



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., October 26, 2023
3945 Rio Road
Carmel, California 93950

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart

Absent:

A quorum was present.

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Rachél Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD*
Ed Waggoner, Plant Superintendent, CAWD*
Kevin Young, Plant Operations Supervisor, CAWD*
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel
Director Froke, Director, Pebble Beach Community Services District (PBCSD) *
Mike Niccum, General Manager, PBCSD*
Nick Becker, Deputy General Manager, District Engineer, PBCSD*
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel

In Person Public Attendees: none

***Virtual Public Attendees:**

Erin Harwayne| Denise Duffy and Associates

Steve Thomas |TBC Communications

Troy Lawson |Attendee

Scott Ferguson |Jones Hall

- 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 comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.
- 2. *Agenda Changes:*** Any requests to move an item forward on the agenda will be considered at this time.
 - Move Item #20 and #21 to the end of the resolutions
 - Insert boundary map page 158 (at the time the Board discussed Resolution 2023)

The Board agreed to these agenda changes.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR

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

A Motion To Receive And Approve The Consent Agenda Was Made By Director D'Ambrosio And Seconded By Director Siegfried. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

- 3.** Approve September 28, 2023, Regular Board Meeting Minutes & September 29, Bridge To Everywhere Committee Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)- September 2023
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- September ,2023
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District – September,2023
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – September,2023
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – September,2023
- 9.** Receive and Accept Collection System Superintendent’s Report – 2023 September, August & July 2023
- 10.** Receive and Accept Safety and Regulatory Compliance Report – September,2023
- 11.** Receive and Accept Treatment Facility Operations Report – 2023 September August & July 2023
- 12.** Receive and Accept Laboratory/Environmental Compliance Report –September
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Plant Operations Report – September 2023
- 16.** Receive and Accept Maintenance Projects Report –September 2023

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

Resolution 2023-58 through 2023-60 were taken up by the Board as listed on the agenda and as agreed and consented by the Board during the opening of the meeting regarding agenda changes that items 2023-37 and 2023-61 were placed after Resolution 2023-64 for discussion:

- 17. Resolution No. 2023-58:** A Resolution Authorizing The General Manager To Enter Into A Contract Amendment Number 2 With MNS Engineers To Complete Engineering And An Environmental Impact Report For The Pescadero Creek Area Pipe Relocation Project-#21-05)- *Report by Rachél Lather, District Engineer*

Board Action

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 2023-58 A Resolution Authorizing The General Manager To Enter Into A Contract Amendment Number 2 With MNS Engineers To Complete Engineering And An Environmental Impact Report For The Pescadero Creek Area Pipe Relocation Project-#21-05).

- 18. Resolution No. 2023-59:** A Resolution To Permit Retired Principal Engineer, Rachél Lather, To Work Part Time (Up To 960 Hours) As A Retired Annuitant Prior To The 180 Day Wait Period Required By CalPERS Due To The Critical Need For Her Expertise For Projects Related To Sewer Extensions And Assessment District Formations- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-59: To Permit Retired Principal Engineer, Rachél Lather, To Work Part Time (Up To 960 Hours) As A Retired Annuitant Prior To The 180 Day Wait Period Required By CalPERS Due To The Critical Need For Her Expertise For Projects Related To Sewer Extensions And Assessment District Formations.

- 19. Resolution No. 2023-60:** A Resolution Authorizing The General Manager To Enter Into A Contract With Beth Ingram For A Contract For Human Resource Services For Fiscal Year 2023-24 In An Amount Not To Exceed \$71,660- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Move Resolution 2023-60 To The Next Regular Board Meeting Was Made By Director President White And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Agreed To Move Resolution 2023-60 To The Next Meeting.

- 20. Resolution No. 2023-37:** A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)- *Report by Rachél Lather, District Engineer*

Board Action

A Motion To Approve The Resolution 2023-37, With The Insertion Of The Revised Boundary Map Approved By The County Of Monterey On October 3, 2023, Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-37 A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project).

- 21. Resolution No. 2023-61:** A Resolution Preliminarily Approving Engineer's Report And Directing Related Actions For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project)- *See Staff Report on item #20. - Report by Rachél Lather, District Engineer*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-61 A Resolution Of Intention To Make Acquisitions And Improvements For The Proposed Carmel Area Wastewater District Assessment District No. 23-01 (Corona Road Area Sanitary Sewer System Project).

- 22. Resolution No. 2023-62:** A Resolution Authorizing The General Manager To Purchase A Truck In Fiscal Year 2023-24 In An Amount Not To Exceed \$65,000- *Report by Maintenance Superintendent, Chris Foley*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-62 A Resolution Authorizing The General Manager To Purchase A Truck In Fiscal Year 2023-24 In An Amount Not To Exceed \$65,000.

- 23. Resolution No. 2023-63:** A Resolution Authorizing The General Manager To Enter Into A Contract With Websoft Developers, Inc., For Computerized Maintenance Management Software In Fiscal Year 2023-24 In An Amount Not To Exceed \$85,800- *Report by Maintenance Superintendent, Chris Foley*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-63 A Resolution Authorizing The General Manager To Enter Into A Contract With Websoft Developers, Inc., For Computerized Maintenance Management Software In Fiscal Year 2023-24 In An Amount Not To Exceed \$85,800.

- 24. Resolution No. 2023-64:** A Resolution Authorizing The General Manager To Enter Into A Memorandum Of Agreement For Central Coast Long Term Environmental Assessment Network (CClean)- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-64 A Resolution Authorizing The General Manager To Enter Into A Memorandum Of Agreement For Central Coast Long Term Environmental Assessment Network (CClean).

COMMUNICATIONS

- 25. General Manager Report – oral report** *
- The General Manager discussed the appointment of the new Director on 11-7-23
 - Harassment Training coming up
 - November 16, 2023 Special meeting with Carmel Meadows
 - Update on the internship program
 - Update on Sea Level Rise meeting

OTHER ITEMS BEFORE THE BOARD

- 26. Discuss the November/December Board Meeting Date-** *Report by General Manager, Barbara Buikema*

The General Manager discussed the need to have the next board meeting on Tuesday, December 12th at 2 pm to accommodate the ballot vote for Corona Road Assessment Project.

Board Action

A Motion To Approve The Next Board Meeting Was Made By Director Siegfried And Seconded By Director D'Ambrosio. Following A Roll Call Vote, The Board Unanimously Agreed to the December 12th meeting at 2pm.

INFORMATION/DISCUSSION ITEMS

27. Pebble Beach Community Service District Meeting September 29, 2023,-
Report by General Manager, Barbara Buikema
28. Special District Association Meeting October 17,2023- *Report by General
Manager, Barbara Buikema*
29. Rehabilitation Project Process Update, - *Report by Plant Engineer, Patrick Treanor*

The Plant Engineer reported out that Phase II construction is at substantial completion. Construction took a total of 5 years, with 3 years in design and 2 years in construction. Total project cost was \$9.6M. Change orders for non-value-added items came in at 1% of construction costs, which was due to a code change after the design had been completed. The value-added change orders were 4% of construction costs, which included the paving and safety improvements at the plant. All the main electrical equipment has been updated and energy use improvements will begin to show up over the next six months. The end of this project concludes a decade of work at the treatment plant.

30. California Water Environment Association Member Value Report

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.

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for: Friday, October 27, 2023, at 9:30 a.m. – Director Urquhart is scheduled to attend.
Pebble Beach Community Service District (PBCSD) –No PBCSD meeting in November

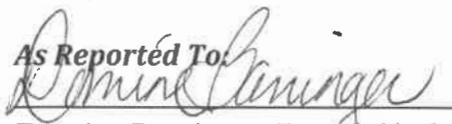
Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, January TBD , 2024, at 6:00 p.m. –Director Urquhart is scheduled to attend.
Tuesday, April TBD , 2024, at 6:00 p.m. –Director D’Ambrosio is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: Tuesday, November 7, 2023, at 2:00 p.m. President White and Director Rachel is scheduled to attend.

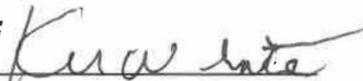
32. **ADJOURNMENT**

There being no further business to come before the Board, the President adjourned the meeting at 10:44 a.m. The next Regular Meeting will be held at 2:00 p.m., Tuesday, December 12, 2023, or an alternate acceptable date, via teleconference webinar.

As Reported To


Domine Barringer, Board Clerk

APPROVED:


Ken White, President of the Board