



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

*Via teleconference webinar
Thursday, 9:00 a.m., March 25, 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: 823 2579 9247 Password: 745792.

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 (District) administrative office at (831)624-1248. Notification prior to the meeting will enable the District to make reasonable arrangement to ensure accessibility to this meeting.

NOTICE & AGENDA

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.*

NOTICE OF PUBLIC HEARING

3. OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:20 a.m., March 25, 2021, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2021-01 Implementing Regulations Governing Reimbursement for Required Sewer Capacity Exceeding Needs Attributable to a Project.

Ordinance No. 2021-01; An Ordinance to Implement Regulations Governing Reimbursement for Required Sewer Capacity Exceeding the Needs Attributable to a Project – Report by Principal Engineer, Rachél Lather 03

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. February 25, 2021 Budget Committee Meeting Minutes	16
	b. March 8, 2021 Budget Committee Meeting Minutes	20
5.	Receive and Accept Bank Statement Review by Hayashi Wayland – February 2021	21
6.	Receive and Accept Schedule of Cash Receipts & Disbursements – February 2021	23
7.	Approve Register of Disbursements - Carmel Area Wastewater District – February 2021	26
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2021	29
9.	Receive and Accept Financial Statements and Supplementary Schedules – February 2021	30
10.	Receive and Accept Collection System Superintendent’s Report- (February & January 2021- December 2020)	54
11.	Receive and Accept Safety and Regulatory Compliance Report – February 2021	62
12.	Receive and Accept Treatment Facility Operations Report – (February & January 2021- December 2020)	65
13.	Receive and Accept Laboratory/Environmental Compliance Report – February 2021	71
14.	Receive and Accept Capital Projects Report/Implementation Plan	73
15.	Receive and Accept Project Summaries	75
16.	Receive and Accept Plant Operations Report – February 2021	86
17.	Receive and Accept Maintenance Projects Report – February 2021	88
18.	Receive Principal Engineer Monthly Report General Engineering – February 2021	91

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. 2021-13;** A Resolution Authorizing the General Manager to Enter into A Contract with SRT Consultants to Provide Design Services for the Bay/Scenic Pump Station Rehabilitation Project #20-07 In the Amount of \$291,890 – *Report by Principal Engineer, Rachél Lather* 94
- 20. Resolution No. 2021-14;** A Resolution Authorizing the General Manager to Execute an Amended Contract with Johnson Marigot Consulting in an amount not to exceed \$59,800 to Provide Additional Regulatory Support Services for the “CRFREE Mitigation Pipeline Undergrounding Project” #19-21 – *Report by Principal Plant Engineer, Patrick Treanor* 102
- 21. Resolution No. 2021-09;** A Resolution Accepting the Lowest Responsive and Responsible Bid for the “Upper Rancho Cañada Pipe Relocation Project #19-13” and Awarding Contract in the Amount of \$1,069,069 Contingent Upon Obtaining Construction Easements for the Project – *Report by Principal Engineer, Rachél Lather* 117

OTHER ITEMS BEFORE THE BOARD

- 22.** CAWD FY 2021-22 Preliminary Budget - *Report by General Manager, Barbara Buikema* 122
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- 23.** CAWD FY 2021-22 Preliminary Rate Model - *Report by General Manager, Barbara Buikema* 123
- 24.** Approval to Engage a Real Estate Professional - *Report by General Manager, Barbara Buikema* 135

COMMUNICATIONS

- 25.** General Manager Report - oral report
- A. Carmel Lagoon Community Meeting March 11, 2021
 - B. COVID-19 vaccines March 23, 2021

INFORMATION/DISCUSSION ITEMS

- 26.** PBCSD 1-26-20 Board Meeting – *Report by General Manager, Barbara Buikema* 137
- 27.** Software Licenses – *Report by Maintenance Superintendent, Chris Foley* 139
- 28.** Newsletter Review – *Report by General Manager, Barbara Buikema* 140

“*” - indicates no board attachment or oral report.

“e” - indicates a separate insert is enclosed.

- 29. 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, March 26, 2021 – *Director D'Ambrosio is scheduled to attend the Zoom webinar.*
Friday, April 30, 2021 – *Director Rachel 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, May 11, 2021, at 9:30 a.m. *Director Townsend and Director White are scheduled to attend. Meeting location is to be determined.*

- 30. 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.

31. ADJOURNMENT

*The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **April 29th**, 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.*