



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., October 26, 2023

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 or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 821 4537 8257 Password: 025133.

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 _____ 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.

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| 3. | Approve September 28, 2023, Regular Board Meeting Minutes & September 29, Bridge To Everywhere Committee Minutes | 02 |
| 4. | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- September 2023 | 10 |
| 5. | Receive and Accept Schedule of Cash Receipts & Disbursements- September, 2023 | 12 |
| 6. | Approve Register of Disbursements – Carmel Area Wastewater District – September, 2023 | 15 |
| 7. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September, 2023 | 20 |
| 8. | Receive and Accept Financial Statements and Supplementary Schedules – September, 2023 | 22 |
| 9. | Receive and Accept Collection System Superintendent’s Report – 2023 September, August & July 2023 | 43 |

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

"e" - indicates a separate insert is enclosed.

10.	Receive and Accept Safety and Regulatory Compliance Report – September,2023	52
11.	Receive and Accept Treatment Facility Operations Report – 2023 September August & July 2023	54
12.	Receive and Accept Laboratory/Environmental Compliance Report –September	60
13.	Receive and Accept Capital Projects Report/Implementation Plan	63
14.	Receive and Accept Project Summaries – Capital & Non-Capital	65
15.	Receive and Accept Plant Operations Report – September 2023	86
16.	Receive and Accept Maintenance Projects Report –September 2023	90

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

17.	Resolution No. 2023-58: A Resolution Authorizing The General Manager To Enter Into A Contract Amendment Number 2 With MNS Engineers To Complete Engineering And An Environmental Impact Report For The Pescadero Creek Area Pipe Relocation Project-#21-05)- <i>Report by Rachél Lather, District Engineer</i>	94
18.	Resolution No. 2023-59: A Resolution To Permit Retired Principal Engineer, Rachél Lather, To Work Part Time (Up To 960 Hours) As A Retired Annuitant Prior To The 180 Day Wait Period Required By CalPERS Due To The Critical Need For Her Expertise For Projects Related To Sewer Extensions And Assessment District Formations- <i>Report by General Manager, Barbara Buikema</i>	111
19.	Resolution No. 2023-60: 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 General Manager, Barbara Buikema</i>	116
20.	Resolution No. 2023-37: A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)- <i>Report by Rachél Lather, District Engineer</i>	118
21.	Resolution No. 2023-61: A Resolution Preliminarily Approving Engineer’s Report And Directing Related Actions For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)- <i>See Staff Report on item #20. - Report by Rachél Lather, District Engineer</i>	159

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| 22. | Resolution No. 2023-62: A Resolution Authorizing The General Manager To Purchase A Truck In Fiscal Year 2023-24 In An Amount Not To Exceed \$65,000- <i>Report by Maintenance Superintendent, Chris Foley</i> | 162 |
| 23. | Resolution No. 2023-63: A Resolution Authorizing The General Manager To Enter Into A Contract With Websoft Developers, Inc., For Computerized Maintenance Management Software In Fiscal Year 2023-24 In An Amount Not To Exceed \$85,800- <i>Report by Maintenance Superintendent, Chris Foley</i> | 165 |
| 24. | Resolution No. 2023-64: A Resolution Authorizing The General Manager To Enter Into A Memorandum Of Agreement For Central Coast Long Term Environmental Assessment Network (CClean)- <i>Report by General Manager, Barbara Buikema</i> | 173 |

COMMUNICATIONS

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| 25. | General Manager Report – oral report | * |
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OTHER ITEMS BEFORE THE BOARD

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| 26. | Discuss the November/December Board Meeting Date- <i>Report by General Manager, Barbara Buikema</i> | 187 |
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INFORMATION/DISCUSSION ITEMS

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| 27. | Pebble Beach Community Service District Meeting September 29, 2023,- <i>Report by General Manager, Barbara Buikema</i> | 189 |
| 28. | Special District Association Meeting October 17,2023- <i>Report by General Manager, Barbara Buikema</i> | 191 |
| 29. | Rehabilitation Project Process Update, - <i>Report by Plant Engineer, Patrick Treanor</i> | 194 |
| 30. | California Water Environment Association Member Value Report | 215 |

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 meeting is scheduled for: *Friday, October 27, 2023, at 9:30 a.m. – Director Urquhart is scheduled to attend. Pebble Beach Community Service District (PBCSD) –No PBCSD meeting in November*

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

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

32. ADJOURNMENT

The next Regular Meeting at a date to be determined. The Suggested Date Tuesday, December 12, 2023 at 2 pm 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.