



## **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., January 25, 2024*

*Board Members will be attending this meeting In-Person (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act).*

*The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or virtually.*

*Please note, masks are required during the meeting.*

*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: 811 1794 2636 Password: 228583.*

*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@kawd.org](mailto:downstream@kawd.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

Cole \_\_\_\_\_ 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-ALL REPORTS RELATE TO CURRENT 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.*

- |            |  |     |
|------------|--|-----|
| <b>3.</b>  | Approve December 12, 2023 Regular Board Meeting Minutes & December 19, 2023 Pension Meeting Minutes<br>December 27, 2023 Special Board Meeting Minutes | 25  |
| <b>4.</b>  | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-<br>December & November 2023  | 37  |
| <b>5.</b>  | Receive and Accept Schedule of Cash Receipts & Disbursements-<br>December & November, 2023   | 41  |
| <b>6.</b>  | Approve Register of Disbursements – Carmel Area Wastewater District –<br>December & November, 2023   | 47  |
| <b>7.</b>  | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –<br>December & November, 2023  | 55  |
| <b>8.</b>  | Receive and Accept Financial Statements and Supplementary Schedules –<br>December & November, 2023   | 58  |
| <b>9.</b>  | Receive and Accept Collection System Superintendent’s Report – December,<br>November & October 2023  | 100 |
| <b>10.</b> | Receive and Accept Safety and Regulatory Compliance Report –<br>December, 2023   | 106 |
| <b>11.</b> | Receive and Accept Treatment Facility Operations Report – December<br>November & October 2023  | 108 |

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

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

<b>12.</b>	Receive and Accept Laboratory/Environmental Compliance Report – December 2023	114
<b>13.</b>	Receive and Accept Capital Projects Report/Implementation Plan	117
<b>14.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	119
<b>15.</b>	Receive and Accept Plant Operations Report – December 2023	140
<b>16.</b>	Receive and Accept Maintenance Projects Report –December 2023	142

## **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>17.</b>	Resolution No. 2024-01: A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees- <i>Report by Barbara Buikema, General Manager</i>	146
<b>18.</b>	Resolution No. 2024-02: A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Represented Employees, – <i>Report by Barbara Buikema, General Manager</i>	149
<b>19.</b>	Resolution No. 2024-03: A Resolution Authorizing The General Manager To Invite Bids For The Construction Of Project #22-06 - “WWTP Vactor Receiving Station Project”- <i>Report by Patrick Treanor, Chief Engineer</i>	150
<b>20.</b>	Resolution No. 2024-04: A Resolution Authorizing A Notice Of Intent To Adopt A Mitigated Negative Declaration For Project #20-08 Scenic Road Pipeline Replacement Project And Circulate Draft Of A Mitigated Negative Declaration For Public Comment– <i>Report by Patrick Treanor, Chief Engineer</i>	153
<b>21.</b>	Resolution No. 2024-05: A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660– <i>Report by Barbara Buikema, General Manager</i>	157

- 22. Resolution No. 2024-06:** A Resolution Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Investment Management Services For The Employee Defined Benefit Pension Plan—  
*Report by Barbara Buikema, General Manager* 166
- 23. Resolution No. 2024-07:** First Requesting Board Approval And Appointment For The Formation Of An Ad Hoc Committee To Select An Executive Coach To Work With The General Manager. After The Appointment Of The Committee Requesting A Motion On Resolution 2024-07 Authorizing The General Manager To Circulate A Request For Proposal (RFP) For Executive Coaching-*Authors Of RFP Directors: Siegfried And Cole* 186

## COMMUNICATIONS

- 24.** General Manager Report – oral report \*

## OTHER ITEMS BEFORE THE BOARD

- 25.** 2023 Annual Collections Report – *Report by Daryl Lauer, Superintendent of Collections* 193  
  
*Requesting Board acceptance of report*
- 26.** 2024 Board Committee Assignment, PBCSD Meetings, SDA Meetings, and conference schedule- *Report by Board Clerk, Domine Barringer* 201  
  
*Requesting Board acceptance of assignments*
- 27.** Topics for the Spring newsletter-*Report by Barbara Buikema, General Manager* 208  
  
*Requesting action to approve newsletter topics*

## INFORMATION/DISCUSSION ITEMS

- 28.** Pebble Beach Community Service District Meeting December 8, 2023,-  
*Report by General Manager, Barbara Buikema* 210
- 29.** Hearing Policy Update -*Report by Chris Foley, Maintenance Superintendent* 212
- 30.** Statement of Economic of Interest (FORM 700)- *Report by Domine Barringer, Board Clerk* 219
- 31.** Special Districts Association Meeting, January 16, 2024-  
*Report by General Manager, Barbara Buikema* 220

32. President White – News article contribution regarding Wastewater Tests Can Find Monkey Pox, Study Finds 222

33. Wastewater Treatment Plant Electricity Use Update- Report by Patrick Treanor, Chief Engineer 225

**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 26, 2024, at 9:30 a.m. – President White is scheduled to attend.*  
*Friday, February 23, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, January 16, 2024, at 6:00 p.m. – Director Urquhart is scheduled to attend.*  
*Tuesday, April TBD, 2024, at 6:00 p.m. – President White is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, February 13, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

**35. ADJOURNMENT**

*The next Regular Meeting will be Thursday, February 29, 2024 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.*