



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES-AS AMENDED
Thursday, 9:00 a.m., August 25, 2022
Via Teleconference Webinar

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:07 a.m.

Present: Directors: Greg D'Ambrosio (remote), Charlotte Townsend and President Ken White,
President Pro-Tem Robert Siegfried

Absent: Director Rachel

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
Kevin Young, Operations Supervisor, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Mike Skinkle, Grade IV Mechanical Technologist
Barry Blevins, Collection Worker III, CAWD
Domine Barringer, Board Secretary, CAWD
Robert Wellington, Wellington Law Offices, CAWD Legal Counsel
Richard Gebhart, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager-District Engineer, PBCSD
Evan Currie, President, Currie Engineers

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

2. **Agenda Changes:** none

3. **California Water Environment Association- Employee Recognition of Achievement-
Grade IV Mechanical Technologist- Mike Skinkle**

Mr. Skinkle received recognition from the board regarding his achievement of earning level Grade IV Mechanical Technologist.

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 the consent agenda was made by Director Townsend and seconded by Director Siegfried. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items:

- 4.** Approve Regular Board Meeting Minutes, July 28, 2022, Pension Committee Meeting Minutes, July 25, 2022 and August 04, 2022
- 5.** Receive and Accept Bank Statement Review by Hayashi Wayland – July 2022
- 6.** Receive and Accept Schedule of Cash Receipts & Disbursements – July 2022
- 7.** Approve Register of Disbursements – Carmel Area Wastewater District – July 2022
- 8.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2022
- 9.** Receive and Accept Financial Statements and Supplementary Schedules – July 2022
- 10.** Receive and Accept Collection System Superintendent’s Report – July, June & May 2022
- 11.** Receive and Accept Safety and Regulatory Compliance Report – July 2022
- 12.** Receive and Accept Treatment Facility Operations Report – July, June & May 2022
- 13.** Receive and Accept Laboratory/Environmental Compliance Report – July 2022
- 14.** Receive and Accept Capital Projects Report/Implementation Plan
- 15.** Receive and Accept Project Summaries – Capital & Non-Capital
- 16.** Receive and Accept Plant Operations Report – July 2022
- 17.** Receive and Accept Maintenance Projects Report – July 2022
- 18.** Receive and Accept Engineer’s Report – July 2022

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

19. Resolution No. 2022-54; Report by District Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution as amended was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2022-54, Approving and Adopting the District Sewer System Management Plant(SSMP) And Authorizing The General Manager To Certify The Plan As Required By the State Water Resources Board Control Board

20. Resolution No. 2022-55; Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2022-55, proclaiming a local emergency, ratifying the Proclamation of a State of Emergency by Governor's Order #N-25-20, and authorizing remote teleconference meetings of the legislative bodies of CAWD for the period of Period August 1 Through August 30, 2022.

21. Resolution No. 2022-56; Report by Principal Plant Engineer, Patrick Treanor

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2022-56, Authorizing The General Manager To Enter Into A Contract For Engineering Services With Beecher Engineering, Inc. for the Variable Frequency Drive Replacement Engineering Services For An Amount Not to Exceed \$43,890

22. Resolution No. 2022-57; Report by General Manager, Barbara Buikema

Board Action

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 passed Resolution 2022-30, Authorizing The Annual Adjustment Of the District's Reserve Fund Balances By Transferring \$3,753,324 To The capital Fund And \$4,254,215 To The Capital Fund From the General Operations & Maintenance Fund And Capital Improvement Reserve, Respectively, In Accordance With The District's Reserve Policy

COMMUNICATIONS

23. General Manager Report – oral report

- Ethics Training scheduled date is September 29, 2022
- Annual Barbeque date is October 7th, 2022 (employees only)
- Brief discussion of COVID still being present
- Demonstration using new equipment of virtual plant tour for the public and schools. Superintendent Foley explained that the new equipment is interactive

OTHER ITEMS BEFORE THE BOARD

- *Rob Wellington, Legal Counsel, requested that the eminent domain topic be agendaized and time be scheduled to discuss this topic. Mr. Wellington also stated that when pursuing eminent domain that the entity should be ready to take action. He also indicated that at some point the District should obtain someone who specializes in eminent domain.*
- *Director Siegfried requested an update on the Reclamation agreement between the District and PBCSD. Mr. Wellington asked what is the particular information that is being sought? Director Siegfried wants to know if the District owns the plant.*
- *Director Siegfried asked what was being done on disease monitoring for Polio and Flu. The General Manager, Barbara Buikema responded that this is being looked into.*

- 24.** Monterey County Treasurer's Report dated June 30, 2022 Summary
Report by General Manager, Barbara Buikema

Board Action

A motion to accept the report was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously accepted the June 30, 2022 Monterey County Summary Report.

INFORMATION/DISCUSSION ITEMS

- 25.** Monthly Construction Update of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor*

Note: Time lapsed video of building the Sludge Holding Tank presented during the Board meeting. Mr. Currie presented the time lapsed video to the board, which was approximately 6 minutes.

- 26.** July 29, 2022, Pebble Beach Community Services District Board Meeting Summary – *Report by General Manager, Barbara Buikema*

- 27.** August 4, 2022, Pension Committee Meeting Summary
Report by General Manager, Barbara Buikema

- *Director Siegfried discussed his findings regarding the correlation between equity (stocks) and fixed income (bonds)*
- *Director Siegfried requested that upon Director Rachel's return that a Pension Committee meeting be held to discuss the fixed income portfolio*

- *Also during the information and discussion section the General Manager provided information regarding the District looking into using PenChecks to facilitate retirees located in different states.*
- *During the information and discussion items, President White commented on the employee survey regarding the Employee Handbook and Employee Evaluations being brought forward for the employees.*

28. 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, August 26, 2022, Canceled – Director Rachel is scheduled to attend. Friday, September 30, 2022, at 9:30 a.m. – Director Siegfried is scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: *Tuesday, October 18, 2022, at 6:00 p.m. – Director Siegfried is scheduled to attend.*

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for: *Tuesday, November 15, 2022, at 9:30 a.m. Director Townsend and Director White are scheduled to attend.*

29. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:08 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, October 27, 2022, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President of the Board