



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., December 30, 2021
Teleconference Webinar & in-person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:04 a.m.

Present: Directors: Greg D'Ambrosio, Robert Siegfried, Charlotte Townsend and President Ken White – Director Mike Rachel was in attendance at 9:15 a.m.

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
Rick Verbanec, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Jeff Canepa, Resident of the District

1. Agenda Changes:

Item No. 28 of the Agenda (User Fee Claim) was moved forward ahead of the Consent Calendar approval.

2. Public Comment:

The Board of Directors discussed a refund of over 40 years of user rate fees that were charged for two parcels in the CAWD District. Mr. Jeff Canepa, one of the parcel owners, voiced concern over the charges to his family's home for user rates over 47 years. President White made a motion to continue the item and place it on the agenda for the next regular board meeting after additional fee information is obtained and the current policy is reviewed. Director Siegfried seconded the motion and the board passed it unanimously.

The Board President requested a meeting with the general manager to discuss the ability for the District to physically verify connection to the district service line and options to rectify erroneous fees charged to parcels that are not connected for service.

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

The Board pulled items No. 12 and No. 17. of the original Agenda from the consent calendar for further discussion later in the meeting.

A motion to receive and approve the consent agenda except for the two pulled items was made by Director D'Ambrosio and seconded by Director Townsend. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items:

- 3.** November 18, 2021, Regular Board Meeting Minutes, November 16, 2021, Pension Committee Meeting Minutes, December 8, 2021, Salary & Benefits Committee Meeting Minutes and December 8, 2021, Special Meeting Minutes
- 4.** Bank Statement Review by Hayashi Wayland for October & November 2021
- 5.** Schedule of Cash Receipts & Disbursements for October & November 2021
- 6.** Register of Disbursements - Carmel Area Wastewater District for October & November 2021
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project for October & November 2021
- 8.** Financial Statements and Supplementary Schedules for October & November 2021
- 9.** Collection System Superintendent's Report
- 10.** Safety and Regulatory Compliance Report
- 11.** Treatment Facility Operations Report
- 12.** Capital Projects Report/Implementation Plan
- 13.** Project Summaries
- 14.** Plant Operations Report
- 15.** Maintenance Projects 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

- 16. Resolution No. 2021-64; Report by Chris Foley**

Board Action

After extensive 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 passed Resolution 2021-64, authorizing a contract with Frisch Engineering for Project #18-01 The Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement for Programmable Logic Controller and Supervisory Control & Data Acquisition migration for \$161,395.

17. Resolution No. 2021-65; Report by Chris Foley

Board Action

After extensive discussion, a motion to amend the job requirements for the position of Purchaser/Plant Asset Coordinator and pass Resolution 2021-65 was made by Director Siegfried and a second was made by Director Rachel. Following a Roll Call vote, the Board unanimously passed the amended job description and the resolution to recruit and hire for the Purchaser/Plant Asset Coordinator position.

18. Resolution No. 2021-66; Report by Barbara Buikema

Board Action

After brief discussion, and after language changes to the resolution and the policy, a motion to approve amended Resolution 2021-66 was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2021-66, authorizing the amendment to the Pretreatment Ordinance 2021-03 section 8.3.1 Item No. 8. The updated policy will be brought to the Board at the next regular board meeting.

19. Resolution No. 2021-67; Report by Barbara Buikema

Board Action

After brief discussion, a motion to approve the amended Resolution 2021-67 was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2021-67, authorizing an agreement and election to prefund employer contributions to a defined benefit plan.

20. Resolution No. 2021-68; Report by Barbara Buikema

Board Action

After brief discussion, a motion to approve Resolution 2021-68 was made by Director Townsend and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-68, approving the Delegation of Authority to request disbursement and authorize the Board President to execute and approve the Certification of Funding. The board requested and agreed to a minor language change to the Certification of Funding prior to execution by the Board President.

21. Resolution No. 2021-69; Report by Barbara Buikema

Board Action

After brief discussion, a motion to approve Resolution 2021-69 was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-69, whereby the District would incur a 6.5% increase in health insurance rates and the employee formula would remain unchanged effective January 1, 2022.

COMMUNICATIONS

22. General Manager Report - oral report

1. Resolutions from both the State Water Resources Control Board and the California Water Quality Monitoring Council on the contributions made by wastewater treatment facilities, of which CAWD was a part of, in the monitoring of COVID-19 by testing for the virus.
2. The District placed a Request for Proposals (RFP) for a new independent audit firm to perform the District's annual audits.

OTHER ITEMS BEFORE THE BOARD

23. Annual Financial Statement and Independent Audit Report & Single Audit Report on compliance for a major federal program – Report by Barbara Buikema

Board Action

After brief discussion, Director Siegfried made a motion to accept and Director D'Ambrosio seconded the motion and all but one of the remaining directors accepted the Annual Financial Statement and Independent Audit Report & Single Audit Report.

24. 2022 Committee Assignments, PBCSD Regular Board Meeting attendance, and Conference Schedule – Report by Barbara Buikema

Board Action

After brief discussion, Director Rachel made a motion to accept and Director Siegfried seconded the motion and the remaining directors approved the annual committee assignments, PBCSD meeting attendance and the conference schedule with the inclusion of rotating attendance to the Special Districts Association quarterly meeting.

25. General Manager Salary Adjustment – Report by Barbara Buikema

Board Action

After brief discussion, Director Siegfried made a motion to accept and Director D'Ambrosio seconded the motion, and the remaining directors approved the General Manager salary adjustment effective July 1, 2021.

26. General Manager's Performance Preferred Evaluation Format – Report by Barbara Buikema

Board Action

After brief discussion, the Board decided on using the Buckingham Park Water District's format as the new performance evaluation form for the General Manager's annual evaluation. Director Siegfried made a motion to adopt the form on a trial basis and that motion was seconded by Director Rachel, the remaining Directors approved with one director abstaining from the vote.

INFORMATION/DISCUSSION ITEMS

27. December 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.

28. PBCSD Regular Board Meeting – Report by Barbara Buikema

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

29. Summary of the Monterey County Treasurer Report – Report by Barbara Buikema

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

30. Summary of the November 16, 2021, Pension Committee Report – Report by Barbara Buikema

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

The following two items were pulled from the Consent Calendar for further discussion:

31. Laboratory/Environmental Compliance Report – Report by Ray DeOcampo

The Board discussed the source control program that is in the report.

32. Principal Engineer Monthly Report General Engineering – Report by Rachél Lather

The Board discussed the Canada Woods possibility of connecting as a satellite agency to the District.

Board Action

A motion to receive and approve the two (2) consent agenda items (November 2021 Laboratory/Environmental Compliance Report and the November Principal Engineering Report) that were pulled was made by Director Siegfried and seconded by President White. After a Roll Call vote, the Board received and approved the remaining Consent Calendar/Agenda items with one abstinence from the vote.

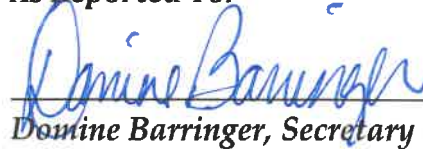
33. Announcements on subjects of interest to the Board made by members of the Board or Staff
- President White is scheduled to attend the January 28, 2022, PBCSD Regular Board meeting.
 - President White is scheduled to attend the January 18, 2022, meeting of the Special Districts Association (SDA) of Monterey County meeting.
 - President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 8, 2021.

- Director Siegfried requested that the Board provide topics for the Director's workshop/retreat that needs to be planned and scheduled.
- Director Townsend commented on the size of the board packet.

34. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:12 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 27, 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