



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via Teleconference Webinar
Thursday, 9:00 a.m., April 28, 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 May 30, 2022.

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: 831 6136 7364 Password: 533552.

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.

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. *Employee Award Winner:*** Fanny Mui has been awarded the California Water Environment Association (CWEA) Monterey Bay Section Award for Lab Person of the Year. 03
- 4. *Employee Award Winner:*** Robert Bowman and Barry Blevins have been awarded the California Water Environment Association (CWEA) Monterey Bay Section Award for Collection System Gimmicks & Gadgets for their gadget "The Bridal." 07

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.

- 5.** Approve March 31, 2022, Regular Board Meeting Minutes, April 6, 2022, Ad Hoc Construction Committee Meeting Minutes, April 20, 2022, Special Board Retreat Meeting Minutes 09
- 6.** Receive and Accept Bank Statement Review by Hayashi Wayland – March 2022 17
- 7.** Receive and Accept Schedule of Cash Receipts & Disbursements – March 2022 19
- 8.** Approve Register of Disbursements – Carmel Area Wastewater District – March 2022 22
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2022 27
- 10.** Receive and Accept Financial Statements and Supplementary Schedules – March 2022 29
- 11.** Receive and Accept Collection System Superintendent's Report – March & February & January 2022 54
- 12.** Receive and Accept Safety and Regulatory Compliance Report – March 2022 61
- 13.** Receive and Accept Treatment Facility Operations Report – March & February & January 2022 64
- 14.** Receive and Accept Laboratory/Environmental Compliance Report – March 2022 70

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

"e" - indicates a separate insert is enclosed.

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15.	Receive and Accept Capital Projects Report/Implementation Plan	73
16.	Receive and Accept Project Summaries – Capital & Non-Capital	75
17.	Receive and Accept Plant Operations Report – March 2022	93
18.	Receive and Accept Maintenance Projects Report –March 2022	95
19.	Receive Principal Engineer Monthly Report General Engineering –March 2022	98

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

20.	Resolution No. 2022-18; A Resolution Accepting the Lowest Responsible Bid for the “2022 Manhole Frame & Lid Replacement Project at Various Locations” and Awarding the Contract -Project #22-02 – <i>Report by Principal Engineer, Rachel Lather</i>	100
21.	Resolution No. 2022-19; A Resolution Accepting the Completed Project and Directing The General Manager to File a Notice of Completion for the 2021 Pipeline Spot Repairs Project #21-02 – <i>Report by Principal Engineer, Rachel Lather</i>	103
22.	Resolution No. 2022-20; 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 May 1, 2022 Through May 30, 2022, Pursuant To Brown Act Provisions – <i>report by General Manager, Barbara Buikema</i>	107
23.	Resolution No. 2022-21; A Resolution Ordering an Election, Requesting the County Elections Department to Conduct the Election, and Requesting Consolidation of the Election – <i>report by General Manager, Barbara Buikema</i>	112
24.	<i>Both of the following are part of a single report by Principal Engineer, Rachél Lather</i>	120
	Resolution No. 2022-22; A Resolution Authorizing the General Manager to Enter Into an Agreement with the Carmel Highlands Neighborhood Residents of Corona Road to Manage the Consulting Work to Prepare for the Formation of a Sewer Assessment District Project #18-21	
	Resolution No. 2022-23; A Resolution Authorizing the General Manager to Enter Into a Contract with Monterey Bay Engineers, Inc. (MBE) to Provide Assessment District Engineering Services for the Corona Road Assessment District Project #18-21 in an Amount Not to Exceed \$4,500	

COMMUNICATIONS

25. General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

26. Accessory Dwelling Unit and CAWD Policy for Connection Fees and User Rate Fees 130
Report by General Manager, Barbara Buikema

Action Required – Requesting a Motion to Accept the Policy

INFORMATION/DISCUSSION ITEMS

27. Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab 136
and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor*
28. March 25, 2022, Pebble Beach Community Services District Board Meeting 155
Summary – *Report by General Manager, Barbara Buikema*
29. April 19, 2022, Special District Association of Monterey County Meeting Summary 157
Report by General Manager, Barbara Buikema

30. 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, April 29, 2022, at 9:30 a.m. – Director Siegfried is scheduled to attend.
Friday, May 27, 2022, at 9:30 a.m. – Director Townsend is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, July 19, 2022, at 6:00 p.m. – Director Rachel is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 10, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend.

31. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **May 26, 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. 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.*