



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., September 24, 2020

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

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 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)
Rachél 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
Jeff Froke, Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nancy Johnson, Senior Accountant, PBCSD
Marilyn Schultz, General Manager, Barnyard Shopping Village
Aileen Mahoney, Associate Environmental Planner, Rincon Consultants, Inc.
John Mukhar, Principal Engineer, MNS Engineers, Inc.

1. Public Comments:

No public comment

2. Agenda Changes:

- Item No. 25, page 135, the Staff Report presentation, discussion and action was moved forward to before the Consent Agenda.
- Item No. 23, page 104, the Staff Report presentation, discussion and action was moved forward to before the Consent Agenda.

3. Human Resource (HR) Consultant Update – oral report given by Beth Ingram
After the report given by the HR consultant, the Board requested that the consultant contact other wastewater districts to gather information on their pre-employment processes in order to compare those with CAWD’s.
4. Online Credit Card Acceptance – presentation given by Domine Barringer
5. **Resolution No. 2020-63**; Report given by the General Manager, Barbara Buikema and comment from General Manager of the Barnyard Shopping Village

Board Action

Following the General Manager’s report, the General Manager of the Barnyard made a statement in opposition of the refund/adjustment policy that was brought forth in the Resolution and instead requested consideration regarding the amount of user fees assessed to commercial properties due to the ill effects of COVID-19 on business income. There was extensive discussion and the Board decided to postpone action on the Resolution and to have staff analyze the fixed and variable costs that make up our user rates and to also provide a list of key issues/points that the Board should scrutinize during it’s due diligence in considering adopting a refund and/or adjustment policy for the District.

6. **Resolution No. 2020-61**; Report given by the Principal Engineer, Rachél Lather

Board Action

After a brief discussion, a motion to approve the resolution was made by Director D’Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-61, accepting the Initial Study/Mitigated Negative Declaration (IS/MND) and the Mitigation Monitoring and Reporting Plan (MMRP); and approve the Carmel Valley Manor Sewer Extension Project #19-08.

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

A motion to receive and approve was made by Director Rachel 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. The Board also voted to amend the consent agenda going forward to include the large Collection’s improvements project on the Capital Projects Report/Implementation and the Project Summaries report to dedicate a section of the Collection System Superintendent’s Report for the Riverwatch Settlement project update.

7. Regular Board Meeting Minutes of August 27, 2020
8. Bank Statement Review by Hayashi Wayland – August 2020
9. Schedule of Cash Receipts & Disbursements – August 2020
10. Register of Disbursements - Carmel Area Wastewater District – August 2020
11. Register of Disbursements – CAWD/PBCSD Reclamation Project – August 2020
12. Financial Statements and Supplementary Schedules – August 2020
13. Collection System Superintendent’s Report – (2020-August, July, June)
14. Safety and Regulatory Compliance Report – August 2020
15. Treatment Facility Operations Report – (2020-August, July, June)
16. Laboratory/Environmental Compliance Report – August 2020
17. Capital Projects Report/Implementation Plan
18. Project Summaries
19. Plant Operations Report – August 2020
20. Maintenance Projects Report – August 2020
21. Principal Engineer Monthly Report – August 2020

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

22. **Resolution No. 2020-58;** Report given by Maintenance Superintendent, Chris Foley

Board Action

After brief discussion, a motion to approve the resolution was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-58, authorizing the General Manager to contract with Frisch Engineering, Inc. for professional services in an amount not to exceed \$250,000 for design services.

23. **Resolution No. 2020-59**; Report given by Maintenance Superintendent, Chris Foley

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-59, authorizing the General Manager to contract with Quinn Power Systems for the purchase of a portable trailer mount 100-kilowatt generator for \$77,149.

24. **Resolution No. 2020-60**; Report given by Maintenance Superintendent, Chris Foley

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board adopted Resolution 2020-60, authorizing the General Manager to contract with Downtown Ford for the purchase of a utility truck in the amount of \$82,507.30. A motion to approve the staff recommended diesel engine for the new truck in Resolution 2020-60 was made by Director D'Ambrosio and seconded by Director Rachel and the Board voted to approve the diesel engine.

25. **Resolution No. 2020-62**; Report given by the General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-62, approving the opening of a banking relationship with Chase Bank and transferring from Union Bank to Chase Bank and also authorizing the General Manager to act as the authorized officer to execute documents.

26. **Resolution No. 2020-64**; Report given by Maintenance Superintendent, Chris Foley

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-64, ratifying a contract with Coast Counties Glass in the amount of \$28,936.78 for interior doors and counter barrier for the Administration Lobby Project #20-01.

OTHER ITEMS BEFORE THE BOARD

27. Administrative Building COVID-19 Improvements Status Update was given by the Plant Engineer, Patrick Treanor.
28. Discussion of State Board Polyfluoroalkyl Substances (PFAS) Testing Requirements. Plant Superintendent, Ed Waggoner, presented his report. After discussion, the Board advised staff to do the State required testing requirements for PFAS and nothing in addition to those.

COMMUNICATIONS

29. General Manager's Report – *Oral report by Barbara Buikema*
- Carmel-by-the-Sea Climate Committee
 - Naval Post Graduate School Intern Class
 - Boxed lunch for CAWD employees in honor of *The California Water Professionals Week* on October 7th.

INFORMATION/DISCUSSION ITEMS

* These are informational only items, and no action was taken.

30. No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.
31. Announcements On Subjects Of Interest To The Board Made By Members Of The Board Or Staff
- Director D'Ambrosio is scheduled to attend the Friday, September 25, 2020 PBCSD Board Meeting. Director Rachel is scheduled to attend the Friday October 30, 2020 PBCSD Board Meeting.
 - Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020.
32. **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.*

A. 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 11:21 a.m. and after a brief recess the Board convened in closed session at 11:30 a.m. The Board came out of the closed session at 12:29 p.m. and Legal Counsel announced that the Board had convened into closed session with regard to the single item listed on the Agenda having to do with performance evaluation of the General Manager. That item was taken up and discussed by the Board. They concluded the performance evaluation of the General Manager and no other reportable action was taken. The Board then reconvened to regular session at 12:30 p.m.

33. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 12:30 p.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **October 29, 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, calling the District office at 831-624-1248 or via email at downstream@caud.org.*

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President