



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., August 25, 2016

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. Employee Acknowledgements:** *
 - Joseph Gregory has achieved a Safety Professional License by the National Association of Safety Professionals.
 - Michael Skinkle has achieved the CWEA Grade III Maintenance Mechanic certification.
 - Ralph Stevens has passed the University of Kansas course: Managing Maintenance for Buildings and Facilities and is now considered a Reliability Centered Maintenance Professional.

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

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.

- 4.** Approve Regular Board Meeting Minutes of – July 28, 2016 **003**
- 5.** Receive and Accept Bank Statement Review – June 2016 **009**
- 6.** Receive and Accept Schedule of Cash Receipts and Disbursements – July 2016 **011**
- 7.** Approve Register of Disbursements - Carmel Area Wastewater District – July 2016 **013**
- 8.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – July 2016 **016**
- 9.** Receive and Accept Financial Statements and Supplementary Schedules - July 2016 **017**
- 10.** Receive and Accept Collection System Superintendent’s Report – July 2016 **037**
- 11.** Receive and Accept Treatment Facility Operations Report – May 2016, June 2016, and July 2016 **039**
- 12.** Receive and Accept Safety and Regulatory Compliance Report – July 2016 **045**
- 13.** Receive and Accept Laboratory/Environmental Compliance Report – July 2016 **047**
- 14.** Receive and Accept General Engineering Report- July 2016 **049**
- 15.** Receive and Accept Capital Improvement Project Status Report – July 2016 **051**
- 16.** Receive and Accept Plant Operations Report – July 2016 **054**
- 17.** Receive and Accept Maintenance Projects/Issues Status Report – July 2016 **057**

RESOLUTIONS/ORDINANCES

- 18. Resolution No. 2016-26:** A Resolution Authorizing The Expenditure Not To Exceed \$61,532.21 To Upgrade The Treatment Plant Communications Service To A Fiber Optic Line - *Report by Drew Lander, Principal Engineer* **059**

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- 19. Resolution No. 2016-27:** A Resolution Authorizing The Expenditure Not To Exceed \$45,000 To Upgrade Treatment Plant Entry Gate And Security Improvements – **063**
Report by Drew Lander, Principal Engineer
- 20. Resolution No. 2016-28:** A Resolution Authorizing Annual Adjustment Of The District’s Capital Improvement Reserve Fund Balance By Transferring \$6,012,964 To The Capital Fund And \$4,835,077 From The General O&M Fund In Accordance With The District’s Reserve Policy- **067**
Report by James Grover, Principal Accountant
- 21. Resolution No. 2016-29:** A Resolution Authorizing The Adjustment Of The Compensated Accrual Reserves To Actual Year End June 30, 2016 In The Amount Of \$279,481 To Cover The District’s Accrued Vacation And Sick Leave Liabilities – **070**
Report by James Grover, Principal Accountant
- 22. Resolution No. 2016-30:** A Resolution Authorizing An Adjustment Of The District’s Rate Stabilization Reserve Fund Balance By Transferring \$35,000 To The Rate Stabilization Fund From The General O&M Fund In Accordance With The District’s 2016-17 Budget - **073**
Report by Barbara Buikema, General Manager
- 23. Resolution No. 2016-31:** A Resolution Authorizing The General Manager To Enter Into A Contract On Behalf Of The CAWD/PBCSD Reclamation Project In The Amount Of \$317,652.76 Plus Travel Expenses For The RO System Recovery Improvement Project - **076**
Report by Barbara Buikema, General Manager

OTHER ITEMS BEFORE THE BOARD

- 24.** 2016 CAWD Fall Newsletter: Selection of Topics - **105**
Report by Barbara Buikema, General Manager
- 25.** Summary of Monterey County Treasurer Report Dated 06-30-16 - **106**
Report by Barbara Buikema, General Manager

INFORMATION/DISCUSSION ITEMS

- 26.** Monterey Bay Air Resources District, Notice of Violation and Penalty of \$1,780 of August 11, 2016 – **108**
Report by Joseph Gregory, Safety and Regulatory Compliance Administrator
- 27.** Construction Committee Meeting of August 15, 2016 – **111**
Report by Barbara Buikema, General Manager
- 28.** Update On Phase I Cumulative Change Orders Up To August 25, 2016 – **123**
Report by Barbara Buikema, General Manager
- 29.** Mainsaver Computerized Maintenance Management System Presentation – **126**
by Ralph Stevens, Maintenance Superintendent and Karla Cristi, CMMS-Plant Administrative Coordinator
- 30.** Reporting On Board Member Communications – **148**
Report by Barbara Buikema, General Manager

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- 31.** Pebble Beach Community Services District: Regular Board Meeting of July 29, 2016 **150**
– Report by Barbara Buikema, General Manager
- 32.** Reclamation Management Committee Meeting of August 12, 2016 – Report by **152**
Barbara Buikema, General Manager

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

- 33.** General Manager’s Report - Oral Report by Barbara Buikema, General Manager *
- 34.** 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 meeting is scheduled for: Friday, August 26, 2016 at 9:30a.m. *President White is scheduled to attend.*

Reclamation Management Committee Meeting - The next meeting is scheduled for: Thursday, November 10, 2016 at 9:30 a.m. *Directors Townsend and Siegfried are scheduled to attend.*

Special Districts Association of Monterey County - The next meeting is scheduled for: Tuesday, October 18, 2016 at 6:00 pm. *Director Townsend is scheduled to attend.*

35. CLOSED SESSION: *A closed session of the Board is not planned, but may be held if necessary for certain limited purposes authorized pursuant to California Government Code.*

36. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, September 22, 2016** 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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