



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

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

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.

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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| 3. | Resolution No. 2015-27; A Resolution Accepting The Claim For Damages To The Residence Front Path Landscaping Only, In The Amount Of \$1,070 For Damages Occurring At 26085 South Carmel Hills Drive; <i>Report written by Barbara Buikema, General Manager</i> | 3-17 |
| 4. | Pension Committee Plan Report - Third Quarter 2015; <i>Report written by Barbara Buikema, General Manager</i> | 18-24 |
| 5. | Resolution No. 2015-30; A Resolution:
(1) A Resolution Rescinding that Portion Of Resolution No. 2015-21 (Item #3) Dissolving the Pension Committee and Moving all Responsibility to the Full Board
(2) And Authorizing Execution of an Amendment to the Carmel Area Wastewater District Employees' Pension Trust
<i>Report written by Barbara Buikema, General Manager</i> | 25-30 |

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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| 6. | Approve Regular Board Meeting Minutes of - June 25, 2015 | 31-37 |
| 7. | Receive and Accept Statement of Cash Receipts and Disbursements - June 2015 | 38-40 |
| 8. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - June 2015 | 41-45 |
| 9. | Approve Register of Disbursements - Reclamation Project - June 2015 | 46-47 |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules- June 2015 | 48-77 |
| 11. | Receive and Accept Collection System Supervisor's Report - June 2015 | 78-83 |
| 12. | Receive and Accept Treatment Plant Operations Report - June 2015 | 84-89 |
| 13. | Receive and Accept Safety and Training Report - June 2015 | 90-91 |
| 14. | Receive and Accept Environmental Compliance Inspector's Report - June 2015 | 92-93 |
| 15. | Receive and Accept General Engineering Report- June 2015 | 94-95 |

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- 16. Receive and Accept Capital Improvement Project Status Report - June 2015 96-98
- 17. Receive and Accept Internal Projects/Contracts Status Report - June 2015 99-101
- 18. Receive and Accept Status of Maintenance Projects/Issues - June 2015 102-103

RESOLUTIONS/ORDINANCES

- 19. Resolution No. 2015-28; A Resolution Approving Specifications And Authorizing A Call For Bids Under The Heading “Fy2015-16 Collections Department Pressure Cleaner Replacement” ; *Report written by Drew Lander, Principal Engineer* 104-107
- 20. Resolution No. 2015-29; A Resolution Approving the Amended Job Descriptions and Salary Ranges (Range 29) for the Maintenance Superintendent and Collection System Superintendent; *Report written by Barbara Buikema, General Manager* 108-127
- 21. Resolution No. 2015-31; A Resolution Accepting the Proposal to Sole Source the Purchase of an EIMCO (EWT™) Clarifier Drive Unit and to Execute a Contract with OVIVO USA, LLC For Installation Services To Replace The #2 – Clarifier Drive; *Report written by Drew Lander, Principal Engineer* 128-142
- 22. Resolution No. 2015-32; Resolution Authorizing Staff to Enter Into A Consulting Services Contract With MNS Engineers, Inc. To Provide Construction Management Consulting Services During Construction For The District’s Long Term Capital Project, In The Amount Not To Exceed \$44,460 For Phase I Of The Project *Report written by Drew Lander, Principal Engineer* 143-150

OTHER ITEMS BEFORE THE BOARD

- 23. Reimbursement Report 2014-15; *Report written by Dotty Hall, Administrative Services Coordinator* 151-153

INFORMATION/DISCUSSION ITEMS

- 24. Rate Study/Low Income Rates; *Report written by Barbara Buikema, General Manager* 154-158

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.

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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

- 25.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
- 26.** 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 Regular Board Meeting Report - June 26, 2015 **159-**
Report written by General Manager Buikema; Director Siegfried attended **160**
- Reclamation Management Committee Meeting *
- 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 - July 31, 2015 at 9:30a.m. **161-**
Director Townsend is scheduled to attend. The next meeting is scheduled for August 28, 2015 at 9:30 a.m. and Director Rachel is scheduled to attend. **162**
- Special Districts Association of Monterey County - *The next meeting is scheduled for Tuesday, October 20, 2015 at 6:00 pm. and Director Townsend is scheduled to attend.* *

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

A. Personnel Matter

- 1. Public Employee Evaluation Procedure-General Manager and District Counsel*

28. ADJOURNMENT

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