



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 8:30a.m., December 11, 2014

Please
Note:
Date and
time
Change

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ Paboojian _____ Siegfried _____ Townsend _____ White _____

CLOSED SESSION: The Board will meet in closed session pursuant to California Government Code, Section 54957.6, to discuss with the Board's designated representatives matters listed in subsection (a) of said Section 54957.6, regarding salary and benefits negotiations with represented employees of the District.

District's Designated Representatives: Ken White, Greg D'Ambrosio and Barbara Buikema
Employee Organization Representing Employees Under Discussion: Jim Grover, Christian Schmidt, and Barry Blevins

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

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will be considered at this time.

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.

3. Approve Regular Board Meeting Minutes of - October 23, 2014	2-8
4. Receive and Accept Bank Statement Review - September and October 2014	9-12
5. Receive and Accept Statement of Cash Receipts and Disbursements - October 2014	13-15
6. Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - October 2014	16-20
7. Approve Register of Disbursements - Reclamation Project - October 2014	21-22
8. Receive and Accept Financial Statements and Supplementary Schedules- October 2014	23-50
9. Receive and Accept Collection System Supervisor's Report - October and November 2014	51-54
10. Receive and Accept Treatment Plant Operations Report - October 2014	55-60
11. Receive and Accept Safety and Training Report - October and November 2014	61-65
12. Receive and Accept Environmental Compliance Inspector's Report - November 2014	66-67
13. Receive and Accept General Engineering Report- October 2014	68-69
14. Receive and Accept Capital Improvement Project Status Report - October 2014	70-73

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15. Receive and Accept Internal Projects/Contracts Status Report - October, 2014 74-76

RESOLUTIONS/ORDINANCES

16. Resolution No. 2014- 41 - A Resolution Appointing President and President Pro Tem, Secretary and Secretary Pro Tem to the Board 77-80
17. Resolution No. 2014- 42 - A Resolution Approving the CAWD/PBCSD Reclamation Project Audit 06-30-14 81-112
18. Resolution No. 2014- 43 - A Resolution Accepting The Lowest Responsible Bid For The "Phase 1 – Staff Facilites Locker Room" To Be Constructed At The Treatment Plant And Awarding Contract 113-116
19. Resolution No. 2014- 44- Resolution Authorizing Staff To Enter Into A Consulting Services Contract With Kennedy-Jenks Engineers To Provide Both Construction Management And Engineering Services During Construction For District's Long Term Capital Project, In The Amount Of \$1,995,663.00 For Phase 1 Of The Project 117-131
20. Resolution No. 2014- 45 - Resolution Of The Board Of Directors Of The Carmel Area Wastewater District Approving Topic No. 101, Topic 102, And Topic No. 103, All Three Addressing The District's Compliance With The Ralph M. Brown Act, To Be Added To The District Board's Policies And Procedures 132-144

OTHER ITEMS BEFORE THE BOARD

21. Summary of Monterey County Treasurer Report dated 09-30-14 - Report written by General Manager Barbara Buikema 145-146
22. Reimbursement Report for fiscal year 2013-14 - Report written by General Manager Barbara Buikema 147-149
23. Board Member Committee Assignments, Conference Attendance, Change of the January 2015 Board meeting date and PBCSD Board Meeting Attendance for 2015 - Report written by Board Clerk Dotty Hall 150-157

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INFORMATION/DISCUSSION ITEMS

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| 24. | Treatment Plant Project Status Report- <i>Oral Report by James Pinkevich, Plant Superintendent</i> | * |
| 25. | Treatment Plant Operators passed exams - Mike Hooks (Grade 3), Charles DayEngel (Grade 2), Matt Bonacorso (Grade 3) and Mike Garrison (Grade 2). | * |
| 26. | Collections Operators passed exams - Barry Blevins -Collection Worker II (Grade III), Mark Napier -Collection Worker I (Grade I). | * |
| 27. | Energy Workshop November 11, 2014 - Report written by Barbara Buikema, General Manager - Directors Siegfried and D'Ambrosio attended. | 158-161 |
| 28. | Drugs in the water threaten \$1 million grant for Carmel Lagoon. | 162-163 |

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.

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| 29. | General Manager's Report - <i>Oral Report by Barbara Buikema, General Manager</i> | * |
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COMMUNICATIONS

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| 30. | Announcements on subjects of interest to the Board made by members of the Board or staff | * |
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A. Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

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| | PBCSD Board Meeting - October 31, 2014 | 164 |
| | <i>President White attended; report written by General Manager Buikema.</i> | |

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Reclamation Management Committee Meeting - November 14, 2014- *Report written by Barbara Buikema, General Manager - Directors Siegfried and Townsend attended.* **165-166**

PBCSD Board Meeting Agenda - December 12, 2014 **167-169**
Director D'Ambrosio is scheduled to attend. The next meeting is scheduled for January 30, 2015 at 9:30 a.m. and Director Siegfried is scheduled to attend.

Special Districts Association of Monterey County - October 21, 2014 - Report written by Barbara Buikema, General Manager - The next meeting is scheduled for Tuesday, January 20, 2015 at 6:00 p.m. Director Townsend is scheduled to attend. **170**

ADJOURNMENT

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