



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JULY 26, 2018

CALL TO ORDER - ROLL CALL

- Present:** Ken White, President, Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried, and Charlotte Townsend
- Absent:** None
- Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Irene Bryant, Administrative Services Coordinator, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Patrick Treanor, Plant Engineer, CAWD
Mark Dias, Safety/Regulatory Compliance Administrator I
Rob Wellington, Wellington Law Offices, District Legal Counsel
Jeffrey Froke, Board Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

There were no appearances or public comment.

2. Agenda Changes:

Item #3 acknowledging Fanny Mui achievement is deferred to next month's meeting when she is able to attend.

OTHER ITEMS BEFORE THE BOARD

- 3. Employee Acknowledgements:** Fanny Mui, Achieved the CWEA Environmental Compliance Inspector, Grade 1 Certification – in person recognition deferred to the next board meeting.

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

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board approved the Regular Meeting Minutes of June 28, 2018, and enacted the following Consent Calendar Agenda items with the exception of Item 14 that was pulled:

4. Approve Regular Board Meeting Minutes of – June 28, 2018.
5. Receive and Accept Bank Statement Review By Hayashi Wayland – May 2018
6. Receive and Accept Schedule of Cash Receipts and Disbursements – June 2018
7. Approve Register of Disbursements - Carmel Area Wastewater District – June 2018
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2018
9. Receive and Accept Financial Statements and Supplementary Schedules – June 2018
10. Receive and Accept Collection System Reports – June 2018
11. Receive and Accept Treatment Facility Operations Report –April 2018, May 2018, and June, 2018
12. Receive and Accept Safety and Regulatory Compliance Report – June 2018

Director Siegfried inquired whether personal emergency preparedness training would be an appropriate addition to new hire orientation.

13. Receive and Accept Laboratory/Environmental Compliance Report – June 2018
14. Receive and Accept Capital Projects Report/Implementation Schedule – June 2018

Director Siegfried requested, and the Board concurred, to pull from the consent calendar the *Projects Implementation Plan Schedule* on page 60 and make it an agenda item for next month's board meeting.

15. Receive and Accept Plant Operations Report – June 2018
16. Receive and Accept Maintenance Projects Report – June 2018

RESOLUTIONS/ORDINANCES

17. **Resolution No. 2018-28:** A Resolution Accepting the Proposal to Execute a Contract with Rebuild-It Services Group in an Amount Not to Exceed \$117,896.35, Authorizing the Additional Purchase of Materials and Labor as Described in the Board Report in an Amount Not to Exceed \$90,000, and Authorizing an Additional \$10,000 in Unexpected Items; for a Total Project Cost Not to Exceed \$217,896.35 - *Report by Ed Waggoner, Operations Superintendent*

Director Siegfried requested that the proposal have Rebuild-it Services Group (RSG) negotiate with carriers regarding equipment and parts transportation risk, making FOB to the CAWD facility instead of the RSG facility. The Board requested that District Counsel review sole source services proposed by staff to insure bid policy is followed. Director D'Ambrosio requested that the title wording be changed from "...AUTHORIZE AN ADDITIONAL \$10,000 UNEXPECTED ITEMS" to "...AUTHORIZE \$10,000 IN CONTINGENCY FUNDING".

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-28 as amended, accepting the proposal to execute a contract with Rebuild-It Services Group in an amount not to exceed \$117,896.35, and authorizing the additional purchase of materials and labor as described in the Board Report in an amount not to exceed \$90,000, and authorizing \$10,000 in contingency funding, for a total project cost not to exceed \$217,896.35.

- 18. Resolution No. 2018-29;** A Resolution Accepting the Proposal and Authorizing the General Manager to Execute a Sole Source Contract with Environetics in an Amount Not to Exceed \$47,600 and Authorizing the Additional Purchase of Materials and Contract Labor as Described in the Board Report in an Amount Not to Exceed \$12,400; for a Total Project Cost Not to Exceed \$60,000 - *Report by Ed Waggoner, Operations Superintendent*

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-29 accepting the proposal and authorizing the General Manager to execute a sole source contract with Environetics in an amount not to exceed \$47,600 and authorizing the additional purchase of materials and contract labor as described in the Board Report in an amount not to exceed \$12,400; for a total project cost not to exceed \$60,000.

- 19. Resolution No. 2018-30;** A Resolution Authorizing Contracting with Kennedy/Jenks Consultants in the Amount of \$874,985 for the "Phase 2 WWTP Rehabilitation Design and Bid Services" - *Report by Patrick Treanor, Plant Engineer*

Mike Niccum, General Manager, PBCSD felt that 25% (30% including contingency) is a high-end engineering cost. He prefers not giving the contingency away at the beginning of the project but to wait until the end when the contingency will be seen.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-30 authorizing contracting with Kennedy/Jenks Consultants in the amount of \$874,985 for the "Phase 2 WWTP Rehabilitation Design and Bid Services."

- 20. Resolution No. 2018-31;** A Resolution Authorizing the General Manager to Execute an Amended Contract with Johnson Marigot Consulting, LLC for Professional Services in an Amount Not to Exceed \$15,000 to Continue the Preparation of the Environmental Documentation and Permit Applications to Repair a Portion of the District Outfall in the Carmel Lagoon – *Report by Patrick Treanor, Plant Engineer*

Ms. Buikema commended Plant Engineer Treanor for performing excellent work on a very complex project.

Funding for the contract is coming from the District Capital Reserve.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-31 authorizing the General Manager to execute an amended contract with Johnson Marigot Consulting, LLC for professional services in an amount not to exceed \$15,000 to continue the preparation of the environmental documentation and permit applications to repair a portion of the District outfall in the Carmel Lagoon.

- 21. Resolution No. 2018-32;** A Resolution Authorizing the “Administrative Assistant/Board Clerk” Job Description and Authorizing the Hiring of an Additional Part Time Employee for Up to 24 Hours Per Week - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director White and seconded by Director Rachel the Board adopted Resolution No. 2018-32 authorizing the “Administrative Assistant/Board Clerk” job description and authorizing the hiring of a part-time employee for up to 24 hours per week.

- 22. Resolution No. 2018-33;** A Resolution Designating the Classification Titles in the District and Providing for the Number of Positions and Monthly Salary Ranges Effective July 26, 2018 - *Report By Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D’Ambrosio and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-33 designating the Classification Titles in the District and providing for the number of positions and monthly salary ranges effective July 26, 2018.

- 23. Resolution No. 2018-34;** A Resolution Authorizing the General Manager to Enter into a Contract With CSI HR Group For Contract Human Resource Services in an Amount Not to Exceed \$62,400 - *Report By Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Rachel and seconded by Director White the Board unanimously adopted Resolution No. 2018-34 authorizing the General Manager to enter into a contract with CSI HR Group for Human Resource services in an amount not to exceed \$62,400.

OTHER ITEMS BEFORE THE BOARD

- 24.** Disclosure of Reimbursements Paid of at Least \$100 for FY 2017-18 – *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously accepted the Disclosure of Reimbursements Paid of at Least \$100 for FY 2017-18.

INFORMATION/DISCUSSION ITEMS

- 25.** Pebble Beach Community Services District – Regular Board Meeting of June 29, 2018 - *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 26.** General Manager Quarterly Progress Report – April through June 2018 – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

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 a matter be set as a future Agenda Item.

COMMUNICATIONS

- 27.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager*
- **Harassment Training** (2 hours mandatory for Board and Management due every 2 years and due this year) was held after today's July 26, 2018 Regular Board Meeting. Treatment plant personnel received their 1 hour training this morning.
 - **Ethics Training** (Mandatory for Board and Management every 2 years and due this year) is available on a cost-free basis online by the Fair Political Practices Commission. The Certification of Completion should be printed and turned in by August 31, 2018. CASA is not giving the training at the annual conference as in the past.

Ms. Buikema thanked the Board for its support of the annual employee picnic. The event boosts morale and is always well received.

Director White requested that the Board be made aware of District related news items including that source control inspections are being combined with storm water inspections on which CAWD and the City of Carmel have partnered. There has been a positive reaction by businesses to the joint effort. An article on the matter was published in a local newspaper.

Training for management staff per the Management Training Plan was conducted, with the consultant instructor commenting that the District has a high functioning team. The focus was strategic vision. A Board retreat is being considered in early October and it is suggested the same training consultant be used. The first half of the session could be with both Board members and management, and then the Board could refine its vision in the second half of the session.

Ms. Buikema reported that the County Board of Supervisors met regarding the Carmel Lagoon Scenic Road Protection and Environmental Protection Barrier (EPB). There were five options **presented and one was selected**; the option to complete the EIR that includes options of Scenic Road protection, building the EPB, or an option for no EPB to be built. Stripping out the EPB from the EIR is not allowed, so the full EIR will be conducted and brought back to the Board of Supervisors to decide on whether an EPB is to be built. Flooding caused by the lagoon sandbar would continue if no project is built. The District is working with the County to form an Assessment District with the City, Mission Fields, and surrounding homeowners and businesses to fund breaching of the sandbar. Mr. Niccum noted that it may need to be determined whether CAWD has any financial responsibility in the management of the sandbar. He continued, stating that in the long-term solutions being considered regarding reduced wastewater flow, the Reclamation Project is honing in on the idea of a well at CAWD. It could be a mitigating factor for sandbar management and Reclamation Project participants may be willing to financially participate.

Board Action

Following a motion made by Director Townsend and seconded by Director Siegfried the Board unanimously authorized a letter be written to the County Supervisors advising that the District Board of Directors desires to work with the County in resolving the management of the sandbar at Carmel Lagoon this upcoming winter before there is time to establish an assessment district.

The letter will be circulated to Board members and to Mr. Niccum who stated PBCSD would support such a letter.

28. 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.*

The next PBCSD board meetings are:

Friday, July 27, 2018 at 9:30a.m. *Director D'Ambrosio is to attend.*

Friday, August 31, 2018 at 9:30a.m. – **if held** *Director Rachel is to attend*

Reclamation Management Committee Meeting – The next RMC meeting of **Wednesday, August 8, 2018 at 9:30 a.m. has been cancelled.**

Special Districts Association of Monterey County – The next SDA meeting is: Tuesday, October 16, 2018 at 6:00 pm. *Director Townsend is to attend.*

29. CLOSED SESSION: Pursuant to Government Code Section 54956 et seq., the Board met in closed session.

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

The Board adjourned to Harassment Training at 10:55 a.m. The Board convened in closed session at 12:35 p.m. with regard to the items listed on the agenda, and reconvened to open session at 1:35 p.m. Legal Counsel announced that in the closed session the Board took up the two items listed. As to Item A. General Manager Performance Evaluation, the Board discussed the matter and continued it over to the August board meeting for further consideration and action. As to Item B. Legal Counsel Performance Evaluation, that matter was considered and concluded. No other reportable action was taken in the closed session.

30. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 1:35 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, August 30, 2018 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:



Irene Bryant, Secretary to the Board

APPROVED:



Ken White, President