



## CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES September 26th, 2019

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 8:59 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  
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Leo Laska, Pebble Beach Community Service District (PBCSD)  
Mike Niccum, General Manager, PBCSD

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

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

**NOTE:** *The 2019 August Independent Auditors Report letter has been added to the Board Packet as item Number 4 on the Consent Calendar.*

## **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 Townsend and seconded by Director Siegfried, the Board unanimously approved the Regular Meeting Minutes of August 29th, 2019, and enacted the following Consent Calendar items:*

- 3.** Approve Regular Board Meeting Minutes of August 29,2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – August 2019  
*The 2019 August letter was inserted during the 9.26.19 meeting as the final report was received on 9.24.19 after the original Board packet was printed.*
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – August 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – August 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – August 2019
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – August 2019
- 9.** Receive and Accept Collection System Superintendent’s Report  
June, July & August 2019
- 10.** Receive and Accept Safety And Regulatory Compliance Report – August 2019
- 11.** Receive and Accept Treatment Facility Operations Report –  
August, July & June 2019 *(all data not available -amended report to be issued next month)*
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – August 2019

13. Receive and Accept Capital Projects Report/Implementation Plan – August 2019
14. Receive and Accept Plant Operations Report – August 2019
15. Receive and Accept Maintenance Projects Report – August 2019
16. Receive Principal Engineer Monthly Report General Engineering – August 2019

## **ACTION ITEMS BEFORE THE BOARD**

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## **RESOLUTIONS**

**17. Resolution No. 2019-46;** A Resolution Authorizing The General Manager To Enter Into A Contract With Kennedy Jenks Consultants, Inc. To Provide Engineering Design Services In The Amount Of \$110,407 For The Rio Road CIPP Lining Project – *Report by Principal Engineer, Rachél Lather*

### ***Board Action***

***Following a motion made by Director D’Ambrosio and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-46.***

**18. Resolution No. 2019-47;** A Resolution Authorizing The General Manager And Members Of The Salary/Benefits Committee On Behalf Of The Board To Sign The 2019-2021 Contract Negotiating Ground Rules – *Report by General Manager, Barbara Buikema*

### ***Board Action***

***Following a motion made by Director Siegfried and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-47.***

**19. Resolution No. 2019-48;** A Resolution Accepting The Lowest Responsible Bid For The “Digester No. 1 Dewatering And Cleaning” And Awarding A Contract And Amending The Budget In An Amount Not To Exceed \$132,250 – *Report by Plant Engineer, Patrick Treanor*

A language change to Resolution 2019-48 was needed. It should read as follows:

A RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE “DIGESTER NO. 1 DEWATERING AND CLEANING” AND AWARDING A CONTRACT AND AMENDING THE BUDGET FOR AN INCREASE IN AN AMOUNT NOT TO EXCEED  
\$132,250

An additional language change was needed to insert the word “increase” in item number 2 (two).

2. That the Board authorizes a Budget amendment **increase** not to exceed \$132,250 for the Digester No. 1 and No. 2 Cleaning Project to be funded from Capital Reserves.

Director Rachel questioned whether this particular budgeted item increase is an indicator of a trend overall for all budgeted construction projects. Patrick Treanor indicated that this project is very rare and should not be used as such an indication. Mr. Treanor reiterated that CAWD does monitor construction costs regularly and that this item would not fall into that category.

Director Siegfried expressed concern with allowing the contractor to weigh their own vehicles and provide us with costs associated with that weight. Ed Waggoner mentioned that we would add language to our contract to require the contractor provide weight information which is obtained from California Highway Patrol weigh stations.

President White requested that the Board be invited to the cleaning as it is a historical event for CAWD.

#### ***Board Action***

***Following a motion made by Director Townsend and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-48, as amended.***

**20. Resolution No. 2019-49;** A Resolution Authorizing Inviting Bids For “Sewage Lift Station Control Panel Upgrades – Equipment Installation” – *Report by Maintenance Superintendent, Chris Foley*

Director Rachel asked if this installation included testing and ensuring that the panels are fully functioning. Chris Foley advised that Frisch Engineering, who designed the engineering for the lift stations and who CAWD has a contract with for continued engineering support of the lift stations, will handle interfacing with the contractor and the existing system to be sure the installation is successful.

Director D’Ambrosio commented that this project is “bundled” in order to upgrade several lift stations at once, for cost and time savings to CAWD.

***Board Action***

***Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-49.***

**21. Resolution No. 2019-50;** A Resolution Authorizing Inviting Bids For “Treatment Plant Fence Replacement Project” – *Report by Maintenance Superintendent, Chris Foley*

Director Rachel requested the linear feet of the fence. Mr. Foley stated that he did not use linear feet, as the basis for his estimate, he used a recent survey that was done of the property lines.

Director Townsend asked when this work could begin, and Mr. Foley said it is dependent on how soon the California Coastal Commission gets back to him about a waiver to replace the existing fence.

***Board Action***

***Following a motion made by Director White and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-50.***

**ACTION ITEMS BEFORE THE BOARD**

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**OTHER ITEMS BEFORE THE BOARD**

**INFORMATION/DISCUSSION ITEMS**

**22. PBCSD 08-30-19 Regular Board Meeting – Cancelled, No Report Due**  
*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

### 23. General Manager's Report

- Harassment Training – October 31, 2019 at 10:00 am
- General Manager's Vacation – October 13-26, 2019
- Annual Flu Shot – October 22 from 10:00 am – 12:00 pm
- Coastal Commission update

### 24. 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.*

Director Townsend would like a meeting to discuss the results of the Strategy workshop that the Board and staff attended. Barbara Buikema advised it's tentatively scheduled for December's Board meeting.

Director Rachel requested the status on the enforcement of the private sewer lateral inspection requirement which began October 1st and Daryl Lauer gave an update.

Director Siegfried requested that a discussion on a limit or ceiling on service expenditures be placed on the agenda for the October 31, 2019 Board Meeting.

Director Siegfried invited the Board to share an MIT project newsletter that discusses the study of various sewer systems from around the world.

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meetings are scheduled for: Friday, September 27, 2019 at 9:30 a.m. *President White is scheduled to attend.* Friday, October 25, 2019 at 9:30 a.m. *Director D'Ambrosio is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: Tuesday, October 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

**Reclamation Management Committee Meeting** – The next RMC meeting is scheduled for: Wednesday, November 6, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

**25. 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.*

**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 9:59 a.m. and after a brief recess the Board convened in closed session at 10:04 a.m. The Board came out of its closed session at 11:26 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session (Employee Performance Evaluation – General Manager), received information and concluded the General Manager’s evaluation; no reportable action was taken.***

**26. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:27 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **October 31, 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:**

  
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**Domine Barringer, Secretary to the Board**

**APPROVED:**

  
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**Ken White, President**