



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00a.m., April 23, 2015

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ Cole _____ 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.

INFORMATION/DISCUSSION ITEMS

3. Treatment Plant Operators Who Passed Examinations: Mike Garrison - Operator I (Grade II) *

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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| 4. | Memo From Mike Skinkle Maintenance Mechanic II, Thanking The Board And Staff For Allowing Him To Attend A Recent Air Conditioning And Refrigeration Seminar Which Enabled Him To Complete His Universal Technician Certification | 3 |
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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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| 5. | Approve Regular Board Meeting Minutes of - March 26, 2015 | 4-10 |
| 6. | Receive and Accept Statement of Cash Receipts and Disbursements - March 2015 | 11-13 |
| 7. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - March 2015 | 14-17 |
| 8. | Approve Register of Disbursements - Reclamation Project - March 2015 | 18 |
| 9. | Receive and Accept Financial Statements and Supplementary Schedules- March 2015 | 19-50 |
| 10. | Receive and Accept Collection System Supervisor's Report - March 2015 | 51-52 |
| 11. | Receive and Accept Treatment Plant Operations Report - March 2015 | 53-58 |
| 12. | Receive and Accept Safety and Training Report - March 2015 | 59-61 |
| 13. | Receive and Accept Environmental Compliance Inspector's Report - March 2015 | 62-64 |
| 14. | Receive and Accept General Engineering Report- March 2015 | 65-66 |
| 15. | Receive and Accept Capital Improvement Project Status Report - March 2015 | 67-69 |
| 16. | Receive and Accept Internal Projects/Contracts Status Report - March 2015 | 70-73 |

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- 17. Receive and Accept Maintenance Current Mechanical Issues Report - March 2015 74-76

RESOLUTIONS/ORDINANCES

- 18. Resolution No. 2015- 17; A Resolution Ordering and Providing for a General District Election to be Held Within the Carmel Area Wastewater District on Tuesday, November 3, 2015, and Requesting County Elections to Conduct Said Election - *Report by Dotty Hall, Board Secretary* 77-88e
- 19. Resolution No. 2015- 18; A Resolution Rejecting all Bids for Qualified Contractors for Fifteen Spot Repairs and Authorizing Staff to Combine This Work With a Future Project and Re-Advertise as Part of a Larger Project 89-92

OTHER ITEMS BEFORE THE BOARD

- 20. 2015 Annual Board Employee Evaluation and Schedule - *Report by Dotty Hall, Board Secretary* 93-101e

INFORMATION/DISCUSSION ITEMS

- 21. Plant LED Lighting Project - *Report by Ralph Stevens, Maintenance Supervisor* 102-108
- 22. Part-time Employee Benefits Survey - *Report by Dotty Hall, Board Secretary* 109-111

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.

- 23. General Manager’s Report - *Oral Report by Barbara Buikema, General Manager* *

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COMMUNICATIONS

24. Announcements on subjects of interest to the Board made by members of the Board or staff *
- A. Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.
- PBCSD Regular Board Meeting - March 27, 2015 112-113
Director Cole attended; report written by General Manager Buikema.
- Reclamation Management Committee Meeting - *The next meeting is scheduled for Friday, May 8, 2015 at 9:30 a.m. and Director's Townsend and Siegfried are scheduled to attend.* *
- PBCSD Board Public Meeting Notice & Agenda - April 24, 2015 114-116
President White is scheduled to attend. The next meeting is scheduled for May 29, 2015 at 9:30 a.m. and Director D'Ambrosio is scheduled to attend.
- Special Districts Association of Monterey County - April 21, 2015 *
The next meeting is scheduled for Tuesday, July 21, 2015 at 6:00 pm. and Director Townsend is scheduled to attend.
- Special CAWD Board Meeting - Subject to be discussed is the Long Term Capital Project Bid Award, *Monday, April 30, 2015 at 9:00 am. in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923* *
- Pension Committee Meeting - Subject to be discussed is Sage View Portfolio Review and the Quarterly Review, *Thursday, April 23, 2015 at 11:00 am. (or immediately following the Board Meeting) in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923* *

25. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Wednesday, May 27, 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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