



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., September 26, 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. 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: 813 0679 7282 Password: 357954.

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 93923 or via email at downstream@kawd.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

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 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.*

A. Conference with Labor Negotiations:

The Board will meet in closed session pursuant to Government Code Section 54957.6:

- **Agency Designated Representative:** Barbara Buikema, General Manager, Chris Foley, Maintenance Superintendent, Rick Bolanos Legal Counsel
Employee Organization: LiUNA United Public Employees of California, Local 792

Note: Legal Counsel will report out the closed session information in open session

4. Reconvene Back Into Open Session

5. **Receive Staff Report** -for Ordinance 2024-02 Uniform Plumbing Ordinance –
Report by District Engineer, Patrick Treanor

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Note: There is one staff report for Ordinance 2024-02 and Ordinance 2024-03

OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:00 a.m., September 26, 2024, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2024-02 Uniform Plumbing Ordinance for Fiscal Year 2024-25.

Ordinance 2024-02; AN ORDINANCE (1) REPEALING AND REPLACING ORDINANCE NO. 2019-01 UNIFORM PLUMBING ORDINANCE OF THE CARMEL AREA WASTEWATER DISTRICT, AND (2) ADOPTING THE UNIFORM PLUMBING ORDINANCE OF THE CARMEL AREA WASTEWATER DISTRICT (redline version)

Chair will close the public hearing after public comment is heard

6. **Receive Staff Report** -for Ordinance 2024-03 Administrative Penalties-
Report by District Engineer, Patrick Treanor

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OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:10 a.m., September 26, 2024, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2024-03 Administrative Penalties for Fiscal Year 2024-25.

Ordinance 2024-03; AN ORDINANCE (1) REPEALING AND REPLACING ORDINANCE NO. 2019-03 ADMINISTRATIVE PENALTIES ORDINANCE OF THE CARMEL AREA WASTEWATER DISTRICT, AND (2) ADOPTING THE ADMINISTRATIVE PENALTIES ORDINANCE OF THE CARMEL AREA WASTEWATER DISTRICT (redline version)

Chair will close the public hearing after public comment is heard

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

7.	August 26,2024 Regular Board Meeting Minutes September 11, 2024 Salary & Benefits Minutes September 17, 2024 Special Meeting Minutes	66
8.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- August 2024	78
9.	Receive and Accept Schedule of Cash Receipts & Disbursements- August 2024	80
10.	Approve Register of Disbursements – Carmel Area Wastewater District- August 2024	83
11.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – August 2024	88
12.	Receive and Accept Financial Statements and Supplementary Schedules – August 2024	90
13.	Receive and Accept Collection System Superintendent’s Report – August, July & June 2024	111
14.	Receive and Accept Safety and Regulatory Compliance Report – August 2024	118
15.	Receive and Accept Treatment Facility Operations Report – August, July & June 2024	120
16.	Receive and Accept Laboratory/Environmental Compliance Report – August 2024	126
17.	Receive and Accept Capital Projects Report/Implementation Plan	128
18.	Receive and Accept Project Summaries – Capital & Non-Capital	130
19.	Receive and Accept Plant Operations Report- August 2024	152
20.	Receive and Accept Maintenance Projects Report – July 2024	154
21.	Receive and Accept Source Control-Environmental Compliance Report- August 2024	157

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. 2024-53;** A Resolution Authorizing The General Manager To Purchase Effluent Pump Rebuild Parts From JM Squared In Fiscal Year 2024-25 In An Amount Not To Exceed \$60,000- *Report By Maintenance Superintendent, Chris Foley* 159
- 23. Resolution No. 2024-54;** A Resolution Authorizing The General Manager To Purchase Two Gem Utility Carts From Total Industries In Fiscal Year 2024-25 In An Amount Of \$46,468.38- *Report By Maintenance Superintendent, Chris Foley* 161
- 24. Resolution No. 2024-55;** A Resolution Authorizing The General Manager To Update The Contract With Enterprise Automation In Fiscal Year 2024-25 In An Amount Of \$75,000- *Report By Maintenance Superintendent, Chris Foley* 164
- 25. Resolution No. 2024-56;** A Resolution Approving The Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report By General Manager, Barbara Buikema* 168

COMMUNICATIONS

- 26. General Manager Report-** *Report by General Manager, Barbara Buikema* *
- Annual Picnic Suggested Date October 23, 2024 at 11:30 a.m.

OTHER ITEMS BEFORE THE BOARD

- 27. Conversion of the Newsletter (or part of it) to an email format-** *Report by General Manager, Barbara Buikema* 173

Requesting Board Decision:

- 28. Clifton Larsen Allen (CLA) Independent Accountant Response Letter**

Request To Modify The Following Language: "This report is intended solely for the information and use of the Board of Directors of Carmel Area Wastewater District and is not intended to be and should not be used by anyone other than the specified parties"

Requesting Board Decision:

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

"e" - indicates a separate insert is enclosed.

29. Monterey County Treasurer Report – As of June 30, 2024 177

Requesting Board Acceptance of the report:

30. Legal response to the Board’s question regarding the District responsibilities and powers annexed areas- *Report by Legal Counsel, Rob Wellington* *

INFORMATION/DISCUSSION ITEMS

31. **Internship Project Power Point Presentation**, -*Report by Plant Superintendent, Ed Waggoner*

Note: Not available at the time of the board packet build. The presentation will be provided at the board meeting.

32. Pebble Beach Community Service District Meeting Was Not Held In August 2024

33. Informational Meeting On Carmel Lagoon 182

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, September 27, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.
Friday, October 25, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October 15, 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.

- *Director Cole’s Report on CASA Conference Information*

35. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, October 31, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You July 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.