



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00a.m., August 27, 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.

"*" - indicates no board attachment or oral report

"e" - indicates a separate insert is enclosed

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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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| 3. | Approve Regular Board Meeting Minutes of - July 23, 2015 | 2-10 |
| 4. | Receive and Accept Statement of Cash Receipts and Disbursements - June 2015 | 11-12 |
| 5. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - June 2015 | 13-14 |
| 6. | Approve Register of Disbursements - Reclamation Project - June 2015 | 15 |
| 7. | Receive and Accept Financial Statements and Supplementary Schedules- June 2015 | 16-41 |
| 8. | Receive and Accept Collection System Supervisor's Report - June 2015 | 42-43 |
| 9. | Receive and Accept Treatment Plant Operations Report - June 2015 | 44-49 |
| 10. | Receive and Accept Safety and Training Report - June 2015 | 50-51 |
| 11. | Receive and Accept Environmental Compliance Inspector's Report - June 2015 | 52-54 |
| 12. | Receive and Accept General Engineering Report- June 2015 | 55-56 |
| 13. | Receive and Accept Capital Improvement Project Status Report - June 2015 | 57-59 |
| 14. | Receive and Accept Internal Operations Projects/Contracts Status Report - June 2015 | 60-61 |
| 15. | Receive and Accept Status of Maintenance Projects/Issues - June 2015 | 62-64 |

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RESOLUTIONS/ORDINANCES

- 16.** Resolution No. 2015-33; A Resolution Amending The CAWD/PBCSD Fiscal Year 2015-16 Reclamation Project Budget In The Amount Of \$30,000 And Authorizing CAWD To Enter Into A Contract With H2O Innovations- *Report written by General Manager Barbara Buikema* **65-84**
- 17.** Resolution No. 2015-34; A Resolution A Resolution Awarding A Contract To 3T Equipment Company Of Santa Rosa CA. In The Amount Of \$209,990.59 Less The Purchase Credit Of \$3,000.00 To Trade In Obsolete Equipment And Authorizing The General Manager To Execute A Purchase Agreement For A New High Pressure Water Jetting Truck Per The Specifications Advertised Under The Heading "FY2015-2016 Collections Department Pressure Cleaner Replacement." - *Report written by Principal Engineer Drew Lander* **85-88**
- 18.** Resolution No. 2015-35; A Resolution Authorizing Annual Adjustment Of The District's Capital Improvement Reserve Fund Balance By Transferring \$5,408,030 To The Capital Fund And \$1,363,340 From The General O&M Fund In Accordance With The District's Reserve Policy- *Report written by Principal Accountant James Grover* **89-91**

OTHER ITEMS BEFORE THE BOARD

- 19.** Selection of Topics for CAWD Fall 2015 Newsletter - *Report written by General Manager Barbara Buikema* **92**
- 20.** Summary of Monterey County Treasurer Report dated 06-30-15 - *Report written by General Manager Barbara Buikema* **93-95**
- 21.** Campbell Residence Back-up Report - *Report written by Collection Superintendent Daryl Lauer* **96-102**
- 22.** Video Tour of New Locker Room *****

INFORMATION/DISCUSSION ITEMS

- 23.** Standard evaluation form for Legal Counsel - *Report written by General Manager Barbara Buikema* **103-104**
- 24.** Rules of Order for Board and Committee Meetings- *Memo written by Board President Ken White* **105-107**

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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

- 25.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
- Verizon Cell Tower Permit
 - Staff and Board member barbeque - September 18th at 2:00pm
- 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 - July 31, 2015 **108-**
Report written by General Manager Buikema; Director Townsend attended **109**
- PBCSD Board Public Meeting Notice & Agenda - August 28, 2015 at 9:30a.m. **110-**
Director Rachel is scheduled to attend. The next meeting is scheduled for September 25, 2015 at 9:30 a.m. and President White is scheduled to attend. **112**
- Reclamation Management Committee Meeting - August 14, 2015 **113**
Report written by General Manager Buikema
The next meeting is scheduled for Friday, November 13, 2015 at 9:30 a.m. and Director's Townsend and Siegfried are scheduled to attend.
- 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) General Manager's performance evaluation*

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28. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, September 24, 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.