



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., January 26, 2017

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:** *
 - Karla Cristi has passed the University of Kansas course: CMMS Evaluation and Implementation.
 - Raymond De Ocampo has been promoted to Laboratory Supervisor.

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

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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 – December 8, 2016	003
5.	Approve Special Board Meeting Minutes – January 17, 2017	012
6.	Receive and Accept Bank Statement Review – November 2016	014
7.	Receive and Accept Schedule of Cash Receipts and Disbursements – November and December 2016	016
8.	Approve Register of Disbursements-Carmel Area Wastewater District – November and December 2016	022
9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – November and December 2016	030
10.	Receive and Accept Financial Statements & Supplementary Schedules – November and December 2016	032
11.	Receive and Accept Collection System Superintendent’s Report – December 2016 and Collection Annual Report For 2016	076
12.	Receive and Accept Treatment Facility Operations Report – October 2016, November 2016, and December 2016	086
13.	Receive and Accept Safety and Regulatory Compliance Report – November and December 2016	092
14.	Receive and Accept Laboratory/Environmental Compliance Report – December 2016	095
15.	Receive and Accept General Engineering Report- November and December 2016	097
16.	Receive and Accept Capital Improvement Project Status Report – December 2016	100
17.	Receive and Accept Plant Operations Report – December 2016	103
18.	Receive and Accept Maintenance Projects Report and Monthly Action Items Report – December 2016	106

RESOLUTIONS/ORDINANCES

19.	Resolution No. 2016-41: A Resolution Adopting Vehicle Use Policy - Report by Ed Waggoner, Operations Superintendent	109
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- 20. Resolution No. 2017-01:** A Resolution Authorizing The General Manager To Extend The Service Of A Temporary Treatment Plant Operator For An Additional Period Not To Exceed Four Months - *Report by Barbara Buikema, General Manager and Ed Waggoner, Operations Superintendent* **124**
- 21. Resolution No. 2017-02:** A Resolution Authorizing The Amendment Of Lab Analyst Job Description And The Creation Of A Position For Lab Analyst I At Salary Range 16 *Report by Barbara Buikema, General Manager* **127**
- 22. Resolution No. 2017-03:** A Resolution Approving Plans And Specifications For Construction Of Vac-Con Dump Pit And Chemical Storage Building And Authorizing Staff To Call For Bids For The Work Under The Heading "Fy2016/17 Vac-Con Dump Pit & Chemical Containment Storage Project" - *Report by Drew Lander, Principal Engineer* **140**
- 23. Resolution No. 2017-04:** A Resolution of the Governing Body of the Carmel Area Wastewater District Approving the Rescheduling of the Governing Body Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code § 1303(b) and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of the County of Monterey to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10404. - *Report by Barbara Buikema, General Manager* **145**

OTHER ITEMS BEFORE THE BOARD

- 24.** Board Member Committee Assignments, PBCSD Board Meeting Attendance, and Conference Attendance for 2017 – *Report by Irene Bryant, Board Secretary* **154**
- 25.** Master Annexation Final Completion - *Report by Barbara Buikema, General Manager* **158**
- 26.** Replacement Costs vs Capital Costs in Rate Model - *Report by Barbara Buikema, General Manager Ad Hoc Committee For Organizational Analysis of The Administration Department - Report by Barbara Buikema, General Manager* **165**
- 27.** CAWD Pension Plan – Actuarial review July 1, 2016 – *Report by Barbara Buikema, General Manager* **168**

INFORMATION/DISCUSSION ITEMS

- 28.** Summary of Retirement Pension Plan Trustees Meeting Held December 15, 2016 – Defined Benefit Plan – Mid 4th Qtr 2016 Review – *Report by Barbara Buikema, General Manager* **190**
- 29.** Construction Committee Meeting for November & December 2016 – *Report by Barbara Buikema, General Manager* **208**
- 30.** Pebble Beach Community Services District: Regular Board Meeting of December 9, 2016 – *Report by Barbara Buikema, General Manager* **228**

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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

- 31. General Manager's Report** - Oral Report by Barbara Buikema, General Manager *
- 32. 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 meeting is scheduled for: Friday, January 27, 2017 at 9:30a.m. Director *Rachel* is scheduled to attend.

Reclamation Management Committee Meeting - The next meeting is scheduled for: Friday, February 17, 2017 at 9:30 a.m. Directors *Townsend* and *Siegfried* are scheduled to attend.

Special Districts Association of Monterey County – Director *Townsend* was unable to attend SDA's January 17, 2017 meeting and instead attended the lecture "Carmel's Shoreline – Looking Ahead" by David Shonman. The next SDA meeting is scheduled for: Tuesday, April 18, 2017 at 6:00 pm. Director *Townsend* is scheduled to attend.

33. CLOSED SESSION: As permitted by Government Code, the Board will hold Closed Session as follow:

- 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

34. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., **Thursday, February 23, 2017** 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.

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