



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
REGULAR BOARD MEETING MINUTES
MAY 24, 2018**

CALL TO ORDER - ROLL CALL

- Present:** President: Ken White,
Directors: Michael Rachel, Robert Siegfried, and Charlotte Townsend
- Absent:** Greg D'Ambrosio
- 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
Robert Wellington, Wellington Law Offices, District Legal Counsel
Leo Laska, Board Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Mike Niccum, PBCSD General Manager noted that both CAWD and PBCSD are upgrading Supervisory Control and Data Acquisition (SCADA) systems. CAWD Maintenance Superintendent, Chris Foley has significant expertise in SCADA systems. Earlier this week he and Daryl Lauer met with PBCSD engineers to review the upgrade plans and determine how to best integrate the two systems. The cooperative effort is a good example of how well the two Districts work together.

2. Agenda Changes:

There were no changes to the agenda.

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 April 26, 2018, and enacted the following Consent Calendar Agenda items, excepting Item 11 that was pulled:

3. Approve Regular Board Meeting Minutes of – April 26, 2018.
4. Receive and Accept Bank Statement Review by Hayashi Wayland – March 2018
5. Receive and Accept Schedule of Cash Receipts and Disbursements – April 2018
6. Approve Register of Disbursements – Carmel Area Wastewater District – April 2018
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – April 2018
8. Receive and Accept Financial Statements and Supplementary Schedules – April 2018

Director Rachel, citing the Hatton Canyon and the Calle La Cruz force main projects that have capital expenditures provided on page 38 of the packet but also have FEMA funding elements in the General Engineering Report on page 57, proposed a more comprehensive project information reporting approach. He suggested threads such as funding source, cost, status (i.e., engineering approval, ordering equipment) be pulled together into a graph or diagram that provides all the information on one page. Program Evaluation Review Technique (PERT) flow diagrams may be adaptable for CAWD use. General Manager Buikema will provide information on reporting alternatives at a future board meeting.

9. Receive and Accept Collection System Reports – April 2018
10. Receive and Accept Treatment Facility Operations Report –February, March, and April 2018

Director Siegfried requested that the Electrical Costs average on page 47 of the agenda packet not include MF/RO or Tertiary costs by moving the “Monthly Totals” row above those two rows. The board concurred with reordering the rows in the report.

11. (Item 11, Receive and Accept Safety and Regulatory Compliance Report – April 2018, was pulled from the consent calendar and taken up after Agenda Item 23)

Director Rachel suggested that the termination of chlorine gas use by CAWD be a topic in an upcoming District newsletter.

12. Receive and Accept Laboratory/Environmental Compliance Report – April 2018
13. Receive and Accept General Engineering Report – April 2018
14. Receive and Accept Plant Engineering Report – April 2018
15. Receive and Accept Plant Operations Report – April 2018
16. Receive and Accept Maintenance Projects Report – April 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. 2018-13:** A Resolution Adopting the CAWD/PBCSD Reclamation Project Budget Fiscal Year 2018-19 - *Report by Barbara Buikema, General Manager*

Director Siegfried felt Reclamation Project labor costs are not known and need to be partitioned accurately. Mr. Waggoner felt the CMMS time tracking component currently being refined should resolve the issue once fully operational in 18 months.

Board Action

Following a motion made by Director Siegfried and seconded by Director White the Board unanimously adopted Resolution No. 2018-13 approving the CAWD/PBCSD Reclamation Project Budget Fiscal Year 2018-19.

OTHER ITEMS BEFORE THE BOARD

- 18.** Request to Change Regular Board Meeting Dates – *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously accepted the proposal to change the date of the regular Board meeting to the last Thursday of the month, except for November-December when a combined meeting is held.

INFORMATION/DISCUSSION ITEMS

- 19.** Pebble Beach Community Services District – Regular Board Meeting of April 27, 2018 - *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 20.** Pension Committee Meeting May 7, 2018 – *Report by Barbara Buikema, General Manager*

The Board discussed investment strategies and safety. Mr. Hastie of HFG Financial Group has been scheduled to meet with the Committee to explain investment reasoning and due diligence. Since in depth interest was expressed by Director Siegfried, he will be invited to the Pension Committee meetings.

The report was informational only – no action required.

- 21.** Monterey County Investment Report March 31, 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

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

Ms. Buikema and Mr. Lander will be attending a meeting on the Carmel Lagoon Project. Also, a request was received for CAWD to supply additional grant application information.

There is a \$300,000 FEMA grant possibility for the Hatton Canyon roadway.

Director Siegfried requested to review proofs of CAWD newsletters prior to printing.

23. 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.*

There were no announcements from board members or staff.

The next PBCSD board meetings are scheduled for:

Friday, May 25, 2018 at 9:30a.m. *Director White is scheduled to attend.*

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

11. Receive and Accept Safety and Regulatory Compliance Report – April 2018

Director Siegfried requested clarification on how success is measured for delegated safety improvements taken up at the April 12 safety meeting. Mr. Waggoner and Mr. Foley explained that committee members are stepping up to examine problems and find solutions with success measured by the mitigation or elimination of a hazard. Staff responded to other questions from directors.

Director Siegfried suggested an experience modifier goal for Work Related Injuries and Illnesses be set. Ms. Buikema stated the goal is one; she will provide the board with experience modifiers from other public agencies.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously accepted the Safety and Regulatory Compliance Report – April 2018.

- 24. CLOSED SESSION:** Pursuant to Government Code Section 54956 et seq., the Board met in closed session to conference with Labor Negotiator.

District Negotiator: General Manager

Employee Organization: Treatment Dept., Collections Dept., and Exempt Employees

The Board convened in closed session at 10:08 a.m. with regard to the item listed on the agenda.

- 25.** The Board reconvened to open session at 10:45 a.m. Legal Counsel announced that in the closed session the Board took up the item listed and no reportable action was taken.

26. ADJOURNMENT


There being no further business to come before the Board, the President adjourned the meeting at 10:48 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, June 28, 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:



Robert Siegfried, President Pro Tem