



## CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES FEBRUARY 22, 2018

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### CALL TO ORDER - ROLL CALL

- 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)  
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  
Karla Cristi, CMMS-Plant Administrative Coordinator, CAWD  
Rob Wellington, District Legal Counsel  
Jeffery B. Froke, Board Director, Pebble Beach Community Services  
District (PBCSD)  
Mike Niccum, General Manager, PBCSD  
Beth Ingram, CSI HR Group

### 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. Computerized Maintenance Management System (CMMS) Demonstration –  
*Presentation by Karla Cristi, CMMS-Plant Administrative Coordinator***

Ms. Cristi gave a PowerPoint presentation on the CMMS Mainsaver® system. Chris Foley, Maintenance Superintendent gave project execution details and estimated that the inventory segment of the project will be completed in April-May 2018. Ms. Cristi and Mr. Foley responded to questions from Board members.

**3.5 District Potential Repetitive Problem Areas - Presentation by Chris Foley, Maintenance Superintendent, Daryl Lauer, Collections Superintendent and Ed Waggoner, Operations Superintendent**

In light of the Monterey One Water sewage spill to the Monterey Bay, the three Superintendents and staff evaluated the District's collection system and treatment plant for any potential risk of sanitary sewer overflow (SSO) to insure systems remain operational during various/concurrent system failures. Daryl Lauer, Collections Superintendent described the Supervisory Control and Data Acquisition (SCADA) system being considered by the District for remote plant monitoring and control. A series of additional independent, high-level control monitors will activate alarms even in the event of SCADA system failure or high level warnings, allowing time for response before an SSO occurs.

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

***Board Action***

*Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously approved the Regular Meeting Minutes of January 25, 2018, and enacted the following Consent Calendar Agenda items:*

4. Approve Regular Board Meeting Minutes of – January 25, 2018
5. Receive and Accept Bank Statement Review by Hayashi Wayland – December 2017
6. Receive and Accept Schedule of Cash Receipts and Disbursements – January 2018
7. Approve Register of Disbursements – Carmel Area Wastewater District – January 2018  
  
Director D'Ambrosio encouraged District use of Carmel area based engineers when possible.
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2018
9. Receive and Accept Financial Statements and Supplementary Schedules – January 2018
10. Receive and Accept Collection System Superintendent's Report – January 2018
11. Receive and Accept Treatment Facility Operations Report – November 2017, December 2017, and January 2018
12. Receive and Accept Safety and Regulatory Compliance Report – January 2018
13. Receive and Accept Laboratory/Environmental Compliance Report – January 2018

14. Receive and Accept General Engineering Report – January 2018
15. Receive and Accept Plant Operations Report – January 2018 and the 2017 Annual Operation and Compliance Reports to the California Regional Water Quality Control Board

Director Siegfried requested better coordination of the use of acronyms in reports with the *List of Common Acronyms* provided at the front of the board packet (i.e. list TMP in *Common Acronyms* and define as Trans Membrane Pressure *differential*).

16. Receive and Accept Maintenance Projects Report – January 2018

### **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**

17. **Resolution No. 2018-06;** A Resolution Approving Plans and Specifications for Cleaning of Digester #1 and Authorizing Staff to Call for Bids for the Work Under the Heading “FY2017-2018 Carmel Area Wastewater District Digester #1 Cleaning Project” - *Staff Report by Drew Lander, Principal Engineer*

#### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-06 approving Plans and Specifications for Cleaning of Digester #1 and Authorizing Staff to Call for Bids for the Work Under the Heading “FY2017-2018 Carmel Area Wastewater District Digester #1 Cleaning Project.”*

18. **Resolution No. 2018-07;** A Resolution Adopting a District Budget Policy – *Staff Report by Robert Siegfried, Board Director*

#### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-07 formalizing a District Budget Policy.*

19. **Resolution No. 2018-08;** A Resolution Authorizing an Addition to Staffing Levels for a “Plant Engineer,” Approving a Job Description, and Placement on District Classification Schedule at Range 37- *Report by Barbara Buikema, General Manager*

#### ***Board Action***

*Following a motion made by Director Rachel and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-08 to: Approve addition to Management level staff position with agreement of Salary & Benefits Committee to be titled “Plant Engineer” without extended recruitment process; Approve the job description for Plant Engineer and; Approve amended Classification/Salary Schedule adding Plant Engineer at Range 37.*

## **OTHER ACTION ITEMS BEFORE THE BOARD**

- 20.** Draft Initial Study/Mitigated Negative Declaration, Lagoon Outfall Crossing – *Report by Drew Lander, Principal Engineer*

In order to satisfy the US Fish and Wildlife Service, a planting plan will be submitted with the final draft. Other agency comments will also be amended into the final draft.

### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Siegfried the Board unanimously directed staff to finalize the Draft Initial Study/Mitigated Negative Declaration, Lagoon Outfall Crossing and proceed with the public notification process.*

- 21.** Personnel Supervision Training - Proposal from Leapfrog Consulting for Management and Leadership Skills – *Report by Barbara Buikema, General Manager*

Ms. Buikema highlighted the District's goal of providing supervisory training for all levels of management. Director Siegfried noted that the subjects under "...functional areas of training: Leadership Development" did not include listening and that the proposal was remiss of deliverables. Director White requested that follow up reports be presented to the Board after each training session.

### ***Board Action***

*Following a motion made by Director White and seconded by Director Townsend the Board unanimously approved the proposal from Leapfrog Consulting to provide services for a year of continual personnel supervision training with costs included in the 2018-19 Budget to be formally approved in June 2018.*

- 22.** Selection of Topics for CAWD Connections Newsletter for spring 2018 – *Report by Barbara Buikema, General Manager*

Director White suggested an additional educational insert on laterals. Director D'Ambrosio favored highlighting major projects that benefit the environment and enhance service levels such as the sea level rise study and Hatton Canyon project. Director White suggested an article on the Advanced Warning System presented earlier in the meeting. Director Siegfried suggested an article on the Local Area Management Plan (LAMP) for groundwater management.

### ***Board Action***

*Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously approved the selection of topics for CAWD Connections Newsletter for spring 2018; and approved amending the budget to cover the cost of the additional insert.*

- 23.** Ballot for Election of Local Agency Formation Commission (LAFCO) Commissioner – Due March 15, 2018 – *Report by Barbara Buikema, General Manager*

**Board Action**

*Following a motion made by Director White and seconded by Director Rachel the Board unanimously approved casting a ballot to elect Mary Ann Leffel (Monterey Regional Airport District) as the regular Special District's representative to LAFCO.*

**INFORMATION/DISCUSSION ITEMS**

- 24.** Summary of Monterey County Treasurer Report Dated 12-31-17 – *Report by Barbara Buikema, General Manager*

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

- 25.** Pebble Beach Community Services District – Regular Board Meeting of January 26, 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/presentations will be provided. If a specific presentation is planned, it will be listed and a summary of 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**

- 26. General Manager's Report** – *Oral Report by General Manager Barbara Buikema*

The District recovered \$37,000 in disaster remediation costs from FEMA/CalOES for last winter's spill in Hatton Canyon.

The plant is being prepared for a Coastal Commission site visit on Monday.

A meeting is scheduled on March 15<sup>th</sup> with the County and Big Sur Land Trust regarding the outfall project. District Special Counsel, Molly Erickson, will be in attendance.

Director Siegfried suggested that Hastie Financial include in its reports on a quarterly and annual basis whether or not the broad indices are beat. Director Siegfried also requested that beta calculation details be provided.

Director White asked Ms. Buikema to notify Board members of any scheduled public meetings regarding septic tank process.

Director White suggested a half-day off-site Board Retreat be scheduled, perhaps on a weekday in April.

- 27. 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 Siegfried reported that the Irvine Ranch Water District received an innovation award for using stored battery power during peak hours at a number of their treatment plant pump stations, estimating a \$500,000 dollar annual savings.

The next PBCSD Regular Board Meetings are scheduled for:  
Friday, February 23, 2018 at 9:30a.m. *Director Rachel is scheduled to attend.*  
Friday, March 30, 2018 at 9:30a.m. *Director Siegfried is scheduled to attend*

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

The next Special Districts Association of Monterey County Meeting is scheduled for:  
Tuesday, April 17, 2018 at 6:00 pm. *Director Townsend is scheduled to attend.*

The President adjourned to a Special Board Meeting at 10:33 a.m. The Board reconvened to the Regular Board Meeting at 11:20 a.m.


- 28. CLOSED SESSION: 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 was deferred to after the Special Meeting.**

The Board convened in closed session at 11:21a.m. with regard to the item listed on the agenda. The Board reconvened to open session at 11:42 a.m. Legal Counsel announced that in the closed session the Board took up the item listed and no reportable action was taken.


**29. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:40 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 22, 2018 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

*Respectfully submitted:*

  
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**Irene Bryant, Secretary to the Board**

**APPROVED:**

  
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**Ken White, President**