



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., October 29, 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 9:00 a.m.

Present: Directors: Greg D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel, and President Ken 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
Karla Cristi, CMMS Plant Administrative Coordinator, 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
Peter McKee, Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Nancy Johnson, Senior Accountant, PBCSD
Kate Daniels, Corona Road annexation supporter
Lillian Hull, Corona Road annexation supporter
Matt Goss, CalPERS Customer Outreach and Support Manager
Jasper Jacobs, CalPERS Customer Outreach and Support
Patrick Johnston, Engineer, West Yost Associates
Kari Zajac, Project Manager, Rincon Consultants, Inc.

1. Public Comments:

No public comment

2. Agenda Changes:

- Item No. 18, page 78, was removed from the Consent Agenda for the Staff Report presentation and discussion directly after the Consent Agenda.
- Item No. 21, page 92, the Staff Report presentation, discussion and action was moved forward to directly after the Consent Agenda.



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- Item No. 3, the staff presentation and discussion were moved forward to directly after the Consent Agenda.
- Item No. 24, the staff presentation and discussion were moved forward to directly after the Consent Agenda.

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 Rachel 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:

- 3.** Regular Board Meeting Minutes of September 24, 2020 and Pension Committee Meeting Minutes of September 24, 2020
- 4.** Bank Statement Review by Hayashi Wayland – September 2020
- 5.** Schedule of Cash Receipts & Disbursements – September 2020
- 6.** Register of Disbursements - Carmel Area Wastewater District – September 2020
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project – September 2020
- 8.** Financial Statements and Supplementary Schedules – September 2020
- 9.** Collection System Superintendent’s Report – (2020-September, August, July)
- 10.** Safety and Regulatory Compliance Report – September 2020
- 11.** Treatment Facility Operations Report – (2020-September, August, July)
- 12.** Laboratory/Environmental Compliance Report – September 2020
- 13.** Capital Projects Report/Implementation Plan
- 14.** Project Summaries
- 15.** Plant Operations Report – September 2020
- 16.** Maintenance Projects Report – September 2020

AGENDA ITEMS MOVED TO BE HEARD, DISCUSSED, AND/OR TAKE ACTION ON

17. Principal Engineer Monthly Report General Engineering – September 2020

After a brief introduction both Kate Daniels and Lillian Hull updated the Board on the ongoing actions to garner support of the annexation of the Corona Road area of the Carmel Highlands. This update was informational only and no action was required.

18. Resolution No. 2020-67; Report given by the General Manager, Barbara Buikema and comment from CalPERS officials, Matt Goss and Jasper Jacobs.

Board Action

Extensive discussion followed the General Manager’s report and the CalPERS officials answered questions as needed. Director Siegfried moved to approve the resolution and Director Rachel seconded. Following a roll call vote, the Board unanimously adopted Resolution 2020-67, authorizing an agreement and election to prefund a Defined Benefit Pension Plan trust fund with CalPERS, have the General Manager sign the Agreement, approving \$500K for deposit into the trust and assign oversight of the fund to the Pension Committee. In addition, Director Siegfried made a motion and Director Rachel seconded, and following a roll call vote, the Board decided to have staff issue a Request for Proposal (RFP) from other pension management agencies to gather information for the Board and to ensure the District has done due diligence in their decision to adopt this Resolution and the subsequent actions taken in doing so.

19. Mainsaver presentation

Chris Foley gave a PowerPoint presentation regarding updates that staff has done to Mainsaver [Computerized Maintenance Management Software (CMMS)] program. This was informational only and no action was taken.

20. Collection System Flow Modeling Update

Rachél Lather gave a PowerPoint presentation to update the Board on the ongoing Capacity Study of the CAWD collection system. This was informational only and no action was taken.

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

21. Resolution No. 2020-65; Report given by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-65, adopting an Initial Study/Mitigated Negative Declaration (IS/MND) and the Mitigation Monitoring and Reporting Plan (MMRP) and approving the Rancho Canada Sewer Replacement Project #19-13.

22. Resolution No. 2020-66; Report given by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-66, accepting the completed project, and directing the General Manager to file a Notice of Completion for the Rio Road Cured-In-Place-Pipe (CIPP) Lining Project #19-07.

23. Resolution No. 2020-68; Report given by the General Manager, Barbara Buikema

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 adopted Resolution 2020-68, amending the Salary Administration Policy to update and clarify provisions relating to "Call-Back Time" in the Personnel Policies and Procedures Manual and Employee Handbook.

24. Resolution No. 2020-69; Report given by the General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously adopted Resolution 2020-69, authorizing the President to sign the Certification of Assurance of Compliance for Community Power Resiliency Allocation Grant Program.

OTHER ITEMS BEFORE THE BOARD

25. Pretreatment Committee Selection; report given by the General Manager, Barbara Buikema.

Board Action

Director Siegfried made a motion and Director Rachel seconded a motion to approve the creation of an Ad Hoc Pretreatment Committee consisting of President White and Director D'Ambrosio. This was accepted unanimously following a Roll Call vote.

26. The Board approved a December 10th Board meeting date in lieu of two separate meetings for November and December.

27. Appeal to the Board by a District Constituent

As of the day of the Board meeting there was no information supplied to the District staff regarding an appeal. District legal counsel, however, did have contact with a gentleman who was concerned about a second home (built in 2005) on a family member's property that the District had noticed the property owner's of not having paid a connection fee or annual usage fees for. Counsel advised that the concern will most likely be handled without having to bring it to the Board.

COMMUNICATIONS

28. General Manager's Report – *Oral report by Barbara Buikema*

- Parking on Rio Road - public meeting with Mary Adams on October 15, 2020
The parking will be prohibited for trucks and the District has obtained an exemption as a public agency.
- Carmel Lagoon Agency Stakeholder Meeting on October 9, 2020
The Agency went over procedure updates for the winter months. They advised of Monterey County's moving forward with the Scenic Road Protection Barrier and an Ecosystem Protective Barrier (EPB) is still under discussion by the Agency.
- Carmel River Floodplain/Restoration & Environmental Enhancement Project (CRFREE) Memorandum of Understanding
Update status. The District has not received a term sheet from the Monterey County Counsel in order to move forward with discussion for the project.

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. Hiring practices of other agencies, report by Human Resources Consultant, Beth Ingram but given by Barbara Buikema.

31. PBCSD September 25, 2020 Board Meeting, report by the General Manager, Barbara Buikema.

32. Special District Association Meeting, report given by the General Manager, Barbara Buikema.

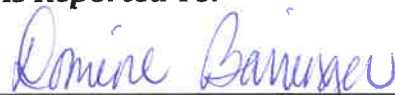
33. Announcements On Subjects Of Interest To The Board Made By Members Of The Board Or Staff

- A Board member would like to discuss some items of concern on the Agenda template and will meet with the General Manager.
- A Board member requested editing authority and final approval of the District's newsletter as a new provision in releasing the newsletters to the public and the Board voted unanimously to have a final review of the newsletter at a regularly scheduled Board meeting before it is authorized to be released to the public.
- Director Rachel is scheduled to attend the Friday, October 30, 2020 PBCSD Board Meeting. Director Siegfried is scheduled to attend the December 11, 2020 PBCSD Board Meeting.
- A Director will be scheduled to attend the Special Districts Association of Monterey County meeting of January 19, 2021 during the December CAWD Board Meeting.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 10, 2020.

34. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 10:53 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, **December 10, 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@cawd.org.*

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President