



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
Thursday, 9:00a.m., August 29, 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.

### 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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<b>3.</b> Approve Regular Board Meeting Minutes on July 25,2019 and Special Board Meeting on July 30, 2019	002 010
<b>4.</b> Receive and Accept Bank Statement Review by Hayashi Wayland – July 2019 And a Revised June 2019	012 014
<b>5.</b> Receive and Accept Schedule of Cash Receipts and Disbursements – July 2019	016
<b>6.</b> Approve Register of Disbursements - Carmel Area Wastewater District – July 2019	018
<b>7.</b> Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2019	023
<b>8.</b> Receive and Accept Financial Statements and Supplementary Schedules – July 2019	025
<b>9.</b> Receive and Accept Collection System Superintendent’s Report May, June & July 2019	048
<b>10.</b> Receive and Accept Safety And Regulatory Compliance Report – July 2019	051
<b>11.</b> Receive and Accept Treatment Facility Operations Report – July, June & May 2019	054
<b>12.</b> Receive and Accept Laboratory/Environmental Compliance Report – July 2019	060
<b>13.</b> Receive and Accept Capital Projects Report/Implementation Plan – July 2019	065
<b>14.</b> Receive and Accept Plant Operations Report – July 2019	067
<b>15.</b> Receive and Accept Maintenance Projects Report – July 2019	070
<b>16.</b> Receive Principal Engineer Monthly Report General Engineering – July 2019	072

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## RESOLUTIONS

- 17. Resolution No. 2019-39;** 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 Wastewater Treatment Plant (WWTP) Perimeter Trees And Interior Landscape Planning – *Report by Plant Engineer, Patrick Treanor* 074
- 18. Resolution No. 2019-40;** A Resolution Authorizing Expenditures From The CAWD/ PBCSD Budget For 2019-20 To Replace The Reverse Osmosis (RO) Elements And Provide Technical Support Services To Install The Elements Not To Exceed \$200,351 – *Report by Operations Superintendent, Ed Waggoner* 081
- 19. Resolution No. 2019-41;** A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers To Provide Design Services For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather* 099
- 20. Resolution No. 2019-42;** A Resolution Authorizing The General Manager To Enter Into A Contract With Rincon Consultants To Prepare Environmental Documents For The Upper Rancho Canada Sewer Replacement Project – *Report by Principal Engineer, Rachél Lather* 121
- 21. Resolution No. 2019-43;** A Resolution Authorizing Annual Adjustment Of The District's Capital Improvement Reserve Fund Balance By Transferring \$1,596,031 To The Capital Fund And \$3,408,502 From The General O&M Fund In Accordance With The District's Reserve Policy – *Report by Principal Accountant, Jim Grover* 138
- 22. Resolution No. 2019-44;** A Resolution Ratifying The Amended Contract Amount And Approving The Actions Of The General Manager In Approving Said Amendment With ERS Industrial Services, Inc. In An Amount Not To Exceed \$19,945 For Additional Items Completed During The Secondary Clarifier Coating Project – *Report by Maintenance Superintendent, Chris Foley* 141
- 23. Resolution No. 2019-45;** A Resolution Authorizing The General Manager To Proceed With Bidding And Contract Award For The Construction of The Hatton Canyon Access Road Project. – *Report by Principal Engineer, Rachél Lather* 145

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## OTHER ITEMS BEFORE THE BOARD

- 24.** Newsletter topics for upcoming District's Fall 2019 CAWD Connections newsletter 148  
*Report by General Manager, Barbara Buikema*  
*Requesting Board input*

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## **INFORMATION/DISCUSSION ITEMS**

- 25.** *PBCSD 06-28-19 Regular Board Meeting – Report by General Manager, Barbara Buikema* 149  
*Informational Only – No Action Required*
- 26.** *Retirement Pension Plan Trustee 07-24-19 Meeting – Report by General Manager, Barbara Buikema* 151  
*Informational Only – No Action Required*
- 27.** *Summary of Monterey County Treasurer Report dated 06-30-19 – Report by General Manager, Barbara Buikema* 166  
*Informational Only – No Action Required*
- 28.** *Update on Mr. Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer*  
*Informational Only – No Action Required*

## **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**

- 29.** *General Manager’s Report* 168
- *Harassment Training – October 31, 2019 at 10:00 am*
  - *Coastal Commission Update– Oral Report by General Manager, Barbara Buikema*
  - *Treatment Plant Bridge – Rio Park – Mission Project  
Introduction & Update– Report by General Manager, Barbara Buikema*

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**30. 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, August 30, 2019 at 9:30a.m. *Director Townsend is scheduled to attend. (canceled)*  
Friday, September 27, 2019 at 9:30a.m. *President White is scheduled to attend.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for:  
Tuesday, October 15, 2019 at 6:00 pm. *Director Townsend 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.*

**31. 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.*

**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**

**32. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, **September 26, 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.*

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