



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

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*Via teleconference webinar  
Thursday, 9:00 a.m., April 30, 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. All public meetings shall be conducted electronically only and without a physical location for public participation, until further notice, and in compliance with California state guidelines for social distancing.***

***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: 810-989-571. Password: 190763***

***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](mailto: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.***

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# NOTICE & AGENDA

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## **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.*

## **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.*

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| <b>3.</b> Approve Budget Committee Meeting Minutes of 03-23-2020  | 003 |
| Approve Regular Board Meeting Minutes of 03-26-2020   | 004 |
| <b>4.</b> Receive and Accept Bank Statement Review by Hayashi Wayland – March 2020<br>(Not available at time of Board Packet build) | 011 |
| <b>5.</b> Receive and Accept Schedule of Cash Receipts and Disbursements – March 2020   | 013 |
| <b>6.</b> Approve Register of Disbursements - Carmel Area Wastewater District –<br>March 2020                                       | 016 |
| <b>7.</b> Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –<br>March 2020  | 020 |

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

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

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<b>8.</b> Receive and Accept Financial Statements and Supplementary Schedules – March 2020	021
<b>9.</b> Receive and Accept Collection System Superintendent’s Report (2020-March, February, & January)	047
<b>10.</b> Receive and Accept Safety and Regulatory Compliance Report – March 2020	051
<b>11.</b> Receive and Accept Treatment Facility Operations Report – (2020-March, February, & January)	053
<b>12.</b> Receive and Accept Laboratory/Environmental Compliance Report – March 2020	059
<b>13.</b> Receive and Accept Capital Projects Report/Implementation Plan	062
<b>14.</b> Receive and Accept Project Summaries	064
<b>15.</b> Receive and Accept Plant Operations Report – March 2020	076
<b>16.</b> Receive and Accept Maintenance Projects Report – March 2020	079
<b>17.</b> Receive Principal Engineer Monthly Report General Engineering – March 2020	082

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### **RESOLUTIONS**

<b>18. Resolution No. 2020-21;</b> A Resolution Authorizing the General Manger to Act As The District’s Authorized Agent To Provide The Governor’s Office Of Emergency Services Application For Financial Assistance Designation of Applicant’s Agent Resolution for Non-State Agencies- <i>Report by General Manager, Barbara Buikema</i>	084
<b>19. Resolution No. 2020-22;</b> Resolution Approving The Sewer Line Chemical Root Control Policy– <i>Report by Principal Engineer, Rachél Lather</i>	088
<b>20. Resolution No. 2020-23;</b> A Resolution Declaring The 2008 VAC-CON Hydro/Vacuum Cleaning Truck To Be Surplus District Property And Authorizing The General Manager To To Sell The Vehicle To Sunnyslope County Water District for \$51K– <i>Superintendent, Daryl Lauer</i>	097

- 21. Resolution No. 2020-24;** A Resolution Authorizing The General Manager To Enter Into Contract With PSOMAS To Provide Construction Management And Inspection Services For The Hatton Canyon Pipeline Replacement Project #18-17 In An Amount Not To Exceed \$165,020- *Report by Principal Engineer, Rachél Lather* 101
- 22. Resolution No. 2020-25;** A Resolution Accepting The Lowest Responsible Bid For The Hatton Canyon Pipeline Replacement Project #18-17 And Authorize The General Manager To Sign And Execute A Contract With The Lowest Responsible Qualified Bidder For The Construction Of The Project-*Report by Principal Engineer, Rachél Lather* 104

### **ACTION ITEMS BEFORE THE BOARD**

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### **OTHER ITEMS BEFORE THE BOARD**

- 23. Local Agency Formation Commission (LAFCO) Election - Staff Report** 109  
*Report by General Manager, Barbara Buikema*

*Motion Requested – Action Required*

### **INFORMATION/DISCUSSION ITEMS**

- 24. Update on the proposed Mr. Larsen sewer connection in Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer**  
*Informational Only – No Action Required*
- 25. PBCSD Meeting-April 24, 2020 – Report by- Barbara Buikema, General Manager** 117

*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 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

### 26. General Manager's Report – *Oral reporting*

- Vacation in May
- 2020 Preparing Workplace for COVID-19  
Occupational Safety and Health Administration (OSHA) 3990-03

### 27. 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, April 24, 2020 at 9:30a.m. Virtual Meeting – *Director D'Ambrosio is scheduled to attend*  
Friday, May 29, 2020 at 9:30 a.m. Virtual Meeting – *Director Rachel is scheduled to attend*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
Tuesday, July 21, 2020 at 6:00 p.m. *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.*  
Tentative depending on COVID-19 Stay in Place Order.

**28. 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 closed session of the Board is not planned, but may be held if necessary, for certain limited purposes authorized pursuant to California Government Code.*

### 29. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, May 28, 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](http://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.*