



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., July 29, 2021*

## **COVID-19 Pandemic and State of California Executive Order N-08-21**

*In compliance with recently issued guidelines from the State of California, and to aid in keeping the public safe, Carmel Area Wastewater District (CAWD or District) will be conducting our Board Meetings via teleconference until September 30, 2021.*

*To access the meeting via Zoom please visit our website homepage at [www.cawd.org](http://www.cawd.org) or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 851 6430 6288 Password: 995114.*

*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 93922 or via email at [downstream@cawd.org](mailto:downstream@cawd.org), at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference webinar. 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. 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

D'Ambrosio \_\_\_\_\_ Rachel \_\_\_\_\_ Siegfried \_\_\_\_\_ Townsend \_\_\_\_\_ 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. *Employee Award:*** New District employee, Alex Quintero, obtained his California Water Environmental Association Collection System Maintenance Worker I certification.

## CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

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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|------------|---|----|
| <b>4.</b>  | Approve June 24, 2021, Regular Board Meeting Minutes                                  | 03 |
| <b>5.</b>  | Receive and Accept Bank Statement Reviews by Hayashi Wayland –June 2021               | 09 |
| <b>6.</b>  | Receive and Accept Schedule of Cash Receipts & Disbursements – June 2021              | 11 |
| <b>7.</b>  | Approve Register of Disbursements - Carmel Area Wastewater District – June 2021       | 14 |
| <b>8.</b>  | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2021        | 17 |
| <b>9.</b>  | Receive and Accept Financial Statements and Supplementary Schedules – June 2021       | 18 |
| <b>10.</b> | Receive and Accept Collection System Superintendent's Report – June, May & April 2021 | 43 |
| <b>11.</b> | Receive and Accept Safety and Regulatory Compliance Report – June 2021                | 51 |
| <b>12.</b> | Receive and Accept Treatment Facility Operations Report – June, May & April 2021      | 53 |
| <b>13.</b> | Receive and Accept Laboratory/Environmental Compliance Report – June 2021             | 59 |
| <b>14.</b> | Receive and Accept Capital Projects Report/Implementation Plan                        | 63 |
| <b>15.</b> | Receive and Accept Project Summaries  | 65 |
| <b>16.</b> | Receive and Accept Plant Operations Report – June 2021                                | 75 |
| <b>17.</b> | Receive and Accept Maintenance Projects Report – June 2021                            | 78 |
| <b>18.</b> | Receive Principal Engineer Monthly Report General Engineering – June 2021             | 81 |

"\*" - indicates no board attachment or oral report.

"e" - indicates a separate insert is enclosed.

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## 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. 2021-37;** A Resolution Approving a Capital Expenditure for the Carmel Area Wastewater District (CAWD)/Pebble Beach Community Special District (PBCSD) Reclamation Project to Purchase 160 Microfiltration (MF) Modules and Provide Technical Support for Installation with Scinor Water America, LLC. in an Amount not to Exceed \$132,700 – *Report by Plant Superintendent, Ed Waggoner* 84
- 20. Resolution No. 2021-38;** A Resolution Authorizing the General Manager to Enter Into a Minor Services Contract with Mailey Electric for Electrical Services in Fiscal Year 2021-22 in an Amount not to Exceed \$141,000 – *Report by Maintenance Superintendent, Chris Foley* 96
- 21. Resolution No. 2021-39;** A Resolution Accepting the Lowest Responsible and Responsive Bid for the “WWTP Mech/Elec Rehab and Sludge Holding Tank Replacement Project” (Project #18-01), Awarding Construction Contract, and Authorizing a Change Order Allowance – *Report by Plant Engineer, Patrick Treanor* 99
- 22. Resolution No. 2021-40;** A Resolution Authorizing the General Manager to Execute a Professional Services Agreement in an Amount not to Exceed \$549,122 for Construction Management Services for the “WWTP Mech/Elec Rehab and Sludge Holding Tank Replacement Project” (Project #18-01) – Currie Engineers – *Report by Plant Engineer, Patrick Treanor* 103
- 23. Resolution No. 2021-41;** A Resolution Authorizing the General Manager to Execute A Professional Services Agreement in an Amount not to Exceed \$700,801 for Engineering Services During Construction for the “WWTP Elec/Meh Rehab and Sludge Holding Tank Replacement Project” (Project #18-01) – Kennedy Jenks – *Report by Plant Engineer, Patrick Treanor* 126
- 24. Resolution No. 2021-42;** A Resolution Authorizing the General Manager to Execute an Amended Contract with Johnson Marigot Consulting in an Amount not to Exceed \$40,000 to Provide Additional Regulatory Support Services for the “CRFREE Mitigation Pipeline Undergrounding Project” (Project #19-21) – *Report by Plant Engineer, Patrick Treanor* 135
- 25. Resolution No. 2021-43;** A Resolution Authorizing the General Manager to Invite Bids for “WWTP Eucalyptus Pruning” (Project #21-01)– *Report by Plant Engineer, Patrick Treanor* 143
- 26. Resolution No. 2021-44;** A Resolution Revising the Fee for the Plumbing Permit/ Inspection as Adopted by Ordinance No. 85-1 Commencing April 1, 1985 – *Report by Collections Superintendent, Daryl Lauer* 146

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“e” - indicates a separate insert is enclosed.

- 27. Resolution No. 2021-45;** A Resolution Authorizing the General Manager to Amend A contract with MNS Engineers, Inc. to Provide Easement Acquisition Support and Redesign Services for the Upper Rancho Cañada Pipe Relocation Project #19-13 – *Report by Principal Engineer, Rachél Lather* 150
- 28. Resolution No. 2021-46;** A Resolution Authorizing the General Manager to Enter Into a Contract with Mahoney & Associates for Real Estate Services in an Amount not to Exceed \$75,000 – *Report by General Manager, Barbara Buikema* 158

## COMMUNICATIONS

- 29.** General Manager Report - oral report \*

## OTHER ITEMS BEFORE THE BOARD

- 30.** Annual Disclosure of Reimbursements of at least \$100 – *Report by General Manager, Barbara Buikema* 163
- 31.** Topics for the Upcoming Fall 2021 CAWD Connections Newsletter – *Report by General Manager, Barbara Buikema* 165

## INFORMATION/DISCUSSION ITEMS

- 32.** PBCSD June 25, 2021, Board Meeting – *Report by General Manager, Barbara Buikema* 166
- 33.** PG&E Energy Use History – *Report by Plant Engineer, Patrick Treanor* 168
- 34. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff**

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

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meetings are scheduled for:  
*Friday, July 30, 2021 – President White is scheduled to attend.*  
*Friday, August 27, 2021 – Director D’Ambrosio is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, October 19, 2021, at 6:00 p.m. – Director Townsend is scheduled to attend, and Director Siegfried is the alternate.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, November 9, 2021, at 9:30 a.m. Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.*

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

**A. Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

**B. 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**

**36. ADJOURNMENT**

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, August 26th, or an alternate acceptable date. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at [www.cawd.org](http://www.cawd.org). After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*