



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 27, 2024

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. Please note that the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The District will try and resolve any technical issues as quickly as possible.

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 9960 3921 Password: 648436.

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

Cole _____ 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.*

Note: There will be a brief introduction of Carmel Unified School District interns to the Board by their District oversight manager(s).

2. **Agenda Changes:** *Any requests to move an item forward on the agenda will be considered at this time.*
3. **Recognition-** *of Pebble Beach Community District, General Manager, Mike Niccum years of service-Letter From Current District Directors.*
4. **Remembrance-** *of former Director Joyce Stevens, for her 24 years of service to Carmel Area Wastewater District.*
5. **Receive Staff Report** -for Sewer Rates for Fiscal Year 2024-25-Report by District Engineer, Patrick Treanor 07

OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:00 a.m., June 27, 2024, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2024-01 establishing sewer service charges for Fiscal Year 2024-25.

Ordinance 2024-01; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2024-2025 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

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 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.	May 30,2024 Regular Board Meeting Minutes	15
	June 3,2024 Salary & Benefits Minutes	
	June 4, 2024 Salary & Benefits Minutes	
	June 19, 2024 Bridge To Everywhere Minutes	
7.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-	31
8.	Receive and Accept Schedule of Cash Receipts & Disbursements- May 2024	33
9.	Approve Register of Disbursements – Carmel Area Wastewater District- May 2024	36
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2024	39
11.	Receive and Accept Financial Statements and Supplementary Schedules – May 2024	40
12.	Receive and Accept Collection System Superintendent’s Report – May, April & March 2024	62
13.	Receive and Accept Safety and Regulatory Compliance Report – May 2024	67
14.	Receive and Accept Treatment Facility Operations Report – May, May, April & March 2024	70
15.	Receive and Accept Laboratory/Environmental Compliance Report – May 2024	76
16.	Receive and Accept Capital Projects Report/Implementation Plan	78
17.	Receive and Accept Project Summaries – Capital & Non-Capital	80
18.	Receive and Accept Plant Operations Report – May 2024	103
19.	Receive and Accept Maintenance Projects Report – May 2024	106
20.	Receive and Accept Source Control-Environmental Compliance Report- May 2024	109

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. 2024-33;** A Resolution Adopting Budget for the Fiscal Year 2024-25- 111
Report by General Manager, Barbara Buikema
- Fiscal Year 2024-25 Budget – Under Separate Cover*
- 22. Resolution No. 2024-34;** A Resolution Approving the 116
Designating Classification Titles In The Carmel Area Wastewater District
And Providing For The Number Of Positions And Monthly Salary Ranges For
Represented Employees- *Report by General Manager, Barbara Buikema*
- 23. Resolution No. 2024-35;** A Resolution Approving the 119
Designating Classification Titles In The Carmel Area Wastewater District
And Providing For The Number Of Positions And Monthly Salary Ranges For
Non-Represented Employees- *Report by General Manager, Barbara Buikema*
- 24. Resolution No. 2024-36;** A Resolution Certifying Compliance With State Law With 123
Respect To The Levying Of General And Special Taxes, Assessments And Property
Related Fees And Charges-*Report by General Manager, Barbara Buikema*
- 25. Resolution No. 2024-37;** A Resolution Approving A Contribution Of \$1,000,000 To 127
The “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process
For Fiscal Year 2024-25- *Report by General Manager, Barbara Buikema*
- 26. Resolution No. 2024-38;** A Resolution Determining The Fiscal Year 2024-25 130
Tax Proceeds Appropriation Limitation For The Carmel Area Wastewater District-
Report by General Manager, Barbara Buikema
- 27. Resolution No. 2024-39;** A Resolution Authorizing Execution of An Amendment 135
To The Carmel Area Wastewater District Employees’ Pension Trust (“PLAN”)-
Report by General Manager, Barbara Buikema
- 28. Resolution No. 2024-40;** A Resolution Authorizing The General Manager To 138
Execute A Professional Services Agreement With Kennedy/Jenks Consultants In An
Amount Not To Exceed \$180,890 For Supplementary Design Services For Carmel
Meadows Sewer Improvements (Project #19-03)- *Report by District Engineer, Patrick Treanor*

- 29. Resolution No. 2024-41; \$95K** - A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$94,525 For WASTEWATER TREATMENT PLANT (WWTP) Perimeter Tree Plan And Implementation – LINE OF SIGHT ANALYSIS (Project #18-28)-*Report by Principal Engineer, Jeff Bandy* 153

COMMUNICATIONS

- 30. General Manager Report- *Report by General Manager, Barbara Buikema* 169**
- CASA Conference 07/31-08/02-24 in Monterey

OTHER ITEMS BEFORE THE BOARD

- 31. A Motion To Engage Legal Services For Cash Held At Monterey County -** *Report by General Manager, Barbara Buikema* 173

Action Required – *Requesting the Board To Make A Motion*

- 32. Motion To Form An Ad Hoc Committee For Source Control -***Report by General Manager, Barbara Buikema* 174

Action Required – *Requesting the Board To Make A Motion*

- 33. PowerPoint Presentation For Source Control, -***by District Engineer, Patrick Treanor (will be presented at the board meeting)* e

- 34. Motion To Form An Ad Hoc Committee For Director Concerns -***Report by General Manager, Barbara Buikema* 178

Action Required – *Requesting the Board To Make A Motion*

INFORMATION/DISCUSSION ITEMS

- 35. Pebble Beach Community Service District (PBCSD) Meeting May 26, 2024,-** *Report by General Manager, Barbara Buikema* 180

- 36. Update On PBCSD Contract Amendment -***Report by General Manager, Barbara Buikema* 182

37. **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 28, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Friday, July 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:

Tuesday, July 16, 2024, at 6:00 p.m. – Director Siegfried is scheduled to attend.

Tuesday, January (TBD), 2025, at 6:00 p.m. – Director Cole is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:

Tuesday, November 12, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

38. 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**

C. 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**

39. **ADJOURNMENT**

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, July 27, 2024, 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.