



## **CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING**

*In-person or by Teleconference Webinar  
3945 Rio Road, CA 93923  
Phone: (831)624-1248  
Thursday, 9:00 a.m., February 23, 2023*

*If you plan to attend the meeting in person, please be prepared to show proof of COVID-19 vaccine or a negative COVID-19 test result within 72 hours of the meeting. You may also provide proof of a positive antibody test within the last 90 days. Please note, masks are always required except while eating or drinking.*

*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: 843 5825 3473 Password: 554104.*

*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](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. 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 \_\_\_\_\_ 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.

## 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.*

- 3.** Approve January 26, 2023, Regular Board Meeting Minutes & 02  
Approve January 23, 2023 Budget Committee Meeting Minutes  
Approve January 31, 2023 Budget Committee Meeting Minutes  
Approve February 7, 2023 Budget Committee Meeting Minutes  
Approve February 9, 2023 Salary & Benefit Committee Meeting Minutes  
Approve February 13, 2023 Pension Committee Meeting Minutes  
Approve February 16, 2023 Budget Committee Meeting Minutes
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – January 2023 17  

*Will insert report when received*
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements-January, 2023 18
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District –January, 2023 21
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –January, 2023 25
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – January, 2023 26
- 9.** Receive and Accept Collection System Superintendent’s Report – 2023 January, 39  
December & November 2022
- 10.** Receive and Accept Safety and Regulatory Compliance Report-January, 2023 48
- 11.** Receive and Accept Treatment Facility Operations Report – 2023 January 51  
December & November, 2022
- 12.** Receive and Accept Laboratory/Environmental Compliance Report –January 2023 57
- 13.** Receive and Accept Capital Projects Report/Implementation Plan 59

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

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

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<b>14.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	61
<b>15.</b>	Receive and Accept Plant Operations Report – January 2023	81
<b>16.</b>	Receive and Accept Maintenance Projects Report –January 2023	86
<b>17.</b>	Receive and Accept District Engineer’s Report-February 2023	89

## **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**

<b>18.</b>	<b>Resolution No. 2023-10;</b> Resolution To Approve The September Ranch Sewer Extension Pipeline Installation Agreement With Carmel Reserve, project #18-29- <i>Report by Rachel Lather, District Engineer</i>	91
	<i>Note: If exhibits are not attached they will be inserted when received</i>	
<b>19.</b>	<b>Resolution No. 2023-11;</b> Resolution To Approve The September Ranch Sewer Extension Project Easement Agreement For Sewer Improvements, Project #18-29- <i>Report by Rachel Lather, District Engineer</i>	107
	<i>Note: If exhibits are not attached they will be inserted when received</i>	
<b>20.</b>	<b>Resolution No. 2023-12;</b> A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers To Provide Construction Inspection Services For The September Ranch Sewer Project #18-29, In An Amount Not To Exceed \$299,662- <i>Report by Rachel Lather, District Engineer</i>	121
	<i>Note: If exhibits are not attached they will be inserted when received</i>	
<b>21.</b>	<b>Resolution No. 2023-13;</b> A Reimbursement Resolution For Corona Road To Through The Clean Water State Revolving Fund Program Requesting A Maximum For The Project Of \$6M- <i>Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)</i>	138
<b>22.</b>	<b>Resolution No. 2023-14;</b> A Resolution For Corona Road Authorizing the General Manager To Sign and File, On Behalf Of The District, A Financial Assistance Application For A Financing Agreement With The Clean Water State Revolving Fund Program – <i>Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)</i>	142

- 23. Resolution No. 2023-15;** A Resolution Approving The Carmel Area Wastewater District Installed Ejector Pump Policy- *Report by Rachel Lather, District Engineer* 144
- 24. Resolution No. 2023-16;** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$291,208 For Wastewater Treatment Plant (WWTP) Water And Gas Service Replacement (Project #22-03)- *Report by Patrick Treanor, District Plant Engineer* 151
- 25. Resolution No. 2023-17;** A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges - *Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 168
- 26. Resolution No. 2023-18-** A Resolution Authorizing the General Manager to Adopt a Workplace Electric Vehicle Charging Policy –*Report by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 171
- 27. Resolution No. 2023-19 –** A Resolution Authorizing the General Manager to Act as the District’s Authorized Agent to Provide the Governor’s Office of Emergency Services Application for Financial Assistance – *Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 174
- 28. Resolution No. 2023-20 –** A Resolution Authorizing Execution of an Amendment to the Carmel Area Wastewater District Employees’ Pension Trust (“Plan”) - *Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 178

## COMMUNICATIONS

- 29.** General Manager Report – An Oral and Written Report Regarding Summary of General Manager’s goals and a letter from Constituents 182

## OTHER ITEMS BEFORE THE BOARD

- 30.** Monterey County Treasurer Report dated December 31, 2022 – *Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 188

***Action Required – Requesting A Motion to Accept the Monterey County Treasurer Report dated December 31,2022***

- 31.** CalPERS 2021 Classic & PEPRA Plans Actuarial Report – *Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)* 190

***Action Required – Requesting A Motion to Accept 2021 Classic & PEPRA Plans Actuarial Report***

- 32.** SAM 2022 Actuarial Report – motion to accept SAM 2022 Actuarial Report- 253  
*Report written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

***Action Required – Requesting A Motion to Accept the SAM 2022 Actuarial Report***

- 33.** Double Time Policy - *Report Written by General Manager, Barbara Buikema* 274  
*and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

***Action Required – Requesting A Motion from the Board Concurring with the decision of the Salary & Benefits Committee to uphold the Superintendent’s double time offer for this one instance during the atmospheric storm event***

- 34.** New Brown Act Rules After the State Of Emergency Sunsets- 276  
*Report by Rob Wellington, Legal Counsel*

- 35.** Reminder Form 700 FPPC– *Report by Domine Barringer, Secretary of the Board* 280

**INFORMATION/DISCUSSION ITEMS**

- 36.** January Construction Updates of Project #18-01 282  
Electrical/Mechanical Rehab and Sludge Holding Tank Replacement –  
*Report by Plant Engineer, Patrick Treanor*

- 37.** Wastewater Treatment Plant Rehab Paving Repairs Change Order Project #18-01- 309  
*Report by Plant Engineer, Patrick Treanor*

- 38.** December 9, 2022, PBCSD Board Meeting Summaries- 310  
*Report Written by General Manager, Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

- 39.** Reclamation Management Committee -*Report Written by General Manager,* 312  
*Barbara Buikema and presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

- 40.** Pension Committee – *Hastie 4<sup>th</sup> Quarter Report* 313  
*Presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

- 41.** Annexation Cost Recovery- *Report Written by General Manager, Barbara Buikema and* 335  
*presented by Chris Foley, Superintendent of Maintenance (Acting General Manager)*

## 42. **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, February 24, 2023, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.*  
*Friday, March 31, 2023, at 9:30 a.m. – Director Rachel is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, April 18, 2023, at 6:00 p.m. – Director D’Ambrosio is scheduled to attend.*  
*Tuesday, July TBD, 2023, 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 9, 2023, at 9:30 a.m. Director Rachel is scheduled to attend.*

## 43. **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.*

### **Conference with Legal Counsel-Potential Litigation:**

*Significant exposure to litigations pursuant to paragraph (2) of subdivision (d)  
Government Code section 54956.9 - one potential case*

## 44. **ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **March 30, 2023**, 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](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto: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.*