



## **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., February 29, 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, masks are required during the meeting.*

*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: 817 0662 1420 Password: 012222.*

*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

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.*

3. Approve December 15, 2023 Special Meeting Minutes 02  
January 22, 2024 Salary & Benefits Meeting Minutes  
January 25, 2025 Regular Meeting Minutes  
January 31, 2024 Bridge To Everywhere Meeting Minutes  
February 8, 2024 Pension Meeting Minutes  
February 9, 2024 Budget Meeting Minutes  
February 14, 2024 Budget Meeting Minutes  
February 20, 2024 Budget Meeting Minutes  
February 20, 2024 Special Meeting Minutes  
February 21, 2024 Salary & Benefits Meeting Minutes
4. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- 24  
January 2024
5. Receive and Accept Schedule of Cash Receipts & Disbursements- 26  
January 2024
6. Approve Register of Disbursements – Carmel Area Wastewater District – 29  
January 2024
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – 33  
January 2024
8. Receive and Accept Financial Statements and Supplementary Schedules – 35  
January 2024

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

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

*~ 2 ~*

<b>9.</b>	Receive and Accept Collection System Superintendent’s Report – December, January 2024, Manhole Monitoring	56
<b>10.</b>	Receive and Accept Safety and Regulatory Compliance Report – January 2024	66
<b>11.</b>	Receive and Accept Treatment Facility Operations Report – December January 2024	69
<b>12.</b>	Receive and Accept Laboratory/Environmental Compliance Report – January 2024	75
<b>13.</b>	Receive and Accept Capital Projects Report/Implementation Plan	78
<b>14.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	80
<b>15.</b>	Receive and Accept Plant Operations Report – January 2024	101
<b>16.</b>	Receive and Accept Maintenance Projects Report – January 2024	103

## **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>17.</b>	<b>Resolution No. 2024-10:</b> A Resolution Adopting A Conflict Of Interest Code For The Carmel Area Wastewater District- <i>Report by Barbara Buikema, General Manager</i>	107
<b>18.</b>	<b>Resolution No. 2024-11:</b> A Resolution Adopting Laborer’s International Union Of North America (LiUna), Local 792 Memorandum Of Understanding With The District For March 2,2024 Through June 20,2025- <i>Report by Barbara Buikema, General Manager and Chris Foley, Maintenance Superintendent</i>	114
<b>19.</b>	<b>Resolution No. 2024-12:</b> A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For <b>Represented</b> Employees- <i>Report by Barbara Buikema, General Manager</i>	127
<b>20.</b>	<b>Resolution No. 2024-13:</b> A Resolution Adjusting Collection Superintendent Pay Range In The Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For <b>Non-Represented</b> Employees- <i>Report by Barbara Buikema, General Manager</i>	129
<b>21.</b>	<b>Resolution No. 2024-14:</b> A Resolution Specifying The District Sewer Connection Fees, As Adopted By Ordinance No. 85-2, Commencing March 1, 2024 And The Specified Per Equivalent Residential Unit To Be \$5,036.99- <i>Report by Barbara Buikema, General Manager</i>	131

- 22. Resolution No. 2024-15:** A Resolution Adopting An Amended Expense Reimbursement And Travel Policy- *Report by Barbara Buikema, General Manager* 136
- 23. Resolution No. 2024-16:** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$37,728 For Preparation Of Traffic Control Plans For The Santa Rita And Guadlaupe Sewer Main Replacement Project (Project #23-01)-*Report by Patrick Treanor, District Engineer* 148
- 24. Resolution No. 2024-17:** A Resolution Authorizing The General Manager To Execute An Equipment Purchase with Metrohm And Approving The Purchase Of Metrohm Ion Chromatography And UV/Vis Transition Metals Equipment In The Amount Of \$66,196.30- *Report by Carla James, Laboratory Supervisor* 154
- 25. Resolution No. 2024-18:** A Resolution Authorizing The General Manager For The Purchase A Standby Generator For Hacienda Pump Station From Conte's Generator Service Not To Exceed \$82,800- *Report by Daryl Lauer, Superintendent of Collections* 157

## COMMUNICATIONS

- 26.** General Manager Report – 162

## OTHER ITEMS BEFORE THE BOARD

- 27.** Standing Pension Committee Name Change To Pension & Investment Committee 166  
*Requestion Motion*
- 28.** Sequence Of Termination with Hastie Financial Group 167  
*Requestion Motion*
- 29.** 2023 Annual Collections Plant Report – *Report by Ed Waggoner, Plant Superintendent* e

*Requesting Board acceptance of report*

## INFORMATION/DISCUSSION ITEMS

30. Pebble Beach Community Service District Meeting January 26, 2024,- 170  
*Report by General Manager, Barbara Buikema*

### 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, March 29, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.*  
*Friday, April 26, 2024, at 9:30 a.m. – Director Cole 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 TBD, 2024, at 6:00 p.m. –President White 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, March 28, 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](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.*