



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via Teleconference Webinar
Thursday, 9:00 a.m., July 28, 2022*

COVID-19 Pandemic and State of Emergency by Governor's Order of California Executive Order N-25-20

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 August 30, 2022.

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: 813 8329 8759 Password: 170664.

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 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 _____ 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. *New Employee Introduction – Seth Steele-Freitas, Collections/Maintenance Utility Worker I***
- 4. *California Water Environment Association- Employee Recognition of Achievement- Grade IV Mechanical Technologist- Mike Skinkle***

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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|------------|---|----|
| 5. | Approve June 30, 2022, Regular Board Meeting Minutes, July 20, 2022 Special Meeting Board Retreat Minutes | 02 |
| 6. | Receive and Accept Bank Statement Review by Hayashi Wayland – June 2022 | 13 |
| 7. | Receive and Accept Schedule of Cash Receipts & Disbursements – June 2022 | 15 |
| 8. | Approve Register of Disbursements – Carmel Area Wastewater District – June 2022 | 18 |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2022 | 22 |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules – June 2022 | 23 |
| 11. | Receive and Accept Collection System Superintendent’s Report – June, May & April 2022 | 37 |
| 12. | Receive and Accept Safety and Regulatory Compliance Report – June 2022 | 45 |
| 13. | Receive and Accept Treatment Facility Operations Report – June, May & April 2022 | 48 |
| 14. | Receive and Accept Laboratory/Environmental Compliance Report – June 2022 | 54 |

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

"e" - indicates a separate insert is enclosed.

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| 15. | Receive and Accept Capital Projects Report/Implementation Plan | 57 |
| 16. | Receive and Accept Project Summaries – Capital & Non-Capital | 59 |
| 17. | Receive and Accept Plant Operations Report – June 2022 | 80 |
| 18. | Receive and Accept Maintenance Projects Report – June 2022 | 85 |
| 19. | Receive and Accept Engineering Report – June 2022 | 88 |

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

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|------------|--|-----|
| 20. | Resolution No. 2022-43; A Resolution Authorizing The General Manager To Enter Into A Contract with Mailey Electric For Electrical Services In Fiscal Year 2022-2023 In An Amount Not to Exceed \$120,000.– <i>Report by Maintenance Superintendent, Chris Foley</i> | 90 |
| 21. | Resolution No. 2022-44: A Resolution Revising the Fee for the Plumbing Permit/Inspection Fee as Adopted by Ordinance No. 85-1 Commencing August 1, 2022 – <i>Report by Superintendent Of Collections, Daryl Lauer</i> | 93 |
| 22. | Resolution No. 2022-45 Authorizing the General Manager to Invite Bids for Biosolids Hauling & Disposal Services, <i>Report by Plant Superintendent Ed Waggoner</i> | 97 |
| 23. | Resolution No. 2022-46; A Resolution Authorizing The General Manger To Enter Into A Service Agreement With Applied Marine Sciences For The Preparation Of A Work Plan And Study Of The District’s Effluent Effects On The Carmel Bay Area of Special Biological Significance, With An Amount Not to Exceed \$37,290, <i>Report by Superintendent Operations, Ed Waggoner</i> | 154 |
| 24. | Resolution No. 2022-47; A Resolution Authorizing The General Manger To Circulate A Request For Proposal (RFP) For A Sewer User Fee Rate Model Study At An Estimated Cost of \$50K <i>Report by General Manager, Barbara Buikema</i> | 164 |
| 25. | Resolution No. 2022-48; A Resolution Authorizing The General Manager To Execute A Professional Services Agreement with Kennedy Jenks Consultants In An Amount Not To Exceed \$104,950 For Wastewater Treatment Plant (WWTP) Vactor Receiving Station Design-(Project #22-06)Vactor Dumping Station Design contract – <i>Report by Principal Plant Engineer, Patrick Treanor</i> | 174 |
| 26. | Resolution No. 2022-49; A Resolution Authorizing an Amendment No. 3 In the Amount of \$126,270 For the SRT, Inc. Engineering Services Contract for the Carmel Meadows Pipeline Replacement Project #19-03 in a Not to Exceed Contract Amount of \$471,415 – <i>Report by Rachél Lather</i> | 188 |
| 27. | Resolution No. 2022-50; A Resolution Authorizing the General Manager to Amend a Contract with MNS Engineers to Complete Potholing for Utilities and Redesign Services for the Pescadero Creek Area Pipe Relocation Project #21-05 In An Amount Not To Exceed Total Contract Amount of \$247,339 – <i>Report by Rachél Lather</i> | 195 |

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"e" - indicates a separate insert is enclosed.

- 28. Resolution No. 2022-51;** A Resolution Awarding A Contract For The 2022-2023 Manhole Rehabilitation Project To The Lowest Qualified Responsible Bidder And Authorizing the General Manager To Sign And Execute A Contract For Said Bidder– *Report by Principal Engineer, Rachel Lather* 202

note: Bid opening occurring on 7-26-22

- 29. Resolution No. 2022-52** A Resolution Amending the District Purchasing Policy To Authorize District Engineers With Purchasing Authority Up To \$5K – *Report by General Manager, Barbara Buikema* 204

- 30. Resolution No. 2022-53;** A Resolution Of The Board of Directors Of The Carmel Area Wastewater District (CAWD), Proclaiming A Local Emergency, Ratifying The Proclamation Of A State of Emergency by Governor’s Order #N-25-20 Dated March 4, 2020, and Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of CAWD For The Period August 1 Through August 30, 2022, Pursuant To Brown Act Provisions – *Report by General Manager, Barbara Buikema* 209

COMMUNICATIONS

- 31.** General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

- 32.** Annual Disclosure of Reimbursements of at least \$100 – *report by, General Manager, Barbara Buikema* 215

Request a motion to accept the Reimbursement Report for fiscal year 2021-22

- 33.** Topics for Upcoming Fall 2022 CAWD Connections – *report by, General Manager, Barbara Buikema* 217

- 34.** Bond vs. Bond Fund – *report by, General Manager, Barbara Buikema* 218

INFORMATION/DISCUSSION ITEMS

- 35.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 228

- 36.** Pacific Gas & Electric Energy Use History- Summary – *Report by Plant Engineer, Patrick Treanor* 241

- 37.** June 24, 2022 Pebble Beach Community Service District Meeting *Report by General Manager, Barbara Buikema* 243

- 38.** Special Districts Association Meeting *Report by General Manager, Barbara Buikema* 245

39. **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, July 29, 2022, at 9:30 a.m. – Greg D’Ambrosio is scheduled to attend.
Friday, August 26, 2022, at 9:30 a.m. – Canceled.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October 20, 2022, at 6:00 p.m. – Director Siegfried is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, November 15, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend.

40. **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 Recognition Letter Evaluation Period July 1, 2021 to June 30, 2022
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**

41. **ADJOURNMENT**

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **August 25, 2022**, 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.*