



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

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 a.m.

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

Absent: Director Greg D'Ambrosio
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
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
Zander Ford, Corona Road Assessment District Resident
Kate Daniels, Corona Road Assessment District Resident
Lillian Hull, Corona Road Assessment District Resident
Hunter Leighton, District member

1. Public Comments: No public comments

2. Agenda Changes:

A. Item 24 of the Agenda was moved forward by the Board for discussion/action prior to any other items.

(Agenda Item No. 24) Corona Road Assessment District Project #18-21 – Report by Rachél Lather

The report was presented to the Board for Resolution 2022-22 & Resolution 2022-23. Zander Ford, Kate Daniels and Lillian Hull addressed the Board requesting the District advance funds in the amount of \$4,500 in order to advance the formation of an assessment district without their group having to go door to door to obtain that amount from residents of the proposed assessment district. The Board discussed the item and took action.

Board Action

Director Siegfried made a motion to advance the funds and Director Rachel seconded that motion. The remaining directors, with one absence, accepted the choice to advance the \$4,500 amount necessary to move the Corona Road Assessment District Project forward.

Director Siegfried made a motion to approve an amended Resolution 2022-22 and Resolution 2022-23 as presented. Director Rachel seconded the motion and following a roll call vote, the Board, with one absence, approved both Resolutions. Amended Resolution 2022-22 authorizes the General Manager to use District funds to pay for an amendment to the engineering contract for the formation of a sewer assessment district. Resolution 2022-23 authorizes the General Manager to amend the contract with Monterey Bay Engineers for services for the Corona Road Assessment District Project #18-21 for \$4,500 additional funds.

- B. Insertion of the District’s vote for an Alternate Special District Representative to the Local Agency Formation Commission (LAFCO) of Monterey County – Report by Barbara Buikema**

Board Action

Director Siegfried made a motion to vote for Gail Morton to the seat as Alternate Representative to LAFCO and President White seconded the motion. Following a roll call vote, with one absence, the Board approved the vote for Gail Morton.

3. Employee Award:

Ed Waggoner, District Plant Superintendent, detailed the award that was given to District Laboratory Analyst, Fanny Mui, as Lab Person of the Year from the California Water Environment Association (CWEA) Monterey Bay Section.

4. Employee Award:

Daryl Lauer, District Collections Superintendent, detailed the award that was given to District Collections’ workers Barry Blevins and Robert Bowman, for Collection System Gimmicks & Gadgets given by the CWEA Monterey Bay Section for their gadget “The Bridal”. Barry and Robert also demonstrated the use of The Bridal for the Board.

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 Rachel and seconded by Director Siegfried. After a Roll Call vote, the Board, with one absence, received and approved the following Consent Calendar/Agenda items:

- 5. Regular Board Meeting Minutes of March 31, 2022; Ad Hoc Construction Committee Meeting Minutes of April 6, 2022; and the Special Board Retreat Meeting Minutes of April 20, 2022.**
- 6. Bank Statement Review by Hayashi & Wayland**

7. Schedule of Cash Receipts & Disbursements
8. Register of Disbursements - Carmel Area Wastewater District
9. Register of Disbursements – CAWD/PBCSD Reclamation Project
10. Financial Statements and Supplementary Schedules
11. Collection System Superintendent’s Report
12. Safety and Regulatory Compliance Report
13. Treatment Facility Operations Report
14. Laboratory/Environmental Compliance Report
15. Capital and Non-Capital Projects Report/Implementation Plan
16. Project Summaries
17. Plant Operations Report
18. Maintenance Projects Report
19. General Engineering 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

20. **Resolution No. 2022-18;** Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board, with one absence, passed Resolution 2022-18, accepting the lowest responsible bid for the “2022 Manhole Frame & Lid Replacement Project” #22-02 and awarding the contract to Coastal Paving and Excavating for \$55,700 with change order amounts not to exceed 5% of the contract amount.

21. **Resolution No. 2022-19;** Report by Rachél Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board, with one absence, passed Resolution 2022-19, accepting the completed project and directing the General Manager to file a Notice of Completion for the 2021 Pipeline Spot Repairs Project #21-02.

22. **Resolution No. 2022-20;** 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, with one absence, passed Resolution 2022-20, 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 May 1, 2022,

through May 30, 2022.

- 23. Resolution No. 2022-21;** Report by Barbara Buikema

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, with one absence, passed Resolution 2022-21, ordering an election, requesting the County Elections Department conduct the election, and requesting consolidation of the election.

COMMUNICATIONS

- 24. General Manager Report - oral report**

The report included an update on the CRFREE project. During the discussion, Director Siegfried requested a legal opinion from District Counsel regarding Public Records Act requests for Worker Comp experience mod data.

OTHER ITEMS BEFORE THE BOARD

- 25. Accessory Dwelling Units and CAWD Policy for Connection Fees and User Rate Fees – Report by Barbara Buikema**

The report was presented to the Board.

Board Action

After extensive discussion, Director Siegfried made a motion to accept the amended District Accessory Dwelling Unit (ADU) Policy and President White seconded the motion. Following a Roll Call vote, the Board, with one absence, approved the policy with the addition that the District create and maintain a listing/record of all ADU structures within the District.

INFORMATION/DISCUSSION ITEMS

- 26. April 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.

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

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

- 28. Summary of the April 19, 2022, Special District Association of Monterey County Meeting – Report by Barbara Buikema**

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

- 29.** 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.
 - 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 May 10, 2022.

30. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:13 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, May 26, 2022, or an alternate acceptable date, via teleconference webinar.

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President