



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., July 28, 2022
Via Teleconference Webinar

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

Present: Directors: Greg D'Ambrosio, President Ken White and President Pro-Tem Robert Siegfried

Absent: Directors: Mike Rachel and Townsend

A quorum was present.

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Seth Steele -Freitas, Collections/Maintenance Utility Worker I, CAWD
Domine Barringer, Board Secretary, CAWD
Robert Wellington, Wellington Law Offices, CAWD Legal Counsel
Peter McKee, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nick Becker, P.E. Deputy General Manager/District Engineer
Yuriana Nunez, Administrative Coordinator

1. **Public Comments:** No public comments
2. **Agenda Changes:**
 - a. Item #28 page 202 – insert the final bid award information, which occurred on 7-26-22
 - b. Item #4 the employee recognition of achievement for Mike Skinkle will be moved to the August board meeting.
3. **New Employee Introduction – Seth Steele-Freitas, Collections/Maintenance Utility Worker I**
The board gave a warm welcome to Mr. Steele-Freitas.
4. **California Water Environment Association- Employee Recognition of Achievement- Grade IV Mechanical Technologist- Mike Skinkle**
The employee recognition will occur at the August board meeting

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.

Board Action

A motion to receive and approve the consent agenda was made by Director D'Ambrosio and seconded by Director Siegfried. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items:

5. Approve June 30, 2022, Regular Board Meeting Minutes, July 20, 2022 Special Meeting Board Retreat Minutes
6. Receive and Accept Bank Statement Review by Hayashi Wayland – June 2022
7. Receive and Accept Schedule of Cash Receipts & Disbursements – June 2022
8. Approve Register of Disbursements – Carmel Area Wastewater District – June 2022
9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2022
10. Receive and Accept Financial Statements and Supplementary Schedules – June 2022
11. Receive and Accept Collection System Superintendent's Report – June, May & April 2022
12. Receive and Accept Safety and Regulatory Compliance Report – June 2022
13. Receive and Accept Treatment Facility Operations Report – June, May & April 2022
14. Receive and Accept Laboratory/Environmental Compliance Report – June 2022
15. Receive and Accept Capital Projects Report/Implementation Plan
16. Receive and Accept Project Summaries – Capital & Non-Capital
17. Receive and Accept Plant Operations Report – June 2022
18. Receive and Accept Maintenance Projects Report – June 2022
19. Receive and Accept Engineering Report – June 2022

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. 2022-43; Report by Maintenance Superintendent, Chris Foley**

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-43, authorizing the General Manager to enter into a contract with Mailey Electric for electrical services in fiscal year 2022-2023 in an amount not to exceed \$120,000.

21. Resolution No. 2022-44; Report by Superintendent Of Collections, Daryl Lauer

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by President White. Following a roll call vote, the Board unanimously passed Resolution 2022-44, revising the fee for the plumbing permit/inspection fee as adopted by Ordinance No. 85-1 commencing August 1, 2022.

22. Resolution No. 2022-45 ; Report by Plant Superintendent Ed Waggoner

Board Action

A motion to approve the resolution as amended was made by Director Siegfried and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-45, authorizing the General Manager to invite bids for Biosolids Hauling & Disposal Services.

Director Siegfried requested that resolution 2022-45 include that the transport and disposal of the sludge take title at the time the material is deposited in the contractor's receptacle and requested that this language be in the final contract.

23. Resolution No. 2022-46; Report by Superintendent Operations, Ed Waggoneer

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by President White. Following a roll call vote, the Board unanimously passed Resolution 2022-46, authorizing the General Manger to enter into a service agreement with Applied Marine Sciences for the preparation of a work plan and study of the District's effluent effects on the Carmel Bay Area of Special Biological Significance, with an amount not to Exceed \$37,290.

24. Resolution No. 2022-47; User Fee RFP -Postponed until September 2022

Board Action

A motion was made by President White and seconded by Director Siegfried to postpone circulating a Request For Proposal (RFP) for a Sewer User Fee Rate Model Study at an estimated cost of \$50,000, until additional data can be gathered. Following a roll call vote, the Board unanimously agree to the postponement.

25. Resolution No. 2022-48; Report by Plant Engineer, Patrick Treanor

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-48, authorizing the General Manager to execute a professional services agreement with Kennedy Jenks Consultants in an amount not to exceed \$104,950 for Wastewater Treatment Plant (WWTP) Vactor Receiving Station Design-(Project #22-06)Vactor Dumping Station Design contract.

26. Resolution No. 2022-49; Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by President White and seconded by Director D'Ambrosio Following a roll call vote, the Board unanimously passed Resolution 2022-49, authorizing an Amendment No. 3 in the amount of \$126,270 For the SRT, Inc. Engineering Services Contract for the Carmel Meadows Pipeline Replacement Project #19-03 in a Not to Exceed Contract Amount of \$471,415.

27. Resolution No. 2022-50; Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-50, authorizing the General Manager to amend a contract with MNS Engineers to complete potholing for utilities and redesign services for the Pescadero Creek Area Pipe Relocation Project #21-05 in an amount not to exceed total contract amount of \$247,339.

28. Resolution No. 2022-51; Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by President White and seconded by Director Siegfried. Following a roll call vote, the Board unanimously passed Resolution 2022-51, awarding a contract for the 2022-2023 Manhole Rehabilitation Project to the lowest qualified responsible bidder and authorizing the General Manager to sign and execute a contract for Express Sewer & Drains, Inc. in an amount not to exceed \$343,975.80.

29. Resolution No. 2022-52; Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-52, amending the District Purchasing Policy to authorize District Engineers with purchasing authority up to \$5,000.

30. Resolution No. 2022-53; Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by President White and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously passed Resolution 2022-53, proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Governor's Order #N-25-20 dated March 4, 2020, and authorizing remote teleconference meetings of the legislative bodies of CAWD for the period August 1 Through August 30, 2022, pursuant to the Brown Act provisions.

COMMUNICATIONS

31. General Manager Report – oral report

- Staff is working on a Memorandum of Understanding (MOU) for the Carmel River Free Project and the County of Monterey would like the MOU completed by August 3rd. The General Manager stated that any fines or interest due to the County's negligence is their responsibility. The Plant Engineer is currently looking at the Plans to respond to the County.
- A discussion regarding the ethics training would be most likely occur after the September 2022 board meeting.

OTHER ITEMS BEFORE THE BOARD

32. Annual Disclosure of Reimbursements of at least \$100 – Report by, General Manager, Barbara Buikema

A motion to approve the resolution was made by President White and seconded by Director D'Ambrosio. Following a roll call vote, the Board unanimously accepted the Reimbursement Report for fiscal year 2021-22.

33. Topics for Upcoming Fall 2022 CAWD Connections – Report by, General Manager, Barbara Buikema

- There was discussion about generating some public relations material about the District. The discussion also included informing the public about what the District does regarding fire abatement and the projects that improve the environment. This would be done through the newsletter.

34. Bond vs. Bond Fund – report by, General Manager, Barbara Buikema

- There was a general discussion on the difference between a bond verses a bond fund.
- Director Siegfried wants to know why CAWD does not follow the 60/40 split on the fixed pension income practices that other state pension funds follow. Director D'Ambrosio requested that Director Siegfried bring his questions to the Pension Committee.
- The General Manager reminded the board that CAWD's Pension Plan is fully funded.

- President White requested that this topic be moved to the Committee with a consultant to be brought in after the Pension Committee meets. Wellington stated that an advisor be present when discussing this topic. The board provided a consensus on the above order of the discussion format.

INFORMATION/DISCUSSION ITEMS

- 35.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor*
- 36.** Pacific Gas & Electric Energy Use History-Summary – *Report by Plant Engineer, Patrick Treanor*
- 37.** June 24, 2022 Pebble Beach Community Service District Meeting-*Report by General Manager, Barbara Buikema*

- 38.** Special Districts Association Meeting-*Report by General Manager, Barbara Buikema*

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, July 29, 2022, at 9:30 a.m. – Greg D'Ambrosio is scheduled to attend.
Friday, August 26, 2022, at 9:30 a.m. – Cancelled.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October 20, 2022, at 6:00 p.m. – Director Siegfried is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, November 15, 2022, at 9:30 a.m. Director Townsend and Director White are 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 consensus to approve the signed letter regarding Legal Counsel's Performance Evaluation was made by President White and seconded by Director D'Ambrosio. There was also a board consensus not to conduct the agendaized closed session and agreed to move item B to the September board meeting.


- A. Public Employee Recognition Letter Evaluation Period July 1, 2021 to June 30,2022**
Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation-Approved the signed letter**

- 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-Moved to the September board meeting**

41. ADJOURNMENT


There being no further business to come before the Board, the President adjourned the meeting at 10:33 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, August 25, 2022, or an alternate acceptable date, via teleconference webinar.

As Reported To



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President