



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., June 28, 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:** *
 - Barry Blevins, Collection System Maintenance Worker III – Achieved the CWEA Collection Maintenance, Grade 4 certification and CWEA Mechanical Technologist, Grade 2 certification
- 4. The End of Chlorine Gas at CAWD – Board Presentation by Mark Dias,** *
Safety/Regulatory Compliance Administrator I

PUBLIC HEARING

Public Hearing At 9:00am or Soon Thereafter As The Matters May Be Taken Up. *

- 5. Sewer User Fee Rates for Fiscal Year 2018-19 – Report by Barbara Buikema,** **003**
General Manager

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ORDINANCES

6. **Ordinance No. 2018-01**; An Ordinance Establishing Sewer Service Charges For Fiscal Year 2018-19 And Thereafter, Providing For The Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed - *Report by Barbara Buikema, General Manager* **017**

PUBLIC HEARING

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Public Hearing At 9:10am or Soon Thereafter As The Matters May Be Taken Up.

RESOLUTION

7. **Resolution No. 2018-23**; A Resolution Adopting The Final Initial Study/Mitigated Negative Declaration For "Calle La Cruz Pipeline Replacement Project" - *Report By Drew Lander, Principal Engineer* **020**
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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.

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.

8. Approve Regular Board Meeting Minutes of – May 24, 2018 **023**
9. Receive and Accept Bank Statement Review By Hayashi Wayland – April 2018 **028**
10. Receive and Accept Schedule of Cash Receipts and Disbursements – May 2018 **030**
11. Approve Register of Disbursements - Carmel Area Wastewater District – May 2018 **033**
12. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2018 **037**
13. Receive and Accept Financial Statements and Supplementary Schedules – May 2018 **038**
14. Receive and Accept Collection System Reports – May 2018 **063**
15. Receive and Accept Treatment Facility Operations Report – March 2018, April 2018, and May 2018 **066**

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- 16. Receive and Accept Safety and Regulatory Compliance Report – May 2018 072
- 17. Receive and Accept Laboratory/Environmental Compliance Report – May 2018 076
- 18. Receive and Accept General Engineering Report- May 2018 079
- 19. Receive and Accept Plant Operations Report – May 2018 081
- 20. Receive and Accept Maintenance Projects Report – May 2018 083

RESOLUTIONS/ORDINANCES

- 21. **Resolution No. 2018-14;** A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2018 - *Report by Barbara Buikema, General Manager* 085
- 22. **Resolution No. 2018-15;** A Resolution Certifying Compliance With State Law With Respect To The Levying Of General And Special Taxes, Assessments And Property Related Fees And Charges - *Report by Barbara Buikema, General Manager* 095
- 23. **Resolution No. 2018-16;** A Resolution Determining The Fiscal Year 2018-19 Tax Proceeds Appropriation Limitation For The Carmel Area Wastewater District – *Report by Barbara Buikema, General Manager* 099
- 24. **Resolution No. 2018-17;** A Resolution Authorizing The Adoption of the Carmel Area Wastewater District Annual Budget For The Fiscal Year 2018-19 - *Report by Barbara Buikema, General Manager* 103
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- 25. **Resolution No. 2018-18;** A Resolution Ratifying The Employee Memorandum Of Understanding (MOU) Dated June 28, 2018 and Effective July 1, 2018 - *Report by Barbara Buikema, General Manager* 107
- 26. **Resolution No. 2018-19;** A Resolution Designating The Classification Titles In The District And Providing For The Number Of Positions And Monthly Salary Ranges Effective July 1, 2018 - *Report By Barbara Buikema, General Manager* 111
- 27. **Resolution No. 2018-20;** A Resolution To Change Employer Paid Member Contributions To The California Public Employees’ Retirement System (CalPERS) - *Report By Barbara Buikema, General Manager* 114
- 28. **Resolution No. 2018-21;** A Resolution Approving A Contribution Of \$500,000 To The “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process FY 2018-19 - *Report By Barbara Buikema, General Manager* 118

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- 29. Resolution No. 2018-22;** A Resolution Authorizing A Transfer Of The Balance Of \$644,682 In The Rate Stabilization Reserve To The Capital Improvement Reserve And Amending The Reserve Policy - *Report By Barbara Buikema, General Manager* **121**
- 30. Resolution No. 2018-24;** A Resolution Revising The Fee For The Plumbing Permit/Inspection, As Adopted By Ordinance No. 85-1, Commencing April 1, 1985 - *Report By Daryl Lauer, Collections Superintendent* **128**
- 31. Resolution No. 2018-25;** A Resolution Authorizing Inviting Bids For “Phase II SCADA Network Improvements – Programmable Logic Control Equipment For Operations Building, Chlorination Building, and Tertiary Building” - *Report By Patrick Treanor, Plant Engineer* **133**
- 32. Resolution No. 2018-26;** A Resolution Authorizing The General Manager To Enter Into A Contract With Bryan Mailey Electric For Electrical Services In Fiscal Year 2018-2019 In An Amount Not To Exceed \$100,000 - *Report By Chris Foley, Maintenance Superintendent* **137**
- 33. Resolution No. 2018-27;** A Resolution Of The Board Of Directors Of The Carmel Area Wastewater District Recognizing The Contributions Of Drew A. Lander – *By Barbara Buikema, General Manager* **141**

OTHER ITEMS BEFORE THE BOARD

- 34.** Hatton Canyon Sewer Replacement Project - Draft Initial Study/Mitigated Negative Declaration - *Report by Drew Lander, Principal Engineer* **142**
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- 35.** Capital Projects Report Gantt Chart – Implementation Plan Schedule - *Report by Barbara Buikema, General Manager and Patrick Treanor, Plant Engineer* **145**
- 36.** Definition of Part Time Work Status – *Report by Barbara Buikema, General Manager* **147**
- 37.** Workers’ Compensation Experience Modification Factor - *Report by Barbara Buikema, General Manager* **152**

INFORMATION/DISCUSSION ITEMS

- 38.** Pebble Beach Community Services District–Regular Board Meeting Of May 25, 2018 – *Report by Barbara Buikema, General Manager* **162**
- 39.** CAWD Annual Employee BBQ From 11:30am-2:00pm On Friday, July 20, 2018 – *Report by Barbara Buikema, General Manager* **164**

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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.

COMMUNICATIONS

40. General Manager's Report - Oral Report by Barbara Buikema, General Manager

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- Harassment Training (2 hours mandatory for Board and Management due every 2 years and due this year) will be held after the July 26, 2018 Regular Board Meeting, after treatment plant personnel receive their 1 hour training

41. 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.

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PBCSD Board Public Meeting Notice & Agenda – The next PBCSD meetings are scheduled for: Friday, June 29, 2018 at 9:30a.m. *Director D'Ambrosio is scheduled to attend.* Friday, July 27, 2018 at 9:30a.m. *Director Rachel is scheduled to attend.*

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

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, July 17, 2018 at 6:00 pm. *Director Townsend is schedule to attend.*

42. **CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations, or to confer with the District's Meyers-Milias-Brown representative.*

A. **Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

B. **Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

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43. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, July 26, 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. 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.