



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., December 8, 2022*

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 or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 859 0163 0502 Password: 660285.

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

D'Ambrosio _____ Rachel _____ Siegfried _____ Newly Appointed _____ 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. **Recognition of Director Charlotte Townsend and her 43 years of Public Service to the Carmel Area Wastewater District:**
Proposal of a motion to rename the District Boardroom in her honor

Handout: Monterey Herald Article: *Monday Profile - Charlotte Townsend, the mayor who lost to Clint Eastwood* 02

4. **Employee Recognition: Fanny Mui**

Fanny Mui passed the exam for the California Water Environment Association (CWEA) Environmental Compliance Inspector Grade II and has been promoted.

5. **Employee Recognition: Seth Steele-Freitas**

Seth Steele-Freitas passed the exam for the CWEA Collections System Maintenance Grade I and has been promoted.

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

6. Approve September 29, 2022, Regular Board Meeting Minutes 07
Approve November 7, 2022, Special Board Meeting Minutes
Approve November 17, 2022, Pension Committee Meeting Minutes
Approve December 1, 2022, Salary & Benefits Committee Meeting Minutes
Approve December 6, 2022, Special Board Meeting Minutes – Board Vacancy Appointment
(December 6 meeting minutes to be distributed at the start of the meeting)

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

"e" - indicates a separate insert is enclosed.

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7.	Receive and Accept Bank Statement Review by Hayashi Wayland – September & October	17
8.	Receive and Accept Schedule of Cash Receipts & Disbursements – September & October	21
9.	Approve Register of Disbursements – Carmel Area Wastewater District – September & October	27
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September & October	35
11.	Receive and Accept Financial Statements and Supplementary Schedules – September & October	39
12.	Receive and Accept Collection System Superintendent’s Report – October, September & August	64
13.	Receive and Accept Safety and Regulatory Compliance Report – September & October	81
14.	Receive and Accept Treatment Facility Operations Report – October, September & August	87
15.	Receive and Accept Laboratory/Environmental Compliance Report – September & October	93
16.	Receive and Accept Capital Projects Report/Implementation Plan	97
17.	Receive and Accept Project Summaries – Capital & Non-Capital	99
18.	Receive and Accept Plant Operations Report – September & October	120
19.	Receive and Accept Maintenance Projects Report – September & October	123
20.	Receive and Accept District Engineer’s Report-September, October & November	127

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. 2022-64; A Resolution Accepting the Lowest Responsive and Responsible Bid for Biosolids Hauling & Disposal Services for Three Years and Awarding the Contract to Synagro West, LLC at an Initial Rate of \$89.77/Ton at an Estimated Disposal of Biosolids Between 1,200 to 1,500 Tons. The Average Disposal Tonnage of 1,350 Would Amount to Fees of \$121,189.50 and 1,500 Tons Would Amount to \$134,655 – <i>Report</i> <i>by Plant Superintendent, Ed Waggoner</i>	130
22.	Resolution No. 2022-65; 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 8, 2022 – <i>Report by Board Secretary,</i> <i>Domine Barringer</i>	167
23.	Resolution No. 2022-66; A Resolution Adopting the Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit for the year ending June 30, 2022 – <i>Report by General Manager, Barbara Buikema</i>	172

24. **Resolution No. 2022-67**; A Resolution Ratifying the recommendation of the Salary and Benefits Committee for the District to Accept a 2.5% increase of a full 5% increase and the employees agree to accept the remaining 2.5% in Health Insurance Rates Effective January 1, 2023 – *Report by General Manager, Barbara Buikema* 222

COMMUNICATIONS

25. General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

26. 2023 Committee Assignments, PBCSD Regular Board Meeting Attendance, and Conference Schedule – *Report by Board Secretary, Domine Barringer* 228

Action Required – *Requesting A Motion to Accept 2023 Committee Assignments & PBCSD Regular Board Meetings Rotation*

27. Ad Hoc Committees Creation – *Report by General Manager, Barbara Buikema* 235

Action Required – *Requesting A Motion to Accept the Creation of the Codification Project Committee and the Ejector Pump Policy Committee*

28. Notify Affected Carmel Woods' Neighborhood about and Take Steps to Remove Sewer Lines Without Maintenance Access from District Maps – *Report by Collections Superintendent, Daryl Lauer* 236

Action Required – *Requesting A Motion to Accept the Notification and Steps to Remove the Noted Sewer Lines from District Maps*

29. Requesting a Motion to Accept the Carmel Area Wastewater District June 30, 2022 Financial Audit– *Report by Barbara Buikema, General Manager* 241

Report is under separate cover e

Action Required – *Requesting A Motion to Accept the Carmel Area Wastewater District, Financial Audit Report as of June 30,2022*

INFORMATION/DISCUSSION ITEMS

30. Proposed Carmel Meadows Sewer Replacement Project #19-03 – Ribera Road comments 242

31. Summary of the Monterey County Treasurer Report dated September 30, 2022, *Report by General Manager, Barbara Buikema* 254

Action Required - *Requesting A Motion to Accept September 30, 2022 Monterey County Treasurer Report*

- 32.** Surplus Property & Disposition – *Report by Purchaser/Plant Asset Coordinator, Dan Deeth* 256
- 33.** October & November Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 259
- 34.** September 30, 2022 & October 28, 2022, PBCSD Board Meeting Summaries *Report by General Manager, Barbara Buikema* 305
- 35.** November 15, 2022, Reclamation Management Committee Meeting Summary *Report by General Manager, Barbara Buikema* 309
- 36.** November 17, 2022, Pension Committee Meeting Summary *Report by General Manager, Barbara Buikema* 311

Action Required – *Requesting A Motion to Accept 2022 3rd Quarter Pension Report*

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.

- Director Siegfried provided handout of a CSA News article: *From Sewage Sludge to Biosolids: Building the Case for Waste* 331

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for: *Friday, December 9, 2022, at 9:30 a.m. – Director Siegfried is scheduled to attend. Friday, January 27, 2023, at 9:30 a.m. – President White is scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: *Tuesday, January 17, 2023, at 6:00 p.m. – President White is scheduled to attend. Tuesday, April 18, 2023, at 6:00 p.m. – Director D’Ambrosio is scheduled to attend.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: *Tuesday, February 7, 2023, at 9:30 a.m. President White is scheduled to attend.*

38. 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**

B. 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

Pescadero Road Tour

39. The District is conducting a tour of the proposed Pescadero Road Pipeline Project and the following will occur:

- The District Board of Directors, staff and any members of the public will tour the site of the proposed Pescadero Road Pipeline Project. Transportation will be provided by the District. Pickup will be in the parking lot outside the 3945 Rio Road Administration building. It is recommended that all participants wear either hiking boots, tennis shoes, or shoes designed for walking in uneven terrain with significant forest growth.

PLEASE NOTE:

The District Engineer, Rachél Lather, will be the tour guide and all comments and or questions are to be directed to her. This is being requested so all information is presented to all participants at the same time. It is possible that your comments and questions may not be addressed during the actual tour but upon your return comments can be made in open session. Please note, minutes or written reporting will not be taken by the District during the tour.

- After the tour is complete, District Board, staff, and public participants will return to 3945 Rio Road for public comments and any board discussion. Anyone wishing to address the Board on matters concerning the tour may do so at this time. Public comment shall be limited to 3 minutes per person and shall be limited to those relating to the proposed Pescadero Road Project. Any other public comments should be delivered at the initial opening of the Board meeting. No action shall be taken on any item not appearing on the agenda.

40. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **January 26, 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. 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.*