



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 26, 2023*

If you plan to attend the meeting in person, please be prepared to show proof of COVID-19 vaccine or a negative COVID-19 test result within 72 hours of the meeting. You may also provide proof of a positive antibody test within the last 90 days. Please note, masks are always required except while eating or drinking.

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: 872 1784 1185 Password: 195951.

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.*
3. **Employee Recognition: Fanny Mui**
Fanny Mui passed the exam for the California Water Environment Association (CWEA) Environmental Compliance Inspector Grade II and has been promoted.
4. **Storm Update – Oral Report**
 - a. **Daryl Lauer, Superintendent of Collections**
 - b. **Ed Waggoner, Superintendent of Plant**
 - c. **Chris Foley, Superintendent of Maintenance**

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO 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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| 5. | Approve December 8, 2022, Regular Board Meeting Minutes & December 6, Salary & Benefits Meeting Minutes | 02 |
| 6. | Receive and Accept Bank Statement Review by Hayashi Wayland – November & December <i>(will insert into the packet at board meeting or when received)</i> | 09 |
| 7. | Receive and Accept Schedule of Cash Receipts & Disbursements- November & December, 2022 | 12 |
| 8. | Approve Register of Disbursements – Carmel Area Wastewater District – November & December, 2022 | 18 |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November & December, 2022 | 26 |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules – November & December, 2022 | 29 |

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

"e" - indicates a separate insert is enclosed.

11.	Receive and Accept Collection System Superintendent’s Report – 2022 December, November, October & Annual Collections Report	55
12.	Receive and Accept Safety and Regulatory Compliance Report – December,2022	75
13.	Receive and Accept Treatment Facility Operations Report – December, November & October,2022	78
14.	Receive and Accept Laboratory/Environmental Compliance Report –December	84
15.	Receive and Accept Capital Projects Report/Implementation Plan	86
16.	Receive and Accept Project Summaries – Capital & Non-Capital	88
17.	Receive and Accept Plant Operations Report – December	109
18.	Receive and Accept Maintenance Projects Report – November & December	114
19.	Receive and Accept District Engineer’s Report-September, October & November	118

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

20.	Resolution No. 2023-01; A Resolution Authorizing The General Manager To Invite Bids For 2022-2023 Pipeline Spot Repair Project #23-02- <i>Report By Principal District Engineer, Rachel Lather</i>	120
21.	Resolution No. 2023-02; A Resolution Authorizing The General Manager To Execute A Contract With Monterey Peninsula Engineering (MPE) For An Emergency Sewer Relocation At Lorca Lane And Del Monte Street, For An Amount Not To Exceed \$153,500, Project #22-07 – <i>Report By Principal District Engineer, Rachel Lather</i>	125
22.	Resolution No. 2023-03; A Resolution Accepting Completed Project And Directing The General Manager To File A Notice Of Completion Or The Manhole Rehabilitation Project #21-06– <i>Report By Principal District Engineer, Rachel Lather</i>	131
23.	Resolution No. 2023-04; A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers To Provide Design Services For The Santa Rita & Guadalupe Pipeline Rehabilitation, In An Amount Not To Exceed \$171,464- Project #23-01– <i>Report By Principal District Engineer, Rachel Lather</i>	136
24.	Resolution No. 2023-05; A Resolution Authorizing The General Manager To Amend A Contract With MNS Engineers To Provide Design Support For Additional Pipeline Segments And Coastal Permitting Support To Be Included In The Scenic Road Pipe Bursting Ocean To Bay Project-#20-08 Amendment #5, In An Amount Not To Exceed \$125,065– <i>Report By Principal District Engineer, Rachel Lather</i>	164

- 25. Resolution No. 2023-06;** A Resolution Authorizing The General Manager To Execute A Contract With Coastal Paving & Excavating For The Emergency Relocation Of A Sewer Line At Scenic Road On A Time And Materials Basis,– *Report By Principal District Engineer, Rachel Lather* 188
- 26. Resolution No. 2023-07;** A Resolution Awarding The Contract To Scinor Water America LLC, For The Purchase Of 160 Microfiltration Modules In An Amount Not To Exceed \$160,000– *Report by Plant Superintendent, Ed Waggoner* 192
- 27. Resolution No. 2023-08;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District and Providing For the Number of Positions And Monthly Salary Ranges– *Report by General Manager, Barbara Buikema* 204
- 28. Resolution No. 2023-09;** A Resolution Authorizing The General Manager To Amend A Contract With The Pun Group To Provide Additional Audit Services In An Amount Not To Exceed \$15,000– *Report by General Manager, Barbara Buikema* 208

COMMUNICATIONS

- 29.** General Manager Report – oral report *

OTHER ITEMS BEFORE THE BOARD

- 30.** 2023 Committee Assignments, PBCSD Regular Board Meeting Attendance, and Conference Schedule – *Report by Board Secretary, Domine Barringer* 215

Action Required – *Requesting A Motion to Accept 2023 Committee Assignments & PBCSD Regular Board Meetings Rotation*

- 31.** Requesting a Motion to Accept the Carmel Area Wastewater District June 30, 2022 Financial Audit– *Report by Barbara Buikema, General Manager* 222

Report is under separate cover e

Action Required – *Requesting A Motion to Accept the Carmel Area Wastewater District, Financial Audit Report as of June 30,2022*

INFORMATION/DISCUSSION ITEMS

- 32.** Carmel Meadows Storm Report- *Report by General Manager, Barbara Buikema* 225
- 33.** Electrical Vehicle Charging Stations - *Report by Maintenance Superintendent, Chris Foley* 231
- 34.** December Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 232

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"e" - indicates a separate insert is enclosed.

35. Bi-Annual Wastewater Treatment Plant Electricity Usage- 267
Report by Plant Engineer, Patrick Treanor
36. December 9, 2022, PBCSD Board Meeting Summaries- 269
Report by General Manager, Barbara Buikema
37. Topics For the Spring 2023 Newsletter- *Report by General Manager, Barbara Buikema* 271
38. Reclamation Agreement Discussion- 272
Discussion by Legal Counsel, Rob Wellington

39. 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 27, 2023, at 9:30 a.m. – President White is scheduled to attend.
Friday, February 24, 2023, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 18, 2023, at 6:00 p.m. – Director D’Ambrosio is scheduled to attend.
Tuesday, July TBD, 2023, at 6:00 p.m. – Director Rachel is scheduled to attend.

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

40. **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. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

41. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **February 23, 2023**, 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.*