



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

December 12, 2023

Tuesday

2:00PM

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## ***CLOSED SESSION***

### **Conference with Labor Negotiations:**

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

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

**Employee Organization: United Public Employees of California, Local 92**

## ***PUBLIC HEARING POSTPONEMENT***

**Pursuant to Agenda Item #29 and proposed Resolution 2023-75, the public hearing previously scheduled for December 12, 2023, will not be opened and will be held on February 22, 2024, at 2:00 pm.**



**CARMEL AREA WASTEWATER DISTRICT**  
**BRIDGE TO EVERYWHERE**  
**STANDING COMMITTEE MEETING MINUTES**  
*October 20, 2023, Friday, 2:30 p.m.*

**Via teleconference and in-person**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 2:30 p.m.

**Present:** No Board of Director was present at this meeting

**Other Attendees:**

*\*Signifies Virtual Attendance*

Barbara Buikema, General Manager  
Patrick Treanor, Principal Plant Engineer  
Representative Sam Farr, Retired Congressman  
Dave Potter, Mayor of Carmel-by-the-Sea  
Laura Bowling, Friends of Mission Trail  
Doug Schmitz, Friends of Mission Trail

**Absent:** Paul Bartow- Citizen Representative

**Appearances/Public Comments:** none

**Agenda Changes:** None

**AGENDA ITEMS:**

**INFORMATION/DISCUSSION ITEMS**

- A. Dough Schmitz update -Mission Inn and Mission
- B. Barbara Buikema update – Lance Monosoff
- C. Other items to update

**ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 3:28 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Barbara Buikema, General Manager***

**APPROVED:**

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***Ken White, President***





CARMEL AREA WASTEWATER DISTRICT  
REGULAR BOARD MEETING MINUTES  
*Thursday, 9:00 a.m., October 26, 2023*  
**3945 Rio Road**  
**Carmel, California 93950**

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

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

*\*Signifies Virtual Attendance*

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

**Absent:**

**A quorum was present.**

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

**In Person Public Attendees: none**

**\*Virtual Public Attendees:**

Erin Harwayne| Denise Duffy and Associates

Steve Thomas |TBC Communications

Troy Lawson |Attendee                      Scott Ferguson |Jones Hall

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

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

- *Move Item #20 and #21 to the end of the resolutions*
- *Insert boundary map page 158 (at the time the Board discussed Resolution 2023*

*The Board agreed to these agenda changes.*

## **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 D'Ambrosio And Seconded By Director Siegfried. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.***

- 3.** Approve September 28, 2023, Regular Board Meeting Minutes & September 29, Bridge To Everywhere Committee Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- September 2023
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- September ,2023
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District – September,2023
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September,2023
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – September,2023
- 9.** Receive and Accept Collection System Superintendent’s Report – 2023 September, August & July 2023
- 10.** Receive and Accept Safety and Regulatory Compliance Report – September,2023
- 11.** Receive and Accept Treatment Facility Operations Report – 2023 September August & July 2023
- 12.** Receive and Accept Laboratory/Environmental Compliance Report –September
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Plant Operations Report – September 2023
- 16.** Receive and Accept Maintenance Projects Report –September 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**

***Resolution 2023-58 through 2023-60 were taken up by the Board as listed on the agenda and as agreed and consented by the Board during the opening of the meeting regarding agenda changes that items 2023-37 and 2023-61 were placed after Resolution 2023-64 for discussion:***

- 17. Resolution No. 2023-58:** A Resolution Authorizing The General Manager To Enter Into A Contract Amendment Number 2 With MNS Engineers To Complete Engineering And An Environmental Impact Report For The Pescadero Creek Area Pipe Relocation Project-#21-05)- *Report by Rachél Lather, District Engineer*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-58 A Resolution Authorizing The General Manager To Enter Into A Contract Amendment Number 2 With MNS Engineers To Complete Engineering And An Environmental Impact Report For The Pescadero Creek Area Pipe Relocation Project-#21-05).***

- 18. Resolution No. 2023-59:** A Resolution To Permit Retired Principal Engineer, Rachél Lather, To Work Part Time (Up To 960 Hours) As A Retired Annuitant Prior To The 180 Day Wait Period Required By CalPERS Due To The Critical Need For Her Expertise For Projects Related To Sewer Extensions And Assessment District Formations- *Report by General Manager, Barbara Buikema*

### ***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-59: To Permit Retired Principal Engineer, Rachél Lather, To Work Part Time (Up To 960 Hours) As A Retired Annuitant Prior To The 180 Day Wait Period Required By CalPERS Due To The Critical Need For Her Expertise For Projects Related To Sewer Extensions And Assessment District Formations.***

- 19. Resolution No. 2023-60:** A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660- *Report by General Manager, Barbara Buikema*

***Board Action***

***A Motion To Move Resolution 2023-60 To The Next Regular Board Meeting Was Made By Director President White And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Agreed To Move Resolution 2023-60 To The Next Meeting.***

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

***Board Action***

***A Motion To Approve The Resolution 2023-37, With The Insertion Of The Revised Boundary Map Approved By The County Of Monterey On October 3, 2023, Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-37 A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project).***

- 21. Resolution No. 2023-61:** A Resolution Preliminarily Approving Engineer's Report And Directing Related Actions For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)- *See Staff Report on item #20. - Report by Rachél Lather, District Engineer*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-61 A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project).***

- 22. Resolution No. 2023-62:** A Resolution Authorizing The General Manager To Purchase A Truck In Fiscal Year 2023-24 In An Amount Not To Exceed \$65,000- *Report by Maintenance Superintendent, Chris Foley*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-62 A Resolution Authorizing The General Manager To Purchase A Truck In Fiscal Year 2023-24 In An Amount Not To Exceed \$65,000.***

- 23. Resolution No. 2023-63:** A Resolution Authorizing The General Manager To Enter Into A Contract With Websoft Developers, Inc., For Computerized Maintenance Management Software In Fiscal Year 2023-24 In An Amount Not To Exceed \$85,800- *Report by Maintenance Superintendent, Chris Foley*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-63 A Resolution Authorizing The General Manager To Enter Into A Contract With Websoft Developers, Inc., For Computerized Maintenance Management Software In Fiscal Year 2023-24 In An Amount Not To Exceed \$85,800.***

- 24. Resolution No. 2023-64:** A Resolution Authorizing The General Manager To Enter Into A Memorandum Of Agreement For Central Coast Long Term Environmental Assessment Network (CClean)- *Report by General Manager, Barbara Buikema*

***Board Action***

***A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-64 A Resolution Authorizing The General Manager To Enter Into A Memorandum Of Agreement For Central Coast Long Term Environmental Assessment Network (CClean).***

## **COMMUNICATIONS**

- 25.** General Manager Report – oral report \*
- The General Manager discussed the appointment of the new Director on 11-7-23
  - Harassment Training coming up
  - November 16, 2023 Special meeting with Carmel Meadows
  - Update on the internship program
  - Update on Sea Level Rise meeting

## **OTHER ITEMS BEFORE THE BOARD**

- 26.** Discuss the November/December Board Meeting Date- *Report by General Manager, Barbara Buikema*

The General Manager discussed the need to have the next board meeting on Tuesday, December 12<sup>th</sup> at 2 pm to accommodate the ballot vote for Corona Road Assessment Project.

***Board Action***

***A Motion To Approve The Next Board Meeting Was Made By Director Siegfried And Seconded By Director D’Ambrosio. Following A Roll Call Vote, The Board Unanimously Agreed to the December 12<sup>th</sup> meeting at 2pm.***

## INFORMATION/DISCUSSION ITEMS

27. Pebble Beach Community Service District Meeting September 29, 2023,-  
*Report by General Manager, Barbara Buikema*
28. Special District Association Meeting October 17, 2023- *Report by General Manager, Barbara Buikema*
29. Rehabilitation Project Process Update, - *Report by Plant Engineer, Patrick Treanor*  
*The Plant Engineer reported out that Phase II construction is at substantial completion. Construction took a total of 5 years, with 3 years in design and 2 years in construction. Total project cost was \$9.6M. Change orders for non-value-added items came in at 1% of construction costs, which was due to a code change after the design had been completed. The value-added change orders were 4% of construction costs, which included the paving and safety improvements at the plant. All the main electrical equipment has been updated and energy use improvements will begin to show up over the next six months. The end of this project concludes a decade of work at the treatment plant.*
30. California Water Environment Association Member Value Report

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

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

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meeting is scheduled for: Friday, October 27, 2023, at 9:30 a.m. – Director Urquhart is scheduled to attend.

*Pebble Beach Community Service District (PBCSD) –No PBCSD meeting in November*

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

*Tuesday, April TBD , 2024, at 6:00 p.m. –Director D’Ambrosio is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for: Tuesday, November 7, 2023, at 2:00 p.m. President White and Director Rachel is scheduled to attend.

### 32. **ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 10:44 a.m. The next Regular Meeting will be held at 2:00 p.m., Tuesday, December 12, 2023, or an alternate acceptable date, via teleconference webinar.*

**As Reported To:**

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*Domine Barringer, Board Clerk*

**APPROVED:**

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*Ken White, President of the Board*





**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
**Board Interviews & Appointment**  
*November 7, 2023, Tuesday, 9:00 a.m.*

**Via teleconference webinar and in person**

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**CALL TO ORDER - ROLL CALL:**

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

**Present:** President Ken White  
Pro Tem Bob Siegfried  
Directors: Michael Rachel, Kevan Urquhart  
Barbara Buikema, General Manager  
Patrick Treanor, Plant Engineer  
Rachel Lather, District Engineer  
Rob Wellington, District Legal Counsel

**A quorum was present.**

**Absent:** Domine Barringer, Board Clerk

**Others:** Greg D'Ambrosio (Director Recognition & Retirement) **and**  
Suzanne Cole -Candidate for Board Vacancy

**Appearances/Public Comments: None**

1. **Agenda Changes:** None

**AGENDA ITEMS:**

2. *Discussion: The process for filling a vacancy and for this meeting, interview applicants for the Board position, and select/appoint a new Board member to fulfill the remaining term of office until December 2024.*

**ACTION ITEMS BEFORE THE BOARD**

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

## RESOLUTIONS

- 3. Resolution No. 2023-65:** A Resolution Acknowledging The Special Recognition of Director Greg D'Ambrosio for 15 years of Service to the District-Report by Barbara Buikema, General Manager

### *Board Action*

*A Motion To Accept And Acknowledge The Special Recognition Of Director Greg D'Ambrosio For 15 Years Of Service To The District Under Resolution 2023-65. A Motion Was Made By Director Urquhart And Seconded By Director Siegfried. After A Roll Call Vote, The Board Unanimously Approved Resolution No. 2023-65.*

- 4. Resolution No. 2023-66:** A Resolution Appointing A New Board Member To Fulfill The Remaining Term of Office for Director Greg D'Ambrosio Until December 2024- Report by Barbara Buikema, General Manager

### *Board Action*

*A Motion To Accept The Appointment To The District Board Of Directors Was Made By Director Urquhart And Seconded By Director Rachel. After A Roll Call Vote, The Board Unanimously Approved The Appointment Of Suzanne Cole To Fill The Board Vacancy.*

- 5. ADJOURNMENT:** *There being no further business to come before the Board, the meeting concluded at 9:15 a.m. The next Special Meeting will be held at 9:00 a.m., Thursday, November 16, 2023. The next Regular Board Meeting will be held at 2:00 p.m., Thursday, December 12, 2023, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

*As Reported To:*

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*Barbara Buikema, General Manager*

**APPROVED:**

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*Ken White, President of the Board*





# CARMEL AREA WASTEWATER DISTRICT (CAWD)

## SALARY & BENEFITS COMMITTEE MEETING MINUTES

*November 7, 2023, Wednesday, 10:00 a.m. or shortly thereafter following the Special Board Meeting scheduled at 9 a.m.*

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

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### CALL TO ORDER - ROLL CALL:

The meeting was called to order at 10:00 a.m.

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

**Absent:**

*\*Signifies Virtual Attendance*

**Other Attendee:** Barbara Buikema, General Manager,

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

**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 54957 et seq., the Board Committee Members will adjourn to a Closed Session:

- Salaries

#### **A. Conference: Salaries**

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

- **Agency Designated Representative:** Barbara Buikema, General Manager

The committee adjourned to closed session at 10:05 a.m. The Committee came out of closed session at 10:45 p.m. The Committee took up salaries on the agenda for closed session. The committee directed that the matter be taken before the full board at their next regular meeting.

3. **ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 10:47 a.m. The next Special Meeting will be held Thursday, September 16 at 9 am. The next Regular Board Meeting will be held at 2:00 p.m., Tuesday, December 12, 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

*As Reported To:*

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*Barbara Buikema, General Manager*

**APPROVED:**

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*Ken White, President of the Board*



**CARMEL AREA WASTEWATER DISTRICT**  
**BRIDGE TO EVERYWHERE**  
**STANDING COMMITTEE MEETING MINUTES**  
*November 13, 2023, Monday, 3:00 p.m.*

**Via teleconference and in-person**

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**CALL TO ORDER - ROLL CALL:**

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

**Present:** President Ken White

*\*Signifies Virtual Attendance*

**Other Attendees:**

Barbara Buikema, General Manager  
Patrick Treanor, Principal Plant Engineer  
Greg D'Ambrosio-Designated Representative (?)  
Maxine Gullo – Assistant City Administrator/Human Resources\*  
Laura Bowling, Friends of Mission Trail  
Doug Schmidt, Friends of Mission Trail & Designated Representative (?)  
Paul Bartow- Citizen Representative

**Absent:** Dave Potter, Mayor Carmel-by-the-Sea  
Sam Farr, Congressman, Retired

**Appearances/Public Comments: None**

**Agenda Changes: None**

**AGENDA ITEMS:**

**1. INFORMATION/DISCUSSION ITEMS:**

**A. Grant Application – update & response**

President White made comments on updates to Coastal Conservancy application. Greg D'Ambrosio and Dough Schmidt concurred. They will hold off approaching the Diocese until we are able to get an easement from Mission Ranch.

**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 Real Property:**

**The Board will meet in closed session pursuant to Government Code Section 54956.8: (one property)**

- **Property: Parcel Number: 009-511-011 Mission Ranch/Rio Park Easement**
- **Agency Designated Representative: Doug Schmitz, Greg D'Ambrosio**
- **Negotiating parties: Mission Ranch/District**

The committee adjourned to closed session at 3:40 p.m. The Committee came out of closed session at 3:55 p.m. The Committee took up real property on the agenda for closed session.

The committee entered back into open session at 3:58 pm

3. **ADJOURNMENT:** *The next special board meeting will occur on Thursday, November 16, 2023 at 9 a.m. The next regular Board meeting will be held at 2:00 p.m., Tuesday, December 12, 2023, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Barbara Buikema, General Manager***

***APPROVED:***

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



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
Carmel Meadows Sewer Replacement  
November 16, 2023, Thursday, 9:00 a.m.**

**Via teleconference webinar and in person**

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**CALL TO ORDER - ROLL CALL:**

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

*\*Signifies Virtual Attendance*

**Present:** President Ken White  
Pro Tem Bob Siegfried  
Directors: Suzanne Cole, Michael Rachel, Kevan Urquhart  
Barbara Buikema, General Manager  
Domine Barringer, Board Clerk  
Patrick Treanor, Plant Engineer  
Ed Waggoner, Plant Superintendent, CAWD\*  
Kevin Young, Plant Operations Supervisor, CAWD\*  
Bob Rathie Wellington, District Legal Counsel  
Amy Hoyt| Best Best & Krieger LLP, Parter  
Brian Avon| Carollo Engineers, Inc, Vice President & Project Manager-  
Infrastructure  
Vern Phillips| Harris & Associates, Principal Engineer – Peer Review Oversight

***Quorum was present***

**Absent: None**

**\*Others:** In Attendance: All listed as other attendance participated virtually

\*[Carmel Meadows Residents]-Carol Keller, Donna Kusumoto, Thomas Besner, Keith Potter,  
Diane Guinta, Geoff Reilly, Larry Purcell

\*Harvey Packard| Regional Water Quality Control Board Central Coast Region

\*Rachel Lather, Laura Chimelski (PE)| SRT, Leslie Lazarotti| WRA,  
Steve Thomas| TBC Communications, Tanya Yurovsky (PE)|SRT,  
and other participants listed as attendees

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

In public attendance at the meeting: David Scopp, Chuck Keller, Mr. Barnes, Deborah Ju, Margaret Sincoff, Phil Angelo

Mission Fields Neighborhood: Peter Hiller

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

None

### AGENDA ITEMS:

3.
  - A. Receive Staff Report to explain reason for Peer Review
  - B. Public Interaction timeline
  - C. Carollo Engineers, Inc – Brian Avon, Project Manager-Infrastructure/Vice President-3<sup>rd</sup> Party Project Reviewer
  - D. Harris & Associates – Vern Phillips, Principal Engineer-Peer Review Oversight

### OPEN PUBLIC HEARING

*The Chair opened the Public Hearing at 9:03 a.m., and the staff report was delivered by Barbara Buikema, General Manager. Then Brian Avon, with Carollo Engineering displayed a presentation regarding the peer review. During the Carollo presentation the Board Clerk was notified that the presentation was not visible to the virtual attendees, but the attendees could hear the presentation. The in-person attendees in the board room were able to see and hear the presentation. Upon the notification of the virtual attendee visual viewing issue, the Chair was informed, and a short break was put in place. The issue was corrected and confirmation was requested by the Board Clerk to the virtual attendees. The virtual attendees confirmed the viewing of the presentation. The Chair stated the meeting will continue and stated that the presentation will be posted on the District website. After the presentation was concluded, the presenters (Brian Avon| Carollo Engineers and Vern Phillips| Harris & Associates) answered the public's questions.*

*During the public meeting the Board received public comments from the following Carmel Meadows Residents: Chuck Keller, Diane Guinta, David Scopp, Deborah Ju, and Keith Porter, and an Anonymous Attendee (in person & virtually).*

*The Board also received public comments from Harvey Packard| Central Coast Regional Water Quality Control Board, and Phil Angelo| Monterey County Planner.*

*After all the public comments were completed the Chair closed the public hearing and the meeting at 10:30 a.m.*

***Board Action***

***10:30 am A Motion To Accept The Reports of Carollo Engineering, Inc., And Harris And Associates Was Made By Director Cole And Seconded By Director Rachel . After A Roll Call Vote, The Board Unanimously Agreed To Accept The Reports.***

- 4. ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 10:30 a.m. The next Regular Board Meeting will be held at 2:00 p.m., Thursday, December 12, 2023, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Barbara Buikema, General Manager***

***APPROVED:***

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***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**SALARY & BENEFITS COMMITTEE MEETING MINUTES**  
*November 28, 2023, Tuesday, 9:00 a.m.*

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

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**CALL TO ORDER - ROLL CALL:**

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

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

**Absent:**

*\*Signifies Virtual Attendance*

**Other Attendee:** Barbara Buikema, General Manager, Rick Bolanos, 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.**
  
2. **CLOSED SESSION:** As permitted by Government Code Section 54956 et seq., the Board Committee Members will adjourn to a Closed Session:
  - Update on Union Negotiations
  - Management Employees Recognition Request
  - CASA Survey – Management Group
  - Engineering/Technical Services Manager
  - Lab Supervisor position

The committee adjourned to closed session at 9:03 a.m. The Committee came out of closed session at 10:21 a.m. The Committee took up salaries on the agenda for closed session. The Committee recommended that the matter be taken before the full board at the next meeting.



3. **ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 10:22 a.m. The next Special Meeting will be held Thursday, September 16 at 9 am. The next Regular Board Meeting will be held at 9:00 a.m., Tuesday, December 12, 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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

***APPROVED:***\_\_\_\_\_

***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)**  
**SALARY & BENEFITS COMMITTEE MEETING MINUTES**  
*December 5, 2023, Tuesday, 3:00 p.m.*

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

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**CALL TO ORDER - ROLL CALL:**

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

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

**Absent:**

*\*Signifies Virtual Attendance*

**Other Attendee:** Barbara Buikema, General Manager, Chris Foley, Maintenance Superintendent,

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

**Agenda Changes:** *None*

1. **No Agenda changes**
2. **CLOSED SESSION:** As permitted by Government Code Section 54956 et seq., the Board Committee Members will adjourn to a Closed Session:
  - CASA Survey – Management Group
  - Engineering/Technical Services Manager
3. Open Session

The committee adjourned to closed session at 3:00 p.m. The Committee came out of closed session at 4:20 p.m. The Committee took up the salaries on the agenda for closed session. The Committee directed that the matter be taken before the full board at their next regular meeting.

4. **ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 4:25 p.m. The next Regular Board Meeting will be held at 2:00 p.m., Tuesday, December 12, 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

**As Reported To:**

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

**APPROVED:** \_\_\_\_\_  
**Ken White, President**



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

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

November 15, 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 October, 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.

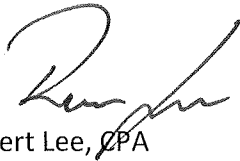
We have completed our review of your bank reconciliations for the Monterey County checking account, the Chase Bank O&M account and the Chase Bank payroll account. This service is limited in scope and is neither designed nor intended to deter or discover fraud, embezzlements or any other irregularities.

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 did not reveal any significant differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure 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.

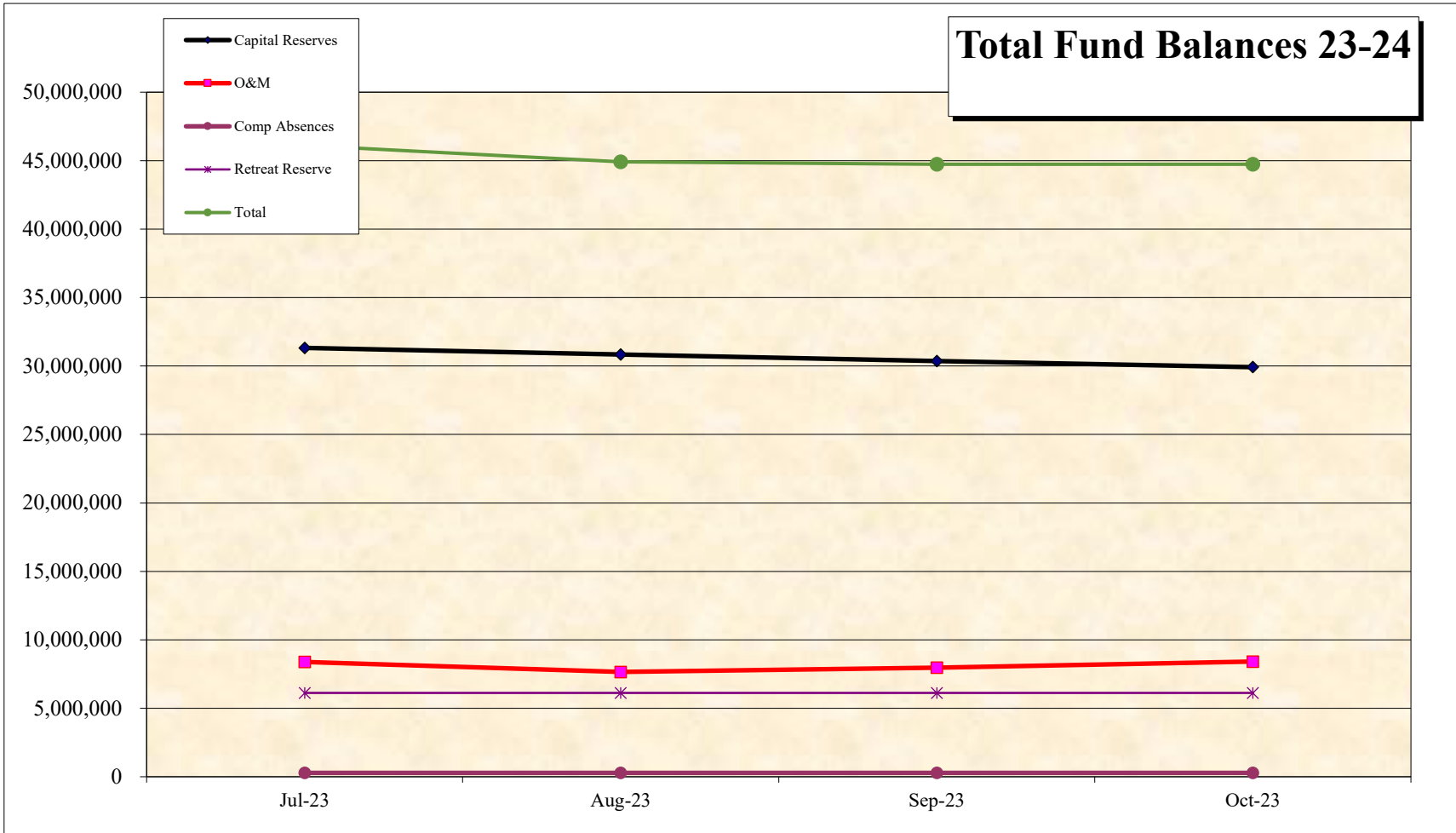
A handwritten signature in black ink, appearing to read "Robert Lee", written in a cursive style.

Robert Lee, CPA  
Principal  
**CliftonLarsonAllen LLP**

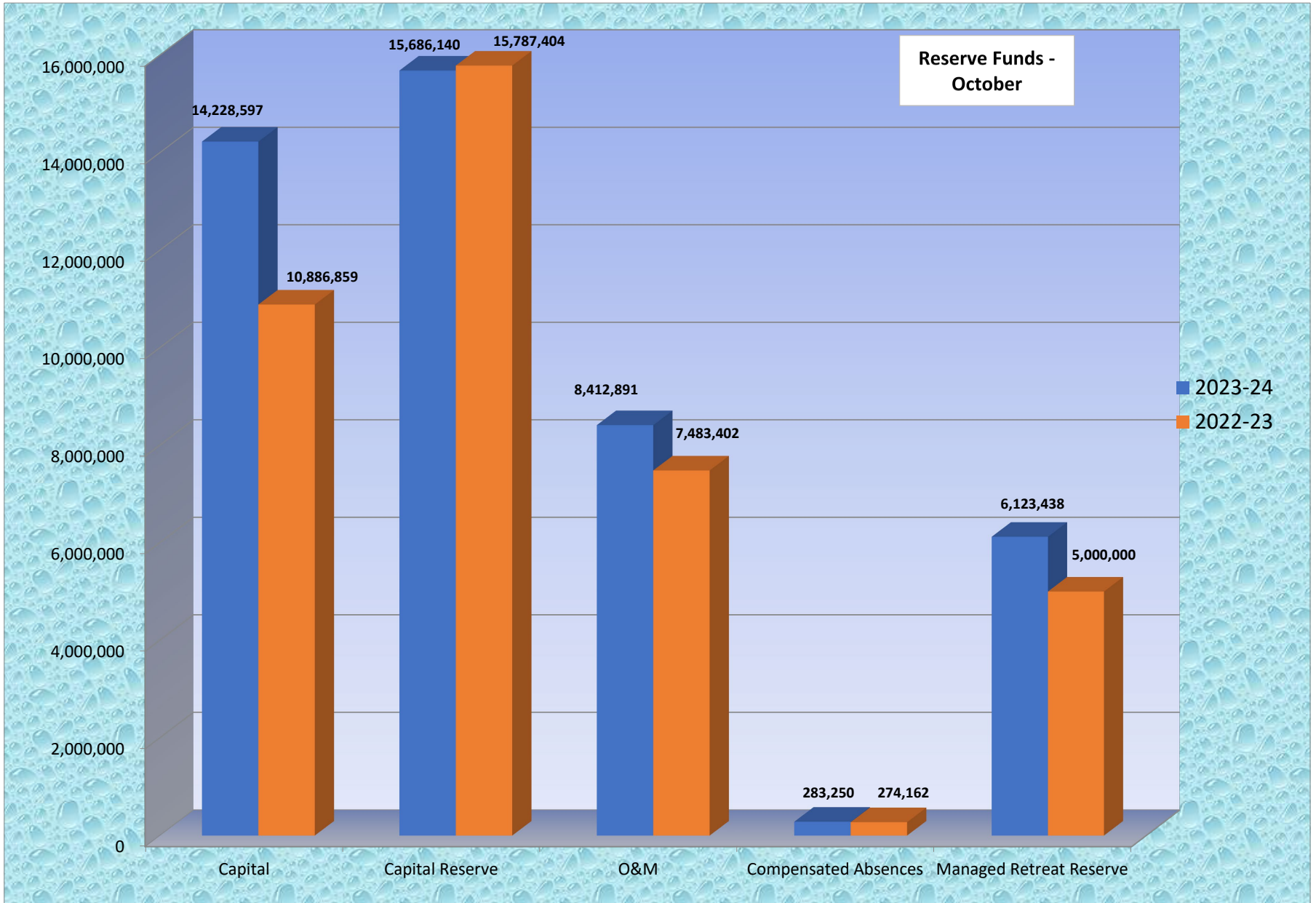
Cc: Mr. Ken White, President

**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - OCTOBER 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
<b>BALANCE BEGINNING OF MONTH</b>	\$14,676,061	\$15,686,140	\$7,965,427	\$283,250	\$6,123,438	\$44,734,315	\$875,578	\$5,851	\$1,228,581
<b>Receipts:</b>									
User Fees							3,494		
Property Taxes									
PBCSD Treatment Fees							645,374		
Reclamation O & M reimbursement							50,463		
Reclamation capital billing									
Permits							4,690		
PBCSD capital billing									
Other misc. revenue							939		
Interest income									11,079
Connection Fees							9,044		
CCLEAN receipts							171,238		
Brine disposal fees							6,393		
Carmel Reserve LLC-Sept. Ranch Project									
SJSU grant receipts-Applied Marine Sciences									
Void checks-replace lost checks							10,684		
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>902,319</b>	<b>0</b>	<b>11,079</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M									
Transfers to Chase Bank PR							(245,000)	245,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(447,464)		447,464						
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(447,464)</b>	<b>0</b>	<b>447,464</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(245,000)</b>	<b>245,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							707,971		
Payroll & payroll taxes								237,641	
Employee Dental reimbursements							1,449		
CALPERS EFT							37,707		
CAWD SAM pension EFT							0		
Union dues EFT							777		
Home Depot EFT							959		
US Bank EFT							14,189		
Deferred comp contributions EFT							14,508		
PEHP contributions EFT							3,367		
Bank/ADP fees							30	915	
Highlands Bond Debt Service Payment							0		
GASB 68 report fee							0		
Alliant equipment floater premium EFT							0		
HCM Unlocked EFT							2,250		
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>783,207</b>	<b>238,556</b>	<b>0</b>
<b>BALANCE END OF MONTH</b>	<b>14,228,597</b>	<b>15,686,140</b>	<b>8,412,891</b>	<b>283,250</b>	<b>6,123,438</b>	<b>44,734,315</b>	<b>749,690</b>	<b>12,295</b>	<b>1,239,660</b>



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



**Carmel Area Wastewater District**  
**Disbursements**  
**Oct-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/03/23	4996	Amazon Capital Services	Quick-strap cord wraps	41.99
10/03/23	4997	American Fidelity Assurance Company	Flex accounts	518.78
10/03/23	4998	American Fidelity Assurance	Employee insurance premiums	551.01
10/03/23	4999	Applied Marine Sciences	Carmel Bay ASBS Comprehensive Study	20,296.25
10/03/23	5000	AT&T	Plant fiber router and IP card	1,288.22
10/03/23	5001	Carmel Print & Copy	CAWD FAST posters	349.83
10/03/23	5002	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	665.87
10/03/23	5003	Cintas Corp.	First Aid/CPR/AED training classes	5,135.44
10/03/23	5004	Cintas Corporation	Laundry service	493.94
10/03/23	5005	Core & Main LP	Dezurich plug valve	2,266.02
10/03/23	5006	Culligan Water Conditioning	C&I exchange for the lab	17.35
10/03/23	5007	Dave's Repair Service	Repair fuel pump	483.89
10/03/23	5008	DKF Solutions Group	Hard copies of pump station Emergency Response Plan	1,359.19
10/03/23	5009	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,541.78
10/03/23	5010	Exceedio	Two new SCADA servers and a new storage server for the Plant	21,967.60
10/03/23	5011	Fastenal Company	Operating supplies	1,290.04
10/03/23	5012	FGL Environmental	Sample analysis	1,062.00
10/03/23	5013	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 <b>(CAPITAL \$5,592.50)</b> and River Crossing Evaluation	8,103.75
10/03/23	5014	Kennedy White	Dental	48.08
10/03/23	5015	Lemos Service Inc.	Fuel for the Collections vehicles	335.60
10/03/23	5016	MBS Business Systems	Admin copier billing	1,371.01
10/03/23	5017	McMaster-Carr	Operating supplies	324.86
10/03/23	5018	Municipal Maintenance Equipment	Radiator and hoses	2,439.31
10/03/23	5019	NAPA Auto Parts	Repair parts	122.95
10/03/23	5020	Patelco Credit Union	Health savings accounts contributions	4,859.03
10/03/23	5021	Peninsula Welding & Medical Supply	Non-liquid cylinder rental	38.70
10/03/23	5022	Pacific Gas & Electric	Monthly service	1,966.81
10/03/23	5023	Public Agency Coalition Enterprise	Health insurance premium	35,099.29
10/03/23	5024	Pure Water	Plant and admin service	133.75
10/03/23	5025	Streamline	Website maintenance	497.00
10/03/23	5026	TBC Communications & Media	Scenic Rd Pipe Bursting Project #20-08 <b>(CAPITAL \$2,925.00)</b> , Pescadero Creek Area Pipe Rehab Project #21-05 <b>(CAPITAL \$1,743.75)</b> and Fats, Oil and Grease public outreach	6,300.00



**Carmel Area Wastewater District**  
**Disbursements**  
**Oct-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/03/23	5027	Toro Petroleum Corp.	Gasoline and diesel	10,521.78
10/03/23	5028	Town & Country Gardening	Plant and admin service	1,381.54
10/03/23	5029	USA Blue Book	Operating supplies	154.93
10/03/23	5030	Vision Service Plan	Vision insurance premium	573.30
10/16/23	5031	Amazon Capital Services	Golf cart battery charger	323.20
10/16/23	5032	American Legal Publishing Corp.	Codification edits	66.00
10/16/23	5033	Applied Marine Sciences	CCLEAN expenses and Applied Marine Sciences grant expenses	26,367.23
10/16/23	5034	Barbara Buikema	Reimbursement for longevity awards	131.34
10/16/23	5035	Best Best & Krieger LLP	Pescadero Creek Area Pipe Rehab Project #21-05 <b>(CAPITAL)</b>	1,864.24
10/16/23	5036	Boot Barn Inc.	Employee work boots	218.49
10/16/23	5037	Bret D. Boatman	Maintenance services Plant and collections	5,920.00
10/16/23	5038	California American Water	Monthly service	1,133.23
10/16/23	5039	Carmel Print & Copy	Time off request forms and desk sign	209.58
10/16/23	5040	Central Coast VNA and Hospice, Inc.	Flu shot clinic	1,040.00
10/16/23	5041	Cintas Corporation	Laundry service	1,074.83
10/16/23	5042	Clark Pest Control	Plant service	317.00
10/16/23	5043	Comcast	Pump station internet	537.00
10/16/23	5044	Craig Butorac	Appraisal services for Carmel Meadows Gravity Sewer Project #19-03 and Pescadero Creek Area Pipe Rehab Project #21-05 <b>(CAPITAL)</b>	4,312.50
10/16/23	5045	Cypress Coast Ford Lincoln	Diagnostic charge for unit #29	199.99
10/16/23	5046	Daniel Deeth	Dental	175.92
10/16/23	5047	Datco Services Corporation	Quarterly service fees	146.25
10/16/23	5048	Doctor's on Duty Medical Group	DMV physical	150.00
10/16/23	5049	Exceedio	New computers for the Plant and admin	17,068.98
10/16/23	5050	Firato Service Co.	Plant and admin janitorial service	1,796.00
10/16/23	5051	Fisher Scientific	Lab supplies	1,570.90
10/16/23	5052	Grainger	Operating supplies	114.33
10/16/23	5053	ICON Cloud Solutions	Monthly telephone service	602.00
10/16/23	5054	Idexx Laboratories	Lab supplies	686.19
10/16/23	5055	Kevin Young	CWEA annual dues	221.00
10/16/23	5056	Lemos Service Inc.	Vehicle gas purchases	380.69
10/16/23	5057	McMaster-Carr	Elbow adapters for pipe	44.54
10/16/23	5058	Microgenics Corporation	Lab supplies	1,528.95
10/16/23	5059	Monterey Bay Engineers	Emerg Lorca Lane Sewer Reloc Project #22-07 <b>(CAPITAL)</b>	3,432.50

**Carmel Area Wastewater District**  
**Disbursements**  
**Oct-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/16/23	5060	Monterey County Tax Collector	Annual CSA #50 and MPWMD water supply charges	362.98
10/16/23	5061	NAPA Auto Parts	Repair parts	753.77
10/16/23	5062	Pacific Gas & Electric	Monthly service	33,624.53
10/16/23	5063	Raymond DeOcampo	Dental	1,225.20
10/16/23	5064	Shape Products-VOID	Plant and collections sensors-VOID-WRONG VENDOR	0.00
10/16/23	5065	Simmons Barbara K TR IT AL	User refund-septic	952.82
10/16/23	5066	SRT Consultants	Bay/Scenic Pump Station Rehab. Project #20-07 (CAPITAL)	13,359.20
10/16/23	5067	Synagro Technologies	Sludge hauling	11,583.02
10/16/23	5068	UGSI Chemical Feed	Encore Simplex 700 pump	6,520.52
10/16/23	5069	Vision Communications	Radio chargers	543.96
10/16/23	5070	WateReuse Association	Annual membership fee	1,207.50
10/16/23	5071	WM Corporate Services	Plant rollofs and admin garbage	2,749.07
10/16/23	5072	YSS Builders	Install monitors in board room	4,948.00
10/18/23	5073	Bryan Mailey Electric	Replace lost check #4958	10,683.89
10/18/23	5074	California American Water	Monthly service	38.97
10/18/23	5075	Clark Bros., Inc.	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	414,234.25
10/18/23	5076	Express Services, Inc.	Admin temp service	170.10
10/18/23	5077	Ferguson Enterprises	Operating supplies	90.96
10/18/23	5078	Quill LLC	Office supplies	113.70
10/18/23	5079	Star Sanitation LLC	Collections portable toilet rental	24.30
				<b>709,420.51</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Oct-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/03/23	1109	Exceedio	Two new SCADA servers	5,432.08
10/03/23	1110	Pebble Beach Community Services District	2022-23 O&M supplemental #2 billing	89,431.00
10/03/23	1111	Wells Fargo Advisors	Transfer to capital reserves	68,750.00
10/16/23	1112	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1113	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1114	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1115	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1116	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1117	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1118	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1119	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1120	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1121	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1122	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1123	<b>VOID-PRINT ERROR-NEW COMPUTER</b>		<b>0.00</b>
10/16/23	1124	Brenntag Pacific, Inc.	Brennfloc RE 5000 and ammonium hydroxide	17,717.43
10/16/23	1125	Bret D. Boatman	Maintenance services	555.00
10/16/23	1126	Cal-Am Water Company	Hydrant meter K	2,956.13
10/16/23	1127	Carmel Area Wastewater District	O&M reimbursement	50,463.48
10/16/23	1128	Fisher Scientific	Lab supplies	1,710.12
10/16/23	1129	Harrington Industrial Plastics	Valve ball checks	1,820.45
10/16/23	1130	Idexx Laboratories	Lab supplies	686.18
10/16/23	1131	Industrial Electrical Company	Repair RO Feed motor	4,395.85
10/16/23	1132	Northstar Chemical	Citric and sulfuric acid	10,821.74
10/16/23	1133	Pebble Beach Community Services District	September O&M reimbursement	34,309.84
10/16/23	1134	The Pun Group, LLP	Audit fee progress payment	10,000.00
10/18/23	1135	Grainger	Emergency response supplies	88.28

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Oct-23**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/18/23	1136	McMaster-Carr	Pump parts	391.42
10/18/23	1137	Pebble Beach Company	O&M reimbursement	4,734.10
10/18/23	1138	Pacific Gas & Electric	MFRO billing	22,451.22
				<u><b>326,714.32</b></u>



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**Financial Statements  
and  
Supplementary Schedules**

**October 2023**

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December 12, 2023

# *Carmel Area Wastewater District*

## *Balance Sheet*

October 2023

ASSETS			
Current Assets			
Cash			
Cash	46,735,959.26		
TOTAL Cash	46,735,959.26		
Other Current Assets			
Other Current Assets	380,254.66		
TOTAL Other Current Assets	380,254.66		
TOTAL Current Assets		47,116,213.92	
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	9,630,172.67		
TOTAL Treatment Equipment	9,630,172.67		
Collection Structures			
Collection Structures	1,252,497.92		
TOTAL Collection Structures	1,252,497.92		
Collection Equipment			
Collection Equipment	1,585,447.90		
TOTAL Collection Equipment	1,585,447.90		
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	4,501,744.06		
TOTAL Other Fixed Assets	4,501,744.06		
Capital Improvement Projects			
Capital Improvement Projects	11,131,299.93		
TOTAL Capital Improvement Projects	11,131,299.93		
Accumulated depreciation		(59,665,178.75)	
TOTAL Fixed Assets		56,583,411.14	
Other Assets			
Other Assets		4,282,164.48	
TOTAL Other Assets		4,282,164.48	
TOTAL ASSETS		107,981,789.54	

# *Carmel Area Wastewater District*

## *Balance Sheet*

October 2023

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LIABILITIES			
Current Liabilities			
Current Liabilities	1,186,030.13		
TOTAL Current Liabilities	1,186,030.13		1,186,030.13
Long-Term Liabilities			
Long Term Liabilities	1,374,708.62		
TOTAL Long-Term Liabilities	1,374,708.62		1,374,708.62
TOTAL LIABILITIES			2,560,738.75
NET POSITION			
Net Assets	107,489,332.47		
Year-to-Date Earnings	(2,068,281.68)		
TOTAL NET POSITION			105,421,050.79
TOTAL LIABILITIES & NET POSITION			107,981,789.54

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	828,221.79	752,640.00	75,581.79	10.0 %
TOTAL Income	828,221.79	752,640.00	75,581.79	10.0 %
Adjustments				
Discounts	183.19	0.00	183.19	
TOTAL Adjustments	183.19	0.00	183.19	
*****	828,404.98	752,640.00	75,764.98	10.1 %
***** OPERATING INCOME	828,404.98	752,640.00	75,764.98	10.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,325,110.50	1,360,680.00	35,569.50	2.6 %
TOTAL Salaries and Payroll Taxes	1,325,110.50	1,360,680.00	35,569.50	2.6 %
Employee Benefits				
Employee Benefits	329,394.35	385,090.00	55,695.65	14.5 %
TOTAL Employee Benefits	329,394.35	385,090.00	55,695.65	14.5 %
Director's Expenses				
Director's Expenses	9,158.18	9,860.00	701.82	7.1 %
TOTAL Director's Expenses	9,158.18	9,860.00	701.82	7.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	30,610.44	27,100.00	(3,510.44)	-13.0 %
TOTAL Truck and Auto Expenses	30,610.44	27,100.00	(3,510.44)	-13.0 %
General and Administrative				
General and Administrative	269,451.51	272,600.00	3,148.49	1.2 %
TOTAL General and Administrative	269,451.51	272,600.00	3,148.49	1.2 %
Office Expense				
Office Expense	79,396.85	49,395.00	(30,001.85)	-60.7 %
TOTAL Office Expense	79,396.85	49,395.00	(30,001.85)	-60.7 %
Operating Supplies				
Operating Supplies	182,850.96	196,746.67	13,895.71	7.1 %
TOTAL Operating Supplies	182,850.96	196,746.67	13,895.71	7.1 %
Contract Services				
Contract Services	304,432.45	354,900.00	50,467.55	14.2 %
TOTAL Contract Services	304,432.45	354,900.00	50,467.55	14.2 %



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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	152,505.28	155,020.00	2,514.72	1.6 %
TOTAL Repairs and Maintenance	<u>152,505.28</u>	<u>155,020.00</u>	<u>2,514.72</u>	1.6 %
Utilities				
<i>Utilities</i>	115,536.72	120,605.00	5,068.28	4.2 %
TOTAL Utilities	<u>115,536.72</u>	<u>120,605.00</u>	<u>5,068.28</u>	4.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	23,878.28	26,215.00	2,336.72	8.9 %
TOTAL Travel and Meetings	<u>23,878.28</u>	<u>26,215.00</u>	<u>2,336.72</u>	8.9 %
Permits and Fees				
<i>Permits and Fees</i>	34,627.00	40,800.00	6,173.00	15.1 %
TOTAL Permits and Fees	<u>34,627.00</u>	<u>40,800.00</u>	<u>6,173.00</u>	15.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	5,825.50	4,500.00	(1,325.50)	-29.5 %
TOTAL Memberships and Subscriptions	<u>5,825.50</u>	<u>4,500.00</u>	<u>(1,325.50)</u>	-29.5 %
Safety				
<i>Safety</i>	33,773.77	34,280.00	506.23	1.5 %
TOTAL Safety	<u>33,773.77</u>	<u>34,280.00</u>	<u>506.23</u>	1.5 %
Other Expenses				
<i>Other Expense</i>	26,296.20	12,800.00	(13,496.20)	-105.4 %
TOTAL Other Expenses	<u>26,296.20</u>	<u>12,800.00</u>	<u>(13,496.20)</u>	-105.4 %
TOTAL Operating Expenses	<u>2,922,847.99</u>	<u>3,050,591.67</u>	<u>127,743.68</u>	4.2 %
***** OPERATING INCOME (LOSS)	<u>(2,094,443.01)</u>	<u>(2,297,951.67)</u>	<u>203,508.66</u>	8.9 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	26,161.33	40,700.00	(14,538.67)	-35.7 %
TOTAL Other Income or Gain	<u>26,161.33</u>	<u>40,700.00</u>	<u>(14,538.67)</u>	-35.7 %
TOTAL Non-op Income, Expense, Gain or Loss	<u>26,161.33</u>	<u>40,700.00</u>	<u>(14,538.67)</u>	-35.7 %
***** NET INCOME (LOSS)	<u>(2,068,281.68)</u>	<u>(2,257,251.67)</u>	<u>188,969.99</u>	8.4 %
***** NET INCOME (LOSS)	<u>(2,068,281.68)</u>	<u>(2,257,251.67)</u>	<u>188,969.99</u>	8.4 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	253,672.84	232,400.00	(21,272.84)	-9.2 %
TOTAL Salaries and Payroll Taxes	253,672.84	232,400.00	(21,272.84)	-9.2 %
Employee Benefits				
<i>Employee Benefits</i>	81,635.29	90,515.00	8,879.71	9.8 %
TOTAL Employee Benefits	81,635.29	90,515.00	8,879.71	9.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	23,976.86	25,260.00	1,283.14	5.1 %
TOTAL Truck and Auto Expenses	23,976.86	25,260.00	1,283.14	5.1 %
General and Administrative				
<i>General and Administrative</i>	47,678.14	48,000.00	321.86	0.7 %
TOTAL General and Administrative	47,678.14	48,000.00	321.86	0.7 %
Office Expense				
<i>Office Expense</i>	12,426.81	9,015.00	(3,411.81)	-37.8 %
TOTAL Office Expense	12,426.81	9,015.00	(3,411.81)	-37.8 %
Operating Supplies				
<i>Operating Supplies</i>	7,287.63	12,900.00	5,612.37	43.5 %
TOTAL Operating Supplies	7,287.63	12,900.00	5,612.37	43.5 %
Contract Services				
<i>Contract Services</i>	56,648.89	73,800.00	17,151.11	23.2 %
TOTAL Contract Services	56,648.89	73,800.00	17,151.11	23.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	68,313.60	66,000.00	(2,313.60)	-3.5 %
TOTAL Repairs and Maintenance	68,313.60	66,000.00	(2,313.60)	-3.5 %
Utilities				
<i>Utilities</i>	12,837.66	14,405.00	1,567.34	10.9 %
TOTAL Utilities	12,837.66	14,405.00	1,567.34	10.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	7,493.06	7,650.00	156.94	2.1 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	7,493.06	7,650.00	156.94	2.1 %
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>	1,258.00	1,300.00	42.00	3.2 %
TOTAL Memberships and Subscriptions	1,258.00	1,300.00	42.00	3.2 %
Safety				
<i>Safety</i>	9,732.78	9,950.00	217.22	2.2 %
TOTAL Safety	9,732.78	9,950.00	217.22	2.2 %
TOTAL Operating Expenses	586,472.56	595,495.00	9,022.44	1.5 %
***** OPERATING INCOME (LOSS)	(586,472.56)	(595,495.00)	9,022.44	1.5 %
***** NET INCOME (LOSS)	(586,472.56)	(595,495.00)	9,022.44	1.5 %
***** NET INCOME (LOSS)	(586,472.56)	(595,495.00)	9,022.44	1.5 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	609,953.13	660,700.00	50,746.87	7.7 %
TOTAL Salaries and Payroll Taxes	609,953.13	660,700.00	50,746.87	7.7 %
Employee Benefits				
<i>Employee Benefits</i>	187,863.82	217,125.00	29,261.18	13.5 %
TOTAL Employee Benefits	187,863.82	217,125.00	29,261.18	13.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	6,561.88	1,840.00	(4,721.88)	-256.6 %
TOTAL Truck and Auto Expenses	6,561.88	1,840.00	(4,721.88)	-256.6 %
General and Administrative				
<i>General and Administrative</i>	164,667.97	166,000.00	1,332.03	0.8 %
TOTAL General and Administrative	164,667.97	166,000.00	1,332.03	0.8 %
Office Expense				
<i>Office Expense</i>	47,151.16	27,180.00	(19,971.16)	-73.5 %
TOTAL Office Expense	47,151.16	27,180.00	(19,971.16)	-73.5 %
Operating Supplies				
<i>Operating Supplies</i>	174,804.03	180,496.67	5,692.64	3.2 %
TOTAL Operating Supplies	174,804.03	180,496.67	5,692.64	3.2 %
Contract Services				
<i>Contract Services</i>	202,229.03	225,775.00	23,545.97	10.4 %
TOTAL Contract Services	202,229.03	225,775.00	23,545.97	10.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	76,834.53	79,200.00	2,365.47	3.0 %
TOTAL Repairs and Maintenance	76,834.53	79,200.00	2,365.47	3.0 %
Utilities				
<i>Utilities</i>	95,683.14	98,520.00	2,836.86	2.9 %
TOTAL Utilities	95,683.14	98,520.00	2,836.86	2.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	11,321.24	13,000.00	1,678.76	12.9 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	11,321.24	13,000.00	1,678.76	12.9 %
Permits and Fees				
<i>Permits and Fees</i>	6,301.00	4,500.00	(1,801.00)	-40.0 %
TOTAL Permits and Fees	6,301.00	4,500.00	(1,801.00)	-40.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	3,360.00	3,200.00	(160.00)	-5.0 %
TOTAL Memberships and Subscriptions	3,360.00	3,200.00	(160.00)	-5.0 %
Safety				
<i>Safety</i>	22,156.56	22,400.00	243.44	1.1 %
TOTAL Safety	22,156.56	22,400.00	243.44	1.1 %
TOTAL Operating Expenses	1,608,887.49	1,699,936.67	91,049.18	5.4 %
***** OPERATING INCOME (LOSS)	(1,608,887.49)	(1,699,936.67)	91,049.18	5.4 %
***** NET INCOME (LOSS)	(1,608,887.49)	(1,699,936.67)	91,049.18	5.4 %
***** NET INCOME (LOSS)	(1,608,887.49)	(1,699,936.67)	91,049.18	5.4 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	248,587.72	237,040.00	(11,547.72)	-4.9 %
TOTAL Salaries and Payroll Taxes	248,587.72	237,040.00	(11,547.72)	-4.9 %
Employee Benefits				
<i>Employee Benefits</i>	59,895.24	77,450.00	17,554.76	22.7 %
TOTAL Employee Benefits	59,895.24	77,450.00	17,554.76	22.7 %
Director's Expenses				
<i>Director's Expenses</i>	9,158.18	9,860.00	701.82	7.1 %
TOTAL Director's Expenses	9,158.18	9,860.00	701.82	7.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	71.70	0.00	(71.70)	
TOTAL Truck and Auto Expenses	71.70	0.00	(71.70)	
General and Administrative				
<i>General and Administrative</i>	57,105.40	58,600.00	1,494.60	2.6 %
TOTAL General and Administrative	57,105.40	58,600.00	1,494.60	2.6 %
Office Expense				
<i>Office Expense</i>	19,818.88	13,200.00	(6,618.88)	-50.1 %
TOTAL Office Expense	19,818.88	13,200.00	(6,618.88)	-50.1 %
Operating Supplies				
<i>Operating Supplies</i>	25.08	350.00	324.92	92.8 %
TOTAL Operating Supplies	25.08	350.00	324.92	92.8 %
Contract Services				
<i>Contract Services</i>	45,064.80	55,325.00	10,260.20	18.5 %
TOTAL Contract Services	45,064.80	55,325.00	10,260.20	18.5 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	7,205.67	7,000.00	(205.67)	-2.9 %
TOTAL Repairs and Maintenance	7,205.67	7,000.00	(205.67)	-2.9 %
Utilities				
<i>Utilities</i>	7,015.92	7,680.00	664.08	8.6 %

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

	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	7,015.92	7,680.00	664.08	8.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	5,063.98	5,565.00	501.02	9.0 %
TOTAL Travel and Meetings	5,063.98	5,565.00	501.02	9.0 %
Permits and Fees				
<i>Permits and Fees</i>	24,815.00	32,000.00	7,185.00	22.5 %
TOTAL Permits and Fees	24,815.00	32,000.00	7,185.00	22.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,207.50	0.00	(1,207.50)	
TOTAL Memberships and Subscriptions	1,207.50	0.00	(1,207.50)	
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>	26,296.20	12,800.00	(13,496.20)	-105.4 %
TOTAL Other Expenses	26,296.20	12,800.00	(13,496.20)	-105.4 %
TOTAL Operating Expenses	513,215.70	518,270.00	5,054.30	1.0 %
***** OPERATING INCOME (LOSS)	(513,215.70)	(518,270.00)	5,054.30	1.0 %
***** NET INCOME (LOSS)	(513,215.70)	(518,270.00)	5,054.30	1.0 %
***** NET INCOME (LOSS)	(513,215.70)	(518,270.00)	5,054.30	1.0 %

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

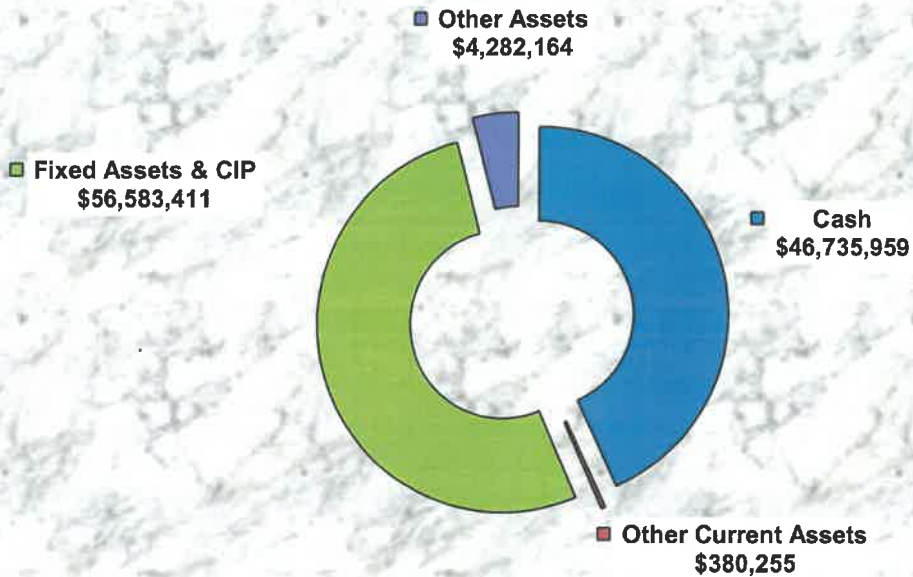
	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	212,896.81	229,870.00	16,973.19	7.4 %
TOTAL Salaries and Payroll Taxes	212,896.81	229,870.00	16,973.19	7.4 %
Operating Supplies				
<i>Operating Supplies</i>	734.22	3,000.00	2,265.78	75.5 %
TOTAL Operating Supplies	734.22	3,000.00	2,265.78	75.5 %
Contract Services				
<i>Contract Services</i>	489.73	0.00	(489.73)	
TOTAL Contract Services	489.73	0.00	(489.73)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	151.48	1,520.00	1,368.52	90.0 %
TOTAL Repairs and Maintenance	151.48	1,520.00	1,368.52	90.0 %
Safety				
<i>Safety</i>	0.00	530.00	530.00	100.0 %
TOTAL Safety	0.00	530.00	530.00	100.0 %
TOTAL Operating Expenses	214,272.24	234,920.00	20,647.76	8.8 %
***** OPERATING INCOME (LOSS)	(214,272.24)	(234,920.00)	20,647.76	8.8 %
***** NET INCOME (LOSS)	(214,272.24)	(234,920.00)	20,647.76	8.8 %
***** NET INCOME (LOSS)	(214,272.24)	(234,920.00)	20,647.76	8.8 %



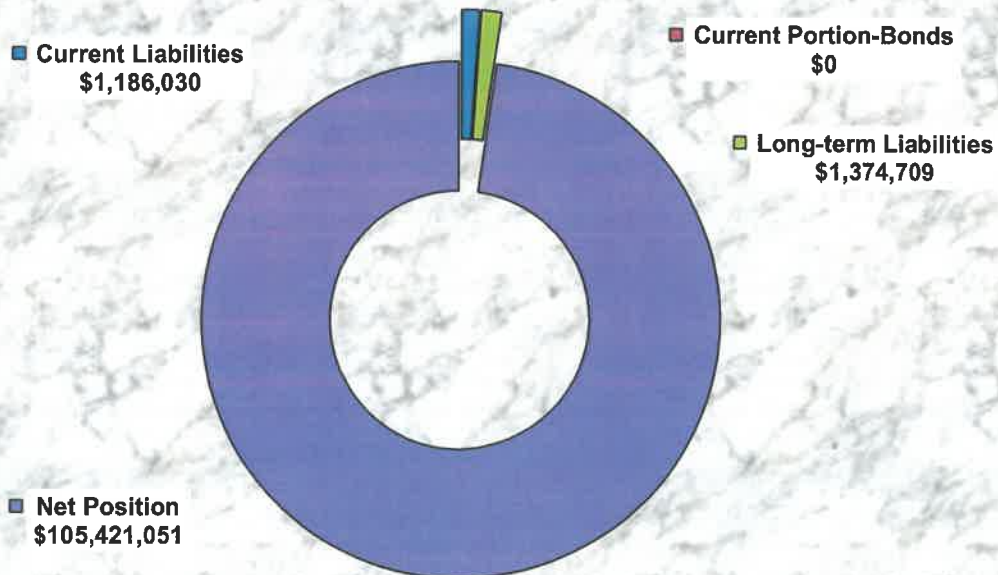
***Carmel Area Wastewater District***  
***I/S-Actual to Budget-Brine Disposal***  
***Year-to-Date Variance, October 2023 - current month, Consolidated by***  
***account, Department 10***

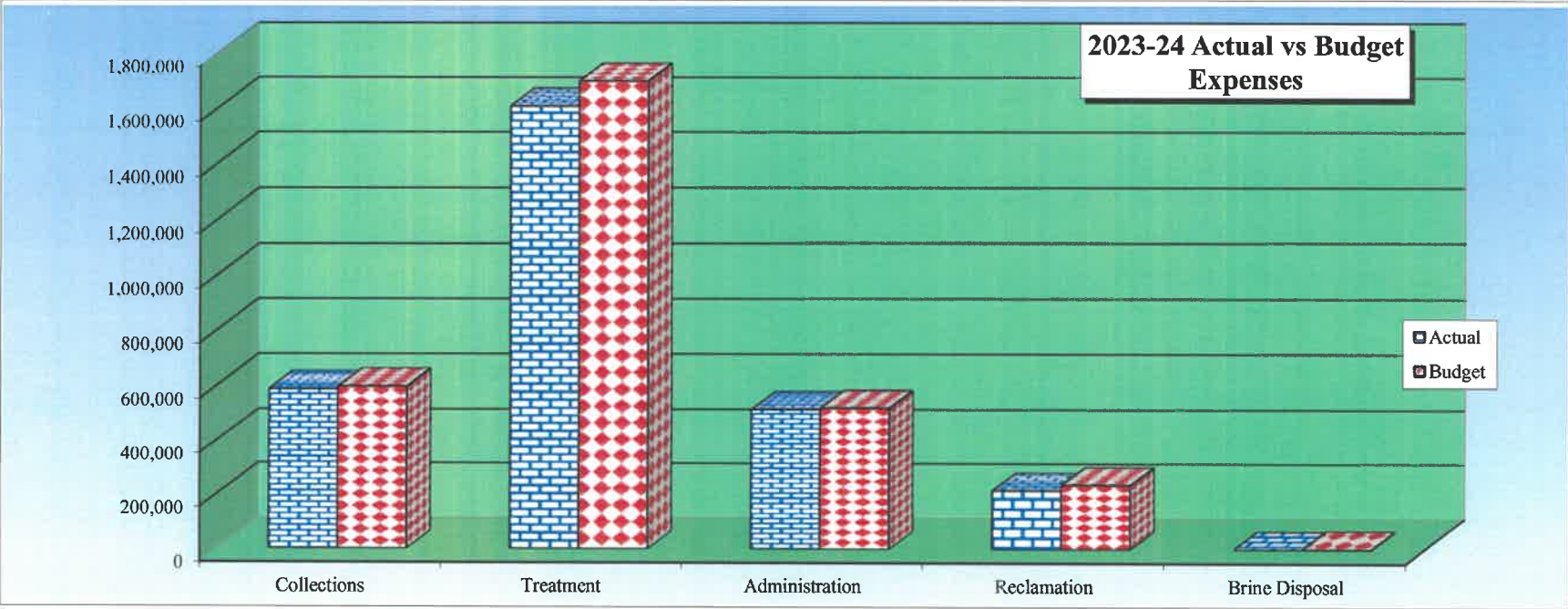
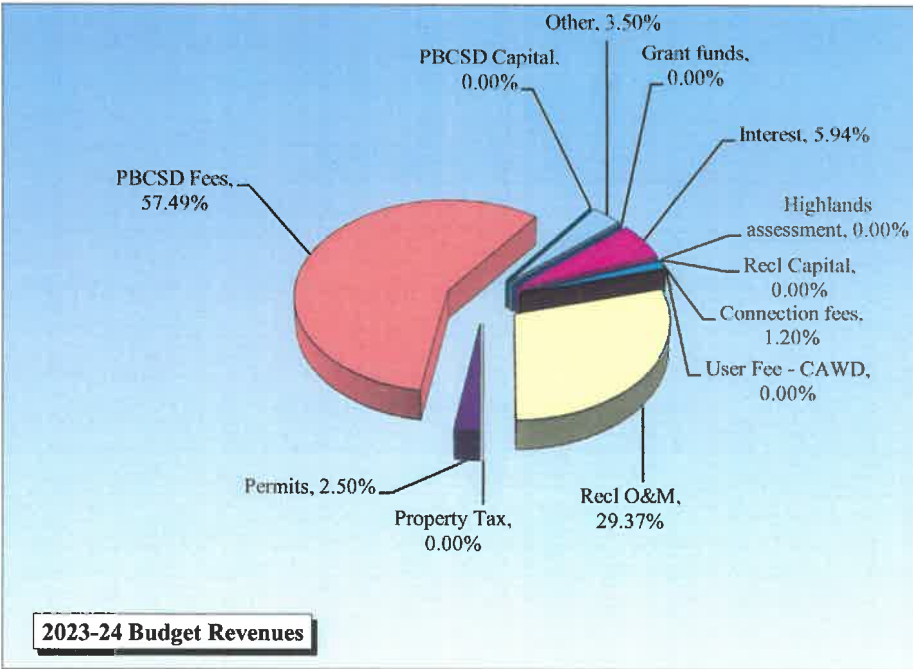
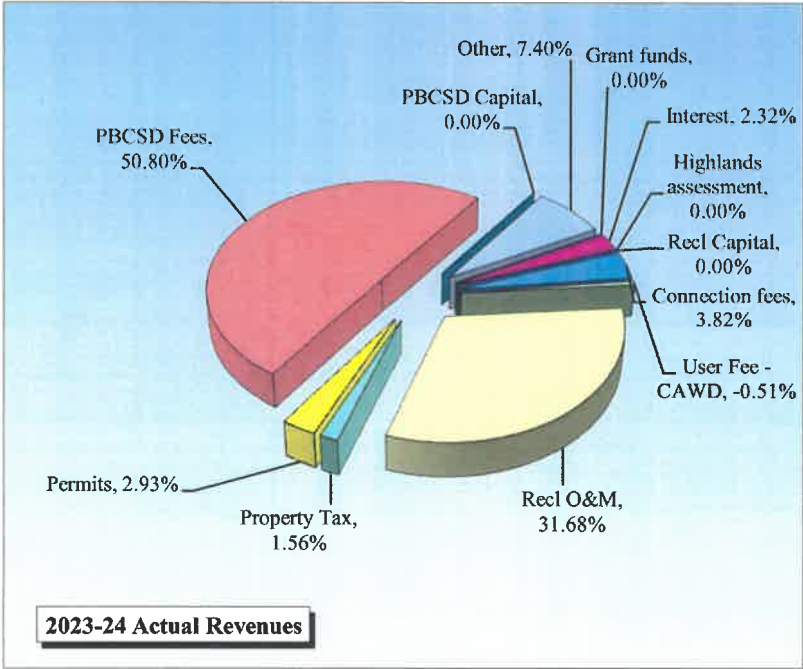
	<i>4 Months Ended October 31, 2023</i>	<i>4 Months Ended October 31, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	23,878.21	28,000.00	(4,121.79)	-14.7 %
TOTAL Income	<u>23,878.21</u>	<u>28,000.00</u>	<u>(4,121.79)</u>	-14.7 %
*****	<u>23,878.21</u>	<u>28,000.00</u>	<u>(4,121.79)</u>	-14.7 %
***** OPERATING INCOME	<u>23,878.21</u>	<u>28,000.00</u>	<u>(4,121.79)</u>	-14.7 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	0.00	670.00	670.00	100.0 %
TOTAL Salaries and Payroll Taxes	<u>0.00</u>	<u>670.00</u>	<u>670.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	0.00	1,300.00	1,300.00	100.0 %
TOTAL Repairs and Maintenance	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>	100.0 %
TOTAL Operating Expenses	<u>0.00</u>	<u>1,970.00</u>	<u>1,970.00</u>	100.0 %
***** OPERATING INCOME (LOSS)	<u>23,878.21</u>	<u>26,030.00</u>	<u>(2,151.79)</u>	-8.3 %
***** NET INCOME (LOSS)	<u>23,878.21</u>	<u>26,030.00</u>	<u>(2,151.79)</u>	-8.3 %
***** NET INCOME (LOSS)	<u>23,878.21</u>	<u>26,030.00</u>	<u>(2,151.79)</u>	-8.3 %

### Assets - October 31, 2023



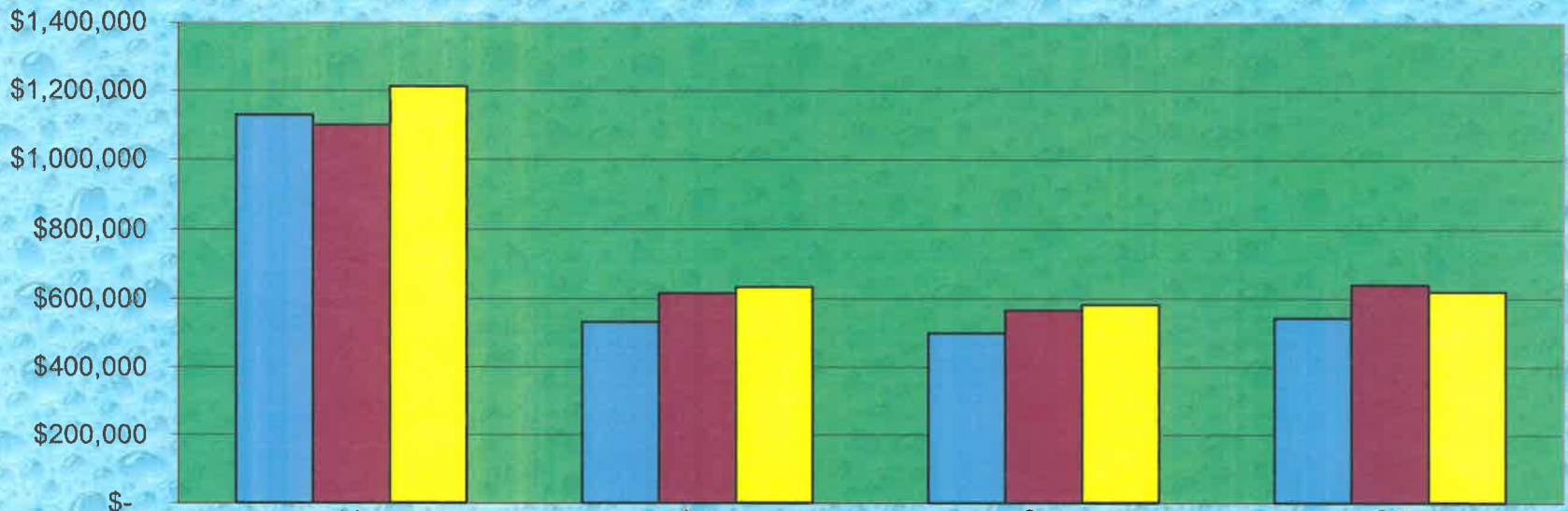
### Liabilities - October 31, 2023







### Operating Expenses



	July	Aug	Sept	Oct
■ FY 22-23	\$1,129,338	\$532,107	\$498,951	\$543,933
■ FY 23-24	\$1,099,772	\$615,987	\$566,511	\$640,578
■ CY Budget	\$1,213,035	\$634,524	\$582,961	\$620,072

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

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>						
<b><u>Admin</u></b>						
		0	0	0	0	NA
		0	0	0	0	NA
<b><u>Collections</u></b>						
Wells Cargo enclosed trailer-unbudgeted		0	11,073	11,073	0	NA
Monte Verde HT Hard Iron "N" Impeller pump-unbudgeted		0	15,270	15,270	0	NA
Carmel Valley Manor pump station alarm system-unbudgeted		2,581	2,581	2,581	0	NA
Flygt 3153 Impeller pump-Calle La Cruz-unbudgeted		28,028	28,028	28,028	0	NA
<b><u>Treatment</u></b>						
1 HP Motor Gearbox-unbudgeted		0	11,203	11,203	0	NA
Oil Injected Screw Compressor-Air Cooled-unbudgeted		0	11,548	11,548	0	NA
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	(7,584)	(7,584)	0	NA
<b><i>Total Capital Purchases 23-24</i></b>		<b>30,609</b>	<b>72,120</b>	<b>72,120</b>	<b>0</b>	<b>NA</b>

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

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>						
<b><u>Administration</u></b>						
<b><u>Collections</u></b>						
Construction of new Gravity Sewer Line-Carmel Meadows	615,044	15,573	44,784	659,828	2,000,000	2.24%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	334,692	47,770	77,980	412,672	4,560,760	1.71%
Bay/Scenic Pump Station Rehab	76,756	0	26,523	103,279	900,000	2.95%
Pescadero Creek Area Pipe Rehab	182,256	2,156	16,697	198,952	500,000	3.34%
Vactor Receiving Station	86,668	14,085	14,085	100,753	400,000	3.52%
Lorca Lane Sewer Repair-unbudgeted	81,482	141,501	144,934	226,416	0	NA
Santa Rita & Guadalupe Pipeline	46,003	0	27,169	73,172	3,669,330	NA
<b><u>Treatment</u></b>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<b><i>Total CIP Projects 23-24</i></b>	<b>1,423,080</b>	<b>221,085</b>	<b>352,172</b>	<b>1,775,252</b>	<b>12,030,090</b>	<b>2.93%</b>

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

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><i>LONG TERM CIP PROJECTS</i></b>						
<b><u>Treatment</u></b>						
Perimeter Fence	48,856	0	945	49,801	275,000	0.34%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 2.7%)	7,771,132	208,366	1,481,949	9,253,081	2,441,500	60.70%
Potable Water & Gas Main Replacement (COLL 5.5%)	43,444	4,313	4,313	47,757	300,000	1.44%
Plant Bridge Retrofit Project- unbudgeted	968	2,556	4,442	5,410	0	NA
RECL share	(209,821)	(5,626)	(40,013)	(249,834)	(65,921)	60.70%
PBCSD share (1/3 of cost)	(2,551,526)	(69,869)	(483,878)	(3,035,405)	(983,526)	49.20%
<b><i>Total Long Term CIP Projects 23-24</i></b>	<b>5,103,053</b>	<b>139,739</b>	<b>967,757</b>	<b>6,070,809</b>	<b>1,967,053</b>	<b>49.20%</b>
<b>Total Capital (net of RECL and PBCSD)</b>	<b>6,526,133</b>	<b>391,433</b>	<b>1,392,048</b>	<b>7,918,181</b>	<b>13,997,143</b>	<b>9.95%</b>

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

**YTD Budget  
Variance**

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**Collections**

Salaries and Payroll Taxes	-9.20%	Salaries slightly underbudget.
Office Expense	-37.80%	Computers and equipment underbudgeted.

**Treatment**

Truck and Auto Expenses	-256.60%	Underbudgeted. Small dollar amounts.
Office Expense	-73.50%	Computers and equipment underbudgeted.
Permits and Fees	-40.00%	Toxics annual permit slightly underbudgeted. Small dollar amounts.
Safety	-5.00%	Emergency response supplies underbudgeted.

**Administration**

Truck and Auto Expenses	No budget	Repair parts-small dollar amount.
Office Expense	-50.10%	Computers and equipment, furnishings and fixtures underbudgeted.
Memberships and Subscriptions	No budget	WateReuse membership. 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 \$205,000



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

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
2023-62	A Resolution authorizing the General Manager to execute a contract for the purchase of a new Collections truck not to exceed \$65,000. This was planned originally for 2024-25.	\$ -	\$ 65,000	\$ -
Total To Date		<u>\$ -</u>	<u>\$ 65,000</u>	<u>\$ -</u>

# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: December 12, 2023  
 SUBJECT: Monthly Report – October & November

## RECOMMENDATION

Receive Report- Informational only; no action required.

## Permits Issued

Sewer Lateral Permits issued in October & November ..... 21(Oct) & 14 (Nov)

Total Fees ..... \$6590.00

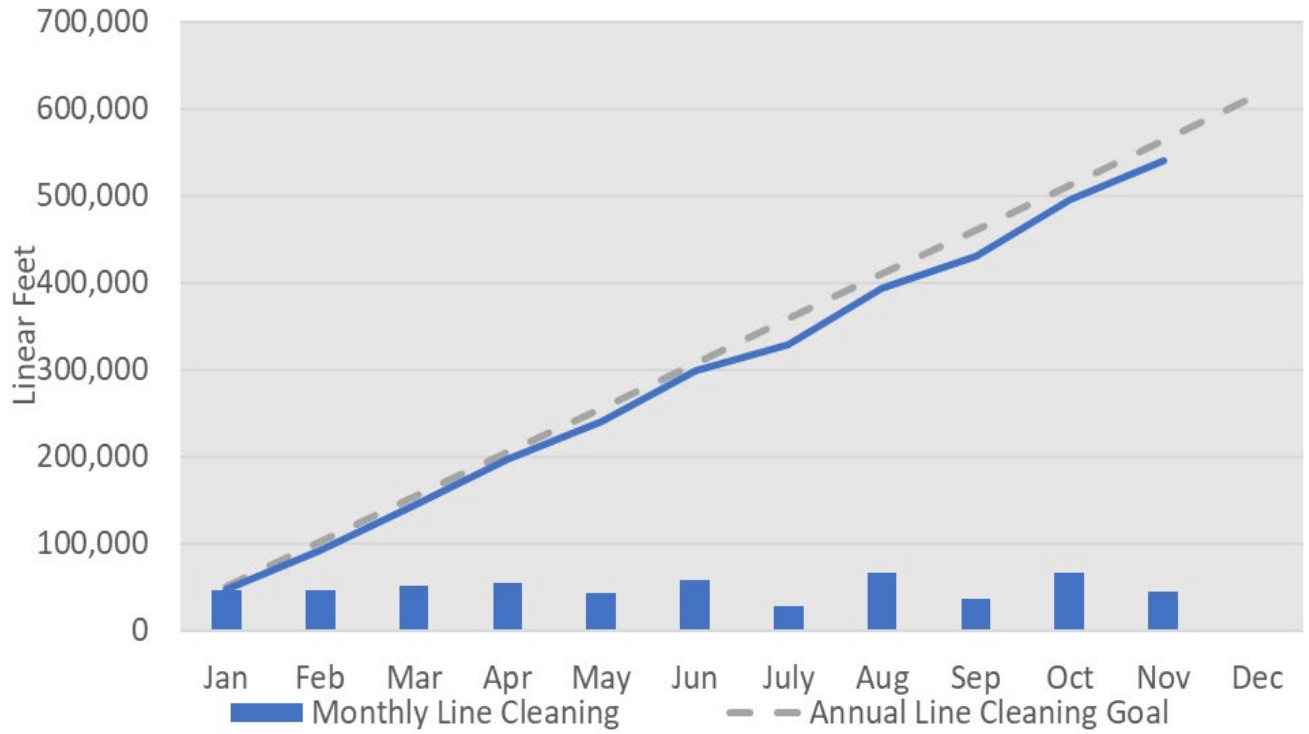
## Maintenance

Attached is a map of the areas cleaned in the past three months. There were 65,887 feet of sewer lines cleaned in October and 44,371 feet cleaned in November, there were no Closed-Circuit Television (CCTV) inspections during these months.

## Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
November	44,371 ft.	10.79	6 - 12 inches
October	65,887 ft.	16.02%	6 - 27 inches
September	35,993 ft.	9.75%	6 – 10 inches

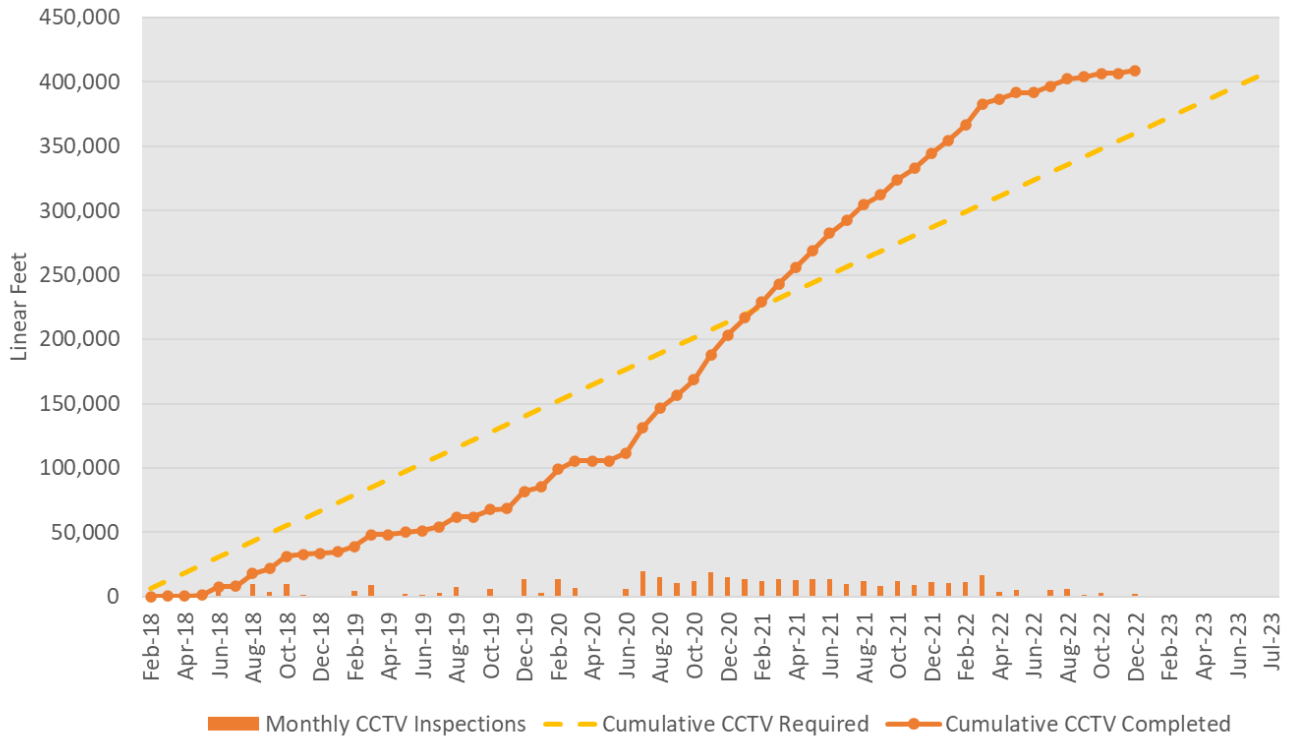
**Annual Line Cleaning Graph**



**Line Cleaning Table**

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000	540,151	74,849

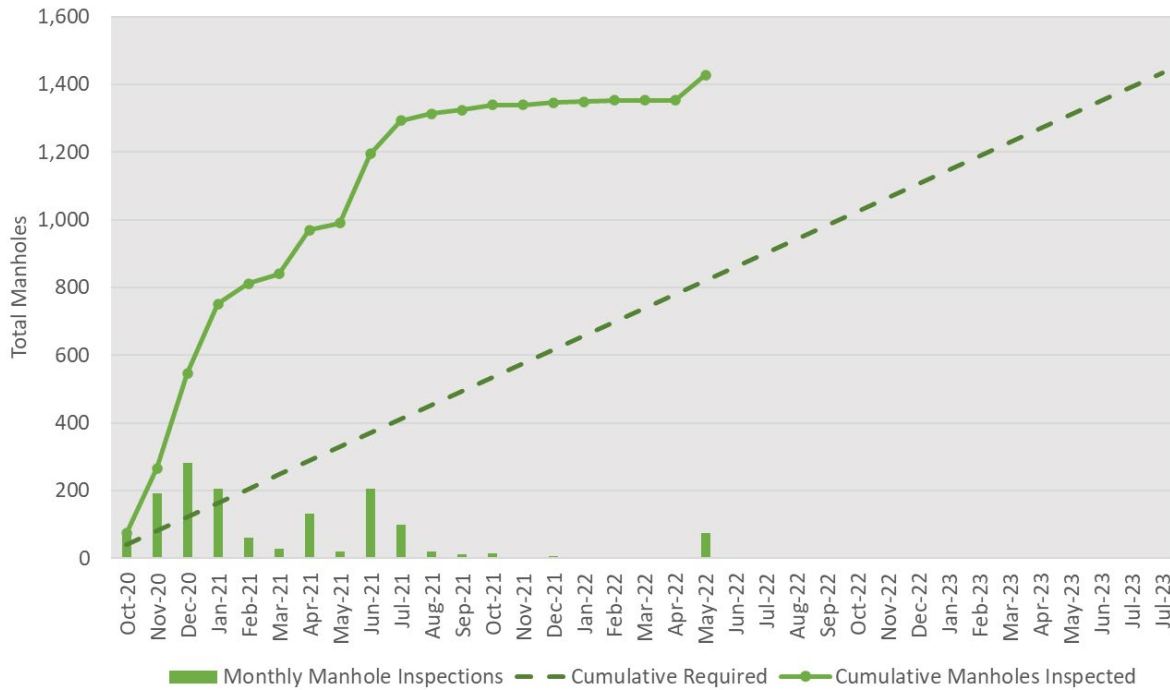
**CCTV Progress Graph (River Watch Settlement Agreement Target)**



**CCTV Table**

<b>Total Required amount (Linear Feet)</b>	<b>Cumulative Complete (Linear Feet)</b>	<b>Remaining (Linear Feet)</b>
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 have 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 have also completed the CCTV inspections and Pumps Station evaluations and are being reviewed by the Principal Engineer. This information will be used for the final Collection System Asset Management Plan.

### **Construction Activities**

- Lorca Lane emergency sewer main replacement (project 22-07) was completed at the end of October.
- Contractor repaired a section of pipe located at Morse Drive which, was the section of pipe that failed in September. Contractors replaced the temporary PVC pipe with ductile iron pipe with constraint joints matching the original pipe material.

### **Staff Development**

- Staff completed several in-person tailgate training courses.
- Staff attended California Water Environment Association (CWEA) Collections Training Day in Watsonville.
- Staff attended California Sanitary Risk Management Authority (CSRMA) Sewer Summit Virtual Conference

### **General comments**

- N/A

### **Service calls responded to by crew**

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
10/2/2023	1:06 PM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed the owner to call a plumber of their choice. See callout map.
10/6/2023	4:49 PM	Power Fail	Called to Highlands pump station for a power failure. Staff monitored the station until the power was restored. See callout map.
10/27/2023	2:11 PM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed the owner to call a plumber of their choice. See callout map.

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
11/8/2023	5:45 PM	Power Fail	Called to Hacienda pump station for a power failure. Staff monitored the station until the power was restored. See callout map.
11/14/2023	9:33 AM	Odor Complaint	Called by homeowner for an odor coming for a manhole. Staff cleaned the sewer line and installed sealant around the closest manholes to their property. See callout map.
11/17/2023	11:46 AM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed the owner to call a plumber of their choice. See callout map.

USA Location Requests – 245 (October) & 209 (November)

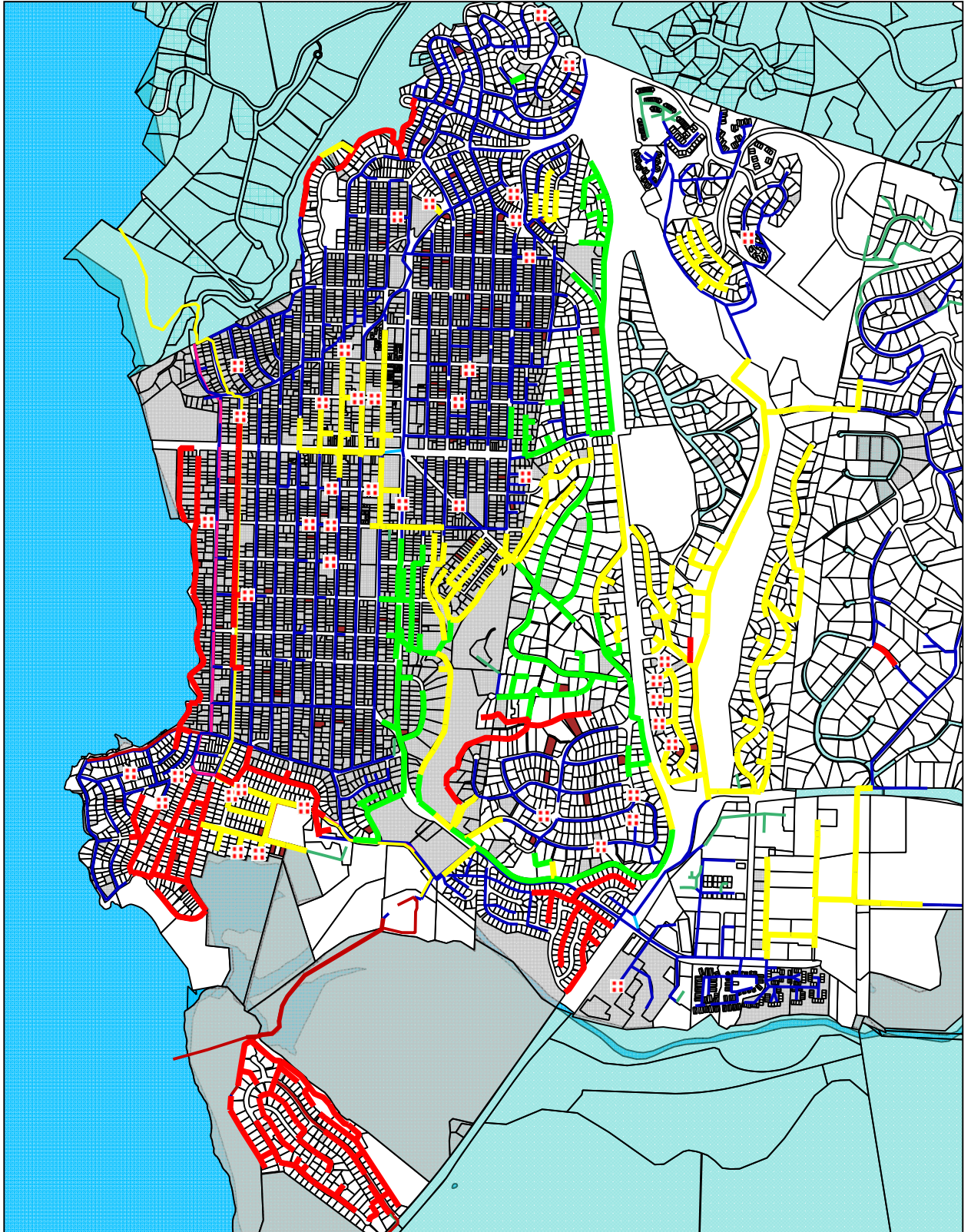
Plumbing permit inspections – 20 (October) & 13 (November)

Private Sewer Lateral Compliance Certificates Issued – 17 (October) & 12 (November)

November (Red)  
October (Yellow)  
September (Green)

44,371 feet  
65,887 feet  
35,993 feet

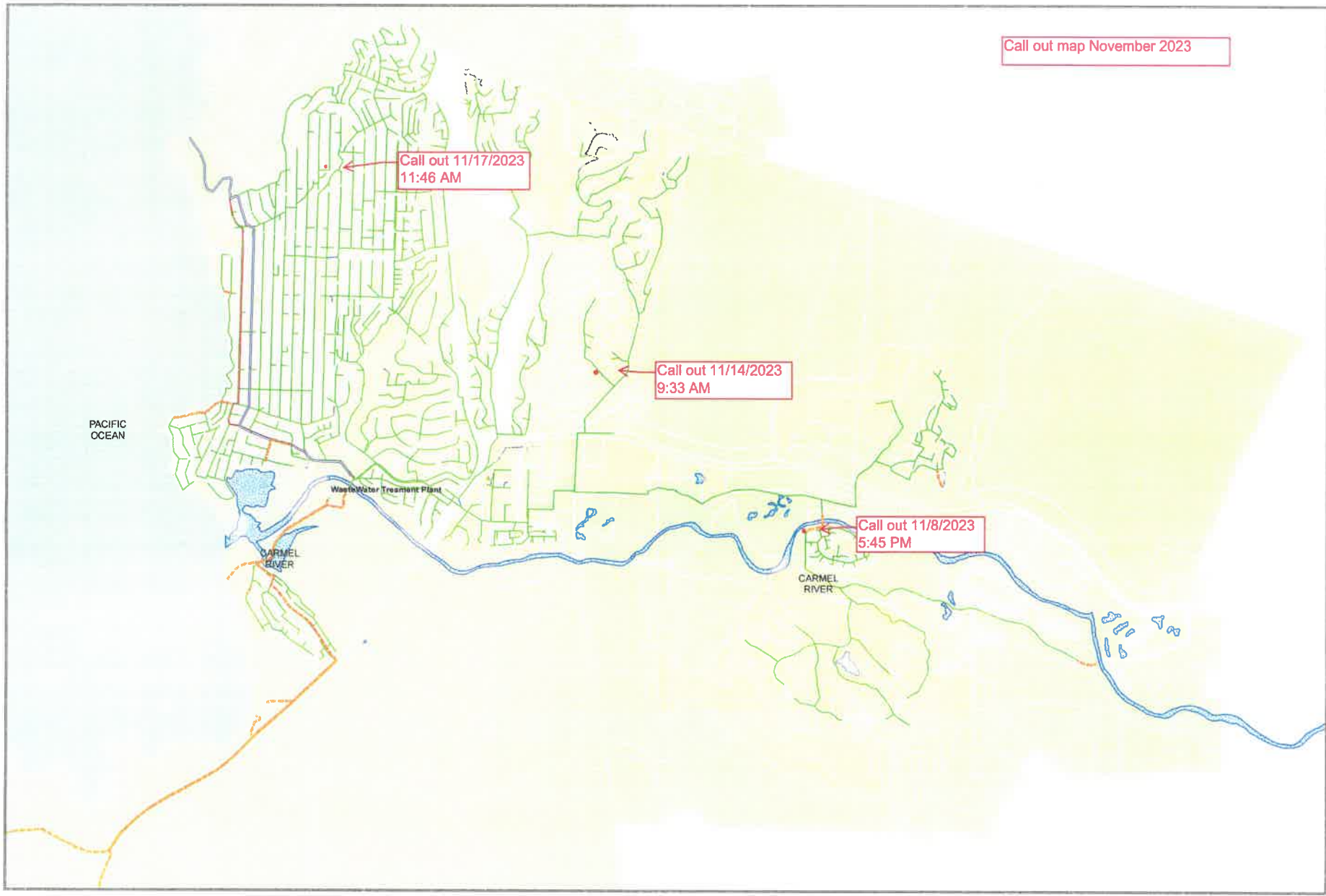
### Monthly Cleaning Map



11/30/2023







Call out map November 2023

- Legend**
- ForceMains
  - Sewer Pipes
    - Grassy
    - Private
    - PECSO
    - ForceMain
    - FM Cutoff
    - OPW
    - Reclamation
  - Service Area
  - County Parcels

Carmel Area Wastewater District  
 Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013

Call out map October 2023

PACIFIC OCEAN

Call out 10/27/2023  
2:11 PM

Call out 10/2/2023  
1:06 PM

Waste Water Treatment Plant

CARMEL RIVER

CARMEL RIVER

Call out 10/6/2023  
4:49 PM

- Legend**
- ForceMain
  - Sewer Pipes
    - Gravity
    - Private
    - PCCSD
  - ForceMain
  - FM Outfall
  - OFW
  - Reclamation
  - Service Area
  - County Parcels

Carmel Area  
Wastewater District  
Sanitary Sewer System Inventory



Created by  
RedZone Robotics  
Revised 10/2013

# STAFF REPORT

To: Board of Directors

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

Date: December 12, 2023

Subject: Monthly Safety Report (for October and November 2023)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **October 4; Tailgate Training- Desk Ergonomics.** S/C Admin Dias gave a presentation on proper seating positions and posture when working at a desk. Emphasis was placed on adjusting chair height and arm rest positions and making sure the head angle to the computer monitor is correct.
- **October 11; Tailgate Training- Polymer and small spill cleanup.** S/C Admin Dias gave a live demonstration of how to clean up a polymer spill. Polymer is used in three locations at the treatment plant. If released, it is extremely slippery, especially when any amount of water is added. It is also notoriously difficult to wash off and is easily spread to other objects by hands, tools, boots, tires, etc. A specialty clean-up product (Rhino Dirt), which easily encapsulates/absorbs polymer, has been placed at all locations where polymer is used. S/C Admin Dias demonstrated the use of this product and emphasized Rhino Dirt can be used for other small spills such as oil, gas and almost any fluid.
- **October 18; Tailgate Training- Electrical Arc Flash.** Maintenance Superintendent Foley gave a presentation on preventing arc-flash accidents. An arc-flash is the intense light and heat produced as part of an arc fault, a type of electrical explosion/discharge that results from a connection (fault) through air to ground or to another voltage phase in an electrical system. Typically, electrical systems would be deenergized and locked-out before any work was attempted.

However, sometimes a system will need to remain energized during testing and troubleshooting and gave examples of how this can occur. It was emphasized that the danger of arc-flash is greater the closer the equipment is to the grid (external PG&E feed source), which has a much higher voltage. Also, there is more danger when working on older switch gear (blower and tertiary buildings and the lift stations).

- **October 25; Tailgate Training– Air Monitor Calibration.** S/C Admin Dias gave a demonstration and explanation of how to calibrate the air monitors. Calibration of the air monitors is not intuitive and can be confusing, so refresher training continues to be provided and has been given over the last few years. Also, S/C Admin Dias created and posted a large “cheat-sheet” with step-by-step guidance on how to calibrate the monitors.
- **November 1; Policy Training– Blood Borne Pathogens.** S/C Admin Dias provided the annual refresher training on the District’s Bloodborne Pathogen Policy.
- **November 8; Tailgate Training–Use of Portable Ground-Fault Circuit Interrupters (GFCI).** Seth Steele-Frietas, Maintenance/Collection Worker, gave a training on how and when to use portable GFCI cords. Emphasis was placed on always testing the GFCI unit to make sure it is working before operating any equipment plugged into it.
- **November 15; Policy Training- Hearing Protection Program.** S/C Admin Dias provided the annual refresher training on the District’s Hearing Protection Policy.
- **November 22; Tailgate Training-Driving during sunrise and sunset.** Ray DeOcampo, Lab Supervisor, presented several tips on driving in the dawn and dusk hours. These reminders are typically presented annually after falling back to Pacific Standard Time.

### 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 October and November included:

- **Updated Hearing Protection Program.** The Hearing Protection Program was reviewed and was updated to reflect changes in noise hazards. Specifically, a number of hazards could be removed because noisier equipment has been replaced with quieter equipment.

- **Updated Electrical Ground-Fault Protection Program.** The Ground-Fault Protection Program was reviewed and updated. This program is intended to prevent electrical shock when using portable power tools and extension cords especially in wet or rainy settings. Additional locations at the plant were selected to be upgraded by installing permanent ground-fault circuit interrupters (GFCI). Employees were also given an annual refresher on the use of portable GFCI cords.
- **Review of bulk chemical tank systems.** The plant has seven bulk chemical tank systems. Bulk tanks are refilled via tanker trucks. Five of the seven tanks are opaque or insulated so the level of the chemical cannot be visually seen. When placing an order for a load of chemical, operators rely on electronic level sensors in the tank. However, the sensors can become inaccurate over time. Also, the actual amount of chemical pumped into the tanker truck by the hauler is not exact, so it can be greater than the amount ordered. These factors create the potential to over-fill and overflow a tank. Because the tanks all have secondary containment an overflow would not result in an offsite release. However, the chemical in the containment would have to be removed or neutralized and decontaminated. More importantly, two of the seven chemicals would create fumes potentially exposing the driver and the operator. The tank area and downwind locations would have to be evacuated. To reduce the chance of an overfill a detailed review of each tank system was conducted, including precise measurements of tank dimensions such as overflow elevations and internal diameters. The tanks do have high-level alarms, but again, the sensors may be inaccurate. Therefore, some high-level alarm setpoints were adjusted to provide a better margin of safety. Critical information labels are being prepared, which list alarm levels, exact overflow levels and the precise capacity of each tank (e.g., gallons per inch and gallons per foot). The labels will be used by the operators during the fill to better judge whether an overflow is imminent and to stop filling even if the full amount ordered has not been pumped.

### **Tours and Outreach**

- **Tours.** Following the completion of Phase II construction activities and the repaving project, a tour was given on October 3 for approximately 30 fifth grade children from All Saints School. It was well received, and each student wrote a thank you note to the tour guides.

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

There were no Workers Comp claims in October and November. There were three first aid cases: (1) A maintenance worker was cleaning sludge out of a dewatering press and could not get all the sludge out with his tools. He used his hand to clean the remaining sludge and punctured his middle finger despite wearing gloves. The wound was cleaned, disinfected and covered. The employee returned to work without further complications. (2) An operator was climbing off the yard mule truck and bruised his knee on one of the metal platform steps. A few days later he reported the injury since his knee was still swollen and painful. The swelling and pain have since resolved with no further complications. (3) An operator was walking on a platform and cut his forearm on a protruding hook. Two sets of hooks (8 total) are used to hang long sampling tubes along the guardrails on the platform. Rubber endcaps were ordered and placed on the ends of all the hooks.

The updated matrix for 2023 is below.

	<b>Work Related Injuries and Illnesses for 2023 Calendar Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	0	1	5	5	5
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	0	0	0	0
<b>First Aid (non-OSHA)</b>	3	0	0	0	0

### **FUNDING**

N/A- Informational item only

# Wastewater Treatment Facility Operations Report

Report for: October 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	23.691	0.764	0.742	0.786	70.536	298.31	915.05
PBCSD Flow	9.896	0.319	0.287	0.354	29.464	163.03	500.09
<b>Total Plant Flow</b>	<b>33.587</b>	<b>1.083</b>	<b>1.029</b>	<b>1.140</b>	<b>100.00</b>	<b>461.33</b>	<b>1415.13</b>
Tertiary Flow	29.379	0.948	0.800	1.083	87.471	240.93	739.06
Ocean Discharge	2.952	0.095	0.082	0.107	8.789	216.68	664.65
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	240.93MG (739.06acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.49 BG (29.11 K acre-ft.)
12 Month Rolling Total Reclamation Production	306.45 MG (940.49 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Oct'23 kWh	Price per kWh	Oct'23	Sep'23	Aug'23	Jul'23
Secondary	105,872.00	\$ 0.189	\$ 19,998.62	\$ 19,423.18	\$ 17,553.49	\$ 18,381.69
Blowers	51,503.36	\$ 0.198	\$ 10,178.96	\$ 11,614.11	\$ 12,505.13	\$ 13,985.79
<b>CAWD Total</b>	<b>157,375.36</b>		<b>\$ 30,177.58</b>	<b>\$ 31,037.29</b>	<b>\$ 30,058.62</b>	<b>\$ 32,367.48</b>
Tertiary	78,916.44	\$ 0.213	\$ 16,777.76	\$ 20,957.21	\$ 22,684.41	\$ 18,222.74
MF/RO	91,742.00	\$ 0.238	\$ 21,840.25	\$ 22,451.22	\$ 28,068.60	\$ 28,068.60
<b>Reclaim Total</b>	<b>170,658.44</b>		<b>\$ 38,618.01</b>	<b>\$ 43,408.43</b>	<b>\$ 50,753.01</b>	<b>\$ 46,291.34</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 17,806.06</b>	<b>Reclamation Total</b>		<b>\$ 50,989.53</b>

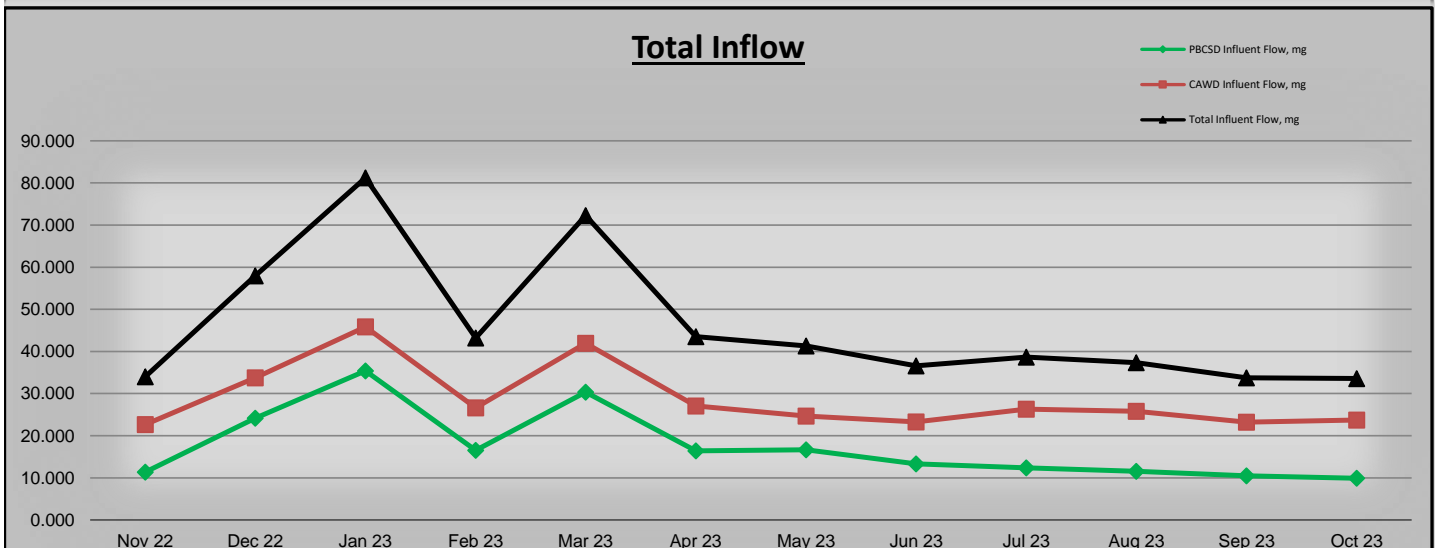
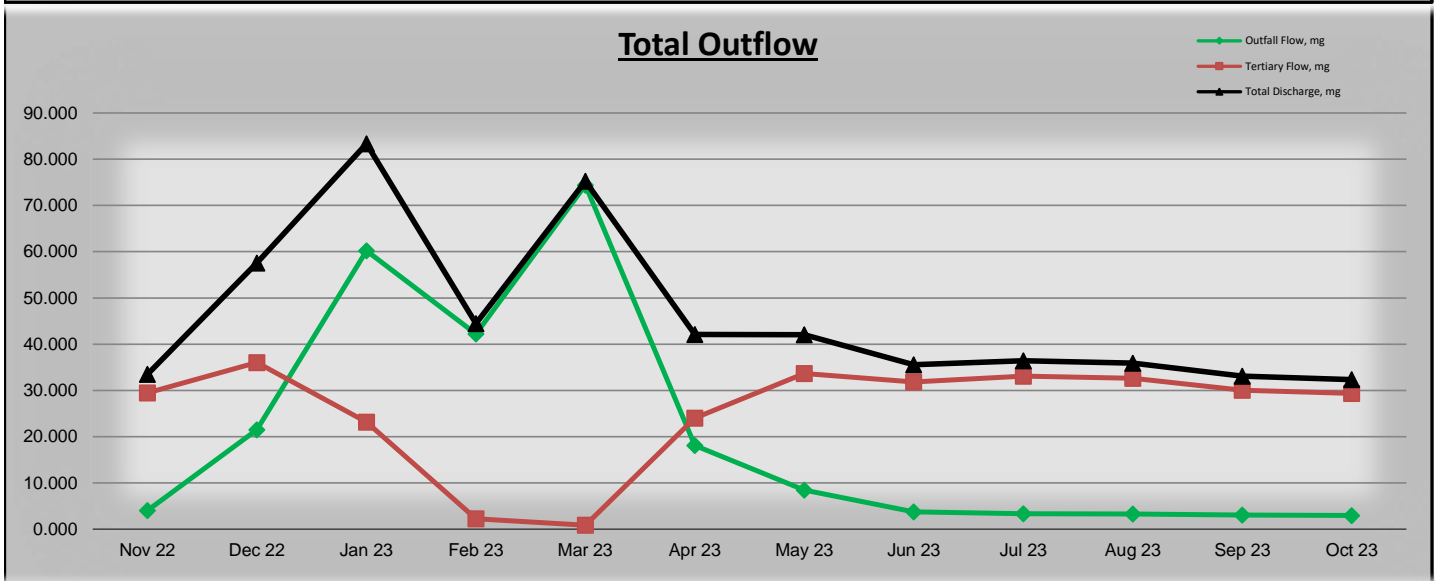
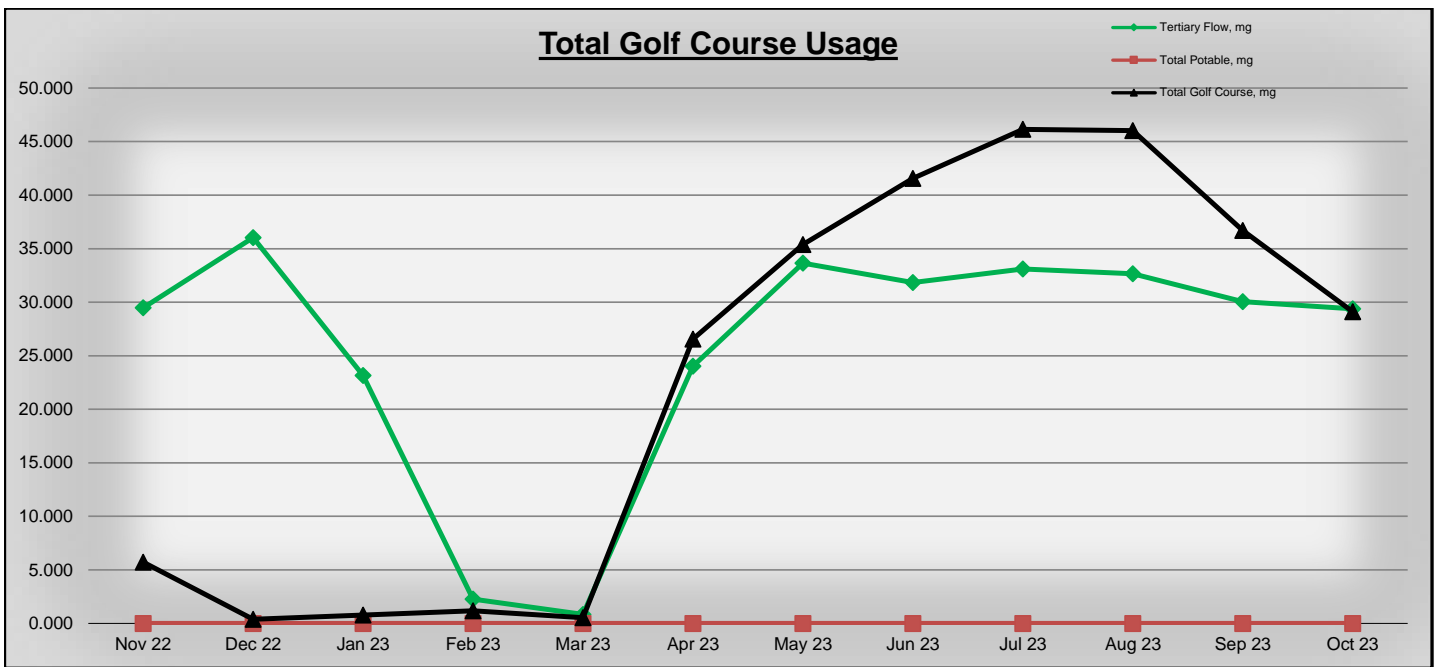
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	1205.69	N/A
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	1910.80	N/A

## MICROTURBINE SUMMARY

Month	Oct '23 kW-h (2)	Sep'23	Aug'23	July'23	Accumulated Totals
Production, kW-h	0	13,778	24,075	14,734	1,417,157.00

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

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





# Wastewater Treatment Facility Operations Report

Report for: September 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	23.238	0.774	0.688	0.887	68.896	264.72	812.02
PBCSD Flow	10.491	0.350	0.326	0.390	31.104	163.03	500.09
<b>Total Plant Flow</b>	<b>33.729</b>	<b>1.124</b>	<b>1.014</b>	<b>1.277</b>	<b>100.00</b>	<b>427.75</b>	<b>1312.11</b>
Tertiary Flow	30.048	1.002	0.878	1.195	89.087	211.55	648.94
Ocean Discharge	3.021	0.101	0.090	0.118	8.957	216.68	664.65
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2023)	211.55MG (648.94acre-ft.)
Total Lifetime Reclamation Production (94-23)	9.46 BG (29.02 K acre-ft.)
12 Month Rolling Total Reclamation Production	305.19 MG (936.62 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Sep'23 kWh	Price per kWh	Sep'23	Aug'23	Jul'23	Jun'23
Secondary	81,412.00	\$ 0.239	\$ 19,423.18	\$ 17,553.49	\$ 18,381.69	\$ 12,725.31
Blowers	48,904.80	\$ 0.237	\$ 11,614.11	\$ 12,505.13	\$ 13,985.79	\$ 16,133.96
<b>CAWD Total</b>	<b>130,316.80</b>		<b>\$ 31,037.29</b>	<b>\$ 20,420.29</b>	<b>\$ 32,367.48</b>	<b>\$ 28,859.27</b>
Tertiary	92,192.92	\$ 0.227	\$ 20,957.21	\$ 22,684.41	\$ 18,222.74	\$ 19,202.31
MF/RO	90,335.00	\$ 0.249	\$ 22,451.22	\$ 28,068.60	\$ 28,068.60	\$ 28,209.32
<b>Reclaim Total</b>	<b>182,527.92</b>		<b>\$ 43,408.43</b>	<b>\$ 50,753.01</b>	<b>\$ 46,291.34</b>	<b>\$ 47,411.63</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 19,056.43</b>	<b>Reclamation Total</b>		<b>\$ 55,389.29</b>

## kW-h Per Acre Foot

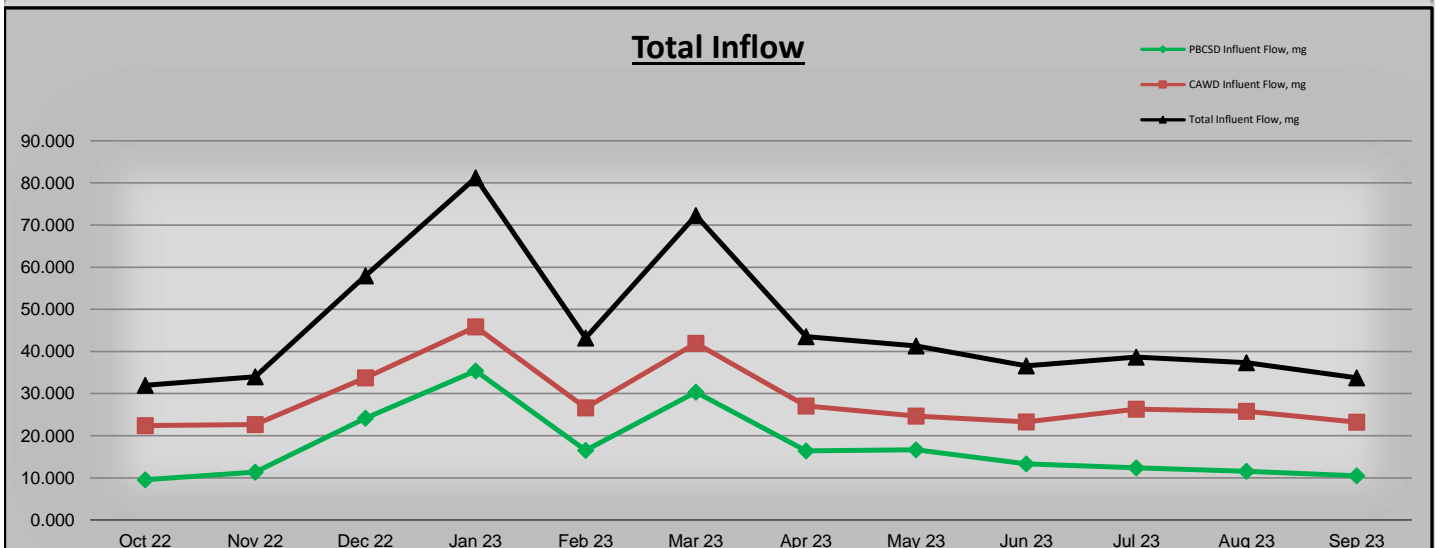
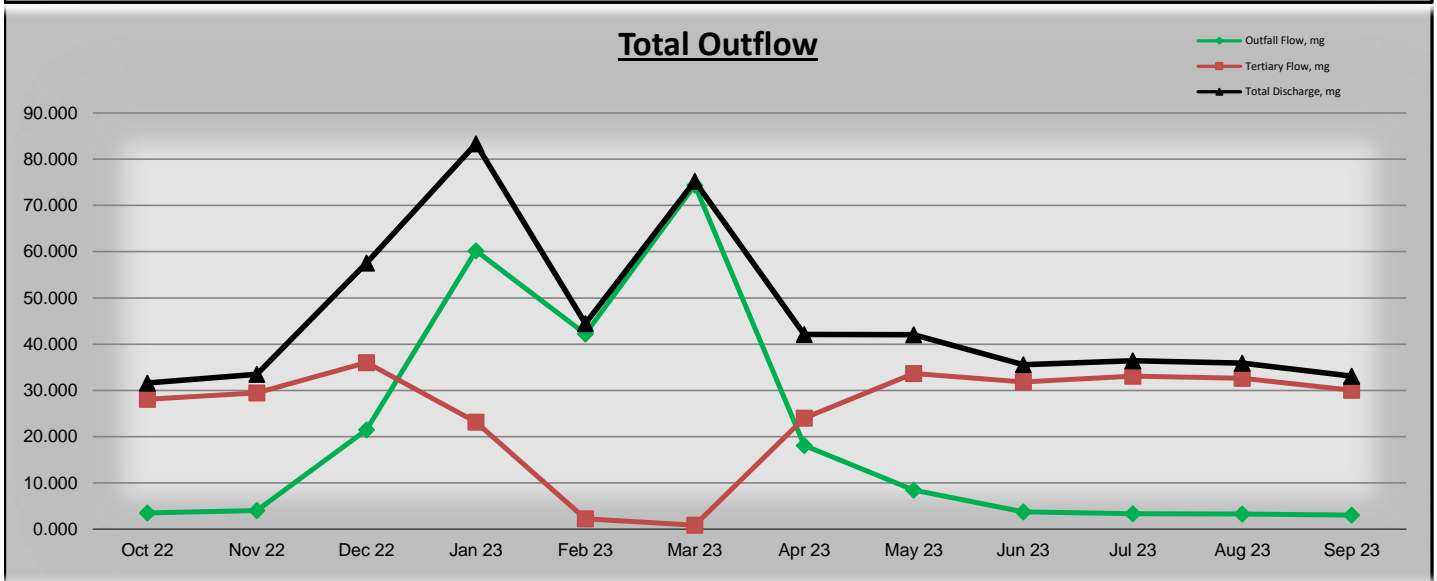
	2022				2023			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1409.48	1577.57	1448.51	1206.68	773.12	1209.16	N/A	N/A
Reclamation	2190.20	1984.97	1885.30	1907.67	2889.60	2142.43	N/A	N/A

## MICROTURBINE SUMMARY

Month	Sep '23 kW-h (2)	July'23	July'23	June'23	Accumulated Totals
Production, kW-h	13,778	24,075	14,734	20,566	1,417,157.00

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

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



# Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2023 YEAR-TO-DATE	
Report for: August 2023	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
<b>Total Plant Flow</b>	<b>37.315</b>	<b>1.204</b>	<b>1.127</b>	<b>1.335</b>	<b>100.00</b>	<b>394.02</b>	<b>1208.64</b>
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
<b>CAWD Total</b>	<b>128,352.84</b>		<b>\$ 30,058.62</b>	<b>\$ 32,367.48</b>	<b>\$ 28,859.27</b>	<b>\$ 25,060.47</b>
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
<b>Reclaim Total</b>	<b>182,630.20</b>		<b>\$ 43,104.70</b>	<b>\$ 46,291.34</b>	<b>\$ 47,411.63</b>	<b>\$ 40,856.88</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 18,449.90</b>	<b>Reclamation Total</b>		<b>\$ 54,713.42</b>

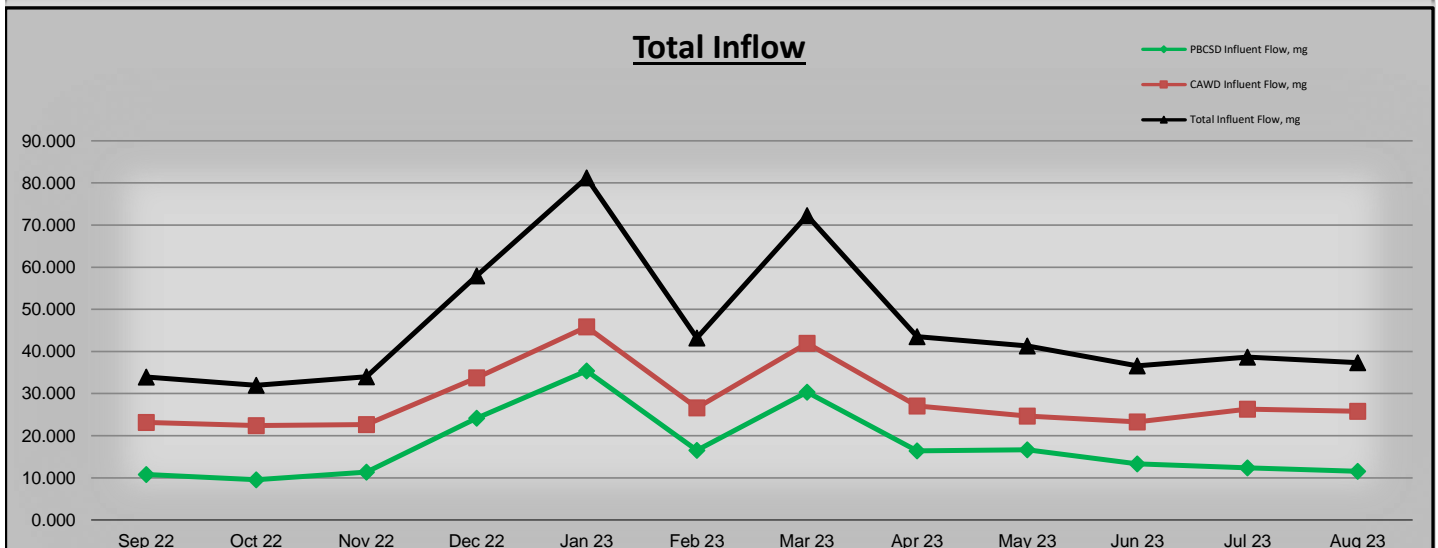
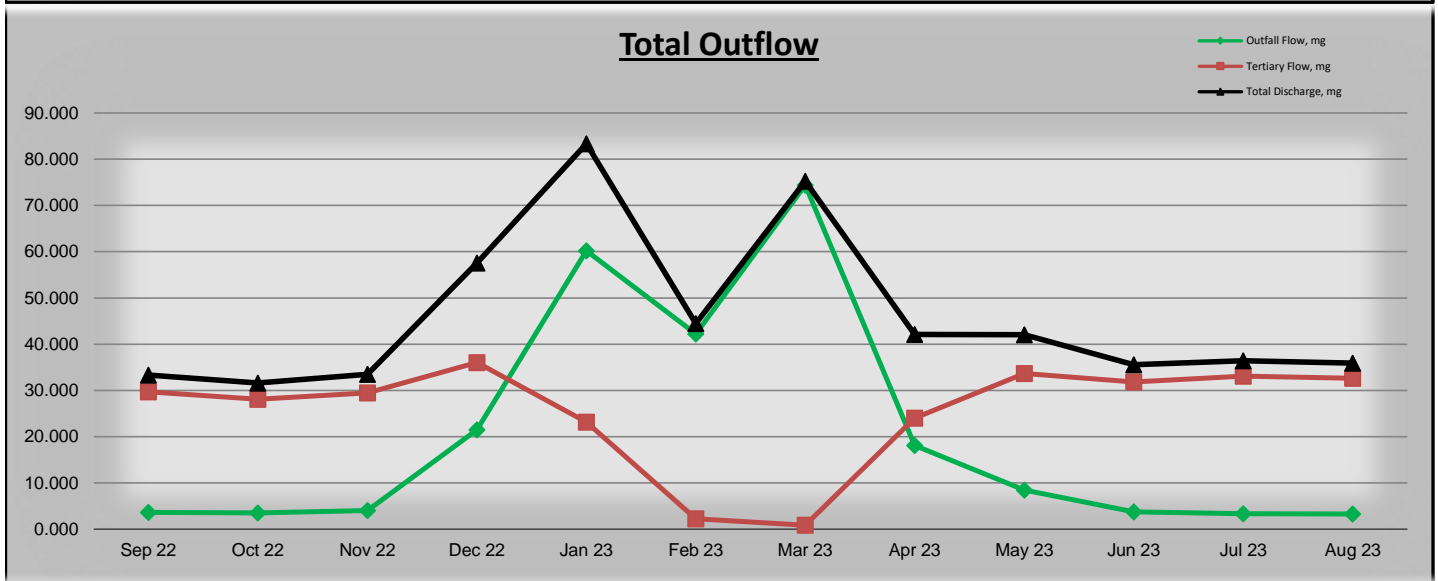
## kW-h Per Acre Foot

	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.



# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: December 12, 2023

Subject: Monthly Report – October 2023 and November 2023

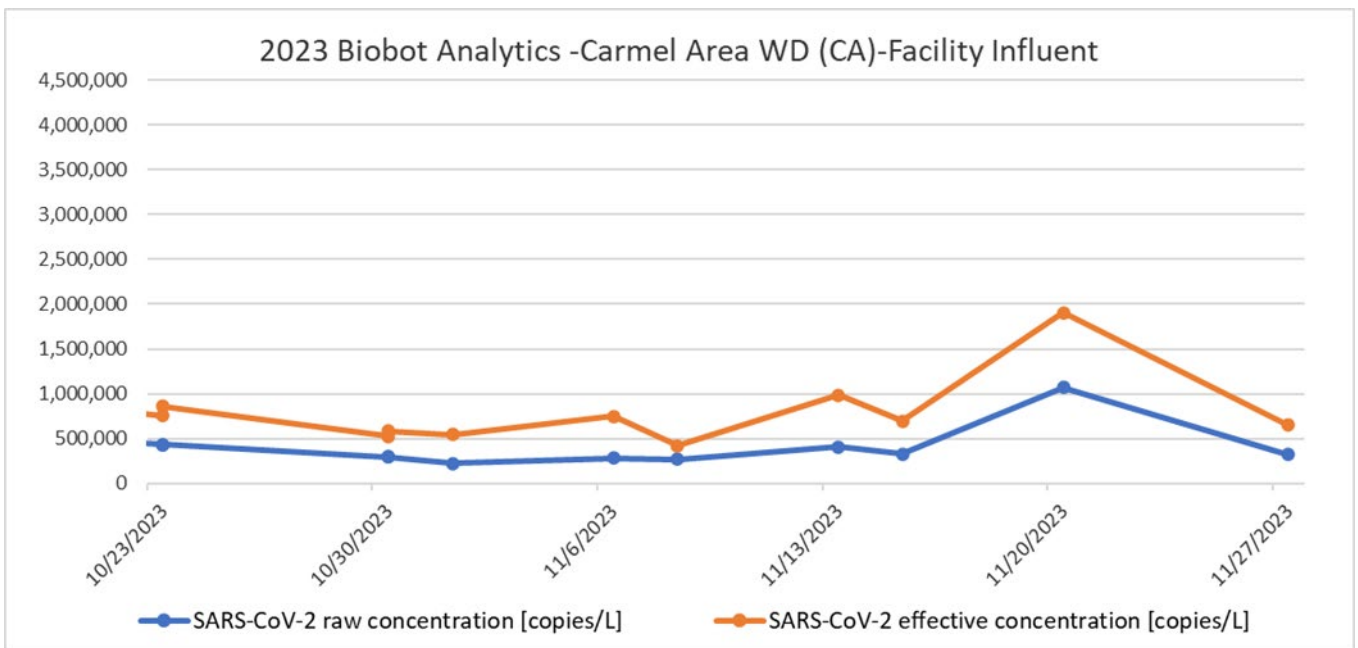
## RECOMMENDATION

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](#).
- The Center for Disease Control (CDC) National Wastewater Surveillance Program has selected Verily Laboratory as the new laboratory for the contract laboratory. The CDC National Wastewater Surveillance agency sent out an email that Biobot Analytics was challenging the awarding of the wastewater surveillance contract and there would be a delay in Verily Laboratory to begin testing. During the appeal review Biobot Analytics will be continuing COVID 19 testing.
- On November 11, 2023, Verily Laboratory sent an email that CAWD can begin to send CAWD Influent sample to begin testing for COVID 19, Influenza A and B and Respiratory Syncytial Virus (RSV). CAWD Influent samples are being sent to Biobot and Verily laboratories.



- On October 3, 2023, All Saints School toured the treatment plant including the laboratory.
- On October 10, 2023, a composite sampler was set up at the final effluent for the Central Coast Long Term Assessment Network program (CCLEAN) will be starting on October 11, 2023, for the 30-day dry season. The CCLEAN sampling ended on November 13, 2023. Data results can be provided after Applied Marine Sciences (AMS) receives and reviews the data and quality control.
- On November 7, 2023, the tertiary coliform sample exceeded the permit maximum most probable number result 23. The result for the tertiary coliform was 42.6. Increased analysis was performed on the tertiary sample through the weekend and results were negative.
- On November 15, 2023, Jacob Gams submitted his resignation letter to Plant Superintendent and his last working day was on November 26, 2023.

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

- No Monkey Pox data available.

**Carmel Area Wd (Ca) - Facility Influent Influenza A and B (Biobot)**

- 1<sup>st</sup> data result from November 13, 2023, has a detection of 9,030 copies/L for Influenza A.
- 1<sup>st</sup> data result from November 13, 2023, has a detection of 0 copies/L for Influenza B.

**Carmel Area Wd (Ca) - Facility Influent Respiratory Syncytial Virus Infection (RSV) (Biobot)**

- 1<sup>st</sup> data result from November 13, 2023, has a detection of 9,595 copies/L for RSV.

**ENVIRONMENTAL COMPLIANCE REPORT**

- There were limited source control inspections during the month due to low staffing.
- Wilson’s Plumbing had contacted Source Control staff that the grease trap for the Bagel Bakery has been ordered and will notify CAWD staff when it will be ready to install on November 14, 2023.
- On November 21, 2023, Source Control staff performed an installation inspection at the Bagel Bakery for the grease trap installed by Wilson’s Plumbing. System passed inspection and permit papers will be submitted for final signature approval.

**Restaurant Inspections**

<b>Restaurant</b>	<b>Compliant</b>	<b>Reason for Non-Compliance</b>	<b>Comments</b>
Bagel Bakery			Inspected installation of grease trap.

**Grocery Store/Delicatessen Inspections**

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

**Compliance Register**

<b>% Compliance</b>	<b>Maintenance</b>	<b>Mechanical</b>
September 2023	NA	NA
October 2023	NA	NA
November 2023	NA	NA

**FUNDING**

N/A-Informational item only

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		20
									H1	H2	H1	H2	H1
		<b>Projects Implementation Plan Schedule</b>											
		<u>Treatment Plant Capital Projects</u>											
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	9/29/23	\$4,820,750	\$9,137,431	Substantial Completion	Sludge Holding 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	In Progress	Aeration Basin Improvements				
19-18	1593.000	Perimeter Fencing	Treanor	7/1/22	10/15/25	\$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	1642.000	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	12/31/24	\$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	Carmel Meadows Sewer Replacement				
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	6/30/25	\$650,000	\$680,892	In Design / CEQA	Bay/Scenic Pump Station Rehabilitation				
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Treanor	2/5/21	12/31/25	\$3,500,000	\$3,731,786	In Design / CEQA	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	Environmental Impact Report	Pescadero Sewer Relocation				
22-07	1641.000	Emergency Lorca Lane Sewer Relocation	Lather	8/30/22	5/31/23	\$175,000	\$0	Substantial Completion	Emergency Lorca Lane Sewer Relocation				
23-01	1643.000	Santa Rita & Guadalupe Pipeline Rehab	Treanor	1/1/23	5/31/25	\$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	3/31/25	\$0	\$0	In Design / CEQA	Corona Road Assessment District				
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	3/31/24	\$0	\$0	In Construction	Carmel Valley Manor Pipeline and Pump Station				
18-29	9095.000	September Ranch Subdivision	Lather	9/1/22	8/30/25	\$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				
		<u>Other Non-Capital Projects</u>											
		Workforce Now	Foley			\$0	\$0	Implementation					



Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2023		2024		20
									H1	H2	H1	H2	
		Real Property Investigation	Buikema			\$75,000	\$75,000	Ongoing					
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing					
		Source Control Six Sigma	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				
		CMMS Upgrade	Lauer	11/1/23	11/1/24	\$85,800	\$85,800	Procurement			CMMS Upgrade		



## Treatment Plant Capital Project Summaries



Photo: New Sludge Tank Under Construction

<b>Project Number:</b>	<b>18-01</b>	
<b>Project Name:</b>	<b>Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab &amp; Sludge Holding Tank Replacement Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Substantial Completion	
<b>Project Description:</b>	This project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$9,137,431	\$9,253,081
<b>Financial:</b>	FY Budget:	FY Spent:
	\$4,820,750	\$1,481,949
<b>Reclamation Share:</b>	Estimated at 2.7% of project cost.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Equipment Supply Chains	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for FY2021/2022 into FY2022/2023</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
<b>Contractor:</b>	Clark Bros. Inc.	



Photo: Eucalyptus trees on South Side of Treatment Plant

<b>Project Number:</b>	<b>18-28</b>	
<b>Project Name:</b>	<b>Perimeter Tree Plan and Implementation</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Planning Stakeholder Meeting	
<b>Project Description:</b>	Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The Eucalyptus trees around the plant have ongoing maintenance costs, which may be offset in the long term with a different type of tree screening. The purpose is to improve security around plant perimeter.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$130,020	\$5,020
<b>Financial:</b>	FY Budget:	FY Spent:
	\$75,000	\$0
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Study moved to 2023; anticipate completion 06-30-26</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	

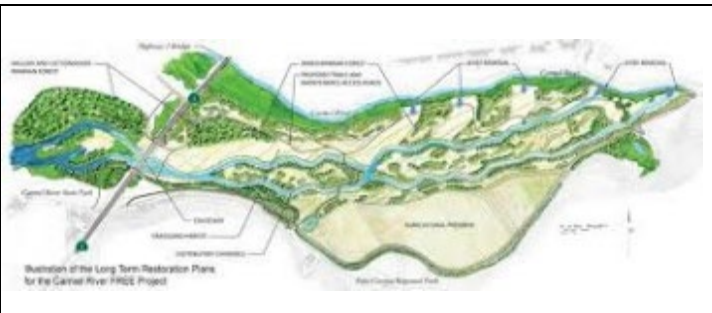


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

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



Photo: Existing air diffuser system

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





Photo: Existing Dilapidated Fence

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



Photo: Gas Meter on North Side of River

<b>Project Number:</b>	<b>22-03</b>	
<b>Project Name:</b>	<b>WWTP Gas and Water Main Replacement</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design	
<b>Project Description:</b>	The WWTP natural gas and water utility service exists on the opposite side of the Carmel River from the WWTP. CAWD owns the piping under the river for these utilities. The water line and gas line are PVC and identified as having a high risk of failure. The gas line is needed for plant operations to provide supplementary heating to the digesters for thermophilic digestion.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$300,000	Cumulative Spent: \$47,757
	FY Budget: \$100,000	FY Spent: \$4,313
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	Cost Share w/ Collections @ 5.5%	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Underground work in riparian area	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Currently undergoing alternatives analysis study</li> <li>Design in FY2022-2023</li> <li>Construction in FY2024-2025</li> </ul>	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	N/A	



Photo: Conceptual Rendering of Public Use and Bridge

<b>Project Number:</b>	<b>22-04</b>	
<b>Project Name:</b>	<b>CAWD Bridge and Trail Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Funding Strategy	
<b>Project Description:</b>	Construct a new bridge at the location of the existing CAWD bridge over the Carmel River. The Bridge would be open for public use and would allow for new walking trails to connect the City of Carmel-by-the-Sea (Mission Trail) to the Regional Parks (Palo Corona).	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$550	Cumulative Spent: \$5,410
	FY Budget: \$0	FY Spent: \$4,442
**No budget. Funding potential via Carmel River settlement grants.		
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	State Parks, Diocese of Monterey, City of Carmel-by-the-Sea, Regional Parks District	
<b>Permits Required:</b>	TBD	
<b>Challenges:</b>	Obtaining Funding and Community Support	
<b>Schedule:</b>	Currently working on video and marketing outreach effort	
<b>Consultants:</b>	TBD	
<b>Contractor:</b>	TBD	

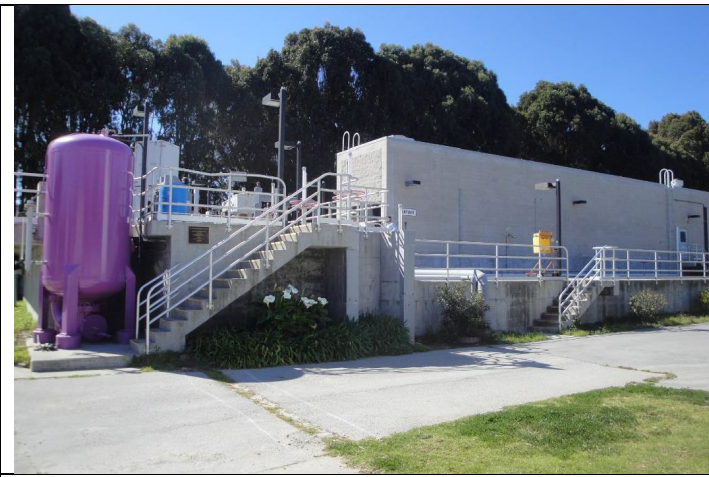


Photo: CAWD Vactor Truck

<b>Project Number:</b>	<b>22-06</b>	
<b>Project Name:</b>	<b>Vactor Receiving Station</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Design Phase	
<b>Project Description:</b>	Construct a new Vactor Receiving Station for the Collections Department and the disposal of waste collected in the vactor truck.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget: \$354,950	Cumulative Spent: \$100,753
	FY Budget: \$104,950	FY Spent: \$14,085
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Coastal Developmental Permit (CDP) Notification	
<b>Challenges:</b>	Design for ultimate user satisfaction.	
<b>Schedule:</b>	Construction in FY2023/2024	
<b>Consultants:</b>	Kennedy Jenks	
<b>Contractor:</b>	TBD	

# **Reclamation Capital Project Summaries**





*Photo: Exterior of Tertiary Building*

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



# **Collections Capital Project Summaries**



Photo: View gravity pipe in Carmel easement

<b>Project Number:</b>	<b>19-03</b>	
<b>Project Name:</b>	<b>Carmel Meadows Sewer Replacement</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Buikema	
<b>Status:</b>	3 <sup>rd</sup> Party Review	
<b>Project Description:</b>	The project will replace 1,300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,471,949	\$659,828
<b>Financial:</b>	FY Budget:	FY Spent:
	\$2,000,000	\$29,212
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring ejector pumps for all individual houses.	
<b>Schedule:</b>	Design and Environmental Review completed 6/28/22. Construction on hold for permitting.	
<b>Consultants:</b>	SRT Consultants, WRA Environmental, TBC Communications, Carollo/Harris & Assoc	
<b>Contractor:</b>	TBD	



Photo: Looking at Pump Station Exterior

<b>Project Number:</b>	<b>20-07</b>	
<b>Project Name:</b>	<b>Bay/Scenic Pump Station Rehabilitation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Remodel the interior of the pump station and update the SCADA panel to minimize areas prone to flooding.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$680,892	\$103,279
<b>Financial:</b>	FY Budget:	FY Spent:
	\$650,000	\$26,523
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	Exemptions from CEQA and Coastal dependent on panel location requirements.	
<b>Challenges:</b>	Traffic Control, Panel Location away from bluff	
<b>Schedule:</b>	Construct 2023/2024 Fiscal Year	
<b>Consultants:</b>	SRT Consultant	
<b>Contractor:</b>	Pending	



Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>	<b>20-08</b>	
<b>Project Name:</b>	<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design / CEQA	
<b>Project Description:</b>	Replace approximately 9,525 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$3,731,786	\$412,672
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$3,500,000	\$77,980
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	CEQA & Coastal Development permits from City and County	
<b>Challenges:</b>	Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
<b>Schedule:</b>	CEQA complete 2/1/2024, Construction 2025	
<b>Consultants:</b>	MNS, Rincon, TBC Communications	
<b>Contractor:</b>	Pending	



Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b>	<b>21-05</b>	
<b>Project Name:</b>	<b>Pescadero Sewer Relocation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	Environmental Impact Report	
<b>Project Description:</b>	Relocate damaged pipe from creek slope to roadway	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,689,236	\$198,952
<b>Reclamation Share:</b>	FY Budget:	FY Spent:
	\$100,000	\$16,697
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Environmental Review	
<b>Challenges:</b>	Narrow road, depth of manholes, environmentally sensitive area	
<b>Schedule:</b>	Start design, public outreach, & Environmental in Winter 2023.	
<b>Consultants:</b>	MNS, Denise Duffy, TBC Communications & Media	
<b>Contractor:</b>	TBD	

**Lorca Lane Sewer Replacement**



<b>Project Number:</b>	<b>22-07</b>	
<b>Project Name:</b>	<b>Lorca Lane Sewer Replacement</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	Substantial Completion	
<b>Project Description:</b>	Relocate 300' of 6" line and installation of a manhole at Lorca Lane and Del Monte Street.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$175,000	Cumulative Spent: \$226,416
	FY Budget: \$153,500	FY Spent: \$144,934
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Weather and high groundwater table	
<b>Schedule:</b>	Construction to commence in September 2023	
<b>Consultants:</b>	Monterey Bay Engineering	
<b>Contractor:</b>	Monterey Peninsula Engineering	

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



<b>Project Number:</b>	<b>23-01</b>	
<b>Project Name:</b>	<b>Santa Rita &amp; Guadalupe</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Design	
<b>Project Description:</b>	Approx. 5,800 ft of 6" vitrified clay pipe to be replaced with 8" HDP	
<b>Financial:</b>	Cumulative Budget: \$3,869,330	Cumulative Spent: \$73,172
	FY Budget: \$171,464	FY Spent: \$27,169
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea,	
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Traffic Controls	
<b>Schedule:</b>	Construct Spring 2024. Preliminary Plans Complete.	
<b>Consultants:</b>	MNS Engineers	
<b>Contractor:</b>	TBD	

Photo: LT Capital Schedule

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

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

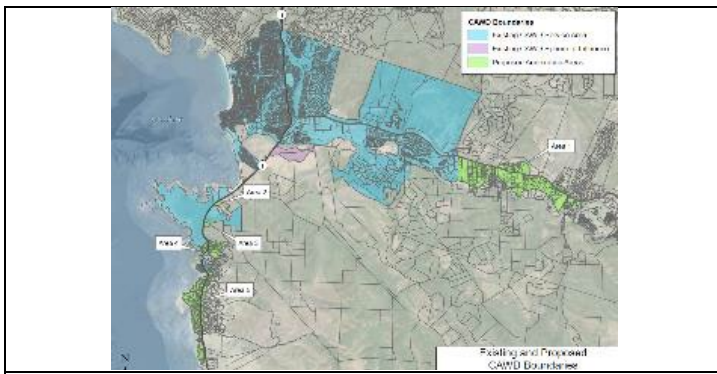


*Photo: River Watch logo*

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

## **Assessment Districts/Annexations**





*Photo: Areas of Potential Annexation*

<b>Project Number:</b>	<b>18-21</b>	
<b>Project Name:</b>	<b>Corona Road Sewer Assessment District</b>	
<b>Project Location:</b>	Corona Road Neighborhood	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	<p>In design phase by Assessment Engineer. Ongoing organizing efforts for Special Assessment District.</p> <p>The revised boundary map was approved by Board of Supervisors on August 22, 2023. The Board of Supervisor in October approved an amendment on October 3, 2023.</p> <p>The next step is send out the assessment notice and ballots for formation of Assessment District.</p>	
<b>Project Description:</b>	<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>	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent: \$64,848.24
	FY Budget:	FY Spent: \$64,848.24

\*\* No Budget included for project because the initial costs were funded by Corona Road residents. District has agreed to fund a portion of environmental work \$56,200 (Res #2022-62). Resolution 2023-57 amended Resolution 2023-26 clarifies reimbursement of District funds will be reimbursed by the assessment bond.

<b>Permits Required:</b>	Coastal Permit, CalTrans Encroachment permit, Environmental Review
<b>Challenges:</b>	Assessment District process/approval and obtaining easements for pump station. Funds from homeowners in the amount of \$67K have been received by CAWD. Postponed ballot to February 22, 2024.
<b>Schedule:</b>	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.
<b>Consultant:</b>	Denise Duffy & Associates and Monterey Bay Engineers

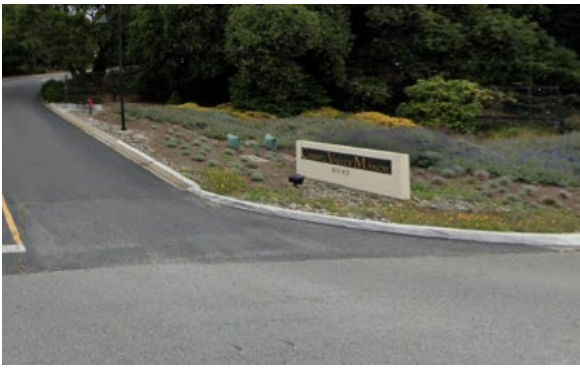


Photo: Entrance to Carmel Valley Manor

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

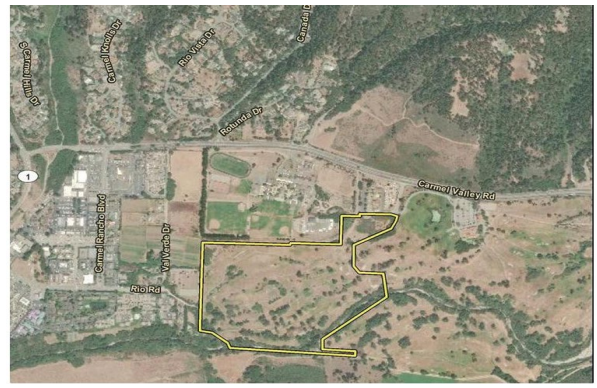


Photo: Location of Rancho Cañada Village Subdivision

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

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



## ADP Workforce Now

*Photo: ADP Clip Art*

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



*Photo: Real Estate Clip Art*

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



Photo: Cyber Security Clip Art

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



Photo: Six Sigma Clip Art

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Source Control Six Sigma	
<b>Project Location:</b>	Management staff	
<b>Project Manager:</b>	Barbara Buikema	
<b>Status:</b>	On Hold	
<b>Project Description:</b>	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.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,000
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Permits Required:</b>	None	
<b>Challenges:</b>	Implementation phase. Discussing next steps in implementation.	
<b>Schedule:</b>	Ongoing	
<b>Consultants:</b>	Self-study online	



*Photo: California coastline*

<b>Project Number:</b>	<b>22-01</b>	
<b>Project Name:</b>	<b>Long-Term Sea Level Rise Planning</b>	
<b>Project Location:</b>	Treatment Plant	
<b>Project Manager:</b>	Barbara Buikema/Patrick Treanor	
<b>Status:</b>	2023 Study Complete	
<b>Project Description:</b>	As conditions of Coastal Permit #3-82-199-A8 - the District submitted its Long-Term Coastal Hazards Plan on 03-03-22. Board approved a Wastewater Treatment Plant Alternatives Planning Assistance on Sea Level Rise consultant services contract in May 2022.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget: \$1,400,00	Cumulative Spent: \$219,862
	FY Budget: \$260,000	FY Spent: \$219,862
<b>Permits Required:</b>	In response to California Coastal Commission	
<b>Challenges:</b>	Establishing focus on long term objectives and committing to follow through items as outlined...	
<b>Schedule:</b>	WWTP Relocation Planning Alternatives on Sea Level Rise presented in May 2022 . Planning to present Greeley & Hansen report in fall 2023.	
<b>Consultants:</b>	Greeley & Hansen	

# STAFF REPORT

To: Board of Directors  
From: Ed Waggoner, Operations Superintendent  
Date: December 12, 2023  
Subject: Monthly Operations Reports –  
October/November 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 months of October/November.
- (Project #18-01) Final startup of electrical equipment on the main switch gear in the operations building.
- (Project #18-01) 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.
- Operator Michael Hooks returned to work on November 6 from an extended leave of absence.
- November 15 sales visit from SNF Water Science/Polydyne, Inc. to review the possibility of receiving mini-bulk polymer deliveries. Mini-bulk deliveries would eliminate the use and disposal of 275-gallon polymer totes at the treatment facility.

#### 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).



- Maintenance installed pilot Clean-in-Place pump for cleaning stages three and four on all RO Trains.
- (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 and Maintenance staff participated in training for the new Motor Control Centers and new equipment on November 6 for Project #18-01.
- The Operations Superintendent attended an online seminar on Workplace Violence/Active Shooter Awareness on November 28 from DKF Solutions Group LLC.

### **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.
- Project #18-01, was deemed significantly complete at the CAWD October board meeting.

### **Meetings Attended**

- October 10, Operations Superintended and Operations Supervisor attended a Zoom meeting with Aditya Kumar from H2O Innovations to review Reverse Osmosis Membrane Autopsy Reports for RO Train A third and fourth stages.
- October 12, Operations Superintendent attended a Zoom meeting with the Monterey Bay Water Works Association for upcoming training events.
- October 19, Operations Superintended and Operations Supervisor attended a Teams meeting with Trussell Technologies to review Micro Filtration/Reverse Osmosis to review operational and mechanical activities for the irrigation season.
- October 31, quarterly Technical Advisory Committee meeting at Pebble Beach Community Service District office's.
- November 7, quarterly Wastewater Reclamation Project Management Committee meeting at Pebble Beach Community Service District offices.
- November 9, Operations Superintendent attended a Zoom meeting with the Water Awareness Committee of Monterey County.



### Discharge Permit Violations

- There were no violations of Reclamation Permit 93-72 for the month of September 2023.
- There were no violations of Reclamation Permit 93-72 for the month of October 2023.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of September 2023.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of October 2023.
- Submitted the 2023 third quarter report for CalRecycle Biosolids. Recycler/Composter for Class B Biosolids generated in wet tons.
- Submitted Third 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.
- The Semi-Annual October 2022 through March 2023 Toxicity Report for the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 was submitted with no violations.

### FUNDING

N/A-Informational item only

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: December 12, 2023

Subject: Monthly Maintenance Report – October/November 2023

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

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

- The effluent Wemco pump was repaired and installed by staff. The pump motor failed and was sent out for rebuilding. The isolation valve was replaced during the repair since it would not completely close.
- Maintenance staff completed the rebuild of primary clarifier sludge pump. This rebuild was anticipated due to impact of temporary bypass of grit tank during electrical and mechanical rehabilitation project.
- Supervisory Control and Data Acquisition computer servers were upgraded to new units. This upgrade is a security and functional improvement. The existing servers were at the end of their lifecycle and the new servers utilize a more secure operating system.
- Local digital displays were installed for the new effluent level controls that regulate the effluent pump start and stop sequence. This is an operational improvement that complimented the construction work.
- The factory witness test for the Carmel Valley Manor Lift Station control panel was attended at Tesco's factory in Sacramento. A few minor changes were made, and the control panel was prepared for shipment to the construction site.

## Upcoming Maintenance Projects

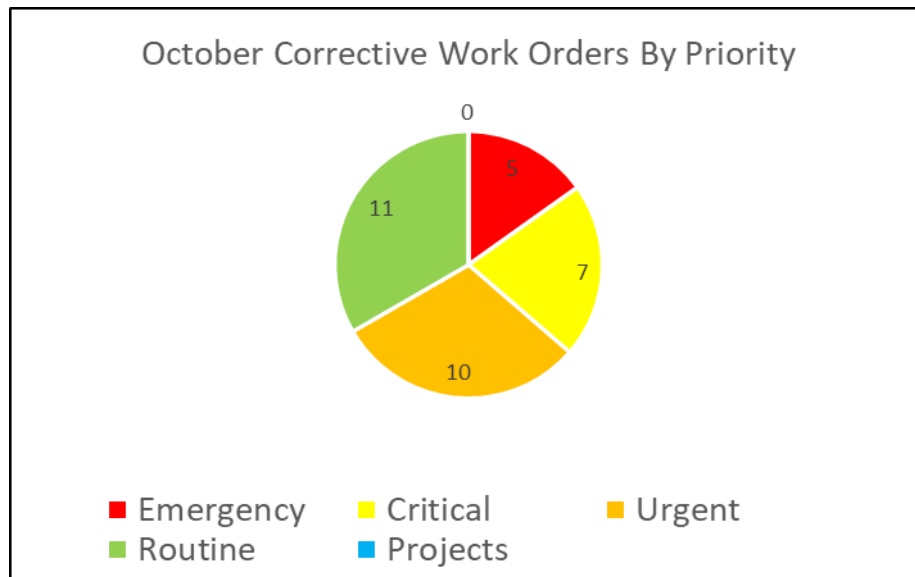
- The Reverse Osmosis (RO) Clean-in-place (CIP) lower capacity pump is working great. Staff ordered Variable Frequency Drives so that the flow output can be further improved.
- The microturbine gas compressor was shipped to the vendor for repair.
- Staff are preparing for off-season maintenance of the reclamation facility. This will include the replacement of 6 flowmeters, installation of variable frequency drives for RO CIP system and coating of the waste sump. This is in addition to the regular annual inspections and maintenance of equipment.

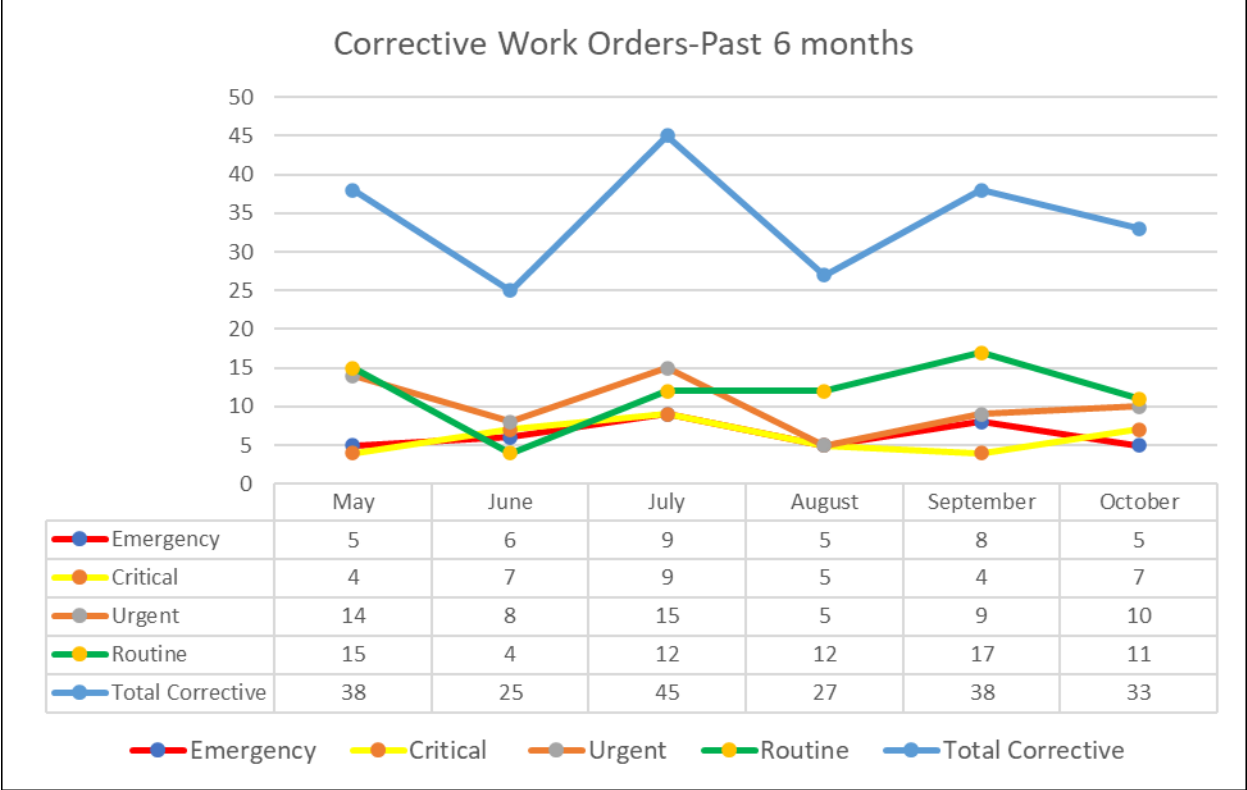
### Work Order Metrics

#### Preventive Maintenance (October)

Total Work Orders Generated	398
Total Work Orders Closed/Done	383
Total Work Orders Still Open	15
Percentage of Work Orders Completed	96%

#### Corrective Maintenance





FUNDING-N/A- Informational item only

# STAFF REPORT

To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: December 12, 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 months of November and December.

### General Engineering

Carmel Valley Manor (CVM) is close to completion of construction of all of the project sewer lines and the pump station on Valley Greens Drive. MNS Engineering has provided all inspections of the project construction on behalf of CAWD. There are many inquiries from parcel owners along the alignment of the CVM project regarding the process to connect to the District. We have preliminary connection fee calculations ready for each of the known parcels and are awaiting the final costs and reimbursement fee to be provided by Carmel Valley Manor. This will be done as part of the project acceptance process by the CAWD Board of Directors.

September Ranch have decided to move the Cal Am water line that is too close to CAWD's existing sewer line in Carmel Valley Road so they have room for a manhole to receive our sewage. MNS is providing inspection services on behalf of the District. It is anticipated that the construction of sewer improvements will commence in early 2024.

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 February 2024.

## Final Message Prior to Retirement

I came to CAWD at the end of 2018 because I had the opportunity to work with Operations staff to improve the collections system and provide updates to the legal requirements for such systems. Since 2018, I have been involved in many projects where I was able to collaborate with Daryl Lauer (Collections Superintendent), Chris Foley (Facilities Superintendent), Patrick Treanor (Plant Engineer) and Ed Waggoner (Treatment Plant Superintendent) on many projects. We had lively discussions and collaborated fully on projects. I want to acknowledge and state my appreciation for their work and ability to work collaboratively with me. I have come to appreciate all of the staff and the knowledge pool that they have together. I want to specifically thank Barry Blevins for helping me with the spot repair project list and Ray De Ocampo for being such a good sport about completing lateral videos for restaurants (could be an episode of “Dirty Jobs”) as part of our Six Sigma work. The following is a list of projects we completed:

<b>Project</b>	<b>Year Completed</b>
<b>Ordinances &amp; Policies</b>	
Standard Plans & Specs	2019
Plumbing Ordinance	2019
Administrative Penalties Ordinance	2019
Lateral Inspection Program	2019
Updated SSMP & Audits	2020
Root Control Policy	2020
Reimbursement Ordinance	2021
Pretreatment Ordinance	2021
Residential FOG Six Sigma	2022-23
15 Year CIP Based on Pipeline PACP Scoring & Capacity	2021-23
Led Development of AP for Manhole inspections	2022
<b>Construction Projects</b>	
Monte Verde & 2 <sup>nd</sup> Sewer Replacement	2019
Rio Road Pipeline Lining	2020
Hatton Pipe Bursting	2020
Manhole & Sewer Line Replacement Project	2020
Upper Rancho Canada	2021
Spot Repair Projects	2021-2023
Manhole Rehabilitation Projects (lining)	2022-2023
Manhole Frame & Lid Replacement Projects	2022-2023
Lorca Lane Sewer Realignment	2023

<b>Project</b>	<b>Year Completed</b>
Mass Annexation	2020
Yankee Point Sewer Extension- Engineering Report	2023
Corona Road -Engineering/environmental, SRF Grant Application, Assessment District	ongoing
September Ranch- Sewer Extension	ongoing
Rancho Canada Village- Sewer Extension	ongoing
Carmel Valley Manor- Sewer Extension	ongoing

I would also like to thank the General Manager and Board of Directors for giving me the opportunity to complete all of the above listed and much needed work to improve the District. Please reach out to me after my retirement (as a fellow District Board Member) if you want to talk to me privately about my ideas about how to further improve the District.

### **FUNDING**

N/A- Informational item only

# *Resolutions*



# STAFF REPORT



TO: Board of Directors

FROM: Daryl Lauer, Collection Superintendent

DATE: December 12, 2023

SUBJECT: Vaughan Chopper Bypass Pump  
2023/24 Capitol Equipment Purchase #1

## RECOMMENDATION

It is recommended the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Rockwell Solutions, Incorporated for the purchase of a new trailer mounted Vaughan Chopper Bypass Pump.

## DISCUSSION

Purchase of a new bypass pump was approved by your Board in the 2023/2024 budget. In anticipation of purchasing a new bypass pump, Collections staff have researched and tested different pumps from multiple vendors. The bypass pump will be used to bypass the electrical and mechanical components of the District's seven pump stations should there be a failure. The pump test focused on the Highland's pump station, which has unique high-head pumping conditions. Staff along with the District Engineer tested two different pump models and determined that the Vaughan Chopper pump best meets the District's needs and offers a chopper impeller where the other manufacture did not.

CAWD has standardized on Vaughan Chopper pumps and therefore can sole source the purchase of this pump to meet the District's equipment standards. The District already has several Vaughan Chopper Bypass Pumps and will purchase the new pump station bypass pump to continue the standardization of equipment for the District. The total bid amount for the portable bypass pump, including taxes, is \$82,842.51.

## FUNDING

The 2023-24 Collections Capital Equipment Budget includes \$72,500 for the purchase of a bypass pump. The remainder of the funding will come from Capital Reserves.

To: Carmel Area Wastewater District  
Attn: Daryl Lauer

November 14<sup>th</sup>, 2023

RE: Vaughan Chopper Trailer Pump



**VAUGHAN THE3P6-PP-4TNV88C-T65-SA “3  
Inch” Dry Prime Portable Enclosed Trailer  
Mount Chopper Pump:**

**A) PATRIOT PRODUCTS GROUP PPG THE3P6-PPT-  
4TNV88C-SA TRAILER WITH FINAL TIER 4 ENGINE  
CONSISTS OF:**

**1) Standard Trailer**

- Heavy duty fabricated steel trailer frame with 65-gallon integral steel fuel tank containing fuel gauge, fill spout and level gauge, fenders and lifting bail
- Heavy Duty 12v, 950CCA, Group 31 battery
- 5200 lb. Axle-Less, Independent Trailer Suspension with electric brake hubs
- Electric trailer brakes with 7-Blade (*standard*)
- Trailer Hitch – Ball Hitch 2 5/16 (*standard*)
- Adjustable height tongue with safety chains and easy conversion from ball hitch to lunette eye
- DOT Light Package; includes turn signal, brake and side marker lights
- 16” steel wheels with ST235-80R16E tires
- (1) 2500lb tongue jack and (2) rear jacks for stabilizing unit in the field
- Transportation tie downs
- Adjustable height tongue with safety chains and easy conversion from ball hitch to lunette eye
- Auxiliary Float (two-switch input) and Transducer (4-20 mA) plug-in connectors located below control panel.
- Entire package completely assembled, primed, and painted Vaughan Green and Grey, prior to shipment. Includes Vaughan decal package.

## 2) Standard Engine Features

- Safety shutdown switches for low oil pressure and high temperature
- Controls Inc, CX Series, Automatic - Start/Stop diesel engine control panel with isolation mounting and electronic throttle control
  - Sealed Dual Float 4-pin switch connector and M12 Transducer connector with cap located in rear enclosure panel
  - Equipped with toggle switch throttle control and standardized menus which include temperature and oil pressure gauges, amp-meter, hour-meter, and tachometer
- Muffler with rain cap
- Engine to pump coupling; SAE #5 housing with rubber disc drive

## 3) Engine Specification

- **Model:** Yanmar 4TNV88C-DSA Final Tier 4
- **HP:** 45 Intermittent HP @ 2200 RPM
- **Engine:** Four cylinder in-line, four cycle, naturally aspirated, water-cooled diesel engine
- **Governor:** Electronic
- **Lubrication:** Forced feed
- **Starter:** 12-volt electric

## 4) Dry Priming System

- **Continuous 50 CFM mechanically driven diaphragm style vacuum pump**, with components for mounting and guarding vacuum pump drive.
- **6" Suction Spool**, ASTM A36 carbon steel.
- **Priming Chamber**, standard construction including positive sealing air separation valve with stainless steel float ball, linkage, and strainer.
- **3" SWING-FLEX® discharge check**, with Buna-N, alloy steel, nylon reinforced disc.
- **Drive Connection**, with drive belt and pulleys.

## 5) Enclosure

- Powder coated Galvanneal steel enclosure panels and doors for weather resistance and interior access
- All access panels shall be hinged for easy opening and closing, and shall be lockable
- Installed sound deadening material reduces noise levels to, 72dBA @ 30ft.

**B) VAUGHAN PORTABLE THE3P6CS-103 HORIZONTAL END SUCTION CHOPPER PUMP CONSISTING OF:**

- **Casing and Back Pull-out Plate**, cast ductile iron.
- **Impeller, Cutter Nut and Upper Cutter**, cast steel, heat treated to minimum 60 Rockwell C Hardness. Impeller dynamically balanced.
- **Cutter Bar**, plate steel, heat treated to minimum 60 Rockwell C Hardness.
- **Shaft**, heat treated steel with full length key.
- **Bearings**, ball type thrust and radial bearings, oil lubricated.
- **Bearing/Packing Housing**, cast ductile iron; assembled in the inverted orientation.
- **Flushless Mechanical Seal**, cartridge type with TC faces and integral shaft sleeve, as manufactured by Vaughan. Includes external oil reservoir kit.
- **Elastomers**, BUNA N
- **Flanges**, 3" Discharge & 6" Suction Flange, 125 LB ANSI rated.
- **Bell Housing**, SAE #5, with belt cutout located at the 12 o'clock position.
- **Suction Adaptor**, to 6" suction flange.
- **Vacuum Pump Mount**, fabricated top mount base with adjusters and guard.
- **Pump Finish**: Sandblast and coat with minimum 30 MDFT Tnemec Perma-Shield PL Series 431 epoxy. (Except Motor & powder coated base.)

<b>TOTAL TRAILER PACKAGE DISCOUNTED PRICE:</b>	<b>\$ 76,884.00</b>
<b>SALES TAX (7.75%)</b>	<b><u>\$ 5958.51</u></b>
<b>TOTAL:</b>	<b>\$ 82,842.51</b>

**PUMP PERFORMANCE:** Variable  
**APPLICATION:** BYPASS  
**INDUSTRY:** MUNICIPAL

Please call me if you have questions.

**Kent Rockwell**  
**949-275-8100**

RESOLUTION NO. 2023-67

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO  
A CONTRACT WITH ROCKWELL SOLUTIONS, INCORPORATED FOR THE  
PURCHASE A PORTABLE SEWAGE BYPASS PUMP IN AN AMOUNT NOT TO  
EXCEED \$82,842.51

-oOo-

WHEREAS, the Board of Directors authorized the FY2023-2024 capital budget  
expenditure of \$82,842.51 for the purchase of a new portable sewage bypass pump; and

WHEREAS, Carmel Area Wastewater District has standardized on Vaughan  
Chopper pumps for severe duty pumping applications; and

WHEREAS, the portable bypass pump is necessary equipment for pumping  
station resilience in an emergency.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel  
Area Wastewater District, that it does hereby authorize the General Manager to execute  
an equipment purchase contract with Rockwell Solutions, Inc. for the equipment  
procurement in the amount of \$82,842.51.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the  
Carmel Area Wastewater District duly held on December 12, 2023 by the following  
vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Ken White, President of the Board

ATTEST:

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Domine Barringer, Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Executive Assistant/Board Clerk Job Description  
and Salary Changes

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution authorizing the suggested changes to the job description and salary table for the Executive Assistant/Board Clerk

## DISCUSSION

The Salary/Benefits Committee met on November 7, 2023 and agreed upon the following changes to the Administrative Assistant/Board Clerk position.

- The job title is changed from Administrative Assistant/Board Clerk to Executive Assistant/Board Clerk. Ms. Barringer completes multiple tasks on a near daily basis that are considerably more complex than what would be expected from an Administrative Assistant. The title Administrative Assistant implies general knowledge – the case we are making is that Ms. Barringer has a considerably higher skill level and exercises these skills in performing the requested task by the General Manager and the Board of Directors.
- It is recommended that this position receive a 4.5% increase in recognition of the 4.5% increase negotiated by the employee union Liuna 792.
- Currently this position is rated as Range 17. The proposal is to move to Range 19. The Salary/Benefits Committee agreed with this increase of 5%.
- In comparing this proposal with the 2023 CASA survey the Administrative Supplemental Specialist II range is \$6,276 - \$7,609. The Executive Assistant General Manager/Board of Directors is \$8,431 – 10,082. Our proposal here is \$8,028.44 – \$9,758.62

Recommend that these changes be made effective January 1, 2024.

## FUNDING

The additional 9.5% to salaries totals \$10,372.76/year. Implementation is fiscal year 2023-24 will be for six months or \$5,186.38. The funds are available in Operations & Maintenance Reserves.



January 2024<sup>1</sup>

FLSA: NON -EXEMPT-CONFIDENTIAL

## EXECUTIVEADMINISTRATIVE ASSISTANT/BOARD CLERK

### DEFINITION

Under direction of the General Manager, this position is classified as confidential and is responsible for providing support to the administrative offices and District Board of Directors. Responsibilities include but are not limited to analyzing and organizing documents into a records retrieval system; preparing letters and memos to meet administrative deadlines, demonstrating software skills in Word, Excel, PowerPoint and Access; and, operating standard desktop computers, fax machines, copiers and other office equipment. This position will assist in administrative functions related to the Board of Directors. Strong interpersonal skills and an ability to exercise sound judgment and work both independently and as a team member is required. Confidentiality on all matters is essential.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is an office administrative class that performs a variety of office administrative, project coordination, and support work for the District. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, and the ability to communicate clearly and effectively.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

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

- Screens calls, visitors, and mail; responds to complaints and requests for information.

- Directs callers to appropriate District staff; assists the public at the front counter and directs the public to appropriate locations/staff; issues plumbing permits; collects fees; represents the District to all callers and visitors in a professional and customer friendly manner.

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

- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Types drafts and a wide variety of finished documents from notes, brief instructions, rough drafts and dictating equipment; initiates correspondence and other material independently or for signature by the manager.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Coordinates travel arrangements and accommodations for personnel; submits all related paperwork.
- Scans documents to server; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files. Manage paperless office within administration – engineering, accounting, general, etc.
- Maintains and stores a variety of records, files, logs, and reports related to departmental operations and activities; establishes and maintains specialized software systems related to technical areas of responsibilities; periodically reviews and purges files in accordance with applicable laws, regulations, and guidelines.
- Explains and interprets departmental policies and procedures to staff, outside agencies, or the public.
- Coordinates required Federal/State training for staff and employees.
- Interprets and applies District rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.
- Participates in various District programs: balance petty cash, accounts payable, accounts receivable, billing, and credit card reconciliation; conducts and prepares special studies and reports.
- Assists in preparing District budget as directed, including assembly.
- Schedules, coordinates, and attends Board meetings, takes minutes and prepares Board of Director documents, postings, notices, and agendas, ensuring procedural compliance with regulatory requirements and relevant laws and acts such as the Brown Act; schedules public hearings; files annual reports; ensures conformance of forms, such as Board of Director compensation sheets, with District policies.
- Ensure all public meetings (agendas, minutes, packets) are appropriately posted on the District web site.
- Post reports/documents to web site as directed.
- Prepare transcription record of all board meetings and committee meetings as necessary.



- Maintains accurate records of all proceedings of Board and committee meetings, resolutions, agreements, and ordinances of the Board of Directors and committees of the District.
- Follows-up on Board actions, as required; attests, publishes, and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintains accurate records of work performed.
- Orders office supplies for administration office.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Record keeping principles and procedures.
- Computer applications; Excel; MS Word; Word Perfect; Adobe Acrobat and other data base applications as related to work.
- Business letter writing and report preparation.
- Basic arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Interpret, apply, and explain policies, procedures, and practices of public administration.
- Maintain benefit program enrollment/termination status of all employees and reconcile employee benefit records.
- Perform technical, administrative, and secretarial support work with accuracy, speed, and general supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of tact and discretion.

- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate and confidential records.
- Make accurate basic arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of their work.

**EDUCATION AND EXPERIENCE:**

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

Equivalent to the completion of an Associate's Degree in Business or related field, and five (5) years of administrative/clerical experience, of which executive level experience is desirable.

**Required Qualifications:**

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

### **Additional Qualifications:**

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

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

### **PHYSICAL DEMANDS**

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

#### **Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 4 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Performs while communicating with coworkers and public during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing presentations, and performing other described job duties.

#### **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 4 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Within building, to and from offices, relocating files/paperwork or office supplies, using carts, and performing other described job duties.

**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 5 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: Tile, carpet
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

**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, step stool
- Description: Performs while ascending or descending a warehouse ladder to access upper shelves; entering or exiting a vehicle cab, one step.

## **Reaching:**

### *Above Shoulder Level:*

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

### *Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes., and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

### *Below Waist Level:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level. Unilateral or bilateral upper extremities from 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 opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

## **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.

### *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 during normal body mechanics, performing general office tasks, driving, and performing other described job duties.

### *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 during normal body mechanics, handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

## **Bending:**

### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level.

### *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 during normal body mechanics including reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.

*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs during normal body mechanics, while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. 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 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 deliveries or when using a dolly.

51+ lbs.

- Not a job requirement

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

### **Fine Manipulation:**

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

### **Machines/Tools:**

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

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Binding machine
- 10 Key -Calculator
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Cart



## **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)

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Employee occasionally will be outdoors 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.

RESOLUTION # 2023-68

A RESOLUTION AUTHORIZING THE CHANGES TO THE JOB DESCRIPTION AND SALARY  
TABLE FOR THE ADMINISTRATIVE ASSISTANT/BOARD CLERK

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting December 12, 2023 that the District should change the job title for the Administrative Assistant/Board Clerk to Executive Assistant/Board Clerk to provide greater clarity on the job functions; and

WHEREAS, the Board of Directors agrees that it will move the position from Range 17 to Range 19 as the Board is convinced it better fits the described job; and

WHEREAS, the Board of Directors agrees the proposed change tracks better with the job description from the CASA survey for Executive Assistant to General Manager/Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes changing the job title to Executive Assistant/Board Clerk and moving the salary range from 17 to 19 plus granting an additional 4.5% increase equivalent to that negotiated by the employee union Liuna 792.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 2023 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Ken White, President of the Board

ATTEST:

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Domine Barriner, Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Management Employees Salary Adjustments

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution authorizing the suggested changes to the management or exempt employee salary table. Note: the Chief Engineer and Executive Assistant/Board Clerk are handled separately.

## DISCUSSION

The Salary/Benefits Committee met on December 5, 2023 and agreed upon the following changes to the Management Employees salary table.

- The employee union group is negotiating a 4.5% increase; therefore, the Salary/Benefit Committee opined that it was appropriate to award the same increase to the all members of the manager employees group.
- In reviewing salaries to the 2022-23 CASA Survey, it was found that several positions needed adjustment to be brought in line with the median for agencies with less than or equal to 50 employees. The Operations Superintendent, Operations Supervisor, and Maintenance Superintendent each received an additional 5% to bring them into the black (or close to it) as compared to 2022 CASA median.
- Final result was four positions received 4.5% (same as Union employees) and 3 employees received an additional 5%. The end result is that all members of the management group are within 5% of the median salary.
- All positions in the Manager's Group are key positions and very necessary to ensure the District's smooth operations. The Salary/Benefits Committee was agreeable to all recommended changes.

Recommend that these changes be made effective January 1, 2024. Not only is this the beginning of the calendar year, but it is also the start of the pay period and will be simple for Mr. Grover because there would be no need to pro-rate anything.

## **FUNDING**

The annual increase for these positions totals \$66,448.80 or 50% of that amount of which \$33,224.40 will be implemented in mid-year. These funds are available in Operation & Maintenance reserves.

Management Team Salary Adjustments 01-01-24

	Formula	Acct Super	Collect Super	Chief Plant Op	WW Supervisor	Maint Mgr	Lab Supervisor	Totals	
a	2022 CASA Median	10,609.00	11,905.00	14,767.00	12,398.00	14,043.00	10,853.00		
b	2022 CAWD	10,472.00	12,144.00	12,144.00	10,472.00	12,144.00	9,967.00		
c	Over/(Under) 2022 CASA Median	(b/a) -1.3%	2.0%	-17.8%	-15.5%	-13.5%	-8.2%		
d	6.0% CAWD COLA 07-01-23	b*1.06	11,100.32	12,872.64	11,100.32	12,872.64	10,565.02		
e	4.5% Union Negotiation	d*1.045	11,599.83	13,451.91	11,599.83	13,451.91	11,040.45		
f	Over/(Under) 2022 CASA Median	(e/a) 9.3%	13.0%	-8.9%	-6.4%	-4.2%	1.7%		
g	Annual increase #1	(e-d)*12	5,994.17	6,951.23	5,994.17	6,951.23	5,705.11	43,346.71	
h	5% additional adjustment	e*1.05		14,124.50	12,179.83	14,124.50			
i	Annual increase #2	(h-d)*12	5,994.17	6,951.23	15,022.37	12,954.07	15,022.37	5,705.11	66,448.90
j	Adjusted Over/(Under) 2022 CASA Median	(h/a) 9.3%	13.0%	-4.4%	-1.8%	0.6%	1.7%		
k	Final Recommendation		11,599.83	13,451.91	14,124.50	12,179.83	14,124.50	11,040.45	
l	Final \$ Over/(Under) 2022 CASA Median	(k-a)	990.83	1,546.91	(642.50)	(218.17)	81.50	187.45	
m	Final % Over/(Under) 2022 CASA Median	(k/a)	9.3%	13.0%	-4.4%	-1.8%	0.6%	1.7%	
n	Final \$ Over/(Under) Annual Increase	(k/d)*12	5,994.12	6,951.24	15,022.32	12,954.12	15,022.32	5,705.16	66,448.80
		% adjustments	4.5	4.5	4.5	4.5	4.5	4.5	
			0	0	5	5	5	0	
			4.5	4.5	9.5	9.5	9.5	4.5	

RESOLUTION # 2023-69

A RESOLUTION AUTHORIZING CHANGES TO THE MANAGEMENT EMPLOYEE GROUP  
SALARY TABLE EFFECTIVE JANUARY 1, 2024

-oOo-

WHEREAS, the Board of Directors is convinced by the data presented at its regular board meeting December 12, 2023 that the District should award the Management Employee group the 4.5% salary increase that is being negotiated by the Laborers International Union of North America (Liuna 792).

WHEREAS, the Board of Directors agrees that it will be advantageous to not only award 4.5% increase but to also move those job categories that are below the CASA Survey for 2022 median for their position back into the median range; and

WHEREAS, the Board of Directors has had a long-term agreement that District positions should be at or near the median and that the increased costs of the Monterey Peninsula make this policy even more important to retain staff and remain competitive.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes changing the salary schedules to reflect the amounts listed on the attached spreadsheet effective January 1, 2024.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 2023 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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Ken White, President of the Board

ATTEST:

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Domine Barriner, Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Update Job Description and Salary of the Plant Engineer to Chief Engineer

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution authorizing the suggested changes to the job description and salary table for the Plant Engineer to Chief Engineer.

## DISCUSSION

The Salary/Benefits Committee met on November 28 and December 5, 2023 and agreed upon the following changes to the Plant Engineer position.

- The job title is changed from Plant Engineer to Chief Engineer and duties are increased to include management of engineering staff, source control and laboratory. This is essentially the first step in transitioning management staff to prepare for the retirement of the Principal Engineer in December of 2023 and the Operations Superintendent, which is slated to occur in December 2024. The District is in the process of recruiting another Principal Engineer that will be supervised by the Chief Engineer. The impact at the plant due to the Operation Superintendent retirement will necessitate an additional managerial shift and the creation of a Facilities Manger position.
- It is recommended that this position receive a 4.5% increase in recognition of the 4.5% increase negotiated by the employee union Liuna 792.
- Currently this position is rated as Range 40. The proposal is to move to Range 48. The Salary/Benefits Committee agreed with the total increase of 20.5%.
- In comparing this proposal with the 2022-23 CASA survey the Engineering Manager Median is \$14,390 - \$17,262. In comparison, the Monterey One Water Engineering Manager salary range is \$235,000 - \$255,000 and the Pebble Beach Community Service District Engineer's range \$201,072 - \$244,404. Taking in to consideration the comparison the proposed Chief Engineer salary range recommendation is \$197,148 - \$239,640.

Recommend that these changes be made effective January 1, 2024.

## **FUNDING**

The additional 24.5% to salaries totals \$51,423.48/year. Implementation in fiscal year 2023-24 will be for six months or \$25,711.74. The funds are available in Operations & Maintenance Reserves.

## **Attachments**

1. "Clean" copy version of Chief Engineer job description
2. Red line version of Plant Engineer job description
3. Resolution 2023-70





September 2023  
FLSA: EXEMPT  
At-Will

## CHIEF ENGINEER

### DEFINITION

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.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. 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 Chief Engineer 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, consultants, contractors, developers, and other agencies.

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

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

### **General**

- Advises 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 or required.

### **Management/Administrative**

- Coordinates, directs, and reviews the work 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.
- Coordinates implementation of Capital Improvement Program projects, including requests for proposals, studies, design engineering, inspection, and construction management.
- Prepares reviews and checks engineering drawings, plans, computations, estimates and reports for completeness, accuracy, and soundness of applied engineering principles and District standards.

### **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.
- Oversees maintenance of District GIS data/system.
- Is responsible for development of technical studies and analyses to assist long term planning of

District infrastructure/services, and to respond to specific questions posed by the Board of Directors or General Manager to assist in decision making.

- Manages Long Term Planning for Sea Level Rise Adaptation.

### **Technical Advisory**

- Performs complex analytical and data centric evaluations pertaining to District operations and administration to improve District function.

## **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.
- 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.
- 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.

**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.

**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:**

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

**Education:**

Equivalent to a 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.

### **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:*

#### **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)
- 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 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.

#### *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
- 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.

#### *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, performing office tasks and other job-related duties, aiding visually, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

#### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing 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.
- Performs while handling office tasks, and other job-related duties.

### **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.
- Performs while handling office tasks, and other job-related duties.

#### *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
- Max 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.
- Performs while handling office tasks, and other job-related duties.

*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 field inspection work.

*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.

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

### **Fine Manipulation:**

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

### **Machines/Tools:**

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

- Writing utensils
- Computer

- Standard office equipment including copy and fax machines, scanners and printers
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Camera
- Engineering tools – survey equipment, GPS unit, scales

### **Weights and Measures:**

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

#### *Items Weighed:*

- 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, respiratory, fall protection, and/or hand protection.

### **ENVIRONMENTAL ELEMENTS**

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

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



January 2021  
September 2023  
FLSA: EXEMPT

**PLANT ENGINEER**

At-Will

**CHIEF ENGINEER**

**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.

**SUPERVISION RECEIVED AND EXERCISED**

**Style Definition:** Normal: Font: (Default) Palatino Linotype, 11 pt, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Style Definition:** Heading 1: Font: (Default) Palatino Linotype, 11 pt, Bold, Font color: Auto, Indent: Left: 0.08", Space Before: 0 pt, No widow/orphan control, Don't keep with next, Don't keep lines together, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Style Definition:** Heading 3

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**Style Definition:** Heading 7

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**Style Definition:** List Paragraph: Font: (Default) Palatino Linotype, 11 pt, Indent: Left: 0.08", Hanging: 0.25", Add space between paragraphs of the same style, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

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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 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 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 ~~designer~~ 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:**

FourFifteen years of experience in Civil, Sanitary, or Mechanical Engineering.

**Training Education:**

Equivalent to a Bachelor'sMaster'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.

**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

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

*Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while driving in conjunction with maneuvering 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

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- 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.

**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, performing office tasks and other job-related duties, aiding visually, during normal body mechanics. The motion is from center to right back to center or center to left back to center up to 45-degrees.

**Wrists:**

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while utilizing 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.
- Performs while handling office tasks, and other job-related duties.

**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.
- Performs while handling office tasks, and other job-related duties.

**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
- Max 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,

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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.

**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

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field inspection work.

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.

Grasping:

Simple:

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

Fine Manipulation:

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

Machines/Tools:

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

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Telephone

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- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Camera
- Engineering tools – survey equipment, GPS unit, scales

**Weights and Measures:**

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

**Items Weighed:**

- 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, respiratory, 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 loud.
- Employee, as needed, works indoors, office setting, climate controlled.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc.

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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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RESOLUTION # 2023-70

A RESOLUTION AUTHORIZING THE CHANGES TO THE JOB DESCRIPTION AND SALARY  
TABLE FOR THE CHIEF ENGINEER

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting December 12, 2023 that the District should change the job title for the Plant Engineer to Chief Engineer and to recognize the increased job responsibilities and functions required.; and

WHEREAS, the Board of Directors agrees that it will move the position from Range 40 to Range 48 as the Board is convinced it better fits the increased job demands; and

WHEREAS, the Board of Directors agrees the proposed change tracks better with the job description from the CASA survey for Plant Engineer to Chief Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes changing the job title to Chief Engineer and moving the salary range from 40 to 48.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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 Barriner, Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Designation of Classification Titles and  
Providing for the Number of Positions and Salary Ranges effective  
January 1, 2024

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution authorizing The Designation of Classification Titles and Providing for the Number of Positions and Salary Ranges effective January 1, 2024.

## DISCUSSION

The attached resolution offers the District standard format Classification of Titles, Number of Positions and Salary Ranges. The information provided in Resolutions numbers 2023-68 through 2023-70 is consolidated in this chart.

## FUNDING

Discussed under Resolutions # 2023-68 through 2023-70

RESOLUTION NO. 2023-71  
DESIGNATING CLASSIFICATION TITLES IN THE  
CARMEL AREA WASTEWATER DISTRICT  
AND PROVIDING FOR THE NUMBER OF POSITIONS AND  
MONTHLY SALARY RANGES

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

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

Positions	Range	Classification Titles	SALARY STEPS				
			A	B	C	D	E
<b>Administration</b>							
1	n/a	General Manager	<i>Negotiated with Board of Directors</i>				
1	26	Principal Accountant	9,543.27	10,020.44	10,521.46	11,047.53	11,599.91
1	19	Executive Assistant/Board Clerk	8,028.44	8,429.86	8,851.36	9,293.92	9,758.62
<b>Engineering</b>							
1	40	Principal Engineer	12,903.74	13,548.93	14,226.37	14,937.69	15,684.58
1	48	Chief Engineer	16,429.46	17,250.93	18,113.48	19,019.15	19,970.11
<b>Treatment Plant Operations</b>							
1	34	Operations Superintendent	11,627.57	12,208.95	12,819.40	13,460.37	14,133.38
1	34	Maintenance Superintendent	11,627.57	12,208.95	12,819.40	13,460.37	14,133.38
0	31	Associate Engineer	10,332.38	10,849.00	11,391.45	11,961.02	12,559.07
1	28	Operations Supervisor	10,026.42	10,527.74	11,054.13	11,606.83	12,187.18
1	24	Laboratory Supervisor	9,083.43	9,537.60	10,014.48	10,515.21	11,040.97
3	20	Senior Operator	7,874.77	8,268.51	8,681.94	9,116.03	9,571.83
2	20	Laboratory Analyst II/Environmental Inspector	7,874.77	8,268.51	8,681.94	9,116.03	9,571.83
1	19	Safety/Regulatory Compliance Administrator I	7,682.69	8,066.82	8,470.16	8,893.67	9,338.36
1	19	Maintenance Mechanic III	7,682.69	8,066.82	8,470.16	8,893.67	9,338.36
3	17	Plant Operator II	7,312.51	7,678.13	8,062.04	8,465.14	8,888.40
1	17	Purchaser Plant Asset Coordinator	7,312.51	7,678.13	8,062.04	8,465.14	8,888.40
0	16	Laboratory Analyst I/Environmental Inspector	7,134.15	7,490.86	7,865.40	8,258.67	8,671.60
1	15	Maintenance Mechanic II	6,960.15	7,308.16	7,673.57	8,057.24	8,460.11
0	14	Maintenance Worker II	6,790.39	7,129.91	7,486.41	7,860.73	8,253.76
1	12	Plant Operator I	6,463.19	6,786.35	7,125.67	7,481.95	7,856.05
0	12	Maintenance Mechanic I	6,463.19	6,786.35	7,125.67	7,481.95	7,856.05
0	9	Maintenance Worker I	6,001.72	6,301.81	6,616.90	6,947.74	7,295.13
<b>Collection Maintenance</b>							
1	32	Collection System Superintendent	11,067.27	11,620.63	12,201.67	12,811.75	13,452.34
4	19	Collection Worker III	7,682.71	8,066.85	8,470.19	8,893.70	9,338.38
0	11	Collection Worker II	6,305.54	6,620.81	6,951.85	7,299.45	7,664.42
0	6	Collection Worker I	5,573.19	5,851.85	6,144.45	6,451.67	6,774.25
1	6	Collection/Maintenance Utility Worker I	5,573.19	5,851.85	6,144.45	6,451.67	6,774.25
<b>28.0</b>			<b>Total Positions authorized</b>				

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

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

Section 4. That this resolution supercedes 23-40 in its entirety.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Wastewater District duly held on December 12, 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 to the Board

# Staff Report



TO: Board of Directors

FROM: Domine Barringer, Clerk to the Board

DATE: December 12, 2023

SUBJECT: Appointment of President, President Pro Tem,  
Secretary/Board Clerk, and Secretary/Board Clerk Pro Tem to the Board

## DISCUSSION

The current terms of office for the President of the Board, President Pro Tem, Secretary/Board Clerk to the Board, and Secretary/Board Clerk Pro Tem expire December 30, 2023.

Therefore, it is necessary for the Board of Directors to adopt a resolution electing a member of the Board to act as the President of the Board, and to elect a member of the Board to act as the President Pro Tem of the Board, both for a one-year term commencing December 30, 2023.

It is also necessary for the Board to appoint a Secretary of the Board and a Secretary Pro Tem, both for a one-year term commencing December 30, 2023.





**CARMEL AREA WASTEWATER DISTRICT  
BOARD OF DIRECTORS – TERMS OF OFFICE**

1993-94	Joyce Stevens, President	Arthur Haseltine, Vice President
1994-95	Arthur Haseltine, President	John Floyd, Vice President
1995-96	Arthur Haseltine, President	Paul Beemer, Vice President
1996-97	Paul Beemer, President	Brian Congleton, Vice-President
1997-98	Paul Beemer, President	Brian Congleton, Vice-President
1998-99	Brian Congleton, President	Charlotte Townsend, Vice President
1999-00	Brian Congleton, President	Charlotte Townsend, Vice-President
2000-01	Charlotte Townsend, President	Joyce Stevens, Vice-President
2001-02	Charlotte Townsend, President	Joyce Stevens, Vice President
2002-03	Joyce Stevens, President	Robert Kohn, Vice-President
2003-04	Joyce Stevens, President	Robert Kohn, Vice President
2004-05	Robert Kohn, President	Ken White, President Pro-Tem
2005-06	Ken White, President	William Englander, President Pro-Tem
2006-07	Ken White, President	William Englander, President Pro-Tem

2007-08	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2008-09	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2009-10	Robert Kohn, President	Greg D'Ambrosio, President Pro-Tem
2010-11	Robert Kohn, President	Greg D'Ambrosio, President Pro-Tem
2011-12	Charlotte Townsend, President	Greg D'Ambrosio, President Pro-Tem
2012-13	Charlotte Townsend, President	Robert Siegfried, President Pro-Tem
2013-14	Ken White, President	Robert Siegfried, President Pro-Tem
2014-15	Ken White, President	Robert Siegfried, President Pro-Tem
2015-16	Ken White, President	Robert Siegfried, President Pro-Tem
2016-17	Ken White, President	Robert Siegfried, President Pro-Tem
2017-18	Ken White, President	Robert Siegfried, President Pro-Tem
2018-19	Ken White, President	Robert Siegfried, President Pro-Tem
2019-20	Ken White, President	Robert Siegfried, President Pro-Tem
2020-21	Ken White, President	Robert Siegfried, President Pro-Tem
2021-22	Ken White, President	Robert Siegfried, President Pro-Tem
2022-23	Ken White, President	Robert Siegfried, President Pro-Tem
<u>2023-24</u>	<u>TBD</u>	<u>TBD</u>

RESOLUTION NO. 2023-72

A RESOLUTION SELECTING A PRESIDENT AND PRESIDENT PRO TEM, AND APPOINTING A SECRETARY/BOARD CLERK AND SECRETARY/BOARD CLERK PRO TEM OF THE CARMEL AREA WASTEWATER DISTRICT, FOR A TERM OF ONE YEAR, COMMENCING ON DECEMBER 30, 2023

-oOo-

WHEREAS, as authorized by law, the Board of Directors of the Carmel Area Wastewater District has heretofore acted from time-to-time to appoint one of its members as President of the Board and one of its members as President Pro Tem, and has also from time-to-time appointed a Secretary/Board Clerk and a Secretary/Board Clerk Pro Tem;

NOW, THEREFORE, BE IT RESOLVED, following an election held by the Board of Directors this date, that:

- 1. \_\_\_\_\_ shall act as the President of the Board for a term of office of one year (or until their successor is elected);
- 2. \_\_\_\_\_ shall act as the President Pro Tem of the Board for a term of one year (or until their successor is elected);
- 3. Domine Barringer is hereby appointed Secretary/Board Clerk of the Board for the period of one year (or until their successor is appointed);
- 4. \_\_\_\_\_ is appointed Secretary/Board Clerk Pro Tem for the period of one year (or until their successor is appointed);
- 5. That each of the above terms of office or appointments shall commence on December 30, 2023; and
- 6. That the selection of the above-named Secretary/Board Clerk, together with statistical facts regarding the Board, shall be reported to the California Secretary of State and to the County Clerk of Monterey County as required by Government Code §53051.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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 to the Board

# STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Engineering/Technical Services  
Manager

Date: December 12, 2023

Subject: Project #22-04 – Bridge to Everywhere Planning & Design Grant Local  
Contribution

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing \$100,000 in funding as a local contribution to the Bridge to Everywhere Project to facilitate award of a State Coastal Conservancy Grant for planning and design work. The funds will not be used unless Carmel Area Wastewater District (CAWD) is awarded a planning and design grant for the project from the State Coastal Conservancy.

## DISCUSSION

The Carmel Area Wastewater District Treatment Plant Long Term Capital Budget includes \$1,300,000 in FY2024/2025 through FY2027/2028 for rehabilitation of the existing CAWD owned pipe bridge over the Carmel River north of the Wastewater Treatment Plant. The existing bridge was built in the 1930's and is in need of extensive repairs to extend the service life. The existing bridge is critical to the operations of the treatment plant as it provides ingress/egress to the treatment plant site during flood emergencies when the normal access to the treatment plant is flooded.

The Bridge to Everywhere Project presents an alternative to repairing the existing bridge and keeping it closed to the public. A new bridge designed for public use would incorporate American with Disabilities Act (ADA) accessibility and would open up public access to existing closed public lands for hiking and outdoor recreation. The existing bridge is not suitable for public use and is therefore closed to the public.

The Bridge To Everywhere Project is eligible for grant funding through State programs that seek to enhance coastal trails and public access to public lands. The project to repair the existing bridge would not be eligible for coastal access grants.

The Bridge to Everywhere is potentially a better project for CAWD given grant funding availability and the greater benefit to the community. It is anticipated that if CAWD was to construct the Bridge to Everywhere Project the cost would be substantially covered by outside funding sources (grants, donations, etc.).

## **FUNDING**

Funding for the \$100,000 local match would come from the CAWD Capital Reserve Fund. Funding would not be released unless CAWD is awarded a grant from the State Coastal Conservancy.

RESOLUTION NO. 2023-73

A RESOLUTION AUTHORIZING \$100,000 IN LOCAL FUNDING FOR A STATE COASTAL CONSERVANCY GRANT FOR THE BRIDGE TO EVERYWHERE PROJECT (PROJECT #22-04)

-oOo-

WHEREAS, Carmel Area Wastewater District (CAWD) owns a bridge over the Carmel River that provides critical access to the CAWD Wastewater Treatment Plant during flood events; and

WHEREAS, the existing bridge is in need of extensive repairs to extend the service life; and

WHEREAS, the Bridge to Everywhere Project (Project #22-04) is potentially a better project for the District than repairing the existing bridge due to grant funding availability for a public bridge; and

WHEREAS, in order to obtain grant funding from the State Coastal Conservancy a local funding contribution will be necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize funding in the amount of \$100,000 for a local contribution to the Bridge to Everywhere Project to facilitate the award of a grant from the State Coastal Conservancy.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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: December 12, 2023  
Subject: Renew Human Resources (HR) Contract

## RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to renew a Human Resource (HR) contract with Beth Ingram for fiscal year 2023-24 in an amount not to exceed \$71,660.

## DISCUSSION

Ms. Ingram has provided HR services to the District since 2018, and prior to that time she supplied services under CSR HR Group. She is well liked by staff and takes on the burden of the great majority of routine HR tasks at the District. She has also been instrumental in managing benefit contracts and ensuring that the District gets the best prices possible. For items beyond "routine" we will engage with legal counsel.

The services provided by Ms. Ingram allow the District to reduce costs by reducing nonrevenue generating back-office expenses while granting the District access to a larger professional HR pool. Further, HR outsourcing costs are variable and can be reduced or increased when business needs warrant.

The Board of Directors at its October 2023 meeting requested that this item be returned with a draft copy of the contract that exhibits or details the required separation between the HR role and the Union. To that meet that goal, the attached Standard form Minor Services Contract is attached with the addition of item #10 stating District expectations of interaction with the Union.

Staff recommends a renewed contract with Beth Ingram because she is trusted and well received by employees and has seamlessly joined the CAWD "team." We have worked with Ms. Ingram, and she understands the shared vision at CAWD and the emphasis that is placed on employee relations.

The Salary/Benefits Committee reviewed this contract and agreed that a 5% increase was acceptable at its September 27, 2023 meeting.

## FINANCIAL

The 2023-24 Budget provides \$75,200 for "HR Consulting" expense under GL #5885.

**STANDARD FORM - MINOR SERVICES OR CONSTRUCTION CONTRACT**

**CARMEL AREA WASTEWATER DISTRICT  
P.O. BOX 221428, CARMEL, CA 93922  
TEL: (831) 624-1248 FAX: (831) 624-0811**

TO: Beth Ingram  
P.O. Box 223473  
Carmel, CA 93922

DATE: December 12, 2023  
Contract # Fiscal Year 2023-24

The undersigned Contractor agrees to furnish the following:

**Description of services: In house human resource consulting services**

Contract Price: **Not to exceed \$71,660**

Completion due date: **Estimate June 30, 2024**

Instructions: Sign and return the original. Upon acceptance by the District, a copy will be signed by its authorized representative and returned to you. Insert below, the names of your authorized representative(s).

Contractor Name/Address  
Beth Ingram  
P.O. Box 223473  
Carmel, CA 93922

Accepted for the District by:

\_\_\_\_\_  
B. Buikema, General Manager

By: \_\_\_\_\_

Contractor's Authorized Representative(s)

District's Authorized Representative(s)

Name:  
Beth Ingram, Human Resource Consultant

Name:  
Barbara Buikema, General Manager



The above signed Contractor agrees that:

1. The District engages the Contractor/Consultant, Hereinafter Contractor to furnish the services as defined in this agreement, at the compensation and upon the terms set forth herein and the Contractor accepts the engagement based upon the stated terms.
2. To the fullest extent permitted by law, the Contractor (shall defend, indemnify and hold harmless the Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers and consultants from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to claims by the Contractor or the Contractors employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of the Carmel Wastewater District, its Directors, officers, employees, authorized volunteers or consultants.

Neither the CAWD nor consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

3. By their signature hereunder, the Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of said code, and he/she will comply with such provisions before commencing the performance of the work under this Contract. Contractor, and all subcontractors hired by the Contractor, shall keep workers compensation insurance for their employees in effect during all work covered by this Contract and shall file with the Carmel Area Wastewater District a certificate of coverage as required by Labor Code Section 3700.
4. Before commencing the work under this Contract, the Contractor shall file with the District certificates of insurance and policy endorsements satisfactory to the District evidencing coverage for general liability insurance, with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, for bodily injury, personal injury, and property damage; minimum automobile liability of \$1,000,000 for bodily injury and property damage each accident limit; workers= compensation (statutory limit) and employer's liability (\$1,000,000). The general liability coverage shall name Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers and consultants as additional insureds using the ISO CG2010 or ISO CG2033 or equivalent additional insured endorsement and contain provisions for notifying the District 30 days in advance of cancellation of coverage (10 days for non-payment of premium). Any insurance, self-insurance or other coverage maintained by the Carmel Area Wastewater District, its Directors, officers, employees, authorized volunteers or consultants shall not contribute to it. Coverage shall be placed with a carrier with an A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by the District.

In the event the Contractor employs subcontractors as part of the work covered by this Contract, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above.

4. The Contractor shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as other authorized representatives.
5. Payment, unless otherwise specified, is to be paid monthly by the District upon receipt of a written invoice for services provided by the Contractor.
6. The Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations affecting the performance of its services under this Agreement.
7. Contractor is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant, or employee of the District.
8. Contractor shall not assign or sublet any portion of this Agreement without the express prior written consent of the District, which may be withheld by the District
9. Any change in the scope of work to be performed, method of performance, nature of materials or price thereof, to any matter materially affecting the performance of nature of the work will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by an authorized representative of the District. The Contractor's on-site representative shall have the authority to execute such written changes on behalf of the Contractor.
10. The District staff organized and formed a union starting with fiscal year 2023-24. Because of the union formation we now require that any Human Resource contractor observe a separation policy between the Union and the District. The Human Resource (HR) contractor works for the District, not the Union.
  - a. It is the District's objective to work collaboratively with the Union. We do not wish to have an adversarial relationship.
  - b. HR must remain neutral about the Union.
  - c. All employees must be treated the same, regardless of their position in the union. HR must approach every employee's training and working environment the same as those who are non-union members.
  - d. The District Memorandum Of Understanding (MOU) with the Union must be followed exactly as written and in the same manner for every union member. There are to be no exceptions to the MOU.

- e. As the HR professional you are expected to actively listen to employee concerns and grievances and directly address them.
- f. Employees can air their grievances with HR in a productive environment with a third-party individual present. The MOU with the Union expressly defines procedures for handling a grievance. HR may act as one of the parties present at a grievance hearing; however, a management employee must also be present.
- g. Establish clear policies and compliance regulations with unionized workers. It is also expected that HR will clearly state expectations and offer union-backed resources employees can consult at any time.
- h. Any discipline action or grievance must be reported to the General Manager once filed and prior to its resolution with the Union.
- i. Unionized workers must receive “just cause” for termination. HR is expected, if necessary, to assist managers in building a “just cause” case. Any action to terminate must be reviewed by the General Manager and District counsel prior to actual termination.

RESOLUTION # 2023-60

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH BETH INGRAM FOR A CONTRACT FOR HUMAN RESOURCE SERVICES FOR FISCAL YEAR 2023-24 IN AN AMOUNT NOT TO EXCEED \$71,660

-oOo-

WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting October 26, & December 12, 2023 that the District should continue to outsource its Human Resource function; and

WHEREAS, the Board of Directors agrees that it will provide greater service to employees, reduce risk, and lower costs if Human Resources is outsourced; and

WHEREAS, the Board of Directors agrees with the proposal to award the contract to Beth Ingram and that there are sufficient funds of \$71,660 provided for in the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that the General Manager may sign a contract with Beth Ingram in an amount not to exceed \$71,660 for Human Resource consulting services.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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 Barriner, Secretary of the Board

# STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: December 12, 2023

Subject: Acceptance of final completion of the Lorca Lane Emergency Pipe Relocation Project #23-07

## RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2023-71 accepting the completed project including extra work and directing the General Manager to file a Notice of Completion for the subject project.

## DISCUSSION

On July 19, 2022 the District's Collections Superintendent was contacted by the property owner at 3083 Lorca Lane and stated that their new lateral was overflowing from their sewer relief valve. The collections crew completed a video inspection of the lateral that spans under a drainageway to the south of Lorca Lane in Forest Hill Park. They found that the backup of sewage was due to a large sag in the District's collection line under the drainageway.

CAWD decided to relocate the pipeline with a 6-inch diameter Polyvinyl Chloride (PVC) pipe. This required installation of a manhole at the intersection of Lorca Lane and Del Monte Street, a clean out on Lorca Lane and approximately 300 linear feet of pipeline. Unfortunately, heavy rains started before the construction work could begin and high groundwater levels were encountered that required delaying construction until September 2023.

In August, 2022 the General Manager contracted with Monterey Bay Engineering (MBE) to provide plans and specifications for the project and to verify that the relocation of the pipeline alignment can be completed with the presence of existing utilities and the street drainage pipe. The plans were completed by MBE and submitted to the District Engineer on December 21, 2022.

The City of Carmel-by-the Sea Public Works staff have been monitoring the drainageway in Forest Hill Park for many years. They recently indicated that they believe the pipe is close to being exposed due to erosion.

In addition, they believed that if it was not relocated soon, the pipe may be further damaged by debris due to the current flooding and will spill sewage into the drainageway.

In order to avoid an emergency, CAWD decided to relocate the pipeline in December 2022 and solicited bids for the project. On January 26, 2023 the Board of Directors authorized the general manager to sign a contract with Monterey Peninsula Engineering for \$156,000. Unfortunately, heavy rains started before the construction work could begin and high groundwater levels were encountered that required delaying construction until September 2023. The extra work required to be completed in January/February 2023 in response to the atmospheric river rainfall events was approved to be added to the contract in the amount of \$53,830 by the Board on March 30, 2023. The work commenced in late September 2023 and required gravel to stabilize the bottom of the trench in some areas due to groundwater issues. The work was completed on November 28, 2023.

The final cost of the project is \$226,416 including \$6,988 in extra work.

All work by the Contractor, was inspected by District staff. All work was completed in conformance with our plans and specifications. Staff recommends that the Board of Directors accept the project and direct the General Manager to file a Notice of Completion with the Monterey County Recorder's Office.

## **FUNDING**

The fiscal year 2023-24 Carmel Area Wastewater District Collections budget for pipelines is \$250,000.

Attachment: Resolution 2023-74

District Engineer Signed Notice of Completion

County of Monterey Recorder's Office Notice of Completion



# Carmel Area Wastewater District

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

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

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

## NOTICE OF COMPLETION

### LORCA LANE EMERGENCY SEWER RELOCATION PROJECT #23-07

NOTICE IS HEREBY GIVEN that, I, Rachél L. Lather, Principal Engineer of the Carmel Area Wastewater District, Monterey County, California, on the 29th day of November, 2023 did file with the Board Clerk of said District my Certificate of Completion of the work described in the contract awarded to and entered into with Monterey Peninsula Engineering, Inc. on January 5, 2023 and ratified by the Board of Directors on January 26, 2023 in accordance with the Plans and Specifications for said work filed with the Board Clerk and approved by the Board of Directors of said District.

That said work was completed on November 28, 2023 and that acceptance of said work is recommended for approval by resolution of the Board of Directors of said District to be adopted on December 12, 2023.

That said work consisted of the performance of all work and the furnishing of all labor, materials, equipment, and utility and transportation services required to complete the Contract as described in the plans and specifications.

Dated: November 29, 2023

RACHÉL LATHER, M.S., P.E.  
PRINCIPAL ENGINEER

Exempt from recording fees as it benefits a government agency

Recording requested by and when recorded mail to:

Carmel Area Wastewater District  
Attention: Rachél Lather  
3945 Rio Road  
Carmel, California 93922

No fee document pursuant to Government Code Section 27383

**NOTICE OF COMPLETION**

(CA Civil Code § § 8180-8190, 8100-8118, 9200-9208)

NOTICE IS HEREBY GIVEN by the Carmel Area Wastewater District (CAWD), that a certain project for a public works improvement consisting of relocating 300 feet of pipeline in Carmel, California, has been completed pursuant to plans and specifications therefor entitled "Lorca Lane Emergency Sewer Relocation Project" and has been completed by the contractor, Monterey Peninsula Engineering, Inc. Final Completion and Contract Acceptance by CAWD occurred on December 12, 2023.

The name and address of the owner of the property referred to hereinabove is Carmel Area Wastewater District, 3945 Rio Road, Carmel, CA 93922. The nature of the interest of the owners in the said property is as fee simple. The real properties on which said public works improvements and structures are situated are more particularly described as: Carmel Area Wastewater District service area , Carmel, CA 93922.

Date: December 12, 2023

\_\_\_\_\_  
Barbara Buikema, CAWD General Manager

**VERIFICATION**

I, the undersigned, declare that I am the General Manager of the Carmel Area Wastewater District and that I have read the foregoing Notice and know the content thereof, and that the same is true to the best of my knowledge and belief.

Executed on December 12, 2023 at Carmel, California.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Barbara Buikema, CAWD General Manager



RESOLUTION NO. 2023-74

A RESOLUTION ACCEPTING THE COMPLETED PROJECT AND  
DIRECTING THE GENERAL MANAGER TO FILE A NOTICE OF COMPLETION  
WITH THE COUNTY OF MONTEREY RECORDER'S OFFICE FOR THE LORCA LANE  
EMERGENCY PIPE RELOCATION PROJECT #23-07

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, Monterey County, California, that:

WHEREAS, the Principal Engineer has provided the Board an accounting of the cost of the Project ("Project") in the amount of \$216,818 including extra work in the amount of \$6,988. The Board previously authorized the General Manager to approve \$209,830 plus 10% contingencies, making the total approved cost of the project \$230,813; and

WHEREAS, the Principal Engineer of said District has filed with the Board Clerk of said District an Engineer's Certificate regarding completion of the construction of the Project done under and pursuant to the contract between said District and Monterey Peninsula Engineering, Inc. dated January 26, 2023; and

WHEREAS, it appears to the satisfaction of this Board that said project provided for under said contract has been completed as provided in said contract and the plans and specifications therein referred to and that the work was completed on November 28, 2023.

NOW, THEREFORE, BE IT ORDERED as follows:

1. That acceptance of said Lorca Lane emergency pipe relocation project , and it is hereby made and ordered in accordance with California Civil Code §9200(a).
2. That in accordance with California Civil Code Section §9204 the General Manager is directed to file for record with the County Recorder of the County of Monterey a notice of completion as of the date of acceptance by the District of 2022-23 Spot Repairs Project as required by law.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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: Rachél Lather, Principal Engineer

Date: December 12, 2023

Subject: Project # 18-21 Corona Road Sewer System Project  
Postponing the Public Hearing and Final Actions Regarding  
Assessment District Formation

## RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve Resolution 2023-75, Amending Resolution 2023-61, to Postpone the Public Hearing Until February 22, 2024.

## DISCUSSION

***Project Background.*** The proposed project is located in the Carmel Highlands in Monterey County. The project involves the formation of a new assessment district and installation of a new sanitary sewer transmission pipeline and an associated pump station. The proposed project would extend sewer services to allow the future connection of up to 55 homes and one commercial property in the vicinity of Corona Road to the District's wastewater treatment system. The project would include installation of a below grade sewage lift station and installation of a new 8 inch diameter polyvinyl chloride pipe (PVC) sewer. The new sewer line would convey flow to the new sewage lift station that will pump the sewage into an existing force main located in Highway 1. The project would remove potential environmental risk to the estuary by providing future sewer service to homes presently reliant on individual septic systems.

*Assessment District Process and Prior Proceedings.* The District proposes to form an assessment district under Municipal Improvement Act of 1913 (Division 12 of the California Streets and Highways Code in order to finance needed wastewater collection system improvements to allow the neighborhood residents to tie into the District's wastewater system.

Under Streets and Highways Code Section 10104, any special district (such as the District) proposing to form an assessment district must first request the consent of the county in which the assessment district is to be formed, and the county must pass a resolution evidencing its consent before the special district can take its first action to initiate the assessment district proceedings. On June 29, 2023, the Board adopted a resolution requesting the County's consent under Section 10104, and on October 3, 2023, the County of Monterey passed a resolution consenting to the initiation of assessment district formation proceedings by the District.

On October 26, 2023. The CAWD Board of Directors approved the Resolution of Intention declaring the District's official intent to form the assessment district and directed Monterey Bay Engineers, Inc., as the assessment engineer, to prepare the required engineer's report describing the project and the estimated project costs, and apportioning the project costs to each parcel in the assessment district. In addition the District Board passed Resolution 2032-61, the Resolution Preliminarily Approving Engineer's Report giving preliminary approval to the engineer's report, subject to any changes approved by the District prior to the public hearing; set the public hearing regarding the assessment district for the Board meeting to be held on December 12, 2023 at 2:00 p.m.; directed the Board Clerk to mail a combined notice and ballot to the owners of each parcel within the assessment district using the Monterey County tax roll addresses; and directed the Board Clerk to record the boundary map for the assessment district. The notices and ballots were mailed on October 26, 2023, and the boundary map was recorded on the same day.

In addition, an informational workshop was held on November 14, 2023 at 6 p.m. at the Highlands Fire Station meeting room. Approximately 20-30 parcel owners attended the workshop either in person or on Zoom. There were many questions regarding the process, timing and mailing of letters and notices.

***Public Concerns Regarding Noticing.*** It has come to our attention that some members of the public would like more time to evaluate their options and determine whether to vote for or against the formation of the assessment district. Staff recommends that the Public Hearing regarding the ballot count be postponed until February 22, 2024. Staff plan to organize another community meeting in order to answer any additional questions regarding the formation of the assessment district and the need for the project.

A Revised Notice of Proposed Assessments and Assessment Ballot will be sent out to the property owners at the end of the month. This will extend the date to submit their ballots to CAWD prior to or at the meeting on February 22, 2024 at 2 p.m.

## **FUNDING**

The project costs will be funded through Assessment District bond proceeds.

## **ENVIRONMENTAL IMPACT**

None.

Attachments:           1. Resolution No. 2023-75  
                                  2. Approved Resolution No. 2023-61



# Carmel Area Wastewater District

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

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

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

December 12, 2023

**Re: Corona Road Residents-Deferred Public Hearing Ballot Vote Moved to February 22,2023 Special Meeting at 2 p.m.**

Dear Corona Road Residents,

Due to public concerns regarding the ballot vote, the District will not be holding the public hearing that was noticed on the ballot that was sent out on October 26,2023. The Public Hearing regarding the ballot count has been postponed until February 22, 2024, at 2 pm. Another community meeting will be organized to answer any additional questions regarding the formation of the assessment district and the need for the project.

A Revised Notice of Proposed Assessments and Assessment Ballot will be sent out to the property owners before year end. This will extend the date to submit ballots to the District prior to or at the special meeting on February 22, 2024 at 2 p.m.

Sincerely,  
*Barbara Buikema*

Barbara Buikema (Dec 7, 2023 17:28 PST)

Barbara Buikema,  
General Manager  
Carmel Area Wastewater District  
831-624-1248  
[downstream@cawd.org](mailto:downstream@cawd.org)

**From:** [Carmel Area Wastewater District](#)  
**To:** [Domine Barringer](#)  
**Subject:** Corona Road Area Annexation and Assessment District  
**Date:** Thursday, December 7, 2023 5:42:52 PM

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

Logo used for headers



Notice of Deferred Public Hearing-New Public Hearing Date: February 22,2024 at 2 pm

[Download Notice of Deferred Public Hearing-Corona Road Project.pdf](#)

11-20-2023-Typo noted on Corona Road Assessment District Ballot

11-20-2023-Typo noted on Corona Road Assessment District Ballot

Community Meeting - Novmeber 14th at 6 pm at 73 Fern Canyon Road, Carmel, CA or via Zoom link: [Join the Corona Road Community Outreach Meeting](#): Weinar ID: 852 1119 7819 Passcode: 655061

Community Meeting - November 14th at 6 pm at 73 Fern Canyon Road, Carmel, CA or via Zoom link: [Join the Corona Road Community Outreach Meeting](#): Webinar ID: 852 1119 7819 Passcode: 655061

[Download 11-14-23 Fire House Community Meeting Letter -Corona Road-ACPass.pdf](#)

[Download Monterey County Board of Supervisor-Board Order Adopting Resolution 23-391.pdf](#)

[Download District Resolution 2023-37 Intention To Make Acquisition-Corona Road 23-01.pdf](#)

[Download District Resolution 2023-61 Preliminary Approving Engineer's Report-Corona Road 23-01.pdf](#)

Join the October 26, 2023 Regular Board Meeting: [10-26-2023 Regular Board Meeting](#)

County of Monterey Board of Supervisors Signed Resolution 23-391

County of Monterey Board of Supervisors Signed Resolution 23-391

[Download 23-751 County of Monterey Board of Supervisor Signed Resolution.pdf](#)

Join the September 28, 2023 Regular Board Meeting: [9-28-2023 Regular Board Meeting](#)

September 13th, 2023 Corona Road Sewer Extension Update:

September 13th, 2023 Corona Road Sewer Extension Update:

■ August 22, 2023 Corona Road Update-August Letter Mailed

- August 22,2023 Corona Road Update-August Letter Mailed
- February 28th Corona Road Assessment District Update:
- February 28th Corona Road Assessment District Update:

Please email any questions to [downstream@cawd.org](mailto:downstream@cawd.org).

**Community Meeting held on July 28, 2020 at  
4:00 PM**

**Community Meeting held on July 28, 2020 at  
4:00 PM**

Please note that the current connection fee for services provided by CAWD is \$6,693.51. It was incorrectly reported as a different amount during the Zoom session on 7.28.20.

Please note that the current connection fee for services provided by CAWD is \$6,693.51. It was incorrectly reported as a different amount during the Zoom session on 7.28.20.

---

## [Corona Road Notice of Proposed New Assessments & Ballot Information](#)

11-20-2023-Typo noted on Corona Road Assessment District Ballot:

[Read more](#)

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## [New Sewer Connection Permits](#)

If you want to connect to the public sewer and your property is not currently served by the District, you will need to do the following:

[Read more](#)



RESOLUTION NO. 2023-61

A RESOLUTION PRELIMINARILY APPROVING ENGINEER'S REPORT AND DIRECTING RELATED ACTIONS FOR THE PROPOSED CARMEL AREA WASTEWATER DISTRICT ASSESSMENT DISTRICT NO. 23-01 (CORONA ROAD AREA SANITARY SEWER SYSTEM PROJECT)

-oOo-

WHEREAS, on October 26, 2023, the Board of Directors (the "Board") of the Carmel Area Wastewater District (the "District") adopted its resolution entitled "A Resolution of Intention to Make Acquisitions and Improvements for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)" (the "Resolution of Intention") under the Municipal Improvement Act of 1913 (Division 12 of the Streets and Highways Code of California (the "Act"), to initiate proceedings under the Act in and for the proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) (the "Assessment District") for the making of certain public improvements (the "Improvements") as described in the Resolution of Intention.; and

WHEREAS, the Resolution of Intention designated Monterey Bay Engineers, Inc., as engineer of work for the Assessment District (the "Engineer of Work") and directed the Engineer of Work to prepare and file with the Board Clerk, pursuant to the Act, a report (the "Engineer's Report") containing the information requested in the Resolution of Intention, to which reference is hereby made for further particulars; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of the District as follows:

Section 1. Engineer's Report Preliminarily Approved. The Engineer of Work has prepared and filed the Engineer's Report with the Board Clerk. This Board, with the aid of District's staff, has reviewed the Engineer's Report and hereby finds it to be sufficient for purposes of subsequent proceedings for the Assessment District. The Engineer's Report is hereby preliminarily approved.

Section 2. Public Hearing. Pursuant to the Act, this Board hereby orders a public hearing to be held before this Board at 3945 Rio Road, Carmel, California, on December 12, 2023, at the hour of 2:00 p.m., for the purposes of this Board's (i) determining whether the public interest, convenience and necessity require the Improvements, whether the properties in the Assessment District are specially benefited by the Improvements, the tabulation of special assessment ballots and the existence of any majority protest, and (ii) taking final action upon the Engineer's Report and the assessments proposed therein. The public hearing may be continued from time to time as determined by this Board.

Section 3. Notice. The Board Clerk is hereby authorized and directed to cause notice of the hearing ordered under Section 2 hereof to be given by mailing, with postage prepaid, via United States mail, and the notice shall be deemed to have been given at the time of mailing. The envelope or cover of the mailing shall include the name of the District and the return address of the Board Clerk. The mailed notice shall be given to all owners of property proposed to be assessed within the Assessment District, as shown in the Engineer's Report, using the names and addresses that appear on the last equalized assessment roll of the County of Monterey (the "County") or the State Board of Equalization assessment roll, as the case may be. The notice shall be mailed not less than 45 days before the date of the public hearing ordered under Section 2 hereof.

The amount of the proposed assessment for each parcel shall be calculated, and the record owner of each parcel shall be given written notice by mail of the, the total amount of the proposed assessment chargeable to each of the entire Assessment District and the owner's particular parcel, the anticipated duration of payments for the proposed assessment (if bonded), the reason for the proposed assessment and the basis upon which the amount of the proposed assessment was calculated. Each mailed notice to owners shall contain a ballot that includes the property owner's name, identification of the parcel and a request to support or oppose the proposed assessment.

Each notice shall include, in a conspicuous place, a summary of the procedures applicable to the completion, return and tabulation of ballots, including a statement that the existence of a majority protest (in which ballots submitted in opposition exceed those submitted in favor of the proposed assessment, with ballots weighed according to proportional financial obligation of the affected property) will result in the proposed assessment's not being imposed. Each mailed ballot shall include a sealable return envelope with the District's address for the completed ballot.

Section 4. Ballots. The Board Clerk (or such other person designated by the General Manager) is hereby designated as the impartial person, without a vested interest in the outcome of the assessment, responsible for the tabulation of the ballots. The Board Clerk shall maintain a separate and secure file for the safekeeping of the assessment ballots as they are received and pending tabulation. Ballots shall be received up to the time of the closing of the public hearing.

Ballots shall remain sealed until the close of the public hearing and the beginning of the tabulation. Ballots may be submitted, or changed, or withdrawn by the person submitting the ballot prior to the conclusion of the public hearing. During and after tabulation, the ballots shall constitute disclosable public records under Section 6252 of the California Government Code.

Section 5. Boundary Map. The proposed boundaries of the Assessment District are shown on a map on file in the office of the Board Clerk (the "Boundary Map"), which indicates by a boundary line the extent of the territory to be included in the proposed Assessment District. The Boundary Map shall govern for purposes of establishing the boundaries of the Assessment District proceedings, and reference is hereby made to it for further particulars. The Board Clerk is hereby authorized and directed to (i) endorse upon the original, copy and at least one facsimile of the Boundary Map the date of its filing with the Board Clerk and of the adoption of this resolution and (ii) cause a facsimile of the Boundary Map to be filed with the County Recorder within 15 days of the adoption of this resolution, but in no event later than 15 days before the date of the public hearing ordered under Section 2 hereof. The County Recorder shall endorse upon the Boundary Map the time and date of its filing and shall fasten the same securely in a book of maps of assessment and community facilities districts that the County Recorder keeps in its office. The County Recorder shall index the Boundary Map by the name of the District and the distinctive designation of the proposed Assessment District.

\*\*\*\*\*

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on October 26, 2023 by the following vote:

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

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:



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

ATTEST:

Domine Barringer  
Domine Barringer, Secretary of the Board

RESOLUTION NO. 2023-75

A RESOLUTION AMENDING RESOLUTION NO. 2023-61, ENTITLED A RESOLUTION PRELIMINARILY APPROVING ENGINEER'S REPORT AND DIRECTING RELATED ACTIONS FOR THE PROPOSED CARMEL AREA WASTEWATER DISTRICT ASSESSMENT DISTRICT NO. 23-01 (CORONA ROAD AREA SANITARY SEWER SYSTEM PROJECT)

-oOo-

WHEREAS, on October 26, 2023, the Board of Directors (the "Board") of the Carmel Area Wastewater District (the "District") adopted its resolution entitled "A Resolution Preliminarily Approving Engineer's Report and Directing Related Actions for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)" (the "Original Resolution") under the Municipal Improvement Act of 1913 (Division 12 of the Streets and Highways Code of California (the "Act")), in connection with the District's proceedings under the Act in and for the proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) (the "Assessment District") for the making of certain public improvements (the "Improvements") as described in the Resolution of Intention; and

WHEREAS, the Original Resolution ordered a public hearing to be held before this Board at 3945 Rio Road, Carmel, California, on December 12, 2023, at the hour of 2:00 p.m., for the purposes of this Board's (i) determining whether the public interest, convenience and necessity require the Improvements, whether the properties in the Assessment District are specially benefited by the Improvements, the tabulation of special assessment ballots and the existence of any majority protest, and (ii) taking final action upon the Engineer's Report and the assessments proposed therein; and

WHEREAS, the District has determined to reschedule the date of the public hearing in order to allow additional noticing regarding the Assessment District proceedings;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of the District as follows:

Section 1. Amendment of Section 2 of Original Resolution. Section 2 of the Original Resolution is hereby amended to read in its entirety as follows:

Public Hearing. Pursuant to the Act, this Board hereby orders a public hearing to be held before this Board at 3945 Rio Road, Carmel, California, on February 22, 2024, at the hour of 2p.m., for the purposes of this Board's (i) determining whether the public interest, convenience and necessity require the Improvements, whether the properties in the Assessment District are specially benefited by the Improvements, the tabulation of special assessment ballots and the existence of any majority protest, and (ii) taking final action upon the Engineer's Report and the assessments proposed therein. The public hearing may be continued from time to time as determined by this Board.

Section 2. Notice. The Board Clerk is hereby authorized and directed to cause a combined assessment ballot and notice of the rescheduled hearing ordered under Section 1 hereof to be given by mailing and using the Monterey County tax roll addresses, with postage prepaid, via United States mail, and the notice shall be deemed to have been given at the time of mailing. The combined assessment ballot and notice shall otherwise conform to the requirements set forth in the Original Resolution.

Section 3. Ratification of Original Resolution. As amended hereby, the Original Resolution is in all respects ratified and confirmed and the Original Resolution as so amended hereby shall be read, taken and construed as one and the same instrument.

\*\*\*\*\*

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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: December 12, 2023

Subject: Special Recognition of Principal Engineer  
Rachél Lather's 5 years of service

## RECOMMENDATION

It is recommended that the Board of Directors pass a resolution to recognize 5 years of public service that Principal Engineer, Rachél Lather has provided to the District and the community.

## DISCUSSION

Principal Engineer Rachel Lather is retiring from the District on December 31, 2023. Rachel Lather came to the District just over five years ago on November 19, 2018. The District had just finished the Phase I project at the Treatment Plant and wanted very much to transition to improvements on the Collections side of operations. In the short span of five years Rachel managed to push the District into the next generation and greatly improved the Collections operations and infrastructure.

Right out of the gate, Rachel managed to clean up several administrative tasks that had been lingering on our "to do" list. She was instrumental in updating the District's Plumbing Ordinance, Standard Plans & Specifications, Administrative Penalties Ordinance and the Pretreatment Ordinance. These are significant District roadmaps that had last been updated in 1991 – they were 30 years old; and provided the District with the most current and up to date information.

Rachal also did a systematic review of the Collection system and pump stations and produced a 15-year long term capital plan for the Collection System. We are now able to make engineering-based plans for the future and budget accordingly.

Finally, Rachél has been heavily involved in not only implementing the District's long term capital plan but also various annexations around the District. We are slowly but surely expanding out into Carmel Valley and down to the Highlands. The projects that were worked on during her tenure replaced pipe in the ground that was anywhere from 70 to 100 years old and the path has been set to continue these infrastructure improvements . Some of these projects are slow going, admittedly, but the point is that we are moving forward.

On the run-up to Rachel's retirement it is appropriate that we recognize the difference that she made to CAWD in merely five too short years.

**FUNDING – No Impact**

RESOLUTION NO. 2023-76

A RESOLUTION RECOGNIZING PRINCIPAL ENGINEER RACHEL LATHER  
FOR HER 5 YEARS OF PUBLIC SERVICE TO THE DISTRICT AND THE  
COMMUNITY

-oOo-

WHEREAS, Principal Engineer Rachel Lather has been employed by the District since November 2018; and

WHEREAS, during her five years of employment she has:

- a. Updated multiple ordinances, including Uniform Plumbing Code, Standard Plans & Specifications, Administrative Penalties, and the Pretreatment Ordinance; and
- b. Analyzed the Collection system and pump station and produced a 15-year long term capital plan; and
- c. Implemented the long-term capital plan replacing aged pipelines and expanded the District's service area with annexations.

NOW, THEREFORE, BE IT PROCLAIMED, that the Carmel Area Wastewater District Board recognizes and declares its sincere appreciation for Principal Engineer, Rachel Lather's efforts to move the District forward in its capital planning and replacement in the Collection system and update of policy documents to help the District meet its goal of being one of the best wastewater districts in the state.

PASSED AND ADOPTED at a regular special meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 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 to the Board



## *Oral Report - General Manager*

## *Other Items Before The Board*

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 12, 2023

SUBJECT: Goals & Challenges 2024

I have kept this list short, or limited to five items, in order to be more prudent on what can be accomplished instead of overreaching. There is so much day-to-day work that it makes no sense to overreach. I am looking at it as what can be reasonably accomplished and provide the most impact for the District. Following is a list of goals and brief comments on each.

**1. Manage both LiUna union with staff and management group.**

While I can speculate why employees decided to organize, the fact remains that it is a significant shift in the way we operate and deserving of both my efforts and the Board of Directors. I am anticipating a contract re-opener with the release of CASA survey.

**2. Manage transition from retirements and separations in management team.**

Much of the current success in the District is attributable to our management staff. We are at the point in time where we are starting to have some of those individuals move on – that will require managing the transition.

- The Principal Engineer is retiring on December 31, 2023. We have already started the process of recruiting for a replacement.
- The Operations Superintendent is tentatively retiring on December 31, 2024.
- We are starting the process of implementing the succession plan that was devised in collaboration with the management team well over a year ago. The Salary/Benefits Committee has seen and heard about this plan for some time and has been in step with the proposal. To start, Mr. Treanor will take on considerably more responsibility by becoming the Chief Engineer and managing an engineer the lab associates, and source control program.

Although Mr. Waggoner has indicated he will retire in December 2024, he has agreed to help facilitate the source control program and lab transition with Mr. Treanor.

- The second change will involve the current Maintenance Superintendent taking over management of Operations and Maintenance. The Operations Supervisor has indicated he is on board with this strategy. We will still need to work on finding a replacement Maintenance Supervisor (rather than Superintendent).

**3. Complete revised Employee Handbook.**

It is roughly 50% done and was stalled due to the number of projects and the required time commitments, the introduction of the union, assisting the constituents So much has come up over the past year that it is continually pushed to the side. It needs to be completed. I feel compelled to defend myself by mentioning that our labor attorney did say that what we have is not awful.

**4. Complete Staff Analysis utilizing RACI (responsibility assignment matrix) toolbox.**

The RACI chart is used to clarify employee roles and responsibilities – and we believe will be the foundation of our employee staffing analysis.

**5. Initiate Government Finance Officers Distinguished Budget Award.**

We have been talking about this for a number of years and have always had other priorities, but in 2024 an effort to accomplish this goal will be made as the year is navigated. .

# Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: December 12, 2023

SUBJECT: General Manager Trainer/Mentor

## DISCUSSION

At my annual performance review the Board indicated that they wished to engage a trainer or mentor for the General Manager. At this time, I need direction on what should be the next steps. Should A Request For Proposal be drawn up that would include suggestions about increasing knowledge through outside training, technology trends to assist with management work flows, specific metrics to improve projects? Or does the Board have a specific consultant in mind already?

Please advise on what the Board would like to see as the next step(s).

## FUNDING

There was no budget item provided for this project. Funding will come from general reserves.

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Pebble Beach Community Services District (PBCSD)- Regular Board Meeting on October 27, 2023

## DISCUSSION

Agenda items from October 27, 2023, meeting that are of specific interest to this District:

- Total cash balance at the end of September 2023 was \$27.0M; of that \$21.3M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 80% of PBCSD revenues with sewer operating expenses of \$2.7M.
- Budget to Actual year to date for September 2023 is 2% for total revenues and 8% for expenditures.
- Approximately 54 million gallons (MG) or 166 Acre Feet (AF) of recycled water is stored in Forest Lake, which represents 47% of permitted capacity of 115 MG. The current storage volume is 74% higher than the historic average of 31 MG or 95 AF.
- Average daily wastewater flow of 350,000 gallons per day (GPD) was measured in September at the PBCSD-Carmel gate. This represents 31% of the total monthly flow at the Carmel Area Wastewater District (CAWD) treatment facility.
- The measured PBCSD flows were 4% above the five-year average of 338,000 GPD for September. The CAWD flows were 2% above the five-year average of 1,105,000 GPD for September.

- Average daily wastewater flows measured in million gallons per day (MG) show:

<b>MONTH</b>	<b>TOTAL</b>	<b>CAWD FLOW</b>	<b>PBCSD FLOW</b>	<b>PBCSD</b>
July - 23	38.634	26.289	12.345	31.954%
Aug -23	37.315	25.785	11.530	30.899%
Sept - 23	33.729	23.238	10.491	31.104%
<b>Total</b>	<b>109.678</b>	<b>75.312</b>	<b>34.366</b>	<b>31.334%</b>

## FUNDING

Informational item only

# STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 12, 2023

Subject: Summary of Monterey County Treasurer  
Report dated September 30, 2023



## RECOMMENDATION

Action required – requesting acceptance of report.

## DISCUSSION

The U.S. economy continued to outperform expectations during the quarter. Real Gross Domestic Product is expected to continue above trend growth with economists forecasting 3% growth in the third quarter after greater than 2% growth in both the first and second quarters. Core Consumer Price Index (CPI) inflation, which excludes food and energy prices, declined to 4.3% year-over-year in August, its lowest reading in nearly two years, but still well above the Federal Reserve's 2.0% inflation target.

After interest rate hikes in July, the Federal Reserve left the overnight target rate unchanged at its current range of 5.25% to 5.50% following the September Federal Open Market Committee (FOMC) meeting. Expectations are for no change at the November meeting as well; however, the Federal Reserve indicated there may be one more rate hike before the end of 2023. As the interest rate outlook continued to reinforce "higher for longer," yields approached their highest levels in 17 years.

On September 30, 2023, the County of Monterey investment portfolio contained an amortized book value of \$2,926,885,988 spread among 315 separate securities and funds. The par value of those funds was \$2,961,795,663 with a market value of \$2,870,992,187 or 98% of amortized book value. The portfolio's net earned income yield for the period was 3.10%.

The portfolio produced an estimated quarterly income of \$22,568,162 to be distributed proportionally to all agencies that participate in the investment pool. The investment portfolio had a weighted average maturity of 362 days.



The County Treasury continues to utilize shorter term debt to provide portfolio liquidity and enhanced investment opportunities in the current market environment.

<b>PORTFOLIO CHARACTERISTICS</b>			
	03-31-23	06-30-23	09-30-23
Total Assets	\$2,846,291,249	\$3,130,880,011	\$2,961,795,633
Market Value	\$2,764,310,402	\$3,037,423,839	\$2,870,992,187
Days to Maturity	406	337	362
Yield	2.33%	2.78%	3.10%
Estimated Earnings	\$16,181,866	\$21,205,543	\$22,568,162

The Monterey County Treasurer’s portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code §53601.

<b>PORTFOLIO ASSET COMPOSITION 09-30-23</b>	
Corporate Notes	20.1%
Overnight Liquid Assets	16.1%
US Treasuries	36.6%
Federal Agencies	14.1%
Commercial Paper	9.2%
Negotiable CDs	2.6%
Supranationals	1.3%
Municipal Bonds	<0.1%
Asset Backed Securities	<0.1%

Future Strategy: The Treasury continues to strategically invest matured assets while accounting for potential liquidity needs. Opportunities are actively evaluated to safely add value to the County’s portfolio while maintaining a strong sense of safety and risk management.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy contained sufficient liquidity to meet all projected outflows over the next six months.

Note: the Monterey County Treasurer Report is available on the Monterey County Treasury [website](#).

# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Clerk

Date: December 12, 2023

Subject: 2024 -Board Member Committee  
Assignments, Pebble Beach Community Service District Board  
(PBCSD) Meetings, Quarterly Special District Association Meetings  
(SDA), and the Conference Schedule

## RECOMMENDATION

Requesting the Board of Directors to designate committee assignments to the newly appointed board member and pass a motion accepting the entirety of all committee assignments, regular monthly attendance at the PBCSD meetings, and the quarterly Special District Association meetings as listed in the attached tables in 2024.

The 2024 Conferences are attached for general information and possible participation. Please contact the Board Clerk for assistance with registration for conferences that you would like to attend.

## DISCUSSION

Attached are the following schedules for the 2024 calendar year for the Board's consideration:

- a. Committee Assignments
- b. PBCSD Board Meetings assignments
- c. Quarterly Special District Association Meetings
- d. Conference Schedule

## Scheduled Yearly Training Update

On Friday, December 15<sup>th</sup> the required Harassment Prevention Training will be conducted on site at 3945 Rio Road and the presenter will be Liebert, Cassidy Whitmore.



# Carmel Area Wastewater District

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

TO: Board of Directors  
FROM: Domine Barringer, Board Clerk  
DATE: December 12, 2023  
SUBJECT: Committee Assignments for 2024

In 2023 there are two new ad hoc committee assignments being added. The Ejector Pump Committee and the Codification Committee have been added.

The Ejector Pump Committee will be responsible for developing a District policy regarding how to address residents who have plumbing fixtures located below the level of the District main sewer line. The plumbing codes, specific criteria on the type and size of pump, the installation of pump, how they will be managed, who has ownership and maintenance of the pump will all be addressed in the new policy.

The Codification Committee will be responsible for reviewing a red line draft of the new codification for the District. This committee will need to have at least one meeting with the vendor, American Legal, to clarify and finalize the codification for the District.

**2024 COMMITTEE ASSIGNMENTS:**

<b>Committee</b>	<b>2023 Members</b>	<b>2024 Members</b>
<b>Standing Committees-Brown Act</b>		
Budget & Audit	D'Ambrosio Siegfried	
Pension	Rachel Siegfried Wellington	
Reclamation Management	Rachel White	
Salary & Benefits	White Rachel	
Tree & Trail Committee (ad hoc)	D'Ambrosio Siegfried	
Rio Park Bridge Committee	D'Ambrosio	
<b>Ad Hoc -Temporary Committees</b>		
Construction Committee (ad hoc)	White Rachel	Phase II completed -Ad Hoc Committee is dissolved
Real Estate Committee (ad hoc)	White Siegfried	
Ejector Pump Committee (ad hoc)	Rachel Urquhart	Ad Hoc Committee dissolved
CRFREE (ad hoc)	White Siegfried	
Sea Level Rise (ad hoc)	Siegfried D'Ambrosio	

**Outside the Standing and Ad Hoc Committee Meetings**

Special Districts' Association	Rotated by all members	See attached schedule
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# Carmel Area Wastewater District

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

## ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2024

It is important for at least one Carmel Area Wastewater District (CAWD) Board Member to attend the Pebble Beach Community Services District's (PBCSD) regular Board Meetings, held the final Friday of every month at 9:30 a.m., and if possible, any special meetings during the assignment period, with the standard stipend compensation.

Members may provide an oral report at the next CAWD Board Meeting which follows their attendance at the PBCSD meeting.

Assignments are for a period of one month. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

Month	Member Attendee
January 26th	Ken White
February 23rd	Suzanne Cole
March 29th	Mike Rachel
April 26th	Bob Siegfried
May 31st	Kevan Urquhart
June 28th	Ken White
July 26th	Suzanne Cole
August	No PBCSD Meeting
September 27th	Mike Rachel
October 25th	Kevan Urquhart
November	No PBCSD Meeting
December 13th	Bob Siegfried



# Carmel Area Wastewater District

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

TO: Board of Directors

FROM: Domine Barringer, Board Clerk

DATE: December 12, 2023

SUBJECT: Quarterly Special Districts Association for 2024

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts. You can visit their website at [California Special District Association \(CSDA\)](#).

The CSDA holds a quarterly dinner meeting to inform the attendees about current or new information impacting Special Districts. This membership provides collaboration with other special districts and administrative resources that can be used in day-to-day operations.

Below is the suggested rotation of the board members. The actual dates will be provided when they become available. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

## SUGGESTED QUARTERLY SPECIAL DISTRICTS ASSOCIATION ATTENDANCE

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

# STAFF REPORT



To: Board of Directors  
 From: Domine Barringer, Board Secretary  
 Date: December 12, 2023  
 Subject: 2024 Conference Schedule

## RECOMMENDATION

This is informational only – no action required.

## DISCUSSION

The 2024 Conferences are attached for general information and possible participation.

- ACWA-Association of California Water Agencies
- CSDA-California Special Districts Association
- CASA-California Association of Sanitation Agencies
- CWEA-California Water Environment Association

2024 Conferences				
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
CASA	Winter Conference	<a href="https://casaevents.memberclicks.net/winter-conference">https://casaevents.memberclicks.net/winter-conference</a>	Palm Spring, CA	January 24 - 26
CWEA	P3S Conference	<a href="https://www.cwea.org/conferences/p3s-conference/">https://www.cwea.org/conferences/p3s-conference/</a>	Anaheim, CA	February 5-7
CASA	Wash DC Policy Forum	Link to be provided by the end of the month. The dates are correct.	Washington DC	Feb 26-27
CWEA	*Annual Conference	<a href="https://www.cwea.org/conferences/cwea-annual-conference/">https://www.cwea.org/conferences/cwea-annual-conference/</a>	Sacramento, CA	April 9-12

2024 Conferences				
Organization	Description	Link to Conference Website Landing Page	Location	Date(s)
ACWA	Spring Conference	<a href="https://www.acwa.com/events/2023-spring-conference-exhibition/">https://www.acwa.com/events/2023-spring-conference-exhibition/</a>	Sacramento, CA	May 7-9
CSDA	Legislative Days	<a href="https://legislativedays.csda.net/home">https://legislativedays.csda.net/home</a>	Sacramento, CA	May 21-22
CASA	69 <sup>th</sup> Annual Conference	<a href="https://casaweb.org/events/2023-69th-annual-conference/">https://casaweb.org/events/2023-69th-annual-conference/</a>	Monterey, CA	July 31 -Aug 2
CSDA	Annual Conference	<a href="https://www.csda.net/annualconference/home?_ga=2.102638921.976300712.1668800351-20667678.1668800351">https://www.csda.net/annualconference/home?_ga=2.102638921.976300712.1668800351-20667678.1668800351</a>	Indian Wells, CA	September 9-12
WateReuse	California Annual Conference	<a href="#">Conferences   WateReuse Association</a>	Garden Grove, CA	November 15-17
WateReuse	Symposium	<a href="https://watereuse.org/news-events/conferences/2024-watereuse-symposium/">https://watereuse.org/news-events/conferences/2024-watereuse-symposium/</a>	Denver, CO	March 11-14
ACWA	Fall Conference	<a href="https://www.acwa.com/events/2024-fall-conference-exhibition/">https://www.acwa.com/events/2024-fall-conference-exhibition/</a>	Palm Desert, CA	December 3-5

*Note: This report in an electronic format you can hover the mouse over the hyperlink, and press the “Control” key on the keyboard the cursor will change from an error to a “hand”-click and the link will populate the website landing page.*



# *Announcements On Subjects of Interest To The Board:*

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

Friday, January 26, 2024, at 9:30 a.m. – President White is scheduled to attend.  
Friday, February 23, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.

**Special Districts Association of Monterey County – The next SDA meeting is scheduled for:**

Tuesday, January 16 , 2024, at 6:00 p.m. –Director Urquhart is scheduled to attend.  
Tuesday, April TBD , 2024, at 6:00 p.m. –President White is scheduled to attend.

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

Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel ARE scheduled to attend.

# *Adjournment*