



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

Via In Person or Join By Teleconference Webinar

3945 Rio Road, CA 93923

Phone: (831)624-1248

Thursday, 9:00 a.m., December 30, 2021

If you plan to attend the meeting at CAWD’s Administrative Office 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 required at all times except while eating or drinking.

Acceptable proof of COVID-19 Vaccination or test status which includes the following:

Documentation Type	Examples
Verifiable records (digital or paper)	Vaccination certificate with QR code ⁽¹⁾ , digital pass via Smartphone application with QR code ⁽¹⁾ (e.g., United Kingdom National Health Service COVID Pass, European Union Digital COVID Certificate)
Non-verifiable paper records	Printout of COVID-19 vaccination record or a COVID-19 vaccination certificate issued at national or subnational level or by an authorized vaccine provider (e.g., the CDC vaccination card)
Non-verifiable digital records	Digital photos of vaccination card or record, downloaded vaccine record or vaccination certificate from official source (e.g., public health agency, government agency, or other authorized vaccine provider), or a mobile phone application without QR code ⁽¹⁾
Positive Viral Test Criteria	<ul style="list-style-type: none"> • If you have had a positive viral test on a sample taken during the past 90 days, and you have met the criteria to end isolation, • You may also provide proof of a positive IgG antibody test within the last 90 days. • A signed letter from a licensed healthcare provider or a public health official that states you have been cleared • The positive test result and letter together or a letter from your healthcare provider or a public health official that clears you to end isolation referred to as “documentation of recovery.” • The letter must be signed and dated on official letterhead that contains the name, address, and phone number of the healthcare provider or public health official who signed the letter.

Documentation Type	Examples
Negative COVID Test Criteria	<ul style="list-style-type: none"> • Type of test (indicating it is a Nucleic Acid Amplification Test (NAAT) or antigen test). • Entity issuing the result (e.g., laboratory, healthcare entity, or telehealth service). • Sample collection date <ul style="list-style-type: none"> ○ A negative test result must show the sample was taken no more than 72 hours before the meeting ○ Test result

(1) The QR code in a verifiable vaccination record which links to information confirming the credential was generated from an immunization record in an official database and is protected from tampering.

All forms of proof of COVID-19 vaccination must have:

- Personal identifiers (full name plus at least one other identifier such as date of birth or passport number) that match the personal identifiers of the attendee
- Name of official source issuing the record (e.g., public health agency, government agency, or other authorized vaccine provider)
- Vaccine manufacturer and date(s) of vaccination
- Results must be in written or digital format

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: 865 7515 3819 Passcode: 114361

If you would like to comment on any item on our 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 or if in person comment during public comment section and wait to be recognized by the President.

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. 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 _____ Townsend _____ White _____

*Director Michael Rachel will be participating remotely from the following location:
502 Beachfront Trail
Santa Rosa Beach, FL 32459*

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 November 18, 2021 Regular Board Meeting Minutes 03
November 16, 2021 Pension Committee Meeting Minutes 07
December 8, 2021, Salary & Benefits Committee Meeting Minutes 08
December 8, 2021, Special Meeting Minutes 09
- 4.** Receive and Accept Bank Statement Reviews by Hayashi Wayland – October & November 2021 10
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements – October & November 2021 14
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – October & November 2021 20
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October & November 2021 27
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – October & November 2021 29
- 9.** Receive and Accept Collection System Superintendent’s Report – November, October & September 2021 78
- 10.** Receive and Accept Safety and Regulatory Compliance Report – November 2021 86

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

"e" - indicates a separate insert is enclosed.

11.	Receive and Accept Treatment Facility Operations Report – November, October & September 2021	88
12.	Receive and Accept Laboratory/Environmental Compliance Report – November 2021	94
13.	Receive and Accept Capital Projects Report/Implementation Plan	96
14.	Receive and Accept Project Summaries-Capital & Non-Capital	98
15.	Receive and Accept Plant Operations Report – November 2021	119
16.	Receive and Accept Maintenance Projects Report – November 2021	122
17.	Receive Principal Engineer Monthly Report General Engineering – November 2021	125

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

18.	Resolution No. 2021-64; A Resolution Authorizing the General Manager to enter into a contract with Frisch Engineering for Project #18-01 The Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement for Programmable Logic Controller (PLC) and Supervisory Control & Data Acquisition (SCADA) Migration in FY 21-22 in an amount not to exceed \$161,395. – <i>Report by Superintendent, Chris Foley</i>	127
19.	Resolution No. 2021-65; A Resolution Requesting The Board to Authorize The Updated Job Description & Authorize the General Manager to Recruit and Hire for the Purchaser/Plant Asset Coordinator (PPAC)– <i>Report by General Manager, Barbara Buikema and Superintendent, Chris Foley</i>	130
20.	Resolution No. 2021-66; A Resolution Approving an Amendment to the Pretreatment Ordinance 2021-03 in Section 8.3.1 Item No. 8– <i>Report by General Manager, Barbara Buikema</i>	144
21.	Resolution No. 2021-67; A Resolution Approving an Agreement and Election To Prefund Employer Contributions To a Defined Benefit Plan and Authorize for the Board President to sign said Agreement– <i>Report by General Manager, Barbara Buikema</i>	154
22.	Resolution No. 2021-68; A Resolution Approving the Delegation of Authority to request Disbursement and Authorize The Board President to Execute and to Approve the certification of funding– <i>Report by General Manager, Barbara Buikema</i>	168
23.	Resolution No. 2021-69; A Resolution Ratifying the recommendation of the Salary and Benefits Committee to Accept a 6.5% increase in Health Insurance rates effective January 1,2022– <i>Report by General Manager, Barbara Buikema</i>	176

COMMUNICATIONS

24. General Manager Report - oral report *
- a. State Water Resources Control Board Resolution 2021-0049 recognizing wastewater treatment contributions 180
 - b. California Water Quality Monitoring Council Resolution 2021-0001 recognizing the participation in the US health and Human /Services national monitoring pilot program

OTHER ITEMS BEFORE THE BOARD

25. Staff Report Requesting a Motion to accept Carmel Area Wastewater 188
– Report by General Manager, Barbara Buikema
Motion to Accept Annual Financial Statement and Independent Audit Report for the year ended June 30,2021 & Single Audit Report on Compliance for each Major Federal Program e

Action Required - Requesting A Motion to Accept Annual Financial Statement and Independent Audit Report for the Year Ended June 30,2021& Single Audit Report on Compliance for each Major Federal Program

26. Motion to Accept 2022 Committee Assignments, PBCSD Regular Board Meeting Attendance, and Conference Schedule - Report by Board Secretary, Domine Barringer 190

Action Required - Requesting A Motion to Accept 2022 Committee Assignments & PBCSD Regular Board Meetings Rotation

27. General Manager Salary Adjustment for Board Approval 194
Report by General Manager, Barbara Buikema

Action Required - Requesting A Motion to Accept the Adjustment

28. User Fee Claim - Report by General Manager, Barbara Buikema 195

Action Required - Requesting A Policy Decision On A Refund Request

29. General Manager's Performance Preferred Evaluation Format 202
- Report by General Manager, Barbara Buikema

Action Required -Requesting the Board to choose the preferred format

INFORMATION/DISCUSSION ITEMS

30. #18-01 Electrical/Mechanical Rehab and /Sludge Holding Tank Replacement Project 221
Report by Plant Engineer, Patrick Treanor

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|------------|---|-----|
| 31. | PBCSD Regular Board Meeting Report as of December 10, 2021 | 248 |
| 32. | Summary of the Monterey County Treasurer Report dated September 30, 2021
<i>Report by General Manager, Barbara Buikema</i> | 250 |
| 33. | Summary of the November 16, 2021, Pension Committee Meeting
<i>Report by General Manager, Barbara Buikema</i> | 252 |

34. 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 28, 2022, 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 18, 2022, at 6:00 p.m. – Director Siegfried to attend this meeting as alternate.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, February 8, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.

35. ADJOURNMENT

The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, January 27, 2022, 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.