



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING

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

Thursday, 9:30 a.m., October 24, 2013

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ Paboojian _____ 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 per topic. 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 per topic 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.

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3. Approve Regular Board Meeting Minutes of - September 26, 2013	3-9
4. Receive and Accept Statement of Cash Receipts and Disbursements - September 2013	10-12
5. Approve Register of Disbursements - Reclamation Project - September 2013	13-14
6. Approve Register of Disbursements - CAWD - September 2013	15-17
7. Receive and Accept Bank Statement Review - August/September 2013	18-21
8. Receive and Accept Income Statement and Budget to Actual - September 2013	e
9. Receive and Accept Collection System Supervisor's Report - September 2013	22-23
10. Receive and Accept Report on Treatment Plant Operations - September 2013	24-31
11. Receive and Accept Safety Report - September 2013	32-33
12. Receive and Accept Environmental Compliance Inspector's Report - September 2013	34-36
13. Receive and Accept Engineer's Report - September 2013	37-38
14. Receive and Accept Capital Improvement Project Status - September 2013	39-40

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.

RESOLUTIONS

15. Resolution No. 2013-31: Adopting a Resolution Stating the District's Support of the Jeffrey Cappo Application to Monterey County LAFCO for Annexation to the District of APN 241-182-004 and APN 241-182-005, and Amending Resolution No. 2012-04 Conditioning Said Support on Deferred Payment of District Annexation Fees by Eight Additional Parcels Also Subject to the Annexation	41-52
16. Resolution No. 2013-32: Adopting a Resolution Amending the District's Expense Reimbursement and Travel Policy to Reduce the Threshold Required for Board Approval of Individual Director Requests for Reimbursement from \$5,000 to \$2,500	53-59
17. Resolution No. 2013-33: Adopting a Resolution Approving the Plans and Specifications for the Repair of Sewer Lines Which Have Been Noted to Have Localized Areas of Damage and Authorize Staff to Call for Bids for Said Project Under the Heading; "FY2012-2013 Collection System Spot Repair Program."	60-69
18. Resolution No. 2013-35: Adopting a Resolution Approving Plans and Specifications for Installation of Digester Heating Improvements and Authorizing Staff to Call for Bids for the Work Under the Heading "FY2012-2013 Digester Heating Improvement Project."	70-72

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| 19. | Resolution No. 2013-36: Adopting a Resolution Authorizing the General Manager to Sign and Execute a Contract for Professional Services with Kennedy/Jenks Consultants for the Engineering Design Work, Preparation of the Construction Documents and Bid Package for the Repair and the Carmel Meadows Gravity Sewer, in an Amount not to Exceed \$93,150. | 73-99 |
| 20. | Resolution No. 2013-38: Adopting a Resolution Approving the Addition to the Salary Schedule of a Job Classification for Special Assignments Operator | 100-106 |

OTHER ITEMS BEFORE THE BOARD

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| 21. | Omission of 3-minute Public comment Limitation from Board Agenda- Report by Board Clerk, Dotty Hall | 107-108 |
| 22. | November/December Board Meeting Dates- Report by General Manager, Barbara Buikema | 109 |
| 23. | Joint Meeting with the City of Carmel-by-the-Sea- Report by General Manager, Barbara Buikema | 110 |
| 24. | Selection of Topics for CAWD Fall 2013 Newsletter- Report by General Manager, Barbara Buikema | 111 |

INFORMATION/DISCUSSION ITEMS

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| 25. | <i>Special District Leadership Academy Conference - November 17 - 20 at the Napa Valley Marriott</i> | e |
| 26. | <i>Environmental Accounting - Report by General Manager Barbara Buikema</i> | 112-116 |
| 27. | <i>Electrical System Assessment and Repair Status - Report by Plant Superintendent James Pinkevich</i> | * |
| 28. | <i>Maintenance Software Project Status - Report by Plant Superintendent James Pinkevich</i> | * |

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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.

- 29. General Manager's Report 117-121**
- Update Goals

COMMUNICATIONS

- 30. Board Members or staff may wish to make announcements on items of interest to the Board.**

A. Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

PBCSD Board Meeting - September 27, 2013 122
 (President Townsend and General Manager Buikema attended; report written by Ms. Buikema)

Special District Association of Monterey County - October 15, 2013 123-124
 (President Townsend and General Manager Buikema attended; report written by Ms. Buikema.)

PBCSD Board Meeting Agenda - October 25, 2013 125-127
 (Director Paboojian is scheduled to attend. The next meeting is scheduled for December, 2013 and Director White is scheduled to attend)

Reclamation Management Committee Meeting - November 8, 2013 *
 at 9:30 am (Directors White and Siegfried are scheduled to attend)

- 31. CLOSED SESSION: Pursuant to Government Code, Section 54956.9(b), the Board will meet in Closed Session with Legal Counsel regarding one matter of significant exposure to litigation.**

A. Conference with Legal Counsel

1. Significant Exposure to Potential Litigation

ADJOURNMENT

The next Regular Meeting will be held at 9:30 a.m., Thursday December, 2013 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

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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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