



## CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JANUARY 25, 2018

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### CALL TO ORDER - ROLL CALL

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

**Absent:** None

**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  
Greg Ange, Maintenance Mechanic I, CAWD  
Mark Dias, Safety/Regulatory Compliance Administrator I, CAWD  
Rob Wellington, District Legal Counsel  
Richard D. Verbanec, 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 comments.

**2. Agenda Changes:**

There were no changes to the agenda.

**3. Employee Acknowledgment and Introduction:**

Maintenance Superintendent, Chris Foley introduced two new District employees:

Greg Ange – Temporary Operations Employee now hired as permanent Maintenance  
Mechanic I

Mark Dias – New Hire As CAWD Safety/Regulatory Compliance Administrator I

### CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

**Board Action**

*Following a motion made by Director D'Ambrosio and seconded by Director Rachel, the Board unanimously approved the Regular Meeting Minutes of December 7, 2017 (as amended), and the Special Meeting Minutes of January 11, 2018, and enacted the following Consent Calendar Agenda items:*

- 4.** Approve Regular Board Meeting Minutes of – December 7, 2017

Page 7 Item 25 third sentence – Director Siegfried felt this type of flow monitoring service would not be beneficial to the District and therefore requested that everything after the semicolon in that sentence be eliminated.

- 5.** Approve Special Board Meeting Minutes of – January 11, 2018

- 6.** Receive and Accept Bank Statement Review by Hayashi Wayland – October and November 2017

- 7.** Receive and Accept Schedule of Cash Receipts and Disbursements – November and December 2017

With check descriptions of #31564 & 31639 as examples, Director Siegfried requested that if initials are used, the initials should be included in the List of Common Acronyms. And vice versa; if initials are listed, then the item should not be spelled out in the check description.

- 8.** Approve Register of Disbursements – Carmel Area Wastewater District – November and December 2017

- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November and December 2017

- 10.** Receive and Accept Financial Statements and Supplementary Schedules – November and December 2017

- 11.** Receive and Accept Collection System Superintendent's Report – November and December 2017 Monthly and Annual 2017

Staff responded to questions from Director Siegfried regarding GPS tracking of District manholes. Director D'Ambrosio appreciated the detailed maps such as the one on page 87, and noted it would be helpful if all the maps had a title. Directors and staff discussed the merits of performing an inflow/infiltration study to determine volume and feasibility of capturing residential groundwater, irrigation water, and roof storm water.

- 12.** Receive and Accept Treatment Facility Operations Report – October 2017, November and December 2017

- 13.** Receive and Accept Safety and Regulatory Compliance Report – December 2017

Superintendent Foley noted that the District has a strong Lockout Tagout program. Director D'Ambrosio congratulated staff for no accidents, injuries or new worker compensation claims in November or December 2017.

14. Receive and Accept Laboratory/Environmental Compliance Report – November and December 2017

Staff responded to Director Siegfried's questions regarding phosphate nutrient in treatment plant processes. Director D'Ambrosio inquired about the process for dealing with repeated non-compliant establishments listed in the inspection tables. Ms. Buikema said that there is a citation system of gradually increasing fines, however the District attempts to balance these with intensified education and training of the establishment's staff.

15. Receive and Accept General Engineering Report – December 2017

16. Receive and Accept Plant Operations Report – December 2017

17. Receive and Accept Maintenance Projects Report and Monthly Action Items Report – December 2017

## **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**

18. **Resolution No. 2018-01;** A Resolution Authorizing the General Manager and Members of Salary/Benefits Committee on Behalf of the Board to Sign the 2018-2020 Contract Negotiation Ground Rules - *Report by Barbara Buikema, General Manager*

Ms. Buikema advised the Board that District Counsel Wellington had reviewed the document revisions and had no further comments or recommendations.

### ***Board Action***

*Following a motion made by Director Siegfried and seconded by Director White the Board unanimously adopted Resolution No. 2018-01 authorizing the General Manager and members of the Salary/Benefits Committee on behalf of the Board to sign the attached 2018-20 Contract Negotiating Ground Rules.*

19. **Resolution No. 2018-02;** A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges – Adding Maintenance Mechanic I at Range 12 - *Report by Barbara Buikema, General Manager*

Director D'Ambrosio requested a listing of the skill sets used to evaluate worker proficiency.

**Board Action**

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-02 approving an update to the District's Classification/Salary Schedule to add a Maintenance Mechanic I position at Range 12; and ratify the actions of the General Manager and retroactively allow this position with an effective date of December 27, 2017.*

- 20. Resolution No. 2018-03;** A Resolution Accepting the Lowest Responsible Bid for the Sewer Line Replacement on San Carlos (FY 2017-2018 Sewer Line Replacement Project – San Carlos Between 6th Avenue And Ocean) and Awarding Contract and Allocating Funding from the Capital Reserve in the Amount of \$94,600 - *Report by Drew Lander, Principal Engineer*

**Board Action**

*Following a motion made by Director White and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-03 awarding a contract for construction services in the amount of \$94,600.00 to Monterey Peninsula Engineering (MPE), of Marina, California for the construction of a replacement sewer line and roadway repair; authorizing the General Manager to sign and execute the said contract; authorize the General Manager to amend the 2017/18 budget, removing Collections Department – CIP item #12 and returning the budgeted amount of \$70,000 to the Capital Reserve; and allocating \$94,600.00 from the 2017/18 Capital Reserve for the completion of this project.*

- 21. Resolution No. 2018-04;** A Resolution Authorizing the General Manager to Proceed with the Purchase and Installation of a Capstone C65 Microturbine and Complete Repairs to the Gas Conditioning System 600 - *Report by Drew Lander, Principal Engineer*

District Engineer Lander will request Cal Microturbine to provide maintenance of the siloxane gas cleanup system. Director D'Ambrosio encouraged staff authors to spell check final reports before submitting them for the Board packet.

**Board Action**

*Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-04 authorizing the General Manager to complete the microturbine rehabilitation project, including the purchase of a new C65 microturbine through Cal Microturbine®, the Capstone® authorized vendor; purchase of a gas superheater; contract mechanical services to complete the rehabilitation of the digester gas conditioning system; contract engineering services to document the changes completed; and authorizing a budget not to exceed \$198,100.*

- 22. Resolution No. 2018-05;** A Resolution Accepting Completion and Directing the General Manager to File Notice of Completion of the WWTP Rehabilitation – Phase 1 Project - *Report by Drew Lander, Principal Engineer*

General Manager Buikema provided an updated item document to the Board. Director D'Ambrosio thanked PBCSD General Manager, Mike Niccum and PBCSD Engineer, Nick Becker for their wisdom and comments throughout – they were invaluable and good

project partners. Director D'Ambrosio requested thanks and appreciation also be relayed to Patrick Treanor, PE, Kennedy/Jenks Consultants Assistant Project Manager. The total change orders amounted to less than 2% of the contract amount, which is a very low number.

**Board Action**

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-05 accepting completion and directing the District Engineer to file a Notice of Acceptance of Completion for the WWTP Rehabilitation – Phase 1 Project with the Monterey County Recorder.*

**OTHER ACTION ITEMS BEFORE THE BOARD**

- 23.** CAWD Pension Plan – Actuarial Review by Nicolay Consulting July 1, 2017 – *Report by Barbara Buikema, General Manager*

A minor typographical error was found on page 3 of the valuation (page 152 of the board packet): the title of the center column of figures between June 30, 2017 and June 30, 2015 should be June 30, 2016 instead of June 30, 2017.

**Board Action**

*Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously accepted the Carmel Area Wastewater District 2017 Actuary Report prepared by Nicolay Consulting.*

- 24.** Independent Financial Audit for Fiscal Year Ending June 30, 2017 by Marcello & Company – *Report by Barbara Buikema, General Manager*

Ms. Buikema commended Principal Accountant, James Grover, for exemplary financial statement preparation and reporting. Director D'Ambrosio felt the Management Discussion and Analysis was outstanding. It gave a history of what the Board has done and the process used. He also felt that the analysis would be great information for constituents to receive as a newsletter insert.

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously accepted the Carmel Area Wastewater District Annual Financial Statements and Independent Audit Report for the fiscal year ended June 30, 2017 prepared by the firm Marcello & Company as meeting the requirements for an annual independent financial audit.*

- 25.** LAFCO Call for Nominations by February 1, 2018 – *Report by Barbara Buikema, General Manager*

Qualified individuals may submit their nomination application by returning it to LAFCO by February 1, 2018 at 5:00 p.m.

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



## **INFORMATION/DISCUSSION ITEMS**

- 26.** Pension Plan Trustees Meeting of January 16, 2018 and 4th Quarter 2017 Performance Review & 1st Quarter 2018 Action Plan By Hastie Financial – *Report by Barbara Buikema, General Manager*

Ms. Buikema will provide Director Siegfried with Hastie Financial Group's calculation of standard deviation, as he requested.

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

- 27.** District Six Month Progress Report for July through December 2017 - *Report by Barbara Buikema, General Manager*

Director D'Ambrosio requested that Phase 2 estimated scope and costs be provided to the Board at a future meeting. Ms. Buikema explained that the Nurse Triage Program with anticipated rollout in 2018 as listed under Personnel Management. She also elaborated on the County of Monterey "Bio-swale" storm water management project to be done next year for the ditch at the west side of Rio Road under which a District pipeline runs. The District has also made substantial progress on CMMS and is considering inventory control, purchasing integration, and ultimately bringing Mainsaver out into the facility via tablets. A presentation to the Board on the system will be arranged.

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

- 28.** Conference Schedule and Board Member Committee Assignments for 2018 – *Report by Barbara Buikema, General Manager and Irene Bryant, Board Secretary*

The definition of the acronym CWEA – California Water Environment Association – is missing from the bottom of the Conference Schedule.

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

- 29.** Pebble Beach Community Services District – Regular Board Meeting of December 8, 2017 - *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 that a matter be set as a future Agenda Item.*

## COMMUNICATIONS

### **30. General Manager's Report – Oral Report by General Manager Barbara Buikema**

The date of the Special Board Meeting to be held for the Employee Survey presentation was tentatively set for February 22, 2018.

Conflict of Interest Forms 700 for 2018 are due.

The District held a public outreach meeting at Carmel High School for area residents with approximately 30 in attendance. A special web page is being developed for those who attended to reference. The District distributed door hangers and conducted mailings to notify residents of the outreach meetings.

### **31. 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 announced that the evaluation of the General Manager will be conducted during closed session at the end of the February 22, 2018 Board Meeting.

President White directed that a budget policy suggested by Director Siegfried be reviewed by the Budget Committee and that their recommendation will be considered by the full Board at its February 22, 2018 Regular Board meeting.

President White provided a flyer from the Tahoe-Truckee Sanitation Agency entitled *The Sewer System: A Shared Responsibility* and suggested it be adapted for CAWD use as a newsletter insert (along with the audit information insert mentioned previously under Item 24).

Director Townsend commended those who arranged the Phase I completion ceremony. Director Townsend offered assistance to develop a manual for new Board members as well as update the Employee Handbook. Also, she encouraged Board members and perhaps a member of staff to attend Special Districts Association of Monterey County meetings.

Director Siegfried, having suggested in the past that the District consider battery power as a way to lower power costs, noted that Tesla installed a 100mW lithium ion battery in South Australia in under 100 days. On another subject, Director Siegfried felt it would be instructive for the Board to receive data on the shortcomings which led to the Oroville Dam spillway failure.

The next PBCSD board meetings are scheduled for:  
Friday, January 26, 2018 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.*  
Friday, February 23, 2018 at 9:30a.m. *Director Rachel is scheduled to attend*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, February 14, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County –  
Tuesday, January 16, 2018 at 6:00 p.m. *Director Townsend attended.*  
The next SDA meeting is scheduled: Tuesday, April 17, 2018 at 6:00 pm. *Director Townsend is scheduled to attend.*

**32. CLOSED SESSION** – *A closed session of the Board is not planned, but may be held if necessary for certain limited purposes authorized pursuant to California Government Code.*

**33. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 10:25 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, February 22, 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**