



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., October 29, 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 at [www.cawd.org](http://www.cawd.org) or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 824 2310 9821 . Password: 719070*

*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.*

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# NOTICE & AGENDA

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## 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. **Mainsaver Presentation** – *Oral presentation by Maintenance Superintendent Chris Foley and Plant Administrative Coordinator Karla Cristi*

## **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.*

<b>4.</b>	Approve Regular Board Meeting Minutes of September 24, 2020 And Pension Committee Meeting Minutes of September 24,2020	03 09
<b>5.</b>	Receive and Accept Bank Statement Review by Hayashi Wayland – September 2020	10
<b>6.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements – September 2020	12
<b>7.</b>	Approve Register of Disbursements - Carmel Area Wastewater District – September 2020	15
<b>8.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September 2020	18
<b>9.</b>	Receive and Accept Financial Statements and Supplementary Schedules – September 2020	19
<b>10.</b>	Receive and Accept Collection System Superintendent’s Report- (2020-September, August, July)	42
<b>11.</b>	Receive and Accept Safety and Regulatory Compliance Report – September 2020	49
<b>12.</b>	Receive and Accept Treatment Facility Operations Report – (2020-September, August, July)	51
<b>13.</b>	Receive and Accept Laboratory/Environmental Compliance Report – September 2020	57
<b>14.</b>	Receive and Accept Capital Projects Report/Implementation Plan	59
<b>15.</b>	Receive and Accept Project Summaries	61
<b>16.</b>	Receive and Accept Plant Operations Report – September 2020	72
<b>17.</b>	Receive and Accept Maintenance Projects Report – September 2020	75
<b>18.</b>	Receive Principal Engineer Monthly Report General Engineering – September 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

- 19. Resolution No. 2020-65;** A Resolution To Adopt An Initial Study/Mitigated Negative Declaration (IS/MND) & Monitoring & Reporting Plan (MMRP) & Approve The Rancho Cañada Sewer Replacement Project #19-13-  
*Report by Principal Engineer, Rachél Lather* 81
- Note: The Initial Study/Mitigated Negative Declaration & MMRP is a separate attachment and is available upon request.* e
- 20. Resolution No. 2020-66;** A Resolution Accepting The Completed Project & Directing The General Manager To File a Notice of Completion For the Rio Road Cured-In-Place-Pipe (CIPP) Lining Project #19-07-*Report by Principal Engineer, Rachél Lather* 87
- 21. Resolution No. 2020-67;** A Resolution Authorizing An Agreement & Election To Prefund Employer Contributions To A Defined Benefit Pension Plan With The CalPERS IRS code § 115 California Employers' Pension Prefunding Trust (CEPPT) Fund; Authorize General Manager To Sign Agreement & All Associated Documents; Approve A Budget Amendment for \$500K For A Deposit Into The Trust; And Assign Oversight To The Pension Committee-*Report by the General Manager, Barbara Buikema* 92
- 22. Resolution No. 2020-68;** A Resolution To Amend The Salary Administration Policy Adopted By Ordinance No. 97-02 To Update And Clarify Provisions Relating To Call-Back Time In The Personnel Policies And Procedures Manual And Employee Handbook-*Report by the General Manager, Barbara Buikema* 148
- 23. Resolution No. 2020-69;** A Resolution Authorizing The Board President To Sign The Certification Of Assurance Of Compliance For Community Power Resiliency Allocation Grant Program-*Report by the General Manager, Barbara Buikema* 154

## OTHER ITEMS BEFORE THE BOARD

- 24.** Collection System Flow Modeling Update- *Presentation by Principal Engineer, Rachél Lather* \*
- 25.** *Pretreatment Committee Selection- Report by General Manager, Barbara Buikema* 169
- Action Required –Motion to approve the creation of a Pretreatment Ad Hoc Committee*
- 26.** *Notice of The November/December 2020 Board Meeting Date* 170
- 27.** *Appeal to The Board by a District Constituent* pending

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

"e" - indicates a separate insert is enclosed

## COMMUNICATIONS

28. General Manager's Report – *Oral reporting*
  - A. Parking on Rio Road – Public Meeting 10-15-20
  - B. Carmel Lagoon Agency Stakeholder Meeting - Meeting 10-09-20
  - C. Carmel River Floodplain/Restoration & Environmental Enhancement Project (CRFREE) Memorandum of Understanding

## INFORMATION/DISCUSSION ITEMS

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

*Informational Only – No Action Required*

30. Hiring Practices Of Other Agencies – *Report by Human Resource Consultant, Beth Ingram* 172
31. PBCSD 09-25-20 Board Meeting- *Report by The General Manager, Barbara Buikema* 173
32. Special District Association Meeting - *Report by The General Manager, Barbara Buikema* 175
33. 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, October 30, 2020 at 9:30 a.m. via Zoom webinar – *Director Rachel is scheduled to attend* Friday, November 27, 2020 – *No Meeting is Scheduled*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: Tuesday, January 19, 2021 at 6:00 p.m. via Zoom webinar – *A Director will be scheduled to attend during the December 2020 Board Meeting.*

**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.

**34. 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 closed session of the Board is not planned, but may be held if necessary, for certain limited purposes authorized pursuant to California Government Code.*

## **35. ADJOURNMENT**

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **to be determined**, 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](http://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.*