



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES JANUARY 31, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 a.m.

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)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Karla Cristi, CMMS-Plant Administrative Coordinator, CAWD
Robert Wellington, Wellington Law Offices, CAWD District Legal Counsel
Jeffrey B. Froke, Board Director, Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
David Heuck, Executive Vice President & Chief Administrative Officer, Pebble Beach Company
Rich Larsen, Private Homeowner, Carmel Highlands

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Public Comment No: 1

Mr. Larsen said that his family moved into their Carmel Highlands house 4 years ago. It is located directly across Hwy 1 from the District's main sewer line. Mr. Larsen feels it should not take 4 years for his connection process. He asked that CAWD agendize the "Larsen Sewer Connection" to get this project moving and to track progress going forward. He understands that CalTrans will need to approve extension of the sewer line under the highway. He said that he will go directly to Local Agency Formation Commission (LAFCO) to get annexed to CAWD. Ms. Lather has provided Mr. Larsen with an annexation application. Director White asked if there are neighboring property owners also interested in connecting. Mr. Larsen explained that lots in this area are a couple of acres each and would require extensive trenching. His neighbors are reluctant to connect at this time. Ms. Buikema apologized for the delay and clarified that although LAFCO does not like stand-alone annexations they do not forbid them. She told him that

design plans, completed by an engineering firm, need to be presented to CAWD for review and approval. President White expressed appreciation to Mr. Larsen for his attitude and cooperation despite the delays.

Public Comment No: 2

Mr. Niccum said that PBCSD made a final payment, in December, for the CAWD plan Operations & Maintenance and Capital costs for prior year. He expressed dissatisfaction and concern since he felt this situation has been an issue for a number of years. It took 6 months this year, working with CAWD staff, to clarify cost allocation. Mr. Niccum gave an example of a Board meeting a couple of weeks ago, page 19 of the Minutes, wherein after review by PBCSD engineers, he felt false statements had been made about costs for the outfall pipe and collection lines. Mr. Niccum said that this is not an isolated incident and asked that cost allocations be done during the public process. He would like his engineers to start participating in CAWD's Budget Committee meetings and stated that both agencies should maintain a good, long term agreement and avoid litigation. He would like to keep working together but feels that PBCSD has not been treated fairly. Ms. Buikema said that PBCSD will be notified and invited to all CAWD Budget Committee meetings going in the future.

President White stated that he is sorry for the disappointment, but that perhaps these differences of opinion should be discussed during a smaller group meeting. Director D'Ambrosio felt it is a necessary and productive process to sit down and discuss differences instead of letting frustrations build up. Director Rachel thought it may be beneficial to have the full Boards of both agencies meet for full disclosure. It was agreed to start small then expand the group size after some solutions have been worked out.

2. Agenda Changes:

President White said that Item 27, on Sea Level Rise (SLR), will be moved to the beginning of the agenda. There we no other agenda changes.

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.

27. Sea Level Rise Report – Staff Report by Patrick Treanor, Plant Engineer

The SLR report as presented, followed conservative guidance standards for planning purposes regarding climate change and critical infrastructure. Due to the significant community impact, the recommendation was made to form a committee to include other agencies in the solution process. Director D'Ambrosio recommended that PBCSD be included, and in order to take a holistic approach, the Committee should include the topics of a floodwall and Carmel River Floodplain Restoration and Environmental Enhancement Project (CRFREE). To clarify the baseline of critical plant levels, Mr. Treanor stated that 15 ft above sea level (SL) is the lowest ground level at the plant, and that building structures go up to 24 ft above SL. Sea level at high tide is approximately 7 feet above zero. The baseline elevation and riverine flooding are the main issues.

anticipated to be exacerbated by climate change, although the plant was designed to operate in a floodplain. Director Rachel inquired and Mr. Treanor confirmed that CAWD and other agencies are keeping historical data, photographs, and storm impacts on the plant and river that can be compared over time. President White and Director Townsend commented that many agencies are studying and are affected by Sea Level Rise. There will be ongoing, multi-agency collaboration.

Ms. Buikema recommended the SLR committee be made up of members from CAWD, PBCSD and the PB Company. Mr. Niccum and Mr. Heuck agreed to participate. Ms. Buikema pointed out that CAWD is the biggest property owner with 15 acres in the lagoon. The District needs to be the leader on this issue if we want to guide our future. Mr. Niccum stated that the lowest area of the treatment plant and first to be addressed should be the MF/RO pad. Ms. Buikema asked that “buy-in” for the formation of the SLR Committee be put on the next RMC meeting agenda and she confirmed the Coastal Commission has been alerted that we are doing our due diligence, but that March would be too soon to have our Draft Memorandum of Understanding put on their agenda.

Director Siegfried inquired and Ms. Buikema confirmed that the District would like the Committee to obtain legal opinions from a firm experienced with Coastal issues. Mr. Niccum asked if this is a staff committee or policy making committee, and Ms. Buikema responded that she would like the CAWD Board to appoint two Board members to the committee and staff would act in a support role.

Board Action

Following a motion made by Director D’Ambrosio and seconded by Director Townsend, the Board unanimously accepted the report; agreed to allow outside agencies to participate in the committee; and appointed Directors D’Ambrosio and Siegfried to the SLR Committee.

OTHER ITEMS BEFORE THE BOARD

3. Employee Acknowledgements:

- **Greg Ange, Maintenance Mechanic II – Achieved the CWEA Wastewater Treatment Plant Operator, Grade III Certification**

Mr. Ange was not able to attend so this item was moved to the next Regular Board meeting.

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

Board Action

Following a motion made by Director Siegfried and seconded by President White, the Board unanimously approved the Regular Meeting Minutes of December 13, 2018, the Special Meeting Minutes of December 27, 2018 and January 15, 2019, and enacted the following Consent Calendar items:

- 4. Approve Regular Board Meeting Minutes of December 13, 2018**
- 5. Approve Special Board Meeting Minutes of December 27, 2018**
- 6. Approve Special Board Meeting Minutes of January 15, 2019**
- 7. Receive and Accept Bank Statement Review By Hayashi Wayland – November 2018**
- 8. Receive and Accept Schedule of Cash Receipts and Disbursements – November 2018 And December 2018**
- 9. Approve Register of Disbursements - Carmel Area Wastewater District – November 2018 And December 2018**

Director D'Ambrosio referred to Check No: 33075 Del Monte Gardeners and asked for reasons of potential liability, if the fence has been reinstalled? Mr. Lauer confirmed that it is a joint project between CAWD and the Mission and that the fence is scheduled to go in next week.
- 10. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November 2018 And December 2018**

Director Rachel referred to Check No: 8269 and asked for background on the expenditures for Scinor cell membranes. Mr. Waggoner advised that with the longest run of 2.5 years, the plant has experienced membrane failure. Over the last 5 months, all cells have been replaced and many treatment plants are moving over to this Scinor product. The cost benefit expected by this move, along with many other steps taken, is that secondary effluent quality will improve and that the lifespan of filters will potentially be extended to 5 years.
- 11. Receive and Accept Financial Statements and Supplementary Schedules – November 2018 And December 2018**
- 12. Receive and Accept Collection System Superintendent's Report – December 2018**
- 13. Receive and Accept 2018 Annual Collection System Superintendent's Report**

Director Siegfried stated the report lacked analysis and comparable data. He asked that a template be developed clearly indicating specific information that needs to be included in reports to the Board. Ms. Lather said that she has completed Sewer System Management Plan (SSMP) audits in the past and will be doing one for CAWD this next year. She thought it would address Director Siegfried's concerns and outstanding questions, and that it will include such things as trends, data for the past 5 years, root control and related spills, etc. Audits are conducted every 2 years. Ms. Buikema suggested staff report back next month with an outline of all parameters included in the SSMP so the Board can decide if they would like additional information added.

Mr. Waggoner said that for treatment processes, all information is submitted in tabulation and electronic form. The state only requires annual reporting, so it is challenging to do a

comparison. He further commented that comparable data will be more accessible once all aspects of the Mainsaver program are up and running.

Director D'Ambrosio asked about the grease trap on Sanitary Sewer Overflow #3 and Mr. Lauer confirmed that the school's pizza oven did not have a grease trap in place prior to this occurrence and that a check valve has now been installed. The Sanitary Sewer Overflow (SSO) happened further downstream but this was the low spot.

14. Receive and Accept Safety And Regulatory Compliance Report – December 2018

Director Siegfried asked that this Item be pulled from the Consent Agenda for further discussion later in the meeting.

**15. Receive and Accept Treatment Facility Operations Report – October 2018
November 2018 And December 2018**

16. Receive and Accept Laboratory/Environmental Compliance Report – December 2018

**17. Receive and Accept Capital Projects Report/Implementation Schedule – December
2018**

18. Receive and Accept Plant Operations Report – December 2018

19. Receive and Accept Maintenance Projects Report – December 2018

Director Siegfried asked and Mr. Waggoner confirmed that the downtime was not on the new turbines.

20. Receive Principal Engineer Monthly Report General Engineering – December 2018

RESOLUTIONS/ORDINANCES

- 21. Resolution No. 2019-02; A Resolution Authorizing The General Manager To Execute a Minor Services Contract With Hall Landscape Design In An Amount Not To Exceed \$27,375 For WWTP Perimeter Trees and Interior Landscape Planning - Report by Patrick Treanor, Plant Engineer**

Mr. Treanor and Ms. Buikema stated that the study is broken into two parts: the perimeter Eucalyptus trees and the plant interior. The contract must be approved the by the Coastal Commission and California Environmental Quality Act (CEQA) for environmental impact.

Director D'Ambrosio previously drafted a vegetation management plan and recommended that the District pursue an updated, all inclusive, landscape plan. He mentioned that State Parks may support removing the eucalyptus trees since they are an invasive species. A coastal biologist or related approved expert would need to be consulted. Director D'Ambrosio said the concept was to plant native wetland species to block the view. The whole process could take seven to ten years.

Director White said the District needs to be concerned about the Meadow's property owners and do public outreach before any trees are cut. Since the money is coming from reserves, and the issue is not time sensitive, Director Siegfried suggested delaying the expenditure to next fiscal year so the costs could be budgeted.

Board Action

Following a motion made by Director Siegfried and seconded by President White, the Board unanimously agreed to table Resolution No. 2019-02 to the June Board meeting.

- 22. Resolution No. 2019-03; A Resolution Authorizing The General Manager To Enter Into A contract With Cintas Uniform Company For Laundry and Linen Service For A Period of Five Years - Report By Daryl Lauer, Collection Superintendent**

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-03.

- 23. Resolution No. 2019-04; A Resolution Authorizing The General Manager To Enter Into A Contract With The City Of Carmel-by-the-Sea In An Amount Not To Exceed \$25,000 To Provide Storm Interceptor Cleaning Services - Report By Daryl Lauer, Collection Superintendent**

Director D'Ambrosio suggested that when the Treatment Plant paving is finished, we may want to add into this City contract a periodic street sweeping of the plant and entryway.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel, the Board unanimously adopted Resolution No. 2019-04.

- 24. Resolution No. 2019-05; A Resolution Approving An Amendment To The District's Vehicle Policy - 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 Resolution No. 2019-05.

- 25. Resolution No. 2019-06; A Resolution Approving An Amendment To The District's Expense Reimbursement Policy - Report By Barbara Buikema, General Manager**

Ms. Buikema confirmed the sections regarding Vehicle Use have been updated and reviewed by Legal Counsel.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-06.

OTHER ITEMS BEFORE THE BOARD

26. Board Member Committee Assignments for 2019 – Report by Irene Bryant, Board Secretary Pro Tem

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously accepted the 2019 Committee Assignments, including the addition of the SLR Committee Members added under Item 27 of this meeting.

28. Collection System Asset Management – Staff Report by Rachel Lather, Principal Engineer And Daryl Lauer, Collections Superintendent

Mr. Lauer said this Asset Management Plan (AMP) addresses everything under the ground, identifies risk, consequence of failure, and includes a severity index rating. Ms. Lather pointed out the sections of Medium-High and High-Risk priorities that could take 10-20 years to address. The Board felt this was a very good report and noted that the Budget Committee will have much planning and analysis to determine how and when to implement these repairs.

Director Rachel initiated discussion on High Risk priorities. Mr. Lauer stated that the High-Risk categories might not be in imminent danger of failing today but are on a path of probability with consequences of failure, and areas or bodies of water affected that need to be mitigated. Ms. Lather advised that they are attempting to prioritize repairs by risk rating and group them into packages so that the District could better obtain efficient bids to address affected areas.

Board Action

Following a motion made by President White and seconded by Director Siegfried, the Board unanimously accepted the report.

14. Receive and Accept Safety and Regulatory Compliance Report – December 2018

Referring to Respiratory Safety and environmental concerns, Director Siegfried stated that the plant needs to have a better handle on the nitrogen process ins and outs of the system, even though the amounts of off-gassing are miniscule. He feels we need to fall in line with what the state does. Mr. Treanor advised this requires more research and study to understand the process better. There should be improved tracking methods, as well as ongoing analysis of data. He noted that nitrogen and oxygenation techniques are completely different. Mr. Waggoner agreed that a short-term solution was needed, and pointed out that detention time will be reduced as other users connect to that part of the pipeline. Mr. Lauer said that last week's logs indicated we've had the largest reduction of hydrogen sulfide in 5 years.

Board Action

Following a motion made by President White and seconded by Director Siegfried, the Board unanimously accepted the report.

INFORMATION/DISCUSSION ITEMS

29. CMMS (Computerized Maintenance Mgmt. Software) Demo And Progress Update –
Report by Chris Foley, Maintenance Superintendent

Ms. Cristi presented a PowerPoint presentation noting that CMMS will always be a “work in progress”. The goal this past year was to develop asset management, whereas the upcoming focus will be to get reporting information into a useable format. After initial maintenance is performed, reliability centered maintenance will also be further analyzed and scheduled accordingly. Purchasing is being transitioned into the Mainsaver system so the information will auto populate, though it won’t prevent manual scanning since that is required for the annual audit. President White inquired and staff advised that we have been working on this program since 2012.

The report was informational only – no action required.

30. Pebble Beach Community Services District: Regular Board Meeting Of December 7, 2018 –
Report by Barbara Buikema, General Manager

The report was informational only – no action required.

31. Semi-Annual Progress Report Update For July-Dec 2018 –
Report by Barbara Buikema, General Manager

The Board commended staff for progress on entering a Memorandum of Understanding (MOU) with the County for the outfall project and remaining the Lead Agency for the Central Coast Long-term Environmental Assessment Network (CCLEAN).

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.

32. General Manager’s Report -
Oral Report by Barbara Buikema, General Manager

- The District has formally rescinded our \$1M California Governor’s Office of Emergency Services (CalOES) grant for the outfall pipeline. We could not meet the qualifications and time limitations with HDD (horizontal directional drilling) which exceeded the benefit-cost analysis. The District is now partnering with the County, and they will apply for the additional funds under their grant. If awarded, we will be a sub grantee of the County.
- Ms. Buikema announced that she will be taking a 1-week vacation and that Ms. Lather will be the Acting General Manager in her absence.

33. 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 Rachel inquired about the significant time savings with using the CSI HR Group. Ms. Buikema said that the District has purchased a separate trailer for Ms. Ingram, and that employees are happy that there is now a dedicated representative for human resources who is available by phone 24/7. CSI HR Group is also making progress on the outdated Employee Handbook and is working to incorporate all past approved Board Resolutions.
- Director Townsend would also like staff to work on an introductory binder for newly elected Board Directors. She also reminded current Board Members to check their mail and inbox in the Director's office.

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for:
Friday, January 25, 2019 at 9:30a.m. *Director Rachel attended.*
Friday, February 22, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for:
Wednesday, February 13, 2019 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 for:
Wednesday, February 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

34. CLOSED SESSION

Pursuant to Government Code Section 54956 and 54957 et seq., the Board met in closed session.

- A. Conference with Labor Negotiators** pursuant to Government Code Section 54957.6.
District designated representatives: Board of Directors, Unrepresented Employees: All
- B. Public Employee Performance Evaluation** pursuant to Government Code Section 54957(b). Title: General Manager

The Board convened in closed session at 11:00a.m. and reconvened to open session at 11:20a.m. Legal Counsel announced that in closed session the Board took up both items listed on the closed session agenda, and as to each matter the Board received information from the General Manager, and no reportable action was taken.

35. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:21a.m. The next regular meeting will be held at 9:00a.m., Thursday, February 28, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

As Reported To:



Irene Bryant, Board Secretary Pro Tem

APPROVED:



Ken White, Board President