



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., December 7, 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 Introductions:** **003**
 - Chris Foley - New Hire As CAWD Maintenance Superintendent

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.

- 4. Administration Department Operational And Organizational Assessment – Presentation And Report By Municipal Resource Group LLC** **005**

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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 October 26, 2017 **047**
6. Receive and Accept Bank Statement Review By Hayashi Wayland – September 2017 **051**
7. Receive and Accept Schedule of Cash Receipts and Disbursements – October 2017 **053**
8. Approve Register of Disbursements - Carmel Area Wastewater District – October 2017 **056**
9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2017 **059**
10. Receive and Accept Financial Statements and Supplementary Schedules – October 2017 **061**
11. Receive and Accept Collection System Superintendent’s Report – October 2017 **084**
12. Receive and Accept Treatment Facility Operations Report – August 2017, September 2017 and October 2017 **088**
13. Receive and Accept Laboratory/Environmental Compliance Report – October 2017 **094**
14. Receive and Accept General Engineering and Maintenance Report – October & November 2017 **096**
15. Receive and Accept Plant Operations Report – October & November 2017 **098**

RESOLUTIONS/ORDINANCES

16. **Resolution No. 2017-49**; A Resolution Adopting The CAWD/PBCSD Reclamation Project Audit For The Year Ending 06-30-17 - *Report by Barbara Buikema, General Manager* **101**
17. **Resolution No. 2017-50**; A Resolution Approving Plans And Specifications For The Replacement Of A Sewer Collector Line And Authorizing Staff To Call For Bids For The Work Under The Heading “FY 2017/18 Sewer Line Replacement – San Carlos Between Sixth and Ocean” - *Report By Drew Lander, Principal Engineer* **134**
18. **Resolution No. 2017-51**; A Resolution Authorizing The General Manager And Members Of The Salary/Benefits Committee, On Behalf Of The Board, To Sign The 2018-2020 Contract Negotiating Ground Rules - *Report By Barbara Buikema, General Manager* **140**

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- 19. Resolution No. 2017-52;** 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 7, 2017 - *Report by Irene Bryant, Board Secretary* **148**

INFORMATION/DISCUSSION ITEMS

- 20.** Conference Attendance, PBCSD Board Meeting Attendance, and Board Member Committee Assignments for 2018 – *Report by Irene Bryant, Board Secretary* **152**
- 21.** Summary of Monterey County Treasurer Report Dated September 30, 2017 – *Report by Barbara Buikema, General Manager* **159**
- 22.** Summary of Pension Plan Meeting of November 2, 2017 and Hastie Financial 2017 3rd Qtr Performance Review and 4th Qtr Action Plan – *Report by Barbara Buikema, General Manager* **161**
- 23.** Pebble Beach Community Services District: Regular Board Meeting Of October 27, 2017 – *Report by Barbara Buikema, General Manager* **176**

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* *
- *Turkey Lunch Invite From Edward Waggoner On 12/20/17 At 11:30am*
 - *Set Special Board Meeting Date For Employee Survey Presentation*
- 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, December 8, 2017 at 9:30a.m. *Director White is scheduled to attend in place of Director Rachel.*

Friday, January 26, 2018 at 9:30a.m. *Director D’Ambrosio is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, February 14, 2018 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

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Special Districts Association of Monterey County–

The next SDA meeting is scheduled for:

Tuesday, January 16, 2018 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**

27. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., Thursday, January 25, 2018 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.