



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
**Thursday, 9:00a.m., June 22, 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.

**PUBLIC HEARING 9:00a.m. or as soon thereafter as the matters may be taken up.**

- 3. Sewer User Fee Rates for Fiscal Year 2017-18**

\*

### **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

~ 1 ~

## **ORDINANCES**

- 4. Ordinance No. 2017-01;** An Ordinance Establishing Sewer Service Charges For Fiscal Year 2017-18 And Thereafter, Providing For The Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed - *Report by Barbara Buikema, General Manager* **003**

## **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.*

- 5.** Approve Regular Board Meeting Minutes of – May 25, 2017 **022**
- 6.** Receive and Accept Bank Statement Review – April 2017 **028**
- 7.** Receive and Accept Schedule of Cash Receipts and Disbursements – May 2017 **030**
- 8.** Approve Register of Disbursements - Carmel Area Wastewater District – May 2017 **033**
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2017 **036**
- 10.** Receive and Accept Financial Statements and Supplementary Schedules – May 2017 **037**
- 11.** Receive and Accept Collection System Superintendent’s Report – May 2017 **059**
- 12.** Receive and Accept Treatment Facility Operations Report – March 2017, April 2017, and May 2017 **062**
- 13.** Receive and Accept Safety and Regulatory Compliance Report – May 2017 **068**
- 14.** Receive and Accept Laboratory/Environmental Compliance Report – May 2017 **070**
- 15.** Receive and Accept General Engineering Report- May 2017 **072**
- 16.** Receive and Accept Capital Improvement Project Status Report – May 2017 **074**
- 17.** Receive and Accept Plant Operations Report – May 2017 **078**

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

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

## **RESOLUTIONS/ORDINANCES**

- 18. Resolution No. 2017-15;** A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2017 - *Report by Barbara Buikema, General Manager* **081**
- 19. Resolution No. 2017-16;** A Resolution Certifying Compliance With State Law With Respect To The Levying Of General And Special Taxes, Assessments And Property Related Fees And Charges - *Report by Barbara Buikema, General Manager* **092**
- 20. Resolution No. 2017-17;** A Resolution Determining The Fiscal Year 2017-18 Tax Proceeds Appropriation Limitation For The Carmel Area Wastewater District - *Report by Barbara Buikema, General Manager* **096**
- 21. Resolution No. 2017-18;** A Resolution Authorizing The Adoption of the Carmel Area Wastewater District Annual Budget For The Fiscal Year 2017-18 - *Report by Barbara Buikema, General Manager* **e 100**
- 22. Resolution No. 2017-19;** A Resolution Designating The Classification Titles In The District And Providing For The Number Of Positions And Monthly Salary Ranges Effective July 1, 2017 - *Report By Barbara Buikema, General Manager* **107**
- 23. Resolution No. 2017-20;** A Resolution Authorizing The General Manager To Act As The District's Authorized Agent To Provide The Governor's Office Of Emergency Services Application For Financial Assistance - *Report By Barbara Buikema, General Manager* **110**
- 24. Resolution No. 2016-21;** A Resolution Amending The District Purchasing Policy To Delete Purchase Order Minimum Amount Of \$200 And Require A Purchase Order For All Purchases - *Report By Barbara Buikema, General Manager* **113**
- 25. Resolution No. 2017-22;** A Resolution Authorizing The General Manager To Extend The Service Of A Temporary Treatment Plant Operator For A Second Extension Not To Exceed Four Months - *Report By Barbara Buikema, General Manager and Ed Waggoner, Operations Superintendent* **121**

## **OTHER ITEMS BEFORE THE BOARD**

- 26.** Update Of Emergency Repair On Larson Field Trunk Main Line – *Report by Drew Lander, Principal Engineer* **124**
- 27.** Fiduciary Training Dates - *Report by Barbara Buikema, General Manager* **125**

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

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

## **INFORMATION/DISCUSSION ITEMS**

- 28.** Pebble Beach Community Services District–Regular Board Meeting Of May 26, 2017 – *Report by Barbara Buikema, General Manager* **126**
- 29.** Pension Committee Meeting of June 13, 2017 and Summary of CAWD Defined Benefit Plan As Of 3/31/17 – *Report by Barbara Buikema, General Manager* **128**
- 30.** Construction Committee Meeting of June 7, 2017 – *Report by Barbara Buikema, General Manager* **149**
- 31.** Update On Phase I Cumulative Change Orders – *Report by Barbara Buikema, General Manager* **160**
- 32.** MBARD Proposed Rule 110 Security Deposit – Comment Letter From CAWD Dated June 7, 2017 – *by Barbara Buikema, General Manager* **163**
- 33.** CAWD Annual Employee BBQ From 11:30am-2:00pm On Friday, July 21, 2017 – *Report by Barbara Buikema, General Manager* **164**

## **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, June 30, 2017 at 9:30a.m. *Director Rachel is scheduled to attend.*  
Friday, July 28, 2017 at 9:30a.m. *Director White is scheduled to attend.*

**Reclamation Management Committee Meeting** – The next RMC meeting is scheduled for:  
Friday, August 11, 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, July 18, 2017 at 6:00 pm. *Director Townsend is schedule to attend.*

*""- indicates no board attachment or oral report*  
*"e" - indicates a separate insert is enclosed*

**36. 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.*

**A. Real Property Negotiations**

**Property:** CAWD Administrative Office Building, 3945 Rio Road, Carmel, CA 93923

**Negotiating Party:** Peter A. Baird, Managing Partner, Mahoney & Associates  
Commercial Real Estate

**Negotiator(s):** Barbara Buikema, General Manager, CAWD

**Terms:** All terms and conditions

**B. Conference with Legal Counsel** – Consider initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 – two potential cases

**37. ADJOURNMENT**

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