



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., December 13, 2018

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ Rachel _____ Siegfried _____ Townsend _____ White _____

ADMINISTER CEREMONIAL OATH OF OFFICE

1. Appointed To The Office Of CAWD, Director For A Term Of 4 Years:
 - Michael Rachel
 - Kennedy White

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APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

2. *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.

3. *Agenda Changes:* Any requests to move an item forward on the agenda will be considered at this time.

OTHER ITEMS BEFORE THE BOARD

4. CAWD New Hires - Employee Introductions:
 - Rachel Lather, Principal Engineer
 - Domine Barringer, Administrative Assistant/Board Clerk

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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

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5.	Approve Regular Board Meeting Minutes of October 25, 2018	006
6.	Receive and Accept Bank Statement Review By Hayashi Wayland – September 2018 and October 2018	012
7.	Receive and Accept Schedule of Cash Receipts and Disbursements – October 2018	016
8.	Approve Register of Disbursements - Carmel Area Wastewater District – October 2018	019
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2018	023
10.	Receive and Accept Financial Statements and Supplementary Schedules – October 2018	025
11.	Receive and Accept Collection System Superintendent’s Report – October and November 2018	049
12.	Receive and Accept Treatment Facility Operations Report – August 2018 September 2018 and October 2018	053
13.	Receive and Accept Safety and Regulatory Compliance Report – October and November 2018	059
14.	Receive and Accept Laboratory/Environmental Compliance Report – October and November 2018	063
15.	Receive and Accept Capital Projects Report/Implementation Schedule – October and November 2018	066
16.	Receive and Accept Plant Operations Report – October and November 2018	068
17.	Receive and Accept Maintenance Projects Report – October and November 2018	071

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.

ORDINANCES

18.	Ordinance No. 2018-02; An Ordinance Amending Ordinance Number 44 – So As To Revise The Provision For The Installation Of Collection Sewer Lines By Individuals - Report by Barbara Buikema, General Manager	073
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RESOLUTIONS

- 19. Resolution No. 2018-48;** 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 \$285,000 - *Report by Chris Foley, Maintenance Superintendent* **084**
- 20. Resolution No. 2018-49;** A Resolution Adopting The Amended Memorandum Of Understanding For The Integrated Regional Water Management (IRWM) In The Monterey Peninsula, Carmel Bay, And South Monterey Bay Regions And Authorizing Staff To Join And Participate In The Regional Water Management Group - *Report By Barbara Buikema, General Manager* **088**
- 21. Resolution No. 2018-50;** A Resolution Adopting The CAWD/PBCSD Reclamation Project Audit For The Year Ending 06-30-18 - *Report By Barbara Buikema, General Manager* **107**
- 22. Resolution No. 2018-51;** A Resolution Ratifying The Actions Of The General Manager To Execute A Minor Services Contract With Trussell Technologies In An Amount Not To Exceed \$30,000 For Additional Engineering Services Pertaining To Microfiltration-Reverse Osmosis (MF-RO) Operation Support For The Reclamation Project - *Report by Patrick Treanor, Plant Engineer* **141**
- 23. Resolution No. 2018-52;** A Resolution Authorizing The General Manager To Enter Into A Contract With The Carmel Highlands (Yankee Point/Spindrif) Neighborhood To Manage The Feasibility Study Being Undertaken By MNS Engineers Inc In The Amount of \$45,000 And To Authorize Recovery of Staff Time Spent In Contract Administration - *Report By Barbara Buikema, General Manager* **151**
- 24. Resolution No. 2018-53;** A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers Inc In The Amount of \$45,000 To Manage The Sewer Feasibility Study On The Carmel Highlands Project - *Report By Barbara Buikema, General Manager* **167**
- 25. Resolution No. 2018-54;** A Resolution Selecting A President And President Pro Tem, And Appointing A Secretary And Secretary Pro Tem Of The Carmel Area Wastewater District, For A Term Of One Year Commencing On December 13, 2018 - *Report By Irene Bryant, Board Secretary* **175**

OTHER ITEMS BEFORE THE BOARD

- 26.** Independent Financial Audit For Fiscal Year Ending June 30, 2018 By Marcello & Company – *Report by Barbara Buikema, General Manager* **179**
- 27.** CAWD Pension Plan – Actuarial Review By Nicolay Consulting July 1, 2018 – *Report by Barbara Buikema, General Manager* **228**

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- 28. Request To Change CAWD Regular Board Meeting Date To 2nd Thursday - *Report by Barbara Buikema, General Manager* 250
- 29. Conference Attendance, PBCSD Board Meeting Attendance, and Board Member Committee Assignments for 2019 – *Report by Irene Bryant, Board Secretary* 251
- 30. Vehicle Insurance Claim For Director Siegfried - *Report by Barbara Buikema, General Manager* 256
- 31. District Expense Reimbursement Policy Review - *Report by Barbara Buikema, General Manager* 264
- 32. Grind To Energy Pilot Project Update For Increased Methane Production From Anaerobic Digesters - *Report by Ed Waggoner, Operations Superintendent* 277

INFORMATION/DISCUSSION ITEMS

- 33. Summary of Monterey County Treasurer Report Dated September 30, 2018 – *Report by Barbara Buikema, General Manager* 280
- 34. Summary of Pension Plan Meeting of November 5, 2018 and Hastie Financial 2018 3rd Qtr Performance Review and 4th Qtr Action Plan – *Report by Barbara Buikema, General Manager* 282
- 35. Pebble Beach Community Services District: Regular Board Meeting Of October 26, 2018 – *Report by Barbara Buikema, General Manager* 299

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

- 36. General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
 - Corona Road Neighborhood Meeting December 20, 2018 At 6:00pm Carmel Highlands Fire Protection District 73 Fern Canyon Road, Carmel-by-the-Sea *
 - Possible Dates For CAWD Board of Directors Strategy Session January 22, 2019 – Time And Location TBD *

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- 37.** 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, December 7, 2018 at 9:30a.m. *Director D’Ambrosio attended.*
Friday, January 25, 2019 at 9:30a.m. *Director Rachel is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for:
Wednesday, February 13, 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, January 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

- 38. 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. Conference with Legal Counsel** – Anticipated Litigation: significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 – one potential case.
- B. Conference with Labor Negotiators** pursuant to Government Code Section 54957.6. District designated representatives: Board of Directors Unrepresented Employees: All
- C. Public Employee Performance Evaluation** pursuant to Government Code Section 54957(b). Title: General Manager
- D. Conference with Labor Negotiators** pursuant to Government Code Section 54957.6. District designated representatives: Board of Directors Unrepresented Employee: General Manager

39. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **January 31, 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. 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.