



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

September 28, 2023
Thursday
9:00AM

CLOSED SESSION

A. Conference with Legal Counsel-Labor Negotiations

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

- **Agency Designated Representative: Rick Bolanos & Barbara Buikema,
Employee Organization: United Public Employees of California, Local 92**



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., August 31, 2023
3945 Rio Road
Carmel, California 93950**

Via Teleconference Webinar & In Person with Proof of Vaccination

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

Present: President Ken White, Pro Tem Bob Siegfried, and Directors Greg D'Ambrosio, and Mike Rachel, Director Urquhart (arrived at 9:03 am).

Absent:

A quorum was present.

**Signifies Virtual Attendance*

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)
Rachél Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD*
Ed Waggoner, Plant Superintendent, CAWD
Ray DeOcampo, Laboratory Supervisor
Jacob Gams, Laboratory Analyst I/Environmental Compliance Inspector I
Kevin Young, Plant Operations Supervisor, CAWD*
Chris Foley Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent *
Seth Stelle-Frietas, Collection/Maintenance Utility Woker I
Domine Barringer, Board Secretary, CAWD
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel
Leo Laska, President, Pebble Beach Community Services District (PBCSD) *
Mike Niccum, General Manager, PBCSD*
Nick Becker, Deputy General Manager, District Engineer, PBCSD*

In Person Public Attendees:

None

***Virtual Public Attendees:**

Steve Thomas, TBC Communications|*

1. Appearances/Public Comments: Public Comments (Matters Not on Agenda Any Subject):

There were public comments received prior to the board meeting on a non- agendized item regarding the Carmel Meadows Project from Carmel Resident(s) and were included in the board packet.

Appearances/Public Comments on Agendized Items: (Matters On Agenda Any Subject):

None

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

A Motion To Pull Item Number 21 Regarding Resolution 2023-37 Was Made By Director Siegfried And Seconded By Director D'Ambrosio. After A Roll Call Vote, The Board In Attendance Agreed To Pull Item Number 21 From The Agenda.

3. **New Employee Introduction – Jacob Gams, Laboratory Analyst I/Environmental Compliance Inspector I (in progress)**

Ray DeOcampo, Laboratory Supervisor, introduced Mr. Gams to the Board. The Board provided a warm welcome to Mr. Gams.

4. **Employee Recognition – Seth Steele-Freitas passed the California Water Environment Association- Maintenance I exam**

Chris Foley, Maintenance Superintendent, introduced Mr. Stelle-Frietas to the Board. The Board provided their congratulations to Mr. Stelle-Frietas on his recent accomplishment.

5. **CLOSED SESSION:** As permitted by Government Code Section 54956 et seq., the Board of Directors will adjourn to a Closed Session:

A. Conference with Legal Counsel-Potential Litigation:

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

The Board went into closed session at 9:04 a.m. and discussed agenda item #5 regarding potential litigation. The closed session ended at 9:31 a.m. Legal Counsel reported that during the closed session the Board took up the matter at hand with regard to the potential litigation, and no reportable action was taken. After a short break the Board reconvened into open session at 9:32 a.m. and all in person attendees were invited back into the open session and all virtual attendees had access to the audio and visual platform to participate in the meeting.

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

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

Board Action

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

- 6.** Approve July 27, 2023, Regular Board Meeting Minutes & July 24, 2023 Pension Meeting Minutes
July 31, 2023 Bridge To Everywhere Minutes
August 1, 2023 Special Meeting Minutes -Eminent Domain
August 25,2023 Salary and Benefits Meeting Minutes
- 7.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-July 2023
- 8.** Receive and Accept Schedule of Cash Receipts & Disbursements-July,2023
- 9.** Approve Register of Disbursements – Carmel Area Wastewater District –July,2023
- 10.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project–July,2023
- 11.** Receive and Accept Financial Statements and Supplementary Schedules–July,2023
- 12.** Receive and Accept Collection System Superintendent’s Report–July, June & May 2023
- 13.** Receive and Accept Safety and Regulatory Compliance Report-July,2023
- 14.** Receive and Accept Treatment Facility Operations Report–July, June & May 2023
- 15.** Receive and Accept Laboratory/Environmental Compliance Report –July 2023
- 16.** Receive and Accept Capital Projects Report/Implementation Plan
- 17.** Receive and Accept Project Summaries – Capital & Non-Capital
- 18.** Receive and Accept Plant Operations Report – July 2023
- 19.** Receive and Accept Maintenance Projects Report –July 2023
- 20.** Receive and Accept District Engineer’s Report-July 2023

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

- 21. Resolution No. 2023-37:** A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District Project No. 23-01 (Corona Road Area Sanitary Sewer System Project) (Carmel Area Wastewater District Corona Road Project #18-21)- *Report by Rachel Lather, District Engineer*

Board Action

During The Agenda Change Discussion At The Beginning Of The Meeting A Motion To Pull Item Number 21 Regarding Resolution 2023-37 Was Made By Director Siegfried And Seconded By Director D'Ambrosio. After A Roll Call Vote, The Board In Attendance Agreed To Pull Item Number 21 From The Agenda.

- 22. Resolution No. 2023-53:** A Resolution Accepting The Completion for the 2022-23 Spot Repairs Project #23-02 and Directing The General Manager to File a Notice of Completion with the County of Monterey Recorder's Office-*Report by Rachel Lather, District Principal Engineer*

Board Action

A Motion To Approve The Resolution Was Made By Director D'Ambrosio And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-53 Accepting The Completion For The 2022-23 Spot Repairs Project #23-02 And Directing The General Manager To File A Notice Of Completion With The County Of Monterey Recorder's Office.

Director D'Ambrosio suggested that any future Request For Proposal for any project include language that the project being undertaken avoids working during a holiday or community event that could impact traffic.

- 23. Resolution No. 2023-54;** A Resolution Authorizing The Annual Adjustment Of the District's Reserve Fund Balances By Transferring \$3,753,324 To The Capital Fund And \$4,254,215 To The Capital Fund From the General Operations & Maintenance Fund And Capital Improvement Reserve, Respectively, In Accordance With The District's Reserve Policy-*Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-54 Authorizing The Annual Adjustment Of The District's Reserve Fund Balances By Transferring \$3,753,324 To The Capital Fund And \$4,254,215 To The Capital Fund From The General Operations & Maintenance Fund And Capital Improvement Reserve.

Director Siegfried is anticipating negative on line item(s) and requested an analysis of the impact by the initial tightening of the budget and then the subsequent tightening in the budget by the anticipated interest income compensation.

COMMUNICATIONS

24. General Manager Report – oral report (*Letter regarding Pun Group*)

- *The General Manager will arrange a meeting with the Board and the Pun Group on Zoom.*
- *There was also the announcement of the annual employee barbeque occurring on October 20, 2023.*

OTHER ITEMS BEFORE THE BOARD

25. Cybersecurity PowerPoint Presentation-Report by *Chris Foley, Superintendent of Maintenance*

26. Waste Discharge Requirements (WDR)- *Power Point - Report by Rachel Lather, District Principal Engineer*

The Salary and Benefits Committee would like to have a staffing estimate analysis presented on what is needed to get the Fats, Oil, and Grease Program up to speed. The General Manager suggested this information could be presented sometime in October or November to the Salary and Benefits Committee.

27. Eminent Domain-Report by *Barbara Buikema, General Manager*

District Legal Counsel will follow up directly with the General Manager, who will provide additional information to the Board.

Mike Niccum, General Manager of PBCSD recommended that a Sea Level Rise Committee Meeting occur before additional conversation is devoted to Eminent Domain.

28. Monterey County Treasurer's Report as of June 30,2023 Summary –Report by *Barbara Buikema, General Manager*

Board Action

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

29. General Manager's Salary Adjustment-Report by *Barbara Buikema, General Manger*

Board Action

A Motion To Approve The General Manager's Salary Adjustment Was Made By Director Siegfried And Seconded By Director Urquhart . Following A Roll Call Vote, The Board Unanimously Approved The General Manager's Salary Adjustment.

30. Pension Meeting Report July 24,2023- Report by *Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Pension Report Was Made By Director D'Ambrosio And Seconded By President White . Following A Roll Call Vote, The Board Unanimously Accepted The Report.

INFORMATION/DISCUSSION ITEMS

- 31.** July Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor*
- 32.** July 28, 2023, Pebble Beach Community Service District Board Meeting Summary-
Report by General Manager, Barbara Buikema
- 33. CLOSED SESSION:** *As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:*

A. Conference with Labor Negotiations:

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

- **Agency Designated Representative:** Barbara Buikema, General Manager
Employee Organization: United Public Employees of California, Local 92

The Board went into closed session at 10:42 a.m. and discussed agenda item #33 regarding potential litigation. The closed session ended at 11:52 a.m. Legal Counsel reported that during the closed session the Board took up the matter at hand with regard to Labor Negotiations, and no reportable action was taken. The Board reconvened into open session at 11:53 a.m. and all in person attendees were invited back into the open session and all virtual attendees had access to the audio and visual platform to participate in the meeting.

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

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

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, August, 2023 – No PBCSD Meeting
Friday, September 29, 2023, at 9:30 a.m. – Director Rachel is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October TBD, 2023, at 6:00 p.m. –Director Siegfried are scheduled to attend.
Tuesday, January TBD, 2024, at 6:00 p.m. –Director Urquhart are scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, November 7, 2023, at 9:30 a.m. President White and Director Rachel is scheduled to attend.

35. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, September 28, 2023, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President of the Board



CARMEL AREA WASTEWATER DISTRICT
BRIDGE TO EVERYWHERE
STANDING COMMITTEE MEETING MINUTES
September 1, 2023, Friday, 1:30 p.m.

Via teleconference and in-person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 1:32 p.m.

Present: President Ken White
Greg D' Ambrosio, Director

**Signifies Virtual Attendance*

Other Attendees:

Barbara Buikema, General Manager
Patrick Treanor, Principal Plant Engineer
Laura Bowling, Friends of Mission Trail
Doug Schmidt, Friends of Mission Trail
Paul Bartow- Citizen Representative*

Absent: Sam Farr, Retired Congressman

Appearances/Public Comments:

Agenda Changes: None

AGENDA ITEMS:

1. INFORMATION/DISCUSSION ITEMS

- A. Discuss the updates from the City of Carmel regarding the Bridge to Everywhere

The group gave a round table of their impression of City of Carmel meeting on 09-30-23. Consensus was that while it was a good first step, more work needed to be accomplished. The decision was made to continue with the project and when possible, engage with the council.

- B. Discussion of title reports and next steps

Barbara Buikema informed that she had contacted BBK law firm and was waiting to hear back regarding a referral.

- C. Discussion of status of application to State Coastal Conservancy

Patrick Treanor updated on progress. He intends to have the application completed by the end of September. Plans to ask for \$1M for engineering, landscaping, permitting, environmental review – in effect all work required to make the bridge project shovel-ready. Patrick will send out first draft for comment within the next couple of weeks.

D. Discussion of next step with Diocese and Mission Ranch

The group agreed that this was the next logical step in reaching out locally. Doug Schmidt volunteered to initiate contact with both groups.

E. Discussion of contact with neighbor on Rio Road regarding gate access to baseball field and Carmel Area Wastewater District easement area.

Confirm that the Mission owns the fence. Generally agreed that this will be an easy "fix" if we either move or remove gate. Paul Bartow indicated he had spoken with all of the neighbors and found 6 out of 9 were supportive. Michelle at corner house voiced concerns about fence gate that can be satisfied fairly easily.

Also discussed Larry Levine and the fact that he is concerned about privacy since his backyard is right on the corner of the bridge. We will take a look at his property and talk about some kind of vegetation screen.

F. Discussion of establishing regular meeting schedules

Agreed to last Friday of every month at 1:30 p.m.

G. Discussed Devendorf Park on September 30th to introduce project to public. Ed Waggoner will take a photo of CAWD pop-up at Monterey County Fair this weekend. Laura suggested a banner that could be printed off at Mailboxes.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 2:39 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, September 28, 2023, or an alternate acceptable date, in-person and via teleconference webinar. The teleconference webinar is hosted through Zoom, and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
SALARY & BENEFITS COMMITTEE MEETING MINUTES
September 19, 2023, Tuesday, 1:00 p.m.
3945 Rio Road, Carmel, CA 93923

CALL TO ORDER - ROLL CALL:

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

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

Absent: Chris Foley

Other Attendee: Barbara Buikema, General Manager, Chris Foley, Maintenance Superintendent, Rick Bolanos- Chief Negotiator, Partner Liebert Cassidy Whitmore

Appearances/Public Comments: *None*

Agenda Changes: *None*

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

No agenda changes requested

- 2. CLOSED SESSION:** As permitted by Government Code Section 54956 et seq., the Board Committee Members will adjourn to a Closed Session:

A. Conference with Labor Negotiations:

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

- Agency Designated Representative:** Rick Bolanos, Legal Counsel Chief Negotiator-Partner Liebert Cassidy Whitmore, Barbara Buikema, General Manager and Chris Foley, Maintenance Superintendent
Employee Organization: United Public Employees of California, Local 92

The committee adjourned to closed session at 1:02 p.m. The Committee came out of closed session at 2:02 p.m. and reported that during the closed session the Salary & Benefits Committee took up the matters at hand with regard to labor negotiations the and no reportable action was taken. The Board reconvened into open session at 2:03 p.m.

3. Information and Discussion Items:

- Job Description Update

4. **ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 2:05 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, October 26, 2023, or an alternate acceptable date, in person and via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED: _____
Ken White, President



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

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CLAAconnect.com

INDEPENDENT ACCOUNTANTS' REPORT

September 18, 2023

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 August 2023. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

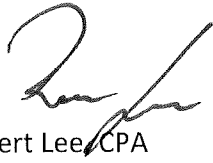
We have completed our review of your bank reconciliations for the Monterey County checking account, the Chase Bank O&M account and the Chase Bank payroll account. This service is limited in scope and is neither designed nor intended to deter or discover fraud, embezzlements or any other irregularities.

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure revealed check no. 4223 cleared the bank on August 15, 2023 that was not a Carmel Area Wastewater District check. The bank issued a credit for this check on August 16, 2023.
- (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 did not reveal any differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

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

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.

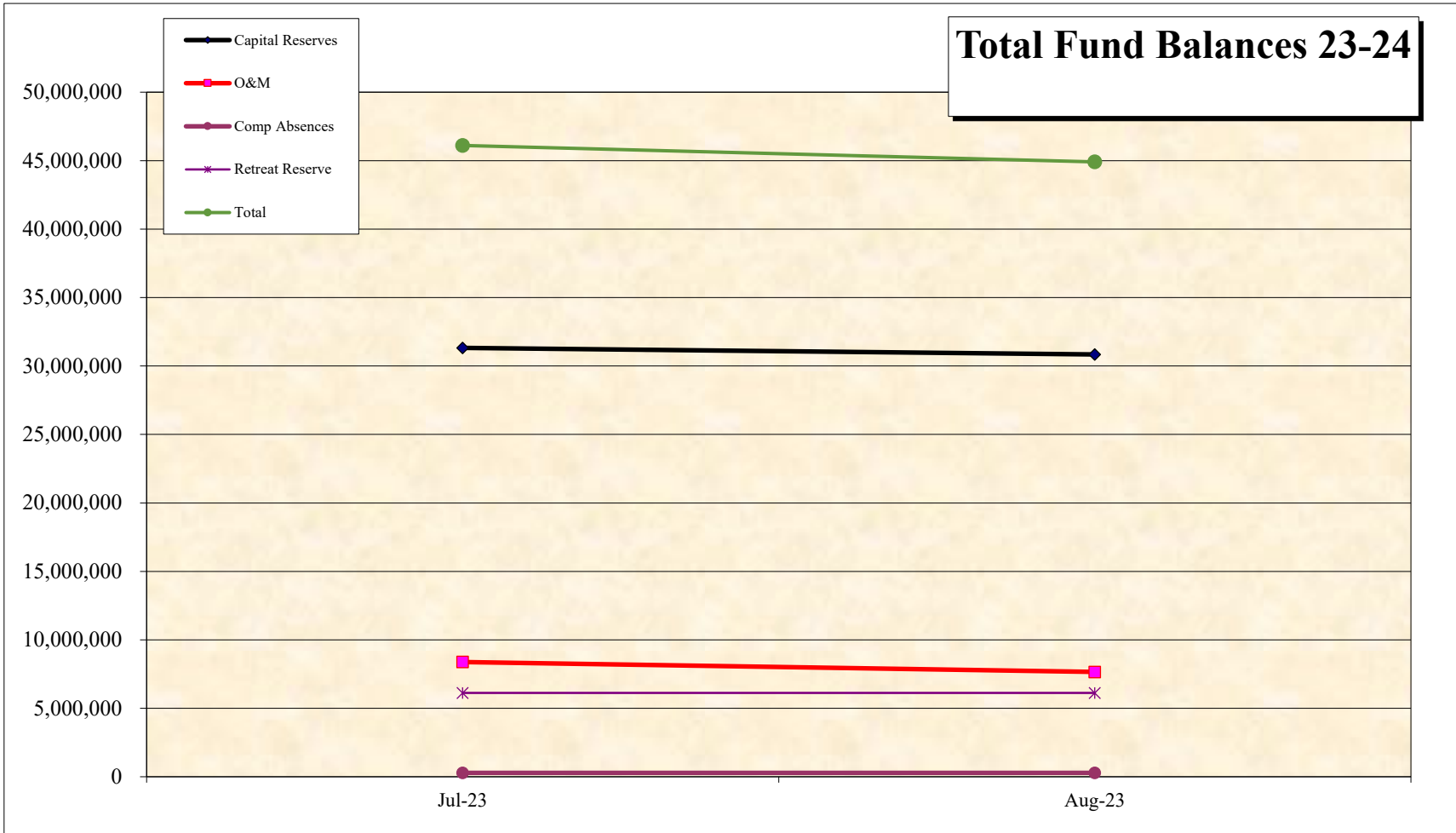


Robert Lee, CPA
Principal
CliftonLarsonAllen LLP

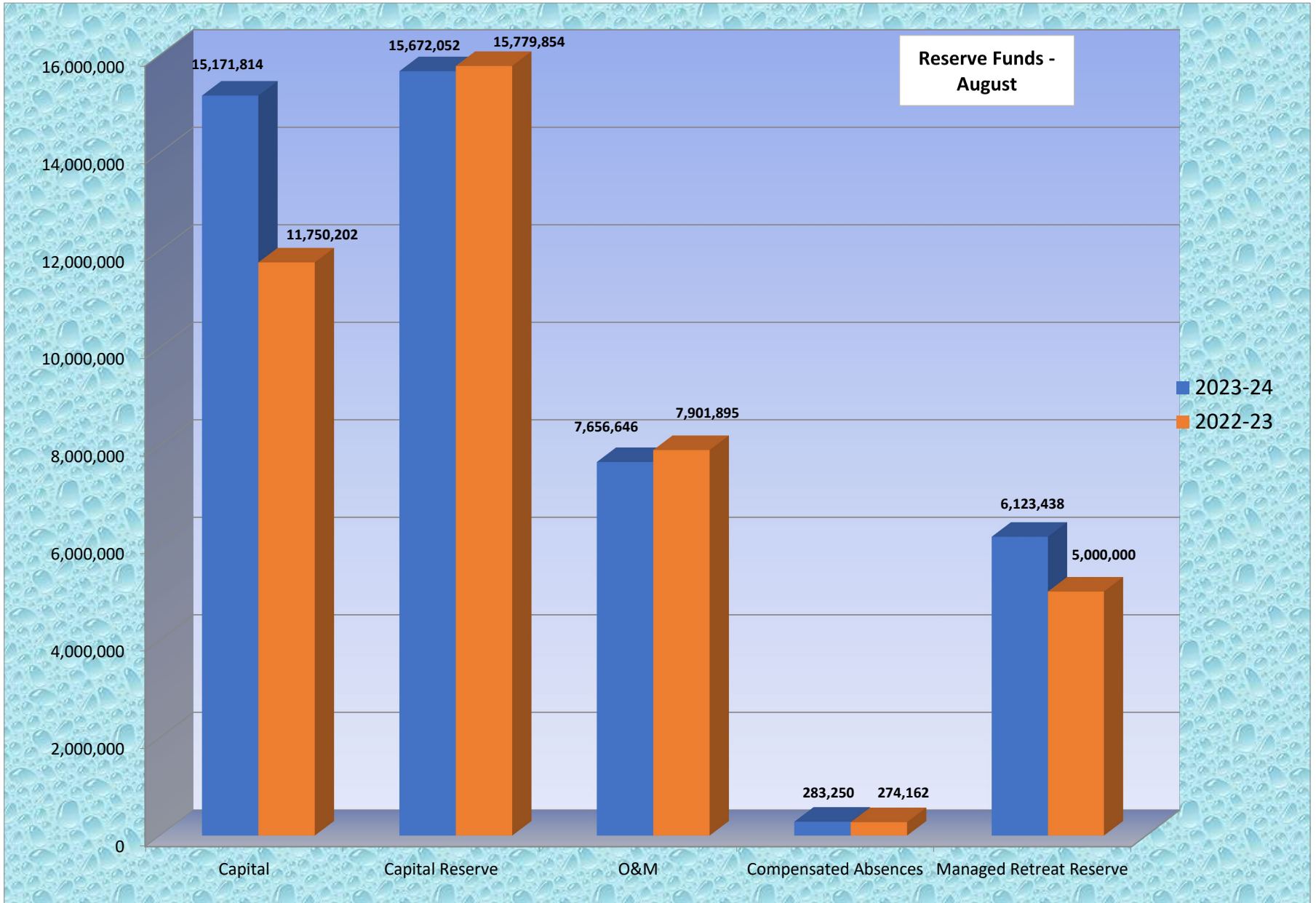
Cc: Mr. Ken White, President

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

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$15,650,570	\$15,672,052	\$8,377,890	\$283,250	\$6,123,438	\$46,107,199	\$522,045	\$4,274	\$1,228,581
Receipts:									
User Fees							4,684		
Property Taxes									
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							138,720		
Reclamation capital billing							93,151		
Permits							8,770		
PBCSD capital billing									
Other misc. revenue							510		
Interest income									
Connection Fees							9,044		
CCLEAN receipts									
Brine disposal fees							14,146		
Carmel Reserve LLC-Sept. Ranch Project									
SJSU grant receipts-Applied Marine Sciences							1,901		
Void checks-replace lost checks							19,827	2,255	
Total Receipts	0	0	0	0	0	0	405,753	2,255	0
Fund Transfers:									
Transfers to Chase Bank O&M	(478,756)		(721,244)				1,200,000		
Transfers to Chase Bank PR							(240,000)	240,000	
Transfer to Defend or Managed Retreat Fund									
Adjust compensated accruals at year end									
Rebalance Capital and O&M Reserves									
Total Transfers	(478,756)	0	(721,244)	0	0	(1,200,000)	960,000	240,000	0
Disbursements:									
Operations and capital							1,018,377		
Payroll & payroll taxes								239,545	
Employee Dental reimbursements							4,257		
CALPERS EFT							39,474		
CAWD SAM pension EFT							0		
Union dues EFT							777		
Home Depot EFT							3,027		
US Bank EFT							21,409		
Deferred comp contributions EFT							14,208	0	
PEHP contributions EFT							3,342	0	
Bank/ADP fees							0	1,199	
CEPPT contribution							100,000		
GASB 68 report fee							700		
Alliant equipment floater premium EFT							9,815		
HCM Unlocked EFT							2,250		
Total Disbursements	0	0	0	0	0	0	1,217,637	240,744	0
BALANCE END OF MONTH	15,171,814	15,672,052	7,656,646	283,250	6,123,438	44,907,199	670,161	5,785	1,228,581



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



Carmel Area Wastewater District
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/01/23	4722	Alameda Electrical Distributors	OCAL coated connections and 600v cords	2,038.23
08/01/23	4723	Amazon Capital Services	Operating supplies, small tools and tables	1,595.82
08/01/23	4724	American Fidelity Assurance Company	Flex accounts	203.84
08/01/23	4725	American Fidelity Assurance	Employee insurance premiums	1,102.02
08/01/23	4726	Aquatic Bioassay & Consulting	Sample analysis	2,115.00
08/01/23	4727	AT&T Mobility	SCADA text modem	70.72
08/01/23	4728	AT&T CALNET 3	Admin alarm	35.51
08/01/23	4729	AT&T	Plant fiber router and IP card	718.97
08/01/23	4730	Barry Blevins	Tri-State Conference expense advance	345.60
08/01/23	4731	Barbara Buikema	Special District Association dinner meeting	80.00
08/01/23	4732	Bryan Mailey Electric	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$2,175.00) and Plant and collections electrical work	9,675.00
08/01/23	4733	Chicago Title Company	Plant Bridge Retrofit Project #22-04 (CAPITAL) title reports	1,500.00
08/01/23	4734	Christian Schmidt	Work boots	81.28
08/01/23	4735	Cintas Corporation #63D	Laundry service	940.56
08/01/23	4736	Clark Pest Control	Plant service	317.00
08/01/23	4737	Culligan Water Conditioning	C&I exchange for the lab	17.35
08/01/23	4738	Daryl Lauer	Dental	433.00
08/01/23	4739	Direct TV	Plant service	95.99
08/01/23	4740	DKF Solutions Group, LLC	SERP online training module and workbooks	2,493.07
08/01/23	4741	Edges Electrical Group	Electrical parts	1,233.95
08/01/23	4742	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,672.71
08/01/23	4743	Exceedio	24 port and 48 port network switches	12,670.88
08/01/23	4744	Fastenal Company	Operating supplies	954.47
08/01/23	4745	FGL Environmental	Sample analysis	1,893.00
08/01/23	4746	First Alarm	Quarterly Plant alarm billing	456.72
08/01/23	4747	General Air Compressors North	Vane gas lubrication and oil change kit	2,762.33
08/01/23	4748	GLS US	Sample analysis	243.07
08/01/23	4749	Got.Net	Domain parking	4.20
08/01/23	4750	Grainger	Hydrogen detector tubes, sewage ejector pump and supplies	3,605.67
08/01/23	4751	Greeley and Hansen	Long term sea level rise planning	5,040.26
08/01/23	4752	Jack Doheny Companies	Collections tractor service	312.22
08/01/23	4753	James Grover	Dental	460.00
08/01/23	4754	Mark Dias	Dental	206.00
08/01/23	4755	McMaster-Carr	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	52.92

Carmel Area Wastewater District
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/01/23	4756	Monterey Tire Service	Tires for 2021 Ford F350	784.09
08/01/23	4757	Municipal Maintenance Equipment	Vaccon rehab (CAPITAL)	12,421.89
08/01/23	4758	NAPA Auto Parts	Vehicle repair parts	187.13
08/01/23	4759	Patelco Credit Union	Health savings accounts contributions	4,786.70
08/01/23	4760	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	38.70
08/01/23	4761	Pure Water	Monthly service	116.25
08/01/23	4762	Quill LLC	Office supplies	97.79
08/01/23	4763	Rachel Lather	Collections System Committee meeting hotel expense	792.31
08/01/23	4764	Robert Siegfried	Dental	365.00
08/01/23	4765	Rockwell Engineering and Equip.	O-rings	53.85
08/01/23	4766	Scarborough Lumber & Building	Collection and admin supplies	131.28
08/01/23	4767	Seth Steele-Freitas	Confined space training expenses and Tri-State Conference expense advance	787.18
08/01/23	4768	SmartCover Systems	H2S Sensor Powerpack and calibration program	7,098.87
08/01/23	4769	Toro Petroleum	Diesel fuel	270.55
08/01/23	4770	Underground Service Alert	Annual membership and California State Regulatory Fee	3,861.03
08/01/23	4771	Univar Solutions USA Inc.	Sodium hypochlorite	9,163.36
08/01/23	4772	USA Blue Book	Tracing dye	131.72
08/01/23	4773	Vision Service Plan	Vision insurance premium	595.35
08/01/23	4774	Visual Edge IT	Plant copier billing	48.51
08/01/23	4775	Whitson Janitorial Service	Plant and admin service	1,300.00
08/03/23	4776	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	710.41
08/03/23	4777	Pacific Gas & Electric	Monthly service	1,807.44
08/03/23	4778	Quill LLC	Office supplies	300.15
08/03/23	4779	State Water Resources Control Board	Employee certificate renewal	150.00
08/15/23	4780	Alameda Electrical Distributors	Vehicle repair parts	126.18
08/15/23	4781	Amazon Capital Services	Office supplies and small tools	780.91
08/15/23	4782	American Legal Publishing Corp.	Codification edits	308.00
08/15/23	4783	Andrew Millington	Replace lost paycheck	2,254.50
08/15/23	4784	AT&T Mobility	Cell service	433.66
08/15/23	4785	AT&T	Voice routing	52.43
08/15/23	4786	Barbara Buikema	Dental	277.00
08/15/23	4787	Best Best & Krieger LLP	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	14,391.60
08/15/23	4788	Bryan Mailey Electric	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$2,100.00) , and electrical services	3,264.16
08/15/23	4789	Buckles-Smith Electric Company	Portable capacitor and UPS for pump stations	5,472.42

Carmel Area Wastewater District
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/15/23	4790	California American Water	Monthly service	1,329.48
08/15/23	4791	Chicago Title Company	Plant Bridge Retrofit Project #22-04 (CAPITAL) title report	500.00
08/15/23	4792	Christopher Dinner Heating, Inc.	HVAC service on rooftop units	2,714.75
08/15/23	4793	Christoper Foley	Dental	707.00
08/15/23	4794	Cintas Corporation #63D	Laundry service	946.04
08/15/23	4795	Comcast	Pump station internet	537.00
08/15/23	4796	Costanoan Rumsen Carmel Tribe	CRFREE Mitigation Pipeline Undergrounding project #19-21 tribal monitoring	2,000.00
08/15/23	4797	CWEA	Employee annual dues	221.00
08/15/23	4798	Daryl Lauer	Dental	747.20
08/15/23	4799	Datco Services Corporation	Controlled substance test	54.50
08/15/23	4800	DKF Solutions Group, LLC	Online training module on PSERPs	1,800.00
08/15/23	4801	Domine Barringer	Dental	95.60
08/15/23	4802	Duperon Corporation	1hp motor gearbox (CAPITAL)	11,203.25
08/15/23	4803	Edward Waggoner	Dental	200.00
08/15/23	4804	Exceedio	Cisco switches and cyber security work	5,549.25
08/15/23	4805	Express Services, Inc.	Admin temp service	247.50
08/15/23	4806	Fastenal Company	Small tools	272.55
08/15/23	4807	Firato Service Co.	Plant and admin janitorial service	2,213.66
08/15/23	4808	Fisher Scientific	Lab supplies	459.99
08/15/23	4809	Grainger	Operating supplies and small tools	799.76
08/15/23	4810	Hach Company	Lab supplies	166.73
08/15/23	4811	ICON Cloud Solutions	Monthly telephone service	595.88
08/15/23	4812	Interstate All Battery Center	Repair parts	35.01
08/15/23	4813	JRG Attorneys at Law	Plant Bridge Retrofit Project #22-04 (CAPITAL)	386.00
08/15/23	4814	Kennedy White	Dental	55.92
08/15/23	4815	Kevin Young	Dental	556.60
08/15/23	4816	Liebert Cassidy Whitmore	Labor relations legal service	212.50
08/15/23	4817	McMaster-Carr	Humidity meters	619.71
08/15/23	4818	Monterey Bay Air Resources District	Annual toxics permits	8,279.00
08/15/23	4819	NAPA Auto Parts	Repair parts	546.91
08/15/23	4820	Patrick Treanor	Work boots	179.99
08/15/23	4821	Pacific Gas & Electric	Monthly service	35,632.62
08/15/23	4822	Raymond DeOcampo	Dental	154.00
08/15/23	4823	State Water Resources Control Board	Employee certificate renewal	150.00
08/15/23	4824	Star Sanitation LLC	Collections portable toilet rental	24.30

Carmel Area Wastewater District
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/15/23	4825	Streamline	Website maintenance	497.00
08/15/23	4826	Synagro Technologies	Sludge hauling	11,683.57
08/15/23	4827	Town & Country Gardening	Plant and admin gardening	736.80
08/15/23	4828	Univar Solutions USA Inc.	Sodium hypochlorite	10,335.92
08/15/23	4829	WM Corporate Services	Plant rolloffs and admin garbage	4,131.78
08/24/23	4830	Applied Marine Sciences	April-June CCLEAN expenses and May-June Evaluating Ag. Management Practices-SJSU grant expenses	150,820.19
08/24/23	4831	Beth Ingram	April-June HR services	17,062.50
08/24/23	4832	California American Water	Monthly expense	38.44
08/24/23	4833	Clark Bros., Inc.	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	388,203.20
08/24/23	4834	Denise Duffy & Associates	Hatton canyon vegetation management and Corona Road Sewer Extension Project #18-21	7,968.66
08/24/23	4835	GraniteRock Construction	Sink hole repair-26240 Via Mallorca	5,000.00
08/24/23	4836	MNS Engineers	September Ranch Sewer Project #18-29, Scenic Rd Pipe Bursting Project #20-08 (CAPITAL \$12,108.75), Pescadero Creek Area Pipe Rehab Project #21-05 (CAPITAL \$325.00) and Santa Rita & Guadalupe Pipeline Project #23-01 (CAPITAL \$15,549.50)	33,610.25
08/24/23	4837	Public Agency Coalition Enterprise	Health insurance	34,328.16
08/24/23	4838	Rhommel Lopez	Confined space rescue training expenses	284.72
08/24/23	4839	Rooter King Monterey County	Spot Repair Project (CAPITAL \$10,900.00) and Admin building pump installation (CAPITAL \$6,939.00)	134,592.00
08/24/23	4840	Seth Steele-Freitas	Mechanical Tech GR1 test	185.00
08/25/23	4841	Alliant Insurance Services Inc-Irvine-VOID	2023-24 Equipment Floater, Cyber Enhancement Option and Fiduciary Liability	0.00
08/25/23	4842		2023-24 Cyber Enhancement Option and Fiduciary Liability	13,174.77
				1,022,634.44

CAWD/PBCSD Reclamation Project
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/01/23	1044	Acme Analytical Solutions	Glycerin, USP, Buffer Standard Red, Blue and Yellow	127.78
08/01/23	1045	Bryan Mailey Electric	MF/RO and tertiary electrical work	1,575.00
08/01/23	1046	Edges Electrical Group	PVC-CTD conduit, conduit body and clamps	4,162.25
08/01/23	1047	Grainger	Pressure switch, overload relays and magnetic motor starters	4,210.37
08/01/23	1048	H2O Innovation USA	Spectraguard360-275G chemical	9,417.35
08/01/23	1049	Hach Company	Flow sensors	1,034.40
08/01/23	1050	Harrington Industrial Plastics	Operating supplies	1,268.91
08/01/23	1051	McMaster-Carr	Operating supplies	54.99
08/01/23	1052	Professional Water Technologies	H2O cartridge filters	1,753.35
08/01/23	1053	Trussell Technologies	MF/RO Ops Support Data Review	1,747.50
08/01/23	1054	USA Blue Book	Calibration cylinders	205.57
08/03/23	1055	Pebble Beach Company	Bond principal and interest, past letter of credit and bond fees and project rep costs	275,122.16
08/03/23	1056	Pacific Gas & Electric	Tertiary billing	18,222.74
08/03/23	1057	Wells Fargo Advisors	July and August capital reserve transfers	137,500.00
08/15/23	1058	Automationdirect.com Inc.	Wall mount fiberglass enclosure	186.41
08/15/23	1059	Brenntag Pacific, Inc.	Ammonium hydroxide	4,335.09
08/15/23	1060	Bryan Mailey Electric	Electrical services	8,250.00
08/15/23	1061	Cal-Am Water Company	Hydrant meter K	2,949.61
08/15/23	1062	Carmel Area Wastewater District	2022-23 Final Capital bill, May-July sodium bisulfate and hypochlorite and July O&M	231,870.88
08/15/23	1063	Christopher Dinner Heating, Inc.	HVAC service on rooftop units	1,129.75
08/15/23	1064	Cisco Air Systems	Compressor service	960.00
08/15/23	1065	Edges Electrical Group	Omni PE/PVC SHLD, conduit and supplies	6,320.85
08/15/23	1066	Fisher Scientific	Lab supplies	459.98
08/15/23	1067	Hach Company	Lab supplies	791.17
08/15/23	1068	Harrington Industrial Plastics	Valve back pressure relief	924.86

CAWD/PBCSD Reclamation Project
Disbursements
Aug-23

Date	Check	Vendor	Description	Amount
08/15/23	1069	Monterey Peninsula Engineering	Sulfuric Acid Tank Project #18-26 (CAPITAL) retention	38,579.79
08/15/23	1070	Pebble Beach Community Services District	June O&M and Capital reimbursement-supplemental	52,915.86
08/15/23	1071	PLATT	Ultrx fiberglass door	1,209.88
08/24/23	1072	Monterey Peninsula Water Management Dist.	2022-23 User fee and O&M billings	122,281.49
08/24/23	1073	Pebble Beach Community Services District	July O&M reimbursement	44,832.77
08/24/23	1074	Pacific Gas & Electric	MF/RO billing	28,068.60
				1,002,469.36



**Financial Statements
and
Supplementary Schedules**

August 2023

September 28, 2023

Carmel Area Wastewater District

Balance Sheet

August 2023

ASSETS		
Current Assets		
Cash		
Cash	46,812,206.29	
TOTAL Cash	46,812,206.29	
Other Current Assets		
Other Current Assets	1,539,351.40	
TOTAL Other Current Assets	1,539,351.40	
TOTAL Current Assets		48,351,557.69
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	70,412,104.24	
TOTAL Treatment Structures	70,412,104.24	
Treatment Equipment		
Treatment Equipment	9,601,293.00	
TOTAL Treatment Equipment	9,601,293.00	
Collection Structures		
Collection Structures	1,249,916.64	
TOTAL Collection Structures	1,249,916.64	
Collection Equipment		
Collection Equipment	1,557,419.97	
TOTAL Collection Equipment	1,557,419.97	
Sewers		
		15,783,372.56
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	
Other Fixed Assets		
Other Fixed Assets	4,541,860.92	
TOTAL Other Fixed Assets	4,541,860.92	
Capital Improvement Projects		
Capital Improvement Projects	9,885,296.85	
TOTAL Capital Improvement Projects	9,885,296.85	
Accumulated depreciation		
		(59,446,957.36)
TOTAL Fixed Assets		55,536,257.43
Other Assets		
Other Assets	5,885,833.13	
TOTAL Other Assets		5,885,833.13
TOTAL ASSETS		109,773,648.25

Carmel Area Wastewater District

Balance Sheet

August 2023

LIABILITIES			
Current Liabilities			
Current Liabilities	1,034,690.42		
TOTAL Current Liabilities	<u>1,034,690.42</u>		1,034,690.42
Long-Term Liabilities			
Long Term Liabilities	1,006,435.33		
TOTAL Long-Term Liabilities	<u>1,006,435.33</u>		1,006,435.33
TOTAL LIABILITIES			<u>2,041,125.75</u>
	NET POSITION		
Net Assets	108,999,600.65		
Year-to-Date Earnings	(1,267,078.15)		
	<u>107,732,522.50</u>		
TOTAL NET POSITION			107,732,522.50
TOTAL LIABILITIES & NET POSITION			<u>109,773,648.25</u>

Carmel Area Wastewater District
Income Statement-Actual to Budget
Year-to-Date Variance, August 2023 - current month, Consolidated by
account

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	439,573.02	380,709.50	58,863.52	15.5 %
TOTAL Income	439,573.02	380,709.50	58,863.52	15.5 %
Adjustments				
Discounts	147.54	0.00	147.54	
TOTAL Adjustments	147.54	0.00	147.54	
*****	439,720.56	380,709.50	59,011.06	15.5 %
***** OPERATING INCOME	439,720.56	380,709.50	59,011.06	15.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	737,113.61	756,148.26	19,034.65	2.5 %
TOTAL Salaries and Payroll Taxes	737,113.61	756,148.26	19,034.65	2.5 %
Employee Benefits				
Employee Benefits	226,081.75	279,878.99	53,797.24	19.2 %
TOTAL Employee Benefits	226,081.75	279,878.99	53,797.24	19.2 %
Director's Expenses				
Director's Expenses	4,385.92	5,358.33	972.41	18.1 %
TOTAL Director's Expenses	4,385.92	5,358.33	972.41	18.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	6,201.27	5,706.66	(494.61)	-8.7 %
TOTAL Truck and Auto Expenses	6,201.27	5,706.66	(494.61)	-8.7 %
General and Administrative				
General and Administrative	196,980.78	199,570.00	2,589.22	1.3 %
TOTAL General and Administrative	196,980.78	199,570.00	2,589.22	1.3 %
Office Expense				
Office Expense	30,697.50	29,861.66	(835.84)	-2.8 %
TOTAL Office Expense	30,697.50	29,861.66	(835.84)	-2.8 %
Operating Supplies				
Operating Supplies	112,793.91	116,068.31	3,274.40	2.8 %
TOTAL Operating Supplies	112,793.91	116,068.31	3,274.40	2.8 %
Contract Services				
Contract Services	213,068.90	247,833.33	34,764.43	14.0 %
TOTAL Contract Services	213,068.90	247,833.33	34,764.43	14.0 %

Carmel Area Wastewater District
Income Statement-Actual to Budget
Year-to-Date Variance, August 2023 - current month, Consolidated by
account

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	58,485.51	60,259.66	1,774.15	2.9 %
TOTAL Repairs and Maintenance	58,485.51	60,259.66	1,774.15	2.9 %
Utilities				
<i>Utilities</i>	57,700.86	65,576.34	7,875.48	12.0 %
TOTAL Utilities	57,700.86	65,576.34	7,875.48	12.0 %
Travel and Meetings				
<i>Travel and Meetings</i>	21,208.23	22,200.00	991.77	4.5 %
TOTAL Travel and Meetings	21,208.23	22,200.00	991.77	4.5 %
Permits and Fees				
<i>Permits and Fees</i>	33,094.00	40,800.00	7,706.00	18.9 %
TOTAL Permits and Fees	33,094.00	40,800.00	7,706.00	18.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	4,078.00	4,000.00	(78.00)	-1.9 %
TOTAL Memberships and Subscriptions	4,078.00	4,000.00	(78.00)	-1.9 %
Safety				
<i>Safety</i>	13,388.58	13,787.50	398.92	2.9 %
TOTAL Safety	13,388.58	13,787.50	398.92	2.9 %
Other Expenses				
<i>Other Expense</i>	480.00	500.00	20.00	4.0 %
TOTAL Other Expenses	480.00	500.00	20.00	4.0 %
TOTAL Operating Expenses	1,715,758.82	1,847,549.04	131,790.22	7.1 %
***** OPERATING INCOME (LOSS)	(1,276,038.26)	(1,466,839.54)	190,801.28	13.0 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	8,960.11	(1,550.00)	10,510.11	678.1 %
TOTAL Other Income or Gain	8,960.11	(1,550.00)	10,510.11	678.1 %
TOTAL Non-op Income, Expense, Gain or Loss	8,960.11	(1,550.00)	10,510.11	678.1 %
***** NET INCOME (LOSS)	(1,267,078.15)	(1,468,389.54)	201,311.39	13.7 %
***** NET INCOME (LOSS)	(1,267,078.15)	(1,468,389.54)	201,311.39	13.7 %

Carmel Area Wastewater District
Op. Exps. Actual to Budget-Collections
*Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 5*

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 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>	139,232.89	129,134.60	(10,098.29)	-7.8 %
TOTAL Salaries and Payroll Taxes	139,232.89	129,134.60	(10,098.29)	-7.8 %
Employee Benefits				
<i>Employee Benefits</i>	55,236.08	64,484.18	9,248.10	14.3 %
TOTAL Employee Benefits	55,236.08	64,484.18	9,248.10	14.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	4,605.48	5,706.66	1,101.18	19.3 %
TOTAL Truck and Auto Expenses	4,605.48	5,706.66	1,101.18	19.3 %
General and Administrative				
<i>General and Administrative</i>	30,146.89	29,480.00	(666.89)	-2.3 %
TOTAL General and Administrative	30,146.89	29,480.00	(666.89)	-2.3 %
Office Expense				
<i>Office Expense</i>	1,342.57	1,145.00	(197.57)	-17.3 %
TOTAL Office Expense	1,342.57	1,145.00	(197.57)	-17.3 %
Operating Supplies				
<i>Operating Supplies</i>	4,757.83	8,683.33	3,925.50	45.2 %
TOTAL Operating Supplies	4,757.83	8,683.33	3,925.50	45.2 %
Contract Services				
<i>Contract Services</i>	44,649.16	67,649.99	23,000.83	34.0 %
TOTAL Contract Services	44,649.16	67,649.99	23,000.83	34.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	17,687.93	15,600.00	(2,087.93)	-13.4 %
TOTAL Repairs and Maintenance	17,687.93	15,600.00	(2,087.93)	-13.4 %
Utilities				
<i>Utilities</i>	6,937.55	6,996.32	58.77	0.8 %
TOTAL Utilities	6,937.55	6,996.32	58.77	0.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	7,092.04	7,500.00	407.96	5.4 %

Carmel Area Wastewater District
Op. Exps. Actual to Budget-Collections
Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 5

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	7,092.04	7,500.00	407.96	5.4 %
Permits and Fees				
<i>Permits and Fees</i>	3,511.00	4,300.00	789.00	18.3 %
TOTAL Permits and Fees	3,511.00	4,300.00	789.00	18.3 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,052.00	900.00	(152.00)	-16.9 %
TOTAL Memberships and Subscriptions	1,052.00	900.00	(152.00)	-16.9 %
Safety				
<i>Safety</i>	3,703.13	4,164.17	461.04	11.1 %
TOTAL Safety	3,703.13	4,164.17	461.04	11.1 %
TOTAL Operating Expenses	319,954.55	345,744.25	25,789.70	7.5 %
***** OPERATING INCOME (LOSS)	(319,954.55)	(345,744.25)	25,789.70	7.5 %
***** NET INCOME (LOSS)	(319,954.55)	(345,744.25)	25,789.70	7.5 %
***** NET INCOME (LOSS)	(319,954.55)	(345,744.25)	25,789.70	7.5 %

Carmel Area Wastewater District
Op. Exps. Actual to Budget-Treatment
*Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 6*

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 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>	331,536.87	367,067.31	35,530.44	9.7 %
TOTAL Salaries and Payroll Taxes	331,536.87	367,067.31	35,530.44	9.7 %
Employee Benefits				
<i>Employee Benefits</i>	127,525.46	157,638.68	30,113.22	19.1 %
TOTAL Employee Benefits	127,525.46	157,638.68	30,113.22	19.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,545.08	0.00	(1,545.08)	
TOTAL Truck and Auto Expenses	1,545.08	0.00	(1,545.08)	
General and Administrative				
<i>General and Administrative</i>	131,880.24	133,000.00	1,119.76	0.8 %
TOTAL General and Administrative	131,880.24	133,000.00	1,119.76	0.8 %
Office Expense				
<i>Office Expense</i>	17,903.13	19,016.66	1,113.53	5.9 %
TOTAL Office Expense	17,903.13	19,016.66	1,113.53	5.9 %
Operating Supplies				
<i>Operating Supplies</i>	107,395.55	105,649.98	(1,745.57)	-1.7 %
TOTAL Operating Supplies	107,395.55	105,649.98	(1,745.57)	-1.7 %
Contract Services				
<i>Contract Services</i>	138,926.90	143,526.67	4,599.77	3.2 %
TOTAL Contract Services	138,926.90	143,526.67	4,599.77	3.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	40,194.80	41,900.01	1,705.21	4.1 %
TOTAL Repairs and Maintenance	40,194.80	41,900.01	1,705.21	4.1 %
Utilities				
<i>Utilities</i>	47,178.78	54,733.34	7,554.56	13.8 %
TOTAL Utilities	47,178.78	54,733.34	7,554.56	13.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	10,574.36	10,716.66	142.30	1.3 %

Carmel Area Wastewater District
Op. Exps. Actual to Budget-Treatment
Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 6

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	10,574.36	10,716.66	142.30	1.3 %
Permits and Fees				
<i>Permits and Fees</i>	4,768.00	4,500.00	(268.00)	-6.0 %
TOTAL Permits and Fees	4,768.00	4,500.00	(268.00)	-6.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,026.00	3,100.00	74.00	2.4 %
TOTAL Memberships and Subscriptions	3,026.00	3,100.00	74.00	2.4 %
Safety				
<i>Safety</i>	7,801.02	7,958.33	157.31	2.0 %
TOTAL Safety	7,801.02	7,958.33	157.31	2.0 %
TOTAL Operating Expenses	970,256.19	1,048,807.64	78,551.45	7.5 %
***** OPERATING INCOME (LOSS)	(970,256.19)	(1,048,807.64)	78,551.45	7.5 %
***** NET INCOME (LOSS)	(970,256.19)	(1,048,807.64)	78,551.45	7.5 %
***** NET INCOME (LOSS)	(970,256.19)	(1,048,807.64)	78,551.45	7.5 %

Carmel Area Wastewater District
Op. Expenses Actual to Budget-Admin.
Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 7

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 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>	136,323.47	131,593.08	(4,730.39)	-3.6 %
TOTAL Salaries and Payroll Taxes	136,323.47	131,593.08	(4,730.39)	-3.6 %
Employee Benefits				
<i>Employee Benefits</i>	43,320.21	57,756.13	14,435.92	25.0 %
TOTAL Employee Benefits	43,320.21	57,756.13	14,435.92	25.0 %
Director's Expenses				
<i>Director's Expenses</i>	4,385.92	5,358.33	972.41	18.1 %
TOTAL Director's Expenses	4,385.92	5,358.33	972.41	18.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	50.71	0.00	(50.71)	
TOTAL Truck and Auto Expenses	50.71	0.00	(50.71)	
General and Administrative				
<i>General and Administrative</i>	34,953.65	37,090.00	2,136.35	5.8 %
TOTAL General and Administrative	34,953.65	37,090.00	2,136.35	5.8 %
Office Expense				
<i>Office Expense</i>	11,451.80	9,700.00	(1,751.80)	-18.1 %
TOTAL Office Expense	11,451.80	9,700.00	(1,751.80)	-18.1 %
Operating Supplies				
<i>Operating Supplies</i>	18.30	233.34	215.04	92.2 %
TOTAL Operating Supplies	18.30	233.34	215.04	92.2 %
Contract Services				
<i>Contract Services</i>	29,278.33	36,656.67	7,378.34	20.1 %
TOTAL Contract Services	29,278.33	36,656.67	7,378.34	20.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	524.00	1,333.33	809.33	60.7 %
TOTAL Repairs and Maintenance	524.00	1,333.33	809.33	60.7 %
Utilities				
<i>Utilities</i>	3,584.53	3,846.68	262.15	6.8 %

Carmel Area Wastewater District
Op. Expenses Actual to Budget-Admin.
Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 7

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	3,584.53	3,846.68	262.15	6.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	3,541.83	3,983.34	441.51	11.1 %
TOTAL Travel and Meetings	3,541.83	3,983.34	441.51	11.1 %
Permits and Fees				
<i>Permits and Fees</i>	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Safety				
<i>Safety</i>	1,884.43	1,400.00	(484.43)	-34.6 %
TOTAL Safety	1,884.43	1,400.00	(484.43)	-34.6 %
Other Expenses				
<i>Other Expense</i>	480.00	500.00	20.00	4.0 %
TOTAL Other Expenses	480.00	500.00	20.00	4.0 %
TOTAL Operating Expenses	294,612.18	321,450.90	26,838.72	8.3 %
***** OPERATING INCOME (LOSS)	(294,612.18)	(321,450.90)	26,838.72	8.3 %
***** NET INCOME (LOSS)	(294,612.18)	(321,450.90)	26,838.72	8.3 %
***** NET INCOME (LOSS)	(294,612.18)	(321,450.90)	26,838.72	8.3 %

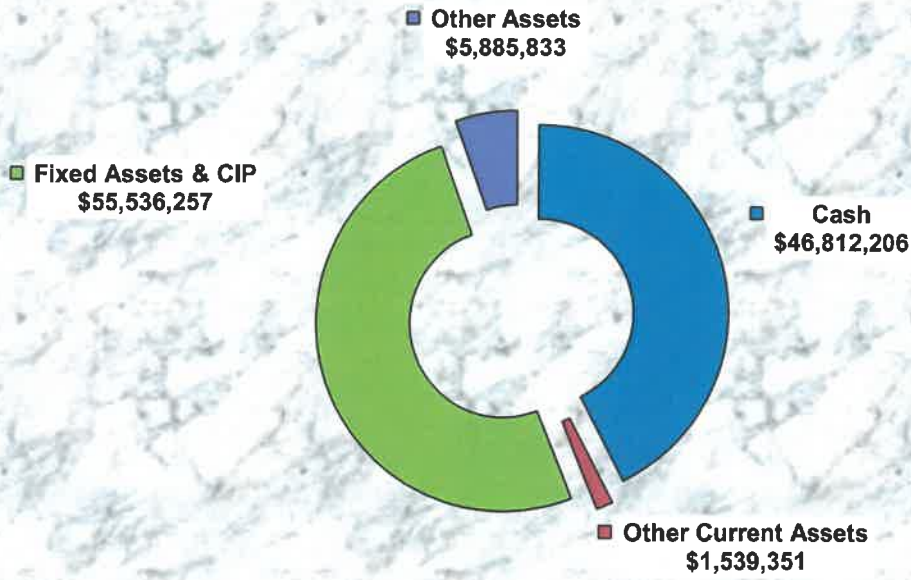
Carmel Area Wastewater District
Op. Exps. Actual to Budget-Reclamation
*Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 8*

	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 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>	130,020.38	127,980.57	(2,039.81)	-1.6 %
TOTAL Salaries and Payroll Taxes	130,020.38	127,980.57	(2,039.81)	-1.6 %
Operating Supplies				
<i>Operating Supplies</i>	622.23	1,501.66	879.43	58.6 %
TOTAL Operating Supplies	622.23	1,501.66	879.43	58.6 %
Contract Services				
<i>Contract Services</i>	214.51	0.00	(214.51)	
TOTAL Contract Services	214.51	0.00	(214.51)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	78.78	759.66	680.88	89.6 %
TOTAL Repairs and Maintenance	78.78	759.66	680.88	89.6 %
Safety				
<i>Safety</i>	0.00	265.00	265.00	100.0 %
TOTAL Safety	0.00	265.00	265.00	100.0 %
TOTAL Operating Expenses	130,935.90	130,506.89	(429.01)	-0.3 %
***** OPERATING INCOME (LOSS)	(130,935.90)	(130,506.89)	(429.01)	-0.3 %
***** NET INCOME (LOSS)	(130,935.90)	(130,506.89)	(429.01)	-0.3 %
***** NET INCOME (LOSS)	(130,935.90)	(130,506.89)	(429.01)	-0.3 %

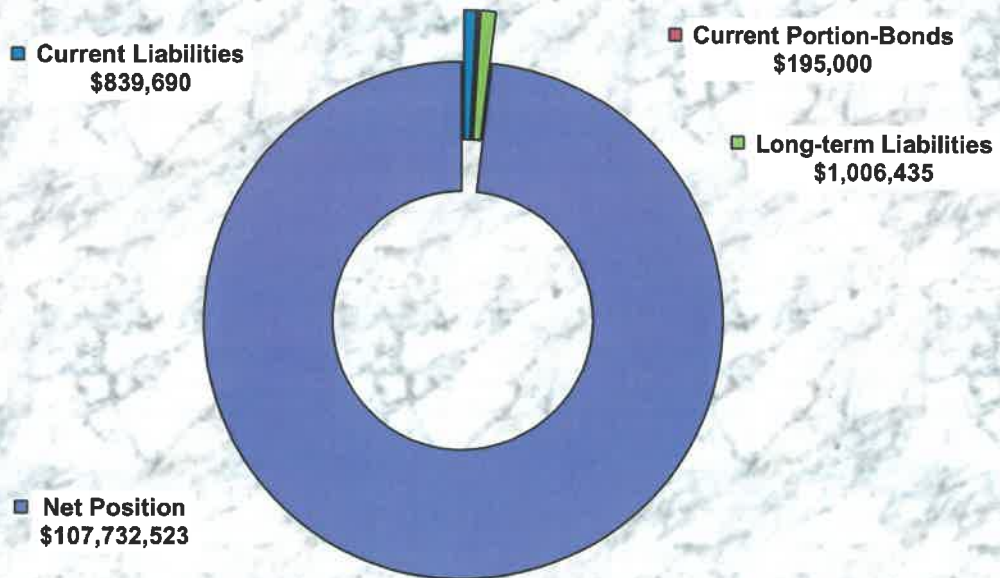
Carmel Area Wastewater District
I/S Actual to Budget-Brine Disposal
Year-to-Date Variance, August 2023 - current month, Consolidated by
account, Department 10

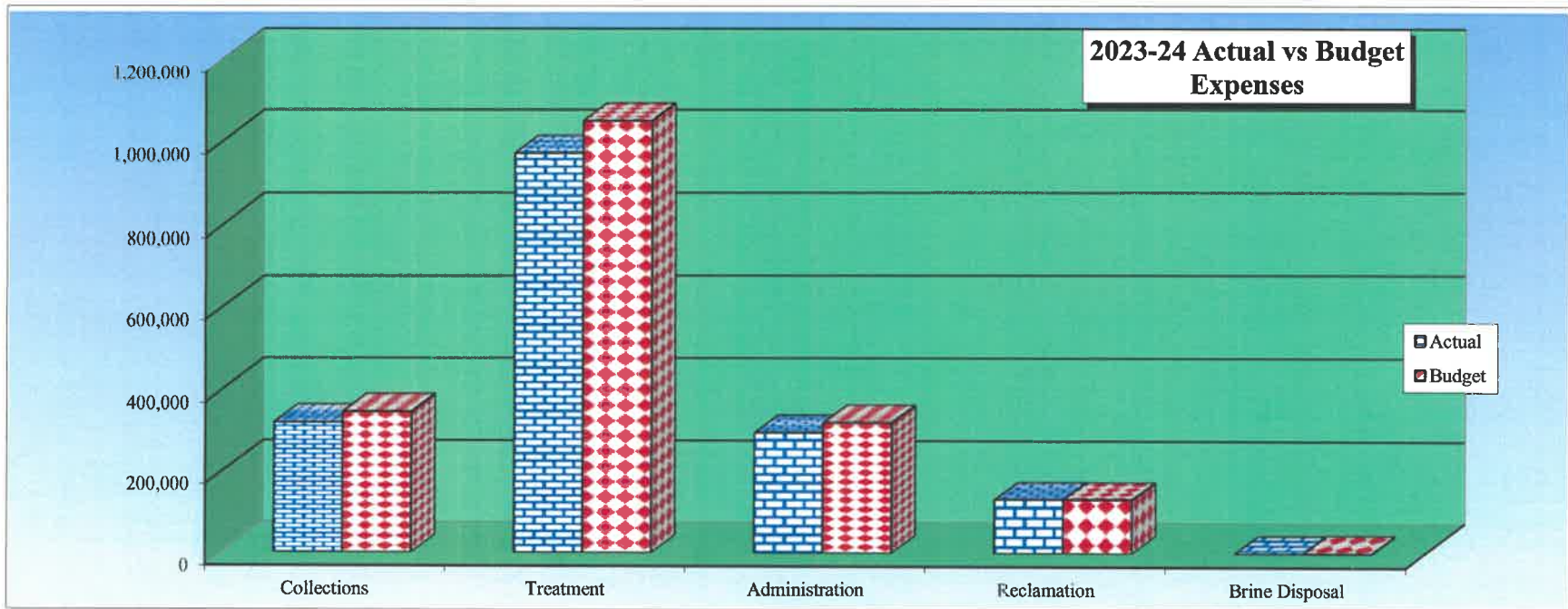
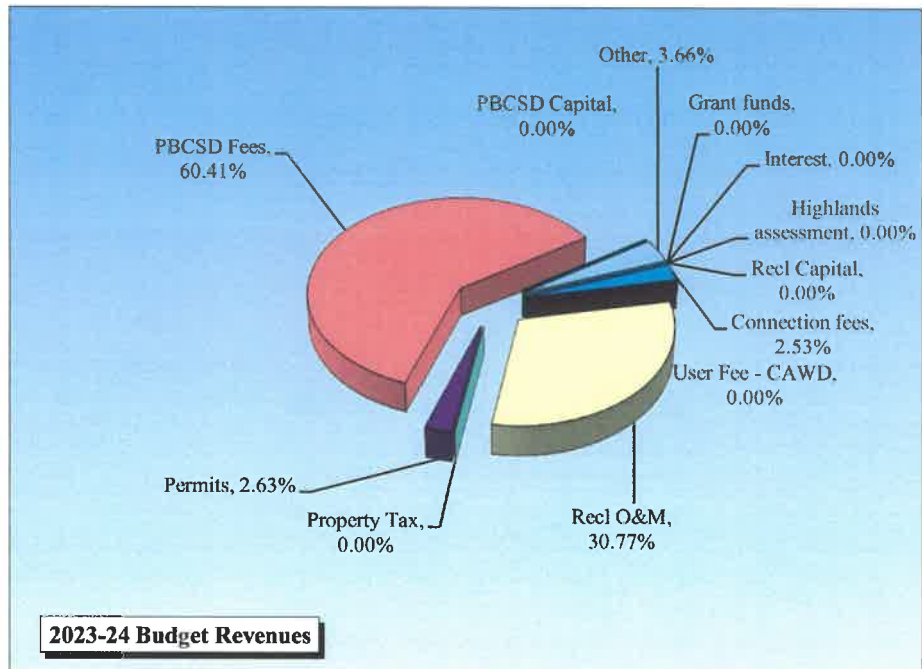
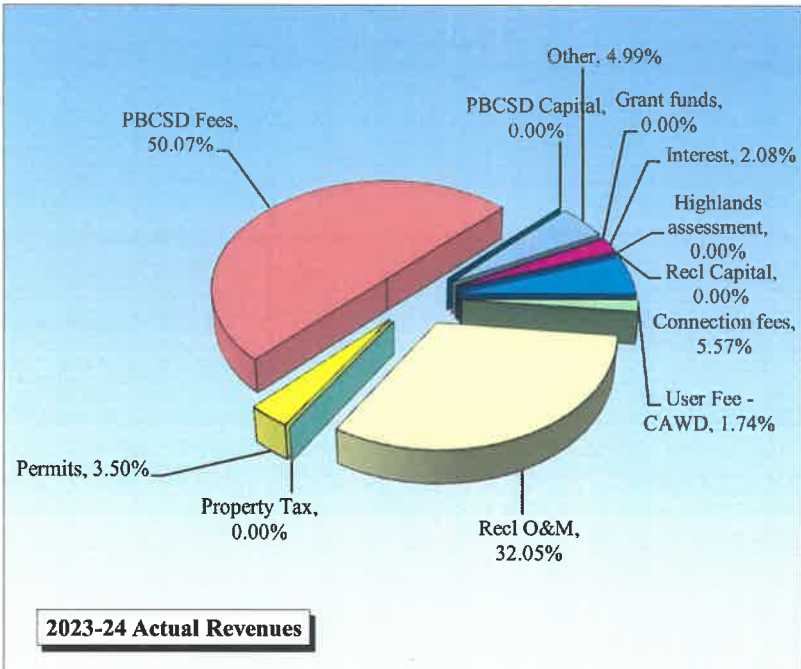
	<i>2 Months Ended August 31, 2023</i>	<i>2 Months Ended August 31, 2023 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	12,095.08	13,918.34	(1,823.26)	-13.1 %
TOTAL Income	<u>12,095.08</u>	<u>13,918.34</u>	<u>(1,823.26)</u>	-13.1 %
*****	<u>12,095.08</u>	<u>13,918.34</u>	<u>(1,823.26)</u>	-13.1 %
***** OPERATING INCOME	<u>12,095.08</u>	<u>13,918.34</u>	<u>(1,823.26)</u>	-13.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	372.70	372.70	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>372.70</u>	<u>372.70</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	666.66	666.66	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>666.66</u>	<u>666.66</u>	100.0 %
TOTAL Operating Expenses	<u>0.00</u>	<u>1,039.36</u>	<u>1,039.36</u>	100.0 %
***** OPERATING INCOME (LOSS)	<u>12,095.08</u>	<u>12,878.98</u>	<u>(783.90)</u>	-6.1 %
***** NET INCOME (LOSS)	<u>12,095.08</u>	<u>12,878.98</u>	<u>(783.90)</u>	-6.1 %
***** NET INCOME (LOSS)	<u>12,095.08</u>	<u>12,878.98</u>	<u>(783.90)</u>	-6.1 %

Assets - August 31, 2023

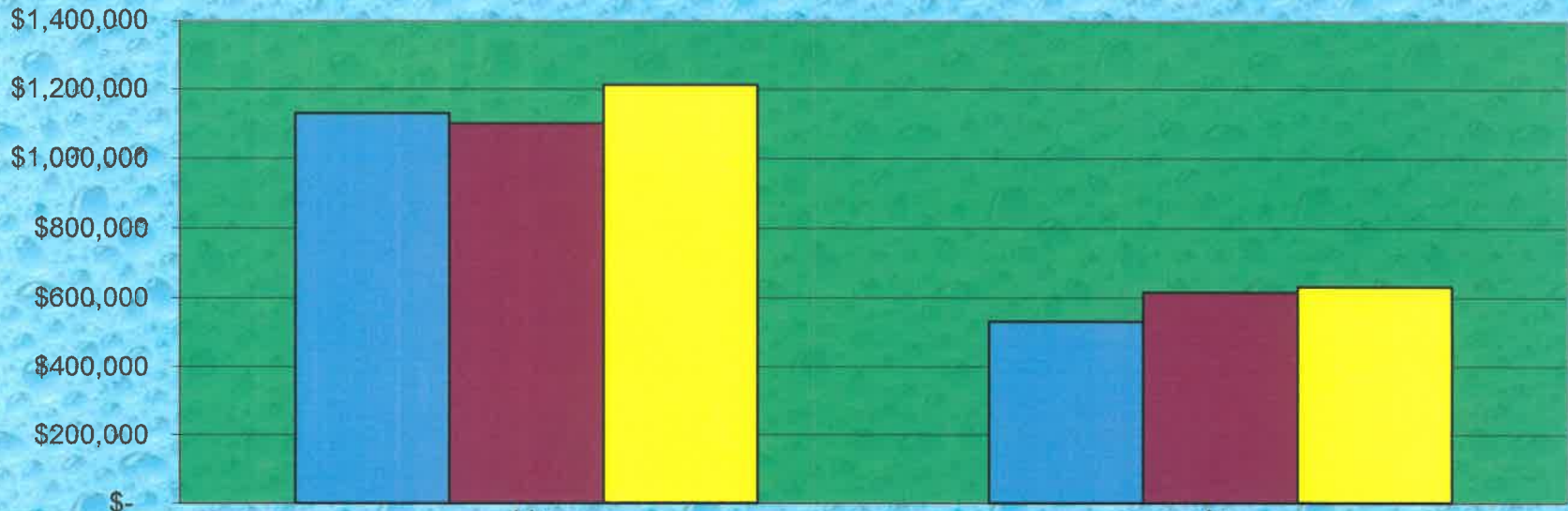


Liabilities - August 31, 2023





Operating Expenses



- FY 22-23
- FY 22-23
- CY Budget

July
\$1,129,338
\$1,099,772
\$1,213,035

Aug
\$532,107
\$615,987
\$632,655

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

**YTD Budget
Variance**

Collections

Salaries and Payroll Taxes	-7.80%	Salaries slightly underbudget.
Office Expense	-17.30%	Office supplies underbudget-timing. Small dollar amounts.
Repairs and Maintenance	-13.40%	General and pump station repairs-unbudgeted.
Memberships and Subscriptions	-16.90%	CWEA memberships unbudgeted. Small dollar amounts.

Treatment

Truck and Auto Expenses	No budget	Outside repair service. Small dollar amounts.
Permits and Fees	-6.00%	Toxics annual permit slightly underbudgeted. Small dollar amounts.

Administration

Truck and Auto Expenses	No budget	Repair parts-small dollar amount.
Office Expense	-18.10%	Furnishings and fixtures unbudgeted. Small dollar amounts.
Safety	-34.60%	PPE and safety supplies underbudgeted. Small dollar amounts.

District Obligations:

- 1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance \$400,000

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

Resolution #	Description	Budgeted	Amendment	Spent To Date
	No amendments to date.			
	Total To Date	\$ -	\$ -	\$ -

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

	BEG BAL	AUG	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
		0	0	0	0	NA
<u>Treatment</u>						
1 HP Motor Gearbox-unbudgeted		11,203	11,203	11,203	0	NA
		0	0	0	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	(3,734)	(3,734)	(3,734)	0	NA
<i>Total Capital Purchases 23-24</i>		7,469	33,812	33,812	0	NA

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

	BEG BAL	AUG	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	14,820	29,212	644,256	2,000,000	1.46%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	322,583	0	10,667	333,250	4,560,760	0.23%
Bay/Scenic Pump Station Rehab	76,756	13,163	13,163	89,919	900,000	1.46%
Pescadero Creek Area Pipe Rehab	181,931	5,061	7,411	189,342	500,000	1.48%
Vactor Receiving Station	86,668	0	0	86,668	400,000	NA
Lorca Lane Sewer Repair-budget amendment	81,482	0	0	81,482	0	NA
Santa Rita & Guadalupe Pipeline	30,453	0	19,262	49,715	3,669,330	NA
<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>	1,395,097	33,045	79,715	1,474,812	12,030,090	0.66%

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

	BEG BAL	AUG	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Perimeter Fence	48,856	0	0	48,856	275,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	107,953	498,384	8,269,516	2,441,500	20.41%
Aeration Basin Improvements-unbudgeted	17,332	0	0	17,332	0	NA
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	0	0	43,444	300,000	NA
Plant Bridge Retrofit Project-unbudgeted	968	500	2,386	3,354	0	NA
RECL share	(209,821)	(2,915)	(13,457)	(223,278)	(65,921)	20.41%
PBCSD share (1/3 of cost)	(2,557,304)	(35,179)	(162,438)	(2,719,741)	(983,526)	16.52%
<i>Total Long Term CIP Projects 23-24</i>	5,114,607	70,359	324,875	5,439,483	1,967,053	16.52%
Total Capital (net of RECL and PBCSD)	6,509,704	110,872	438,402	6,948,107	13,997,143	3.13%

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: September 28, 2023
 SUBJECT: Monthly Report – August

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in August	20
Total Fees	\$3,920.00

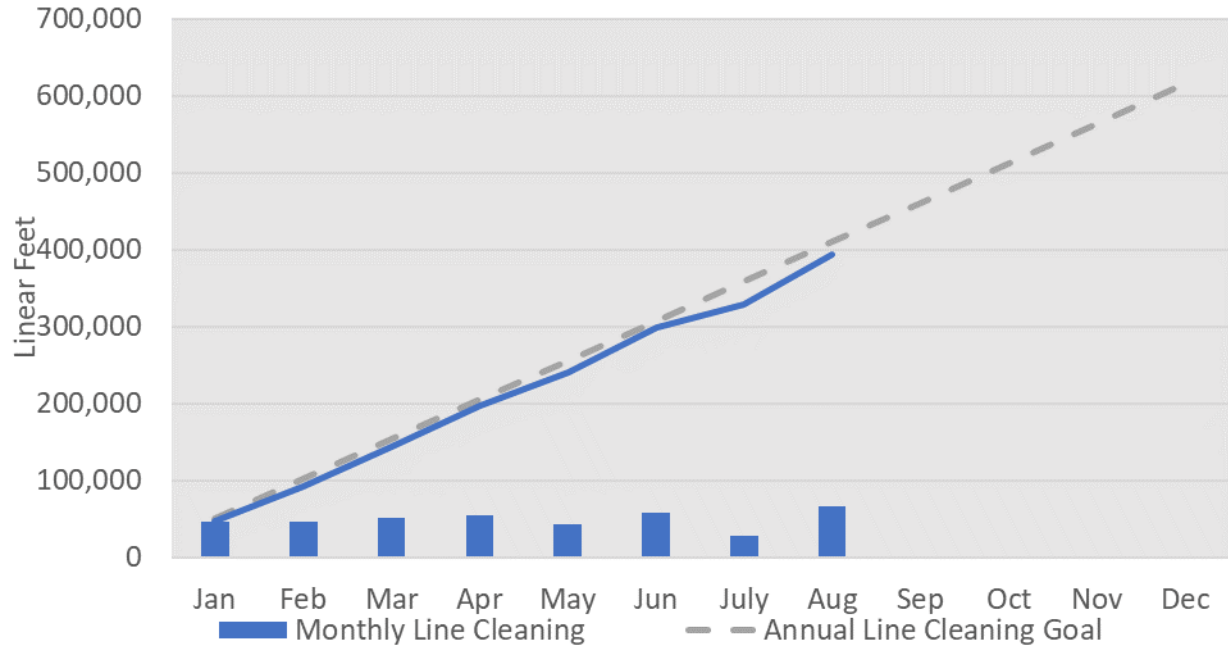
Maintenance

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in the past three months. There were 65,736 feet of sewer lines cleaned, there were no CCTV inspections during the month of August.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
August	65,736 ft.	15.99%	6 – 27 inches
July	28,703 ft.	6.98%	6 - 12 inches
June	58,782 ft.	14.29%	6 – 27 inches

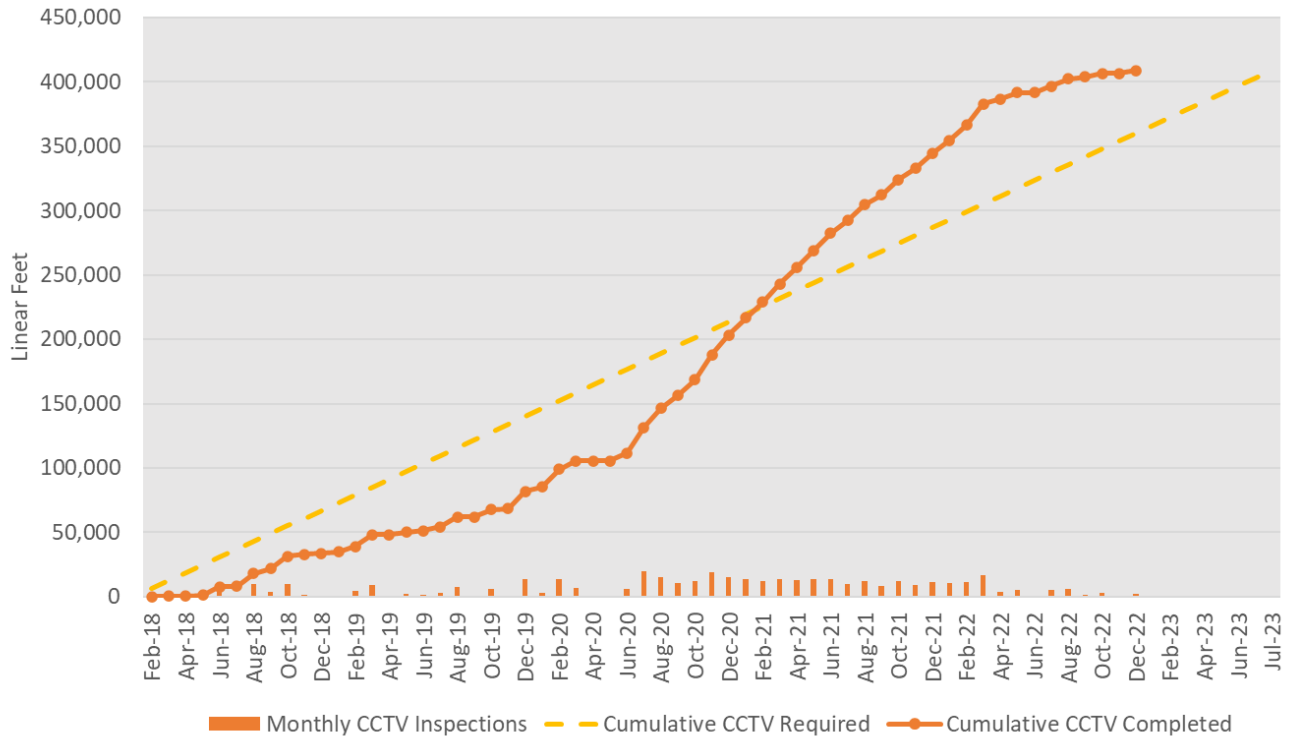
Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	393,900	221,100

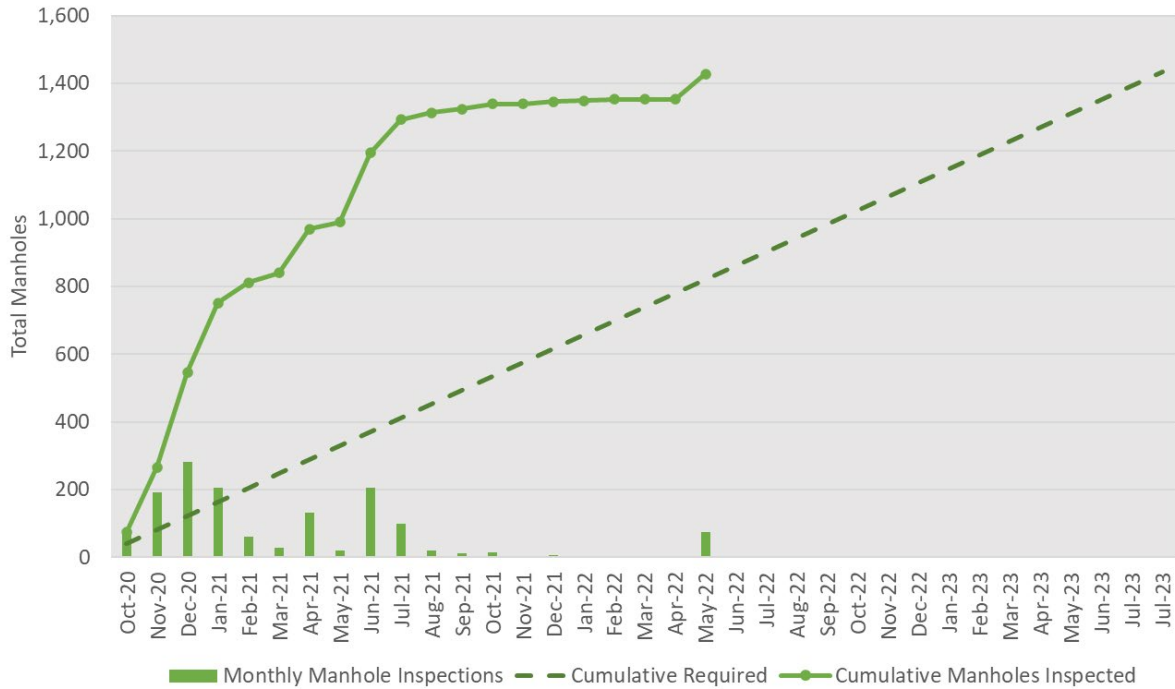
CCTV Progress Graph (River Watch Settlement Agreement Target)



CCTV Table

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	408,672	0

Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)



Manhole Inspection Table

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1428	1428	0

Riverwatch Update

- Staff has completed the manhole inspection part of the settlement. The Principal Engineer will use this data to schedule rehabilitation or replacement of damaged or deteriorated manholes.
- Staff has completed the CCTV inspections and Pumps Station evaluations are being reviewed by the Principal Engineer, all of this information will be used for the final Collection System Asset Management Plan.

Construction Activities

- N/A

Staff Development

- Staff completed several in-person tailgate training courses.
- Staff attended Tri-state conference workshops in Las Vegas the first week in August.

General comments

- N/A

Service calls responded to by Crew

<u>Date</u>	<u>Time</u>	<u>Callout</u>	<u>Resolution</u>
8/1/2023	10:00 AM	Water Leak	Called by homeowner for a report of standing water or sewage on property. Staff arrived to find water leaking from irrigation piping. Informed property owner to call their landscaper. See call out map.
8/3/2023	9:41 AM	Lateral Overflow	Called by Carmel Fire Department for a possible sewer main overflow. Staff cleaned District main line and found no problems in District's line. Staff informed the resident to call a plumber of their choice. See call out map.

<u>Date</u>	<u>Time</u>	<u>Callout</u>	<u>Resolution</u>
8/7/2023	8:04 AM	Mutual Aid Assistance (MAA)	Called by Treatment Plant Superintendent, Mr. Waggoner, for a request to assist in relieving an ongoing Sanitary Sewer Overflow (SSO) at Carmel Valley Ranch Resort. Staff arrived on scene to find 4 manholes overflowing. Staff had no knowledge of the local collection system and requested assistance from Mr. Waggoner, who had previously worked at this location, to guide staff where the sewer lines ran in order to open the blockage. Once staff had an understanding of how the lines were flowing, staff was able to use the pressure to open the blockage and stop the spill. Staff interacted with the fire department and local residents to inform them of what was being done to relieve the blockage. A contract company showed up to mitigate the effects of the spill. See call out map.
8/29/2023	10:42 AM	Standing Water	Called by the homeowner for ponding water on property and to check if it was a possible sewage leak. Staff cleaned District main line and found no problems in District's line. Staff informed the homeowner that we would test the water to ensure that it was not sewage. Staff took samples of the water to the lab for testing and the results were negative for wastewater. See call out map.

<u>Date</u>	<u>Time</u>	<u>Callout</u>	<u>Resolution</u>
8/31/2023	8:30 AM	Possible Sewage Leak	Called by homeowner for a report of standing water or sewage in a valve box. Staff arrived to find a water meter leaking. Informed property owner to call the local water company. See callout map.

USA Location Requests – 264

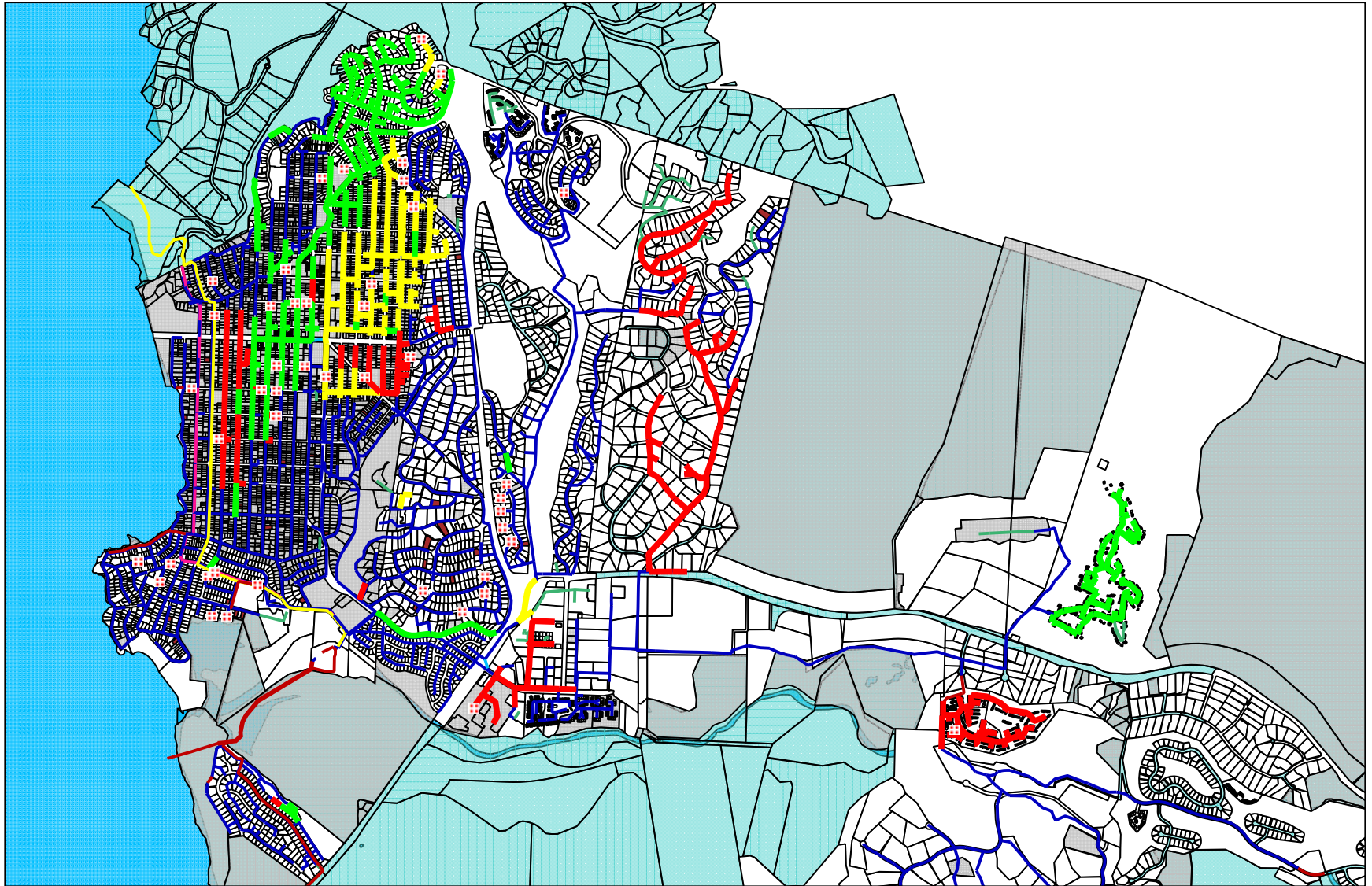
Plumbing permit inspections – 20

Private Sewer Lateral Compliance Certificates Issued – 20

August (Red)
July (Yellow)
June (Green)

65,736 feet
28,703 feet
58,782 feet

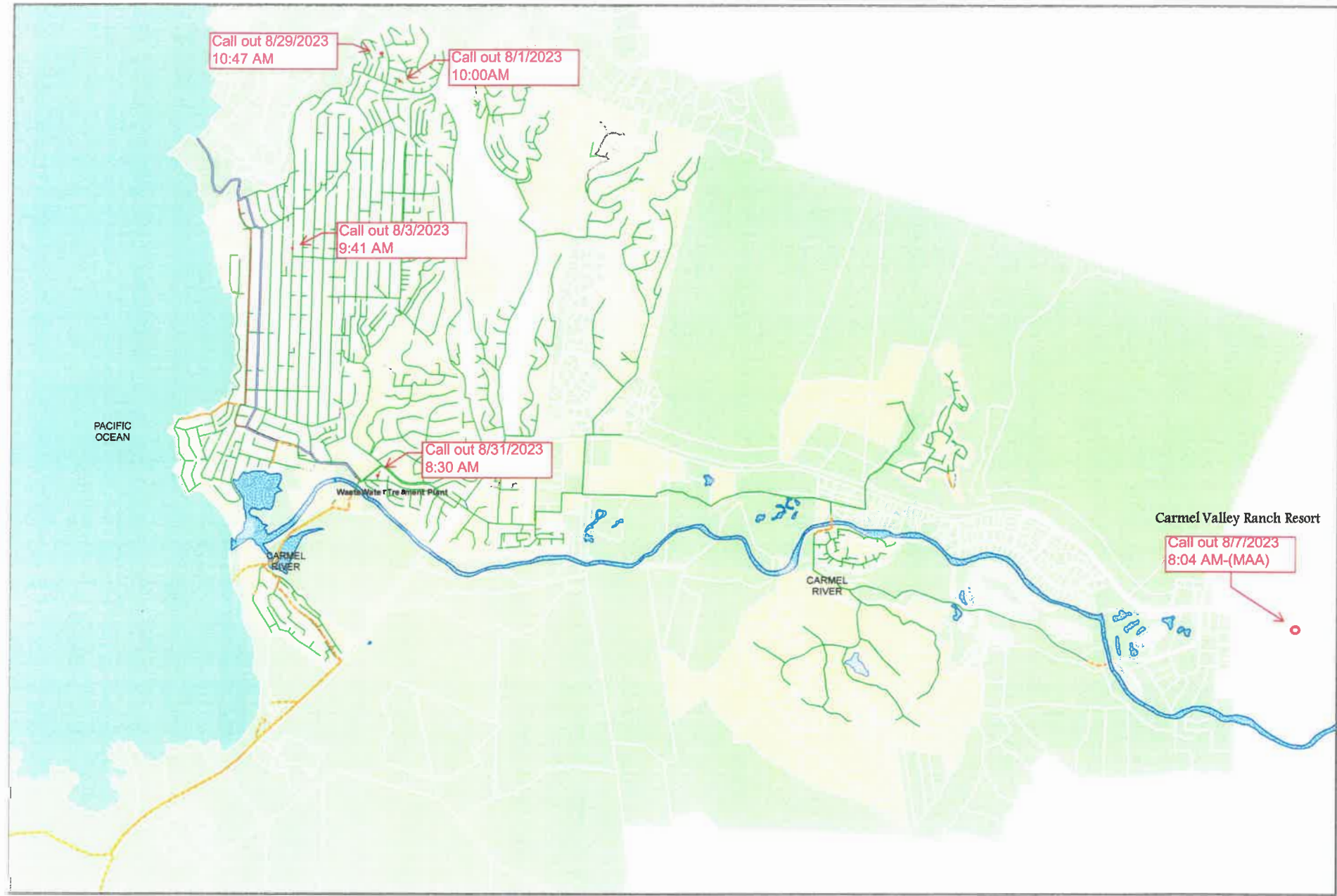
Monthly Cleaning Map



RedZone[®]
ROBOTICS

9/8/2023





Call out 8/29/2023
10:47 AM

Call out 8/1/2023
10:00 AM

Call out 8/3/2023
9:41 AM

Call out 8/31/2023
8:30 AM

Call out 8/7/2023
8:04 AM-(MAA)

Carmel Valley Ranch Resort

PACIFIC OCEAN

CARMEL RIVER

Waste Water Treatment Plant

CARMEL RIVER

Legend

- Force Mains
- Sewer Pipes
 - Gravity
 - Private
 - PBCSD
 - Force Main
 - FM Cutoff
 - OPW
- 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: September 28, 2023

Subject: Monthly Safety Report -August 2023



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

- **Aug 2- Tailgate Training; Rigging Safety.** Patrick Treanor, Plant Engineer, gave a refresher on basic rigging concepts. When lifting a heavy and/or large item with a crane, hoist or forklift, proper rigging is critical. The most common rig is a choker hitch using a nylon rigging strap. As more weight is added the hitch sinches tighter around the item. Only rated rigging straps can be used and the weight rating is printed on the label. If the label cannot be read it cannot be used. Also, it is critical to inspect the strap before each use. Formal rigging recertification training is provided by the District every two years.
- **Aug 9- Skills Training; Emergency Rescue.** S/C Admin Dias facilitated an interactive rescue skill training. See *Ongoing Safety Improvement Section* below.
- **Aug 16- Tailgate Training; Working Alone.** Kevin Young, Operations Supervisor, gave a training on safety while working alone. After-hours call-outs to respond to system alarms or other problems is a regular occurrence for both operations and collections staff. Extra care must be taken when working alone and especially in the dark. Communication is critical. Employees must inform their supervisor or other on-call personnel what work they are doing, where they are doing it, and then provide regular updates to the supervisor.

Because Operations and Collections departments each have their own separate on-call personnel, they are encouraged to request assistance from each other if the type of work would be safer with two people.

- **Aug 23- Tailgate Training; Wildfire Smoke Protection.** S/C Admin Dias developed and gave PowerPoint presentation on protocols to protect workers from wildfire smoke hazards. The presentation covered the required topics per the California Occupational Health and Safety Administration (Cal/OSHA). These include: (1) Health effects of wildfire smoke, (2) How CAWD and employees can obtain official air quality data, (3) What optional protections would be implemented at moderate air quality, (4) What training and protections would be required at hazardous air quality levels, (5) Using a respirator (i.e., an N-95 or higher), (6) How employees would receive notice, (7) The right for employees to request medical treatment if they are effected by smoke exposure. At lower particulate levels, simple protections such as moving indoors and using air filtration are satisfactory. At higher levels where outdoor work could not be avoided, N-95 respirators would be required. As a result of COVID, the District still has a large supply of N-95 respirators. We also have multiple HEPA filters that would be used to maintain indoor air at safe levels.
- **Aug 30- Tailgate Training; Welding Safety.** Mark Napier, Collections Worker II, reviewed the safety protocols for welding. Welding is not a regular occurrence and only a few employees are proficient enough to perform welding. However, there are still a number of safety precautions needed, especially for someone assisting the welder, someone else working nearby and the person on “fire-watch.” Mr. Napier displayed the three types of welding systems and reviewed the practical (hands on) hazards for each system. It was emphasized that having a person on fire-watch is important since the person doing the welding will have a dark mask on and will not be able to see if a fire has started.

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 August included:

New Rescue Equipment and Skill Development. Confined space rescue is a highly technical program that requires a significant amount of specialized equipment and training. A rescue dummy was purchased to make it easier to train for victim retrieval. Staff practiced a recurring rescue scenario, which is for a worker that becomes disabled or unconscious at a location out of reach of the cable winch systems.

In that case the worker would need to be dragged by the rescuer closer to the winch. Using the dummy, a technique was demonstrated on how to make a sling using nylon webbing and quickly put the sling around a victim’s chest so they could be dragged. Several employees took turns getting the dummy into the sling. It was also used for emergency and standard victim retrieval skill development. The dummy will also be very useful during the formal confined space training in September.

Tours and Outreach

- **Tours.** On-site tours have been on temporary hold while several areas of the plant were being impacted by Phase II construction activities. The heaviest work of Phase II is winding down with most work now taking place indoors or in areas not on the tour route. The repaving project began in late August and is expected to be complete by the end of September. A tour for fifth grade children has been scheduled for October 3rd .

Injuries; First Aid Incidents; Workers Compensation Claims

There were no Workers Comp claims or first aid cases in August. The current matrix for 2023 is below.

	Work Related Injuries and Illnesses for 2023 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	1	5	5	5
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	0	0
First Aid (non-OSHA)	0	0	0	0	0

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

Report for: August 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	25.785	0.832	0.781	0.901	69.101	241.48	740.74
PBCSD Flow	11.530	0.372	0.346	0.434	30.899	152.54	467.91
Total Plant Flow	37.315	1.204	1.127	1.335	100.00	394.02	1208.64
Tertiary Flow	32.645	1.053	0.863	1.184	87.485	181.51	556.77
Ocean Discharge	3.271	0.106	0.090	0.118	8.766	213.66	655.38
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	181.51MG (556.77acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.43 BG (28.93 K acre-ft.)
12 Month Rolling Total Reclamation Production	304.86 MG (935.61 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Aug'23 kWh	Price per kWh	Aug'23	Jul'23	Jun'23	May'23
Secondary	73,779.00	\$ 0.238	\$ 17,553.49	\$ 18,381.69	\$ 12,725.31	\$ 15,062.49
Blowers	54,573.84	\$ 0.229	\$ 12,505.13	\$ 13,985.79	\$ 16,133.96	\$ 9,997.98
CAWD Total	128,352.84		\$ 30,058.62	\$ 32,367.48	\$ 28,859.27	\$ 25,060.47
Tertiary	87,244.20	\$ 0.234	\$ 20,420.29	\$ 18,222.74	\$ 19,202.31	\$ 15,599.08
MF/RO	95,386.00	\$ 0.238	\$ 22,684.41	\$ 28,068.60	\$ 28,209.32	\$ 25,257.80
Reclaim Total	182,630.20		\$ 43,104.70	\$ 46,291.34	\$ 47,411.63	\$ 40,856.88
Adjusted Monthly Totals (1)	CAWD Total		\$ 18,449.90	Reclamation Total		\$ 54,713.42

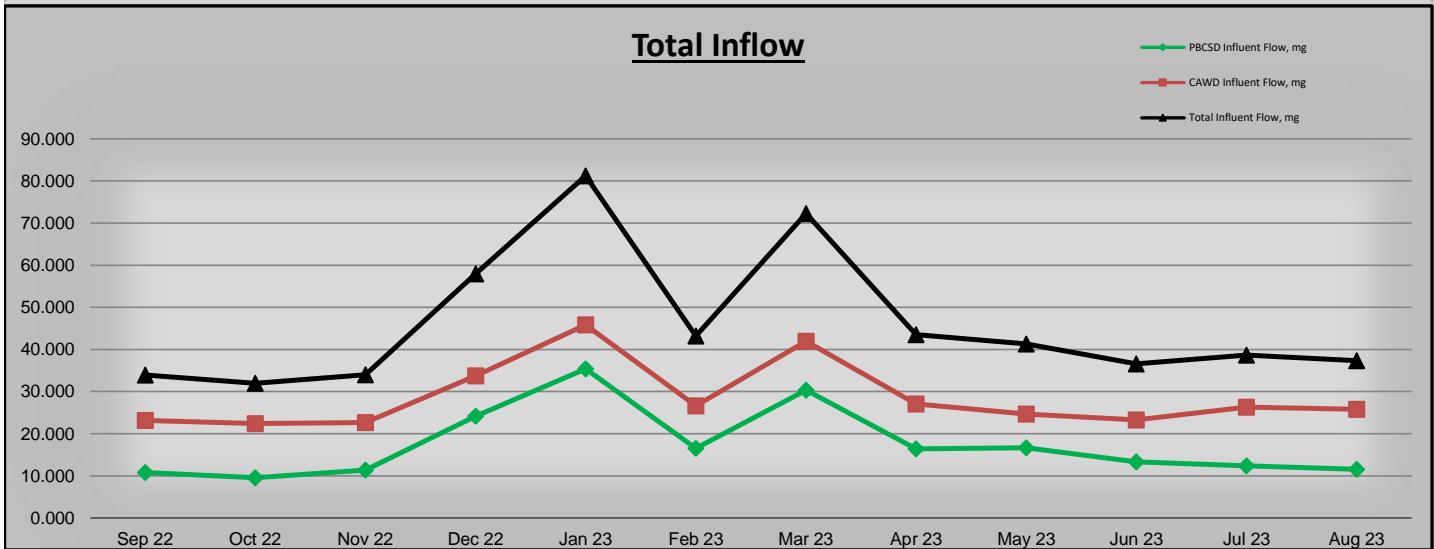
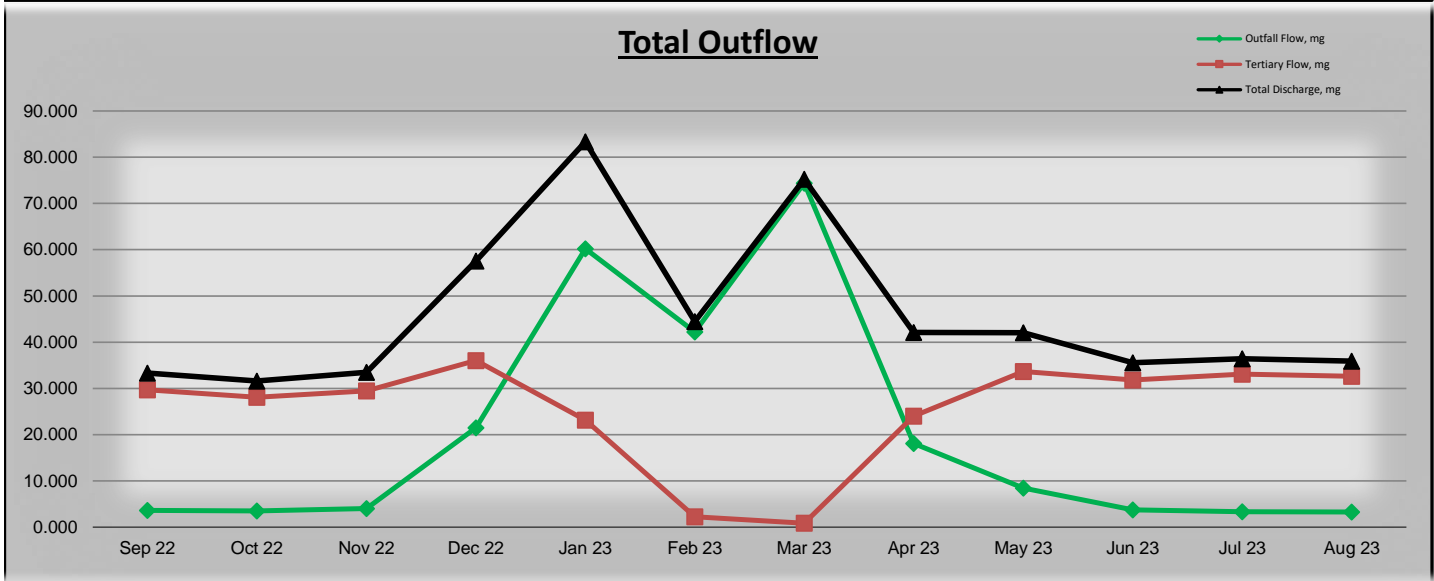
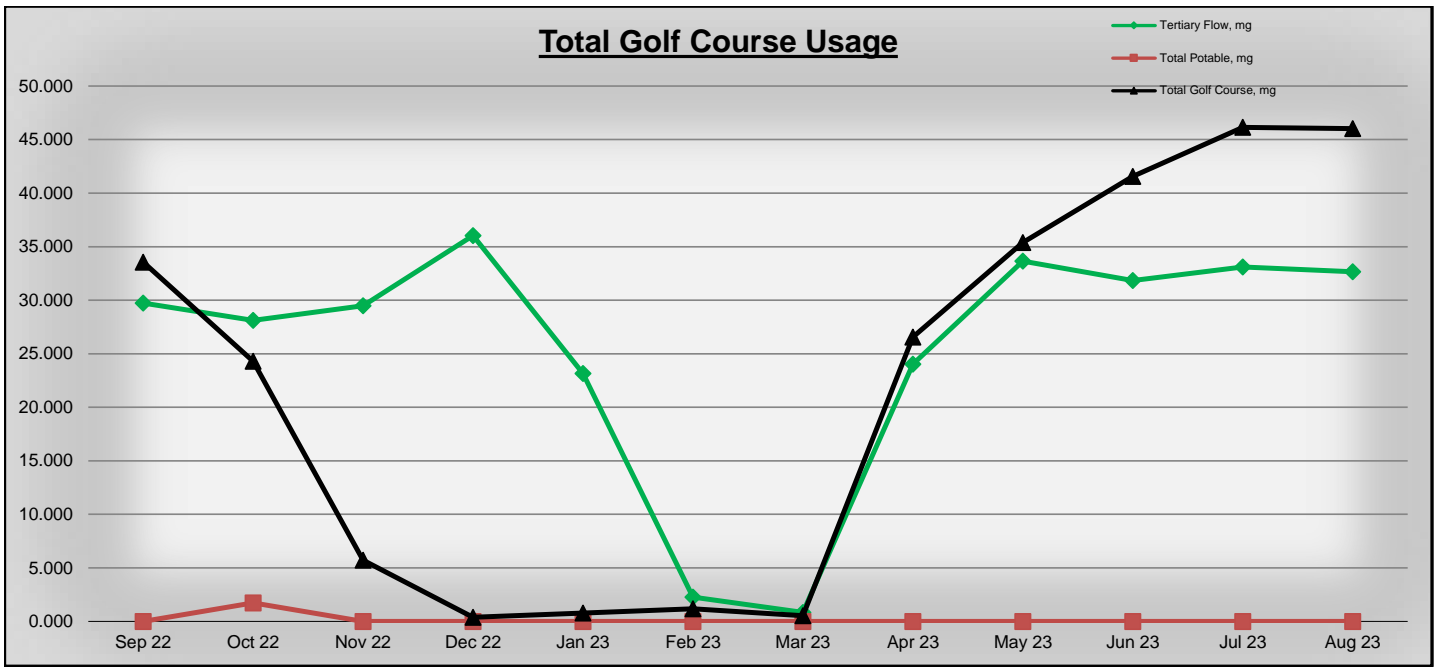
kW-h Per Acre Foot

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

MICROTURBINE SUMMARY

Month	Aug '23 kW-h	July'23	June'23	May'23	Accumulated Totals
Production,kW-h	24,075	14,734	20,566	15,683	1,403,379.00

(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.



Wastewater Treatment Facility Operations Report

Report for: July 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	26.289	0.848	0.826	0.861	68.046	215.70	661.64
PBCSD Flow	12.345	0.398	0.353	0.475	31.954	141.01	432.54
Total Plant Flow	38.634	1.246	1.179	1.336	100.00	356.70	1094.18
Tertiary Flow	33.105	1.068	0.925	1.296	85.689	148.86	456.63
Ocean Discharge	3.316	0.107	0.094	0.132	8.583	210.38	645.35
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	148.86MG (456.63acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.39 BG (28.83 K acre-ft.)
12 Month Rolling Total Reclamation Production	304.13 MG (933.38 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jul'23 kWh	Price per kWh	Jul'23	Jun'23	May'23	Apr'23
Secondary	82,226.00	\$ 0.224	\$ 18,381.69	\$ 12,725.31	\$ 15,062.49	\$ 17,864.24
Blowers	64,741.00	\$ 0.216	\$ 13,985.79	\$ 16,133.96	\$ 9,997.98	\$ 9,724.66
CAWD Total	146,967.00		\$ 32,367.48	\$ 28,859.27	\$ 25,060.47	\$ 27,588.90
Tertiary	78,611.60	\$ 0.232	\$ 18,222.74	\$ 19,202.31	\$ 15,599.08	\$ 12,244.15
MF/RO	117,737.00	\$ 0.238	\$ 28,068.60	\$ 28,209.32	\$ 25,257.80	\$ 21,865.57
Reclaim Total	196,348.60		\$ 46,291.34	\$ 47,411.63	\$ 40,856.88	\$ 34,109.72
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,815.70	Reclamation Total		\$ 58,843.12

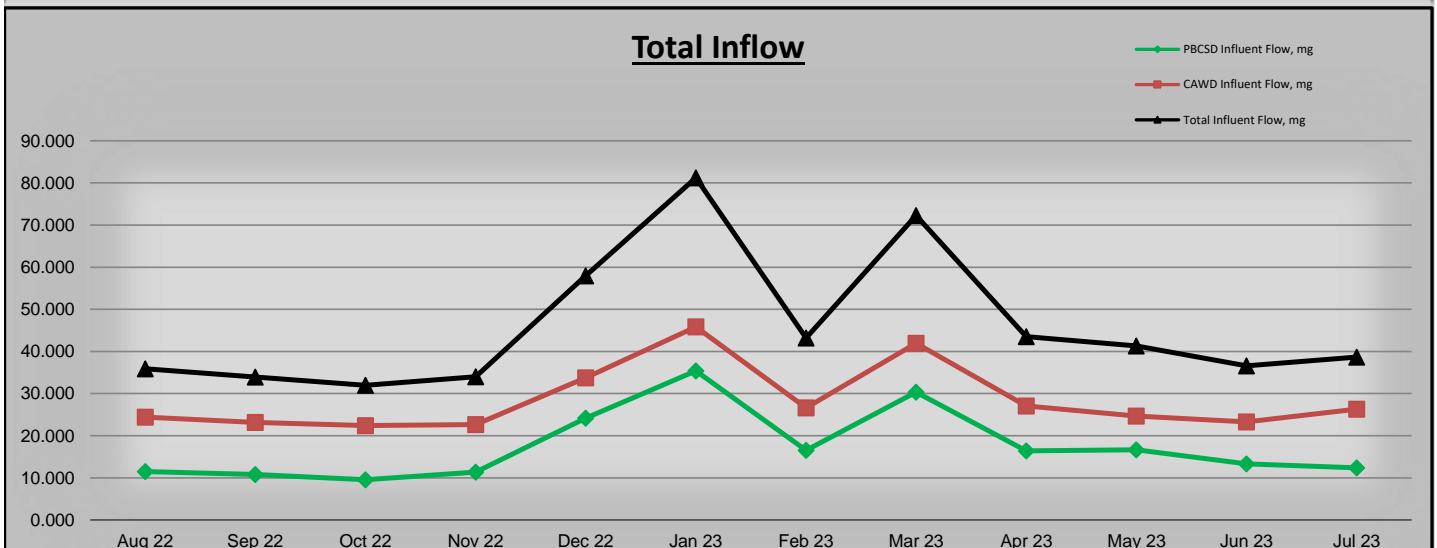
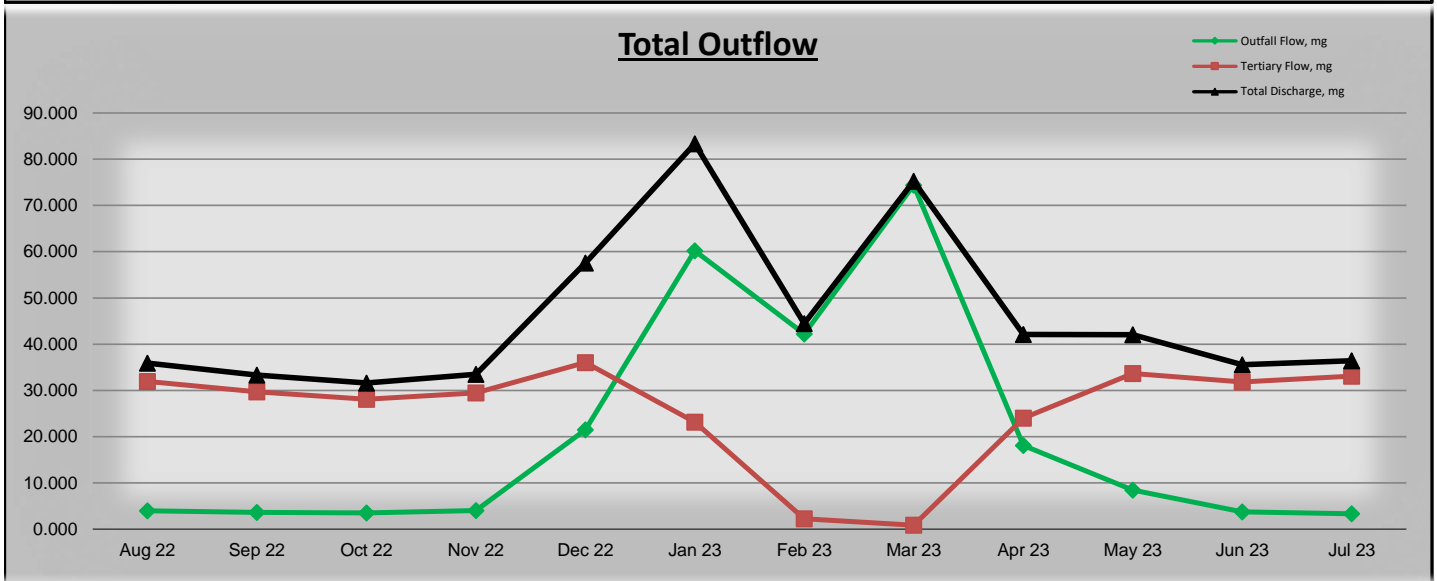
kW-h Per Acre Foot

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

MICROTURBINE SUMMARY

Month	Jul '23 kW-h	June'23	May'23	Apr'23	Accumulated Totals
Production, kW-h	14,734	20,566	15,683	4,030	1,379,304.00

(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.



Wastewater Treatment Facility Operations Report

Report for: June 2023	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.256	0.775	0.762	0.788	63.590	189.41	581.00
PBCSD Flow	13.316	0.444	0.401	0.500	36.410	128.66	394.67
Total Plant Flow	36.572	1.219	1.163	1.288	100.00	318.07	975.67
Tertiary Flow	31.829	1.061	0.897	1.417	87.031	115.76	355.08
Ocean Discharge	3.739	0.125	0.090	0.322	10.224	207.07	635.18
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	115.76MG (355.08acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.36 BG (28.73 K acre-ft.)
12 Month Rolling Total Reclamation Production	303.05 MG (930.07 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jun'23 kWh	Price per kWh	Jun'23	May'23	Apr'23	Mar'23
Secondary	60,448.32	\$ 0.211	\$ 12,725.31	\$ 15,062.49	\$ 17,864.24	\$ 17,632.58
Blowers	73,772.00	\$ 0.219	\$ 16,133.96	\$ 9,997.98	\$ 9,724.66	\$ 8,208.67
CAWD Total	134,220.32		\$ 28,859.27	\$ 25,060.47	\$ 27,588.90	\$ 25,841.25
Tertiary	94,105.84	\$ 0.204	\$ 19,202.31	\$ 15,599.08	\$ 12,244.15	\$ 7,192.67
MF/RO	121,863.00	\$ 0.231	\$ 28,209.32	\$ 25,257.80	\$ 21,865.57	\$ 5,303.60
Reclaim Total	215,968.84		\$ 47,411.63	\$ 40,856.88	\$ 34,109.72	\$ 12,496.27
Adjusted Monthly Totals (1)	CAWD Total		\$ 17,674.61	Reclamation Total		\$ 58,596.29

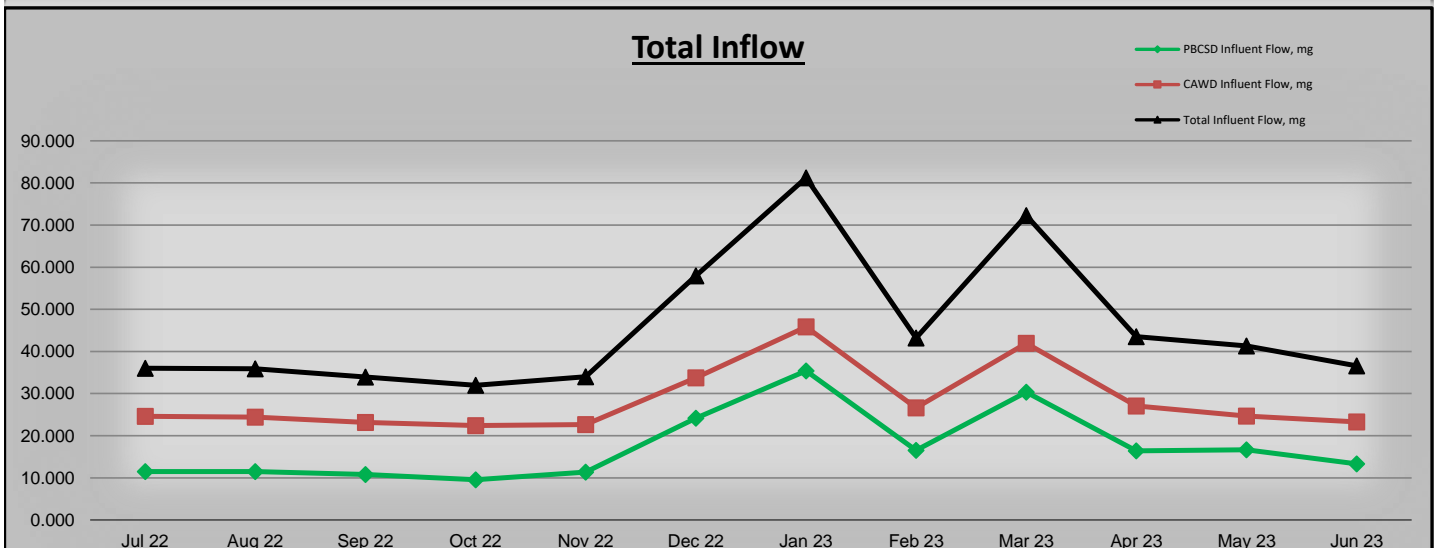
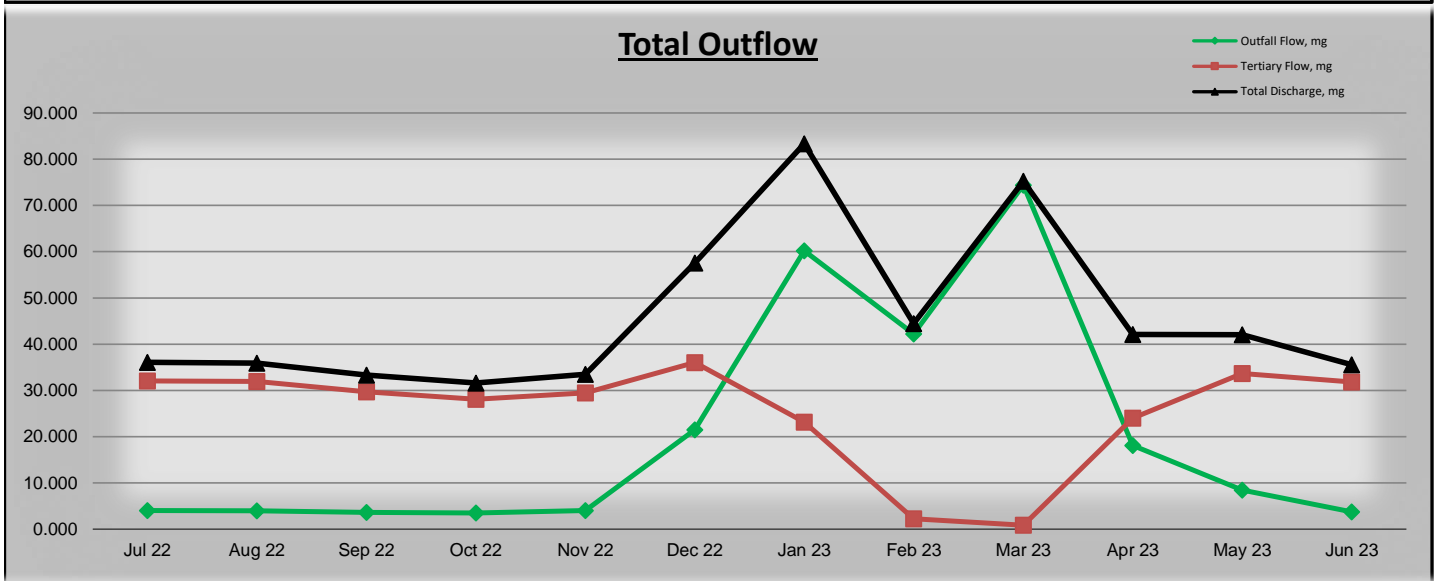
kW-h Per Acre Foot

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

MICROTURBINE SUMMARY

Month	Jun '23 kW-h	May'23	Apr'23	Mar'23	Accumulated Totals
Production,kW-h	20,566	15,683	4,030	7,799	1,364,570.00

(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.



STAFF REPORT



To: Board of Directors
From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor
Date: September 28, 2023
Subject: Monthly Report – August 2023

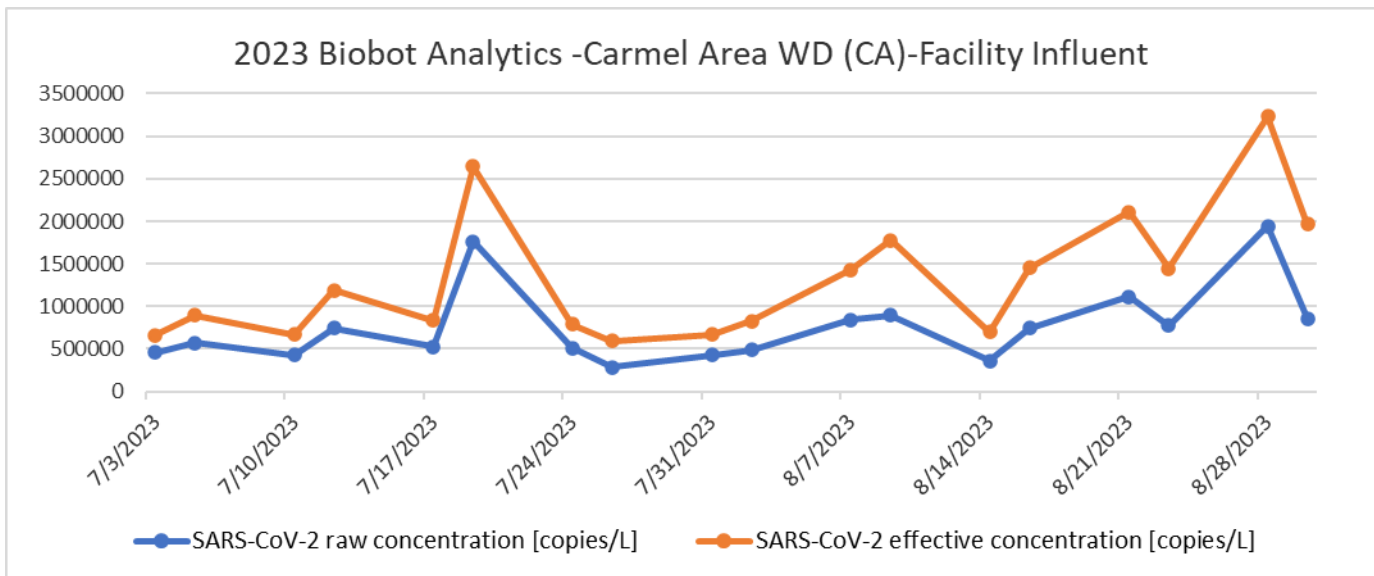
RECOMMENDATION

Receive Report - Informational only; No action required.

DISCUSSION

LABORATORY REPORT

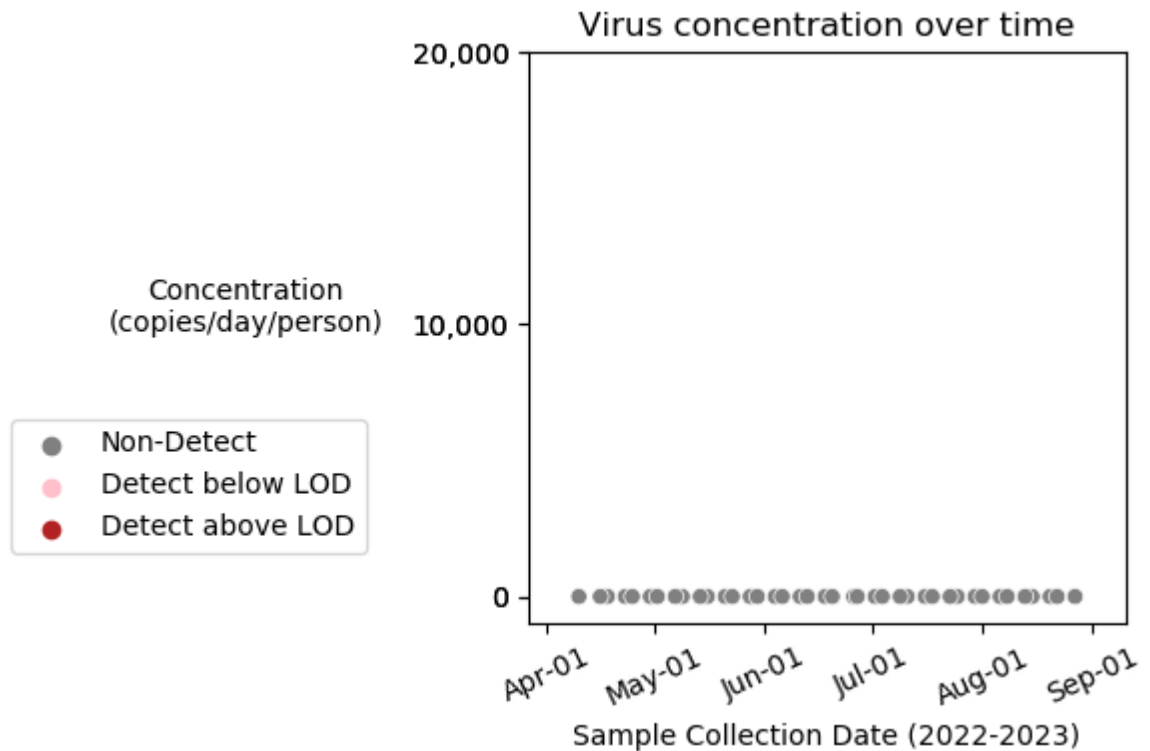
- Biobot Analytics continues to provide COVID-19 analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: [Biobot Analytics Weekly Reports on SARS-CoV-2](#).



- On August 14, 2023, the laboratory staff assisted Collections Superintendent to have a soil sample from the current dump pit for analysis that Waste Management Company is requiring before final disposal at Regen Monterey (Monterey Regional Waste Management District) landfill facility.

- On August 30, 2023, the Collections Superintendent Lauer brought in a field water sample to be analyzed to determine if it is wastewater from a lateral pipe. The lab analyzed the sample for ammonia nitrogen normally found in wastewater. There was no ammonia nitrogen in the sample, and it was determined that it was not wastewater.

Carmel Area Wd (Ca) - Facility Influent Monkeypox virus in wastewater



- Monkey Pox data results for August 9th, 13th, 20th and 27th are “not detected and below the limit of detection” (LOD).

ENVIRONMENTAL COMPLIANCE REPORT

- There were limited source control inspections during the month due to car events over a two-week period in August.
- Source Control Supervisor, Principal Engineer, and Plant Superintendent met to discuss a sampling schedule for the Highlands Inn grease interceptor and Highlands Inn manholes and the CAWD Lift Station. The Source Control staff set up composite samplers at the Highlands Inn manholes and the CAWD Lift Station to collect samples on August 10th, 17th, 24th and 31st. Source Control staff will be collecting grab and composite samples from the grease interceptor outlet on those same days. The purpose for the sampling is to evaluate oil and grease generation during high occupancy events. The Highlands Inn was at 90% to 100% occupancy in the hotel and timeshare units for the above sample dates.

Restaurant Inspections

Restaurant	Compliant	Reason for Non-Compliance	Comments
The Tuck Box	Yes		Inspection and permit application follow up.
From Scratch Restaurant	Yes		Follow up inspection is compliant.
Aabha Indian Cuisine	Yes		Follow up inspection is compliant.

Grocery Store/Delicatessen Inspections

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
NA			

Compliance Register

% Compliance	Maintenance	Mechanical
June 2023	78	100
July 2023	98	100
August 2023	100	100

FUNDING

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	21	2022		2023		2024			20	
									H2	H1	H2	H1	H2	H1	H2	H1		
Projects Implementation Plan Schedule																		
<u>Treatment Plant Capital Projects</u>																		
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	9/29/23	\$4,820,750	\$9,137,431	In Construction	Tank Replacement Project									
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	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	Carmel River FREE Mitigation									
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	10/13/23	\$0	\$17,332	On Hold	Aeration Basin Improvements									
19-18	1593.000	Perimeter Fencing	Treanor	7/1/22	10/15/24	\$275,000	\$275,000	Design/CEQA	Perimeter Fencing									
22-03	1639.000	WWTP Gas and Water Main Replacement	Treanor	5/2/22	9/30/25	\$100,000	\$300,000	In Design	WWTP Gas and Water Main Replacement									
22-04	5500.006	CAWD Bridge and Trail Project	Treanor	3/1/21	2/29/28	\$0	\$550	Funding Strategy	CAWD Bridge and Trail Project									
22-06	1640.000	Vactor Receiving Station	Treanor	7/1/22	8/29/24	\$104,950	\$354,950	Design Phase	Vactor Receiving Station									
<u>Reclamation Capital Projects</u>																		
22-05	14794	Reclamation 15-Year CIP Master Plan	Treanor	8/2/22	6/28/24	\$300,000	\$300,000	In Progress	Reclamation 15-Year CIP Master Plan									
<u>Collections Capital Projects</u>																		
19-03	1586.000	Carmel Meadows Sewer Replacement	Buikema	8/1/19	1/17/25	\$2,000,000	\$2,471,949	3rd Party Review	Meadows Sewer Replacement									
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	6/30/24	\$650,000	\$680,892	In Design / CEQA	Bay/Scenic Pump Station Rehabilitation									
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	2/5/21	6/28/24	\$3,500,000	\$3,731,786	In Design / CEQA	Scenic Rd Pipe Bursting - Ocean to Bay									
21-05	1637.000	Pescadero Sewer Relocation	Lather	7/1/21	6/30/25	\$100,000	\$1,689,236	In Design / CEQA	Pescadero Sewer Relocation									
22-07	1641.000	Emergency Lorca Lane Sewer Relocation	Lather	8/30/22	5/31/23	\$175,000	\$0	Start in September	Emergency Lorca Lane Sewer Relocation									
23-01		Santa Rita & Guadalupe Pipeline Rehab	Lather	1/1/23	6/28/24	\$0	\$0	In Design	Santa Rita & Guadalupe Pipeline Rehab									
20-06		Collections 15-Year CIP	Lather	7/1/20	7/1/40	\$0	\$62,899,430	Work In Progress	Collections 15-Year CIP									
<u>Collections Non-Capital Projects</u>																		
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement									
<u>Assessment Districts/Annexations</u>																		
18-21	1631.000/2505.000	Corona Road Assessment District	Lather	8/2/18	3/15/24	\$0	\$0	In Design / CEQA	Corona Road Assessment District									
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	2/15/24	\$0	\$0	In Construction	Carmel Valley Manor Pipeline and Pump Station									
18-29	9095.000	September Ranch Subdivision	Lather	9/1/22	8/30/24	\$0	\$0	In Construction	September Ranch Subdivision									
23-03		Rancho Cañada Village Subdivision	Lather	3/1/23	2/27/25	\$0	\$0	Sewer Agreement	Rancho Cañada Village Subdivision									

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	21	2022			2023		2024			20
									H2	H1	H2	H1	H2	H1	H2	H1		
		<u>Other Non-Capital Projects</u>																
		Workforce Now	Foley			\$0	\$0	Implementation										
		Real Property Investigation	Buikema			\$75,000	\$75,000	Ongoing										
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing										
		Source Control Six Sigma	Buikema			\$0	\$0	On Hold										
22-01	5500.006	Long Term SLR Planning	Buikema / Treanor	5/3/21	2/29/40	\$260,000	\$1,400,000	2023 Study Complete										
									Long Term SLR Planning									



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:	In Construction	
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	\$8,269,516
Financial:	FY Budget:	FY Spent:
	\$4,820,750	\$498,384
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:	Trenor	
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 2023; anticipate completion 06-30-26 	
Consultants:	Scott Hall Landscape Design	
Contractor:	TBD	

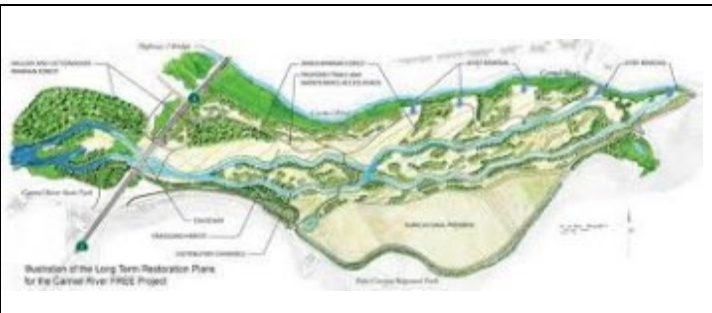


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

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



Photo: Existing air diffuser system

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



Photo: Existing Dilapidated Fence

Project Number:	19-18
Project Name:	Perimeter Fencing
Project Location:	Wastewater Treatment Plant (WWTP)
Project Manager:	Treanor
Status:	Design/CEQA
Project Description:	Install a new fence around the perimeter of the WWTP.
Department:	Treatment
Financial:	Cumulative Budget: \$275,000
	Cumulative Spent: \$48,856
	FY Budget: \$275,000
	FY Spent: \$48,856
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 FY2023-2024
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:	Treanor
Status:	In 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: \$43,444
	FY Budget: \$100,000
	FY Spent: \$0
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 FY2023-2024
Consultants:	Kennedy Jenks
Contractor:	N/A



Photo: Conceptual Rendering of Public Use and Bridge

Project Number:	22-04	
Project Name:	CAWD Bridge and Trail Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Funding Strategy	
Project Description:	Construct a new bridge at the location of the existing CAWD bridge over the Carmel River. The Bridge would be open for public use and would allow for new walking trails to connect the City of Carmel-by-the-Sea (Mission Trail) to the Regional Parks (Palo Corona).	
Department:	Treatment	
Financial:	Cumulative Budget: \$550	Cumulative Spent: \$3,354
	FY Budget: \$0	FY Spent: \$2,386
**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:	Trenor	
Status:	Design 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: \$86,688
	FY Budget: \$104,950	FY Spent: \$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Coastal Developmental Permit (CDP) Notification	
Challenges:	Design for ultimate user satisfaction.	
Schedule:	Construction in FY2023/2024	
Consultants:	Kennedy Jenks	
Contractor:	TBD	

Reclamation Capital Project Summaries



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Number:	18-26	
Project Name:	Sulfuric Acid & Citric Acid Storage & Feed Systems Project	
Project Location:	Reclamation – Microfiltration (MF)/Reverse Osmosis (RO)	
Project Manager:	Treanor	
Status:	Completed	
Project Description:	Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$455,923	\$386,209
Financial:	FY Budget:	FY Spent:
	\$334,000	\$260,741
Reclamation Share:	100%	
Other Entities:	Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Hazardous Chemical Safety	
Schedule:	Anticipated Completion mid 2023	
Consultants:	Trussell Technologies, Inc	
Contractor:	Monterey Peninsula Engineering	

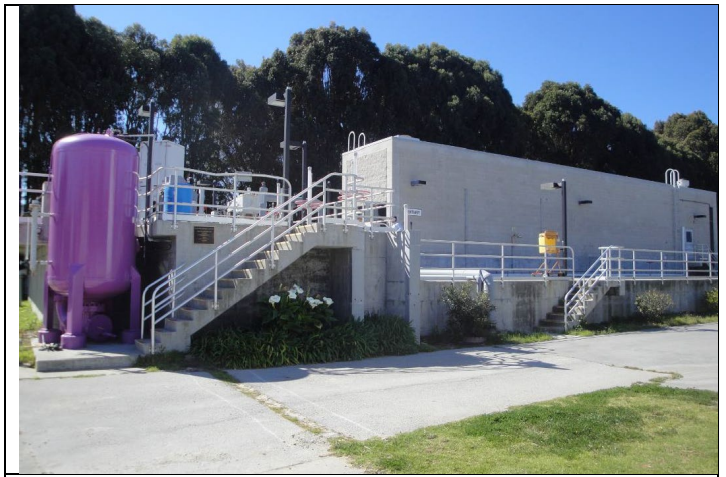


Photo: Exterior of Tertiary Building

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	
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:	Cumulative Spent:
	\$300,000	\$91,609
Financial:	FY Budget:	FY Spent:
	\$300,000	\$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:	Buikema	
Status:	3 rd Party Review	
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	\$644,256
Financial:	FY Budget:	FY Spent:
	\$2,000,000	\$29,212
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for all individual houses.	
Schedule:	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
Consultants:	SRT Consultants, WRA Environmental, TBC Communications	
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:	Lather	
Status:	In Design / CEQA	
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	\$89,919
Financial:	FY Budget:	FY Spent:
	\$650,000	\$13,163
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:	SRT Consultant	
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:	Lather	
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	\$333,250
Reclamation Share:	FY Budget:	FY Spent:
	\$3,500,000	\$10,667
Other Entities:	Carmel-by-the-Sea, Coastal Commission	
Permits Required:	CEQA & Coastal Commission permit required.	
Challenges:	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
Schedule:	CEQA complete 2/1/2024, Construction Fall 2024	
Consultants:	MNS, Rincon, TBC Communications	
Contractor:	Pending	

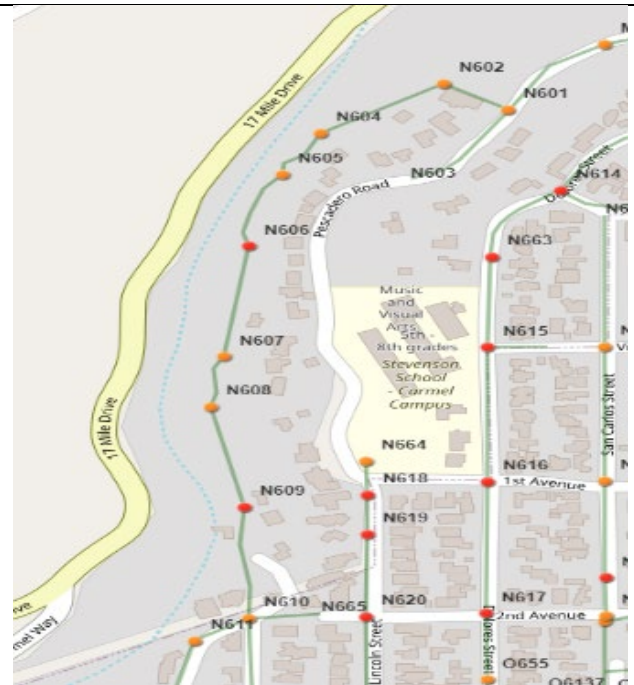


Photo: Sewer Line at Pescadero Creek

Project Number:	21-05	
Project Name:	Pescadero Sewer Relocation	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	In Design / CEQA	
Project Description:	Relocate damaged pipe from creek slope to roadway	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,689,236	\$189,342
Reclamation Share:	FY Budget:	FY Spent:
	\$100,000	\$7,411
Other Entities:	N/A	
Permits Required:	Environmental Review	
Challenges:	Narrow road, depth of manhole, houses to be placed on individual pumps	
Schedule:	Start design, public outreach, & Environmental in Winter 2023.	
Consultants:	MNS, Denise Duffy, TBC Communications & Media	
Contractor:	TBD	

Photo: LT Capital Schedule

Project Number:	20-06	
Project Name:	Collections 15 -Year CIP	
Project Location:	Collection System	
Project Manager:	Lather	
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	

Lorca Lane Sewer Replacement



Project Number:	22-07	
Project Name:	Lorca Lane Sewer Replacement	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Start in September	
Project Description:	Relocate 300' of 6" line and installation of a manhole at Lorca Lane and Del Monte Street.	
Department:	Collections	
Financial:	Cumulative Budget: \$175,000	Cumulative Spent: \$81,482
	FY Budget: \$153,500	FY Spent: \$0
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal Commission	
Permits Required:	None	
Challenges:	Weather and high groundwater table	
Schedule:	Construction to commence in September 2023	
Consultants:	Monterey Bay Engineering	
Contractor:	Monterey Peninsula Engineering	

Santa Rita & Guadalupe #23-01



Project Number:	23-01	
Project Name:	Santa Rita & Guadalupe	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	In Design	
Project Description:	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
Financial:	Cumulative Budget: \$3,869,330	Cumulative Spent: \$49,715
	FY Budget: \$171,464	FY Spent: \$19,262
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea,	
Permits Required:	None	
Challenges:	Traffic Controls	
Schedule:	Construct Spring 2024. Preliminary Plans Complete.	
Consultants:	MNS Engineers	
Contractor:	TBD	

Collections Non-Capital Project Summaries



Photo: River Watch logo

Project Number:	20-05	
Project Name:	River Watch Agreement	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Work in Progress	
Project Description:	Work with Collections to provide data that is needed to satisfy the milestones in the agreement with River Watch. As of May 2022, staff completed all of the 1,478 District manholes for the Fiscal Year 2022-2023.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	N/A	N/A
Financial:	FY Budget:	FY Spent:
	N/A	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	

Pipeline Spot Repair 2023-02



Project Number:	23-02	
Project Name:	Pipeline Spot Repair 2023	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Completed -Notice of Completion approval August Board meeting	
Project Description:	Bid award in April 2023	
Department:	Collections	
Financial: Note that only \$10,900 met our capitalization threshold. All other dollar amounts were expensed	Cumulative Budget:	Cumulative Spent:
	\$130,570	\$127,653
Financial: Note that only \$10,900 met our capitalization threshold. All other dollar amounts were expensed	FY Budget:	FY Spent:
	\$118,700	\$127,653
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea,	
Permits Required:	None	
Challenges:		
Schedule:	Construct 2023	
Consultants:		
Contractor:	Rooter King	

Assessment Districts/Annexations

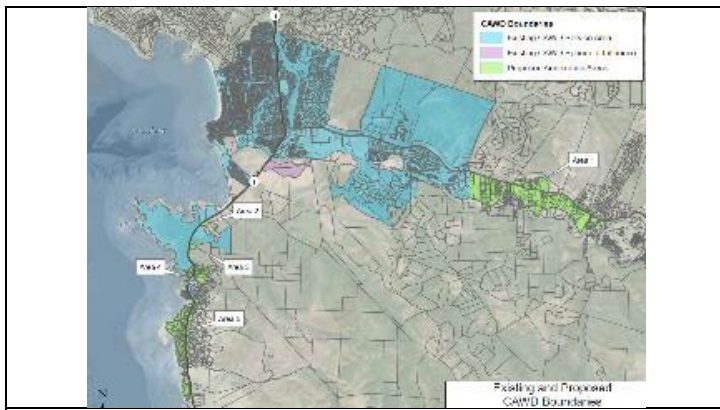


Photo: Areas of Potential Annexation

Project Number:	18-21	
Project Name:	Corona Road Sewer Assessment District	
Project Location:	Corona Road Neighborhood	
Project Manager:	Lather	
Status:	<p>In design phase by Assessment Engineer. Ongoing organizing efforts for Special Assessment District.</p> <p>The boundary map was approved by Board of Supervisors on August 22, 2023. We will return to Board of Supervisor in October for an amendment. Next step is then the ballots for formation of Assessment District.</p>	
Project Description:	<p>The project will provide sewer facilities to the Corona Road neighborhood and parcels on the west side of Highway 1, across from Corona Road. #18-21 Corona Road (Deferred Revenue**)</p>	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent: \$64,848.24
	FY Budget:	FY Spent: \$64,848.24
<p>** No Budget included for project because the initial costs were funded by Corona Road residents. District has agreed to fund a portion of environmental work \$56,200 (Res #2022-62).</p>		
Permits Required:	Coastal Permit, CalTrans Encroachment permit, Environmental Review	
Challenges:	Assessment District process/approval and obtaining easements for pump station. Funds from homeowners in the amount of \$67K have been received by CAWD.	
Schedule:	Assessment District (AD) proceedings pending approval of Septic to Sewer Grant & Loan Funding. Estimate start AD process in June 2023. The boundary map was approved by Board of Supervisors on August 22, 2023.	

Consultant: Denise Duffy & Associates and Monterey Bay Engineers



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:	Lather	
Status:	In Construction	
Project Description:	<p>Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system. Riley Ranch, #19-08 Carmel Valley Manor (Deferred Revenue)</p>	
Department:	Collections	
Financial: this is an unbudgeted item- under repayment agreement (no funds received)-	Cumulative Budget:	Cumulative Spent: \$180
	FY Budget:	FY Spent: \$0
Other Entities:	The prospect of a pipeline has given rise to a plethora of potential additional connections.	
Permits Required:	County Encroachment Permit, Environmental Review completed.	
Challenges:	Funding, Repayment Agreement, easement agreements Local Agency Formation Council (LAFCO) annexation	
Schedule:	Approved without protest at 3/22/21 LAFCO hearing. Easement and Sewer Extension Agreements signed in September 2022. Construction is in progress.	
Consultants:	MNS and Rincon are working for Carmel Valley Manor to permit and design the project.	

Contractor:	N/A
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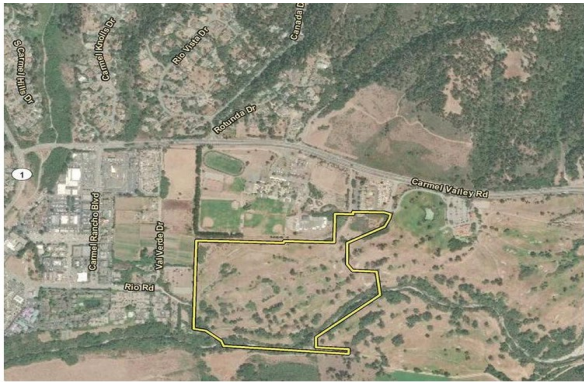


Photo: Location of Rancho Cañada Village Subdivision

Project Number:	23-03	
Project Name:	Rancho Cañada Village Subdivision	
Project Location:	Collection System	
Project Manager:	Lather	
Status:	Sewer Agreement	
Project Description:		
Department:	Collections	
Financial: this is an unbudgeted item- under repayment agreement (no funds received)-	Cumulative Budget:	Cumulative Spent:
	\$0	\$
	FY Budget:	FY Spent:
	\$0	\$0
Other Entities:		
Permits Required:		
Challenges:		
Schedule:		
Consultants:		
Contractor:		

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



Photo: Real Estate Clip Art

Project Number:	N/A	
Project Name:	Real Property Investigation	
Project Location:	Carmel Valley	
Project Manager:	Barbara Buikema	
Status:	Evaluation in Progress	
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 requirement to move facilities within 30 years.	
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:	Chris 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 were 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: Six Sigma Clip Art

Project Number:	N/A	
Project Name:	Source Control Six Sigma	
Project Location:	Management staff	
Project Manager:	Barbara Buikema	
Status:	On Hold	
Project Description:	A Six Sigma project to improve source control activities by focusing majority of inspection and compliance efforts on restaurants determined to be likely causes of grease in District lines.	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,000
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Permits Required:	None	
Challenges:	Implementation phase. Discussing next steps in implementation.	
Schedule:	Ongoing	
Consultants:	Self-study online	



Photo: California coastline

Project Number:	22-01	
Project Name:	Long-Term Sea Level Rise Planning	
Project Location:	Treatment Plant	
Project Manager:	Barbara Buikema/Patrick Treanor	
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. Board approved a Wastewater Treatment Plant Alternatives Planning Assistance on Sea Level Rise consultant services contract in May 2022.	
Department:	Administration	
Financial:	Cumulative Budget: \$1,400,00	Cumulative Spent: \$219,862
	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:	WWTP Relocation Planning Alternatives on Sea Level Rise presented in May 2022 . Planning to present Greeley & Hansen report in fall 2023.	
Consultants:	Greeley & Hansen	

STAFF REPORT

To: Board of Directors
From: Ed Waggoner, Operations Superintendent
Date: September 28, 2023
Subject: Monthly Operations Reports – August 2023



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 August.
- (Project #18-01) Startup and testing of the effluent pump station systems and majority of the construction work finished on August 30.
- The Enersponse Demand Reduction event occurred August 29 from 6:00 pm till 8:00 pm.

Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration (MF) and Reverse Osmosis Systems (ROS).
- Staff completed Clean-in-Place (CIP) cleans on Microfiltration (MF) Cells 1, 2, and 3. The cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 5.5 pounds per square inch (psi).
- (Project #21-09) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA). Operations staff continues working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

Training:

- Staff participated in scheduled tailgate safety meetings in the Digester building conference room.
- The Operations Superintendent participated in Responsible, Accountable, Consulted, and Informed (RACI) Matrix Training on August 15 at CAWD's main office.
- The Operations Superintendent, Operations Supervisor, and Laboratory

Supervisor attend a training presented by Richard Bolanos of Liberty Cassidy Whitmore (LCW) on Exercising Your Management Rights on August 17.

Capital Improvement:

- Staff continues working with Plant Engineer, Patrick Treanor, on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- August 10, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County.
- August 17, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- August 18, Operations Supervisor attended a walk through meeting with Kramer Engineering Inc. and Clark Bros construction for the Phase 2 paving project at the treatment facility.
- (Project #18-01) Weekly Teams meeting on the construction progress of the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Discharge Permit Violations

- There were no violations of Reclamation Permit 93-72 for the month of July 2023.
- Submitted Second Quarter Total Dissolved Solids for Reclamation Permit 93-72. The report submitted contained no permit violations.
- There were 5 violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of July 2023. These violations occur in Section III, A.1.a of Effluent Limitations and Discharge Specifications. See attached letter to Central Coast Regional Board for details of the violations.
- Submitted the 2023 second quarter report for CalRecycle Biosolids Recycler/Composter for Class B Biosolids generated in wet tons.
- Submitted Second Quarter Effluent Report for Dichloro-diphenyl-trichloroethane (DDT) for National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012. The report submitted contained no permit violations.

FUNDING

N/A-Informational item only



District Carmel Area Wastewater

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

Barbara Buikema
General Manager
Edward Waggoner
Operations Superintendent
Robert R. Wellington
Legal Counsel

Board of Directors
Gregory D'Ambrosio
Michael K. Rachel
Robert Siegfried
Kevan Urquhart
Ken White

Peter VonLangen and Kristina Olmos,

July Permit Violation(s):

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

CAWD experienced five total violations for the month of July 2023.

1. 3 exceedances of the Maximum Daily limit of 90 mg/L.
 - a. July 14th the report valve was 96 mg/L.
 - b. July 18th the report valve was 127 mg/L.
 - c. July 20th the report valve was 126 mg/L.
2. 1 exceedance of the Maximum Average Weekly of Sunday through Saturday of 45 mg/L.
 - a. The week of July 16th through July 22nd the report value was 74 mg/L.
3. 1 exceedance of the Monthly Average of 30 mg/L.
 - a. The monthly average for TSS for the month of July 2023 was 32 mg/L.

Effluent Building Bypass Event:

On July 14, 2023, as part of the Wastewater Treatment Plant Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project the Effluent Building (EFF-001) required a pump bypass system of the effluent pump wet well to be installed so all the upgraded electrical and mechanical work could be performed. This bypass required the use of two remote pumps and associated piping.

The remote pumps suction piping was installed in the first wet well entering the Effluent pump station building. This small wet well combines the RO Reject flow stream with any plant secondary effluent which then flows into the effluent pumps wet well for final disposal through the plant outfall line for ocean discharge. Since 2008, during dry weather flows, this first wet well receives only RO Reject flow during the summer irrigation season.

The wet well is covered with open grating which allows sunlight into wet well which helps promote algae growth on the walls of the wet well. This algae growth is sloughing off as the water level changes along with the turbulence created by the effluent entering the small size of the wet well (See attached photos).

A consequence of the two factors listed above and the size of the wet well allowed the temporary installed bypass pump system suction hoses to stir up any settled solids within the wet well caused an elevated Total Suspended Solids composite sample that exceeded the 90 mg/L as outline in Effluent Limitations-Discharge 001 on July 14th, 18th, and 20th, Table 4, TSS Maximum Daily concentration outlined in NPDES permit R3-2014-0012.

Permit Violation Events:

On July 15th, 17th, and 19th, 2023, laboratory staff performed the required total suspended solids analysis from the 24Hr

composite sampler at discharge point EFF-001 which resulted in a concentration of 96.0 mg/L, 127 mg/L, and 126 mg/L. Since RO Reject concentrate is the only flow stream sent for ocean discharge staff performed an analysis on 24-hour composite samples collected prior to the effluent bypass pump from the RO Reject concentrate which resulted in a TSS concentration average of 1.2 mg/L during the same periods.

Corrective Measures: Staff has washed down the walls of the wet well to prevent the algae growth from attaching to the walls and temporary piping. However, the temporary pump suction hoses prevented staff from gaining proper access to the wet well thus washing the wet well walls has helped a little, but not eliminating the problem completely.

Staff initiated a flush program on the small wet well by pumping plant effluent back into the headworks three times a week while the effluent building upgrades are taking place for the remainder of July and August. Staff also covered the smaller wet well with black plastic to prevent algae growth in the wet well. This flushing scheduled kept the Effluent TSS in the range of 16 to 27 mg/L well below the Maximum Daily, weekly and monthly limits for the last part of July and August.

Respectfully Submitted,

Edward Waggoner

Edward Waggoner

Operations Superintendent

Carmel Area Wastewater District

Phone (831) 624-1249, ext. 291

waggoner@cawd.org













STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: September 28, 2023

Subject: Monthly Maintenance Report – August 2023

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- Staff is auditing the Reverse Osmosis (RO) electric actuator spare inventory. This task was already completed for the microfiltration valves. The task involves reviewing assets in Computerized Maintenance Management Program, installing new labels with valve description, cross referencing the various valve sizes to the spare inventory and then ordering any missing spares.
- The uninterruptible power supply (UPS) batteries have been replaced at the pump stations. The UPS units have also been ordered and will be replaced as part of the 5-year preventative maintenance work order. This will reduce the likelihood of any failures during a power outage.
- Staff is working on audio visual upgrades in the board room. New monitors have been installed and the floor boxes will be relocated to better protect the cabling. A new lectern has also been added to provide a designated space for the public to speak.

Upcoming Maintenance Projects

- The backup generator radiators at Highlands and 8th & Scenic have a pinhole leak and replacement radiators have been ordered. The leak was observed during preventative maintenance inspection and the generators are still in service.

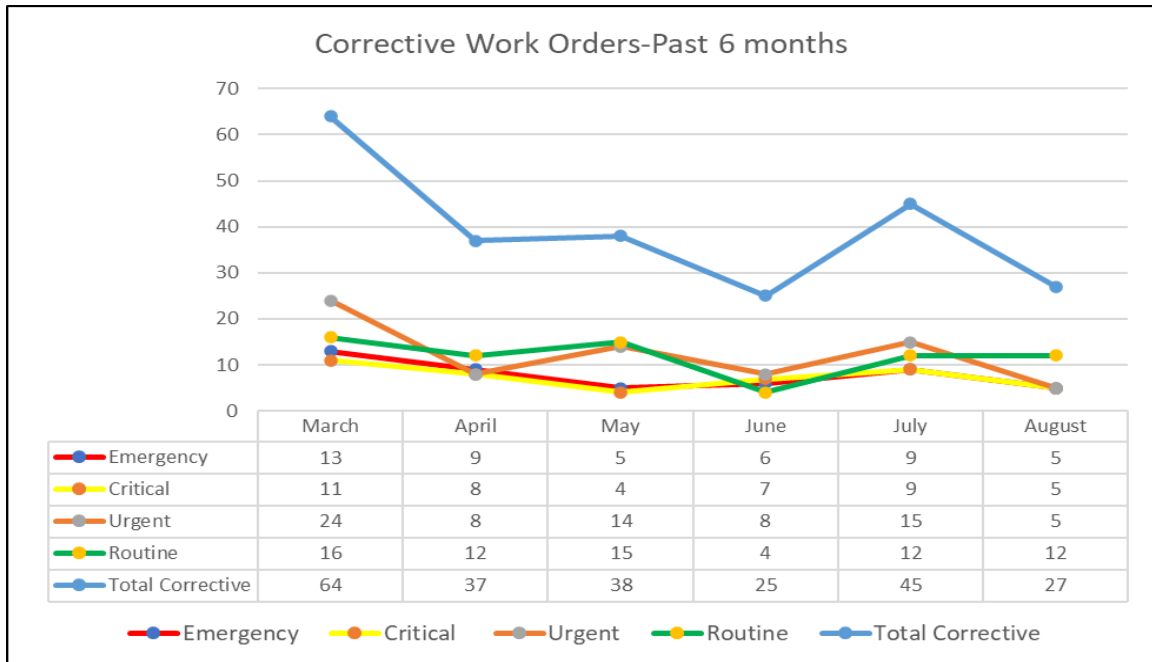
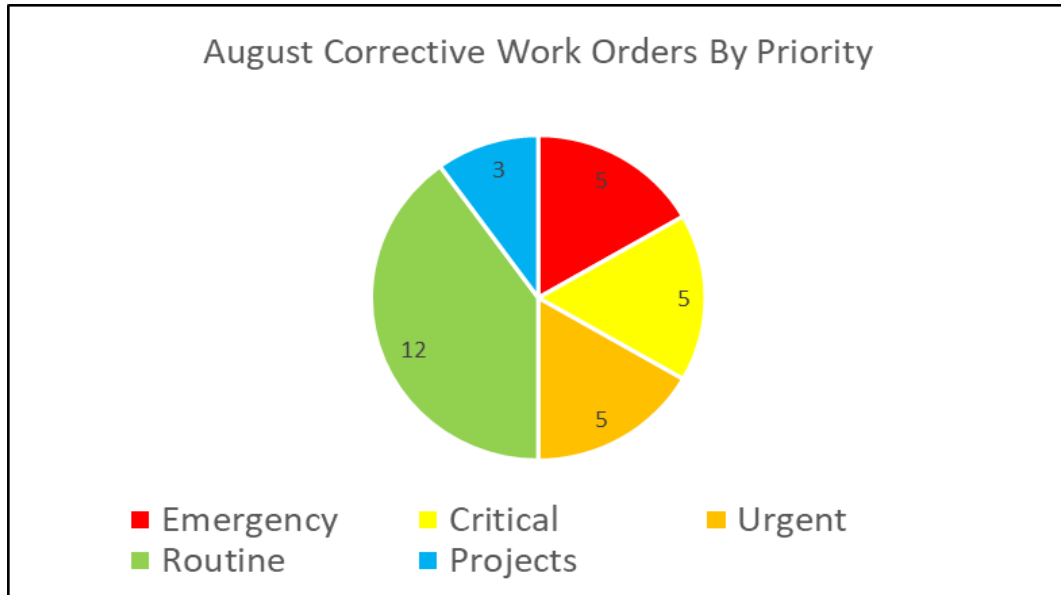
- New check valves were ordered for the pump stations. The existing valves are not all the same style and manufacturer. The new valves are all identical. Valve replacement is necessary due to age and the need to standardize valves at all the stations with a high-quality valve that is easy to maintain and operate.
- Update 1: The suction valve for the effluent RO reject pump did not seal when the pump was removed for repair. A new valve is onsite and awaiting return of the rebuilt effluent RO reject pump. Both the valve and rebuilt pump will be installed at the same time.
- A new dosing pump was ordered for the Ferric Chloride at the treatment plant. The existing pump requires significant maintenance to maintain operation and the cost of rebuild parts is expensive. The new pump will require less maintenance and provide better operation.
- Quotes have been requested from multiple vendors to replace RO Train A flow meters. The flow meters for RO Train B have been replaced and Train C will be requested for FY2024-25 budget. There are 5 flowmeters ranging from 2" to 4" in diameter.
- The new servers for the Supervisory Control and Data Acquisition (SCADA) system have arrived. The existing servers are 7+ years old and past their useful life. The new servers will improve security and capacity. The servers are critical since they run the pump station, reclamation and treatment plant automation systems. The plan is to migrate the existing applications to the new servers in October. No downtime is required since the servers are redundant.

Work Order Metrics

Preventive Maintenance (August)

Total Work Orders Generated	327
Total Work Orders Closed/Done	292
Total Work Orders Still Open	35
Percentage of Work Orders Completed	89.30%

Corrective Maintenance (August)



FUNDING-N/A- Informational item only

STAFF REPORT

To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: September 28, 2023
Subject: General Engineering



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is provided to update the Board of the Carmel Area Wastewater District (CAWD/District) on current engineering activities during the month of August.

General Engineering

Carmel Valley Manor (CVM) have proceeded with construction of the sewer line on Carmel Valley Road. Currently, the sewer line from Carmel Valley Manor to Valley Greens has been tested and Monterey Peninsula Engineering will complete the paving on Carmel Valley Road prior to the September Board Meeting. Work is also being completed within Valley Greens Drive to install electrical conduits, relocate a water line, and install the force main from the new pump station. There are many inquiries from parcel owners along the alignment of the CVM project regarding the process to connect to the District. A meeting with the Carmel Mid-Valley Center neighborhood to discuss a possible sewer extension is scheduled for September 26, 2023 at 6:30 p.m. at the Bearded Bean.

September Ranch have commenced marking Carmel Valley Road and pot holing to locate existing utilities. There is a conflict with various utilities at Carmel Valley Road and Via Petra. Staff are working with the project engineer (Whitson Engineers) to find a way to resolve this conflict so that it is constructed in the best interest of the District. The contractor, Don Chapin, have provided their technical opinion and believe they can bore under the utilities. MNS is providing inspection services on behalf of the District.

Rancho Cañada Village developer is moving forward with the project in the near future. They will need a sewer extension agreement from the District and to hire a construction

manager/inspector to represent the District. It is anticipated that the sewer extension agreement and construction inspection contract will come to the Board for approval in October 2023.

A Corona Road community meeting was conducted on September 13, 2023 at 7 PM with the engineer, the bond counsel and CAWD staff at the Highlands Fire Station. It was well attended and positive.

FUNDING

N/A- Informational item only

Resolutions

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: September 28, 2023

SUBJECT: TBC Communications & Media Contract for \$20K Carmel Meadows Pipeline Project (#19-03)

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with TBC Communications for public relations/management services in an amount not to exceed \$20,000 for work on the Carmel Meadows Pipeline Project.

DISCUSSION

The District has used the services of TBC Communications in 2022-23 for assistance with public outreach primarily with our capital projects. They started their own firm in 2009 on the Monterey Peninsula and have an excellent grasp of local issues. During 2022-23 we utilized their services with the Scenic Road pipeline failure and the potential for the pipeline failure of Carmel Meadows pipeline.

We are proposing to engage TBC again this year for assistance in developing and managing up to four (4) Project Workshop Events to present the third party engineering analysis. This task will include coordination and management of the event, creation of an event invite and distribution/management of event logistics, recommendations for an update of the District project webpage, and design/editing of event handouts and visuals.

We will likely also need their assistance for our return to the Monterey County Planning Commission to improve our presentation.

FINANCIAL

The proposal has \$2M budgeted in the capital budget. Given the various delays in this project we anticipate this budget may slide out over multiple budget years.

Attachments:

1. TBC Proposal 2023-2024

CARMEL MEADOWS PIPELINE PROJECT

TBC Communication & Media -Third Party Project Analysis Event Management Proposal

1. Ongoing Review of all project related material including:
 - Project plans and reports
 - Project correspondence
 - Applicable jurisdictional policies
2. As needed attendance at all internal project-based meetings
3. Attendance at public meetings regarding project
4. As-needed edits to outgoing correspondence
5. Development of as-needed Carmel Meadows Sewer Repair Notices including:
 - Design and content creation
 - Media alerts and interface
6. Creation and Management of up to four (4) Project Workshop Events to present third party analysis
 - Development of invite list
 - Coordination and management of event and creation of event invite and distribution
 - Creation and distribution of press release and management of media inquiries
 - Management of event logistics
 - additional recommendations for updated project webpage
 - As needed design and editing of event PowerPoint Presentations, handouts and visuals
7. Preparation for Monterey County Planning Commission Meeting including:
 - Design and/or editing of project presentation

RESOLUTION NO. 2023-55

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR A PROFESSIONAL SERVICES AGREEMENT WITH TBC COMMUNICATIONS IN AN AMOUNT NOT TO EXCEED \$20,000 FOR PUBLIC AND PROJECT RELATED COMMUNICATIONS SERVICES FOR THE DISTRICT WITH THE CARMEL MEADOWS PIPELINE PROJECT (#19-03)

-oOo-

WHEREAS, the District has a need for public relations assistance in communicating with the public on the Carmel Meadows Pipeline Project ; and

WHEREAS, TBC Communications performed well for the District in 2022-23 and has a firm grasp of the local area and the issues our projects face in the community; and staff is confident of their abilities; and

WHEREAS, the District benefits from professional public relations services in dealing with and completing complex and sensitive projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a professional services agreement, with a not to exceed amount of \$20,000, with TBC Communications for Public Relations/Management Services for the Carmel Meadows Pipeline Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 28, 2023, by the following vote:

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

Ken White, President of the Board

ATTEST:

Domine Barringer, Secretary of the Board

STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: September 28, 2023

Subject: Amendment to Job Description for Principal
and Plant Engineer



RECOMMENDATION

It is recommended the Board approve a resolution authorizing the suggested changes to the job descriptions for the Principal Engineer and the Plant Engineer.

DISCUSSION

In preparation for the retirement of two key personnel and the impact to the organization the management team has collaboratively discussed the impact and has provided the suggested changes to both the job descriptions and the organization chart. These changes will provide a natural transition for the staff, and the necessary management oversight that is needed regarding the changing landscape at the District. These suggested changes are focused on the operational efficiency of the District.

The suggested changes were first introduced to the Salary/Benefits Committee back in January 2022, over 20 months ago. The Principal Engineer gave notice of their intention to retire on December 31, 2023. This timeline presented the District to start the recruitment process, for a replacement of an experienced engineer to replace the Principal Engineer, but we also view this as an opportunity to implement the proposed additional transitions. The suggested transition would advance the Plant Engineer to the title of Engineering/Technical Services Manager, which is a natural progression as the Phase II project at the plant draws to a conclusion. This position will be responsible for management of all capital projects, oversight of the laboratory, and the District source control program.

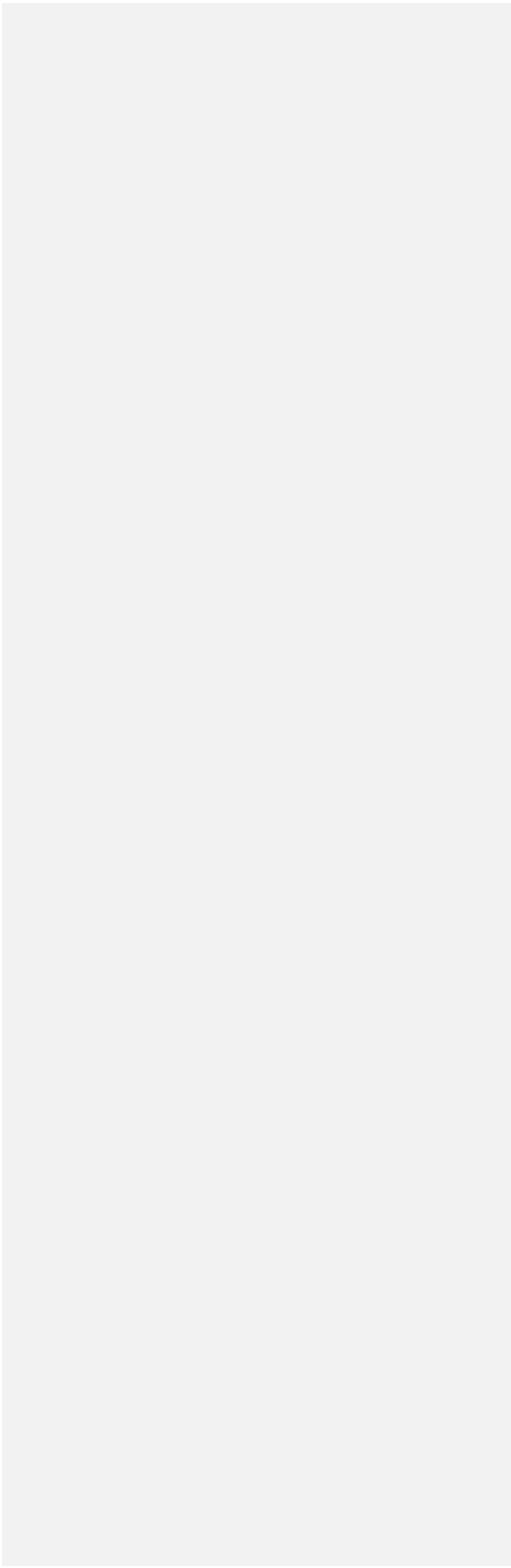
The final review of the management proposed changes to the job descriptions was presented to the Salary/Benefits Committee on September 19, 2023. They agreed with all proposed changes.

FINANCIAL

Currently the intention is to keep the same salary scale for the Principal Engineer position at Range 40. As a practical matter, if we are not successful in recruiting a Principal Engineer, then an Associate Engineer position at Range 31 will be recruited. This position was approved by the Board and is listed under the designating classification and titles resolution.

At this time, we are not asking for a salary adjustment to the proposed Engineering/Technical Services Manager but will come back with a recommendation upon completion of recruiting efforts for the Principal Engineer.

| public, engineers, contractors, developers, and other agencies. _____



|

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)-

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

Advise, General

- Advises Engineering/Technical Services Manager on status and technical issues related to assigned ~~design~~ work and projects.
- Prepares staff reports, Board Summaries, and recommendations and may make presentations to Committees and the Board of Directors.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public. Coordinate
- Participates in numerous collaborative meetings with partners, coworkers, and outside entities.
- Performs other duties and responsibilities not listed as assigned or required.

CIP Project Implementation

- Leads implementation of Capital Improvement Program projects, including requests for proposals, studies, design engineering, bidding, inspection, and construction management.

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EXAMPLES OF ESSENTIAL FUNCTIONS (continued)

- ~~Design/plan/prepare/coordinate~~ Designs/plans/prepares/coordinates a wide variety of engineering design work projects related to wastewater infrastructure.
- ~~Handles complex technical issues and delivers working solutions.~~
- ~~Provides inspection and management of construction projects. Act as project manager on various District projects.~~
- ~~Prepare/review reports, plans and specifications for a variety of projects, including text, charts, maps, diagrams, and sketches, ensuring compliance with standards and District requirements.~~
- ~~Perform design work including researching data and determining design criteria in accordance with required standards and codes.~~
- Prepares reviews and checks engineering drawings, plans, computations, estimates and reports for completeness, accuracy, and soundness of applied engineering principles and District standards.
- ~~Perform Asset~~ Handles CEQA compliance tasks and permit processing and tracking.
- ~~Assists in the ongoing development of the Capital Improvement Program outlay of projects.~~
- ~~Develops cost estimates for CIP Budgeting.~~

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Project Management functions for

- Serves as Project Manager on numerous District database including, but not limited projects.
- Engages consultants and contractors to defining/implement CIP projects and measuring-levels manage their contracts.
- Coordinates, directs, and reviews the work of service, forecasting consultants and contractors.
- Develops project Scope/Schedule/Budget, selects project team, procures professional services, negotiates contracts and task orders, coordinates progress meetings and reviews work products; conducts field inspections, investigations, and surveys; reviews and approves progress payments and change orders within authority granted by the District Board.
- Analyzes problems, identify alternative solutions, project consequences of proposals.

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Technical Studies

- Develops technical reports in-house or with the assistance of consultants on a wide range of potential topics related to engineering issues, regulatory compliance, and District operations.
- Analyzes and forecast future demand requirements, establishing by: utilizing base asset database, assessing asset condition, identifying critical assets and business risks, and developing both maintenance and capital investment strategies and plans.
- ~~Administers outside consultant contracts, including writing and issuing request for qualifications/request for proposal (RFQ/RFP), interviewing consultants, reviewing and evaluating proposals, writing contracts and issuing the notice to proceed in order to begin the project.~~
- ~~Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, selects project team, procures professional services, negotiates contracts and task orders, conducts field inspections, investigations, and surveys; reviews and approves progress payments and change orders within authority granted by the District Board.~~

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- ~~Coordinate wastewater. Assists in keeping District's Geographical Information System data up to date.~~

Operations/Maintenance Assistance

- ~~Coordinates with outside diving company to complete annual underwater inspections of the District's ocean outfall for regulatory compliance.~~
- ~~Provides technical input to treatment plant and collection system construction with staff on operations, municipal public works departments, and other appropriate agencies.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposals.~~
- ~~Interprets drawings and specifications to resolve differences on technical and maintenance matters, enforces project safety standards, and ensures compliance with District infrastructure standards.~~
- ~~Assists in review and conditioning implementation of proposed maintenance projects, real property matters, CEQA compliance tasks, planning studies and permit processing and tracking where necessary.~~

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Administrative

- ~~Calculates plan check, inspection and connection fees and prepares conditions of approval for new connections; issues plumbing permits; collects connection fees and miscellaneous engineering fees; administers reimbursement agreements, including confirmation of reimbursement amounts.~~
- ~~Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposals submitted by private engineering firms.~~
- ~~Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public.~~
- ~~Represents the District with groups, organizations, committees, professional groups and the public; participates in special projects as assigned.~~

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- ~~Prepares staff reports, Board Summaries, and recommendations and may make presentations to Committees and the Board of Directors.~~
- ~~Builds and maintains positive working relationships with co-workers, other District employees, and the public.~~
- ~~Provide technical input to treatment plant and collection system staff on operations and proposes modifications.~~
- ~~Performs other duties and responsibilities as assigned or required.~~

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of civil engineering principles, practices and methods as applied to the planning, design, construction, operations, and maintenance of wastewater collection systems.
- Project Management.
- Working knowledge of hydraulics, statistics and engineering economics, structural and pipeline design techniques, engineering mathematics and statistical techniques, engineering materials, surveying, and applicable building codes and standards, construction practices and methods, quantitative analysis, public policy. Civil engineering information sources, state and federal wastewater regulations, state/national/local construction codes, and applicable safety standards.
- Familiarity with process control of an activated sludge, secondary wastewater treatment facility is highly desirable.
- Skill in applying engineering principles and techniques ~~to the solution of civil engineering assignments~~, preparing plans, designs, sketches, estimates, and ~~draft~~ specifications for wastewater facilities, conducting asset management studies, analyzing engineering data and reports, and drawing sound conclusions.
- ~~Applicable Federal and State and local laws; District, Department, and Division regulations, codes, policies, and procedures.~~
- General principles for California Public Contract Code as pertains to bidding of public works projects.
- CEQA Environmental Compliance.
- ~~Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.~~
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Record keeping and report writing principles and procedures.-
- Computer applications related to the work, such as Microsoft Office Suite software with emphasis in ~~Access~~, Excel, Word and AutoCAD.

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Ability to:

- ~~Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient engineering services.~~
- Understand, interpret, explain, and apply applicable laws, codes, regulations, and standards.
- Perform complex planning, and design, and activities, and perform complex analytical techniques and calculations used in engineering functions wastewater utility infrastructure.
- ~~Make recommendations to modify existing policies, strategies, and/or methods to meet unusual conditions as appropriate.~~
- Make effective public presentations.
- Read and interpret plans and specifications.
- Prepare clear, concise, and comprehensive engineering reports, recommendations, correspondence, ~~policies, procedures,~~ and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Analyze data and information using established criteria to determine consequences and to identify and select alternatives.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and set priorities.
- Manage permitting, ~~mapping, and drafting activities for construction projects.~~
- Negotiate, prepare, and manage consultant contracts.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Identify and take appropriate action when ~~operating~~ problems occur.
- Use tact, initiative, prudence, and independent judgment within general policy ~~and,~~ legal guidelines, and engineering practice.
- Respond to public inquiries and requests concerning the District's sewer system and facilities.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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EDUCATION AND EXPERIENCE:

EDUCATION AND EXPERIENCE:

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

Experience:

~~Four~~Eight years of experience in Civil, Sanitary, or Mechanical Engineering.

Training:

Equivalent to a Bachelor's Degree from an accredited college with major coursework in Civil, Sanitary, Mechanical, or Environmental Engineering, or a related field.

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Required Qualifications:

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

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Additional Requirements:

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

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

PHYSICAL DEMANDS

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

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Standing:

- Average Frequency: 2 to 10 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)- 1-2 hours-
- Surfaces: Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile

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- Description: Performs while inspecting a variety of construction projects including water and sewer pipelines, pump stations, lift stations, treatment facilities and buildings, observing work including construction, utilizing a hook to remove or replace covers or lids, utilizing a valve key, digital pressure gauge, pressure recorder, as needed utilizing a shovel, collecting samples, locating and marking utilities including USA (underground service alert), communicating with contractors, coworkers.
- Performs during presentations, communicating with coworkers for public, operating standard office equipment, accessing drawers or shelves.

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Walking:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)-
- Surfaces: Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile
- Description: Performs while walking within the office, to and from construction areas, within the site, relocating tools, inspecting a variety of construction projects.
- Performing field inspections

Sitting:

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

Kneeling/Crouching/Squatting:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces:- Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile
- Description: Performs while inspecting manholes, meter and valve boxes, retrieving or setting items on and off lower shelves, during a field inspection, retrieving or positioning paperwork, plans, files.

Crawling:

Not a job requirement.

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Laying on Back/Stomach:

Not a job requirement.

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Climbing/Balancing:

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

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Reaching:

Above Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)-
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

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Between Waist and Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while driving in conjunction with maneuvering the steering wheel, utilizing a computer keyboard and mouse, alternatively the employee utilizes a laptop computer includes reaching within the primary reach zone, utilizing a valve key to open or close the valves, assisting with video inspections, relocating tools or equipment. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence. Computer keyboarding duties include positioning his/her arms at the side and placing fingers on the computer keyboard.

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Below Waist Level:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while inspecting manholes, meter and valve boxes, retrieving or setting items on and off lower shelves, during an inspection, locating and marking utilities including USA (underground service alert), utilizing a shovel and a valve key. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

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Pushing/Pulling:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a hook to remove or replace a manhole cover, meter cover or lid, utilizing a valve key to open or close a valve, utilizing a wrench during an inspection, as needed a shovel to remove dirt positioned over equipment. Unilateral or bilateral arm use.

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Twisting/Rotating:

Waist:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving, and performing other described job duties.

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Neck:

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

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Wrists:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing basic hand tools including a screwdriver or pliers, while inspecting equipment, as needed utilizing a shovel to transfer dirt, utilizing a hook to remove or replace a meter cover or lid. Unilateral hand use.

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Bending:

Waist:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while inspecting manholes, meter and valve boxes, retrieving or setting items on and off lower shelves, during an inspection, locating and marking utilities including USA (underground service alert). The motion is in a forward direction up to 65-degrees.

Head/Neck:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while inspecting a variety of construction projects including water and sewer pipelines, pump stations, reservoirs, lift stations, treatment facilities and buildings, observing work including construction, utilizing a hook to remove or replace covers or lids, utilizing a valve key, digital pressure gauge, pressure recorder, as needed utilizing a shovel, collecting samples, locating and marking utilities including USA (underground service alert), during normal body mechanics.
- Performs during normal body mechanics including reading, writing, handling office supplies, paperwork review, and general office tasks.

Wrists:

- Average Frequency: Ongoing -- routine tasks performed throughout shift-
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift-
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, utilizing a valve key, digital pressure gauge, pressure recorders, utilizing a hook to remove or replace covers or lids, collecting samples, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying:

0 to 10 lbs.:

- Objects: Office supplies, ream of paper, binders, manuals, documents, mail, small packages, writing utensils, telephone handset, chair, laptop computer, vehicle fire extinguisher, electrical cords, broom
- Average Frequency: Ongoing -- tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Distance: Average - less than 50 feet including ascending/descending stairs
- Description: Performs a variety of administrative office tasks including receiving mail and small packages, writing, transferring paperwork, using manuals, loading printers, moving light office equipment, filing; stocking and retrieving office supplies from cabinets/shelves.

~~11~~ *11 to 25 lbs.:*

- Objects: Medium sized packages, box of office supplies, step-stool, fire extinguisher, half-sized box of printer paper, 4" binder
- Average Frequency: 2 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per day
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to shoulder
- Description: Performs while receiving, transferring, and storing these objects.

26 to 50 lbs. (two-person lifts):

- Objects: Full file boxes, foldable tables
- Average Frequency: 2 times per month
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 times per week
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to waist
- Description: Performs while moving tables, boxes, and using equipment to perform inspections or when using a dolly.

51+ lbs.

- Not a job requirement.

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Weights and Measures:

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

Items Weighed:

- Six-foot foldable table – 40 lbs.
- Eight-foot foldable table – 48 lbs.
- Metal chair – 19 lbs.
- File box – up to 30 lbs. (full)

PERSONAL PROTECTIVE EQUIPMENT

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

ENVIRONMENTAL ELEMENTS

ENVIRONMENTAL ELEMENTS

- Employee is frequently exposed to outside weather conditions.
- Employee is occasionally exposed to high, precarious places.
- Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals.
- Employee is exposed to unpleasant smells and odors.
- Employee is exposed to moderate cold, moderate heat.
- Employee is exposed to risk of electrical shock or mechanical hazards.
- Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.
- The noise level in the work environment is usually moderate. The work performed is in a standard office environment using a computer. Workscloud.
- Employee, as needed, works indoors, which is temperatureoffice setting, climate controlled. Works outdoors as needed, subject to inclement weather. Works at heights, including reservoir ladders.

Employee occasionally will be outdoors regarding field work and at the Treatment Plant facility and be briefly exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibrations, chemicals, odors, and fumes.

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

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PLANT ENGINEER

January 2021
September 2023
FLSA: EXEMPT

At-Will

ENGINEERING/TECHNICAL SERVICES MANAGER

DEFINITION:

Under administrative direction of the General Manager performs a variety of engineering and non-engineering activities in the planning, design, and construction of wastewater treatment and collection facilities. Work may include the planning, design, construction, maintenance, and operation of major engineering projects. Participates in the Capital Improvement Program projects of the District in addition to miscellaneous engineering projects and other work related to the wastewater treatment plant and collection system. Performs a variety of routine duties related to field inspections of construction projects on pipelines, pump stations, treatment facilities, and other District facilities; ensures compliance with District's standards and specifications; provides highly responsible and complex technical support to the General Manager; performs field surveys; maintains District's engineering files, ensures compliance with District's standards and specifications; and performs other duties as required.

Under direction from the General Manager, this upper management level position is responsible for the District's Engineering and Technical Services functions; develops and manages the District's Capital Improvement Program (CIP); provides technical and strategic oversight to steer District long-term planning; manages District Geographic Information System (GIS) and Asset Management data; oversees technical development of certain District Ordinances/Standards; oversees administration of new service connection applications and assists the public in forming of special assessment districts for new connections to the District's collection system; oversees the District's laboratory functions; manages the District's source control program; serves as District Engineer when working with internal and external stakeholders; serves as Project Manager on specific CIP projects; advises on collections and treatment operations and maintenance issues; provides engineering and technical advice and support to District Staff/General Manager/Board of Directions; may serve as Acting General Manager; and performs other duties as required.

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Receives general direction from the General Manager. ~~No direct supervision of staff is exercised.~~
Exercises general direction over the Principal Engineer, and the Laboratory Supervisor. Exercises general direction over all engineering functions of the District, and of the District's pretreatment/source control program.

CLASS CHARACTERISTICS

The Engineering/Technical Services Manager provides general technical oversight for the District and is involved in deciding outcomes for any number of technical issues the District may face. This is a professional engineering class, position and incumbents must have a working knowledge of various aspects of civil engineering as it relates to planning, design, and construction of wastewater collection and treatment facilities. The duties involve frequent contact with the public, ~~engineers~~consultants, contractors, developers, and other agencies.

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EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

Advise General

- Advise General Manager and Board of Directors on status and technical issues related to District Engineering activities.
- Represents the District in contacts with other utilities, regulatory agencies, governmental bodies, planning agencies, private organizations, consultants, trade and professional associations, technical groups, or developers.
- Develops applications for various grant opportunities.
- Prepares staff reports, Board Summaries, and recommendations and may make presentations to Committees and the Board of Directors.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Prepares and maintains a variety of maps, calculations, plans and records; responds to inquiries and provides information to contractors, developers, other agencies and the public.
- Participates in numerous collaborative meetings with partners, coworkers, and outside entities.
- Performs other duties and responsibilities not listed as assigned design or required.

Management/Administrative

- Coordinates, directs, and reviews the work and of others including the District's Principal Engineer.
- Manages administration of Connection Permits, Plumbing Permits, and Annexations.
- Maintains the District's ordinances pertaining to the Collection System and Pretreatment (Source Control).

Capital Improvement Program

- Develops the District's Long Term Capital Improvement Program plan.
- Serves as Project Manager on numerous District projects.
- ~~Coordinate~~^{Coordinates} implementation of Capital Improvement Program projects, including requests for proposals, studies, design engineering, inspection, and construction management.

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EXAMPLES OF ESSENTIAL FUNCTIONS (continued)

- ~~Design/plan/prepare/coordinate a wide variety of engineering design work and inspection of construction projects. Act as project manager on various District projects.~~
- ~~Design/plan/prepare/coordinate on projects to improve plant process control and implement increased automation at facility.~~
- ~~May perform or direct the performance of analytical and engineering studies to determine potential computer-based information management and control systems applications in various areas such as: production, treatment, distribution, facilities maintenance, energy conservation, process monitoring and control.~~
- ~~Prepare/review reports, plans and specifications for a variety of projects, including text, charts, maps, diagrams, and sketches, ensuring compliance with standards and District requirements.~~
- ~~Perform design work including researching data and determining design criteria in accordance with required standards and codes.~~
- Prepares reviews and checks engineering drawings, plans, computations, estimates and reports for completeness, accuracy, and soundness of applied engineering principles and District standards.

Perform

Long Term Planning

- Performs Asset Management functions for District database including, but not limited to defining and measuring levels of service, forecasting future demand requirements, establishing base asset database, assessing asset condition, identifying critical assets and business risks, and developing both maintenance and capital investment strategies and plans.
- ~~Administers outside consultant contracts, including writing and issuing request for qualifications/request for proposal (RFQ/RFP), interviewing consultants, reviewing, and evaluating proposals, writing contracts and issuing the notice to proceed in order to begin the project.~~
- ~~Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, selects project team, procures professional services, negotiates contracts and task orders, conducts field inspections, investigations, and surveys; reviews and approves progress payments and change orders within authority granted by the District Board.~~
- ~~Coordinate wastewater collection system construction with operations, municipal public works departments, and other appropriate agencies.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposals.~~
 - ~~Interprets drawings and specifications to resolve differences on Oversees maintenance of District GIS data/system.~~
- ~~Is responsible for development of technical matters, enforces project safety standards, and ensures compliance with studies and analyses to assist long term planning of District infrastructure standards.~~
- ~~Assists in review and conditioning of proposed projects, real property matters, CEQA compliance tasks, planning studies and permit processing and tracking.~~
 - May plan, schedule, and coordinate the operation of the production system/services, and to respond to specific questions posed by the Board of Directors or General Manager to meet storage and release requirements, minimize pumping, optimize power generation and to optimize operations assist in decision making.

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- ~~Analyzes and determines the economics of alternative wastewater or power generation systems, evaluates bids on specifications for construction work and materials, may prepare or direct the preparation of supply and demand forecasts.~~
- ~~Prepares or reviews initial studies and drafts of environmental impact assessment reports.~~
- ~~Provide technical support services for drafting, materials engineering.~~
- ~~Calculates plan check, inspection and connection fees and prepares conditions of approval; issues plumbing permits; collects connection fees and miscellaneous engineering fees; administers reimbursement agreements, including confirmation of reimbursement amounts.~~
- ~~Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposals submitted by private engineering firms.~~
- ~~Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public.~~
- ~~Represents the District in contacts with other utilities, regulatory agencies, governmental bodies, planning agencies, private organizations, consultants, trade and professional associations, technical groups, or developers.~~
- Represents the Manages Long Term Planning for Sea Level Rise Adaptation.

Technical Advisory

- ~~Performs complex analytical and data centric evaluations pertaining to District with groups, organizations, committees, professional groups and the public; participates in special projects as assigned.~~
- ~~Prepares staff reports, Board Summaries, and recommendations, and may make presentations to Committees and the Board of Directors.~~
- ~~Builds and maintains positive working relationships with co-workers, other District employees, and the public. Works collaboratively with Principal Engineer to resolve issues and promote District goals.~~
- ~~Provide technical input to treatment plant and collection system staff on operations and proposes modifications administration to improve District function.~~
- ~~Performs other duties and responsibilities as assigned or required.~~

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.

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- Thorough knowledge of civil engineering principles, practices and methods as applied to the planning, design, construction, operations, and maintenance of wastewater collection systems.
- Working knowledge of hydraulics, statistics and engineering economics, structural and pipeline design techniques, engineering mathematics and statistical techniques, engineering materials, surveying, and applicable building codes and standards, construction practices and methods, quantitative analysis, public policy. Civil engineering information sources, state and federal wastewater regulations, state/national/local construction codes, and applicable safety standards.
- Familiarity with process control of an activated sludge, secondary wastewater treatment facility is highly desirable.

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- Skill in applying engineering principles and techniques to the solution of civil engineering assignments – preparing plans, designs, sketches, estimates, and draft specifications for wastewater facilities, conducting asset management studies, analyzing engineering data and reports, and drawing sound conclusions.
- Applicable Federal and State and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- General principles for CEQA Environmental Compliance.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Record keeping and report writing principles and procedures.
- Computer applications related to the work, such as Microsoft Office Suite software with emphasis in Access, Excel, Word and AutoCAD.

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Ability to:

- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer budgets and allocate limited resources in a cost-effective manner.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient engineering services.
- Understand, interpret, explain, and apply applicable laws, codes, regulations, and standards.
- Perform complex planning, design, and engineering functions.
- Make recommendations to modify existing policies, strategies, and/or methods to meet unusual conditions as appropriate.-
- Make effective public presentations.
- Read and interpret plans and specifications.
- Prepare clear, concise, and comprehensive engineering reports, recommendations, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Analyze data and information using established criteria to determine consequences and to identify and select alternatives.-
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and set priorities.
- Manage permitting, mapping, and drafting activities.
- Negotiate, prepare, and manage consultant contracts.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Identify and take appropriate action when operating problems occur.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Respond to public inquiries and requests concerning the District's sewer system and facilities.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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EDUCATION AND EXPERIENCE:-

EDUCATION AND EXPERIENCE:

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

Experience;

~~Four~~**Fifteen** years of experience in Civil, Sanitary, or Mechanical Engineering.

Training Education:

Equivalent to a ~~Bachelor's~~**Master's** Degree from an accredited college with major coursework in Civil, Sanitary, Mechanical, or Environmental Engineering, or a related field.-

Required Qualifications:-

➤ ~~Possession of a valid Certificate of Registration as a professional engineer issued by the California State Board of Registration.~~

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

➤ ~~Possession of a valid Certificate of Registration as a professional engineer issued by the California State Board of Registration.~~

➤ ~~8 hour HAZWOPER awareness certificate within one (1) year of employment.~~

Desirable Qualifications:

➤ ~~Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the State of California.~~

Additional Requirements;

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

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.-

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

PHYSICAL DEMANDS

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

Standing:

- Average Frequency: 2 to 10 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile
- Description: Performs while inspecting a variety of construction projects including water and sewer pipelines, pump stations, lift stations, treatment facilities and buildings, observing work including construction, utilizing a hook to remove or replace covers or lids, utilizing a valve key, digital pressure gauge, pressure recorder, as needed utilizing a shovel, collecting samples, locating and marking utilities including USA (underground service alert), communicating with contractors, coworkers.
- Performs during presentations, communicating with coworkers for public, operating standard office equipment, accessing drawers or shelves.

Walking:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile
- Description: Performs while walking within the office, to and from construction areas, within the site, relocating tools, and/or inspecting a variety of construction projects.

Sitting:

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)

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- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

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Kneeling/Crouching/Squatting:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces:- Field – concrete, asphalt, dirt, gravel, mud, metal grating, sloped and uneven terrain, grass; Office – carpet and tile
- Description: Performs while inspecting manholes, meter and valve boxes, retrieving or setting items on and off lower shelves, during a field inspection, retrieving or positing paperwork, plans, files.

Crawling:

Not a job requirement.

Laying on Back/Stomach:

Not a job requirement.

Climbing/Balancing:

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

Reaching:

Above Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day

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

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Between Waist and Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while driving in conjunction with maneuvering the steering wheel, utilizing a computer keyboard and mouse, alternatively the employee utilizes a laptop computer includes reaching within the primary reach zone, utilizing a valve key to open or close the valves, assisting with video inspections, relocating tools or equipment. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence. Computer keyboarding duties include positioning his/her arms at the side and placing fingers on the computer keyboard.

Below Waist Level:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)-
- Description: Performs while inspecting manholes, meter and valve boxes, retrieving or setting items on and off lower shelves, during an inspection, locating and marking utilities including USA (underground service alert), utilizing a shovel and a valve key. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

Pushing/Pulling:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a hook to remove or replace a manhole cover, meter cover or lid, utilizing a valve key to open or close a valve, utilizing a wrench during an inspection, as needed a shovel to remove dirt positioned over equipment. Unilateral or bilateral arm use.

Twisting/Rotating:

Waist:

- Average Frequency: Greater than 9 times per day

utilizing a valve key, digital pressure gauge, pressure recorder, as needed utilizing a shovel, collecting samples, locating and marking utilities including USA (underground service alert), during normal body mechanics.

- Performs during normal body mechanics including reading, writing, handling office supplies, paperwork review, and general office tasks.
- Performs while handling office tasks, and other job-related duties.

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Wrists:

- Average Frequency: Ongoing -- tasks performed throughout shift-
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Ongoing -- tasks performed throughout shift-
- Max Duration: Short (Less than 1 hour)
- Description: Performs while driving in conjunction with maneuvering a steering wheel, utilizing a valve key, digital pressure gauge, pressure recorders, utilizing a hook to remove or replace covers or lids, collecting samples, during normal body mechanics. Unilateral or bilateral hand use.
- Performs while handling office tasks, and other job-related duties.

Lifting/Carrying:

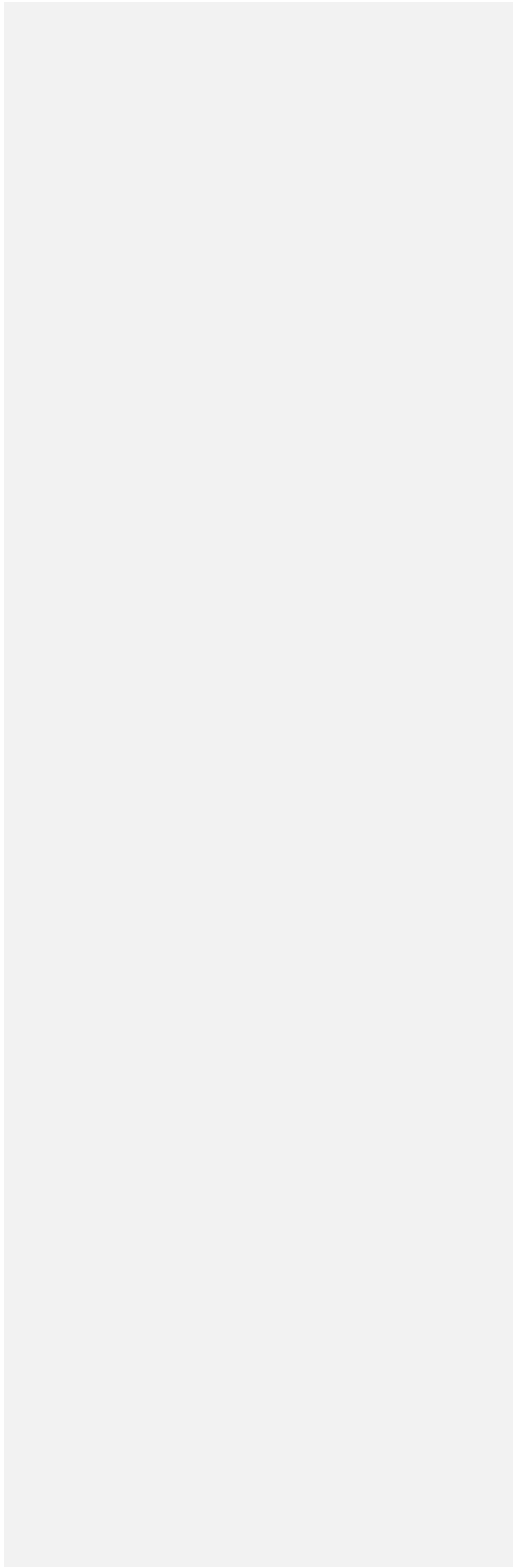
0 to 10 lbs.:

- Objects: Office supplies, ream of paper, binders, manuals, documents, mail, small packages, writing utensils, telephone handset, chair, laptop computer, vehicle fire extinguisher, electrical cords, broom
- Average Frequency: Ongoing -- tasks performed throughout shift-
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift-
- Maximum Duration: Short (Less than 1 hour)
- Height: Ground to shoulder or above
- Distance: Average - less than 50 feet including ascending/descending stairs-
- Description: Performs a variety of administrative office tasks including receiving mail and small packages, writing, transferring paperwork, using manuals, loading printers, moving light office equipment, filing; stocking and retrieving office supplies from cabinets/shelves and during field inspection work.-

11 to 25 lbs.:

- Objects: -Medium sized packages, box of office supplies, step-stool, fire extinguisher, half-sized box of printer paper, 4" binder
- Average Frequency: 2 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per day
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to shoulder-
- Description: Performs while receiving, transferring, and storing these objects and during

listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



RESOLUTION NO. 2023-56

A RESOLUTION AUTHORIZING THE CHANGES TO THE JOB DESCRIPTIONS FOR THE PRINCIPAL ENGINEER AND CHANGES FROM PLANT ENGINEER TO ENGINEERING/TECHNICAL SERVICES MANAGER

-oOo-

WHEREAS, the District is faced with the retirement of key personnel and has determined that this would be the time to make changes to the job descriptions; and

WHEREAS, the proposed changes are as a result of a collaborative effort of management staff and the approval of the Salary/Benefits Committee; and

WHEREAS, the desire to implement these changes to proceed with recruitment for the Principal Engineer and to position the Plant Engineer to transition to Engineering/Technical Services Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve the suggested changes to the job description for the Principal Engineer and the Plant Engineer.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 28, 2023, by the following vote:

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

Ken White, President of the Board

ATTEST:

Domine Barringer, Secretary of the Board

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: September 28, 2023

SUBJECT: Corona Road Sewer Extension Project #18-21 District Funding Clarification

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution clarifying Denise Duffy & Associates contract Amendment #2 for the Corona Road Project approved with Resolution #2023-26 such that all funds expended by the District will be reimbursed via bond proceeds for this project.

DISCUSSION

Staff wishes to clarify District funding of the Corona Road project to date. Current expenditures as follows:

Denise Duffy & Associates	\$ 81,605.74
Monterey Bay Engineers	<u>\$ 50,440.50</u>
Total	\$132,048.24
Deposit from Corona Rd	<\$ 67,200.00>
District Funding to date	<\$ 64,848.24>

The executed contracts with Denise Duffy as follows:

10-13-20	\$ 25,900
09-29-22 Amendment #1	\$ 56,200
03-30-23 Amendment #2	\$ 62,867
Total	\$144,967

Resolution #2022-62 states that the District "agrees to provide the funding" for \$56,200 contract amendment and that "the funds will be reimbursed by the Corona Road Assessment District."

Resolution #2023-26 requests a second amendment to the contract in the amount of \$62,867 but does not include the same verbiage that clearly states the District “agrees to provide funding” nor the words “the funds will be reimbursed by the Corona Road Assessment District.” The staff report for the second amendment does indicate that “all costs to be covered by grant or bond.”

For the Corona Road Sewer Extension Project, it is the intent that all amounts funded by the District will be refunded from bond proceeds. This amendment to Resolution #2023-26 will correct that omission.

FINANCIAL

The District has the funds available in Reserves for this project. We fully anticipate being refunded once the financing is completed.

The grant option is no longer viable because we have been told that the Corona Road neighborhood does not meet the qualifications as a Disadvantaged Neighborhood.

Attachments:

1. Resolution 2022-62
2. Resolution 2023-26

RESOLUTION NO. 2022-62

RESOLUTION APPROVING THE GENERAL MANANGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH DENISE DUFFY & ASSOCIATES TO PROVIDE ENVIRONMENTAL DOCUMENTS, INCLUDING FEDERAL CROSS CUTTER DOCUMENATION, AND PERMITS FOR CORONA ROAD PROJECT #18-21, PRIOR TO THE MARCH 1, 2023, GRANT DEADLINE FOR A SEPTIC TO SEWER STATE REVOLVING FUND (SRF) GRANT & LOAN OPPORTUNITY

-oOo-

WHEREAS, the Corona Road Neighborhood have circulated petition and have 78% of the affected property owners have approved the petition, and have provided funding to the District for the preliminary engineering and environmental work that would be needed to form an assessment district; The full Environmental Assessment work was to be completed after the assessment district was formed but in order to meet the Clean Water State Revolving Fund (CWSRF) grant deadline; and

WHEREAS, the easement agreements have been approved by two property owners for the pump station that is needed and preliminary plans reaching the completion stage and demonstrates that the Corona Road Project is actively pursuing District requirements to join the managed sewer system; and

WHEREAS, the Corona Road estimated cost of construction will be \$20 thousand per parcel, and there is a \$100 thousand dollars needed to complete specified documentation on a shortened timeline to meet grant deadline; and

WHEREAS, the District has determined that the CWSRF for "Septic-to-Sewer Small Non-DAC (Disadvantage Community) for Corona Road would qualify for the grant program. The program would fund 50% of costs with a grant and 50% with a low interest rate loan, and would also fund the connection fee for each home and all on-site work; and


WHEREAS, the CAWD District Board of Directors:

1. Has reviewed and considered the grant preparedness analysis and the associated deadlines, and
2. Recognizes that the full application deadline to obtain the grant must be submitted by March 1,2023, and that Corona Road is requesting the District to fund \$56,200 for the full Environmental Assessment work needed in order to be in a position to be awarded the grant funds.
3. That the Board recognizes that if the Clean Water State Revolving Fund (CWSRF) is not awarded, the funds will be reimbursed by the assessment district

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a professional services agreement, with a not to exceed amount of \$56,200, with Denise Duffy & Associates For Services for the Corona Road Project and agrees to provide the funding, which is necessary to obtain the environmental documentation, permits, and federal cross cutter documentation.


PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 29, 2022, by the following vote:

AYES: BOARD MEMBERS: PRESIDENT WHITE, DIRECTORS:
D'AMBROSIO, RACHEL AND SIEGFRIED
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS: TOWNSEND



Ken White, President of the Board

ATTEST:



Domine Barringer, Secretary to the Board

RESOLUTION 2023-26

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT AMENDMENT No. 2 WITH DENISE DUFFY & ASSOCIATES TO PROVIDE ADDITIONAL ENVIRONMENTAL CONSULTING SERVICES FOR THE CORONA ROAD SEWER EXTENSION PROJECT #18-21 IN AN AMOUNT NOT TO EXCEED \$62,867

-oOo-

WHEREAS, the Corona Road Area Neighborhood have requested that the District pursue California State Revolving Fund grant funding for the Corona Road Sewer Extension project (Project) with a full grant application submittal deadline of April 1, 2023;

WHEREAS, the Board of Directors approved a contract on April 30, 2021 providing for Environmental Services for the Carmel Area Wastewater District Corona Road Assessment District Project for limited environmental services as summarized in their proposal dated October 13, 2020. (Original contract budget: \$25,900) and the District and Consultant amended the contract on September 29, 2022 to increase the scope to perform additional or amended services for complete environmental permitting for State Revolving Fund environmental requirements Amendment No. 1 for \$56,200 for a total contract amount of \$82,100.

WHEREAS, the District received a proposal from DD&A for an amendment to the contract to provide additional environmental and archaeological services for the Project; and

WHEREAS, in order to continue with completing the necessary environmental consulting services, the District must amend the contract with DD&A for the Project as summarized in their proposal dated February 10, 2023 in the amount of \$62,867, bringing the total contract amount to \$144,967.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract amendment with DD&A to provide additional assessment district environmental consulting services for construction of a sewer in the vicinity of Corona Road in Carmel.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on March 30, 2023.

AYES: BOARD MEMBERS: PRESIDENT WHITE, DIRECTORS: D'AMBROSIO, RACHEL, SIEGFRIED AND URQUHART


NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:



Ken White, President of the Board

ATTEST:


Domine Barringer, Secretary to the Board

RESOLUTION NO. 2023-57

A RESOLUTION CLARIFYING RESOLUTION #2023-26 FOR DENISE DUFFY & ASSOCIATES CONTRACT AMENDMENT #2 FOR THE CORONA ROAD PROJECT (#18-21) SUCH THAT ALL FUNDS EXPENDED BY THE DISTRICT WILL BE REIMBURSED VIA BOND PROCEEDS FOR THIS PROJECT

-oOo-

WHEREAS, the District is working with the Corona Road neighborhood on establishing an assessment district for funding installation of sewer infrastructure; and

WHEREAS, the Corona Road neighborhood contributed \$67,200 towards the project but asked the District to supply funding with the promise that the District would be fully reimbursed by an assessment bond established for the project; and

WHEREAS, the District approved Resolution #2023-26 on March 30, 2023 agreeing to a second contract extension for work done by Denise Duffy & Associates on behalf of the project but did not clearly state that all District funding would be reimbursed by an assessment bond.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby amend Resolution 2023-26 to clarify the intention to reimburse the District for all District funds expended on behalf of the Corona Road Assessment District project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on September 28, 2023, by the following vote:

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

Ken White, President of the Board

ATTEST: _____
Domine Barringer, Secretary of the Board

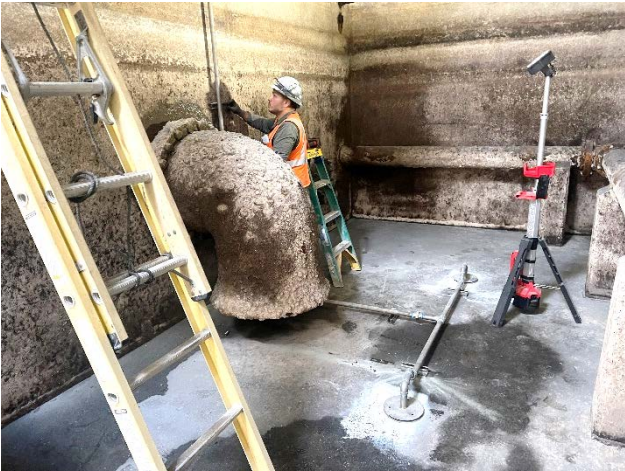
Oral Report - General Manager

Carmel Area Wastewater District
WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

Construction Progress Report

September 15th, 2023

Prepared by: Patrick Treanor, Plant Engineer
Contractor: Clark Bros Inc (CBI)



Section 1: Project Summary

Project Summary			
General Contractor		Clark Bros Inc	
Contract Value			
Contract Bid Amount		\$7,291,500	
Change Orders Issued to Date		5	
Value Added Change Order Cost ⁽¹⁾	% of Bid Amount	\$274,582.57	3.8%
Non Value Added Change Order Cost ⁽²⁾	% of Bid Amount	\$73,505.95	1.0%
Total Change Order Cost	% of Bid Amount	\$348,088.52	4.8%
Current Contract Value		\$7,639,588.52	
Open/Pending Potential Change Orders (PCO)		0	
Contract Time			
Notice To Proceed		September 7 th , 2021	
Original Contract Time		550 Calendar Days	
Calendar Days Elapsed		738 Days	
Weather Days: Accepted to Date		5 Days	
Contract Change Order(s) Time Extension		0 Days	
Current Contract Completion Date		March 11 th , 2023	
Contract Progress Summary			
Total Project Time Expended		134%	
Total Project Construction Cost Expended		85% (not including retention)	

Notes:

1. Value Added Change Orders include: District Requested Additional Work and Betterments
2. Non Value Added Change Orders include: Design Issues, and Unforeseen/Differing Site Conditions

Section 2: Work Performed This Month

2.1 General

Work this month centered around the Effluent Pump Station including: new Motor Control Center (MCC) installation and new piping/valve installation. The new MCC was commissioned, and the pump station is now operational with new equipment.

Paving work started this month with removal of base rock in unpaved areas and replacing it with asphalt.

2.1.1 Submittals

Submittals reviewed this month included Electrical and Startup Test Reports.

2.1.2 PLC Programming

PLC programming by Frisch Engineering is in progress.

2.2 Site Work

2.2.1 Potholing/Locating Existing Utilities

None.

2.3 Sludge Holding Tank Replacement

Paving prep work occurred in this area as well as other minor electrical work.

2.4 Influent Pump Station Rehab

The final new pump was installed and commissioned this month. Demolition work continued to remove miscellaneous old electrical materials no longer in use.

2.5 Headworks Rehab

Minor work items conducted in this area including finishing structural support of the new Grit Classifier.

2.6 Chlorination Building Rehab/3W System Improvements

Some initial work was conducted towards replacing the electrical feeders to the new MCC that were previously damaged during installation.

2.7 Effluent Pump Station Rehab

The new MCC was commissioned this month along with the new piping and valves. The new feeders to the new MCC were damaged during installation and so the new MCC is temporarily being powered by the original feeder wires until the damaged wire can be replaced in the next few weeks. The pump station was being bypassed most of the month to allow work to occur, but now the pump station is back in normal operation.

Section 3: Project Issues

The project team is focused on getting the project done as the work is getting close to completion. The team is finding solutions to issues as they arise.

Section 4: RFI and Submittals Review Summary

The following table contains a summary of RFI/Clarifications and Submittals to date:

	Total Number Processed	Number Received in Current Month
RFI/Clarifications	62	2
Submittals	209	6

Section 5: Change Order Summary

Potential change orders (PCOs) are being generated for differing site conditions, owner requested changes, and design issues.

	Total Number Processed to Date	Open PCO Pending Quote/Approval	Number Generated in Current Month	Total Cost Approved to Date
Potential Change Orders (PCO)	14	0	0	NA
Change Orders	5	0	0	\$348,088.52

Section 6: Project Schedule and Budget

6.1 Schedule

The project is currently expected to be substantially complete in October 2023.

6.2 Budget

At this time the approved change orders amount to 4.8% of the project cost. The project management team is continually monitoring the costs of potential changes to manage costs.

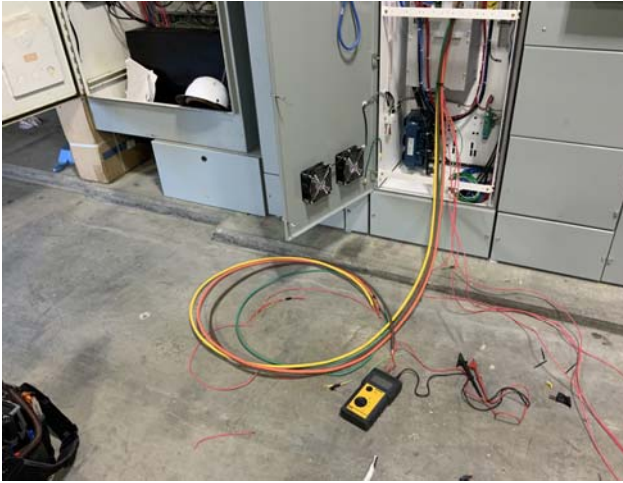
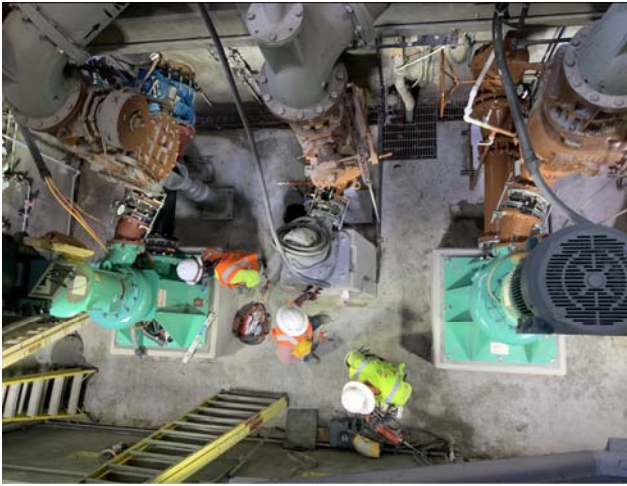
Currently the amount to be paid to CBI is 85% (not including retention) of the total approved budget (92% with retention).

Section 7: Photos

- Influent Pump Station Rehab
- Headworks Rehab
- Effluent Pump Station Rehab
- Chlorination Building Rehab
- Site Paving Work

Photos:
Influent Pump Station Rehab



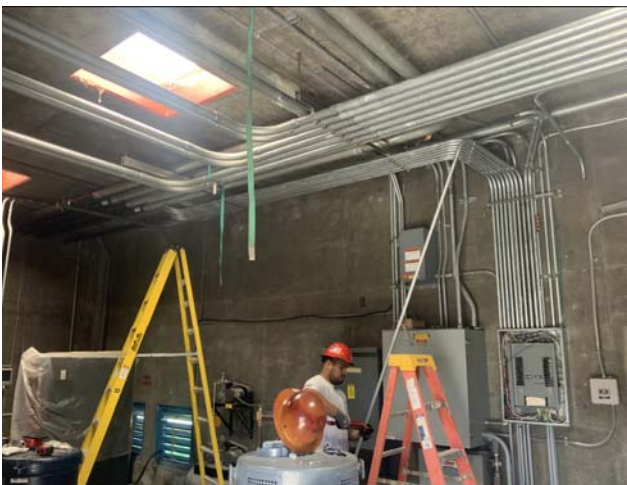
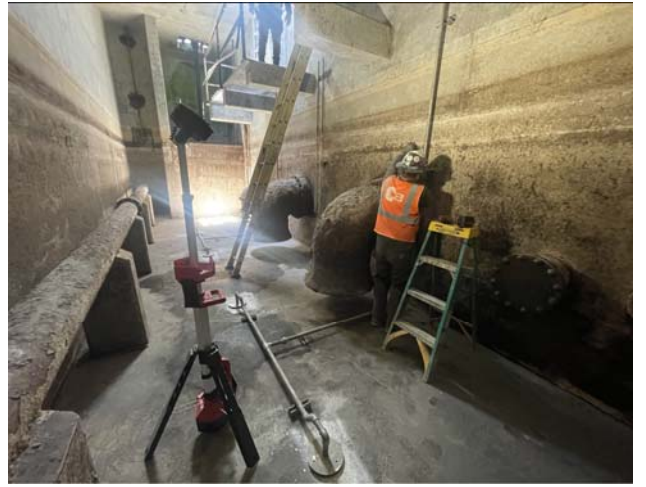


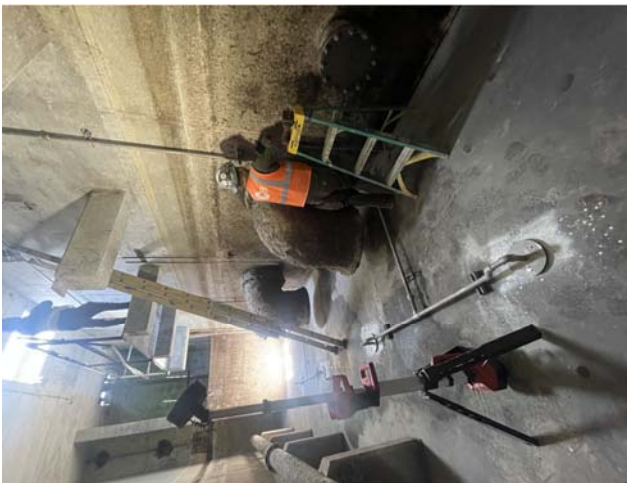
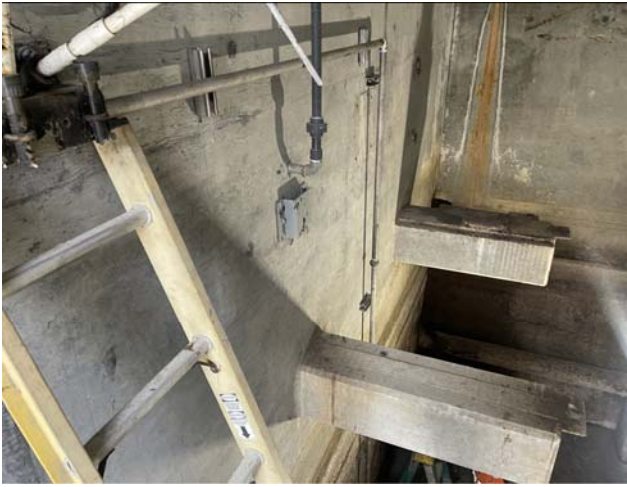


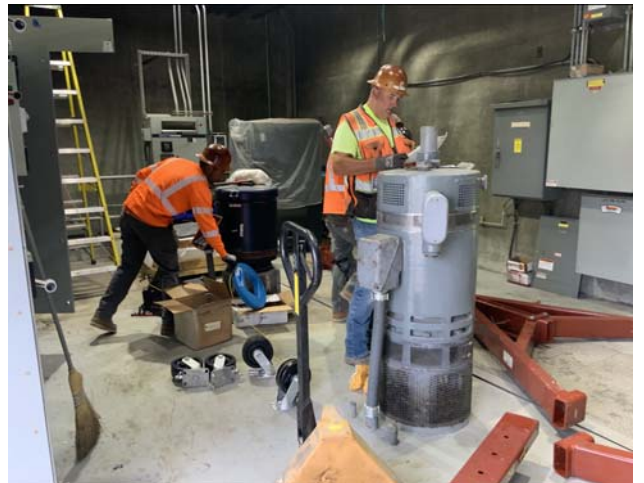
Photos:
Headworks Rehab

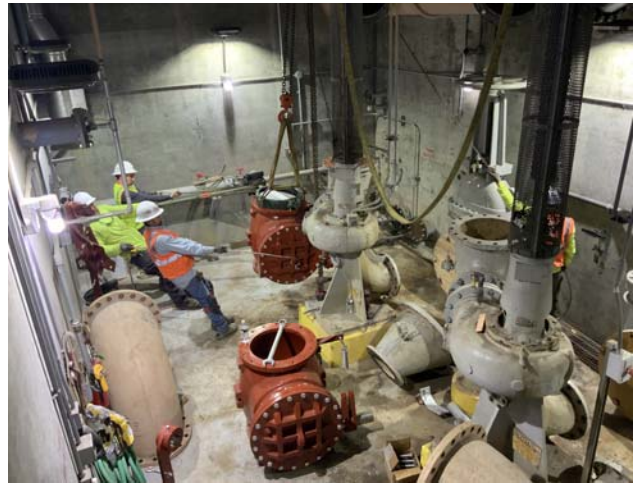


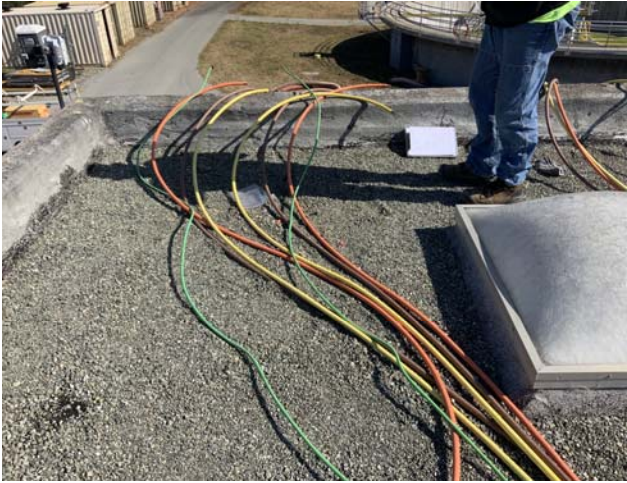
Photos:
Effluent Pump Station Rehab

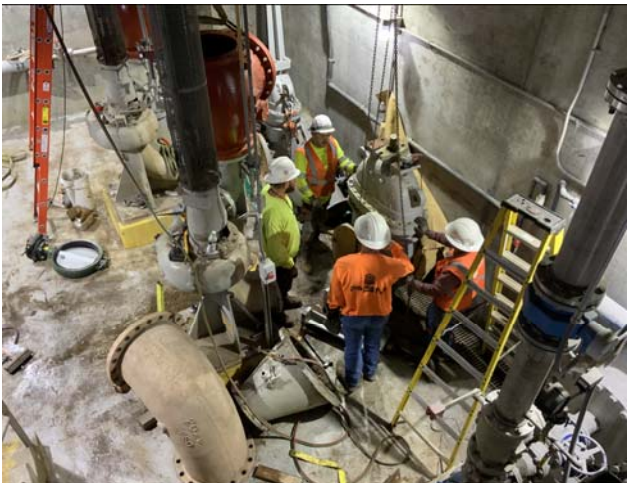


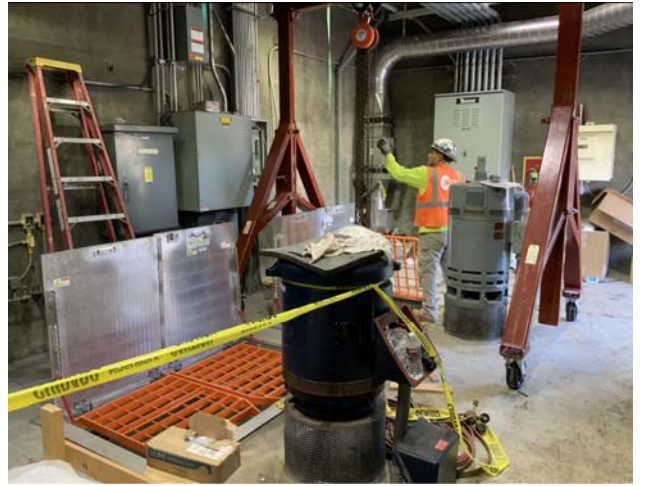


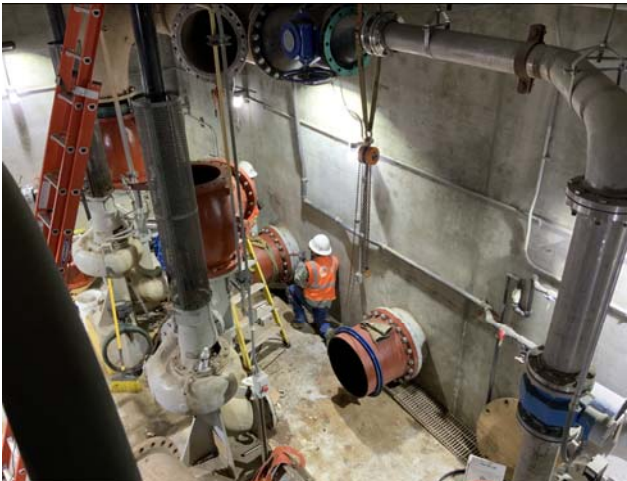


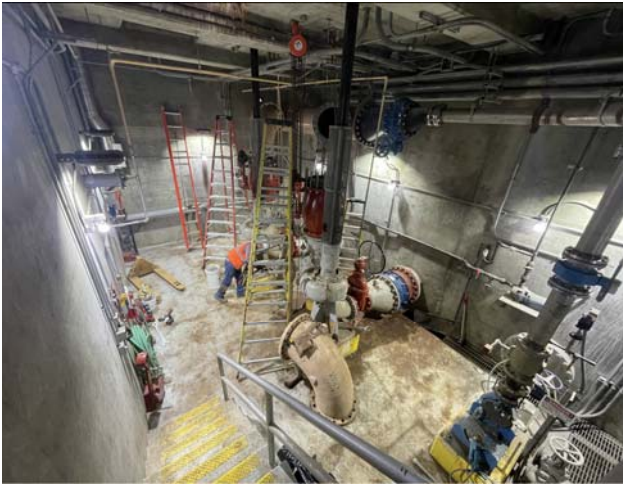


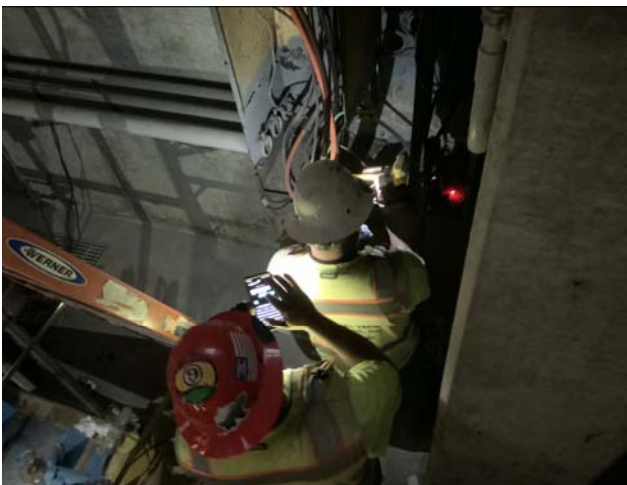
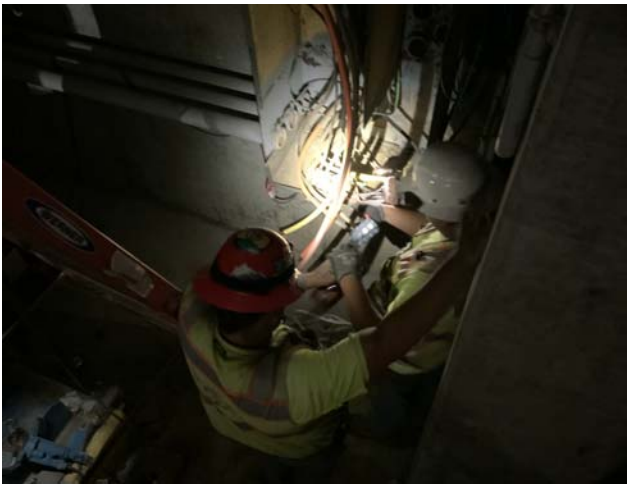
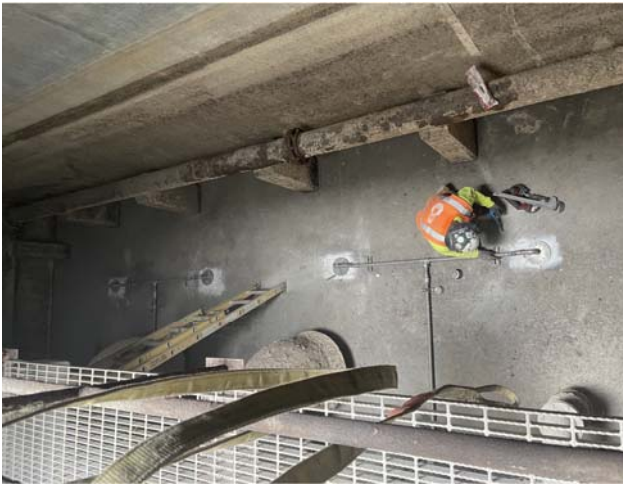






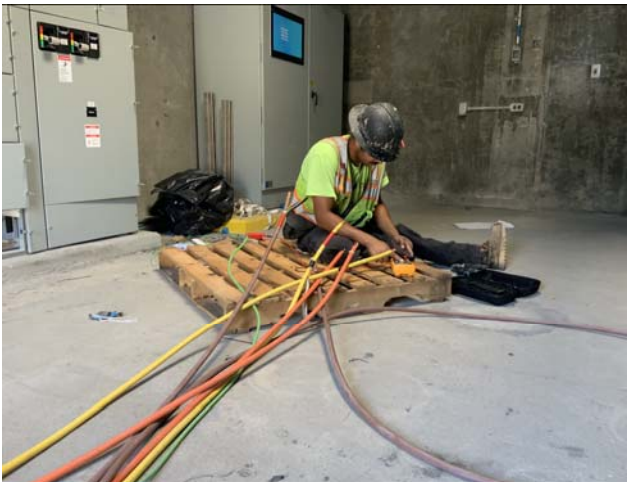
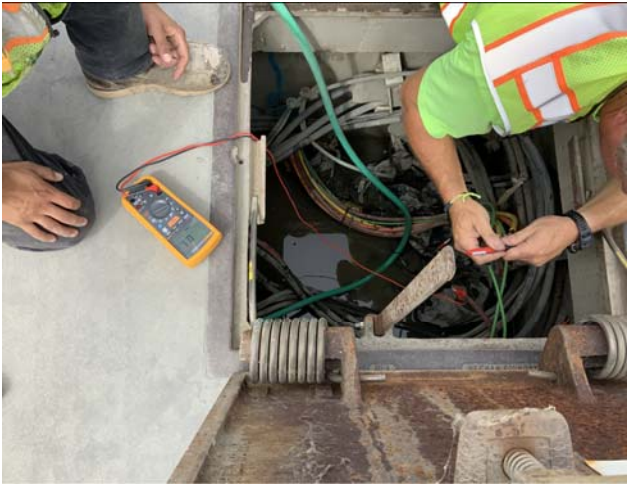








Photos:
Chlorination Building Rehab



Photos:
Site Paving Work

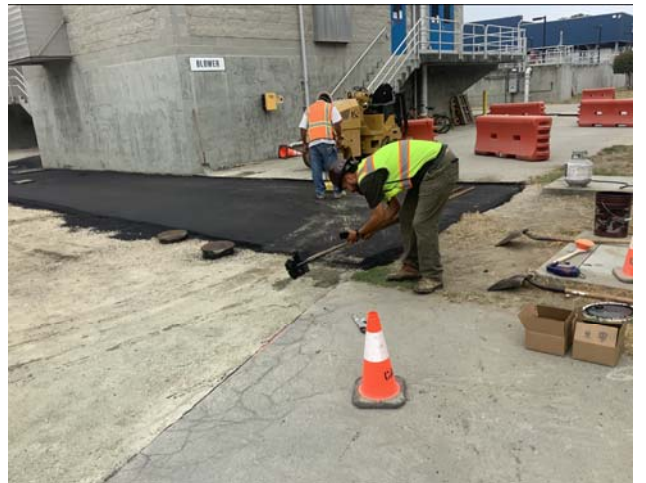
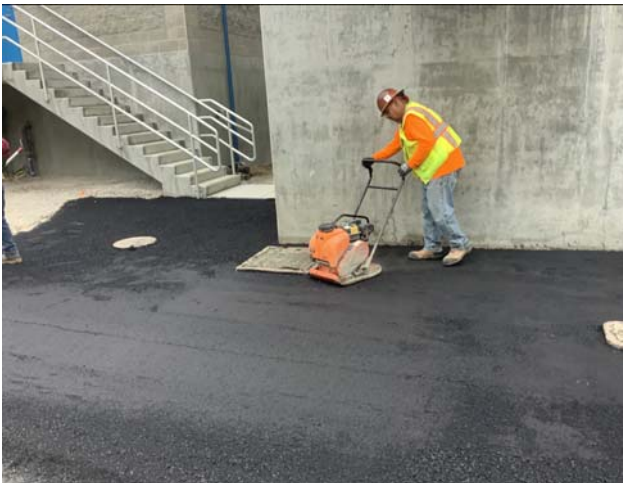
















Announcements On Subjects of Interest To The Board:

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:

Friday, September 29, 2023, at 9:30 a.m. – Director D’Ambrosio will attend for Director Rachel

Friday, October 27, 2023, 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, October 17 , 2023, at 6:00 p.m. –Director Siegfried are scheduled to attend.

Tuesday, January TBD , 2024, at 6:00 p.m. –Director Urquhart are scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:

Tuesday, November 7, 2023, at 9:30 a.m. President White and Director Rachel is scheduled to attend.

Adjournment