



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES February 27, 2020

3945 Rio Road, Carmel, CA 93923

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 8:58 a.m.

**Present:** Directors: D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel, And President White

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Rachel Lather, District Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Kevin Young, Operations Supervisor, 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  
Richard Verbanec, Director, Pebble Beach Community Service District (PBCSD)  
Mike Niccum, General Manager, PBCSD

## **1. *Appearances/Public Comments:***

No appearances or public comments were requested.

## **2. *Agenda Changes:***

- Page 5 of Agenda, Item #34, Please add:  
Coastal Development Permit Amendment  
River Watch information that the General Manager will discuss  
Updated Hazard Mitigation Plan

Other Miscellaneous communication:

- Pages 53, 55 & 57, in the History Section, correction of unit of measure

**Note: If you believe you possess any disability that would require special accommodation in order to attend this meeting, please call the Carmel Area Wastewater District at 624-1248.**

- Page 143, James Grover, stricken as attending the meeting of the Pension Plan Trustees

## **OTHER ITEMS BEFORE THE BOARD**

3. Robert Bowman was not present to be acknowledged for being chosen as the 2019 California Water Environment Association, Monterey Bay Section, Collection Worker of the Year and so the Board requested an acknowledgment be held at the next regular Board meeting scheduled for March 26, 2020.
4. The Board and staff members awarded Director Charlotte Townsend with a Longevity Award for 33 years of service and 95 years of age.
5. Kristina Pacheco, CAWD Board Secretary Pro Tem, gave a presentation of the District's new website.

## **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***

***Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:***

6. Regular Board Meeting Minutes of 01-30-20  
Pension Committee Meeting Minutes of 01-29-20  
Special Board Meeting Minutes of 02-10-20  
Pension Committee Meeting Minutes of 02-10-20
7. The Bank Statement Review by Hayashi Wayland – January 2020
8. The Schedule of Cash Receipts and Disbursements – January 2020
9. The Register of Disbursements - Carmel Area Wastewater District – January 2020

10. The Register of Disbursements – CAWD/PBCSD Reclamation Project – *January 2020*
11. The Financial Statements and Supplementary Schedules – *January 2020*
12. The Collection System Superintendent’s Report (January 2020 ,2019 December & November)
13. The Safety and Regulatory Compliance Report – January 2020
14. The Treatment Facility Operations Report – (*January 2020, December & November 2019*)
15. The Laboratory/Environmental Compliance Report – January 2020
16. The Capital Projects Report/Implementation Plan
17. The Project Summaries
18. The Plant Operations Report – January 2020
19. The Maintenance Projects Report – January 2020
20. The Principal Engineer Monthly Report, General Engineering – January 30, 2020 (previously not formally received) and February 27,2020

## **ACTION ITEMS BEFORE THE BOARD**

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## **RESOLUTIONS**

21. **Resolution No. 2020-06;** report given by Maintenance Superintendent, Chris Foley.

### ***Board Action***

***Following discussion, a motion was made by Director D’Ambrosio and seconded by Director Siegfried. The Board unanimously voted to adopt Resolution No. 2020-06 to approve and adopt The Surplus Asset Disposal Policy.***

22. **Resolution No. 2020-09;** report given by Principal Engineer, Rachél Lather.

### ***Board Action***

***Following a motion made by Director Townsend and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-09, authorizing the General Manager to invite Bids for Project #18-17, the Hatton Canyon Pipeline Replacement Project.***

**23. Resolution No. 2020-10;** report given by Principal Engineer, Rachél Lather.

***Board Action***

***Following discussion, a motion was made by Director D'Ambrosio and seconded by Director Rachel. The Board unanimously voted to adopt Resolution No. 2020-10, accepting the completed Project #19-17, and directed the General Manager to file a Notice of Completion for the Hatton Canyon Access Road Grading Project.***

**24. Resolution No. 2020-11;** report given by General Manager, Barbara Buikema.

***Board Action***

***Following extensive discussion, a motion was made by President White and seconded by Director Townsend. The Board unanimously voted to adopt Resolution No. 2020- 11, authorizing the General Manager to contract with Hall Landscape Design for preliminary design work on the inter-agency Public Riparian Trail System.***

**25. Resolution No. 2020-12;** report given by Plant Supervisor, Ed Waggoner.

***Board Action***

***Following extensive discussion, a motion was made by Director D'Ambrosio and seconded by Director Townsend. The Board unanimously voted to adopt Resolution No. 2020-12, authorizing the General Manager to contract with the City of Carmel-by-the-Sea for a three-year period to perform commercial stormwater compliance inspections.***

**26. Resolution No. 2020-13;** report given by Maintenance Superintendent, Chris Foley.

***Board Action***

***Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2020-13, accepting the lowest responsible bid for Project #18-18, the Pump Station Programmable Logic Controller Panel Installation, and authorized the General Manager to contract with that bidder in the amount of \$94,555.23, plus a 10% Change Order contingency.***

**27. Resolution No. 2020-14;** report given by General Manager, Barbara Buikema.

***Board Action***

***Following extensive discussion, a motion was made by Director Siegfried and seconded by Director D'Ambrosio. The Board unanimously voted to adopt Resolution No. 2020-14, approving the approach taken in negotiations with the Coastal Commission regarding the After-The-Fact Permit for the Phase I Project and the proposed Coastal Development Amendment, and authorized the acceptance of this amendment.***

## **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.*

## **OTHER ITEMS BEFORE THE BOARD**

**28.** Carmel River Free (CRFREE) Negotiations for a Memorandum of Understanding with Monterey County and The Big Sur Land Trust (BSLT)-Legal Counsel - *Report by General Manager, Barbara Buikema*

### ***Board Action***

***Following a motion made by Director Rachel and seconded by Director Townsend, the Board voted unanimously to accept the General Manager's action to engage a specialized attorney to assist in CRFREE negotiations.***

## **INFORMATION/DISCUSSION ITEMS**

**29.** *The General Manager's report on the PBCSD January 31, 2020 Board Meeting was reviewed. It was mentioned that the Board will be notified of a date for a follow up retreat for the Board, also that staff improve the appearance of the administrative building's landscaping.*

**30.** *There was a brief discussion regarding topics for the upcoming newsletter. Topics include the Hazard Mitigation Plan, the new District's VacCon truck, the Microorganism Of The Month, the use of the phrase "If you see something, say something.", and the rate payer's cost of the plant's processing flushed wipes, and the wipe microfibers that enter the environment. It also was requested that a separate newsletter be created, concerning the District's new website.*

**31.** *The General Manager's report on the Monterey County Investment Report was reviewed.*

**32.** *The General Manager's Pension Committee meeting was reviewed.*

**33.** *There was no update on the proposed Mr. Larsen sewer connection in Carmel Highlands.*

## **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

**34.** The General Manager's Report included information on the Monterey County Hazard Mitigation Plan, the General Manager's interview for the Carmel High School Sandpiper newspaper, the settlement with River Watch and the CAWD Mission/Vision Statement being placed on the wall of the District Boardroom.

The Board requested that the District's Mission statement be on the Agenda of a future Board Meeting for discussion and possibly to update it.

### **35.** 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.*

- A request to research internships for High School students was made.
- The Board asked the District to look into the Coronavirus pandemic and then develop an emergency preparedness plan and process.
- Director Townsend is scheduled to attend the PBCSD Board Meeting on Friday, February 28, 2020 at 9:30 a.m.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Tuesday, April 21, 2020 at 6:00 p.m.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, May 13, 2020 at 9:30 a.m.

**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-Millias-Brown representative.*

*A closed session of the Board is not planned, but may be held if necessary, for certain limited purposes, as authorized pursuant to California Government Code.*

### 37. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:10 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **March 26, 2020** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

**As Reported To:**

A handwritten signature in blue ink that reads "Domine Barringer". The signature is written in a cursive style and is positioned above a solid horizontal line.

**Domine Barringer, Secretary to the Board**

**APPROVED:**

A handwritten signature in blue ink that reads "Ken White". The signature is written in a cursive style and is positioned above a solid horizontal line.

**Ken White, President**

