



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., April 29, 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: 843 8760 3606 Password: 392538.*

*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.*

# 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**
  - a. March 25, 2021 Regular Board Meeting Minutes 03
  - b. April 15, 2021 Salary & Benefits Committee Meeting Minutes 08
  - c. April 20, 2021 Pension Committee Meeting Minutes 09
- 4. Receive and Accept Bank Statement Reviews by Hayashi Wayland – Feb & March 2021 10**
- 5. Receive and Accept Schedule of Cash Receipts & Disbursements – March 2021 14**
- 6. Approve Register of Disbursements - Carmel Area Wastewater District – March 2021 17**
- 7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2021 20**
- 8. Receive and Accept Financial Statements and Supplementary Schedules – March 2021 21**
- 9. Receive and Accept Collection System Superintendent's Report- (March, February & January 2021) 46**

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

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

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<b>10.</b>	Receive and Accept Safety and Regulatory Compliance Report – March 2021	53
<b>11.</b>	Receive and Accept Treatment Facility Operations Report – (March, February & January 2021)	56
<b>12.</b>	Receive and Accept Laboratory/Environmental Compliance Report – March 2021	62
<b>13.</b>	Receive and Accept Capital Projects Report/Implementation Plan	64
<b>14.</b>	Receive and Accept Project Summaries	66
<b>15.</b>	Receive and Accept Plant Operations Report – March 2021	78
<b>16.</b>	Receive and Accept Maintenance Projects Report – March 2021	80
<b>17.</b>	Receive Principal Engineer Monthly Report General Engineering – March 2021	83

## **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>18.</b> | <b>Resolution No. 2021-15;</b> A Resolution Authorizing the General Manager to Invite Bids For the “2021 Pipeline Spot Repairs Project” #21-02 – <i>Report by Principal Engineer, Rachél Lather</i> | 85 |
| <b>19.</b> | <i>All three of the following are part of a single report by Principal Engineer, Rachél Lather</i>  | 89 |

**Resolution No. 2021-16;** A Resolution Authorizing the General Manager to Enter Into an Agreement with the Carmel Highlands Neighborhood Residents of Corona Road to Manage the Consulting Work to Prepare for Formation of a Sewer Assessment District Project #18-21

**Resolution No. 2021-17;** A Resolution Authorizing the General Manager to Enter Into a Contract with Monterey Bay Engineers, Inc. (MBE) to Provide Assessment District Engineering Services for the Corona Road Assessment District Project #18-21 in an Amount Not to Exceed \$41,500

**Resolution No. 2021-18;** A Resolution Authorizing the General Manager to Enter Into a Contract with Denise Duffy & Associates to Provide Environmental Consulting Services for the Corona Road Assessment District Project #18-21 in an Amount Not to Exceed \$25, 900

- 20. Resolution No. 2021-19;** A Resolution Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “Eucalyptus Tree Pruning” (Project #21-01) Pursuant to the California Environmental Quality Act – *Report by Plant Engineer, Patrick Treanor* 109
- 21. Resolution No. 2021-20;** A Resolution Authorizing a Notice of Intent to Adopt a Mitigated Negative Declaration for Project #19-21 – “CRFREE Mitigation Pipeline Undergrounding Project” and Circulate Draft Mitigated Negative Declaration for Public Comment -*Report by Plant Engineer, Patrick Treanor* 114
- 22. Resolution No. 2021-21;** A Resolution A Resolution Authorizing The General Manager To Execute an Amended Contract with Kennedy Jenks Consultants in an Amount not to Exceed \$26,810 to Provide Additional Engineering Design Services for Project #18-01 “WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project– *Report by Plant Engineer, Patrick Treanor* 116
- 23. Resolution No. 2021-22;** A Resolution Authorizing the General Manager to Invite Bids for the Construction of Project #18-01 - “Wastewater Treatment Plant (WWTP) Elec/Mech Rehab and Sludge Holding Tank Replacement Project – *Report by Plant Engineer, Patrick Treanor* 121
- 24. Resolution No. 2021-23;** A Resolution Authorizing Funding The District’s California Employers Pension Prefunding Trust Plan (CEPPT) SECTION 115 with a transfer from General Reserves Of \$500K– *Report by General Manager, Barbara Buikema* 124
- 25. Resolution No. 2021-24;** A Resolution Authorizing n Amended Negotiation Deadline Of May 17, 2021 For The General Manager To Sign The Upper Rancho Cañada Pipe Relocation Project #19-13 Construction Contract. *Principal Engineer, Rachel Lather* 133

## **OTHER ITEMS BEFORE THE BOARD**

- 26.** Municipal Service Review (MSR) and Sphere of Influence (SOI) Study by Local Agency Formation Commission - *Report by General Manager, Barbara Buikema* 136
- Action Required - Requesting Acceptance or Denial of the MSR and SOI Study*
- 27.** Rio Road Pipe Cross Bore Claim Settlement Agreement with the County of Monterey - *Report by General Manager, Barbara Buikema* 154
- Action Required - Requesting Acceptance or Denial of the Settlement Agreement*
- 28.** 2021 Job Description Physical Requirements Update - *Report by Maintenance Superintendent, Chris Foley* 156
- Action Required - Requesting Acceptance or Denial of the Job Descriptions*

## COMMUNICATIONS

29. General Manager Report - oral report
  - A. Taco Truck Day
  - B. COVID-19 vaccines, 2<sup>nd</sup> dose on April 20, 2021

## INFORMATION/DISCUSSION ITEMS

30. PBCSD March Board Meeting Canceled – *No Report* -----
31. Special District Association Meeting 04-20-21 – *Report by General Manager, Barbara Buikema* 176
32. Pension Committee Meeting 04-20-21– *Report by General Manager, Barbara Buikema* 178
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 meetings are scheduled for:  
Friday, April 30, 2021 – *Director Rachel is scheduled to attend.*  
Friday, May 28, 2021 – *Director Siegfried is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
Tuesday, July 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.*

34. **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.

## 35. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **May 27th**, 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.*