



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., February 25, 2021*

## **COVID-19 Pandemic and State of California Executive Order N-29-20**

*In compliance with recently issued guidelines from the State of California and other governing agencies, and in order to aid in keeping the public safe, Carmel Area Wastewater District (CAWD) will be conducting our Board Meeting via teleconference until further notice. All public meetings shall be conducted electronically only and without a physical location for public participation, until further notice, and in compliance with California state guidelines for social distancing.*

*To access the meeting via Zoom please visit our website homepage at [www.cawd.org](http://www.cawd.org) or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 817 6751 6962 Password: 880580.*

*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](mailto: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 (District) administrative office at (831)624-1248. Notification prior to the meeting will enable the District to make reasonable arrangement to ensure accessibility to this meeting.*

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# 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. *CWEA Collection System of the Year 2020 Award – Monterey Bay Section- Announcement from Daryl Lauer, Collections Superintendent***
- 4. *2021 Annexation Project – Report by Principal Engineer, Rachél Lather*** 03

## NOTICE OF PUBLIC HEARING

### OPEN PUBLIC HEARING

*Open Public Hearing After 2021 Annexation Project Presentation on Thursday, 9:00 a.m., February 25, 2021, at 9:20 a.m. or Soon Thereafter As The Matters May Be Taken Up considering the 2021 Annexation*

## 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.

<b>5.</b>	Approve	
	a. January 25, 2021 Budget Committee Meeting Minutes	15
	<i>(Approved under the 01-28-21 Consent Calendar)</i>	
	b. January 28, 2021 Regular Board Meeting Minutes	16
	c. February 3, 2021 Budget Committee Meeting Minutes	23
	d. February 8, 2021 Budget Committee Meeting Minutes	24
	e. February 11, 2021 Budget Committee Meeting Minutes	25
	f. February 17, 2021 Budget Committee Meeting Minutes	26
	g. February 22, 2021 Budget Committee Meeting Minutes	
	<i>(Inserted at the board meeting on 2-25-21)</i>	
<b>6.</b>	Receive and Accept Bank Statement Review by Hayashi Wayland – January 2021	27
<b>7.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements – January 2021	29
<b>8.</b>	Approve Register of Disbursements - Carmel Area Wastewater District – January 2021	32
<b>9.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2021	35
<b>10.</b>	Receive and Accept Financial Statements and Supplementary Schedules – January 2021	36
<b>11.</b>	Receive and Accept Collection System Superintendent’s Report- (January 2021- 2020 December, November)	60
<b>12.</b>	Receive and Accept Safety and Regulatory Compliance Report – January 2021	67
<b>13.</b>	Receive and Accept Treatment Facility Operations Report – (January 2021- 2020 December, November)	69
<b>14.</b>	Receive and Accept Laboratory/Environmental Compliance Report – January 2021	75
<b>15.</b>	Receive and Accept Capital Projects Report/Implementation Plan	77
<b>16.</b>	Receive and Accept Project Summaries	79
<b>17.</b>	Receive and Accept Plant Operations Report – January 2021	90
<b>18.</b>	Receive and Accept Maintenance Projects Report – January 2021	93

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

*"e" - indicates a separate insert is enclosed.*

<b>19.</b>	Receive Principal Engineer Monthly Report General Engineering – January 2021	96
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## **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**

<b>20.</b>	<b>Resolution No. 2021-09;</b> A Resolution Accepting the Lowest Responsible Bid for the “Upper Rancho Cañada Pipe Relocation Project #19-13” and Awarding Contract – <i>Report by Principal Engineer, Rachél Lather</i>	99
<b>21.</b>	<b>Resolution No. 2021-10;</b> A Resolution Authorizing an Amendment to the Annexation Services Contract with SRT Consultants for the Carmel Meadows Sewer Replacement Project #19-03 – <i>Report by Principal Engineer, Rachél Lather</i>	104
<b>22.</b>	<b>Resolution No. 2021-11;</b> A Resolution Authorizing the General Manager to Enter Into a Contract with MNS Engineers to Provide Design Services for the Scenic Road Pipe Bursting-Ocean to Bay Project #20-08 – <i>Report by Principal Engineer, Rachél Lather</i>	112
<b>23.</b>	<b>Resolution No. 2021-12;</b> A Resolution Authorizing Execution of an Amendment to Carmel Area Wastewater District Employees’ Pension Trust (Plan) – <i>Report by General Manager, Barbara Buikema</i>	133

## **COMMUNICATIONS**

<b>24.</b>	General Manager Report - oral report	
	A. Insurance claim against Monterey County update	

## **INFORMATION/DISCUSSION ITEMS**

<b>25.</b>	Update on the proposed Mr. Larsen sewer connection in Carmel Highlands – <i>Oral Report by Collections Superintendent, Daryl Lauer</i>	*
<b>26.</b>	PBCSD 1-26-20 Board Meeting – <i>Report by General Manager, Barbara Buikema</i>	137
<b>27.</b>	Monterey County Investment Report 12-31-20 – <i>Report by General Manager, Barbara Buikema</i>	139
<b>28.</b>	Reclamation Meeting 02-09-21, <i>Report by General Manager, Barbara Buikema</i>	141

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

*"e" - indicates a separate insert is enclosed.*

- 29. 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, February 26, 2021 – *President White is scheduled to attend the Zoom webinar.* Friday,  
March 26, 2021 – *Director D’Ambrosio is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
Tuesday, April 20, 2021 at 6:00 p.m. via Zoom webinar – *Director Townsend is scheduled to attend,  
and Director Siegfried is the alternate.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
Tuesday, May 11, 2021, at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.  
Meeting location is to be determined.*

- 30. 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 closed session of the Board is not planned, but may be held if necessary, for certain limited purposes authorized pursuant to California Government Code.

## **31. ADJOURNMENT**

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **March 25th**, 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](http://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.*