



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
Thursday, 9:00a.m., July 25, 2019

## NOTICE & AGENDA

### CALL TO ORDER - ROLL CALL

D'Ambrosio \_\_\_\_\_ Rachel \_\_\_\_\_ Siegfried \_\_\_\_\_ Townsend \_\_\_\_\_ White \_\_\_\_\_

### APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

**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 comment 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.

### 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.

*"\*" - indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

*~ 1 ~*

## 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.*

- |  |            |
|--|------------|
| <b>3.</b> Approve Regular Board Meeting Minutes on June 27,2019 and<br>Special Board Meeting on July 15, 2019  | 002<br>013 |
| <b>4.</b> Receive and Accept Bank Statement Review by Hayashi Wayland – June 2019  | 015        |
| <b>5.</b> Receive and Accept Schedule of Cash Receipts and Disbursements – June 2019   | 017        |
| <b>6.</b> Approve Register of Disbursements - Carmel Area Wastewater District – June 2019  | 020        |
| <b>7.</b> Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –<br>June 2019  | 023        |
| <b>8.</b> Receive and Accept Financial Statements and Supplementary Schedules – June 2019  | 024        |
| <b>9.</b> Receive and Accept Collection System Superintendent’s Report<br>April, May, & June 2019  | 049        |
| <b>10.</b> Receive and Accept Safety And Regulatory Compliance Report – June 2019  | 053        |
| <b>11.</b> Receive and Accept Treatment Facility Operations Report –<br>June, May & April 2019<br><i>(The June report has not been finalized – data not available yet)</i> | 057        |
| <b>12.</b> Receive and Accept Laboratory/Environmental Compliance Report – June 2019   | 063        |
| <b>13.</b> Receive and Accept Capital Projects Report/Implementation Plan – June 2019  | 066        |
| <b>14.</b> Receive and Accept Plant Operations Report – June 2019  | 068        |
| <b>15.</b> Receive and Accept Maintenance Projects Report – June 2019  | 071        |
| <b>16.</b> Receive Principal Engineer Monthly Report General Engineering – June 2019   | 073        |

*"" - indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

*~ 2 ~*

## **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.*

### **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* 075
- 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* 078
- 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* 085
- 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* 089
- 21. Resolution No. 2019-35;** A Resolution Authorizing Inviting Bids For “Digester No. 1 Cleaning” – *Report by Plant Engineer, Patrick Treanor* 093
- 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* 097
- 23. Resolution No. 2019-37;** A Resolution Accepting The Lowest Responsible Bid For The “Monte Verde Extension and 2<sup>nd</sup> 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* 101
- 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* 105

*“\*” - indicates no board attachment or oral report*

*“e” - indicates a separate insert is enclosed*

## **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.*

## **OTHER ITEMS BEFORE THE BOARD**

**25.** Disclosure of Reimbursements Paid of at Least \$100 for FY 2018-19- 110  
*Report by General Manager, Barbara Buikema*  
*Requesting a motion to accept*

**26.** General Manager Salary Adjustment- 112  
*Report by General Manager, Barbara Buikema*  
*Requesting a motion to approve*

## **INFORMATION/DISCUSSION ITEMS**

**27.** PBCSD 06-28-19 Regular Board Meeting – Report by General Manager, 114  
*Barbara Buikema*  
*Informational Only – No Action Required*

**28.** General Manager Progress Quarterly Report – Report by General Manager, 116  
*Barbara Buikema*  
*Informational Only – No Action Required*

**29.** Update on Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections 116  
*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.*

*""- indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

## COMMUNICATIONS

### 30. General Manager's Report – *Oral Report by General Manager, Barbara Buikema*

- Coastal Commission Workshop July 12<sup>th</sup>
- Team Building Workshop July 11<sup>th</sup>
- 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.*

### 33. ADJOURNMENT

*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](http://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.*

*"\*" - indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

*~ 5 ~*