



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., January 28, 2021

Teleconference Webinar

(See California Executive Order N-29-20 during Covid-19 Pandemic)

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:03 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

Kevin Young, Operations Supervisor, CAWD

Chris Foley, Maintenance Superintendent, CAWD

Daryl Lauer, Collections Superintendent, CAWD

Mark Dias, Safety and Regulatory Compliance Administrator, CAWD

Domine Barringer, Administrative Assistant/Board Clerk, CAWD

Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Leo Laska, Director, Pebble Beach Community Services District (PBCSD)

Mike Niccum, General Manager, PBCSD

Nancy Johnson, Senior Accountant, PBCSD

Beth Ingram, Human Resource (HR) Consultant

1. Public Comments:

No Public Comment

2. Agenda Changes:

Item #31 of the Agenda (CAWD COVID-19 Risk Mitigation and Response Plan) was moved ahead to follow the Human Resource oral report (Item #3 on the Agenda).

3. Human Resources Presentation: Oral report given by Beth Ingram, CAWD HR consultant

4. CAWD COVID-19 Risk Mitigation and Response Plan Update #2 - Report by Safety and Regulatory Compliance Administrator, Mark Dias

Board Action

After brief discussion, a motion was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted on adopting the updated plan.

5. The Board agreed to remove item #27 from the Agenda (Resolution No. 2021-09) as the item was not complete.

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 D'Ambrosio and seconded by Director Siegfried. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:

6. Regular Board Meeting Minutes of December 10, 2020
Salary & Benefits Committee Meeting Minutes of December 15, 2020
Pension Committee Meeting Minutes of January 7, 2021
Special Budget Committee Meeting Minutes of January 13, 2021
And Budget Committee Meetings Minutes of January 15 & 25, 2021
7. Bank Statement Review by Hayashi Wayland – November & December 2020
8. Schedule of Cash Receipts & Disbursements – November & December 2020
9. Register of Disbursements – Carmel Area Wastewater District – November & December 2020
10. Register of Disbursements – CAWD/PBCSD Reclamation Project – November & December 2020
11. Financial Statements and Supplementary Schedules – November & December 2020
12. Collection System Superintendent's Report – (2020 – December, November, October)
13. Safety and Regulatory Compliance Report – December 2020

14. Treatment Facility Operations Report – (2020 – December, November, October)
15. Laboratory/Environmental Compliance Report – December 2020
16. Capital Projects Report/Implementation Plan
17. Project Summaries
18. Plant Operations Report – December 2020
19. Maintenance Projects Report – December 2020
20. Principal Engineer Monthly Report General Engineering – December 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

21. **Resolution No. 2021-01;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-01, agreeing to split the health insurance rate increase 50/50 with employees, effective January 1, 2021.

22. **Resolution No. 2021-02;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Townsend and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board accepted the results of the Section 115 Trust Request for Proposals in favor of CALPERS.

23. **Resolution No. 2021-03;** Report by General Manager, Barbara Buikema

Board Action

The Board agreed and President White made a motion and Director Townsend seconded to push this resolution to February's Board Meeting in order to include more supportive data so the Board may make a more informed decision.

- 24. Resolution No. 2021-04;** Report by Plant Engineer, Patrick Treanor

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 passed Resolution 2021-04, adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project” (Project #18-01).

- 25. Resolution No. 2021-05;** Report by the Principal Engineer, Rachél Lather
Resolution No. 2021-06; Report by the Principal Engineer, Rachél Lather

Board Action

A motion to approve both resolutions was made by Director D’Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-05, authorizing a contract with Rincon Consultants to provide environmental services during construction and Resolution 2021-06, authorizing a contract with MNS Engineers to provide design services, for the Upper Rancho Canada Pipe Relocation Project #19-13.

- 26. Resolution No. 2021-07;** Report by the Principal Engineer, Rachél Lather

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 passed Resolution 2021-07, accepting the Completed Project and directing the General Manager to file a Notice of Completion for The Hatton Canyon Pipeline Replacement Project #18-17 (D’Arcy & Harty).

- 27. Resolution No. 2021-08;** Report by the Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D’Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-08, accepting the Completed Project and directing the General Manager to file a Notice of Completion for the Hatton Canyon Pipeline Replacement Project #18-17 Wetland Creation (Graniterock).

OTHER ITEMS BEFORE THE BOARD

- 28.** Cost of Living Adjustment for the General Manager for FY July 1, 2020 thru June 30, 2021 – Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director D'Ambrosio and seconded by Director Rachel. The Board unanimously approved the adjustment.

- 29.** Independent Financial Audit for Fiscal Year Ending June 30, 2020 by Marcello & Company – Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously voted to accept the Audit.

- 30.** CAWD Pension Plan – Report by General Manager, Barbara Buikema

Board Action

A motion was made by Director Rachel and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously voted to accept the report.

COMMUNICATIONS

- 31.** General Manager's Report - oral report by Barbara Buikema

This report is informational only, and no action was taken.

INFORMATION/DISCUSSION ITEMS

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

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

- 33.** PBCSD December 11, 2020 Board Meeting - Report by General Manager, Barbara Buikema

- 34.** Pension Committee Meeting of January 7, 2021 - Report by General Manager, Barbara Buikema

The Board agreed to agendaize, for the February Board Meeting, the possible addition of an additional Board Member to be a part of the Pension Committee.

- 35.** PG&E Energy Use History - Report by Plant Engineer, Patrick Treanor

- 36.** Annual Form 700 Report requirement/process – Report by Board Secretary, Domine Barringer
- 37.** Updated – 2021 PBCSD Board Meeting Assignments – Report by Board Secretary, Domine Barringer
- 38.** Naval Postgraduate School Internship Project Conclusion – Report by General Manager, Barbara Buikema
- 39.** Special District Association Meeting January 19, 2021 – Report by General Manager, Barbara Buikema
- 40.** Topics for the Spring 2021 CAWD Connections Newsletter – Report by General Manager, Barbara Buikema

Potential topics:

- Microorganism of the month
 - If you see something, say something.
 - Flushable wipes in the trash
 - Recognition of District Engineer and Collections Superintendent’s accomplishments of the past year
 - New employee spotlight
 - Hatton Canyon wetland development
- 41.** Announcements on subjects of interest to the Board made by members of the Board or Staff
 - Director Townsend is scheduled to attend the January 29, 2021 PBCSD Board Meeting. Director White is scheduled to attend the February 26, 2021 PBCSD Board Meeting.
 - Director Townsend is scheduled to attend the April 20, 2021 Special Districts Association of Monterey County meeting.
 - President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 9, 2021.

42. 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.** Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9 Two cases

The Board adjourned to closed session at 10:37 a.m. and convened in closed session at 10:37 a.m. The Board came out of closed session at 10:44 a.m. and Legal Counsel reported hereby that in the closed session the Board took up the agenda item (Anticipated, Potential Litigation). As to the matter, information was provided to the Board and discussion followed and no reportable action was taken.

43. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:45 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, February 25, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website, 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