



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., October 31, 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: 880 9935 0150 Password: 606434.

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@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

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.*

Insertion of Monterey Bay Engineer's letter – Steve Wilson 03
District Response To The Letter – District Engineer, Patrick Treanor 05

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 Negotiators:

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

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

Note: District Legal Counsel will report out concerning any reportable action taken in the closed session in open session

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.

4.	September 26,2024 Regular Board Meeting Minutes	10
	September 25,2024 Bridge To Everywhere Minutes	
	October 4, 2024 Pension Minutes	
	October 16, 2024 Bridge To Everywhere Minutes	
	October 16, 2024 Salary & Benefits Minutes	
	October 23,2024 Pension Minutes	
5.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- September 2024 (<i>note: will insert when received-not available</i>)	32
	<i>Note: Notification to the public that the CLA letter is available to the public in lieu of the statement listed on the independent accountant response letter stating" it is not used by anyone other than the specified parties"</i>	
6.	Receive and Accept Schedule of Cash Receipts & Disbursements- September 2024	33
7.	Approve Register of Disbursements – Carmel Area Wastewater District- September 2024	36
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September 2024	38
9.	Receive and Accept Financial Statements and Supplementary Schedules – September 2024	39
10.	Receive and Accept Collection System Superintendent’s Report – September, August & July 2024	60
11.	Receive and Accept Safety and Regulatory Compliance Report – September 2024	65
12.	Receive and Accept Treatment Facility Operations Report – September, August& July 2024	67
13.	Receive and Accept Laboratory/Environmental Compliance Report – September 2024	73
14.	Receive and Accept Capital Projects Report/Implementation Plan	75
15.	Receive and Accept Project Summaries – Capital & Non-Capital	77
16.	Receive and Accept Plant Operations Report- September 2024	100
17.	Receive and Accept Maintenance Projects Report – September 2024	102
18.	Receive and Accept Source Control-Environmental Compliance Report- September 2024	105

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

"e" - indicates a separate insert is enclosed.

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. 2024-53;** A Resolution Authorizing The General Manager To Purchase A Replacement Effluent Pump From JM Squared In Fiscal Year 2024-25 In An Amount Not To Exceed \$86,208- *Report By Maintenance Superintendent, Chris Foley* **107**
- Note: Resolution 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- was tabled in the September 26, 2024 because additional review was needed regarding the Rebuild or Replacement was needed regarding the Effluent Pump.*
- 20. Resolution No. 2024-59;** A Resolution Authorizing The General Manager To Purchase A Replacement Reclamation Pump From Shape Incorporated In Fiscal Year 2024-25 In An Amount Not To Exceed \$47,565- *Report By Maintenance Superintendent, Chris Foley* **111**
- 21. Resolution No. 2024-60;** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With Denise Duffy & Associates, Inc. In An Amount Not To Exceed \$30,000 For Revegetation Maintenance, Monitoring, & Reporting For The Hatton Canyon Sewer Replacement Project (Project #18-17)-*By District Engineer, Patrick Treanor* **117**
- 22. Resolution No. 2024-61;** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$263,992 For Addition Of The Carmel Woods Sewer Rehabilitation Work Into The Existing Contract For Pescadero Road Sewer (Project #21-05)-*By District Engineer, Patrick Treanor* **122**
- 23. Resolution No. 2024-62;** A Resolution Authorizing The General Manager To Hire An Additional Lab Analyst Proactively To Manage Attrition-*By District Engineer, Patrick Treanor* **142**
- 24. Resolution No. 2024-63;** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$121,750 For Additional Inspection Services For The September Ranch Sewer Extension Project (Project #18-29)- *By District Engineer, Patrick Treanor* **144**
- 25. Resolution No. 2024-64;** A Resolution Authorizing An Amendment To The District's Telecommuting Work Policy - *By General Manager, Barbara Buikema* **148**

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

"e" - indicates a separate insert is enclosed.

26.	Resolution No. 2024-65; A Resolution Authorizing The General Manager To Categorize The Information Technology Intern As A Part-Time Employee With A One Year Contract- <i>By General Manager, Barbara Buikema or Foley</i>	159
27.	Resolution No. 2024-66; A Resolution Adopting The Succession Plan And The Proposed Organizational Chart Changes Effective With The Retirement Of The Operations Superintendent- <i>By General Manager, Barbara Buikema</i>	162
28.	Resolution No. 2024-67: A Resolution Accepting The Lowest Responsible And Responsive Bid For The “Ribera Road Retaining Wall Replacement Project,” Awarding Construction Contract, And Authorizing A Change Order Allowance- <i>By Principal Engineer, Jeff Bandy</i>	166
29.	Resolution No. 2024-68: A Resolution Authorizing Execution Of An Amendment To The Agreement Between Pebble Beach Community Services District And CAWD For Use Of Wastewater Facilities- <i>By General Manager, Barbara Buikema</i>	170
30.	Resolution No. 2024-69: A Resolution Authorizing General Manager RFP legal services- <i>By General Manager, Barbara Buikema</i>	175

COMMUNICATIONS

31.	General Manager Report- <i>Report by General Manager, Barbara Buikema</i>	e
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OTHER ITEMS BEFORE THE BOARD

None

INFORMATION/DISCUSSION ITEMS

32.	9-27-2024 and 10-25-24 Pebble Beach Community Service District Meeting Report	210
33.	Special District Association of Monterey County Report	214
34.	Laboratory Accreditation Update-Informational Only- <i>Report by, District Engineer, Patrick Treanor</i>	216

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, November-2024, at 9:30 a.m. – There is no PBCSD meeting .
Friday, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.

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

36. CLOSED SESSION: *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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

Note: District Legal Counsel will report out concerning any reportable action taken in the closed session in open session

37. **ADJOURNMENT**

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, November 21, 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.