



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES January 30, 2020

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:05 a.m.

Present: Directors: D' Ambrosio (left meeting at 11:28 a.m.), Robert Siegfried, Charlotte Townsend, Michael Rachel, And President White

Absent: None

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
Jeffrey Froke, Vice President, 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:*

- Inserted 2019 December Hayashi Wayland Independent Accountants' Report
- Page 5 of Agenda, Item #34, PBCSD attendee updated to reflect Director Siegfried is scheduled to attend the January 31, 2020 Board meeting

OTHER ITEMS BEFORE THE BOARD

3. The Board was notified of the 2020 American Public Works Association (APWA) 1st Place Award of Project of the Year received by the District under the category of Emergency/Disaster Repair – Under 5 million dollars, for the Hatton Canyon Road Rehabilitation Project.

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

4. Beth Ingram, CAWD's Human Resources Consultant, gave an oral update of the Human Resources Department.

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 Rachel, the Board unanimously approved the Regular Board Meeting Minutes of December 19, 2019, the Salary & Benefits Meeting Minutes of December 19, 2019, and enacted the following Consent Calendar/Agenda items (excluding item #19 the Principal Engineering Report):

5. Regular Board Meeting Minutes of December 19, 2019 & Salary & Benefits Committee Meeting Minutes of December 19, 2019
6. Bank Statement Review by Hayashi Wayland – November & December 2019
7. Schedule of Cash Receipts and Disbursements – December 2019
8. Register of Disbursements - Carmel Area Wastewater District – December 2019
9. Register of Disbursements – CAWD/PBCSD Reclamation Project – December 2019
10. Financial Statements and Supplementary Schedules – December 2019
11. Collection System Superintendent's Report (2019 December, November, October) and the 2019 Annual Report
12. Safety and Regulatory Compliance Report – December 2019
13. Treatment Facility Operations Report – December, November & October 2019

14. Laboratory/Environmental Compliance Report – December 2019
15. Capital Projects Report/Implementation Plan
16. Project Summaries
17. Plant Operations Report – December 2019
18. Maintenance Projects Report – December 2019
- ~~19. Principal Engineer Monthly Report General Engineering – December 2019~~

ACTION ITEMS BEFORE THE BOARD

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RESOLUTIONS

19. Resolution No. 2020-01; A Resolution Approving And Adopting The District Sewer System Management Plan (SSMP) And Authorizing The General Manager To Certify the Plan As Required By the State Water Resources Control Board (SWRCB) – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously, conditionally adopted Resolution No. 2020-01 to approve and adopt the District Sewer System Management Plan (SSMP) and authorized the General Manager to certify the Plan as required by the State Water Resources Control Board (SWRCB).

20. Resolution No. 2020-02; A Resolution Approving An Application For Grant Funds From the Coastal Conservancy For Design and California Environmental Quality Act (CEQA) Work Associated With The Carmel River Free Project – *Report by Plant Engineer, Patrick Treanor*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-02 as amended (to include clarifying language), approving the application for grant funds from the Coastal Conservancy for design and California Environmental Quality Act (CEQA) work associated with the Carmel River Free Project.

21. Resolution No. 2020-03; Resolution Authorizing The General Manager To Invite Bids For Rio Road CIPP (Cured-In-Place) Lining Project – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-03 authorizing the General Manager to invite construction bids for the Rio Road CIPP (Cured-In-Place) Lining Project.

22. Resolution No. 2020-04; A Resolution Accepting The Lowest Responsible Bid For The FY 2019/20 Manhole & Sewer Line Repair At Various Locations Project And Authorize General Manager To Execute A Contract With The Lowest Qualified Bidder in the Amount of \$78,250 – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-04 authorizing the General Manager to accept the lowest responsible bid for the FY 2019/20 Manhole & Sewer Line Repair Project and authorizing the execution of a contract with that bidder in the amount of \$78,250.

23. Resolution No. 2020-05; A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted by Ordinance No. 85-2, commencing February 1st, 2020 – *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Rachel and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-05 specifying the District Sewer Connection and Annexation Fees for 2020.

24. Resolution No. 2020-06; A Resolution Approving The Surplus Asset Disposal Policy – *Report by Maintenance Superintendent, Chris Foley*

Board Action

The Board agreed to table Resolution 2020-06, until the February 27, 2020 Board meeting, for language additions and changes.

25. Resolution No. 2020-07; A Resolution Declaring The 2008 Vac-Con Hydro/Vacuum Cleaning Truck To Be District Surplus Property And Authorizing The General Manager To Sell The Truck Via The On-Line Auction Site GOVDEALS.com For A Starting BID of \$5,000 And A Reserve of \$65,000 – *Report by Collections Superintendent, Daryl Lauer*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-07 declaring the Vac-Con truck to be surplus property and authorizing the General Manager to sell it via the website GOVDEALS.COM.

26. Resolution No. 2020-08; A Resolution Authorizing The General Manager To Enter Into A Contract With The City of Carmel-by-the-Sea For A Three-Year Period To Provide Storm Interceptor Cleaning Services – *Report by Collections Superintendent, Daryl Lauer*

Board Action

Following a motion made by Director Townsend and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2020-08 authorizing the General Manager execute a three-year contract with the City of Carmel-by-the-Sea, to provide storm interceptor cleaning services.

OTHER ACTION ITEMS BEFORE THE BOARD

27. The General Manager reported on a request to grant a Cost of Living Adjustment for the General Manager.

Board Action

Following a motion made by Director D’ Ambrosio and seconded by Director Siegfried, the Board unanimously approved the Cost of Living Adjustment for the General Manager.

28. 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.*

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

The Board adjourned to closed session at 10:28 a.m. and after a brief recess the Board convened in closed session at 10:35 a.m. The Board came out of the closed session at 10:55 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session and the Board voted unanimously to follow instructions relative to that matter and no other reportable action was taken. The Board then reconvened to regular session at 11:06 a.m.

INFORMATION/DISCUSSION ITEMS

29. This Consent Calendar/Agenda item was moved to the Information/Discussion Items portion of this meeting.

19. Principal Engineer Monthly Report General Engineering – December 2019

Board Action

The Board pulled the September Ranch Project update from the General Engineering Report for discussion. Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board made a unanimous decision to hold any further movement on the Project until such time as there is clarification, from the owner of the September Ranch subdivision, regarding their ongoing dispute with California American Water, and if CAWD resumes this project it would include the option to act as a contract operator of the water system.

30. Acting General Manager Report – Report by Chris Foley

31. Form 700 Report – Report by Board Secretary-Domine Barringer

32. Special Districts Association of Monterey County 01-21-20 – Report by General Manager, Barbara Buikema

33. Update on The Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer

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. General Manager's Report – Oral reporting

- Public Meeting regarding parking on Rio Road
- Coastal Commission
- Meeting with Dan Keig and project for Yankee Point/Otter Cove neighborhood

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.

Director Siegfried and President White requested that we agendize the placement of the District's Mission Statement on the wall above the entryway to the boardroom.

36. Tour of Hatton Canyon Access Road Grading Project on site

Director Rachel, Director Townsend and President White tentatively scheduled a tour of the Hatton Canyon Access Road for February 10, 2020 at 1:30 p.m., which will be established as a Special Meeting and posted accordingly.

37. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:41 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, February 27, 2020 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

As Reported To:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President

