



## CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via Teleconference Webinar  
Thursday, 9:00 a.m., August 25, 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 September 30, 2022.*

*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: 862 1165 0433 Password: 622597.*

*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 \_\_\_\_\_ 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. *California Water Environment Association- Employee Recognition of Achievement- Grade IV Mechanical Technologist- Mike Skinkle***

## 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.*

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| <b>4.</b>  | Approve Regular Board Meeting Minutes, July 28, 2022, Pension Committee Meeting Minutes, July 25,2022 and August 04,2022 | 02 |
| <b>5.</b>  | Receive and Accept Bank Statement Review by Hayashi Wayland – July 2022  | 11 |
| <b>6.</b>  | Receive and Accept Schedule of Cash Receipts & Disbursements – July 2022   | 13 |
| <b>7.</b>  | Approve Register of Disbursements – Carmel Area Wastewater District – July 2022  | 15 |
| <b>8.</b>  | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2022   | 19 |
| <b>9.</b>  | Receive and Accept Financial Statements and Supplementary Schedules – July 2022  | 20 |
| <b>10.</b> | Receive and Accept Collection System Superintendent’s Report – July, June & May 2022                                     | 33 |
| <b>11.</b> | Receive and Accept Safety and Regulatory Compliance Report – July 2022   | 40 |
| <b>12.</b> | Receive and Accept Treatment Facility Operations Report – July, June & May 2022  | 43 |

*Note: The July data will be presented at the board meeting. The data was not available at the time of the board build.*

<b>13.</b>	Receive and Accept Laboratory/Environmental Compliance Report – July 2022	49
<b>14.</b>	Receive and Accept Capital Projects Report/Implementation Plan	52
<b>15.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	54
<b>16.</b>	Receive and Accept Plant Operations Report – July 2022	74
<b>17.</b>	Receive and Accept Maintenance Projects Report – July 2022	76
<b>18.</b>	Receive and Accept District Engineer’s Report-July2022	79

## **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. 2022-54;</b> A Resolution Approving and Adopting the District Sewer System Management Plant(SSMP) And Authorizing The General Manager To Certify The Plan As Required By the State Water Resources Board Control Board-Report by District <i>Principal Engineer, Rachél Lather</i>	84
<b>20.</b>	<b>Resolution No. 2022-55;</b> 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 August 1 Through August 30, 2022, Pursuant To Brown Act Provisions – <i>Report by General Manager, Barbara Buikema</i>	100
<b>21.</b>	<b>Resolution No. 2022-56;</b> A Resolution Authorizing The General Manager To Enter Into A Contract For Engineering Services With Beecher Engineering, Inc. for the Variable Frequency Drive Replacement Engineering Services For An Amount Not to Exceed \$43,890- <i>Report by District Principal Plant Engineer, Patrick Treanor</i>	105
<b>22.</b>	<b>Resolution No. 2022-57;</b> A Resolution Authorizing The Annual Adjustment Of the District’s Reserve Fund Balances By Transferring \$3,753,324 To The capital Fund And \$4,254,215 To The Capital Fund From the General Operations & Maintenance Fund And Capital Improvement Reserve, Respectively, In Accordance With The District’s Reserve Policy - <i>Report by General Manager, Barbara Buikema</i>	115

## **COMMUNICATIONS**

<b>23.</b>	General Manager Report – oral report	*
	• Ethics Training scheduled date is September 29, 2022	

## **OTHER ITEMS BEFORE THE BOARD**

<b>24.</b>	Monterey County Treasurer’s Report dated June 30, 2022 Summary <i>Report by General Manager, Barbara Buikema</i>	118
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**Action Required** – Requesting a Motion to Accept the Report

## INFORMATION/DISCUSSION ITEMS

25. Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 120

*Note: Time lapsed video of the building the Sludge Holding Tank presented at Board Meeting.*

26. July 29, 2022, Pebble Beach Community Services District Board Meeting Summary – *Report by General Manager, Barbara Buikema* 148

27. August 4, 2022, Pension Committee Meeting Summary *Report by General Manager, Barbara Buikema* 150

### 28. **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, August 26, 2022, Canceled – Director Rachel is scheduled to attend.*

*Friday, September 30, 2022, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

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

*Tuesday, October 18, 2022, at 6:00 p.m. – Director Siegfried is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:

*Tuesday, November 15, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend.*

### 29. **ADJOURNMENT**

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **September 29, 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](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.*