



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., January 28, 2021*

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 or call 1 (669) 900-9128 or 1 (346) 248-7799 and use Webinar ID: 884 0293 2042 Password: 083169.

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.

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ Rachel _____ Siegfried _____ Townsend _____ White _____

ADMINISTER CEREMONIAL OATH OF OFFICE

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.*
3. *Human Resource Presentation –Beth Ingram- Oral Report*

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.

4. Approve
 - a. December 10, 2020 Regular Board Meeting Minutes 03
 - b. December 15, 2020 Salary & Benefits Committee Meeting Minutes 09
 - c. January 7, 2021 Pension Committee Meeting Minutes 11
 - d. January 13, 2021 Special Budget Committee Meeting Minutes 12
 - e. January 15, 2021 Budget Committee Meeting Minutes 13
 - f. January 25, 2021 Budget Committee Meeting Minutes *

(To be distributed during the meeting, report not completed at the time of packet preparation.)
5. Receive and Accept Bank Statement Review by Hayashi Wayland – November & December 2020 14
6. Receive and Accept Schedule of Cash Receipts & Disbursements – November & December 2020 18

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

"e" - indicates a separate insert is enclosed.

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CONSENT CALENDAR: Continued

7.	Approve Register of Disbursements - Carmel Area Wastewater District – November & December 2020	24
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November & December 2020	31
9.	Receive and Accept Financial Statements and Supplementary Schedules – November & December 2020	33
10.	Receive and Accept Collection System Superintendent’s Report- (2020- December, November, October)	83
11.	Receive and Accept Safety and Regulatory Compliance Report – December 2020	97
12.	Receive and Accept Treatment Facility Operations Report – (2020- December, November, October)	99
13.	Receive and Accept Laboratory/Environmental Compliance Report – December 2020	105
14.	Receive and Accept Capital Projects Report/Implementation Plan	107
15.	Receive and Accept Project Summaries	109
16.	Receive and Accept Plant Operations Report – December 2020	120
17.	Receive and Accept Maintenance Projects Report – December 2020	123
18.	Receive Principal Engineer Monthly Report General Engineering – December 2020	126

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. 2021-01;** A Resolution Ratifying the Recommendation of the Salary & Benefits Committee to Split the Health Insurance Rate increase 50%/50% with employees, Effective January 1, 2021 – *Report by General Manager, Barbara Buikema* 129
- 20. Resolution No. 2021-02;** A Resolution Accepting and Ratifying the Recommendation of the Pension Committee to Accept the Results of the Section 115 Trust Request for Proposals in Favor of CALPERS – *Report by General Manager, Barbara Buikema* 132
- 21. Resolution No. 2021-03;** A Resolution Accepting and Ratifying the Recommendation of the Pension Committee to Authorize a Budget Amendment in the Amount of \$500K to Fund a Section 115 Trust. – *Report by General Manager, Barbara Buikema* 135
- 22. Resolution No. 2021-04;** A Resolution Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project” (Project #18-01) Pursuant to the California Environmental Quality Act – *Report by Plant Engineer, Patrick Treanor* 138
- 23. Resolution No. 2021-05;** A Resolution Authorizing the General Manager to Enter Into a Contract with Rincon Consultants to Provide Environmental Services During Construction of the Upper Rancho Cañada Sewer Replacement Project #19-13 – *Report by Principal Engineer, Rachel Lather* 142
- 24. Resolution No. 2021-06;** A Resolution Authorizing the General Manager to Enter Into a Contract with MNS Engineers to Provide Design Services for the Upper Rancho Cañada Sewer Replacement Project #19-13 – *Report by Principal Engineer, Rachel Lather* 161
Note: please see item #23 on the agenda regarding the combined staff report
- 25. Resolution No. 2021-07;** A Resolution Accepting the Completed Project and Directing the General Manager to File a Notice of Completion for The Hatton Canyon Pipeline Replacement Project #18-17(D’Arcy & Harty) – *Report by Principal Engineer, Rachel Lather* 162
- 26. Resolution No. 2021-08;** A Resolution Accepting the Completed Project and Directing the General Manager to File a Notice of Completion for The Hatton Canyon Pipeline Replacement Project #18-17 Wetland Creation (Graniterock) – *Report by Principal Engineer, Rachel Lather* 167

- 27. Resolution No. 2021-09;** A Resolution Accepting the Lowest Responsible and (*insert pg. 172) * Responsive Bid for the Rancho Cañada Sewer Replacement Project #19-13 and Authorizing the General Manager to Execute a Contract with the Lowest Qualified Bidder in the Amount of \$ _____ plus a 10% Change Order Contingency – *Report by Principal Engineer, Rachel Lather*
Staff Report, Resolution, & Bidding results to be distributed at the 1-28-21 board meeting.
Bidding was not completed at the time of board packet preparation.

OTHER ITEMS BEFORE THE BOARD

- 28.** Cost of Living Adjustment for the General Manager for FY July 1, 2020 thru 174
 June 30, 2021 – *Report by General Manager, Barbara Buikema*
Action Required - Requesting to Approve a 3.0% Cost of Living Adjustment for the General Manager
- 29.** Independent Financial Audit for Fiscal Year Ending June 30, 2020 by Marcello & 175
 Company – *Report by General Manager, Barbara Buikema*
Action Required - Requesting Approval of the Audit for Fiscal Year 2019-2020
- 30.** CAWD Pension Plan – Actuarial -Strategic Asset Management (SAM) Actuary Report – 226
Report by General Manager, Barbara Buikema
Action Required - Requesting Acceptance of the Report
- 31.** CAWD COVID-19 Risk Mitigation and Response Plan – *Report by Safety and 247*
Regulatory Compliance Administrator, Mark Dias
Action Required - Requesting Approval of the Plan

COMMUNICATIONS

- 32.** General Manager Report - oral report
- A. CSA 1 Meeting summary
 - B. Covid-19 Vaccine status
 - C. Insurance claim against Monterey County update

INFORMATION/DISCUSSION ITEMS

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| 33. | Update on the proposed Mr. Larsen sewer connection in Carmel Highlands –
<i>Oral Report by Collections Superintendent, Daryl Lauer</i> | * |
| 34. | PBCSD 12-11-20 Board Meeting – <i>Report by General Manager, Barbara Buikema</i> | 303 |
| 35. | Pension Committee Meeting 01-07-21 – <i>Report by General Manager, Barbara Buikema</i> | 305 |
| 36. | PG&E Energy Use History – <i>Report by Plant Engineer, Patrick Treanor</i> | 323 |
| 37. | Annual Form 700 Report requirement/process – <i>Report by Board Secretary,
Domine Barringer</i> | 328 |
| 38. | Updated - 2021 PBCSD Board Meeting Assignments, <i>Report by Board Secretary,
Domine Barringer</i> | 329 |
| 39. | Naval Postgraduate School Internship Project Conclusion
<i>Report by General Manager, Barbara Buikema</i> | 330 |
| 40. | Special District Association Meeting 01-19-21, <i>Report by General Manager,
Barbara Buikema</i> | 357 |
| 41. | Topics for the Spring 2021 CAWD Connections Newsletter, <i>Report by
General Manager, Barbara Buikema</i> | 359 |
| 42. | 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, January 29, 2021 at 9:30 a.m. via Zoom webinar – *Director Townsend is scheduled to attend.* Friday, February 26, 2021 – *President White is scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, April 20, 2021 at 6:00 p.m. via Zoom webinar – *Director Townsend is scheduled to attend, and Director Siegfried is the alternate.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: Tuesday, February 9, 2021, at 9:30 a.m. *Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.*

43. 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. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9

44. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **February 25th**, 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.