



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00a.m., October 29, 2015

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.

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"e" - indicates a separate insert is enclosed

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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.

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 24, 2015 | 2-9 |
| 4. | Receive and Accept Bank Statement Review - August 2015 | 10-11 |
| 5. | Receive and Accept Statement of Cash Receipts and Disbursements - September 2015 | 12-14 |
| 6. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - September 2015 | 15-17 |
| 7. | Approve Register of Disbursements - Reclamation Project - September 2015 | 18 |
| 8. | Receive and Accept Financial Statements and Supplementary Schedules- September 2015 | 19-47 |
| 9. | Receive and Accept Collection System Supervisor's Report - September 2015 | 48-50 |
| 10. | Receive and Accept Treatment Facility Operations Report - July through September 2015 | 51-56 |
| 11. | Receive and Accept Safety and Training Report - September 2015 | 57-58 |
| 12. | Receive and Accept Environmental Compliance Inspector's Report - September 2015 | 59-60 |
| 13. | Receive and Accept Internal Operations Projects/Contracts Status Report - September 2015 | 61-62 |
| 14. | Receive and Accept Maintenance Projects/Issues Status Report - September 2015 | 63-64 |
| 15. | Receive and Accept General Engineering Report- September 2015 | 65-66 |
| 16. | Receive and Accept Capital Improvement Project Status Report - September 2015 | 67-69 |

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RESOLUTIONS/ORDINANCES

- 17.** Resolution No. 2015-37; A Resolution Approving an Amendment to the Carmel Area Wastewater District Defined Benefit Pension Plan to Modify and Improve the Indemnification Clause- *Report written by General Manager Barbara Buikema* **70-75**
- 18.** Resolution No. 2015-41; A Resolution Approving a Donation of \$100 to the Special Districts Association of Monterey County to Assist with their Budget Shortfall - *Report written by General Manager Barbara Buikema* **76-77**
- 19.** Resolution No. 2015-42; A Resolution Amending the District's Salary Resolution to Allow for Four Collection Worker III Positions -*Report written by General Manager Barbara Buikema* **78-79**
- 20.** Resolution No. 2015-43; A Resolution Approving A Change To Health Insurance Plan Offered By The District And Continuation Of Post-Employment Health Plan - *Report written by General Manager Barbara Buikema* **80-120**
- 21.** Resolution No. 2015-44; A Resolution Authorizing The General Manager To Execute An Agreement With Kennedy/Jenks Consultants For Professional Services For Electrical Arc Flash Hazards Study, In An Amount Not To Exceed \$53,776.00 And Authorize Budget Amendment For That Same Amount - *Report written by Principal Engineer Drew Lander* **121-128**

OTHER ITEMS BEFORE THE BOARD

- 22.** Request to Change Regular Meeting Dates - *Report written by General Manager Barbara Buikema* **129**
- 23.** PG&E Agreement to Perform Tariff Schedule Work - *Report written by General Manager Barbara Buikema* **130-133**

INFORMATION/DISCUSSION ITEMS

- 24.** Letter to City of Carmel-by-the-Sea regarding the Rio Park/Larson Field Pathway Project-*Written by General Manager Barbara Buikema* **134-136**
- 25.** November/December Board Meeting Dates- *Report written by General Manager Barbara Buikema* **137**

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- 26.** Winter Preparation - Report written by Plant Superintendent James Pinkevich, Collections Superintendent Daryl Lauer, Maintenance Superintendent Ralph Stevens, and Operations Supervisor Kevin Young **138-141**
- 27.** Construction Committee Meeting Report - October 13, 2015 - Written by General Manager Barbara Buikema **142-166**

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

- 28.** General Manager's Report - Oral Report by Barbara Buikema, General Manager *
- 29.** 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 Regular Board Meeting Report - September 25, 2015 - Report written by General Manager Buikema; President White attended **167**
- Special Districts Association of Monterey County - October 20, 2015 *
- The next meeting is scheduled for Tuesday, January 19, 2016 at 6:00 pm.
Director Townsend is scheduled to attend.
- PBCSD Board Public Meeting Notice & Agenda - October 30, 2015 at 9:30a.m. **168-170**
- Director D'Ambrosio is scheduled to attend. The next meeting is scheduled for December 11, 2015 at 9:30 a.m. and Director Siegfried is scheduled to attend.*
- Reclamation Management Committee Meeting - Friday, November 13, 2015 at 9:30 a.m. *
- Director's Townsend and Siegfried are scheduled to attend.*
- Pension Committee Meeting - Tuesday, November 17, 2015 at 11:00 a.m. *
- Director Siegfried is scheduled to attend.*

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

1. Personnel Matter

a. *Legal Counsel's performance evaluation(continued)*

2. Conference with Legal Counsel --Significant Exposure to Potential Litigation

a. *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.*

31. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, December 10, 2015** 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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