



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., April 26, 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:** *
 - Patrick Treanor P.E. – Kennedy Jenks Consultant now hired as CAWD Plant Engineer
 - Fanny Mui – New Hire As CAWD Lab Analyst I/Environmental Compliance Inspector

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.

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

4.	Approve Regular Board Meeting Minutes of March 22, 2018	003
5.	Receive and Accept Bank Statement Review By Hayashi Wayland – February 2018	008
6.	Receive and Accept Schedule of Cash Receipts and Disbursements – March 2018	010
7.	Approve Register of Disbursements-Carmel Area Wastewater District – March 2018	013
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project March 2018	017
9.	Receive and Accept Financial Statements & Supplementary Schedules – March 2018	018
10.	Receive and Accept Collection System Reports – March 2018	042
11.	Receive and Accept Treatment Facility Operations Report – January, February and March 2018	047
12.	Receive and Accept Safety and Regulatory Compliance Report- March 2018	053
13.	Receive and Accept Laboratory/Environmental Compliance Report – March 2018	057
14.	Receive and Accept General Engineering Report - March 2018	060
15.	Receive and Accept Plant Operations Report – March 2018	063
16.	Receive and Accept Maintenance Projects Report – March 2018	066

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

17.	Resolution No. 2018-11: A Resolution Amending The Employee Handbook To Provide Benefits For Permanent/Regular Part-Time Employees - <i>Report by Barbara Buikema, General Manager</i>	068
18.	Resolution No. 2018-12: A Resolution Ordering An Election, Requesting The County Elections Department To Conduct The Election, And Requesting Consolidation Of The Election - <i>Report by Barbara Buikema, General Manager</i>	074

OTHER ITEMS BEFORE THE BOARD

19.	Expansion Planning of CAWD Collection System and New Connections – <i>Report by Drew Lander, Principal Engineer</i>	077
-----	---	-----

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

"e" - indicates a separate insert is enclosed

- 20.** LAFCO Independent Special District Alternate Member – Ballot For Election Due May 4, 2018 - *Report by Barbara Buikema, General Manager* **082**

INFORMATION/DISCUSSION ITEMS

- 21.** General Manager Quarterly Progress Report For January - March 2018 - *Report by Barbara Buikema, General Manager* **085**
- 22.** Pebble Beach Community Services District: Regular Board Meeting of March 30, 2018 – *Report by Barbara Buikema, General Manager* **088**

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

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

- **Harassment Training:**
Date TBD - Propose After Board Meeting on July 26, 2018
- **Ethics Training:** Online or at
CASA Annual Conference, August 8-10, 2018 – Schedule Not Released Yet

- 24.** 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, April 27, 2018 at 9:30a.m. *Director Townsend is scheduled to attend.*
Friday, May 25, 2018 at 9:30a.m. *Director White 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 Director White are scheduled to attend.*

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

- 25. 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.*

""- indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

26. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, May 24, 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.