



## CARMEL AREA WASTEWATER DISTRICT

### BOARD OF DIRECTORS

#### REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00 a.m., December 12, 2013



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# NOTICE & AGENDA

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#### CALL TO ORDER - ROLL CALL

*D'Ambrosio \_\_\_\_\_ Paboojian \_\_\_\_\_ Siegfried \_\_\_\_\_ Townsend \_\_\_\_\_ White \_\_\_\_\_*

**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

#### SWEARING - IN OF DIRECTORS

Certificate of Election and Execution of *Oath of Office* for term of 12/2013-12/2017;  
Directors: Suzanne Paboojian and Kenneth 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.*

<b>3.</b>	<b>Approve Regular Board Meeting Minutes of - October 24, 2013</b>	<b>6-15</b>
<b>4.</b>	<b>Receive and Accept Statement of Cash Receipts and Disbursements - October 2013</b>	<b>16-18</b>
<b>5.</b>	<b>Approve Register of Disbursements - Reclamation Project - October/November 2013</b>	<b>19-21</b>
<b>6.</b>	<b>Approve Register of Disbursements - CAWD - October/November 2013</b>	<b>22-27</b>
<b>7.</b>	<b>Receive and Accept Bank Statement Review - October 2013</b>	<b>28-29</b>
<b>8.</b>	<b>Receive and Accept Income Statement and Budget to Actual - October 2013</b>	<b>*</b>
<b>9.</b>	<b>Receive and Accept Collection System Supervisor's Report - October/November 2013</b>	<b>30-32</b>
<b>10.</b>	<b>Receive and Accept Report on Treatment Plant Operations - October 2013</b>	<b>33-39</b>
<b>11.</b>	<b>Receive and Accept Safety Report - October 2013</b>	<b>40-41</b>
<b>12.</b>	<b>Receive and Accept Environmental Compliance Inspector's Report - October 2013</b>	<b>42-43</b>
<b>13.</b>	<b>Receive and Accept Engineer's Report - October/November 2013</b>	<b>44-45</b>

*"" - indicates no board attachment*

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

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| <b>14.</b> | <b>Receive and Accept Capital Improvement Project Status - October/November 2013</b>           | <b>46-47</b> |
| <b>15.</b> | <b>Approve Summary of Retirement Pension Plan Trustees Meeting Minutes - November 12, 2013</b> | <b>48-51</b> |

### ***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***

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| <b>16.</b> | <b>Resolution No. 2013-: Adopt a Resolution Selecting President and President Pro-Tem and Appointing Secretary and Secretary Pro-Tem of the Carmel Area Wastewater District for a Term Commencing, December 12, 2013</b>   | <b>52-58</b>  |
| <b>17.</b> | <b>Resolution No. 2013-: <i>Approving</i> the Addition to the Salary Schedule of a Job Classification for Special Assignments Operator</b>   | <b>59-64</b>  |
| <b>18.</b> | <b>Resolution No. 2013-:Accepting the Lowest Responsible Bid for the General Spot Repair and Line Replacement Project (FY2013-2014 General Spot Repair and Line Replacement Project) and Awarding Contract</b>   | <b>65-68</b>  |
| <b>19.</b> | <b><i>Resolution No. 2013-:Accepting the Lowest Responsible Bid for the Digester Heating Improvements Project (FY2013-2014 digester Heating Improvements Project) and Awarding Contract</i></b>  | <b>69-73</b>  |
| <b>20.</b> | <b>Resolution No. 2013-:Authorizing the General Manager to Execute an Agreement with Kennedy/Jenks Consultants for Professional Services for Construction Phase Contract Management, in an Amount not to Exceed \$67,635.00</b>  | <b>74-76</b>  |
| <b>21.</b> | <b>Resolution No. 2013-:Approving (1) An Amendment to the 2013-2014 Budget Transferring \$26,268.00 from the Capital Improvement Reserves to Provide Partial Payment for a Laboratory Information Management System ("LIMS"), and (2) Purchase of a LIMS at a Full cost of \$76,268.00</b> | <b>77-81</b>  |
| <b>22.</b> | <b>Resolution No. 2013-: Authorizing Changes to Actuarial Assumptions Utilized to Determine Appropriate Funding for the District Pension Fund</b>  | <b>83-87*</b> |
| <b>23</b>  | <b>Resolution No. 2013-: Approving Amendments to the Supplemental Financing Agreement and the Restated Construction and Operation Agreement to Restate Certain Terms</b>   | <b>88-92</b>  |

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| <b>24.</b> | <b>Resolution No. 2013-: Approving the Addition of a Job Classification for "Maintenance Supervisor," and Approving the Addition of a Definition of "Limited Term Employee" to District's Personnel Policy</b> | <b>93-102</b> |
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*OTHER ITEMS BEFORE THE BOARD*

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| <b>25.</b> | <b>Board Member Assignments, 2014</b>  | <b>103-115</b> |
|            | <ul style="list-style-type: none"> <li>• <b>CASA Conference and WasteReuse Symposium</b></li> <li>• <b>Attendance at PBCSD Board Meetings</b></li> <li>• <b>Committee Assignments</b></li> </ul> |                |
| <b>26.</b> | <b>Carmel Lagoon Committee Formation</b>   | <b>116</b>     |

*INFORMATION/DISCUSSION ITEMS*

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| <b>27.</b> | <b>Monterey County Quarterly Treasurer's Report</b>  | <b>117-127</b> |
| <b>28.</b> | <b>Draft Budget Calendar, 2014-15</b>  | <b>128</b>     |
| <b>29.</b> | <i>Electrical System Assessment and Repair Status - Report by Plant Superintendent James Pinkevich</i> | <b>*</b>       |
| <b>30.</b> | <i>Maintenance Software Project Status - Report by Plant Superintendent James Pinkevich</i>            | <b>*</b>       |
| <b>31.</b> | <b>Violation of NPDES Permit May 2009 and Notice of Fine</b>   | <b>129-151</b> |

*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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| <b>32.</b> | <b>General Manager's Report</b> | <b>*</b> |
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**COMMUNICATIONS****33. Announcements on subjects of interest to the Board made by members of Board or staff.**

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

<b>PBCSD Board Meeting - October 25, 2013</b> <b>(Director Paboojian and General Manager Buikema attended; report written by Ms. Buikema)</b>	<b>152</b>
<b>PBCSD Board Meeting Agenda - December 13, 2013</b> <b>(Director Paboojian is scheduled to attend. The next meeting is scheduled for January 31, 2014 and Director White is scheduled to attend)</b>	<b>153-156</b>
<b>Reclamation Management Committee Meeting - Friday, January 10, 2014</b> <b>(Directors White and Siegfried attended)</b>	<b>*</b>
<b>Special Districts Association of Monterey County - Tuesday, January 21, 2014</b> <b>at 6:00pm</b>	<b>*</b>

**ADJOURNMENT**

*The next Regular Meeting will be held at 9:30 a.m., Thursday January 23, 2014 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.*

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