



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., July 30, 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:886 8032 6809 . Password: 771612

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.

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.

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| 3. Approve Regular Board Meeting Minutes of 06-25-20- | 003 |
| 4. Receive and Accept Bank Statement Review by Hayashi Wayland – June 2020 | 010 |
| 5. Receive and Accept Schedule of Cash Receipts and Disbursements – June 2020 | 012 |
| 6. Approve Register of Disbursements - Carmel Area Wastewater District – June 2020 | 015 |
| 7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2020 | 018 |
| 8. Receive and Accept Financial Statements and Supplementary Schedules – June 2020 | 019 |
| 9. Receive and Accept Collection System Superintendent’s Report- (2020-June, May, & April) | 045 |
| 10. Receive and Accept Safety and Regulatory Compliance Report – June 2020 | 050 |
| 11. Receive and Accept Treatment Facility Operations Report – (2020-June, May, & April) | 054 |
| 12. Receive and Accept Laboratory/Environmental Compliance Report – June 2020 | 060 |
| 13. Receive and Accept Capital Projects Report/Implementation Plan- | 064 |
| 14. Receive and Accept Project Summaries- | 066 |
| 15. Receive and Accept Plant Operations Report – June 2020 | 076 |
| 16. Receive and Accept Maintenance Projects Report – June 2020 | 079 |
| 17. Receive Principal Engineer Monthly Report General Engineering – June 2020 | 082 |

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. 2020-44;** A Resolution Adopting A Conflict of Interest Code For The Carmel Area Wastewater District - *Report by General Manager, Barbara Buikema* 084
- 19. Resolution No. 2020-45;** A Resolution Adopting A Final Initial Study/Mitigated Negative Declaration, Adopt The Accompanying Mitigation Monitoring And Reporting Plan, And Approve The Project And Direct Staff To Apply To The Local Agency Formation Commission (LAFCO) For The 2020 Sphere Of Influence(SOI) Amendment and Annexation Project, #19-09 - *Report by Principal Engineer, Rachél Lather* 091
- Consolidated Final Initial Study/Mitigated Negative Declaration 2020 CAWD SOI Amendment and Annexation Proposal* e
- 20. Resolution No. 2020-46;** A Resolution Approving A Notice Of Intent To Adopt A Draft Mitigated Negative Declaration For The Carmel Valley Manor Sewer Main Extension Project #19-08 - *Report by Principal Engineer, Rachél Lather* 097
- 21. Resolution No. 2020-47;** A Resolution Approving The Contract Amendment For An Amount Not To Exceed \$22,900 For The Annexation Services Contract With Denise Duffy & Associates, Inc. To Include The Extra Work Performed During The Environmental Review With The Local Agency Formation Commission (LAFCO) Application Services For The 2020 Sphere Of Influence and Annexation Project & Authorize The General Manager To Sign The Contract Amendment #19-09 - *Report by Principal Engineer, Rachél Lather* 101
- 22. Resolution No. 2020-48;**-A Resolution Revising The Fee For The Plumbing Permit/ Inspection, As Adopted By Ordinance No. 85-1, Commencing April 1, 1985 - *Report by Collections Superintendent, Daryl Lauer* 112
- 23. Resolution No. 2020-49;**-A Resolution Approving The Payment Of CALPERS Classic Unfunded Accrued Liability In An Amount Not To Exceed \$725,000 and CALPERS PEPRA Unfunded Accrued Liability In An Amount Not To Exceed \$12,694 With Funds From District Reserves - *Report by General Manager, Barbara Buikema* 117

OTHER ITEMS BEFORE THE BOARD

- 24.** *Disclosure Of Reimbursements Paid Of At Least \$100 For FY 2019-2020* 132
- Report by General Manager, Barbara Buikema

Action Required- Need a Motion

INFORMATION/DISCUSSION ITEMS

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

Informational Only – No Action Required

- 26.** *Update on the claim against the County for costs incurred during the FY 2019/2020* *
Manhole & Sewer Line Repair Project - Oral Report by Principal Engineer, Rachel Lather

Informational Only – No Action Required

- 27.** *PBCSD 06-26-20 Regular Board Meeting –Report by Barbara Buikema,* 134
General Manager

Informational Only – No Action Required

- 28.** *Quarterly General Manager Progress Report – Report by Barbara Buikema,* 137
General Manager

Informational Only – No Action Required

- 29.** *COVID-19 Planning Update –Report by Chris Foley, Maintenance Superintendent* 140

Informational Only – No Action Required

COMMUNICATIONS

- 30.** *General Manager’s Report – Oral reporting*
- *Virtual CASA Conference August 12-13, 2020*
 - *Computer Security Training for the Board*

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 meetings are scheduled for: Friday, July 31, 2020 at 9:30 a.m. Virtual Meeting – *Director Townsend is scheduled to attend* Friday, August 28, 2020 at 9:30 a.m. Virtual Meeting – *President White 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 at PBCSD offices.

32. 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**

33. ADJOURNMENT

The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, August 27, 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.