



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., September 28, 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.

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.

- 3. Approve Regular Board Meeting Minutes of August 24, 2017**

026

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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4.	Approve Special Closed Session Board Meeting Minutes of September 7, 2017	026
5.	Receive and Accept Bank Statement Review By Hayashi Wayland – July 2017	034
6.	Receive and Accept Schedule of Cash Receipts and Disbursements – August 2017	036
7.	Approve Register of Disbursements - Carmel Area Wastewater District – August 2017	038
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –August 2017	040
9.	Receive and Accept Financial Statements and Supplementary Schedules – August 2017	041
10.	Receive and Accept Collection System Superintendent’s Report – August 2017	061
11.	Receive and Accept Treatment Facility Operations Report – June 2017, July 2017, and August 2017	064
12.	Receive and Accept Laboratory/Environmental Compliance Report – August 2017	070
13.	Receive and Accept General Engineering and Maintenance Report- August 2017	073
14.	Receive and Accept Plant Operations Report – August 2017	076

RESOLUTIONS/ORDINANCES

15.	Resolution No. 2017-39; A Resolution Authorizing The General Manager To Execute An Agreement With MNS Engineers For Professional Engineering Design Services In An Amount Not To Exceed \$250,000. - <i>Report By Drew Lander, Principal Engineer</i>	078
16.	Resolution No. 2017-40; A Resolution Authorizing The General Manager To Enter Into A Contract With Swedberg Electric For Electrical Services In Fiscal Year 2017-2018 In An Amount Not To Exceed \$100,000. - <i>Report By Drew Lander, Principal Engineer</i>	082
17.	Resolution No. 2017-41; A Resolution Authorizing The General Manager To Enter Into A Contract With Bates Homes, Inc. For General Carpentry And Painting Services In Fiscal Year 2017-2018 In An Amount Not To Exceed \$60,000. - <i>Report By Drew Lander, Principal Engineer</i>	085
18.	Resolution No. 2017-42; A Resolution Authorizing The General Manager To Enter Into A Contract With Mathews Mechanical For Contract Mechanical Work In Fiscal Year 2017-2018 In An Amount Not To Exceed \$76,800. – <i>Report By Drew Lander, Principal Engineer</i>	089

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- 19. **Resolution No. 2017-43**; A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers For General Engineering Services In Fiscal Year 2017-2018 In An Amount Not To Exceed \$60,000. - *Report By Drew Lander, Principal Engineer* **091**
- 20. **Resolution No. 2017-44**; A Resolution Authorizing The Amendment of Safety/Regulatory Compliance Administrator I/II Job Description To Accurately Reflect Recommended Changes - *Report By Barbara Buikema, General Manager* **101**

OTHER ITEMS BEFORE THE BOARD

- 21. November/December 2017 CAWD Regular Board Meeting Date - *Report by Barbara Buikema, General Manager* **112**

INFORMATION/DISCUSSION ITEMS

- 22. Grant Writing Expenses And Support Services – *Report by Barbara Buikema, General Manager* **121**
- 23. Pebble Beach Community Services District – Regular Board Meeting Of August 25, 2017 Was Cancelled – *No Report Due* *

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

- 24. General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
 - MCSIG Flu Shot Clinic, Friday October 20, 2017 At CAWD Plant 10:30am - 11:30am
- 25. 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, September 29, 2017 at 9:30a.m. *Director White is scheduled to attend in place of Director Siegfried.*
Friday, October 27, 2017 at 9:30a.m. *Director Townsend is scheduled to attend.*

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Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: **Thursday**, November 9, 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: **Tuesday**, October 17, 2017 at 6:00 pm. *Director Townsend is schedule to attend.*

26. 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. 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**

B. 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**

27. ADJOURNMENT

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