



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., June 30, 2022

Via Teleconference Webinar

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:58 a.m.

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

Absent: None

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
Kevin Young, Operations Supervisor, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Board Secretary, CAWD
Kristina Pacheco, Board Secretary Pro-Tem, CAWD
Robert Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Jim Dunbar, Lystek Technologies, Business Development Manager
Johnathan Seagull, Guest

1. Public Comments: No public comments

Jim Dunbar with Lystek Technologies, made an introduction to the Board about Lystek services and extended an invitation to build local relationships.

2. Agenda Changes: Addition of the PowerPoint presentation for Item No. 4 of the Agenda, the California Sanitation Risk Management Authority Risk Survey.

PowerPoint presentation slides for the California Sanitation Risk Management Authority Risk Survey, which President White held up the document during the meeting and showed it to the other board members to confirm each Director had a copy.

The employee survey summary document was added on the CAWD website prior to the board meeting and hard copies provided at the meeting. The survey results were presented by Beth Ingram during the meeting.

3. **Employee Survey:** Beth Ingram, the District's Human Resources Consultant, presented the results of the District-wide employee survey.
4. **California Sanitation Risk Management Authority (CSRMA) Risk Survey:** Chris Foley, Maintenance Superintendent, presented the CSRMA findings of the District's risk management survey.

President White requested a cybersecurity update. Superintendent Foley stated so far the testing is going well.

5. **Receive Staff Report for Sewer Rates for Fiscal Year 2022-23**

Report by General Manager, Barbara Buikema

Director Siegfried made comments regarding the current rate model being used. He wanted to know if there could be further discussion regarding a different rate model. The General Manager stated that the RFP that was presented at a past board meeting could be resurrected. President White requested adding this topic as an agenda item next board meeting.

6. **Ordinance 2022-03:**

The staff report for Ordinance 2022-02 establishing fiscal year 2022-23 sewer service charges was given by Barbara Buikema. The Board had no comments and the open hearing commenced at 9:40 a.m., no public comments or concerns were conveyed, so the public hearing was closed at 9:41 a.m. and the Board moved to action.

Board Action

A motion was made by Director Siegfried and seconded by Director Rachel to approve Ordinance No. 2022-03. Following a Roll Call vote, with Director Townsend abstaining, the Board passed Ordinance 2022-03, establishing the District's service fees for fiscal year 2022-23.

After the motion for Ordinance 2022-03 was approved Director Siegfried, requested to be explicit about how much of the contingency funds are used.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

Consists of routine items for which Board approval can be taken with a single motion and vote.

Board Action

A motion to receive and approve the consent agenda was made by Director Siegfried and seconded by Director Rachel. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items, except for Item #19 Plant Operations Report, which was pulled from the consent for further discussion later in the board meeting.

7. Regular Board Meeting Minutes of May 26, 2022
8. Bank Statement Review by Hayashi & Wayland
9. Schedule of Cash Receipts & Disbursements
10. Register of Disbursements - Carmel Area Wastewater District
11. Register of Disbursements – CAWD/PBCSD Reclamation Project
12. Financial Statements and Supplementary Schedules
13. Collection System Superintendent’s Report
14. Safety and Regulatory Compliance Report
15. Treatment Facility Operations Report
16. Laboratory/Environmental Compliance Report
17. Capital and Non-Capital Projects Report/Implementation Plan
18. Project Summaries
19. Plant Operations Report *(item was pulled from consent for further discussion later in the meeting)*
20. Maintenance Projects Report
21. Principal Engineer’s Report

ACTION ITEMS BEFORE 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, Vote and Action.

RESOLUTIONS

22. **Resolution No. 2022-27;** Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by Director Rachel . Following a Roll Call vote, the Board unanimously passed Resolution 2022-27, adopting the Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring & Reporting Program (MMRP) for the Carmel Meadows Sewer Replacement Project #19-03.

Resolution 2022-27 was brought back at 11:15 am regarding page 2 of the MMRP requesting a word correction to be 30 minutes before sunrise and 30 minutes after sunset.

A second motion to approve the resolution with the word correction was made by Director Siegfried and seconded by Director D'Ambrosio . Following a Roll Call vote, the Board unanimously passed Resolution 2022-27, adopting the Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring & Reporting Program with the word correction for the Carmel Meadows Sewer Replacement Project #19-03.

- 23.** Resolution No. 2022-28; Report by 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 2022-28, proclaiming a local emergency, ratifying the Proclamation of a State of Emergency by Governor's Order #N-25-20, and authorizing remote teleconference meetings of the legislative bodies of CAWD for the period of July 1, 2022, through July 30, 2022.

- 24.** Resolution No. 2022-29; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, with Director Townsend abstaining, the Board passed Resolution 2022-29, certifying compliance with state law to the levying of general and special taxes, assessments and property related fees and charges.

- 25.** Resolution No. 2022-30; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2022-30, determining the fiscal year tax proceeds appropriation limitation for the District.

- 26.** Resolution No. 2022-31; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by President White and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2022-31, adopting the 2022-23 fiscal year budget.

- 27.** Resolution No. 2022-32; Report by Barbara Buikema

During the discussion of resolution 2022-32, Director Siegfried requested that language state either party is able to open negotiations for salary negotiations.

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2022-32, ratifying the Employee Memorandum of Understanding dated June 30, 2022, and effective July 1, 2022.

28. Resolution No. 2022-33; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2022-33, designating classification titles, providing the number of positions and salary ranges for employees of the District.

29. Resolution No. 2022-34; Report by Barbara Buikema

Director Rachel discussed a greenfield with the board and requested that it be placed on the idea list. Director D'Ambrosio brought up a past conversation regarding a greenfield many years ago.

Director Siegfried asked about how the funds are designated, and the General Manager, Barbara Buikema stated the money resides with the county. The ability to allocate an amount in a segregated fund (special investment) will be researched by contacting the county.

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by President White. Following a Roll Call vote, the Board unanimously passed Resolution 2022-34, approving a contribution of \$1M to the "Defend or Managed Retreat Restricted Reserve" as part of the budget process for FY 2022-23.

30. Resolution No. 2022-35; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by President White and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2022-35, approving a contribution of \$100K to the District's CALPERS Section 115 account as part of the budget process for fiscal year 2022-23.

31. Resolution No. 2022-36; Report by Barbara Buikema

During the discussion of resolution 2022-36, Director Siegfried requested that the Human Resource consultant receive the same cost of living adjustment as the CAWD employees. This item was suggested to be moved to the Salary and Benefits Committee by Director Siegfried.

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2022-36, authorizing the General Manager to enter into a contract with Beth Ingram for Human Resource services for \$68,250.

32. Resolution No. 2022-37; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2022-37, amending the contract with Applied Marine Sciences for Central Coast Long-Term Environmental Assessment Network (CCLEAN) Program management for an additional \$8,582 for a total contract amount to \$502,654.

33. Resolution No. 2022-38; Report by Patrick Treanor

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by President White. Following a Roll Call vote, the Board unanimously passed Resolution 2022-38, authorizing the General Manager to execute a Professional Services agreement with Kennedy Jenks Consultants for \$52,870 for Wastewater Treatment Plant (WWTP) Perimeter Fence Design (Project #19-18).

34. Resolution No. 2022-39; Report by Patrick Treanor

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2022-39, authorizing additional change order budget for \$58,273.95 for the Sulfuric Acid and Citric Acid Storage and Feed Systems Project (Project #18-26).

35. Resolution No. 2022-40; Report by Rachel Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2022-40, accepting the completed project and directing the General Manager to file a Notice of Completion for the 2022 Manhole Frame and Lid Replacement Project #22-02.

36. Resolution No. 2022-41; Report by Rachel Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2022-41, authorizing the General Manager to invite bids for construction of the Fiscal year 22-23 Manhole Rehabilitation Project #21-06.

37. Resolution No. 2022-42; Report by Barbara Buikema

During the discussion of resolution 2022-42, Director Siegfried made the following suggestions (all on page 189): that the language reflects the changes specific to "whereas" with the insertion of "tentatively approved, and changing its to "their", the exclusion of commas after "Board of Directors, and item #4 to add "as included in the MJHMP plan". All of the changes are reflected in resolution 2022-42, with FEMA's acceptance pending.

Board Action

After the discussion , a motion to approve the resolution as amended, was made by Director Siegfried and seconded by President White. Following a Roll Call vote, the Board unanimously passed Resolution 2022-42, adopting the 2022 Monterey County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP).

38. Consent Item # 19 May 2022 Plant Operations Report, which was pulled from the consent calendar took up the final discussion points

Discussion with the board included a study session on revisiting the Reclamation Agreement, a motion was made by Director Townsend and seconded by President White to study the Reclamation agreement in September of 2022, the board was in agreement. The board also stated they wish to look at the Reclamation Micro Filtration Reverse Osmosis process.

Board Action

After the discussion, a motion to approve item #19 regarding the May 2022 Plant Operations Report was made by Director Siegfried and seconded by President White. Following a Roll Call vote, the Board unanimously approved the report.

COMMUNICATIONS

39. General Manager Report - oral report

The report included an update on the District's Six Sigma case study regarding Source Control and grease in lateral lines for food service establishments (FSE). The Board requested that the General Manager/staff and District Counsel, Rob Wellington, provide a protocol and a process of enforcement for inspections and action that is required of FSE's.

INFORMATION/DISCUSSION ITEMS

40. June update of the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01- Report by Patrick Treanor

This report is for information only and no action was taken.

41. Summary of the May 27, 2022, PBCSD Board Meeting – Report by Barbara Buikema

This report is for information only and no action was taken.

42. Letter from Debora Ju, regarding the Carmel Meadows Sewer Replacement Project #19-03, and District response

This item is for information only and no action was taken.

The Principal Engineer, Rachel Lather mentioned that a policy is coming regarding ejector pumps. Principal Engineer, Rachel Lather, suggested that an Ad Hoc Committee be formed. There was a consensus among the board to add an Ad Hoc committee for ejector pumps.

OTHER ITEMS

43. Announcements on subjects of interest to the Board made by members of the Board or Staff

- Director D'Ambrosio is scheduled to attend the July 29, 2022, PBCSD Regular Board meeting and Director Rachel is scheduled to attend the August 26, 2022, meeting if held.
- Director Rachel is scheduled to attend the July 19, 2022, meeting of the Special Districts Association (SDA) of Monterey County meeting in place of Director D'Ambrosio.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on November 15, 2022. Per Mike Niccum the meeting date was moved from November 8th to November 15th.

44. 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.*

The Board adjourned to closed session at 11:25 a.m. and convened in closed session at 11:30 a.m. The Board came out of closed session at 12:42 a.m. and Legal Counsel reported hereby that in the closed session the Board took up the agenda items (Performance Evaluations). As to the matters, information was provided to the Board, discussion followed, and no reportable action was taken.

45. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 12:45 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, July 28, 2022, or an alternate acceptable date, via teleconference webinar.

Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President