



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
**Thursday, 9:00a.m., March 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: 002**
  - **Joseph Gregory** has received CWEA's 2016 **Outstanding Young Professional of the Year Award** from CWEA, State Level
  - **CAWD** has received CWEA's 2016 **Safety: Plant of the Year Small Award** from CWEA, State Level
- 4. Highlands Association Request – CAWD Facilitate Reimbursement Of New Connections To Highlands Sewer Main – Report by Barbara Buikema, General Manager 004**
- 5. Rio Park And Adjoining Areas – Bikeway/Trail Proposal – Report by Barbara Buikema, General Manager 051**

"" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

## **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.*

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| <b>6.</b>  | Approve Regular Board Meeting Minutes – February 23, 2017  | <b>082</b> |
| <b>7.</b>  | Receive and Accept Bank Statement Review – January 2017  | <b>087</b> |
| <b>8.</b>  | Receive and Accept Schedule of Cash Receipts and Disbursements – February 2017                           | <b>089</b> |
| <b>9.</b>  | Approve Register of Disbursements-Carmel Area Wastewater District – February 2017                        | <b>092</b> |
| <b>10.</b> | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – February 2017                       | <b>095</b> |
| <b>11.</b> | Receive and Accept Financial Statements & Supplementary Schedules – February 2017                        | <b>096</b> |
| <b>12.</b> | Receive and Accept Collection System Superintendent’s Report – February 2017                             | <b>118</b> |
| <b>13.</b> | Receive and Accept Treatment Facility Operations Report – December 2016, January 2017, and February 2017 | <b>123</b> |
| <b>14.</b> | Receive and Accept Safety and Regulatory Compliance Report- February 2017                                | <b>129</b> |
| <b>15.</b> | Receive and Accept Laboratory/Environmental Compliance Report – February 2017                            | <b>131</b> |
| <b>16.</b> | Receive and Accept General Engineering Report- February 2017   | <b>134</b> |
| <b>17.</b> | Receive and Accept Capital Improvement Project Status Report – February 2017                             | <b>137</b> |
| <b>18.</b> | Receive and Accept Plant Operations Report – February 2017   | <b>141</b> |
| <b>19.</b> | Receive and Accept Maintenance Projects Report and Monthly Action Items Report – February 2017           | <b>144</b> |

## **RESOLUTIONS/ORDINANCES**

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| <b>20.</b> | <b>Resolution No. 2017-06:</b> A Resolution Approving Plans And Specifications For CCLEAN Program Management And Authorizing Staff To Call For Proposals For The Work Under The Heading “FY 2017-2018 CCLEAN Program Management” - <i>Report by Barbara Buikema, General Manager</i> | <b>147</b> |
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- 21. Resolution No. 2017-07:** A Resolution Approving The District Sewer System Management Plan (SSMP) And Authorizing The General Manager To Certify The Plan As Required By The State Water Resources Control Board - *Report by Daryl Lauer, Collections Superintendent* **183**
- 22. Resolution No. 2017-08:** A Resolution Authorizing Staff To Advertise And Receive Proposals Pertaining To An RFP Under The Heading – “Request For Qualifications/Proposals For Professional Consultant Services For Sea Level Rise Vulnerability Assessment And Climate Change Impacts And Alternatives Study – Phase 1” - *Report by Drew Lander, Principal Engineer* **224**
- 23. Resolution No. 2017-09:** A Resolution Approving The Establishment Of A Special Reserve Fund Named “Defend Or Managed Retreat Reserve” With Contributions Made On An Annual Basis And Determined As Part Of The Budget Process. FY 2017-18 Contribution \$500,000. - *Report by Barbara Buikema, General Manager* **236**
- 24. Resolution No. 2017-10:** A Resolution To Accept The Infrastructure Installed On Monterey County Assessor Parcels; 015-043-011-000, 015-043-031-000, And 015-043-007-000 As Required To Serve The Herb Rubenstein Residence - *Report by Drew Lander, Principal Engineer* **239**

**OTHER ITEMS BEFORE THE BOARD**

- 25.** Preliminary 2017-18 Budget – *Report by Barbara Buikema, General Manager* **245**
- 26.** Preliminary 2017-18 Rate Model - *Report by Barbara Buikema, General Manager* **247**
- 27.** Collection System Capacity Hydraulic Modeling Notebook Draft Prepared By West Yost Associates – *Staff Report by Daryl Lauer, Collections Superintendent* **258**

**INFORMATION/DISCUSSION ITEMS**

- 28.** Regional Board - Sanitary Sewer Overflow (SSO) On February 23, 2017 Technical Report – *Staff Report by Daryl Lauer, Collections Superintendent* **278**
- 29.** Central Coast Regional Water Quality Control Board – Unanticipated Bypass On February 20, 2017 - *Letter by Ed Waggoner, Operations Superintendent* **285**
- 30.** Carmel River Floodplain Restoration And Environmental Enhancement (Carmel River FREE) – Letter To Monterey County, Resource Management Agency Dated March 14, 2017 – *Report by Barbara Buikema, General Manager* **289**
- 31.** Pipeline Assessment Certification Program (PACP) Line Segment Scoring – *Staff Report by Daryl Lauer, Collections Superintendent* **292**
- 32.** Personal Electronic Devices And Disclosure Under the Public Records Act (PRA) – *Report by Barbara Buikema, General Manager* **297**
- 33.** Pebble Beach Community Services District: Regular Board Meeting of February 24, 2017 – *Report by Barbara Buikema, General Manager* **307**

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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

**34. General Manager's Report** - Oral Report by Barbara Buikema, General Manager \*

**35. 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, March 31, 2017 at 9:30a.m. Director D'Ambrosio is scheduled to attend.  
Friday, April 28, 2017 at 9:30a.m. Director Siegfried is scheduled to attend.

**Reclamation Management Committee Meeting** – The next RMC 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.

**35. CLOSED SESSION:** A closed session of the Board is not planned, but may be held if necessary for certain limited purposes authorized pursuant to California Government Code.

## 36. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., **Thursday, April 27, 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.