



## **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., March 30, 2023*

*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.*

*If you plan to attend the meeting in person, please be prepared to show proof of COVID-19 vaccine or a negative COVID-19 test result within 72 hours of the meeting. You may also provide proof of a positive antibody test within the last 90 days. Please note, masks are always required except while eating or drinking.*

*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: 821 6090 1981 Password: 960385.*

*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 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

D'Ambrosio \_\_\_\_\_ 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. **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.

### **Conference with Legal Counsel-Potential Litigation:**

Significant exposure to litigations pursuant to paragraph (2) of subdivision (d)  
Government Code section 54956.9 - one potential case

## CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO 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.*

- |           |                                                                                                                                                                                                                                                             |    |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <b>4.</b> | Approve February 23, 2023, Regular Board Meeting Minutes &<br>02-13-2023 Pension Meeting Minutes<br>02-16-2023 Budget Meeting Minutes<br>03-09-2023 Budget Meeting Minutes<br>03-13-2023 Special Board Meeting Minutes<br>03-20-2023 Budget Meeting Minutes | 03 |
| <b>5.</b> | Receive and Accept Bank Statement Review by<br>Clifton Larson Allen (CLA) – February 2023                                                                                                                                                                   | 20 |

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

"e" - indicates a separate insert is enclosed.

<b>6.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements- February,2023	22
<b>7.</b>	Approve Register of Disbursements – Carmel Area Wastewater District – February,2023	25
<b>8.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February,2023	29
<b>9.</b>	Receive and Accept Financial Statements and Supplementary Schedules – February,2023	30
<b>10.</b>	Receive and Accept Collection System Superintendent’s Report – 2023 February, January & December 2022	51
<b>11.</b>	Receive and Accept Safety and Regulatory Compliance Report – February,2023	59
<b>12.</b>	Receive and Accept Treatment Facility Operations Report – 2023 February January & December 2022	62
<b>13.</b>	Receive and Accept Laboratory/Environmental Compliance Report –February	68
<b>14.</b>	Receive and Accept Capital Projects Report/Implementation Plan	70
<b>15.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	72
<b>16.</b>	Receive and Accept Plant Operations Report – February 2023	92
<b>17.</b>	Receive and Accept Maintenance Projects Report –February 2023	94
<b>18.</b>	Receive and Accept District Engineer’s Report-March 2023	98

## **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**

<b>19.</b>	<b>Resolution No. 2023-23;</b> Resolution Accepting The Lowest Responsible Bid For The 2022-2023 Pipeline Spot Repairs Project #23-02 And Awarding Contract In An Amount Not To Exceed \$118,700– <i>Report by District Engineer, Rachel Lather</i>	100
<b>20.</b>	<b>Resolution No. 2023-24;</b> Contract With Monterey Peninsula Engineering For \$53,830 To Pay For Initial Work Performed At Lorca Lane Project #22-07– <i>Report by District Engineer, Rachel Lather</i>	104
<b>21.</b>	<b>Resolution No. 2023-25;</b> Resolution To Adopt An Initial Study/Mitigated Negative Declaration (IS/MND) And; The Mitigation Monitoring & Reporting Program (MMRP) And Approve The Project For The Corona Road Sewer Extension Project- #18-21– <i>Report by District Engineer, Rachel Lather</i>	112

- 22. Resolution No. 2023-26;** Resolution Authorizing The General Manager To Enter Into A Contract Amendment No. 2 With Denise Duffy & Associates To Provide Additional Environmental Consulting Services For The Corona Road Sewer Extension Project #18-21 In An Amount Not To Exceed \$62,867-  
*Report by District Engineer, Rachel Lather* 145
- 23. Resolution No. 2023-27;** Resolution Adopting A Memorandum Of Agreement (MOA) Between County Of Monterey And Carmel Area Wastewater District (“District”) Regarding Carmel River Flood Plain Restoration And Environmental Enhancement Project-*Report by General Manager, Barbara Buikema* 155
- 24. Resolution No. 2023-28;** A Resolution Adopting A Debt Management Policy In Compliance With California Government Code Section 8855(I)-  
*Report by General Manager, Barbara Buikema* 171

## COMMUNICATIONS

- 25.** General Manager Report – oral report \*

## OTHER ITEMS BEFORE THE BOARD

- 26.** Carmel Area Wastewater District’s Fiscal Year 2023-2024 Preliminary Budget- 183  
*Report by General Manager, Barbara Buikema and Maintenance Superintendent, Chris Foley*
- Action Required** – *Requesting A Motion to Accept the Fiscal Year 2023-2024 Preliminary Budget Preliminary Budget Under Separate Cover e*
- 27.** Carmel Area Wastewater District’s Fiscal Year 2023-2024 Preliminary Rate Model- *Report by General Manager, Barbara Buikema and Maintenance Superintendent, Chris Foley* 184
- Action Required** – *Requesting A Motion to Accept the Fiscal Year 2023-2024 Preliminary Rate Model*
- 28.** Section 115 footnote disclosure for the published Carmel Area Wastewater District Financial Audit Fiscal Year ending 6-30-2022. Director Siegfried requested that this footnote disclosure discussion be agendized and there was a board consensus to add this to the March agenda. The request by Director Siegfried is for the Pun Group to insert additional information regarding the Strategy 2 column with asset classes and benchmarks to be shown. 189
- Action Required** – *Requesting A Motion to Accept the edited footnote disclosure for Section 115*

- 29. *Annexation Cost – Trust Fund – COLA Inflation-- Report by General Manager, Barbara Buikema* 192
- 30. *Other Director’s Compensation Amounts in the County– Report by General Manager, Barbara Buikema* 197
- 31. *General Manager’s role as Trustee on the Pension Committee as requested by Director Siegfried and agreed by the Board to agendize* 201

**INFORMATION/DISCUSSION ITEMS**

- 32. February Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – Report by Plant Engineer, Patrick Treanor 207
- 33. January 27, 2023, PBCSD Board Meeting Summaries- Report by General Manager, Barbara Buikema 227

**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 meeting is scheduled for: *Friday, March 31, 2023, at 9:30 a.m. – Director Rachel is scheduled to attend. Friday, April 28, 2023, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: *Tuesday, April 18, 2023, at 6:00 p.m. – Director D’Ambrosio is scheduled to attend. Tuesday, July TBD, 2023, at 6:00 p.m. – Director Rachel is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for: *Tuesday, May 9, 2023, at 9:30 a.m. Director Rachel is scheduled to attend.*

**35. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **April 27, 2023**, 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](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto: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.*

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