



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
Thursday, 9:00a.m., January 25, 2018

## 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.

### OTHER ITEMS BEFORE THE BOARD

- 3. Employee Acknowledgements and Introductions:** \*
  - Greg Ange – Temporary Operations Employee now hired as permanent Maintenance Mechanic I
  - Mark Dias - New Hire As CAWD Safety/Regulatory Compliance Administrator I

### 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.*

- 4. Approve Regular Board Meeting Minutes of December 7, 2017** **003**
- 5. Approve Special Board Meeting Minutes of January 11, 2018** **010**

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

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

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6.	Receive and Accept Bank Statement Review By Hayashi Wayland – October and November 2017	012
7.	Receive and Accept Schedule of Cash Receipts and Disbursements – November and December 2017	016
8.	Approve Register of Disbursements - Carmel Area Wastewater District – November and December 2017	022
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November and December 2017	029
10.	Receive and Accept Financial Statements and Supplementary Schedules – November and December 2017	031
11.	Receive and Accept Collection System Reports – November and December 2017 Monthly and Annual 2017	077
12.	Receive and Accept Treatment Facility Operations Report – October 2017, November and December 2017	089
13.	Receive and Accept Safety and Regulatory Compliance Report- December 2017	095
14.	Receive and Accept Laboratory/Environmental Compliance Report – November and December 2017	097
15.	Receive and Accept General Engineering – December 2017	102
16.	Receive and Accept Plant Operations Report – December 2017	106
17.	Receive and Accept Maintenance Projects Report and Monthly Action Items Report – December 2017	108

**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/ORDINANCES**

18.	<b>Resolution No. 2018-01;</b> A Resolution Authorizing The General Manager And Members Of Salary/Benefits Committee On Behalf Of The Board To Sign The 2018-2020 Contract Negotiation Ground Rules - <i>Report by Barbara Buikema, General Manager</i>	111
19.	<b>Resolution No. 2018-02;</b> A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges – Adding Maintenance Mechanic I At Range 12 - <i>Report by Barbara Buikema, General Manager</i>	120

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- 20. Resolution No. 2018-03;** A Resolution Accepting The Lowest Responsible Bid For The Sewer Line Replacement On San Carlos (FY 2017-2018 Sewer Line Replacement Project – San Carlos Between 6th Avenue And Ocean) And Awarding Contract And Allocating Funding From The Capital Reserve In The Amount of \$94,600 - *Report by Drew Lander, Principal Engineer* **123**
- 21. Resolution No. 2018-04;** A Resolution Authorizing The General Manger To Proceed With The Purchase And Installation Of A Capstone C65 Microturbine And Complete Repairs To The Gas Conditioning System600 - *Report by Drew Lander, Principal Engineer* **128**
- 22. Resolution No. 2018-05;** A Resolution Accepting Completion And Directing The General Manager To File Notice Of Completion Of The WWTP Rehabilitation – Phase 1 Project - *Report by Drew Lander, Principal Engineer* **140**

**OTHER ACTION ITEMS BEFORE THE BOARD**

- 23.** CAWD Pension Plan – Actuarial Review By Nicolay Consulting July 1, 2017 – *Report by Barbara Buikema, General Manager* **145**
- 24.** Independent Financial Audit For Fiscal Year Ending June 30, 2017 By Marcello & Company – *Report by Barbara Buikema, General Manager* **167**
- 25.** LAFCO Call For Nominations By February 1, 2018 – *Report by Barbara Buikema, General Manager* **218**

**INFORMATION/DISCUSSION ITEMS**

- 26.** Pension Plan Trustees Meeting of January 16, 2018 And 4<sup>th</sup> Quarter 2017 Performance Review & 1<sup>st</sup> Quarter 2018 Action Plan By Hastie Financial – *Report by Barbara Buikema, General Manager* **221**
- 27.** District Six Month Progress Report For July Thru December 2017 - *Report by Barbara Buikema, General Manager* **239**
- 28.** Conference Schedule and Board Member Committee Assignments for 2018 – *Report by Barbara Buikema, General Manager and Irene Bryant, Board Secretary* **244**
- 29.** Pebble Beach Community Services District: Regular Board Meeting Of December 8, 2017 – *Report by Barbara Buikema, General Manager* **246**

**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.*

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 "e" - indicates a separate insert is enclosed*

## COMMUNICATIONS

- 30.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* \*
- Set Special Board Meeting Date For Employee Survey Presentation
  - Conflict of Interest Form 700
- 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.*
- The Sewer System: A Shared Responsibility – Flyer By Tahoe-Truckee Sanitation Agency - *Insert From Ken White, Board President* **248**

**PBCSD Board Public Meeting Notice & Agenda**–The next PBCSD meetings are scheduled for: Friday, January 26, 2018 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.* Friday, February 23, 2018 at 9:30a.m. *Director Rachel is scheduled to attend.*

**Reclamation Management Committee Meeting** – The next RMC meeting is scheduled for: Wednesday, February 14, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

**Special Districts Association of Monterey County**–  
Tuesday, January 16, 2018 at 6:00 pm. *Director Townsend attended.*  
The next SDA meeting is scheduled for:  
Tuesday, April 17, 2018 at 6:00 pm. *Director Townsend is schedule 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, **February 22, 2018** 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.*