



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., July 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:** *
 - Fanny Mui, Lab Analyst I/Environmental Compliance Inspector – Achieved the CWEA Environmental Compliance Inspector, Grade 1 Certification

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 – June 28, 2018** 003
- 5. Receive and Accept Bank Statement Review By Hayashi Wayland – May 2018** 012

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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6.	Receive and Accept Schedule of Cash Receipts and Disbursements – June 2018	014
7.	Approve Register of Disbursements - Carmel Area Wastewater District – June 2018	017
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2018	020
9.	Receive and Accept Financial Statements and Supplementary Schedules – June 2018	021
10.	Receive and Accept Collection System Reports – June 2018	046
11.	Receive and Accept Treatment Facility Operations Report – April 2018, May 2018 and June 2018	049
12.	Receive and Accept Safety and Regulatory Compliance Report – June 2018	055
13.	Receive and Accept Laboratory/Environmental Compliance Report – June 2018	058
14.	Receive and Accept Capital Projects Report/Implementation Schedule – June 2018	060
15.	Receive and Accept Plant Operations Report – June 2018	061
16.	Receive and Accept Maintenance Projects Report – June 2018	063

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. 2018-28; A Resolution Accepting The Proposal To Execute A Contract With Rebuild-It Services Group In An Amount Not To Exceed \$117,896.35; And Authorize The Additional Purchase Of Materials And Labor As Described In The Board Report In An Amount Not To Exceed \$90,000; And Authorized An Additional \$10,000 Unexpected Items, For A Total Project Cost Not To Exceed \$217,896.35 - <i>Report by Ed Waggoner, Operations Superintendent</i>	065
18.	Resolution No. 2018-29; A Resolution Accepting The Proposal And Authorizing The General Manager To Execute A Sole Source Contract With Environetics In An Amount Not To Exceed \$47,600 And Authorizing The Additional Purchase Of Materials And Contract Labor As Described In The Board Report In An Amount Not To Exceed \$12,400; For A Total Project Cost Not To Exceed \$60,000 - <i>Report by Ed Waggoner, Operations Superintendent</i>	078

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- 19. Resolution No. 2018-30;** A Resolution Authorizing Contracting With Kennedy/Jenks Consultants In The Amount Of \$874,985 For The “Phase 2 WWTP Rehabilitation Design And Bid Services” – *Report by Patrick Treanor, Plant Engineer* **086**

- 20. Resolution No. 2018-31;** A Resolution Authorizing The General Manager To Execute An Amended Contract With Johnson Marigot Consulting, LLC For Professional Services In An Amount Not To Exceed \$15,000 To Continue The Preparation Of The Environmental Documentation And Permit Applications To Repair A Portion Of The District Outfall In The Carmel Lagoon – *Report by Patrick Treanor, Plant Engineer* **106**

- 21. Resolution No. 2018-32;** A Resolution Authorizing The “Administrative Assistant/Board Clerk” Job Description And Authorizing The Hiring Of An Additional Part Time Employee For Up To 24 Hrs/Wk - *Report by Barbara Buikema, General Manager* **112**

- 22. Resolution No. 2018-33;** A Resolution Designating The Classification Titles In The District And Providing For The Number Of Positions And Monthly Salary Ranges Effective July 26, 2018 - *By Barbara Buikema, General Manager* **119**

- 23. Resolution No. 2018-34;** A Resolution Authorizing The General Manager To Enter Into A Contract With CSI HR Group For Contract Human Resource Services In An Amount Not To Exceed \$62,400 - *Report By Barbara Buikema, General Manager* **120**

OTHER ITEMS BEFORE THE BOARD

- 24.** Disclosure Of Reimbursements Paid Of At Least \$100 For FY 2017-18– *Report by Barbara Buikema, General Manager* **124**

INFORMATION/DISCUSSION ITEMS

- 25.** Pebble Beach Community Services District–Regular Board Meeting Of June 29, 2018 – *Report by Barbara Buikema, General Manager* **126**

- 26.** General Manager Quarterly Progress Report – April Thru June 2018 – *Report by Barbara Buikema, General Manager* **128**

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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COMMUNICATIONS

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

- **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. Treatment plant personnel will receive their 1 hour training the same morning.
- **Ethics Training** (Mandatory for Board and Management every 2 years and due this year) is available on a cost-free basis online by the Fair Political Practices Commission. Print and turn in the Certification of Completion by August 31, 2018.

28. 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 27, 2018 at 9:30a.m. *Director Rachel is scheduled to attend.*
Friday, August 31, 2018 at 9:30a.m. – **if held** *Director Siegfried is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Wednesday**, August 8, 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, October 16, 2018 at 6:00 pm. *Director Townsend is schedule to attend.*

29. **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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30. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, August 30, 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.