



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., June 29, 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.

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: 870 9453 8987 Password: 775142.

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, 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. Receive Staff Report for Sewer Rates for Fiscal Year 2022-23 15
Report by Superintendent of Maintenance, Chris Foley

OPEN PUBLIC HEARING #1

Open Public Hearing on Thursday, 9:00 a.m., June 29, 2023, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2023-01 establishing sewer service charges for Fiscal Year 2023-24.

Ordinance . 2023-01; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2023-2024 and thereafter, Providing for the Collection of Such Charges on the Tax Roll, and Providing Further that this Ordinance and the Charges Established Hereby and the Tax Collection Procedure Selected Herein Shall Remain in Effect Until Either the Said Charges are Revised or this Ordinance is Otherwise Amended or Repealed – *Report by Superintendent of Maintenance, Chris Foley*

Chair will close the public hearing after public comment is heard

4. Receive Staff Report for the Codification Project 29
Report by General Manager, Barbara Buikema

OPEN PUBLIC HEARING #2

Open Public Hearing on Thursday, after the close of the Public Hearing regarding Sewer Service Charges., on June 29, 2023, or Soon Thereafter as the Matters May Be Taken Up Regarding The Carmel Area Wastewater District (District), Revising, Amending, Restating, Codifying And Compiling Certain Existing General Ordinances Of The District.

Ordinance 2023-02; An Ordinance Enacting A Code Of Ordinances For The Carmel Area Wastewater District, Revising, Amending, Restating, Codifying And Compiling Certain Existing General Ordinances Of District– *Report by General Manager, Barbara Buikema*

Chair will close the public hearing after public comment is heard

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 May 25, 2023, Regular Board Meeting Minutes & May 25, 2023 Pension Committee Meeting Minutes, June 15, 2023 Special Meeting Minutes June 22, 2023 Special Meeting Minutes | 34 |
| 6. | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) – May, 2023 | 45 |
| 7. | Receive and Accept Schedule of Cash Receipts & Disbursements- May,2023 | 47 |
| 8. | Approve Register of Disbursements – Carmel Area Wastewater District – May,2023 | 50 |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May,2023 | 55 |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules – May,2023 | 57 |
| 11. | Receive and Accept Collection System Superintendent’s Report – May, April & March 2023 | 78 |
| 12. | Receive and Accept Safety and Regulatory Compliance Report – May,2023 | 86 |

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

"e" - indicates a separate insert is enclosed.

13.	Receive and Accept Treatment Facility Operations Report –May April & March 2023	89
14.	Receive and Accept Laboratory/Environmental Compliance Report –May	95
15.	Receive and Accept Capital Projects Report/Implementation Plan	98
16.	Receive and Accept Project Summaries – Capital & Non-Capital	100
17.	Receive and Accept Plant Operations Report – May 2023	120
18.	Receive and Accept Maintenance Projects Report –May 2023	122
19.	Receive and Accept District Engineer’s Report-May 2023	125

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. 2023-31; A Resolution Ratifying The Contract with ENGEEO as a Consultant for the Carmel Meadows Pipeline Replacement Project to Furnish Geotechnical Services. – <i>Report by Rachel Lather, Principal Engineer</i>	126
21.	Resolution No. 2023-32 A Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges – <i>Report by Barbara Buikema, General Manager</i>	141
22.	Resolution No. 2023-33 A Resolution Determining the Fiscal Year 2023-24 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – <i>Report by Barbara Buikema, General Manager</i>	145
23.	Resolution No. 2023-34: A Resolution Adopting Budget for the Fiscal Year 2023-24 <i>Report by Chris Foley, Superintendent of Maintenance</i>	150
	Final Budget under separate cover	e
24.	Resolution No. 2023-35: A Resolution Approving a Contribution of \$100K to the District’s CALPERS Section 115 Account as part of the Budget Process for FY 2023-2024 – <i>Report by Barbara Buikema, General Manager</i>	154
25.	Resolution No. 2023-36: Resolution Requesting Approval By the County Of Monterey Of Proposed Resolution of Intention & Boundary Map Under Section 10104 of the Streets And Highways Code of California For the Proposed Carmel Area Wastewater District Assessment District No 18-21 (Corona Road Sewer Extension Project) – <i>Report by Rachel Lather, District Engineer</i>	162

- 26. DRAFT Resolution No. 2023-37:** A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 18-21 (Corona Road Area Sanitary Sewer System Project)-
Report by Rachel Lather, District Engineer 168
- 27. Resolution no. 2023-38-**Resolution Ratifying The General Manager To Execute An Amendment To An Existing Professional Services Agreement With Johnson Marigot Consulting In An Amount Not To Exceed \$50,666 For Archaeological And Regulatory Services For The Carmel River Floodplain Restoration And Environmental Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project (Project #19-21)- *Report by Patrick Treanor, Plant Engineer* 177
- 28. Resolution no. 2023-39-** A Resolution Approving A Contribution Of \$1,000,000 To The Special Reserve Fund named “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process For Fiscal Year 2023-2024- *Report written by General Manager, Barbara Buikema* 194
- 29. Resolution no. 2023-40:** A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges - *Report written by General Manager, Barbara Buikema* 197
- 30. Resolution no. 2023-41:** A Resolution Specifying The New District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2023- *Report written by General Manager, Barbara Buikema* 200
- 31. Resolution no. 2023-42-** A Resolution Authorizing The General Manager To Enter Into A Contract With Kennedy/Jenks Consultants, Inc. To Provide Engineering Support For Preparation Of A Condition Assessment On The District’s Collection System In The Amount Of \$72,705 And To Rescind Resolution No. 2023-30- *Report written by General Manager, Barbara Buikema* 206

COMMUNICATIONS

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

OTHER ITEMS BEFORE THE BOARD

- 33.** Union Acceptance-- *Report written by General Manager, Barbara Buikema* 219

Requesting Board Action

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

"e" - indicates a separate insert is enclosed.

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- 34. Receive District Engineer’s Presentation and Recommendation Concerning the Carmel Meadows Pipeline Replacement Project; Board to Consider Providing Direction concerning four ejector pumps to be owned and maintained by the District within the existing District easement and providing electrical connection for all four ejector pumps and the proposed Mariposa Pump Station from the Calle la Cruz Pump Station (including 24/7 District-provided power)- *Report by Rachel Lather, District Engineer* 240

Requesting Board Action

Requesting Board to Receive the staff report and report any additional action needed?

INFORMATION/DISCUSSION ITEMS

- 35. June Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor* 242
- 36. May 26, 2023, PBCSD Board Meeting Summary- *Report by General Manager, Barbara Buikema* 265

- 37. Road Work Update-*Oral Report by General Manager, Barbara Buikema* e

38. 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, June 30, 2023, at 9:30 a.m. – President White is scheduled to attend.
Friday, July 28, 2023, at 9:30 a.m. – Director D’Ambrosio is scheduled to attend.
Friday, August, 2023 – No PBCSD Meeting

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

39. 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: **Legal Counsel Performance Evaluation**

B. 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**

40. ADJOURNMENT

*The next **Special Board Meeting** will be held at 9:00 a.m., Tuesday, **August 1, 2023**, or at an alternate acceptable date. The next **Regular Board Meeting** will be held at 9:00 a.m., Thursday, **July 27, 2023**. 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.*