



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via Teleconference Webinar
Thursday, 9:00 a.m., June 30, 2022*

COVID-19 Pandemic and State of Emergency by Governor's Order of California Executive Order N-25-20

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 June 30, 2022.

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: 821 7478 6645 Password: 694673.

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

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. **Employee Survey** – Report by Human Resources Consultant, Beth Ingram 02

4. **California Sanitation Risk Management Authority - Risk Survey Presentation** e
*Report by Maintenance Superintendent, Chris Foley
(will be provided at the time of the meeting)*

5. Receive Staff Report for Sewer Rates for Fiscal Year 2022-23 10
Report by General Manager, Barbara Buikema

6. **OPEN PUBLIC HEARING**
Open Public Hearing on Thursday, 9:20 a.m., June 30, 2022, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2022-03 establishing sewer service charges for Fiscal Year 2022-23.

Ordinance No. 2022-03; An Ordinance Establishing Sewer Service Charges for Fiscal 21
Year 2022-23 and thereafter, Providing for the Collection of Such Charges on the Tax Roll, and
Providing Further that this Ordinance and the Charges Established Hereby and the Tax Collection
Procedure Selected Herein Shall Remain in Effect Until Either the Said Charges are Revised or
this Ordinance is Otherwise Amended or Repealed – *Report by General Manager, Barbara
Buikema*

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.

7.	Approve May 26, 2022, Regular Board Meeting Minutes	24
8.	Receive and Accept Bank Statement Review by Hayashi Wayland – May 2022	28
9.	Receive and Accept Schedule of Cash Receipts & Disbursements – May 2022	30
10.	Approve Register of Disbursements – Carmel Area Wastewater District – May 2022	33
11.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2022	37
12.	Receive and Accept Financial Statements and Supplementary Schedules – May 2022	38
13.	Receive and Accept Collection System Superintendent’s Report – May, April & March 2022	63
14.	Receive and Accept Safety and Regulatory Compliance Report – May 2022	70
15.	Receive and Accept Treatment Facility Operations Report – May, April & March 2022	72
16.	Receive and Accept Laboratory/Environmental Compliance Report – May 2022	78
17.	Receive and Accept Capital Projects Report/Implementation Plan	81
18.	Receive and Accept Project Summaries – Capital & Non-Capital	83
19.	Receive and Accept Plant Operations Report – May 2022	104
20.	Receive and Accept Maintenance Projects Report – May 2022	109
21.	Receive and Accept Engineers Report -May 2022	112

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

22.	Resolution No. 2022-27; A Resolution to Adopt An Initial Study/Mitigated Negative Declaration (IS/MND) and; the Mitigation Monitoring & Reporting Program (MMRP) for the Carmel Meadows Lift Station and Sewer Replacement Project #19-03 – <i>Report by Rachél Lather, Principal Engineer</i>	114
23.	Resolution No. 2022-28 A Resolution of the Board of Directors of the Carmel Area Wastewater District (CAWD) Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor’s Order #N-25-20 dated March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of CAWD for the Period July 1 through July 30, 2022, Pursuant to Brown Act Provisions. – <i>Report by Barbara Buikema, General Manager</i>	119
24.	Resolution No. 2022-29 A Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges – <i>Report by Barbara Buikema, General Manager</i>	124

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

"e" - indicates a separate insert is enclosed.

25.	Resolution No. 2022-30 A Resolution Determining the Fiscal Year 2022-23 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – <i>Report by Barbara Buikema, General Manager</i>	128
26.	Resolution No. 2022-31: A Resolution Adopting Budget for the Fiscal Year 2022-23 <i>Report by Barbara Buikema, General Manager</i>	133
	<i>Final Budget under separate cover</i>	<i>e</i>
27.	Resolution No. 2022-32: A Resolution Ratifying the Employee Memorandum of Understanding (MOU) dated June 30, 2022 and Effective July 1, 2022 – <i>Report by Barbara Buikema, General Manager</i>	137
28.	Resolution No. 2022-33: A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges – <i>Report by Barbara Buikema, General Manager</i>	142
29.	Resolution 2022-34: A Resolution Approving a Contribution of \$1M to the “Defend or Managed Retreat Restricted Reserve” as Part of the Budget Process for FY 2022-23 – <i>Report by Barbara Buikema, General Manager</i>	145
30.	Resolution No. 2022-35: A Resolution Approving a Contribution of \$100K to the District’s CALPERS Section 115 Account as part of the Budget Process for FY 2022-23 – <i>Report by Barbara Buikema, General Manager</i>	148
31.	Resolution No. 2022-36: A Resolution Authorizing the General Manager to Enter Into a Contract with Beth Ingram for Human Resource Services in an Amount Not to Exceed \$68,250 – <i>Report by Barbara Buikema, General Manager</i>	151
32.	Resolution No. 2022-37: A Resolution for an Amended Contract with Applied Marine Sciences for Central Coast Long-Term Environmental Assessment Network (CCLEAN) Program Management for an additional \$8,582 Bringing Total Contract Amount to \$502,654 – <i>Report by Barbara Buikema, General Manager</i>	153
33.	Resolution No. 2022-38: A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with Kennedy Jenks Consultants in an Amount not to Exceed \$52,870 for Waste Water Treatment Plant Perimeter Fence Design (Project #19-18) – <i>Report by Patrick Treanor, Plant Engineer</i>	156
34.	Resolution No. 2022-39: A Resolution Authorizing Additional Change Order Budget in an Amount not to Exceed \$58,273.95 for The Sulfuric Acid and Citric Acid Storage and Feed Systems Project (Project #18-26) – <i>Report by Patrick Treanor, Plant Engineer</i>	169
35.	Resolution No. 2022-40: A Resolution Accepting Completed Project and Directing the General Manager to File a Notice of Completion for the 2022 Manhole Frame and Lid Replacement Project #22-02 – <i>Report by Rachel Lather, Principal Engineer</i>	176
36.	Resolution No. 2022-41: A Resolution Authorizing the General Manager to Invite Bids for Construction of the Fiscal Year 22-23 Manhole Rehabilitation Project #21-06 – <i>Report by Rachel Lather, Principal Engineer</i>	179

- 37. Resolution No. 2022-42:** A Resolution of Carmel Area Wastewater District Adopting the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)– *Report by Barbara Buikema, General Manager* 185

Link to MJHMP Volume I & II: https://www.cawd.org/2022-monterey-county-multi-jurisdictional-hazard-mitigation-plan-mjhpm#/body_file-25c8dd18-9e3a-4ec9-a52e-57f3d941fc5d

COMMUNICATIONS

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

INFORMATION/DISCUSSION ITEMS

- 39.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 191
- 40.** May 27, 2022, Pebble Beach Community Services District Board Meeting Summary – *Report by General Manager, Barbara Buikema* 217
- 41.** Letter from Deborah Ju regarding project #19-03 Carmel Meadows Sewer Replacement– *Report by Rachél Lather, Principal Engineer* 219

42. 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, July 29, 2022, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.*

Friday, August 26, 2022, at 9:30 a.m. – Director Rachel is scheduled to attend. (tentative meeting will be held only if action items are required)

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: *Tuesday, July 19, 2022, at 6:00 p.m. – Director Rachel is scheduled to attend.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: *Tuesday, November 8, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend.*

43. 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. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

B. 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**

44. ADJOURNMENT

The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, July 28, 2022, 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.