



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

May 28, 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
Mark Dias, Safety and Regulatory Compliance Administrator
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Mike Niccum, General Manager, PBCSD
Marlene Martin, Carmel Valley Association Board member
Craig Tuana, Vice Principal, Carmel Unified School District

1. Public Comments:

No public comment

2. Agenda Changes:

- *Item No. 28 was moved forward to the next item up for discussion.*
- *Page 13 of the Board packet – the Hayashi Wayland Bank Statement Review was received after the packet was distributed and a copy was given for insertion.*

OTHER ITEMS BEFORE THE BOARD

3. Internship Policy - Report by General Manager, Barbara Buikema

Following the Staff Report, there was discussion from the Board and comment from members of the public. Miss Marlene Martin (Carmel Valley Association Board Member and retired Monterey Peninsula College professor) indicated support of an internship program, and the development of students and awareness of District processes. She emphasized the benefit of hands-on training/teaching of an internship program. Mr. Craig Tuana (Carmel High School Vice-Principal) agreed that an internship program would be a great opportunity for his students. The program would allow students interested in a wide variety of subjects to explore those areas while participating in an internship program with the District. Carmel High School is already set to partner with the District for short-term assignments and Carmel Valley High School has an existing program that involves engaging students in long-term assignments.

The Board unanimously agreed to have the District General Manager proceed with partnering with nearby high schools and the Monterey Peninsula College to further develop an internship program within the District.

4. COVID 19 Update – Report and presentation by Mark Dias and discussion from the Board

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.

Board Action

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

- 5. Board Meeting Minutes of April 30, 2020
Pension Committee Minutes of April 29, 2020**
- 6. Bank Statement Review by Hayashi Wayland – April 2020**
- 7. Schedule of Cash Receipts and Disbursements – April 2020**

8. Register of Disbursements - Carmel Area Wastewater District – April 2020
9. Register of Disbursements – CAWD/PBCSD Reclamation Project – April 2020
10. Financial Statements and Supplementary Schedules – April 2020
11. Collection System Superintendent’s Report (2020-April, March, & February)
12. Safety and Regulatory Compliance Report – April 2020
13. Treatment Facility Operations Report – (2020-April, March, & February)
14. Laboratory/Environmental Compliance Report – April 2020
15. Capital Projects Report/Implementation Plan
16. Project Summaries
17. Plant Operations Report – April 2020
18. Maintenance Projects Report – April 2020
19. Principal Engineer Monthly Report General Engineering – April 2020

RESOLUTIONS

20. **Resolution No. 2020-26;** report given by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to table this Resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to table Resolution 2020-26 that would request for proposals for a Sewer User Fee Rate Model Study.

21. **Resolution No. 2020-27;** report given by General Manager, Barbara Buikema

Board Action

A motion to approve Resolution 2020-27 was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously approved Resolution No. 2020-27, adopting the CAWD/PBCSD Fiscal Year 2020-21 Reclamation Budget.

22. Resolution No. 2020-28; report given by Principal Engineer, Rachél Lather

Board Action

After a brief discussion, a motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-28, approving a Notice of Intent to adopt a Mitigated Negative Declaration for the 2020 Carmel Area Wastewater District Sphere of Influence (SOI) Amendment and Annexation Proposal for Project #19-09.

23. Resolution No. 2020-29; report given by Plant Engineer, Patrick Treanor

Board Action

After a brief discussion, a motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-29, authorizing the General Manager to execute a Professional Services Agreement with Kennedy Jenks Consultants in an amount not to exceed \$317,097 for design services for the Carmel River Floodplain Restoration and Environment Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project (Project #19-21).

24. Resolution No. 2020-30; report given by Plant Engineer, Patrick Treanor

Board Action

After a brief discussion, a motion to approve was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-30, authorizing the General Manager to execute a Professional Services Agreement with Johnson Marigot Consulting LLC in an amount not to exceed \$168,815 for environmental consulting services for the Carmel River Floodplain Restoration and Environment Enhancement (CRFREE) Mitigation Pipeline Undergrounding Project (Project #19-21).

25. Resolution No. 2020-31; report given by Principal Engineer, Rachél Lather

Board Action

After a brief discussion, a motion to approve was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-31, accepting a completed project and directing the General Manager to file a Notice of Completion for the FY2019/20 Manhole & Sewer Line Repair Project at various locations.

26. **Resolution No. 2020-32;** report given by District Engineer, Rachél Lather

Board Action

After a brief discussion, a motion to approve, as amended, was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-32 as amended, authorizing the General Manager to enter into a contract with the Carmel Highlands Yankee Point/Otter Cove neighborhood to manage the Feasibility Study to be undertaken by MNS Engineers, Inc. in the amount of \$47,000 and to authorize recovery of staff time spent in contract administration for Project #19-04.

27. **Resolution No. 2020-33;** Report by District Engineer, Rachél Lather

Board Action

A motion to approve was made in conjunction with Resolution 2020-32 by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-33, authorizing the General Manager to enter into a contract with MNS Engineers, Inc. in the amount of \$47,000 to complete a Sewer Feasibility Study for the Carmel Highlands sewer collection system expansion of the Yankee Point and Otter Cove neighborhoods for Project #19-04.

28. **Resolution No. 2020-34;** report given by Maintenance Superintendent, Chris Foley

Board Action

After a brief discussion, a motion to approve was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously adopted Resolution No. 2020-34, authorizing the General Manager to execute an amended contract with Frisch Engineering Services in an amount not to exceed \$10,000 to provide additional engineering services for the "Pump Station Programmable Logic Controller (PLC)/Supervisory Control and Data Acquisition (SCADA) Replacement Project (Project #18-18).

INFORMATION/DISCUSSION ITEMS

29. Administration Building – COVID improvement project update - report given by Acting General Manager, Patrick Treanor

A lengthy discussion was held following the report given by Patrick Treanor. The Board and staff discussed status and suggestions to help move the project forward. This is informational only and no action was taken.

30. Acting General Manager Report – report given by Acting General Manager, Patrick Treanor

Brief Discussion was held following the report given by Patrick Treanor. This is informational only and no action was taken.

31. No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.

32. Coastal Permit Expense Summary– report by Barbara Buikema, General Manager
The verbal report was given by Plant Engineer, Patrick Treanor on behalf of Barbara Buikema. This is informational only and no action was taken.

33. Monterey County Investment Report of 03-31-2020 – report given by Barbara Buikema, General Manager
This is informational only and no action was taken.

34. Pension Committee - Report by-Barbara Buikema, General Manager
This is informational only and no action was taken.

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

35. General Manager’s Report – *Oral reporting*

- Annual Employee BBQ – alternative due to COVID-19
- LAFCO Election results – The Board voted for Warren “Pete” Poitras and he won.
- We are testing at the influent and in the plant for Covid-19 and there was no detection.

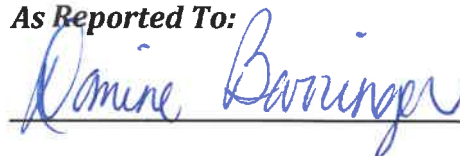
36. Announcements On Subjects Of Interest To The Board Made By Members Of The Board Or Staff

- Director D'Ambrosio requested that the District publicly announce grants that the District receives.
- Director Rachel is scheduled to attend the Friday, May 29, 2020 PBCSD Board Meeting. Director Siegfried is scheduled to attend the Friday, June 26, 2020 meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, July 21, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020 at 9:30 a.m. via a Zoom teleconference webinar.

37. ADJOURNMENT

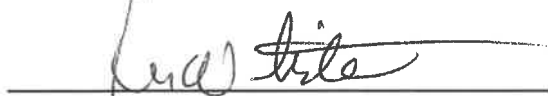
*There being no further business to come before the Board, the President adjourned the meeting at 10:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **June 25, 2020** or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and 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@kawd.org.*

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President