



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES August 29th, 2019

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

Present: Directors: Greg D'Ambrosio, Robert Siegfried, Charlotte Townsend
And President White

Absent: Director Michael Rachel

Others:

Barbara Buikema, General Manager, Carmel Area Wastewater District
(CAWD)
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, 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
Richard Gebhart, Director Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

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 comments shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

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.

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

- *Item #21 a comma placement to reflect as Transferring \$1,596,031 To The Capital Fund And \$3,408,502*
- *The August PBCSD meeting is canceled*

- *On page 120 there was a change in wording from page 97 to page 99*

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 D'Ambrosio and seconded by Director Townsend, the Board unanimously approved the Regular Meeting Minutes of July 25th, 2019, and enacted the following Consent Calendar items:

- 3.** Approve Regular Board Meeting Minutes on July 25,2019 and Special Board Meeting on July 30,2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – July 2019
And a Revised June 2019
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – July 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – July 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2019
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – July 2019
- 9.** Receive and Accept Collection System Superintendent's Report
May, June & July 2019
- 10.** Receive and Accept Safety And Regulatory Compliance Report – July 2019
- 11.** Receive and Accept Treatment Facility Operations Report –
July, June & May 2019
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – July 2019

13. Receive and Accept Capital Projects Report/Implementation Plan – July 2019

14. Receive and Accept Plant Operations Report – July 2019

15. Receive and Accept Maintenance Projects Report – July 2019

16. Receive Principal Engineer Monthly Report General Engineering – July 2019

The report from the General Manager referenced a recommendation from the annexation consultant to delete the Highlands neighborhood from the annexation project. The Board reminded Staff that should a determination be made to accept the consultant's recommendation the matter must come back to the Board for approval.

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RESOLUTIONS

17. Resolution No. 2019-39; A Resolution Authorizing The General Manager To Execute A Minor Services Contract with Hall Landscape Design In An Amount Not To Exceed \$27,375 for Wastewater Treatment Plant (WWTP) Perimeter Trees And Interior Landscape Planning – *Report by Plant Engineer, Patrick Treanor*

Director White requested the neighborhood of Carmel Meadows be notified before an action is taken regarding the trimming of the trees. Mr. Treanor replied that the Carmel Meadows will be in the communication loop.

Director D'Ambrosio requested that Barry Blevins should use his drone to make a video record, over the trees, in order to give a sense of the tree heights and then to extrapolate a correct maximum reduction of tree heights.

Board Action

Following a motion made by President White and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-39.

There was public comment from PBCSD General Manager, Mike Niccum, who suggested the study include noise reduction and vegetation options. Director Ambrosio agreed.

18. Resolution No. 2019-40; A Resolution Authorizing Expenditures From The CAWD/ PBCSD Budget For 2019-20 To Replace The Reverse Osmosis (RO) Elements And Provide

Technical Support Services To Install The Elements Not To Exceed \$191,005
Report by Operations Superintendent, Ed Waggoner

Please Note: *The amount that is listed on the original Board Agenda for this item is incorrect, the correct amount has been entered above. The corresponding reports and Resolution are correct and did not have to be changed.*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-40.

19. Resolution No. 2019-41; A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers To Provide Design Services For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather*

Director Siegfried questioned our template contract language concerning changes in the consultant team. Legal Counsel, Rob Wellington, advised to move forward on the present negotiated contract, as it is presented, on the Agenda. Further research will be done to determine if permanent changes to the District's standard contract template are appropriate.

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-41.

20. Resolution No. 2019-42; A Resolution Authorizing The General Manager To Enter Into A Contract With Rincon Consultants To Prepare Environmental Documents For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather*

Legal Counsel, Mr. Wellington, spoke of further discussion, which he had done with Ms. Lather about the inclusion of an Exhibit C to this contract. Ms. Lather and Mr. Wellington will collaborate on the creation of the Exhibit.

Board Action

Following a motion made by Director Ambrosio and seconded by President White, the Board unanimously adopted Resolution No. 2019-42, with the inclusion of the recommendation by Legal Counsel for the Engineer to consider the insertion of Exhibit C

21. Resolution No. 2019-43; A Resolution Authorizing Annual Adjustment Of The District's Capital Improvement Reserve Fund Balance By Transferring \$1,596,031 To The Capital Fund And \$3,408,502 From The General O&M Fund In Accordance With The District's Reserve Policy – *Report by Principal Accountant, Jim Grover*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-43.

22. Resolution No. 2019-44; A Resolution Ratifying The Amended Contract Amount And Approving The Actions Of The General Manager In Approving Said Amendment With ERS Industrial Services, Inc. In An Amount Not To Exceed \$19,945 For Additional Items Completed During The Secondary Clarifier Coating Project –
Report by Maintenance Superintendent, Chris Foley

President White asked the age of the clarifier and Mr. Foley answered that it is 47 years old.

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-44.

23. Resolution No. 2019-45; A Resolution Authorizing The General Manager To Proceed With Bidding And Contract Award For The Construction of The Hatton Canyon Access Road Project. – *Report by Principal Engineer, Rachél Lather*

Director D'Ambrosio wanted to be sure that the road will remain open and walkable for use by pedestrians and Mr. Lauer confirmed that this has been worked into the project.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-45.

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OTHER ITEMS BEFORE THE BOARD

24. Newsletter topics for upcoming District's Fall 2019 *CAWD Connections* newsletter
Report by General Manager, Barbara Buikema

Requesting Board input

Director D'Ambrosio agrees with highlighting the Hatton Canyon project and stated that he

would like to see more information in the profile updates under the “Staff Spotlight”. Director D’Ambrosio would also like to have an addition in the Sidebar to emphasize that people should “Call CAWD first” and this should include “We want to help you.” President White supported this addition. Director Townsend also supports Director D’Ambrosio’s comments and would like to emphasize the Fats, Oils, Grease topic. Director Siegfried would like to shift focus from how CAWD runs and improves the facility (operational improvements) to concerns which the rate payer may have about the Hatton Canyon road project or what can and cannot be flushed down a toilet. Barbara Buikema had concerns with the language associated with the Hatton Canyon project, as being misunderstood as a walking trail we built, however it should be described as a walkable access road.

INFORMATION/DISCUSSION ITEMS

- 25. PBCSD 06-28-19 Regular Board Meeting – Report by General Manager, Barbara Buikema**
Informational Only – No Action Required
- 26. Retirement Pension Plan 07-24-19 Trustee Meeting – Report by General Manager, Barbara Buikema**
Informational Only – No Action Required
- 27. Summary of Monterey County Treasurer Report dated 06-30-19 – Report by General Manager, Barbara Buikema**
Informational Only – No Action Required
- 28. Update on the Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer**
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

29. General Manager’s Report

- Harassment Training – Thursday, October 31, 2019 at 10:00 am

- Coastal Commission Update– *Oral Report by General Manager, Barbara Buikema*

Barbara Buikema encouraged as many of the Board members as possible to attend an upcoming Coastal Commission meeting in Half Moon Bay at Oceano Hotel on November 13-15, to show support.

- Treatment Plant Bridge – Rio Park – Mission Project
Introduction & Update– *Report by General Manager, Barbara Buikema*

Director D'Ambrosio requested that commentary be added to the drone video that was created to show the planned walkway and bridge locations.

- On Tuesday, September 3, 2019 the CAWD parking lot at the Administrative Office will have limited access all day due to resurfacing and restriping of the lot surface.

30. 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 meetings are scheduled for: ~~Friday, August 30, 2019 at 9:30a.m. Director Townsend is scheduled to attend. (cancelled)~~
Friday, September 27, 2019 at 9:30a.m. *President White is scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, October 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, November 6, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

31. 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.*

Board Action

The Board convened in Closed Session at 11:05 am and received information and provided direction. The Board ended the Closed Session at 11:10 am. Legal Counsel announced that no reportable action was taken and the matter at hand will be continued at the next Board meeting Closed Session.

32. 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, **September 26, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at www.cawd.org. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*

Respectfully submitted:



Domine Barringer, Secretary to the Board

APPROVED:



Ken White, President