



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
**Thursday, 9:00a.m., December 8, 2016**

## 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:** \*
  - Irene Bryant has completed the CSDA Special District Board Secretary/Clerk program.
  - Karla Cristi has passed the University of Kansas course: CMMS Evaluation and Implementation.
  - Ryan Reynaud has achieved the CWEA Grade I Mechanical Technologist certification.
  - Trevor Weidner-Holland has achieved the CWEA Grade III Laboratory Analyst certification.

### 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)

"\*" - 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.*

- |            |   |            |
|------------|---|------------|
| <b>4.</b>  | Approve Regular Board Meeting Minutes – October 27, 2016  | <b>003</b> |
| <b>5.</b>  | Receive and Accept Bank Statement Review – September and October 2016                                   | <b>009</b> |
| <b>6.</b>  | Receive and Accept Schedule of Cash Receipts and Disbursements – October 2016                           | <b>013</b> |
| <b>7.</b>  | Approve Register of Disbursements-Carmel Area Wastewater District–October 2016                          | <b>016</b> |
| <b>8.</b>  | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2016                       | <b>019</b> |
| <b>9.</b>  | Receive and Accept Financial Statements & Supplementary Schedules-October 2016                          | <b>020</b> |
| <b>10.</b> | Receive and Accept Collection System Superintendent’s Report – October and November 2016                | <b>042</b> |
| <b>11.</b> | Receive and Accept Treatment Facility Operations Report – August 2016, September 2016, and October 2016 | <b>046</b> |
| <b>12.</b> | Receive and Accept Safety and Regulatory Compliance Report – October 2016                               | <b>052</b> |
| <b>13.</b> | Receive and Accept Laboratory/Environmental Compliance Report – October and November 2016               | <b>054</b> |
| <b>14.</b> | Receive and Accept General Engineering Report- October 2016   | <b>058</b> |
| <b>15.</b> | Receive and Accept Capital Improvement Project Status Report – October and November 2016                | <b>061</b> |
| <b>16.</b> | Receive and Accept Plant Operations Report – October and November 2016                                  | <b>065</b> |
| <b>17.</b> | Receive and Accept Maintenance Projects/Issues Status Report – October and November 2016                | <b>069</b> |

## **RESOLUTIONS/ORDINANCES**

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

*"e" - indicates a separate insert is enclosed*

- 18. Resolution No. 2016-37:** A Resolution Authorizing The General Manager To Enter Into A Contract With Kennedy/Jenks Consultants For Engineering Services For Asset Management Update And Wastewater Treatment Plant Rehabilitation Project Phase 2 Planning And A Budget Amendment Of \$139,735 - *Report by Barbara Buikema, General Manager* **072**
- 19. Resolution No. 2016-38:** A Resolution Adopting The CAWD/PBCSD Reclamation Project Audit For The Year Ending 06-30-16 - *Report by Barbara Buikema, General Manager* **092**
- 20. Resolution No. 2016-39:** A Resolution Approving Plans And Specifications For Roof System And Equipment Replacement On Existing Treatment Plant Buildings And Authorizing Staff To Call For Bids For The Work Under The Heading "FY 2016/17 Roof System And Operational Equipment Replacement Project" - *Report by Drew Lander, Principal Engineer* **122**
- 21. Resolution No. 2016-40:** A Resolution (1) Acknowledging An Emergency Wastewater Disposal Condition At 236 Highway 1 In Carmel Highlands, And (2) Determining To Allow Connection To District Sewer Services Prior To Completion Of Annexation Proceedings To Include Property At That Address In The District - *Report by Drew Lander, Principal Engineer* **126**
- 22. Resolution No. 2016-41:** A Resolution Adopting Vehicle Use Policy - *Report by Ed Waggoner, Operations Superintendent* **131**
- 23. Resolution No. 2016-42:** A Resolution Adopting Golf Cart/Utility Vehicle Policy - *Report by Ed Waggoner, Operations Superintendent* **146**
- 24. Resolution No. 2016-43:** A Resolution Approving The Specifications And Authorizing The Request For Proposal Under The Heading "Operational & Organizational Assessment For Administration Department" - *Report by Barbara Buikema, General Manager* **155**
- 25. Resolution No. 2016-44:** A Resolution Selecting President And President Pro Tem And Appointing Secretary And Secretary Pro Tem Of The Carmel Area Wastewater District For A Term Of One Year Commencing December 8, 2016 - *Report by Irene Bryant, Board Secretary* **184**

#### **OTHER ITEMS BEFORE THE BOARD**

- 26.** CAWD Annual Independent Financial Audit For FY Ending June 30, 2016 - *Report by Barbara Buikema, General Manager* **187**
- 27.** Ad Hoc Committee For Organizational Analysis of The Administration Department - *Report by Barbara Buikema, General Manager* **243**

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**28.** Ad Hoc Committee For District Ordinances: Standard Plans and Details, Uniform Plumbing, and Source Control - *Report by Drew Lander, Principal Engineer* **244**

**29.** Board Member Committee Assignments, PBCSD Board Meeting Attendance, and Conference Attendance for 2017 – *Report by Irene Bryant, Board Secretary* **245**

### **INFORMATION/DISCUSSION ITEMS**

**30.** Master Annexation Final Completion - *Report by Drew Lander, Principal Engineer* **251**

**31.** Summary of Pension Plan Meeting of November 9, 2016 and Hastie Financial 2016 3<sup>rd</sup> Qtr Performance Review and 4<sup>th</sup> Qtr Action Plan – *Report by Barbara Buikema, General Manager* **254**

**32.** Construction Committee Meetings of September & October 2016 – *Report by Barbara Buikema, General Manager* **263**

**33.** Air Monitoring Installation At Treatment Plant - *Report by Barbara Buikema, General Manager and Joe Gregory, Safety/Regulatory Compliance Administrator* **283**

**34.** Summary of Monterey County Treasurer Report Dated September 30, 2016 – *Report by Barbara Buikema, General Manager* **285**

**35.** Pebble Beach Community Services District: Regular Board Meeting of October 28, 2016 – *Report by Barbara Buikema, General Manager* **287**

### **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**

**36.** General Manager’s Report - *Oral Report by Barbara Buikema, General Manager* \*

**37.** 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, December 9, 2017 at 9:30a.m. *Director Townsend 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.*

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

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Special Districts Association of Monterey County - The next meeting is scheduled for: Tuesday, January 17, 2016 at 6:00 pm. *Director Townsend is scheduled to attend.*

**38.** Announcement of closed session negotiations concerning real property at **Carmel Area Wastewater District Outfall Pipeline in the South Lagoon**. The negotiator will be Barbara Buikema. The person or persons with whom its negotiators may negotiate are representatives from the County of Monterey.

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

**A. Conference With Real Property Negotiators**

Pursuant to Government Code Section 54954.5 the Board will meet in closed session to consider a Real Property Matter:

Property: CAWD Outfall Pipeline in South Carmel Lagoon

Agency negotiator: Barbara Buikema

Negotiating parties: County of Monterey

Under negotiation: cost and terms

**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

**C. 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

**40. ADJOURNMENT**

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