



## CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JUNE 28, 2018

---

### CALL TO ORDER - ROLL CALL

- Present:** Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried, and Charlotte Townsend
- Absent:** Ken White, President
- 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  
Barry Blevins, Collection System Maintenance Worker III  
Mark Dias, Safety/Regulatory Compliance Administrator I  
Deborah Mall, Wellington Law Offices, District Legal Counsel  
Richard Verbanec, Board Director, Pebble Beach Community Services District (PBCSD)  
Mike Niccum, General Manager, PBCSD  
Nigel Lovett, Board Chair, Big Sur Land Trust  
Sarah Hardgrave, Conservation Program Manager, Big Sur Land Trust

### APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

**1. Appearances/Public Comments:**

There were no appearances or public comments.

**2. Agenda Changes:**

The date for the next Reclamation Management Committee meeting (under Item 41) was corrected from May 9<sup>th</sup> to August 8, 2018.

### OTHER ITEMS BEFORE THE BOARD

- 3. Employee Acknowledgements:** Barry Blevins, Collection System Maintenance Worker III – Achieved CWEA Collection Maintenance Grade 4, Mechanical Technologist Grade 2, and Electrical Grade 1 certifications.

4. The End of Chlorine Gas at CAWD – *Board Presentation by Mark Dias, Safety/Regulatory Compliance Administrator I*

Mr. Dias provided slides of the CAWD Chlorine Gas Removal Project. The potentially hazardous chlorine gas used to treat wastewater has been replaced by the use of sodium hypochlorite, which is basically concentrated bleach, or about three times the strength of store bought bleach.

## **PUBLIC HEARING**

5. Sewer User Fee Rates for Fiscal Year 2018-19 – *Report by Barbara Buikema, General Manager*

The hearing was opened at 9:14 a.m.

The proposed 9.19% increase in Sewer User Fee Rates results in additional \$5.39 cost per month for residential users, for a total user fee increase of \$63.99 per year. The increase will fund capital replacement. There have been no comments or objections received from the public. Director Siegfried requested explanation be provided to the Board on how the percentage increase is affected by the use of the rate model to apportion rate increases by category. Director D'Ambrosio thanked Mike Niccum and PBCSD for being supportive of the process.

## **ORDINANCE**

6. **Ordinance No. 2018-01**; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2018-19 and Thereafter, Providing for the Collection of Such Charges on the Tax Roll, and Providing Further that this Ordinance and the Charges Established Hereby and the Tax Collection Procedure Selected Herein Shall Remain in Effect until Either the Said Charges are Revised or this Ordinance is Otherwise Amended or Repealed - *Report by Barbara Buikema, General Manager*

### ***Board Action***

*Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously adopted Ordinance No. 2018-01 establishing Sewer Service Charges for Fiscal Year 2018-19 and thereafter, providing for the collection of such charges on the tax roll, and providing further that this Ordinance and the charges established hereby and the tax collection procedure selected herein shall remain in effect until either the said charges are revised or this Ordinance is otherwise amended or repealed.*

The hearing was closed at 9:21 a.m.

## **PUBLIC HEARING**

The hearing was opened at 9:22 a.m. for Final Initial Study/Mitigated Negative Declaration Calle La Cruz

## **RESOLUTION**

7. **Resolution No. 2018-23**; A Resolution Adopting the Final Initial Study/Mitigated Negative Declaration for "Calle La Cruz Pipeline Replacement Project" - *Report By Drew Lander, Principal Engineer*

Mr. Lander summarized the staff report. Nigel Lovett, Board Chair, Big Sur Land Trust addressed the Board, expressing thanks for CAWD's willingness to coordinate with the Big Sur Land Trust on this project. Director Siegfried suggested a mailing of project information to the residents in the Carmel Meadows area, and Director D'Ambrosio suggested working with State Parks to post information on the project at the beach parking lot. Staff responded to the Directors' questions.

***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-23 adopting the Final Initial Study/Mitigated Negative Declaration for "Calle La Cruz Pipeline Replacement Project."*

The hearing was closed at 9:39 a.m.

**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 Townsend and seconded by Director Rachel the Board unanimously approved the Regular Meeting Minutes of May 24, 2018, and enacted the following Consent Calendar Agenda items:*

8. Approve Regular Board Meeting Minutes of – May 24, 2018.
9. Receive and Accept Bank Statement Review By Hayashi Wayland – April 2018
10. Receive and Accept Schedule of Cash Receipts and Disbursements – May 2018
11. Approve Register of Disbursements - Carmel Area Wastewater District – May 2018
12. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2018
13. Receive and Accept Financial Statements and Supplementary Schedules – May 2018
14. Receive and Accept Collection System Reports – May 2018
15. Receive and Accept Treatment Facility Operations Report –March 2018, April 2018, and May 2018

Director Siegfried requested that the Electrical Costs average on page 70 of the agenda packet not include MF/RO or Tertiary costs by moving the "Monthly Totals" row above those two rows. Also, the title "kW-h Per Acre Feet" in the section below Electrical Costs should be Acre Foot. In that section, he requested a comparison of Year to Date 2017 instead of Annual 2017 be used.

16. Receive and Accept Safety and Regulatory Compliance Report – May 2018
17. Receive and Accept Laboratory/Environmental Compliance Report – May 2018
18. Receive and Accept General Engineering Report – May 2018
19. Receive and Accept Plant Operations Report – May 2018
20. Receive and Accept Maintenance Projects Report – May 2018

## **RESOLUTIONS/ORDINANCES**

- 21. Resolution No. 2018-14:** A Resolution Specifying the District Sewer Connection and Annexation Fees, as Adopted by Ordinance No. 85-2, Commencing July 1, 2018 - *Report by Barbara Buikema, General Manager*

### ***Board Action***

*Following a motion made by Director Siegfried and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-14 specifying the District Sewer Connection and Annexation Fees, as adopted by Ordinance No. 85-2, Commencing July 1, 2018.*

- 22. Resolution No. 2018-15;** A Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges - *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. 2018-15 certifying compliance with state law with respect to the levying of general and special taxes, assessments and property related fees and charges.*

- 23. Resolution No. 2018-16;** A Resolution Determining the Fiscal Year 2018-19 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – *Report by Barbara Buikema, General Manager*

### ***Board Action***

*Following a motion made by Director Townsend and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-16 determining the fiscal year 2018-19 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District.*

- 24. Resolution No. 2018-17;** A Resolution Authorizing the Adoption of the Carmel Area Wastewater District Annual Budget for the Fiscal Year 2018-19 - *Report by Barbara Buikema, General Manager*

Ms. Buikema reviewed several changes that occurred subsequent to the review of the Preliminary Budget: Total dollar difference from Preliminary Budget is \$357,026 in net income and \$744,333 in the Capital Budget.

**Board Action**

*Following a motion made by Director Rachel and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-17 authorizing the adoption of the Carmel Area Wastewater District Annual Budget for the Fiscal Year 2018-19.*

- 25. Resolution No. 2018-18;** A Resolution Ratifying the Employee Memorandum of Understanding (MOU) Dated June 28, 2018 and Effective July 1, 2018 - *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. 2018-18 ratifying the Employee Memorandum of Understanding (MOU) dated June 28, 2018 and effective July 1, 2018.*

- 26. Resolution No. 2018-19;** A Resolution Designating the Classification Titles in the District and Providing for the Number of Positions and Monthly Salary Ranges Effective July 1, 2018 - *Report by Barbara Buikema, General Manager*

Ms. Buikema provided a Classification Titles/Salary/Steps schedule showing the COLA increase for 2018-19 of 3.0% and moving the Superintendents from Range 31 to Range 32.

**Board Action**

*Following a motion made by Director Rachel and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-19 designating the Classification Titles in the District and providing for the number of positions and monthly salary ranges effective July 1, 2018.*

- 27. Resolution No. 2018-20;** A Resolution to Change Employer Paid Member Contributions to the California Public Employees' Retirement System (CalPERS) - *Report by Barbara Buikema, General Manager*

**Board Action**

*Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-20 to change employer paid member contributions to the California Public Employees' Retirement System (CalPERS).*

- 28. Resolution No. 2018-21;** A Resolution Approving a Contribution of \$500,000 to the "Defend or Managed Retreat Restricted Reserve" as Part of the Budget Process FY 2018-19 - *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. 2018-21 approving a contribution of \$500,000 to the "Defend or Managed Retreat Restricted Reserve" as part of the Budget Process FY 2018-19.*

- 29. Resolution No. 2018-22;** A Resolution Authorizing a Transfer of the Balance of \$644,682 in the Rate Stabilization Reserve to the Capital Improvement Reserve and Amending the Reserve Policy - *Report by Barbara Buikema, General Manager*

***Board Action***

*Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-22 authorizing a transfer of the balance of \$644,682 in the Rate Stabilization Reserve to the Capital Improvement Reserve and amending the Reserve Policy.*

- 30. Resolution No. 2018-24;** A Resolution Revising the Fee for the Plumbing Permit/Inspection, as Adopted by Ordinance No. 85-1, Commencing April 1, 1985 - *Report by Daryl Lauer, Collections Superintendent*

Director Siegfried requested a recurring annual resolution to increase fees. The Resolution will be amended to reflect a first tier rate of \$110 (\$100 is incorrect).

***Board Action***

*Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-24 as amended, revising the fee for the Plumbing Permit/Inspection, as adopted by Ordinance No. 85-1, Commencing April 1, 1985.*

- 31. Resolution No. 2018-25;** A Resolution Authorizing Inviting Bids for "Phase II SCADA Network Improvements – Programmable Logic Control Equipment for Operations Building, Chlorination Building, and Tertiary Building" - *Report By Patrick Treanor, Plant Engineer*

***Board Action***

*Following a motion made by Director Rachel and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-25 authorizing inviting bids for "Phase II SCADA Network Improvements – Programmable Logic Control Equipment for Operations Building, Chlorination Building, and Tertiary Building."*

- 32. Resolution No. 2018-26;** A Resolution Authorizing the General Manager to Enter into a Contract with Bryan Mailey Electric for Electrical Services in Fiscal Year 2018-2019 in an Amount Not to Exceed \$100,000 - *Report By Chris Foley, Maintenance Superintendent*

***Board Action***

*Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-26 authorizing the General Manager to enter into a contract with Bryan Mailey Electric for electrical services in Fiscal Year 2018-2019 in an amount not to exceed \$100,000.*

- 33. Resolution No. 2018-27;** A Resolution of the Board of Directors of the Carmel Area Wastewater District Recognizing the Contributions of Drew A. Lander – *By Barbara Buikema, General Manager*

Mr. Lander's last day with the District is June 29<sup>th</sup>. Mr. Niccum thanked Mr. Lander for his contributions to PBCSD during his years with CAWD. The Board concurred in the adoption of Resolution No. 2018-27 recognizing the contributions of Drew A. Lander.

### **OTHER ITEMS BEFORE THE BOARD**

- 34.** Hatton Canyon Sewer Replacement Project - Draft Initial Study/Mitigated Negative Declaration - *Report by Drew Lander, Principal Engineer*

Staff will finalize the document and proceed with the public notification process at the beginning of August.

*The report was informational only – no action required.*

- 35.** Capital Projects Report Gantt Chart – Implementation Plan Schedule - *Report by Barbara Buikema, General Manager and Patrick Treanor, Plant Engineer*

*The report was informational only – no action required.*

- 36.** Definition of Part Time Work Status – *Report by Barbara Buikema, General Manager*

*The report was informational only – no action required.*

- 37.** Workers' Compensation Experience Modification Factor - *Report by Barbara Buikema, General Manager*

The Board and staff discussed setting an X-mod goal at the General Manager level and continuing to encourage a culture of safe practices.

*The report was informational only – no action required.*

### **INFORMATION/DISCUSSION ITEMS**

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

*The report was informational only – no action required.*

- 39.** CAWD Annual Employee BBQ from 11:30am-2:00pm on Friday, July 20, 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

### 40. General Manager's Report - *Oral Report by Barbara Buikema, General Manager*

Ms. Buikema reminded listeners that Harassment Training (2 hours mandatory for Board and Management due every 2 years and due this year) will be held after the July 26, 2018 Regular Board Meeting, after treatment plant personnel receive their 1 hour training.

Ethics training is available on line with an August 31, 2018 deadline for completion.

### 41. **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 Monterey Regional Storm Water Resource Plan meeting yesterday. Projects in the plan would be eligible for State grant funding. The City of Carmel-by-the-Sea has submitted two projects: 1) collection of storm water running through the City being placed in the CAWD collection system, and 2) placing a large storm water collection cistern under Rio Park, with the water conveyed to CAWD by collection lines installed by the City.

The next PBCSD board meetings are scheduled for:

Friday, June 29, 2018 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.*

Friday, July 27, 2018 at 9:30a.m. *Director Rachel is scheduled to attend*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, August 8, 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: Tuesday, July 17, 2018 at 6:00 pm. *Director Townsend is scheduled to attend.*

### 42. **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 convened in closed session at 11:40am and one item was discussed, A. General Manager Performance Evaluation. B. Legal Counsel Performance Evaluation was carried forward to July. The Board reconvened to open session at 11:50am. Legal Counsel announced that no reportable action was taken.



**43. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:51 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, July 26, 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**