



***ACTION ITEMS BEFORE THE BOARD***

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

General Manager Buikema said a few corrections needed to be made to page 8 of the January Minutes. The correct spelling of the name "Mike Foley" should be "Mike Bowhay". The line that reads, "consists of a dozen local golf course people" should read, "and Mike Niccum from PBCSD" and "additional water sources" should read "additional sources of recycled and potable water."

Director Paboojian noted that she was "physically" and not "remotely" present for the Special Meeting (page 13) and would like to have the Special Meeting Minutes reflect this.

**Item #10 (Pages 24-25)**

*Director D'Ambrosio requested that CAWD coordinate with the City of Carmel-by-the-Sea regarding collection line replacement, so that when the City re-asphalts the streets it will prevent the Collection crew from tearing up newly paved roads.*

**Item #11 (Page 26)**

*Director Paboojian noted that the year on the bottom of the Report reads, "January 2013" and should be corrected to read, "January 2014."*

**Item #15 (Pages 44-45)**

*Director D'Ambrosio requested that a map of the District area be included at the end of the each project which will indicate the project location and the approved budget number.*

General Manager Buikema, Principal Engineer Lander and Collection Superintendent Lauer responded to questions asked by the Board.

***Board Action***

*Following a motion made by Director Greg D'Ambrosio and a second by Director Charlotte Townsend, the Board unanimously approved the Regular Minutes of January 23, 2014 and the Special Meeting Minutes of January 15, 2014 as amended and the following Consent Calendar Agenda items:*

- 3. *Approved Regular Board Meeting Minutes of - January 23, 2014***
- 4. *Approved Special Board Meeting Minutes of - January 15, 2014***
- 5. *Received and Accepted Bank Statement Review - December 2013***
- 6. *Received and Accepted Statement of Cash Receipts and Disbursements - December 2013***
- 7. *Approved Register of Disbursements - CAWD - December 2013***
- 8. *Approved Register of Disbursements - Reclamation Project - December 2013***
- 9. *Received and Accepted Income Statement and Budget to Actual - December 2013***
- 10. *Received and Accepted Collection System Supervisor's Report - January 2014***
- 11. *Received and Accepted Report on Treatment Plant Operations - December 2013/January 2014***
- 12. *Received and Accepted Safety Report - January 2014***
- 13. *Received and Accepted Environmental Compliance Inspector's Report - January 2014***
- 14. *Received and Accepted Engineer's Report-January 2014***
- 15. *Received and Accepted Capital Improvement Project Status - January 2014***

## **RESOLUTIONS**

**16. Resolution No. 2014-06: Adopted A Resolution Approving The Submittal Of The Encroachment Permit Request Accepting Collection Line In State Right Of Way, Highway 1 At The Highlands**

The District will submit an encroachment permit which supports the Cappo plans and advises CalTrans of the District's intent to accept a sewer line at the completion of construction.

*Director Townsend pointed out a typo in the last sentence of paragraph 2 of the Resolution No. 2014-06, indicating that "re commendation" should read, "recommendation."*

### **Board Action**

*Upon a motion made by Director Charlotte Townsend and seconded by Director Robert Siegfried, the Board unanimously adopted the resolution as amended..*

**17. Resolution No. 2014-07: Adopt A Resolution Amending District's Conflict Of Interest Code As A Designated Position And Replace It With The Position Of Principal Accountant**

CAWD's policy requires an amendment to the District's Conflict of Interest Code for the deletion of the Finance Officer position which was replaced with the position of Principal Accountant.

General Manager Buikema responded to questions made by the Board.

### **Board Action**

*Upon a motion made by Director Robert Siegfried and seconded by Director Greg D'Ambrosio, the Board unanimously adopted the resolution.*

**OTHER ITEMS BEFORE THE BOARD**

- 18. Financial Audit for Fiscal Year Ending 06/30/13** - Report by General Manager Barbara Buikema

General Manager Buikema and Principal Accountant Grover responded to questions made by the Board.

*Director D'Ambrosio asked General Manager Buikema to look into getting an outside consultant to research grant availability for the Capital Projects.*

**Board Action**

*Upon a motion made by Director Greg D'Ambrosio and seconded by Director Charlotte Townsend, the Board unanimously accepted the Financial Audit for Fiscal Year Ending 06/30/13.*

- 19. Board Committee Assignments for 2014** - Report by Board Secretary Dotty Hall

**COMMITTEE ASSIGNMENTS-2014**

<b>COMMITTEE</b>	<b>MEMBERS</b>
Budget	Greg D'Ambrosio
	Bob Siegfried
Salary & Benefits	Greg D'Ambrosio
	Ken White
Pension	Suzanne Paboojian
	Barbara Buikema
	Rob Wellington
Reclamation Management	Charlotte Townsend
	Bob Siegfried
Special District's Association of Monterey County	Charlotte Townsend
	Alternate: Ken White

*There was unanimous approval of committee assignments - No formal vote was taken.*

**20. Recommend Change in Monthly Meeting Time** - Report by Board President Kennedy White and General Manager Barbara Buikema

President White has suggested that the Board meeting time be changed from 9:30am to 9:00am.

General Manager Buikema and President White responded to questions made by the Board.

*Director D'Ambrosio recommended placing a Public Notice in the paper to notify the public of the change in meeting time.*

**Board Action**

*Upon a motion made by Director Charlotte Townsend and seconded by Director Robert Siegfried, the Board unanimously approved changing the monthly meeting time to 9:00am.*

**21. Ecosystem Protection Barrier Committee Report** - Report by Principal Engineer Drew Lander

Principal Engineer Lander responded to questions asked by the Board.

*Director D'Ambrosio asked if the cost of the Lagoon Project can be shared with the parties who benefit from the wall.*

*President White commended Principal Engineer Lander for his work on the Project.*

*Director Siegfried expressed concern that the Board may be reaching conclusions about the Project before the Board has taken a formal position on the matter. He suggested that the Board should not automatically be against the wall being built because it may benefit the houses it will protect.*

*Director Siegfried said he was concerned about the Causeway funds being used for the sandbar when not all citizens of the County will benefit from the project. He asked if there could be a new local flood control district formed to handle the project.*

*President White suggested the Board create a Position Statement regarding the wall and add the topic on the next CAWD Board meeting's Agenda.*

*Director Paboojian added that any statement made needs to be flexible as new information will come in.*

*Director Siegfried asked about the concept of a beneficiary or the County paying for the sandbar maintenance.*

*Counsel Wellington stated that the County, not the property owners (beneficiaries) would be liable since the County is building the wall.*

*Director Paboojian warned that there is a possibility that the homeowners flood insurance premiums will be going up as a result of the wall being built.*

*The Board accepted the report.*

### **INFORMATION/DISCUSSION ITEMS**

**22. CWEA Collection System of the Year Award for Monterey Bay - Oral Presentation by General Manager Barbara Buikema**

General Manager Buikema reported that she and several of the Staff attended the award ceremony for the Collection Water Environment Association, Collection System of the Year for Monterey Bay. The General Manager presented a slide show of the event with photos of 8 staff who attended.

The result of the award competition was a tie between CAWD and PBCSD, with both Districts being awarded.

**23. Collection Root Control Pilot Program Results - Report and Oral Presentation by Collections Superintendent Daryl Lauer**

Collection Superintendent Lauer presented a Power Point presentation to the Board Describing the root foaming application process. He indicated that tree roots are the number one cause of damage to CAWD pipes and restriction to the flow. The recent root foam application covered over 5000 feet of pipe. CAWD currently has about 82 miles of pipeline and 45-50% of the pipe is affected by root damage.

Lab Supervisor Matz stated that the lab tests on root foam samples indicate there is no adverse impact to the Plant operations or detrimental effect to the bugs in the system from the chemicals used during the root foaming process.

Principal Engineer Lander said he predicts that the root foaming will save the District lots of money by extending the life of the pipes.

*Director Siegfried asked if the State has any limitations for chemical usage in the root foaming process.*

Lab Supervisor Matz responded that the State does not have any limits on the chemical usage.

**24. CAWD Hearing Conservation Program - Report and Oral Presentation by Safety Officer Joseph Gregory**

Plant Safety Officer Gregory made a PowerPoint presentation which described the process, and Cal-Fed OSHA regulations involved when conducting staff hearing tests. He responded to questions asked by the Board.

**25. Selection of Topics for the CAWD Spring 2014 Newsletter - Report by General Manager Barbara Buikema**

- *The Board suggested the following topics for the Spring 2014 Newsletter:*
- *Cost comparison with other utilities*
- *Cooperation with other agencies regarding safety training*
- *Root foaming and money savings*
- *Plant tours*
- *Human interest story of the District's history and the involvement of Director Townsend's father*

**26. Treatment Plant Project Status Report- Oral Report by Plant Superintendent James Pinkevich**

Lab Supervisor Matz said the new LIMS (Lab Information Management System) Software is due to begin running on March 10th. Staff training is scheduled to begin in April and the system should be completely utilized by May. This software should save a great deal of time in report preparation.

Plant Superintendent Pinkevich reported that the Computerized Maintenance Management Software (CMMS) program is moving forward under the direction of Karla Cristi. Ms. Cristi is currently attending a 5 day workshop on the program and is scheduled to update the Board on the project at its next meeting.

The Superintendent also reported that there were recent "flow discrepancies" as recorded by MF/RO. The flow meters will be evaluated for accuracy and adjusted accordingly.

**27. Proposal for Assessment of CAWD's Strategic Asset Management Pension Plan - Report by General Manager Barbara Buikema**

The District's actuarial firm, Nicolay Consulting, offered to perform an analysis of the District's pension plan assets at their presentation to the Board on September 26, 2013. At the District's December 12, 2013 meeting, the Board requested a proposal detailing the cost for said presentation.

General Manager Buikema presented the Pension Plan Proposal to the Board and responded to questions made by the Board.

*Director Siegfried requested that Hastie Financial Group be evaluated in comparison to other similar agencies.*

*Director Paboojian said this was originally her request and what she had asked for was to have another investment agency prepare a report at the same time that Hastie to make a benchmark comparison.*

*Director Townsend asked that when a Board member requests information from the General Manager or the staff, that the General Manager will first give the Board an estimate of the time and money associated with obtaining such information.*



*President White requested that this topic of evaluating CAWD's Strategic Asset Management Pension Plan be placed on the Pension Committee Agenda for discussion and recommendation.*

**28. Board Procedures: Pre-meeting questions - Report by Board President Kennedy White and General Manager Barbara Buikema**

**Staff recommends that individual Board members contact the General Manager prior to a regular Board meeting with any questions which can be handled without requiring input from the full Board.**

*Director Siegfried stated that he is uncomfortable with this recommendation. He likes to hear all questions since they sometimes lead to other pertinent questions. He feels we have a duty to be transparent.*

*President White responded that he just wants questions that might require more research to be given to General Manager Buikema in advance so she can be prepared to answer queries at a Board meeting.*

**29. Summary of Monterey County Quarterly Treasurer's Report dated 12-31-14 - Report by General Manager Barbara Buikema**

*The entire report is available on CAWD's website.*

*The Board unanimously accepted the Report.*

***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 summary information may be included with the Agenda. Brief oral reports may be provided for items arising after 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 a request that a matter be set as a future Agenda Item.*

**30. General Manager's Report**

- General Manager Buikema reported that management staff has been issued electronic tablets with the Board packets loaded on them instead of paper Board packets. The plan is to hopefully transition all Board members and Counsel to electronic tablets in the near future.
- General Manager Buikema reported receiving a phone call from California Sanitation Risk Management Authority (CSRMA), CAWD's Workers Compensation carrier, to see if she was interested in serving on a Workers Compensation Committee. They indicated they had reviewed CAWD's recent workers-compensation claims and thought she might have an interest in the committee.

## **COMMUNICATIONS**

### **31. *Announcements on subjects of interest to the Board made by members of Board or staff.***

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

*Director Siegfried reported that the Monterey Peninsula Water Management District has made a proposal to the Bureau of Reclamation for funding of a long overdue study in Hydrology in Carmel Valley. Since CAWD's proposed annexations may be effected, he suggested the topic be added to the next Board Agenda for further discussion.*

**PBCSD Board Meeting - January 31, 2014**

**(Director D'Ambrosio and General Manager Buikema attended; report written by General Manager Buikema)**

**PBCSD Board Meeting Agenda - February 28, 2014**

**(Director Siegfried is scheduled to attend. The next meeting is scheduled for March 28, 2014 and Director Townsend is scheduled to attend)**

**Reclamation Management Committee Meeting - Friday, May 9, 2014 at 9:30am**

**(Director Townsend and Director Siegfried are scheduled to attend)**

**Special Districts Association of Monterey County - Tuesday, April 15, 2014 at 6:00pm**

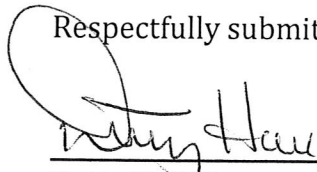
**(Director Townsend and General Manager Buikema are scheduled to attend)**

**ADJOURNMENT**

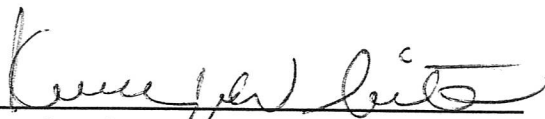
*There being no further business the Board Meeting was adjourned at 11:45am.*

*The next Regular Meeting will be held at 9:00 a.m., Thursday March 27, 2014 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:

  
\_\_\_\_\_  
Kennedy White, President