



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES April 25, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

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)
Rachel Lather, Principal Engineer, 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
Barry Blevins, Collection Worker III, CAWD
Mike Skinkle, Maintenance Mechanic II, CAWD
Trevor Holland, Lab Analyst/Environmental Inspector, CAWD
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Leo Laska, Director, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD
Jane Ipsen, CEO, Carmel Valley Manor
Maureen Wruck, Maureen Wruck Planning Consultants, LLC

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

There were no Public Comments at the start of the meeting.

2. Agenda Changes:

President White requested that item #20 be moved up on the agenda just after the employee acknowledgments. President White also asked the Board to add an item to the agenda, regarding a letter concerning Ambulance service. The Board gave unanimous consensus to add this item.

There were no other agenda changes.

3. Employee Acknowledgements and Awards:

- California Water Environment Association (CWEA)- State Level
 - Barry Blevins- 1st Place as The Collections Worker of the Year
 - Mike Skinkle- 2nd Place Maintenance Technician of the Year
 - Trevor Holland- 2nd Place Lab Person of the Year
 - Ray DeOcampo – 2nd Place Source Control Person of the Year
 - Ed Waggoner- 25 years of CWA Service

Ms. Buikema said that CAWD did extremely well in placing at the State level competition this year. Barry Blevins achieved the number one spot at the State level as the Collection Worker of the year.

Ms. Buikema also recognized the achievements of Mr. Skinkle earning second place at the State level for Maintenance and Mr. Holland earning second place at the State level for Lab Person of the year. Mr. Waggoner stated Mr. DeOcampo achieved Second Place for Source Control at the State level. Ms. Buikema stated that CAWD is committed and focused on training employees to be the best. Finally, Ms. Buikema recognized Mr. Waggoner for more than twenty-five years of service for CWEA .

President White added that the Board is extremely proud of all their accomplishments.

RESOLUTIONS/ORDINANCES (*Item 20 on the agenda was moved up to the front of the meeting to accommodate guest in the audience who attended to make public comment.*)

20. Resolution No. 2019-15; A Resolution Authorizing The General Manager to Sign A Contract With Denise Duffy & Associates To Provide Environmental Review, Annexation Mapping, And Geographic Descriptions For LAFCO Annexation Process of Portions Of Carmel Valley and Carmel Highlands In An Amount Not To Exceed \$49,830.-
Engine Systems Integration-Report by Principal Engineer, Rachel Lather

Ms. Lather presented the staff report regarding annexation.

Ms. Lather said that there has been increasing interest in annexing to the District, specifically Carmel Valley Manor, Yankee Point, and Corona Road. Instead of annexing individually the District spoke with Local Agency Formation Commission (LAFCO) and the preference is to do one large annexation. LAFCO suggested working with Denise Duffy Associates because this organization has already done the 2016 annexation and would be at a reduced cost because the research has already been completed regarding these areas.

Ms. Buikema stated there will be a separate connection fee schedule for those annexed parcels and that is how the costs will be reimbursed.

Director Rachel asked, “what is the competitive environment regarding the Denise Duffy Associates proposal”? Ms. Lather responded that the proposal is \$50K, which is lower than before because a significant amount of the research had already been done in the previous annexation for CAWD.

President White opened the meeting for public comment.

Ms. Ipsen, Chief Executive Officer of Carmel Valley Manor stated that their organization approached CAWD approximately a year ago. Carmel Valley Manor is on a septic system and the Manor is fifty-six years old . It is time for Carmel Valley Manor to come off of a septic system and move into to CAWD’s sewer system and they are very supportive of making this change. The County is also very supportive of Carmel Valley Manor connecting to the CAWD sewer system.

Maureen Wruck, *Maureen Wruck Planning Consultants*, thanked the Board for bringing this item forward.

President White closed the time for public comment.

Board Action

Following a motion made by Director D’Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-15.

President White requested that a Staff report be made for New Ordinances:

Receive Principal Engineer Staff Report for Ordinances No. 2019-01,2019-02,2019-03:
Report by Principal Engineer, Rachel Lather

Ms. Lather stated that the staff report would summarize all three Ordinances for the Board’s review and adoption. These Ordinances are needed for State compliance requirements and need to be done prior to the Sewer System Management Plan update to show that CAWD has progressed on the Ordinances. The 2019-01 Uniform Plumbing Ordinances establishes the rules for the use of CAWD’s sewer. Ordinance 2019-02 Standard Plans and Specifications provides guidance on how to implement the rules. 2019-03 Administrative Penalties Ordinance establishes the enforcement mechanism if the rules are not followed. Ms. Lather stated that the lateral replacement requirement will occur when a business or residence is sold and will be included with upgrades/remodel of \$50K or greater.

Mr. Lauer then said that to extend public outreach the following organizations have been contacted; The Realtors Association, City of Carmel-by-the- Sea, The City Council and staff, The County, Plumbers, and Home Inspectors. The enforcement will go into effect October 2019. CAWD is taking a proactive approach and asking for an inspection to move towards a maintenance free condition of the lateral line. Half of the spills that occurred last year at CAWD occurred due to roots

that were cut out into the District's main line.

Ms. Buikema extended a "thank you" to the ad hoc committee contribution regarding this issue.

Director D'Ambrosio asked how the \$50K remodel was chosen? Mr. Lauer stated it was a benchmark target and allows CAWD to monitor the lateral conditions.

Director Rachel indicated that there might be some challenge involved regarding a non-related water remodel? Mr. Lauer stated that additional refinement may be needed for remodels. The ancillary benefit is that once the lateral has been brought up to code another inspection will not be needed for ten years.

Director Siegfried, asked how will CAWD be kept abreast of sales? Mr. Lauer stated the realtors and home inspectors need to be the driving force to ensure lateral compliance when selling or inspecting a home.

Director D'Ambrosio commented that the reason for a lateral inspection is an environmental approach Peninsula-wide.

Mr. Wellington stated the Staff report has been heard and that the Public Hearing should be opened. President White opened the Public Hearing at 9:34 am and closed it soon thereafter.

PUBLIC HEARING

Public Hearing was opened At 9:34 am or Soon Thereafter As The Matters May Be Taken Up.
Regarding three new Ordinances as they are interrelated.

ORDINANCES

Ordinance No. 2019-01; An Ordinance (1) Repealing Ordinance No.84 and No.91-06 Concerning Uniform Plumbing Ordinance of the Carmel Sanitary District, And (2) Adopting New and Revised Uniform Plumbing Ordinance of the Carmel Area Waste Water District-
Report by Principal Engineer, Rachel Lather

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously approved Ordinance No. 2019-01.

Ordinance No. 2019-02; An Ordinance Adopting New Standard Plans and Specifications-
Report by Principal Engineer, Rachel Lather

Director Rachel asked to go to page three of the staff report in the bottom paragraph the

terminology used was” in order to reduce inflow...”. Ms. Lather stated it should read infiltration.

Board Action

Following a motion made by Director Townsend and seconded by Director D’Ambrosio , the Board unanimously approved Ordinance No. 2019-02.

Ordinance No. 2019-03; An Ordinance Adopting New Standard Plans and Specifications- of the Carmel Area Waste Water District– Report by Principal Engineer, Rachel Lather

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously approved Ordinance No. 2019-03.

Mr. Wellington stated that there is a typo in all three Ordinances. It is in the last paragraph which refers to the effective date and it references its own section but should be referencing the prior section. Ms. Lather stated this will be corrected.

The Public Hearing closed at 9:38 am

Reconvened Regular Board Meeting 4-25-19 immediately after the closing of The Public Hearing

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 unanimously approved the Regular Meeting Minutes of March 28th, 2019, and enacted the following Consent Calendar items:

5. Approve Regular Board Meeting Minutes on March 28,2019
6. Receive and Accept Bank Statement Review by Hayashi Wayland – March 2019
7. Receive and Accept Schedule of Cash Receipts and Disbursements – March 2019
8. Approve Register of Disbursements - Carmel Area Wastewater District – March 2019
9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – March 2019

10. Receive and Accept Financial Statements and Supplementary Schedules – March 2019
11. Receive and Accept Collection System Superintendent's - January, February, & March 2019
12. Receive and Accept Safety And Regulatory Compliance Report- March 2019
13. Receive and Accept Treatment Facility Operations Report – January, February, & March 2019
14. Receive and Accept Laboratory/Environmental Compliance Report – March 2019
15. Receive and Accept Capital Projects Report/Implementation Plan- March 2019
16. Receive and Accept Plant Operations Report – March 2019
17. Receive and Accept Maintenance Projects Report – March 2019
18. Receive Principal Engineer Monthly Report General Engineering – March 2019
Director Siegfried commented on page 75, the Clear Peak rate study

Ms. Lather stated the September Ranch rate model will follow the engineering study. The order of items is because the two consulting teams must ensure that all information is provided in a manner that they need to determine the model. Ms. Lather stated that a review will occur with Staff and Board involved.

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

19. **Resolution No. 2019-14;** A Resolution Authorizing The General Manager to Execute A Professional Services Agreement in An amount Not to Exceed \$30,000 For an Evaluation of Gas Conditioning and Natural Gas Blending For Microturbines –Engine System

Integration – Report by Plant Engineer, Patrick Treanor

Mr. Treanor stated that this project is budgeted for next fiscal year but the opportunity to start early presented itself. This is a study to gather information and criteria on potential requirements. The micro turbine system needs to be high functioning and fully utilized. There is a potential to increase gas production in the future with other waste streams and there are ancillary benefits due to increased sophistication of the technology over the past ten years and the use of pre-engineered skids to increase efficiency.

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-14.

OTHER ITEMS BEFORE THE BOARD

21. Acronym Policy- Report By Barbara Buikema, General Manager

Ms. Buikema supplied a list of rules and guidelines for employees to use with respect to acronyms in District writing.

The Board made no modification and took no action.

Added agenda item: Ambulance Service:

Director Siegfried and Ms. Buikema attended a meeting at the firehouse at Rio Road last Thursday. The meeting covered the County Ambulance RFP and potential longer response times and “voluntary” mutual aid contracts.

President White mentioned that historically back in the mid 90’s regarding a similar issue in Carmel City and Carmel Mid Valley when they had their own consortium of ambulance services and an ambulance company came forward and stated they wanted to take the full county. The public is in favor of the current agreement to keep the public safe with local short response time.

President White stated there needs to be a letter with broad distribution about the Boards position prior to May 10th. Ms. Buikema will write a letter to the Chiefs on behalf of the Board.

INFORMATION/DISCUSSION ITEMS

22. PBCSD 02-22-19 Regular Board Meeting - Report By Barbara Buikema, General Manager

The report was informational only – no action required.

23. Pension Committee Meeting 04-16-19- *Report By Barbara Buikema, General Manager*

The report was informational only – no action required.

24. Sea Level Rise Committee Meeting Minutes 04-09-19-*Report By Barbara Buikema, General Manager*

Ms. Buikema stated the first meeting occurred on April 9th and it went very well. The consensus of this first meeting was the broad goal was to obtain a permit with no time limit, and obtain required reports and establish a series of triggers for Sea Level Rise (SLR), as well as obtain legal assistance, which is being done by Mr. Wellington. In addition, there was a discussion regarding cost sharing.

Ms. Buikema stated that the Coastal Commission has invited CAWD to “redline” their document. She is working toward setting up a second (SLR) meeting to list what CAWD and other partners wants the agreement to say.

Director Siegfried has some concerns that the (SLR) was an ad hoc committee. Mr. Wellington stated that an ad hoc committee is a particular instance that will be resolved within a standard time frame. Mr. Wellington stated that the (SLR) ad hoc committee cannot be a standing committee of CAWD because it is comprised of other members that are not CAWD. Mr. Wellington continued that the ad hoc committee was setup for the purpose of a proposal for an interim coastal permit and once this is resolved a standing committee will be established for (SLR).

25. Lagoon Crossing Repairs –*Report By Patrick Treanor, Plant Engineer*

Mr. Treanor stated the Lagoon Crossing Repair was a great success. The execution of this project adhered to the environmental sensitivity of the project.

Mr. Niccum stated there is an outstanding issue regarding the cost share with PBCSD regarding this project. Currently, CAWD is waiting for a response from PBSCD.

26. General Manager-2nd Quarter Update –*Report By Barbara Buikema, General Manager*

Director Siegfried requested additional input from Ms. Buikema on page 141, “The County continues to hold that they are responsible to assist CAWD in finding grant funding”. Ms. Buikema stated the County is silent to the fact if CAWD does not get a grant and this topic flows into the General Managers report.

27. Update on Mr. Larsen’s Connection In Carmel Highlands

No comments were made

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.

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

Ms. Buikema stated that CAWD did submit a written response to the Draft Environmental Impact Report (DEIR) for the Carmel River Floodplain Restoration & Environmental Enhancements (CRFREE). The County acknowledged that mitigation will be required because of potential damage to CAWD's pipeline because of CRFREE. CAWD does not have an agreement with the County and that is why a response to the draft DEIR was submitted to protect CAWD's rights.

29. 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.

President White asked Mr. Waggoner what was the impact of the microturbine system being "offline" for three months? Mr. Waggoner stated biosolids have not been affected.

OTHER ITEMS BEFORE THE BOARD

25. 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, April 26, 2019 at 9:30a.m. *President White is scheduled to attend.*

Friday, ~~May 19~~, 2019 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.*

Correction to meeting date Friday, May 31, at 9:30 am.

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, May 8, 2019 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, ~~April 16~~, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

Correction to meeting date is Tuesday, July 16, at 6:00 pm.

26. CLOSED SESSION

No closed session was scheduled or held.

27. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:30 a.m. The next regular meeting will be held at 9:00a.m., Thursday, May 30, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully Submitted:



Domine Barringer, Board Secretary

APPROVED:



Ken White, Board President