



## 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., July 27, 2023*

*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.*

*If you plan to attend the meeting in person, please be prepared to show proof of COVID-19 vaccine or a negative COVID-19 test result within 72 hours of the meeting. You may also provide proof of a positive antibody test within the last 90 days. Please note, masks are always required except while eating or drinking.*

*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: 824 7417 5086 Password: 078984.*

*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 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 \_\_\_\_\_ 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.*

**Received email communication from the public that is included in the board packet.** 03

2. **Agenda Changes:** *Any requests to move an item forward on the agenda will be considered at this time.*
3. **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. **Conference with Legal Counsel-Potential Litigation:**  
Significant exposure to litigations pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9 - one potential case
  - B. **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**
  - C. **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**

## CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO 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.*

4. Approve June 29, 2023, Regular Board Meeting Minutes & 49
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) – June 2023 59

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

"e" - indicates a separate insert is enclosed.

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<b>6.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements- June,2023	60
<b>7.</b>	Approve Register of Disbursements – Carmel Area Wastewater District – June,2023	63
<b>8.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June,2023	68
<b>9.</b>	Receive and Accept Financial Statements and Supplementary Schedules – June,2023	70
<b>10.</b>	Receive and Accept Collection System Superintendent’s Report – 2023 June, May & April 2023	91
<b>11.</b>	Receive and Accept Safety and Regulatory Compliance Report – June,2023	99
<b>12.</b>	Receive and Accept Treatment Facility Operations Report – 2023 June May & April 2023	102
<b>13.</b>	Receive and Accept Laboratory/Environmental Compliance Report –June	108
<b>14.</b>	Receive and Accept Capital Projects Report/Implementation Plan	111
<b>15.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	113
<b>16.</b>	Receive and Accept Plant Operations Report – June 2023	133
<b>17.</b>	Receive and Accept Maintenance Projects Report –June 2023	135
<b>18.</b>	Receive and Accept District Engineer’s Report-June 2023	138

## **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>19.</b>	<b>Resolution No. 2023-43:</b> A Resolution authorizing the general manager to execute a mutual assistance agreement between Carmel Area Wastewater District and the marina coast water district - <i>Report by Maintenance Superintendent, Chris Foley</i>	140
<b>20.</b>	<b>Resolution No. 2023-44:</b> A Resolution Authorizing the General Manager to Execute an Amendment to an Existing Professional Services Agreement with Currie Engineers in an Amount Not to Exceed \$105,360 for Construction Management Services for the Wastewater Treatment Plant Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project (Project #18-01) – <i>Report by Plant Engineer, Patrick Treanor</i>	155

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| <b>21.</b> | <b>Resolution No. 2023-45:</b> A Resolution Authorizing the General Manager to Enter Into a Memorandum of Agreement for Central Coast Long Term Environmental Assessment Network – <i>Report by Barbara Buikema, General Manager</i>   | 160 |
| <b>22.</b> | <b>Resolution No. 2023-46:</b> A Resolution Authorizing the General Manager to Enter into a Contract with West Yost to Provide Engineering Support for Preparation of a Condition Assessment on the District’s Life Stations in the Amount of \$89,900 – <i>Report by Barbara Buikema, General Manager</i>   | 173 |
| <b>23.</b> | <b>Resolution No. 2023-47:</b> A Resolution Authorizing the General Manager to Sign the Initial Letter of Agreement with United Public Employees of California (LIUNA) Local 792 – <i>Report by Barbara Buikema, General Manager</i>   | 185 |
| <b>24.</b> | <b>Resolution No. 2023-48:</b> A Resolution Voiding Resolution No. 2023-35 and Approving Contribution of \$100K to the District’s Section 115 Account along with the transfer of all Funds into Strategy 2 – <i>Report by Barbara Buikema, General Manager</i>   | 191 |
| <b>25.</b> | <b>Resolution No. 2023-49:</b> A Resolution Approving A Contract with TBC Communications to continue contract work on Pescadero in the amount of \$20K and Carmel Meadows in the amount of \$20K, and a new contract for Carmel Restaurants- Fats, Oil, & Grease in the amount of \$20K, Total amount of the combined tasks is \$ 60K- <i>Report by Barbara Buikema, General Manager</i> | 194 |

## COMMUNICATIONS

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| <b>26.</b> | General Manager Report – oral report | * |
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## OTHER ITEMS BEFORE THE BOARD

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| <b>27.</b> | Annual Disclosure of Reimbursements to staff of at least \$100 – <i>Report by Barbara Buikema, General Manager</i><br><b>Board Action: Requesting Board to Receive the Report</b>  | 206 |
| <b>28.</b> | Topics for Upcoming Fall 2023 CAWD Connections – <i>Report by Barbara Buikema, General Manager</i><br><b>Board Action: Requesting Board to Choose what topics to Include in the publication</b>  | 208 |
| <b>29.</b> | Discussion of the roll of the newly created ad hoc committee addressing the \$1M decrease is planned capital allocation & The 2023 Update Ad Hoc Committee Assignments- <i>Report by Barbara Buikema, General Manager</i><br><b>Board Action: Requesting Board to discuss the role of this committee</b> | 209 |

30. Discussion regarding the Bridge To Everywhere Project and requesting the Board to make a motion to raise this ad hoc committee to a standing committee and agree to Carmel Area Wastewater District to act as the lead agency-Report by Barbara Buikema, General Manager 211

**Board Action: Requesting Board to make a motion**

## INFORMATION/DISCUSSION ITEMS

31. June Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – Report by Plant Engineer, Patrick Treanor 214
32. Pacific Gas & Electric Energy Use History – Summary – Report by Plant Engineer, Patrick Treanor 234
33. June 30, 2023, PBCSD Board Meeting Summaries- Report by General Manager, Barbara Buikema 236
34. July 18, 2023 Special Districts Association Meeting – report by Buikema 238

### 35. **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 28, 2023, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend. Friday, August , 2023 – No PBCSD Meeting

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: Tuesday, October TBD , 2023, at 6:00 p.m. –Director Rachel are scheduled to attend. Tuesday, January TBD , 2024, at 6:00 p.m. –Director Rachel are scheduled to attend.

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for: Tuesday, November 7, 2023, at 9:30 a.m. President White and Director Rachel is scheduled to attend.

### 36. **ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **August 31, 2023**, 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](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto: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.*