



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

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
Deborah Mall, Wellington Law Offices, District Legal Counsel
Richard B. Gebhart, 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.

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 Siegfried and seconded by Director Townsend the Board unanimously approved the Regular Meeting Minutes of February 22, 2018, and the Special Meeting Minutes of February 22, 2018, and enacted the following Consent Calendar Agenda items:

3. Approve Regular Board Meeting Minutes of – February 22, 2018 and Special Board Meeting Minutes of – February 22, 2018
4. Receive and Accept Bank Statement Review by Hayashi Wayland – January 2018
5. Receive and Accept Schedule of Cash Receipts and Disbursements – February 2018
6. Approve Register of Disbursements – Carmel Area Wastewater District – February 2018
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2018
8. Receive and Accept Financial Statements and Supplementary Schedules –February 2018
9. Receive and Accept Collection System Reports – February 2018
10. Receive and Accept Treatment Facility Operations Report –December 2017, January 2018, and February 2018
11. Receive and Accept Safety and Regulatory Compliance Report – February 2018
12. Receive and Accept Laboratory/Environmental Compliance Report – February 2018
13. Receive and Accept General Engineering Report – February 2018

Board Action

*Following a motion made by Director D'Ambrosio and seconded by Director White the Board unanimously approved placing on the April board meeting agenda, as suggested by Director Siegfried, an item regarding the development of a protocol for **acceptance** of collection systems.*

14. Receive and Accept Plant Operations Report – February 2018
15. Receive and Accept Maintenance Projects Report – February 2018

RESOLUTIONS/ORDINANCES

16. **Resolution No. 2018-09:** A Resolution Authorizing the General Manager to Execute an Amended Contract with Johnson Marigot Consulting, LLC for Professional Services in an Amount Not to Exceed \$85,770 to Continue the Preparation of the Environmental Documentation and Permit Applications to Repair a Portion of the District Outfall in the Carmel Lagoon – *Report by Drew Lander, Principal Engineer*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-09 authorizing the General Manager to sign and execute an amended contract thereby increasing the previously

approved contract by \$85,770 and thus ratifying the General Manger's action to allow Cameron Johnson to proceed with additional contract work.

- 17. Resolution No. 2018-10:** A Resolution Authorizing the General Manager to Enter into a Renewal Contract on Behalf of the CCLEAN Participants in an Amount Not to Exceed \$491,199 with Applied Marine Sciences for CCLEAN Program Management in Fiscal Year 2018-19 and for a Second Year 2019-2020 Contingent Upon Budget Approval by CCLEAN Participants - *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director D'Ambrosio the Board unanimously adopted Resolution No. 2018-10 authorizing the General Manager to enter into a renewal contract with Applied Marine Science for "Cclean Program Management" as Lead Agency in an amount not to exceed \$491,119 for the fiscal year 2018-2019 and for the fiscal year 2019-2020 in an amount to be approved by the CClean Program participants.

OTHER ITEMS BEFORE THE BOARD

- 18.** Preliminary 2018-19 Budget – *Report by Barbara Buikema, General Manager*

Board Action

Following a motion made by Director Townsend and seconded by Director White the Board unanimously accepted the FY 2018-19 Preliminary Budget.

- 19.** Preliminary 2018-19 Rate Model - *Report by Barbara Buikema, General Manager*

The User Fee Rate Model Amendment #1 was distributed at the meeting.

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend the Board unanimously accepted the amended FY 2018-19 Preliminary Rate Model.

INFORMATION/DISCUSSION ITEMS

- 20.** Pebble Beach Community Services District – Regular Board Meeting of February 23, 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 that a matter be set as a future Agenda Item.

COMMUNICATIONS

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

Formal notification was received from the State Office of Emergency Services that the District's outfall application is being presented to the Federal Emergency Management Agency.

The General Manager and Principal Engineer met with County staff and Molly Erickson, Esq. regarding the Lagoon Project. Both the County and Big Sur Land Trust are very pleased with the work the District has done, and are drafting an agreement between CAWD and the County on how to proceed whether grant funding is obtained or not.

The newsletter insert on laterals that was requested at the last Board meeting will be included in the issue after next to allow time for the necessary artwork to be obtained.

22. **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 reported in reference to sea level rise that in the San Francisco Bay Area 3-1/2 miles of seawall on the Embarcadero is being rebuilt to replace one built in 1979.

The next PBCSD Board Meetings are scheduled for:
Friday, March 30, 2018 at 9:30a.m. *Director Siegfried is scheduled to attend*
Friday, April 27, 2018 at 9:30a.m. *Director Townsend is scheduled to attend.*

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

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

23. **CLOSED SESSION:**

No closed session was scheduled or held.

24. **ADJOURNMENT**


There being no further business to come before the Board, the President adjourned the meeting at 9:45 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, April 26, 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