



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., July 25, 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. Please note that the meeting will proceed as normal even if there are technical difficulties accessing Zoom. 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: 811 9609 9132 Password: 933517.

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@kawd.org, at least 24 hours before the meeting. You June 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 June 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. *Presentation of Carmel Links in Rio Park-by Richard Warren. The approximate time allocation will be 10 minutes per the Chair.*

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 June request that any item be placed on the Regular Agenda for separate consideration.

- 4. June 27,2024 Regular Board Meeting Minutes 05
 July 16, 2024 Pension & Investment -Long Term Investments
 July 17, 2024 Bridge To Everywhere Minutes
- 5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- 16
 June 2024
- 6. Receive and Accept Schedule of Cash Receipts & Disbursements- 18
 June 2024

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

| | | |
|------------|------------------------------------------------------------------------------------------|-----------|
| 7. | Approve Register of Disbursements – Carmel Area Wastewater District- June 2024 | 21 |
| 8. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2024 | 26 |
| 9. | Receive and Accept Financial Statements and Supplementary Schedules – June 2024 | 28 |
| 10. | Receive and Accept Collection System Superintendent’s Report – June, May & April 2024 | 49 |
| 11. | Receive and Accept Safety and Regulatory Compliance Report – June 2024 | 54 |
| 12. | Receive and Accept Treatment Facility Operations Report – June, May & April 2024 | 56 |
| 13. | Receive and Accept Laboratory/Environmental Compliance Report – June 2024 | 62 |
| 14. | Receive and Accept Capital Projects Report/Implementation Plan | 64 |
| 15. | Receive and Accept Project Summaries – Capital & Non-Capital | 66 |
| 16. | Receive and Accept Plant Operations Report – June 2024 | 89 |
| 17. | Receive and Accept Maintenance Projects Report – June 2024 | 91 |
| 18. | Receive and Accept Source Control-Environmental Compliance Report- June 2024 | 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

| | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 19. | Resolution No. 2024-42; A Resolution Approving A Contribution Of \$100,000 To The District’s CalPERS Section 115 Account As Part Of The Budget Process For Fiscal Year 2024-25- Report by General Manager, Barbara Buikema | 96 |
| 20. | Resolution No. 2024-43; A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$34,500 For Public Outreach Support For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08) And The Santa Rita & Guadalupe Sewer Main Rehabilitation Project (Project #23-01)- Report by District Engineer, Patrick Treanor | 109 |
| 21. | Resolution No. 2024-44; A Resolution Adopting A Mitigated Negative Declaration And Mitigation Monitoring And Reporting Plan For The “Scenic Road Pipeline Replacement Project” (Project #20-08) Pursuant To The California Environmental Quality Act - Report by District Engineer, Patrick Treanor | 116 |

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

"e" - indicates a separate insert is enclosed.

Note: The Final Initial Study-Mitigated Negative Declaration and the Mitigation Monitoring & Reporting Program are under separate cover. e

- 22. Resolution No. 2024-45: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Enterprise Automation In Fiscal Year 2024-25 In An Amount Not To Exceed \$124,497-- Report by Superintendent of Maintenance, Chris Foley** 121
- 23. Resolution No. 2024-46: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Complete Paperless Solutions (CPS) In Fiscal Year 2024-25 In An Amount Not To Exceed \$28,000- Report by General Manager, Barbara Buikema** 141

COMMUNICATIONS

- 24. General Manager Report- Report by General Manager, Barbara Buikema** 161

OTHER ITEMS BEFORE THE BOARD

- 25. Annual Disclosure of Reimbursements to staff of at least \$100 – Report by Barbara Buikema, General Manager** 164

Board Action: Requesting Board to Receive the Report

- 26. Topics for Upcoming Fall 2024 CAWD Connections – Report by Barbara Buikema, General Manager** 167

Board Action: Requesting Board Provide Fall Connections Topics

- 27. Construction Of Telecommunications & Public Utility Facility- Report by District Engineer, Patrick Treanor** 168

Board Action:

- 28. Ad Hoc Committee Member Selection: Director Concerns & National Association of Corporate Directors – Kevan will participate but another Director needs participate and the committee will provide the naming convention** 173

Board Action: Requesting Naming Convention & Other Director Volunteer

- 29. Eminent Domain:** Requesting the Board to make a position statement on if the District is willing to utilize eminent domain in potentially moving the treatment facility as required by the California Coastal Commission in response to sea level rise **174**

Board Action:

INFORMATION/DISCUSSION ITEMS

- 30. A Status Update On The Request For Proposals For Investment Management Services To The Board: Osborne Partners, Royal Bank of Canada, And Retirement Plan Advisors-** *Report by General Manager, Barbara Buikema* **175**

- 31. Pebble Beach Community Service District Meeting** June 26, 2024,- *Report by General Manager, Barbara Buikema* **176**

- 32. Special District Association of Monterey County** – July 15,2024- *Report by General Manager, Barbara Buikema* **178**

- 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 meeting is scheduled for: *Friday, July 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend. August - 2024, – No Scheduled PBCD meeting.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: *Tuesday, October (TBD), 2025, at 6:00 p.m. –Director Rachel is scheduled to attend. Tuesday, January (TBD), 2025, at 6:00 p.m. –Director Cole is scheduled to attend.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: *Tuesday, November 12, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

- 34. CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors June 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: **General Manager Performance Evaluation**

35. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, August 29, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You June 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.