



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., September 24, 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: 839 5404 4585 . Password: 587371

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.*
3. *HR Consultant Update – oral report by Beth Ingram*
4. *Online Credit Card Acceptance – presentation by Domine Barringer*

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 Regular Board Meeting Minutes of August 27, 2020	3
6.	Receive and Accept Bank Statement Review by Hayashi Wayland – August 2020	10
7.	Receive and Accept Schedule of Cash Receipts & Disbursements – August 2020	12
8.	Approve Register of Disbursements - Carmel Area Wastewater District – August 2020	15
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – August 2020	17
10.	Receive and Accept Financial Statements and Supplementary Schedules – August 2020	18
11.	Receive and Accept Collection System Superintendent’s Report- (2020-August, July, June)	41
12.	Receive and Accept Safety and Regulatory Compliance Report – August 2020	47
13.	Receive and Accept Treatment Facility Operations Report – (2020-August, July, June)	50
14.	Receive and Accept Laboratory/Environmental Compliance Report – August 2020	56
15.	Receive and Accept Capital Projects Report/Implementation Plan	59
16.	Receive and Accept Project Summaries	61
17.	Receive and Accept Plant Operations Report – August 2020	71
18.	Receive and Accept Maintenance Projects Report – August 2020	75
19.	Receive Principal Engineer Monthly Report General Engineering – August 2020	78

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. 2020-58;** A Resolution Authorizing The General Manager To Execute A Contract With (TBD) For A Professional Services In An Amount Not to Exceed \$250K To Provide Design Services For the “Control System Integration Support And Design-
Report by Maintenance Superintendent, Chris Foley 80
- 21. Resolution No. 2020-59;** A Resolution Authorizing The General Manager To Enter Into A Contract With Quinn Power Systems For The Purchase Of A Portable Trailer Mount 100-KiloWatt Generator In the Amount Of 77,149K –
Report by Maintenance Superintendent, Chris Foley 85
- 22. Resolution No. 2020-60;**A Resolution Authorizing The General Manager To Enter Into A Contract With Downtown Ford For The Purchase Of A Ford F350 Utility Truck With A Box Mount Crane In the Amount Not To Exceed \$82,507.30–
Report by Maintenance Superintendent, Chris Foley 100
- 23. Resolution No. 2020-61;** A Resolution To Adopt An Initial Study/Mitigated Negative Declaration (IS/MND) & The Mitigation Monitoring And Reporting Plan (MMRP); And Approve The Carmel Valley Manor Sewer Extension Project #19-08 - *Report by Principal Engineer, Rachél Lather* 104
- note: The IS/MND, MMRP, and the IS/MND Appendices are available upon request at the District Office*
- 24. Resolution No. 2020-62;** A Resolution Approving Opening A Banking Relationship With Chase Bank And The Transfer Of The District’s Banking Relationship From Union Bank To Chase Bank And Authorizing The General Manager To Act As Authorized Officer in Executing All Documents– *Report by The General Manager, Barbara Buikema* 110
- 25. Resolution No. 2020-63;** A Resolution Adopting Sewer User Fee Refund Or Adjustment Policy – *Report by The General Manager, Barbara Buikema* 135
- 26. Resolution No. 2020-64;** A Resolution Ratifying The Contract With Coast Counties Glass In An Amount Not To Exceed \$28,936.78 For Interior Glass Doors And Glass Counter Barrier For The Administration Lobby (Project #20-01) – *Report by Maintenance Superintendent, Chris Foley* 142

OTHER ITEMS BEFORE THE BOARD

27. Administrative Building COVID-19 Improvements Status Update- *Report by Plant Engineer - Patrick Treanor* - 145
28. Discussion of State Board Polyfluoroalkyl Substances (PFSA) Testing Requirements - *Report by Plant Superintendent - Ed Waggoner* - 150

COMMUNICATIONS

29. General Manager's Report – *Oral reporting*
- City of Carmel Climate Committee
 - Naval Post Graduate School Intern Class

INFORMATION/DISCUSSION ITEMS

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

Informational Only – No Action Required

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, September 25, 2020 at 9:30 a.m. via Zoom webinar – *Director D'Ambrosio is scheduled to attend*
Friday, October 30, 2020 at 9:30 a.m. via Zoom webinar – *Director Rachel 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.

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: **General Manager Performance Evaluation**

33. ADJOURNMENT

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