



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES June 27, 2019

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

Present: Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried and Charlotte Townsend

Absent: President: Ken White

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
Mark Dias, Safety/Regulatory Compliance Administrator I
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Robert Rathie, Wellington Law Offices, CAWD Legal Counsel
Peter McKee, President, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD
Richard Youngblood, President, Water Awareness Committee
Paul Deering, Owner, Deering Design

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 comment 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.*

Ms. Buikema requested two item changes:

- Move Agenda Item #33 directly after the Public Hearing

5. ORDINANCES

Ordinance No. 2019-04; An Ordinance Establishing Sewer Service Charges For Fiscal Year 2019-20 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Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed-*Report By Barbara Buikema, General Manager*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 D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Ordinance No. 2019-04 establishing Sewer Service Charges for Fiscal Year 2019-20 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 9:15 a.m. and there was no majority protest received.

33. CAWD Website Update Presentation- *By Safety Administrator/Regulatory Compliance, Mark Dias.*

Maintenance Superintendent, Chris Foley, provided a brief background regarding the necessity to update CAWD's current website and introduced Mark Dias, Safety Administrator.

Mark Dias gave a presentation on the new CAWD website. The project team solicited vendor bids and decided on Streamline. Streamline specializes in special districts and is well suited to service the needs of our district and satisfy special district legal requirements and best practices for transparency and disclosure. Mr. Dias stated that over the next quarter the project team will build the new website, initially tackling key topics, followed by each department handling their respective portions of the website, with final website approval coming from General Manager, Barbara Buikema. Mr. Dias also showed the functionality of the website with a brief walkthrough of the "sandbox" version of the new website.

Director Rachel commented on concerns with the public being able to interface and transact business directly on the website in lieu of coming into office. Chris Foley & Daryl Lauer both commented that this new website is a great platform to move toward that ability, but at the present stage we are focused on getting the website created and moving forward, CAWD will have the ability to develop the website to include those capabilities.

16. Receive and Accept Capital Projects Report/Implementation Plan– May 2019
17. Receive and Accept Plant Operations Report – May 2019
18. Receive and Accept Maintenance Projects Report – May 2019
19. Receive Principal Engineer’s Monthly Report General Engineering – May 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

- 20. Resolution No. 2019-21;** A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2019– *Report by General Manager, Barbara Buikema*

The connection fee model recommends an increase to \$4,646.04 or an increase of \$110.22. Staff recommends revisiting the calculation after the close of the fiscal year 2018-19 audit.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-21.

- 21. Resolution No. 2019-22;** 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 General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Rachel and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-22.

- 22. Resolution No. 2019-23;** A Resolution Determining The Fiscal Year 2019-20 Tax Proceeds Appropriation Limitation For the Carmel Area Wastewater District *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Townsend and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2019-23.

26. Resolution No. 2019-27; A Resolution Revising The Fee for Industrial Discharge Permits, As Adopted By Resolution No. 91-03, Commencing February 1, 1993.
Report by Principal Engineer, Rachel Lather

Rachel Lather reported that the fees for Pretreatment Inspection have been \$40 dollars over a 2-year period for 28 years and have not been increased. Ms. Lather reviewed the current fees and costs for inspection, and after her analysis she recommends raising it to \$150 per year.

Director Siegfried would like to place on the Board of Director's agenda, a discussion of the policy for repeat visits following inspections to restaurants and how to recoup costs. The General Manager agrees that policy issues can be addressed apart from ordinance issues, and Ms. Lather is currently working on updating/changing the Ordinance.

Board Action

Following a motion made by Director Townsend and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2019-27.

27. Resolution No. 2019-28; A Resolution Authorizing Inviting Bids for a Sewer Line Replacement Project- Hatton Canyon, Contingent Upon a Grant Award
Report by Principal Engineer, Rachel Lather

Rachel Lather reported that the Hatton Canyon line has been troublesome since 1995. In 2017 CAWD applied for a FEMA grant to repair it. FEMA agreed to fund the project but would like to know how soon CAWD would be able to complete it. Ms. Lather recommends opening bidding for the project, dependent on the funding of the project. Ms. Lather and Robert Rathie, District Counsel, have discussed "escrow bidding" action to accommodate and encourage bidding.

Board Action

Following a motion made by Director D' Ambrosio and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-28.

28. Resolution No. 2019-29; A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An amount Not To Exceed \$79,390 For Electrical Engineering Programming Services For The Pump Station PLC/SCADA Replacement Project-Frisch Engineering-*Report by Maintenance Superintendent, Chris Foley*

Chris Foley reported this is a request that the Board of Directors authorize the General Manager to contract with Frisch Engineering, to complete programming for the Pump Station PLC/SCADA Replacement Project. Director Rachel questioned whether such programming would allow CAWD staff to be able to maintain and troubleshoot the settings. Mr. Foley confirmed that this is part of what they are planning to put in place and will designate multiple individuals to be given this ability. Director Rachel asked additionally, if a change is made in the program or settings, is it part of the history and Mr. Foley confirmed

funds and not to Contingency funds since we are confirmed to be under budget. Ms. Buikema agreed that it would be coded to Engineering.

INFORMATION/DISCUSSION ITEMS

- 31.** *PBCSD 05-31-19 Regular Board Meeting - Report By Barbara Buikema, General Manager*
- 32.** *Update on the Mr. Larsen Connection In Carmel Highlands- Oral Report by Collections Superintendent, Daryl Lauer*

No report at this time.

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

- 34.** *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 Townsend stated that it has been 6 months since a special meeting for strategy was held and she would like to discuss any progress at the next board meeting.
- Mr. Niccum will have an annual Public Safety day July 20th, Saturday – He invited the CAWD Board to attend.
- CAWD's annual Employee BBQ – will be July 19th at Rio Vista Room

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for:
Friday, June 28, 2019 at 9:30a.m. *Director Rachel is scheduled to attend.*
Friday, July 26, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.*

36. ADJOURNMENT

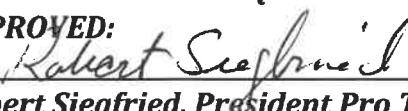
There being no further business to come before the Board, the President Pro Tem adjourned the meeting at 10:52 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, July 25, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: 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:



Robert Siegfried, President Pro Tem