



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., August 27, 2020*

COVID-19 Pandemic and State of California Executive Order N-29-20

In compliance with recently issued guidelines from the State of California and other governing agencies, and in order to aid in keeping the public safe, Carmel Area Wastewater District (CAWD) will be conducting our Board Meeting via teleconference until further notice. All public meetings shall be conducted electronically only and without a physical location for public participation, until further notice, and in compliance with California state guidelines for social distancing.

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:876 3384 8207 . Password: 238953

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.

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.

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.

- 3.** Approve Salary & Benefits Committee Meeting Minutes of July 28, 2020 2
Approve Regular Board Meeting Minutes of July 30, 2020
Approve Salary & Benefits Committee Meeting Minutes of August 10, 2020
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – July 2020 10
(Not available at time of Board Packet build)
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – July 2020 12
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – 14
July 2020
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – 18
July 2020
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – 20
July 2020

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

9.	Receive and Accept Collection System Superintendent’s Report- (2020-July, June, & May)	42
10.	Receive and Accept Safety and Regulatory Compliance Report – July 2020	47
11.	Receive and Accept Treatment Facility Operations Report – (2020-July, June, & May)	50
12.	Receive and Accept Laboratory/Environmental Compliance Report – July 2020	56
13.	Receive and Accept Capital Projects Report/Implementation Plan	58
14.	Receive and Accept Project Summaries	60
15.	Receive and Accept Plant Operations Report – July 2020	70
16.	Receive and Accept Maintenance Projects Report – July 2020	73
17.	Receive Principal Engineer Monthly Report General Engineering – July 2020	75

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

18.	Resolution No. 2020-50; A Resolution Accepting the Lowest Responsible and Responsive Bid for the “500 kW Portable Standby Generator” (Project #18-08) and Awarding Purchase Contract in the Amount of \$288,960 – <i>Report by Plant Engineer, Patrick Treanor</i>	78
19.	Resolution No. 2020-51; A Resolution Approving a Capital Expenditure for CAWD/PBCSD Reclamation Project to Replace the Microfiltration (MF) Modules for one MF Cell and Provide Technical Support Services to Install the Modules in an Amount Not to Exceed \$105,000 – <i>Report by Plant Superintendent, Ed Waggoner</i>	82
20.	Resolution No. 2020-52; -A Resolution Authorizing Annual Adjustment of the District’s Capital Improvement Reserve Fund Balance by Transferring \$3,535,549 to the Capital Fund and \$6,193,345 from the General O&M Fund in Accordance with the District’s Reserve Policy – <i>Report by Principal Accountant, Jim Grover</i>	94
21.	Resolution No. 2020-53; A Resolution Approving a Notice of Intent to Adopt a Mitigated Negative Declaration for the Rancho Canada Sewer Replacement Project No. 19-13 <i>Report by Principal Engineer, Rachél Lather</i>	97

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

"e" - indicates a separate insert is enclosed

- 22. Resolution No. 2020-54;** A Resolution Authorizing Staff to Solicit Bids for a 70-kilowatt (kW) Trailer Mount Portable Power Generator for Emergency Use at Collection Pump Stations – *Report by Maintenance Superintendent, Chris Foley*

101
- 23. Resolution No. 2020-55;** A Resolution Authorizing the General Manager to Enter Into a Contract with Bryan Mailey Electric for Electrical Services in Fiscal Year 2020-21 in an Amount Not to Exceed \$200,000 – *Report by Maintenance Superintendent, Chris Foley*

105
- 24. Resolution No. 2020-56;** A Resolution Authorizing Staff to Solicit Bids for a Utility Truck with a Box Mounted Crane – *Report by Maintenance Superintendent, Chris Foley*

109
- 25. Resolution No. 2020-57;** A Resolution Approving the Job Description and Additional Staff Member “Collection/Maintenance Utility Worker I” at Range 6 on the Classification Schedule for a Limited 3-Year Term – *Report by General Manager, Barbara Buikema*

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OTHER ITEMS BEFORE THE BOARD

- 26.** Topics for the Upcoming District’s Fall 2020 CAWD Connections Newsletter – *Report by General Manager, Barbara Buikema*

130
- 27.** Carmel Meadows Gravity Sewer Improvements Project #19-03 Design Update – *Report by Principal Engineer, Rachél Lather*

131
- 28.** Board Inquiry Into COVID-19 Testing Abilities – *Report by General Manager, Barbara Buikema & Plant Superintendent, Ed Waggoner*

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INFORMATION/DISCUSSION ITEMS

- 29.** *Update on the proposed Mr. Larsen sewer connection in Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer*

Informational Only – No Action Required

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- 30.** *Special District Association 07-21-20 Meeting – Report by General Manager, Barbara Buikema*

Informational Only – No Action Required

135
- 31.** *Retirement Pension Plan Trustees 07-23-20 Meeting – Report by General Manager, Barbara Buikema*

Informational Only – No Action Required

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32. PBCSD 07-31-20 Regular Board Meeting – Report by General Manager, Barbara Buikema 153

Informational Only – No Action Required

33. Summary of Monterey County Treasurer Report dated 06-30-20 – Report by General Manager, Barbara Buikema 156

Informational Only – No Action Required

COMMUNICATIONS

34. General Manager’s Report – *Oral reporting*
- River Watch Settlement Agreement Amendment No. 1
 - Computer Cyber Security Training for the Board
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 meetings are scheduled for: Friday, September 25, 2020 at 9:30 a.m. via Zoom webinar – *Director D’Ambrosio is scheduled to attend*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, October 20, 2020 at 6:00 p.m. via Zoom webinar – *Director Townsend is scheduled to attend.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: Wednesday, November 18, 2020 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.* Meeting location is to be determined.

36. **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**

37. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **September 24, 2020**, 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.