



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES April 30, 2020

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

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:02 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)  
Rachel Lather, District Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Plant 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  
Jeffrey Froke, Vice President, Pebble Beach Community Service District (PBCSD)  
Mike Niccum, General Manager, PBCSD

1. President White expressed gratitude for the board members who submitted comments/questions of Agenda items in advance of the meeting. The President also acknowledged the work of staff in preparation of the meeting.

Director Townsend also wished to note the enormous amount of work that the staff and the General Manager, Barbara Buikema, continue to do.

**2. Public Comments:**

No public comment

## **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.*

**3.** Brief discussion was held of the Consent Calendar, and due to technical difficulties, Director Siegfried left the meeting at 9:12 a.m. Discussion continued with the remaining Board members. The Board agreed to move the formal receipt and approval of the Consent Agenda to the end of the meeting to provide Director Siegfried a chance for discussion.

**4. Agenda Changes:**

- Page 68 of the Board packet - project #18-18 status update
- Page 96 of the Board packet – language modification
- Pages 104-109 of the Board packet – inclusion of the April 28, 2020 bid opening for project #18-17 the Hatton Canyon Pipeline Replacement Project

**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**

**5. Resolution No. 2020-21;** report given by General Manager, Barbara Buikema

***Board Action***

***After brief discussion, a motion to approve was made by Director D’Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board adopted Resolution No. 2020-21 to designate the General Manager as the District’s Authorized Agent recognized by the State of California Governor’s Office of Emergency Services (Cal OES).***

**6. Resolution No. 2020-22;** report given by Collections Superintendent, Daryl Lauer, & Principal Engineer, Rachél Lather

Director Siegfried rejoined the meeting at 9:25 a.m.

***Board Action***

***After brief discussion, a motion to approve was made by Director Rachel and seconded by Director D’Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-22, approving the Sewer Line Chemical Root Control Policy.***

7. **Resolution No. 2020-23**; report given by Collections Superintendent, Daryl Lauer

***Board Action***

***After discussion, a motion to approve was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-23, declaring the 2008 VAC-CON Hydro/Vacuum Cleaning Truck as surplus district property, and authorizing the General Manager to sell the vehicle to Sunnyslope County Water District for \$51,000.***

8. **Resolution No. 2020-24**; report given by Principal Engineer, Rachél Lather

***Board Action***

***After a brief discussion, a motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020- 24, authorizing the General Manager to contract with PSOMAS to provide construction management and inspection services for the Hatton Canyon Pipeline Replacement Project #18-17 in an amount of \$165,020.***

9. **Resolution No. 2020-25**; report given by Principal Engineer, Rachél Lather

***Board Action***

***A motion to approve was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-25, accepting the lowest responsible bid for the Hatton Canyon Pipeline Replacement Project #18-17, and authorizing the General Manager to contract with that bidder for the construction of the project.***

**OTHER ITEMS BEFORE THE BOARD**

10. Local Agency Formation Commission (LAFCO) election of a regular member to Commission - Report by General Manager, Barbara Buikema

***Board Action***

***A motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously agreed to nominate Warren "Pete" Poitras to the Independent Special District Representative (Regular) seat on the Commission of LAFCO of Monterey County.***

**INFORMATION/DISCUSSION ITEMS**

11. There was no update on the proposed Mr. Larsen sewer connection in Carmel Highlands.

12. There was no discussion regarding the April 24, 2020 PBCSD Board meeting report.

## **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**

13. The General Manager's Report - The General Manager reported that she will be on vacation from May 11<sup>th</sup> to May 24<sup>th</sup> and the Plant Engineer will be the Acting General Manager during that time. She also reported the Occupational Safety and Health Administration (OSHA) requirement of employers needing to have a Risk and Mitigation Plan for COVID-19 in place and requests that the Board approve improvements to the Administrative building to protect employees from possible exposure to the coronavirus that causes COVID-19. Further discussion on the subject and the formation of a committee to complete the OSHA requirements and additional safety of staff is needed.

14. 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.*

- There was discussion of an article that was circulated to the Board of Directors about composting toilets. It was suggested that CAWD research composting toilets as a potential approach for the future. The Board agreed and research and development will be addressed by the existing Sea Level Rise Committee.
- It was reported that the Board retreat has been put on hold.
- Director Rachel is scheduled to attend the Friday, May 29, 2020 PBCSD Board Meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, July 21, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, May 13, 2020 at 9:30 a.m. via a Zoom teleconference webinar.

## **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 (further discussion to include Director Siegfried)**

### ***Board Action***

***After a continued discussion from the beginning of the meeting that included Director Siegfried, a motion to receive and approve was made by Director Siegfried and seconded by Director Townsend. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:***

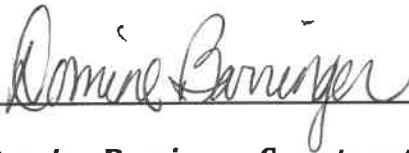
- 15.** Budget Committee Meeting Minutes of March 23, 2020
- 16.** Regular Board Meeting Minutes of March 26, 2020
- 17.** Bank Statement Review by Hayashi Wayland – March 2020
- 18.** Schedule of Cash Receipts and Disbursements – March 2020
- 19.** Register of Disbursements - Carmel Area Wastewater District – March 2020
- 20.** Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2020
- 21.** Financial Statements and Supplementary Schedules – March 2020
- 22.** Collection System Superintendent’s Report (March, February & January 2020)
- 23.** Safety and Regulatory Compliance Report – March 2020
- 24.** Treatment Facility Operations Report – (March, February & January 2020)
- 25.** Laboratory/Environmental Compliance Report – March 2020
- 26.** Capital Projects Report/Implementation Plan

- 27. Project Summaries
- 28. Plant Operations Report – March 2020
- 29. Maintenance Projects Report – March 2020
- 30. Principal Engineer Monthly Report General Engineering – March 2020

**31. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 10:17 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **May 28, 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*


**As Reported To:**



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**Domine Barringer, Secretary to the Board**

**APPROVED:**



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**Ken White, President**