CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

In-person or by Teleconference Webinar
3945 Rio Road, CA 93923
Phone: (831)624-1248
Tuesday, 2:00 p.m., December 12, 2023

Board Members will be attending this meeting In-Person (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act).
The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or virtually.

Please note, masks are required during the meeting.

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: 899 6435 8553 Password: 684033.

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

Cole _____ Rachel _____Siegfried _____ Urquhart _____ 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. **CLOSED SESSION:** *As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:*

A. Conference with Labor Negotiations:

The Board will meet in closed session pursuant to Government Code Section 54957.6:

- **Agency Designated Representative:** Barbara Buikema, Rick Bolanos, Chris Foley
  Employee Organization: United Public Employees of California, Local 92

4. OPEN PUBLIC HEARING: Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) pursuant to Resolution 2023-61

Pursuant to Agenda Item #29 and proposed Resolution 2023-75, the public hearing previously scheduled for December 12, 2023, will not be opened and will be held on February 22, 2024, at 2:00 pm.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR

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 October 20,2023 Bridge To Everywhere Meeting Minutes & October 26, 2023, Regular Board Meeting Minutes November 7, 2023 Special Meeting Minutes November 7,2023, Salary & Benefits Meeting Minutes November 13,2023 Bridge To Everywhere Meeting Minutes November 16,2023 Special Meeting Minutes November 28,2023 Salary & Benefits Meeting Minutes December 5, 2023 Salary & Benefits Meeting Minutes	04
6.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- October 2023	23
7.	Receive and Accept Schedule of Cash Receipts & Disbursements- October,2023	25
8.	Approve Register of Disbursements – Carmel Area Wastewater District – October,2023	28
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October,2023	31
10.	Receive and Accept Financial Statements and Supplementary Schedules – October,2023	33
11.	Receive and Accept Collection System Superintendent's Report – 2023 October, September & August 2023	54
12.	Receive and Accept Safety and Regulatory Compliance Report – November & October,2023	63
13.	Receive and Accept Treatment Facility Operations Report – 2023 October September & August 2023	67
14.	Receive and Accept Laboratory/Environmental Compliance Report – 2023 November& October	73
15.	Receive and Accept Capital Projects Report/Implementation Plan	76
16.	Receive and Accept Project Summaries – Capital & Non-Capital	78
17.	Receive and Accept Plant Operations Report – November & October 2023	99
18.	Receive and Accept Maintenance Projects Report –November & October 2023	102
19.	Receive and Accept District Engineer's Report-December & November 2023	105

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. 2023-67**: A Resolution Authorizing the General Manager to Enger into a Contract with Rockwell Solutions, Inc. for the Purchase of a Portable Sewage Bypass Pump in an Amount not to Exceed $82,842.51 – *Report by Superintendent Daryl Lauer* 109

21. **Resolution No. 2023-68**: A Resolution Authorizing the Changes to the Job Description and Salary Table for the Administrative Assistant/Board Clerk – *Report by General Manager, Barbara Buikema* 114

22. **Resolution No. 2023-69:** A Resolution Authorizing the Changes to Management staff salary adjustments - *Report by General Manager, Barbara Buikema* 127

23. **Resolution No. 2023-70:** A Resolution Authorizing the Changes to Patrick Treanor's salary adjustment - *Report by General Manager, Barbara Buikema* 131

24. **Resolution No. 2023-71:** A Resolution Authorizing updating of the Designated Classification And Titles - *Report by General Manager, Barbara Buikema* 162

25. **Resolution No. 2023-72**: A Resolution Selecting a President and President Pro Tem, and Appointing a Secretary and Secretary Pro Tem of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 30, 2023 – *Report by Domine Barringer, Board Clerk* 164

26. **Resolution No. 2023-73**: A Resolution Authorizing $100,000 in Local Funding for a State Coastal Conservancy Grant for the Bridge to Everywhere Project-*Report by Patrick Treanor, Plant Engineer* 168

27. **Resolution No. 2023-60:** A Resolution Authorizing the General Manager to Enter into a Contract with Beth Ingram for a Contract for Human Resource Services for the Fiscal Year 2023-24 in an Amount not to Exceed $71,660. - *General Manager, Barbara Buikema* 171

28. **Resolution No. 2023-74**: A Resolution Accepting Completed Project and Directing the General Manager to File a Notice of Completion With the County of Monterey Recorder's Office for the Lorca Lane Emergency Pipe Relocation Project # 23-07 - *Report by Rachél Lather, District Engineer* 177

29. **Resolution No. 2023-75:** A Resolution Amending Resolution No. 2023-61, Entitled a Resolution Preliminarily Approving Engineer's Report and Directing Related Actions for the Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project) including the setting of the public hearing for the ballot count for the proposed assessments to occur on February 22, 2024, at 2:00 pm.– *Report by Principal Engineer, Rachél Lather* 182

30. **Resolution No. 2023-76:** A Resolution Recognizing Principal Engineer Rachel Lather For Her 5 Years Of Public Service To The District And The Community 194

COMMUNICATIONS

31. General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

32. General Manager Goals- *Report by General Manager, Barbara Buikema* 199

33. Consultant Hire- *Report by General Manager, Barbara Buikema* 201

INFORMATION/DISCUSSION ITEMS

34. Pebble Beach Community Service District Meeting October 27, 2023,- *Report by General Manager, Barbara Buikema* 202

35. Monterey County Treasurer Investment Report 09-30-23- *Report by General Manager, Barbara Buikema* 204

36. 2024 Board Committee Assignment, PBCSD Meetings, SDA Meetings, and conference schedule- *Report by Board Clerk, Domine Barringer* 206

""- indicates no board attachment or oral report.*
"e" - indicates a separate insert is enclosed.

37. 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 meeting is scheduled for:
Friday, January 26, 2024, at 9:30 a.m. – President White is scheduled to attend.
Friday, February 23, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, January 16 , 2024, at 6:00 p.m. –Director Urquhart is scheduled to attend.
Tuesday, April TBD , 2024, at 6:00 p.m. –President White is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

38. ADJOURNMENT

The next Regular Meeting will be Thursday, January 25,2024 *or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You may access the Zoom link by visiting our website, www.cawd.org. If you need assistance, please call the District office at 831-624-1248 or send an email to downstream@cawd.org. After staff reports have been distributed, if additional documents are produced by the District and provided to the Board regarding any item on the agenda, they will be made available on the District website.*

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"e" - indicates a separate insert is enclosed.