



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., April 25, 2024
3945 Rio Road
Carmel, California 93950

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart

Absent:

A quorum was present.

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Principal Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Operations Supervisor, CAWD*
Carla James, Laboratory Supervisor, CAWD*
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Director, Pebble Beach Community District
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager, District Engineer, PBCSD

In Person Public Attendees:

***Virtual Public Attendees:**

Steve Thomas |TBC Communications

- 1. *Appearances/Public Comments:*** *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comment shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

- 2. Agenda Changes:** Any requests to move an item forward on the agenda will be considered at this time.

There was Board consensus to pull agenda item #24 regarding the post mortem report on Corona Road to allow additional time for further review.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR

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 The Consent Agenda Was Made By Director Urquhart And Seconded By Director Rachel. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

- 3.** March 20,2024 Bridge To Everywhere Minutes, March 28,2024 Regular Meeting Minutes, March 28,2024 Special Meeting Minutes, April 17, 2024 Bridge To Everywhere Minutes, April 19, 2024 Investment Committee Minutes
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-March 2024
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements- March 2024
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District-March 2024
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –March 2024
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – *March 2024*
- 9.** Receive and Accept Collection System Superintendent’s Report –March, February & January 2024
- 10.** Receive and Accept Safety and Regulatory Compliance Report –March 2024
- 11.** Receive and Accept Treatment Facility Operations Report – March, February & January 2024
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – March 2024
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Plant Operations Report – March 2024
- 16.** Receive and Accept Maintenance Projects Report – March 2024
- 17.** Receive and Accept Source Control-Environmental Compliance Report-March 2024

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

- 18. Resolution No. 2024-21:** A Resolution Accepting The Lowest Responsible And Responsive Bid For The “Wastewater Treatment Plant Vactor Receiving Station Project” (Project #22-06), Awarding Construction Contract, And Authorizing A Change Order Allowance- *Report by Principal Engineer, Jeff Bandy*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-21 Accepting The Lowest Responsible And Responsive Bid For The “Wastewater Treatment Plant Vactor Receiving Station Project” (Project #22-06), Awarding Construction Contract To Monterey Peninsula Engineering, Inc. (MPE), And Authorizing A Change Order Allowance.

- 19. Resolution No. 2024-22:** A Resolution Authorizing The General Manager To Execute An Amended Contract With Kennedy/Jenks Consultants For Professional Services In An Amount Not To Exceed \$87,090 To Provide Engineering Services During Construction For The “Wastewater Treatment Plant (WWTP) Vactor Receiving Station Project”- *Report by Principal Engineer, Jeff Bandy*

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-22 Authorizing The General Manager To Execute An Amended Contract With Kennedy/Jenks Consultants For Professional Services In An Amount Not To Exceed \$87,090 To Provide Engineering Services During Construction For The “Wastewater Treatment Plant (WWTP) Vactor Receiving Station Project.

- 20. Resolution No. 2024-23:** A Resolution Authorizing The General Manager To Enter Into A Contract With National Auto Fleet Group For The Purchase Of A Pipe-Hunter Sewer Cleaning Truck Not To Exceed An Amount Of \$302,013- *Report by Superintendent of Collections, Daryl Lauer*

A Motion To Approve The Resolution Was Mode By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-23 Authorizing The General Manager To Enter Into A Contract With National Auto Fleet Group For The Purchase Of A Pipe-Hunter Sewer Cleaning Truck Not To Exceed An Amount Of \$302,013.

An Additional Motion was made by Director Cole and was seconded by President White referring the original contract on the previous vehicle to legal counsel to review to see if the District has any recourse. The Board was in consensus with this additional motion.

- 21. Resolution No. 2024-24:** A Resolution Amending The Vehicle Use Policy To Eliminate The Accident Section That Requires Employees Pay For The First \$2,000 In Physical Damages If They Are At Fault- *Report by General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-24 Amending The Fees In The Vehicle Use Policy To Eliminate The Accident Section That Requires Employees Pay For The First \$2,000 In Physical Damages And If They Are At Fault to also remove the penalty of \$25.00 for a traffic violation.

- 22. Resolution No. 2024-25:** A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Enterprise Automation In Fiscal Year 2023-24 In An Amount Not To Exceed \$150,000- *Report by Superintendent of Maintenance Chris Foley and Principal Engineer, Jeff Bandy*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-25 Authorizing The General Manager To Enter Into A Professional Services Agreement With Enterprise Automation In Fiscal Year 2023-24 In An Amount Not To Exceed \$150,000.

COMMUNICATIONS

- 23. General Manager Report-** *Report by General Manager, Barbara Buikema*

- *Director Siegfried requested the addition of the collaborative Sea Level Rise letter*

OTHER ITEMS BEFORE THE BOARD

- 24. Post Mortem – Corona Road-** *Report by General Manager, Barbara Buikema*

Action Required – *Requesting A Motion to Accept The Report*

The Board was in consensus to pull this item from the agenda to allow additional time for review.

- 25. Carmel Area Wastewater District's Staff Report- Audit, June 30,2023–** *Report by General Manager, Barbara Buikema*

Action Required – *Requesting A Motion to Accept the Fiscal Year Ending Audit Report As of June 30,2023*

The report presented under separate cover

A Motion To Accept The District Audit Report Was Made By President White And Seconded By Director Rachel, With A Yes Vote By Directors Rachel and Urquhart, and President White, Director Cole Abstaining, And Director Siegfried With A No Vote. Following A Roll Call Vote, The Motion To Accept The Report Was Approved.

- 26.** Board Retreat- Requesting a date and time from the Board

***Action Required – Requesting A Date and Time
For A Board Only Retreat***

The Board Was In Consensus To Have A Retreat, Which Would Include The Discussion Of The Coaching Project And The Post Mortem Report On Corona Road. The Date And Time Is To Be Determined.

INFORMATION/DISCUSSION ITEMS

- 27.** Pebble Beach Community Service District Meeting March 23, 2024,-*Report by General Manager, Barbara Buikema*
- 28.** Ultraviolet Light Exposure Safety Update *Report by Superintendent, Chris Foley*
- 29.** Presentation Scenic Road *Report by District Engineer, Patrick Treanor*
- *This presentation will be provided to the general public, Carmel Residence Association, City Council, Carmel Chamber of Commerce, And Others.*
 - *Two large sewer projects (Scenic Road and Santa Rita and Guadalupe) in residential areas that will impact the public*
 - *Short video was presented showing underground stresses, cracks in clay pipe, and root intrusion*
 - *Short video was presented showing what a pipe replacement looks like with an explanation of the pipe bursting process*
 - *Road closure will occur but pedestrian traffic will not be impacted*
 - *Weekend and nights the roadway will be open but there is no overnight parking*
 - *Work will occur during the off season after the AT&T Pro Am and other events*
 - *No work on the weekends or at night*
 - *A request will be made to not use their sewer facilities for an 8 hour period and flyers will be posted on the designated day.*
- 30.** Quarterly Special District Meeting Minutes, April 17,2024- *Report by General Manager, Barbara Buikema*
- *President White encouraged all of the Board members to read about the proposed new bills.*

31. 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.

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.
Friday, May 31, 2024, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 16, 2024, at 6:00 p.m. –President White is scheduled to attend
Tuesday, July 16, 2024, at 6:00 p.m. –Director Rachel is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 7, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

32. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:42 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, June 27, 2024, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer
Domine Barringer, Board Clerk

APPROVED:

Ken White
Ken White, President of the Board