



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., March 26, 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.

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: 789 494 277.

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.

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.

- ❖ Letter from Carmel Area Wastewater District Board of Directors to Constituents and the General Public

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.*

OTHER ITEMS BEFORE THE BOARD

3. Robert Bowman -2019 CWEA Monterey Bay Section Collection Worker of the Year

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.

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.

3.1 COVID-19 Public Meeting Procedures	002
4. Approve Regular Board Meeting Minutes of 02-27-2020	003
Approve Special Committee Meeting Minutes of 03-06-20	010
Approve Budget Committee Meeting Minutes of 03-09-20	011
Approve Budget Committee Meeting Minutes of 03-12-20	012
Approve Budget Committee Meeting Minutes of 03-13-20	013
5. Receive and Accept Bank Statement Review by Hayashi Wayland – February 2020 (Not available at time of Board Packet build)	014
6. Receive and Accept Schedule of Cash Receipts and Disbursements – February 2020	015
7. Approve Register of Disbursements - Carmel Area Wastewater District – February 2020	018
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2020	021
9. Receive and Accept Financial Statements and Supplementary Schedules – February 2020	022

"" - indicates no board attachment or oral report*

"e" - indicates a separate insert is enclosed

10. Receive and Accept Collection System Superintendent’s Report (February & January 2020 & December 2019)	048
11. Receive and Accept Safety and Regulatory Compliance Report – February 2020	052
12. Receive and Accept Treatment Facility Operations Report – (February & January 2020 & December 2019)	055
13. Receive and Accept Laboratory/Environmental Compliance Report – February 2020	061
14. Receive and Accept Capital Projects Report/Implementation Plan	064
15. Receive and Accept Project Summaries	066
16. Receive and Accept Plant Operations Report – February 2020	078
17. Receive and Accept Maintenance Projects Report – February 2020	081
18. Receive Principal Engineer Monthly Report General Engineering – February 2020	084

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. 2020-15; A Resolution Authorizing the General Manger to Enter Into a Contract with Denise Duffy & Associates, INC. to Provide Project Environmental Surveys; Monitoring and Reporting; and Implementation of the Restoration Plan for the Hatton Canyon Pipeline Replacement Project #18-17 in the Amount of \$77,848 - <i>Report by Principal Engineer, Rachél Lather</i>	086
20. Resolution No. 2020-16; Resolution Accepting the Lowest Responsible Bid for the “Rio Road Cured in Place Pipe (CIPP) Lining Project” – Project #19-07 Plus Contingency Amount Allocation of 15% – <i>Report by Principal Engineer, Rachél Lather</i>	094
21. Resolution No. 2020-17; A Resolution Authorizing the General Manager to Enter Into Contract with PSOMAS to Provide Construction Management and Inspection Services for the Rio Road CIPP Lining Project #19-07 in the Amount of \$162,480 - <i>Report by Principal Engineer, Rachél Lather</i>	098

"" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

- 22. Resolution No. 2020-18;** A Resolution Approving a Notice of Intent to Adopt a Mitigated Negative Declaration for the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project – Project #18-01 - *Report by Plant Engineer, Patrick Treanor* 107
- 23. Resolution No. 2020-19;** A Resolution Ordering an Election, Requesting the County Elections Department to Conduct the Election, and Requesting Consolidation of the Election - *Report by General Manager, Barbara Buikema* 151
- 24. Resolution No. 2020-20;** A Resolution Approving the Carmel Area Wastewater District Coronavirus Disease (COVID-19) – Risk Mitigation and Response Plan - *Report by General Manager, Barbara Buikema* 154

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.

OTHER ITEMS BEFORE THE BOARD

- 25.** CAWD FY 2020-21 Preliminary Budget - Staff Report 170
Report by General Manager, Barbara Buikema
- 26.** CAWD FY 2020-21 Preliminary Rate Model - Staff Report 171
Report by General Manager, Barbara Buikema

INFORMATION/DISCUSSION ITEMS

- 27.** PBCSD 02-28-20 Board Meeting - General Manager, Barbara Buikema 182
Informational Only – No Action Required
- 28.** General Manager Quarterly Progress Report - General Manager, Barbara Buikema 184
Informational Only – No Action Required
- 29.** Update on the proposed Mr. Larsen sewer connection in Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer
Informational Only – No Action Required

STAFF & BOARD MEMBER REPORTS

Staff Reports include items for which verbal reports/presentation will be provided. If a specific presentation is planned, it will be listed and summary information may be included with the Agenda. Brief oral reports may be provided for items arising after the Agenda preparation. The Board may wish to ask questions or

"" - indicates no board attachment or oral report*

"e" - indicates a separate insert is enclosed

discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda Item.

COMMUNICATIONS

30. General Manager's Report – Oral reporting

- California Coastal Commission update

31. 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, March 27, 2020 at 9:30a.m. *Cancelled*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, April 21, 2020 at 6:00 pm. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, May 13, 2020 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

32. 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-Millias-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.

33. ADJOURNMENT

*The next Regular Meeting via teleconference will be held at 9:00 a.m., Thursday, **April 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.