



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00a.m., September 24, 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 - August 27, 2015 | 2-9 |
| 4. | Receive and Accept Bank Statement Review - July 2015 | 10-11 |
| 5. | Receive and Accept Statement of Cash Receipts and Disbursements - August 2015 | 12-14 |
| 6. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - August 2015 | 15-17 |
| 7. | Approve Register of Disbursements - Reclamation Project - August 2015 | 18 |
| 8. | Receive and Accept Financial Statements and Supplementary Schedules- August 2015 | 19-44 |
| 9. | Receive and Accept Collection System Supervisor's Report - August 2015 | 45-46 |
| 10. | Receive and Accept Treatment Plant Operations Report - August 2015 | 47-52 |
| 11. | Receive and Accept Safety and Training Report - August 2015 | 53-55 |
| 12. | Receive and Accept Environmental Compliance Inspector's Report - August 2015 | 56-57 |
| 13. | Receive and Accept General Engineering Report- August 2015 | 58-59 |
| 14. | Receive and Accept Capital Improvement Project Status Report - August 2015 | 60-63 |
| 15. | Receive and Accept Internal Operations Projects/Contracts Status Report - August 2015 | 64-65 |
| 16. | Receive and Accept Maintenance Projects/Issues Status Report - August 2015 | 66-67 |

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RESOLUTIONS/ORDINANCES

17. Resolution No. 2015-36; A Resolution Adopting a Rules of Order for Board and Committee Meetings Policy - *Report written by General Manager Barbara Buikema* **68-71**
18. Resolution No. 2015-37; Item was postponed until October Agenda *
19. Resolution No. 2015-38; A Resolution Approving a Donation of \$600 to the Monterrey Peninsula Boy Scouts/Cub Scouts Troop #131 for their Efforts Distributing 500 Door Hangers Noticing Phase 1 Construction - *Report written by General Manager Barbara Buikema* **72-73**
20. Resolution No. 2015-39; A Resolution Adopting an Updated Direct Reimbursement Dental Benefits Plan - *Report written by General Manager Barbara Buikema* **74-84**
21. Resolution No. 2015-40; A Resolution Authorizing the Adjustment of the Compensated Accrual Reserves to Actual Year End June 30, 2015 in the Amount of \$499,502 to Cover the District's Accrued Vacation and Sick Leave Liabilities- *Report written by General Manager Barbara Buikema* **85-86**

INFORMATION/DISCUSSION ITEMS

22. Vegetation Clearance at Carmel River State Beach Access road - State Parks Fine - *Report written by General Manager Barbara Buikema* **87-90**
23. Construction Committee Meeting Report - September 1, 2015 - *written by General Manager Barbara Buikema* **91-108**
24. ICOM Presentation - *By Collections Superintendent Daryl Lauer* *
25. Incident Report: Flow Equalization Basin Water Entering Storm Drain System - *written by Plant Superintendent James Pinkevich, Maintenance Superintendent Ralph Stevens and Safety and Regulatory Compliance Administrator Joseph Gregory* **109-122**
26. LAFCO Sphere of Influence Amendment and Annexation Proposal - *Report written by Principal Engineer Drew Lander* **123-124**

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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

27. General Manager's Report - *Oral Report by Barbara Buikema, General Manager* *
- Election Results
 - Health Insurance
28. 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 - August 28, 2015 - *Report written by General Manager Buikema; Director Rachel attended* **125**
- Treatment Plant Rehabilitation - Phase 1 Public Meeting Notice - September 24, 2015 at 6:00p.m. **126**
- PBCSD Board Public Meeting Notice & Agenda - September 25, 2015 at 9:30a.m. **127-**
President White is scheduled to attend. The next meeting is scheduled for October 30, 2015 at 9:30 a.m. and Director D'Ambrosio is scheduled to attend. **129**
- Reclamation Management Committee Meeting - Friday, November 13, 2015 at 9:30 a.m. *
- 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.* *

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

A. Personnel Matter's

- 1) Legal Counsel's performance evaluation*
- 2) General Manager's Salary*
- 3) General Manager's Response to Evaluation*

30. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, October 29, 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.