



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

Via In Person or Join By Teleconference Webinar

3945 Rio Road, CA 93923

Phone: (831)624-1248

Thursday, 9:00 a.m., February 24, 2022

If you plan to attend the meeting at CAWD’s Administrative Office, 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 required at all times except while eating or drinking.

Acceptable proof of COVID-19 Vaccination or test status which includes the following:

Documentation Type	Examples
Verifiable records (digital or paper)	Vaccination certificate with QR code ⁽¹⁾ , digital pass via Smartphone application with QR code ⁽¹⁾ (e.g., United Kingdom National Health Service COVID Pass, European Union Digital COVID Certificate)
Non-verifiable paper records	Printout of COVID-19 vaccination record or a COVID-19 vaccination certificate issued at national or subnational level or by an authorized vaccine provider (e.g., the CDC vaccination card)
Non-verifiable digital records	Digital photos of vaccination card or record, downloaded vaccine record or vaccination certificate from official source (e.g., public health agency, government agency, or other authorized vaccine provider), or a mobile phone application without QR code ⁽¹⁾
Positive Viral Test Criteria	<ul style="list-style-type: none"> • If you have had a positive viral test on a sample taken during the past 90 days, and you have met the criteria to end isolation, • You may also provide proof of a positive IgG antibody test within the last 90 days. • A signed letter from a licensed healthcare provider or a public health official that states you have been cleared • The positive test result and letter together or a letter from your healthcare provider or a public health official that clears you to end isolation referred to as “documentation of recovery.” • The letter must be signed and dated on official letterhead that contains the name, address, and phone number of the healthcare provider or public health official who signed the letter.

Documentation Type	Examples
Negative COVID Test Criteria	<ul style="list-style-type: none"> • Type of test (indicating it is a Nucleic Acid Amplification Test (NAAT) or antigen test). • Entity issuing the result (e.g., laboratory, healthcare entity, or telehealth service). • Sample collection date <ul style="list-style-type: none"> ○ A negative test result must show the sample was taken no more than 72 hours before the meeting ○ Test result

(1) The QR code in a verifiable vaccination record which links to information confirming the credential was generated from an immunization record in an official database and is protected from tampering.

All forms of proof of COVID-19 vaccination must have:

- Personal identifiers (full name plus at least one other identifier such as date of birth or passport number) that match the personal identifiers of the attendee
- Name of official source issuing the record (e.g., public health agency, government agency, or other authorized vaccine provider)
- Vaccine manufacturer and date(s) of vaccination
- Results must be in written or digital format

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: 823 0003 4431 Passcode: 357157

If you would like to comment on any item on our 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@caud.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 or if in person comment during public comment section and wait to be recognized by the President.

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.

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.

- 3.** Approve January 27, 2021, Regular Board Meeting Minutes, 03
January 27, 2022, Special Meeting of the Salary & Benefits Committee Minutes &
February 8, 2022, Pension Committee Meeting Minutes
February 16, 2022, Budget Committee Meeting Minutes
February 16, 2022, Ad Hoc Sea Level Rise Committee Meeting Minutes
February 18, 2022, Salary & Benefits Committee Meeting Minutes
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – January 2022 14
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements – January 2022 16
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District – January 2022 19
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2022 22
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – January 2022 23
- 9.** Receive and Accept Collection System Superintendent's Report – January 2022, and 48
December & November 2021
- 10.** Receive and Accept Safety and Regulatory Compliance Report – January 2022 56
- 11.** Receive and Accept Treatment Facility Operations Report – January 2022, and 58
December & November 2021
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – January 2022 64
- 13.** Receive and Accept Capital Projects Report/Implementation Plan 66
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital 68
- 15.** Receive and Accept Plant Operations Report – January 2022 88
- 16.** Receive and Accept Maintenance Projects Report – January 2022 91

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

"e" - indicates a separate insert is enclosed.

17. Receive Principal Engineer Monthly Report General Engineering – January 2022 94

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

18. **Resolution No. 2022-08;** A Resolution Approving a Capital Expenditure for CAWD/PBCSD Reclamation Project to Purchase 63 Reverse Osmosis (RO) Membranes in an Amount not to Exceed \$32,855 Plus Freight Charges – *Report by Plant Superintendent, Ed Waggoner* 97
19. **Resolution No. 2022-09;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District & Providing For the Number of Positions & Monthly Salary Ranges- *Report by General Manager, Barbara Buikema* 101
20. **Resolution No. 2022-10;** A Resolution Authorizing the Recruitment of a full-time Collection Maintenance Utility Worker I-*Report by General Manager, Barbara Buikema* 103

COMMUNICATIONS

21. General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

22. Strategic Asset Management Plan Actuarial Report – *Report by General Manager, Barbara Buikema* 107
- Action Required** – *Requesting a Motion to Accept the Report*
23. User Fee Refund Policy – *Report by General Manager, Barbara Buikema* 128
- Action Required** – *Requesting a Motion to Accept the Policy*
24. Pension Funding Policy – *Report by General Manager, Barbara Buikema* 129
- Action Required** – *Requesting a Motion to Accept the Policy Statement*

INFORMATION/DISCUSSION ITEMS

25. Spring Newsletter Topic-*Report by General Manager, Barbara Buikema* 130
Separate Insert on Newsletter Topics e
26. CalPERS Annual Valuation Report – *Report by General Manager, Barbara Buikema* 133

- 27.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 137
- 28.** Board of Directors’ Retreat Planning – *Report by General Manager, Barbara Buikema* 155
- 29.** Monterey County Investment Report – *Report by General Manager, Barbara Buikema* 156
- 30.** February 8, 2022, Reclamation Management Committee Meeting Summary – *Report by General Manager, Barbara Buikema* 158
- 31.** February 8, 2022, Pension Committee Meeting Summary – *Report by General Manager, Barbara Buikema* 159
- 32.** Quarterly Progress Report of the General Manager – *Report by General Manager, Barbara Buikema* 178
- 33.** Call for Nominations of Candidates to Fill Two Special District Seats on the Local Agency Formation Commission (LAFCO) of Monterey County – *Report by General Manager, Barbara Buikema* 181
- 34.** Annual Reporting of the Statement of Economic Interest Form 700 – *Report by Board Secretary, Domine Barringer* 186

35. 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, February 25, 2022, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.
Friday, March 25, 2022, at 9:30 a.m. – Director Rachel is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 19, 2022, at 6:00 p.m. – Director D’Ambrosio is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 10, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.

36. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **March 31, 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.*