



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES December 19, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:58 a.m.

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

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
Dick Gebhart, Director Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD
Larry Levine, Chair of County Service Area (CSA) #50, Public Participant
Margaret Robbins, CSA #50, Public Participant
Barbara Grace, CSA #50, Public Participant
Dick Stott, Carmel Valley Association member, Public Participant
Chris Cook, California American Water

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

- 1. Amendment to the Closed Session regarding real property negotiations according to Government Code section 54956.8.*
- 2. Item #32 - Trip to Hatton Canyon is canceled due to weather. The trip is rescheduled for the January 23, 2020 Board Meeting.*
- 3. Item #4 from the consent agenda will be removed as the report was not submitted in time for the December 19, 2019 Board Meeting.*

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*

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.

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.

Mr. Levine, on behalf of County Service Area (CSA) #50, spoke about flooding in the Mission Fields area and in support of the Carmel River FREE project.

The General Manager gave an update of the Carmel River FREE 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.

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.

Director Siegfried requested that item number 14 be removed from the consent agenda to be discussed further later in the meeting. The Board of Director's agreed to remove and discuss this item during the Communications portion of the meeting.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously approved the Regular Meeting Minutes of November 21st, Special Board Meeting Minutes of November 22, 2019, and Salary & Benefits Committee Minutes of November 25, 2019 and enacted the following Consent Calendar/Agenda items (excluding items #4 & #14):

- 3.** Approve Regular Board Meeting Minutes of November 21, 2019
Special Board Meeting Minutes of November 22, 2019
Salary & Benefits Committee Minutes of November 25, 2019
- ~~**4.** Receive and Accept Bank Statement Review by Hayashi Wayland – November 2019~~
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – November 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – November 2019

7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November 2019
8. Receive and Accept Financial Statements and Supplementary Schedules – November 2019
9. Receive and Accept Collection System Superintendent’s Report – November, October & September 2019
10. Receive and Accept Safety And Regulatory Compliance Report – November 2019
11. Receive and Accept Treatment Facility Operations Report – November (data not available), October (amended) & September 2019
12. Receive and Accept Laboratory/Environmental Compliance Report – November 2019
13. Receive and Accept Capital Projects Report/Implementation Plan
- ~~14. Receive and Accept Project Summaries~~
15. Receive and Accept Plant Operations Report – November 2019
16. Receive and Accept Maintenance Projects Report – November 2019
17. Receive Principal Engineer Monthly Report General Engineering – November 2019

ACTION ITEMS BEFORE THE BOARD

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RESOLUTIONS

18. Resolution No. 2019-57; A Resolution Authorizing The General Manager To Circulate A Request For Qualifications For Construction Management And Inspection Services – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-57 to authorize the General Manager

to circulate a request for qualifications for construction management and inspection services.

19. Resolution No. 2019-58; A Resolution Authorizing The General Manager To Enter Into A Contract With SRT Consultants To Provide Engineering Design Services For The Carmel Meadows Pipeline Replacement Project In The Amount Of \$255,445 (Project #19-03) – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director White and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-58 to authorize the General Manager to enter into a contract with SRT Consultants.

20. Resolution No. 2019-59; A Resolution Authorizing Inviting Bids For “Manhole & Sewer Line Repair Project At Various Locations” – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-59 (as amended for grammatical error) to authorize the invitation of bids for the “Manhole & Sewer Line Repair Project”.

21. Resolution No. 2019-60; A Resolution Authorizing Staff To Solicit Bids For A 600 Kilowatt (kW) Standby Power Generator To Replace The Existing 450 kW Generator At The Carmel Area Wastewater District (CAWD) Plant (Project #18-08) – *Report by Maintenance Superintendent, Chris Foley*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-60 to solicit bids for a 600 Kilowatt generator to replace the existing generator at the Carmel Area Wastewater District plant.

22. Resolution No. 2019-61; A Resolution Authorizing Staff To Solicit Bids For Two 400 Kilowatt (kW) Standby Power Generators For The Reclamation Facility. Approval Is Contingent On Approval To Solicit Bids From The Reclamation Management Committee (Project #19-16) – *Report by Maintenance Superintendent, Chris Foley*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-61 to solicit bids for two 400 Kilowatt generators for the reclamation facility.

23. Resolution No. 2019-62; A Resolution Ratifying The General Manager Decision To Continue Work Beyond Budgeted Tonnage And For Approval For Additional Cost To The “Digester No. 1 Dewatering And Cleaning” Project For Additional Tonnage-(Project #18-07) – *Report by Plant Engineer, Patrick Treanor*

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-62 to ratify the decision to continue work and to approve the additional cost for the “Digester No. 1 Dewatering and Cleaning project.

ACTION ITEMS BEFORE THE BOARD

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OTHER ITEMS BEFORE THE BOARD

24. 2020 Committee Assignments and PBCSD Regular Board Meeting Attendance – *Report by Board Secretary, Domine Barringer*

Board Action

Following a motion made by President White and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-62 to accept committee assignments and the PBCSD Board Meeting attendance rotation.

25. Independent Financial Audit for Fiscal Year Ending June 30, 2019 by Marcello & Company - *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Townsend and seconded by Director Siegfried, the Board unanimously adopted the audit for the Fiscal Year ending June 30, 2019.

INFORMATION/DISCUSSION ITEMS

Informational Only – No Action Taken

26. PBCSD 12-13-19 Regular Board Meeting – *Report by General Manager, Barbara Buikema*

- 27. *Pacific Gas & Electric Company Energy Use History – Report by Plant Engineer, Patrick Treanor*
- 28. *Workers Compensation Experience Modification Factor – Report by General Manager, Barbara Buikema*
- 29. *Update on the Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer*

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

- 30. *General Manager’s Report – Oral reporting*
 - *General Manager vacation December 23rd – January 7th*
 - *Christmas BBQ and Gift Exchange December 18th*
- 31. *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 White addressed possible changes to meeting procedures and discussion needed by the Board for such changes.

14. This Consent Calendar/Agenda item was moved to the Communications portion of this meeting.

Receive and Accept Project Summaries

Board Action

The Board held a discussion and following a motion made by Director Siegfried and seconded by Director White, the Board made a motion to accept the current Project Summaries and require modification to Project Summaries going forward.

32. The planned tour of Hatton Canyon was cancelled due to weather. It has been rescheduled for January 30th (weather permitting).

~~Tour of Hatton Canyon Access Road Grading Project on site~~

33. 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.*

Conference with Legal Counsel – Anticipated Litigation

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

Conference with Legal Counsel – Real Property

Real Property Negotiation Pursuant to Government Code Section 54956.8

The Board adjourned to closed session at 10:25 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 11:10 a.m. and Legal Counsel announced that the Board had taken up the matters agendized for the closed session (Anticipated Litigation and Real Property Negotiation), received information and no reportable action was taken.

34. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:10 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **January 30, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President