



## CARMEL AREA WASTEWATER DISTRICT

# BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248

**Thursday, 9:00a.m., June 23, 2016**

## NOTICE & AGENDA

### CALL TO ORDER - ROLL CALL

D'Ambrosio \_\_\_\_\_ Rachel \_\_\_\_\_ Siegfried \_\_\_\_\_ Townsend \_\_\_\_\_ White \_\_\_\_\_

**Director Michael Rachel will be participating remotely from**

**Location: 6350 - 163rd Lane NW  
Anoka, Minnesota 55303-3739**

### 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. Viewing of New High Pressure Water Jetting Truck – Contract Awarded in August 2015 \***

**PUBLIC HEARING, 9:00 AM, or as soon thereafter as the matters may be taken up.**

*"\*" - indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

*~ 1 ~*

- 4. CAWD Sphere of Influence and LAFCO Master Annexation Proposal **003**
- 5. Sewer User Fee Rates for Fiscal Year 2016-17 \*

**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.*

**ORDINANCES**

- 6. An Ordinance Establishing Sewer Service Charges For Fiscal Year 2016-17 And Thereafter, Providing For The Collection Of Such Charges On The Tax Roll, And Providing Further That This Ordinance And The Charges Established Hereby And The Tax Collection Procedure Selected Herein Shall Remain In Effect Until Either The Said Charges Are Revised Or This Ordinance Is Otherwise Amended Or Repealed **006**

**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.*

- 7. Approve Regular Board Meeting Minutes of – May 25, 2016 **024**
- 8. Receive and Accept Bank Statement Review – April 2016 **032**
- 9. Receive and Accept Schedule of Cash Receipts and Disbursements – May 2016 **034**
- 10. Approve Register of Disbursements - Carmel Area Wastewater District – May 2016 **037**
- 11. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2016 **040**
- 12. Receive and Accept Financial Statements and Supplementary Schedules - May 2016 **041**
- 13. Receive and Accept Collection System Superintendent’s Report – May 2016 **060**
- 14. Receive and Accept Treatment Facility Operations Report – March 2016, April 2016, and May 2016 **063**

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

<b>15.</b>	Receive and Accept Safety and Regulatory Compliance Report – May 2016	<b>069</b>
<b>16.</b>	Receive and Accept Laboratory/Environmental Compliance Report – May 2016	<b>071</b>
<b>17.</b>	Receive and Accept General Engineering Report- May 2016	<b>074</b>
<b>18.</b>	Receive and Accept Capital Improvement Project Status Report – May 2016	<b>077</b>
<b>19.</b>	Receive and Accept Plant Operations Report – May 2016	<b>081</b>
<b>20.</b>	Receive and Accept Maintenance Projects/Issues Status Report – May 2016	<b>084</b>

**RESOLUTIONS/ORDINANCES**

<b>21.</b>	<b>Resolution No. 2016-17;</b> A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted By Ordinance No. 85-2, Commencing July 1, 2016 - <i>Report by Barbara Buikema, General Manager</i>	<b>086</b>
<b>22.</b>	<b>Resolution No. 2016-18;</b> A Resolution Certifying Compliance With State Law With Respect To The Levying Of General And Special Taxes, Assessments And Property Related Fees And Charges - <i>Report by Barbara Buikema, General Manager</i>	<b>097</b>
<b>23.</b>	<b>Resolution No. 2016-19;</b> A Resolution Determining The Fiscal Year 2016-17 Tax Proceeds Appropriation Limitation For The Carmel Area Wastewater District - <i>Report by Barbara Buikema, General Manager</i>	<b>101</b>
<b>24.</b>	<b>Resolution No. 2016-20;</b> A Resolution Authorizing The Adoption of the Carmel Area Wastewater District Annual Budget For The Fiscal Year 2016-17 - <i>Report by Barbara Buikema, General Manager</i>	<b>105</b>
<b>25.</b>	<b>Resolution No. 2016-21;</b> A Resolution To Change Employer Paid Member Contributions To The California Public Employees’ Retirement System (CalPERS) - <i>Report By Barbara Buikema, General Manager</i>	<b>111</b>
<b>26.</b>	<b>Resolution No. 2016-22;</b> A Resolution Approving The Job Description For CMMS – Plant Administrative Coordinator - <i>Report By Barbara Buikema, General Manager</i>	<b>115</b>
<b>27.</b>	<b>Resolution No. 2016-23;</b> A Resolution Designating The Classification Titles In The District And Providing For The Number Of Positions And Monthly Salary Ranges - <i>Report By Barbara Buikema, General Manager</i>	<b>122</b>
<b>28.</b>	<b>Resolution No. 2016-24;</b> A Resolution To Amend And Eliminate Floating Holiday Policy By Increasing Vacation Accrual Schedule - <i>Report By Barbara Buikema, General Manager</i>	<b>124</b>

*""- indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

## OTHER ITEMS BEFORE THE BOARD

- 29.** Ballot for Election of Representative to the CSDA Board of Directors Coastal Network - Seat B - *Report by Barbara Buikema, General Manager* **128**

## INFORMATION/DISCUSSION ITEMS

- 30.** Construction Committee Meeting of June 10, 2016 – *Report by Barbara Buikema, General Manager* **137**
- 31.** Pebble Beach Community Services District – Regular Board Meeting May 27, 2016 – *Report by Barbara Buikema, General Manager* **148**
- 32.** Hatton Canyon – Carmel Area State Parks General Plan and EIR June 1, 2016 – *Report by Barbara Buikema, General Manager* **150**
- 33.** Budget Calendar 2017-18 – *Report by Barbara Buikema, General Manager* **173**
- 34.** Summary of Monterey County Treasurer Report dated 03-31-16 – *Report by Barbara Buikema, General Manager* **180**

## 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

- 35.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* \*
- 36.** 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, June 24, 2016 at 9:30a.m. *Director Townsend is scheduled to attend.*

**Reclamation Management Committee Meeting** - The next meeting is scheduled for: Friday, August 12, 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, July 19, 2016 at 6:00 pm. *Director Townsend is scheduled to attend.*

*"" - indicates no board attachment or oral report*

*"e" - indicates a separate insert is enclosed*

**37. 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.*

**38. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday, July 28, 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](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.*