



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., March 31, 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 48 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: 862 0018 1405 Passcode: 838058

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@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 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.

3. Introduction of new employee Dan Deeth, the new Purchaser/Plant Asset Coordinator *

4. COVID-19 Risk Mitigation and Response Plan – *Presentation by Safety and Regulatory Compliance Administrator, Mark Dias* 03

Action Required – Requesting a Motion to Accept the Plan

5. Manhole Condition Assessment – *Presentation by Collections Superintendent, Daryl Lauer* *

Action Required – Requesting a Motion to Accept the Report

ORDINANCES

NOTICE OF PUBLIC HEARING

6. Receive Staff Report for Proposed Pretreatment Ordinance 17
Report by General Manager, Barbara Buikema

OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:00 a.m., March 31, 2022, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2022-02 for the Pretreatment Ordinance

Ordinance No. 2022-02; An Ordinance Adopting a New Pretreatment Ordinance and Repealing Ordinance 2021-03 and 2022-01 (see Exhibit A). 116

Exhibit A attached – redline version starting on page 20

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

"e" - indicates a separate insert is enclosed.

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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.

7.	Approve February 24, 2022, Regular Board Meeting Minutes, March 8, 2022, Budget Committee Meeting Minutes, March 10, 2022, Budget Committee Meeting Minutes, March 11, 2022, Budget Committee Meeting Minutes, March 14, 2022, Ad Hoc Construction Committee Meeting Minutes, March 14, 2022, Salary & Benefits Committee Meeting Minutes, March 15, 2022, Budget Committee Meeting Minutes	118
8.	Receive and Accept Bank Statement Review by Hayashi Wayland – February 2022	129
9.	Receive and Accept Schedule of Cash Receipts & Disbursements – February 2022	131
10.	Approve Register of Disbursements – Carmel Area Wastewater District – February 2022	134
11.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2022	139
12.	Receive and Accept Financial Statements and Supplementary Schedules – February 2022	141
13.	Receive and Accept Collection System Superintendent’s Report – February & January 2022, & December 2021	166
14.	Receive and Accept Safety and Regulatory Compliance Report – February 2022	173
15.	Receive and Accept Treatment Facility Operations Report – February & January 2022, & December 2021	176
16.	Receive and Accept Laboratory/Environmental Compliance Report – February 2022	182
17.	Receive and Accept Capital Projects Report/Implementation Plan	184
18.	Receive and Accept Project Summaries – Capital & Non-Capital	186
19.	Receive and Accept Plant Operations Report – February 2022	205
20.	Receive and Accept Maintenance Projects Report – February 2022	207
21.	Receive Principal Engineer Monthly Report General Engineering – February 2022	209

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

22.	Resolution No. 2022-11; A Resolution Authorizing The General Manager to Invite Bids For Construction Of The 2022 Manhole Frame & Lid Replacement Project, At Various Locations – <i>Report by Principal Engineer, Rachel Lather</i>	211
23.	Resolution No. 2022-12; A Resolution Accepting The Completed Project And Directing The General Manager To File A Notice Of Completion For The Upper Rancho Cañada Pipeline Relocation Project #19-13 – <i>Report by Principal Engineer, Rachel Lather</i>	222

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

"e" - indicates a separate insert is enclosed.

- 24. Resolution No. 2022-13;** A Resolution Approving A Notice Of Intent To Adopt A Mitigated Negative Declaration For The Carmel Meadows Sewer Replacement Project #19-03 – Report by Principal Engineer, Rachel Lather 230
- 25. Resolution No. 2022-14;** A Resolution Accepting The Completed Project And Directing The General Manager To File A Notice OF Completion For The Dougherty Place Emergency Pipe Bursting Project – Report by Principal Engineer, Rachel Lather 234
- 26. Resolution No. 2022-15;** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Greeley And Hansen In An Amount Not To Exceed \$251,710 For Wastewater Treatment Plant (WWTP) Relocation Alternatives Planning Assistance For Long-Term Sea Level Rise Mitigation Planning (Project #22-01) – Report by Plant Engineer, Patrick Treanor 239
- 27. Resolution No. 2022-16;** A Resolution Approving An Amended Job Description For A Full-Time Collection/Maintenance Utility Worker I At Range 6 – Report by Maintenance Superintendent, Chris Foley and Collections Superintendent, Daryl Lauer 274
- 28. Resolution No. 2022-17;** 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 April 1 Through April 30, 2022, Pursuant To Brown Act Provisions – report by General Manager, Barbara Buikema 287

COMMUNICATIONS

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

OTHER ITEMS BEFORE THE BOARD

- 30.** CAWD FY 2022-23 Preliminary Budget– Report by General Manager, Barbara Buikema 293

Preliminary Budget under separate cover e

Action Required – Requesting a Motion to Accept the Preliminary Budget

- 31.** CAWD FY 2022-23 Preliminary Rate Model– Report by General Manager, Barbara Buikema 294

Action Required – Requesting a Motion to Choose and Accept a Preliminary Rate Model

- 32.** Local Agency Formation Commission (LAFCO) Ballot for Election of an Independent Special District Regular Member – Report by General Manager, Barbara Buikema 304

Action Required – Requesting a Motion for Election of a Candidate

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INFORMATION/DISCUSSION ITEMS

- 33.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 314
- 34.** February 25, 2022, Pebble Beach Community Services District Board Meeting Summary – *Report by General Manager, Barbara Buikema* 336

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 meetings are scheduled for:
Friday, April 29, 2022, at 9:30 a.m. – Director Siegfried is scheduled to attend.
Friday, May 27, 2022, at 9:30 a.m. – Director Townsend 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.

- 36. 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 – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9

37. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **April 28, 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.*