



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., December 8, 2022

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:57 a.m.

Present: Directors: Greg D'Ambrosio, Mike Rachel, Robert Siegfried, Kevan Urquhart and President Ken White

Absent: None

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
Dan Deeth, Plant Purchaser/Asset Coordinator, CAWD
Daryl Lauer, Superintendent of Collections, CAWD
Seth Steele-Freitas, Collections Worker I, CAWD
Domine Barringer, Board Secretary, CAWD
Kristina Pacheco, Board Secretary Pro Tem, CAWD
Robert Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Director of the Board Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager, PBCSD

Public attendees:

David Scopp	Gail Dryden	Igor Gandzjuk
Ilana Entin	Keith	Laura Dost
Steve Thomas	Jim Burnis	Frank Dost
Michael Lang	Nick Panofsky	Nicholas De Luca
Charles Keller	Troy Lawson	Laura Armey

1. *Appearances/Public Comments:* No public comments

2. *Agenda Changes: (Posted agenda refers to original agenda posted on website)*

- Posted Agenda item No. 6, the addition of the December 6 Special Board Meeting Minutes
- Posted Agenda item No. 30-Land Use Advisory Committee minutes provided by the David Scopp Email dated 12-7-22
- Posted Agenda item No. 29, the removal of the CAWD audit financial statements for FY 21-22 as the information was not available in time for the meeting and for the Board to make a motion of acceptance.

3. **Recognition of Director Charlotte Townsend's passing and her 43 years of public service to the Carmel Area Wastewater District.:** The Directors paid tribute to the late Charlotte Townsend and shared remembrances of her. The Board also moved to do the following:

Board Action

A motion was made by Director D'Ambrosio and seconded by Director Rachel to create two plaques for the entrance to the Boardroom in honor of Charlotte Townsend and her father, Frank Townsend, and their service as Directors for Carmel Area Wastewater District and to name and dedicate the boardroom in their honor as the "Townsend Boardroom." After a Roll Call vote, the Board unanimously approved the motion and the naming of the Boardroom.

4. **Employee Recognition:** Daryl Lauer, Collections Superintendent, congratulated Seth Steele-Freitas on passing the California Water Environment Association (CWEA) Collections System Maintenance Grade I test and becoming a Collection Worker I for the District.

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

After extensive discussion, a motion to receive and approve the consent agenda was made by Director Siegfried and seconded by Director Rachel. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items:

5. Regular Board Meeting Minutes of September 29, 2022, Special Board Meeting Minutes of November 7, 2022, Pension Committee Meeting Minutes of November 17, 2022, Salary & Benefits Committee Meeting Minutes of December 1, 2022, and Special Board Meeting Minutes of December 6, 2022
6. Bank Statement Review by Hayashi & Wayland for September and Review by CliftonLarsonAllen LLP for October
7. Schedule of Cash Receipts & Disbursements for September and October
8. Register of Disbursements – Carmel Area Wastewater District for September and October
9. Register of Disbursements – CAWD/PBCSD Reclamation Project for September October
10. Financial Statements and Supplementary Schedules for September and October
11. Collection System Superintendent's Report – October, September & August 2022
12. Safety and Regulatory Compliance Report for September and October
13. Treatment Facility Operations Report – October, September & August 2022
14. Laboratory/Environmental Compliance Report for September and October
15. Capital Projects Report/Implementation Plan
16. Project Summaries – Capital & Non-Capital

17. Plant Operations Report for September and October
18. Maintenance Projects Report for September and October
19. District Engineer's Report for September and October

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. 2022-64;** Report by Ed Waggoner

Board Action

After brief discussion, a motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2022-64, accepting the bid for biosolids hauling and disposal for three years and awarding the contract to Synagro West, LLC at a rate of \$89.77/ton with the average amount being estimated at 1,350 tons for a cost of \$121,189.50.

21. **Resolution No. 2022-65;** Report by Domine Barringer

Board Action

A motion to nominate Ken White as President was made by Director Siegfried and seconded by Director Rachel and President White made a motion with Director Rachel making a second to nominate Robert Siegfried as President Pro Tem. Following a Roll Call vote, the Board unanimously passed Resolution 2022-65, selecting Ken White as the President and Robert Siegfried as the President Pro Tem, and naming Domine Barringer as Secretary of the Board and Kristina Pacheco as Secretary Pro Tem.

22. **Resolution No. 2022-66;** Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Urquhart. Following a Roll Call vote, the Board unanimously passed Resolution 2022-66, adopting the CAWD/PBCSD Reclamation Project Audit for the years ending June 30, 2022, and 2021.

23. **Resolution No. 2022-67;** Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Urquhart. Following a Roll Call vote, the Board unanimously passed Resolution 2022-67, ratifying the Salary and Benefits Committee recommendation for the District to accept a 2.5% increase of the full 5% increase and District employees accepting the remaining 2.5% increase for health insurance rates effective January 1, 2023.

COMMUNICATIONS

24. General Manager Report – No oral report was given

OTHER ITEMS BEFORE THE BOARD

25. 2023 Committee Assignments, PBCSD Regular Board Meeting Attendance, and Conference Schedule – *Report by Domine Barringer*

Board Action

The Board did not act on this item, it will be moved to the next regular Board meeting on January 26, 2022

26. Ad Hoc Committees Creation – *Report by Barbara Buikema*

Board Action

The Board accepted the creation of the Codification Project Ad Hoc Committee and the Ejector Pump Policy Ad Hoc Committee and assigned Director Siegfried and Director Urquhart to the Codification Project Ad Hoc Committee and Director Rachel and Director Urquhart to the Ejector Pump Policy Ad Hoc Committee.

27. Notify Affected Carmel Woods' Neighborhood about and Take Steps to Remove Sewer Lines Without Maintenance Access from District Maps – *Report by Daryl Lauer*

Board Action

Director Siegfried made a motion and Director D'Ambrosio seconded to direct the Ejector Pump Policy Ad Hoc Committee to address retrofitting the sewer lines with manholes and rehabilitating or replacing the existing sewer lines in the subject area of Carmel Woods and to develop a District wide policy regarding aged/replacement worthy lines for future occurrences to include any easements needed. After a roll call vote, the motion was accepted unanimously.

28. Requesting a Motion to Accept the Carmel Area Wastewater District June 30, 2022 Financial Audit– *Report by Barbara Buikema*

Board Action

The Board did not act on this item, it will be moved to the next regular Board meeting on January 26, 2022

INFORMATION/DISCUSSION ITEMS

29. Proposed Carmel Meadows Sewer Replacement Project #19-03 – Ribera Road comments

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

30. Summary of the Monterey County Treasurer Report dated September 30, 2022
Report by Barbara Buikema

Board Action

Director Siegfried made a motion and President White seconded to accept the September 30, 2022, Monterey County Treasurer Report. After a roll call vote, the motion was accepted unanimously.

31. Surplus Property & Disposition – *Report by Dan Deeth*

Plant Purchaser/Asset Coordinator Dan Deeth explained the sale of surplus property owned by the District. The report is for information only and no action was taken.

32. October & November Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Patrick Treanor*
This report is for information only and no action was taken.

33. September 30, 2022 & October 28, 2022, PBCSD Board Meeting Summaries
Report by Barbara Buikema
This report is for information only and no action was taken.

34. November 15, 2022, Reclamation Management Committee Meeting Summary
Report by Barbara Buikema
This report is for information only and no action was taken.

35. November 17, 2022, Pension Committee Meeting Summary – *Report by Barbara Buikema*

Board Action

Director Urquhart made a motion and Director Rachel seconded to accept the 2022 3rd Quarter Pension Report. After a roll call vote, the motion was accepted unanimously.

36. Announcements on subjects of interest to the Board made by members of the Board or Staff

- The Board had brief discussion of the handout that Director Siegfried provided for the packet: CSA News article, *From Sewage Sludge to Biosolids: Building the Case for Waste*
- Director Siegfried is scheduled to attend the December 9, 2022, PBCSD Regular Board meeting and President White is scheduled to attend the January 27, 2023, meeting.
- President White is scheduled to attend the January 17, 2023, meeting of the Special Districts Association (SDA) of Monterey County meeting and Director D'Ambrosio is scheduled to attend the April 18, 2023, meeting.

- President White is scheduled to attend the Reclamation Management Committee meeting on February 7, 2023.

37. 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.*

Prior to the closed session, District Counsel advised that relative to the closed session item of “potential for significant litigation” is based on existing tracks and circumstances which include comments made at the September 29, 2022, regular board meeting by several of the residents of the proposed Pescadero Sewer Replacement Project and a letter from Mr. Ryan (a Pescadero Road resident) dated September 22, 2022, indicating the very strong possibility of litigation.

The Board adjourned and convened to closed session at 10:42 a.m. The Board came out of closed session at 11:14 a.m. and Legal Counsel reported that during the closed session the Board took up both items as listed on the agenda for closed session. With regard to the performance evaluation matter, information was received and discussed, and no reportable action was taken. With regard to the matter of potential for significant litigation, that matter was also discussed by the Board, no directions were given, and no reportable action was taken. The Board came back into open session at 11:14 a.m. and left the boardroom to attend the planned Pescadero Road tour.

38. An onsite tour of the area of the proposed Pescadero Sewer Relocation Project and the existing easement was given by staff. At approximately 12:50 p.m. the Board, staff and members of the public came back into the boardroom for Open Session and discussion after the tour. Open session was called at 12:57 p.m.

After the tour concluded several members of the public spoke to the board regarding the proposed Pescadero Sewer Relocation Project. At 1:12 p.m. the open session was closed, and no further discussion occurred.

39. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 1:13 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 26, 2023, or an alternate acceptable date, in-person and via teleconference webinar.

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President