



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., December 19, 2024*

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: 881 7353 6576 Password: 683337.

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 July 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. 03
- 2. *Agenda Changes:*** Any requests to move an item forward on the agenda will be considered at this time.

ADMINISTER CEREMONIAL OATH OF OFFICE

- 3. *Appointed to the Office of Carmel Area Waste Water District Board of Directors for a Term of Four Years (2022-2026) accompanied with an Oath of Office for:*** 07
 - Bob Siegfried
 - Kevan Urquhart
 - Suzanne Cole
- 4. *Plant Classification and Chief Plant Operator Presentation–By Superintendent of Operations- Ed Waggoner*** 12
- 5. *District Internship Presentation–By Superintendent of Operations- Ed Waggoner*** 31

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.

6.	November 20, 2024 Bridge To Everywhere Minutes November 21,2024 Regular Board Meeting Minutes December 4, 2024 Pension Meeting Minutes December 10, 2024 Special Meeting Minutes-Ethics Training	48
7.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- November, October, and September 2024	65
	<i>The District has requested a response from CLA regarding the November, October and September independent accountant letter but a response has not been received.</i>	
	<i>(Note: The District was informed by CLA that both the November, October and September letters are not available for the December board meeting)</i>	
8.	Receive and Accept Schedule of Cash Receipts & Disbursements- November 2024	66
9.	Approve Register of Disbursements – Carmel Area Wastewater District- November 2024	69
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November 2024	73
11.	Receive and Accept Financial Statements and Supplementary Schedules – November 2024	75
12.	Receive and Accept Collection System Superintendent’s Report – November, October & September 2024	96
13.	Receive and Accept Safety and Regulatory Compliance Report – November 2024	102
14.	Receive and Accept Treatment Facility Operations Report – November, October & September 2024	105
15.	Receive and Accept Laboratory/Environmental Compliance Report – November 2024	111
16.	Receive and Accept Capital Projects Report/Implementation Plan	113
17.	Receive and Accept Project Summaries – Capital & Non-Capital	115
18.	Receive and Accept Plant Operations Report- November 2024	138
19.	Receive and Accept Maintenance Projects Report – November 2024	147

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

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

- 20. Resolution No. 2024-72;** A Resolution Authorizing The Job Description, Title, And Salary Table For The Chief Plant Operator- *Report By Maintenance Supervisor, Chris Foley* 151
- 21. Resolution No. 2024-73;** A Resolution Designating Classification Title In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report By Maintenance Supervisor, Chris Foley* 172
- 22. Resolution No. 2024-74;** A Resolution Authorizing The Changes To The Job Description, Title, And Salary Table For The Laboratory Manager- *Report By General Manager, Barbara Buikema* 173
- 23. Resolution No. 2024-75;** A Resolution Designating Classification Title In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report By General Manager, Barbara Buikema* 200
- 24. Resolution No. 2024-76;** A Resolution Approving An Amendment To The Exit Interview Policy Requiring The Submission Of Said Document To The Board Of Directors Upon Its Completion- *Report By General Manager, Barbara Buikema* 201
- 25. Resolution No. 2024-77;** A Resolution Authorizing The General Manager To Invite Bids For The Construction Of Project #23-01 - "Santa Rita And Guadalupe Sewer Main Rehabilitation Project"- *Report By District Engineer, Patrick Treanor* 206
- 26. Resolution No. 2024-78;** A Resolution Affirming That Special Conditions Of Approval May Be Applied To Discretionary New Connection Applications That Do Not Conform To The District Standard Plans And Specifications As Adopted; And Affirming That The District Engineer Has Discretion In Developing Appropriate Special Conditions On Behalf Of The District--" *Report By District Engineer, Patrick Treanor* 210
- 27. Resolution No. 2024-79;** A Resolution Selecting a President and President Pro Tem, and Appointing a Secretary and Secretary Pro Tem of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 30, 2024 – *Report by Domine Barringer, Board Clerk* 225

- 28. Resolution No. 2024-80:** A Resolution Authorizing Legal Services A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Law Firm Beginning In January 2025 In An Amount Not To Exceed \$0,000.00-
Report By General Manager, Barbara Buikema 230
- 29. Resolution No. 2024-81:** A Resolution Authorizing The General Manager To Sign The Investment Policy Document And Investment Policy Guidelines Document For The Carmel Area Wastewater District Defined Benefit Plan-
Report By General Manager, Barbara Buikema 245

COMMUNICATIONS

- 30.** General Manager Report- *Report by General Manager, Barbara Buikema* *
- a. Retreat Progress
 - b. CLA non submission of accountants letter

OTHER ITEMS BEFORE THE BOARD

- 31.** Accessory Dwelling Unit Policy and addressing Mr. Leighton’s public comment-
Report by General Manager, Barbara Buikema 279
- 32.** 2025 Board Committee Assignments, PBCSD Meetings, SDA Meetings, and conference schedule – *Report by Board Clerk, Domine Barringer* 290

Requesting Board Approval

- 33.** Budget Committee Discussion - *Report by General Manager, Barbara Buikema* 298
- 34.** 2024 Actuary’s Report by Nicolay Consulting -Pension Contribution Planned Year 2024-2025- *Report by General Manager, Barbara Buikema* 300

Requesting Board Acceptance of the report:

- 35.** Monterey County Treasurer Report – As of June 30, 2024-*Report by General Manager, Barbara Buikema* 322

Requesting Board Acceptance of the report:

- 36.** County Investment Return vs Inflation-*Report by General Manager, Barbara Buikema* 324

Requesting Board Discussion & Direction:

“*” - indicates no board attachment or oral report.

“e” - indicates a separate insert is enclosed.

INFORMATION/DISCUSSION ITEMS

37. 12-13-24 Pebble Beach Community Service District Meeting

327

38. **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, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.
Friday, January 26, 2025, at 9:30 a.m. – President White 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, February 11, 2025, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

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

39. **ADJOURNMENT**

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 30, 2025, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You may 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.