



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923
(831) 624-1248
Wednesday, 9:00a.m., May 27, 2015

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

D'Ambrosio _____ 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. Maintenance Supervisor Ralph Stevens; passed his CWEA Electrical/Instrumentation Certification Grade 4 examination

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"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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| 4. | CMMS Presentation - <i>By Ralph Stevens, Maintenance Supervisor; Kevin Young, Plant Operations Supervisor and Karla Cristi, Plant Clerk</i> | * |
| 5. | Appoint Board Candidate to Fill the Vacant Position on the Board - <i>Report by Dotty Hall, Board Clerk</i> | 3-4 |
| 6. | Resolution No. 2015- 21; Pension Committee Recommendations - <i>Report by Barbara Buikema, General Manager</i> | 5-27 |

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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| 7. | Approve Regular Board Meeting Minutes of - April 23, 2015 | 29-35 |
| 8. | Approve Special Board Meeting Minutes of - April 30, 2015 | 36-38 |
| 9. | Approve Special Board Meeting Minutes of - May 13, 2015 | 39 |
| 10. | Approve Summary of Retirement Pension Plan Trustees Meeting - April 23, 2015 | 40-42 |
| 11. | Receive and Accept Bank Statement Review - March and April 2015 | 43-46 |
| 12. | Receive and Accept Statement of Cash Receipts and Disbursements - April 2015 | 47-49 |
| 13. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - April 2015 | 50-52 |
| 14. | Approve Register of Disbursements - Reclamation Project - April 2015 | 53 |

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15.	Receive and Accept Financial Statements and Supplementary Schedules- April 2015	54-81
16.	Receive and Accept Collection System Supervisor's Report - April 2015	82-84
17.	Receive and Accept Treatment Plant Operations Report - April 2015	85-90
18.	Receive and Accept Safety and Training Report - April 2015	91-92
19.	Receive and Accept Environmental Compliance Inspector's Report - April 2015	93-94
20.	Receive and Accept General Engineering Report- April 2015	95-96
21.	Receive and Accept Capital Improvement Project Status Report - April 2015	97-100
22.	Receive and Accept Internal Projects/Contracts Status Report - April 2015	101-104
23.	Receive and Accept Maintenance Current Mechanical Issues Report - April 2015	105-107

RESOLUTIONS/ORDINANCES

24.	Resolution No. 2015- 12; A Resolution Of The Board Of Directors Of The Carmel Area Wastewater District Recognizing The Contributions Of Suzanne Cole- <i>Report by Barbara Buikema, General Manager</i>	108-110
25.	Resolution No. 2015- 13; A Resolution (1) Calling And Providing For A General District Election To Be Held Within The Carmel Area Wastewater District On Tuesday, November 3, 2015, For The Purpose Of Electing Three Directors To Four Year Terms Of Office, And One Director To A One Year Term Of Office; And (2) Requesting Monterey County Elections To Conduct Such Election - <i>Report by Dotty Hall, Board Clerk</i>	111-114

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26. Resolution No. 2015- 14; Resolution By The Board Of Directors Authorizing The Approval Of Change Orders For Construction Contracts Under Certain Circumstances And Establishing A Procedure For Board Review - *Report by Barbara Buikema, General Manager* 115-123
27. Resolution No. 2015- 15; A Resolution (1) Rejecting A Claim For Damages Filed By CSAA Insurance For Damages Occurring At 26085 South Carmel Hill Drive, And (2) Authorizing And Directing The General Manager To Sign And Deliver A Rejection Of Claim Letter To Claimant- *Report by Barbara Buikema, General Manager* 124-141
28. Resolution No. 2015- 16; Resolution By The Board Of Directors Adopting the CAWD/PBCSD Fiscal Year 2015-16 Reclamation Project Budget- *Report by Barbara Buikema, General Manager* 142-163
29. Resolution No. 2015- 20; A Resolution Approving The Purchase Of A Used Gypsum Silo For \$55,000.00- *Report by Barbara Buikema, General Manager* 164-169

OTHER ITEMS BEFORE THE BOARD

30. Part Time Benefits Recommendation - *Report by Barbara Buikema, General Manager* 170-172
31. Construction Committee - *Report by Barbara Buikema, General Manager* 173

INFORMATION/DISCUSSION ITEMS

32. Update to Performance Evaluation Form - General Manager - *Report by Barbara Buikema, General Manager* 174-175
33. San Jose Mercury News Article, "*San Jose, Santa Clara mayors drink recycled sewage to push expanding reclaimed water*" *by Paul Rogers* 176-179
34. Summary of Monterey County Treasurer Report dated 03-31-15 - *Report by Barbara Buikema, General Manager* 180-181

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35. NPEDS Permit Violation on May 9, 2014 - *Report by James Pinkevich, Plant Superintendent* 182-183

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

36. General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
37. 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 Report - April 23, 2015 184-185
President White attended; report written by General Manager Buikema.

Reclamation Management Committee May 8, 2015 Meeting Report- *Director's Townsend and Siegfried attended; report written by General Manager Buikema* 186
The next meeting is scheduled for Friday, August 14, 2015 at 9:30 a.m. and Director's Townsend and Siegfried are scheduled to attend.

PBCSD Board Public Meeting Notice & Agenda - May 29, 2015 187-189
Director D'Ambrosio is scheduled to attend. The next meeting is scheduled for June 26, 2015 at 9:30 a.m. and Director Siegfried is scheduled to attend.

Special Districts Association of Monterey County -*The next meeting is scheduled for Tuesday, July 21, 2015 at 6:00 pm. and Director Townsend is scheduled to attend.* *

38. CLOSED SESSION: As permitted by Government Code, Section 54965 et seq., the Board will hold Closed Session as follows

A. Personnel Matter

- 1. Goals and accomplishments of the General Manager and the District*
- 2. Public Employee Evaluation Procedure-General Manager and District Counsel*

39. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, June 25, 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.