



## CARMEL AREA WASTEWATER DISTRICT

### BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00 a.m., August 28, 2014

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## NOTICE & AGENDA

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### CALL TO ORDER - ROLL CALL

*D'Ambrosio \_\_\_\_\_ Paboojian \_\_\_\_\_ 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**

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

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## 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.*

3. Approve Regular Board Meeting Minutes of - July 24, 2014	3-13
4. Approve Special Board Meeting Minutes of - August 7, 2014	14-15
5. Receive and Accept Statement of Cash Receipts and Disbursements - July 2014	16-17
6. Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - July 2014	18
7. Approve Register of Disbursements - Reclamation Project - July 2014	19
8. Receive and Accept Financial Statements and Supplementary Schedules- July 2014	20-38
9. Receive and Accept Collection System Supervisor's Report - July 2014	39-41
10. Receive and Accept Report on Treatment Plant Operations - July 2014	42-47
11. Receive and Accept Safety Report - July 2014	48-50
12. Receive and Accept Environmental Compliance Inspector's Report - July 2014	51-52
13. Receive and Accept General Engineering Report-July 2014	53-55
14. Receive and Accept Capital Improvement Project Status - July 2014	56-58

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**RESOLUTIONS/ORDINANCES**

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| 15. | <b>2014-32: A Resolution Authorizing The General Manager To Execute An Agreement With Brian T. Congleton, Architect For Professional Services In The Amount Of \$25,000 For Concept Design And Drawings Of Locker Room And Meeting Room At CAWD Treatment Plant- <i>Report written by General Manager Barbara Buikema</i></b>  | <b>59-70</b>   |
| 16. | <b>2014-33: A Resolution Adopting A Board Employee Performance Evaluation Policy - <i>Report written by General Manager Barbara Buikema</i></b>  | <b>71-85</b>   |
| 17. | <b>2014-34: A Resolution Authorizing Annual Adjustment of the District's Capital Improvement Reserve Fund Balance by Transferring \$2,794,602 To the Capital Fund And \$1,389,458 From the General O&amp;M Fund In Accordance with the District's Reserve Policy-<i>Report written by Principal Accountant James Grover</i></b>  | <b>86-88</b>   |
| 18. | <b>2014-35: A Resolution Authorizing The General Manager To Execute An Agreement With Johnson Marigot Consulting, LLC In An Amount Not To Exceed \$56,500 For Professional Services To Prepare Environmental Documentation And Permit Applications To Repair A Portion Of The District Outfall In The Carmel Lagoon -<i>Report written by Principal Engineer Drew Lander</i></b> | <b>89-101</b>  |
| 19. | <b>2014-36: A Resolution Approving Specifications and Approving a Call for Bids under the Heading "FY 2014-2015 Collections Department CCTV Van Replacement- <i>Report written by Principal Engineer Drew Lander</i></b>   | <b>102-105</b> |

**OTHER ITEMS BEFORE THE BOARD**

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| 20. | <b>Selection of Topics for CAWD Fall 2014 Newsletter- <i>Report written by General Manager Barbara Buikema</i></b>                              | <b>106</b>     |
| 21. | <b>WWTP Phase 1 Rehabilitation, Draft Initial Study/Mitigated Negative Declaration- <i>Report written by Principal Engineer Drew Lander</i></b> | <b>107-146</b> |

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## INFORMATION/DISCUSSION ITEMS

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| <b>22. Treatment Plant Project Status Report-</b> <i>Oral Report by James Pinkevich, Plant Superintendent</i>     | <b>*</b>       |
| <b>23. Summary of Monterey County Treasurer Report -</b> <i>Report written by General Manager Barbara Buikema</i> | <b>147-148</b> |
| <b>24. Carmel Lagoon Ecosystem Protection Barrier (EPB) Update</b>  | <b>149-151</b> |

## STAFF &amp; 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.*

**25. General Manager's Report**

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| <b>General Manager's Comments - Tour of Silicon Valley Advanced Water Purification Center, July 30, 2014:</b> <i>report written by General Manager Buikema.</i> | <b>152-153</b> |
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## COMMUNICATIONS

- 26. 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.*

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| <b>PBCSD Board Meeting - July 25, 2014</b><br><i>Director Siegfried attended; report written by General Manager Buikema.</i> | <b>154-155</b> |
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| <b>PBCSD Board Meeting Agenda - August 29, 2014</b><br><i>President Siegfried is scheduled to attend. The next meeting is scheduled for September 26, 2014 at 9:30 a.m. and Director Paboojian is scheduled to attend.</i> | <b>156-158</b> |
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| <b>Reclamation Management Committee Meeting -</b> <i>The next meeting is scheduled for Friday, November 14, 2014.</i> | <b>*</b> |
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**Special Districts Association of Monterey County - Tuesday, October 21, 2014 at 6:00 p.m.** Director Townsend is scheduled to attend.

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

**A. Personnel Matter**

159-165

**1. General Manager Evaluation**

**2. Legal Counsel Evaluation**

**B. 3945 Rio Road - General Opinion of Value**

**ADJOURNMENT**

*The next Regular Meeting will be held at 9:00 a.m., Thursday September 25, 2014 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.*

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