



## CARMEL AREA WASTEWATER DISTRICT

# BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248  
Thursday, 9:00a.m., April 28, 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.

### 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.

**"\*"** - indicates no board attachment or oral report

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

<b>3.</b>	Approve Regular Board Meeting Minutes of – March 24, 2016	<b>003</b>
<b>4.</b>	Receive and Accept Bank Statement Review – February 2016	<b>011</b>
<b>5.</b>	Receive and Accept Schedule of Cash Receipts and Disbursements – March 2016	<b>013</b>
<b>6.</b>	Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) – March 2016	<b>016</b>
<b>7.</b>	Approve Register of Disbursements - Reclamation Project – March 2016	<b>020</b>
<b>8.</b>	Receive and Accept Financial Statements and Supplementary Schedules - March 2016	<b>021</b>
<b>9.</b>	Receive and Accept Collection System Superintendent’s Report – March 2016	<b>040</b>
<b>10.</b>	Receive and Accept Treatment Facility Operations Report – January 2016, February 2016, and March 2016	<b>042</b>
<b>11.</b>	Receive and Accept Safety and Regulatory Compliance Report – March 2016	<b>048</b>
<b>12.</b>	Receive and Accept Laboratory/Environmental Compliance Report – March 2016	<b>050</b>
<b>13.</b>	Receive and Accept General Engineering Report- March 2016	<b>051</b>
<b>14.</b>	Receive and Accept Capital Improvement Project Status Report – March 2016	<b>053</b>
<b>15.</b>	Receive and Accept Plant Operation Report – March 2016	<b>057</b>
<b>16.</b>	Receive and Accept Maintenance Projects/Issues Status Report – March 2016	<b>059</b>

**RESOLUTIONS/ORDINANCES**

<b>17.</b>	<b>Resolution No. 2016-12;</b> A Resolution Authorizing The Donation Of \$5,000 To The California Product Stewardship Council As Part Of Matching Funds For A \$25,000 Grant With The Rose Foundation To Establish Secure Pharmaceutical Drug Drop-Off Locations In Monterey County - <i>Report by Barbara Buikema, General Manager</i>	<b>061</b>
<b>18.</b>	<b>Resolution No. 2016-13;</b> A Resolution Approving Plans And Specifications For The Replacement Of The Power Service Drop At Bay And Scenic Pump Station And Authorizing Staff To Call For Bids For The Work under The Heading “FY2015-2016 Power Service Drop @ Bay & Scenic” - <i>Report by Drew Lander, Principal Engineer</i>	<b>071</b>

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*“e” - indicates a separate insert is enclosed*

## **OTHER ITEMS BEFORE THE BOARD**

- 19.** Ballot For Election of Alternate LAFCO Commissioner - *Report dated 4-28-16 by Barbara Buikema, General Manager* **076**

## **INFORMATION/DISCUSSION ITEMS**

- 20.** Construction Committee Meetings of March 2, 2016 and April 14, 2016 – *Report written by Barbara Buikema, General Manager* **085**
- 21.** General Manager Compensation – *Report dated 4-28-16 by Barbara Buikema, General Manager* **104**
- 22.** Pebble Beach Community Services District – Regular Board Meeting March 25, 2016 – *Report by Barbara Buikema, General Manager* **108**

## **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.*

## **COMMUNICATIONS**

- 23.** General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
- 24.** 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 – Friday, April 29, 2016 at 9:30a.m.**  
*Director Rachel is scheduled to attend. (Director D’Ambrosio was **scheduled** 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 - Tuesday, April 19, 2016 at 6:00 pm.**  
*Director Townsend attended. The next meeting is scheduled for Tuesday, July 19, 2016 at 6:00pm. Director Townsend is scheduled to attend.*

- 25. 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.*  
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**26. FIELD TRIP: HATTON CANYON** As part of this regular board meeting of April 28, 2016, Principal Engineer Lander will conduct a field trip to Hatton Canyon for discussion of existing collection system infrastructure. We will depart from our Administrative Office parking lot though the area is not accessible by personal vehicle. If any member of the public wishes to attend, please call (831) 624-1248 so transportation may be arranged ahead of time.

## **27. ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, May 26, 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](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.*