



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., July 30, 2020

Teleconference Webinar
(See California Executive Order N-29-20 during Covid19 Pandemic)

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 a.m.

Present: Directors: D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel,
And President White
Absent: None

A quorum was present.

Others: Via Zoom

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachél Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Mark Dias, Safety and Regulatory Compliance Administrator
Karla Cristi, CMMS Plant Administrative Coordinator, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Mike Niccum, General Manager, PBCSD
Nancy Johnson, Senior Accountant, PBCSD
Leo Laska, Director, PBCSD
Aileen Mahoney, Rincon Consultants, Inc.
Megan Jones, Rincon Consultants, Inc.
John Mukhar, MNS Engineers
Denise Duffy, Denise Duffy & Associates, Inc.

1. Public Comments:

No public comment

2. Agenda Changes:

No agenda changes

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 was made by Director Siegfried and seconded by Director D'Ambrosio. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:

- 3.** Board Meeting Minutes of June 25, 2020
- 4.** Bank Statement Review by Hayashi Wayland – June 2020
- 5.** Schedule of Cash Receipts and Disbursements – June 2020
- 6.** Register of Disbursements - Carmel Area Wastewater District – June 2020
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2020
- 8.** Financial Statements and Supplementary Schedules – June 2020
- 9.** Collection System Superintendent's Report (2020- June, May & April)
- 10.** Safety and Regulatory Compliance Report – June 2020
- 11.** Treatment Facility Operations Report – (2020- June, May & April)
- 12.** Laboratory/Environmental Compliance Report – June 2020
- 13.** Capital Projects Report/Implementation Plan
- 14.** Project Summaries
- 15.** Plant Operations Report – June 2020
- 16.** Maintenance Projects Report – June 2020
- 17.** Principal Engineer Monthly Report - General Engineering – June 2020

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

- 18. Resolution No. 2020-44;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-44, adopting an updated Conflict of Interest Code for the District.

- 19. Resolution No. 2020-45;** Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-45, adopting a Final Initial Study/Mitigated Negative Declaration, the accompanying Mitigation Monitoring and Reporting Plan and directing staff to apply to the Local Agency Formation Commission for the Sphere of Influence Amendment and Annexation Project #19-09.

- 20. Resolution No. 2020-46;** Report by Principal Engineer, Rachél Lather

Board Action

After brief discussion, a motion to approve the resolution was made if the accompanying report given by Rincon Consultants, Inc. has clarifying language added. Director Rachel made the motion to approve and Director D'Ambrosio seconded. Following a Roll Call vote, the Board unanimously approved Resolution 2020-46, adopting a Draft Mitigated Negative Declaration for the Carmel Valley Manor Sewer Main Extension Project #19-08.

- 21. Resolution No. 2020-47;** Report by Principal Engineer, Rachél Lather

Board Action

After discussion, a motion to approve the resolution as amended was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-47 as amended to include clarifying language to separate the actions taken to justify the contract amendment. The Resolution approves the contract amendment with Denise Duffy & Associates for additional costs and work performed.

- 22. Resolution No. 2020-48;** Report by Collections Superintendent, Daryl Lauer

Board Action

After brief discussion, a motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-48, approving a revision of the fees for plumbing permit inspections effective August 1, 2020.

- 23. Resolution No. 2020-49;** Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-49, approving a paydown to CALPERS for the District's Classic Unfunded Accrued Liability of \$725,000 and a paydown to CALPERS for the District's PEPRA Unfunded Accrued Liability of \$56,674 from the District's reserves.

OTHER ITEMS BEFORE THE BOARD

- 24.** Disclosure Of Reimbursements Paid Of At Least \$100 For FY 2019-2020 - Report by General Manager, Barbara Buikema

Board Action

The Board agreed to accept the posting of the FY 2019-2020 reimbursements of \$100 or more made to District employees and Board members.

INFORMATION/DISCUSSION ITEMS

* These are informational only items and no action was taken.

- 25.** No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.
- 26.** Update on the claim against the County for costs incurred during the FY 2019/2020 Manhole & Sewer Line Repair Project as reported by the General Manager, Barbara Buikema and Principal Engineer, Rachel Lather.
- 27.** PBCSD 06-26-20 Regular Board Meeting report from Barbara Buikema, General Manager.
- 28.** Quarterly General Manager Progress Report given by Barbara Buikema, General Manager.

The Board requested information and feedback on the community meeting that was held on July 28, 2020 for the Corona Road Area Annexation & Assessment and the General Manager and Principal Engineer reported on the success.

29. COVID – 19 planning updates given by Chris Foley, Maintenance Superintendent.

Chris reported on the purchase of a new trailer to further separate employees during lunch and break times as well as controlling humidity in area with large amounts of electrical equipment given the new distancing and small space recommendations.

The Board commended Chris Foley and Mark Dias for their efforts on this project.

COMMUNICATIONS

30. General Manager's Report given by Barbara Buikema.

Topics:

- Virtual CASA Conference scheduled for August 12-13, 2020
- Computer Security Training required for the Board
- Security audits of our computer system

31. Announcements on subjects of interest to the Board made by members of the Board or staff

- Director Townsend is scheduled to attend the Friday, July 31, 2020 PBCSD Board meeting. President White is scheduled to attend the Friday, August 28, 2020 PBCSD Board meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, October 20, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020.
- Director Townsend would like staff to research the possibility of utilizing the District's laboratory to process COVID-19 tests with immediate results for testing the general public. The Board agreed to have staff investigate and do some preliminary research regarding the possibility of the District being able to test or use our laboratory facility.

32. 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**

The Board adjourned to closed session at 10:17 a.m. and after a brief recess the Board convened in closed session at 10:30 a.m. The Board came out of the closed session at 11:42 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session and the Board voted unanimously to follow instructions relative to that matter and no other reportable action was taken. The Board then reconvened to regular session at 11:42 a.m.

33. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:42 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **August 27, 2020**, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President