



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., February 23, 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 & District Acknowledgements:** *
 - Joseph Gregory has received the Young Professional Award from CWEA, Monterey Bay Section
 - CAWD has received Safety Plant of the Year from CWEA, Monterey Bay Section

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.

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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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| 4. | Approve Regular Board Meeting Minutes – January 26, 2017 | 003 |
| 5. | Approve Special Board Meeting Minutes – February 14, 2017 | 010 |
| 6. | Receive and Accept Bank Statement Review – December 2016 | 012 |
| 7. | Receive and Accept Schedule of Cash Receipts and Disbursements – January 2017 | 014 |
| 8. | Approve Register of Disbursements-Carmel Area Wastewater District – January 2017 | 017 |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2017 | 020 |
| 10. | Receive and Accept Financial Statements & Supplementary Schedules – January 2017 | 021 |
| 11. | Receive and Accept Collection System Superintendent’s Report – January 2017 | 043 |
| 12. | Receive and Accept Treatment Facility Operations Report – November 2016, December 2016, and January 2017 | 046 |
| 13. | Receive and Accept Safety and Regulatory Compliance Report – January 2017 | 052 |
| 14. | Receive and Accept Laboratory/Environmental Compliance Report – January 2017 | 054 |
| 15. | Receive and Accept General Engineering Report- January 2017 | 057 |
| 16. | Receive and Accept Capital Improvement Project Status Report – January 2017 | 059 |
| 17. | Receive and Accept Plant Operations Report–January 2017 and the 2016 Annual Operation and Compliance Reports to the State Water Resources Control Board | 063 |
| 18. | Receive and Accept Maintenance Projects Report and Monthly Action Items Report – January 2017 | 130 |

RESOLUTIONS/ORDINANCES

- | | | |
|------------|---|------------|
| 19. | Resolution No. 2017-05: A Resolution Authorizing The Amendment Of Safety/Regulatory Compliance Administrator I/II Job Description To Accurately Reflect As A “Non Exempt” Position - <i>Report by Barbara Buikema, General Manager</i> | 133 |
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OTHER ITEMS BEFORE THE BOARD

- 20.** Topics For Spring/Summer CAWD Connections Newsletter - *Report by Barbara Buikema, General Manager* **141**

INFORMATION/DISCUSSION ITEMS

- 21.** Summary of Monterey County Treasurer Report Dated 12-31-16 – *Report by Barbara Buikema, General Manager* **142**
- 22.** Pebble Beach Community Services District: Regular Board Meeting of January 27, 2017 – *Report by Barbara Buikema, General Manager* **143**

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

- 23.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
- 24.** 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, February 24, 2017 at 9:30a.m. *President White is scheduled to attend.*

Reclamation Management Committee Meeting – *Director Townsend and President White attended Friday, February 17, 2017 at 9:30 a.m.*
The next meeting is scheduled for: Friday, May 12, 2017 at 9:30 a.m. *Director Townsend and President White are scheduled to attend.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, April 18, 2017 at 6:00 pm. *Director Townsend is scheduled to attend.*

- 25. 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

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26. ADJOURNMENT

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