



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
*Thursday, 9:00 a.m., January 27, 2021*  
Teleconference Webinar & in-person

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

**Present:** Directors: Greg D'Ambrosio, Mike Rachel, Robert Siegfried, Charlotte Townsend and President Ken White

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)  
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  
Karla Cristi, CMMS & Plant Administrator, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Richard Gebhart, Board Member of Pebble Beach Community Services District (PBCSD)  
Mike Niccum, General Manager, PBCSD  
Jeff Canepa, Resident of the District  
Mark Stilwell, Business owner in the District  
Cody Phillips, online attendee  
Ryann Williams, online attendee  
Mark Williams, online attendee

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

**2. Agenda Changes:**

- An emergency item that was not a part of the Agenda was brought before the board to be placed as Item No. 26.A on the Agenda. A motion was made by Director Siegfried and Director D'Ambrosio seconded the motion and all Directors voted in favor of adding the item to the Agenda.
- Item No. 28 of the Agenda (User Fee Claim) was moved forward ahead of the Consent Calendar approval by a motion made by Director D'Ambrosio that was seconded by President White. All directors voted in favor of moving the item forward.

### 3. User Fee Claim

The staff report was given by Barbara Buikema. A public hearing was opened at 9:07 a.m. Both Mr. Canepa and Mr. Stilwell made brief comments.

#### ***Board Action***

**A motion was made by Director Siegfried and seconded by President White to reimburse all fees eligible for reimbursement charged on the ten year schedule to the fee payers that were presented during this meeting and to draft a policy change to reimburse ALL fees eligible for reimbursement. The Board agreed unanimously. Staff was directed to present the policy change at the next regular board meeting.**

### 4. Ordinance 2022-01:

The staff report for Pretreatment Ordinance 2022-01 was given by Barbara Buikema. The Directors had brief comments/questions and moved to action. The open hearing commenced at 9:07 a.m. during the prior agenda item and was closed at the conclusion of all comments and the beginning of board action at 9:25 a.m.

#### ***Board Action***

**A motion was made by Director D'Ambrosio and seconded by Director Rachel to approve Ordinance No. 2022-01. Following a Roll Call vote, the Board passed Ordinance 2022-01, with one Director voting no, adopting the new pretreatment ordinance.**

### 5. Carmel-by-the-Sea Stormwater Inspection Presentation:

Ray DeOcampo provided the Board of Directors with his presentation on the stormwater inspections that are conducted for the City of Carmel-by-the-Sea for all commercial food preparation facilities.

## **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***

***A motion to receive and approve the consent agenda was made by Director Rachel and seconded by Director D'Ambrosio. The Board unanimously received and approved the following Consent Calendar/Agenda items:***

6. December 30, 2021, Regular Board Meeting Minutes, January 4, 2022, Ad Hoc Construction Committee Meeting Minutes, January 4, 2022, Salary & Benefits Committee Meeting Minutes, January 10, 2022, Salary & Benefits Committee Meeting Minutes
7. Bank Statement Review by Hayashi Wayland

8. Schedule of Cash Receipts & Disbursements
9. Register of Disbursements - Carmel Area Wastewater District
10. Register of Disbursements – CAWD/PBCSD Reclamation Project
11. Financial Statements and Supplementary Schedules
12. Collection System Superintendent’s Report
13. Collection System Annual Report
14. Safety and Regulatory Compliance Report
15. Treatment Facility Operations Report
16. Laboratory/Environmental Compliance Report
17. Capital Projects Report/Implementation Plan
18. Project Summaries
19. Plant Operations Report
20. Maintenance Projects Report
21. Principal Engineer Monthly Report

**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**

22. **Resolution No. 2022-01;** Report by Rachél Lather

***Board Action***

***A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. The Board then unanimously passed Resolution 2022-01, authorizing the General Manager to execute a quitclaim deed relinquishing the District’s rights to a public utility easement within Tract No. 279 of Descanso Oak Estates.***

23. **Resolution No. 2022-02;** Report by Rachél Lather

***Board Action***

***A motion to approve the resolution was made by Director D’Ambrosio and seconded by Director Siegfried and the Board unanimously passed Resolution 2022-02, authorizing the General Manager to amend the contract with MNS Engineers to provide design support for additional pipeline segments to be included in the Scenic Road Pipe Bursting Ocean to Bay Project #20-08 for \$189,621.***

24. **Resolution No. 2022-03;** Report by Rachél Lather

***Board Action***

***A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. The Board then unanimously passed Resolution 2022-03, authorizing the General Manager to amend the contract with Rincon Consultants to provide environmental services during construction of the Upper Rancho Canada Sewer Replacement Project #19-13 for \$87,398.***

**25. Resolution No. 2022-04; Report by Rachél Lather**

***Board Action***

***A motion to approve the resolution was made by Director Rachel and seconded by Director Townsend. The Board then unanimously passed Resolution 2022-04, authorizing the General Manager to amend the contract with PSOMAS to provide construction management and inspection services during construction of the Upper Rancho Canada Sewer Replacement Project #19-13 for \$60,000.***

**26. Resolution No. 2022-05; Report by Barbara Buikema**

***Board Action***

***A motion to approve the resolution was made by President White and seconded by Director D'Ambrosio. The Board then unanimously passed Resolution 2022-05, authorizing an agreement with the Pun Group to provide audit services to the District for \$69,699 for Fiscal Years 2021-2024 with an option to extend for three additional years.***

**27. Resolution No. 2022-06; Report by Barbara Buikema**

***Board Action***

***A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. The Board then unanimously passed Resolution 2022-06, authorizing an agreement with the Pun Group to provide audit services to the Carmel Area Wastewater District/Pebble Beach Community Services District (CAWD/PBCSD) Reclamation Project for \$52,081 for Fiscal Years 2021-2024 with an option to extend for three additional years.***

**28. Resolution No. 2022-07; Report by Rachél Lather**

***Board Action***

***After brief discussion, a motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. The Board then unanimously passed Resolution 2022-07, authorizing the General Manager to contract with MOCON Corporation for an emergency repair of sewer line at Dougherty Place for \$86,434.80.***

## **COMMUNICATIONS**

**29. General Manager Report - oral report**

- The undergrounding of the District's pipeline under Carmel River Lagoon (CRFREE) is an issue that is moving forward with the County.

## OTHER ITEMS BEFORE THE BOARD

30. 2022 Special Districts Association of Monterey County Meeting Attendance – Report by Domine Barringer

### *Board Action*

After brief discussion, President White made a motion to accept, and Director Siegfried seconded the motion, and the remaining directors approved the rotating attendance to the Special Districts Association quarterly meeting.

## INFORMATION/DISCUSSION ITEMS

31. January Update of the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01– Report by Patrick Treanor

Patrick Treanor presented his report on the project. This report is for information only and no action was taken. The Board of Directors requested a tour of the project and Mr. Treanor will make the arrangements.

32. Bi-Annual Wastewater Treatment Plant Electricity Usage – Report by Patrick Treanor

Patrick reported on the energy usage for the plant over the last 6 months. Of note, the usage was down to the lowest it has been in ten years. This report is for information only and no action was taken.

33. Source Control Program – Report by Barbara Buikema

Brief comments were made by the Board and staff will return with updates to the program as they develop as this program is the subject of a Six-Sigma case study for the District. This report is for information only and no action was taken.

34. Board of Directors Retreat Topics – Report by Barbara Buikema

Board members are to provide their topic choices to Barbara Buikema for inclusion in the to-be-scheduled Board retreat. This report is for information only and no action was taken.

35. Summary of the January Special Districts Association of Monterey County Meeting – Report by Barbara Buikema

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

36. Selection of Topics for CAWD’s Spring 2022 Newsletter – Report by Barbara Buikema

The Directors discussed possible topics and staff will return with a draft of the newsletter at the next Board meeting for action. This report is for information only and no action was taken.

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

- President White is scheduled to attend the January 28, 2022, PBCSD Regular Board meeting and Director D'Ambrosio is scheduled to attend the February 25, 2022, meeting.
- Director D'Ambrosio is scheduled to attend the April 19, 2022, meeting of the Special Districts Association (SDA) of Monterey County meeting.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 8, 2021.

**38. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 10:32 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, February 24, 2022, or an alternate acceptable date, via teleconference webinar and in person.*

**As Reported To:**



**Domine Barringer, Secretary to the Board**

**APPROVED:**



**Ken White, President**