



CARMEL AREA WASTEWATER DISTRICT (CAWD)

MINUTES

Regular Board Meeting – Thursday, May 23, 2013

9:30 a.m.

CALL TO ORDER - ROLL CALL

Present: Directors: Greg D'Ambrosio, Robert Siegfried, Ken White,
Suzanne Paboojian and President Charlotte Townsend

Absent: None

Others Present: Barbara Buikema, General Manager
Dotty Hall, Secretary to the Board
Larry Brown, Treatment Plant Operations Supervisor
Drew Lander, Principal Engineer
Rob Wellington, District Legal Counsel
Mike Niccum, General Manager, PBCSD
(Pebble Beach Community Services District)
Leo Laska, Board Director, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments

There were no unscheduled appearances or public comments.

2. Agenda Changes

Items 19 & 20 will be heard before item #3.

19. Electrical System Assessment and Repair Status

Plant Operations Supervisor Brown reported that Todd Beecher would arrive within a week. Mr. Beecher will review the project status with Plant Superintendent Pinkevich at that time.

20. Maintenance Software Project Status

Plant Operations Supervisor Brown reported that the departure of personnel has created a shift in the training and maintenance of the Software Project. However, Senior Operator Linda Martinez has been trained on the Maintenance Software program by Consultant Lacey Jiles. The Project is advancing with 25-30% of the inventory items in the Computerized Maintenance Management Software (CMMS) system. When new employees are in place, it will free up designated staff to devote more time to the CMMS project. The Maintenance

Software Project should be ready to launch within a month to month and a half.

Plant Operations Supervisor Brown left the meeting at 9:40 am.

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

3. **Approve Regular Board Meeting Minutes of - April 25, 2013**
4. **Approve Register of Disbursements-CAWD - April 2013**
5. **Approve Register of Disbursements - Reclamation Project - April 2013**
6. **Receive Statement of Cash Receipts and Disbursements - April 2013**
7. **Receive Income Statement and Budget to Actual - April 2013**
8. **Receive Bank Statement Review - March 2013**
9. **Receive Collection System Supervisor's Report - April 2013**
10. **Receive Report on Treatment Plant Operations - April 2013**
11. **Receive Safety Report - April 2013**
12. **Receive Environmental Compliance Inspector's Report - April 2013**
13. **Receive Capital Improvement Program Project Status - April 2013**
14. **Receive Engineer's Report - April 2013**

The Board reviewed all Consent Calendar items. General Manager Buikema, Operations Supervisor Brown and Collections Superintendent Lauer responded to questions.

Director D'Ambrosio suggested adding a topic to the end of the Safety Staff Report with housekeeping items to inform the Board and public of ongoing safety improvement projects which are being implemented at the plant.

Ecological Protective Barrier (EPB) project. - The Board discussed the EPB project which was in the General Engineering Staff Report Miscellaneous section.

The County has proposed an Ecological Protective Barrier project which may affect the operations of this District. As proposed, the project raises several significant concerns which might require the District to invest several millions of dollars for impact mitigation measures.

The Board is very concerned about this possibility and unanimously concurs with the letter General Manager Buikema sent to Carl Holm, Deputy Director of the Monterey County Resource Management Agency. The Board has tabled the topic and requests that the General Manager keep a written record of the Project's activities and plan to place the topic on future Agenda's, as well as keep the Board informed.

Board Action

Following a motion by Director White, and a second by Director D'Ambrosio, the Board unanimously approved the Minutes of April 25, 2013 and all Consent Calendar items as amended.

ACTION ITEMS BEFORE THE BOARD

15. Appointment of a Public Outreach Sub-Committee to work with the General Manager on implementation of the proposed draft, as attached:

After considerable discussion, the Board consensus on this Action Item was to have Directors D'Ambrosio and White serve as members of a Public Outreach Sub-Committee, with the General Manager.

RESOLUTIONS

16. **Resolution No. 2013-13:** "A Resolution Ordering and Providing for a General District Election to be Held Within the Carmel Area Wastewater District on Tuesday, November 5, 2013."

Board Action

Following a motion by Director D'Ambrosio and a second by Director Siegfried, the Board unanimously approved Resolution No. 2013-13, A Resolution ordering and providing for a General District Election to be held within the Carmel Area Wastewater District on Tuesday, November 5, 2013.

17. **Resolution No. 2013-14:** "A Resolution of the Board of the Directors of the Carmel Area Wastewater District Recognizing the Contributions of David Sollid."

Board Action

Following a motion by Director White and a second by Director D'Ambrosio, the Board unanimously approved Resolution No. 2013-14, A Resolution of the Board of the Directors of the Carmel Area Wastewater District recognizing the contributions of David Sollid, Collections Superintendent, who will retire effective May 31st.

18. **Resolution No. 2013-15:** "A Resolution Approving the Plans and Specifications for the Calle La Cruz Wetwell Rehabilitation Project in Conjunction with the Crespi Sewer Line Rehabilitation Project and Authorize Staff to Call for Bids for Said Project Under the Heading; "FY 2012-2013 Calle La Cruz/Crespi Collection Rehabilitation Project."."

Board Action

Following a motion by Director D'Ambrosio and a second by Director Paboojian, the Board unanimously approved Resolution No. 2013-15, A Resolution approving the plans and specifications for the Calle La Cruz Wetwell Rehabilitation Project in conjunction with the Crespi Sewer Line Rehabilitation Project and authorizing staff to call for bids for the project under the heading; "FY 2012-2013 Calle La Cruz/Crespi Collection Rehabilitation Project."

OTHER ITEMS BEFORE THE BOARD
INFORMATION/DISCUSSION ITEMS

21. General Manager Buikema's Report on her Tour of the Orange County Groundwater Replenishment System, 04-30-13.

General Manager Buikema reported on her tour of the Orange County Groundwater Replenishment System on April 30, 2013. She said that the Orange County Water District's plant processes 70M gallons a day and although, very automated was similar in many ways to CAWD. General Manager Buikema felt that Orange County's process of microfiltration and reverse osmosis using ultraviolet light with hydrogen peroxide was both fascinating and very impressive.

22. Discussion of Board Procedures regarding Pre-meeting questions.

After some discussion, Board members agreed to contact the General Manager with individual questions or concerns regarding Agenda items in the Board packet, prior to Board meetings. This procedure will enable staff to be better prepared to answer any and all of the Board's questions at the Board meetings as well as to keep the Agenda "on task."

23. Discussion of District Reserve Level Policy.

Director D'Ambrosio suggested that the Board have a standing resolution in place, to be proposed if Government were to declare a disaster in our area, as well as to improve the District's response time in applying for available grants.

Director's Siegfried and White asked as to why presently, policy requires the Operations and Maintenance (O&M) Fund to maintain a minimum balance of 100% of the total annual operating budget.

STAFF & BOARD MEMBER REPORTS

24. General Manager's Report

General Manager Buikema had no additional items to report.

COMMUNICATIONS

25. **Board Members or staff may wish to make announcements concerning items of interest to the Board.**

A. *Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended:*

President Townsend suggested the feature article of the next CAWD Newsletter be, "What we do with the bad stuff we get out of affluent."

Reclamation Management Committee Meeting - May 20, 2013

(President Townsend and Director White were scheduled to attend.)

President Townsend reported that General Manager Buikema presented the Reclamation budget to the Reclamation Management Committee in a clear, concise and easy to understand format.

PBCSD Board Meeting, Draft Minutes -April 26, 2013

(Director Townsend and General Manager Buikema attended; report written by Ms. Buikema)

*PBCSD Board Meeting Agenda - May 31, 2013**

(Director Paboojian is scheduled to attend. The next meeting is scheduled for June 28, 2013 and Director White is scheduled to attend)

**Correction to the meeting dates; the PBCSD Meeting was held on May 24, 2013.*

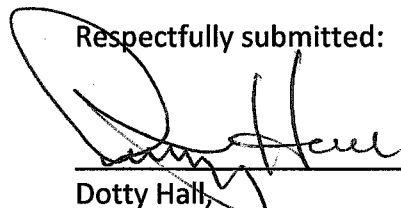
Director White will attend the May 24th meeting in place of Director Paboojian.

ADJOURNMENT

There being no further business, the Board Meeting was adjourned at 11:45 am.

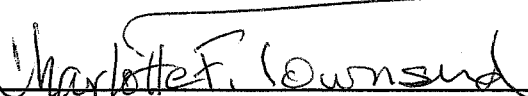
The next Regular Meeting will be held at 9:30 a.m., Thursday June 27, 2013 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:



Dotty Hall,
Secretary to the Board

APPROVED:



Charlotte F. Townsend, President