



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

April 25, 2024
Thursday
9:00AM

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



CARMEL AREA WASTEWATER DISTRICT

BRIDGE TO EVERYWHERE

STANDING COMMITTEE MEETING MINUTES

March 20, 2024, Wednesday, 2:00 p.m.

Via teleconference and in-person

CALL TO ORDER - ROLL CALL:

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

Present: President Ken White

**Signifies Virtual Attendance*

Other Attendees:

Barbara Buikema, General Manager

Patrick Treanor, District Engineer

Laura Bowling, Friends of Mission Trail

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

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

Paul Bartow, Citizen Representative

Kate Daniels, Supervisor Elect Region 5

Absent: Director Mike Rachel

Appearances/Public Comments: None

Agenda Changes: None

Introduction: Kate Daniels – Monterey County Supervisor -Elect

AGENDA ITEMS:

INFORMATION/DISCUSSION ITEMS:

- **Project Overview Of The Bridge To Everywhere** – presentation given to Supervisor-Elect Kate Daniels. Recommended that we ask Senator Laird for a letter supporting coastal access trails. Suggested we talk to TAMC, Park-It Coalition, and look at Fortag presentation.

General Follow Up Items:

- Update on Mission Ranch – Alan Williams, Carmel Development is on board for 6-8 parking spaces.
- Report from Surveyor & his opinion on easement – suggested that we still need an attorney to review this easement. Suggest Carmel City attorney.
- Update on City of Carmel Lease – questions from City Council (see below)
- Update on Rio Park clean up – received quote from Tope’s for \$75K, \$30K to remove logs and \$45K to remove wood chips. Reminder that Friends of Mission Trail says it can likely use all the wood chips and we can also spread wood chips in Rio Park.
- Earth & Arbor Day on April 20th in Devendorf Park – commitments from Barbara Buikema, Patrick Treanor, and Paul Bartow
- Report on participants general activities
Laura Bowling gave an update on website progress
There was a suggestion that the project should consider a quarterly newsletter – no action taken

City Council of Carmel-by-the-Sea Questions:

Pertaining to the lease regarding Rio Park to the District (CAWD):

- Do you have a schematic site plan for the project/property?
No; however, we can make one. The site needs to be cleaned up, landscaped, etc. There is no commitment at this time to a formal park. Rather we are looking at open space.
- Does CAWD envision any parking on the site itself?
CAWD, no. Mission Ranch offered right of way for tennis ranch parking.
- Has CAWD thought about addressing the access easement across Mr. Eastwood's property, or would the current easement suffice?
Suggested having City attorney take a look at the easement. We are in positive discussion with Mission Ranch.

- Would CAWD be open to a reciprocal arrangement wherein the City could store building materials on the existing CAWD property, or could the City retain a portion of the Rio Park property for the same use?

Maybe to both. CAWD has limited space available on the plant site that we could offer. Also access is limited to business hours. The City has asked for a portion of Rio Park for a mini corporate yard.

1. **ADJOURNMENT:** *The next Bridge to Everywhere committee meeting will occur on Wednesday, April 17, 2024 at 2 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, April 25, 2024, in person or with a teleconference webinar link. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@caud.org.*

AS REPORTED TO:

Barbara Buikema, Committee Secretary

APPROVED:

Ken White, President of the Board



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., March 28, 2024
3945 Rio Road
Carmel, California 93950**

Via Teleconference Webinar & In Person with Proof of Vaccination

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

**Signifies Virtual Attendance*

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

Absent:

A quorum was present.

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Principal Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Operations Supervisor, CAWD*
Carla James, Laboratory Supervisor, CAWD*
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Director, Pebble Beach Community District
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager, District Engineer, PBCSD

In Person Public Attendees:

Ivonne Glen, Ph.D., Director of College and Career Readiness, Carmel Unified School District

***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.*

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

There was Board consensus to drop agenda item #27 regarding the Pebble Beach Community Service District Agreement to allow additional time for further review.

3. **Introduction of New Employee:** The Board gave a warm welcome to Jeff Bandy, Principal Engineer, Ph.D., P.E.

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

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

Board Action

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

The Consent Calendar was amended by request of Director Siegfried to pull items number ten and thirteen be discussed in further detail at the end of the meeting. The Board was in consensus with this request.

4. February 21,2024 Bridge To Everywhere Minutes,February 22,2024 Special Meeting Minutes, February 29,2024 Regular Meeting Minutes, February 26, 2024 Bridge To Everywhere Minutes, March 5, 2024 Budget Meeting Minutes, March 8,2024 Budget Meeting Minutes, March 14,2024 Budget Meeting Minutes, March 18,2024 Budget Meeting Minutes
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-February 202
This document posted to the District website prior to the meeting and provided to the full Board.
6. Receive and Accept Schedule of Cash Receipts & Disbursements- February 2024
7. Approve Register of Disbursements – Carmel Area Wastewater District-February 2024
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –February 2024
9. Receive and Accept Financial Statements and Supplementary Schedules – February 2024
10. Receive and Accept Collection System Superintendent’s Report –February & January 2024, and December 2023- *(Pulled from consent agenda for further discussion)*
11. Receive and Accept Safety and Regulatory Compliance Report –February 2024
12. Receive and Accept Treatment Facility Operations Report – February & January 2024, and December 2023
13. Receive and Accept Laboratory/Environmental Compliance Report – February 2024- *(Pulled from consent agenda for further discussion)*
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 – February 2024
17. Receive and Accept Maintenance Projects Report – February 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

18. **Resolution No. 2024-19:** A Resolution Accepting the Carmel Area Wastewater District's & Pebble Beach Community Special Districts Reclamation Project- Audit June 30,2023, *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-19 Accepting the Carmel Area Wastewater District's & Pebble Beach Community Special Districts Reclamation Project- Audit June 30,2023.

19. **Resolution No. 2024-20:** A Resolution Approving The Payment Of CalPERS Classic Unfunded Accrued Liability In An Amount Not To Exceed \$535,250 And CalPERS PEPRA Unfunded Accrued Liability In An Amount Not To Exceed \$109,193 With Funds From District Reserves- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-20 Approving The Payment Of CalPERS Classic Unfunded Accrued Liability In An Amount Not To Exceed \$535,250 And CalPERS PEPRA Unfunded Accrued Liability In An Amount Not To Exceed \$109,193 With Funds From District Reserves.

Director Siegfried stated that the pension committee should have a say in matters regarding the unfunded liability going forward.

COMMUNICATIONS

20. General Manager Report
 - *The Board requested a post mortem report on the Corona Road project at the April board meeting.*

OTHER ITEMS BEFORE THE BOARD

- 21.** Local Agency Formation Commission (LAFCO) Election - Staff Report
Report by General Manager, Barbara Buikema

Board Action

A Motion To Approve The Candidate For The LAFCO Election Was Made By Director Siegfried And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Approved Russell Jeffries As The LAFCO Representative.

- 22.** Carmel Area Wastewater District's Fiscal Year 2023-2024 **Preliminary Budget**- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Report With The Amendment Specified By Director Siegfried Was Made By Director Siegfried And Seconded By Director Urquhart That The Budget Items Are To Be Broken Down Into More Individual Line Items To Enhance Budget Communication And To Specify The Budget In Fundamental Units. Following A Roll Call Vote, The Board Unanimously Accepted The Fiscal Year 2024-25 Preliminary Budget.

- 23.** Carmel Area Wastewater District's Fiscal Year 2024-2025 Preliminary **Rate Model**- *Report by General Manager, Barbara Buikema and Maintenance*

Board Action

A Motion To Accept The Rate Model Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Accepted the Preliminary Rate Model For Fiscal Year 2024-25.

- 24.** Carmel Area Wastewater District's Staff Report- Audit, June 30,2023- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Table The Acceptance Of The June 30,223 Audit Report Was Made By Director Siegfried And Seconded By Director Cole, Requesting A Response From Legal Counsel On The Signature Of The Audit Report. The Board Was In Consensus To Wait For A Response And A Role Call Was Taken With The Board In Consensus.

Legal Counsel indicated that many items are now authorized electronically.

- 25.** Monterey County Treasurer's Report As of December 31,2023, *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Report Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Accepted The Monterey County Treasurer's Report As of December 31,2023.

26. Update On Internship with Carmel Unified School District,
Report by Superintendent, Ed Waggoner

PowerPoint Presentation – Regarding An Informational Update, By Superintendent, Ed Waggoner

There will be another internship presentation occurring on April 10th at 5 p.m. at the Carmel Middle School. President White stated he will attend this event.

27. Carmel Area Wastewater District and Pebble Beach Community
Service District Agreement, *Report by General Manager, Barbara Buikema*

INFORMATION/DISCUSSION ITEMS

28. Pebble Beach Community Service District Meeting February 23, 2024,- *Report by General Manager, Barbara Buikema*

29. Response to the Revised Draft Environmental Impact Report for the “Carmel Lagoon Ecosystem Protective Barrier, Scenic Road Protection structure, and Interim Sandbar Management Plan Project” dated January 2024-- *Report by General Manager, Barbara*

Director Urquhart requested that the Pebble Beach communication also be included going forward.

30. Reclamation Management Meeting Notes, February 13, 2024– *Report by General Manager, Barbara*

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

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

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, March 29, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.
Friday, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.

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

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

- *Director Siegfried discussed Nonmelanoma skin cancer and that this would be a topic for the Safety Officer to take up.*
- *Director Urquhart requested that the Investment Committee Report be agenzized at the next meeting.*

- *Director Rachel requested that the other Board members consider moving to an electronic format in lieu of the printed packet to save on costs.*

At 10:28 am the Board discussed Consent items number 10 (Collections) and 13 (Laboratory):

- *Item Number 10(Collections Report): Director Siegfried requested to change the line cleaning graph from a calendar year to a fiscal year. The Board was in consensus regarding this change*
- *Item Number 10 (Collections Report): Director Siegfried was asking about the Board learning how Collections approaches optimal cleaning scheduling. There are fundamental questions that need to be addressed on what the best methodology for cleaning the lines at the District that are listed in the monthly Collection report.*

Daryl Lauer, Superintendent of Collections, is researching new technology to make data driven decision on how to best clean sewer lines.

- *Item Number 13(Laboratory/Environmental Compliance Report): Director Siegfried requested that more substance be included in the Laboratory report to state the outcome of the process undertaken and if any additional action needs to be taken to bring a conclusion to the activity undertaken.*

32. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:43 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, May 30, 2024, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer, Board Clerk

APPROVED:

Ken White, President of the Board



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Closed Session**

March 28, 2024, Thursday, 10:30 a.m., or shortly thereafter

Via teleconference webinar and in person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 10:53 a.m. Visual Roll call was taken and all board members were present.

**Signifies Virtual Attendance*

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

Quorum was present

Absent: None

Others: In Person Attendance: *None*

***Others:** In Attendance: *None*

- 1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter appearing on this agenda may do so now. Public comment shall be limited to 3 minutes per person. During consideration of these agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*
- 2. *Agenda Changes:*** *Any requests to move an item forward on the agenda will be considered at this time.*

None

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

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

- **Potential Cases: One**

- 4. ADJOURNMENT:** *The Board then convened into closed session at 10:54 a.m. The Board came out of closed session at 11:26 a.m., and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to the anticipated litigation, the Board received information, direction was provided, and no reportable action was taken. The Board reconvened back into open session at 11:27 a.m. and there being no further business to come before the Board, the meeting was adjourned at 11:28 a.m.*

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, April 25, 2024, or an alternate acceptable date, via in person and teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT

BRIDGE TO EVERYWHERE

STANDING COMMITTEE MEETING MINUTES

April 17, 2024, Wednesday, 2:00 p.m.

Via teleconference and in-person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 2:01 p.m.

Present: President Ken White
Director Mike Rachel

**Signifies Virtual Attendance*

Other Attendees:

Barbara Buikema, General Manager
Patrick Treanor, District Engineer
Greg D'Ambrosio-Friends of Mission Trail & Designated Representative
Sam Farr, Retired Representative
Laura Bowling, Friends of Mission Trail
Katherine Wallace, Associate Planner, City of Carmel-by-the-Sea

Absent:

Appearances/Public Comments: None

Agenda Changes: None

AGENDA ITEMS:

1. INFORMATION/DISCUSSION ITEMS:

General Follow Up Items:

- Update on easement with Mission Ranch

Mr. Treanor distributed copies of title documents showing history of property. There was a brief discussion of joint tenancy vs. tenants in common on property deed.

- Update on City of Carmel Lease-CAWD meeting with City Staff

Request was made of Katherine Wallace to find out who the City negotiator will be on the lease.

Also asked about a presentation to the City Council will a schematic or photo of the cleanup. Katherine will not place the item on the council agenda yet. The committee's objective is to obtain a letter of support from the council.

- Update on Rio Park clean up-quote from Tope's Tree Service

CAWD staff received a quote from Tope's Tree Service for removal of wood chips and logs in Rio Park. It was determined that the previous quote from Randazzo was less and Sam Farr agreed to contact Mr. Randazzo and get something in writing. Upon receipt of quote in writing CAWD will initiate a contract.

- Earth & Arbor Day on April 20th

Reminder about Earth Day and commitment for staffing of booth.

- May meeting invite Rafael Payan, Monterey Peninsula Regional Park District (MRPD)

An invite was done via email, Barbara Buikema volunteered to follow up with a phone cal.

- Logo trademark-amendment requested

Laura Bowling committed to working with Barbara Buikema to resolve issues with logo trademark.

- Report on participants general activities - None

2. **ADJOURNMENT:** *The next Bridge to Everywhere committee meeting will occur on Wednesday, May 15, 2024 at 2 p.m. The next regular Board meeting will be held at 9:00 a.m., Thursday, April 25, 2024, in person or with a teleconference webinar link. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

AS REPORTED TO:

Barbara Buikema, Committee Secretary

APPROVED:

Ken White, President of the Board



CARMEL AREA WASTEWATER DISTRICT
INVESTMENT COMMITTEE
STANDING COMMITTEE MEETING MINUTES
April 19, 2024, Friday, 9:00 a.m.

Via teleconference and in-person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 9:02 p.m.

Present: Director Bob Siegfried
Director Kevan Urquhart

**Signifies Virtual Attendance*

Other Attendees: Barbara Buikema, General Manager

Absent: None

Appearances/Public Comments: None

Agenda Changes: None

AGENDA ITEMS:

1. INFORMATION/DISCUSSION ITEMS:

Discussion on withdrawal of funds from the County depository and response to County Treasurer.

2. **ADJOURNMENT:** *The meeting adjourned 10:01 a.m. The next Investment Committee meeting is to be determined. The next regular Board meeting will be held at 9:00 a.m., Thursday, May 30, 2024, in person or with a teleconference webinar link. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

AS REPORTED TO:

Barbara Buikema, Committee Secretary

APPROVED:

Ken White, President of the Board



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

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

April 17, 2024

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of March 2024. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure revealed check numbers 5663 through 5714 on your check register did not match the check numbers shown on the bank statement.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure did not reveal any significant differences.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure revealed check numbers 4241, 6270, 7241, 9872, 9873, 9874 and 9875 do not appear to be authorized checks. The bank has issued credits for these seven checks.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

Carmel Area Wastewater District

April 17, 2024

Page 2 of 2

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

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



Robert Lee, CPA

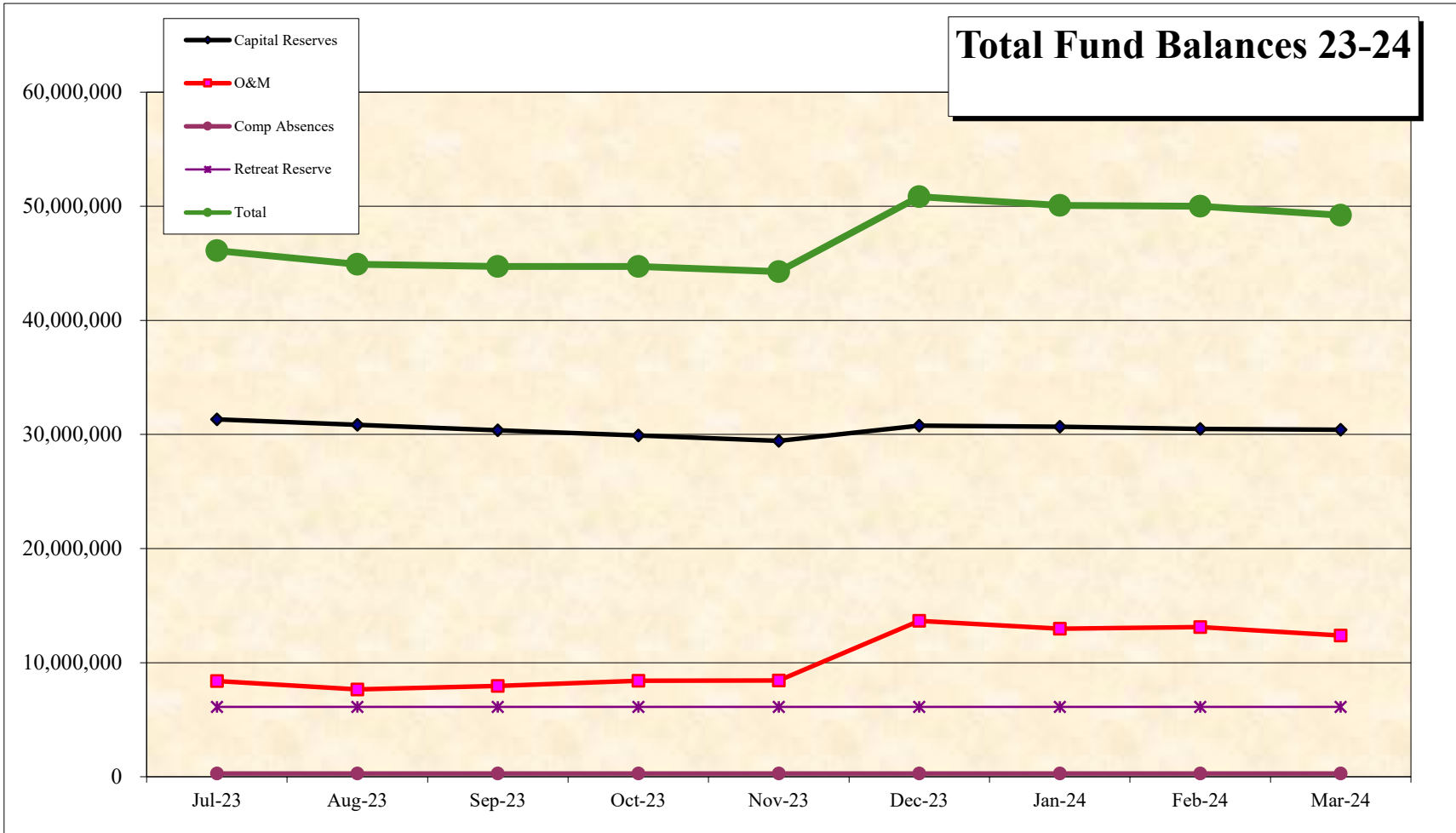
Principal

CliftonLarsonAllen LLP

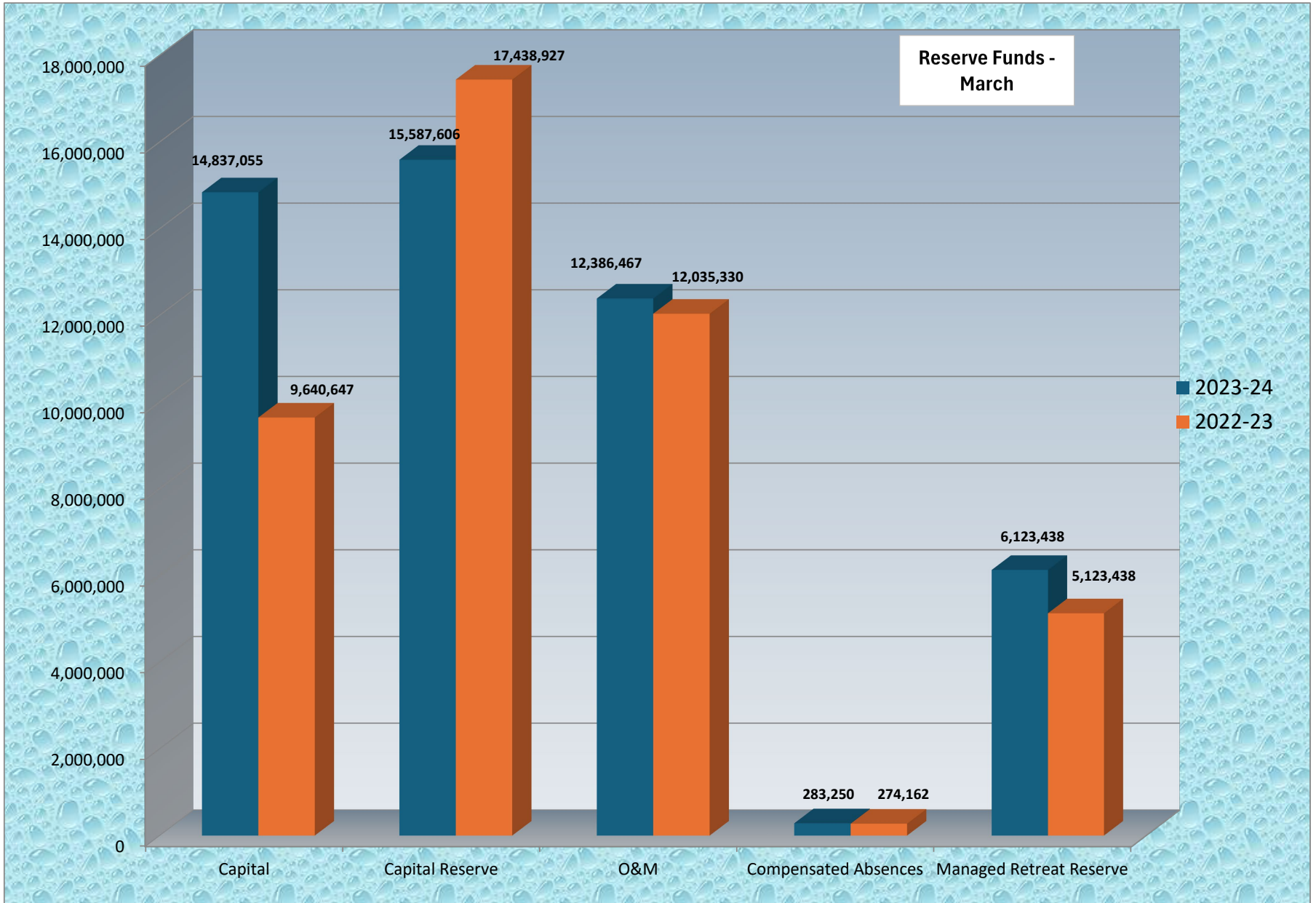
Cc: Mr. Ken White, President

Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - MARCH 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	\$14,899,015	\$15,587,606	\$13,108,055	\$283,250	\$6,123,438	\$50,001,363	\$377,547	\$123,135	\$1,252,114
Receipts:									
User Fees			362,492						
Property Taxes	58,649								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							55,429		
Reclamation capital billing									
Permits							2,290		
PBCSD capital billing									
Other misc. revenue							14,997		
Interest income			694						
Connection Fees									
CCLEAN receipts									
Brine disposal fees							7,614		
Office of Emergency Services-Hatton Canyon							9,487		
CRFree Project grant funds							18,622		
SJSU grant receipts-Applied Marine Sciences							10,093		
Total Receipts	58,649	0	363,185	0	0	421,834	233,531	0	0
Fund Transfers:									
Transfers to Chase Bank O&M	(120,608)		(1,079,392)				1,200,000		
Transfers to Chase Bank PR							(130,000)	130,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(120,608)	0	(1,079,392)	0	0	(1,200,000)	1,070,000	130,000	0
Disbursements:									
Operations and capital							441,716		
Payroll & payroll taxes								240,552	
Employee Dental reimbursements							779		
CALPERS EFT							41,556		
CAWD SAM pension EFT							0		
Union dues EFT							746		
Home Depot EFT							1,106		
US Bank EFT							15,129		
Deferred comp contributions EFT							12,792		
PEHP contributions EFT							3,407		
Bank/ADP fees							8	906	
Highlands Bond Debt Service Payment			5,381				0		
GASB 68 report fee							0		
Fake check blocked-returned in April							1,250		
HCM Unlocked EFT							0		
Total Disbursements	0	0	5,381	0	0	5,381	518,488	241,459	0
BALANCE END OF MONTH	14,837,055	15,587,606	12,386,467	283,250	6,123,438	49,217,816	1,162,590	11,677	1,252,114



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



Carmel Area Wastewater District
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/01/24	5613	Amazon Capital Services	Office and operating supplies	393.27
03/01/24	5614	Ann Muraski	Spring Summer newsletter down payment	7,000.00
03/01/24	5615	AT&T Mobility	SCADA text modem	71.15
03/01/24	5616	AT&T CALNET 3	Admin alarm	38.07
03/01/24	5617	AT&T	IP Card	19.40
03/01/24	5618	Bret D. Boatman	Maintenance services Plant and collections	1,480.00
03/01/24	5619	Carmel Fire Protection	Grease trap inspections for source control	5,100.00
03/01/24	5620	Cintas Corporation	Laundry service	492.02
03/01/24	5621	County of Mo. Sheriff's Office	False alarm fee	88.00
03/01/24	5622	Culligan Water Conditioning	C&I exchange for the lab	17.35
03/01/24	5623	Del Monte Gardeners	Easement clearing labor	5,000.00
03/01/24	5624	Direct TV	Plant service	102.85
03/01/24	5625	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,392.83
03/01/24	5626	Fisher Scientific	Lab supplies	510.48
03/01/24	5627	Frisch Engineering, Inc.-VOID	SCADA engineering-VOID	0.00
03/01/24	5628	Got.Net	Domain parking	4.20
03/01/24	5629	Jones Hall, APLC	Legal fees for Corona Road Assessment District	10,000.00
03/01/24	5630	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 and Water and Gas Main Replacement project #22-03 (CAPITAL)	38,280.12
03/01/24	5631	Liebert Cassidy Whitmore	Labor relations legal service	9,469.00
03/01/24	5632	MNS Engineers, Inc.	September Ranch Sewer Project #18-29	26,512.00
03/01/24	5633	NAPA Auto Parts	Oil	18.12
03/01/24	5634	Patelco Credit Union	Health savings accounts contributions	4,762.99
03/01/24	5635	Quill LLC	Office supplies	545.59
03/01/24	5636	Scarborough Lumber (Ace Hardware)	Operating supplies	299.15
03/01/24	5637	Universal Staffing	Admin temp service	144.00
03/01/24	5638	Vision Service Plan	Vision insurance premium	573.30
03/15/24	5639	Allied Fluid Products	Pump station equipment parts	7,386.05
03/15/24	5640	Amazon Capital Services	Operating and safety supplies	1,021.57
03/15/24	5641	American Fidelity Assurance	Employee insurance premiums	287.49
03/15/24	5642	Aquatic Bioassay & Consulting Labs	Semi-annual final effluent toxicity samples	2,330.00
03/15/24	5643	AT&T Mobility	Cell service	732.11
03/15/24	5644	California American Water	Monthly service	1,067.78
03/15/24	5645	Carmel Fire Protection	Source control restaurant inspections	5,100.00

Carmel Area Wastewater District
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/15/24	5646	Carmel Print & Copy	Bridge to Everywhere posters	53.71
03/15/24	5647	City of Watsonville	Reimbursement for CCLEAN GoDaddy SSL renewal	199.98
03/15/24	5648	CliftonLarsonAllen LLP	Bank reconciliation oversight	450.00
03/15/24	5649	Coast Counties Glass, Inc.	Install glass at the chlorine building and locker room building	3,072.00
03/15/24	5650	Core & Main LP	Pump station equipment parts	14,427.66
03/15/24	5651	Del Monte Gardeners	Easement tree clearings	4,320.00
03/15/24	5652	Exceedio	Collection LaserJet printer	1,718.33
03/15/24	5653	Fastenal Company	Operating supplies	1,301.53
03/15/24	5654	Fas Trak Invoice Processing Department	Bridge toll for training class	7.00
03/15/24	5655	Ferguson Enterprises Inc.	Pump station equipment parts	291.66
03/15/24	5656	FGL Environmental	Sample analysis	3,181.00
03/15/24	5657	Fisher Scientific	Lab supplies	160.39
03/15/24	5658	Frisch Engineering, Inc.	SCADA engineering	2,710.00
03/15/24	5659	Grainger	Small tools	41.83
03/15/24	5660	James Grover	Vision copays	40.00
03/15/24	5661	Kemira Water Solutions, Inc.	Ferric chloride	6,946.41
03/15/24	5662	VOID	VOID	0.00
03/15/24	5663	VOID	VOID	0.00
03/15/24	5664	Liebert Cassidy Whitmore	Annual Monterey Bay Employment Relations Consortium subscription	3,950.00
03/15/24	5665	MNS Engineers, Inc.	September Ranch Sewer Project #18-29, Scenic Rd Pipe Bursting Project #20-08, Pescadero Creek Area Pipe Rehab Project #21-05 and Santa Rita & Guadalupe Pipeline Project #23-01 (CAPITAL \$32,290.99)	41,898.62
03/15/24	5666	Monterey Bay Analytical Services	December through February sample analysis	6,250.00
03/15/24	5667	Monterey Regional Waste Management Dist.	Disposal of treated wood waste	70.00
03/15/24	5668	NAPA Auto Parts	Diesel exhaust fluid	282.95
03/15/24	5669	Peninsula Welding & Medical Supply	Non-liquid cylinder rental and compressed air	213.09
03/15/24	5670	Pacific Gas & Electric	Monthly service	48,717.36
03/15/24	5671	Pure Water	Plant and office service	178.94
03/15/24	5672	Quill LLC	Office supplies	229.53
03/15/24	5673	VOID	VOID	0.00
03/15/24	5674	Seth Steele-Freitas	Reimbursement for backflow certification class expenses	1,575.88
03/15/24	5675	SmartCover Systems	Collection system capacity monitoring SubSonic System-Duel Sensor	4,300.72
03/15/24	5676	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	2,220.00

Carmel Area Wastewater District
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/15/24	5677	Star Sanitation LLC	Collections portable toilet	24.30
03/15/24	5678	VOID	VOID	0.00
03/15/24	5679	VOID	VOID	0.00
03/15/24	5680	Synagro Technologies	Sludge hauling	9,385.45
03/15/24	5681	Thermo Electron North America	Annual support plan for the Gallery Discrete Analyzer	3,183.00
03/15/24	5682	Town & Country Gardening	Plant and admin gardening	700.00
03/15/24	5683	West Yost Associates	Lift Station Evaluation engineering and hydraulic model update	8,651.50
03/15/24	5684	Wine Country Balance	Annual instrument calibration	445.00
03/15/24	5685	WM Corporate Services	Plant and admin garbage	1,578.70
03/15/24	5686	YSS Builders	Complete board room wiring	3,932.00
03/22/24	5687	Alameda Electrical Distributors	Electrical parts for admin generator and Plant repairs	1,092.17
03/22/24	5688	American Fidelity Assurance Company	Flex accounts	288.45
03/22/24	5689	Applied Marine Sciences	CCLEAN February ocean monitoring	28,171.50
03/22/24	5690	Borges & Mahoney	Cell and probe analyzers, occlusion rings, 600 rpm motor and parts	2,144.62
03/22/24	5691	Bryan Mailey Electric	Plant and collections projects	2,538.77
03/22/24	5692	California American Water	Monthly service	123.01
03/22/24	5693	Carmel Pine Cone	Bid request for WWTP Vactor Receiving Station Project #22-06 (CAPITAL)	130.00
03/22/24	5694	CAWD/PBCSD Reclamation Project	Reimburse Reclamation for chemical tote deposits sent to CAWD in error	4,150.00
03/22/24	5695	Christian Schmidt	CWEA annual membership	221.00
03/22/24	5696	Cintas Corporation	Laundry service	1,512.51
03/22/24	5697	CliftonLarsonAllen LLP	Bank reconciliation oversight	945.00
03/22/24	5698	Comcast	Admin internet	264.45
03/22/24	5699	Conte's Generator	Downpayment for a 60 KW Cummins Generator (CAPITAL)	8,280.00
03/22/24	5700	Daniel Deeth	Dental	613.80
03/22/24	5701	Firato Service Co.	Plant and admin janitorial service	1,796.00
03/22/24	5702	Fisher Scientific	Lab supplies	32.66
03/22/24	5703	FOSS North America	Lab safety door	633.02
03/22/24	5704	Grainger	Operating supplies	2,493.79
03/22/24	5705	Graphic Products	Black premium ribbons	156.07
03/22/24	5706	Harrington Industrial Plastics	Pump station parts and influent/headworks parts	2,764.22
03/22/24	5707	ICON Cloud Solutions	Monthly telephone service	604.54
03/22/24	5708	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 and Water and Gas Main Replacement project #22-03 (CAPITAL)	35,185.63
03/22/24	5709	Liebert Cassidy Whitmore	Labor relations legal service	7,427.50

Carmel Area Wastewater District
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/22/24	5710	McMaster-Carr	Operating supplies	322.61
03/22/24	5711	Mission Communications, LLC	Manhole monitoring annual subscription	4,215.60
03/22/24	5712	Nite & Day Power	Batteries for APC, Eaton, Cyberpower and UPS backups	9,494.20
03/22/24	5713	Pure Dakota Design, LLC	Website design for the Plant Bridge Retrofit Project #22-04 (CAPITAL)	4,221.49
03/22/24	5714	Quill LLC	Plant and admin office supplies	1,203.11
03/22/24	5715	Rhommel Lopez	WQI Wastewater Review class expenses	414.92
03/22/24	5716	Robert Siegfried	Dental	165.00
03/22/24	5717	Streamline	Website maintenance	497.00
03/22/24	5718	Super Products	Cost to transport the Jet truck to Santa Fe Springs for repair	1,510.00
03/22/24	5719	Tesco Controls	Gas sensor calibration services	2,500.00
03/22/24	5720	Univar Solutions USA	Sodium bisulfate	7,422.94
03/22/24	5721	USA Blue Book	Float switch anchor and chains	926.57
03/22/24	5722	Visual Edge IT, Inc.	Plant copier billing	85.06
				442,494.64

CAWD/PBCSD Reclamation Project
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/01/24	1271	Bret D. Boatman	Maintenance services	462.50
03/01/24	1272	Cal-Am Water Company	Hydrant meter K monthly service	3,114.74
03/01/24	1273	Fisher Scientific	Lab supplies	510.47
03/01/24	1274	Frisch Engineering	SCADA engineering services	900.00
03/01/24	1275	Trussell Technologies, Inc.	MF/RO performance review	435.00
03/01/24	1276	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
03/15/24	1277	Brenntag Pacific, Inc.	Ammonium hydroxide	9,278.08
03/15/24	1278	Carmel Area Wastewater District	Plant O&M reimbursement	47,207.92
03/15/24	1279	Coast Counties Glass	Install laminated glass at Tertiary	668.00
03/15/24	1280	Fisher Scientific	Lab supplies	160.38
03/15/24	1281	Frisch Engineering	SCADA engineering services	3,990.00
03/15/24	1282	Monterey Bay Analytical Service	December and January sample analysis	6,917.00
03/15/24	1283	Pebble Beach Company	O&M reimbursement	4,734.10
03/15/24	1284	Pebble Beach Community Services District	O&M reimbursement	24,010.74
03/15/24	1285	Wine Country Balance	Annual instrument calibration	445.00
03/15/24	1286	Trussell Technologies, Inc.	MF/RO performance review	2,397.50
03/15/24	1287	Pacific Gas & Electric	Tertiary billing	2,028.62
03/15/24	1288	Thermo Electron North America	Annual support for Gallery Discrete Analyzer	3,183.00
03/22/24	1289	Alameda Electrical Distributors	Electrical and pump parts	1,728.76
03/22/24	1290	Borges & Mahoney	Cell analyzers, probe analyzers, occlusion rings and spare parts	2,144.63
03/22/24	1291	Brenntag Pacific, Inc.	Ammonium hydroxide	4,948.99
03/22/24	1292	Bryan Mailey Electric	VFD's on the pad	4,425.00
03/22/24	1293	Cal-Am Water Company	Hydrant meter K monthly service	3,114.74
03/22/24	1294	Carmel Area Wastewater District	December and January sodium bisulfate and hypochlorite reimbursements	26,440.17
03/22/24	1295	Edges Electrical Group	Electrical parts	138.06
03/22/24	1296	Fisher Scientific	Lab supplies	32.67
03/22/24	1297	FOSS North America	Lab safety door	633.01
03/22/24	1298	Gold Valley Scaffolding	Rental of scaffolding for Tertiary repairs	2,015.00
03/22/24	1299	Hach Company	Lab supplies	955.25

CAWD/PBCSD Reclamation Project
Disbursements
Mar-24

Date	Check	Vendor	Description	Amount
03/22/24	1300	Harrington Industrial Plastics	Operating supplies	1,755.87
03/22/24	1301	McMaster-Carr	Operating supplies	22.05
03/22/24	1302	Nite & Day Power	UPS batteries	2,020.22
03/22/24	1303	Northstar Chemical	Citric and sulfuric acid	7,640.55
03/22/24	1304	Pacific Gas & Electric	MF/RO billing	5,310.75
03/22/24	1305	Professional Water Technologies	Lavaso17-275G chemical	15,039.74
				257,558.51



**Financial Statements
and
Supplementary Schedules**

March 2024

April 25, 2024

Carmel Area Wastewater District

Balance Sheet

March 2024

ASSETS		
Current Assets		
Cash		
Cash	51,644,195.96	
TOTAL Cash	51,644,195.96	51,644,195.96
Other Current Assets		
Other Current Assets	352,891.18	
TOTAL Other Current Assets	352,891.18	352,891.18
TOTAL Current Assets	51,997,087.14	51,997,087.14
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,428,545.55	
TOTAL Treatment Structures	70,428,545.55	70,428,545.55
Treatment Equipment		
Treatment Equipment	9,657,195.20	
TOTAL Treatment Equipment	9,657,195.20	9,657,195.20
Collection Structures		
Collection Structures	1,267,447.92	
TOTAL Collection Structures	1,267,447.92	1,267,447.92
Collection Equipment		
Collection Equipment	1,691,880.41	
TOTAL Collection Equipment	1,691,880.41	1,691,880.41
Sewers		15,783,372.56
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	1,643,890.85
Other Fixed Assets		
Other Fixed Assets	4,600,851.24	
TOTAL Other Fixed Assets	4,600,851.24	4,600,851.24
Capital Improvement Projects		
Capital Improvement Projects	11,854,735.26	
TOTAL Capital Improvement Projects	11,854,735.26	11,854,735.26
Accumulated depreciation		(59,627,072.07)
TOTAL Fixed Assets	57,608,906.68	57,608,906.68
Other Assets		
Other Assets		4,271,647.23
TOTAL Other Assets	4,271,647.23	4,271,647.23
TOTAL ASSETS	113,877,641.05	113,877,641.05

Carmel Area Wastewater District

Balance Sheet

March 2024

LIABILITIES

Current Liabilities		
Current Liabilities	888,780.15	
TOTAL Current Liabilities		888,780.15
Long-Term Liabilities		
Long Term Liabilities	1,311,331.31	
TOTAL Long-Term Liabilities		1,311,331.31
TOTAL LIABILITIES		2,200,111.46
NET POSITION		
Net Assets	107,438,507.66	
Year-to-Date Earnings	4,239,021.93	
TOTAL NET POSITION		111,677,529.59
TOTAL LIABILITIES & NET POSITION		113,877,641.05

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	8,253,906.84	8,227,480.00	26,426.84	0.3 %
TOTAL Income	<u>8,253,906.84</u>	<u>8,227,480.00</u>	<u>26,426.84</u>	0.3 %
Adjustments				
Discounts	204.90	0.00	204.90	
TOTAL Adjustments	<u>204.90</u>	<u>0.00</u>	<u>204.90</u>	
*****	<u>8,254,111.74</u>	<u>8,227,480.00</u>	<u>26,631.74</u>	0.3 %
***** OPERATING INCOME	<u>8,254,111.74</u>	<u>8,227,480.00</u>	<u>26,631.74</u>	0.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	2,929,767.68	3,024,915.00	95,147.32	3.1 %
TOTAL Salaries and Payroll Taxes	<u>2,929,767.68</u>	<u>3,024,915.00</u>	<u>95,147.32</u>	3.1 %
Employee Benefits				
Employee Benefits	594,415.57	640,445.00	46,029.43	7.2 %
TOTAL Employee Benefits	<u>594,415.57</u>	<u>640,445.00</u>	<u>46,029.43</u>	7.2 %
Director's Expenses				
Director's Expenses	19,184.18	24,350.00	5,165.82	21.2 %
TOTAL Director's Expenses	<u>19,184.18</u>	<u>24,350.00</u>	<u>5,165.82</u>	21.2 %
Truck and Auto Expenses				
Truck and Auto Expenses	61,097.98	52,380.00	(8,717.98)	-16.6 %
TOTAL Truck and Auto Expenses	<u>61,097.98</u>	<u>52,380.00</u>	<u>(8,717.98)</u>	-16.6 %
General and Administrative				
General and Administrative	611,391.81	587,700.00	(23,691.81)	-4.0 %
TOTAL General and Administrative	<u>611,391.81</u>	<u>587,700.00</u>	<u>(23,691.81)</u>	-4.0 %
Office Expense				
Office Expense	96,185.52	57,580.00	(38,605.52)	-67.0 %
TOTAL Office Expense	<u>96,185.52</u>	<u>57,580.00</u>	<u>(38,605.52)</u>	-67.0 %
Operating Supplies				
Operating Supplies	427,314.19	445,146.67	17,832.48	4.0 %
TOTAL Operating Supplies	<u>427,314.19</u>	<u>445,146.67</u>	<u>17,832.48</u>	4.0 %
Contract Services				
Contract Services	610,531.85	642,020.00	31,488.15	4.9 %
TOTAL Contract Services	<u>610,531.85</u>	<u>642,020.00</u>	<u>31,488.15</u>	4.9 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	437,915.47	392,000.00	(45,915.47)	-11.7 %
TOTAL Repairs and Maintenance	437,915.47	392,000.00	(45,915.47)	-11.7 %
Utilities				
<i>Utilities</i>	301,733.05	313,020.00	11,286.95	3.6 %
TOTAL Utilities	301,733.05	313,020.00	11,286.95	3.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	44,459.59	50,365.00	5,905.41	11.7 %
TOTAL Travel and Meetings	44,459.59	50,365.00	5,905.41	11.7 %
Permits and Fees				
<i>Permits and Fees</i>	67,711.61	72,800.00	5,088.39	7.0 %
TOTAL Permits and Fees	67,711.61	72,800.00	5,088.39	7.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	38,089.50	36,500.00	(1,589.50)	-4.4 %
TOTAL Memberships and Subscriptions	38,089.50	36,500.00	(1,589.50)	-4.4 %
Safety				
<i>Safety</i>	48,857.69	50,800.00	1,942.31	3.8 %
TOTAL Safety	48,857.69	50,800.00	1,942.31	3.8 %
Other Expenses				
<i>Other Expense</i>	46,497.18	29,700.00	(16,797.18)	-56.6 %
TOTAL Other Expenses	46,497.18	29,700.00	(16,797.18)	-56.6 %
TOTAL Operating Expenses	6,335,152.87	6,419,721.67	84,568.80	1.3 %
***** OPERATING INCOME (LOSS)	1,918,958.87	1,807,758.33	111,200.54	6.2 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	2,320,063.06	1,935,768.75	384,294.31	19.9 %
TOTAL Other Income or Gain	2,320,063.06	1,935,768.75	384,294.31	19.9 %
TOTAL Non-op Income, Expense, Gain or Loss	2,320,063.06	1,935,768.75	384,294.31	19.9 %
***** NET INCOME (LOSS)	4,239,021.93	3,743,527.08	495,494.85	13.2 %
***** NET INCOME (LOSS)	4,239,021.93	3,743,527.08	495,494.85	13.2 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	633,556.60	516,500.00	(117,056.60)	-22.7 %
TOTAL Salaries and Payroll Taxes	633,556.60	516,500.00	(117,056.60)	-22.7 %
Employee Benefits				
<i>Employee Benefits</i>	152,014.78	158,240.00	6,225.22	3.9 %
TOTAL Employee Benefits	152,014.78	158,240.00	6,225.22	3.9 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	54,594.40	50,540.00	(4,054.40)	-8.0 %
TOTAL Truck and Auto Expenses	54,594.40	50,540.00	(4,054.40)	-8.0 %
General and Administrative				
<i>General and Administrative</i>	164,732.57	157,000.00	(7,732.57)	-4.9 %
TOTAL General and Administrative	164,732.57	157,000.00	(7,732.57)	-4.9 %
Office Expense				
<i>Office Expense</i>	14,796.47	9,600.00	(5,196.47)	-54.1 %
TOTAL Office Expense	14,796.47	9,600.00	(5,196.47)	-54.1 %
Operating Supplies				
<i>Operating Supplies</i>	39,999.74	40,850.00	850.26	2.1 %
TOTAL Operating Supplies	39,999.74	40,850.00	850.26	2.1 %
Contract Services				
<i>Contract Services</i>	159,575.76	171,300.00	11,724.24	6.8 %
TOTAL Contract Services	159,575.76	171,300.00	11,724.24	6.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	263,384.28	229,000.00	(34,384.28)	-15.0 %
TOTAL Repairs and Maintenance	263,384.28	229,000.00	(34,384.28)	-15.0 %
Utilities				
<i>Utilities</i>	38,196.50	34,425.00	(3,771.50)	-11.0 %
TOTAL Utilities	38,196.50	34,425.00	(3,771.50)	-11.0 %
Travel and Meetings				
<i>Travel and Meetings</i>	15,014.59	14,900.00	(114.59)	-0.8 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	15,014.59	14,900.00	(114.59)	-0.8 %
Permits and Fees				
Permits and Fees	9,470.11	8,300.00	(1,170.11)	-14.1 %
TOTAL Permits and Fees	9,470.11	8,300.00	(1,170.11)	-14.1 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,519.00	2,600.00	1,081.00	41.6 %
TOTAL Memberships and Subscriptions	1,519.00	2,600.00	1,081.00	41.6 %
Safety				
Safety	16,312.71	13,250.00	(3,062.71)	-23.1 %
TOTAL Safety	16,312.71	13,250.00	(3,062.71)	-23.1 %
TOTAL Operating Expenses	1,563,167.51	1,406,505.00	(156,662.51)	-11.1 %
***** OPERATING INCOME (LOSS)	(1,563,167.51)	(1,406,505.00)	(156,662.51)	-11.1 %
***** NET INCOME (LOSS)	(1,563,167.51)	(1,406,505.00)	(156,662.51)	-11.1 %
***** NET INCOME (LOSS)	(1,563,167.51)	(1,406,505.00)	(156,662.51)	-11.1 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	1,350,576.01	1,468,100.00	117,523.99	8.0 %
TOTAL Salaries and Payroll Taxes	1,350,576.01	1,468,100.00	117,523.99	8.0 %
Employee Benefits				
<i>Employee Benefits</i>	347,285.35	362,715.00	15,429.65	4.3 %
TOTAL Employee Benefits	347,285.35	362,715.00	15,429.65	4.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	6,431.88	1,840.00	(4,591.88)	-249.6 %
TOTAL Truck and Auto Expenses	6,431.88	1,840.00	(4,591.88)	-249.6 %
General and Administrative				
<i>General and Administrative</i>	293,139.09	264,000.00	(29,139.09)	-11.0 %
TOTAL General and Administrative	293,139.09	264,000.00	(29,139.09)	-11.0 %
Office Expense				
<i>Office Expense</i>	51,798.18	30,980.00	(20,818.18)	-67.2 %
TOTAL Office Expense	51,798.18	30,980.00	(20,818.18)	-67.2 %
Operating Supplies				
<i>Operating Supplies</i>	386,297.75	397,396.67	11,098.92	2.8 %
TOTAL Operating Supplies	386,297.75	397,396.67	11,098.92	2.8 %
Contract Services				
<i>Contract Services</i>	358,940.26	400,775.00	41,834.74	10.4 %
TOTAL Contract Services	358,940.26	400,775.00	41,834.74	10.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	145,739.85	146,000.00	260.15	0.2 %
TOTAL Repairs and Maintenance	145,739.85	146,000.00	260.15	0.2 %
Utilities				
<i>Utilities</i>	243,429.85	259,295.00	15,865.15	6.1 %
TOTAL Utilities	243,429.85	259,295.00	15,865.15	6.1 %
Travel and Meetings				
<i>Travel and Meetings</i>	22,118.66	26,200.00	4,081.34	15.6 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	22,118.66	26,200.00	4,081.34	15.6 %
Permits and Fees				
<i>Permits and Fees</i>	33,426.50	32,500.00	(926.50)	-2.9 %
TOTAL Permits and Fees	33,426.50	32,500.00	(926.50)	-2.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	5,694.00	6,900.00	1,206.00	17.5 %
TOTAL Memberships and Subscriptions	5,694.00	6,900.00	1,206.00	17.5 %
Safety				
<i>Safety</i>	30,308.31	35,100.00	4,791.69	13.7 %
TOTAL Safety	30,308.31	35,100.00	4,791.69	13.7 %
Other Expenses				
<i>Other Expense</i>	1,524.82	5,200.00	3,675.18	70.7 %
TOTAL Other Expenses	1,524.82	5,200.00	3,675.18	70.7 %
TOTAL Operating Expenses	3,276,710.51	3,437,001.67	160,291.16	4.7 %
***** OPERATING INCOME (LOSS)	(3,276,710.51)	(3,437,001.67)	160,291.16	4.7 %
***** NET INCOME (LOSS)	(3,276,710.51)	(3,437,001.67)	160,291.16	4.7 %
***** NET INCOME (LOSS)	(3,276,710.51)	(3,437,001.67)	160,291.16	4.7 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	511,777.87	527,000.00	15,222.13	2.9 %
TOTAL Salaries and Payroll Taxes	511,777.87	527,000.00	15,222.13	2.9 %
Employee Benefits				
<i>Employee Benefits</i>	95,115.44	119,490.00	24,374.56	20.4 %
TOTAL Employee Benefits	95,115.44	119,490.00	24,374.56	20.4 %
Director's Expenses				
<i>Director's Expenses</i>	18,834.18	24,000.00	5,165.82	21.5 %
TOTAL Director's Expenses	18,834.18	24,000.00	5,165.82	21.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	71.70	0.00	(71.70)	
TOTAL Truck and Auto Expenses	71.70	0.00	(71.70)	
General and Administrative				
<i>General and Administrative</i>	153,520.15	166,700.00	13,179.85	7.9 %
TOTAL General and Administrative	153,520.15	166,700.00	13,179.85	7.9 %
Office Expense				
<i>Office Expense</i>	29,590.87	17,000.00	(12,590.87)	-74.1 %
TOTAL Office Expense	29,590.87	17,000.00	(12,590.87)	-74.1 %
Operating Supplies				
<i>Operating Supplies</i>	152.17	750.00	597.83	79.7 %
TOTAL Operating Supplies	152.17	750.00	597.83	79.7 %
Contract Services				
<i>Contract Services</i>	91,119.51	69,945.00	(21,174.51)	-30.3 %
TOTAL Contract Services	91,119.51	69,945.00	(21,174.51)	-30.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	23,661.33	10,000.00	(13,661.33)	-136.6 %
TOTAL Repairs and Maintenance	23,661.33	10,000.00	(13,661.33)	-136.6 %
Utilities				
<i>Utilities</i>	20,106.70	19,300.00	(806.70)	-4.2 %

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

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	20,106.70	19,300.00	(806.70)	-4.2 %
Travel and Meetings				
Travel and Meetings	7,326.34	9,265.00	1,938.66	20.9 %
TOTAL Travel and Meetings	7,326.34	9,265.00	1,938.66	20.9 %
Permits and Fees				
Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Memberships and Subscriptions				
Memberships and Subscriptions	30,876.50	27,000.00	(3,876.50)	-14.4 %
TOTAL Memberships and Subscriptions	30,876.50	27,000.00	(3,876.50)	-14.4 %
Safety				
Safety	1,884.43	1,400.00	(484.43)	-34.6 %
TOTAL Safety	1,884.43	1,400.00	(484.43)	-34.6 %
Other Expenses				
Other Expense	44,972.36	24,500.00	(20,472.36)	-83.6 %
TOTAL Other Expenses	44,972.36	24,500.00	(20,472.36)	-83.6 %
TOTAL Operating Expenses	1,053,824.55	1,048,350.00	(5,474.55)	-0.5 %
***** OPERATING INCOME (LOSS)	(1,053,824.55)	(1,048,350.00)	(5,474.55)	-0.5 %
***** NET INCOME (LOSS)	(1,053,824.55)	(1,048,350.00)	(5,474.55)	-0.5 %
***** NET INCOME (LOSS)	(1,053,824.55)	(1,048,350.00)	(5,474.55)	-0.5 %

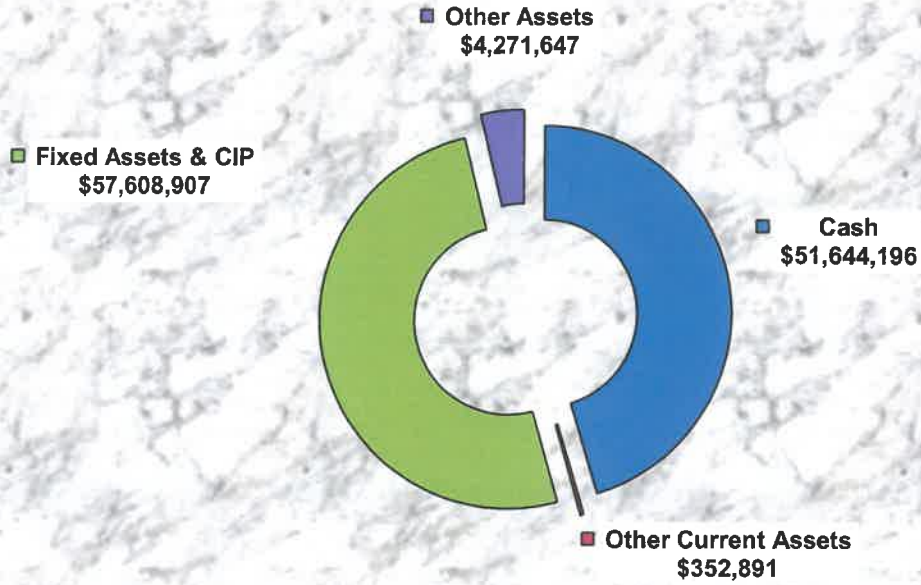
Carmel Area Wastewater District
Op. Exps. Actual to Budget-Reclamation
Year-to-Date Variance, March 2024 - current month, Consolidated by
account, Department 8

	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	433,857.20	511,820.00	77,962.80	15.2 %
TOTAL Salaries and Payroll Taxes	433,857.20	511,820.00	77,962.80	15.2 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
Operating Supplies				
<i>Operating Supplies</i>	864.53	6,150.00	5,285.47	85.9 %
TOTAL Operating Supplies	864.53	6,150.00	5,285.47	85.9 %
Contract Services				
<i>Contract Services</i>	896.32	0.00	(896.32)	
TOTAL Contract Services	896.32	0.00	(896.32)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	913.83	3,000.00	2,086.17	69.5 %
TOTAL Repairs and Maintenance	913.83	3,000.00	2,086.17	69.5 %
Safety				
<i>Safety</i>	352.24	1,050.00	697.76	66.5 %
TOTAL Safety	352.24	1,050.00	697.76	66.5 %
TOTAL Operating Expenses	437,234.12	522,370.00	85,135.88	16.3 %
***** OPERATING INCOME (LOSS)	(437,234.12)	(522,370.00)	85,135.88	16.3 %
***** NET INCOME (LOSS)	(437,234.12)	(522,370.00)	85,135.88	16.3 %
***** NET INCOME (LOSS)	(437,234.12)	(522,370.00)	85,135.88	16.3 %

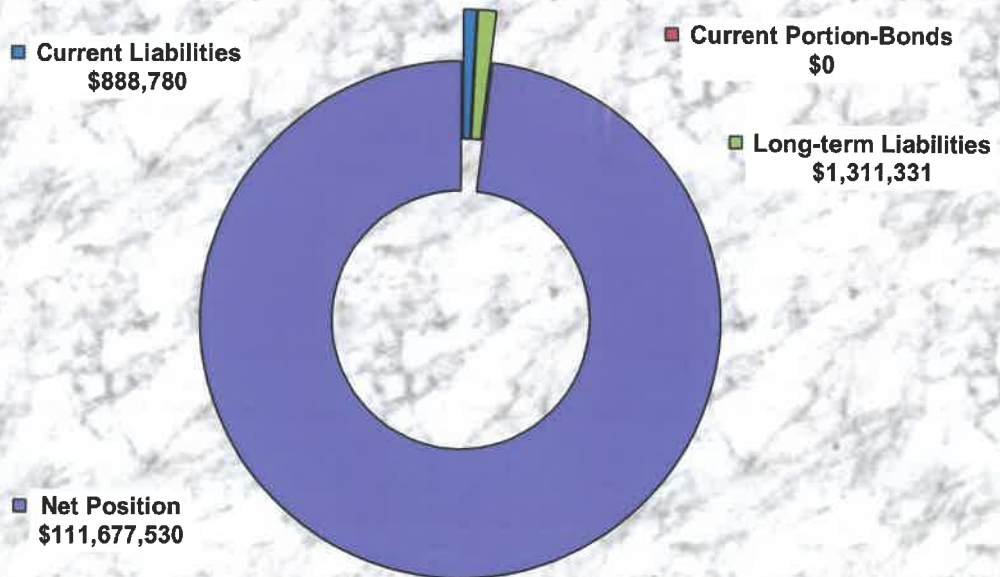
Carmel Area Wastewater District
I/S Actual to Budget-Brine Disposal
Year-to-Date Variance, March 2024 - current month, Consolidated by
account, Department 10

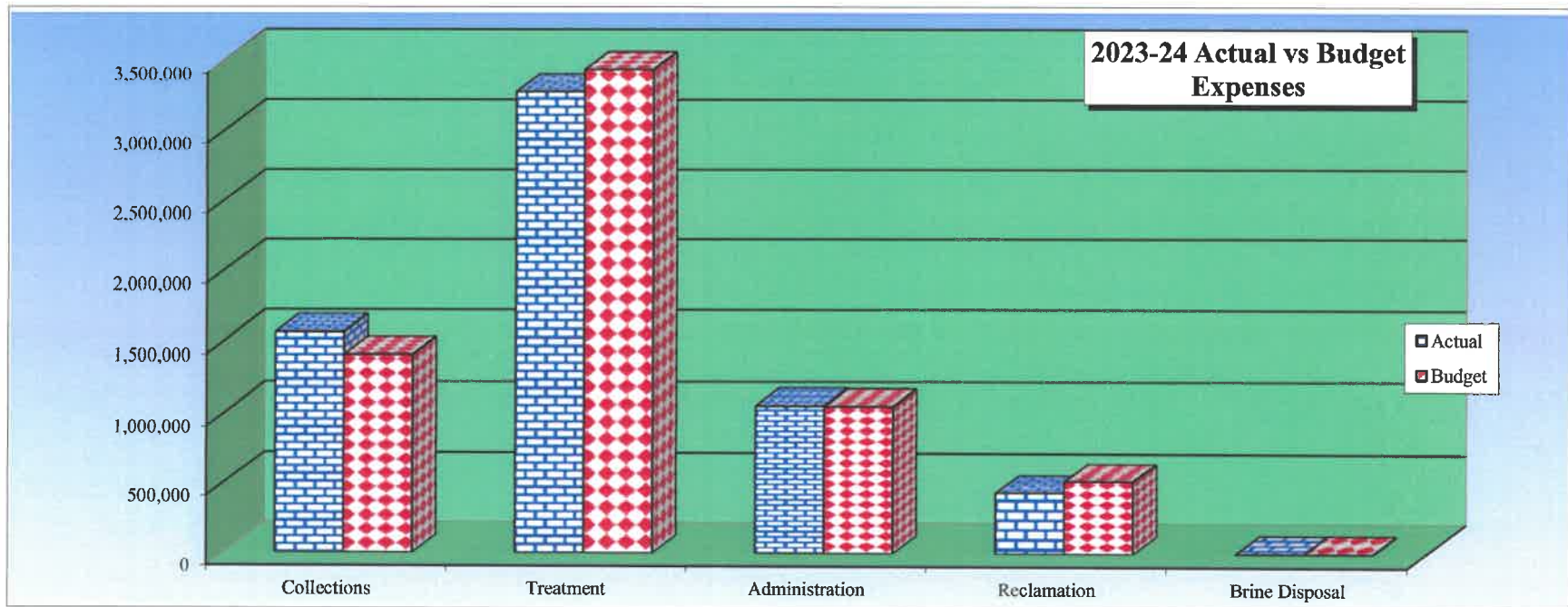
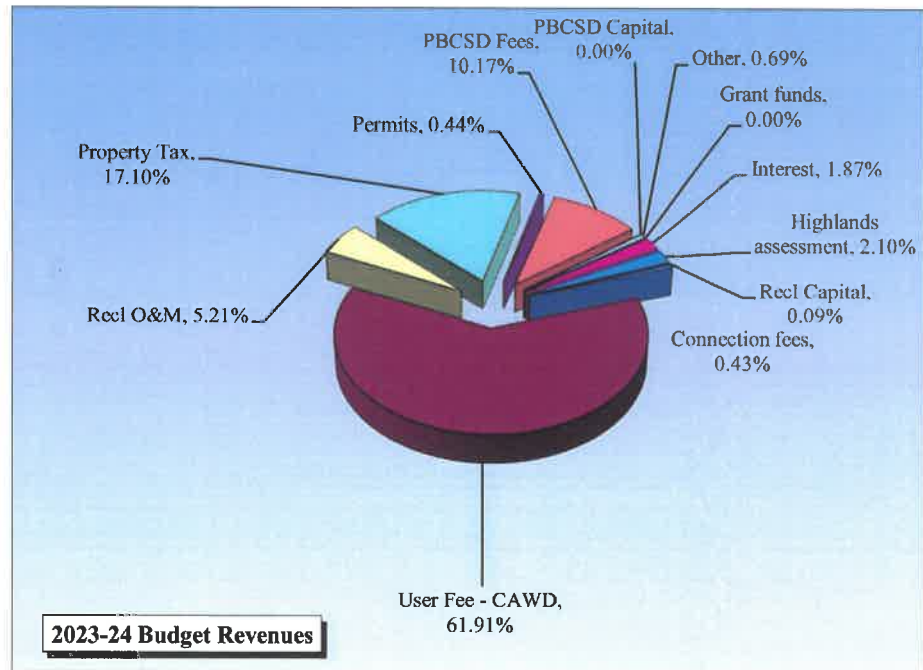
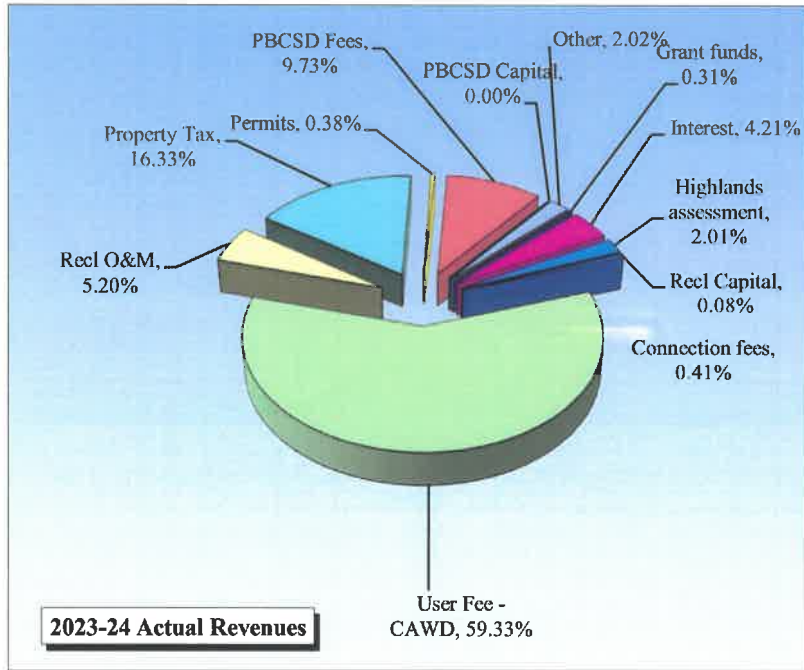
	<i>9 Months Ended March 31, 2024</i>	<i>9 Months Ended March 31, 2024 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	57,581.71	60,000.00	(2,418.29)	-4.0 %
TOTAL Income	<u>57,581.71</u>	<u>60,000.00</u>	<u>(2,418.29)</u>	-4.0 %
*****	<u>57,581.71</u>	<u>60,000.00</u>	<u>(2,418.29)</u>	-4.0 %
***** OPERATING INCOME	<u>57,581.71</u>	<u>60,000.00</u>	<u>(2,418.29)</u>	-4.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	1,495.00	1,495.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>1,495.00</u>	<u>1,495.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	4,216.18	4,000.00	(216.18)	-5.4 %
TOTAL Repairs and Maintenance	<u>4,216.18</u>	<u>4,000.00</u>	<u>(216.18)</u>	-5.4 %
TOTAL Operating Expenses	<u>4,216.18</u>	<u>5,495.00</u>	<u>1,278.82</u>	23.3 %
***** OPERATING INCOME (LOSS)	<u>53,365.53</u>	<u>54,505.00</u>	<u>(1,139.47)</u>	-2.1 %
***** NET INCOME (LOSS)	<u>53,365.53</u>	<u>54,505.00</u>	<u>(1,139.47)</u>	-2.1 %
***** NET INCOME (LOSS)	<u>53,365.53</u>	<u>54,505.00</u>	<u>(1,139.47)</u>	-2.1 %

Assets - March 31, 2024

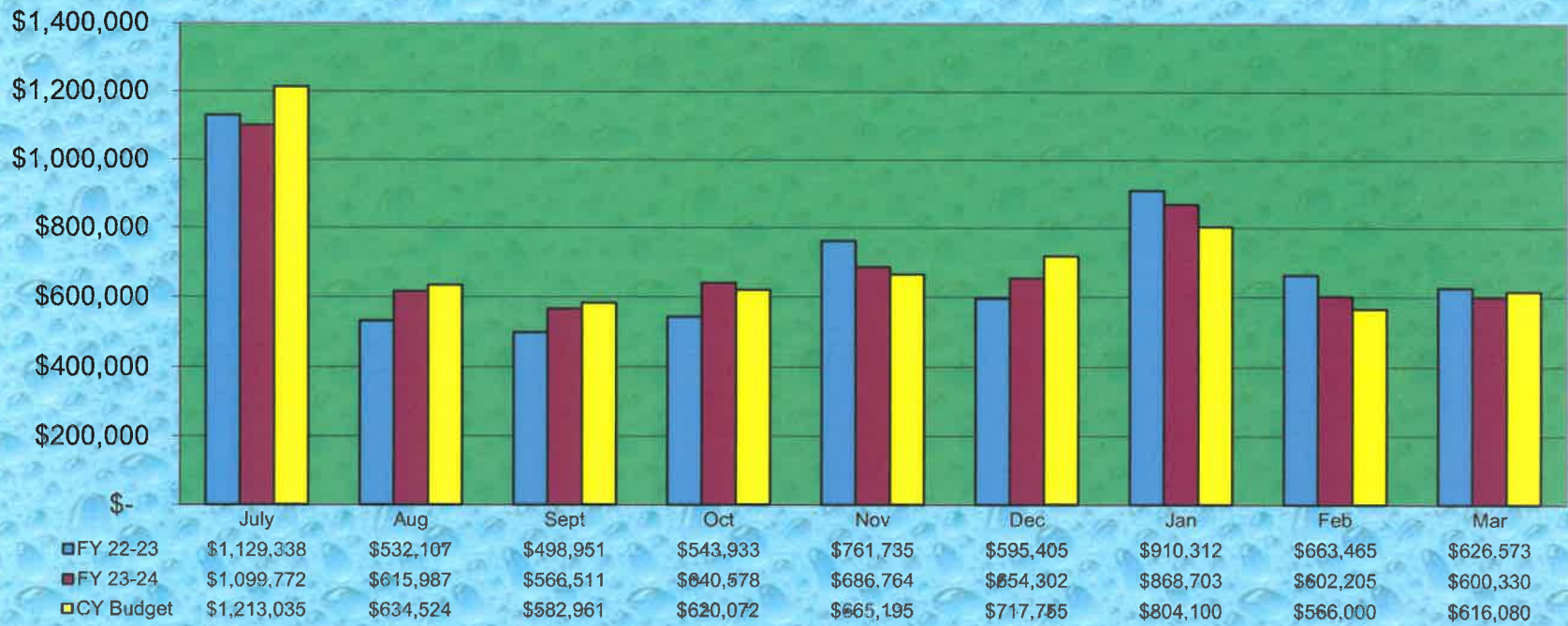


Liabilities - March 31, 2024





Operating Expenses



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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
Wells Cargo enclosed trailer-unbudgeted		0	11,073	11,073	0	NA
Monte Verde HT Hard Iron "N" Impeller pump-unbudgeted		0	15,270	15,270	0	NA
Carmel Valley Manor pump station alarm system-unbudgeted		0	2,581	2,581	0	NA
Flygt 3153 Impeller pump-Calle La Cruz-unbudgeted		0	28,028	28,028	0	NA
New 2023 Ford S-Duty truck-budget amendment		0	59,214	59,214	65,000	91.10%
Vaughn Trailer Mount Chopper Pump		0	84,623	84,623	82,843	102.15%
RIDGED Push Camera-unbudgeted		0	13,530	13,530	0	NA
MobilMMS Software		0	78,000	78,000	90,000	86.67%
Calle Storm Drain/Pipe-unbudgeted		14,950	14,950	14,950	0	NA
Hacienda 60 kw Cummins generator		8,280	8,280	8,280	78,500	10.55%
<u>Treatment</u>						
1 HP Motor Gearbox-unbudgeted		0	11,203	11,203	0	NA
Oil Injected Screw Compressor-Air Cooled-unbudgeted		0	12,298	12,298	0	NA
SCE Aqua Dam-unbudgeted		0	12,888	12,888	0	NA
Dechlor Analyzer-unbudgeted		0	13,384	13,384	0	NA
Lab Autoclave (RECL 50%)		0	16,441	16,441	20,000	82.21%
RECL share	0	0	(8,221)	(8,221)	0	NA
PBCSD share (1/3 of cost)	0	0	(19,331)	(19,331)	0	NA
Total Capital Purchases 23-24		23,230	354,211	354,211	336,343	NA

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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	50	92,301	707,345	2,000,000	4.62%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	0	104,191	438,883	4,560,760	2.28%
Bay/Scenic Pump Station Rehab	76,756	0	70,487	147,243	900,000	7.83%
Pescadero Creek Area Pipe Rehab	182,256	0	28,347	210,602	500,000	5.67%
Vactor Receiving Station	86,668	130	14,265	100,933	400,000	3.57%
Lorca Lane Sewer Repair-unbudgeted	81,482	0	191,461	272,943	0	NA
Santa Rita & Guadalupe Pipeline	46,003	0	46,890	92,893	3,669,330	1.28%
<u>Treatment</u>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<i>Total CIP Projects 23-24</i>	1,423,080	180	547,941	1,971,022	12,030,090	4.55%

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

	BEG BAL	MAR	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Perimeter Fence	48,856	0	945	49,801	275,000	0.34%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	293,735	1,856,802	9,627,934	2,441,500	76.05%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	0	124,355	167,799	300,000	41.45%
Plant Bridge Retrofit Project-unbudgeted	968	4,286	11,289	12,257	0	NA
Artificial Intelligence Pilot Project	0	25,923	25,923	25,923	75,000	34.56%
RECL share	(209,821)	(7,931)	(50,134)	(259,955)	(65,921)	76.05%
PBCSD share (1/3 of cost)	(2,551,526)	(105,338)	(649,554)	(3,201,080)	(1,008,526)	64.41%
<i>Total Long Term CIP Projects 23-24</i>	5,103,053	210,675	1,319,626	6,422,679	2,017,053	65.42%
Total Capital (net of RECL and PBCSD)	6,526,133	234,086	2,221,779	8,747,912	14,383,486	15.45%

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

	YTD \$ Variance	YTD % Variance	
<u>Collections</u>			
Salaries and Payroll Taxes	(\$117,056.60)	-22.70%	Salaries underbudgeted.
Truck and Auto Expenses	(\$4,054.40)	-8.00%	Outside repair service and repair parts underbudgeted.
Office Expense	(\$5,196.47)	-54.10%	Computers and equipment underbudgeted.
Repairs and Maintenance	(\$34,384.28)	-15.00%	Pump station equipment underbudgeted.
Utilities	(\$3,771.50)	-11.00%	Slightly underbudgeted.
Permits and Fees	(\$1,170.11)	-14.10%	Mo. Bay Air Resources District underbudgeted.
Safety	(\$3,062.71)	-23.10%	Fire extinguisher service unbudgeted. Training underbudgeted.
<u>Treatment</u>			
Truck and Auto Expenses	(\$4,591.88)	-249.60%	Gas and repair service underbudgeted. Small dollar amounts.
General and Administrative	(\$29,139.09)	-11.00%	Insurance underbudgeted.
Office Expense	(\$20,818.18)	-67.20%	Computers and equipment underbudgeted.
<u>Administration</u>			
Truck and Auto Expenses	(\$71.70)	No budget	Repair parts-small dollar amounts.
Office Expense	(\$12,590.87)	-74.10%	Computers underbudgeted. Codifications and temp service unbudgeted.
Contract Services	(\$21,174.51)	-30.30%	HR consulting underbudgeted. Source control unbudgeted.
Repairs and Maintenance	(\$13,661.33)	-136.60%	Building repairs underbudgeted.
Memberships and Subscriptions	(\$3,876.50)	-14.40%	WateReuse membership unbudgeted. Small dollar amounts. Employee certifications and memberships underbudgeted.
Safety	(\$484.43)	-34.60%	PPE and safety supplies underbudgeted. Small dollar amounts.
Other Expense	(\$20,472.36)	-83.60%	Recruiting unbudgeted.
<u>Brine Disposal</u>			
Repairs and Maintenance	(\$216.18)	-5.40%	Repairs and maintenance underbudgeted. Small dollar amounts.

District Obligations:

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

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

Resolution #	Description	Budgeted	Amendment	Spent To Date
2023-62	A Resolution authorizing the General Manager to execute a contract for the purchase of a new Collections truck not to exceed \$65,000. This was planned originally for 2024-25.	\$ -	\$ 65,000	\$ 59,214
2023-67	A Resolution authorizing the General Manager to execute a contract for the purchase of a new portable sewage by-pass pump not to exceed \$82,842.51.	\$ 72,500	\$ 10,343	\$ 84,623
2024-17	A Resolution approving the purchase of the Ion Chromatograph in the amount of \$66,196.30.	\$ 57,000	\$ 9,196	\$ -
2024-20	A Resolution approving the payment of the CALPERS Classic Unfunded Liability in the amount of \$535,250 and the CALPERS Pepra Unfunded Liability in the amount of \$109,193	\$ -	\$ 644,443	\$ 644,443
Total To Date		<u>\$ 129,500</u>	<u>\$ 728,982</u>	<u>\$ 788,280</u>

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: April 25, 2024
 SUBJECT: Monthly Report – March 2024

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in March 9
 Total Fees \$1,650.00

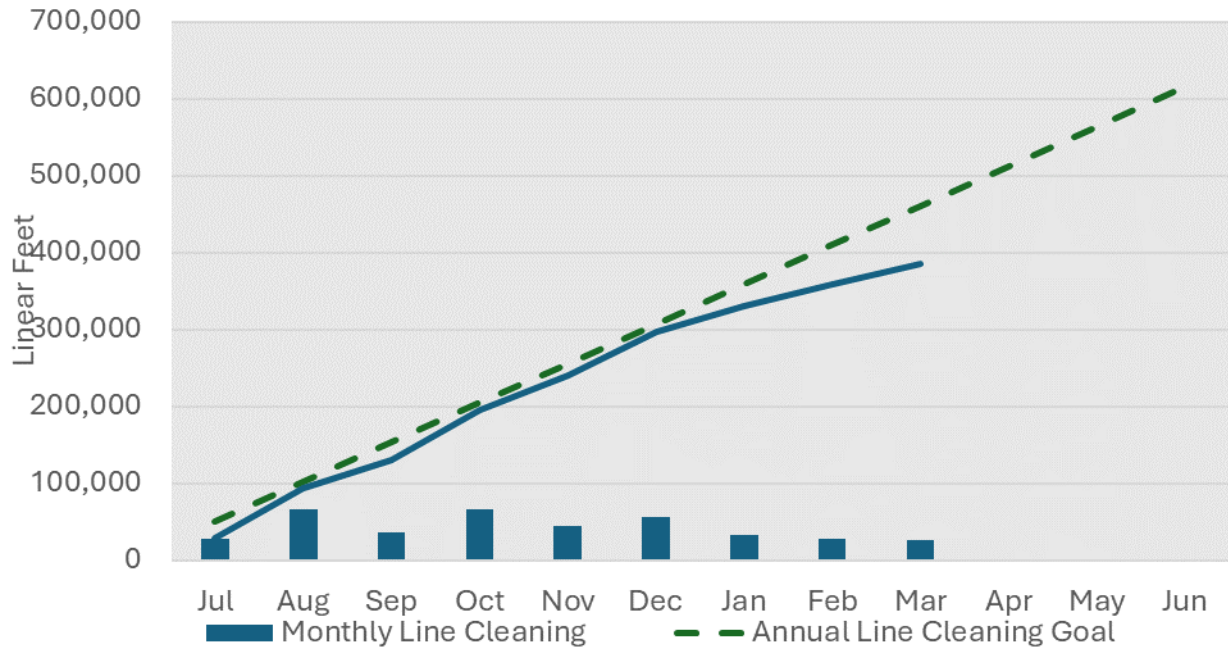
Maintenance

Attached is a map of the areas cleaned in the past three months. There were 27,171 feet of sewer lines cleaned in March.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
March	27,171 ft.	6.61%	6 - 12 inches
February	27,950 ft.	6.80%	6 - 15 inches
January	33,396 ft.	8.12%	6 – 10 inches

Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	375,161	229,839

Staff Development

- Staff completed several in-person tailgate training courses.

General comments

- N/A

Service calls responded to by crew

Date	Time	Callout	Resolution
3/18/2024	11:35 AM	Sewer Lateral Problem	Called by main office for report of a lateral not draining properly. Staff arrived on scene to find a lateral was working properly, however there was a problem with the internal plumbing in the home. Staff informed the property owner to call their plumber of choice. See callout map.
3/27/2024	12:09 PM	Private Lateral Spill	Called by main office for report of an overflowing lateral. Staff cleaned the District main line to ensure there was not a problem in the District's main line. Property owner to call their plumber of choice. See callout map.
3/31/2024	11:53 AM	Main Line Spill	Called by CalFire for a report of an overflowing manhole. Staff arrived on scene to find manhole Q870 was spilling into the curb and gutter. Staff used the pressure cleaner to relieve the blockage. Estimated 2,250 gallons spilled that reached a drainage channel that flowed into Hatton Creek. Crews were able to recover 650 gallons. Staff inspected the main the following day and found a root growing from reinstated lateral. Contractors were brought in to make a repair on the reinstated wye with the installation of a straight piece of pipe on 4/2/2024. See Spill Map

USA Location Requests – 235

Plumbing permit inspections – 13

Private Sewer Lateral Compliance Certificates Issued – 13

March (Red)

27,171 feet

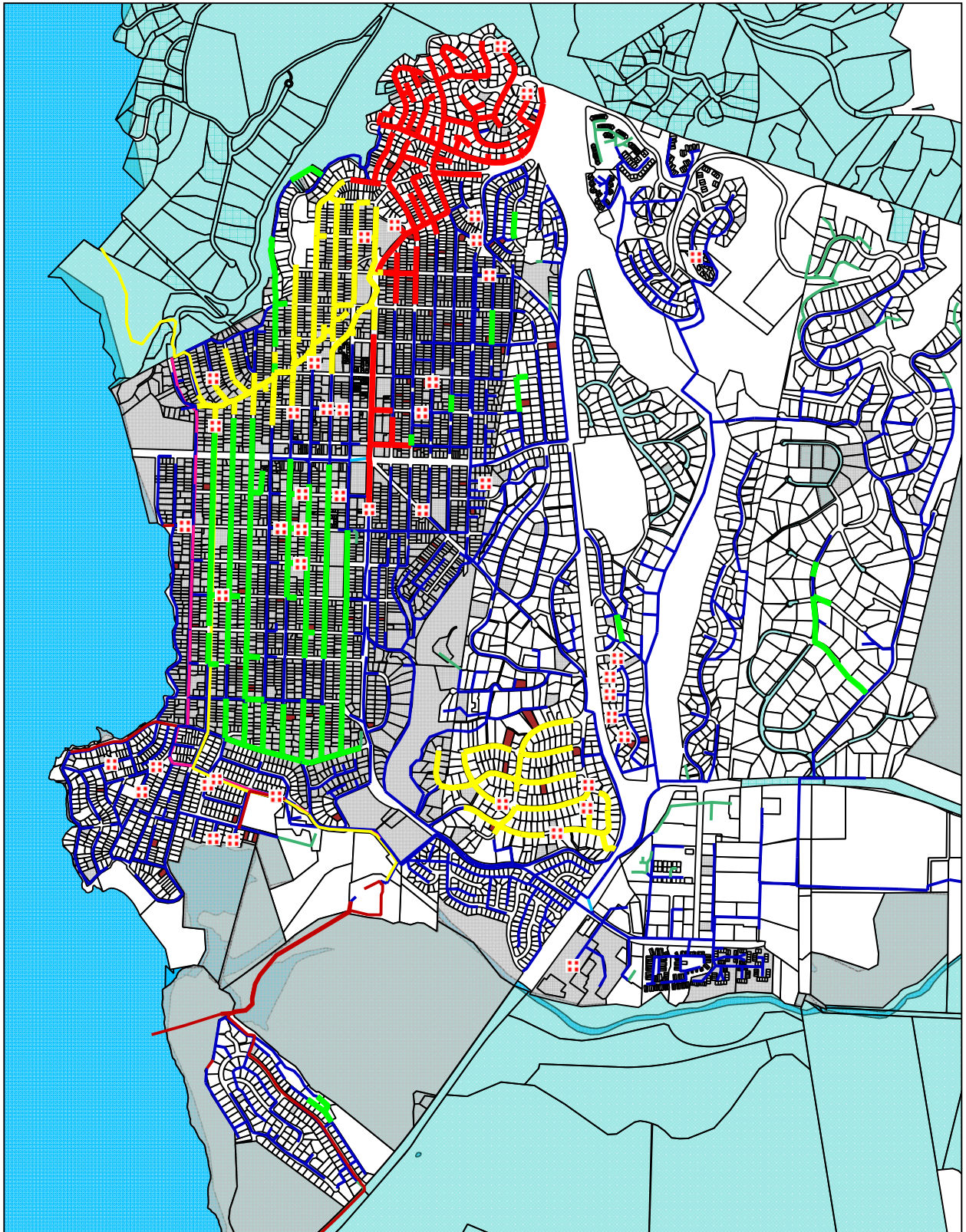
February (Yellow)

27,950 feet

January (Green)

33,396 feet

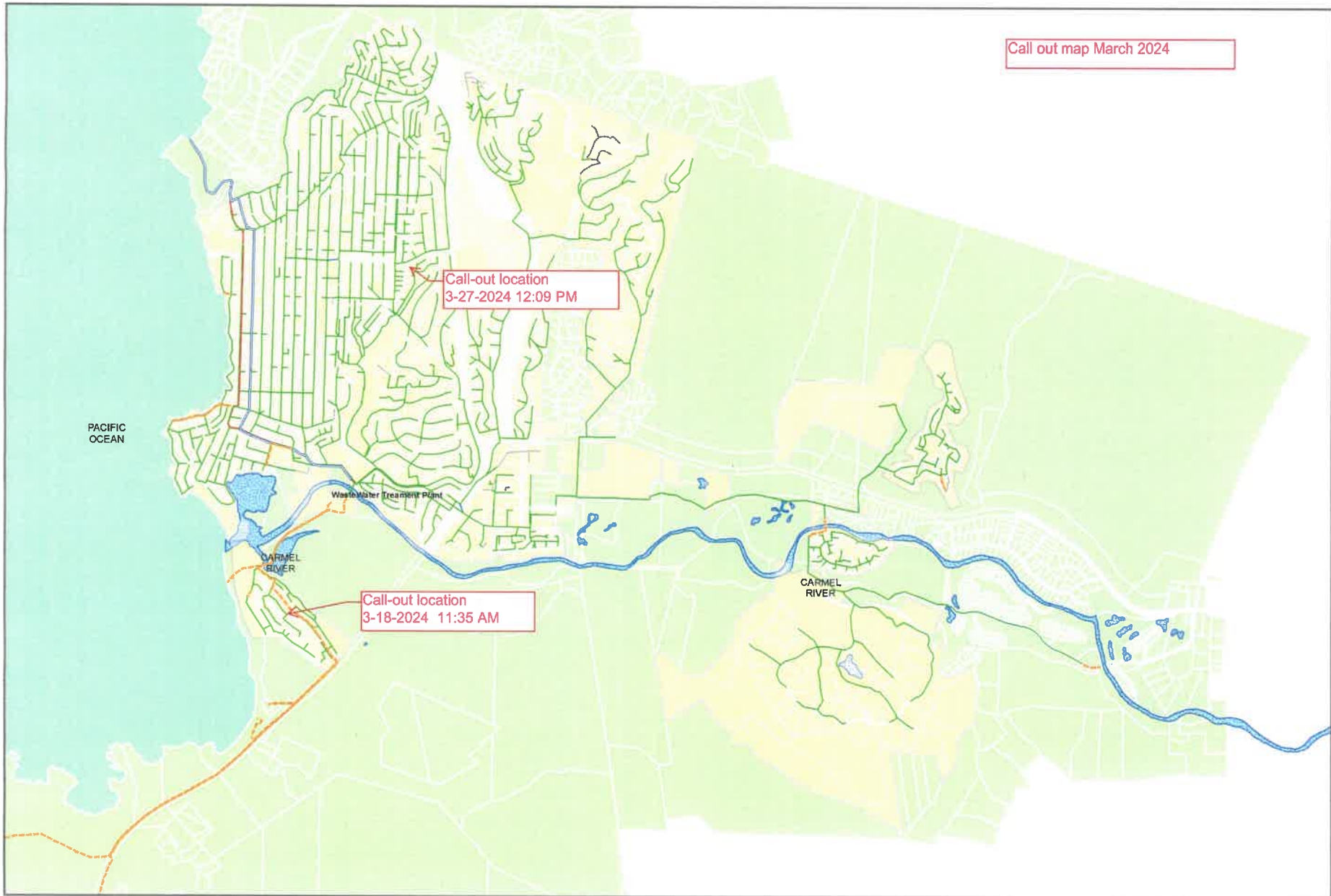
Monthly Cleaning Map



RedZone[®]
ROBOTICS

4/8/2024

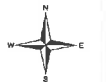




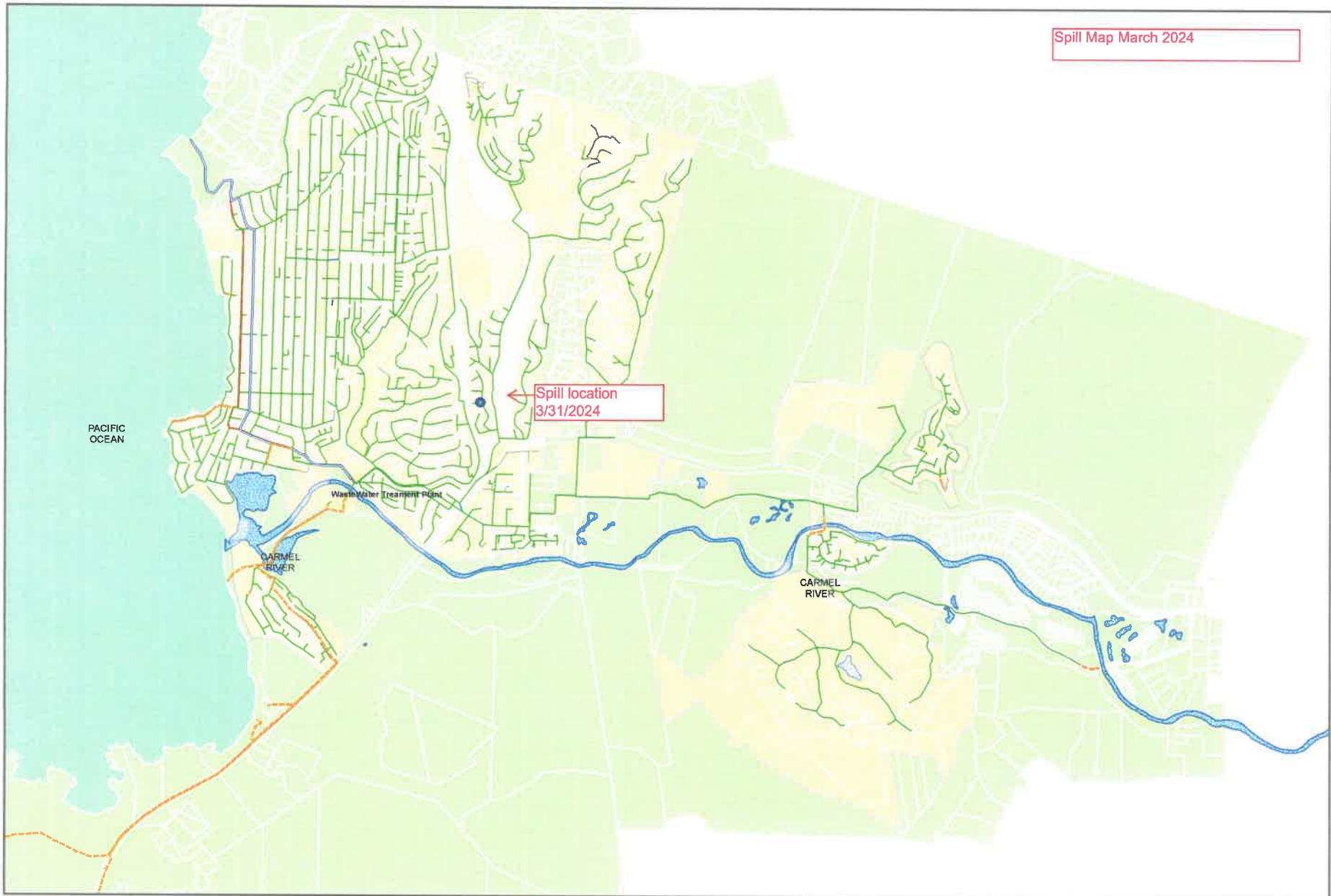
Call out map March 2024

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

Carmel Area
Wastewater District
Sanitary Sewer System Inventory



Created by
RedZone Robotics
Revised 10/2013



Spill Map March 2024

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

Carmel Area District
 Wastewater District
 Sanitary Sewer System Inventory



Created by
 RedZone Robotics
 Revised 10/2013

STAFF REPORT

To: Board of Directors

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

Date: April 25, 2024

Subject: Monthly Safety Report (for March 2024)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- **March 6: Tailgate Training- Water hazards and safety.** S/C Admin Dias gave a presentation on the water hazards at the plant, specifically potential falls into one of the four clarifiers or the six basins. Crews were reminded of the new Standard Operating Procedures (SOP) for entries into the secondary clarifiers (as previously described in the January 2024 Safety Report). There are life buoys/rings stored at every clarifier and basin which are inspected monthly. S/C Admin Dias described how to deploy a life buoy/ring into a clarifier or basin and then gave a live demonstration.
- **March 13: Policy Training- CAWD Vehicle Policy.** Daryl Lauer, Collections Superintendent, reviewed the District's vehicle policy. All attendees were given a week to ask any questions and then needed to sign an acknowledgement of the training and the importance of compliance with the policy.
- **March 20: Tailgate Training- Mosquito hazards and abatement.** Following a string of warm days, S/C Admin Dias gave a presentation on the life cycle of mosquitos, and the disease risks in the central coast area. The District keeps a supply of mosquito dunks and pellets on hand that contain a natural bacterium that is harmless to the environment and animals but prevents the mosquito larva from hatching.
- **March 27: Policy Training- Updated Respiratory Program.** Maintenance Superintendent Chris Foley and S/C Admin Dias co-presented the roll-out of the updated Respiratory Program.

The Respiratory Program was recently amended to create a trial period to allow specific styles of facial hair. There are multiple scenarios where an employee may have to don a respirator on any given day. Safety regulations require that facial hair, including stubble, cannot come between the face and the sealing surface of the respirator. Because of the wide variety of facial hair styles, the previous “policy” was that employees needed to be clean-shaven. However, this was not part of a formal, written program so there were ongoing issues with consistent enforcement across and within departments. Various approaches were discussed over several years. It was noted that federal agencies had developed a facial hair chart with three dozen specific facial hair styles. The chart specifies which styles were compliant or not. It was felt that with consistent training and implementation the chart could form the basis of an updated policy. During the training, the chart was reviewed in detail. It was emphasized that this was a trial period and if staff were unsuccessful in meeting the requirements management would begin the process to revert to a formal clean-shaven requirement.

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 March included:

- **Sulfuric acid dosing improvements.** The district stores 93% sulfuric acid in a new 1,500-gallon bulk tank recently installed as part of the Sulfuric Acid Tank Project. Sulfuric acid is a very strong acid with a pH close to zero. This project improves safety by being able to fill the tank via tanker truck versus having to manually transfer acid from tote to tote. It also improves safety by allowing automated, remotely controlled dosing of acid. Previously, operations staff would have to hand fill a carboy with acid and carry it up stairs and pour it into a tank. This created an increased risk for accidental drips, spills and exposures. During March new programming was added so operators could simply push a button on a computer screen and the system would automatically dose a predetermined amount of acid to the microfiltration cells. A new SOP was also developed. During March the district was not producing reclaimed water because the Forest Lake reservoir was full and winter rains were meeting irrigation demands. Once the production of reclaimed water resumes in April, training will be provided, and the system will be tested and put into use.

Tours and Outreach

- **Tours:** On March 12, S/C Admin Dias gave presentations to four Carmel High School Advanced Placement (AP) science classes (approximately 100 students). The AP classes are for juniors/seniors who are preparing for their AP exams. Wastewater treatment is now a topic on these exams, and students are expected to know how the activated sludge process works and what contaminants are removed at the primary, secondary and tertiary stages of treatment. The classes included a “mini-lab” where activated sludge from the plant is observed under microscopes and the students are asked to identify different micro-organisms and estimate the age of the sludge.

Tours were given to all four classes over the following Wednesday and Thursday.

These annual presentations and tours endured a three-year hiatus due to COVID-19 and Phase II construction activities.

Injuries; First Aid Incidents; Workers Compensation Claims

There were no new Workers Comp claims or first aid injuries in March. A previous worker’s comp claim (January 2023) involved a back injury. Beginning in November 2023 the worker was again placed on restricted duty while he underwent physical therapy and a therapeutic medical procedure. The employee returned to full duty on March 5th. The summary yearly matrix is below.

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

*Excludes holidays, vacation days and sick days

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

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

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

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

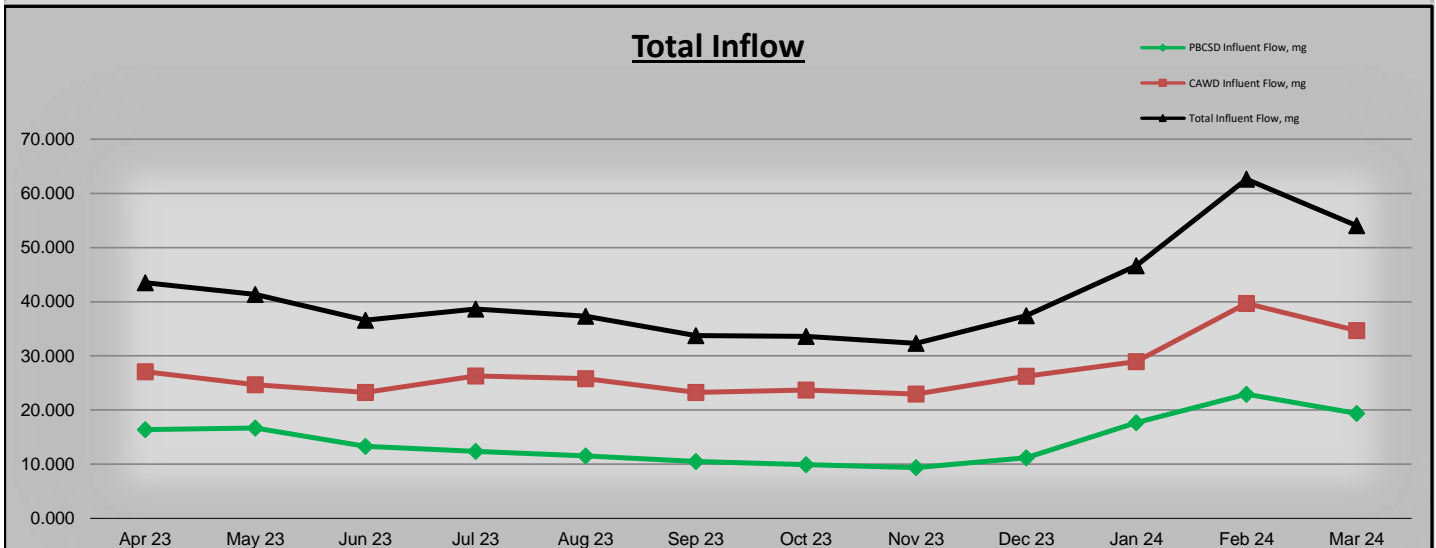
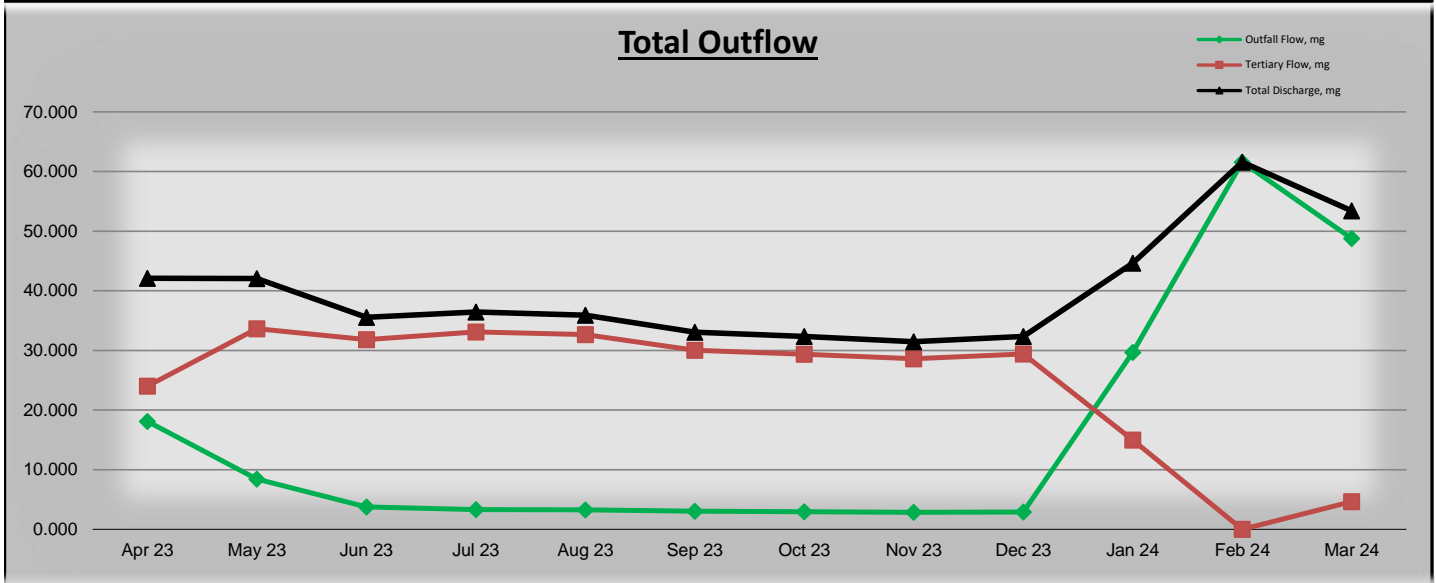
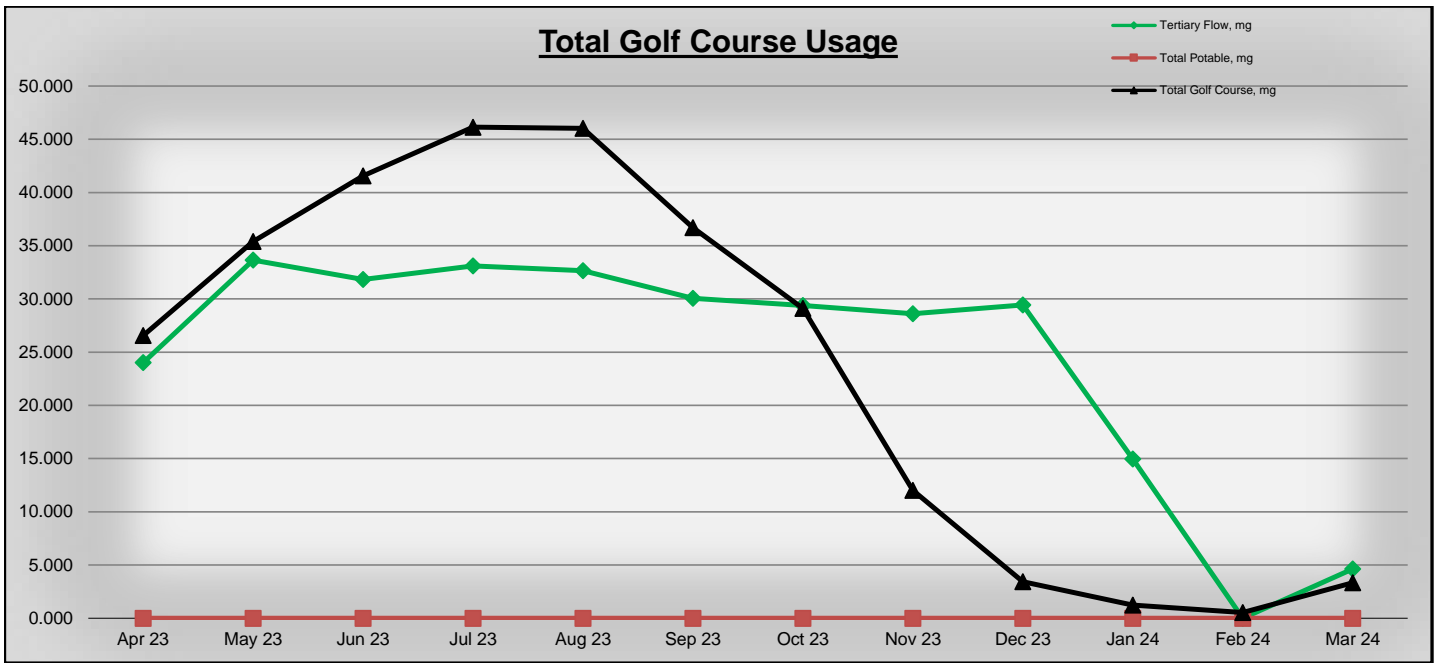
MICROTURBINE SUMMARY

Month	Mar'24 kW-h (2)	Feb'24	Jan'24	Dec'23	Accumulated Totals
Production, kW-h	0	0	0	0	1,417,157.00

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

(2) Microturbine system off-line. Compressor rebuilt should be completed on 3/29/2024

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



Wastewater Treatment Facility Operations Report

Report for: February 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	39.689	1.368	0.898	2.848	63.384	68.66	210.60
PBCSD Flow	22.928	0.791	0.492	1.218	36.616	40.61	124.57
Total Plant Flow	62.617	2.159	1.390	4.066	100.00	109.27	335.17
Tertiary Flow (3)	0.000	0.000	0.000	0.000	0.000	14.96	45.89
Ocean Discharge	61.578	2.123	0.876	3.989	98.341	91.24	279.87
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2024)	14.96MG (45.89acre-ft.)
Total Lifetime Reclamation Production (94-24)	9.56 BG (29.34 K acre-ft.)
12 Month Rolling Total Reclamation Production	288.51 MG (885.43 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Feb'24 kWh	Price per kWh	Feb'24	Jan'24	Dec'23	Nov'23
Secondary	111,876.00	\$ 0.228	\$ 25,461.01	\$ 24,265.87	\$ 20,976.49	\$ 21,191.73
Blowers	45,396.24	\$ 0.234	\$ 10,621.03	\$ 11,983.47	\$ 10,373.70	\$ 10,127.76
CAWD Total	157,272.24		\$ 36,082.04	\$ 36,249.34	\$ 31,350.19	\$ 31,319.49
Tertiary	6,579.36	\$ 0.308	\$ 2,028.62	\$ 15,483.53	\$ 15,274.40	\$ 16,526.92
MF/RO	7,891.00	\$ 0.673	\$ 5,310.75	\$ 13,659.81	\$ 24,540.75	\$ 22,487.40
Reclaim Total	14,470.36		\$ 7,339.37	\$ 29,143.34	\$ 39,815.15	\$ 39,014.32
Adjusted Monthly Totals (1)	CAWD Total		\$ 20,826.25	Reclamation Total		\$ 22,595.16

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	N/A	N/A	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	N/A	N/A	N/A	N/A

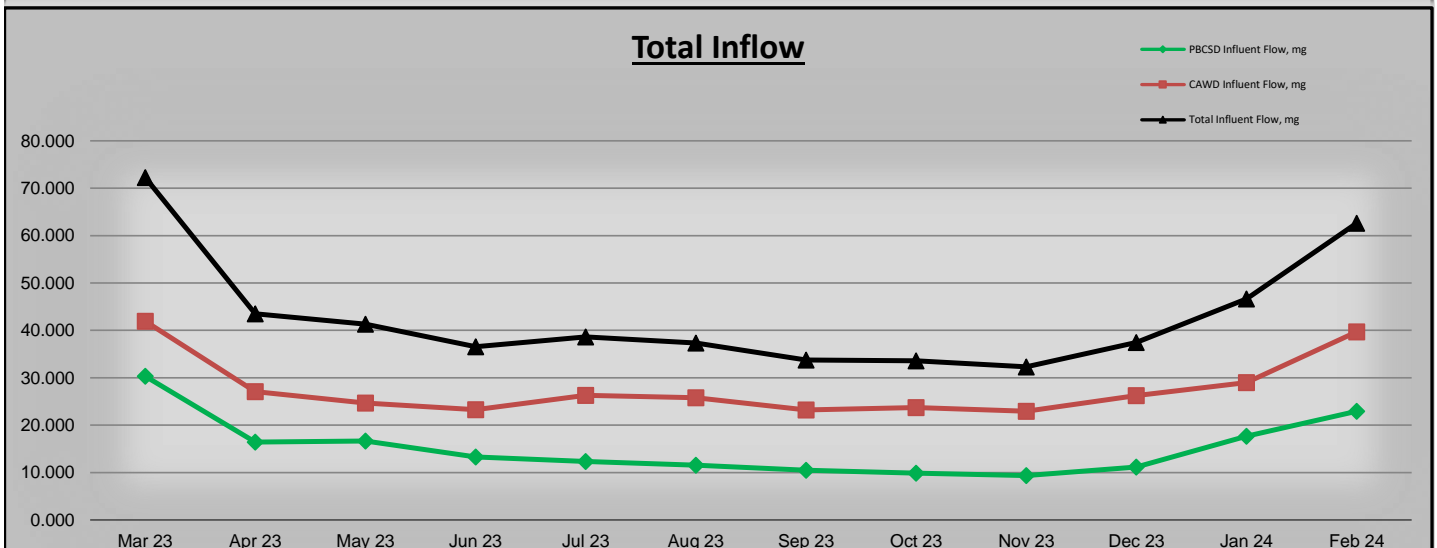
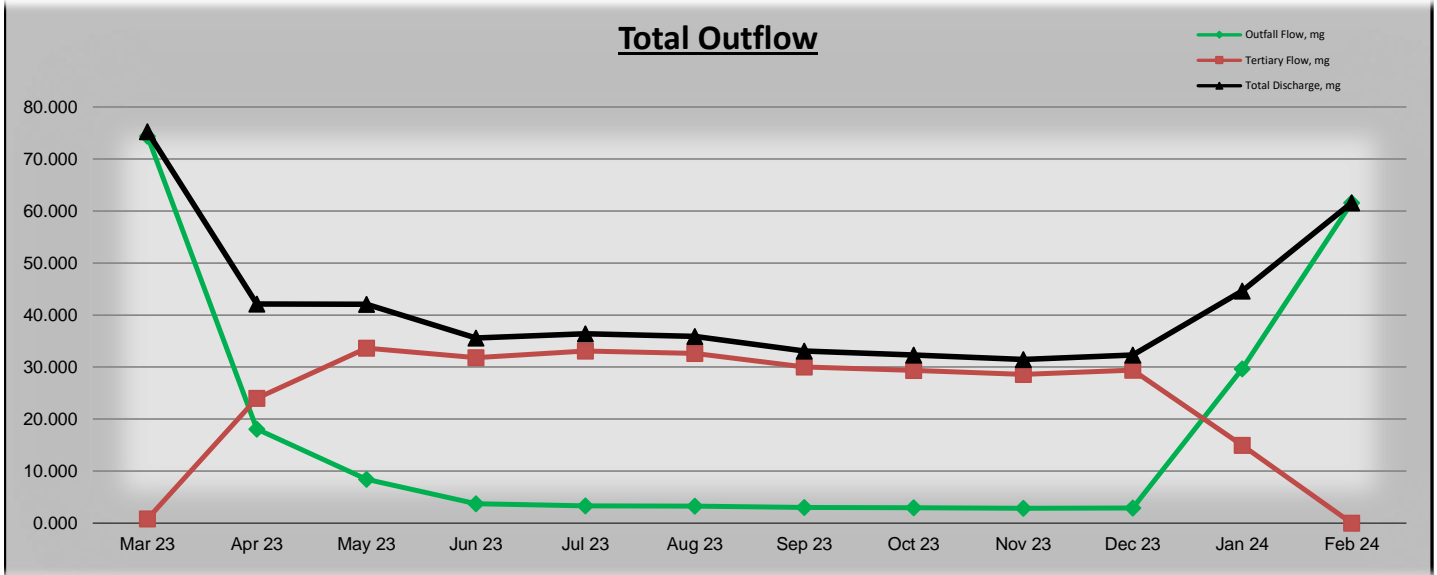
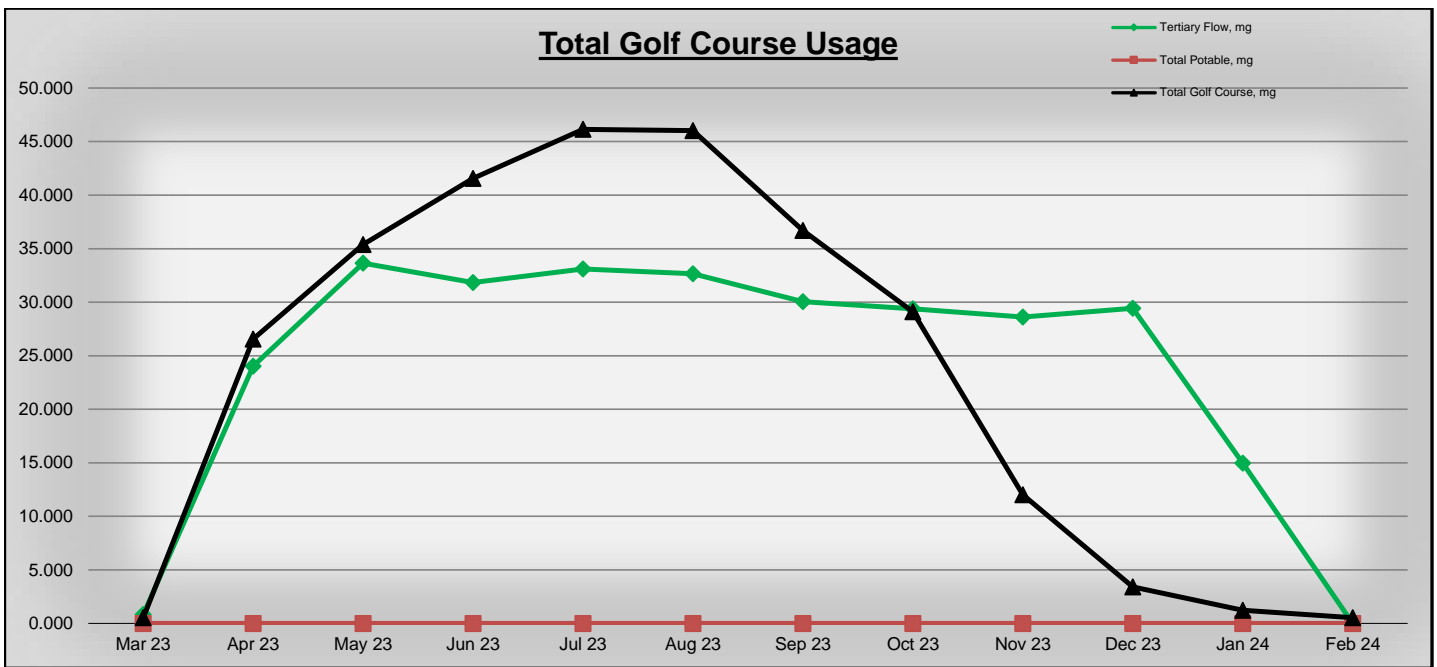
MICROTURBINE SUMMARY

Month	Feb'24 kW-h (2)	Jan'24	Dec'23	Nov'23	Accumulated Totals
Production, kW-h	0	0	0	0	1,417,157.00

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

(2) Microturbine system off-line. Compressor rebuilt should be completed on 3/29/2024

(3) Reclamation facility off-line due to full storage tank and reservoir



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2024 YEAR-TO-DATE	
Report for: January 2024	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	28.966	0.935	0.783	1.202	62.095	28.97	88.85
PBCSD Flow	17.682	0.570	0.433	0.799	37.905	17.68	54.24
Total Plant Flow	46.648	1.505	1.216	2.001	100.00	46.65	143.09
Tertiary Flow	14.961	1.069	0.255	1.217	32.072	14.96	45.89
Ocean Discharge	29.658	0.957	0.066	2.056	63.578	29.66	90.98
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

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

ELECTRICAL COSTS

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

kW-h Per Acre Foot

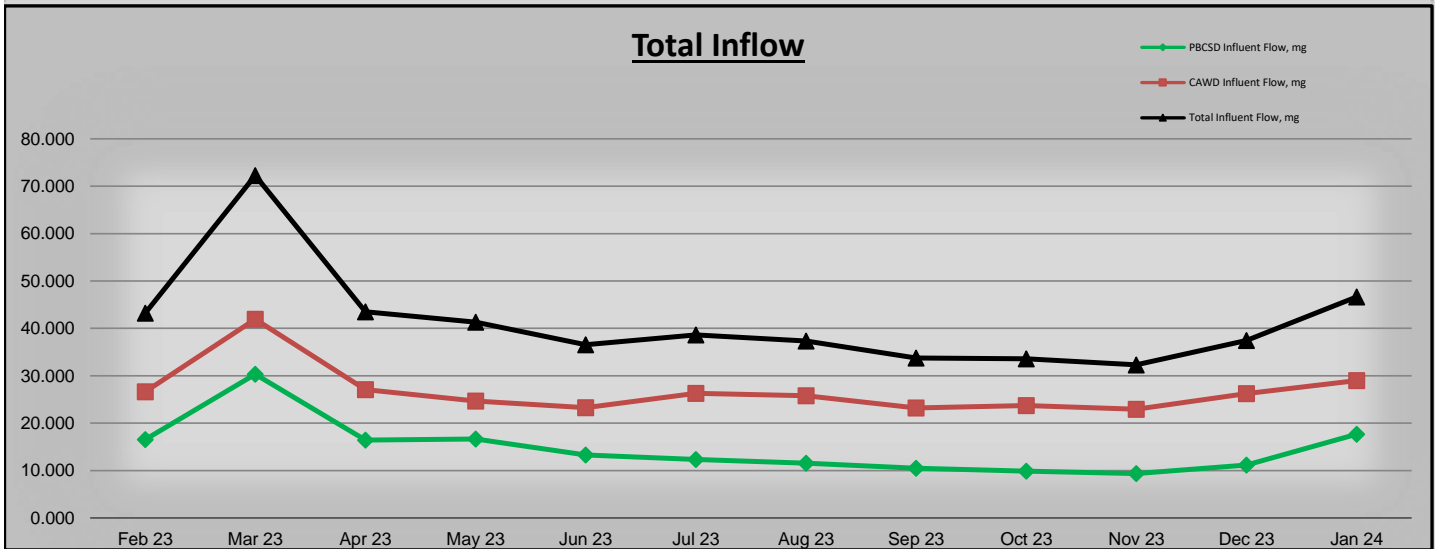
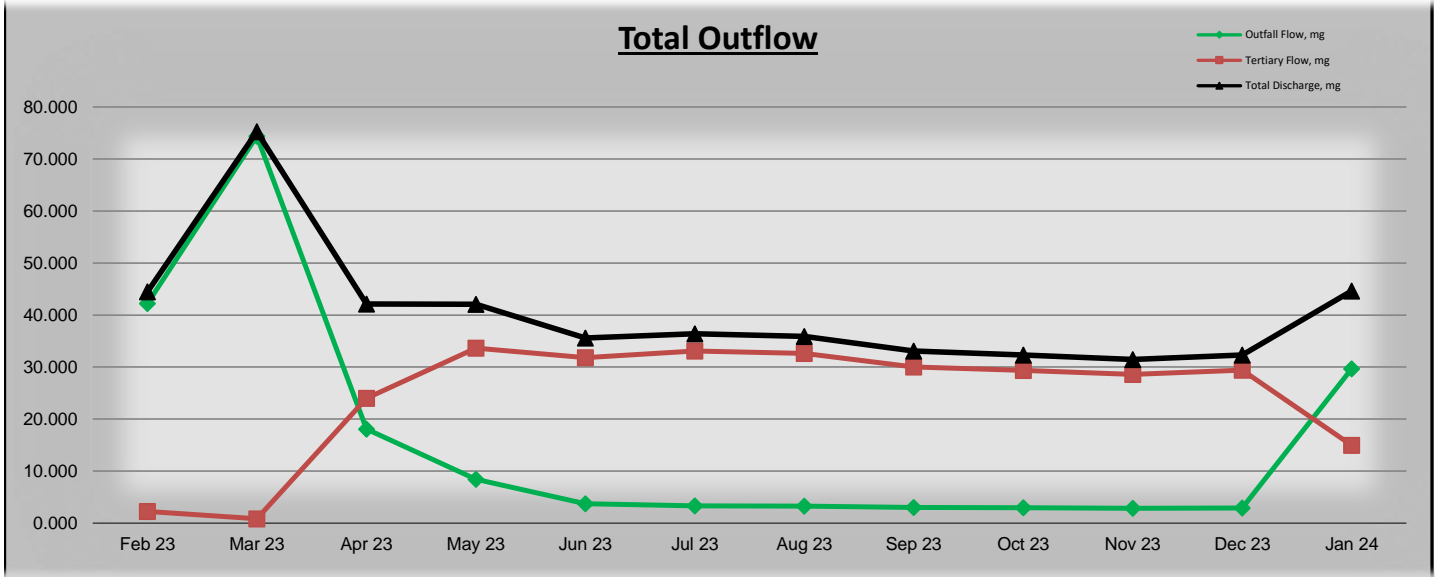
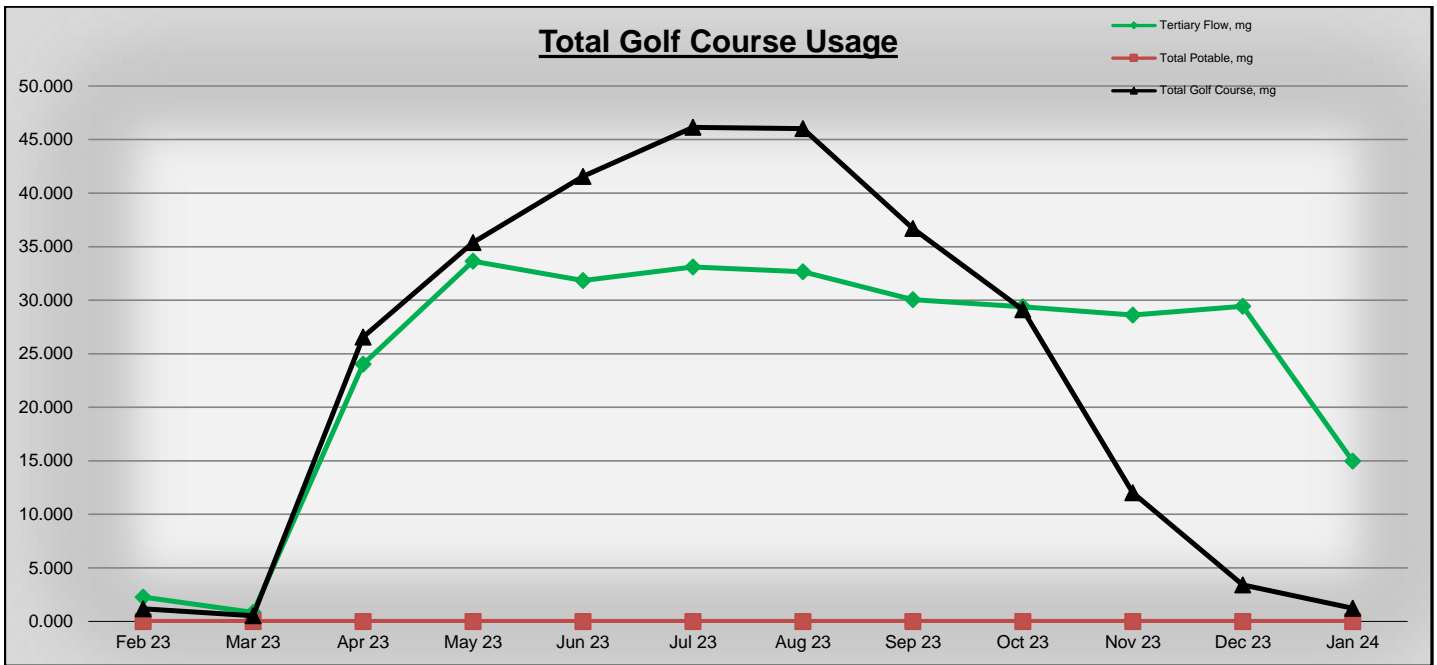
	2023				2024			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	773.12	1209.16	1205.69	1484.05	N/A	N/A	N/A	N/A
Reclamation	2889.60	2142.43	1910.80	1951.37	N/A	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	Jan'24 kW-h (2)	Dec'23	Nov'23	Oct'23	Accumulated Totals
Production, kW-h	0	0	0	0	1,417,157.00

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

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



STAFF REPORT



To: Board of Directors

From: Carla James - Laboratory/Environmental Compliance Supervisor

Date: April 25, 2024

Subject: Monthly Report – March 2024

RECOMMENDATION

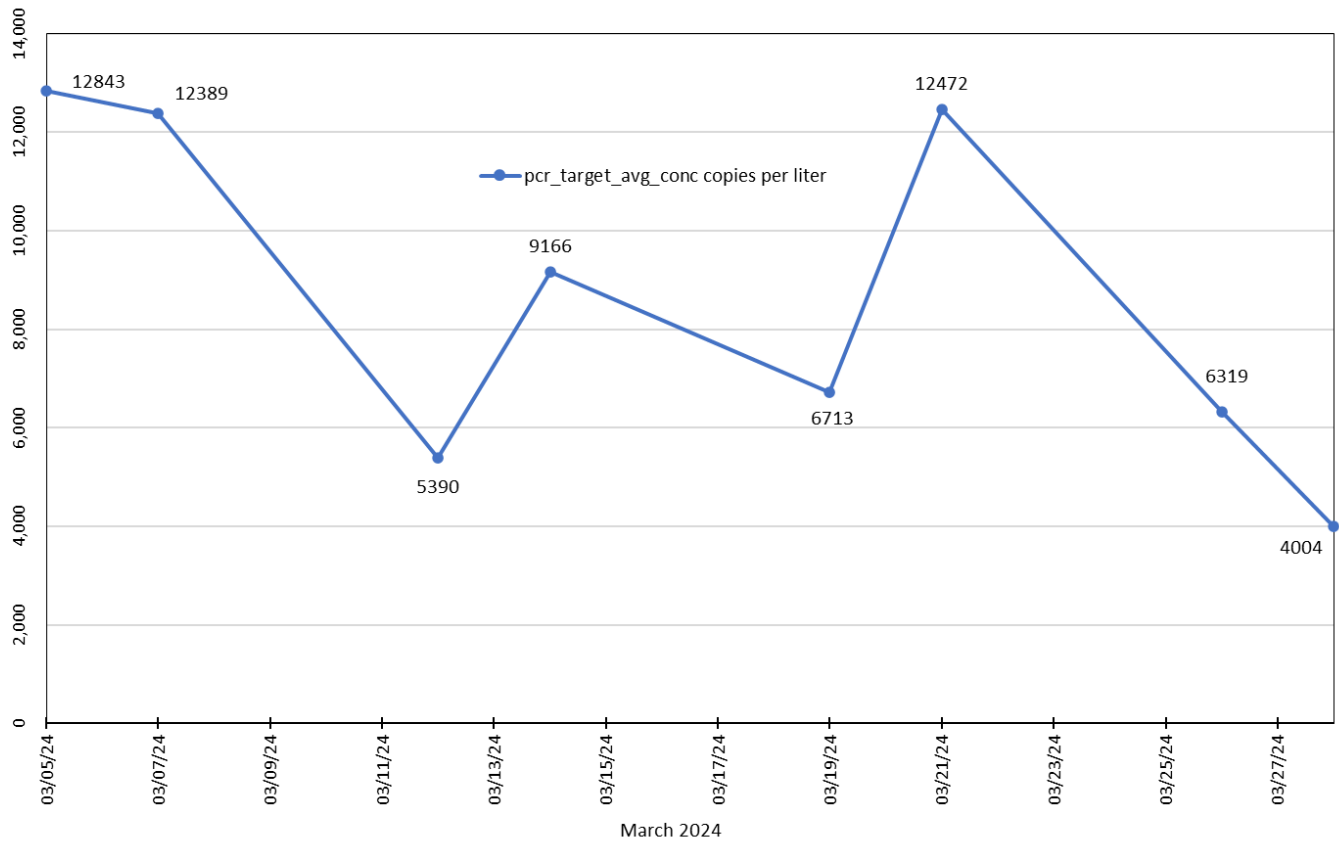
Receive Report - Informational only; No action required.

DISCUSSION

INFLUENT MONITORING (VIRUSES)

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

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



LABORATORY REPORT

- On March 5, 2024, Laboratory Staff, along with Human Resources, held second-round interviews for the position of Laboratory Analyst/Environmental Compliance Inspector. Candidates included those selected from the February 22 first-round interview recruitment.
- On March 19, 2024, CAWD Maintenance Staff installed the laboratory’s new autoclave/sterilizer.
- On March 28, 2024, after thirty days of flow-through composite sampling, Kinnetic Environmental retrieved their filter samples for Central Coast Long-Term Assessment Environmental Network (CCLEAN) monitoring. Analytical results are pending.

FUNDING

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	23	2024		2025		2026	
									H2	H1	H2	H1	H2	H1	H2
Projects Implementation Plan Schedule															
<u>Treatment Plant Capital Projects</u>															
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank R	Treanor	4/30/18	9/29/23	\$4,820,750	\$9,137,431	Substantial Completion	Sludge Holding Tank Replacement Project						
18-28	1626.000	Perimeter Tree Plan and Implementation	Bandy	7/1/19	6/30/26	\$75,000	\$130,020	Planning Stakeholder Meeting	Perimeter Tree Plan and Implementation						
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	12/30/25	\$0	\$0	SHPO Consultation for FEMA Funding	Mitigation						
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	10/13/23	\$0	\$17,332	In Progress							
19-18	1593.000	Perimeter Fencing	Bandy	7/1/22	10/15/25	\$275,000	\$275,000	Design/CEQA	Perimeter Fencing						
22-03	1639.000	WWTP Gas and Water Main Replacement	Bandy	5/2/22	6/30/26	\$100,000	\$300,000	30% Design	Gas and Water Main Replacement						
22-04	1642.000	CAWD Bridge Project	Treanor	3/1/21	2/29/28	\$0	\$550	Funding Strategy	CAWD Bridge Project						
22-06	1640.000	Vactor Receiving Station	Bandy	7/1/22	12/31/24	\$104,950	\$354,950	Bid Phase	Receiving Station						
<u>Reclamation Capital Projects</u>															
22-05	14794	Reclamation 15-Year CIP Master Plan	Bandy/Treanor	8/2/22	6/30/25	\$300,000	\$300,000	In Progress	15-Year CIP Master Plan						
<u>Collections Capital Projects</u>															
19-03	1586.000	Carmel Meadows Sewer Replacement	Treanor	8/1/19	6/30/26	\$2,000,000	\$2,471,949	Design Update In Progress	Carmel Meadows Sewer Replacement						
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Treanor	12/31/20	12/31/25	\$650,000	\$680,892	On Hold	Station Rehabilitation						
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$3,500,000	\$3,731,786	In Design / CEQA	Bursting - Ocean to Bay						
21-05	1637.000	Pescadero Sewer Relocation	Treanor	7/1/21	12/31/26	\$100,000	\$1,689,236	Environmental Impact Report	Pescadero Sewer Relocation						
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	6/30/25	\$3,869,330	\$3,869,330	In Design	Santa Rita & Guadalupe Pipeline Rehab						
		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	\$62,899,430	Work In Progress	Collections 15-Year CIP						
<u>Collections Non-Capital Projects</u>															
24-01	6130.005	2024 Sewer Pipe Repairs	Treanor	1/1/24	12/31/24	\$405,000	\$405,000	In Design	2024 Sewer Pipe Repairs						
24-02	6140.005	2024 Manhole Coating	Treanor	1/1/24	12/31/24	\$410,000	\$410,000	In Design	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 In April 2024	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	Cañada Village Subdivision						
<u>Other Non-Capital Projects</u>															
		Workforce Now	Foley			\$0	\$0	Time Card System Pilot							

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



Treatment Plant Capital Project Summaries



Photo: New Sludge Tank Under Construction

Project Number:	18-01	
Project Name:	Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab & Sludge Holding Tank Replacement Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Substantial Completion	
Project Description:	This project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$9,137,431	\$9,9,627,934
Financial:	FY Budget:	FY Spent:
	\$4,820,750	\$1,856,802
Reclamation Share:	Estimated at 2.7% of project cost.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Equipment Supply Chains	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for FY2021/2022 into FY2022/2023 	
Consultants:	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
Contractor:	Clark Bros. Inc.	



Photo: Eucalyptus trees on South Side of Treatment Plant

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

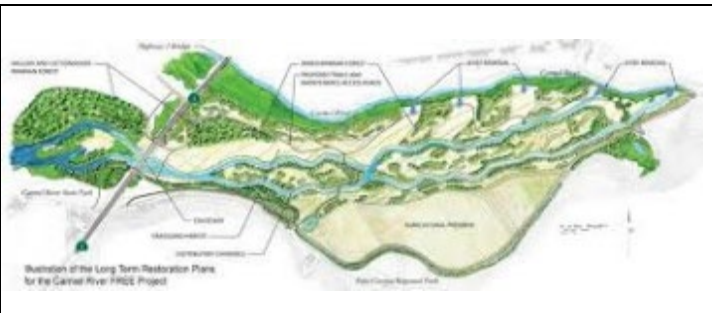


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

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



Photo: Existing air diffuser system

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



Photo: Existing Dilapidated Fence

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



Photo: Gas Meter on North Side of River

Project Number:	22-03
Project Name:	WWTP Gas and Water Main Replacement
Project Location:	Wastewater Treatment Plant
Project Manager:	Bandy
Status:	30% Design
Project Description:	The WWTP natural gas and water utility service exists on the opposite side of the Carmel River from the WWTP. CAWD owns the piping under the river for these utilities. The water line and gas line are PVC and identified as having a high risk of failure. The gas line is needed for plant operations to provide supplementary heating to the digesters for thermophilic digestion.
Department:	Treatment
Financial:	Cumulative Budget: \$300,000
	Cumulative Spent: \$167,799
	FY Budget: \$100,000
	FY Spent: \$124,335
Reclamation Share:	N/A
Other Entities:	Cost Share w/ Collections @ 5.5%
Permits Required:	TBD
Challenges:	Underground work in riparian area
Schedule:	<ul style="list-style-type: none"> Currently undergoing alternatives analysis study Design in FY2022-2023 Construction in FY2024-2025
Consultants:	Kennedy Jenks
Contractor:	N/A



Photo: Conceptual Rendering of Public Use and Bridge

Project Number:	22-04	
Project Name:	CAWD Bridge and Trail Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Treanor	
Status:	Funding Strategy	
Project Description:	Construct a new bridge at the location of the existing CAWD bridge over the Carmel River. The Bridge would be open for public use and would allow for new walking trails to connect the City of Carmel-by-the-Sea (Mission Trail) to the Regional Parks (Palo Corona).	
Department:	Treatment	
Financial:	Cumulative Budget: \$550	Cumulative Spent: \$12,257
	FY Budget: \$0	FY Spent: \$11,289
**No budget. Funding potential via Carmel River settlement grants.		
Reclamation Share:	N/A	
Other Entities:	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
Permits Required:	TBD	
Challenges:	Obtaining Funding and Community Support	
Schedule:	Currently working on video and marketing outreach effort	
Consultants:	TBD	
Contractor:	TBD	



Photo: CAWD Vactor Truck

Project Number:	22-06	
Project Name:	Vactor Receiving Station	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Bandy	
Status:	Bid Phase	
Project Description:	Construct a new Vactor Receiving Station for the Collections Department and the disposal of waste collected in the vactor truck.	
Department:	Treatment	
Financial:	Cumulative Budget: \$354,950	Cumulative Spent: \$100,933
	FY Budget: \$104,950	FY Spent: \$14,265
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Coastal Developmental Permit (CDP) Notification	
Challenges:	Design for ultimate user satisfaction.	
Schedule:	Construction starts in June 2024	
Consultants:	Kennedy Jenks	
Contractor:	TBD	

Reclamation Capital Project Summaries



Photo: Exterior of Tertiary Building

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

Collections Capital Project Summaries



Photo: View gravity pipe in Carmel easement

Project Number:	19-03	
Project Name:	Carmel Meadows Sewer Replacement	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Design Update in Progress	
Project Description:	The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$2,471,949	\$707,345
Financial:	FY Budget:	FY Spent:
	\$2,000,000	\$92,301
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring ejector pumps.	
Schedule:	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
Consultants:	TBD	
Contractor:	TBD	



Photo: Looking at Pump Station Exterior

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



Photo: Pipe Bursting Limits on Scenic

Project Number:	20-08	
Project Name:	Scenic Rd Pipe Bursting - Ocean to Bay	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	In Design / CEQA	
Project Description:	Replace approximately 9,525 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$3,731,786	\$438,883
Reclamation Share:	FY Budget:	FY Spent:
	\$3,500,000	\$104,191
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal Commission	
Permits Required:	CEQA & Coastal Development permits from City and County	
Challenges:	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
Schedule:	CEQA complete 2/1/2024, Construction 2025	
Consultants:	MNS, Rincon, TBC Communications	
Contractor:	Pending	



Photo: Sewer Line at Pescadero Creek

Project Number:	21-05	
Project Name:	Pescadero Sewer Relocation	
Project Location:	Collection System	
Project Manager:	Treanor	
Status:	Environmental Impact Report	
Project Description:	Relocate damaged pipe from creek slope to roadway	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,689,236	\$210,602
Reclamation Share:	FY Budget:	FY Spent:
	\$100,000	\$28,347
Reclamation Share:	0%	
Other Entities:	N/A	
Permits Required:	Environmental Review	
Challenges:	Narrow road, depth of manholes, environmentally sensitive area	
Schedule:	Start design, public outreach, & Environmental in Winter 2023.	
Consultants:	MNS, Denise Duffy, TBC Communications & Media	
Contractor:	TBD	

Santa Rita & Guadalupe #23-01



Project Number:	23-01	
Project Name:	Santa Rita & Guadalupe	
Project Location:	Collection System	
Project Manager:	Trenor	
Status:	In Design	
Project Description:	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
Financial:	Cumulative Budget:	Cumulative Spent: \$92,893
	FY Budget: \$3,869,330	FY Spent: \$46,890
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea,	
Permits Required:	None	
Challenges:	Traffic Controls	
Schedule:	Construct Winter 2024. Preliminary Plans Complete.	
Consultants:	MNS Engineers	
Contractor:	TBD	

Photo: LT Capital Schedule

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

Collections Non-Capital Project Summaries



Photo: Pipe Repairs

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



Photo: Pipe Repairs

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

Assessment Districts/Annexations

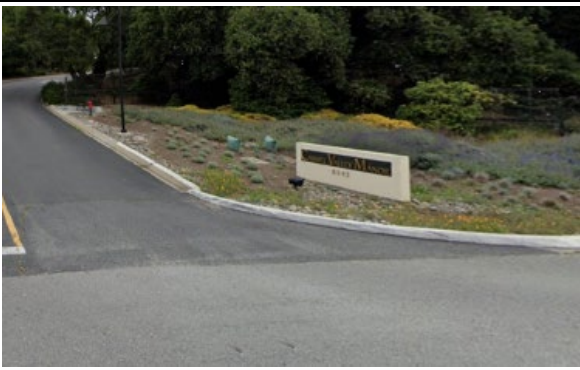


Photo: Entrance to Carmel Valley Manor

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

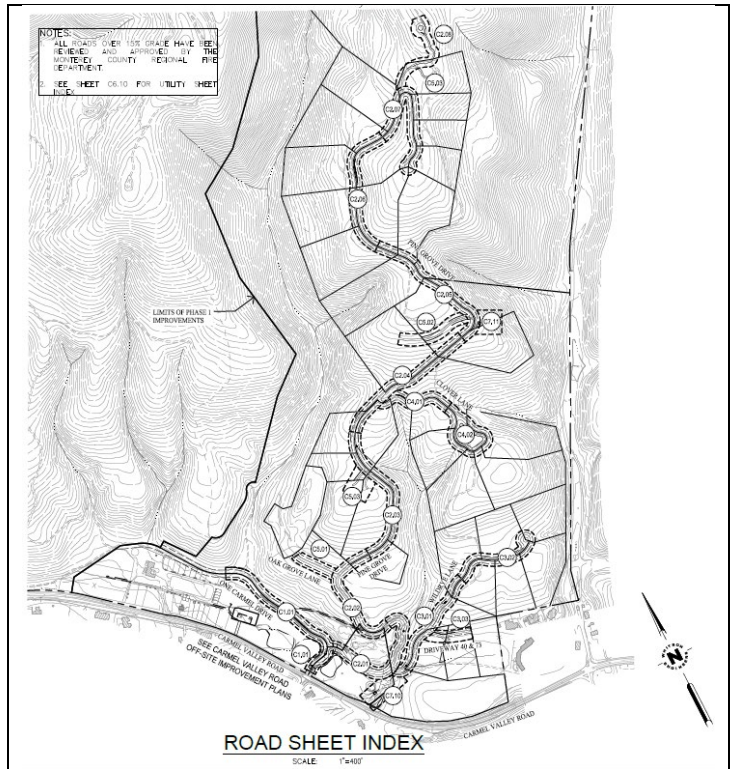


Photo: Map of September Ranch Subdivision

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

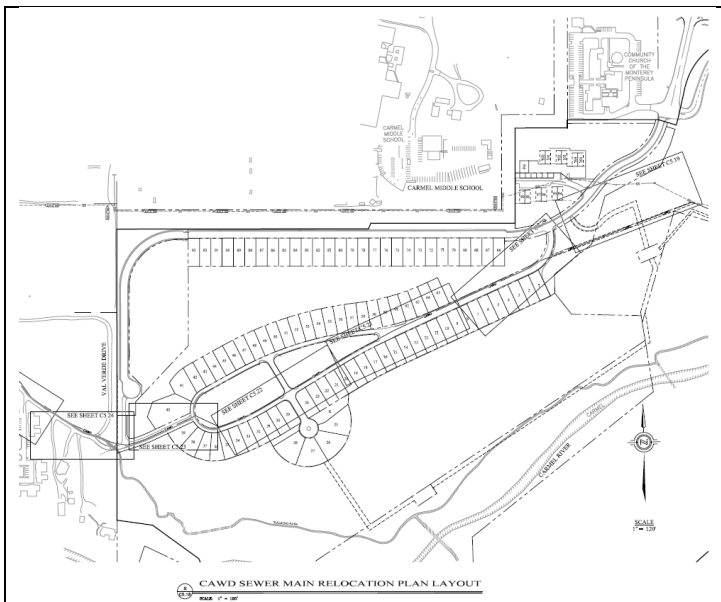


Photo: Location of Rancho Cañada Village Subdivision

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

Other Non-Capital Project Summaries



ADP Workforce Now

Photo: ADP Clip Art

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



Photo: Real Estate Clip Art

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



Photo: Cyber Security Clip Art

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

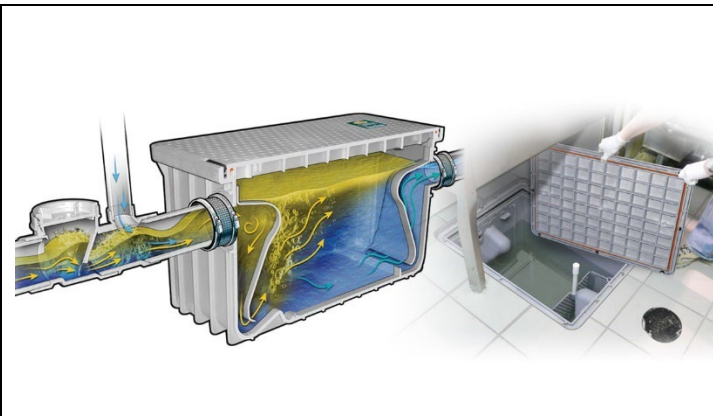


Photo: Grease Trap Graphic

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



Photo: Futuristic Circuitry

Project Number:	24-03
Project Name:	Artificial Intelligence Pilot Project
Project Location:	Treatment Plant
Project Manager:	Foley
Status:	Preliminary Evaluation In Progress
Project Description:	A Pilot Project to test run new artificial intelligence algorithms on time series operating data being gathered in the existing Supervisory Control and Data Acquisition (SCADA) system. The new algorithms will be designed to conduct multivariate analysis of data for Anomaly Detection, and multivariate computations for process control. Initial investment in new computer hardware and software may be necessary as system requirements.
Department:	Administration
Financial:	Cumulative Budget: \$150,000
	Cumulative Spent: \$25,923
Financial:	FY Budget: \$150,000
	FY Spent: \$25,293
Permits Required:	N/A
Challenges:	<ul style="list-style-type: none"> Determining Hardware and Software needs to fulfill system requirements to run algorithms. Database restructuring.
Schedule:	Work started in March 2024 and is anticipated to continue through end of Fiscal Year (FY) 24-25.
Consultants:	Enterprise Automation



Photo: California coastline

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



Photo: River Watch logo

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

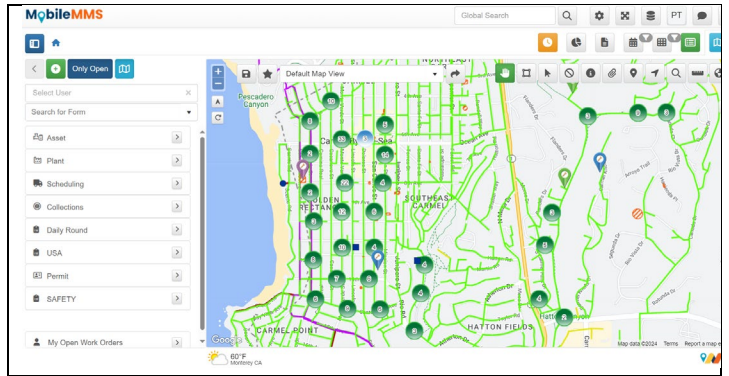


Photo: CMMS System

Project Number:	N/A	
Project Name:	CMMS Upgrade	
Project Location:	District Wide	
Project Manager:	Lauer /Foley/Treanor	
Status:	Systems Setup	
Project Description:	Computerized Maintenance Management System (CMMS) is a workflow tool and work data storage system used for scheduling work and accessing records. CAWD is upgrading this system to better manage information and work in the collection system and operate in the field more effectively.	
Department:	Administration	
Financial:	Cumulative Budget: \$90,000	Cumulative Spent: \$78,000
	FY Budget: \$90,000	FY Spent: \$78,000
Permits Required:	N/A	
Challenges:	Creating custom workflows that fit the specific needs of CAWD	
Schedule:	Development in Progress through FY23/24	
Consultants:	Websoft Developers-Mobile MMS Software	



Photo: Carmel Unified School District and Monterey Peninsula College Logos

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

STAFF REPORT

To: Board of Directors
From: Ed Waggoner, Operations Superintendent
Date: April 25, 2024
Subject: Monthly Operations Reports – March 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 March.
- March 19 and 20 Polydyne Inc. was onsite testing two different polymers to try and increase dewatering solids percent moisture content for final disposal. This test will run for at least two months to determine effectiveness and cost of Polydyne's products.

Reclamation:

- The Reclamation Facility remained off-line through March 14 due to the Forest Lake Reservoir reaching capacity at 115 million gallons. Staff has operated the Reclamation Facility part time to keep the Poppy Hills and Forest Lake Reservoir full.
- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- March 19 staff needed to repair the Reverse Osmosis feed line after the PVC pipeline burst. Staff completed the repair and resumed operation on March 22.
- The cells were cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- Operations staff have been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

Training:

- Staff continued to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District (CAWD) implements new safety policies.

- Staff participated in scheduled tailgate safety meetings in the digester building conference room.
- March 7, Operations Supervisor attended a Zoom class through California Sanitation Risk Management Authority (CSRMA) on “Preventing Accidents Through Human Error Management”.
- March 11 thru 13, Rommel Lopez attended in person training for operator 1-2 review class for his upcoming operator examination by Water Quality Inc., located in Elk Grove, California.
- March 27, Operations Superintendent and the Operations Supervisor attended a Zoom class through Liberty Cassidy Whitmore on Managing the “Marginal Employee”.

Meetings Attended

- March 11, Operations Superintendent joined an in person meeting with the Maintenance Superintendent and Enterprise Automation regarding Artificial Intelligence at the wastewater treatment facility.
- March 14, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County for upcoming training events.
- March 19, Operations Superintendent, Maintenance Superintendent, and the Safety Officer met with Ivonne Glenn to discuss the upcoming Pilot Intern Program with Carmel Area Wastewater District and Carmel Unified School District.
- March 21, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- March 22, Operations Superintendent attended an in person meeting on “Construction in Streets Public Relations Brainstorming”.

Discharge Permit Violations

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

FUNDING-N/A-Informational item only

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- The motor for reclamation pump 931 had a current limit alarm. The motor was removed from service and sent in for repair. It will be back in service by the end of April.
- The equalization basin flow meter was replaced with a new unit. The existing flowmeter was 20 plus years old, and if it failed parts were not available.
- Coastal Fabrication is scheduled to install a catwalk bridge in the dewatering building. This was a safety suggestion by Christian Schmidt so that staff will no longer have to climb a ladder underneath an overhang to operate and maintain the belt press. Staff will be able to use the existing screwpress stairs and then walk across the new catwalk bridge to the belt press.
- The microturbine gas compressor has been repaired and installed back on the skid. A temperature probe is still back ordered so the unit still cannot be placed back in service. Staff are working with multiple vendors to obtain this part.
- Valve extensions were added at Hacienda pump station so that the valves can be operated without a confined space entry. This allows for a quicker response during emergencies and allows staff to easily exercise the valves during preventative maintenance. This is a safety and operational improvement.

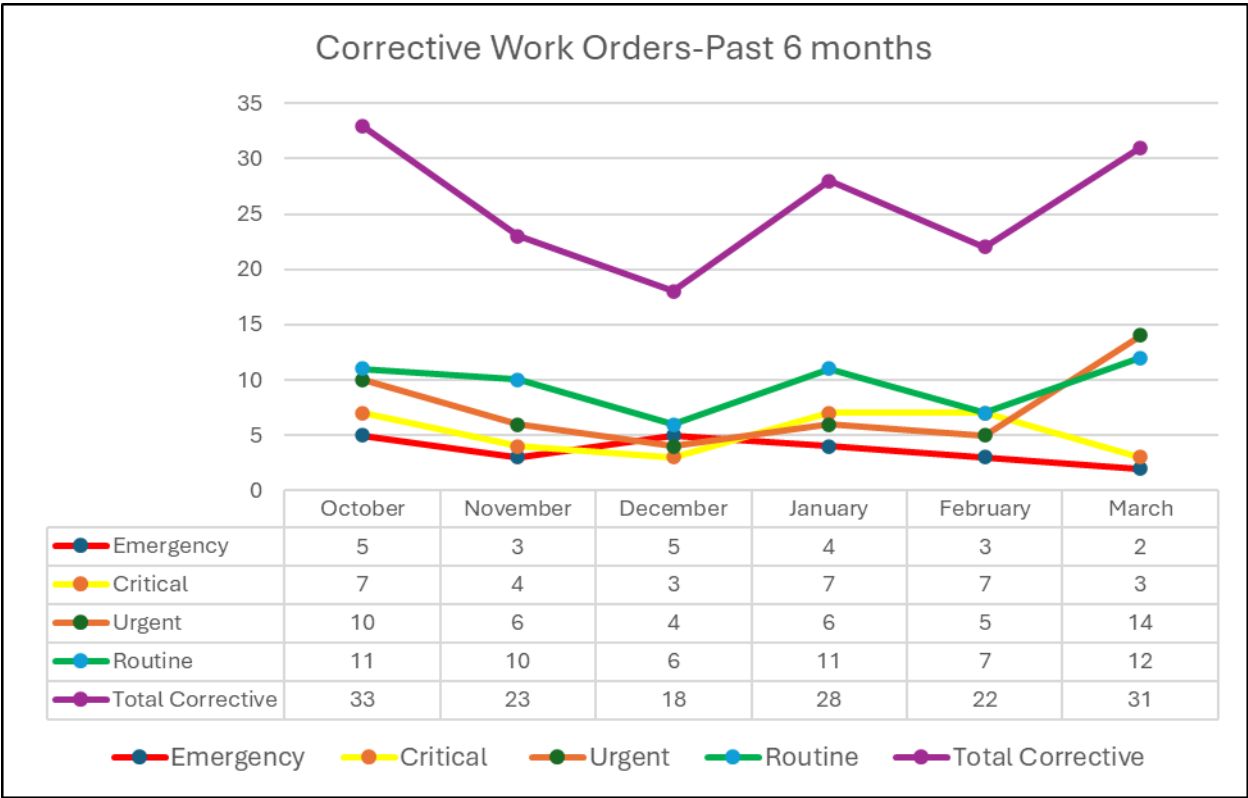
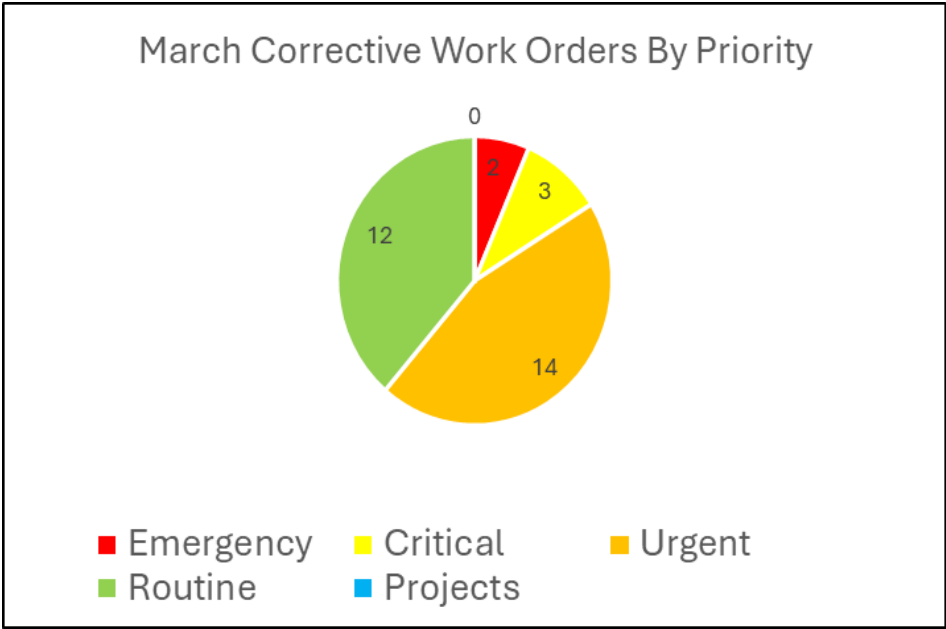
Upcoming Maintenance Projects

- Staff are scheduled to install new dewatering spray water booster pumps. The existing pumps required a rebuild but parts were not available. Staff worked with the vendor to specify equivalent new pumps.
- Check and isolation valves are scheduled for replacement at the 8th & Scenic pumpstation and the Hacienda pump station.
- Staff continues to work on Computerized Maintenance Management Software upgrade. Corrective work orders and preventative works have been added to the new software. The next milestone is adding operator and safety inspection rounds.
- Update: A replacement laboratory sludge oven hood is on order. The current hood does not adequately remove fumes and this is a safety improvement. The Hood is scheduled for install in late April.
- The influent Vaughan chopper pump has a leaking seal. Staff identified the issue during a regular inspection and are working with engineering on the warranty.
- A secondary level transducer is scheduled for installation at Highlands pumpstation. This new level sensor will read pressure which is not affected by wet well conditions such as grease or moisture on the probe. Staff will be able to select between the existing ultrasonic and new pressure level sensors.

Work Order Metrics

Preventive Maintenance (February)

Total Work Orders Generated	281
Total Work Orders Closed/Done	236
Total Work Orders Still Open	45
Percentage of Work Orders Completed	84%



FUNDING-N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Patrick Treanor, District Engineer
Date: April 25, 2024
Subject: Source Control Update

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

Carmel Area Wastewater District (CAWD) has conducted drainage fixture surveys at 36 restaurants since the start of 2024 (about 100 restaurants are in operation in the CAWD service area). Additional surveys are planned over the next month. These surveys are being conducted to gather information within the restaurants that are subject to the District Pretreatment Ordinance. So far, these plumbing fixture surveys have revealed a prevalence of drainage fixtures (floor drains, sinks, etc.) that bypass the installed grease interceptors/traps.

An update of the Pretreatment Ordinance and the Administrative Penalties Ordinance were presented to the Source Control Committee in April 2024. These recommended ordinance updates would assist the District in enforcing the existing ordinances to correct restaurants that are not currently in compliance.

However, prior to the Pretreatment Ordinance and the Administrative Penalties Ordinance updates being presented to the CAWD Board of Directors for consideration, Staff will be conducting public outreach sessions for restaurant owners and managers. The first public outreach session is anticipated to occur in May 2024.

FUNDING

N/A Information Only

Resolutions

STAFF REPORT



To: Board of Directors

From: Jeff Bandy, Principal Engineer

Date: April 25, 2024

Subject: Project #22-06 – Construction Contract Award – WWTP Vactor Receiving Station Project – Monterey Peninsula Engineering Inc.

RECOMMENDATION

After review of the bid proposals, staff recommends that the Board of Directors:

- Adopt a resolution awarding a contract for construction of the WWTP Vactor Receiving Station Project in the amount of \$323,250 to the lowest responsive and responsible bidder – Monterey Peninsula Engineering, Inc. (MPE).
- Authorize the General Manager to sign and execute a contract with MPE to construct the Project per the bid documents.
- Assign the General Manager authority to execute change orders during construction not to exceed \$30,000 (approx. 10% of contract amount).

DISCUSSION

The board approved Resolution No. 2024-03 on January 25, 2024 authorizing solicitation of bids for Project #22-06. Sealed bids were opened on April 5, 2024 at the District office.

During the bid period ten (10) general contractors obtained plans and specifications. Five (5) bidders saw the project as a good fit, and each put in a good effort developing competitive bids. Table 1 contains the bid results, and Photo 1 was taken during the public bid opening which was conducted in the Board of Directors meeting room at the CAWD Administration Building.

The Engineer's Estimate was \$425,000, and all the bids were roughly similar.

The lowest bid was from Monterey Peninsula Engineering, Inc. located out of Marina, CA. Their bid and qualifications were reviewed and found to be in conformance with the requirements.

Table 1: WWTP Vactor Receiving Station Project Bids

BIDDER	BID AMOUNT
Monterey Peninsula Engineering	\$323,250
Tyman Construction, Inc.	\$332,500
The Don Chapin Co., Inc.	\$475,750
Anderson Pacific Engineering Construction, Inc.	\$434,434
Sharp Engineering and Construction, Inc.	\$382,000

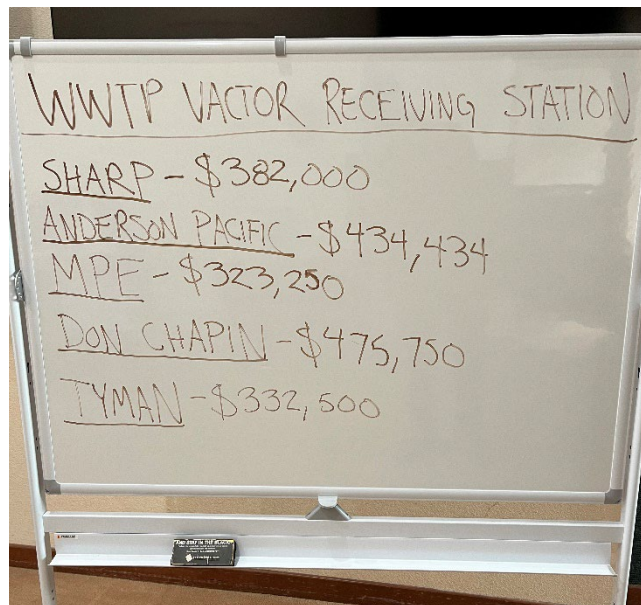


Photo 1: The public bid opening was conducted in the Board of Directors meeting room at the CAWD Administration Building.

FUNDING

The CAWD Treatment Plant Long Term Capital Budget includes \$400,000 in FY23/24 for construction, construction management, and engineering services during construction for Project #22-06.

RESOLUTION NO. 2024-21

A RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE AND RESPONSIVE BID FOR THE “WWTP VACTOR RECEIVING STATION PROJECT” (PROJECT #22-06), AWARDING CONSTRUCTION CONTRACT, AND AUTHORIZING A CHANGE ORDER ALLOWANCE

-oOo-

WHEREAS, the District Wastewater Treatment Plant requires ongoing investments to repair and maintain the facility in good working order to continue to meet service levels for treatment of wastewater; and

WHEREAS, the Board of Directors authorized solicitations of bids for said project in Resolution No. 2024-03; and

WHEREAS, Monterey Peninsula Engineering, Inc. submitted the lowest responsible and responsive bid of \$323,250.

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

1. That the Board accepts the bid of the lowest responsible and responsive bidder (i.e. Monterey Peninsula Engineering, Inc.) and awards the contract for the “WWTP Vactor Receiving Station Project” to said bidder at the bid price of \$323,250.
2. That the Board authorizes and directs the General Manager to execute a written contract with the successful bidder and commence construction of the project.

3. That the Board authorizes the General Manager to execute change orders during construction up to a cumulative amount not to exceed \$30,000.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Ken White, President of the Board

ATTEST:

Domine Barringer, Clerk of the Board

STAFF REPORT



To: Board of Directors

From: Jeff Bandy, Principal Engineer

Date: April 25, 2024

Subject: Project #22-06 – Engineering Services During Construction (ESDC) –
Vactor Receiving Station – Kennedy Jenks

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manger to execute a Professional Services Agreement Amendment with Kennedy Jenks to provide engineering services during construction for the Vactor Receiving Station in an amount not exceed \$87,090.

DISCUSSION

Kennedy Jenks has been the design engineer for Project #22-06 and has performed well in producing the design and bid documents for the project. The engineer’s estimate was well developed as the bids received came in near the engineer’s estimate. For the construction phase of the project, the design engineer is typically employed for office engineering to review equipment and material shop drawings for conformance with the design specifications and to respond to requests for information and issue design clarifications. The scope of services also includes document tracking in Procore, record drawing management, and project management services.

FUNDING

The CAWD Treatment Plant Long Term Capital Budget includes \$400,000 in FY23/24 for construction, construction management, and engineering services during construction for Project #22-06.

Attachment:

1. Contract Amendment Scope and Fee Proposal – Kennedy Jenks

April 3, 2024

WWTP Vector Receiving Station

Carmel Area Wastewater District



3 April 2024

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

Subject: Proposal for Professional Engineering Services
WWTP Vactor Receiving Station
KJ Proposal No. B018340*33464

Dear Patrick Treanor,

Kennedy Jenks (KJ) is pleased to submit this proposal to provide professional engineering services for Engineering Services during Construction (ESDC) for the Wastewater Treatment Plant (WWTP) Vactor Receiving Station Project.

Project Overview

Carmel Area Wastewater District (CAWD) currently uses vacant grass areas to stage the collection systems solids before disposal and has identified the need to construct a permanent vactor receiving station to facilitate this operational function at the WWTP. KJ recently completed the design of the concrete vactor receiving station and associated tree removal, utility relocation, and paving. The project is entering the bidding phase and a Contractor is expected to be awarded the construction contract in April 2024 to complete this work. This proposal includes ESDC to support the construction of the project.

Scope of Work

Task 1 – Respond to Contractor RFIs

Respond to Contractor requests for information (RFIs). Budget assumes 20 RFIs. The anticipated level of effort per RFI is 4 hours.

Task 2 – Review and Respond to Contractor Submittals

Review and respond to Contractor submittals. Budget assumes 30 submittals (including resubmittals) from the Contractor. The anticipated level of effort for the office engineering staff per Submittal is 5 hours.

Task 3 – Change Management

Review and evaluate contract change order requests, including issuing clarifications. Budget assumes 2 change order reviews or design clarifications at 12 hours each.

Task 4 - Document Tracking (Procore)

KJ will setup and maintenance of document tracking system for: Contractor Submittals and Responses, RFIs and Responses, Correspondence, Meeting Minutes, Inspection Reports, Construction Photos, etc. Using KJ's license, Procore will be used as Document Management System. At the completion of the project, the master set of project files will be indexed and turned over to the CAWD. The master set of the project files will be submitted electronically.

Task 5 Record Drawings

Prepare record drawings based on Contractor and Construction Manager redline markups during construction. Record drawing preparation assumes about 1.5 hours per drawing sheet (total of 14 drawings). Record drawings will be submitted electronically.

Task 6 Project Management

KJ will provide project management services to manage project costs, meet the project schedule requirements, collaborate with the CAWD on project progress, and maintain effective communication. KJ will provide monthly invoices to the CAWD that includes hourly expenditures separated into each budget task. A project file will be maintained, including copies of correspondence, reports, minutes of meetings, and memoranda. Budget includes 10 months of project management, an internal concept and criteria review meeting, external kickoff meeting, and 10 check-in/construction meetings at 1 hour each for 1 person. All meetings are expected to be virtual.

Assumptions

ESDC scope assumptions and exclusions include:

- No construction management services.
- No third-party testing services.
- No startup assistance services.
- No site visits.
- No punch list preparation.
- No in-person meetings.

Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated 1 August 2021 are made a part of our agreement. If this proposal meets with your approval, please sign the proposal.

Estimated Schedule:

This proposal assumes 10 months from NTP to completion of ESDC.

Basis of Compensation:

In accordance with the attached Proposal Fee Estimate dated April 3, 2024, KJ proposes a not-to-exceed fee of \$87,090 to provide the scope of services on a time and materials (T&M) basis in accordance with the Task Fee breakdown summarized below. A further breakdown of our proposed project budget and line-item descriptions of the project deliverables is provided the Proposal Fee Estimate. It is acknowledged the individual task budget breakdowns summarized below are an estimate and may be transferred among each task, as long as the total budget is not exceeded.

Task	Name	Estimated Fee Budget
1	Respond to Contractor RFIs	\$20,340
2	Review and Respond to Contractor Submittals	\$37,060
3	Change Management	\$5,380
4	Document Tracking (Procore)	\$4,960
6	Record Drawings	\$4,710
7	Project Management	\$14,640
TOTAL		\$ 87,090

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

Authorization:

KENNEDY/JENKS CONSULTANTS, INC.

CARMEL AREA WASTEWATER DISTRICT

Signature:  _____

Signature: _____

Printed Name: Nick Lazarakis, P.E.

Printed Name: _____

Title: Project Manager, Principal

Title: _____

Date: 4/3/2024

Date: _____

Proposal Fee Estimate (per Schedule of Charges)

CLIENT Name: Carmel Area Wastewater District
 PROJECT Description: Vector Station ESDC
 Proposal/Job Number: _____ Date: 4/3/2024

January 1, 2023 Rates	Eng-Sci-9	Peter Symonds Structural Lead	Jose Cuevas Civil Lead	Nick Lazarakis PM	Christy Suttich CCR QC	Benny Rocha Civil Staff	Kyle Anderson Structural Staff	Eng-Sci-2	Eng-Sci-1	Sr. CAD-Design	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Assistant	Admin. Assist.	Aide	Total	KJ Labor	KJ Escalation	Sub Contr. #1	Sub Contr. #2	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:																	Hours	Fees	0%	Fees	Fees	10%	Fees	10%				Fees	
Hourly Rate:	\$320	\$305	\$285	\$260	\$260	\$220	\$200	\$180	\$150	\$185	\$170	\$155	\$140	\$140	\$120	\$95													
Phase 4 - ESDC																													
Task 1 - RFIs		12	24	12		16	16										80	\$20,340	\$0				\$0	\$0		\$20,340	\$0	\$0	\$20,340
Task 2 - Submittals		24	36	8		50	32										150	\$37,060	\$0				\$0	\$0		\$37,060	\$0	\$0	\$37,060
Task 3 - Change Management		2	2			10	10										24	\$5,380	\$0				\$0	\$0		\$5,380	\$0	\$0	\$5,380
Task 4 - Document Tracking		1	1	2		8	1							8			21	\$4,190	\$0			\$700	\$70		\$4,190	\$0	\$770	\$4,960	
Task 5 - Record Drawings			2	1		14	4										21	\$4,710	\$0				\$0		\$4,710	\$0	\$0	\$4,710	
Task 6 - Project Management		4	4	40	4	2	2										56	\$14,640	\$0				\$0		\$14,640	\$0	\$0	\$14,640	
Phase 1 - Subtotal	0	43	69	63	4	100	65	0	0	0	0	0	0	8	0	0	352	\$86,320	\$0	\$0	\$0	\$700	\$70		\$86,320	\$0	\$770	\$87,090	
All Phases Total	0	43	69	63	4	100	65	0	0	0	0	0	0	8	0	0	352	\$86,320	\$0	\$0	\$0	\$700	\$70		\$86,320	\$0	\$770	\$87,090	

Client/Address: 3945 Rio Road, Carmel, CA 93922

Contract/Proposal Date: April 3, 2024

Schedule of Charges

Date: March 9, 2023

PERSONNEL COMPENSATION

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

Direct Expenses

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

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

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

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

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

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

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

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective through December 31, 2024. After December 31, 2024, invoices will reflect the Schedule of Charges for the previous year (e.g. January 2024).

Client:

Contract/Proposal Date:

Standard Conditions

1 August 2021

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

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

Standard Conditions (Page 2)

1 August 2021

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

RESOLUTION NO. 2024-22

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDED CONTRACT WITH KENNEDY/JENKS CONSULTANTS FOR PROFESSIONAL SERVICES IN AN AMOUNT NOT TO EXCEED \$87,090 TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION FOR THE “WASTEWATER TREATMENT PLANT (WWTP) VACTOR RECEIVING STATION PROJECT”

-oOo-

WHEREAS, the District requires additional professional services from Kennedy/Jenks Consultants for engineering services during construction for the “WWTP Vactor Receiving Station Project”; and

WHEREAS, Kennedy/Jenks Consultants has performed adequately under the existing contract previously authorized by the Board and has demonstrated expertise in the field of services required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into an amended professional services agreement to increase the prior contract amount by \$87,090, with Kennedy/Jenks Consultants for engineering services during construction for the “WWTP Vactor Receiving Station Project.”

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Ken White, President of the Board

ATTEST:

Domine Barringer, Clerk of the Board

STAFF REPORT



To: Board of Directors

From: Daryl Lauer, Collections Superintendent

Date: April 25, 2024

Subject: Capital Purchase- Collections Pipe-hunter Sewer Jetter truck

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution 2024-23 authorizing the purchase of a replacement sewer cleaning truck for a total amount not to exceed \$302,013.

DISCUSSION

The Collection's Department existing sewer line cleaning truck manufactured by Super Products has been in service for nine years. This equipment has served the District needs but has had multiple equipment failures and is approaching the end of its useful life. The truck has had numerous mechanical equipment failures over the last two years and the truck has spent the last couple of months in the service shop. Super Products has changed service vendors several times since the purchase of the truck and now the closest service shop is in Long Beach in southern California. Due to its heavy/daily use the District's Capital Equipment Plan has identified a ten-year replacement cycle for this "critical mission" equipment.

Staff has been researching different model of sewer cleaning trucks over the past few years and have been very satisfied with the level of service from Municipal Maintenance Equipment (MME). This is the same vendor that sells and services the District's Vacon combination cleaning truck. MME has on-site repair service capability and several locations in northern California. Both Collections and Maintenance staff have attended conferences that showcase an impressive array of wastewater collection equipment, which has given staff the opportunity to interact with equipment manufacturers, vendors, and physically inspect apparatuses including equipment serving the wastewater industry.

After evaluating line cleaning trucks at a couple of recent conferences staff has concluded that the PipeHunter Model 10D36 TM is best suited for cleaning sewer mains within the District. The Model 10D36 TM is a small compact design making it much more conducive for accessing sewer infrastructure in hard-to-reach places. Staff reached out to Municipal Maintenance Equipment (MME) to solicit a cost proposal for the PipeHunter Model 10D36TM. MME presented a proposal based on a contract price that was competitively vetted via Sourcewell Governmental Contract (Contract No.060920-NAF). Sourcewell products, services and equipment have been subject to a competitive bid process. Equipment procured via Sourcewell contract pricing not only satisfies competitive bid requirements; but also saves the District time and money by eliminating the need to administrate a traditional bid process reducing the expense associated with developing specific equipment specifications.

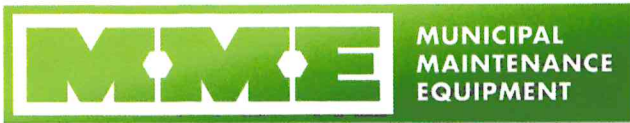
Due to new emission standards in California the truck chassis lead times are 8-10 months once ordered. Staff is recommending the issuance of a purchase order (PO) to National Auto Fleet Group a member of Sourcewell to secure a production spot on the building of the new sewer truck. The estimated time for delivery of the truck is the end of the year 2024. The PO will not be invoiced until the truck is delivered.

Staff recommends entering a material procurement contract with National Auto Fleet Group for an amount not to exceed \$302,013 for replacement sewer line cleaning truck.

FUNDING

This equipment purchase is not budgeted for this fiscal year but is budgeted for the following fiscal year 2024-25, and has been included in the Preliminary 2024-25 for the purchase of a sewer cleaning truck in the Collections Capital Equipment for \$400K.

Attached:
Municipal Maintenance Equipment (MME) Proposal



CSLB #980409
DIR 100004282
www.source-mme.com
Toll Free 1-888-484-9968

April 16, 2024

Carmel Area Wastewater
26900 Hwy 1
Carmel, CA 93922

Tel: 831-917-1426
lauer@cawd.org

Attention: Daryl Lauer, Collections Superintendent

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract 060920-NAF for the PipeHunter Jetter model 10D35TM factory mounted to a new 2024 Freightliner M2 106 chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Chassis Price F.O.B. Carmel, CA	\$127,500.00
	Pipehunter Price F.O.B. Carmel, CA	<u>\$148,932.75</u>
	Sub-Total	\$276,432.75
	9.25% Estimated Sales Tax	25,570.03
	CA Tire Fee (6 @ \$1.75 Each)	<u>10.50</u>
	Total	\$302,013.28

- National Auto Fleet Group of Watsonville, CA is the contract holder and all purchasing documents are to go directly to them. **The District's Purchase Order to be prepared and sent directly to:**
National Auto Fleet Group 490 Auto Center Drive, Watsonville, CA 95076
Contact: Ben Rodriguez Tel: 855-289-6572 Fax: 831-480-8497
Email: Ben@NationalAutoFleetGroup.com
- Municipal Maintenance Equipment, Inc. is the local dealer and will provide on-site training, warranty support, and future service for the PipeHunter products.
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>
- Pricing includes delivery and on-site training.
- Normal Delivery 150-180 days A.R.O., depending on truck chassis availability at time of order.
- Terms: per Sourcewell Program.
- Quotation valid for 30 days.

Thank you for your interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
Municipal Maintenance Equipment, Inc.

James Wheeler,
General Manager

Enclosure

RESOLUTION NO. 2024-23

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH NATIONAL AUTO FLEET GROUP FOR THE PURCHASE OF A PIPE-HUNTER SEWER CLEANING TRUCK NOT TO EXCEED AN AMOUNT OF \$302,013

-oOo-

WHEREAS, the Collections Department sewer cleaning truck is a mission critical piece of equipment; and

WHEREAS, the District's existing sewer cleaning truck is not meeting the required level of service due to recurring mechanical failures; and

WHEREAS, the Collections Department staff have researched sewer cleaning vehicles and found the Pipehunter Model 10D36 TM truck to fit the District's need for sewer cleaning; and

WHEREAS, National Auto Fleet Group is a member of Sourcewell government purchasing cooperative has been awarded the lowest bid through the joint purchasing powers competitive bidding process.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which accepts and awards the contract to National Auto Fleet Group in the amount of \$302,013 and authorizes the General Manager to execute a contract with National Auto Fleet Group for the equipment procurement.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Ken White, President of the Board

ATTEST:

Domine Barringer, Clerk of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2024

Subject: Vehicle Use Policy Amendment

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution amending the Vehicle Use Policy to eliminate the Accident Section that requires employees pay for the first \$2K in physical damages if they are at fault and eliminate a \$25 penalty for any fines (ticket) incurred.

DISCUSSION

The Board approved the attached Vehicle Use Policy in August 2016 with a clause under "Accidents" as follows:

If it is determined that the Carmel Area Wastewater District driver is at fault, you will be financially responsible for the first \$2,000 in physical damage.

And under "Traffic and Parking Violations"

If an unpaid fine reaches judgement status, the fine plus a \$25.00 penalty will be deducted from your paycheck.

The policy was recently brought back to employees for a refresher and understandably it has caused a bit of anxiety and some staff members have refused to sign.

Employers cannot force an employee to pay for damages of lost property, but they may make a request. The Fair Labor Standards Act (FLSA) allows wage deductions for loss

or damaged property only if the employee is non-exempt, the employee signed an agreement before the loss of damage, and the deduction does not bring the employee's hourly rate below minimum wage. Employers cannot charge employees for safety and protective gear due to OSHA guidelines.

While employers can "respectfully request" that employees pay for broken or lost equipment, they cannot force employees to do so. Charging employees for damaged property without explicit proof of intentional damage is generally considered a business expense. The state of California considers lost and damaged equipment to be an ordinary cost of doing business. As such, a payroll deduction is permissible only if the employee was negligent, or acting on purpose. Practically speaking the only way to determine if an employee was acting on purpose is through a confession, which may prove difficult to obtain.

This vehicle policy is the only document the District gives to employees upon hire that discusses repayment for losses. It limits employee liability to \$2,000 but has already caused ill will that is probably worth more than that amount. The recommendation here is to amend the policy to delete this clause.

The second requested amendment to eliminate a \$25 penalty added to a fine received follows similar logic. While we can require that employees pay any fine they receive while driving a district vehicle the added penalty serves little purpose other than cause greater employee anxiety.

FUNDING

None

 CARMEL AREA WASTEWATER DISTRICT 	
Date Written: 08/19/2016	Author: Edward Waggoner
Policy No. 001	VEHICLE USE POLICY
Date Revised/Approved: 04/25/2024	Approved By:

Deleted: MM/DD/YY

STATEMENT OF POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your District vehicle. And have a complete understanding that Carmel Area Wastewater District (CAWD) will provide you (the Employee) with safe, dependable transportation. In turn, you are entrusted to use good judgement and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a CAWD-provided vehicle on CAWD business.

Any driver of a CAWD vehicle (or driving on CAWD business in any manner) must meet the following requirements:

- Possess a valid California Driver’s license
- Maintain an acceptable driving record per CAWD policy
- Follow the guidelines stated in this policy at all times

REASON FOR THIS POLICY

The use of Vehicles is necessary to almost all programs and activities of Carmel Area Wastewater District. Given the number of Vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of Vehicles. CAWD’s primary concern is to avoid injuries and property damage to CAWD staff and the general public by promoting the safe operation of Vehicles used for CAWD Business. Accidents may cause injuries, fatalities, and property damage, worker’s compensation injuries, and business interruption.

This document establishes CAWD policy for operating any Vehicle while conducting CAWD Business. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those Vehicles under their control.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All staff members and board members of Carmel Area Wastewater District.

WHO SHOULD KNOW THIS POLICY

- Board Members
- Administrative Staff
- Engineering Staff
- Operational Staff
- Maintenance Staff (Contractors)
- Collection System Staff

- Laboratory Staff
- Safety Staff

EXCLUSIONS

There are no units or persons excluded from the requirements of this policy.

DEFINITIONS

Authorized Drivers- Individuals who meet one or more of the following criteria:

- Been approved to drive by the General Manager as a result of a Motor Vehicle Report (MVR) check.
- Reviewed this policy, self-evaluated their MVR, and determined that they meet all the qualifications to operate a Vehicle on CAWD Business.

Carts- Any small, motorized utility vehicle (electric or gas powered) including but not limited to golf carts, Taylor-Dunn carts.

Carmel Area Wastewater District- All CAWD offices, treatment plant, and collection system locations, and any other activity conducted in the name of Carmel Area Wastewater District.

CAWD Business- Activities (including Travel) engaged in or on behalf of Carmel Area Wastewater District.

CAWD Fleet Vehicle- Any vehicle owned or leased by Carmel Area Wastewater District

CAWD Vehicle- Any CAWD Fleet Vehicle, Personal Vehicle and any Vehicle rented from a commercial car rental agency by any Director or Staff Member while on official CAWD Business. (see rental vehicles)

Deleted: Management

Employee- Any person paid through CAWD's payroll system in a position classified as regular or temporary, full-time or part-time and any CAWD in-house contractors.

Indemnification- The process or policy by which Carmel Area Wastewater District agrees to protect an individual from any threatened or asserted claims, actions, suits or proceedings due to the nature of their relationship with Carmel Area Wastewater District.

Deleted: his or her

Minimum Driver Qualifications

1. Possess a valid California or US driver's license with a classification appropriate to the type of Vehicle being driven.
2. Be at least 18 years of age and have one year of licensed driving experience prior to driving on CAWD Business. Request for exceptions to these requirements must be submitted to the General Manager in advance for review on a case-by-case basis.
3. Have an "acceptable" driving record, as defined by MVR Grading Grid. Individuals who are unsure of their driving record may secure a copy from their auto insurance provider or through the California Department of Motor Vehicles.

Deleted: of

MVR- Motor Vehicle Record, a report that typically contains information about a person's driving history, including information about traffic violations, accidents, etc.

Personal Vehicle- Any vehicle other than those owned or leased by CAWD while a staff member is on official CAWD Business.

Take-Home Vehicle- Any CAWD Fleet Vehicle assigned to a specific employee for their exclusive use due to the requirements of their position.

Deleted: his or her

Deleted: his or her

RESPONSIBILITIES

Administrators, Superintendents, and Supervisors

Implement this policy and take appropriate steps to obtain compliance with this by those Employees under their supervision and control. Ensure fleet safety and compliance with the provisions of this policy within their respective departments.

Allocate appropriate resources for maintenance of CAWD Fleet Vehicles under their inventory control.

Authorized Drivers

Operate any Vehicle being used by them on CAWD Business in a safe and courteous manner in compliance with all applicable laws and CAWD policies.

Cellular/Mobile Phones

Cellular/Mobile phones should not be used while operating a CAWD vehicle. The safest and most responsible way to use a cell phone or any hands-free (with Bluetooth) device is to safely pull over and park. Texting while operating vehicle is strictly prohibited.

Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the accident section of this manual.

Safety Belts

Use of safety belts (in vehicles so equipped) is required for the driver and all Vehicle occupants anytime the Vehicle is in motion. Drivers must enforce this requirement, and should not place a Vehicle in motion unless all passengers are appropriately wearing safety belts. The number of passengers in any Vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited when the Vehicle is being used on public roadways.

Smoking

Smoking and Vaping is prohibited in ALL CAWD Vehicles.

Hazardous Materials

Transportation of Hazardous Materials in any Vehicle operated on CAWD Business or for any other CAWD purpose is prohibited except by Employees who are specifically trained, certified, and authorized for this duty.

Take-Home Vehicles

A Carmel Area Wastewater District Fleet Vehicle may be assigned to a specific staff member as a Take-Home Vehicle with the authorization of the General Manager or their designee. Assignment of a Take-Home Vehicle to an employee should be based on the requirements of the individual's position with CAWD. The qualification, authorization, and other requirements of this policy apply to Take-Home Vehicles. CAWD Departments with a legitimate business need to assign a Take-Home Vehicle should also develop guidelines for the care and use of the Take-Home Vehicle.

Deleted: his/her

RESPONSIBILITIES FOR VEHICLE CARE

Deleted: ¶
¶

All CAWD-provided vehicles are designed as “non-smoking” areas. You are expected to keep your vehicle in a clean, well maintained condition.

Tire Care and Replacement

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. All of these factors are under the driver’s control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

Maintenance and Repair

It is the driver’s responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- Change oil according to manufacturer’s suggested maintenance schedule
- Keep tires inflated to the proper PSI rating
- Have tires rotated every 10,000 miles
- Frequently inspect belts and hose for cracks, leaks for loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

ACCIDENTS

A valid insurance card and vehicle registration shall be carried in the vehicle at all times and are located in the glove box or the driver’s side visor.

In the event that you are involved in an accident, please follow these instructions:

1. When an accident involves another vehicle, obtain the following information:
 - Driver’s name (and owner’s name if different from the driver)
 - Address
 - Telephone number
 - Name of insurance company and policy number
 - Vin, vehicle year, make and model
 - Vehicle license plate number
2. If possible, obtain names, address and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.
3. Identify yourself and show your driver’s license and insurance identification card. Do not discuss [California Sanitation Risk Management Authority \(CSRMA\)](#) Insurance Policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.

4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the

Formatted: Indent: Left: 0.5", No bullets or numbering

officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is CAWD's preference.

5. Note if there are any injuries reported by anyone involved in the accident.
6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by California State Law, in addition to notifying CAWD management.
7. If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to CAWD management.
8. **If you** are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment will be terminated.

Deleted: <#>If it is determined that the Carmel Area Wastewater District driver is at fault, you will be financially responsible for the first \$2,000.00 in physical damage.*

TRAFFIC AND PARKING VIOLATIONS

Minor Violations Include:

Three minor violations within a 12-month period or five minor violations during a three-year period will result in loss of CAWD-provided vehicle and losing the privilege of driving on CAWD business in any manner.

- Speeding less than 25 mph over the limit.
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light
- Use of a non- hands free cell phone or texting

Major Violations Include:

If the employee receives a major driving violation conviction, it will result in loss of CAWD-provided vehicle and you will lose the privilege of driving on CAWD business in any manner. It may also subject the employee to further disciplinary action, including possible employment termination.

- Driving under a suspended or revoked license.
- Hit and run or leaving the scene of an accident.
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended).
- Vehicle manslaughter, homicide or assault arising out of the operation of a motor vehicle.
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation.
- Passing on the wrong side, on a hill or where prohibited.
- Reckless, careless or negligent driving.
- Driving on the wrong side of a divided highway.
- Participating in racing or a speeding contest.
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances.
- Speeding more than 25 mph over the limit.
- Eluding a police officer.
- Failure to keep an acceptable motor vehicle record.

CAWD-provided vehicle privilege or driving on CAWD Business in any manner may be reinstated after 12 months from the date of loss of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained, at the discretion of management.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. ~~If an unpaid fine reaches judgement status, the fine will be deducted from your paycheck.~~

Deleted: plus a \$25.00 penalty

Formatted: Highlight

Operating a Vehicle on CAWD Business

1. All Authorized Drivers must:
 - Have a valid California Driver's license in their possession at all times while they are operating any Vehicle on CAWD business or for any other CAWD purpose.
 - Not use a CAWD Vehicle for personal business. Personal use is not permitted, and violation of this may result in disciplinary action.
 - Operate Vehicles in a safe, controlled, and courteous manner, in compliance with applicable traffic laws, this policy, and any other applicable CAWD policies.
 - Turn off and lock CAWD Vehicles when left unattended.
 - Store valuable equipment /items in safe locations, side boxes, covered in back seat or trunk of the vehicle.
 - Be aware of weather and road conditions and make prudent decisions regarding travel based on those conditions.
 - Not place a vehicle in motion unless all occupants are wearing safety belts (in vehicles so equipped), and ensure their continued use throughout the trip.
 - Not transport unauthorized passengers, cargo, or permit any unauthorized person to drive a CAWD Vehicle.
 - Inspect the Vehicle prior to use for safety concerns, report defects to the appropriate authority, and not operate any Vehicle with deficiencies that make it unsafe to operate.
 - Complete any required driver safety training as assigned by CAWD Management or CAWD insurers.
2. Authorized Drivers who will be towing a trailer must verify all of the following prior to operating the Vehicle:
 - The trailer weight does not exceed the limits specified by the trailer manufacture and the total weight of the trailer does not exceed the towing limits specified by the tow Vehicle manufacture.
 - The trailer load is appropriately distributed and adequately secured in place.
 - The wheel base of the tow Vehicle is adequate for the trailer being towed.
 - All trailer lights and brakes are in proper working order.
 - Trailer tires are properly inflated.
 - The trailer emergency chains are adequate and secured as required by law.
 - Operate the tow Vehicle at a safe speed commensurate with trailer weight and load.

RELATED DOCUMENTS

Deleted: &FORMS

APPENDIX A

Regulations Concerning Use of Vehicles

1. Passengers – Only persons with an appropriate CAWD purpose should be passengers in a Vehicle being operated on CAWD Business or for any other CAWD purpose. It is understood that in extenuating situations it may become necessary for others to be passengers in the Vehicle. This should be on an exception basis and drivers are expected to use good judgement in these situations.
2. Accident Reporting – All accidents involving a CAWD Vehicle or associated with a CAWD activity (regardless of Vehicle ownership) must be reported immediately to the local law enforcement agency and to the driver’s supervisor or CAWD management. If the accident involves a Personal Vehicle, the driver should also notify their insurance company. The specific reporting requirements and timelines can be found in the Accident Reporting Guidelines Packet, located on the driver’s visor.
3. Unsafe Driving Reports – All CAWD Vehicles are marked with the Carmel Area Wastewater Districts name, a Vehicle Identification number, a Vehicle license plate number. Reports of unsafe driving are received from time to time by CAWD Management. When received, such reports will be documented, investigated, and reported to the driver’s supervisor. Reports of unsafe driving may result in disciplinary action, including the suspension or revocation of driving privileges on behalf of CAWD. Including possible termination of employment at CAWD.
4. Personal Vehicles – Individuals who operate Personal Vehicles on CAWD Business must possess a valid California Driver’s license, must be in compliance with all driving and motor vehicle laws, must possess their own automobile liability insurance, and must meet the qualifications outlined in this policy.

Drivers who operate Personal Vehicles to conduct CAWD Business should be aware that their own personal automobile insurance provides the primary coverage for both liability and physical damage. Decisions regarding extension of CAWD auto liability coverage are made by the General Manager on a case-by-case basis. Operating a Personal Vehicle on CAWD Business in violation of this policy will result in no excess liability coverage by CAWD and may disqualify the driver from receiving Indemnification from CAWD. CAWD reserves the right to secure an MVR check on any driver who operates a Personal Vehicle while conducting CAWD Business. In all situations, the driver or owner, not CAWD, is responsible for any physical damage to a Personal Vehicle operated on CAWD Business.

5. Rental Vehicles – Employees traveling on approved CAWD Business who need to rent a Vehicle from a commercial car rental company should be aware that CAWD’s auto liability and physical damage coverage extends to the rental for rentals within the United States. Management can provide ID cards to show proof of insurance coverage to the rental company.
6. Carts – Many departments use Carts to move people and materials around the wastewater Facility. The Safety Officer established guidelines regarding the use of Carts (Policy No. 002) for CAWD Business.

Deleted: his or her

Deleted: ¶

Deleted: ¶

APPENDIX B

CAWD Fleet Vehicle Inspection and Maintenance

Each Carmel Area Wastewater District Department is responsible for ensuring that CAWD Vehicles under its inventory control are properly inspected and maintained. Annual safety inspections are required and must be scheduled through Maintenance Department for historical records to be maintained. If maintenance or repair work is performed by an outside vendor, the CAWD Staff member who has the vehicle serviced is responsible to forward the maintenance records to the Maintenance Department to be recorded.

APPENDIX C

CAWD Fleet Vehicle Registration and Marking

Maintenance Department is responsible for assigning CAWD Vehicle numbers to all CAWD Fleet Vehicles, and will arrange for licensed CAWD Fleet Vehicles to receive the appropriate CAWD markings. All newly acquired CAWD Fleet Vehicles (new, used, purchased, or donated) must be inspected by Maintenance Department to begin the process of applying for title, plates, and registration. Maintenance Department will coordinate with Management. Once a CAWD Fleet Vehicle registration is received, Management will provide a copy to the Department to be kept in the CAWD Fleet Vehicle at all times.

APPENDIX D (not being any longer as request are done via email)

CAWD Sign out Procedure

Treatment Plant Vehicles

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the Operations Building. On the day of use, the keys can be picked up in the Operations Office or Maintenance Shop. There will be Check-out Forms in the Operations Office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out
3. Keys must be returned to the key box where the keys acquired from.
4. Checked out sheet must be completed

Administration Vehicles

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the Administration Building. On the day of use, the keys can be picked up in the Administration Building. There will be Check-out Forms in Administration office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out
3. Keys must be returned to the key box where the keys were acquired from.
4. Checked out sheet must be completed

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Deleted: acquired

~~FORMS~~

Formatted: Strikethrough

Appendix B

Carmel Area Wastewater District Vehicle Inspection Form

The person releasing the vehicle has to fill out this form. Form must be completed before releasing the vehicle.

Deleted: is

Vehicle #	Year, Make & Model:	VIN#:
------------------	--------------------------------	--------------

Date:	Mileage:	Name of Person:
* This form will be filled out on a weekly basis or if vehicle is checked out for a trip more than 50 *		
Items:	OK	Comments:
Body of Vehicle		
Tires; condition & Air pressure		
Horn		
State License , Sticker		
Oil Level on Dipstick		
Radiator Fluid level		
Brake Fluid Level		
Transmission Fluid Level		
Power Steering Fluid Level		
Belts and Hoses		
Wipers & Fluid Reservoir		
Low & High Beam Headlights		
Brake Lights		
Turn Signal Lights		
Emergency Flasher Lights		
Vehicle Insurance Card Valid		
Gas Tank Full		
Fire Extinguisher		
Flares/Reflectors		
Emergency Instructions		
Wash Vehicle (if needed)		
Interior Cleaned		
I have read and followed the Vehicle Inspection on this form.		
Signature of person inspecting vehicle: _____		Date: _____

Form V001 _____

Formatted: Strikethrough

**~~Carmel Area Wastewater District Vehicle Inspection Form
For Day Trips or Longer Vehicle Usage~~**

~~Your reservation request should be e-mail to your Supervisor two (2) business days before usage. Your confirmation should be e-mailed to you within one (1) business day after your reservation request is received. Please call (831) 624-1249, ext.291 if your confirmation is not received within the 1 day period.~~

Formatted: Strikethrough, Highlight

Formatted: Strikethrough

Items marked in **RED** are required to complete this form.

Name:	
--------------	--

~~Formatted: Strikethrough~~

Employee ID Number:	
----------------------------	--

~~Formatted: Strikethrough~~

Department:	
--------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Telephone Number:	
--------------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Vehicle Pick-Up Site:	
------------------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Type of Vehicle:	
-------------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Departure Time:	(day)	-(MM)	-(DD)	-(YY)	-(Time)	
------------------------	------------------	------------------	------------------	------------------	--------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Return Time:	(day)	-(MM)	-(DD)	-(YY)	(Time)	
---------------------	------------------	------------------	------------------	------------------	-------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Number of Passengers:	
------------------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Destination:	
---------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Purpose of Trip:	
-------------------------	--

~~Formatted: Strikethrough~~

~~Formatted: Strikethrough~~

Additional Remarks:	
----------------------------	--

~~Form V002~~

~~Formatted: Strikethrough~~

CAWD Departmental Daily Vehicle Check-Out Form (Appendix D)

Currently using Outlook (email format)

Department Name: _____

Vehicle Number: _____

My signature below acknowledges that I have read and understand the information in the Carmel Area Wastewater District policy “Use of Vehicles for CAWD Business” and agree to abide by all the obligations and requirements therein. I understand that knowingly operating a CAWD Vehicle while not meeting the minimum driver qualifications may result in disciplinary action, and may void any protections I might otherwise enjoy under CAWD policies.

Driver Name (printed)	Driver Signature	Purpose of Use	Date/Time Taken	Date/Time Returned

Note: Departments should retain this record for at least 24 months following the last date recorded on this form.
Form V003

Formatted: Highlight

Deleted: ¶

Formatted: Strikethrough

Deleted: E

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough



Driver Responsibility Statement

I hereby certify that I have read and fully understand all Carmel Area Wastewater District policies concerning the use of a CAWD vehicle. The willful neglect or misuse of any CAWD-owned vehicle is cause for disciplinary action under the provisions of CAWD polices and such misuse or false statements about the use of CAWD vehicles may subject the employee to the suspension of all vehicle pool privileges.

Drivers must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving.

I have read the above statement and agree to comply with Carmel Area Wastewater District vehicle policies

Policy: Vehicle use Policy

Print Name _____

Signature _____

Date _____



Deleted: _____
Formatted: Justified

~~**Form V004**~~

Formatted: Strikethrough

RESOLUTION NO. 2024-24

A RESOLUTION AMENDING THE VEHICLE USE POLICY TO ELIMINATE THE ACCIDENT SECTION THAT REQUIRES EMPLOYEES PAY FOR THE FIRST \$2,000 IN PHYSICAL DAMAGES IF THEY ARE AT FAULT AND ELIMINATE ANY TRAFFIC AND PARKING VIOLATION PENALTY OF \$25

-oOo-

WHEREAS, the District originally approved a Vehicle Use Policy and now desires to amend it; and

WHEREAS, the policy states that if an employee is at fault, they will be financially responsible for the first \$2,000 in physical damage; and

WHEREAS, employers cannot force employees to pay for damages or lost property, and it is difficult to determine if the employee was negligent or acting on purpose; and

WHEREAS, employees will be responsible for any fines received while they are operating a vehicle the \$25 penalty fee will be eliminated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the amendment of the Vehicle Use Policy to eliminate the section under Accidents #8 requiring employees pay for any damages and to eliminate the \$25 penalty found under Traffic and Parking Violations.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Ken White, President of the Board

ATTEST:

Domine Barringer, Clerk of the Board

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent
Jeff Bandy, Principal Engineer

Date: April 25, 2024

Subject: Purchase of Artificial Intelligence Software and Pilot Project
Implementation

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter a professional services contract with Enterprise Automation in an amount not to exceed \$150,000 to purchase software and implement an Artificial Intelligence (AI) Pilot Project with a focus on anomaly detection.

DISCUSSION

The District issued a contract for \$34,967 with Enterprise Automation (EA) to assess the current automation system and to develop a design concept to implement an artificial intelligence application for the automation control system at the treatment plant. EA is a leading integrator in data and artificial intelligence in water/wastewater and are located in Southern California.

The initial scope was to assess the District's maturity level to determine the level of effort and foundational requirements to implement an AI program, starting with a site visit in March to assess District infrastructure and interview staff. The summary of this site visit was as follows:

- The plant functions well overall, with room for optimization (e.g. blower and chemical feed operations).
- While the site is efficiently staffed, AI tools may help with site monitoring.
- Anomaly Detection (i.e. monitoring signals and/or systems to anticipate operational upsets) would be a low barrier to entry into the AI space.

- Network upgrades will be required to securely share data with a cloud-based AI platform.

Following the site visit in March, EA presented 7 different options to plant staff during a virtual workshop on April 10. Alternatives were presented and categorized based on the following criteria:

- Ease of implementation: The amount of additional networking infrastructure required to integrate an AI platform.
- Software Affordability: Cost of annual and maintenance fees for each software platform.
- Low-code AI/Machine Learning (ML): The degree to which the AI platform offers “out of the box” solutions that do not need extensive customization
- Platform flexibility: The ability for the software package to meet concurrent needs such as data collection and reporting

After discussion with District staff both EA and District staff recommend AVEVA Advanced Analytics (AA) as the best solution out of the seven alternatives that were evaluated.

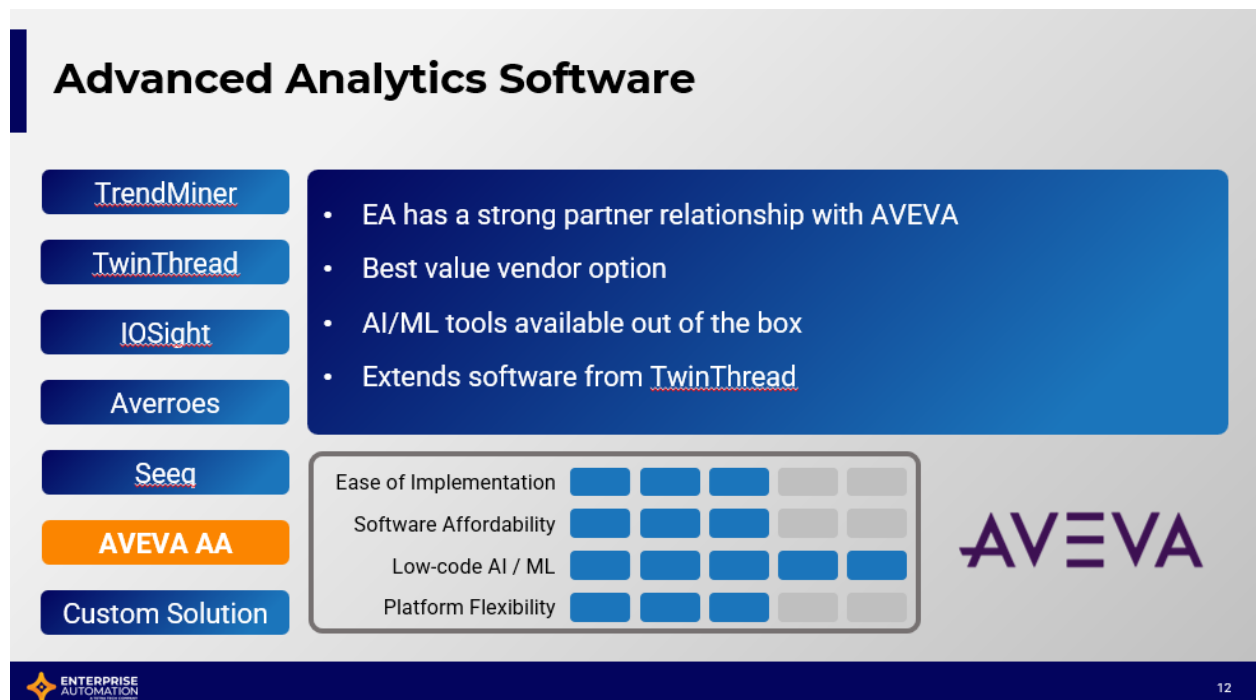


Figure 1: Summary of Recommended Datahub and Reporting Tool (AVEVA AA)

The purpose of the pilot project is to implement AI on a small scale and provide a foundation from which AI may be scaled to other applications. District staff and EA

discussed future options for AI such as setpoint recommendations, improving chemical controls, and maximizing energy efficiency. Anomaly detection will provide the quickest path to implementing AI and allow staff to test foundational systems such as a historian for data collection, network security protocols, and data labeling so that once the pilot is complete, AI implementation can be scaled efficiently.

Anomaly detection can be leveraged to identify patterns and provide notification when a process is outside its normal deviation. This is helpful because it can identify complex patterns from instruments and then provide earlier notification of changes in data.

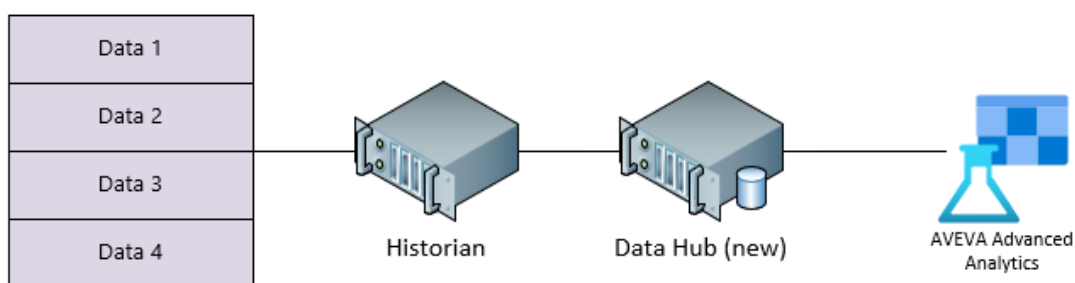


Figure 2: Schematic of data handling steps between sources and AVEVA AA platform

As is shown in Figure 2 above, the data hub/reporting software is a predecessor to the AI project but will support improvements in operational reporting and data aliasing. The treatment plant operations and maintenance budget includes adequate funding to purchase this software. The estimated cost is \$30,000.

The project will span FY23/24 through the beginning of FY24/25.

Scope	Cost
Design Concept	\$35,000
AI Software	\$25,000
AI Pilot Project	\$90,000
Total	\$150,000

SUMMARY

Implementation of an AI pilot will improve insight into the vast amount of data that is currently collected and will assist staff in making more informed decisions. Advanced data analytics is the future, and the proposed pilot project will provide the framework for successful adoption of new opportunities going forward.

FUNDING

Treatment Plant Capital Budget FY 2023/24- \$150,000 Budgeted

Treatment Plant Capital Budget FY 2024//25- \$150,000 Budget Requested

April 12, 2024

Chris Foley
Carmel Area Wastewater District
3945 Rio Road
Carmel, CA 93922

Dear Chris Foley,

In this letter, Enterprise Automation (EA) has provided an opinion of probable cost for the Artificial Intelligence (AI) Pilot project for Carmel Area Wastewater District (CAWD, the District). The District is in pursuit of applying AI solutions to extract business value from their existing process data. EA is currently engaged in a design concept project to understand the District's needs better and to assist with crafting a plan for an effective AI Pilot.

EA is uniquely positioned to serve as a partner to CAWD in this endeavor with over 25 years in automation consulting and systems integration as well as a department dedicated to the development and implementation of innovative technologies such as artificial intelligence. EA's staff are highly certified and experienced across a wide breadth of automation technologies, IT/OT hardware and virtualization software, and cybersecurity principles. Additionally, the team possesses certifications and formal education in AI.

Foundational Requirements Prior to AI Implementation

Many clients who approach EA about AI projects are not ready for AI implementation. This is because, in order for AI solutions to effectively leverage process data, they must be built on a secure, stable, and reliable SCADA system.

EA has developed the "Digital Priority Pyramid" (Figure 1 below) to help clients determine where they should focus investment for their SCADA systems. This pyramid has 5-layers with the bottom being most foundationally important to a quality industrial control system. AI solutions sit within what EA calls "Advanced Toolsets" at the top of the pyramid. These should not be implemented until the client has achieved a solid foundation for these advanced toolsets. Most clients have deficiencies at the bottom three layers which limit the effectiveness of advanced toolsets and present opportunities for "lower hanging fruit" to generate business value than AI.

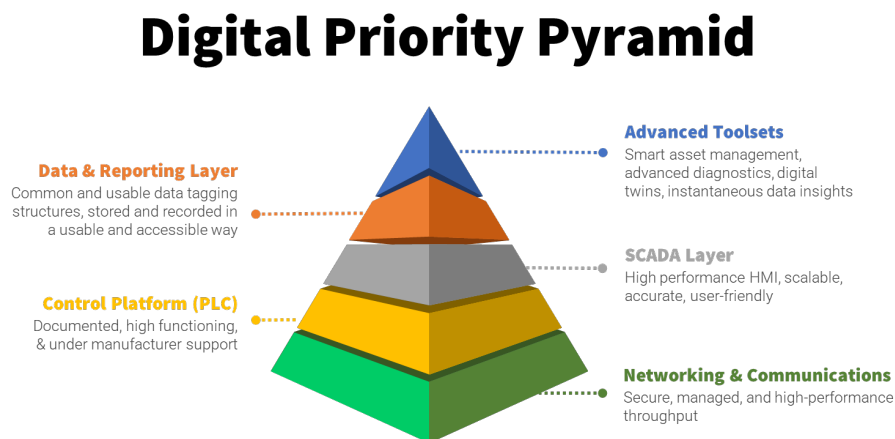


Figure 1: Digital Priority Pyramid

In EA’s opinion, CAWD has done an excellent job building a stable foundation which to apply AI solutions on top of. This has been accomplished through the development of a stable and reliable network, standardized PLC programs, and a recently upgraded SCADA system. While there are still parts of the automation platform which have additional opportunities for standardization and improvement, EA has assessed that the District is in a very good state compared to its peers. With minor considerations pertaining to tagging and network design, EA is confident that continuing with the AI pilot project is viable for the District.

Design Concept Work in Progress

EA has completed a site investigation and series of workshops over the past two months and is now preparing a report for the District outlining a plan to execute an effective AI pilot project. The District’s SCADA system was found to contain 49,097 tags or data signals. A subset of 2,158 of those tags are being regularly logged and historized to meet either regulatory or operational needs.

Cost Drivers for AI Software & Implementation

The primary drivers for AI software licensing fees are the amount of data passing through the system, the number of AI models being deployed, and the number of users. On the implementation side, the number and depth of the AI models deployed, the integration into the existing CAWD infrastructure, and the training related desires of CAWD would be the main cost drivers. These can be selected and scaled to fit the requirements and budget of the District.

Implementation Scope

To build and deploy AI models across all 2,158 historized points would be unrealistic given the project constraints, and is not the intent of the pilot project. Over the course of the pilot project, the EA team will support the District in resolving final prerequisites to the deployment of the AI system; stand up the chosen AI platform with tie-ins to process data historized by SCADA; and work with CAWD to train and deploy a number of AI models to pilot the system.

Estimate

The work estimated here is on a time and expenses basis, and the pricing is an estimate made in good faith without consideration for delays and unknowns. While the exact software has not been selected and could vary, EA believes the below estimate is a probable costs given the size of the AI pilot.

Item – AI Pilot Capital Project	Estimated Cost	Executed Amount	Remaining Amount
AI Design Concept	\$34,967	\$25,923.19	\$9,043.81
AI Pilot Implementation Services	\$90,000	\$0	N/A
AI Pilot Software Fees	\$25,000	\$0	N/A
Total	\$150,000	\$25,923.19	\$124,076.81

Conclusion

We hope this report is useful to the District in evaluating project progression. As stated earlier, these figures represent a good-faith opinion of probable cost given the information available to EA at the present. There is a possibility these figures could go up or down based on the actual scale and complexity of the system selected and AI software used. Please contact Enterprise Automation at our main office number (949) 769-6000 x 115 with any questions.

Thank you,

Jeff Benson
Client Account Executive

RESOLUTION NO. 2024-25

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ENTERPRISE AUTOMATION IN FISCAL YEAR 2023-24 IN AN AMOUNT NOT TO EXCEED \$150,000

-oOo-

WHEREAS, the District requires the professional services of a consultant to implement artificial intelligence pilot project; and

WHEREAS, the District has vetted available software options to implement artificial intelligence pilot project; and

WHEREAS, the District has determined Enterprise Automation has the experience and expertise to successfully complete this project; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on April 25, 2024, that this proposal has merit and hereby authorizes the General Manager to enter into a contract for fiscal year 2023-24 in an amount not to exceed \$150,000.

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

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Ken White, President of the Board

ATTEST:

Domine Barringer, Clerk of the Board

General Manager Report

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: April 25, 2028

SUBJECT: General Manager's Update Report

DISCUSSION Items from 03-28-24

President White requests a study of entities (all utilities) on July 1st that have not raised their rates.

Will students completing Service Learning hours (SLH) be covered by the District? Yes, the District's general liability policy will cover them. Dr Glen, Director of College and Career Readiness, Carmel Unified School District (CUSD) also stated in the March 28th board meeting that the schools insurance covers students obtaining SLH's.

Director Rachel asked Board to work on letter with 3 points regarding the PBCSD agreement – on hold

The board, last year, made a resolution for the budget to be made in terms of fundamentals (i.e. hours – gallons, etc.) This is improving each year. Director Siegfried asked for a motion from the Board to speed the process up. Recommend holding until June budget meeting.

Director Rachel would like a retreat item to be with attorney presentation on overall view of MOU and provide input on future negotiations.

Director Urquhart – hire a Junior/Asst./Entry Level Engineer that may not already have their PE but could earn it as a condition of probation to assist our two existing Pes and aid staff succession.

Director Urquhart – contract for a Grant Application Contractor as needed in the future to aid staff in applying for future funds.

Director Urquhart – utilize Limited Term Positions or Retired Annuitants to cover staff absences of greater than a few months, or to pursue special projects/grant applications the existing full time staff cannot handle in their regular workload.

Director Urquhart – seek external certification of our budgeting and investment strategies as MPWMD & Monterey One Water have done. May require additional business service staff support if it exceeds available staff's workload.

Director Urquhart – develop a succession plan for key staff nearing retirement. (Partially done and implements with Mr. Treanor's promotion).

ADDITIONAL ITEMS

District Phones – we have changed the dial in because of excessive “junk” phone calls. When you dial in now you will hear Domine asking you to either enter in your extension or dial 0 for operator. This has done an incredible job of neutralizing the number of spam calls we receive.

Other Items Before The Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2024

Subject: Project Postmortem – Corona Road

DISCUSSION

1. Project Goal: Connect homes on Corona Road to the District sewer system.
2. Was the project completed according to original expectations? No, the Assessment District ballot failed.
3. Issue Summary: History of project issues & Recommended changes to process for adding new development or expansion projects to the District.
4. **Timeline (compressed):**
 - This project was first initiated in 2017 when a group of residents contacted the District. The engineer at that time was Drew Lander. Mr. Lander subsequently moved on; however, extraordinarily little documentation was left behind to review, which resulted in additional work when the project was picked up by new engineer, Rachel Lather. (hired in November 2018.)
 - Ms. Lather pursued the project as a Special Assessment District with the associated financing costs and structure. In 2021 we received a petition from residents with a project description of sewer facilities for “about 30” properties. As a result of the petition and receipt of \$67K from the residents as a deposit the District engaged Monterey Bay Engineering for a preliminary report and Denise Duffy for environmental work.
 - Ms. Lather communicated with the State Water Board regarding Septic to Sewer grant funding. At that time, they were only available to disadvantaged communities; however, early in the year they had received few applications and verbally communicated to Ms. Lather they would award a grant for this project. That information was communicated to the residents. At year end, the State Water Board communicated that they had received more from the disadvantage communities than they had funds available and were withdrawing CAWD’s application.

Note: CAWD never received anything in writing to confirm that grant funding was a possible reality.

- In February 2022, the District engaged Jones Hall as bond counsel and the District continued moving forward. A preliminary Engineering Assessment Report was created that added 25 parcels to the original 30. The District sent out notices and held a public meeting at the firehouse. At this time, many of those added parcel owners indicated they were only now, for the first time, aware of the project.
- The Assessment District election was scheduled for December 2023 but extended to February 2024 because of neighborhood discontent. In February 2024, the Assessment ballot failed with a final tally of 43.18% yes votes, and 56.82% no votes.

5. Project Problems:

a. Communication

- The transition between Carmel Area Wastewater District (CAWD) engineers created a gap in knowledge – both engineers had a different approach. We did not adequately explain that, and residents retained some of the things Mr. Lander said up to ballot day (i.e., there is an opt out provision).
- The District attended Community Meetings at the fire house multiple times but up through the ballot date the community did not fully understand the scope of the project and the cost changes due to the passage of time and the impact of adding additional homes from the original communication out to the neighborhood.
- Throughout the process the public demonstrated that they did not fully grasp the “assessment district” concept and kept returning to the idea of an “opt out” provision – which no longer existed once we focused on formal assessment district formation.

b. Documentation:

- Not all neighborhood participants appeared at community meetings. There was a lack of cohesiveness in the internal neighborhood communication. In addition, some neighbors also had changed addresses from the tax roll record, which resulted in them not receiving the mailings at their preferred locations. Additional diligence was placed on documenting who received mailings after it was brought to the Districts attention by the owner. The communication from the District would have done better had we not assumed a positive outcome with respect to the grant funding and taken additional time to clear up the misinformation and misunderstanding that was circulating within the neighborhood participants.

- We had multiple people claim the mailing list from the County (i.e., property tax list) was not accurate. The County was contacted to ensure the District had accurate mailing data. They countered that we were doing exactly what other districts do to obtain the mailing information regarding how to contact the owner. Still, the fact that there were a handful of people who said they were never noticed is concerning.
 - Even with the mailing list issue, we did an excellent job getting the ballots mailed out to everyone. This was evidenced by certified mailing confirmation.
- c. **Community Involvement:**
- We had two residents of the area go door to door to produce the early petition of interest, which comprised the \$67K mentioned earlier. This was faulty since they did not approach all parcels on the list. They approached about 30 homes; appearing to leave 25 owners without contact apprised of the changing environment on the project.
 - Invitations to the numerous community meetings were listed on the District website, flyers posted, and mailers sent out, but to no avail all impacted owners stated they had not been contacted.
- d. **Funding:**
- We took \$67,200 from the residents as a downpayment or proof of interest. We did not require downpayment from everyone, as not everyone had the resources to commit funds. That should have been a clue that there was not universal acceptance.
 - We took a verbal message from the State Water Board that grant funds were available. The State Water Board later rescinded that offer when more disadvantaged communities applied. The cardinal rule would be to never tell the customer about a grant that you do not have confirmation in writing.
 - The District fronted \$87K for this project to keep its forward progress, albeit not understanding the timeline, the lack of awareness of the whole neighborhood participants, and the overall disconnects between all parties. Going forward the District should stick firmly with not funding for the formation of assessment districts. To clearly disclose the financial impact as best that can be done and check in to confirm if the project should proceed with all participants.
 - From 2017 to February 2024, the original cost quoted to residents was vastly different from the final cost given in the assessment ballot. For some residents it simply became unaffordable. We should have taken a much more conservative approach early on – effectively a “no surprises” approach.

e. **Engineering Assessment Report:**

- It was confusing to residents because the District adopted a different standard from the County. CAWD said 300 feet from the property line; the County standard is 300 ft from the foundation. This item alone caused additional contention in the communication and was not clearly resolved with an explanation to the neighborhood.
- The original proposal was for 30 parcels, the Engineering Assessment Report added an additional 25 parcels to satisfy the criteria in the first bullet. There was not adequate initial contact made with those “new” parcels and we had no firm handle on how they felt until December 2023 when the final ballot was announced with a resounding “No” to the project.

6. **Summary:** Action to avoid the same scenario

- The District should never put itself in a position to move forward on an Assessment District without overwhelming evidence of support from the community. Overwhelming should be 80+%.
- The District should not committee any funding to Assessment Districts.
- The District should not hold public information meetings without firm information.
- All actions taken by the District should be completely documented.
- The District should not quote a cost without a firm handle on information.
- The ballot should disclose a range of costs on the face of the ballot.
- Definitions/Clarify of what is the owners responsible for verses grant funding if available.

FUNDING

The Corona Road project expenditures summarized:

	Corona Road residents	CAWD	Total
Monterey Bay Engineers	\$43,335.00	\$12,840.50	\$56,175.50
Denise Duffy & Assoc	\$23,865.00	\$64,029.62	\$87,894.62
USPS		\$347.04	\$347.04
Jones Hall		\$10,000.00	\$10,000.00
<i>total</i>	\$67,200.00	\$87,217.16	\$154,417.16

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2024

Subject: Financial Audit for Fiscal Year Ending 06-30-23

RECOMMENDATION

It is recommended that the Board of Directors accept the Carmel Area Wastewater District's (CAWD) Annual Financial Statements and Independent Audit Report for the fiscal year ended June 30, 2023, prepared by The Pun Group, as meeting the requirements for an annual independent financial audit.

DISCUSSION

At the March 28, 2024 meeting the Board declined to approve the June 30, 2023 because the auditors did not sign the report, rather they listed their firm name and date.

A telephone call to The Pun Group confirmed that they followed standard recommended practice. Additionally, a review of the District's prior financial statements show that back to 2000 the auditor followed this standard.

The standard recommended practice is to close the audit review letter with the following:

- a. The manual or printed signature of the accountant's firm (note it is the firm, not individual name)
- b. The City/State of practice

- c. The date of the review report

From the following two sources:

The qualifying standard from **Reports on Audited Financial Statements Section .08 j**:

The auditor's standard report includes the following:

" , , , , The manual or printed signature of the auditor's firm."

From the AICPA (American Institute of Certified Public Accountants)

Accountant's Review Report .76:

The written review report should include the following: (Ref: par. .A126)

“ . . . h. The manual or printed signature of the accountant's firm. (Ref: par. .A120–.A121)

i. The city and state where the accountant practices. (Ref: par. .A122)

j. The date of the review report, which should be dated no earlier than the date on which the accountant has obtained sufficient appropriate review evidence as the basis for the accountant's conclusion on the financial statements, including being satisfied that

i. all the statements that the financial statements comprise, including the related notes, have been prepared and 215 AR-C Statements on Standards for Accounting and Review Services (Clarified) AR-C AR-C Sec. 90 — Review of Financial Statements © 2023 AICPA. All rights reserved.

ii. management has asserted that it has taken responsibility for those financial statements. (Ref: par. .A123–.A124)”

FUNDING

Preparation of the annual audit was a budgeted expense for 2022-23 in the amount of \$32,226.

*Carmel Area Wastewater District Audit
Fiscal Year End 6-30-2023
Under Separate Cover*

*Originally presented in the March 2024 The Board
Requested To Bring Back In April 2024 To Resolve
The Question Regarding The Pun's Group Signature
On The Audit Report*

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: April 25, 2024

SUBJECT: Board Retreat- Requesting a date and time from the Board

Discussion:

As a result of the Executive Coaching Project interviews, the interview team (Director Siegfried, Director Cole, and General Manager, Buikema) agreed that the following questions need to be determined:

- 1) What are the Board expectations from the Executive Coaching Project?
- 2) What is the alignment between the District goals and the Coaching Project?

The interview team recommends a short, facilitator run, board “retreat” to discuss these questions and come to resolution before moving forward. We had some very good interviews, but we believe it would be beneficial to address these questions before awarding the contract.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2024

Subject: Pebble Beach Community Services District (PBCSD) – Regular Board Meeting on March 29, 2024

DISCUSSION

Agenda items from March 29, 2024, meeting that are of specific interest to this District:

- Total cash balance at the end of February 2024 was \$33.4M; of that \$19.3M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues.
- Budget to Actual year to date for February 2024 is 55% for total revenues and 31% for expenditures.
- Staff presented the 2024-25 Long Term Capital Outlay Program, total cost is \$80.6M. Wastewater is projected as \$25.5M.
- The Board approved a \$500K payment to CalPERS for the District's Unfunded Accrued Liability. Funded ratio of the Classic Plan is 90.7% and the PEPR plan is 87.9% as of June 30, 2022.
- Approximately 115 million gallons (MG) or 353 acre feet of recycled water is currently stored in Forest Lake Reservoir, which represents 100% of permitted capacity. Forest Lake Reservoir reached its full storage capacity on January 15th and has remained full since then.
- Total irrigation demand for the 2024 calendar year through February was 5 acre feet. Total demand for the calendar year is 86% below the 5-year annual average usage of 36 acre feet. The month of February observed no change in net storage, similar to February of last year.

- Average daily wastewater flow of 791,000 gallons per day (GPD) was measured in February at the PBCSD-Carmel gate. This represents 37% of the total monthly flow at the Carmel Area Wastewater District (CAWD) treatment facility.
- The measured PBCSD flows were 46% above the five-year average of 543,000 GPD for February. The CAWD flows were 44% above the five-year average of 149,6000 GPD for February.
- The General Manager asked for direction from the Board on (1) formation of a joint committee to review the agreement with PBCSD, or (2) put off review for a future date. The General Manager was directed to send a letter to CAWD requesting a joint meeting of the two boards.
- The Board approved revisions to the District’s Conflict of Interest Code due to changes in personnel assignments.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 23	38.634	26.289	12.345	31.954%
Aug -23	37.315	25.785	11.530	30.899%
Sept - 23	33.729	23.238	10.491	31.104%
Oct - 23	33.587	23.691	9.896	29.464%
Nov-23	32.310	22.945	9.365	28.985%
Dec - 23	37.449	26.266	11.183	29.862%
Jan - 24	46.648	28.966	17.682	37.905%
Feb-24	62.617	39.689	22.928	36.616%
Mar-24	54.062	34.659	19.403	35.890%
Total	376.351	251.528	124.823	33.166%

FUNDING

Informational item only

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: April 25, 2024
Subject: Ultraviolet Safety for Staff – March 2024

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

April 10; Tailgate Training

Mark Dias (Safety and Regulatory Compliance Administrator) and Chris Foley (Maintenance Superintendent) presented a training on ultraviolet (UV) radiation exposure and skin cancer.

Staff regularly work outdoors and are exposed to sunlight. Training was provided on a few topics.

- Reducing exposure through clothing, sunblock, moving work to shaded areas and time of day so that work takes place during lower part of UV Index.
- The difference between UV-A and UV-B. UV-A penetrates deeper in the skin and is more difficult to block but UV-B plays a stronger role in the development of skin cancer. UV index is typically greater in the afternoon.

Exposure Category	UVI Range
Low	<2
Moderate	3 to 5
High	6 to 7
Very high	8 to 10
Extreme	11+

- Mark Dias presented slides on common ways to distinguish normal skin blemishes and moles from abnormal blemishes and moles. Staff were encouraged to discuss any skin changes or concerns with their primary care physician.

IMPROVEMENTS

In a collaborative effort with staff, some of the improvements discussed were providing safari style or other wide brimmed hats when working outdoors for long periods.

Sunblock will be placed in common areas and inside collections vehicles.

KEY TAKAWAYS

Staff discussed that despite the mild climate in our area, UV radiation exposure is independent of temperature. Also, UV radiation penetrates the daily low level fog near the coast during the summer months.

UV radiation exposure is cumulative so it is important to remain diligent anytime staff is working outdoors.

FUNDING-N/A- Informational item only



Upcoming Public Sewer Pipeline Replacement Projects in Carmel

Critical infrastructure renewal, investing in the future of Carmel

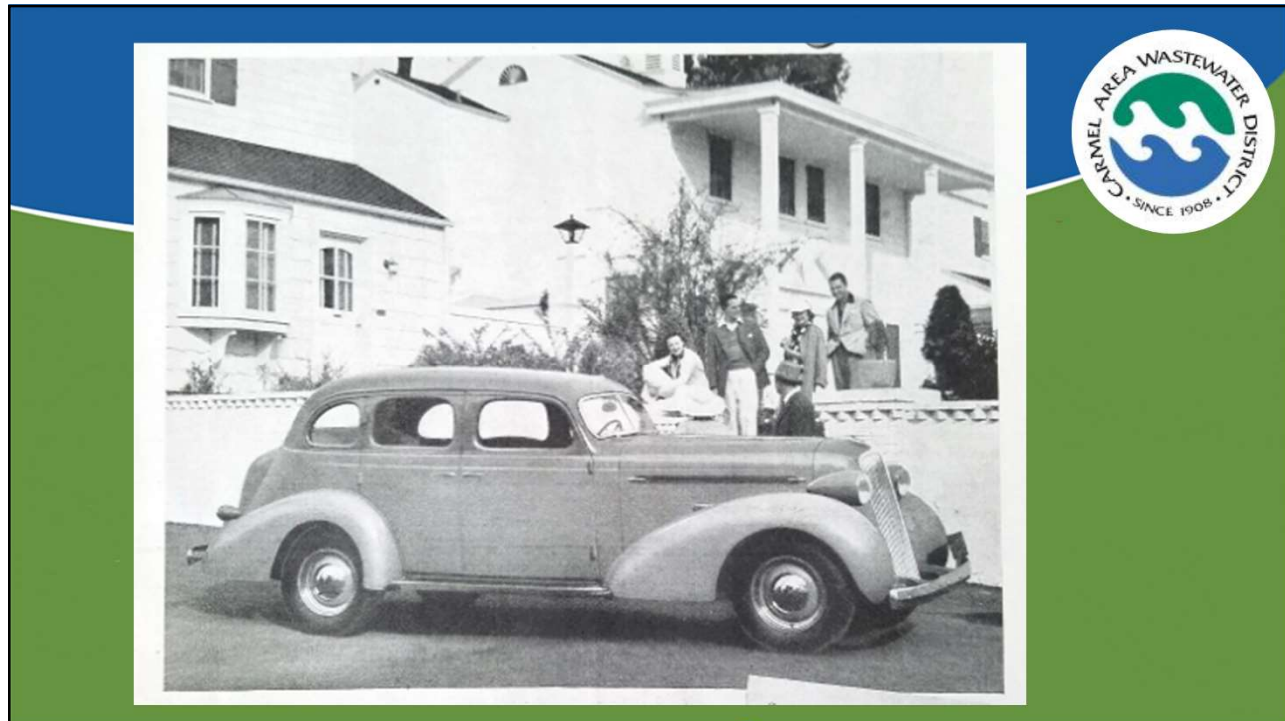
1



Carmel Area Wastewater District – SINCE 1908

- Early on we were responsible for maintaining community cesspools
- Eventually that lead to a “treatment plant” on the beach at Carmel River Beach
- In 1930 an Ordinance required all houses to be connected to Carmel Sanitary District sewer pipes
- In 1937 the District began building the central treatment plant at its current location along with build out of pipes to convey sewage to the plant.

2



3

Two Projects are Planned

Scenic Road Pipeline Replacement Project
2 Miles of aging clay sewers



Santa Rita and Guadalupe Pipeline Replacement Project
1.6 Miles of aging clay sewers

An aerial photograph of Carmel, California, showing the coastline and city layout. A yellow line highlights the Scenic Road Pipeline Replacement Project area, and an orange line highlights the Santa Rita and Guadalupe Pipeline Replacement Project area. The Carmel Area Wastewater District logo is in the top right corner.

4

Scenic Rd Pipeline Replacement Project



- Scenic Rd
- Carmelo St
- San Antonio Ave
- Camino Real
- 14th Ave
- 15th Ave
- Mission Ranch
- Dolores St



5

Santa Rita and Guadalupe Pipe Replacement Project

- Santa Rita St
- Guadalupe St
- Cabrillo St
- Pico Ave
- 1st Ave
- 3rd Ave
- 5th Ave
- 6th Ave



6

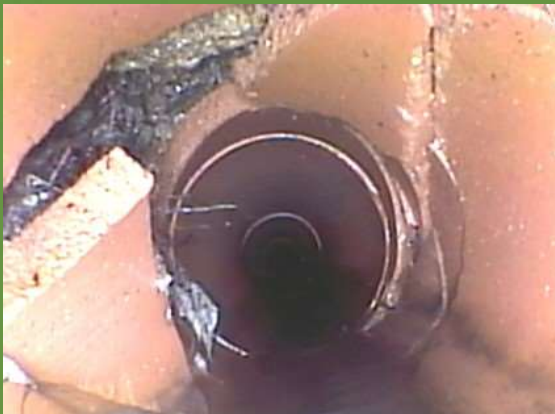
Why are these projects needed?



- These projects are a critical piece of the Carmel Area Wastewater District's efforts to replace aging infrastructure and invest in the future of our residents.
- The sewer mains in the project were built in the late 1930's through the 1940's and are 75 years old (and older) and are made of vitrified clay.
- Replacement of the sewer mains greatly improves the long-term reliability of the system.
- Replacement piping will be High Density Polyethylene.

7

Clay Pipe is Prone to Fracturing



8

Sewer Inspection Video

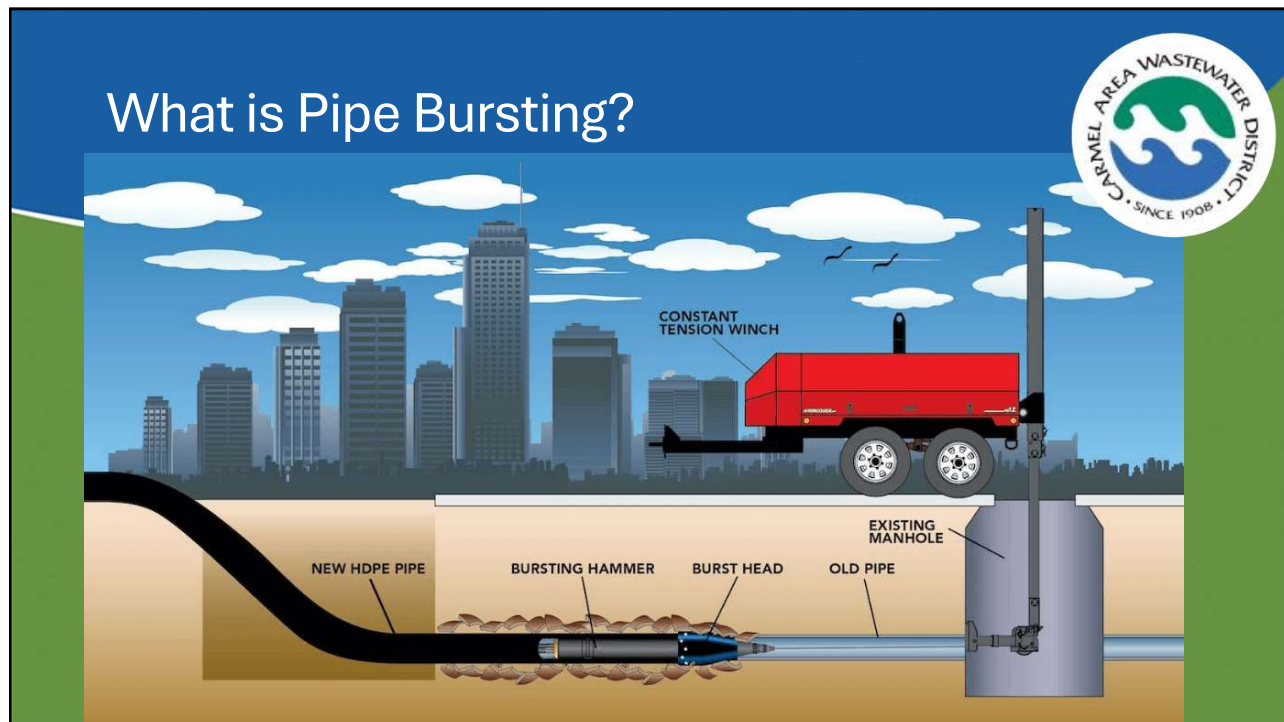
[Video Link](#)

9

How long will my street be disturbed?

- The disturbance will be temporary. A typical city block will be impacted for about 1 week as the project will keep moving down the streets.
- Construction by Pipe Bursting will limit the amount of open trenching in the street and reduce the amount of time the street will be impacted.
- Work will be during the day only, and therefore evenings will be quiet as usual.

10



11

How will I be able to get to my house if I live on one of the effected streets?

- The project will cause road closures to non-resident traffic.
- However, residents will be able to get in and out of driveways (although it may take longer to get in/out thru construction area).
- Streets will be open to all traffic at the end of the workday.
- No street parking will be allowed (day or night) in areas of construction.
- Resurfacing of the street will occur at the end of the project and will require a 24-hr road closure to all vehicle traffic (residents included)

12

Will emergency services be impacted?



- Emergency services (fire, ambulance, police) will have priority over the construction activities. There will be no reduction in the capacity for emergency response.
- Emergency services will be kept informed of the projects so they are prepared for changing road conditions.

13

How will this effect access to the beach or the pedestrian trail on Scenic Rd?



- Pedestrian access to the beach and Scenic Road walking path will not be impacted.
- Parking on the main part of Scenic Road (between 8th Ave and 13th Ave) will be impacted for about 17 working days.
- The work on the main part of Scenic Road would be scheduled for the “off season”.



14

Will this impact Carmel's Special Events?



- No. We are working closely with the City of Carmel and the County of Monterey to minimize everyday impacts and we will not be working during special events like Car Week or the AT&T Pro-Am.
- No work will occur on weekends.



15

Will this Project Impact Trash Pickup?



- Construction activities will be scheduled around trash pickup so there is no lapse in trash collection.



16

Will any Schools and Businesses be Impacted?



- River School: There will be no disruption to the daily access to the Carmel River School. Additionally, there will be no construction activities taking place during regularly scheduled drop-off and pick-up windows.
- We are also in communication with any businesses that may be impacted by this project. As the construction period gets closer, we will be working directly with businesses to mitigate disruptions.

17

What are these Projects Costing Me?



These projects are currently fully funded and do not require additional revenue to finance. We will not be raising rates this fiscal year and in fact, we lowered our residential rates in 2023-2024 due to the District's healthy financial position.

18

Does the Scenic Rd work have anything to do with Sea Level Rise?



- This project is not related to potential Sea Level Rise.
- The pipeline on Scenic Rd needs to be rehabilitated regardless of potential future coastal erosion.
- Having sturdy pipeline infrastructure will increase resiliency in the future. And it wouldn't hurt the case to protect coastal bluffs from future erosion.

19

When will this Happen?



- Most of the Construction will occur in 2025.
- There may be some early work in second half of 2024.

20

How Can I Stay Informed?



- CAWD will be conducting extensive public outreach to help inform residents and visitors of this critical infrastructure project.
- We will communicate by utilizing the CAWD website (cawd.org), direct mailing to residents on effected streets, presentations to community groups, public meetings, and project signage.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: April 25, 2024

Subject: Special District Association of Monterey County Meeting 04-16-24

This was the first meeting for new President Kathleen Lee representing the Monterey Peninsula Regional Park District. She welcomed everyone and initiated a round of introductions.

The guest speaker was Richelle Noroyan, California Special District Association (CSDA) Public Affairs Field Coordinator who gave a Legislative Update. There were over 2,100 bills proposed this year, but Ms. Noroyan introduced only those that are considered urgent this year and she asked for support.

SB1387 California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: This bill would require the state board to authorize a voucher issued under the program to be used for the acquisition of any zero-emission vehicle that meets specified requirements, including that the vehicle has a gross vehicle weight rating that exceeds 8,500 pounds and the vehicle is purchased for fleet operations by a public or private fleet or for person and commercial use by an individual. The bill tries to make the purchase of zero-emission vehicle an unfunded mandate. CSDA will be meeting with legislature to oppose any fines related to purchase.

AB2451 Public works: Prevailing wages: Existing law requires, except for public works projects of \$1,000 or less, that workers employed on public works be paid not less than the general prevailing rate of per diem wages for work of a similar character in the locality that the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed, as prescribed. Existing law requires the Director of Industrial Relations to determine the applicable wage rates established by collective bargaining agreements and the rates that may have been predetermined for federal public works, within the locality and in the nearest labor market area. This bill would require the director to use the higher rate when rates arise from collective bargaining agreements that have overlapping crafts or classifications. CSDA opposes this bill.

HR7525 Special District Grant Accessibility Act: This bill codifies in federal law a first-ever formal definition of “special district”. In addition, this bill would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs. Jimmy Panetta is a co-sponsor of this bill. CSDA urges all special districts to support this bill.

Initiative 1935 Taxpayer Protection and Government Accountability Act – this bill would revise the State Constitution to significantly undermine local control and disrupt the ability of local governments to provide essential services and infrastructure. It seeks to limit the State’s and local agencies’ ability to generate revenues by, among other things, broadening the definition of what constitutes a tax, increasing voter and government approval thresholds in some cases, and adding procedural election requirements. It seeks to overturn recent judicial decisions holding that local initiative tax measures require approval of only a majority vote. The measure also purports to apply retroactively. If retroactivity is effective, applicable taxes, fees and charges created, increased or extended after January 1, 2022, not adopted in a manner consistent with the requirements of Initiative 1935 would become void unless reenacted within 12 months.

seeks to overturn recent judicial decisions holding that local initiative tax measures require approval of only a majority vote. The measure also purports to apply retroactively. If retroactivity is effective, applicable taxes, fees and charges created, increased or extended after January 1, 2022, not adopted in a manner consistent with the requirements of Initiative 1935 would become void unless reenacted within 12 months.

The Governor and State Legislature are challenging Initiative 1935 in the California Supreme court. They argue that the initiative would amount to an unlawful revision of the California Constitution and an impermissible interference with essential government functions. CSDA is opposed to Initiative 1935.

nia Supreme court. They argue that the initiative would amount to an unlawful revision of the California Constitution and an impermissible interference with essential government functions. CSDA is opposed to Initiative 1935.

CSDA recommends that special districts consider adopting a Legislative Advocacy Policy. Staff will investigate this further and return to the board if applicable to CAWD.

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, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.
Friday, May 31, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

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

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

Adjournment