelbarrow, medium electric motor, steel flanges, steel elbows/necks/spools, couplers, longer sections of metal/pipe or wood, 100' of 1" hose, truck battery, 30' of 2" hose, 15' of 6" hose, 4' x 4' aluminum vault lid, sandbag, small steel stormwater grating
- Average Frequency: 4 times per month
- Average Duration: Seconds at a time
- Maximum Frequency: 4 times per day
- Maximum Duration: Less than 1 minute at a time
- Height: Ground to waist
- Description: As needed for activities including repair and construction projects; retrieval, set-up, breakdown and replacement of project equipment; confined space entry set-up/breakdown, including a davit arms, accessing vaults, collections infrastructure repair, flood preparations.

*61 to 120 lbs. (two-person lifts):*

- Objects: 32' extension ladder, AA frame ladder, forklift propane cylinder [63 pounds shoulder height], 2' submersible pump, portable railing anchor plate, trash pumps, vault lid, electric motors, confined space base tripod, bollards, jumping jack, steel manhole covers, steel piping, 15' or more of large suction hose, generator, 8" x 20' suction pipe, large steel stormwater grating, various steel valves, flanges, elbows up to 150 lbs.
- Average Frequency: As assigned - 1 to 4 times per month
- Average Duration: Seconds at a time
- Maximum Frequency: As assigned – 4 times per day
- Maximum Duration: Seconds at a time
- Distance: Less than 25 feet
- Height: Ground to waist

- Description: As needed for non-routine projects and activities including: repair, replacement or construction projects; confined space entry set-up/breakdown, accessing vaults, collections infrastructure repair. Lifting straps are to be used if safety will be increased.

*120+ lbs. Not a job requirement, any lifts above this threshold will be accomplished via lifting equipment.*

### **Dragging/Pulling:**

*76 to 100 lbs. (single-person pulls):*

- Objects: Floor jack, manhole covers, 100' of charged 1" water line, charged suction lines, metal grating, aluminum pipe, heavy duty electrical wire, long sections of plastic or wood, collections equipment jetting lines, collections camera tether/cable
- Average Frequency: 4 times per month
- Average Duration: Seconds to less than 10 minutes at a time
- Maximum Frequency: Four times per day
- Maximum Duration: 5 minutes
- Distance: Less than 5 feet to 100' feet for collections lines
- Height: Ground level or partial lift of one end from ground
- Description: A combination of pulling and/or partial lifting as needed to move heavy objects including using a floor jack, removing and replacing a manhole lid with a metal hook, dragging hose, dragging lengths of pipe, wood or metal, dragging metal grating, Lifting straps are to be used if safety will be increased.

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Performs while operating a variety of equipment (forklifts, truck, golf cart, tractor, backhoe, etc.); operating small power tools; using small hand tools; retrieving and relocating miscellaneous tools, parts; utilizing a telephone handset, handling paperwork; utilizing calking and grease guns; spraying aerosol cans; painting with rollers or brushes, mopping, sweeping, vacuuming, landscaping; scraping, utilizing a squeegee; any grasping necessary to complete required lifts/carries below 25 lbs. Unilateral and bilateral hand use.

*Power:*

- Average Frequency: Routine- 1 per hour
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 8 times per hour
- Maximum Duration: Seconds to less than 15 minutes at a time

- Description: Performs while utilizing a shovel, digging bar or pick while digging; operating a jackhammer in conjunction with pushing, pulling, partial lifting and guiding; utilizing wrenches to remove or secure and torque bolts; using pry bars, wrenches, levers, tie down and securing equipment; utilizing wide variety of power tools grinders, electric chop saw, presses, drills, chainsaw, installing cabinetry including repairing walls. Any grasping necessary to complete required lifts/carries and pulls above 25 lbs. Unilateral and bilateral hand use.

**Fine Manipulation:**

- Average Frequency: 4 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Performs while using of small hand tools (screwdrivers, small sockets, Allen wrenches, etc.), placing bolts, nuts, screws, nails, small parts; joining small components; using electrical testing equipment; making equipment adjustments, using machine-user interfaces, utilizing a writing utensil, using computer keyboards/tablets and mouse, touchpad or touch screens; using telephone. Unilateral or bilateral hand use.

**Machine/Tools:**

*The machines and tools listed here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Drills
- Pneumatic nail gun
- Pliers
- Tape measures
- Sockets
- Socket adapters
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saws
- Hammers
- Diagnostic tools
- Allen wrenches
- Digging bar
- Pick
- Writing utensil
- Telephone handset
- Sledgehammer
- Grinders
- Air tools
- Grease gun
- Skill saw
- Levels
- Square
- Wire strippers
- Spray can
- Roto hammer
- Jackhammer
- Pipe wrenches
- Presses
- Chop saw
- Computer keyboard, mouse, monitor
- Band saw
- Cut off saw
- Forklift
- 28-ton truck
- Golf cart
- Tractor
- Backhoe
- Aerial lift
- Dollies
- 4-wheeled cart
- Wrenches
- Motors
- Ladders
- Valves
- Generators
- Electric snakes
- Rollers
- Blowers
- Vacuum
- Broom
- Mop
- Squeegee
- Paint brush

## Weights and Measures:

The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### Items Weighed:

- 4" C-900 pipe fitting – 6 lbs.
- 6" C-900 pipe fitting – 12 lbs.
- Gas Can (2 gallon) – 13 lbs.
- Suction hose (2" x 20' Green PVC) – 16 lbs.
- 6" x 4" I-beam – 20 lbs.
- Flow thru plug 6-8" – 20 lbs.
- 8" C-900 – 23 lbs.
- Pneumatic plug 10-18" – 25 lbs.
- Pipe (4" x 20' SDR 35) – 27 lbs.
- 3/8" chain – 28 lbs.
- Valve box lid (B12) – 28 lbs.
- Shoring (2' x 24-36" cylinder) – 30 lbs.
- Discharge hose (2" x 50' blue PVC) – 30 lbs.
- Cut off saw (hot saw) – 32 lbs.
- Jack hammer (30 pound) – 33 lbs.
- Gas can (5 gallon) – 33 lbs.
- Firehose (2.5" x 50') – 34 lbs.
- Confined space blower – 35 lbs.
- Electric motor (1 HP) – 35 lbs.
- Ventilation Blower (12V) – 36 lbs.
- Confined space winch – 41 lbs.
- Storm drain inlet (2x2) – 42 lbs.
- 20' extension ladder – 42 lbs.
- Concrete/Asphalt debris – 50 lbs.
- 6' plug hand crank – 50 lbs.
- Standard wheelbarrow (full) – 50 lbs.
- Metering vault lid (open) – 52 lbs.
- 28' extension ladder – 57 lbs.
- Traffic valve box (G5) – 58 lbs.
- Sandbags – 60 lbs.
- Pipe (4"x6' mission clay) – 60 lbs.
- Perma-Patch sack (60 pound) – 60 lbs.
- Concrete sack (60 pound) – 60 lbs.
- 2" Submersible sump pump – 60 lbs.
- Pipe (6"x20' SDR 35) – 61 lbs.
- Bumper crane assembly – 62 lbs.
- Lumber boards (2"x12"x16') – 64 lbs.
- Jack Hammer (60 pound) – 65 lbs.
- 2x4 grate – 71 lbs.
- Jet hose (pulling) – 71 lbs.
- Bollards (remove and replace) – 72 lbs.
- 32' extension ladder – 72 lbs.
- 4" plug valve – 75 lbs.
- 24" Manhole lid (open/lift) – 75 lbs.
- Concrete Sack (90 pound) – 90 lbs.
- Plywood (4'x8'x 1 1/8") – 94 lbs.
- Confined space base (tripod) – 95 lbs.
- Valve box (B12) – 96 lbs.
- Jack hammer (90 pound) – 97 lbs.
- Move furniture – 100 lbs.
- 2" Trash Pump (187 GPM) – 104 lbs.
- Pipe (8"x20' SDR 35) – 110 lbs.
- 4" gate valve – 114 lbs.
- 6" gate valve – 194 lbs.
- Manhole lid (36" diameter) – 229 lbs.

## **PERSONAL PROTECTIVE EQUIPMENT**

Depending on the hazard, the employee is required to wear head, hearing, eye, foot, face, respiratory, body harness, and/or hand protection.

## **ENVIRONMENTAL ELEMENTS**

- Employee is frequently exposed to outside weather conditions
- Employee is occasionally exposed to high, precarious places
- Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals
- Employee is exposed to unpleasant smells and odors
- Employee is exposed to moderate cold, moderate heat
- Employee is exposed to risk of electrical shock or mechanical hazards
- Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens
- The noise level in the work environment is usually loud
- Employee, as needed, works indoors, office setting, climate controlled

**NOTICE:** The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



RESOLUTION # 2024-72

A RESOLUTION AUTHORIZING THE JOB DESCRIPTION, TITLE, AND SALARY  
TABLE FOR THE CHIEF PLANT OPERATOR

-oOo-

WHEREAS, the Board of Directors are convinced by the staff report presented at its regular board meeting December 19, 2024 that the District should authorize the job description to create a new position called Chief Plant Operator; and

WHEREAS, the Board of Directors agrees that it will rank the position at Range 34 as the Board is convinced it better fits the increased job demands.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes the position of Chief Plant Operator and sets the salary at range 34 and accepts the new job description.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS

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

ATTEST:

\_\_\_\_\_  
Domine Barringer, Clerk of the Board

RESOLUTION NO. 2024 - 73  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES FOR NON-REPRESENTED EMPLOYEES

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

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

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Non Represented Positions</b>							
1	n/a	General Manager	-	-	-	-	19,666.40
1	48	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	Chief Plant Operator	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	29	Principal Accountant	10,564.85	11,093.09	11,647.75	12,230.13	12,841.64
1	28	Operations Supervisor	10,307.16	10,822.52	11,363.64	11,931.83	12,528.42
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
<b>10.0</b>		<b>Total Positions authorized</b>					

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

Section 3. The Provisions hereof shall be in force and effect as of December 19, 2024

Section 4. That this resolution supercedes 2024-56 in its entirety.

PASSED AND ADOPTED at a regular meetng of the Board of Directors of the Carmel Wastewater District duly held on December 19, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

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

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

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Lab Manager Recruiting

## RECOMMENDATION

It is recommended that the Board approve a resolution authorizing:

- a. The job description of Lab Manager, and
- b. The Salary Range of 34 for Lab Manager

## DISCUSSION

Our current Lab Supervisor, Carla James tendered her resignation effective December 16, 2024. Given the current accreditation/performance issues in the lab, along with the resignation of Aleksandra Kalnozola on December 12, 2024 it necessitates a more tailored approach and the need to bring in a skilled laboratory manager to navigate the increased demands going forward. Mr. Treanor, District Engineer, has increased his time in the Lab to ensure that it continues to function, but as has been noted previously, his role at the District is as an engineer. During this transition Mr. Treanor will oversee the lab personnel and guide this department in obtaining and reporting the correct data to move the accreditation process forward.

To be competitive, in what is a very tight labor market for lab personnel, it is necessary to modify the Lab Supervisor position into a management position.

The most visible changes are the title change to Lab Manager (to imply greater responsibility), moving the position to be "Exempt", and expanding the description to include State Water Board Environmental Laboratory Accreditation Program (ELAP) and laboratory information management system (LIMS). The Lab Supervisor red lined job

description is attached along with a final version of Lab Manager job description.

Finally, when we compare the Lab Supervisor salary to the most recent California Association of Sanitation Agencies (CASA) survey for districts with 50< employees plus Monterey One Water (M1W) our salary is competitive. However, when we compare to all districts on the CASA list we fall to 16.3% under the median salary. The reason is that the large entities in wastewater (e.g. Silicon Valley Clean, Los Angeles County San, etc.) pay higher salaries. Staff feels that in order to attract the most qualified candidates we need to compete at the same level as the large districts. The proposed salary brings us to within 3% of the median at the maximum pay range for all agencies reported by CASA.

## FINANCIAL

The current Lab Supervisor position is Range 28	\$10,307.17 - \$12,528.43
The recommended Lab Manager position is Range 34	\$11,953.14 - \$14,529.12

This represents a 15.97% increase in pay.

### Comparison Entities

State of California – Supervising Chemist	\$ 7,214.00 - \$ 9,938.00
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## LABORATORY MANAGER

### DEFINITION

Under general direction, plans, organizes, and provides management for all District laboratory functions; ensures that that the laboratory operation meets all applicable laws, regulations, and District policies; is responsible for obtaining and maintaining laboratory accreditation under State Water Board Environmental Laboratory Accreditation Program (ELAP) requirements; works collaboratively with all District staff in areas of expertise; manages a staff of three lab analysts; manages the laboratory information management system (LIMS); fosters cooperative working relationships with outside entities, and regulatory agencies; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Exercises direct supervision over a staff of three lab analysts.

### CLASS CHARACTERISTICS

This is a management-level class that oversees and directs all laboratory activities including day-to-day operations. Responsibilities include coordinating the activities of the laboratory with those of other divisions and departments and managing and accomplishing the complex and varied functions of the laboratory. The Lab Manager is accountable for accomplishing the operational goals and objectives of the laboratory and for furthering District goals and objectives within general policy guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Develops, evaluates and implements laboratory policies, procedures and standards; provides oversight for laboratory staff in sample collection and laboratory testing procedures; performs and interprets both special and standard laboratory analyses and tests;

December 2024

EXEMPT

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- analyzes wastewater samples, biosolids, and industrial wastes for the presence of chemical, biological, bacteriological, and physical contaminants.
- Develops, carries-out, and maintains quality assurance programs for laboratory analysis and instrumentation; prepares periodic water quality reports, including those required by other government agencies.
- Acts as Technical Manager and Quality Manager for District laboratory; may delegate tasks to Lab Analyst staff based on staff abilities.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Obtains and maintains the Environmental Laboratory Accreditation Program certificate issued by the State of California Water Quality Control Board.
- Completes laboratory work to comply with the NPDES and Title 22 monitoring and reporting requirements.
- Plans, organizes, administers, reviews, and evaluates the work of assigned laboratory staff. Is active in encouraging career development of subordinate staff.
- Administers performance testing, demonstrations of capability, and minimum detection limit determinations in cooperation with lab analyst staff.
- Participates in the Central Coast Long-term Environmental Assessment Network (CCLEAN) regional monitoring program monthly meetings and manages implementation of District requirements under the District's NPDES permit.
- Provides for the selection, training, professional development, and work evaluation of laboratory staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Manages outsourcing of analyses to contract laboratories to obtain results for highly specialized water quality parameters such as: Priority Pollutants, Ocean Plan Pollutants, Whole Effluent Toxicity, Polyfluoroalkyl (PFAS), epidemiological studies, etc.
- Directs, oversees, and develops work plans related to assigned functions; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on laboratory operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service.
- Assists in the preparation and administration of the budget for lab functions; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Maintains and organizes official departmental files.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings, and takes necessary corrective action.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

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Ensure maintenance of the Environmental Laboratory Accreditation Program certificate issued by the State of California Department of Health Services.¶

Develops, carries out, and maintains quality assurance programs for laboratory analysis and instrumentation; prepares periodic water quality reports, including those required by other government agencies.¶

Plans, manages and oversees the environmental compliance inspection staff to plan, implement and execute an environmental compliance inspection and monitoring program; coordinates environmental compliance inspection activities with local businesses and other government agencies; ensures that businesses are operating within standards established by Federal, State, local laws, ordinances and regulations.¶

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**QUALIFICATIONS**

**Knowledge of:**

- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses of water quality parameters including: Total Suspended Solids (TSS), Volatile Suspended Solids (VSS), Total Dissolved Solids (TDS), Anion/Cation, ammonia, nitrite, nitrate, orthophosphate, chloride, sodium, alkalinity, etc.
- Operation and maintenance of specialized water quality testing equipment.
- Management of contracts with outside laboratories to obtain results for highly specialized water quality parameters.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, training of staff, and facilitating staff development.
- Sampling techniques and statistical analysis.
- Laboratory Information Management Software (LIMS) and other computer applications related to the work.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the laboratory.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with outside entities.

**Ability to:**

- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the laboratory.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Draw sound conclusions from laboratory analytical tests and procedures; analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable wastewater, and make appropriate recommendations for plant operations.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct research projects, make sound recommendations, and prepare effective technical staff reports.

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**Moved up [3]:** <#>Characteristics and problems involved with wastewater and environmental compliance analysis.¶ Sampling techniques and statistical analysis.¶

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- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.¶

**EDUCATION AND EXPERIENCE:**

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

Equivalent to a bachelor’s degree from an accredited college and four (4) years of responsible laboratory analysis experience, including one (1) year of supervisory or lead experience [in a water quality laboratory](#).

**Required Qualifications:**

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.
- Possession of, or ability to obtain within 12 months of date of hire, a California Water Environment Association (CWEA) – Laboratory Analyst Grade III/IV certificate. [Possession of a Grade IV Lab Analyst certificate is desired.](#)
- 40-hour HAZWOPER certificate within one (1) year of employment.

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**Deleted:** <#>Possession of, or ability to obtain within 18 months of date of hire, a California Water Environment Association (CWEA) – Environmental Compliance Inspector Grade III certificate. ¶

**Additional Requirements:**

Employee must pass a respiratory fit test within 2 months of employment and adhere to District respiratory policy which specifies facial hair restrictions.

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the



California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

### **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

#### **Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office - carpet, tile; field – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while performing in-depth inspections of industrial and commercial users, setting samplers and collecting wastewater samples, investigating and tracing sources of lethal and industrial waste, removing or replacing manhole covers, inspecting grease traps.

#### **Walking:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Office - carpet, tile; field – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while walking within the office, building, walking to and from commercial or industrial sites, transporting tools, ice chests, samplers, etc.

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**Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

**Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Concrete, asphalt, gravel dirt
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or ground.

**Crawling:**

Occasional crawling in tight locations.

**Laying on Back/Stomach:**

Not a job requirement.

**Climbing/Balancing:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Stair or ladder steps, vehicle floorboard
- Description: Performs while ascending or descending 1 to 2 stair flights to access multiple floors, entering or exiting the vehicle cab, 1 step.

**Reaching:**

*Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day

- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

*Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, telephone, utilizing a hook to remove or replace a manhole cover or meter box lid, relocating tools, ice chests, samples, operating a computer keyboard/mouse to enter or retrieve data. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence. Computer keyboarding duties include positioning his/her arms at the side and placing fingers on the computer keyboard.

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*Below Waist Level:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or ground. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

**Pushing/Pulling:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a metal hook to remove or replace manhole covers or meter box lids – a combination of pushing, pulling lifting, relocating sampler, opening or closing file cabinet drawers, utilizing wrenches to assemble or disassemble a sampler, utilizing a hook to remove or replace grease traps, swinging a truck bed crane while loading or unloading a sampler. Unilateral or bilateral arm use.

### **Twisting/Rotating:**

#### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving, possibly during inspections. The motion is from center to right back to center or center to left back to center up to 20-degrees.

#### *Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving, aiding visually, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

#### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing a metal hook to remove or replace a manhole cover or lids, retrieving samples, as needed utilizing basic hand tools such as screwdrivers, wrenches to assemble or disassemble a sampler. Unilateral or bilateral hand use.

### **Bending:**

#### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or the ground, assembling or disassembling samplers. The motion is in a forward direction up to 5 to 65-degrees.

#### *Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)

- Description: Performs while aiding visually, reading, writing, performing in-depth inspections, inspecting grease traps, during normal body mechanics.

*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, retrieving and relocating samples, utilizing a metal hook to remove or replace manhole covers, lids or grease traps, utilizing basic hand tools including wrenches, screwdrivers, scissors to assemble or disassemble samples, utilizing a sledgehammer to strike manhole covers if the cover is stuck, during normal body mechanics. Unilateral or bilateral hand use.

**Lifting/Carrying:**

*0 to 10 lbs.:*

- Objects: Lab containers (flasks, beakers, pipettes,) microscope, instruments, chemical containers, telephone handset, writing utensil, paperwork, manuals, computer tablet
- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Description: Performs while handling samples, containers, flasks, pipette; handling paperwork, utilizing a writing utensil, telephone; handling instruments, supplies and lab tools; storing and retrieving these objects.

*11 to 25 lbs.:*

- Objects: Single carboys and sample containers up to 2.5 gallons, sample caddy with multiple sample containers, portable sampler lid
- Average Frequency: 4 times daily
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 4 times daily
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: 0 to 50 feet including ascending and descending stairs
- Height: Ground to waist level
- Description: Performs while retrieving, transporting sample containers from sampler to cart. Includes shaking carboy containers to stir contents.

26 to 50 lbs.:

- Objects: Full sample bottle, buffer solvent, full solution container, Confined space equipment
- Average Frequency: 1 per day
- Average Duration: Seconds at a time
- Maximum Frequency: 4 times per day
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: Less than 25 feet
- Height: Waist to ground and ground to waist
- Description: Performs while removing and replacing sampler lid and prying and lifting FOG hatches.

50+ lbs.:

Lifting objects over 50 lbs. is not a job requirement for this job classification.

**Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Handling samples, containers, flasks, pipette; handling paperwork, utilizing a writing utensil, telephone; handling instruments, supplies and lab tools; any grasping necessary to complete required lifts and carries below 50 lbs.

*Power:*

- Average Frequency: 4 times per day
- Average Duration: Seconds at a time
- Maximum Frequency: 4 times per day
- Maximum Duration: Less than 15 minutes at a time
- Description: Handling single carboys and sample containers up to 2.5 gallons, sample caddy with multiple sample containers, portable sampler lid, lifting grease trap lids.

**Fine Manipulation:**

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Using pipettes, measuring small amounts of liquids, making equipment adjustments, using machine-user interfaces, utilizing a writing utensil; computer

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### ENVIRONMENTAL ELEMENTS

- Employee is occasionally exposed to wet and/or humid conditions.
- Employee is exposed to moving parts.
- Employee is regularly exposed to toxic or caustic chemicals.
- Employee is occasionally exposed to fumes or airborne particles.
- Employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- Indoors, laboratory setting, climate controlled.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.





December 2024  
EXEMPT-At Will

## LABORATORY MANAGER

### DEFINITION

Under general direction, plans, organizes, and provides management for all District laboratory functions; ensures that the laboratory operation meets all applicable laws, regulations, and District policies; is responsible for obtaining and maintaining laboratory accreditation under State Water Board Environmental Laboratory Accreditation Program (ELAP) requirements; works collaboratively with all District staff in areas of expertise; manages a staff of three lab analysts; manages the laboratory information management system (LIMS); fosters cooperative working relationships with outside entities, and regulatory agencies; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Exercises direct supervision over a staff of three lab analysts.

### CLASS CHARACTERISTICS

This is a management-level class that oversees and directs all laboratory activities including day-to-day operations. Responsibilities include coordinating the activities of the laboratory with those of other divisions and departments and managing and accomplishing the complex and varied functions of the laboratory. The Lab Manager is accountable for accomplishing the operational goals and objectives of the laboratory and for furthering District goals and objectives within general policy guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Develops, evaluates and implements laboratory policies, procedures and standards; provides oversight for laboratory staff in sample collection and laboratory testing procedures; performs and interprets both special and standard laboratory analyses and tests; analyzes wastewater

samples, biosolids, and industrial wastes for the presence of chemical, biological, bacteriological, and physical contaminants.

- Develops, carries-out, and maintains quality assurance programs for laboratory analysis and instrumentation; prepares periodic water quality reports, including those required by other government agencies.
- Acts as Technical Manager and Quality Manager for District laboratory; may delegate tasks to Lab Analyst staff based on staff abilities.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Obtains and maintains the Environmental Laboratory Accreditation Program certificate issued by the State of California Water Quality Control Board.
- Completes laboratory work to comply with the NPDES and Title 22 monitoring and reporting requirements.
- Plans, organizes, administers, reviews, and evaluates the work of assigned laboratory staff. Is active in encouraging career development of subordinate staff.
- Administers performance testing, demonstrations of capability, and minimum detection limit determinations in cooperation with lab analyst staff.
- Participates in the Central Coast Long-term Environmental Assessment Network (CCLEAN) regional monitoring program monthly meetings and manages implementation of District requirements under the District's NPDES permit.
- Provides for the selection, training, professional development, and work evaluation of laboratory staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Manages outsourcing of analyses to contract laboratories to obtain results for highly specialized water quality parameters such as: Priority Pollutants, Ocean Plan Pollutants, Whole Effluent Toxicity, PFAS, epidemiological studies, etc.
- Directs, oversees, and develops work plans related to assigned functions; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on laboratory operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service.
- Assists in the preparation and administration of the budget for lab functions; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Maintains and organizes official departmental files.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings, and takes necessary corrective action.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses of water quality parameters including: TSS, VSS, TDS, Anion/Cation, ammonia, nitrite, nitrate, orthophosphate, chloride, sodium, alkalinity, etc.
- Operation and maintenance of specialized water quality testing equipment.
- Management of contracts with outside laboratories to obtain results for highly specialized water quality parameters.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, training of staff, and facilitating staff development.
- Sampling techniques and statistical analysis.
- Laboratory Information Management Software (LIMS) and other computer applications related to the work.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the laboratory.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with outside entities.

### **Ability to:**

- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the laboratory.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Draw sound conclusions from laboratory analytical tests and procedures; analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable wastewater, and make appropriate recommendations for plant operations.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct research projects, make sound recommendations, and prepare effective technical staff reports.

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE:**

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

Equivalent to a bachelor's degree from an accredited college and four (4) years of responsible laboratory analysis experience, including one (1) year of supervisory or lead experience in a water quality laboratory.

**Required Qualifications:**

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.
- Possession of, or ability to obtain within 12 months of date of hire, a California Water Environment Association (CWEA) – Laboratory Analyst Grade III/IV certificate. Possession of a Grade IV Lab Analyst certificate is desired.
- 40-hour HAZWOPER certificate within one (1) year of employment.

**Additional Requirements:**

Employee must pass a respiratory fit test within 2 months of employment and adhere to District respiratory policy which specifies facial hair restrictions.

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the

California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

### **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

#### **Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Office - carpet, tile; field – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while performing in-depth inspections of industrial and commercial users, setting samplers and collecting wastewater samples, investigating and tracing sources of lethal and industrial waste, removing or replacing manhole covers, inspecting grease traps.

#### **Walking:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Office - carpet, tile; field – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped and uneven terrain
- Description: Performs while walking within the office, building, walking to and from commercial or industrial sites, transporting tools, ice chests, samplers, etc.

**Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

**Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Concrete, asphalt, gravel dirt
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or ground.

**Crawling:**

Occasional crawling in tight locations.

**Laying on Back/Stomach:**

Not a job requirement.

**Climbing/Balancing:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Stair or ladder steps, vehicle floorboard
- Description: Performs while ascending or descending 1 to 2 stair flights to access multiple floors, entering or exiting the vehicle cab, 1 step.

**Reaching:**

*Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day

- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

*Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, telephone, utilizing a hook to remove or replace a manhole cover or meter box lid, relocating tools, ice chests, samples, operating a computer keyboard/mouse to enter or retrieve data. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence. Computer keyboarding duties include positioning his/her arms at the side and placing fingers on the computer keyboard.

*Below Waist Level:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or ground. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

**Pushing/Pulling:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a metal hook to remove or replace manhole covers or meter box lids – a combination of pushing, pulling lifting, relocating sampler, opening or closing file cabinet drawers, utilizing wrenches to assemble or disassemble a sampler, utilizing a hook to remove or replace grease traps, swinging a truck bed crane while loading or unloading a sampler. Unilateral or bilateral arm use.

## **Twisting/Rotating:**

### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving, possibly during inspections. The motion is from center to right back to center or center to left back to center up to 20-degrees.

### *Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving, aiding visually, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing a metal hook to remove or replace a manhole cover or lids, retrieving samples, as needed utilizing basic hand tools such as screwdrivers, wrenches to assemble or disassemble a sampler. Unilateral or bilateral hand use.

## **Bending:**

### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving and pouring samples, inspecting grease traps, retrieving or setting items on and off lower shelves or the ground, assembling or disassembling samplers. The motion is in a forward direction up to 5 to 65-degrees.

### *Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)



- Description: Performs while aiding visually, reading, writing, performing in-depth inspections, inspecting grease traps, during normal body mechanics.

*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, retrieving and relocating samples, utilizing a metal hook to remove or replace manhole covers, lids or grease traps, utilizing basic hand tools including wrenches, screwdrivers, scissors to assemble or disassemble samples, utilizing a sledgehammer to strike manhole covers if the cover is stuck, during normal body mechanics. Unilateral or bilateral hand use.

**Lifting/Carrying:**

*0 to 10 lbs.:*

- Objects: Lab containers (flasks, beakers, pipettes,) microscope, instruments, chemical containers, telephone handset, writing utensil, paperwork, manuals, computer tablet
- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Description: Performs while handling samples, containers, flasks, pipette; handling paperwork, utilizing a writing utensil, telephone; handling instruments, supplies and lab tools; storing and retrieving these objects.

*11 to 25 lbs.:*

- Objects: Single carboys and sample containers up to 2.5 gallons, sample caddy with multiple sample containers, portable sampler lid
- Average Frequency: 4 times daily
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: 4 times daily
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: 0 to 50 feet including ascending and descending stairs
- Height: Ground to waist level
- Description: Performs while retrieving, transporting sample containers from sampler to cart. Includes shaking carboy containers to stir contents.

*26 to 50 lbs.:*

- Objects: Full sample bottle, buffer solvent, full solution container, Confined space equipment
- Average Frequency: 1 per day
- Average Duration: Seconds at a time
- Maximum Frequency: 4 times per day
- Maximum Duration: Seconds to less than 15 minutes at a time
- Distance: Less than 25 feet
- Height: Waist to ground and ground to waist
- Description: Performs while removing and replacing sampler lid and prying and lifting FOG hatches.

*50+ lbs.:*

Lifting objects over 50 lbs. is not a job requirement for this job classification.

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Handling samples, containers, flasks, pipette; handling paperwork, utilizing a writing utensil, telephone; handling instruments, supplies and lab tools; any grasping necessary to complete required lifts and carries below 50 lbs.

*Power:*

- Average Frequency: 4 times per day
- Average Duration: Seconds at a time
- Maximum Frequency: 4 times per day
- Maximum Duration: Less than 15 minutes at a time
- Description: Handling single carboys and sample containers up to 2.5 gallons, sample caddy with multiple sample containers, portable sampler lid, lifting grease trap lids.

### **Fine Manipulation:**

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Using pipettes, measuring small amounts of liquids, making equipment adjustments, using machine-user interfaces, utilizing a writing utensil; computer

keyboards/tablets and/or computer mouse, cursor or touch screens; using telephone.  
Unilateral or bilateral hand use.

**Machines/Tools:**

*The machines and tools listed here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Ion chromatography (IC), Gallery unit
- Titrator
- Centrifuge
- Drying oven
- Steam and water bath
- Composite sampler
- Distillation unit
- Digital readout
- pH meter
- Analytical and top loading balances
- Dissolved oxygen meter
- Incubator
- Autoclave
- District vehicle
- Computer keyboard, mouse, monitor
- Writing utensil
- Copier
- Fax machine
- Pipettes
- Scales

**Weights and Measures:**

*The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

*Items Weighed:*

- Buffer solvent container – 40 pounds
- 8-gallon solution container partially full – 40 pounds
- Tool bag – 20 pounds

**PERSONAL PROTECTIVE EQUIPMENT**

Depending on the hazard, the employee is required to wear head, hearing, eye, foot, face, respiratory, body harness, and/or hand protection.

## **ENVIRONMENTAL ELEMENTS**

- Employee is occasionally exposed to wet and/or humid conditions.
- Employee is exposed to moving parts.
- Employee is regularly exposed to toxic or caustic chemicals.
- Employee is occasionally exposed to fumes or airborne particles.
- Employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- Indoors, laboratory setting, climate controlled.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION # 2024-74

A RESOLUTION AUTHORIZING THE CHANGES TO THE JOB DESCRIPTION,  
TITLE, AND SALARY TABLE FOR THE LABORATORY MANAGER

-oOo-

WHEREAS, the Board of Directors are convinced by the staff report presented at its regular board meeting December 19, 2024 that the District should change the job title for the Lab Supervisor to Laboratory Manager and to recognize the increased job responsibilities and expertise required; and

WHEREAS, the Board of Directors agrees that it will move the position from Range 28 to Range 34 as the Board is convinced it better fits the increased job demands; and

WHEREAS, the Board of Directors agrees the proposed changes track better with the job description as presented to include the Environmental Laboratory Accreditation Program (ELAP) requirements; the laboratory information management system, and other high level laboratory functions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes changing the title of Lab Supervisor to Laboratory Manager, moving the salary range from 28 to 34, and accepts the new job description.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS

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

ATTEST:

\_\_\_\_\_  
Domine Barringer, Clerk of the Board

RESOLUTION NO. 2024-75  
DESIGNATING CLASSIFICATION TITLE 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		Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Non Represented Positions</b>							
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	38	Maintenance Superintendent	13,194.04	13,853.74	14,546.43	15,273.75	16,037.44
1	34	Chief Plant Operator	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	34	Operations Superintendent	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	34	Laboratory Manager	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	34	Collection System Superintendent	11,953.14	12,550.80	13,178.34	13,837.26	14,529.12
1	29	Principal Accountant	10,564.85	11,093.09	11,647.75	12,230.13	12,841.64
1	28	Operations Supervisor	10,307.16	10,822.52	11,363.64	11,931.83	12,528.42
0	28	Laboratory Supervisor	10,307.16	10,822.52	11,363.64	11,931.83	12,528.42
1	23	Executive Administrative Assistant /Board Clerk	9,110.03	9,565.53	10,043.81	10,546.00	11,073.30
11		<b>Total Positions authorized</b>					

Section 2. That salaries paid to occupants of said positions shall be administered in accordance with Ordinance 97-2 titled "Personnel Policies".

Section 3. The Provisions hereof shall be in force and in effect as of December 19, 2024.

Section 4. That this resolution supercedes 2024-56 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024, by the following vote:

AYES: BOARD MEMBER

NOES: BOARD MEMBER

ABSENT: BOARD MEMBER

ABSTAIN: BOARD MEMBER

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

ATTEST:

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

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Exit Interview Policy

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution approving an amendment to the Exit Interview Policy requiring the submission of said document to the Board of Directors upon its completion.

## DISCUSSION

The District's Exit Interview Policy is attached and states that the Exit Interview is required and confidential. It does not require that the Exit Interview be presented to the Board of Directors.

At the regular Board meeting on November 21, 2024 the Board requested a change that required the exit interview be submitted to the Board of Directors. The Board also requested that staff investigate turning this task to a third party consultant.

There will be an additional line added to the policy as follows:

Employees separating from Carmel Area Wastewater District ((CAWD)/(District)) are required to sign an **Exit Interview Form**, and may be asked to participate in a confidential Exit Interview. An Exit Interview appointment will be arranged and conducted by the appropriate member of management **or consultant. The completed Exit Interview will be submitted to the Board of Directors in closed session.** Completion of this confidential form and/or interview will help CAWD assess and improve its products and services and employee relations.

## FINANCIAL

None – cost of third party consultant unknown at this time.

Attachment: Personnel Policies and Procedures, Policy # 700

RESOLUTION NO. 2024-76

Deleted: 2

A RESOLUTION APPROVING AN AMENDMENT TO THE EXIT INTERVIEW POLICY REQUIRING THE SUBMISSION OF SAID DOCUMENT TO THE BOARD OF DIRECTORS UPON ITS COMPLETION

~oOo~

WHEREAS, the District requires the completion of an Exit Interview from all employees separating from the District. The interview will be arranged and conducted by a member of management or a third party consultant,

WHEREAS, the District agrees that the completed Exit Interview will be submitted to the Board of Directors in closed session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby agree and approve this amendment to the Exit Interview Policy effective immediately.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST

\_\_\_\_\_  
Domine Barringer, Secretary of the Board



# Carmel Area Wastewater District

## PERSONNEL POLICIES and PROCEDURES

<b>Subject:</b> SEPARATION of EMPLOYMENT	<b>Policy #</b> 700	<b>Page 2 of 2</b>
	<b>Effective:</b> 9/15/97	<b>Revised:</b>

### INVOLUNTARY TERMINATIONS

See DISCIPLINE. In the event an employee engages in a serious violation of District policy, or some form of gross misconduct, Department Managers and Department Heads are authorized to suspend the employee either with or without pay, pending an investigation of the circumstances and determination of the employment status. Any suspension should be preceded by an explanation of the reason(s) for the suspension and by providing the employee with the opportunity to explain his/her conduct. Skelly Rights as outlined in policy # 604 must be followed prior to a suspension or a termination.

If, after investigation, the recommendation to discharge **is not** sustained, the Department Head will be instructed to notify the employee to return to work. Back pay will be provided unless, as a form of disciplinary action, the suspension is considered without pay. Alternative disciplinary measures may be imposed including written discipline and/or disciplinary probation status, as appropriate. See COUNSELING & DISCIPLINE.

### SEPARATION PROCEDURES

Upon separation, all CAWD property, including keys, tools, uniforms, handbooks, manuals, and other District documents must be returned to the employee's Supervisor.

Whether the employee separates from service with CAWD through retirement, resignation, or discharge, as soon as an employee has completed his/her final work day, the employee's supervisor should check and sign the final time card, and complete a **SEPARATION REPORT** (See Appendix). The time card and Separation Report are to be delivered to the Administrative Services Coordinator who will produce an **PAYROLL STATUS CHANGE** (See Appendix). Both documents will be presented to the Administrative Services Coordinator. The Administrative Services Coordinator will compute balances of paid time to be included in the final paycheck.

The employee's final paycheck will be processed and issued in accordance with applicable state and/or federal law. The employee's final paycheck **may not** be withheld for any reason.

Employees separating from CAWD are required to sign an **EXIT INTERVIEW** form (See Appendix), and may be asked to participate in a confidential Exit Interview. An Exit Interview appointment will be arranged and conducted by the appropriate member of management. Completion of this confidential form and/or interview will help CAWD assess and improve its products and services and employee relations.

**ALL SEPARATION PAPERS ARE TO BE FILLED OUT COMPLETELY AND SPECIFICALLY BY THE DEPARTMENT MANAGER.** Failure to complete separation papers accurately may result in unnecessary unemployment claims and may weaken the District's position in defending unemployment claims and/or employment litigation.

# Appendix CARMEL AREA WASTEWATER DISTRICT

## EXIT INTERVIEW

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

I hereby authorize CAWD and its employees and representatives to release any information they deem appropriate, including any information regarding my employment, job performance, and related matters in response to requests to provide employment reference and verification information. I agree to release and hold harmless CAWD, its officers, agents, employees and assigns from any and all liability of whatever kind which may or might at any time hereafter result because of CAWD compliance with this authorization and request to release information, or any attempt made to comply with it.

\_\_\_\_\_  
Employee Signature Date

I have reported all work-related injuries and illnesses that may have occurred during my employment with CAWD. I am not aware of any symptoms of illness or injury resulting from my employment at CAWD.

\_\_\_\_\_  
Employee Signature Date

I acknowledge receipt of my last paycheck which includes earnings for any accrued but unused vacation. In addition, I have returned all CAWD property that was in my possession.

\_\_\_\_\_  
Employee Signature Date

REASON FOR LEAVING CAWD:  Resignation  Relocation  
 To Accept a Substantially Better Job  Involuntary Termination  Retirement  
 Other (please explain): \_\_\_\_\_

## EXIT INTERVIEW QUESTIONNAIRE

Please check (✓) the box which best expresses how you would rate:

<u>THE JOB</u>	HIGH	MEDIUM	LOW
1. The training you received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The opportunity to use your abilities and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The opportunity to do challenging & interesting work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The recognition for the work you did	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The amount of responsibility you were given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The opportunity to supervise other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Your pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNICATIONS & POLICIES**

HIGH                  MEDIUM                  LOW

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. The information you received on company policies      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The information you received on policies in your area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The overtime policies & practices                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The opportunity for career growth                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The salary review policy & practices                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The performance review policy & practices             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The opportunity to participate in decision-making     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The reception of new ideas                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISION & WORK ENVIRONMENT**

HIGH                  MEDIUM                  LOW

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Your supervisor's qualities as a manager                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Your supervisor's awareness & attention to your problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Your supervisor's interest in your career development    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Your supervisor's review of your performance             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Your supervisor's review of your salary                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The communication among your co-workers                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The rate of cooperation among your co-workers            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORKING CONDITIONS & BENEFITS**

HIGH                  MEDIUM                  LOW

- |                                   |                          |                          |                          |
|-----------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Physical working conditions    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Safety program                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Absence policy                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Lateness policy                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Vacation policy                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Medical coverage (individual)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Medical coverage (family)      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Other benefits                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Our company as a place to work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to complete this EXIT INTERVIEW QUESTIONNAIRE.

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: December 19<sup>th</sup>, 2024

Subject: Project #23-01 – Santa Rita and Guadalupe Sewer Main Rehabilitation Project – Authorization to Invite Bids for Construction

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to Invite Bids for the construction of Project #23-01 - Santa Rita and Guadalupe Sewer Main Rehabilitation Project.

## DISCUSSION

The project consists of the replacement of approximately 1.6 miles of gravity sanitary sewage pipeline servicing residential parcels. The existing alignments run through residential paved areas and unimproved easements. The proposed project is part of Carmel Area Wastewater District's (CAWD's) infrastructure upgrade program to replace aging infrastructure and provide better reliability for CAWD's constituents in and around the project area.

### Project Benefits

- Replace 75+ year old failing sewer mains
- Reduce risk of sewage leaks and spills
- Improve long-term reliability of the sewer system
- New private lateral "wye" connections to mainline sewer
- Pavement resurfacing of full street width after sewer construction

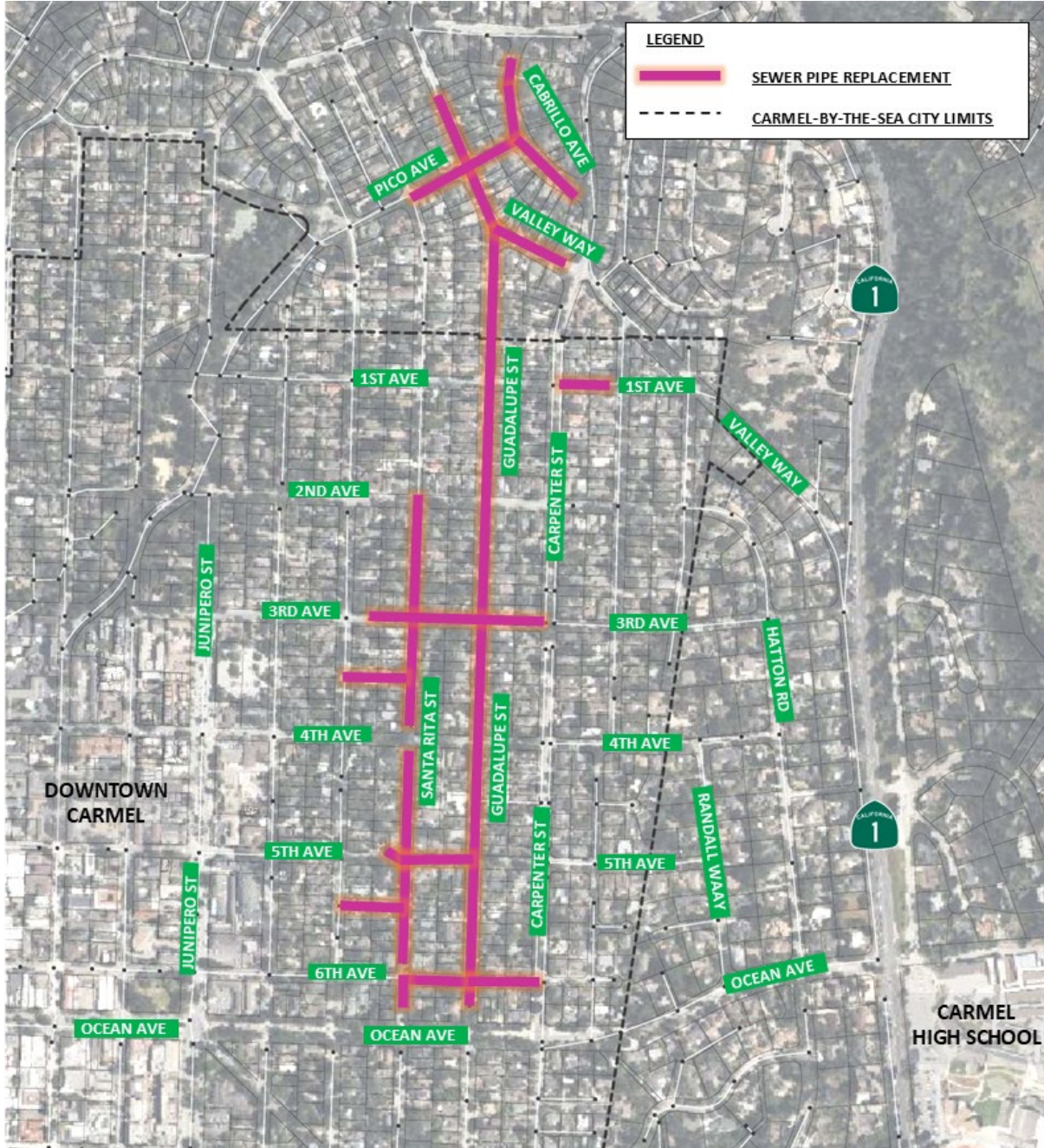
### Community Outreach

- Two mailing notice were sent out to constituents mailing address listed on the property tax rolls, and also included multiple organizations (e.g., City of Carmel-by-the-Sea, Chamber of Commerce, Carmel Resident Association, Realtors



Association, Carmel Cares, Police and Fire Departments, Transit Authority, Green Waste, et al)

- Community Meeting was hosted on November 6, 2024 at the Carmel Foundation Room
- Mail in questionnaire/District landing page yielded a 42% response



**Project Map**

## FUNDING

The cost of construction is anticipated to be about \$4M for the project. The Collections Capital Improvement Projects Budget currently includes \$2.5M in FY2024/25 and \$1.5M in FY2025/26.

RESOLUTION NO. 2024-77

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO INVITE BIDS FOR THE CONSTRUCTION OF PROJECT #23-01 - "SANTA RITA AND GUADALUPE SEWER MAIN REHABILITATION PROJECT"

-oOo-

WHEREAS, the existing sewers in the project area are 75+ years old and are in need of replacement; and

WHEREAS, the District has sufficient funds to pay for the project; and

WHEREAS, all permits have been obtained from the City and the County for construction in the streets;

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

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

3. Sealed proposals or bids shall be delivered to the Clerk of the Board of the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of the District, 3945 Rio Road, Carmel, California, 93922, said time being not less than ten (10) days from the time of the first publication of the Notice. Bids will be publicly opened and examined on said date and hour by the District Board Clerk and will be referred to and considered by the Carmel Area Wastewater District Board at its next regular meeting following the opening of the bids at the district office located at 3945 Rio Road, Carmel, California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19<sup>th</sup>, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

---

Ken White, President of the Board

ATTEST:

---

Domine Barringer, Clerk of the Board

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: December 19<sup>th</sup>, 2024

Subject: New Connection Application Hearing – Highlands Gas Station (70 Hwy 1)

## RECOMMENDATION

It is recommended that the Board of Directors affirm the District Engineer’s discretionary authority in developing special conditions for new connections that do not meet minimum District codified standards; citing District policy encoded in Section 1.01 of the District Standard Plans and Specifications (Ordinance 2019-02).

## DISCUSSION

The District Engineer has been engaged in the review of a new sewer connection application for the Carmel Highlands Gas Station located at 70 Hwy 1 (at the intersection of Hwy 1 and Corona Rd). The sewer connection plans submitted by the applicant are not allowed in accordance with District approved Standard Plans and Specifications (Ordinance 2019-02). Therefore, the District Engineer has been developing special conditions to be included in the project to potentially allow this non-standard connection to be approved.

The applicant is arguing that the District Engineer is applying a “double standard” by including special conditions on this non-standard connection request. The District Engineer contends that the proposed plans do not meet minimum District standards and are not equivalent to almost all other District connections, thus special conditions are appropriate. In lieu of special conditions the applicant could develop a system that does meet the District standards and is equivalent to standard CAWD ratepayer connections. This would involve the applicant develop a system like what was envisioned for the “Corona Road Assessment District Project”, and this would come at a much higher development cost for the applicant than what is currently proposed.



The sewer connection plans submitted by the applicant call for a direct tie-in of a private forcemain to a pressurized District forcemain pipe, which is not allowed by District Ordinance. Further, District Ordinance does not allow for District ownership of a small diameter forcemain lateral (as is required in this case for encroachment of the private connection into the Caltrans highway right-of-way). As part of developing special conditions for discretionary approval, the District Engineer determined that this non-standard connection could be allowed if it was a septic tank effluent discharge.

All applications for new sewer connections are reviewed by the District Engineer. In most cases the applications conform to the District Standards and are approved ministerially. However, discretion must be used in situations where an applicant proposes an installation that does not conform to the codified District standards. In discretionary cases the District Ordinance allows for more stringent requirements to be incorporated into the project as required by the District Engineer (see excerpt below).

**Excerpt from Ordinance 2019-02 - CAWD Sanitary Sewer Standard Plans & Specifications Volume I, Section 1.01 "INTRODUCTION", second paragraph:**

The purpose of these STANDARD PLANS AND SPECIFICATIONS is to provide minimum standards for the design, construction, repair, and alterations of sanitary sewer systems within the Carmel Area Wastewater District. These specifications and details establish minimum acceptable design and construction criteria. More stringent requirements may be imposed by the District Engineer based on specific project conditions. Any items that are not included in these specifications and details shall be designed and constructed as required by the District Engineer.

Since 2014 the District has applied similar septic tank effluent discharge conditions in the Highlands for 4 other private pump station connections to allow non-standard connections while reducing the risk of failure of these systems. There are 2 pumped connections in the Highlands that do discharge raw sewage that were both installed prior to 2014, and one of those systems failed about a year ago from a clogged check valve, resulting in raw sewage from the District forcemain backflowing under pressure onto private property. This is indicative of the elevated risks that District staff are trying to avoid.

The District engineering staff are charged with promoting the installation of resilient sewer infrastructure that, once placed in public ownership, will not fail. The Highlands area is unique and the District takes on elevated risk accepting individual pressurized lines in the Caltrans right-of-way.

Staff have been responsive in working with the applicant in finding creative solutions to make it easier to connect the subject property, as it was disappointing for this particular property owner that the “Corona Road Assessment District” failed in early 2024.

District staff continue to support new connections and remain willing to support this project. However, non-standard connections should not be approved to the detriment of existing rate payers. Special conditions are warranted in this case including a condition that they discharge into the District forcemain will be septic tank effluent (as has been required for all other similar connections since 2014).

## **FUNDING**

Costs incurred by the District in facilitating a new private connection into the District are recoverable by fees imposed on the new development, along with standard connection fees.

**From:** [Monterey Bay Engineers](#)  
**To:** [Barbara Buikema](#); [Domine Barringer](#)  
**Cc:** [dankeig@aol.com](mailto:dankeig@aol.com)  
**Subject:** Agenda for November 21 board meeting  
**Date:** Wednesday, November 13, 2024 10:35:25 AM

---

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

Barbara & Domine,

On behalf of my client, Dan Keig, we request that the matter regarding sewer connections in Carmel Highlands be re-scheduled to the board meeting of December 19, 2024.

We wish this item to be considered when all of the board members are in attendance. One of the board members indicated he will not be attending the November 21<sup>st</sup> meeting.

As contained in my letter dated October 31, 2024, there are two major items that we request the board to consider:

1. The approval of the Keig properties to convey untreated sewage to the force main. This connection was approved years ago.
2. That the board either:
  - Adopt a policy for new connections in the Camel Highlands area.
  - Direct staff to bring back new regulations that apply to connections to force mains in accordance with the board's direction.

Thank you,

Steve C. Wilson  
Monterey Bay Engineers, Inc.  
607 Charles Avenue, Suite B  
Seaside, CA 93955  
(831)899-7899  
(831)899-7879 (fax)



# Monterey Bay Engineers, Inc.

## Civil Engineering • Land Surveying

Steve C. Wilson, RCE 25,136 / PLS 5,207  
Brian M. Wilson, PLS 7,771  
Benjamin C. Wilson, RCE 72,928

607 Charles Ave. Suite B, Seaside, Ca 93955  
Phone (831) 899-7899 Fax (831) 899-7879  
Email : mbayengr@mbay.net

October 31, 2024

(SENT PDFs BY E-MAIL)

Mr. Patrick Treanor, District Engineer  
Ms. Barbara Buikema, General Manager  
Carmel Area Wastewater District Board of Directors  
3945 Rio Road  
Carmel, CA 93923

Re: Carmel Highland Sewer Connections to Force Main  
Keig properties at 70 Coast Highway 1 and Corona Road  
MBE letter dated October 21, 2024  
CAWD letter dated October 23, 2024

Dear Patrick, Barbara, and Board Members:

This is our response to the contents of the CAWD letter referenced above. If Dan and Dasha Keig are required to pay the normal district fees to the CAWD, together with the district's requirement to also maintain septic tanks, this is in fact a "double-standard". There are no CAWD (district), regulations or policies that authorize the requirement to maintain septic tanks for new connections in Carmel Highlands. Mr. Treanor's letter states, "Any items that are not included in these specifications and details shall be designed and constructed as required by the District Engineer." This has allowed the District Engineer to establish a policy of the CAWD. Any policy of the CAWD must either originate or be approved by its Board of Directors.

The only connection option in this area is pumping into the existing force main. There are no district standards for non-gravity connections. The lack of a standard should not be a justification to require septic tanks for new connections. We continue to urge the district to accept raw sewage from customers in the Carmel Highlands area.

As a matter of background, the CAWD has nearly 6,700 customers. With the exception of 3 to 4 connections in the Carmel Highlands area, all are contributing raw sewage to your system. The sanitary sewer force main in Highway 1 through Carmel Highlands is transmitting raw sewage from:

- 83 hotel rooms
- The Pacific's Edge Restaurant and Lounge
- Commercial spaces near the Highlands Inn
- The Carmel Highlands Fire Station
- 15 residences

It is clear that a minimum of 97 percent of the sewage transmitted by the existing force main in Highway 1 is untreated sewage. Connection of raw sewage from the Keig properties would have no



measurable impact on the district's force main. This force main was designed to convey untreated, raw sewage.

As stated in our October 21, 2024 letter, "The CAWD Standard Plans and Specifications, Ordinance 2019-02, does not contain any provisions for direct connections to sanitary sewer force mains. The CAWD Code of Ordinances does not require pre-treatment of Domestic Wastewater. The annual fees for customers do not allow for discounted amounts for those customers who are required to continue to shoulder the expenses of maintaining their septic tanks".

Our request is to allow an equitable means of connecting to the CAWD for sewer service by either of these means:

1. Accept untreated sewage at the amount of the published fees.
2. Accept septic system effluent with a fee allowance since the district would be receiving partially treated water.

With regard to option 1. above, the reasonable objections might be:

- a) Assumed difficulties with private pumps transmitting raw sewage. The CAWD letter states that one of the systems pumping raw sewage has "Failed". It must be noted that Monterey Bay Engineers has designed both of the systems installed prior to 2014, and the assertion of a system "Failure" is an attempt to discredit us. This carries another implication that raw sewage contributed to the "Failure". The District Engineer has made incorrect assumptions.

We discovered a new sewer connection was established on this property without our knowledge. The owner has reported there was a bathroom added to a detached garage, and whoever did that work connected directly into the force main discharge line, instead of installing a drain to the established wet well behind the house. Pumps were installed to correct an original overflow problem. We do not know who did the pump installation. It seems apparent that it was not designed by a professional engineer. It was reported the plastic check valves in this pump pit disintegrated. The CAWD was dispatched to shut off the connection in the highway above to stop the overflow. Again, this has absolutely nothing to do with our design.

This underlines the requirement that private pumping systems must be properly designed. All private pumping systems must be inspected periodically by qualified professionals. Some parts are subject to wear, and should be periodically replaced.

- b) The CAWD treatment plant is not capable of treating any more raw sewage.
- c) The existing CAWD force main is not able to accept additional untreated macerated sewage with suspended solids. We know that the existing force main operates under unexpected high pressures. There has been no cleaning of this force main since it was constructed, as the original design does not provide an adequate means of accessing this force main for routine maintenance. The higher than expected operating pressures when the Highlands Inn pump station does pump its sewage indicates that the force main is partially blocked. The lack of maintenance should not reflect on the CAWD's current personnel. It is the direct consequence of a prior District Engineers' acceptance of a defective design.

We request that this matter be heard at the scheduled November 21, 2024, meeting so the CAWD Board of Directors can make a determination regarding the Keig properties connection. We request that the original designs for the Keig project be approved, as those plans do specify the use of grinder pumps so that only macerated sewage would be injected into the existing force main.

The letter of October 21, 2024 gives a summary of the history and difficulties encountered with getting a connection established between the Keig property and the CAWD force main. The past history regarding this property should be taken into account when making a decision regarding the proposed sewer connection.

In addition, we request that the Board adopt a policy that addresses future hook-ups to the force main south of Ribera Road and to direct staff to return at a later date with policy language for the Board to consider and approve. Contact us if you have any questions, or need additional information.

Sincerely yours,

  
Steven C. Wilson

cc: Barbara Buikema, General Manager  
Patrick Treanor, District Engineer  
Dan & Dasha Keig, property owners

**From:** [Monterey Bay Engineers](#)  
**To:** [Patrick Treanor](#); [Barbara Buikema](#); [Downstream Distribution Group](#)  
**Cc:** [dankeig@aol.com](mailto:dankeig@aol.com)  
**Subject:** Carmel Highlands sewer connection for Keig property  
**Date:** Thursday, October 31, 2024 5:08:02 PM  
**Attachments:** [CAWD Hearing Request 20241031.pdf](#)

---

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Patrick, Barbara & Board Members,

Attached is a PDF of my response letter to Patrick's letter dated October 23, 2024. There were some statements that needed clarification.

We look forward to getting the issues at hand resolved so that the Keig's can join the CAWD.

Thank you,

Steve C. Wilson  
Monterey Bay Engineers, Inc.  
607 Charles Avenue, Suite B  
Seaside, CA 93955  
(831)899-7899  
(831)899-7879 (fax)

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**To:** [Barbara Buikema](#); [Domine Barringer](#)  
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(831)899-7879 (fax)





# Monterey Bay Engineers, Inc.

## Civil Engineering • Land Surveying

Steve C. Wilson, RCE 25,136 / PLS 5,207  
Brian M. Wilson, PLS 7,771  
Benjamin C. Wilson, RCE 72,928

607 Charles Ave. Suite B, Seaside, Ca 93955  
Phone (831) 899-7899 Fax (831) 899-7879  
Email : mbayengr@mbay.net

October 31, 2024

(SENT PDFs BY E-MAIL)

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Ms. Barbara Buikema, General Manager  
Carmel Area Wastewater District Board of Directors  
3945 Rio Road  
Carmel, CA 93923

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Sincerely yours,



Steven C. Wilson

cc: Barbara Buikema, General Manager  
Patrick Treanor, District Engineer  
Dan & Dasha Keig, property owners

**From:** [Monterey Bay Engineers](#)  
**To:** [Patrick Treanor](#); [Barbara Buikema](#); [Downstream Distribution Group](#)  
**Cc:** [dankeig@aol.com](mailto:dankeig@aol.com)  
**Subject:** Carmel Highlands sewer connection for Keig property  
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**Attachments:** [CAWD Hearing Request 20241031.pdf](#)

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We look forward to getting the issues at hand resolved so that the Keig's can join the CAWD.

Thank you,

Steve C. Wilson  
Monterey Bay Engineers, Inc.  
607 Charles Avenue, Suite B  
Seaside, CA 93955  
(831)899-7899  
(831)899-7879 (fax)

RESOLUTION NO. 2024-78

A RESOLUTION AFFIRMING THAT SPECIAL CONDITIONS OF APPROVAL MAY BE APPLIED TO DISCRETIONARY NEW CONNECTION APPLICATIONS THAT DO NOT CONFORM TO THE DISTRICT STANDARD PLANS AND SPECIFICATIONS AS ADOPTED; AND AFFIRMING THAT THE DISTRICT ENGINEER HAS DISCRETION IN DEVELOPING APPROPRIATE SPECIAL CONDITIONS ON BEHALF OF THE DISTRICT

-oOo-

WHEREAS, discretionary approvals require a decision maker to exercise specialized judgement and deliberation; and

WHEREAS, Section 1.01 of the District adopted Standard Plans & Specifications authorizes the District Engineer to impose special specifications and details for project conditions not meeting the minimum codified standard; and

WHEREAS, the owners of 70 Hwy 1 in the Carmel Highlands are applying to connect their property to the District force main in Hwy 1 in a way that does not conform to the District Standard Plans and Specifications; and

WHEREAS, the approval of a new connection at 70 Hwy 1 would involve elevated risk to the District of sewer spills adjacent to Hwy 1, and would require a portion of the private lateral in Hwy 1 be the responsibility of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby affirm that:

- 1) The District Engineer has discretion in developing special conditions for new connection applications that do not conform to the Standard Plans and Specifications; and
- 2) Special Conditions of approval for discretionary projects are determined on a case-by-case basis and do not constitute a formal policy of the District; and

3) Work that is not allowed by the Standard Plans and Specifications may not be approved at the discretion of the District Engineer.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024, by the following vote:

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

---

Ken White, President of the Board

ATTEST:

---

Domine Barringer, Secretary of the Board

# Staff Report



TO: Board of Directors

FROM: Domine Barringer, Clerk to the Board

DATE: December 19, 2024

SUBJECT: Appointment of President, President Pro Tem,  
Board Clerk, and Board Clerk Pro Tem to the Board

## DISCUSSION

The current terms of office for the President of the Board, President Pro Tem, Board Clerk to the Board, and Board Clerk Pro Tem expire December 19, 2024.

Therefore, it is necessary for the Board of Directors to adopt a resolution electing a member of the Board to act as the President of the Board, and to elect a member of the Board to act as the President Pro Tem of the Board, both for a one-year term commencing December 19, 2024.

It is also necessary for the Board to appoint a Board Clerk and a Board Clerk Pro Tem, both for a one-year term commencing December 19, 2024.



**CARMEL AREA WASTEWATER DISTRICT  
BOARD OF DIRECTORS – TERMS OF OFFICE**

<u>Year</u>	<u>Name President Serving</u>	<u>Name Pro Tem Serving</u>
1993-94	Joyce Stevens	Arthur Haseltine
1994-95	Arthur Haseltine	John Floyd
1995-96	Arthur Haseltine	Paul Beemer
1996-97	Paul Beemer	Brian Congleton
1997-98	Paul Beemer	Brian Congleton
1998-99	Brian Congleton	Charlotte Townsend
1999-00	Brian Congleton	Charlotte Townsend
2000-01	Charlotte Townsend	Joyce Stevens
2001-02	Charlotte Townsend	Joyce Stevens
2002-03	Joyce Stevens	Robert Kohn
2003-04	Joyce Stevens	Robert Kohn
2004-05	Robert Kohn	Ken White
2005-06	Ken White	William Englander



<u>Year</u>	<u>Name President Serving</u>	<u>Name Pro Tem Serving</u>
2006-07	Ken White	William Englander
2007-08	Charlotte Townsend	Robert Siegfried
2008-09	Charlotte Townsend	Robert Siegfried
2009-10	Charlotte Townsend	Greg D'Ambrosio
2010-11	Charlotte Townsend	Greg D'Ambrosio
2011-12	Charlotte Townsend	Greg D'Ambrosio
2012-13	Charlotte Townsend	Robert Siegfried
2013-14	Ken White	Robert Siegfried
2014-15	Ken White	Robert Siegfried
2015-16	Ken White	Robert Siegfried
2016-17	Ken White	Robert Siegfried
2017-18	Ken White	Robert Siegfried
2018-19	Ken White	Robert Siegfried
2019-20	Ken White	Robert Siegfried
2020-21	Ken White	Robert Siegfried
2021-22	Ken White	Robert Siegfried
2022-23	Ken White	Robert Siegfried

<u>Year</u>	<u>Name President Serving</u>	<u>Name Pro Tem Serving</u>
2023-24	Ken White	Robert Siegfried
2024-25	Ken White	Robert Siegfried
2025-26	To Be Determined (TBD)	TBD

RESOLUTION NO. 2024-79

A RESOLUTION SELECTING A PRESIDENT AND PRESIDENT PRO TEM, AND APPOINTING A BOARD CLERK AND BOARD CLERK PRO TEM OF THE CARMEL AREA WASTEWATER DISTRICT, FOR A TERM OF ONE YEAR, COMMENCING ON DECEMBER 19, 2024

-oOo-

WHEREAS, as authorized by law, the Board of Directors of the Carmel Area Wastewater District has heretofore acted from time-to-time to appoint one of its members as President of the Board and one of its members as President Pro Tem, and has also from time-to-time appointed a Board Clerk and a Board Clerk Pro Tem;

NOW, THEREFORE, BE IT RESOLVED, following an election held by the Board of Directors this date, that:

1. \_\_\_\_\_ shall act as the President of the Board for a term of office of one year (or until their successor is elected);
2. \_\_\_\_\_ shall act as the President Pro Tem of the Board for a term of one year (or until their successor is elected);
3. Domine Barringer is hereby appointed Board Clerk of the Board for the period of one year (or until their successor is appointed);
4. \_\_\_\_\_ is appointed Board Clerk Pro Tem for the period of one year (or until their successor is appointed);
5. That each of the above terms of office or appointments shall commence on December 19, 2024; and
6. That the selection of the above-named Board Clerk, together with statistical facts regarding the Board, shall be reported to the California Secretary of State and to the County Clerk of Monterey County as required by Government Code §53051.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024, by the following vote:

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

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

ATTEST: \_\_\_\_\_  
 Domine Barringer, Board Clerk

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Legal Counsel Request for Proposals (RFP)

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing a contract with (Law Firm) for services as District Legal Counsel in an amount of \$0,000.00 The recommendation from the Ad Hoc committee will be provided to the full board at the December 19<sup>th</sup> board meeting.

## DISCUSSION

The District's legal counsel, Robert Wellington, submitted a letter of resignation effective January 10, 2025. At the District's regular October board meeting the Board approved the release of a Request for Proposal (RFP) for legal services. The RFP was sent to 18 legal firms and posted to two purchasing boards: Public Pay and the California Special District Association (CSDA). The District received eight responses.

The Board authorized Ken White and Suzanne Cole to act as an Ad Hoc committee for legal services. On Dec 5<sup>th</sup> the RFP responses were opened and a decision was made to invite three Monterey Peninsula firms and one Sacramento firm for an interview. The interviews were set for December 12<sup>th</sup> and December 16<sup>th</sup>. The District's current legal counsel, Rob Wellington, participated in the interviews and his advice was most beneficial and appreciated.

All cost data for the proposals were submitted in separate sealed envelopes and were only opened after the interview phase was completed.

The Ad Hoc committee recommends the firm \_\_\_\_\_

**FINANCIAL:** To be determined

**ATTACHMENT C  
DRAFT AGREEMENT FOR ATTORNEY SERVICES**

**GENERAL COUNSEL SERVICES AGREEMENT**

Contract No. \_\_\_\_\_,

THIS AGREEMENT, is made on this \_\_\_\_\_<sup>th</sup> day of xx, 2024 by and between the CARMEL AREA WASTEWATER DISTRICT, hereinafter referred to as "DISTRICT" and LAW FIRM, a professional corporation, hereinafter referred to as "\_\_\_\_\_" or FIRM.

WHEREAS, DISTRICT desires to designate FIRM as General Counsel to represent and advise DISTRICT in all matters unique to the DISTRICT and otherwise relating to special districts and municipal governments in California.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

**1. SCOPE OF SERVICES.**

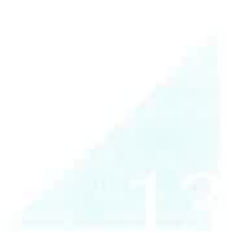
FIRM will discharge the duties of DISTRICT General Counsel and perform the legal services described in the Scope of Services, attached hereto as Exhibit "A" and incorporated herein by reference, as directed by the District Manager and Board of Directors of the DISTRICT.

**1.1. Responsible Attorneys.**

NAME OF ATTORNEY shall be designated DISTRICT "General Counsel," shall be responsible for the performance of services hereunder, shall personally handle all matters except as expressly authorized by the District Manager, and shall supervise any services performed by other members or employees of FIRM. General Counsel will attend all regularly scheduled DISTRICT meetings of the Board of Directors and special meetings as requested by the District Manager unless excused by the Board or District Manager or absence due to illness, or annual vacation.

**1.2. General Counsel's Responsibilities.**

FIRM's performance hereunder shall be subject to the review, direction and supervision of the District Manager and the Board of Directors; FIRM shall coordinate its services hereunder with the District Manager. All services provided pursuant to this Agreement by FIRM shall be performed to the satisfaction of the District Manager and the Board of Directors.



### 1.3. Performance Review and Goal-Setting

The DISTRICT shall provide annual written performance evaluations and if there are deficiencies in the performance of General Counsel or FIRM, DISTRICT shall note and suggest improvements therein. The DISTRICT and General Counsel shall annually develop mutually agreed performance goals and criteria which the DISTRICT shall use in reviewing the performance of General Counsel and FIRM in the following year. Such performance evaluations shall be delivered to General Counsel on or about the anniversary of the Effective Date of this Agreement.

## 2. TERM OF AGREEMENT.

2.1. The services of FIRM are to commence upon the effective date of this Agreement and shall be undertaken and completed with professional skill and care.

2.2. Subject to prior termination under section 6 as hereinafter provided, the term of this Agreement shall be for a period of **2** years, commencing on \_\_\_\_\_ (the "Effective Date") and ending on \_\_\_\_\_ (the "Termination Date").

2.3. If FIRM is not in default, as defined in Section 6 hereunder, upon termination of the original term of this Agreement, either party shall have the right to negotiate an extension to the term for an additional two years. Each party shall give the other party written notice of its intention to exercise its right to such extension at least 90 days prior to the expiration of the original term of the Agreement. Upon expiration of a two year extension, either party shall have the right to negotiate one additional two-year extension. The default and notice requirements in this section apply to the original term and all extensions. Terms and conditions for any extension of this Agreement shall be subject to "good faith" negotiations by the parties hereto and shall be agreed upon before said extended terms shall commence.

## 3. COMPENSATION, REIMBURSEMENT AND METHODS OF PAYMENTS.

### 3.1. Compensation.

Fees for all legal services and reimbursements provided hereunder shall be charged in accordance with FIRM's Cost Proposal submitted to DISTRICT, dated \_\_\_\_\_ which is attached hereto as Exhibit "B" and incorporated herein by reference, but shall not in any case exceed the approved budget for legal services by FIRM. Exhibit "B" may be amended, from time to time, to alter fees and charges applicable hereto provided that said letter agreement is duly signed and approved by the District Manager.

### 3.2. Reimbursement.

The DISTRICT will reimburse FIRM for the following expenses and those provided by Exhibit "B," and for no other expenses: Printing, copying costs (for legal documents and file materials, but not library materials), postage (including express mail delivery charges), computer research support services in an amount not to exceed 15% of the total fees for all legal services (e.g., Westlaw, LEXIS or computer time or services), and reasonable travel. Any other expense must be approved by the District Manager in writing and in advance in an approved budget. No compensation shall be allowed for expenses not itemized in an approved budget, including without limitation, word processing (normal or overflow secretarial time or overtime, or computer time or service), or any other expense. No compensation shall be allowed for administrative overhead or premiums added to the direct cost of research support or other services.

### 3.3. Expense Control.

FIRM shall use all available means, consistent with sound professional practices and the exercise of reasonable judgment, to limit and minimize expenses incurred during the performance of this Agreement. Specifically, but without in any way limiting the duty set forth in this section, FIRM shall be limited to travel expenses which are the lesser of actual expenses or such expenses as would be authorized for employee travel pursuant to DISTRICT policy. FIRM shall not charge for more than one attorney at any meetings of any kind without advance approval of the District Manager.

### 3.4. Method of Billing.

FIRM shall provide monthly bills in the form specified herein. Unless otherwise agreed, the following information must be provided in monthly bills:

- 3.4.1. A detailed description of work, in time increments of 0.1 hour (one tenth of an hour) for and by each and every individual billing services. FIRM shall keep the DISTRICT advised regarding the identity and the billing rates of those people who work on the project account.
- 3.4.2. Identification of the lawyer who is in charge of the matter.
- 3.4.3. Reasonably detailed disbursement breakdowns.
- 3.4.4. Each billing item will be separately stated on a separate line identifying the attorney, the time spent and the exact nature of the service rendered.
- 3.4.5. When charges are made for meetings, the specific reason for each meeting will be stated.

- 3.4.6. When charges are made for research time, the specific issue being researched and the need for the research will be identified. The DISTRICT has retained FIRM for its expertise, and therefore expects not to be billed for introductory or background research.
- 3.4.7. The DISTRICT expects the attorney assigned to a project to handle all significant matters on the project. The District Manager must approve in advance the assignment of other attorneys to the project. The DISTRICT may request that the assigned work be instead handled by the primary attorney. Only those attorneys approved by the DISTRICT may bill on the project. The firm will include a running total for charges on each project.
- 3.4.8. No more than two support staff or paraprofessionals will bill on a particular project without the prior approval of the DISTRICT.
- 3.4.9. The District Manager reserves the right to request various levels of detail and specific reporting formats (such as columnar comparisons with established budgets).

3.5. Timing of Payment.

The DISTRICT shall pay FIRM for services rendered and costs incurred hereunder, at the rates and in the amounts provided hereunder, on a monthly basis in accordance with the monthly statements, as approved by the District Manager.

3.6. Budget Evaluation.

Nine months after the Effective Date of this Agreement, the Parties will reevaluate the fee structure, in light of the DISTRICT's demand for legal services, to determine if the fee structure is allowing the DISTRICT the level of service it requires within its budgetary constraints.

4. PROJECT PLANNING AND BUDGETING.

FIRM shall comply with project planning and budgeting procedures as may be established from time to time by the District Manager in the exercise of their sole discretion. The general framework of the legal planning and budgeting procedures is as follows:

4.1. Budget.

- 4.1.1. FIRM shall provide to the District Manager an overall project approach and an estimate of costs for actions to be taken to fulfill the tasks within "Exhibit A-Scope of Services" or any special services falling outside the scope of Exhibit A. Upon request by the District Manager, FIRM shall provide an estimate of the attorneys' hours and fees and disbursements for particular tasks to be performed by FIRM.



4.1.2. FIRM shall provide an exact account of attorneys' hours and fees as they relate to the tasks under "Exhibit A-Scope of Services" or any special services falling outside the scope of Exhibit A within invoices submitted to the District Manager.

4.2. Project Plan.

4.2.1. Upon request by the District Manager, and prior to initiating any special services that are not covered by "Exhibit A-Scope of Services," FIRM will summarize the approach to an assigned task (in a form acceptable to the District Manager). The approach will serve as an initial evaluation (before substantial costs are incurred) and shall include anticipated total costs and the primary issues to be covered.

4.2.2. The District Manager shall be consulted regarding, and must approve, the identity and number of attorneys or staff assigned to particular projects, and any proposed changes.

4.2.3. FIRM shall not bill for any special services falling outside the scope of Exhibit A without first obtaining written approval from the District Manager.

5. ENGAGEMENT OF OTHER COUNSEL, SPECIALISTS OR EXPERTS.

FIRM will not engage or otherwise incur an obligation to pay other counsel, specialists or experts for services in connection with this Agreement without the prior written authorization of the District Manager.

6. TERMINATION OF AGREEMENT AND LEGAL SERVICES.

6.1. The DISTRICT shall have the right, at any time in its best judgment, with or without reason or cause, to terminate this Agreement upon written notice to FIRM, which will be effective upon the date specified in the notice, and to obtain new General Counsel, or take such other steps, as DISTRICT deems proper. In the event that this Agreement is so terminated, DISTRICT shall pay to FIRM the rates, fees and charges accrued for satisfactory work to the time of termination.

6.2. Under this Agreement, FIRM will be deemed in default if FIRM: (a) fails to perform the service(s) within the specified time period; or (b) fails to perform any of the provisions contained in this Agreement; or (c) fails to make adequate progress in any matter so as to endanger the performance of this Agreement's terms.

6.3. The DISTRICT shall be entitled to electronic and written copies of files maintained concerning this representation and to the return of all documents submitted to FIRM.

6.4. The FIRM shall have the right, at any time, with or without reason, but subject to an obligation to give notice in writing to the DISTRICT at least ninety days prior to termination, to terminate this Agreement, subject to the FIRM's ethical obligations to allow the DISTRICT sufficient notice to arrange alternative representation. FIRM agrees to cooperate fully in any such transition, including the transfer of files.

7. INTEREST OF MEMBERS OF LOCAL PUBLIC AGENCY.

No member of the governing body of the DISTRICT, and no other officer, employee or agent of the DISTRICT who exercises any discretion, function or responsibility in connection with the carrying out of any project to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement.

8. INTEREST OF COUNSEL.

FIRM agrees to secure the informed written consent of the District Manager before accepting any representation adverse to the DISTRICT (actual or apparent) during the term of this Agreement, and to forego such representation if the District Manager, in their sole discretion, objects for any reason.

9. GENERAL PROCEDURES.

Copies of major research memoranda, reports on significant developments and quarterly status reports shall be submitted to keep the District Manager advised of any actions. Copies of such materials shall also be provided in a convenient machine-readable format, which is compatible with the District Manager's word processing and computer systems, e.g., Microsoft Word.

10. CONFLICT OF INTEREST.

FIRM certifies that no member, officer or employee of FIRM is an officer or employee of the DISTRICT or its Board of Directors.

11. MAINTENANCE AND INSPECTION OF RECORDS.

11.1. Audits.

The DISTRICT and its authorized auditors or representatives shall have access to, and the right to audit and reproduce any of FIRM's records pertaining to services performed under this Agreement to the extent that DISTRICT deems necessary to ensure that DISTRICT is paying only the amounts to which FIRM is properly entitled.

11.2. Records.

FIRM shall maintain and preserve all such records for at least three (3) years after termination of the Agreement. Upon written notice by the DISTRICT, the FIRM shall promptly make all such records available to auditors or other representatives of the DISTRICT.

## 12. INDEMNIFICATION.

FIRM agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the DISTRICT, its Board of Directors and each member thereof, and its officers, employees, commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of project) which in whole or in part result from, or arise out of, or are claimed to result from or to arise out of any performance by FIRM under this Agreement, or any acts, errors or omissions (including, without limitation, professional negligence) of FIRM, its employees, representatives, subcontractors, or agents in connection with the performance of this Agreement. This Agreement to indemnify includes, but is not limited to, personal injury (including death at any time) and property or other damage (including, but without limitation, contract, tort, or patent, copyright, trade secret or trademark infringement) sustained by any person or persons (including, but not limited to, companies, or corporations, FIRM and its employees or agents, and members of the general public.)

## 13. INSURANCE.

FIRM shall, at its own expense, procure and maintain policies of insurance of the types and in the amounts set forth below, for the duration of the Agreement, including any extensions thereto. The policies shall state that they afford primary coverage.

Failure to maintain required insurance at all times shall constitute a default and material breach. In such event, FIRM immediately shall notify DISTRICT and cease all performance under this Agreement until further directed by the DISTRICT.

### 13.1. General Liability.

General Liability with minimum limits of at least \$1,000,000 combined single limits written on an Insurance Services Office (ISO) Comprehensive General Liability "occurrence" form or its equivalent for coverage on an occurrence basis. Premises/Operations and Personal Injury coverage is required.

### 13.2. Professional Liability.

Professional errors and omissions coverage in a sum of at least \$1,000,000. If a claims-made policy is obtained, a "tail" of at least three years shall be purchased if non-renewed within three (3) years of completion of performance under this Agreement. Applicable aggregates must be identified and claims history provided to determine amounts remaining under the aggregate.

13.3. Workers' Compensation.

FIRM shall comply with the applicable sections of the California Labor Code concerning workers' compensation for injuries on the job. Compliance is accomplished in one of the following ways: A) Provide copy of permissive self-insurance certificate approved by the State of California; or B) Secure and maintain in force a policy of workers' compensation insurance with statutory limits and employer's liability insurance with a minimal limit of \$1,000,000 per accident; or C) Provide a waiver from certifying that no employees subject to the Labor Code's Workers' Compensation provision will be used in performance of this Agreement.

13.4. Business Automobile Liability.

Business Automobile Liability insurance insuring all owned, non-owned and hired automobiles - coverage code 1 "any auto" (Insurance Service Office policy form CA 0001 or insurer's equivalent) in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

13.5. Thirty Day Notice.

Each insurance policy included in this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice to DISTRICT.

13.6. Rating.

Insurance shall be placed with insurers with a Best Key Rating Guide rating of no less than A:VII which are admitted to transact insurance business in the State of California.

13.7. Certificates.

Prior to commencement of performance, FIRM shall furnish DISTRICT with a certificate of insurance for each General Liability policy concerning FIRM's performance under subsection 13.1 of this Agreement. Each certificate is to be signed by a person authorized by insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by DISTRICT. DISTRICT may require complete, certified copies of any or all policies at any time.



14. NONDISCRIMINATION.

14.1. As set forth by law, no discrimination will be made in the employment of any person under this Agreement because of the age, race, color, national origin, ancestry, religion, disability, sexual orientation or gender of that person. If the value of this Agreement is, or may be, Five Thousand Dollars (\$5,000) or more, FIRM agrees to meet all requirements pertaining to nondiscrimination in employment, including completing the requisite form furnished by the DISTRICT and set forth in Exhibit "C".

14.2. FIRM agrees that each contract for services with an independent provider will contain a provision substantially as follows:

"[Name of Provider] will provide FIRM with a certificate stating that [Name of Provider] is currently in compliance with all Federal and State of California laws covering nondiscrimination in employment; and that [Name of Provider] will not discriminate in the employment of any person under this contract because of the age, race, color, national origin, ancestry, religion, disability, sexual orientation or gender of such person."

14.3. If FIRM is found in violation of the nondiscrimination provisions of the State of California Fair Employment Practices Act or similar provisions of Federal law or executive order in the performance of this Agreement, it will be in default of this Agreement. Thereupon, DISTRICT will have the power to cancel or suspend this Agreement, in whole or in part. Only a finding of the State of California Fair Employment Practices Commission or the equivalent federal agency or office will constitute evidence of a breach of this Agreement.

15. INDEPENDENT CONTRACTOR

FIRM and any agent or employee of FIRM shall act in an independent capacity and not as officers or employees of the DISTRICT. The DISTRICT assumes no liability for FIRM's actions and performance, nor assumes responsibility for taxes, bonds, payments or other commitments, implied or explicit by or for FIRM. FIRM shall not have authority to act as an agent on behalf of the DISTRICT beyond that created by the attorney-client relationship. FIRM acknowledges that it is aware that because it is an independent contractor and the DISTRICT is making no deductions from its fee and is not contributing to any fund on its behalf. FIRM disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

16. ARBITRATION OF FEE DISPUTE.

If a dispute arises between FIRM and DISTRICT regarding attorney's fees under this Agreement and FIRM filed suit in any other court other than small claims court, DISTRICT will have the right to stay that suit by timely electing to arbitrate the dispute under Business and Professions Code sections 6200-6206, in which event FIRM must submit the matter to such arbitration.

17. NOTICES.

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this Section.

If to DISTRICT:

Barbara Buikema, District Manager  
Carmel Area Wastewater District  
3945 Rio Road  
P.O. Box 221428  
Carmel, CA 93923

If to FIRM:

NAME OF ATTORNEY  
NAME OF FIRM  
ADDRESS

18. MODIFICATION BY SUBSEQUENT AGREEMENT.

This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement to the extent that the parties carry it out.

19. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

20. ATTORNEY'S FEES AND COSTS IN ACTION ON AGREEMENT.

The prevailing party in any action or proceeding to enforce any provision of this Agreement will be awarded reasonable attorney's fees and costs incurred in that action or proceeding or in efforts to negotiate the matter.

IN WITNESS WHEREOF, DISTRICT and FIRM have executed this Agreement the day and year first above written.

Approved:

DISTRICT

FIRM

Carmel Area Wastewater District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

ATTEST: \_\_\_\_\_  
Domine Barringer, Clerk of the Board





## EXHIBIT A – SCOPE OF SERVICES

FIRM shall provide the following general legal services to the DISTRICT:

1. Advise the Board of Directors, District Manager, and District Staff regarding issues related to wastewater law, recycled water, contracts related to operations, and labor and employment law;
2. Advise the Board of Directors, District Manager, and District Staff on commencement and defense of litigation regarding all aspects of the District's operations; and litigate such matters as directed and agreed upon pursuant to Section 4.2 of the Agreement;
3. Advise the Board of Directors, District Manager, and District Staff regarding the Ralph M. Brown Act, parliamentary procedures for meetings, and conflicts of interest;
4. Advise the Board of Directors, District Manager, and District Staff regarding changes in federal, state, and local laws affecting the District's operations;
5. Prepare and/or review all ordinances, resolutions, routine contracts, joint powers agreements, and other routine legal documents entered into or considered by the DISTRICT;
6. Research, draft, and submit legal opinions to the Board of Directors, District Manager, and District Staff regarding all aspects of the District's operations, as requested by the District Manager and/or the Board of Directors;
7. Confer with the District Manager and recommend for approval from time to time Special Counsel to the DISTRICT when special legal expertise is needed for a particular matter; provided, however, that FIRM may not engage outside counsel without written approval from the District Manager;
8. Administer contracts the DISTRICT has with outside Special Counsel, as directed by the DISTRICT (except where precluded from doing so by virtue of a conflict of interest, or where otherwise agreed to by the parties) including supervision of Special Counsel, control of hours and billings by outside Special Counsel, and ensuring regular reports to the DISTRICT regarding the progress on outside Special Counsel's work.
9. Attend all regular and special meetings of the Board of Directors, including closed session meetings as authorized by the Ralph M. Brown Act, and other meetings as needed (e.g. Pension meetings); after obtaining District Manager's approval, General Counsel may attend all such meetings in telephonically or via video call;
10. Promptly respond to communications from the Board of Directors, District Manager, and District Staff;
11. Perform other duties as assigned from time to time by the Board of Directors, District Manager, and District Staff;
12. Prepare timely reports to the Board on relevant legal matters that come from either the CASA attorneys group or the State Legislature.
13. Complete legal review of all agenda items in conformance with the schedule



prepared by the Clerk of the board each year.

14. Confer with the District Manager and the Board of Directors yearly for the purpose of crafting a legislative platform that is used to prepare advocacy on pending legislation.
15. Prepare a legislative report as needed to keep the Board abreast of issues arising from significant legislative items, court decisions, and agency actions.
16. Maintain an inventory of legal opinions provided to District staff to assure consistency and eliminate redundancy.
17. Appear at and participate in the annual goal setting sessions of the DISTRICT.
18. Counsel shall annually provide as an attorney-client privileged document to the District Manager and the Board of Directors, an analysis of compliance by the DISTRICT with applicable federal, state, local and agency requirements. This will be accomplished through an annual meeting with the management staff where each department head will present the regulations their portion of the DISTRICTS' operation is subject to, and the documentation to verify compliance. This will include but not be limited to NPDES Permits for both wastewater and stormwater, air quality standards, hazardous materials disposal, SDS documentation, Fish and Wildlife permits, Public Records Act compliance, personnel regulations, insurance and risk reduction, and CEQA documentation for projects and/or programs. To the extent possible, FIRM and the District Manager shall thereafter present to the Board of Directors a report on compliance and the District Manager will prepare an estimate of costs necessary to obtain compliance should that become necessary.
19. Perform such other or additional general legal services as may be requested by the DISTRICT, acting by and through the Board of Directors or the District Manager.

RESOLUTION NO. 2024-80

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH **LAW FIRM** BEGINNING IN JANUARY 2025 IN AN AMOUNT NOT TO EXCEED **\$0,000.00**

-oOo-

WHEREAS, the District requires the professional services of an attorney for its general legal affairs; and

WHEREAS, the Board of Directors agrees with the recommendations of the Ad Hoc Legal Services committee that was formed to review the Request for Proposal responses and interview candidates.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District appoints **LAW FIRM** as its general counsel; such appointment being further upon those terms as set forth in the Professional Services Agreement annexed hereto or upon such generally prevailing rates as are customarily charged by said firm.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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

ATTEST:

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

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Investment Policy for Carmel Area  
Wastewater District Defined Benefit Plan

## RECOMMENDATION

Staff recommends that the Board approve a resolution to authorize the General Manager to sign the Investment Policy Guidelines document prepared by Osborne Partners and the review Investment Policy document.

## DISCUSSION

Osborne Capital has presented the District with an Investment Policy Guideline document that requires the District sign off on page 4. There are a couple of areas that are highlighted because they still need District input. Specifically the assets and timing of major cash flows on page 3 and the Specific Client mandates on page 4. The District will be better able to complete page 3 as part of our budget process. The Client Mandates will also unfold during the budget process

Osborne Capital has updated the District's Investment Policy Statement. Attached is red line version and a final version. The changes from the red line version show clearly the changes in direction that Osborne Capital may take from our prior advisor. The Pension Committee is in agreement with this document but acknowledges that it may come back and limit exposure or use of Exchange Traded Funds (ETFs). Subsequent to our meeting December 4, 2024 Mr. Else, our investment advisor, forwarded the attached document further detailing any use of ETFs.

Approval to sign this document will permit Osborne Partners to move forward with investment of CAWD defined benefit funds.

**FINANCIAL:**None at this time – it will impact our return on investment

# Investment Policy Statement

## **CARMEL AREA WASTEWATER DISTRICT DEFINED BENEFIT PLAN**

**April 2021**



## EXECUTIVE SUMMARY

Client Name: Carmel Area Wastewater District  
Client Type: Defined Benefit Plan  
Fiduciary Standard of Care: ERISA  
Tax Id: 94-6000209  
Current Assets: ~~\$6,302,377.87~~ (as of ~~10/1/2024~~)

This Investment Policy Statement should be reviewed by an attorney knowledgeable in this specific area of the law. Any change to this policy should be communicated in writing and on a timely basis to all interested parties. If any term or condition of this Investment Policy Statement conflicts with any trust and/or plan document, that document shall control, as long as such term or condition is consistent with the law.

## PURPOSE

The purpose of this Investment Policy Statement (IPS) is to assist the Investment Committee (Committee) and the Investment Manager in effectively supervising, monitoring and evaluating the investment of the District's Retirement Plan (Plan) assets. The Plan's investment program is defined in the various sections of this IPS by:

1. Stating in a written document the Committee's attitudes, expectations, objectives and guidelines for the investment of all of the Plan's assets.
2. Encouraging effective communications between the Committee and all parties involved with the investment management decisions.
3. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
4. Setting forth an investment structure for managing the Plan's assets. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
5. Providing guidelines for each investment portfolio that control the level of overall risk and liquidity assumed in that portfolio, so all Plan assets are managed in accordance with stated objectives.
6. Providing rate-of-return and risk characteristics for each asset class represented by various investment options.
7. Complying with all ERISA, fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact the Plan assets.

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Deleted: 564,776.36

Deleted: 4/19/2021

## STATEMENT OF OBJECTIVES

The Plan is a defined benefit plan established on 7/1/1969. The Plan currently has \$6,302,377.87 in assets as of 10/1/2024.

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This IPS has been arrived at upon consideration by the Committee by a wide range of policies, and describes the prudent investment process the Committee deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

### The objectives of the Plan are:

- Have the ability to pay all benefit and expense obligations when due.
- Control costs of administering the Plan and managing the investments.
- Maximize return within reasonable and prudent levels of risk in order to minimize contributions.
- Follow general "safe harbor" rules:
  - i. Retain prudent expert (ERISA 3(38) Investment Manager) to make all investment decisions as they relate to the management of the Portfolio.
  - ii. Demonstrate that the prudent expert was selected by following a due diligence process.
  - iii. Have the prudent expert acknowledge in writing their fiduciary status.
  - iv. Monitor the activities of the prudent expert to ensure that the expert is performing the agreed upon tasks.
    - Seek to maintain a "funding cushion" for unexpected developments and for possible future increases in benefit structure and expense levels.
    - Seek to maintain flexibility in determining the future level of contributions. Investment results are the critical element in achieving the investment objectives, while reliance on contributions is a secondary element.
    - Seek to maintain a fully funded status with regard to current pension liabilities.

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**Time Horizon**

The investment guidelines are based upon an investment horizon of greater than five years. The Plan's strategic asset allocation is also based on this long-term perspective. Short-term liquidity requirements are anticipated to be non-existent, or at least should be covered by the annual contribution.

**Risk Tolerances**

The Committee recognizes that some risk must be assumed in order to achieve the investment objectives of the Plan. In establishing the risk tolerances of the IPS, the ability to withstand short and intermediate term variability will be considered.

The Plan's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return can be tolerated in order to achieve the longer-term objectives.

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**Performance Expectations**

The desired investment objective is a long-term rate of return on assets that is commensurate with the risk taken. Accordingly, relative performance benchmarks for the investment options are set forth in the "Monitoring" section.

**DUTIES AND RESPONSIBILITIES****Investment Committee**

As fiduciaries under the Plan, the primary responsibilities of the Committee are:

1. Review this investment policy statement on an annual basis.
2. Monitor the activities of the Investment Manager to ensure:
  - Investments are prudently diversified the Plan's assets to meet an agreed upon risk/return profile.
  - Investments are prudently selected in accordance with the Plan's Investment Policy Statement
  - Monitor and supervise all services provided by the Investment Manager
3. Control and account for all investment, record keeping and administrative expenses associated with the Plan.
4. Avoid prohibited transactions and conflicts of interest.

**Custodian**

Custodians are responsible for the safekeeping of the Plan's assets. The specific duties and responsibilities of the custodian are:

1. Value the holdings.

2. Collect all income and dividends owed to the Plan.
3. Settle all transactions (buy-sell orders).
4. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall Plan since the previous report.
5. Maintain separate accounts by legal registration.

**Investment Manager**

The Investment Manager serves as an objective, third-party professional retained to manage the overall investment process, to specifically include the selection, monitoring and replacement (as needed) of portfolio holdings. The Investment Manager is responsible for performing a disciplined and rigorous investment process to enable the Committee to meet the fiduciary responsibilities outlined above. The Investment Manager, as an ERISA 3(38), is a named fiduciary of the Plan.

It is the responsibility of the Investment Manager to prepare and maintain this IPS on an on-going basis, and review it with the Committee on an annual basis.

**INVESTMENT GUIDELINES**

**Asset Class Guidelines**

The Committee believes long-term investment performance, in large part, is primarily a function of asset class mix. Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation.

On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the Plan's long time horizon.

Focusing on balancing the risks and rewards of each broad asset class, the following implementation peer groups were selected and ranked in ascending order of "risk" (least to most) according to the most recent quarter's median 3-year Standard Deviation values.

- Money Market Taxable Ultra
- Short-Term Bonds Short-Term Bond
- [Bank Loans](#)
- [Liquid Alternatives ETFs](#)
- [Inflation Protected Bonds](#)
- Mortgage-Backed Securities
- [Intermediate-Term Bonds](#)
- High Yield Bonds
- Long-Term Bond
- [Large Value](#)
- [Foreign Large Cap Diversified Emerging Markets](#)

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[Foreign REITs](#)

[Large Blend](#)

[Mid-Cap Value](#)

[Mid-Cap Blend](#)

[Natural Resources / Commodity ETFs](#)

[U.S. REITs](#)

[Large Growth](#)

[Small Value](#)

[Small Blend](#)

[Mid-Cap Growth](#)

[Small Growth](#)

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[Acceptable investment vehicles to gain exposure to these asset classes include individual companies, individual bonds, exchange-traded funds and mutual funds at the discretion of the Investment Manager.](#)

### Rebalancing of Tactical/Strategic Allocation

The percentage allocation to each peer group could vary depending upon market conditions. Please reference the allocation table below for the lower and upper limits for each peer group. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation and allocation ranges of the Plan. If there are no cash flows, the allocation of the Plan will be reviewed quarterly. If the Investment Manager judges cash flows to be insufficient to bring the Plan within the target allocation ranges, the Investment Manager shall decide whether to effect transactions to bring the allocation of Plan assets within the threshold ranges.

Asset Class	Lower Limit	Upper Limit
Money Market Taxable	0%	100%
Ultra Short-Term Bond	0%	50%
Short-Term Bond	0%	50%
Intermediate-Term Bond	0%	60%
Mortgage-Backed Securities	0%	30%
Long-Term Bond	0%	40%
Inflation Protected Bonds	0%	20%
High Yield Bonds	0%	20%
Bank Loan	0%	20%
Large Growth	0%	45%
Large Blend	0%	45%
Large Value	0%	30%
Mid-Cap Growth	0%	15%
Mid-Cap Blend	0%	15%
Mid-Cap Value	0%	15%

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Foreign Large Cap	0%	0%
Small Growth	0%	15%
Small Blend	0%	15%
Small Value	0%	15%
Diversified Emerging Markets	0%	15%
Sectors	0%	15%
Alternatives	0%	15%
<u>Natural Resources/Commodity ETFs</u>	<u>0%</u>	<u>15%</u>
<u>Real Estate</u>	<u>0%</u>	<u>15%</u>

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## IMPLEMENTATION

Each investment option should be managed by: (i) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or, (iiii) a registered investment advisor. The Investment Manager will apply the following due diligence criteria in selecting [investments](#).

Deleted: each money manager or mutual fund

[Each asset class in our Osborne Partners \(OPCM\) client portfolios are actively managed and with long-term trading strategies. Below is a description of the various types of asset classes utilized, depending on the type of investment strategy selected by each client:](#)

### Equities

[OPCM purchases individual stocks and Exchange-Traded Funds \("ETF"\) in this asset class. We research the equities we consider for investment in our client portfolios using a team approach.](#)

[For individual stocks, OPCM uses a methodical three-stage discipline, described as "a value approach to growth investing" to actively manage the equity asset class - Quantitative, Fundamental, and Valuation. The investment team quantitatively screens a large universe of companies for high quality, industry leadership, and higher growth. The universe is further screened through deep fundamental analysis. On a valuation basis, we require a 2 to 1 reward to risk ratio with low downside risk. The equity asset class is used for growth in a customized portfolio.](#)

[We can also choose to purchase an ETF rather than an individual common stock position to provide broader investing opportunities in our client portfolios. ETFs serve to augment our core holdings with specialized investing opportunities in small cap stocks, particular sectors, foreign and emerging markets. ETFs provide exposure to all the underlying stocks within an index, while offsetting the risks of owning individual stocks and providing immediate diversification.](#)

### Fixed Income

[The OPCM investment team uses a yield curve approach to capture what they believe are the best combination of yield, maturity, and duration typically using high quality individual bonds. We usually invest where the yield curve is steepest \(modified ladder\), and tactically add on high yield exposure when spreads are temporarily wide. We use almost entirely individual bonds. The fixed income asset class is used for income generation and risk](#)

[reduction.](#)

#### [Natural Resources](#)

[OPCM's investment team actively manages this asset class with allocations to three subclasses – hard commodities, soft commodities, and energy. Weightings depend on the team's thesis on the future level of inflation, fundamentals of the subclasses, and estimated future currency movements. The natural resource asset class is used for an inflation hedge, growth, and the lower correlation to other asset classes.](#)

#### [Real Estate](#)

[OPCM's investment team divides this asset class into three sub-asset classes – REITs, commercial real estate, and residential real estate. The team uses individual, publicly traded securities or ETFs for this asset class. This strategy increases liquidity, reduces risk, and can increase income. The investment team analyzes the macro and micro aspects of the global real estate market to first isolate a macro overweight, neutral, or underweight stance on the asset class. Next, the team targets allocations to the three sub-asset classes, and the allocation between domestic versus foreign holdings. The real estate asset class is used for income generation, growth and the lower correlation to other asset classes.](#)

#### [Alternative Investments](#)

[OPCM's investment team adds hedges and exposure to niche investments to round out the multi-asset class portfolio. Positions are owned to either hedge currency, interest rates, and volatility, or to provide exposure to sub-asset classes such as private equity or distressed assets. The alternatives asset class is used for hedging and risk reduction.](#)

### **Monitoring - Benchmarks**

The Committee has determined it is in the best interest of the Plan's participants that performance benchmarks be established for each investment option. [Investment manager](#) performance will be evaluated [by asset class](#) in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund).

#### **Deleted: Quantitative Factors – 83.3% of Total**

##### **Style Related – 16.7% of Total**

- 5-Year Consistency: 1 point if the style consistency is less than 29
  - When selecting an investment, you want to know that it has provided a relatively "true" exposure to the category in which it falls.
  - A 5-year style consistency score of less than 29 implies that the divergence of an investment portfolio from its stated investment style or objective as measured by the consistency from the Morningstar category is minimal.

- 5-Year R<sup>2</sup>: 1 point if the R<sup>2</sup> is at least 80%
  - When selecting an investment, you want to know how correlated the investment's returns are with its benchmark index.
  - This value of R<sup>2</sup> implies that the investment's return moves in the same direction as the index 80% or more of the same.

##### **Return Based – 33.3% of Total**

- 1-Year Return: 1 point if the investment outperformed the peer group median.
- 3-Year Return: 1 point if the investment outperformed the peer group median.
- 5-Year Return: 1 point if the investment outperformed the peer group median.
  - When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers.
  - A total return greater than the peer group median implies that the investment has outperformed more than half of other investments in its same category.
  - The investment can potentially receive 1 point for each time period: 1-, 3-, and 5-years.
- 5-Year Up Capture/Down Capture: 1 point if this ratio is greater than 1.
  - When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall.
  - A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down.

##### **Risk Based – 33.3% of Total**

- 3-Year Information Ratio: 1 point if the ratio is greater than 0.
- 5-Year Information Ratio: 1 point if the ratio is greater than 0.
  - When selecting an investment, you want to know how its returns compare to the index and to the

**Deleted:** Mutual fund/ETF

Each individual asset class shall be measured against the appropriate benchmarks, as defined below.

Asset Class-Specific Benchmarks:

- Domestic Equities = S&P 500 Index
- Foreign Equities = MSCI All Country World (ACWI) excluding U.S. Index
- Natural Resources = Bloomberg Commodity Index
- Real Estate = NAREIT Global Index
- Fixed Income = Bloomberg U.S. Gov/Credit Intermediate Bond Index
- Alternative Assets = No applicable benchmark

The Alternative Investments asset class is not currently compared to a benchmark. Osborne Partners uses this asset class primarily for portfolio hedges and does not believe this correlates to any available alternatives benchmark.

**Monitoring - Watch List Criteria**

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Mon Ultra Short-Term Bond USTREAS T-Bill Auction  
Ave 3 Mon Short-Term Bond USTREAS T-Bill Auction  
Ave 3 Mon Intermediate-Term Bond BarCap US  
Govt/Credit 5-10 Yr TR USD Mortgage Backed  
Securities BarCAP US MBS TR¶  
Long-Term Bond BarCap US Govt¶  
Inflation Protected Bonds BarCap US Treasury TIPS¶  
High Yield Bonds BarCap US Corporate High Yield¶  
Bank Loan BarCap US Govt¶  
Large Growth Russell 1000 Growth TR USD Large  
Blend Russell 1000 TR USD¶  
Large Value Russell 1000 Value TR USD¶  
Mid-Cap Growth Russell Mid Cap Growth TR USD Mid-  
Cap Blend Russell Mid Cap TR USD¶  
Mid-Cap Value Russell Mid Cap Value TR USD Small  
Growth Russell 2000 Growth TR USD Small  
Blend Russell 2000 TR USD¶  
Small Value Russell 2000 Value TR USD Foreign Large  
Cap MSCI AC World Ex USA NR USD Diversified  
Emerging Markets MSCI AC EM Ex USA NR USD  
Sectors Applicable Sector Index¶  
Alternatives Applicable Alternative Index¶  
¶

**Deleted:** The decision to retain or terminate an investment option cannot be made by a formula. Also, extraordinary events do occur that may interfere with the investment option's¶ ability to prudently manage investment assets. It is the Investment Manager's confidence¶ in the investment option's ability to perform in the future that ultimately determines the retention of an investment option.¶

¶ An investment option may be placed on a Watch List and a thorough review and analysis of the investment option may be conducted.¶

**Investment Option Termination¶**

The Investment Manager may give consideration to terminating an investment option if:¶

- > The option significantly underperforms without a justifiable rationale;¶
- > The option fails to achieve performance and risk objectives;¶
- > The option fails to maintain a consistent investment style; or¶
- > The option has been on the "Watch List" for four consecutive quarters.¶

¶ There are no hard and fast rules for investment option termination. The ultimate decision to retain or terminate an investment option cannot be made by a

The Investment Manager should exercise discretion and considered judgment in the termination and replacement of investments. It is the intention of the Investment Manager to maintain written records of decisions relating to the decision of retaining or terminating an investment option.

**Monitoring – Expenses**

The Committee will review at least annually all costs associated with the management of the Plan, including:

1. Expense ratios of each mutual fund against the appropriate peer group;
2. Administrative Fees, costs to administer the Plan, including record keeping, custody and trust services; and
3. The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the Plan.

**INVESTMENT POLICY REVIEW**

The Committee will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

If any term or condition of this IPS conflicts with the Plan, the terms and conditions of the Plan shall control.

**Deleted:** However, the Investment Manager may consider the investment option's anticipated ability to perform in the future when determining whether to retain an investment option.

In addition to those above, other factors may include manager turnover, legal or regulatory proceedings, or material change to investment processes. Of course, the Investment Manager also may remove any investment option at any time and for whatever reason they deem appropriate, including a determination that the investment is no longer suitable for the Participants.

For an investment option to be terminated, one of the following approaches may be taken:

- > Remove and replace (map assets) to an alternative investment option;
- > Freeze the investment option, but add a competing investment option for new contributions; or
- > Remove the investment option and do not provide a replacement investment option.

The guidelines in this IPS are to assist, but not bind, the Investment Manager. In that regard, t

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The Plan Fiduciaries have reviewed the IPS and agree that the IPS accurately reflects the intent of the Plan Fiduciaries with regard to the range of investments, objectives and criteria for selection, and evaluation of investment options within the Plan.

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

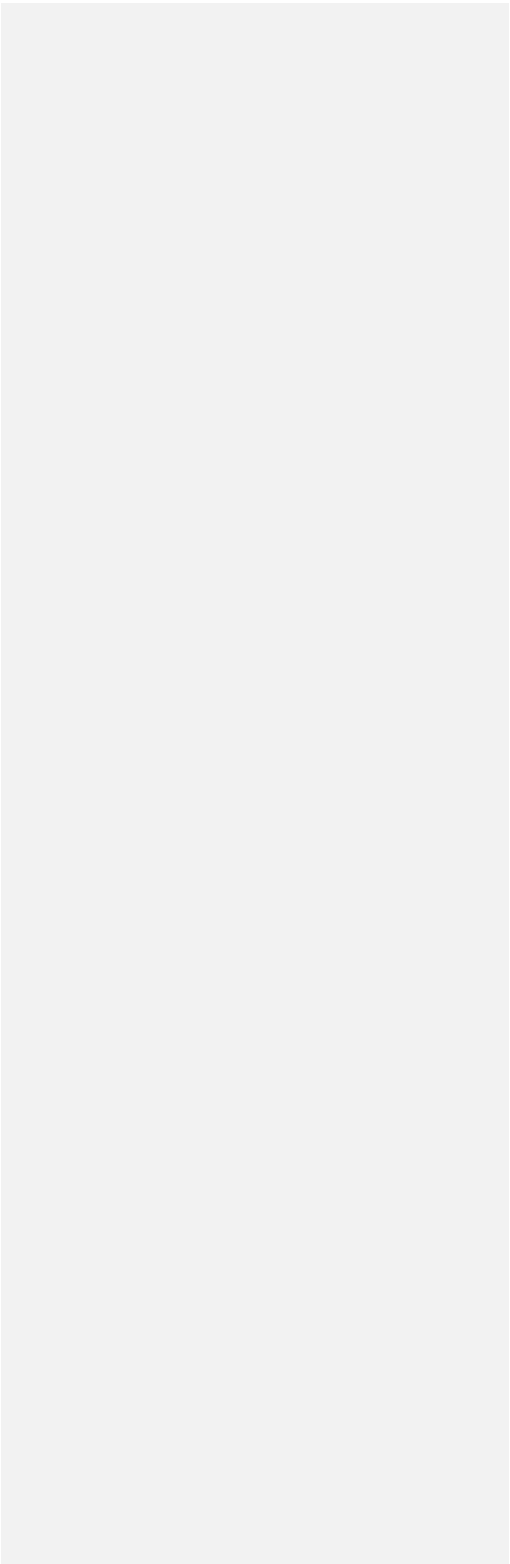
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# Investment Policy Statement

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## CARMEL AREA WASTEWATER DISTRICT DEFINED BENEFIT PLAN

December  
2024



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## EXECUTIVE SUMMARY

Client Name: Carmel Area Wastewater District  
Client Type: Defined Benefit Plan Fiduciary Standard of Care: Employee Retirement Income Security Act (ERISA) Tax Id: 94-6000209  
Current Assets: \$6,302,377.87 (as of 10/1/2024)

This Investment Policy Statement should be reviewed by an attorney knowledgeable in this specific area of the law. Any change to this policy should be communicated in writing and on a timely basis to all interested parties. If any term or condition of this Investment Policy Statement conflicts with any trust and/or plan document, that document shall control, as long as such term or condition is consistent with the law.

## PURPOSE

The purpose of this Investment Policy Statement (IPS) is to assist the Investment Committee (Committee) and the Investment Manager in effectively supervising, monitoring and evaluating the investment of the District's Retirement Plan (Plan) assets. The Plan's investment program is defined in the various sections of this IPS by:

1. Stating in a written document the Committee's attitudes, expectations, objectives and guidelines for the investment of all of the Plan's assets.
2. Encouraging effective communications between the Committee and all parties involved with the investment management decisions.
3. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
4. Setting forth an investment structure for managing the Plan's assets. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
5. Providing guidelines for each investment portfolio that control the level of overall risk and liquidity assumed in that portfolio, so all Plan assets are managed in accordance with stated objectives.
6. Providing rate-of-return and risk characteristics for each asset class represented by various investment options.
7. Complying with all ERISA, fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact the Plan assets.

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## STATEMENT OF OBJECTIVES

The Plan is a defined benefit plan established on 7/1/1969. The Plan currently has \$6,302,377.87 in assets as of 10/1/2024.

This IPS has been arrived at upon consideration by the Committee by a wide range of policies, and describes the prudent investment process the Committee deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

### The objectives of the Plan are:

- Have the ability to pay all benefit and expense obligations when due.
- Control costs of administering the Plan and managing the investments.
- Maximize return within reasonable and prudent levels of risk in order to minimize contributions.
- Follow general "safe harbor" rules:
  - i. Retain prudent expert (ERISA 3(38) Investment Manager) to make all investment decisions as they relate to the management of the Portfolio.
  - ii. Demonstrate that the prudent expert was selected by following a due diligence process.
  - iii. Have the prudent expert acknowledge in writing their fiduciary status.
  - iv. Monitor the activities of the prudent expert to ensure that the expert is performing the agreed upon tasks.
    - Seek to maintain a "funding cushion" for unexpected developments and for possible future increases in benefit structure and expense levels.
    - Seek to maintain flexibility in determining the future level of contributions. Investment results are the critical element in achieving the investment objectives, while reliance on contributions is a secondary element.
    - Seek to maintain a fully funded status with regard to current pension liabilities.

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**Time Horizon**

The investment guidelines are based upon an investment horizon of greater than five years. The Plan's strategic asset allocation is also based on this long-term perspective. Short-term liquidity requirements are anticipated to be non-existent, or at least should be covered by the annual contribution.

**Risk Tolerances**

The Committee recognizes that some risk must be assumed in order to achieve the investment objectives of the Plan. In establishing the risk tolerances of the IPS, the ability to withstand short and intermediate term variability will be considered.

The Plan's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return can be tolerated in order to achieve the longer-term objectives.

**Performance Expectations**

The desired investment objective is a long-term rate of return on assets that is commensurate with the risk taken. Accordingly, relative performance benchmarks for the investment options are set forth in the "Monitoring" section.

**DUTIES AND RESPONSIBILITIES**

**Investment Committee**

As fiduciaries under the Plan, the primary responsibilities of the Committee are:

1. Review this investment policy statement on an annual basis.
2. Monitor the activities of the Investment Manager to ensure:
  - Investments are prudently diversified in the Plan's assets to meet an agreed upon risk/return profile.
  - Investments are prudently selected in accordance with the Plan's Investment Policy Statement
  - Monitor and supervise all services provided by the Investment Manager
3. Control and account for all investment, record keeping and administrative expenses associated with the Plan.
4. Avoid prohibited transactions and conflicts of interest.

**Custodian**

Custodians are responsible for the safekeeping of the Plan's assets. The specific duties and responsibilities of the custodian are:

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1. Value the holdings.
2. Collect all income and dividends owed to the Plan.
3. Settle all transactions (buy-sell orders).
4. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall Plan since the previous report.
5. Maintain separate accounts by legal registration.

**Investment Manager**

The Investment Manager serves as an objective, third-party professional retained to manage the overall investment process, to specifically include the selection, monitoring and replacement (as needed) of portfolio holdings. The Investment Manager is responsible for performing a disciplined and rigorous investment process to enable the Committee to meet the fiduciary responsibilities outlined above. The Investment Manager, as an ERISA 3(38), is a named fiduciary of the Plan.

It is the responsibility of the Investment Manager to prepare and maintain this IPS on an on-going basis, and review it with the Committee on an annual basis.

**INVESTMENT GUIDELINES**

**Asset Class Guidelines**

The Committee believes long-term investment performance, in large part, is primarily a function of asset class mix. Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation.

On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the Plan's long time horizon.

Focusing on balancing the risks and rewards of each broad asset class, the following implementation peer groups were selected and ranked in ascending order of "risk" (least to most) according to the most recent quarter's median 3-year Standard Deviation values.

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- Intermediate-Term Bonds
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### Real Estate

OPCM's investment team divides this asset class into three sub-asset classes – REITs, commercial real estate, and residential real estate. The team uses individual, publicly traded securities or ETFs for this asset class. This strategy increases liquidity, reduces risk, and can increase income. The investment team analyzes the macro and micro aspects of the global real estate market to first isolate a macro overweight, neutral, or underweight stance on the asset class. Next, the team targets allocations to the three sub-asset classes, and the allocation between domestic versus foreign holdings. The real estate asset class is used for income generation, growth and the lower correlation to other asset classes.

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### Monitoring - Benchmarks

The Committee has determined it is in the best interest of the Plan's participants that performance benchmarks be established for each investment option. Investment manager performance will be evaluated by asset class in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund).

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Each individual asset class shall be measured against the appropriate benchmarks, as defined below.

Asset Class-Specific Benchmarks:

- Domestic Equities = S&P 500 Index
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- Alternative Assets = No applicable benchmark

The Alternative Investments asset class is not currently compared to a benchmark. Osborne Partners uses this asset class primarily for portfolio hedges and does not believe this correlates to any available alternatives benchmark.

**Monitoring - Watch List Criteria**

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The Investment Manager should exercise discretion and considered judgment in the termination and replacement of investments. It is the intention of the Investment Manager to maintain written records of decisions relating to the decision of retaining or terminating an investment option.

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#### **Monitoring – Expenses**

The Committee will review at least annually all costs associated with the management of the Plan, including:

1. Expense ratios of each mutual fund against the appropriate peer group;
2. Administrative Fees, costs to administer the Plan, including record keeping, custody and trust services; and
3. The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the Plan.

#### **INVESTMENT POLICY REVIEW**

The Committee will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

If any term or condition of this IPS conflicts with the Plan, the terms and conditions of the Plan shall control.

The Plan Fiduciaries have reviewed the IPS and agree that the IPS accurately reflects the intent of the Plan Fiduciaries with regard to the range of investments, objectives and criteria for selection, and evaluation of investment options within the Plan.

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

Adopted by Plan Fiduciary:

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In our multi-asset class portfolios, we use individual companies and individual bonds whenever possible. The instances when we do use Exchange-Traded Funds (ETFs) are typically due to either:

- 1) Low liquidity of individual companies in the asset class – example: In the real estate asset class, we use a broad ETF to gain foreign REITs exposure due to low liquidity of individual foreign REITs.
- 2) Risk reduction – example: In the natural resource asset class, to gain gold exposure we use a gold ETF versus individual gold mining companies that carry high volatility and fundamental risk.

In these minority cases we always use unlevered, low-cost ETFs.

Overall, this is a high-level summary of our use of ETFs in our seven asset classes:

- Domestic Equities: Nearly entirely individual companies.
- Foreign Equities: Approximately one-half individual companies and one-half individual regional or country ETFs (examples include EWJ, DAX).
- Alternative Investments: Nearly entirely individual companies.
- Fixed Income: Nearly entirely individual bonds.
- Cash: Nearly entirely sweep and money markets.
- Natural Resources: Individual companies when investing in natural resource themes (copper demand, aluminum demand, MLPs). ETFs when investing directly in a commodity (precious metals, soft commodities, grains – examples include AAAU, DJP)
- Real Estate: Approximately 4% of the portfolio in domestic and foreign REIT ETFs and the remainder of the asset class is invested in individual companies in residential, commercial, and REIT real estate segments (examples include VNQ, RWX).



## **Carmel Area Wastewater District Defined Benefit Plan October 2024**

### **Introduction**

Thank you for choosing Osborne Partners Capital Management, LLC (“Osborne Partners”) to be your all-encompassing wealth management firm. From our predecessors in 1937 to today, we view Osborne Partners as a company that provides four main services for you. First, we manage customized multi-asset class portfolios. Second, we offer comprehensive financial plans from one of our professional CERTIFIED FINANCIAL PLANNER™ practitioners on staff. Third, you can take advantage of our secure online financial tool to organize your complex finances. Fourth, and many times most importantly, we act as your investment counselor to help seamlessly navigate your investment portfolio and finances through all parts of a market and economic cycle. Our goal is to make prudent and methodical decisions for you, sometimes during times of high emotions and high market volatility.

One of the important purposes of this Investment Policy Guideline (“IPG”) is to establish a clear understanding between you and Osborne Partners as to the investment goals, objectives and management policies applicable to your customized portfolio. Your IPG is intended to provide a well-thought-out framework from which sound investment decisions can be made. Without an IPG, in times of market turmoil, investors often make impromptu investment decisions that are inconsistent with prudent investment management principles.

### **Investment Philosophy**

Osborne Partners believes the best way to achieve strong long-term, risk-adjusted performance is through actively managing a diverse portfolio comprised of multiple asset classes. Additionally, we concentrate on reducing downside capture, by focusing on outperforming during flat to down market periods.

### **Monitoring Portfolio Objectives & Performance**

We build and manage portfolios with a goal of long-term performance. Osborne Partners’ portfolio is comprised of many asset classes working together to try to outperform and reduce risk as a total portfolio. Inevitably at any given point, one or more asset classes could underperform their individual benchmarks.

Osborne Partners shall prepare a quarterly report which will include the portfolio’s performance. Each individual asset class shall be measured against the appropriate benchmarks, as defined below.

#### **Asset Class-Specific Benchmarks:**

- Domestic Equities = S&P 500 Index
- Foreign Equities = MSCI All Country World (ACWI) excluding U.S. Index
- Natural Resources = Bloomberg Commodity Index
- Real Estate = NAREIT Global Index
- Fixed Income = Bloomberg U.S. Gov/Credit Intermediate Bond Index and the Bloomberg 1-10 Year Municipal Blend Index
- Alternative Assets = No applicable benchmark

The Alternative Investments asset class is not currently compared to a benchmark. Osborne Partners uses this asset class primarily for portfolio hedges and does not believe this correlates to any available alternatives benchmark. The Fixed Income asset class is compared to two different benchmarks. Although the Barclays Capital U.S. Gov/Credit Intermediate Term



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Bond Index is one of the most common fixed income benchmarks, it does not hold municipal bonds. A high percentage of Osborne Partners' clients own municipal bonds, corporate bonds, or a combination of both. We feel by showing two benchmarks, every client can properly compare their Fixed Income asset class versus a correct benchmark. Please see the enclosed Index Descriptions page for more information regarding the benchmarks.

The Securities and Exchange Commission ("SEC") requires that we have a uniform policy for all clients as to when we begin calculating portfolio performance. Our policy is to start performance calculations on the first day of the month following our first trade in your portfolio. As an example, if we place the first trade in your portfolio on April 15th, your performance inception date would be May 1st. We display your portfolio performance following the first full calendar quarter that performance has been calculated. Using the same example (first trade placed April 15th), your first portfolio performance report would be for the quarter ending September 30th (first full quarter of performance data, July 1st – September 30th).

## Expectations

Once your IPG is signed, the Investment Team builds your multi-asset class portfolio to the specifications of your IPG. To avoid unfortunate market timing, we do not immediately allocate your entire portfolio. Depending on market conditions, the allocation process can typically span up to four months.

You could have a few unique portfolio experiences during the first 12-24 months. Initially, your portfolio turnover can be higher than normal due to the process of building the portfolio, while changes are made to the firm's overall investments in each asset class. You could see more volatile returns and a higher probability of underperformance during the first 12-24 months versus any other time in your portfolio's lifespan. This could be due to the timing involved in building and/or reallocating the portfolio when a combination of higher cash levels and your previous portfolio holdings held in your portfolio.

We practice proactive client service. This proactive strategy includes phone calls, email messages, market updates, economic memos, white-papers, and client events.

Please take advantage of your Wealth Counselor and our professional CERTIFIED FINANCIAL PLANNER™ practitioners on staff for financial planning or portfolio related questions. They are very experienced in financial planning, and regularly speak with the Investment Team about global markets and all asset classes.

Client Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Client Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.



# OSBORNE PARTNERS

Capital Management, LLC

## INVESTMENT POLICY GUIDELINES

### Carmel Area Wastewater District Defined Benefit Plan October 2024

**INVESTMENT POLICY STATEMENT:** Your portfolio will be managed with a growth and income asset allocation. The primary goal is long-term appreciation with a moderate risk profile. If the information has been provided to us, we will take into consideration incorporating assets that are managed outside of Osborne Partners as part of a holistic view of the overall asset allocation. The Osborne Partners multi-asset class approach is used to achieve long-term risk-adjusted returns.

#### RISK TOLERANCE:

- Ability – Average. Willingness – Average.

#### PERFORMANCE GOALS:

Based on your asset allocation and willingness and ability to assume risk, your long-term total portfolio return objective is indicated below. Your objective is based on a “market cycle” which is typically defined as 5-10 years. Equally important is your Historic Net Annual Allocation Return Range, which shows the highest and lowest return generated by your asset allocation over the last 16 years.

- Long-Term Net Annual Return Objective: 5-7%
- Historic Net Annual Allocation Return Range: -20% to +19%

*Past performance is not indicative of future results. Inherent in any investment is the possibility of loss. The Historic Net Annual Allocation Return Range is based on a composite (Global Balanced Composite) with a similar asset allocation. Composite performance is for the period 12/31/2007 through 12/31/2023. Please see the Disclosures and Index Descriptions page for more information.*

#### ASSET ALLOCATION GUIDELINES:

<u>Asset Class</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
<b>Global Equities</b>	45%	55%	65%
Domestic		35%	
Foreign		20%	
<b>Natural Resources</b>	0%	6%	15%
<b>Real Estate</b>	0%	7%	15%
<b>Alternative Investments</b>	0%	5%	10%
<b>Fixed Income</b>	15%	25%	35%
<b>Cash</b>	0%	2%	20%

*There is no guarantee that the investment strategies presented herein will work under all market conditions. Investors should evaluate their ability to invest for the long-term. Each investor should approve or decline these asset allocation recommendations based on their own goals, time horizon and risk tolerance. Market conditions and tactical decisions can result in temporary movement beyond the minimum and maximum of the range of any asset class.*

#### TIME HORIZON FOR THE ASSETS AND TIMING OF MAJOR CASH FLOWS:

- LONG-TERM (10+ YEARS)
- LARGE, PLANNED DISTRIBUTIONS LISTED HERE



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**TAX CONSIDERATIONS:**

- NON-TAXABLE PORTFOLIO

**ACCOUNTS PERTAINING TO THESE GUIDELINES:**

- Carmel Area Wastewater District Defined Benefit Plan

**LIQUIDITY AND INCOME REQUIREMENTS:**

- \$16,000 PER MONTH DISTRIBUTION

**CAPITAL GAINS:**

- N/A

**OTHER CONSIDERATIONS OR RESTRICTIONS:**

- SPECIFIC CLIENT MANDATES LISTED HERE.

*All sector and sub-sector restrictions will be adhered to on a best-effort basis and it will be determined by the manager which securities are to be included in said sectors and sub-sectors.*

*The above information is an accurate summary of my (our) financial circumstances and investment objectives as of this date and I(we) agree to notify Osborne Partners if my(our) investment objectives and/or financial circumstances change to such an extent that the above information becomes inaccurate. Additionally, Osborne Partners is authorized to discuss account information with all account owners.*

\_\_\_\_\_  
By: Justin McNichols, CFA

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

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_



# OSBORNE PARTNERS

## Capital Management, LLC

### **Disclosures and Index Descriptions**

Past performance is not a guarantee of future returns. Investing in securities is subject to various risks, which include but are not limited to: market risk, volatility risk, financial risk, liquidity risk, business risk, reinvestment risk, currency risk, inflation risk, interest-rate risk. Clients should be aware that there can be a loss or depreciation to the value of their original investment, which clients should be prepared to bear. There can be no assurance that a client's investment objectives will be obtained and no inference to the contrary is being made. Please see our Form ADV Part 2A for details regarding the risks pertaining to our investment strategies and the securities we select for client portfolios.

The Historic Net Annual Allocation Return Range is based on a composite (Global Balanced Composite) with a similar asset allocation. Composite performance is for the period 12/31/2007 through 12/31/2023.

The U.S. Dollar is the currency used to express performance. Returns are presented net of management fees and include the reinvestment of all income. Net of fee performance was calculated using actual management fees billed on a quarterly basis. Policies for valuing portfolios, calculating performance, and preparing compliant presentations are available upon request.

Returns are calculated based on the use of total return to calculate performance; use of time-weighted rates of return, with valuation on a monthly basis and geometric linking of period returns; inclusion of cash and cash equivalents in Composite returns; inclusion of fee-paying discretionary portfolios that meet the inclusion criteria for the Composite; no linkage of simulated and model portfolios with actual performance; asset weighting of portfolios using beginning-of-period values; addition of new accounts to a Composite according to reasonable and consistently applied guidelines; exclusion of terminated accounts from the Composite for all periods after the last full period they were in place but inclusion for all periods prior to termination. Leverage has not been used in obtaining performance. Accounting for valuations and performance are based on the trade date.

Composite policy requires the temporary removal of any portfolio incurring a client-initiated directive that changes the overall mandate of the account, even if the account meets the Composite criteria. The initial period before an account can be included in the Composite is a full quarter plus one month. After the initial inclusion, if an account receives a client-initiated directive in any given month, the account is removed from the composite in the month in which it is received. The account re-enters the Composite in the month the directive is removed. Significant flows for all asset classes are accumulated for the period and re-valued at each significant flow date. Composite performance is presented net of fees, and are inclusive of dividends, royalties, interest income and capital gains. Past performance is not meant to infer, imply or be indicative of future results.

### **S&P 500**

The S&P 500 is an index of 500 stocks chosen for market size, liquidity and industry grouping, among other factors. The S&P 500 is designed to be a leading indicator of U.S. equities and is meant to reflect the risk/return characteristics of the large cap universe. Companies included in the index are selected by the S&P Index Committee, a team of analysts and economists at Standard & Poor's. The S&P 500 is a market value weighted index - each stock's weight is proportionate to its market value.

### **MSCI World ACWI ex U.S.**

A market-capitalization-weighted index maintained by Morgan Stanley Capital International (MSCI) and designed to provide a broad measure of stock performance throughout the world, with the exception of U.S.-based companies. The MSCI All Country World Index Ex-U.S. includes both developed and emerging markets.

### **Bloomberg Commodity Total Return Index**

The Bloomberg Commodity Index aims to provide broadly diversified representation of commodity markets as an asset class. The index is made up of exchange-traded futures on physical commodities. The index currently represents 20 commodities, which are weighted to account for economic significance and market liquidity.

### **NAREIT Global Index**

The FTSE EPRA/NAREIT Global Index is designed to track the performance of listed real estate companies and REITS in both developed and emerging markets. By making the index constituents free-float adjusted, liquidity, size and revenue screened, the series is suitable for use as the basis for investment products, such as derivatives and Exchange Traded Funds (ETFs).

### **Bloomberg Barclays US Gov/Credit Intermediate Bond**

The index measures the performance of U.S. Dollar denominated U.S. Treasuries, government-related and investment grade U.S. corporate securities that have a remaining maturity of greater than one year and less than ten years.

### **Bloomberg Barclays 1-10 Year Municipal Blend Index**

The Bloomberg Barclays 1-10 Year Municipal Blend Index is a market value-weighted index which covers the short and intermediate components of the Barclays Municipal Bond Index—an unmanaged, market value-weighted index which covers the U.S. investment-grade tax-exempt bond market. The Index tracks tax-exempt municipal General Obligation, Revenue, Insured, and Pre-refunded bonds with a minimum \$5 million par amount





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outstanding, issued as part of a transaction of at least \$50 million, and with a remaining maturity from 1 up to (but not including) 12 years. The index includes reinvestment of income.

RESOLUTION NUMBER 2024 – 81

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SIGN THE INVESTMENT POLICY DOCUMENT AND INVESTMENT POLICY GUIDELINES DOCUMENT FOR THE CARMEL AREA WASTEWATER DISTRICT DEFINED BENEFIT PLAN

-oOo-

WHEREAS, the Board of Directors was presented with an updated Investment Policy Document for the District Defined Benefit Plan and accepts the changes set forth in said document; and

WHEREAS, the Board of Directors was presented with the CAWD Investment Policy Guidelines by Osborne Capital which serves to work in tandem with the Investment Policy Document and accepts the document as written; and

WHEREAS, the Board understands that the management of the Defined Benefit Plan depends upon having a strong foundational Investment Policy plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby affirm that it accepts and authorizes signing:

- a) The Investment Policy Document prepared December 2024
- b) Osborne Capital Investment Policy Document prepared October 2024

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 19, 2024, by the following vote:

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

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Ken White, President of the Board

ATTEST:

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Domine Barringer, Board Clerk

## *General Manager Comments*

## *Other Items Before The Board*

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Accessory Dwelling Unit User Charges

## RECOMMENDATION

Staff is requesting that the Board issue direction on Sewer User charges for accessory dwelling units.

## DISCUSSION

In April 2022 the Board passed a motion accepting the policy of charging a separate sewer user fee for Junior accessory dwelling units (ADU) and ADUs that were not attached to the primary residence. “A Junior ADU or conversion of existing space that is contained entirely within an existing or proposed single family residence is not considered a separate or new dwelling unit.”

Mr. Leighton protested our ADU policy in April 2022 and again in November 2024. We took the ADU question to the Budget Committee last year during the rate building process for fiscal year 2023-24 and it was denied. Now Mr. Leighton is asking that the charge be waived. Mr. Leighton bases his request on the following points:

1. **Lack of Accurate ADU data:** the District built its list based on a public records request to both the City of Carmel and the County of Monterey. In order to accommodate and confirm Mr. Leighton’s request the District did a visual audit to determine whether the known ADUs were attached or free standing.
2. **Unreliable Building Permit Data:** Mr. Leighton indicates the District does not base charges on square footage or description in building permits. Mr. Leighton is correct – we do not base any user charges on square footage (see district admin code below 750 square foot). However,

if the building permit/application indicates it is for an ADU the District puts it on a list of parcels and makes a determination if it is attached or detached.

3. **Absence of Central ADU database:** Mr. Leighton is correct, there is no comprehensive database. However, by requesting a listing from both the City and County, as we have done, it is as comprehensive as the information that the City and County have provided.
4. **Inconsistent Application of User Fees:** Mr. Leighton is correct that we have charged some parcels incorrectly. This has been noted and will be corrected, not only the ones he has brought to our attention but any that the District finds through independent inspections.
5. **Equity and Fairness in Fee Structure:** In building the rate model the logic was that if one person lived in an ADU or in a full size single family residence, the amount of sewage delivered would be the same. We make an estimate of demand on the system, naturally there are some parcels that are higher and some lower, but we think our estimate is on solid ground. As per our rate model we estimate the flow per residence as 98 Gallons Per Day (gpd)/unit, the Biochemical Oxygen Demand (BOD) as 305 mg/L, and the Total Suspended Solids (TSS) as 620 mg/L. This logic is applied equally in the rate model based on category.

Finally, Mr. Leighton makes the argument that his ADU is an attached unit as per the County building permit. The District in performing their due diligence and confirming the his ADU attachment it found to be “attached” to the main residence by a piece of 4-6 ft wood lattice and not to the single family residence structure. The District’s definition of “attached” is that it is contained entirely within an existing or proposed single family residence. The lattice fencing shown in the attached picture does not meet that “attached” definition of the District.

## FINANCIAL

Unknown at this time. If the Board accepts Mr. Leighton’s request to view all ADU’s as “attached” that would result in a loss of \$113,385.58. (119 units x \$952.82)

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, GM

Date: April 28, 2022

Subject: Accessory Dwelling Units Policy

## RECOMMENDATION

It is recommended that the Board of Directors pass a motion accepting the attached Accessory Dwelling Unit Policy.

## DISCUSSION

The State of California has determined that it is in the public's interest to encourage the growth of Accessory Dwelling Units (ADU) to mitigate the shortage of housing statewide. The District does not maintain a list of current ADUs, although we know that they are scattered throughout the District. Our current policy is to consider any detached unit that includes complete independent living facilities (i.e. bathroom, shower, sinks, and a kitchen) and assess a connection fee for the unit. Therefore, an ADU is charged a standard single family residence (SFR) connection fee (one-time fee) and the standard residential user fee (recurring annual fee). The user fee is not dependent upon square footage or size of the structure as the District user fee formula applies the biochemical oxygen demand, total suspended solids, and estimated flow to all user categories throughout our service area.

In January 2021 there were changes to the ADU laws that require the District to change the current policy. The law states that a local agency, special district, or water corporation shall not consider ADUs as a new residential use for the purpose of calculating connection fees or capacity charges for utilities (Government Code § 65852.2). ADUs that are constructed concurrently with a new single-family home may charge connection fees as long as they are charged proportionately in relation to the primary dwelling unit.

Staff is recommending that the District cease charging connection fees for all ADUs whether they are part of new construction of a SFR or not. It will be easier for staff to administer the policy and we believe the number of ADUs constructed simultaneously with a primary SFR is minimal.

The user fee charges should continue to be developed through the rate model, which currently describes an ADU as equivalent to a SFR.

## **FUNDING**

At this time, it is unknown how many ADU units will be presented to the District for a permit. Our current SFR connection fee is \$7,532.64.





Accounting Policies & Procedures	Topic No.:
Function: Accessory Dwelling Unit Policy	Topic: ADU
	Date: April 2022

## ACCESSORY DWELLING UNITS (ADU)

### Definition of ADU

Accessory Dwelling Unit (ADU) (aka granny flat, in-law unit, second unit) means one permanent attached or detached residential dwelling unit, which provides complete independent living facilities for one or more persons and is accessory to one existing or proposed single-family dwelling (SFD). It includes permanent provisions for living, sleeping, eating, cooking and sanitation. An accessory dwelling unit also includes:

1. An efficiency unit, as defined in Section 17958.1 of Health and Safety Code
2. A manufactured home, as defined in Section 18007 of the Health and Safety Code

An ADU may be created by constructing a new accessory structure or an addition, or by converting the existing permitted interior space of a single-family residence or accessory structure into an ADU. In 2018, state law expanded the definition of accessory structure to include converted garages, carports or covered parking structures.

California Government Code Section 65852.2 requires local government to ease local requirements for ADUs and expedite local permitting processes associated with ADUs.

## Summary of Recent Changes to State of California ADU Laws

Changes in ADU laws effective January 1, 2021 further reduce barriers, better streamline approval processes, and expand capacity to accommodate the development of ADUs. (Government Code Section 65852.150)

ADUs are allowed only on lots where adequate water and sewage disposal systems are or can be made available. Shared water and sewage disposal systems between the primary unit and the ADU is permissible.

A local agency, special district or water corporation shall not consider ADUs as a new residential use for the purpose of calculating connection fees or capacity charges for utilities, including water and sewer services. However, these provisions do not apply to ADUs that are constructed concurrently with a new single-family home. (Gov Code, §§ 65852.2, subdivision (f), and 66000)

An ADU is exempt from incurring impact fees from local agencies, special districts, and water corporations if less than 750 square feet. Should an ADU be 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. Agencies may waive impact and other fees for ADUs.

ADUs converted from existing space and Junior Accessory Dwelling Unit (JADUs) shall not be considered by a local agency, special district or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, unless constructed with a new single-family dwelling. The connection fee or capacity charge shall be proportionate to the burden of the proposed ADU, based on its square footage or plumbing fixtures as compared to the primary dwelling.

A (JADU), or conversion of existing space that is contained entirely within an existing or proposed SFR is not considered a separate or new dwelling unit.

State ADU law does not cover monthly user charge fees. (Gov Code § 6582.2, subd. (f)(2)(A).

## **Carmel Area Wastewater District (CAWD) Policy**

CAWD will follow all applicable state regulations as regards to ADUs, unless we go beyond state requirement as indicated below

**Sewer Connection Fees:** Sewer connection fees shall not be charged for ADUs unless additional sewer connection(s) to a lot is required due to insufficient capacity or at the request of the property owner. In such cases, an equivalent number of additional connection fees will be applied or proportionately charged.

**Sewer User fees:** excluding JADUs, a user fee shall be assessed as calculated in the annual rate model for a residential unit.

**From:** [H](#)  
**To:** [Downstream Distribution Group](#)  
**Cc:** [Barbara Buikema](#)  
**Subject:** Letter for the CAWD Board  
**Date:** Tuesday, November 19, 2024 4:09:26 PM  
**Attachments:** [ADU Policy Change Request.pdf](#)

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

Hi CAWD,

Can you please send the attached PDF letter to the CAWD board members? I am requesting an elimination of the ADU policy as it relates to charging ADUs a separate user fee.

I will also look to attend a board meeting to read this if I don't see this topic come up on the agenda.

Kind regards,

Hunter

11/19/2024

To Carmel Area Wastewater District board,

I am writing to urge you to remove CAWD's current policy regarding Accessory Dwelling Units (ADUs) and the inconsistent application of user fees. Specifically, I believe that charging a second user fee for only some ADUs is not supported by accurate data, and the current policy is not equitable or defensible. Let me outline the key points:

1. **Lack of Accurate ADU Data:** CAWD does not maintain an accurate or complete accounting of ADUs within the district, and there is no legal mechanism in place to gather this information comprehensively. As a result, the district may be unaware of many ADUs that should be subject to user fees.
2. **Unreliable Building Permit Data:** CAWD's knowledge of whether an attached ADU adds square footage or not is based solely on the description in building permits, which is often inaccurate or insufficient for determining the actual impact on utility services.
3. **Absence of a Central ADU Database:** Neither the County of Monterey nor the City of Carmel maintains a comprehensive database of properties with ADUs. This lack of centralization further complicates the accurate identification of ADUs and the consistent application of fees.
4. **Inconsistent Application of User Fees:** I have identified several ADUs that are not being charged the user fee in accordance with CAWD policy, despite being in clear need of it. The district's current documentation and fee enforcement are therefore inconsistent and unreliable.
5. **Equity and Fairness in Fee Structure:** Attached ADUs are not charged a user fee, despite the fact that they contribute the same potential costs to the sewer system as detached ADUs. While you are not governed by the California Public Utilities Commission (CPUC), their recommendations for sewer districts with fixed rates are that all similar customers should be charged the same rate unless there are clear differences in costs to the utility. In my case, my detached ADU generates the same demands on the system as an attached ADU, (I don't have a separate connection into CAWD sewer lines, either) yet I am being charged a user fee while others are not.

This issue is not about achieving perfect equality in rates—fixed rates inherently introduce some level of disparity—but about ensuring fairness. If CAWD is to charge user fees, it must have a legitimate, defensible basis for applying those fees uniformly across all ADUs, which, as it stands, is not the case.

Given the points above, I ask that you consider reevaluating CAWD's ADU policy to ensure a more consistent, equitable, and legally defensible approach to user fee assessments. Please consider this matter at your next meeting.

Kind regards,

Hunter Leighton



District's definition of "attached" is that it is contained entirely within an existing or proposed single family residence. The lattice fencing shown in the picture does not meet that definition.

Photo of Mr. Leighton's home with the detached ADU

**From:** [H](#)  
**To:** [Downstream Distribution Group](#)  
**Cc:** [Barbara Buikema](#)  
**Subject:** Credit Please  
**Date:** Thursday, November 21, 2024 4:27:41 PM

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

Hi CAWD, Barbara,

My ADU has been categorized as detached when, according to the Count of Monterey of what an attached structure is, it is really attached. I mistakenly filed out the permit saying it was detached which I have been corrected. I am not a building expert so I did not know.

Can you please inform the tax collector to process a refund? Or, alternatively I believe I can file something to contest the fees.

Here is the "STRUCTURE, ATTACHED" definition according to the county:

"Attached structure means any structure which is connected to any other structure by means of a structural connection, such as a roof, stairway, atrium, breezeway or other structural connection."

Kind regards,  
Hunter Leighton  
3603 Eastfield Rd  
Carmel CA 93923



# Carmel Area Wastewater District

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

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

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

## ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2025

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

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

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

Month	Member Attendee
January 31st	Ken White
February 28th	Suzanne Cole
March 28th	Mike Rachel
April 25th	Bob Siegfried
May 30th	Kevan Urquhart
June 27th	Ken White
July 25th	Suzanne Cole
August	No PBCSD Meeting
September 27th	Mike Rachel
October 26th	Bob Siegfried
November	No PBCSD Meeting
December 19th	Kevan Urquhart



# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Clerk

Date: December 19, 2024

Subject: 2025 -Board Member Committee  
Assignments, Pebble Beach Community Service District Board  
(PBCSD) Meetings, Quarterly Special District Association Meetings  
(SDA), and the Conference Schedule

## RECOMMENDATION

Requesting the Board of Directors to designate committee assignments to the board members and pass a motion accepting the entirety of all committee assignments, regular monthly attendance at the PBCSD meetings, and the quarterly Special District Association meetings as listed in the attached tables in 2025.

The 2025 Conferences are attached for general information and possible participation. Please contact the Board Clerk for assistance with registration for conferences that you would like to attend.

## DISCUSSION

Attached are the following schedules for the 2025 calendar year for the Board's consideration:

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

## Scheduled Yearly Training Update

Harassment Prevention Training is due every two years and the next training will occur sometime in December 2025. In previous years it was conducted on site at 3945 Rio Road and the presenter was Liebert, Cassidy Whitmore. Would the Board like that same setup for 2025?



# Carmel Area Wastewater District

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

TO: Board of Directors  
 FROM: Domine Barringer, Board Clerk  
 DATE: December 19, 2024  
 SUBJECT: Committee Assignments for 2025

Please confirm or make any adjustments during the December 2024 board meeting for any changes you would like to have or approve the existing assignments to move into the 2025 year.

## 2025 COMMITTEE ASSIGNMENTS:

### Standing Committees-Brow Act

Committee	2024 Members	2025 Members
Budget & Audit	Cole Siegfried	
Long Term Investment & Pension	Urquhart Siegfried Buikema (General Manager) Kevin Young (Employee) Wellington	
Reclamation Management	White Rachel	
Salary & Benefits	White Rachel	
Bridge To Everywhere Committee	White Rachel	
Budget & Audit	Cole Siegfried	

## Ad Hoc-Temporary Committees

<b>Committee</b>	<b>2024 Members</b>	<b>2025 Members</b>
Real Estate Committee	White Rachel	
CRFREE	Cole Urquhart	
Sea Level Rise	Siegfried Urquhart	
Executive Coach	Cole Siegfried	
Legal Counsel	White Cole	

### Outside the Standing and Ad Hoc Committee Meetings

Special District Association	Rotated by all members	See attached schedule
------------------------------	------------------------	-----------------------



# Carmel Area Wastewater District

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

TO: Board of Directors

FROM: Domine Barringer, Board Clerk

DATE: December 19, 2024

SUBJECT: Quarterly Special Districts Association for 2025

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

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

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

## SUGGESTED QUARTERLY SPECIAL DISTRICTS ASSOCIATION ATTENDANCE

Date	2024 Members	2025 Members
January 21, 2025	Suzanne Cole	Suzanne Cole
April TBD, 2025	Ken White	Ken White
July TBD, 2025	Mike Rachel	Mike Rachel
October TBD, 2025	Bob Siegfried	Bob Siegfried
January TBD, 2026	Kevan Urquhart	Kevan Urquhart



# Carmel Area Wastewater District

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

TO: Board of Directors

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Date	2024 Members	2025 Members
January 21, 2025	Suzanne Cole	Suzanne Cole
April TBD, 2025	Ken White	Ken White
July TBD, 2025	Mike Rachel	Mike Rachel
October TBD, 2025	Bob Siegfried	Bob Siegfried
January TBD, 2026	Kevan Urquhart	Kevan Urquhart

# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Clerk

Date: December 19, 2024

Subject: 2025 Conference Schedule

## RECOMMENDATION

This is informational only – no action required.

## DISCUSSION

The 2025 Conferences are attached for general information and possible participation.

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

	2025 Conferences			
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
CASA	Winter Conference	<a href="https://casaevents.memberclicks.net/winter-conference">https://casaevents.memberclicks.net/winter-conference</a>	Palm Spring, CA	January 29 -31
CWEA	P3S Conference	<a href="https://www.cwea.org/conferences/p3s-conference/">https://www.cwea.org/conferences/p3s-conference/</a>	San Jose, CA	February 3-5
CASA	Wash DC Policy Forum	<a href="https://casaweb.org/events/2025-washington-dc-policy-forum/">https://casaweb.org/events/2025-washington-dc-policy-forum/</a>	Washington DC	Feb 24-25
CWEA	*Annual Conference	<a href="https://www.cwea.org/conferences/cwea-annual-conference/">https://www.cwea.org/conferences/cwea-annual-conference/</a>	Palm Springs, CA	April 22-25

2025 Conferences				
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
ACWA	Spring Conference	<a href="https://www.acwa.com/events/2025-spring-conference-expo/">https://www.acwa.com/events/2025-spring-conference-expo/</a>	Monterey, CA	May 13-15
CSDA	Legislative Days	<a href="https://legislatedays.csda.net/home">https://legislatedays.csda.net/home</a>	Sacramento, CA	May 20-21
CASA	70 <sup>th</sup> Annual Conference	<a href="https://casaweb.org/events/2025-casa-70th-annual-conference/">https://casaweb.org/events/2025-casa-70th-annual-conference/</a>	San Diego, CA	July 30 -Aug 1
CSDA	Annual Conference	<a href="https://www.csda.net/annualconference/home?_ga=2.200269998.1082661782.1733273553-1057611506.1733273553">https://www.csda.net/annualconference/home?_ga=2.200269998.1082661782.1733273553-1057611506.1733273553</a>	Monterey, CA	August 25-28
WateReuse	California Annual Conference	<a href="https://watereuse.org/news-events/conferences/">https://watereuse.org/news-events/conferences/</a>	San Diego, CA	September 7-9
WateReuse	Symposium	<a href="https://watereuse.org/news-events/conferences/symposium-2025/">https://watereuse.org/news-events/conferences/symposium-2025/</a>	Tampa, Fl	March 16-19
ACWA	Fall Conference	<a href="https://www.acwa.com/events/2025-fall-conference-expo/">https://www.acwa.com/events/2025-fall-conference-expo/</a>	San Diego, CA	December 2-4

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

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Budget Committee Questions

## RECOMMENDATION

Discuss the questions listed below as terms of reference for the upcoming Budget Committee deliberations.

## DISCUSSION

The Budget Committee met on November 8, 2024 to discuss questions that they felt important enough to send to the full board for review prior to the budget process commencement. They believe the budget process should consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. Essentially, to establish priorities and to determine how the District will finance in terms of reference for the budget process in 2025-26 and the future.

- 1. Should the Sea Level Rise Reserve continue to be augmented, and, if so, why and at what rate? <sup>1</sup>**
- 2. It is an open question whether CalPERS Section 115 investments consistently are able to outperform the market. Such investments**

<sup>1</sup>*Note that presently there are uncertainties about the District's ability to withdraw a portion of its reserves from the County investment pool for investment in longer term notes and about the extent to which the funds invested with the County fail to keep up with inflation.*



represent an additional commission on ratepayers' funds compared to leaving funds with the ratepayers and requesting contributions when CalPERS issues requests for supplementary contributions. There are advantages and disadvantages to maintaining Section 115 investments. Should Carmel Area Wastewater District continue investing in Section 115 funds?

3. Over how many years should funds be raised for planned, significant capital investments? <sup>1</sup>
4. Should money be budgeted to compensate for depreciation? <sup>1</sup>
5. Does the Board wish to maintain its Pay-as-You-Go policy for capital projects and for Sea Level Rise?
6. Should we initiate a practice of linking performance measures to specific program goals? Should these be reported in the budget document?

**Reserve Fund Summary**

<u>Name</u>	<u>Goals</u>	<u>Funding</u>
Long Term Capital Reserve	Funding of 15 yr Capital Plan items	Primary deposit account from all revenues
Sea Level Reserve	\$1M annually over 15 years	\$1M annual contribution
Compensated Accrual Reserve	Calculated annually from accrual schedule	Sweep from Capital Reserve
Capital Reserve Fund	Fund current year capital projects	Sweep from Long Term Capital Reserve
O & M Reserve Fund	Twelve months of O&M expenses	Sweep from Long Term Capital Reserve
Section 115 - CEPPT	CalPERS additional funding	Discretionary

FUNDING-None

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: Actuarial Report for 2024

## RECOMMENDATION

It is recommended that the Board of Directors make a motion to accept the 2024 Actuary Report for the Carmel Area Wastewater District Pension Plan.

## DISCUSSION

After many years of full funding, this year we find ourselves with a small unfunded liability. The plan design is to amortize any required contributions over five years; however, the Pension Committee met on December 4, 2024 and requested that the full five years be paid as a budget item in fiscal year 2025-26.

Description	Amounts
<b>Annual Contribution To Fully Amortize The Unfunded Actuarial Accrued Liability in five years</b>	\$ 20,639
<b>Market Value of Asset on July 1, 2024</b>	\$6,142,322
<b>Actuarial Asset Value on July 1, 2024</b>	\$5,870,543
<b>Present Value Of All Accrued Plan Benefits On July 1, 2024</b>	\$5,969,578

<b>Number of Participants at July 1, 2024</b>	
<b>Retired Participants Receiving Benefits</b>	5
<b>Terminated Vested Participant Entitled To Future Benefits</b>	2
<b>Active Participants Receiving Benefits</b>	6

Funded Status – All Expected Future Plan Benefits:

Date:	06-30-24	06-30-23	06-30-22
Percentage:	98%	108%	110%

## **FINANCIAL**

Costs for 2024 Actuarial Reports	\$10,000
Budget 2024-25 Actuarial Reports	\$10,300

---

**Carmel Area  
Wastewater District  
Pension plan**

**2024 Actuary's Report**

**Actuarially Determined Contribution for Plan Year 2024/25**

**Valuation Date: July 1, 2024**  
**Plan Year Ending: June 30, 2025**



November 25, 2024

Ms. Barbara Buikema  
Carmel Area Wastewater District  
PO Box 221428  
Carmel, CA 93922

Dear Ms. Buikema:

**Re: Carmel Area Wastewater District Pension Plan - July 1, 2024 Actuary's Report**

We have performed an actuarial valuation of the Carmel Area Wastewater District Pension Plan (the “Plan”) for the purpose of determining the Plan’s funding status as of July 1, 2024 and Actuarially Determined Contribution (ADC) for the 2024/25 Plan Year. This report is provided solely for this purpose and should not be used or relied upon for other purposes. It also should not be disclosed or distributed to a third party, unless we provide written permission. No one other than Carmel Area Wastewater District may rely on this report for any reason.

This report is based on actual experience through June 30, 2024 and plan provisions in effect on July 1, 2024. The valuation and cost calculations for the 2024/25 Plan Year, as summarized in this report, are based on participant data and un-audited Plan financial information provided by Carmel Area Wastewater District (the “District”) as of July 1, 2024.

All costs, liabilities, and other factors under the plan were determined in accordance with generally accepted actuarial principles and procedures. Actuarial assumptions were selected by the plan sponsor. Nicolay Consulting Group has reviewed the assumptions and believe them to be reasonable and suitable for the purposes of this measurement.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- changes in plan provisions or applicable law.

Due to the limited scope of this assignment, we did not perform an analysis of the potential range of possible future measurements.

The valuation was based on results generated in ProVal, a third-party valuation system. Use of this software required us to code the plan provisions, assumptions, and methods outlined in this report. We reviewed the outputs for reasonableness at a high level and also reviewed sample calculations in detail. We are not aware of any material weaknesses or limitations in the software or its parameterization. We certify that the amounts presented in the accompanying report have been appropriately determined according to the actuarial assumptions stated herein.

PENSION CONSULTANTS AND ACTUARIES  
231 SANSOME STREET, SUITE 300  
SAN FRANCISCO, CALIFORNIA 94104  
TEL: 415-512-5300  
FAX: 415-512-5314

The results included in this report have not been adjusted for any events subsequent to the measurement date, nor are we aware of any subsequent events that would significantly alter the included results. To the best of our knowledge, we have reflected all applicable plan provisions in preparing these results.

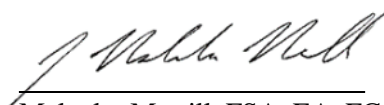
The undersigned actuaries are members of the American Academy of Actuaries, Society of Actuaries and/or the Conference of Consulting Actuaries and meet the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States and to render the actuarial opinion contained herein.

We would be pleased to answer any questions on the material contained in this report.

Respectfully submitted,



Tina D. Haugbro, EA, MAAA  
Consulting Actuary  
Enrolled Actuary No. 23-6735



Malcolm Merrill, FSA, EA, FCA  
Vice President and Senior Consulting Actuary  
Enrolled Actuary No. 23-8053

## Contents

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SECTION II Valuation Funding Information	5
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# SECTION I

## Summary

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### A. Highlights

Actuarially Determined Contribution for plan year ending June 30, 2025:	
Annual Contribution to fully amortize the Unfunded Actuarial Accrued Liability in five years (adjusted for monthly contributions)	\$ 20,639
Market Value of Asset on July 1, 2024	\$ 6,142,322
Actuarial Asset Value on July 1, 2024	\$ 5,870,543
Present Value of all Accrued Plan Benefits on July 1, 2024	\$ 5,969,578
Number of Participants at July 1, 2024:	
Retired participants receiving benefits	5
Terminated vested participants entitled to future benefits	2
Active participants	<u>6</u>
Total participants	13



# Summary

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## B. Valuation Summary

The Carmel Area Wastewater District Pension Plan was established effective July 1, 1969 and has been amended from time to time since that date. The October 29, 2005 Plan amendment froze benefit service as of October 29, 2005, credited an additional 3 years of service for active employees and reduced normal retirement age from 65 to 62. Accruals due to future pay increase were not frozen.

This section presents a summary of the valuation results and the funding status of the Plan at July 1, 2024:

### 1. Annual Cost

Based on funding the initial unfunded actuarial accrued liability over a period of five years from July 1, 2014 and each Gain/Loss over a 5 year period, the Actuarially Determined Contribution for the 2024/25 Plan Year is \$20,639.

### 2. Change in Annual Cost

The Actuarially Determined Contribution increased from \$0 to \$20,639 for the 2024/25 Plan Year.

	<u>2024/2025</u>	<u>2023/2024</u>	<u>2022/2023</u>
(1) Actuarially Determined Contribution (ADC)	\$20,639	\$0	\$0
(2) Covered Compensation	\$907,499	\$843,629	\$804,534
(3) ADC as a Percentage of Covered Compensation	2%	0%	0%

## Summary

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### B. Valuation Summary, continued

#### 3. Funded Status

A plan's "funded status" is measured by comparing the Plan's assets with the Plan's actuarial liability. A ratio in excess of 100% means that the Plan's assets exceed the actuarial liability.

The Plan's actuarial liability may be measured in a variety of ways. Some of the alternatives are described below:

- Hard Frozen/Terminated Plan Basis:

This actuarial liability represents the actuarial present value of all benefits accrued as of the valuation date, based on service and salary at that date.

- On-going Plan Basis:

This actuarial liability represents the actuarial present value of all benefits allocated to plan years prior to the valuation date based on a particular actuarial cost method (i.e., Projected Unit Credit cost method). These calculations would include a projection of salary to the anticipated date of retirement/termination, based on the salary scale used for determining Plan cost.

- All Expected Future Plan Benefits:

This actuarial liability represents the actuarial present value of all expected future benefits under the Plan as of the valuation date including benefits expected to be earned for future service based on future salary increases. Since service was frozen on October 29, 2005 this is equal to the On-going plan basis.

The Plan's funded status is described below, based on each of these measures of actuarial liability for the current year and the past two years.

	<b>June 30, 2024</b>	<b>June 30, 2023</b>	<b>June 30, 2022</b>
Actuarial Value of Assets	\$5,870,543	\$6,081,734	\$6,053,791
Actuarial Liabilities:			
Frozen Plan Basis	\$5,485,343	\$5,180,005	\$5,060,297
On-Going Plan/All Expected Future Plan Benefits	\$5,969,578	\$5,644,720	\$5,500,816
Funded Status:			
Frozen Plan Basis	107%	117%	120%
All Expected Future Plan Benefits	98%	108%	110%

## Summary

### C. Historical Summary

	<u>2024/2025</u>	<u>2023/2024</u>	<u>2022/2023</u>	<u>2021/2022</u>	<u>2020/2021</u>
<b>ANNUAL COSTS</b>					
Actuarially Determined Contribution	\$20,639	\$0	\$0	\$0	\$0
Employer Contribution Made	Not Available	\$0	\$0	\$0	\$0
<b>ASSETS AT BEGINNING OF PLAN YEAR</b>					
Market Value of Assets	\$6,142,322	\$5,662,100	\$5,608,182	\$6,705,582	\$5,532,152
Actuarial Value of Assets	\$5,870,543	\$6,081,734	\$6,053,791	\$5,957,082	\$5,496,670
<b>ACTUARIAL LIABILITIES AT BEGINNING OF PLAN YEAR</b>					
Actuarial Accrued Liability	\$5,969,578	\$5,644,720	\$5,500,816	\$5,512,764	\$5,400,812
Unfunded Actuarial Accrued Liability (Asset)	\$99,035	(\$437,014)	(\$552,975)	(\$444,318)	(\$95,858)
<b>NUMBER OF PARTICIPANTS</b>					
Retired	5	4	4	4	4
Disabled	0	0	0	0	0
Vested Termination	2	3	3	3	3
Active	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
Total	13	13	13	13	13

## SECTION II

### Valuation Funding Information

---

#### A. Development of the 2024/2025 Employer Contribution

Contribution required to amortize the July 1, 2024 unfunded actuarial accrued liability over a closed 5-year period plus gains and losses over 5 years. The amortization payments are designed to increase in line with the expected salary scale each year.

(a) Normal cost at July 1, 2024	\$ 0
(b) Amortization of Unfunded Actuarial Accrued liability since July 1, 2024 over 5 years, payable as of beginning of year [see Section II(C)]	20,190
(c) Interest adjustment for monthly payments at 4.50%	<u>449</u>
(d) Actuarially Determined Contribution for 2024/2025 plan year, payable monthly	<u>\$ 20,639</u>

#### B. Development of the Unfunded Actuarial Accrued Liability

1. Projected Unit Credit actuarial accrued liability as of July 1, 2024	
(a) Active Participants	\$3,098,413
(b) Retired Participants	2,651,151
(c) Disabled Participants	0
(d) Terminated Vested Participants	<u>220,014</u>
	\$5,969,578
2. Actuarial Value of Assets as of July 1, 2024	<u>\$5,870,543</u>
3. Unfunded Actuarial Accrued Liability (asset) as of July 1, 2024 (1) – (2)	<u>\$ 99,035</u>

# Valuation Funding Information

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## C. Summary of Amortization Bases Used in Development of 2024/2025 Employer Contribution Range

Amortization bases for the District have been fully amortized as of June 30, 2024. Future actuarial gains and losses on/after July 1, 2024 will be amortized over a 5-year period beginning on the date established. The table below illustrates the schedule amortization payments of unfunded actuarial accrued liability as of July 1, 2024 development.

<u>Date Established</u>	<u>Outstanding Base</u>	<u>Payment</u>	<u>Years Remaining</u>
<u>July 1, 2024</u>	<u>\$99,035</u>	<u>\$20,190</u>	5
<b>Total</b>	<b>\$99,035</b>	<b>\$20,190</b>	

## Valuation Funding Information

### D. Funded Status: Low Default Risk Basis (ASOP 4)

Actuarial Standard of Practice (ASOP) No. 4, Measuring Pension Obligations and Determining Pension Plan Costs or Contributions, requires the disclosure of a low-default-risk obligation measure (LDROM) of benefit costs accrued as of the valuation date using a discount rate based on high quality fixed income securities with cash flows that replicate expected benefit payments. This measure approximates the cost to purchase low-default-risk fixed income securities to fund the accrued benefit.

As permitted in ASOP No. 4, the Actuarial Office uses the Entry Age Actuarial Cost Method to calculate the LDROM. This methodology is in line with the measure of “benefit entitlements” calculated by the Bureau of Economic Analysis (BEA) and used by the Federal Reserve to report the indebtedness due to pensions of plan sponsors and, conversely, the household wealth due to pensions of plan members.

The difference between the unfunded liabilities on a low-default-risk basis and on the funding policy basis is the market value of the future investment risk being used to reduce required contributions before the risk premium is earned. This hypothetical cost would be paid by future generations if annual returns fall short of the funding policy discount rate of 4.50% over the funding horizon.

Benefit security for members of the plan relies on a combination of the assets in the plan, the investment income generated from those assets, and the ability of the plan sponsor to make necessary future contributions. If future returns fall short of 4.50%, benefit security could be at risk without higher than currently anticipated future contributions.

The funded status on a low-default-risk basis is not appropriate for assessing the sufficiency of plan assets to cover the cost of settling the plan’s benefit obligations (see page 3 - Hard Frozen/Terminated Plan Basis), nor is it appropriate for assessing the need for future contributions (see page 3 - Funded Status On-going Plan Basis ).

1) Low Default Risk Obligation Measure (LDROM) <sup>1</sup>		
a) Discount Rate		5.45%
b) Actuarial Cost Method		Entry Age Normal
2) LDROM Accrued Liability		
a) Active	\$2,811,463	
b) Terminated Vested	\$ 202,842	
c) Retiree	<u>\$2,424,135</u>	
d) Total		\$5,438,440
3) Market Value of Assets		\$6,142,322
4) Unfunded Accrued Liability		
a) LDROM Basis [2(d) – 3]		(\$703,882)
b) Funding Policy Basis		<u>(\$172,744)</u>
5) Hypothetical Cost of Future Investment Risk [4(a) – 4(b)]		(\$531,138)

<sup>1</sup> LDROM Discount Rate is equal to the single effective discount rate that would produce the same liability as discounting the plan’s cashflows using the June 30, 2024 FTSE Above Median AA Pension Discount Curve.

**SECTION III**  
**Asset Information**

---

**A. Statement of Plan Assets at June 30, 2024**

The assets of the Carmel Area Wastewater District Pension Plan are invested with Commonwealth Financial Network

Investments:	
Cash and Cash Equivalents	\$ 55,777
Pooled Mutual Fund-Equity	3,929,300
Pooled Mutual Fund-Fixed Income	2,073,142
Participant Loans	<u>0</u>
Market value at June 30, 2024	\$ 6,058,219
Receivable from disbursement account	\$84,103
Loan payment receivable	<u>0</u>
Market Value assets at June 30, 2024	<u>\$ 6,142,322</u>

## Asset Information

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### B. Changes in Assets during the 2023/2024 Plan Year

1. Market Value assets at July 1, 2023		\$ <u>5,662,100</u>
2. Changes during year		
(a) Credits		
(i) Employer contributions	0	
(ii) Participant contributions	0	
(iii) Earned income	118,656	
(iv) Investment gain (unrealized and realized)	<u>582,366</u>	
(v) Total credits		701,022
(b) Charges		
(i) Investment Expenses	\$ 33,103	
(ii) Retirement and Disability benefits	185,267	
(iii) Lump sum benefits	0	
(iv) Loan defaulted	0	
(v) Administrative fees	<u>2,430</u>	
(vi) Total charges		<u>220,800</u>
3. Market Value assets at June 30, 2024 = 1 + 2(a)(v) - 2(b)(vi)		\$ <u>6,142,322</u>



## Asset Information

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### C. ACTUARIAL VALUE OF ASSETS – ASSET AVERAGING

(1) July 1, 2024 Market Value				\$ 6,142,322
(2) Previous Asset Gains and Losses				
	(i)	(ii)	(iii)	
	<u>Amount</u>	<u>Weighting</u>	<u>(i) x (ii)</u>	
(a) 2023/24 Gain/(Loss)	\$417,348	2/3	\$278,232	
(b) 2022/23 Gain/(Loss)	(\$19,359)	1/3	<u>(6,453)</u>	
(c) Total Asset Adjustment			\$271,779	
(3) Adjusted Assets [(1) – (2)(c)(iii)]				\$5,870,543
(4) Minimum Actuarial Value of Assets [ 85% x (1) ]				5,220,973
(5) Maximum Actuarial Value of Assets [ 115% x (1) ]				7,063,670
(6) Actuarial Value of Assets [ (3); not less than (4) or more than (5) ]				\$5,870,543

## SECTION IV Census Data

### A. Classification of Participants

	<u>July 1, 2024</u>	<u>July 1, 2023</u>
1. Active participants accruing benefits:		
(a) Under normal retirement age	5	5
(b) Over normal retirement age	<u>1</u>	<u>1</u>
(c) Total	6	6
2. Terminated participants with deferred vested benefits	2	3
3. Retired and disabled participants presently receiving benefit payments	<u>5</u>	<u>4</u>
4. Total = (1c) + (2) + (3)	<u><u>13</u></u>	<u><u>13</u></u>

### B. Age and Service Profile of Active Participants

<u>Age</u>	<u>Completed Years of Accrual Service July 1, 2024</u>						<u>Total</u>
	<u>1-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20-30</u>	<u>30+</u>	
0-24	-	-	-	-	-	-	-
25-29	-	-	-	-	-	-	-
30-34	-	-	-	-	-	-	-
35-39	-	-	-	-	-	-	-
40-44	-	-	-	-	-	-	-
45-49	-	-	-	-	-	-	-
50-54	-	-	-	-	3	1	4
55-59	-	-	-	-	1	-	1
60-64	-	-	-	-	-	-	-
65-69	-	-	-	-	1	-	1
70+	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5</u>	<u>1</u>	<u>6</u>

#### Active Participants

	<u>July 1, 2024</u>	<u>July 1, 2023</u>
Average Age	55.93	53.93
Average Service Plan Participation:	25.96	23.97
Average Annual Salary:	\$156,544	\$134,089

## SECTION V Assumptions and Methods

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A summary of the actuarial methods and assumptions used in the July 1, 2024 actuarial valuation of the Plan follows:

### **Actuarial Methods:**

Actuarial Cost Method: Projected Unit Credit Actuarial Cost Method.

Valuation of Assets: Effective July 1, 2014, the Actuarial Value of Assets are determined based on the smoothed market value (without phasing). Under this method, a gain or loss for a year is determined by calculating the difference between the expected value of the assets for the year and the fair market value of assets at the valuation date. The actuarial value of assets is equal to the market value of plan's assets with gains subtracted or losses added at the rates described as follows:

- (1) 2/3 of the prior year's gain or loss, plus
- (2) 1/3 of the second preceding year's gain or loss

The asset value determined under this method will be adjusted to be no greater than 115% and no less than 85% of the fair market value.

Before July 1, 2014, assets are valued at fair market value on June 30 as reported by the District.

### **Actuarial Assumptions:**

Investment Yield (CO): 4.50% per annum, net of investment expenses

The investment yield assumptions has been set by the plan sponsor. Based on the 2024 JP Morgan Capital Market Assumptions, historical asset returns, and the Plan's current invest mix, we believe this assumption is conservative. If the assumption were increased, the Plan's funding shortfall would decline and the Actuarially Determined Contribution would likely be reduced to \$0.

Salary Scale (FE): 3.5% per annum.

The salary scale assumption is based on actual salary increases during the 5 year period ending June 30, 2024.

Rate of Retirement (FE): Participants are expected to retire on their Normal Retirement Date.

As the plan does not provide for early retirement, and late retirement

## SECTION V

### Assumptions and Methods

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	benefits are actuarially equivalent to the Normal Retirement Benefit, assuming retirement at Normal Retirement Age is reasonable.
Rate of Employee Turnover (FE):	None  Based on prior experience, and to be conservative, it is assumed that all participants will continue in employment until Normal Retirement Age.
Rate of Disability (FE):	None  Based on prior experience, and to be conservative, it is assumed that all participants will continue in employment until Normal Retirement Age.
Rate of Mortality (FE):	(1) Pre-retirement:     None  (2) Post-retirement: For 2023 and 2024 Valuation: PubG(A)-2010 Healthy Annuitant Mortality table with Generational Improvements based on Scale MP-2021  Mortality rates are set in accordance with recent mortality studies completed by the SOA. Based on employee compensation, the above median mortality rates were selected. No pre-retirement mortality is selected to approximate the value of the death benefit under the plan.
Expenses:	It is assumed that expenses will be paid by investment returns greater than the assumed investment yield (i.e., investment return is net of expenses).
Payment Form (FE):	It is assumed that : (a) 50% participants elect lump sums, (b) 50% participants elect annuity payments.
Amortization Period of Unfunded Liabilities	The unfunded actuarial accrued liabilities are fully amortized as of July, 1 2024. Gains and losses arising on/after July 1, 2024 will be amortized over a closed 5-year period with layered amortizations.
FE: Indicates an assumption is an estimate of future experience.	
MD: Indicates an assumption is an estimate inherent in market data.	
CO: Indicates an assumption is based on a combination of estimated future experience and estimates inherent in market data.	

## SECTION VI Plan Provisions

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Effective Date:	July 1, 1969
Most Recent Restatement Date:	July 1, 2003
Most Recent Amendment Date:	Effective July 1, 2009
Plan Year:	July 1 to June 30
Eligibility for Coverage:	All employees hired prior to October 29, 2005.
Employee Contribution:	None required.
District Contribution:	Full cost of Plan.
Normal Retirement Date:	July 1 after nearest age 62 and completing five years of Plan participation.
Delayed Retirement Date:	First of any month following actual retirement after attaining age 62 and completion of five years of Plan participation. An employee can work beyond his normal retirement date and continue to earn pension benefits.
Early Retirement Date:	None
Disability	Total and permanent disability which lasts at least six months resulting in termination of employment.
Normal Form of Retirement Benefit:	The amount of annual retirement income determined by the benefit formula is payable monthly for life with 120 payments guaranteed.
Automatic Form of Distribution of Retirement Benefit:	Unless otherwise elected by the participant, the normal retirement benefit will be automatically paid to a married participant in the form of a reduced actuarial equivalent joint and 50% to survivor annuity.

## Plan Provisions

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Optional Forms of Distribution of Retirement Benefit:	<p>If elected by the participant, his benefit, in an actuarial equivalent amount, may be paid in the form of:</p> <ul style="list-style-type: none"><li>(a) a joint and survivor annuity with the reduced survivor annuity payable as 50%, 66-2/3% or 100% of the monthly benefit payable during the lifetime of the participant;</li><li>(b) a straight life annuity;</li><li>(c) a life only annuity;</li><li>(d) a lump sum payment.</li></ul>
Compensation:	<p>All compensation paid during the Plan Year, including bonuses and overtime. The compensation used in calculating your Normal Retirement Benefit shall be your highest 12 month earnings and is not frozen.</p>
Formula for Annual, Normal Retirement Benefit:	<p>2.5% of the average earnings paid to the employee during the highest one plan year, multiplied by the number of years of accrual service.</p>
Accrual Service:	<p>Total number of Years in which an employee is credited with at least 1,000 hours of service. No accrual service shall be credited after October 29, 2005. Participants employed on October 29, 2005 shall be credited with an additional 3 years plus 0.333 years for the period July 1, 2005 through October 31, 2005.</p>
Early Retirement Benefit:	<p>None</p>
Benefit at Deferred Retirement:	<p>Greater of the accrued benefit, based on accrual service and compensation to late retirement date and the actuarially increased Normal Retirement Benefit.</p>
Disability Benefit:	<p>Immediate payment of actuarial equivalence of the accrued benefit calculated the same as a retirement benefit, based on average earnings and accrual service as of the disability retirement date.</p>
Death Benefit:	<ul style="list-style-type: none"><li>• Prior to Retirement: The greater of the actuarial equivalent of the Vested Accrued Benefit (applicable to married or unmarried participants), or the benefit the participant's spouse would have received if the participant had terminated on his date of death and elected to begin receiving his benefit under the automatic joint and 50% to surviving spouse pension option commencing on his earliest retirement date</li><li>• After Retirement: In accordance with the annuity payment form in effect.</li></ul>

## Plan Provisions

Vesting:

Years of Vesting Service	Vested Percent
0-2	0%
3	20%
4	40%
5	60%
6	80%
7 or more	100%

Vesting Service

Total number of Years in which an employee is credited with at least 1,000 hours of service. For participants employed on October 29, 2005, an additional three years is credited.

Benefit:

Vested Accrued Benefit as of date of termination, payable as of Normal Retirement date. Immediate lump sum option available.

Plan Factors for Actuarial  
Equivalence

Interest: 6.25%  
Pre-Retirement Mortality: None  
Post Retirement Mortality: 94 GAR (50% male 50% female)

Termination of Plan:

In the event of termination of the Plan, funds are to be distributed, to the extent available, in the following order:

- (a) benefits of participants who had retired prior to plan termination;
- (b) benefits of participants who had reached Normal Retirement Age at termination, but had not yet retired;
- (c) all other benefits;

Administration:

The District is the Plan Administrator.

Funding of Plan:

Through a Trust, assets are held at Commonwealth Financial Network.

# STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 19, 2024

Subject: Summary of Monterey County Treasurer  
Report dated September 30, 2024



## RECOMMENDATION

Action required – requesting acceptance of report.

## DISCUSSION

The U.S. economy showed signs of improvement with a more balanced labor market bolstering consumer activity. Inflation made strides toward the Federal Reserve’s 2% target despite ongoing challenges from shelter costs. Overall, resilient economic growth and consumer spending supported an optimistic “soft landing” scenario.

The Federal Reserve initiated its easing cycle by cutting the federal funds target rate by 50 basis points to a range of 4.75% - 5.00% during the September Federal Open Market Committee meeting. Federal Reserve officials expressed increased confidence that risks to their dual mandate are mostly balanced. The September “dot plot” ( a quarterly chart that shows each member of the Federal Open Market Committee’s projections for the federal funds rate). indicated expectations for an additional 50 basis points of cuts in 2024 and 100 basis points of cuts through 2025.

On September 30, 2024, the County of Monterey investment portfolio contained an amortized book value of \$2,963,463,462 spread among 287 separate securities and funds. The par value of those funds was \$2,997,176,805 with a market value of \$2,975,094,271 or 100% of amortized book value. The portfolio’s effective rate of return for the period was 4.25%. The portfolio produced an estimated quarterly earnings of \$32,405,237 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 407 days. The County Treasury Continues to achieve safety, liquidity, and yield goals by balancing shorter-term debt and longer-term debt given investment opportunities in the current market environment.



<b>PORTFOLIO CHARACTERISTICS</b>			
	03-31-24	06-30-24	09-30-24
Total Assets (Book Value)	\$3,260,434,400	\$3,397,732,035	\$2,963,463,462
Market Value	\$3,195,541,575	\$3,336,530,534	\$2,975,094,271
Days to Maturity	392	408	407
Yield	3.83%	4.13%	4.25%
Estimated Earnings	\$29,954,216	\$34,986,456	\$32,405,237

The Monterey County Treasurer's portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code §53601.

<b>Portfolio Asset Composition 09-30-24</b>	
Corporate Notes	23%
Overnight Liquid Assets	21%
US Treasuries	35%
Federal Agencies	10%
Commercial Paper	6%
Negotiable CDs	6%
Supranationals	<1%
Municipal Bonds	<1%
Asset Backed Securities	<1%

Future Strategy: The Treasury continues to strategically invest matured assets while accounting for potential liquidity needs. Opportunities are actively evaluated to safely add value to the County's portfolio while maintaining a strong sense of safety and risk management.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy contained sufficient liquidity to meet all projected outflows over the next nine months.

Note: the Monterey County Treasurer Report is available on the Monterey County Treasury [website Treasury | County of Monterey, CA](#)

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 19, 2024

SUBJECT: County Treasurer Return verses United States (US) Inflation Rates

## DISCUSSION

At the November 21, 2024 regular board meeting Director Siegfried made a request to analyze how the County Treasurer return is tracking compared to the US inflation rate.

The attached graph shows the County in dark blue and the US inflation rate in orange. Gaps in the dark blue line are due to missing data points prior to 2007.

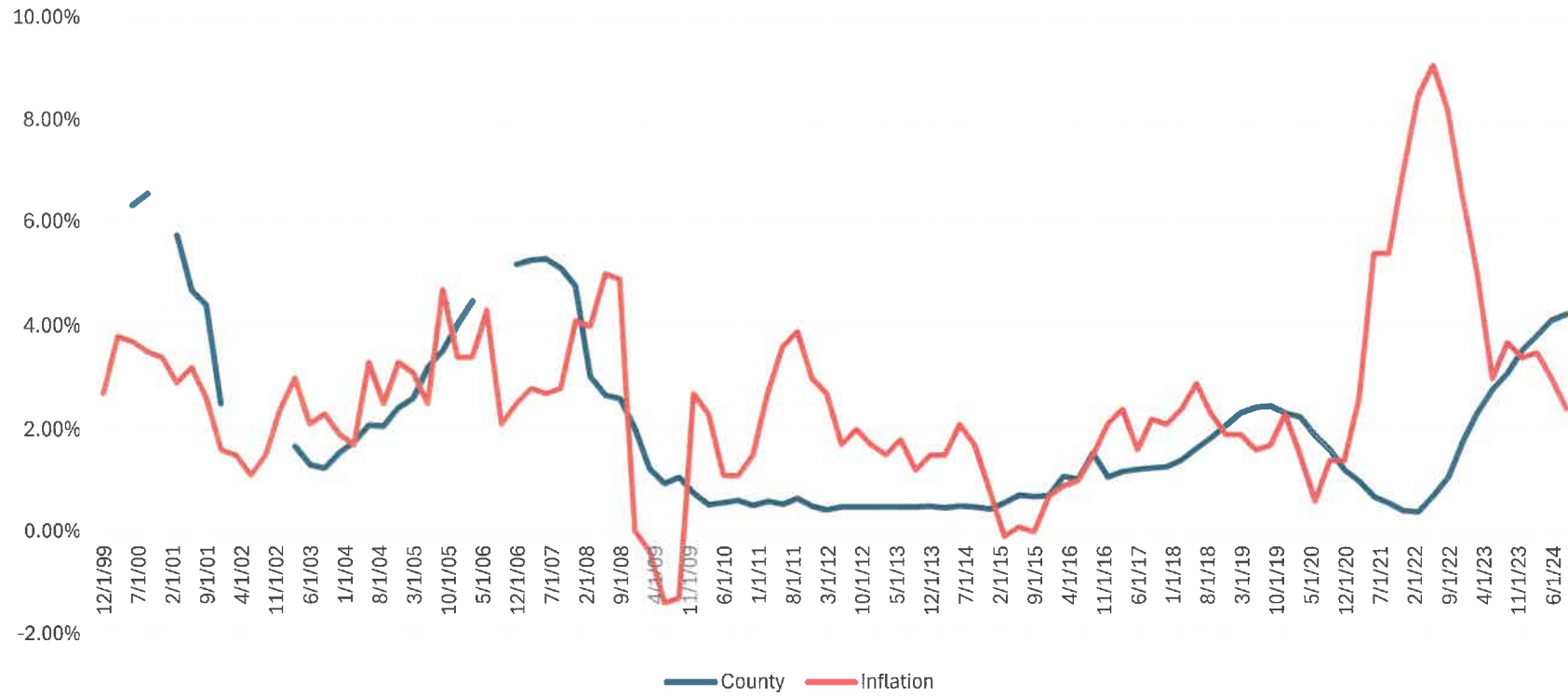
The current County portfolio has a weighted average maturity of 407 days. The County invests in a range of instruments (see Mo. Co. Treasurer Report dated 09-30-24). Their goal is to invest strategically while simultaneously accounting for liquidity needs.

In very broad strokes, interest rates and inflation move in the same direction. They are related as central banks use interest rates as a tool to manage inflation. They raise interest rates to slow inflation and lower interest rates to stimulate the economy. For example, when the Federal Reserve raises short-term rates, bond yields also tend to rise.

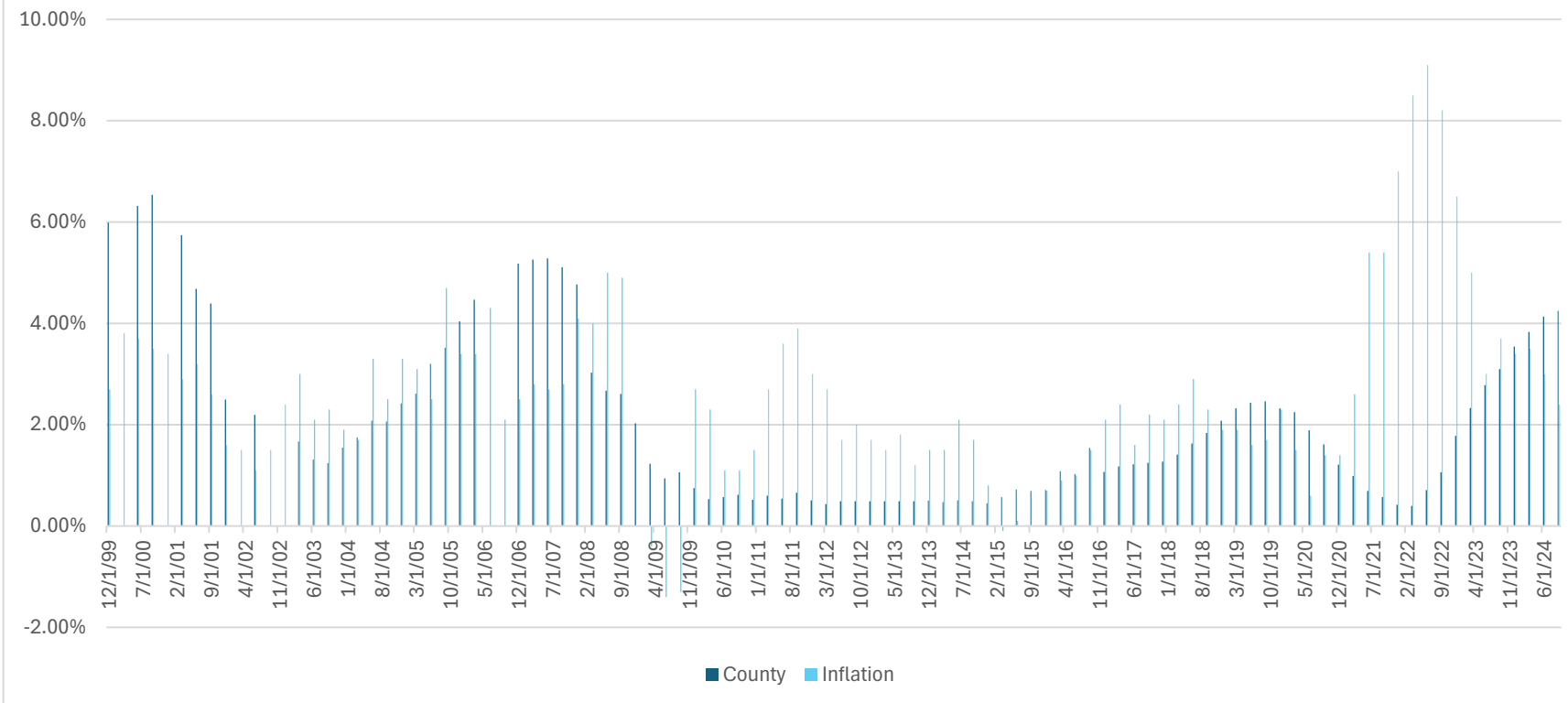
## FINANCIAL

None

# Monterey County Treasurer Return vs Inflation



### Monterey County Treasurer vs Inflation



# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 19, 2024

Subject: Pebble Beach Community Services District (PBCSD)- Regular Board Meeting on December 13, 2024

## DISCUSSION

Agenda items from December 13, 2024, meeting information that are of specific interest to this District:

- Total cash balance at the end of October 2024 was \$26.3M; of that \$16.9M 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 October 2024 in the cash-based budget were \$1.6M or 5% of the FY2024-25 budget. Total expenditures were \$5.5M or 18% of budget.
- The Annual Comprehensive Financial Report was presented along with the opinion of their auditor Eide Bailly. The District received what is commonly called a “clean” audit.
- The 09-30-24 Treasurer’s Report of Investments was presented. The effective rate of return for the period was 4.25%.
- Approximately 75 million gallons (MG) or 230 Acre Feet (AF) of recycled water is stored in Forest Lake, which represents 65% of permitted capacity. The storage volume is 12% higher than the historic average of 67 MG or 206 AF.
- Average daily wastewater flow of 336,000 gallons per day (GPD) was measured in November at the PBCSD-Carmel gate. This represents 29% of the total monthly flow at the CAWD treatment facility. The measured PBCSD flows were roughly equivalent to the five-year average of 337K gpd for the month of November. The CAWD flows were 5% above the five-year average of 1,097,000 GPD for November.

- Total irrigation water demand for the 2024 calendar year through November was 879 AF. 2024 irrigation demand to-date through November is 4% above last year’s end of November total to-date demand of 847 acre feet. The month of November observed an increase in net storage of 22MG. By comparison, a net storage increase of 15MG was observed in November of last year.
- All seven diversion facilities produced a total of 13.6MG through November.
- The Board adopted a resolution declaring the bid from KJ Woods Construction as the lowest responsible bid in an amount not to exceed \$2,0482000 for construction of the 2024-25 Sewer Replacement Project. They approved an amendment to E2 Consulting Engineers, Inc. contract for an additional \$80K for construction support services for a total amount not to exceed \$230K.
- A brief discussion was held on the retirement of legal counsel. They will look at local entities and come back with a recommendation.
- The execution of the Oath of Office was taken by Leo Laska, Richard Gebhart, and Richard Verbanec for four year terms of office.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July – 24	39.815	26.784	13.031	32.729%
August – 24	39.961	27.385	12.576	31.471%
September - 24	35.109	23.926	11.183	31.852 %
October - 24	34.859	24.098	10.761	30.870%
November - 24	34.579	24.499	10.080	29.151%
<b>Total</b>	<b>184.323</b>	<b>126.692</b>	<b>57.631</b>	<b>31.266%</b>

## FUNDING

Informational item only

**38. 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, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.*  
*Friday, January 26, 2025, at 9:30 a.m. – President White is scheduled to attend.*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, January 21, 2025, at 5:30 p.m. – Director Cole is scheduled to attend.*  
*Tuesday, April (TBD), 2025, at 6:00 p.m. – President White is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, February 11, 2025, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

- *Director Cole’s Report on CASA Conference Information*

# *Adjournment*