



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., February 22, 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.** Computerized Maintenance Management System (CMMS) Demonstration – *Presentation by Karla Cristi, CMMS-Plant Administrative Coordinator* *
- 3.5** District Potential Repetitive Problem Areas - *Presentation by Chris Foley, Maintenance Superintendent, Daryl Lauer, Collections Superintendent and Ed Waggoner, Operations Superintendent* *

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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4.	Approve Regular Board Meeting Minutes of January 25, 2018	003
5.	Receive and Accept Bank Statement Review By Hayashi Wayland – December 2017	011
6.	Receive and Accept Schedule of Cash Receipts and Disbursements – January 2018	013
7.	Approve Register of Disbursements - Carmel Area Wastewater District – January 2018	016
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2018	019
9.	Receive and Accept Financial Statements and Supplementary Schedules – January 2018	020
10.	Receive and Accept Collection System Reports – January 2018	043
11.	Receive and Accept Treatment Facility Operations Report – November 2017, December 2017 and January 2018	047
12.	Receive and Accept Safety and Regulatory Compliance Report- January 2018	053
13.	Receive and Accept Laboratory/Environmental Compliance Report – January 2018	056
14.	Receive and Accept General Engineering Report – January 2018	059
15.	Receive and Accept Plant Operations Report – January 2018 and the 2017 Annual Operation and Compliance Reports to the California Regional Water Quality Control Board	061
16.	Receive and Accept Maintenance Projects Report - January 2018	129

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. 2018-06; A Resolution Approving Plans And Specifications For Cleaning Of Digester #1 And Authorizing Staff To Call For Bids For The Work Under The Heading “FY2017-2018 Carmel Area Wastewater District” Digester #1 Cleaning Project” - <i>Staff Report by Drew Lander, Principal Engineer</i>	131
18.	Resolution No. 2018-07; A Resolution Adopting A District Budget Policy – <i>Staff Report by Robert Siegfried, Board Director</i>	135
19.	Resolution No. 2018-08; A Resolution Authorizing An Addition To Staffing Levels For A “Plant Engineer”, Approving A Job Description And Placement On District Classification Schedule At Range 37- <i>Report by Barbara Buikema, General Manager</i>	142

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OTHER ACTION ITEMS BEFORE THE BOARD

- 20.** Draft Initial Study/Mitigated Negative Declaration, Lagoon Outfall Crossing – **153**
Report by Drew Lander, Principal Engineer
- 21.** Personnel Supervision Training - Proposal From Leapfrog Consulting For **157**
Management and Leadership Skills – *Report by Barbara Buikema, General Manager*
- 22.** Selection Of Topics For CAWD Connections Newsletter For Spring 2018 – **162**
Report by Barbara Buikema, General Manager
- 23.** LAFCO Call For Nominations By February 1, 2018 – **163**
Report by Barbara Buikema, General Manager

INFORMATION/DISCUSSION ITEMS

- 24.** Summary of Monterey County Treasurer Report Dated 12-31-17 – **174**
Report by Barbara Buikema, General Manager
- 25.** Pebble Beach Community Services District: Regular Board Meeting Of **176**
January 26, 2018 – *Report by Barbara Buikema, General Manager*

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

- 26.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
- 27.** 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, February 23, 2018 at 9:30a.m. *Director Rachel is scheduled to attend.*
Friday, March 30, 2018 at 9:30a.m. *Director Siegfried 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 of Monterey County–

The next SDA meeting is scheduled for:

Tuesday, April 17, 2018 at 6:00 pm. *Director Townsend is schedule to attend.*

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28. 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**

29. ADJOURNMENT

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