



## CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES AUGUST 30, 2018

---

### CALL TO ORDER - ROLL CALL

**Present:** Ken White, President, Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried, and Charlotte Townsend

**Absent:** None

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)  
Irene Bryant, Administrative Services Coordinator, CAWD  
Ed Waggoner, Operations Superintendent, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Greg Ange, Maintenance Mechanic I, CAWD  
Fanny Mui, Lab Analyst I/Environmental Compliance Inspector, CAWD  
Deborah Mall, Wellington Law Offices, District Legal Counsel  
Peter B. McKee, Board Director, Pebble Beach Community Services District (PBCSD)  
Mike Niccum, General Manager, PBCSD

### APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

**1. Appearances/Public Comments:**

There were no appearances or public comment.

**2. Agenda Changes:**

There were no agenda changes.

### OTHER ITEMS BEFORE THE BOARD

**3. Employee Acknowledgements:**

- Greg Ange, Maintenance Mechanic I - Achieved the CWEA Mechanical Technologist, Grade 3 Certification
- Fanny Mui, Lab Analyst I/Environmental Compliance Inspector - Achieved the CWEA Environmental Compliance Inspector, Grade 1 Certification.

### 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 Siegfried, the Board approved the Regular Meeting Minutes of July 26, 28, 2018 with the noted amendments, and enacted the following Consent Calendar Agenda items.*

4. Approve Regular Board Meeting Minutes of – July 26, 2018

Director D’Ambrosio pointed out that Resolutions 2018-28 and 2018-29 omit the project names. He requested that all resolutions going forward incorporate the topic name and the reason for spending in the title.

On page 8, paragraph 2, Director Siegfried requested clarification of the Carmel Lagoon Scenic Road Protection. Ms. Buikema confirmed the minutes will be corrected to reflect that “There were five options presented and one was selected . . .” instead of “There were five options they were willing to take . . .”

5. Receive and Accept Bank Statement Review By Hayashi Wayland – June 2018

6. Receive and Accept Schedule of Cash Receipts and Disbursements – July 2018

Director Siegfried pointed out that the Rate Stabilization category was deleted for 2018-19 but is still showing on the report. Ms. Buikema explained that the chart shows a 2 year comparison and, since the category did exist in 2017-18, it will not drop off the report until next year.

Concerning check numbers 32521 & 32566: Director Siegfried asked what is the reimbursement period for CCLEAN bills. Ms. Buikema advised that CAWD bills quarterly, the participants pay promptly, and fees are received in advance so the district does not experience a negative cash flow.

7. Approve Register of Disbursements - Carmel Area Wastewater District – July 2018

Director D’Ambrosio asked for more information on check 32584 to Grainger, concerning softstarts for both turblex blowers and operating supplies. Mr. Foley explained this is the electrical component of the motor controller that actually starts the blowers for the aeration basin. The original starters are 20 years old and one failed. Both were replaced to avoid another failure.

8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2018

9. Receive and Accept Financial Statements and Supplementary Schedules – July 2018

**10.** Receive and Accept Collection System Reports – July 2018

**11.** Receive and Accept Treatment Facility Operations Report – May 2018, June 2018 and July 2018

Director Siegfried inquired why there is a 45% swing in kW-h per acre foot for CAWD's power portion, without Reclamation, and whether this variance is affected by the chemical/oxygen demand. Mr. Waggoner responded in the affirmative and advised, in part, that we are still learning how some processes work correctly; whether microturbines are on or off; how to adjust blowers and modulate air flow; where bug population likes to reside; decreased flows from 2.1 Million Gallons per Day down to 1.2 MGD during conservation; and winter flow increases when everything for infiltration and collection is turned back on. Variances are being identified, addressed, and systems fine tuned.

**12.** Receive and Accept Safety and Regulatory Compliance Report – July 2018

Director Rachel asked whether the plant has containment areas and fire suppression systems for the highly toxic and flammable acetic acid. Mr. Waggoner confirmed that the acid containers are small enough to fit in metal chemical cabinets and that we have the proper fire extinguishers for each chemical. Safety measures are being implemented for worst case scenarios. Personal Protective Equipment is being housed at various locations in the plant so that safety devices are easily accessible to all staff.

Director D'Ambrosio inquired whether masks have been tested on facial hair. Mr. Foley explained that the District's policy is being updated to follow CalOSHA requirements more closely. Then updates are being reviewed during safety training and fit tests. No facial hair is allowed where the mask seals to the face.

**13.** Receive and Accept Laboratory/Environmental Compliance Report – July 2018

Director Siegfried inquired about and Mr. Waggoner responded that stormwater inspections include a series of questions and checks, for such things as: where their storm drain connects? is garbage covered? does drainage flow to a storm drain or sewer? are mats being washed outside on the ground? etc.

Director White asked and Mr. Waggoner confirmed that in such cases where lines for older establishments are not routed correctly, this information is turned over to the City of Carmel-by-the-Sea, since they are the regulatory agency for stormwater.

Director D'Ambrosio inquired if the District was responsible for cleaning out filtration systems around town? Mr. Lauer advised that CAWD is currently not responsible, but that an annual contract for these services to the City is being considered.

**14.** Receive and Accept Capital Projects Report/Implementation Schedule – July 2018

Director Rachel requested that narrative staff reports, included later in the Board packet, refer to the associated Project ID Number listed in this CPR/IS report and that the Project Designation/Task Name column indicate building permit numbers for cross reference. It was noted that the color coding system that PBCSD uses is also helpful and should be considered for use by CAWD.

15. Receive and Accept Plant Operations Report – July 2018
16. Receive and Accept Maintenance Projects Report – July 2018

## **RESOLUTIONS/ORDINANCES**

17. **Resolution No. 2018-35;** A Resolution Authorizing (1) A 2018-19 Budget Reallocation From The Maintenance Capital – Secondary Scum Pump To The Mainsaver Project And (2) Authorize The General Manager To Enter Into A Contract With Mainsaver In An Amount Not To Exceed \$60,100 To Complete The Purchasing And Mobile Module Implementation - *Report by Chris Foley, Maintenance Superintendent*

Director Rachel inquired how the day to day purchasing module now works and what is the potential cost savings. Mr. Foley advised there will be a similar approval cycle through Accounting and the General Manager though invoices will be automatically matched to the work order and asset system, and to the vendor on the back end. Much of the manual scanning will be reduced. Tablets for staff will allow job plans, checklists, manuals and pics to be pulled up electronically in the field. Overall the time savings will be reduced to approximately ¼ of the current processing time.

Director D'Ambrosio noted and staff confirmed that the life expectancy for the repaired Secondary Scum Pump will be removed from the Capital Equipment upgrades schedule and the life expectancy date will be pushed out and noted in the future as being a long term replacement.

### ***Board Action***

*Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2018-35.*

18. **Resolution No. 2018-36;** A Resolution Ratifying The Actions Of The General Manager Approving The Augmentation Of The Original Contract With West Yost Associates For The 20-Yr Capital Improvement Program In The Amount of \$7,000 – *Report by Daryl Lauer, Collections Superintendent*

### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2018-36.*

19. **Resolution No. 2018-37;** A Resolution Authorizing The General Manager To Enter Into A Contract With West Yost Associates For The Phase III Hydraulic Model Development In An Amount Not To Exceed \$28,500 – *Report by Daryl Lauer, Collections Superintendent*

In reply to Director D'Ambrosio's request for a finished projection date, Mr. Lauer estimated that there may be another 2-3 months remaining.

**Board Action**

*Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2018-37*

- 20. Resolution No. 2018-38;** A Resolution Authorizing The General Manager To Enter Into A Contract With Frisch Engineering Inc For The Development Of The Programmable Logic Control (PLC) Equipment For The Collection System Pump Stations SCADA Upgrade Project In An Amount Not To Exceed \$62,240 – *Report by Daryl Lauer, Collections Superintendent, Chris Foley, Maintenance Superintendent, and Patrick Treanor, Plant Engineer*

**Board Action**

*Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2018-38.*

- 21. Resolution No. 2018-39;** A Resolution Authorizing The General Manager To Execute An Amended Contract With Kennedy/Jenks Consultants For Professional Services In An Amount Not To Exceed \$48,210 For Additional Engineering Services Associated With The Outfall/Calle La Cruz Lagoon Crossing Project - *Report by Patrick Treanor, Plant Engineer*

Mr. Treanor advised that the environmental process has revealed some new constraints for construction so the District will need to take a more iterative process and pursue additional engineering analysis. This approach to such a complex project, with approximately 10 other agencies involved, will help lead to a correct design and solution.

**Board Action**

*Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously adopted Resolution No. 2018-39.*

- 22. Resolution No. 2018-40;** A Resolution Authorizing Annual Adjustment Of The District's Capital Improvement Reserve Fund Balance By Transferring \$4,244,137 To The Capital Fund And \$4,523,484 From The General O&M Fund In Accordance With The District's Reserve Policy - *Report By James Grover, Principal Accountant*

Ms. Buikema stated that this is the standard annual resolution to true-up fund balances to the budget.

**Board Action**

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2018-40.*

**23. Resolution No. 2018-41;** A Resolution Of The Board Of Directors Of The Carmel Area Wastewater District Declaring Its Official Intent To Reimburse Certain Expenditures From The Proceeds of Debt - *Report By Barbara Buikema, General Manager*

Ms. Buikema received advice that, on the brink of annexation for the Corona Road Project, a resolution should be in place to authorize that the District be reimbursed from any loan proceeds. There is no risk to the District since the owners will have to use their property as collateral.

22 residents have expressed interest in connecting and 5 have declined. When any septic systems fail in the future, those who do not connect now will have to pay a new connection fee, in one lump sum, upwards of \$40,000, versus entering into a debt service now that will be spread out over 20 years.

***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2018-41.*

Director Siegfried asked further questions about whether the District or the homeowners should be responsible for the cost and process of design plans, engineering, and quality assurance for new annexations? Mr. Treanor compared our current approach to that of the building permit process through the county for a house remodel whereby the homeowner must pay for their own designs then submit plans to the regulatory agency for review and approval. The District is unable to take on the budget and scope of all new connections with current engineering staffing levels. Ms. Buikema explained that we work closely with residents on their new connections but do not take over either the fiscal or full construction responsibility for their projects.

***Board Action***

*Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously agreed that further discussion on the District's process, planning, engineering, and policies concerning new connections and future annexations be placed on the October agenda. (Director Rachel will be absent at the September meeting.)*

**24. Resolution No. 2018-42;** A Resolution Authorizing The General Manager To Enter Into A Contract With Informative Controls In An Amount Not To Exceed \$150,000 For Fiscal Year 2018-19 To Continue The Treatment Plant SCADA And PLC Upgrades And Implement Tertiary PLC Improvements - *Report By Chris Foley, Maintenance Superintendent*

Director White inquired and Mr. Foley confirmed that we did compare lowest costs and best solutions from several different vendors, though we do not formally bid professional services contracts. A start up plan, check, and task lists are being created, pursued, and documented internally for QA/QC oversight. All programmable logic controller upgrades will be standardized on the hardware and programming.

**Board Action**

*Following a motion made by Director Rachel and seconded by Director White, the Board unanimously adopted Resolution No. 2018-42.*

**OTHER ACTION ITEMS BEFORE THE BOARD**

- 25.** Capital Projects Report/Implementation Schedule – *Discussion per Board Member Request*

Director Siegfried recommended going down to the nearest day as a sufficient duration, instead of 1/100<sup>th</sup> of a day. Also, he suggested it would be helpful to see the amount spent to date versus the proportion of time used up. Mr. Treanor explained that would require real time accounting and purchasing updates, and Ms. Buikema said these ideas will be pursued and worked on.

- 26.** Selection Of Topics For CAWD Connections Newsletter For Fall 2018 – *Report by Barbara Buikema, General Manager*

Due to maximum available space, Ms Buikema suggested incorporating 3-5 topics.

Suggestions from the Board included:

Insert: The Sewer System: A Shared Responsibility

Insert: Please – Don't Flush Wipes!

Sea level study and risk to our facility.

More vibrant colors.

Outfall and Hatton Canyon and their potential for flooding and environmental damage.

Comparison of CAWD User Rates with other utilities.

A suggestion was made that the insert statement "Unwanted food/scraps" should be removed. Other observations were that these are just recommendations and best practices that protect both the resident's lateral line and the District's sewer system. "If it doesn't dissolve in water, don't put it in the garbage disposal" was another possible catch phrase. Prescription drugs could be relabeled as pharmaceuticals. Bidets in toilet/fixtures counts should be verified.

**INFORMATION/DISCUSSION ITEMS**

- 27.** Summary of Monterey County Treasurer Report Dated 06-30-18 - *Report by Barbara Buikema, General Manager*

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

- 28.** Pebble Beach Community Services District – Regular Board Meeting of July 27, 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**

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

- **Ethics Training** (Mandatory for Board and Management every 2 years and due this year) is available on a cost-free basis online by the Fair Political Practices Commission. The Certification of Completion should be printed and turned in **by August 31, 2018.**

Carmel Manor, which is about 2 miles from our last annexation, has expressed interest in connecting to the district.

MNS Engineering is doing a preliminary report on extending to Mid Valley and Carmel Valley Ranch.

53 people toured CAWD's plant as part of the CASA Conference Tour.

On September 6, 2018 Ms. Buikema is meeting with the County to discuss sandbar management for the lagoon area.

### **30. 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 D'Ambrosio suggested we start looking at the plant footprint for plan development of the grounds and landscape improvements.

Ms. Buikema mentioned the Public Works permit from the Coastal Commission should be resolved prior to landscaping. The process was stopped for a Sea Level Rise study but the Board should consider reactivating the consultant previously retained.

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meetings are scheduled for: Friday, August 31, 2018 at 9:30a.m. **Meeting Cancelled** *Director Siegfried was scheduled.* Friday, September 28, 2018 at 9:30a.m. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, November 14, 2018 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, October 16, 2018 at 6:00 pm. *Director Townsend is schedule to attend.*

**31. 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**

The Board convened in closed session at 10:50 a.m. with regard to the item listed on the agenda, and reconvened to open session at 11:55 a.m. Legal Counsel announced that in the closed session the Board took up the one item listed. As to Item A. General Manager Performance Evaluation, that matter was considered and concluded. No other reportable action was taken in the closed session.

**32. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:55 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, September 27, 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*