



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

In-person or by Teleconference Webinar

3945 Rio Road, CA 93923

Phone: (831)624-1248

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

Amended

Board Members will be attending this meeting In-Person (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act).

The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or virtually. The District will try and resolve any technical issues as quickly as possible.

Due to the recent increased COVID occurrences in our area it is advised that you wear a mask. If any of the following are occurring:

- ❖ *If you test positive for COVID the minimum return time for participation at the District is 48 hours after you are fever free and symptoms mild and are improving.*
- ❖ *You are encouraged to wear a mask for 10 days from onset of symptoms or first positive test.*
- ❖ *If still feeling sick then err on the side of caution to minimize exposure to the public*
- ❖ *Masks are available upon request*

To access the meeting via Zoom please visit our website homepage at www.cawd.org or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 884 3391 2591 Password: 359650.

If you would like to comment on any item on the Agenda or an item not on the Agenda, please submit those in writing to our office at 3945 Rio Road, Carmel CA 93923 or via email at downstream@cawd.org, at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference webinar online. All participants have access during the meeting to be recognized and utilize the platform to speak. Please use the virtual "raised hand" to be acknowledged. Please note: all regular meetings of the Carmel Area Wastewater District are recorded via Zoom.

If you need assistance in accessing this information, please call the CAWD office at 831-624-1248, Monday through Friday, 8:00 am to 5:00 pm.

ADA Compliance Statement

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Carmel Area Wastewater District administrative office at (831)624-1248, Monday through Friday, 8:00 am to 5:00 pm. Notification prior to the meeting will enable CAWD to make reasonable arrangement to ensure accessibility to this meeting.

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

Cole _____ Rachel _____ Siegfried _____ Urquhart _____ White _____

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

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

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.

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| 4. | October 31,2024 Regular Board Meeting Minutes
November 7,2024 Special Meeting Minutes
November 8 2024 Budget Committee Minutes | 05 |
| 5. | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-
September and October, 2024
<i>(Note: The District was informed by CLA that both the September and October letters are not available for the November board meeting)</i> | 19 |
| 6. | Receive and Accept Schedule of Cash Receipts & Disbursements-
October 2024 | 20 |

"" - indicates no board attachment or oral report.
"e" - indicates a separate insert is enclosed.*

7.	Approve Register of Disbursements – Carmel Area Wastewater District- October 2024	23
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2024	27
9.	Receive and Accept Financial Statements and Supplementary Schedules – October 2024	29
10.	Receive and Accept Collection System Superintendent’s Report – October, September & August 2024	50
11.	Receive and Accept Safety and Regulatory Compliance Report – October 2024	55
12.	Receive and Accept Treatment Facility Operations Report – October, September & August 2024	57
13.	Receive and Accept Laboratory/Environmental Compliance Report – October 2024	63
14.	Receive and Accept Capital Projects Report/Implementation Plan	65
15.	Receive and Accept Project Summaries – Capital & Non-Capital	67
16.	Receive and Accept Plant Operations Report- October 2024	90
17.	Receive and Accept Maintenance Projects Report – October 2024	103
18.	Receive and Accept Source Control-Environmental Compliance Report- October 2024	106

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

19.	Resolution No. 2024-57; A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For <u>Represented</u> Employees- <i>Report By General Manager, Barbara Buikema</i>	108
20.	Resolution No. 2024-58; A Resolution Union Reopener Side Letter Of Agreement Between Carmel Area Wastewater District And The Carmel Area Wastewater District Employees Association- <i>Report By General Manager, Barbara Buikema</i>	111
21.	Resolution No. 2024- 70: A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30,2024- <i>Report By General Manager, Barbara Buikema</i>	117

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

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

COMMUNICATIONS

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

OTHER ITEMS BEFORE THE BOARD

23. Agendize the Standing Committee Discussion-Salary & Benefits Membership- *Report by General Manager, Barbara Buikema* 165

Requesting Board Decision:

24. Budget Committee Discussion-*Report by General Manager, Barbara Buikema* 166

Requesting Board Decision:

INFORMATION/DISCUSSION ITEMS

25. Pebble Beach Community Service District- **No November Meeting 2024** 168
(Note: The October PBCSD meeting was reported out at the District's October meeting)

26. **November 12, 2024 Reclamation Management Committee Meeting,-Report by** 169
General Manager, Barbara Buikema

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

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

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, November, 2024, at 9:30 a.m. – There is no PBCSD meeting .
Friday, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.

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

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

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

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

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

- A. Public Employee Performance Evaluation:**
Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: General Manager Performance Evaluation

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

28. ADJOURNMENT

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