



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., June 24, 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) 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 or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 876 7611 2791 Password: 149153.

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, 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.

NOTICE OF PUBLIC HEARING

- 3.** Receive Staff Report for Sewer Rates for Fiscal Year 2021-22 03
Report by General Manager, Barbara Buikema
- 4. OPEN PUBLIC HEARING**
Open Public Hearing on Thursday, 9:20 a.m., June 24, 2021, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2021-02 establishing sewer service charges for Fiscal Year 2021-22.
Ordinance No. 2021-02; An Ordinance Establishing Sewer Service Charges for Fiscal 05
Year 2021-22 and thereafter, Providing for the Collection of Such Charges on the Tax Roll,
and Providing Further that this Ordinance and the Charges Established Hereby and the Tax
Collection Procedure Selected Herein Shall Remain in Effect Until Either the Said Charges are
Revised or this Ordinance is Otherwise Amended or Replead
Report by General Manager, Barbara Buikema
- 5. Update** on CAWD Network Security Preparedness – *Report by Maintenance* 17
*Superintendent, Chris Foley & Presentation by a representative from Exceedio Inc., the
District's current Information Technology (IT) contractor.*

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.

6.	Approve May 27, 2021, Regular Board Meeting Minutes	19
7.	Receive and Accept Bank Statement Reviews by Hayashi Wayland –May 2021	23
8.	Receive and Accept Schedule of Cash Receipts & Disbursements – May 2021	25
9.	Approve Register of Disbursements - Carmel Area Wastewater District – May 2021	28
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2021	31
11.	Receive and Accept Financial Statements and Supplementary Schedules – May 2021	32
12.	Receive and Accept Collection System Superintendent’s Report- (May, April & March 2021)	57
13.	Receive and Accept Safety and Regulatory Compliance Report – May 2021	66
14.	Receive and Accept Treatment Facility Operations Report – (May, April & March 2021)	69
15.	Receive and Accept Laboratory/Environmental Compliance Report – May 2021	75
16.	Receive and Accept Capital Projects Report/Implementation Plan	78
17.	Receive and Accept Project Summaries	80
18.	Receive and Accept Plant Operations Report – May 2021	90
19.	Receive and Accept Maintenance Projects Report – May 2021	93
20.	Receive Principal Engineer Monthly Report General Engineering – May 2021	96

ACTION ITEMS BEFORE THE BOARD

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

RESOLUTIONS

21.	Resolution No. 2021-27; A Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges – <i>Report by General Manager, Barbara Buikema</i>	99
22.	Resolution No. 2021-28; A Resolution Determining the Fiscal Year 2021-22 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – <i>Report by General Manager, Barbara Buikema</i>	103

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

"e" - indicates a separate insert is enclosed.

23.	Resolution No. 2021-29; A Resolution Adopting the Budget for the Fiscal Year 2021-22 – <i>Report by General Manager, Barbara Buikema</i>	108
24.	Resolution No. 2021-30; A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges – <i>Report by General Manager, Barbara Buikema</i>	113
25.	Resolution No. 2021-31; A Resolution Approving a Contribution of \$1,000,000 to the “Defend or Managed Retreat Restricted Reserve” as Part of the Budget Process FY 2021-22 <i>Report by General Manager, Barbara Buikema</i>	116
26.	Resolution No. 2021-32; A Resolution Authorizing the General Manager to Enter Into a contract with Beth Ingram for Human Resource Services in an amount not to Exceed \$65,000 – <i>Report by General Manager, Barbara Buikema</i>	119
27.	Resolution No. 2021-33; A Resolution Authorizing the General Manager to Enter Into a Contract with Applied Marine Sciences for Central Coast Long-Term Environmental Assessment Network (CCLEAN) Program Management in the Amount of \$482,874 for the First Year and \$494,072 for the Second Year – <i>Report by General Manager, Barbara Buikema</i>	121
28.	Resolution No. 2021-34; A Resolution Authorizing the General Manager to Reject All Bids for the 2021 Pipeline Spot Repairs Project #21-02, to Return the Bids to the Bidders, to Invite Bids for the Project and Return to the Board on August 26, 2021, to Recommend Award of the Contract – <i>Report by Principal Engineer, Rachél Lather</i>	125
29.	Resolution No. 2021-35; A Resolution Authorizing the General Manager to Invite Bids for the Construction of Project #18-26 – Reverse Osmosis (RO) Pretreatment Acid Tanks & Containment “Sulfuric Acid and Citric Acid Storage and Feed Systems Project” <i>Report by Plant Engineer, Patrick Treanor</i>	127
30.	Resolution No. 2021-36; A Resolution Authorizing General Manager to Execute A Minor Services Contract with Trussell Technologies Inc., in an Amount Not to Exceed \$63,000 for Microfiltration/Reverse Osmosis (MF/RO) Performance Review and Brine Dilution Modelling – <i>Report by Plant Engineer, Patrick Treanor</i>	130

COMMUNICATIONS

31.	General Manager Report - oral report	*
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INFORMATION/DISCUSSION ITEMS

32.	PBCSD May 28, 2021, Board Meeting – <i>Report by General Manager, Barbara Buikema</i>	141
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33. 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, June 25, 2021 – Director Townsend is scheduled to attend.
Friday, July 30, 2021 – President White is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, July 20, 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.

34. 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**

C. Conference with Legal Counsel

Pursuant to paragraph (4) of subdivision (d) of California Code Section 54956.9 the Board will meet in closed session to decide whether to initiate litigation

35. ADJOURNMENT

The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, July 29th, 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. 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.