



# CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
**Thursday, 9:00a.m., July 27, 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.

### INFORMATION/DISCUSSION ITEMS

- 3. Appearance of Larry Levine, Chair of County Service Area (CSA) 50, Citizen's Advisory Committee And Margaret Robbins, CSA 50 Committee Member and Arroyo Carmel Homeowners Association Resident – Discuss Carmel River Floodplain Restoration and Environmental Enhancement Project (CRFREE) And Its Importance To The Community** **003**

### 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*

- |           |   |            |
|-----------|---|------------|
| <b>4.</b> | Sewer User Fee Refund/Partial Waiver of Connection Fee For: Mentzer, APN 009-031-023-000, 24275 San Pedro Lane – <i>Report by Barbara Buikema, General Manager</i>  | <b>009</b> |
| <b>5.</b> | Proposal For The Use Of “Design-Build” As A Procurement Method For Design Services And Construction Of The Outfall Lagoon Crossing And The Carmel Meadows Gravity Sewer Line – <i>Report by Drew Lander, Principal Engineer</i> | <b>018</b> |

**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>6.</b>  | Approve Regular Board Meeting Minutes of June 22, 2017  | <b>040</b> |
| <b>7.</b>  | Approve Special Board Meeting Minutes of July 10, 2017, Fiduciary Training                    | <b>047</b> |
| <b>8.</b>  | Receive and Accept Bank Statement Review – May 2017   | <b>049</b> |
| <b>9.</b>  | Receive and Accept Schedule of Cash Receipts and Disbursements – June 2017                    | <b>051</b> |
| <b>10.</b> | Approve Register of Disbursements - Carmel Area Wastewater District – June 2017               | <b>054</b> |
| <b>11.</b> | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2017                | <b>058</b> |
| <b>12.</b> | Receive and Accept Financial Statements and Supplementary Schedules – June 2017               | <b>059</b> |
| <b>13.</b> | Receive and Accept Collection System Superintendent’s Report – June 2017                      | <b>081</b> |
| <b>14.</b> | Receive and Accept Treatment Facility Operations Report – April 2017, May 2017, and June 2017 | <b>084</b> |
| <b>15.</b> | Receive and Accept Safety and Regulatory Compliance Report – June 2017                        | <b>090</b> |
| <b>16.</b> | Receive and Accept Laboratory/Environmental Compliance Report – June 2017                     | <b>092</b> |
| <b>17.</b> | Receive and Accept General Engineering and Maintenance Report- June 2017                      | <b>094</b> |
| <b>18.</b> | Receive and Accept Plant Operations Report – June 2017  | <b>097</b> |

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

## **RESOLUTIONS/ORDINANCES**

- 19. Resolution No. 2017-23;** A Resolution Authorizing The General Manager To Execute A Contract With Environmental Science Associates (ESA) For Professional Services To Perform A Sea Level Rise Vulnerability Assessment In An Amount Not To Exceed \$100,000 - *Report by Drew Lander, Principal Engineer* **100**
- 20. Resolution No. 2017-24;** A Resolution Superseding Prior Contract Approvals And Authorizing The General Manager To Execute An Amended Contract With Johnson Marigot Consulting, LLC For Professional Services In An Amount Not To Exceed \$96,167 To Prepare Environmental Documentation And Permit Applications To Repair A Portion of The District Outfall In The Carmel Lagoon - *Report by Drew Lander, Principal Engineer* **160**
- 21. Resolution No. 2017-25;** A Resolution Accepting The Proposal To Execute A Contract With Rebuild-It Services Group In An Amount Not To Exceed \$102,265; And Authorize The Additional Purchase Of Materials And Labor As Described In The Board Report In An Amount Not To Exceed \$90,000; And Authorize An Additional \$10,000 For Unexpected Items, For A Total Project Cost Not To Exceed \$202,265 - *Report by Drew Lander, Principal Engineer* **193**
- 22. Resolution No. 2017-26;** A Resolution Authorizing The General Manager To Execute A Contract With West Yost Associates For Professional Services To Complete Phase II – Update To the Hydraulic Model In An Amount Not To Exceed \$24,750 - *Report by Daryl Lauer, Collections Superintendent* **198**
- 23. Resolution No. 2017-27;** A Resolution Approving The Re-Authorization of Expenditure In An Amount Not To Exceed \$60,000 For The Installation of a Fiber Optic Communication Line To the Treatment Plant - *Report by Drew Lander, Principal Engineer* **207**
- 24. Resolution No. 2017-28;** A Resolution Authorizing The General Manager To Execute A Contract With Municipal Resource Group LLC For Professional Services To Perform An Operational And Organizational Assessment On The Administration Department In An Amount Not To Exceed \$37,000 - *Report By Barbara Buikema, General Manager* **211**
- 25. Resolution No. 2016-29;** A Resolution Authorizing The Creation Of An Associate Engineer Position, Approving the Job Description, And It's Placement On The Classification Schedule - *Report By Barbara Buikema, General Manager* **225**
- 26. Resolution No. 2017-30;** A Resolution Approving The Adoption Of “Acting Pay For Exempt Employees” Policy - *Report By Barbara Buikema, General Manager* **235**

## **OTHER ITEMS BEFORE THE BOARD**

- 27.** Disclosure Of Reimbursements Paid Of At Least \$100 For FY 2016-17– *Report by Barbara Buikema, General Manager* **241**

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

*“e” - indicates a separate insert is enclosed*

**28.** Cost Of Living Adjustment (COLA) and Maintenance of Salary Schedule Under District Personnel Policy No: 502– *Report by Barbara Buikema, General Manager* **244**

**29.** Flood And Earthquake Insurance - Community Critical Facility and National Floodplain Insurance Program (NFIP) Regulations – *Report by Barbara Buikema, General Manager* **248**

### **INFORMATION/DISCUSSION ITEMS**

**30.** Pebble Beach Community Services District–Regular Board Meeting Of June 30, 2017 – *Report by Barbara Buikema, General Manager* **250**

**31.** Construction Committee Meeting of July 13, 2017 – *Report by Barbara Buikema, General Manager* **252**

### **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**

**32.** General Manager’s Report - *Oral Report by Barbara Buikema, General Manager* **263**

- CAWD Neighborhood Meeting For Rio Vista Sewer Service On August 8, 2017 at 6:00pm - *Flyer by Daryl Lauer, Collections Superintendent*

**33.** 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.* **265**

- Save The Pipes! Don’t Flush Wipes – *Flyer By Tahoe-Truckee Sanitation Agency - Insert From Ken White, Board President*

**PBCSD Board Public Meeting Notice & Agenda** – The next PBCSD meetings are scheduled for:  
Friday, July 28, 2017 at 9:30a.m. *Director White is scheduled to attend.*  
Friday, August 25, 2017 at 9:30a.m. *Director D’Ambrosio 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** –  
*Director Townsend attended the SDA meeting on Tuesday, July 18, 2017.*  
The next SDA meeting is scheduled for:  
Tuesday, October 17, 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*

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

**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**

### **35. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, August 24, 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.*