



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
*Thursday, 9:00 a.m., August 27, 2020*

Teleconference Webinar

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

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:04 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

Karla Cristi, CMMS Plant Administrative Coordinator, CAWD

Domine Barringer, Administrative Assistant/Board Clerk, CAWD

Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Nick Becker, District Engineer, PBCSD

Ric Verbanec, Director, PBCSD

Tim Monahan, Principal Engineer, SRT Consultants

Nina Mao, Engineer, SRT Consultants

**1. Public Comments:**

No public comment

**2. Agenda Changes:**

- Insertion of the Hayashi Wayland Independent Accountants' Report (noted as the Bank Statement Review on the Agenda)
- Item No. 3, Page 8, at the bottom, the meeting time ending should be reflected as 11:42 am
- Item No. 6, page 14, the heading of the report should read July

- Item No. 21, page 97, under “Discussion” section, second sentence should read “The existing wastewater main...”
- Item No. 27, page 131, the presentation, and Staff Report was moved forward to the next item up for discussion

3. Carmel Meadows Gravity Sewer Improvements Project #19-03 Design Update – Staff Report by Principal Engineer, Rachél Lather; PowerPoint presentation by Principal Engineer, Rachél Lather, District Superintendent, Daryl Lauer, and SRT Consultants’ Principal Engineer, Tim Monahan

Following the staff report, staff were asked questions to include: the slope of the pipeline and if that slope will increase risks of blockage; the ability for CAWD to be notified if the individual ejector pump stations fail or have backups; the methods of pipeline installation; if CAWD will remove the existing pipeline materials that are being replaced; and auxiliary power to the ejector pumps in case of power outages.

After discussion, the Board accepted the report and requested the addition of a preventive maintenance plan; examination on removing, at least, the aerial portions of the existing pipeline; and to look at the sizing of the 1 ¼” pipeline from the pump stations.

## **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 Siegfried 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:***

4. Salary & Benefits Committee Meeting Minutes of July 28, 2020  
Board Meeting Minutes of July 30, 2020  
Salary & Benefits Committee Meeting Minutes of August 10, 2020
5. Bank Statement Review by Hayashi Wayland – July 2020
6. Schedule of Cash Receipts and Disbursements – July 2020
7. Register of Disbursements - Carmel Area Wastewater District – July 2020
8. Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2020
9. Financial Statements and Supplementary Schedules – July 2020
10. Collection System Superintendent’s Report (2020- July, June & May)

11. Safety and Regulatory Compliance Report – July 2020
12. Treatment Facility Operations Report – (2020- July, June & May)
13. Laboratory/Environmental Compliance Report – July 2020
14. Capital Projects Report/Implementation Plan
15. Project Summaries
16. Plant Operations Report – July 2020
17. Maintenance Projects Report – July 2020
18. Principal Engineer Monthly Report - General Engineering – July 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**

19. **Resolution No. 2020-50;** Report by Plant Engineer, Patrick Treanor

### ***Board Action***

***After a brief discussion, a motion to approve the Resolution was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-50, accepting the lowest responsible and responsive bid for the "500kW portable standby generator" (Project #18-08) and awarding the purchase contract to Quinn Power Systems for \$288,960.***

20. **Resolution No. 2020-51;** Report by Plant Superintendent, Ed Waggoner

### ***Board Action***

***After brief discussion, a motion to approve the Resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-51, approving a capital expenditure for CAWD/PBCSD Reclamation Project to replace the Micro Filtration (MF) Modules in an amount not to exceed \$105,000.***

- 21. Resolution No. 2020-52;** Report by Principal Accountant, Jim Grover and Verbally presented by General Manager, Barbara Buikema

***Board Action***

***A motion to approve the resolution was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-52, authorizing the annual adjustment of the District's Capital Improvement Reserve Fund balance by transferring \$3,535,549 to the Capital Fund and the annual adjustment of the General O&M Fund balance by transferring \$6,193,345 to the Capital Improvement Reserve Fund.***

- 22. Resolution No. 2020-53;** Report by Principal Engineer, Rachél Lather

***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 2020-53, approving a Notice of Intent to adopt a Mitigated Negative Declaration for the Rancho Canada Sewer Replacement Project #19-13.***

- 23. Resolution No. 2020-54;** Report by Maintenance Superintendent, Chris Foley

***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 adopted Resolution 2020-54, authorizing the staff to solicit bids for a 70kW trailer mount portable power generator for emergency use at collection pump stations.***

- 24. Resolution No. 2020-55;** Report 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 2020-55, authorizing the General Manager to contract with Bryan Mailey Electric for electrical services during Fiscal Year 2020-2021 in an amount not to exceed \$200,000.***

- 25. Resolution No. 2020-56;** Report by Maintenance Superintendent, Chris Foley

***Board Action***

***After 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 adopted Resolution 2020-56, authorizing staff to solicit bids for a utility truck with a box mounted crane.***

**26. Resolution No. 2020-57; Report by General Manager, Barbara Buikema**

***Board Action***

***After brief discussion, a motion to approve the Resolution was made by Director Siegfried and seconded by President White. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-57, approving the job description and additional staff member "Collection/Maintenance Utility Worker I" at Range 6 on the Classification Schedule for a limited 3-year term.***

**OTHER ITEMS BEFORE THE BOARD**

**27. Topics for the upcoming District's Fall 2020 CAWD Connections Newsletter - Report by General Manager, Barbara Buikema**

Topics discussed:

- Award of Collection Worker of The Year for Robert Bowman
- Discussion of current annexations including Carmel Valley Manor
- Addition of the District's new requirements of analyzing for fluorine chemicals also known as Per- and polyfluoroalkyl substances (PFAS)
- Microorganism of the Month
- COVID-19 impact and the District's response with a focus on the construction at the District's Administration building
- Using the newsletter to ask the public for input on specific topics and to use our website for feedback

**28. Board inquiry into COVID-19 testing abilities - Report by General Manager, Barbara Buikema and Plant Superintendent, Ed Waggoner**

The Board acknowledged that it would not be feasible for the District to test the public or staff for COVID-19 but encouraged the continuance of testing the wastewater for the presence of the coronavirus and the disease.

**INFORMATION/DISCUSSION ITEMS**

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

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

**30. The Special District Association July 21, 2020 meeting report was presented by General Manager, Barbara Buikema.**

**31. The Retirement Pension Plan Trustees July 23, 2020 meeting report was presented by General Manager, Barbara Buikema.**

32. The PBCSD July 26, 2020 Regular Board Meeting report presented by General Manager, Barbara Buikema.
33. A summary of the Monterey County Treasurer Report of June 30, 2020 was presented by General Manager, Barbara Buikema.

## COMMUNICATIONS

34. General Manager's Report given by Barbara Buikema.

Topics:

- River Watch Settlement Agreement Amendment No. 1
- Computer Cyber Security Training required for the Board
- Fraud of Reclamation Bank Account – various purchases done by credit cards
- Inquiries for adjustments to sewer fees for commercial customers due to COVID-19 pandemic financial impact

35. 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 Townsend is scheduled to attend but announced she will not attend the Special Districts Association of Monterey County meeting on Thursday, October 20, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020.
- The Board expressed appreciation of the outstanding quality of work that the Principal Accountant has done and continues to do. As well as appreciation for work contributed by the Plant Superintendent and Principal Engineer for the Reclamation meetings. The Board also noted that the quality of the Board Agenda and Packet has improved dramatically and complemented the staff.
- A PBCSD Board member commented on distributing the CAWD Connections Newsletter to the residents of Pebble Beach and to include PBCSD staff accountants in a communication loop regarding the fraud activity that occurred with the District's Reclamation bank account.

**36. 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: **Legal Counsel Performance Evaluation**

**B. 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 11:03 a.m. and after a brief recess the Board convened in closed session at 11:10 a.m. The Board came out of the closed session at 11:32 a.m. and Legal Counsel announced that the Board had convened into closed session with regard to the two items listed on the Agenda having to do with performance evaluations of two public officials and employees. The Board took up each of those matters regarding the performance evaluations of Legal Counsel and the General Manager. The Board completed both of those evaluations and no other reportable action was taken. The Board then reconvened to regular session at 11:32 a.m.*

**37. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:33 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **September 24, 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](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

**As Reported To:**



**Domine Barringer, Secretary to the Board**

**APPROVED:**



**Ken White, President**