



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00 a.m., December 19, 2019

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.

"" - indicates no board attachment or oral report

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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.

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| 3. Approve Regular Board Meeting Minutes of November 21, 2019 | 002 |
| Special Board Meeting Minutes of November 22, 2019 | 009 |
| Salary & Benefits Committee Minutes of November 25, 2019 | 011 |
| 4. Receive and Accept Bank Statement Review by Hayashi Wayland – November 2019
<i>(Not received at time of Board packet build)</i> | 013 |
| 5. Receive and Accept Schedule of Cash Receipts and Disbursements – November 2019 | 014 |
| 6. Approve Register of Disbursements - Carmel Area Wastewater District –
November 2019 | 017 |
| 7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –
November 2019 | 020 |
| 8. Receive and Accept Financial Statements and Supplementary Schedules –
November 2019 | 021 |
| 9. Receive and Accept Collection System Superintendent’s Report
November, October & September 2019 | 045 |
| 10. Receive and Accept Safety And Regulatory Compliance Report – November 2019 | 049 |
| 11. Receive and Accept Treatment Facility Operations Report –
November (data not available), October (amended) & September 2019 | 053 |
| 12. Receive and Accept Laboratory/Environmental Compliance Report – November 2019 | 057 |
| 13. Receive and Accept Capital Projects Report/Implementation Plan | 059 |
| 14. Receive and Accept Project Summaries | 061 |
| 15. Receive and Accept Plant Operations Report – November 2019 | 078 |
| 16. Receive and Accept Maintenance Projects Report – November 2019 | 081 |
| 17. Receive Principal Engineer Monthly Report General Engineering – November 2019 | 083 |

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RESOLUTIONS

- 18. Resolution No. 2019-57;** A Resolution Authorizing The General Manager To Circulate A Request For Qualifications For Construction Management And Inspection Services– *Report by Principal Engineer, Rachél Lather* 085
- 19. Resolution No. 2019-58;** A Resolution Authorizing The General Manager To Enter Into A Contract With SRT Consultants To Provide Engineering Design Services For The Carmel Meadows Pipeline Replacement Project In The Amount Of \$255,445 (Project #19-03) – *Report by Principal Engineer, Rachél Lather* 091
- 20. Resolution No. 2019-59;** A Resolution Authorizing Inviting Bids For “Manhole & Sewer Line Repair Project At Various Locations” – *Report by Principal Engineer, Rachél Lather* 113
- 21. Resolution No. 2019-60;** A Resolution Authorizing Staff To Solicit Bids For A 600 Kilowatt (kW) Standby Power Generator To Replace The Existing 450 kW Generator At The Carmel Area Wastewater District (CAWD) Plant (Project #18-08)- *Report by Maintenance Superintendent, Chris Foley* 119
- 22. Resolution No. 2019-61;** A Resolution Authorizing Staff To Solicit Bids For Two 400 Kilowatt (kW) Standby Power Generators For The Reclamation Facility. Approval Is Contingent On Approval To Solicit Bids From The Reclamation Management Committee (Project #19-16)- *Report by Maintenance Superintendent, Chris Foley* 123
- 23. Resolution No. 2019-62;** A Resolution Ratifying The General Manager Decision To Continue Work Beyond Budgeted Tonnage And For Approval For Additional Cost To The “Digester No. 1 Dewatering And Cleaning” Project For Additional Tonnage-(Project #18-07)- *Report by Plant Engineer, Patrick Treanor* 127

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OTHER ITEMS BEFORE THE BOARD

- 24.** 2020 Committee Assignments and PBCSD Regular Board Meeting Attendance
Attendance, and Conference 2020 – *Report by Board Secretary, Domine Barringer* 135

*Action Required - Requesting A Motion to Accept 2020 Committee Assignments
& PBCSD Regular Board Meetings Rotation*

- 25.** Independent Financial Audit for Fiscal Year Ending June 30, 2019 by Marcello &
Company - *Report by General Manager, Barbara Buikema* 139
Informational Only – No Action Required

INFORMATION/DISCUSSION ITEMS

- 26.** PBCSD 12-13-19 Regular Board Meeting – *Report by General Manager,
Barbara Buikema* 188
Informational Only – No Action Required

- 27.** Pacific Gas & Electric Company Energy Use History – *Report by Plant Engineer,
Patrick Treanor* 190
Informational Only – No Action Required

- 28.** Workers Compensation Experience Modification Factor – *Report by General Manager,
Barbara Buikema* 194
Informational Only – No Action Required

- 29.** Update on Mr. Larsen Connection In Carmel Highlands – *Oral Report by Collections
Superintendent, Daryl Lauer*
Informational Only – No Action Required

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.

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COMMUNICATIONS

30. General Manager's Report – *Oral reporting*

- General Manager vacation December 23rd – January 7th
- Christmas BBQ and Gift Exchange December 18th
- Carmel River FREE update

31. 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, January 31, 2020 at 9:30a.m. *Director to attend to be determined.*

Special Districts Association of Monterey County – The next SDA meeting is scheduled for: Tuesday, January 21, 2020 at 6:00 pm. *Director Townsend is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, February 19, 2020 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

32. Tour of Hatton Canyon Access Road Grading Project on site - *No written report* *Informational Only – No Action Required*

33. 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.*

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

34. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., Thursday, January 23, 2019 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.

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