



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

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

Thursday, 9:00a.m., July 28, 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.

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 – June 23, 2016** **003**
- 4. Receive and Accept Bank Statement Review – May 2016** **011**

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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5.	Receive and Accept Schedule of Cash Receipts and Disbursements – June 2016	013
6.	Approve Register of Disbursements - Carmel Area Wastewater District – June 2016	016
7.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – June 2016	018
8.	Receive and Accept Financial Statements and Supplementary Schedules - June 2016	019
9.	Receive and Accept Collection System Superintendent’s Report – June 2016	040
10.	Receive and Accept Treatment Facility Operations Report – April 2016, May 2016, and June 2016	043
11.	Receive and Accept Safety and Regulatory Compliance Report – June 2016	049
12.	Receive and Accept Laboratory/Environmental Compliance Report – June 2016	051
13.	Receive and Accept General Engineering Report- June 2016	053
14.	Receive and Accept Capital Improvement Project Status Report – June 2016	055
15.	Receive and Accept Plant Operations Report – June 2016	060
16.	Receive and Accept Maintenance Projects/Issues Status Report – June 2016	063

RESOLUTIONS/ORDINANCES

17.	Resolution No. 2016-25: A Resolution Approving The General Manager Data Presentation For Salaries & Benefits Policy - <i>Report by Barbara Buikema, General Manager</i>	065
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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.

18.	Reimbursement Report 2015-16 - <i>Report by Barbara Buikema, General Manager</i>	069
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- 19.** Municipal Service Review & Sphere of Influence Study by LAFCO June 27, 2016 - **073**
Report by Barbara Buikema, General Manager

OTHER ITEMS BEFORE THE BOARD

- 20.** Qtr1 CAWD Summary of Retirement Pension Plan Trustees Meeting Held **098**
June 20, 2016 - *Report by Barbara Buikema, General Manager*
- 21.** Qtr2 CAWD Summary of Retirement Pension Plan Trustees Meeting Held **112**
July 21, 2016 - *Report by Barbara Buikema, General Manager*

INFORMATION/DISCUSSION ITEMS

- 22.** Construction Committee Meeting of July 14, 2016 – *Report by Barbara Buikema,* **126**
General Manager
- 23.** Pebble Beach Community Services District – Regular Board Meeting June 24, 2016 – **138**
Report by Barbara Buikema, General Manager
- 24.** Annual Picnic and Flu Shots on October 14, 2016 – *Report by Barbara Buikema,* **140**
General Manager
- 25.** CASA 61st Annual Conference, August 10-12, 2016, Marriott, Monterey, CA – *Report* **141**
by 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

- 26.** General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
- Ethics Training at CASA Conference 8/10/16 from 2:00-4:00pm or online
 - Harassment Training at CAWD 8/25/16 from 11:00-1:00pm for Board & Managers
- 27.** 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, July 29, 2016 at 9:30a.m. Director Rachel is scheduled to attend.

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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 - *Director Townsend attended the July 19, 2016 meeting. The next meeting is scheduled for: Tuesday, October 18, 2016 at 6:00 pm. Director Townsend is scheduled to attend.*

28. CLOSED SESSION: *As permitted by Government Code, Section 54965 et seq., the Board will hold Closed Session as follow:*

A. Personnel Matter

1. Goals and Accomplishments of the General Manger and the District
2. Public Employees Evaluation of the General Manager and District Counsel

29. ADJOURNMENT

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