



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., March 31, 2022
Teleconference Webinar & in-person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 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)
Rachél Lather, Principal Engineer, CAWD
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
Mark Dias, Safety and Regulatory Compliance Administrator
Domine Barringer, Board Secretary, CAWD
Kristina Pacheco, Board Secretary Pro-Tem, CAWD
Dan Deeth, Purchaser/Plant Asset Coordinator, CAWD
Robert Rathie, Wellington Law Offices, CAWD Legal Counsel
Leo Laska, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nancy Kay Johnson, Accountant, PBCSD
Mariana Pimentel, Finance Director, PBCSD
Val Frenkel, Managing Director, Greeley and Hansen
Ray David, Engineer, Greeley and Hansen
Gary Skrel, VP/Regional Manager, PSOMAS, Inc.
Gail Morton, LAFCO candidate

1. Public Comments: No public comments

2. New Employee Introduction:

Dan Deeth, the new Purchaser/Plant Asset Coordinator was introduced to the Board by Chris Foley the Maintenance Superintendent.

3. Agenda Changes:

- Item No. 32 of the Agenda was moved forward to accommodate public comment.

4. (Agenda Item No. 32) Local Agency Formation Commission (LAFCO) Ballot for Election of an Independent Special District Regular Member – Report by Barbara Buikema

The report was presented to the Board. Ms. Gail Morton a candidate in the LAFCO election addressed the Board for 3 minutes after which the Board acted.

Board Action

Director Siegfried made a motion to choose and enter a vote for Gail Morton for the LAFCO election of a new Independent Special District Regular Member and Director Rachel seconded. The remaining directors unanimously accepted the choice and vote of the candidate.

5. ***COVID-19 Risk Mitigation and Response Efforts:***

Safety and Regulatory Compliance Administrator, Mark Dias, gave a PowerPoint presentation on the updated COVID-19 Risk Mitigation and Response Plan (Plan). The Directors asked for clarification of some of the language and staff will amend the plan to reflect those requests.

Board Action

Director D'Ambrosio made a motion to accept the updated and amended Plan, and Director Rachel seconded. The remaining directors unanimously accepted the Plan.

6. ***Manhole Condition Assessment:***

Collections Superintendent, Daryl Lauer gave a presentation to the Board regarding the condition of the District's manholes.

Board Action

Director Siegfried made a motion to accept the assessment, and Director D'Ambrosio seconded. The remaining directors unanimously accepted the report.

7. **Ordinance 2022-02:**

The staff report for the Pretreatment Ordinance 2022-02 was given by Barbara Buikema. The Board had no comments and the open hearing commenced at 9:37 a.m., no public comments or concerns were conveyed, so the public hearing was closed at 9:37 a.m. and the Board moved to action.

Board Action

A motion was made by President White and seconded by Director Siegfried to approve Ordinance No. 2022-02. Following a Roll Call vote, the Board unanimously passed Ordinance 2022-02, adopting the new pretreatment ordinance.

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

The Board pulled item No. 17 of the original Agenda from the consent calendar for further discussion later in the meeting.

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

- 8.** Regular Board Meeting Minutes of February 24, 2022; Budget Committee Meeting Minutes of March 8, 10, 11 & 15, 2022; Ad Hoc Construction Committee Meeting Minutes of March 14, 2022; and Salary & Benefits Committee Meeting Minutes of March 14, 2022.
- 9.** Bank Statement Review by Hayashi & Wayland
- 10.** Schedule of Cash Receipts & Disbursements
- 11.** Register of Disbursements - Carmel Area Wastewater District
- 12.** Register of Disbursements – CAWD/PBCSD Reclamation Project
- 13.** Financial Statements and Supplementary Schedules
- 14.** Collection System Superintendent's Report
- 15.** Safety and Regulatory Compliance Report
- 16.** Treatment Facility Operations Report
- 17.** Laboratory/Environmental Compliance Report
- 18.** Project Summaries
- 19.** Plant Operations Report
- 20.** Maintenance Projects Report
- 21.** Principal Engineer Monthly 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. 2022-11;** Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by President White. The Board then unanimously passed Resolution 2022-11, authorizing the General Manager to invite construction bids for the 2022 Manhole Frame & Lid Replacement Project.

23. Resolution No. 2022-12; Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director D'Ambrosio. The Board then unanimously passed Resolution 2022-12, accepting the completed project and directing the General Manager to file a Notice of Completion for the Upper Rancho Cañada Pipeline Relocation Project #19-13.

24. Resolution No. 2022-13; Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. The Board then unanimously passed Resolution 2022-13, approving a Notice of Intent to adopt a Mitigated Negative Declaration for the Carmel Meadows Sewer Replacement Project #19-03.

25. Resolution No. 2022-14; Report by Rachél Lather

Board Action

After brief discussion and a correction on price of \$84,740 both on the staff report and Resolution 2022-14, a motion to approve the amended resolution was made by Director Siegfried and seconded by Director D'Ambrosio. The Board then unanimously passed Resolution 2022-14, accepting the completed project and directing the General Manager to file a Notice of Completion for the Dougherty Place Emergency Pipe Bursting Project.

26. Resolution No. 2022-15; Report by Patrick Treanor

Patrick presented his report and Val Frenkel of Greeley and Hansen introduced the company for this contract.

Board Action

After extensive discussion, a motion to move this proposal and resolution back to the Sea Level Rise Committee was made by Director Siegfried and seconded by Director D'Ambrosio. The Board then unanimously passed moving this item to the Sea Level Rise Committee for further discussion of a professional services agreement with Greeley and Hansen for wastewater treatment plant (WWTP) relocation alternatives planning assistance for the Long-Term Sea Level Rise Mitigation Planning Project #22-01.

27. Resolution No. 2022-16; Report by Chris Foley and Daryl Lauer

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. The Board then unanimously passed Resolution 2022-16, approving an amended job description for a full-time Collection/Maintenance Utility Worker I at salary Range 6.

28. Resolution No. 2022-17; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. The Board then unanimously passed Resolution 2022-17, 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 of April 1, 2022, through April 30, 2022.

29. Capital Projects Report/Implementation Plan (originally item No. 17 of the original Agenda that was pulled from the Consent Calendar for further discussion); Report by Patrick Treanor

Board Action

After brief discussion, a motion to approve item 17 back into the Consent Calendar was made by President White and seconded by Director Siegfried. The Board then unanimously accepted the Capital Projects Report/Implementation Plan as part of the Consent Calendar approval.

COMMUNICATIONS

30. General Manager Report - oral report

The report included an update on the CRFREE project and the tentatively scheduled board retreat on April 20, 2022. President White asked about inflation and preliminary budget numbers and Cyber Security status. Both Barbara and Chris gave updates on both topics.

OTHER ITEMS BEFORE THE BOARD

31. CAWD FY 2022-23 Preliminary Budget – Report by Barbara Buikema

The report was presented to the Board.

Board Action

Director Rachel made a motion to accept the FY 2022-23 Preliminary Budget, and President White seconded. Following a Roll Call vote, the Board unanimously accepted the budget.

32. CAWD FY 2022-23 Preliminary Rate Model – Report by Barbara Buikema

The report was presented to the Board.

Board Action

After extensive discussion, President White made a motion to accept the FY 2022-23 Rate Model with Attachment D rate increase of 6%, and Director D'Ambrosio seconded. Following a Roll Call vote, the Board, with one abstention, accepted the Rate Model with Attachment D for FY 2022-23.

INFORMATION/DISCUSSION ITEMS

- 33.** March 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.

- 34.** Summary of the February 25, 2022, PBCSD Board Meeting – Report by Barbara Buikema

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

- 35.** Announcements on subjects of interest to the Board made by members of the Board or Staff

- Director Siegfried is scheduled to attend the April 29, 2022, PBCSD Regular Board meeting and Director Townsend is scheduled to attend the May 27, 2022, meeting.
- President White will attend the April 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 May 10, 2022.

- 36. 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.*

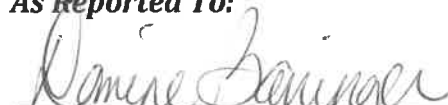
Conference with Legal Counsel – Anticipated Litigation

The Board adjourned to closed session at 11:00 a.m. and convened in closed session at 11:08 a.m. The Board came out of closed session at 11:53 a.m. and Legal Counsel announced that in the closed session as listed as item 36 on the meeting agenda the Board received information from staff on the matter; no reportable action was taken.

37. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:54 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, April 28, 2022, or an alternate acceptable date, via teleconference webinar.

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President