



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., May 28, 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](http://www.cawd.org) or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 810-989-571. Password: 190763*

*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@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.*

*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.*

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# NOTICE & AGENDA

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## **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. COVID 19 Update – Staff Report & Presentation -Mark Dias** 003

## **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.*

## **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 of 04-30-2020   | 006 |
| Approve Pension Committee Minutes of 04-29-2020   | 012 |
| <b>5.</b> Receive and Accept Bank Statement Review by Hayashi Wayland – April 2020<br>(Not available at time of Board Packet build) | 013 |
| <b>6.</b> Receive and Accept Schedule of Cash Receipts and Disbursements – April 2020   | 015 |

7. Approve Register of Disbursements - Carmel Area Wastewater District – April 2020	018
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – April 2020	021
9. Receive and Accept Financial Statements and Supplementary Schedules – April 2020	022
10. Receive and Accept Collection System Superintendent’s Report (2020-April, March, & February)	048
11. Receive and Accept Safety and Regulatory Compliance Report – April 2020	051
12. Receive and Accept Treatment Facility Operations Report – (2020-April, March, & February)	054
13. Receive and Accept Laboratory/Environmental Compliance Report – April 2020	060
14. Receive and Accept Capital Projects Report/Implementation Plan	062
15. Receive and Accept Project Summaries	064
16. Receive and Accept Plant Operations Report – April 2020	076
17. Receive and Accept Maintenance Projects Report – April 2020	079
18. Receive Principal Engineer Monthly Report General Engineering – April 2020	081

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## **RESOLUTIONS**

19. <b>Resolution No. 2020-26;</b> A Resolution Authorizing The General Manager To Circulate A Request For Proposals For A Sewer User Fee Rate Model Study - <i>Report by General Manager, Barbara Buikema</i>	083
20. <b>Resolution No. 2020-27;</b> A Resolution Adopting The CAWD/PBCSD Fiscal Year 2020-21 Reclamation Project Budget - <i>Report by General Manager, Barbara Buikema</i>	093

<b>21. Resolution No. 2020-28;</b> A Resolution Approving A Notice of Intent To Adopt A Mitigated Negative Declaration For The 2020 Carmel Area Wastewater District Sphere Of Influence (SOI) Amendment And Annexation Proposal - For Project #19-09 - <i>Report by Principal Engineer, Rachel Lather</i>	128
<b>22. Resolution No. 2020-29;</b> A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An Amount Not to Exceed A \$317,097 For Design Services For the Carmel River Floodplain Restoration And Environment Enhancement Project (CRFREE) Mitigation Pipeline Undergrounding Project – Kennedy Jenks Consultants for Project #19-21 <i>Report by Plant Engineer, Patrick Treanor</i>	132
<b>23. Resolution No. 2020-30;</b> A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An Amount Not to Exceed A \$168,815 For Environmental Consulting Services For the Carmel River Floodplain Restoration And Environment Enhancement (CRFREE) - Mitigation Pipeline Undergrounding Project - Johnson Marigot Consulting LLC – For Project #19-21, <i>Report by Plant Engineer, Patrick Treanor</i>	150
<b>24. Resolution No. 2020-31;</b> A Resolution Accepting Completed Project And Directing The General Manager To File A Notice Of Completion For The FY2019/20 Manhole & Sewer Line Repair Project At Various Locations, <i>Report by District Engineer, Rachél Lather</i>	166
<b>25. Resolution No. 2020-32;</b> A Resolution Authorizing The General Manager To Enter Into A Contract With The Carmel Highlands Yankee Point/Otter Cove Neighborhood To Manage The Feasibility Study To Be Undertaken By MNS Engineers, Inc. In The Amount Of \$47,000 And To Authorize Recovery Of Staff Time Spent In Contract Administration – For Project #19-04, <i>Report by District Engineer, Rachél Lather</i>	171
<b>26. Resolution No. 2020-33;</b> A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers, Inc. In The Amount Of \$47,000 To Complete A Sewer Feasibility Study For The Carmel Highlands Sewer Collection System Expansion – Yankee Point And Otter Cove – For Project #19-04, <i>Report by District Engineer, Rachél Lather</i>	188
<b>27. Resolution No. 2020-34;</b> A Resolution Authorizing The General Manager To Execute An Amended Contract With Frisch Engineering Consultants For Professional Services In An Amount Not To Exceed \$10,000 To Provide Additional Engineering Services For The “Pump Station Programmable Logic Controller (PLC)/Supervisory Control And Data Acquisition (SCADA) Replacement Project” - For Project #18-18, <i>Report by Maintenance Superintendent, Chris Foley</i>	189

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## **OTHER ITEMS BEFORE THE BOARD**

- 28.** Internship Policy - Staff Report 193  
*Report by General Manager, Barbara Buikema*
- Informational Only – Request Board Direction – Not Action Required*

## **INFORMATION/DISCUSSION ITEMS**

- 29.** Administration Building – COVID improvement project update - 196  
*Report by Acting General Manager, Patrick Treanor*
- Informational Only – No Action Required*
- 30.** Acting General Manager Report - Staff Report 198  
*Report by Acting General Manager, Patrick Treanor*
- Informational Only – No Action Required*
- 31.** Update on the proposed Mr. Larsen sewer connection in Carmel Highlands – \*  
*Oral Report by Collections Superintendent, Daryl Lauer*
- Informational Only – No Action Required*
- 32.** Coastal Permit Expense Summary– Report by- Barbara Buikema, General Manager 201  
*Staff Report by Plant Engineer, Patrick Treanor- on behalf of Barbara Buikema*
- Informational Only – No Action Required*
- 33.** Monterey County Investment Report 03-31-20– 204  
*Report by-Barbara Buikema, General Manager*
- Informational Only – No Action Required*
- 34.** Pension Committee 206  
*Report by-Barbara Buikema, General Manager*
- Informational Only – No Action Required*

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

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

## STAFF & BOARD MEMBER REPORTS

*Staff Reports include items for which verbal reports/presentation will be provided. If a specific presentation is planned, it will be listed, and summary information may be included with the Agenda. Brief oral reports may be provided for items arising after the Agenda preparation. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda Item.*

### COMMUNICATIONS

#### 35. General Manager's Report – *Oral reporting*

- Annual Employee BBQ – alternative due to COVID-19
- LAFCO Election results-Final Results

221

#### 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 meetings are scheduled for:  
Friday, May 29, 2020 at 9:30 a.m. Virtual Meeting – *Director Rachel is scheduled to attend*  
Friday, June 26, 2020 at 9:30 a.m. Virtual Meeting – *Director Siegfried is scheduled to attend*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
Tuesday, July 21, 2020 at 6:00 p.m. *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.

**37. 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 closed session of the Board is not planned, but may be held if necessary, for certain limited purposes authorized pursuant to California Government Code.*

#### 38. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, June 25, 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](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.*

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

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