



## CARMEL AREA WASTEWATER DISTRICT

### BOARD OF DIRECTORS

#### REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:30 a.m., February 27, 2014

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## NOTICE & AGENDA

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### 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. 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. Approve Regular Board Meeting Minutes of - January 23, 2014</b>	<b>3-12</b>
<b>4. Approve Special Board Meeting Minutes of - January 15, 2014</b>	<b>13-14</b>
<b>5. Receive and Accept Bank Statement Review - December 2013</b>	<b>15-16</b>
<b>6. Receive and Accept Statement of Cash Receipts and Disbursements - December 2013</b>	<b>17-19</b>
<b>7. Approve Register of Disbursements - CAWD - December 2013</b>	<b>20-22</b>
<b>8. Approve Register of Disbursements - Reclamation Project - December 2013</b>	<b>23</b>
<b>9. Receive and Accept Income Statement and Budget to Actual - December 2013</b>	<b>e</b>
<b>10. Receive and Accept Collection System Supervisor's Report - January 2014</b>	<b>24-25</b>
<b>11. Receive and Accept Report on Treatment Plant Operations - December 2013/January 2014</b>	<b>26-35</b>
<b>12. Receive and Accept Safety Report - January 2014</b>	<b>36-38</b>
<b>13. Receive and Accept Environmental Compliance Inspector's Report - January 2014</b>	<b>39-40</b>
<b>14. Receive and Accept Engineer's Report-January 2014</b>	<b>41-43</b>
<b>15. Receive and Accept Capital Improvement Project Status - January 2014</b>	<b>44-45</b>

*"\*" - indicates no board attachment*

*"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.*

***RESOLUTIONS***

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|------------|--|---------------|
| <b>16.</b> | <b>Resolution No. 2014-06: Adopt A Resolution Approving The Submittal Of The Encroachment Permit Request Accepting Collection Line In State Right Of Way, Highway 1 At Highlands</b> | <b>46-48e</b> |
| <b>17.</b> | <b>Resolution No. 2014-07: Adopt A Resolution Amending District's Conflict Of Interest Code As A Designated Position And Replace It With The Position Of Principal Accountant</b>    | <b>49-54</b>  |

***OTHER ITEMS BEFORE THE BOARD***

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|------------|---|---------------|
| <b>18.</b> | <b>Financial Audit for Fiscal Year Ending 06/30/13</b> - Report by General Manager<br><i>Barbara Buikema</i>  | <b>55e</b>    |
| <b>19.</b> | <b>Board Committee Assignments for 2014</b> - Report by Board Secretary Dotty Hall<br><br><i>The Board will decide which members will be responsible for the attending the following committees during the 2014 calendar year: Budget, Salary &amp; Benefits, Pension, Reclamation Management and Special District's Association</i>            | <b>56-57</b>  |
| <b>20.</b> | <b>Recommend Change in Monthly Meeting Time</b> - Report by Board President<br><i>Kennedy White and General Manager Barbara Buikema</i><br><br><i>It is recommended that the Board of Directors make a motion to change the time of its regular monthly Board meetings from 9:30 a.m. to 9:00 a.m. effective with the next regular meeting.</i> | <b>58</b>     |
| <b>21.</b> | <b>Ecosystem Protection Barrier Committee Report</b> - Report by Principal Engineer<br><i>Drew Lander</i>   | <b>59-61e</b> |

***INFORMATION/DISCUSSION ITEMS***

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|------------|---|----------|
| <b>22.</b> | <b>CWEA Collection System of the Year Award for Monterey Bay</b> - Oral<br><i>Presentation by General Manager Barbara Buikema</i>       | <b>*</b> |
| <b>23.</b> | <b>Collection Root Control Pilot Program Results</b> - Report and Oral Presentation<br><i>by Collections Superintendent Daryl Lauer</i> | <b>e</b> |

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| 24.  | <b>CAWD Hearing Conservation Program</b> - Report and Oral Presentation by Safety Officer Joseph Gregory                     | e     |
| 25.  | <b>Selection of Topics for CAWD Spring 2014 Newsletter</b> - Report by General Manager Barbara Buikema                       | 62    |
| 26.  | <b>Treatment Plant Project Status Report-</b> Oral Report by Plant Superintendent James Pinkevich                            | *     |
| 27.  | <b>Proposal for Assessment of CAWD's Strategic Asset Management Pension Plan</b> - Report by General Manager Barbara Buikema | 63e   |
| 28.  | <b>Board Procedures: Pre-meeting questions</b> - Report by Board President Kennedy White and General Manager Barbara Buikema | 64    |
| <i>Staff recommends that individual Board members contact the General Manager prior to the regular Board meeting with any questions that can be handled not requiring input from the full Board.</i> |  |       |
| 29.  | <b>Summary of Monterey County Quarterly Treasurer's Report dated 12-31-14</b> - Report by General Manager Barbara Buikema    | 65-66 |

### **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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| 30. | <b>General Manager's Report</b> | * |
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### **COMMUNICATIONS**

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| 31. | <b>Announcements on subjects of interest to the Board made by members of Board or staff.</b> |
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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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| <p><b>PBCSD Board Meeting - January 31, 2014</b><br/>(Director D'Ambrosio and General Manager Buikema attended; report written by General Manager Buikema)</p> | 67 |
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**PBCSD Board Meeting Agenda - February 28, 2014****68-70**

*(Director Siegfried is scheduled to attend. The next meeting is scheduled for March 28, 2014 and Director Townsend is scheduled to attend)*

**Reclamation Management Committee Meeting - Friday, May 9, 2014 at**

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**9:30am** *(President White and Director Siegfried are scheduled to attend)*

**Special Districts Association of Monterey County - Tuesday, April 15, 2014 at**

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**6:00pm** *(President Townsend and General Manager Buikema are scheduled to attend)*

**ADJOURNMENT**

*The next Regular Meeting will be held at 9:30 a.m., Thursday March 27, 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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