



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., March 24, 2016

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.

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.

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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 – February 25, 2016 | 003 |
| 4. | Receive and Accept Bank Statement Review – January 2016 | 010 |
| 5. | Receive and Accept Schedule of Cash Receipts and Disbursements – February 2016 | 012 |
| 6. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) – February 2016 | 016 |
| 7. | Approve Register of Disbursements - Reclamation Project – February 2016 | 020 |
| 8. | Receive and Accept Financial Statements and Supplementary Schedules - February 2016 | 021 |
| 9. | Receive and Accept Collection System Superintendent’s Report – February 2016 | 040 |
| 10. | Receive and Accept Treatment Facility Operations Report – December 2015, January 2016, and February 2016 | 042 |
| 11. | Receive and Accept Safety and Regulatory Compliance Report – February 2016 | 048 |
| 12. | Receive and Accept Laboratory/Environmental Compliance Report – February 2016 | 050 |
| 13. | Receive and Accept General Engineering Report- February 2016 | 052 |
| 14. | Receive and Accept Capital Improvement Project Status Report – February 2016 | 054 |
| 15. | Receive and Accept Plant Operation Report – February 2016 | 058 |
| 16. | Receive and Accept Maintenance Projects/Issues Status Report – February 2016 | 061 |

RESOLUTIONS/ORDINANCES

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- 17. Resolution No. 2016-11; A Resolution Accepting the Lowest Responsible Bid for the General Spot Repair Project (FY 2015-2016 General Sewer Line Spot Repair Program) and Awarding Contract - *Report by Drew Lander, Principal Engineer* **063**

OTHER ITEMS BEFORE THE BOARD

- 18. Preliminary 2016-17 Budget – *Report by Barbara Buikema, General Manager* **067e**
- 19. Preliminary 2016-17 Rate Model - *Report by Barbara Buikema, General Manager* **069**
- 20. Retirement Pension Plan Trustees – November 30, 2015 Meeting Minutes and 4th Quarter 2015 Performance Review **083**

INFORMATION/DISCUSSION ITEMS

- 21. CAWD Pension Plan – Actuarial Review July 1, 2015 – *Report dated 3-24-16 by Buikema, General Manager* **098**
- 22. Succession Planning – *Powerpoint Presentation by Barbara Buikema, General Manager* *
- 23. Call For Nominations to CSDA Board of Directors - *Report dated 3-24-16 by Barbara Buikema, General Manager* **120**
- 24. Ballot For Election of LAFCO Commissioner - *Report dated 3-24-16 by Barbara Buikema, General Manager* **128**
- 25. GPS Field Mapping Project – *Oral Report by Barry Blevins, Collection Worker II* *
- 26. Board Fiduciary Training – *Report dated 3-24-16 by Barbara Buikema, General Manager* **142**
- 27. Pebble Beach Community Services District – Regular Board Meeting February 26, 2016 - *by Barbara Buikema, General Manager* **144**

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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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 Board Public Meeting Notice & Agenda – March 25, 2016 at 9:30a.m.

Director White is scheduled to attend. The next meeting is scheduled for April 29, 2016 at 9:30 a.m. Director D'Ambrosio was scheduled to attend but has switched with Director Rachel.

Reclamation Management Committee Meeting - Friday, May 13, 2016 at 9:30 a.m. *Directors Townsend and Siegfried are scheduled to attend.*

Special Districts Association of Monterey County - *The next meeting is scheduled for Tuesday, April 19, 2016 at 6:00 pm. and Director Townsend is scheduled to attend.*

30. CLOSED SESSION: *A closed session of the Board is not planned, but may be held if necessary for certain limited purposes authorized pursuant to California Government Code.*

31. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, April 28, 2016** 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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