



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES July 25, 2019

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:05 a.m.

Present: Directors: Michael Rachel, Robert Siegfried, Charlotte Townsend
And President White

Absent: Director Greg D'Ambrosio

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
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeff Froke, Vice President, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

1. *Appearances/Public Comments:* *Anyone wishing to address the Board on a matter not appearing on the agenda may do so now. Public comment shall be limited to 3 minutes per person. No action shall be taken on any item not appearing on the agenda. During consideration of any agenda item, public comments shall be limited to 3 minutes per person and will be allowed prior to Board action on the item under discussion.*

Note: If you believe you possess any disability that would require special accommodations in order to attend this meeting, please call Carmel Area Wastewater District at 624-1248.

2. *Agenda Changes:* *Any requests to move an item forward on the agenda will be considered at this time.*

Updates to Board Packet for Item #11 June data populated, #23 Lowest Responsible bidder amount populated on Resolution 2019-37, #24 lowest responsible bidder with amount populated on Resolution 2019-38 – all items presented and inserted into the Boards packet

before the start of the meeting. Board Secretary also spoke directly about the updates prior to the start of the meeting.

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

The Consent Agenda consists of routine items for which Board approval can be taken with a single motion and vote. A Board Member may request that any item be placed on the Regular Agenda for separate consideration.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously approved the Regular Meeting Minutes of June 30th, 2019, and enacted the following Consent Calendar items:

- 3.** Approve Regular Board Meeting Minutes on June 27,2019 and Special Board Meeting on July 15, 2019
- 4.** Receive and Accept Bank Statement Review by Hayashi Wayland – June 2019
- 5.** Receive and Accept Schedule of Cash Receipts and Disbursements – June 2019
- 6.** Approve Register of Disbursements - Carmel Area Wastewater District – June 2019
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2019
- 8.** Receive and Accept Financial Statements and Supplementary Schedules – June 2019
- 9.** Receive and Accept Collection System Superintendent’s Report
April, May, & June 2019
- 10.** Receive and Accept Safety And Regulatory Compliance Report – June 2019
- 11.** Receive and Accept Treatment Facility Operations Report –
June, May & April 2019
- 12.** Receive and Accept Laboratory/Environmental Compliance Report – June 2019

13. Receive and Accept Capital Projects Report/Implementation Plan – June 2019

14. Receive and Accept Plant Operations Report – June 2019

15. Receive and Accept Maintenance Projects Report – June 2019

16. Receive Principal Engineer’s Monthly General Engineering Report– June 2019

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RESOLUTIONS

17. Resolution No. 2019-31; A Resolution Authorizing The General Manager To Enter Into A Contract With Atlantic Machinery, Incorporated For The Purchase Of A Vac-Con Combination Sewer And Storm Drain Cleaning Truck In the Amount Of \$408,907
Report by Collections Superintendent, Daryl Lauer

Mr. Lauer explained that the District’s current truck has passed its useful life and a replacement is needed. Director Siegfried asked at what point would CAWD take possession of the new truck and Mr. Lauer stated once the truck is delivered. Director Siegfried wondered if there is interest from another entity, such as South County, to purchase our current truck as usable, how is it not usable for CAWD? Mr. Lauer explained that their usage of such a vehicle is far less than CAWD’s and therefore would still be a value for their agency. President White asked what the mileage of the vehicle is and Mr. Lauer estimated it to be ~48,000 miles for the truck engine but not the secondary diesel engine. President White asked where the new truck would be manufactured, and Mr. Lauer answered it is manufactured in Florida. Director Rachel asked if we would be able to determine our pollution output as it relates to California Air Board Regulations with the new truck. Mr. Foley stated the new truck is not subject to the California Air Board diesel truck regulations since both the truck’s engines are gas. Director White asked why not replace the secondary diesel engine on the old truck with a new gas engine? Mr. Lauer said it would be \$60,000 or \$70,000 for a retrofit and is not a sound financial decision. President White wondered how much the old truck is worth and Mr. Lauer indicated between \$40,000 & \$100,000. President White was pleased to learn that staff has made an effort to sell the existing truck in favor of keeping it. Director Siegfried would like to have “broader marketing” done to sell the existing truck and both Mr. Lauer and General Manager, Buikema agreed.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2019-31.

18. Resolution No. 2019-32; 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 Wastewater Treatment Plant (WWTP) Perimeter Trees And Interior Landscape Planning – *Report by Plant Engineer, Patrick Treanor*

Mr. Treanor explained this is a resolution to have an initial study regarding the long-term maintenance of the trees that surround the CAWD plant. Director Townsend expressed regret that Director D'Ambrosio was absent as he was an arborist. President White stated he is unsure/unwilling to move forward with the resolution due to concern over the Coastal Commission and the absence of Director D'Ambrosio. Director Siegfried also would like to table the resolution and had concern over irrigation.

Jeff Froke of PBCSD commented on the necessity to study trees prior to determining any action needed to be taken.

Board Action

Following a motion made by President White and seconded by Director Siegfried, the Board unanimously agreed to table Resolution No. 2019-32 to the August Board meeting.

19. Resolution No. 2019-33; A Resolution Authorizing The General Manager To Enter Into A Contract With Mailey Electric For Electrical Services In Fiscal Year 2019-20 In An Amount Not to Exceed \$220,000 – *Report by Maintenance Superintendent, Chris Foley*

Mr. Foley discussed the recommendation to renew a contract with Mailey Electric to continue to do electrical services for CAWD.

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-33.

20. Resolution No. 2019-34; A Resolution Authorizing The General Manager To Enter Into A Contract With Informative Controls For Integration Services In Fiscal Year 2019-20 In An Amount Not To Exceed \$310,000 – *Report by Maintenance Superintendent, Chris Foley*

Mr. Foley recommends contracting with Informative Controls to continue moving forward with transitioning from CAWD's old SCADA system to a new SCADA system. Director Siegfried had concerns about what percentage of the amount is for engineering and how the process of the services is carried out. Mr. Foley stated that the entire amount is solely for engineering services. Mr. Foley also explained that this will allow CAWD, PBCSD and the pump stations to interact and share data.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried,

the Board unanimously adopted Resolution No. 2019-34.

21. Resolution No. 2019-35; A Resolution Authorizing Inviting Bids For “Digester No. 1 Cleaning” – *Report by Plant Engineer, Patrick Treanor*

Mr. Treanor explained that Digester No. 1 will be removed from service and cleaned to prepare it for future rehabilitation.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2019-35.

22. Resolution No. 2019-36; A Resolution Authorizing The General Manager To Execute An Amended Contract With Kennedy/Jenks Consultants For Professional Services In An Amount Not To Exceed \$39,170 To Provide Additional Design Services For The “Wastewater Treatment Plant (WWTP) Elec/Mech Rehab And Sludge Holding Tank Project” *Report by Plant Engineer, Patrick Treanor*

Board Action

Following a motion made by Director Siegfried and seconded by President White, the Board unanimously adopted Resolution No. 2019-36.

23. Resolution No. 2019-37; A Resolution Accepting The Lowest Responsible Bid For The “Monte Verde Extension and 2nd Avenue Sewer Line Replacement” And Authorizing General Manager To Execute A Contract With The Lowest Qualified Bidder In The Amount of \$91,100-*Report by Principal Engineer, Rachel Lather*

Ms. Lather reported the outcome of the bidding that was done for the Monte Verde Extension and 2nd Avenue Sewer Line Replacement. Director Rachel discussed how difficult it is to garner bidding interest and that the amount was close to the Engineer’s Estimate.

Board Action

Following a motion made by Director Townsend and seconded by President White, the Board unanimously adopted Resolution No. 2019-37.

24. Resolution No. 2019-38; A Resolution Determining And Designating The Lowest Responsible Bidder For Hatton Canyon Pipeline Replacement Project, And Consistent With Notice To Bidders Upon Receipt Of Grant Funding Award A Contract To The Lowest Bidder, And Authorize The General Manager To Execute Said Contract With The Low Bidder, And If The Award Is Not Made Prior To August 22, 2019 Authorize Staff To Either Negotiate An Extension With The Designated Low Bidder Or Reject All Bids And Cancel The Project – *Report by Principal Engineer, Rachel Lather*

Ms. Lather reported on the only bid that was received for the Hatton Canyon Pipeline Replacement Project and the terms of acceptance of that bid. Director Rachel was interested

to know what other agencies CAWD communicated with on this project? Ms. Lather advised only with the State Parks Department. President White requested a word change in the resolution and Ms. Lather agreed.

Board Action

Following a motion made by Director Townsend to approve the Resolution as amended and a second by Director Siegfried, the Board unanimously adopted Resolution No. 2019-38.

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OTHER ITEMS BEFORE THE BOARD

- 25.** Disclosure of Reimbursements Paid of at Least \$100 for FY 2018-19-
Report by General Manager, Barbara Buikema
Requesting a motion to accept

Board Action

Following a motion made by President White and seconded by Director Townsend, the Board unanimously accepted the Disclosure Reimbursement Paid of at Least \$100 for FY 2019-19.

- 26.** General Manager Salary Adjustment-
Report by General Manager, Barbara Buikema
Requesting a motion to approve

Barbara Buikema reported on the recommendation from the Salary and Benefits Committee to approve the adjustment of the General Manager's salary. Director Rachel invited comments from Patrick Treanor, Chris Foley and Rachel Lather as to their time as acting General Manager.

Board Action

Following a motion made by Director Rachel and seconded by President White, the Board unanimously approved the General Manager's Salary Adjustment.

INFORMATION/DISCUSSION ITEMS

- 27.** PBCSD 06-28-19 Regular Board Meeting – Report by General Manager,
Barbara Buikema
Informational Only – No Action Required

28. General Manager Progress Quarterly Report – Report by General Manager, Barbara Buikema

Informational Only – No Action Required

29. Update on Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer

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

- Coastal Commission Workshop July 12th
- Team Building Workshop July 11th
- Thank you from Staff

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.

PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meetings are scheduled for: Friday, July 26, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.* Friday, September 27, 2019 at 9:30a.m. *President White is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, November 6, 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: Tuesday, October 15, 2019 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.*

36. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 10:31 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **August 29, 2019** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923. NOTE: Staff reports and materials regarding these agenda items are available for public review Monday through Wednesday of the week immediately prior to the Board Meeting at the District Office or at www.cawd.org. After staff reports have been distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be available at the District Office during normal business hours. Documents distributed at the meeting will be made available in the same manner.*

Respectfully submitted:

APPROVED: 

Ken White, President



Domine Barringer, Secretary to the Board