



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., August 31, 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: 868 2870 3522 Password: 302002.

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@caud.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.*

*Public comment was received prior to the board meeting via email
Included in the board packet.* **03**

2. **Agenda Changes:** *Any requests to move an item forward on the agenda will be considered at this time.*
3. **New Employee Introduction – Jacob Gams, Lab Analyst I/Environmental Compliance Inspector I (in progress)**
4. **Employee Recognition – Seth Steele-Freitas passed the California Water Environment Association- Maintenance I exam**
5. **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-Potential Litigation:**
*Significant exposure to litigations pursuant to paragraph (2) of subdivision (d)
Government Code section 54956.9 - one potential case*

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.

6.	Approve July 27, 2023, Regular Board Meeting Minutes & July 24, 2023 Pension Meeting Minutes July 31, 2023 Bridge To Everywhere Minutes August 1, 2023 Special Meeting Minutes -Eminent Domain August 25,2023 Salary and Benefits Meeting Minutes	09
7.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- July 2023	23
8.	Receive and Accept Schedule of Cash Receipts & Disbursements- July,2023	25
9.	Approve Register of Disbursements – Carmel Area Wastewater District – July,2023	27
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July,2023	31
11.	Receive and Accept Financial Statements and Supplementary Schedules – July,2023	32
12.	Receive and Accept Collection System Superintendent’s Report – 2023 July, June & May 2023	50
13.	Receive and Accept Safety and Regulatory Compliance Report – July,2023	58
14.	Receive and Accept Treatment Facility Operations Report – 2023 July June & May 2023	61
15.	Receive and Accept Laboratory/Environmental Compliance Report –July	67
16.	Receive and Accept Capital Projects Report/Implementation Plan	70
17.	Receive and Accept Project Summaries – Capital & Non-Capital	72
18.	Receive and Accept Plant Operations Report – July 2023	93
19.	Receive and Accept Maintenance Projects Report –July 2023	95
20.	Receive and Accept District Engineer’s Report-July 2023	98

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

21.	Resolution No. 2023-37: A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District Project No. 23-01 (Corona Road Area Sanitary Sewer System Project) (Carmel Area Wastewater District Corona Road Project #18-21)- <i>Report by Rachel Lather, District Engineer</i>	104
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Nick Chiulos, County of Monterey, Community Engagement & Advocacy & Intergovernmental & Legislative Affairs, Office of Emergency Services provided email confirmation on 8-23-2023 that the County Board of Supervisors approved the boundary map. The District is expecting a signed resolution soon.

- 22. Resolution No. 2023-53:** A Resolution Accepting The Completion for the 2022-23 Spot Repairs Project #23-02 and Directing The General Manager to File a Notice of Completion with the County of Monterey Recorder's Office–*Report by Rachel Lather, District Principal Engineer* 119
- 23. Resolution No. 2023-54;** A Resolution Authorizing The Annual Adjustment Of the District's Reserve Fund Balances By Transferring \$3,753,324 To The Capital Fund And \$4,254,215 To The Capital Fund From the General Operations & Maintenance Fund And Capital Improvement Reserve, Respectively, In Accordance With The District's Reserve Policy–*Report by General Manager, Barbara Buikema* 124

COMMUNICATIONS

- 24.** General Manager Report – oral report (*Letter regarding Pun Group*) 128

OTHER ITEMS BEFORE THE BOARD

- 25.** Cybersecurity PowerPoint Presentation–*Report by Chris Foley, Superintendent of Maintenance* 133
- 26.** Waste Discharge Requirements (WDR)– *Power Point - Report by Rachel Lather, District Principal Engineer* 139
- 27.** Eminent Domain–*Report by Barbara Buikema, General Manager* 153
- 28.** *Monterey County Treasurer's Report as of June 30,2023 Summary –Report by Barbara Buikema, General Manager* 155

Board Action: Requesting Acceptance Of The Report

- 29.** General Manager's Salary Adjustment–*Report by Barbara Buikema, General Manger* 157
- 30.** Pension Meeting Report July 24,2023– *Report by Barbara Buikema, General Manager* 158

Board Action: Requesting Acceptance Of The Report

INFORMATION/DISCUSSION ITEMS

31. July Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – Report by Plant Engineer, Patrick Treanor 189
32. July 28, 2023, Pebble Beach Community Service District Board Meeting Summary- Report by General Manager, Barbara Buikema 224
33. **CLOSED SESSION:** As permitted by Government Code Section 54957 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. The Board will meet in closed session pursuant to Government Code Section 54957.6:

- **Agency Designated Representative:** Barbara Buikema, General Manager
Employee Organization: United Public Employees of California, Local 92

34. **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, August, 2023 – No PBCSD Meeting
Friday, September 29, 2023, at 9:30 a.m. – Director Rachel is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October TBD, 2023, at 6:00 p.m. –Director Siegfried are scheduled to attend.
Tuesday, January TBD, 2024, at 6:00 p.m. –Director Urquhart 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.

35. **ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **September 28, 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.*