



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., January 31, 2019

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:

- Greg Ange, Maintenance Mechanic II – Achieved the CWEA Wastewater Treatment Plant Operator, Grade III Certification

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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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4.	Approve Regular Board Meeting Minutes of December 13 , 2018	003
5.	Approve Special Board Meeting Minutes of December 27 , 2018	014
6.	Approve Special Board Meeting Minutes of January 15 , 2019	017
7.	Receive and Accept Bank Statement Review By Hayashi Wayland – November 2018	021
8.	Receive and Accept Schedule of Cash Receipts and Disbursements – November 2018 And December 2018	023
9.	Approve Register of Disbursements - Carmel Area Wastewater District – November 2018 And December 2018	029
10.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November 2018 And December 2018	036
11.	Receive and Accept Financial Statements and Supplementary Schedules – November 2018 And December 2018	038
12.	Receive and Accept Collection System Superintendent’s Report – December 2018	086
13.	Receive and Accept 2018 Annual Collection System Superintendent’s Report	089
14.	Receive and Accept Safety And Regulatory Compliance Report – December 2018	095
15.	Receive and Accept Treatment Facility Operations Report – October 2018 November 2018 And December 2018	098
16.	Receive and Accept Laboratory/Environmental Compliance Report – December 2018	104
17.	Receive and Accept Capital Projects Report/Implementation Schedule – December 2018	106
18.	Receive and Accept Plant Operations Report – December 2018	108
19.	Receive and Accept Maintenance Projects Report – December 2018	111
20.	Receive Principal Engineer Monthly Report General Engineering – December 2018	113

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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.

RESOLUTIONS

- 21. Resolution No. 2019-02;** A Resolution Authorizing The General Manager To Execute a Minor Services Contract With Hall Landscape Design In An Amount Not To Exceed \$27,375 For WWTP Perimeter Trees and Interior Landscape Planning. - *Report by Patrick Treanor, Plant Engineer* **115**
- 22. Resolution No. 2019-03;** A Resolution Authorizing The General Manager To Enter Into A contract With Cintas Uniform Company For Laundry and Linen Service For A Period of Five Years - *Report By Daryl Lauer, Collection Superintendent* **122**
- 23. Resolution No. 2019-04;** A Resolution Authorizing The General Manager To Enter Into A Contract With The City Of Carmel-by-the-Sea In An Amount Not To Exceed \$25,000 To Provide Storm Interceptor Cleaning Services - *Report By Daryl Lauer, Collection Superintendent* **130**
- 24. Resolution No. 2019-05;** A Resolution Approving An Amendment To The District's Vehicle Policy - *Report By Barbara Buikema, General Manager* **154**
- 25. Resolution No. 2019-06;** A Resolution Approving An Amendment To The District's Expense Reimbursement Policy - *Report By Barbara Buikema, General Manager* **171**

OTHER ITEMS BEFORE THE BOARD

- 26.** Board Member Committee Assignments for 2019 – *Report by Irene Bryant, Board Secretary Pro Tem* **183**
- 27.** Sea Level Rise Report – *Staff Report by Patrick Treanor, Plant Engineer* **184**
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- 28.** Collection System Asset Management – *Staff Report by Rachel Lather, Principal Engineer And Daryl Lauer, Collections Superintendent* **186**
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INFORMATION/DISCUSSION ITEMS

29. CMMS Demo And Progress Update – *Report by Chris Foley, Maintenance Superintendent* *
30. Pebble Beach Community Services District: Regular Board Meeting Of December 7, 2018 – *Report by Barbara Buikema, General Manager* 189
31. Semi-Annual Progress Report Update For July-Dec 2018– *Report by Barbara Buikema, General Manager* 191

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

32. General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
33. 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, January 25, 2019 at 9:30a.m. *Director Rachel attended.*
Friday, February 22, 2019 at 9:30a.m. *Director Siegfried 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: Wednesday, February 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

34. CLOSED SESSION: *As permitted by Government Code Section 54956 and 54957 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 Labor Negotiators pursuant to Government Code Section 54957.6. District designated representatives: Board of Directors Unrepresented Employees: All

B. Public Employee Performance Evaluation pursuant to Government Code Section 54957(b). Title: General Manager

35. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **February 28, 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.