



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

Via In Person or Join By Teleconference Webinar
3945 Rio Road, CA 93923
Phone: (831)624-1248
Thursday, 9:00 a.m., January 27, 2022

If you plan to attend the meeting at CAWD’s Administrative Office, 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 required at all times except while eating or drinking.

Acceptable proof of COVID-19 Vaccination or test status which includes the following:

Documentation Type	Examples
Verifiable records (digital or paper)	Vaccination certificate with QR code ⁽¹⁾ , digital pass via Smartphone application with QR code ⁽¹⁾ (e.g., United Kingdom National Health Service COVID Pass, European Union Digital COVID Certificate)
Non-verifiable paper records	Printout of COVID-19 vaccination record or a COVID-19 vaccination certificate issued at national or subnational level or by an authorized vaccine provider (e.g., the CDC vaccination card)
Non-verifiable digital records	Digital photos of vaccination card or record, downloaded vaccine record or vaccination certificate from official source (e.g., public health agency, government agency, or other authorized vaccine provider), or a mobile phone application without QR code ⁽¹⁾
Positive Viral Test Criteria	<ul style="list-style-type: none"> • If you have had a positive viral test on a sample taken during the past 90 days, and you have met the criteria to end isolation, • You may also provide proof of a positive IgG antibody test within the last 90 days. • A signed letter from a licensed healthcare provider or a public health official that states you have been cleared • The positive test result and letter together or a letter from your healthcare provider or a public health official that clears you to end isolation referred to as “documentation of recovery.” • The letter must be signed and dated on official letterhead that contains the name, address, and phone number of the healthcare provider or public health official who signed the letter.

Documentation Type	Examples
Negative COVID Test Criteria	<ul style="list-style-type: none"> • Type of test (indicating it is a Nucleic Acid Amplification Test (NAAT) or antigen test). • Entity issuing the result (e.g., laboratory, healthcare entity, or telehealth service). • Sample collection date <ul style="list-style-type: none"> ○ A negative test result must show the sample was taken no more than 72 hours before the meeting ○ Test result

(1) The QR code in a verifiable vaccination record which links to information confirming the credential was generated from an immunization record in an official database and is protected from tampering.

All forms of proof of COVID-19 vaccination must have:

- Personal identifiers (full name plus at least one other identifier such as date of birth or passport number) that match the personal identifiers of the attendee
- Name of official source issuing the record (e.g., public health agency, government agency, or other authorized vaccine provider)
- Vaccine manufacturer and date(s) of vaccination
- Results must be in written or digital format

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: 882 7098 1359 Passcode: 553023

If you would like to comment on any item on our 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@caud.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 or if in person comment during public comment section and wait to be recognized by the President.

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. 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.

ORDINANCES

NOTICE OF PUBLIC HEARING

- 3.** Receive Staff Report for Proposed Pretreatment Ordinance 03
Report by General Manager, Barbara Buikema

OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:00 a.m., January 27, 2022, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2022-01 for the Pretreatment Ordinance

Ordinance No. 2022-01; An Ordinance Adopting a New Pretreatment Ordinance and Repealing Ordinance 2021-03 in its entirety (see Exhibit A). 04

Exhibit A under separate cover e

OTHER ITEMS BEFORE THE BOARD

- 4.** City of Carmel-by-the-Sea Stormwater Inspection Presentation – 07
Report by Lab Supervisor, Ray DeOcampo

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.

5.	Approve December 30, 2021, Regular Board Meeting Minutes	15
	January 4, 2022, Ad Hoc Construction Committee Meeting Minutes	21
	January 4, 2022, Salary & Benefits Committee Meeting Minutes	22
	January 10, 2022, Salary & Benefits Meeting Minutes	23
6.	Receive and Accept Bank Statement Review by Hayashi Wayland – December 2021	24
7.	Receive and Accept Schedule of Cash Receipts & Disbursements – December 2021	26
8.	Approve Register of Disbursements - Carmel Area Wastewater District – December 2021	29
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – December 2021	34
10.	Receive and Accept Financial Statements and Supplementary Schedules – December 2021	35
11.	Receive and Accept Collection System Superintendent’s Report – December, November & October 2021	60
12.	Receive and Accept Collection System’s Annual Report	68
13.	Receive and Accept Safety and Regulatory Compliance Report – December 2021	76
14.	Receive and Accept Treatment Facility Operations Report – December, November & October 2021	79
15.	Receive and Accept Laboratory/Environmental Compliance Report – December 2021	85
16.	Receive and Accept Capital Projects Report/Implementation Plan	87
17.	Receive and Accept Project Summaries-Capital & Non-Capital	89
18.	Receive and Accept Plant Operations Report – December 2021	110
19.	Receive and Accept Maintenance Projects Report – December 2021	113
20.	Receive Principal Engineer Monthly Report General Engineering – December 2021	116

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

- | | | |
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| 21. | Resolution No. 2022-01; A Resolution Authorizing the General Manager to execute a Quit Claim Deed Relinquishing the District’s Rights to a Public Utility Easement within Tract No. 279 of Descanso Oak Estates – <i>Report by Principal Engineer, Rachél Lather</i> | 119 |
| 22. | Resolution No. 2022-02; A Resolution Authorizing the General Manager to Amend A Contract with MNS Engineers to Provide Design Support for Additional Pipeline Segments to be Included in the Scenic Road Pipe Bursting Ocean to Bay Project #20-08 Amendment #4 not to Exceed \$189,621– <i>Report by Principal Engineer, Rachél Lather</i> | 123 |

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

"e" - indicates a separate insert is enclosed.

- 23. Resolution No. 2022-03;** A Resolution Authorizing the General Manager to Amend a Contract with Rincon Consultants to Provide Environmental Services During Construction of the Upper Rancho Canada Sewer Replacement Project #19-13, in an Amount not to Exceed \$87,398. – *Report by Principal Engineer, Rachél Lather* 152
- 24. Resolution No. 2022-04;** A Resolution Authorizing the General Manager to Amend a Contract with PSOMAS to Provide Construction Management and Inspection Services During Construction of the Upper Rancho Canada Sewer Replacement Project #19-13, in an Amount not to Exceed \$60,000. - *Report by Principal Engineer, Rachél Lather* 158
- 25. Resolution No. 2022-05;** A Resolution of the Carmel Area Wastewater District Authorizing Execution of an Agreement with the Pun Group to Provide Audit Services to the District for the Fiscal Years 2021-24 with an Option to Extend for Three Additional Years in an Amount not to Exceed \$69,699 for the District for Fiscal Years 2021-2024– *Report by General Manager, Barbara Buikema* 162
See the Pun Group Proposal under separate cover “e”
- 26. Resolution No. 2022-06;** A Resolution of the Carmel Area Wastewater District Authorizing Execution of an Agreement with the Pun Group to Provide Audit Services to the Carmel Area Wastewater District/Pebble Beach Community Services District (CAWD/PBCSD) Reclamation Project for the Fiscal Years 2021-24 with an Option to Extend for Three Additional Years in an Amount not to Exceed \$52,081 for Fiscal Years 2021-2024 – *Report by General Manager, Barbara Buikema* 165
See the Pun Group Proposal under separate cover “e”

COMMUNICATIONS

- 27.** General Manager Report - oral report *

OTHER ITEMS BEFORE THE BOARD

- 28.** User Fee Claim - *Report by General Manager, Barbara Buikema* 169
Action Required - Requesting A Policy Decision On A Refund Request
- 29.** 2022 Special Districts Association of Monterey County Quarterly Meeting Attendance *Report by Board Secretary, Domine Barringer* 177
Action Required - Requesting A Motion to Accept the 2022 Attendance Rotation

INFORMATION/DISCUSSION ITEMS

- 30.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement - *Report by Plant Engineer, Patrick Treanor* 178
- 31.** Bi-Annual Wastewater Treatment Plant Electricity usage 196

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

"e" - indicates a separate insert is enclosed.

Report by Plant Engineer, Patrick Treanor

- 32. Source Control Program – *Report by General Manager, Barbara Buikema* 198
- 33. Board of Directors Retreat Topics – *Report by General Manager, Barbara Buikema* 203
- 34. Summary of the January 18, 2022, Special Districts Association of Monterey County Meeting - *Report by General Manager, Barbara Buikema* 204
- 35. Selection of Topics for CAWD’s Spring 2022 Newsletter 207

36. 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, January 28, 2022, at 9:30 a.m. – President White is scheduled to attend.
Friday, February 25, 2022, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.

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

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

37. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **February 24, 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.*