



## CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES November 21st, 2019

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:05 a.m.

**Present:** Directors: Greg D'Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel, And President White

**Absent:** None

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Operations Superintendent, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Domine Barringer, Administrative Assistant/Board Clerk, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Peter McKee, President Pebble Beach Community Service District (PBCSD)  
Nick Becker, District Engineer, PBCSD  
Matthew Allen, Senior Environmental Scientist, California State Parks  
Margaret Robbins, Public Participant  
Dick Stott, Carmel Valley Association member, Public Participant  
Jens Pedersen, Public Participant

**1. Agenda Changes:** Any requests to move an item forward on the agenda will be considered at this time.

1. Amendment added for the inclusion of a closed session on November 21, 2019
2. Add Special Board Meeting to agenda with a date of November 22, 2019
3. Correction on page 5 of the Agenda to update PBCSD meeting with a date of Friday, December 13<sup>th</sup>
4. Addition of the October 2019 Hayashi Wayland Bank Statement Review

**2. Appearances/Public Comments:** Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion. Note: If you believe you possess

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*any disability that would require special accommodations in order to attend this meeting, please call Carmel Area Wastewater District at 624-1248.*

Mr. Allen on behalf of California State Parks spoke in gratitude of the Hatton Canyon Access Road Grading Project.

The Board voted unanimously to move Item #29 of the regular Agenda to be presented directly after the Consent Calendar/Agenda.

## **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.*

## **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***

***Following a motion made by Director D'Ambrosio and seconded by Director Rachel, the Board unanimously approved the Regular Meeting Minutes of October 31st, 2019, and enacted the following Consent Calendar items:***

- 3.** Approve Regular Board Meeting Minutes of October 31, 2019 and Pension Committee Meeting Minutes of November 7, 2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – October 2019  
*(Not received at time of Board packet build)*
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – October 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – October 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2019
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – October 2019

9. Receive and Accept Collection System Superintendent's Report  
October, September & August 2019
10. Receive and Accept Safety And Regulatory Compliance Report – October 2019
11. Receive and Accept Treatment Facility Operations Report –  
October (partial), September & August 2019
12. Receive and Accept Laboratory/Environmental Compliance Report – October 2019
13. Receive and Accept Capital Projects Report/Implementation Plan – October 2019
14. Receive and Accept Project Summaries
15. Receive and Accept Plant Operations Report – October 2019
16. Receive and Accept Maintenance Projects Report – October 2019
17. Receive Principal Engineer Monthly Report General Engineering – October 2019

### **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.*

### **COMMUNICATIONS**

#### **29. The General Manager's report on the Carmel River Free Project was moved directly after Consent Agenda**

General Manager's Report

- Carmel River FREE Update – *Oral Report by General Manager, Barbara Buikema*

Public comment was taken

### **RESOLUTIONS**

18. **Resolution No. 2019-54;** A Resolution Adopting The CAWD/PBCSD Reclamation

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Project Audit For The Year Ending 06-30-19 – *Report by General Manager, Barbara Buikema*

***Board Action***

***Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-54 to adopt the CAWD/PBCSD Reclamation Project Audit for the year ending June 30, 2019.***

**19. Resolution No. 2019-55;** A Resolution Accepting Completed Project And Directing The General Manager To File A Notice Of Completion For The Monte Verde Extension And Second Avenue Sewer Line Replacement Project And Approve Total Project Cost Changes In The Amount Of \$9,557.13 (Project #19-11) – *Report by Principal Engineer, Rachel Lather*

***Board Action***

***Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-55 to file a Notice of Completion with the County of Monterey for the Monte Verde Extension and Second Avenue Sewer Line Replacement Project and approved cost changes in the amount of \$9,557.13.***

**20. Resolution No. 2019-56;** A Resolution Selecting A President And President Pro Tem, And Appointing A Secretary And Secretary Pro Tem Of The Carmel Area Wastewater District, For A Term Of One Year Commencing On December 13, 2019 – *Report by Board Secretary, Domine Barringer*

***Board Action***

***Following a motion for the President and President Pro-Tem made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-56 to select Director Ken White as President and Director Robert Siegfried as President Pro-Tem.***

***Board Action***

***Following a motion for the Secretary and Secretary Pro-Tem made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-56 to select Domine Barringer as the Secretary and Kristina Pacheco as the Secretary Pro-Tem.***

**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.

## **OTHER ITEMS BEFORE THE BOARD**

- 21.** CAWD Pension Plan – Actuarial Review by Nicolay Consulting July 1, 2019  
*Report by General Manager, Barbara Buikema*  
*Action Required-Requesting A Motion to Accept*

### **Board Action**

***Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously accepted the CAWD Pension Plan.***

- 22.** **The viewing of the Vac Con truck was moved to before Closed Session**  
~~View new Vac Con truck – No written report~~  
~~Informational Only – No Action Required~~

## **INFORMATION/DISCUSSION ITEMS**

- 23.** *PBCSD 10-25-19 Regular Board Meeting – Report by Acting General Manager, Rachél Lather*  
*Informational Only – No Action Required*
- 24.** *Retirement Pension Plan Trustee 11-7-19 Meeting – Report by General Manager, Barbara Buikema*
- *Hastie Power Point File*
- Informational Only – No Action Required*
- 25.** *Acting General Manager Report – Report by Rachél Lather*  
*Informational Only – No Action Required*
- 26.** *General Manager Quarterly Progress Report – Report by General Manager, Barbara Buikema*  
*Informational Only – No Action Required*
- 27.** *Summary of Monterey County Treasurer Report dated 09-30-19– Report by General Manager, Barbara Buikema*
- 28.** *Update on Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer*  
*Informational Only – No Action Required*

## **STAFF & BOARD MEMBER REPORTS**

*Staff Reports include items for which verbal reports/presentation will be provided. If a specific presentation is planned, it will be listed and summary information may be included with the Agenda. Brief oral reports may be provided for items arising after the Agenda preparation. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda Item.*

## **COMMUNICATIONS**

### **29. The General Manager's report on the Carmel River Free Project was moved directly after Consent Agenda**

#### General Manager's Report

- ~~Carmel River FREE Update – Oral Report by General Manager, Barbara Buikema~~
- Coastal Commission Update – Oral Report by General Manager, Barbara Buikema

### **30. 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.*

- Invitation to Board for a tour of the Hatton Canyon Access Road Grading Project after the December Board meeting
- Special meeting scheduled for the Salary & Benefits Committee on November 22 at 9:00 a.m.
- Board commits to providing \$20/person to staff for food for the Carmel Area Wastewater District holiday party

### **22. The viewing of the Vac Con truck was moved to before Closed Session**

View new Vac Con truck - Viewing of Truck - *No written report*  
*Informational Only – No Action Required*

Board and staff stepped out at 9:57 am to view the truck and came back in at 10:15 a.m.  
Director Townsend remained inside.

**31. 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.*

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**Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

*The Board adjourned to closed session at 10:15 a.m. and after a brief recess the Board convened in closed session at 10:17 a.m. The Board came out of its closed session at 11:01 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session (Anticipated Litigation), received information and no reportable action was taken.*

**32. ADJOURNMENT**

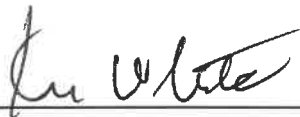
*There being no further business to come before the Board, the President adjourned the meeting at 11:01 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **December 19, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at [www.cawd.org](http://www.cawd.org). After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*

**Respectfully submitted:**



**Domine Barringer, Secretary to the Board**

**APPROVED:**



**Ken White, President**