



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., June 25, 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: 810-989-571. Password: 190763

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.

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.** COVID-19 Policy Update- Receive Staff Report & Presentation 003
by Mark Dias, Safety/Regulatory Compliance Officer
- 4.** Receive Staff Report for Sewer Rates for Fiscal Year 2020-21, 042
Report by Barbara Buikema, General Manager

PUBLIC HEARING

Public Hearing At 9:20 am or Soon Thereafter As The Matters May Be Taken Up. Regarding three new Ordinances as they are interrelated

5. ORDINANCES

053

Ordinance No. 2020-01; An Ordinance Establishing Sewer Service Charges For Fiscal Year 2020-21 And Thereafter, Providing For the Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed-Report By Barbara Buikema, General Manager

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.

6.	Approve Regular Board Meeting Minutes of 05-28-20 Approve Salary & Benefits Committee Meeting Minutes of 06-09-20	056 063
7.	Receive and Accept Bank Statement Review by Hayashi Wayland – May 2020	064
8.	Receive and Accept Schedule of Cash Receipts and Disbursements – May 2020	066
9.	Approve Register of Disbursements - Carmel Area Wastewater District – May 2020	069
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2020	071
11.	Receive and Accept Financial Statements and Supplementary Schedules – May 2020	072
12.	Receive and Accept Collection System Superintendent’s Report (2020-May, April, & March)	098
13.	Receive and Accept Safety and Regulatory Compliance Report – May 202	103
14.	Receive and Accept Treatment Facility Operations Report – (2020-May, April, & March)	106
15.	Receive and Accept Laboratory/Environmental Compliance Report – May 202	112
16.	Receive and Accept Capital Projects Report/Implementation Plan	115
17.	Receive and Accept Project Summaries	117
18.	Receive and Accept Plant Operations Report – May 2020	129
19.	Receive and Accept Maintenance Projects Report – May 2020	132
20.	Receive Principal Engineer Monthly Report General Engineering – May 2020	135

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

- 21. Resolution No. 2020-35;** A Resolution Certifying Compliance With State Law With Respect To The Levying Of General And Special Taxes, Assessments And Property Related Fees And Charges- *Report by General Manager, Barbara Buikema* 137
- 22. Resolution No. 2020-36;** A Resolution Determining The Fiscal Year 2020-21 Tax Proceeds Appropriation Limitation For The Carmel Area Wastewater District- *Report by General Manager, Barbara Buikema* 141
- 23. Resolution No. 2020-37;** A Resolution Adopting The Budget for the Fiscal Year 2020-21, *Report by General Manager, Barbara Buikema* 146
- 24. Resolution No. 2020-38;** A Resolution Amending The District Dental Plan To Allow The Definition Of “Dependent” To Include Coverage Up To Age 26- *Report by General Manager, Barbara Buikema* 151
- 25. Resolution No. 2020-39;** A Resolution Ratifying The Employee Memorandum Of Understanding (MOU) Dated June 25, 2020 And Effective July 1,2020 – Referencing the 2019-2021 Contract Negotiating Ground Rules, *Report by General Manager, Barbara Buikema* 161
- 26. Resolution No. 2020-40;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number Of Positions And Monthly Salary Ranges, Effective July 1,2020, *Report by General Manager, Barbara Buikema* 167
- 27. Resolution No. 2020-41;** A Resolution Approving A Contribution Of \$1M To The “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process FY 2020-21, *Report by General Manager, Barbara Buikema* 171
- 28. Resolution No. 2020-42;** A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services In An Amount Not To Exceed \$60K, *Report by General Manager, Barbara Buikema* 174
- 29. Resolution No. 2020-43;** A Resolution Ratifying The General Manager’s Decision To Execute A Professional Services Agreement In An Amount Not To Exceed \$15K For Design Services For Heating Ventilation & Air Conditioning (HVAC) Improvements For The Administration Building- Project # 20-01-Davner Engineering, *Report by Plant Engineer, Patrick Treanor* 176

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.** *Board requested an update on the claim against the County for costs RES 2020-31 - Oral Report by Principal Engineer, Rachel Lather* *

Informational Only – No Action Required

- 32.** *PG&E Energy Use History- Report by-Patrick Treanor, Plant Engineer* 183

Informational Only – No Action Required

- 33.** *PBCSD 05-30-20 Regular Board Meeting –Report by-Barbara Buikema, General Manager* 191

Informational Only – No Action Required

COMMUNICATIONS

- 34.** *General Manager's Report – Oral reporting*
- Next Door Application
 - Naval Post Graduate School of Defense Management Project

35. 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, June 26, 2020 at 9:30 a.m. Virtual Meeting – *Director Siegfried is scheduled to attend*
Friday, July 31, 2020 at 9:30 a.m. Virtual Meeting – *Director Townsend 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.

36. 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**

37. ADJOURNMENT

The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, July 30, 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.