



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES May 30, 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
Ray DeOcampo, Lab Supervisor
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Rick Verbanec, Director, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Mr. Niccum extended his appreciation to CAWD for the ambulance letters submitted.

2. Agenda Changes:

Ms. Buikema would like to add a second employee acknowledgement under number three.

There were no other agenda changes.

3. Employee Acknowledgements and Awards:

- California Water Environment Association (CWEA)- State Level

- Ray DeOcampo – 2nd Place Source Control Person of the Year
- Individual Acknowledgement for Lagoon Project
 - Acknowledgement of Plant Engineer Patrick Treanor for the exemplary work on the Lagoon Project

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 Siegfried and seconded by Director D'Ambrosio, the Board unanimously approved the Regular Meeting Minutes of May 30th, 2019, and enacted the following Consent Calendar items:

4. Approve Regular Board Meeting Minutes on May 30th, 2019

Consent Agenda Item Change Requested: Ms. Buikema requested a clarification, on page seven, of the minutes of the April 25th, 2019 item number 18. It should read the “**September Ranch**” rate model, which will follow the engineering study.

5. Receive and Accept Bank Statement Review by Hayashi Wayland – April 2019

6. Receive and Accept Schedule of Cash Receipts and Disbursements – April 2019

7. Approve Register of Disbursements - Carmel Area Wastewater District – April 2019

Director D'Ambrosio requested that on page 18, check #33587 for GIS mapping. Could this be related back to the potential use of the bridge? Ms. Buikema stated that the reference can be made as the project progresses.

Director D'Ambrosio asked about the West Yost check #33590 on page 18, Collections Systems Modeling- Phase 3. He asked if there are any more Phases? Mr. Lauer stated there will be more Phases.

8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – April 2019

9. Receive and Accept Financial Statements and Supplementary Schedules – April 2019

10. Receive and Accept Collection System Superintendent’s Report- February, March & April 2019

11. Receive and Accept Safety and Regulatory Compliance Report- April 2019

12. Receive and Accept Treatment Facility Operations Report – February, March & April 2019

Director Siegfried requested that the order of the Reports listed on the agenda go from the most current month to the oldest month. The Reports would read April, March, February 2019.

13. Receive and Accept Laboratory/Environmental Compliance Report – April 2019

Director Siegfried stated that he would like to agendize that a restaurant enforcement policy be prepared by the next Board meeting. Ms. Buikema indicated that such a policy is being revised. It is lengthy and detailed so this will take additional time and will not be available by the next Board meeting. Ms. Buikema stated that a review of CAWD’s fee structure can be accomplished by next month. There was a Board consensus to have a review of CAWD’s fee structure at the next meeting.

Director Rachel asked if there is a Code Enforcement Officer in the City-of-Carmel-by-the-Sea who could enforce the “red tag” offenders? Mr. Lauer stated that the City does have a storm water compliance person. The washing of grease mats is being watched to make sure that grease does not go out into the street. CAWD is doing the inspections for the City. When the grease trap is being inspected by CAWD it is confirmed that it is not connected to the street. Mr. Lauer is testing an alternative to a large interceptor insertion that would keep the grease in liquid form all the way to the Treatment Plant.

14. Receive and Accept Capital Projects Report/Implementation Plan- April 2019

Director Rachel requested that the Disbursements and the Capital Improvement Plan be tied to the respective projects. Specifically, in the staff report, reference the project in the subject line. This alignment of information will assist the Board in matching up the timeline and asking relevant questions.

15. Receive and Accept Plant Operations Report – April 2019

President White requested an update on the Gavilan meeting. Mr. Waggoner stated there is a meeting with California American Water Company (CalAM) and they are offering a site for training.

16. Receive and Accept Maintenance Projects Report – April 2019

Director Siegfried requested a periodic report on the efficiency of the pumps at the Treatment Plant and pump stations. Mr. Lauer stated that pump efficiency was done two years ago to establish a baseline and CAWD is on track to revisit these pumps and provide a comparison to the baseline. Mr. Foley stated that more information will be available with the Supervisory Control and Data Acquisition (SCADA) upgrade and CAWD will be able to provide higher level reporting requirements as part of the upgrade.

17. Receive Principal Engineer Monthly Report - General Engineering – April 2019

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

18. Resolution No. 2019-16; A Resolution Awarding A Contract for The Sewage Lift Station Control Panel Upgrades- Programmable Logic Control (PLC) Equipment Procurement in the amount of \$184,000 to The Lowest Qualified Responsible Bidder Technical Systems Incorporated (TSI) And Authorizing the General Manager Execute Said Contract – *Report by Principal Engineer, Rachel Lather*

Ms. Lather stated that four bids were submitted by all very good contractors. The recommendation is that the lowest qualified responsible bidder, Technical Systems Incorporated, be accepted and approved a contract be signed with them.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-16.

19. Resolution No. 2019-17; A Resolution Adopting The CAWD/PBCSD Fiscal Year 2019-20 Reclamation Project Budget– *Report by General Manager, Barbara Buikema*

Ms. Buikema stated this is standard practice. When an item is brought before the Reclamation Management Committee that it be brought back to each Board for final approval. The Budget was approved at the May 8th Management Committee meeting. Directors Siegfried and Townsend participated.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-17.

20. Resolution No. 2019-18; A Resolution Authorizing the General Manager to Execute A professional Services Agreement with Greely and Hanson For Development of a Treatment Plant Process Computer Model in the Amount Not to Exceed \$49,720–
Report by Plant Engineer, Patrick Treanor

Mr. Treanor stated this is a request to purchase a computer model for the wastewater Treatment Plant process, primarily the biological process. This will provide a good training opportunity and better understanding of the Plant. This model would allow CAWD to make process changes and optimize the functioning of the Treatment Plant.

Director Siegfried asked what type of model is this? Mr. Treanor stated it is both a biological and physical model and can provide different action kinetics.

Director Siegfried is concerned about not knowing all the aspects of the model and having to dip into contingency. He suggested it be put off until July for further study of other models.

President White asked if other agencies are using this model? Mr. Treanor stated BioWin and GPSX models are widely used and accepted wastewater treatment models. Innovation in the future might provide more information.

Board Action

***Following a motion made by Director D'Ambrosio and seconded by Director Townsend, Director Siegfried: Nay, All Others: Ayes
Board adopted Resolution No. 2019-18.***

21. Resolution No. 2019-19; A Resolution Authorizing Inviting Bids For 2019/2020 Sewer Line Replacement Project-Monte Verde Extension and 2nd Avenue. The Bid Replacement for 380 feet of 6" diameter Vitrified Clay Pipes with 8" diameter Polyvinyl Chloride Pipe– *Report by Principal Engineer, Rachel Lather*

Ms. Lather stated that CAWD was approached about sewer information on Monte Verde and Mr. Lauer went out and looked at the pipe and determined that it is in very poor condition. In order to not cut into new pavement and move this process forward, a decision was made to use the small projects fund. This is a cooperative effort and there is about 380 feet of pipe that needs to be replaced and it will occur in the next fiscal year on a private road.

Director D'Ambrosio suggested that this story be placed in CAWD's Newsletter.

Director Rachel asked what will it cost per foot? Ms. Lather stated approximately \$150.00 to \$300.00 per foot. This figure can vary based on traffic control and other items. It should also be noted that this project will not be replacing manholes. Ms. Lather and Mr. Lauer both met with the City's Director of Public Works and will be working with him in a collaborative effort on long term projects.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-19.

22. Resolution No. 2019-20; A Resolution Awarding A Contract to ERS Industrial Services, Inc. For Coatings for the 2018-19 Secondary Clarifier #1 Rehabilitation Project in the Amount Not to Exceed \$127,190, Authorize the General Manager To Enter into Said Contract, Authorize a Budget Amendment for An Additional \$18,948 From Capital Reserves to Complete Said Project, and Authorize A Revision To Resolution 2018-28 To Reflect Changed Conditions–
Report by Maintenance Superintendent, Chris Foley

Mr. Foley stated that multiple vendors were contacted and ERS Industrial Services, Inc., was the only vendor to submit a public bid for the Secondary Clarifier. The bid submitted exceeded the budgeted amount by \$18,948, which will require a drawdown from capital reserves to complete the project. Mr. Foley stated that he did additional research because only one bid was received to confirm the bid that CAWD received was a competitive bid. It was determined that the bid was good.

Director Rachel asked if Mr. Foley had contacted other vendors? Mr. Foley stated that ERS Industrial Services, Inc., does perform all the Clarifier work for CalAM including the coating and they also do work up in the Bay Area.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-20.

OTHER ITEMS BEFORE THE BOARD

23. Public Outreach Presentation – *Presentation by Daryl Lauer, Collections Superintendent*

The report was informational only – no action required.

INFORMATION/DISCUSSION ITEMS

24. *PBCSD 04-26-19 Regular Board Meeting - Report by Barbara Buikema, General Manager*

25. Monterey County Investment Report 03-31-19- *Report by Barbara Buikema, General Manager*

26. Update on the Mr. Larsen Connection in Carmel Highlands

Mr. Lauer reached out to Mr. Larsen for a status update and Mr. Larsen would like to keep this item on the agenda pending progress regarding mass annexation and working with the Local Agency Formation Commission (LAFCO).

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

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

28. 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.

- Employee BBQ – July 19th at Rio Vista Room
- General Manager's Vacation June 3rd through 7th
- Ambulance Letters

Ms. Buikema stated that CAWD is a member of The Water Awareness Committee and they have had a video contest. In June, CAWD will present an award to a Carmel High student who won the contest. Mr. Waggoner stated that broadcast stations KSBW and KION will be showing the video throughout the summer months. CAWD will arrange a presentation and present an award to this student during the June Board meeting. The President of The Water Awareness Committee will attend the presentation.

Ms. Buikema announced CAWD's new employee Ms. Pacheco, who will be the second part time Administrative Assistant/Board Clerk.

Ms. Buikema stated that the Board is due for harassment training sometime in September. Director Siegfried requested the training to occur on October 31, 2019.

President White commented that months ago discussions began regarding a walking pathway across Rio Park. President White, Director D'Ambrosio, and Ms. Buikema met at The Carmel City Hall with the Mayor, Sam Farr, and a representative of the Catholic Diocese in attendance to discuss the walking path. The bridge will be a major component of the walking path discussions.

PBCSD Board Public Meeting Notice & Agenda—The next PBCSD meetings are scheduled for: Friday, May 31, 2019 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.* Friday, June 28, 2019 at 9:30a.m. *Director Rachel 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 President White are scheduled to attend.*

Special Districts Association of Monterey County—The next SDA meeting is scheduled for: Tuesday, July 16, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

29. 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.*

Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 – one potential case.

The meeting start time was 10:25 am.

The Board took up the matter in hand. There is no reportable action.

Adjournment of closed session at 10:55 am.

30. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., Thursday, June 27, 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:



Robert Siegfried, President Pro Tem of the Board