



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., November 18, 2021*

COVID-19 Pandemic and State of California Executive Order N-15-21

In compliance with recently issued guidelines from the State of California, and to aid in keeping the public safe, Carmel Area Wastewater District (CAWD or District) will be conducting our Board Meetings via teleconference until November 28, 2021

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: 871 1783 8612 Password: 806397.

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@cawd.org, at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference webinar. 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. 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 October 28, 2021, Regular Board Meeting Minutes | 03 |
| 4. | Approve Register of Disbursements - Carmel Area Wastewater District – October 2021 | 07 |
| 5. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2021 | 11 |
| 6. | Receive and Accept Collection System Superintendent’s Report – October, September & August 2021 | 12 |
| 7. | Receive and Accept Safety and Regulatory Compliance Report – October 2021 | 21 |
| 8. | Receive and Accept Laboratory/Environmental Compliance Report – October 2021 | 24 |
| 9. | Receive and Accept Capital Projects Report/Implementation Plan | 26 |
| 10. | Receive and Accept Project Summaries-Capital & Non-Capital | 28 |
| 11. | Receive and Accept Plant Operations Report – October 2021 | 43 |
| 12. | Receive and Accept Maintenance Projects Report – October 2021 | 46 |
| 13. | Receive Principal Engineer Monthly Report General Engineering – October 2021 | 49 |

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.

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

"e" - indicates a separate insert is enclosed.

RESOLUTIONS

- 14. Resolution No. 2021-61;** A Resolution Adopting the CAWD/PBCSD Reclamation Project Audit for the Year Ending June 30, 2021 – *Report by General Manager, Barbara Buikema* 51
- 15. Resolution No. 2021-62;** A Resolution Authorizing the General Manager to Enter into a Contract with Frisch Engineering for the Reclamation SCADA Migration Project in Fiscal Year 2021-22 in an Amount Not to Exceed \$139,080 – *Report by Maintenance Superintendent, Chris Foley* 84
- 16. Resolution No. 2021-63;** A Resolution Selecting a President and President Pro Tem, and Appointing a Secretary and Secretary Pro Tem of the Carmel Area Wastewater District, for a Term of One Year Commencing on December 30, 2021 – *Report by Board Secretary, Domine Barringer* 88

COMMUNICATIONS

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

OTHER ITEMS BEFORE THE BOARD

- 18.** Mode/Type of District Sexual Harassment Training *Report by General Manager, Barbara Buikema* 93
- 19.** November update of the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01 – *Report by Plant Engineer, Patrick Treanor* 95
- 20.** Summary of the October PBCSD Monthly Board Meeting *Report by General Manager, Barbara Buikema* 106
- 21.** General Manager Quarterly Progress Report *Report by General Manager, Barbara Buikema* 108

INFORMATION/DISCUSSION ITEMS

- 22. 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:
*There is no scheduled meeting for November
Friday, December 10, 2021 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, January 18, 2022, at 6:00 p.m. – Director Siegfried to attend this meeting as alternate.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: *Tuesday, February 8, 2021, at 9:30 a.m. Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.*

23. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **December 30, 2021**, 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.*