



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., August 29, 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. Please note that the meeting will proceed as normal even if there are technical difficulties accessing Zoom. 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: 863 0434 2998 Password: 88331.

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@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 July 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.

Note: Mr. Littman request to address the board regarding the MNS Grant Writing Services Fee Estimate.

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

- 3.** July 25,2024 Regular Board Meeting Minutes 04
August 13, and 15 Pension & Investment -Long Term Investments
August 21, 2024 Bridge To Everywhere Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- 22
July 2024
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- 24
July 2024
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District- 27
July 2024

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

"e" - indicates a separate insert is enclosed.

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7.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2024	30
8.	Receive and Accept Financial Statements and Supplementary Schedules – July 2024	31
9.	Receive and Accept Collection System Superintendent’s Report – July, June & May 2024 & 2024 Sewer System Management Plan Audit Report	51
10.	Receive and Accept Safety and Regulatory Compliance Report – July 2024	66
11.	Receive and Accept Treatment Facility Operations Report – July, June & May 2024	68
12.	Receive and Accept Laboratory/Environmental Compliance Report – July 2024	74
13.	Receive and Accept Capital Projects Report/Implementation Plan	75
14.	Receive and Accept Project Summaries – Capital & Non-Capital	77
15.	Receive and Accept Plant Operations Report July 2024 <i>With flyer from Water Awareness Committee of Monterey County, Inc.</i>	100
16.	Receive and Accept Maintenance Projects Report – July 2024	104
17.	Receive and Accept Source Control-Environmental Compliance Report- July 2024	107

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

18.	Resolution No. 2024-42; A Resolution Approving A Contribution Of \$100,000 To The District’s CalPERS Section 115 Account As Part Of The Budget Process For Fiscal Year 2024-25- Report by General Manager, Barbara Buikema	109
19.	Resolution No. 2024-47; A Resolution Authorizing The General Manager To Purchase A Collections Truck In Fiscal Year 2024-25 In An Amount Not To Exceed \$63,000- Report by Superintendent Of Maintenance, Chris Foley	117
20.	Resolution No. 2024-48; A Resolution Authorizing The General Manager To Purchase A Portable Generator In Fiscal Year 2024-25 In An Amount Not To Exceed \$69,828- Report by Superintendent Of Maintenance, Chris Foley	121
21.	Resolution No. 2024-49; A Resolution Authorizing The General Manager To Purchase A Pool Vehicle In Fiscal Year 2024-25 In An Amount Not To Exceed \$42,000-Report by Superintendent Of Maintenance, Chris Foley	124

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| 22. | Resolution No. 2024-50; A Resolution Authorizing The Annual Adjustment Of the District's Reserve Fund Balances By Transferring \$8,255,948 To The Capital Fund And \$4,645,442 To The Capital Fund From the General Operations & Maintenance Fund And Capital Improvement Reserve, Respectively, In Accordance With The District's Reserve Policy- <i>Report by General Manager, Barbara Buikema</i> | 128 |
| 23. | Resolution No. 2024-51; A Resolution Authorizing The General Manager To Enter Into A Contract With Osborne Partners For Investment Management Services For The District Legacy Defined Benefit Pension Plan- <i>Report by General Manager, Barbara Buikema</i> | 131 |
| 24. | Resolution No. 2024-52; A Resolution Authorizing The General Manager To Invite Bids For The Construction Of A Replacement Timber Retaining Wall – Ribera Road- <i>Report by Principal Engineer, Jeff Bandy</i> | 134 |

COMMUNICATIONS

- | | | |
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| 25. | General Manager Report- <i>Report by General Manager, Barbara Buikema</i> | 145 |
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OTHER ITEMS BEFORE THE BOARD

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| 26. | Ad Hoc Committee Member Selection: Director Concerns & National Association of Corporate Directors | 147 |
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Director Urquhart volunteered his participation in a previous board meeting.

Requesting another Director to join and for the Board to provide the naming convention.

Board Action: Other Director Volunteer And Requesting Naming Convention

INFORMATION/DISCUSSION ITEMS

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| 27. | Wastewater Treatment Plant (WWTP) Bi- Annual Electricity Use Update-
<i>Report by District Engineer, Patrick Treanor</i> | 148 |
| 28. | Pebble Beach Community Service District Meeting July 26, 2024,-
<i>Report by General Manager, Barbara Buikema</i> | 150 |
| 29. | Discussion Regarding The Ordinance Governing Use of Existing Private Laterals-
<i>Report by District Engineer, Patrick Treanor</i> | 152 |
| 30. | Presentation to Monterey Peninsula Regional Park District, August 21,2024 , -
<i>Report by General Manager, Barbara Buikema</i> | 155 |

- 31. Work Place Violence Prevention Program Draft,-Report by Safety and Compliance Officer, Mark Dias** 156

Note: PowerPoint Presentation At The Board Meeting

- 32. Post Mortem Corona Road,-Report by General Manager, Barbara Buikema** 185

33. 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:
August - 2024, – No Scheduled PBCD meeting.
Friday, September 27, 2024, at 9:30 a.m. – Director Rachel 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.

- 34. 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**

B. Public Employee Labor Negotiations-Unrepresented Employee

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager**

35. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, September 26, 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.