



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., February 24, 2022
Teleconference Webinar & in-person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 a.m.

Present: Directors: Greg D'Ambrosio, Mike Rachel, Robert Siegfried, Charlotte Townsend and President Ken White

Absent: None

A quorum was present.

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)
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
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
Peter McKee, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD

1. Public Comments: No public comments

2. Agenda Changes:

- Addition of a brochure example for item No. 25 of the Agenda – Spring Newsletter Topics
- Insertion of the Purchaser/Plant Asset Coordinator Job Description for item No. 19 of the Agenda – Classification Titles, Number of Positions & Salary Ranges for CAWD

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

A motion to receive and approve the consent agenda was made by Director Siegfried and seconded by Director Rachel. The Board unanimously received and approved the following Consent Calendar/Agenda items:

3. January 27, 2022, Regular Board Meeting Minutes, January 27, 2022, Special Meeting of the Salary & Benefits Committee Meeting Minutes, February 8, 2022, Pension Committee Meeting Minutes, February 16, 2022, Budget Committee Meeting Minutes, February 16, 2022, Ad Hoc Sea Level Rise Committee Meeting Minutes, February 18, 2022, Salary & Benefits Committee Meeting Minutes
4. Bank Statement Review by Hayashi & Wayland
5. Schedule of Cash Receipts & Disbursements
6. Register of Disbursements - Carmel Area Wastewater District
7. Register of Disbursements – CAWD/PBCSD Reclamation Project
8. Financial Statements and Supplementary Schedules
9. Collection System Superintendent’s Report
10. Safety and Regulatory Compliance Report
11. Treatment Facility Operations Report
12. Laboratory/Environmental Compliance Report
13. Capital Projects Report/Implementation Plan
14. Project Summaries
15. Plant Operations Report
16. Maintenance Projects Report
17. Principal Engineer Monthly 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

18. **Resolution No. 2022-08;** Report by Ed Waggoner

Board Action

A motion to approve the resolution was made by Director D’Ambrosio and seconded by Director Townsend. The Board then unanimously passed Resolution 2022-08, approving a capital expenditure for CAWD/PBCSD Reclamation Project to purchase 63 Reverse Osmosis (RO) Membranes for \$32,855 plus freight charges.

19. **Resolution No. 2022-09;** Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. The Board then unanimously passed Resolution 2022-09, designating classification titles in the Carmel Area Wastewater District & providing for the number of positions & monthly employee salary ranges.

20. Resolution No. 2022-10; Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director D'Ambrosio. The Board then unanimously passed Resolution 2022-10, authorizing the recruitment of a full-time Collection Maintenance Utility Worker I.

COMMUNICATIONS

21. General Manager Report - oral report

- The undergrounding of the District's pipeline under Carmel River Lagoon (CRFREE) is still in negotiations with the County to move forward.

OTHER ITEMS BEFORE THE BOARD

22. Strategic Asset Management Plan Actuarial Report – Report by Barbara Buikema

Board Action

Director Rachel made a motion to accept the Strategic Asset Management Plan Actuarial Report, and President White seconded. The remaining directors unanimously accepted the report.

23. User Fee Refund Policy – Report by Barbara Buikema

Board Action

After extensive discussion, Director Siegfried made a motion to accept the User Fee Refund Policy as amended to include an installment repayment option over a four year period at the prime rate, and Director D'Ambrosio seconded the motion, and the remaining directors unanimously approved the policy.

24. Pension Funding Policy – Report by Barbara Buikema

Board Action

After brief discussion, Director Siegfried made a motion to accept the Pension Funding Policy statement, and Director Townsend seconded the motion, and the remaining directors unanimously approved the policy.

INFORMATION/DISCUSSION ITEMS

25. Spring Newsletter Topic– Report by Barbara Buikema

Barbara Buikema and the Board discussed possible topics and staff will move forward with the newsletter publication. The Board also moved (Director Siegfried 1st and Director Rachel 2nd) to remove the topic of garbage disposal use from this newsletter in order for further discussion and for publication in a future newsletter and all Directors but President White agreed.

26. CalPERS Annual Valuation Report – Report by Barbara Buikema

President White moved for acceptance of this report and Director Siegfried seconded. The remaining Directors unanimously accepted the report.

27. February Update of the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01– Report by Patrick Treanor

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

28. Board of Directors Retreat Topics – Report by Barbara Buikema

The Board decided to hold the Board Retreat on April 20, 2022, tentatively.

29. Monterey County Investment Report – Report by Barbara Buikema

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

30. Summary of the February 8, 2022, Reclamation Management Committee Meeting – Report by Barbara Buikema

This report is for information only and no action was taken. President White commented on the inevitable maintenance and expenses needed for the Reclamation project as equipment ages.

31. Summary of the February 8, 2022, Pension Committee Meeting – Report by Barbara Buikema

This report is for information only and no action was taken. Director Siegfried requested a minor language change on future summaries which staff agreed to.

32. Quarterly Progress Report of the General Manager – Report by Barbara Buikema

This report is for information only and no action was taken. The Board commented on items listed in the report.

33. Call for Nominations of Candidates to fill Two Special District Seats on the Local Agency Formation Commission (LAFCO) of Monterey County – Report by Barbara Buikema

The Board had no nominees for the seats and will wait for the ballot once received for voting. This report is for information only and no action was taken.

34. Annual Reporting of the Statement of Economic Interest Form 700 – Report by Domine Barringer

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

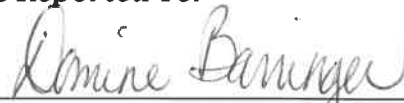
35. Announcements on subjects of interest to the Board made by members of the Board or Staff

- Director Siegfried offered information from the Ocean Protection Council and the State Water Resources Control Board regarding microplastics being transferred to the ocean.
- President White shared his thoughts on the Budget Committee possibly meeting to discuss upcoming expenses such as fuel and electricity that will likely increase due to current world events and the current District budget.
- President White mentioned concerns about Cyber Security and the District's ability to be prepared in the case of attack. Staff detailed proactive measures that are in place and the District's actions to stay prepared.
- Director D'Ambrosio is scheduled to attend the February 25, 2022, PBCSD Regular Board meeting and Director Rachel is scheduled to attend the March 25, 2022, meeting.
- Director D'Ambrosio is scheduled to attend the April 19, 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 May 10, 2022.

36. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:32 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 31, 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