



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., April 25, 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.

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: 867 1844 3513 Password: 245857.

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 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.

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.

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|------------|--|----|
| 3. | March 20,2024 Bridge To Everywhere Minutes | 03 |
| | March 28,2024 Regular Meeting Minutes | |
| | March 28,2024 Special Meeting Minutes | |
| | April 17, 2024 Bridge To Everywhere Minutes | |
| | April 19, 2024 Investment Committee Minutes | |
| 4. | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- | 17 |
| 5. | Receive and Accept Schedule of Cash Receipts & Disbursements-
March 2024 | 19 |
| 6. | Approve Register of Disbursements – Carmel Area Wastewater District-
March 2024 | 22 |
| 7. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –
March 2024 | 26 |
| 8. | Receive and Accept Financial Statements and Supplementary Schedules –
March 2024 | 28 |
| 9. | Receive and Accept Collection System Superintendent’s Report –
March, February & January 2024 | 49 |
| 10. | Receive and Accept Safety and Regulatory Compliance Report –
March 2024 | 55 |
| 11. | Receive and Accept Treatment Facility Operations Report –
March, February & January 2024 | 58 |

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

"e" - indicates a separate insert is enclosed.

12.	Receive and Accept Laboratory/Environmental Compliance Report – March 2024	64
13.	Receive and Accept Capital Projects Report/Implementation Plan	66
14.	Receive and Accept Project Summaries – Capital & Non-Capital	68
15.	Receive and Accept Plant Operations Report – March 2024	90
16.	Receive and Accept Maintenance Projects Report – March 2024	92
17.	Receive and Accept Source Control-Environmental Compliance Report-March 2024	95

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. 2024-21: A Resolution Accepting The Lowest Responsible And Responsive Bid For The “Wastewater Treatment Plant Vactor Receiving Station Project” (Project #22-06), Awarding Construction Contract, And Authorizing A Change Order Allowance- <i>Report by Principal Engineer, Jeff Bandy</i>	97
19.	Resolution No. 2024-22: A Resolution Authorizing The General Manager To Execute An Amended Contract With Kennedy/Jenks Consultants For Professional Services In An Amount Not To Exceed \$87,090 To Provide Engineering Services During Construction For The “Wastewater Treatment Plant (WWTP) Vactor Receiving Station Project”- <i>Report by Principal Engineer, Jeff Bandy</i>	101
20.	Resolution No. 2024-23: A Resolution Authorizing The General Manager To Enter Into A Contract With National Auto Fleet Group For The Purchase Of A Pipe-Hunter Sewer Cleaning Truck Not To Exceed An Amount Of \$302,013- - <i>Report by Superintendent of Collections, Daryl Lauer</i>	112
21.	Resolution No. 2024-24: A Resolution Amending The Vehicle Use Policy To Eliminate The Accident Section That Requires Employees Pay For The First \$2,000 In Physical Damages If They Are At Fault- - <i>Report by General Manager, Barbara Buikema</i>	116
22.	Resolution No. 2024-25: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Enterprise Automation In Fiscal Year 2023-24 In An Amount Not To Exceed \$150,000- <i>Report by Superintendent of Maintenance Chris Foley and Principal Engineer, Jeff Bandy</i>	132

COMMUNICATIONS

23. General Manager Report- *Report by General Manager, Barbara Buikema* 141

OTHER ITEMS BEFORE THE BOARD

24. Post Mortem – Corona Road- *Report by General Manager, Barbara Buikema* 144

Action Required – Requesting A Motion to Accept The Report

25. Carmel Area Wastewater District’s Staff Report- Audit, June 30,2023 148
– *Report by General Manager, Barbara Buikema*

*Action Required – Requesting A Motion to Accept the Fiscal Year
Ending Audit Report As of June 30,2023 e*

26. Board Retreat- Requesting a date and time from the Board 151

*Action Required – Requesting A Date and Time
For A Board Only Retreat*

INFORMATION/DISCUSSION ITEMS

27. Pebble Beach Community Service District Meeting March 23, 2024,- 152
Report by General Manager, Barbara Buikema

28. Ultraviolet Light Exposure Safety Update *Report by Superintendent,
Chris Foley* 154

29. Presentation Scenic Road *Report by District Engineer, Patrick Treanor* 156

30. Quarterly Special District Meeting Minutes, April 17,2024 167

31. 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, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.
Friday, May 31, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 16, 2024, at 6:00 p.m. –President White is scheduled to attend
Tuesday, July 16, 2024, at 6:00 p.m. –Director Rachel is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 7, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

32. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, May 30, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You may 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.