



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

CALL TO ORDER - ROLL CALL

- Present:** President: Ken White,
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
Drew Lander, Principal Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley - Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Patrick Treanor, Plant Engineer, CAWD
Fanny Mui, Lab Analyst I/Environmental Compliance Inspector, CAWD
Robert Wellington, Wellington Law Offices, District Legal Counsel
Peter B. McKee, 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 comments.
- 2. Agenda Changes:**
There were no changes to the agenda.

OTHER ITEMS BEFORE THE BOARD

- 3. Employee Acknowledgements and Introductions:**
 - Patrick Treanor P.E. – As a Kennedy Jenks Consultant, Mr. Treanor was the Construction Manager and Design Engineer for Phase 1; he is now a newly hired Plant Engineer for CAWD.
 - Fanny Mui – New hire as CAWD Lab Analyst I/Environmental Compliance Inspector.

President White thanked staff for the new Board Room flags.

President White requested that the *Employee Survey Results and Recommendations*

made in February 2018 continue to be placed before every Board packet in order to track progress on recommendations made to improve working conditions at the plant.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously approved the Regular Meeting Minutes of March 22, 2018, and enacted the following Consent Calendar Agenda items:

4. Approve Regular Board Meeting Minutes of – March 22, 2018.

Director Siegfried stated that his position was misrepresented in the motion on page 2 of the minutes, item 13. He requested that the word “acceptance” be used in place of “creation,” and that “maintained by residents . . .” to the end of the sentence be lined out, to read: *Following a motion made by Director D’Ambrosio and seconded by Director White the Board unanimously approved placing on the April board meeting agenda, as suggested by Director Siegfried, an item regarding the development of a protocol for acceptance of collection systems.*

5. Receive and Accept Bank Statement Review by Hayashi Wayland – February 2018
6. Receive and Accept Schedule of Cash Receipts and Disbursements – March 2018
7. Approve Register of Disbursements – Carmel Area Wastewater District – March 2018
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2018
9. Receive and Accept Financial Statements and Supplementary Schedules – March 2018
10. Receive and Accept Collection System Reports – March 2018

Director Siegfried inquired whether an estimate of residential use can be obtained from the West Yost Engineering model to recalibrate CAWD’s rate model. Mr. Lander stated that a consultant is needed to formulate the rate model which will be weighted by using the current flow meters and the West Yost Model.

11. Receive and Accept Treatment Facility Operations Report –January, February, and March 2018
12. Receive and Accept Safety and Regulatory Compliance Report – March 2018

Director D’Ambrosio thought that the District’s presentations and tours for K-12 students and others would be an excellent subject topic for a Pine Cone article. A title suggested was “Passing the Baton as Stewards for the Planet.”

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously approved the funding of approximately \$1,200 for circulars to be distributed to residents living in the vicinity of the treatment plant, notifying them that construction is now complete, and thanking them for their patience with the noise and disruption of the construction.

13. Receive and Accept Laboratory/Environmental Compliance Report – March 2018

14. Receive and Accept General Engineering Report – March 2018

Mr. Lander described storm water projects the City of Carmel-by-the-Sea is considering: Collection of storm water along the frontage of Scenic; potentially creating a storage tank under Rio Park and determining locations to store storm water. Director D'Ambrosio noted that the preliminary design for Rio Park included the creation of a subarea ball field to be used for collection of storm water during winter rains.

15. Receive and Accept Plant Operations Report – March 2018

Director Siegfried requested that the District Mission Statement be posted on the web site if it is not there currently, and that the Mission Statement also be displayed in the Board Room.

16. Receive and Accept Maintenance Projects Report – March 2018

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/ORDINANCES

17. **Resolution No. 2018-11:** A Resolution Amending the Employee Handbook to Provide Benefits for Permanent/Regular Part-Time Employees - *Report by Barbara Buikema, General Manager*

Board Action

A motion was made by Director White and seconded by Director Townsend to adopt Resolution No. 2018-11 amending the Employee Handbook to Provide Benefits for Permanent/Regular Part-Time Employees.

Following an amended motion made by Director Siegfried and seconded by Director Rachel the Board unanimously agreed to table the item until staff returns with further information on how to define part-time. Director D'Ambrosio requested the item be considered at the June Board Meeting since he will not be present at the May meeting.

18. **Resolution No. 2018-12:** A Resolution Ordering an Election, Requesting the County Elections Department Conduct the Election, and Requesting Consolidation of the Election - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-12 ordering an election, requesting the County Elections Department conduct the election, and requesting consolidation of the election.

OTHER ITEMS BEFORE THE BOARD

- 19.** Expansion Planning of CAWD Collection System and New Connections – *Report by Drew Lander, Principal Engineer*

Mr. Lander gave highlights of the report and solicited Board direction on the development of new service connections. Director White recommended that the District not take over sewer lines that are not up to CAWD's standards. Director D'Ambrosio stated that we need to review our protocol for responding to blocks in private lateral lines. Counsel Wellington suggested developing an Ordinance for situations where the District feels compelled to respond to an active sewer spill for public safety on a private system, and then the private line owner would need to reimburse the District for service rendered. Mr. Lander pointed out that we would need to continue to control and inspect owner maintained infrastructure since CAWD could not allow an asset tied to our plant to go into disrepair. Director Siegfried expressed concern about the quality of the influent and recommended that the District cease accepting owner-maintained systems, as well as address the concept of differential service costs based on geographical locations. Mr. Lander recommended that planning should include waste transport funding agreements for such areas as well as options for neighborhoods of private or new connectors.

The Board, after much discussion, accepted the report as informational.

- 20.** LAFCO Independent Special District Alternate Member – Ballot for Election due May 4, 2018 - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director White and seconded by Director Siegfried the Board unanimously authorized the GM to cast a ballot in favor of appointing Craig Stevens as a LAFCO Commissioner – Special District Alternate Member.

INFORMATION/DISCUSSION ITEMS

- 21.** General Manager Quarterly Progress Report For January - March 2018 - *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 22.** Pebble Beach Community Services District – Regular Board Meeting of March 30, 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 that a matter be set as a future Agenda Item.

COMMUNICATIONS

- 23.** Harassment training (due every 2 years and due this year) is proposed to be held after the July 26, 2018 Board Meeting, after treatment plant personnel receive their training.

Ethics training: (due every 2 years and due this year) can be completed online or at the CASA Annual Conference, August 8-10, 2018. Ms. Buikema, starting this year, will now require all exempt-manager employees to participate in ethics training.

The Coastal Commission has indicated it will not issue a permit for Phase 1 until the District can provide its NPDES Permit, Sea Level Rise Report and other items, therefore the permit process may take 6-12 months. Susan McCabe agreed to place her contract on hold, and to appear before the Commission once the items it is requiring are submitted.

Director Townsend commended CAWD staff for improvements made to the Hatton Canyon utility access road. State Parks is also pleased with the results.

- 24. 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 attended the PBCSD board meeting on March 30th, where he learned that PBCSD participated in a joint project with Cypress Point Golf Club to switch a septic tank to a sewer connection. Director Siegfried also attended the Water Reuse convention and he learned that the City of San Diego is pursuing comprehensive water reuse and is studying the effect of solids retention time on its microfiltration system. Since longer retention equals higher quality output, they are creating larger capacity in order to achieve 10 days' retention. He also reported that Orange County Water District is studying a re-circulating component added to the RO system which they are confident will enable them to attain 92% recovery.

Director D'Ambrosio requested that staff contact the City of Carmel-by-the-Sea and Monterey County regarding a line CAWD has through an easement on Mountain View between Forest and Hatton. There is a new homeowner, just outside City limits, doing work on both City property and the easement, digging into the embankments and altering the watercourse. Mr. Lauer had been to the location with Mr. Lander, and found that the CAWD line is off to the north of the homeowner's property. The homeowner is trying to quitclaim the property. Mr. Lander stated that CAWD staff has recommended to the County not to quitclaim the area. If they choose to do so the District would not allow it

without a significant 40-50' wide easement.

Director D'Ambrosio commended CAWD staff on its manhole clearing in the Park, and thanked them for the time spent in educating him on processes and plans for the upkeep of the lines.

The next PBCSD Board Meetings are scheduled for:
Friday, April 27, 2018 at 9:30a.m. *Director Townsend is scheduled to attend*
Friday, May 25, 2018 at 9:30a.m. *Director White is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, May 9, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, July 17, 2018 at 6:00 pm. *Director Townsend is scheduled to attend.*


23. CLOSED SESSION:

No closed session was scheduled or held.

24. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, May 24, 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