



**Approved
October 27, 2008**

**MINUTES
of the Regular Meeting
Monterey Regional Water Pollution Control Agency
Board of Directors
September 29, 2008**

1. CALL TO ORDER

The Regular Meeting of the Board of Directors of the Monterey Regional Water Pollution Control Agency was Called to Order by Chair Russell at 7:00 p.m., on Monday, September 29, 2008, in the Board Room at 5 Harris Court, Building D, Monterey, California.

2. PLEDGE OF ALLEGIANCE

Mr. Cortez led the Pledge of Allegiance.

3. ROLL CALL

BOARD MEMBERS PRESENT:

Joe Russell, Chair	Del Rey Oaks, Mayor
Dave Pendergrass, Vice Chair	Sand City, Mayor
Ramiro Cortez	Boronda County Sanitation District
Eric Tynan	Castroville Community Services District
Kenneth Nishi	Marina Coast Water District, Vice President
Jeff Haferman	Monterey, Councilmember
Ila Mettee-McCutchon [arrived at 7:06]	Monterey County, Supervisor
Chris Orman	Moss Landing County Sanitation District
Dan Cort	Pacific Grove, Mayor
Gloria De La Rosa	Salinas, Mayor Pro Tem
Steve Bloomer	Seaside, Mayor Pro Tem
Vacant – Ex-Officio	U.S. Army, Representative

BOARD MEMBERS ABSENT:

None

MRWPCA STAFF PRESENT:

Keith Israel	General Manager
Brad Hagemann	Assistant General Manager
Ron Wellington	Legal Counsel
John Tiernan	Director of Admin Services/Deputy GM
Tom Buell	Director of Finance
Bob Holden	Principal Engineer
Eric Synstebly	Maintenance Planner
Betty Nebb	Executive Assistant

OTHERS PRESENT: Carl Niizawa – City of Salinas
Bjorn Lundegard – City of Seaside

4. PUBLIC COMMENTS

At 7:05 p.m., Chair Russell opened and closed Public Comments.

5. CONSENT AGENDA

ACTION TAKEN: On a motion by Mr. Cort, seconded by Ms. De La Rosa, the Board unanimously approved the Consent Agenda, Items A through K as follows:

- A. Approve Board Meeting Minutes/Report for Regularly Scheduled Board Meeting of August 25, 2008**
- B. Receive Comparison Percentage of Budget Expended Through August 2008 vs. 2007**
- C. Receive Check Register – August 2008**
- D. Receive Plant Flows and Effluent Quality for Connected Agencies, Plus Flow Charts for Salinas, Monterey Peninsula, Marina, Fort Ord, and Castroville for August 2008**
- E. Receive Actual vs. Budgeted Fiscal Year 2008/09 Expenditures for the Capital Improvement Program and Capitalized Equipment Fund**
- F. Receive Actual vs. Anticipated Fiscal Year 2008/09 Revenues from Capacity Charges**
- G. Approve MRWPCA Resolution 2008-11, a Statement in Support of “No Drugs Down the Drain” Week, October 4 to October 11, 2008**
- H. Approve MRWPCA Resolution 2008-12, a Resolution of Appreciation to Gage Dayton for Service on the MRWPCA Board of Directors**

- I. **Approve MRWPCA Resolution 2008-13, a Resolution of Authorizing Purchase of Fairbanks Morse Submersible Pump for Pump Station 15 without Formal Competitive Bidding**
- J. **Adopt MRWPCA Resolution No. 2008-14, a Resolution Authorizing the Purchase of a Dimminutor Model DM36XF Open Channel Comminutor Grinder without Formal Competitive Bidding**
- K. **Award Contract for Digester Mixing System Study**

6. COMMITTEE REPORTS AND RELATED ACTION ITEMS

A. Budget/Personnel Committee

1. Receive and Approve Committee Minutes/Report of September 15, 2008

Mr. Pendergrass reported the Minutes properly reflect the action of the Committee.

ACTION TAKEN: On a motion by Mr. Bloomer, seconded by Ms. De La Rosa, the Board unanimously approved the Budget/Personnel Committee Minutes for Monday, September 15, 2008, with the following recommendations:

- **That the Board approve staff recommendation to send a letter to the Monterey Regional Waste Management District requesting a 30-day extension for the Public Hearing to adopt the new rates in order to review the Biosolids Disposal Rate Study report and meet with District staff.**
- **That the Board note the next meeting date for Budget/Personnel Committee will be on Wednesday, October 15, 2008.**

B. Recycled Water Storage Committee

1. Receive and Approve Committee Minutes/Report of September 18, 2008

Mr. Nishi requested clarification regarding Agenda Item 6 for the Recycled Water Storage Committee meeting (page 105 of agenda packet) "Approve Agreements with E2 Environmental Engineers, Inc. for Construction Management Services for the Salinas River Diversion Facility (SRDF) Disinfection Facilities." He indicated his belief that the Item was unclear and incomplete because the agreements also included Design Services during Construction and a Master Agreement which were not noted in the Committee Agenda Item.

Discussion followed with Mr. Hagemann noting that the Committee Minutes (page 109 in the agenda packet, second paragraph) described the Master Agreement and two Requests for Service: one for Design Services during Construction and a

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second for Construction Management Services. The three agreements were considered by the Committee and recommended for Board approval.

Mr. Wellington explained that because the Committee agenda stated “approve agreements” in the plural “with E2 Environmental for the Salinas River Diversion Facilities” it is a sufficient agenda item description. He acknowledged Mr. Nishi’s point; however, in terms of the Brown Act requirement of a proper description, he felt even without the “Construction Management Services” phrase that was clarified as part of the Agenda Item, it was a clear enough description.

In response to Mr. Haferman’s question, Mr. Wellington clarified that nothing was deleted from the posted Board Agenda that the members received, but rather the intent was to add a couple of phrases for clarification for the Board tonight.

ACTION TAKEN: On a motion by Mr. Pendergrass, seconded by Mr. Bloomer, the Board approved the Recycled Water Storage Committee Minutes for Thursday, September 18, 2008 with the following recommendations (with Mr. Nishi abstaining):

- **That the Board approve the MOU for the Salinas River Water Disinfection Project between MCWRA and MRWPCA as amended and direct the General Manager to sign the agreement as long as the MCWRA Board has also approved the MOU.**
- **That the Board approve Request for Services 2008-03 with RMC for SRDF Disinfection Facilities in an amount not to exceed \$31,633.**
- **That the Board receive and consider Addendum #2 to the SRDF EIR.**
- **That the Board waive the minor irregularity of not submitting subcontractor safety information at the time of bid and approve award of the Salinas River Diversion Facility (SRDF) Disinfection Facilities Construction Contract to Monterey Peninsula Engineering for an amount not to exceed \$1.635M.**
- **That the Board approve a Master Agreement with E2 Environmental Engineers, Inc. Also, that the Board approve two Requests for Services with E2 for Design Services during Construction and Construction Management Services for SRDF Disinfection Facilities for amounts not to exceed \$82,600 and \$124,040.**

- **That the Board support further collaboration with the MPWMD on the Groundwater Replenishment Project with the initial First Step being a Joint Board Meeting.**
- **That the Board approve \$2,400 per month on an interim basis for management of the REPG, not to exceed six months, subject to an updated Scope of Work and to conditions provided by Committee input.**

Chair Russell welcomed Ms. Ila Mettee-McCutchon, who was attending tonight's Board meeting to represent Monterey County on behalf of Supervisor Calcagno, and Mr. Eric Tynan, representing Castroville Community Services District, who was present on behalf of Board Member Stefani.

7. INFORMATIONAL ITEMS

A. Fort Ord Update

No questions or comments.

B. Reclamation Project Status Summary

No questions or comments.

C. Strategic Planning Goals (2008-2011)

No questions or comments.

8. OTHER ACTION ITEMS BEFORE THE BOARD

A. Adopt Ordinance No. 2008-03, an Ordinance Extending the Expiration Date of Ordinance No. 2004-04 Allocating Wastewater Treatment Capacity

Mr. Hagemann explained that Ordinance No. 2004-04, establishing the Agency's Wastewater Allocation Plan, expires on September 30, 2008. Staff is in the process of preparing a new Wastewater Allocation Plan using new population figures AMBAG recently distributed which update their 2004 forecast. This extension will allow five months to revised the existing ordinance and submit to the Board for review and approval.

Mr. Hagemann stated the allocation ordinance designates by member entities what the allocations are for wastewater connections over a four-year period and referred to the Residential Dwelling-Unit Aggregate Allocation chart shown on page 185. He noted there has not been a lot of development over the past few years and so use or allocations by our member entities have been relatively low – utilization overall is at 21%.

ACTION TAKEN: On a motion by Mr. Cort, seconded by Mr. Haferman, the Board took a roll call vote resulting in an unanimous decision to adopt Ordinance No. 2008-03, an Ordinance Extending the Expiration Date to February 2008 for Ordinance 2004-04 Allocating Wastewater Treatment Capacity.

9. STAFF REPORTS

A. General Manager/Assistant General Manager/ Legal Counsel

Mr. Israel announced WateReuse would be holding their first Agricultural Conference in Monterey on October 26 through 28 and are expecting 150 – 200 participants. MRWPCA will provide a tour of farm lands and our recycling facilities for interested attendees. If Board Members are interested in participating in the conference, staff would be glad to make arrangements.

Mr. Israel reported he had given a presentation to the City Council of Monterey at their Special Council Meeting on September 24 to provide an update on the MRWPCA's Replenishment Project and how it fit in to the Regional Water Supply Plan. Mr. Lyndel Melton was there to present an overview the Regional Water Supply Plan; and Mr. Steve Kasower attended and described the REPOG meetings that have garnered support with the community for the various water projects making up the regional plan. Mr. Israel encouraged the Board members to watch the televised meeting of the Study Workshop.

Mr. Israel announced to the Board that staff has achieved a milestone in completion of the field testing and all the analysis work for the Filter Loading Project. A report is being prepared for submission in early October to the State Department of Health Services for their review and approval. This will change state standards on filter loadings and will result in allowing our agency to "push more water" through the existing filters while staying in compliance, rather than incurring the expense of building additional filters.

Mr. Israel reported he conducted an orientation and tour of the Regional Treatment Plant for our newest Board Member, Mr. Chris Orman, Moss Landing County Sanitation District representative. After the tour, they attended the Castroville Rotary Club meeting and Mr. Israel was able to greet Mr. Granville Perkins who was a key visionary behind the Agency's agricultural reuse project.

Mr. Hagemann announced new Laboratory Certifications from the California Department Health Services were granted. CDHS sends unknown samples to be analyzed and returned for evaluation. The Laboratory passed with flying colors and as a result will continue most analysis in house and annex only the more sophisticated items to an outside laboratory.

B. Department Heads

Mr. Tiernan explained staff is finalizing arrangements to outsource our billing process and called attention to the new billing format which he described as an improvement over the previous format. He noted that agency charges, city charges and storm water charges are more clearly shown, as well as other information pertinent to our customers, i.e. payment station locations, etc. Mr. Tynan asked if billing could include water usage and Mr. Tiernan indicated that for special users the billing process has this capability.

Mr. Tiernan also acknowledged that MRWPCA received a Certificate of Achievement in Excellence in Financial Reporting for the third year in a row and congratulated the Accounting Department for their efforts.

C. Presentation: Update on Planner Activities

Mr. Eric Synstebly, Maintenance Planner, provided the first annual report of activity coordinated by the Maintenance Planning, Scheduling and Coordination position. Areas for improvement had been identified and key goals and objectives were set:

- Analysis of past maintenance policies and procedures
- Understanding of current “world class” standards
- Development of internal standards and procedures, and
- Implementation.

The role of the Maintenance Planner was developed and tasks assigned: facilitate maintenance process, coordinate work between maintenance departments and staff; implement and manage CMMS database integration; oversee supply, inventory, and warehousing procedures and implementation; coordinate work scheduling and planning; monitor quality control and monitor cogeneration plant. The Planner position has also been able to better qualify and prioritize work related to permit violations/immediate safety risks, manageable safety risks or routine/general failures.

Mr. Synstebly concluded that as a result of this position the maintenance backlog has decrease by nearly 2,000 hours from the previous year, that overall improvement in wrench-time assessment is greater than 12%, and that there has been a measurable increase in productivity by the Equipment Maintenance Department.

Chair Russell thanked Mr. Synstebly for his fine presentation.

10. CORRESPONDENCE

- A. Letter dated September 16, 2008 to Monterey Regional Waste Management District requesting 30-day extension of Public Hearing on biosolids rate increase.

- B. Letter dated September 17, 2008 from Marina Coast Water District regarding MRWPCA's response to alleged Brown Act violation

Mr. Cort asked if the Agency needed to respond to the letter from Marina Coast Water District, and Legal Counsel Wellington noted that this letter was a result of our earlier letter in response to the alleged Brown Act violation.

11. BOARD MEMBER COMMENTS

Mr. Haferman reported that the Monterey City Council Special Meeting held last Wednesday, previously mentioned by the General Manager, discussed the REPOG and the Council voted unanimously to support, in concept, the REPOG project. He expressed concern about what his Council members perceive as possible reluctance by MRWPCA to fully support the regional plan. Mr. Haferman acknowledged that some MRWPCA Board members had previously expressed concerns about some aspects of the regional plan, but he offered that if those concerns can be resolved, some forward progress might be made that would ultimately benefit all the cities. He concluded that his council members, as well as city constituents, are asking for progress regarding water issues for the area.

Mr. Cort reported on a public service television announcement in Santa Cruz that advised returning unused drugs to drug stores and various designated spaces. He encouraged MRWPCA take a pro-active approach to help prevent unused drugs from getting into the waste water system and/or into the water system. Mr. Hagemann described information on our website and that Karen Harris, our Community Relations Specialist, continues to work with other agencies and local pharmacies to increase their participation for taking back unused drugs. He also stated that State's program supporting "No Drugs Down the Drain" week will likely bring a lot of attention to this issue.

Mr. Cort acknowledged the work being done and that the website is important, but stressed that information has to get into our schools and newspapers, and that public service announcements could be carried on radio and television stations.

Ms. De La Rosa also stressed the importance of proper drug disposal and suggested that other cities replicate the program she is promoting in Salinas to have a County Health and Environmental representative who will provide a presentation at their City Council meeting on October 6th to provide information and suggestions on what can be done. Because there are a lot of issues regarding the return of unused pharmaceuticals, Ms. De La Rosa offered to supply additional information on how to schedule this presentation to any interested member.

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Discussion continued regarding the cooperation between our Agency and the Monterey Regional Waste Management District and Salinas Valley Solid Waste Authority working together to provide information about places where pharmaceuticals can be returned and how they can be disposed at the landfill facilities in our area.

12. ADJOURNMENT

With no further business, Chair Russell adjourned the meeting at 7:45 p.m. to the next scheduled Board Meeting, in the Board Room at 5 Harris Court, Building D, on Monday, October 27, 2008, at 7:00 p.m.

Keith E. Israel, General Manager
Secretary to the Board

Joseph Russell, Chair
MRWPCA Board of Directors