



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
Thursday, 9:00a.m., June 27, 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.

### 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.

### OTHER ITEMS BEFORE THE BOARD

#### **3. Water Awareness Committee:**

002

Monterey Bay Area Presentation Of A County-Wide Water Wise Habits and Pollution Prevention Video Contest Award. Presentation Of Award To Local High-School Student. Monterey Bay Area-Wide Save Water Video Contest Memo

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

"e" - indicates a separate insert is enclosed

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4. Receive Staff Report for Sewer Rates for fiscal Year 2019-20. *Report By Barbara Buikema, General Manager*

## **PUBLIC HEARING**

*Public Hearing At 9:20 am or Soon Thereafter As The Matters May Be Taken Up. Regarding three new Ordinances as they are interrelated*

## **5. ORDINANCES**

**004**

**Ordinance No. 2019-04;** An Ordinance Establishing Sewer Service Charges For Fiscal Year 2019-20 And Thereafter, Providing For the Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed-*Report By Barbara Buikema, General Manager*

## **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.*

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| <b>6.</b> Approve Regular Board Meeting Minutes on May 30,2019                            | 019 |
| <b>7.</b> Receive and Accept Bank Statement Review by Hayashi Wayland – May 2019          | 028 |
| <b>8.</b> Receive and Accept Schedule of Cash Receipts and Disbursements – May 2019       | 030 |
| <b>9.</b> Approve Register of Disbursements - Carmel Area Wastewater District – May 2019  | 033 |
| <b>10.</b> Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2019  | 037 |
| <b>11.</b> Receive and Accept Financial Statements and Supplementary Schedules – May 2019 | 038 |

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<b>12.</b> Receive and Accept Collection System Superintendent's - March, April & May 2019	063
<b>13.</b> Receive and Accept Safety And Regulatory Compliance Report- May 2019	066
<b>14.</b> Receive and Accept Treatment Facility Operations Report – May, April & March 2019	070
<b>15.</b> Receive and Accept Laboratory/Environmental Compliance Report – May 2019	076
<b>16.</b> Receive and Accept Capital Projects Report/Implementation Plan– May 2019	079
<b>17.</b> Receive and Accept Plant Operations Report – May 2019	081
<b>18.</b> Receive and Accept Maintenance Projects Report – May 2019	084
<b>19.</b> Receive Principal Engineer Monthly Report General Engineering – May 2019	086

**ACTION ITEMS BEFORE THE BOARD**

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**RESOLUTIONS**

<b>20. Resolution No. 2019-21;</b> A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2019– <i>Report by General Manager, Barbara Buikema</i>	088
<b>21. Resolution No. 2019-22;</b> A Resolution Certifying Compliance with State Law With Respect To The Levying Of General and Special Taxes, Assessments and Property Related Fees and Charges– <i>Report by General Manager, Barbara Buikema</i>	094
<b>22. Resolution No. 2019-23;</b> A Resolution Determining The Fiscal Year 2019-20 Tax Proceeds Appropriation Limitation For the Carmel Area Wastewater District <i>Report by General Manager, Barbara Buikema</i>	099
<b>23. Resolution No. 2019-24;</b> A Resolution Authorizing The Adoption of Carmel Area Wastewater District's Annual Budget for the Fiscal Year 2019-20	105 e

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*Report by General Manager, Barbara Buikema*

- 24. Resolution No. 2019-25;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges-Effective July 1,2019–*Report by General Manager, Barbara Buikema* 110
- 25. Resolution No. 2019-26;** A Resolution Approving A contribution of \$1M to The “Defend Or Managed Retreat Restricted Reserve” As Part Of The Budget Process FY 2019-20 -*Report by General Manager, Barbara Buikema* 113
- 26. Resolution No. 2019-27;** A Resolution Revising The Fee for Industrial Discharge Permits, As Adopted By Resolution NO. 91-03, Commencing February 1, 1993. *Report by Principal Engineer, Rachel Lather* 117
- 27. Resolution No. 2019-28;** A Resolution Authorizing Inviting Bids for Project Sewer Line Replacement Project- Hatton Canyon Contingent Upon Grant Award *Report by Principal Engineer, Rachel Lather* 120
- 28. Resolution No. 2019-29;** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An amount Not To Exceed \$79,390 For Electrical Engineering Programming Services For The Pump Station PLC/SCADA Replacement Project-Frisch Engineering-*Report by Maintenance Superintendent, Chris Foley* 124
- 29. Resolution No. 2019-30;** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement In An Amount Not To Exceed \$35,600 For Electrical Design Services For The Standby Power Reliability Project- Beecher Engineering *Report by Plant Engineer, Patrick Treanor* 131

## **ACTION ITEMS BEFORE THE BOARD**

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## **OTHER ITEMS BEFORE THE BOARD**

- 30.** PG&E Energy Use History – *Presentation Plant Engineer, Patrick Treanor* 136  
*Informational Only – No Action Required*

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## INFORMATION/DISCUSSION ITEMS

- 31.** *PBCSD 05-31-19 Regular Board Meeting - Report By Barbara Buikema, General Manager* 141
- 32.** *Update on Mr. Larsen Connection In Carmel Highlands- Oral Report by Collections Superintendent, Daryl Lauer*
- 33.** *CAWD Website Update Presentation- By Safety Administer/Regulatory Compliance, Mark Dias.*

## 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

### **34.** *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.*

- *Employee BBQ – July 19<sup>th</sup> at Rio Vista Room* 143

**PBCSD Board Public Meeting Notice & Agenda**–The next PBCSD meetings are scheduled for:  
Friday, June 28, 2019 at 9:30a.m. *Director Rachel is scheduled to attend.*  
Friday, July 26, 2019 at 9:30a.m. *Director Siegfried is scheduled to attend.*

**Reclamation Management Committee Meeting** – The next RMC meeting is scheduled for:  
Wednesday, November 6, 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, July 16, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

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**35. 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: **Legal Counsel 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: **General Manager Performance Evaluation**

**36. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **July 25, 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](http://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.*