



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923 Ph (831) 624-1248
Thursday, 9:00a.m., January 28, 2016

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.

INFORMATION/DISCUSSION ITEMS

- 3.** Collection Operators passed exams – Daryl Lauer and Barry Blevins –Maintenance I, *
Robert Bowman –Collection Worker II

"*" - 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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| 4. | Approve Regular Board Meeting Minutes of – December 10, 2015 | 003 |
| 5. | Receive and Accept Bank Statement Review – November 2015 | 015 |
| 6. | Receive and Accept Statement of Cash Receipts and Disbursements – November 2015 and December 2015 | 017 |
| 7. | Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - November 2015 and December 2015 | 023 |
| 8. | Approve Register of Disbursements - Reclamation Project - November 2015 and December 2015 | 030 |
| 9. | Receive and Accept Financial Statements and Supplementary Schedules - November 2015 and December 2015 | 032 |
| 10. | Receive and Accept Collection System Superintendent’s Report – December 2015 | 088 |
| 11. | Receive and Accept Collection System Superintendent’s Annual Report for 2015 | 090 |
| 12. | Receive and Accept Treatment Facility Operations Report – October 2015, November 2015 and December 2015 | 096 |
| 13. | Receive and Accept Safety and Regulatory Compliance Report – November 2015 and December 2015 | 102 |
| 14. | Receive and Accept Laboratory/Environmental Compliance Report - December 2015 | 106 |
| 15. | Receive and Accept General Engineering Report- December 2015 | 108 |
| 16. | Receive and Accept Capital Improvement Project Status Report - December 2015 | 110 |

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- 17. Receive and Accept Plant Operation Report - December 2015 114
- 18. Receive and Accept Maintenance Projects/Issues Status Report - December 2015 116

RESOLUTIONS/ORDINANCES

- 19. Resolution No. 2016-01; A Resolution Amending the Personnel Policies and Procedures – Policy #300 to Add an At Will Exempt Employee Status for Certain Management Positions. - *Report written by General Manager Barbara Buikema* 118
- 20. Resolution No. 2016-02; A Resolution Authorizing the General Manager to Execute an Agreement for Consulting Services in the Recruitment of an Operations Superintendent Not To Exceed \$25,000 – *Report written by General Manager Barbara Buikema* 121
- 21. Resolution No. 2016-03; A Resolution Designating Classification Titles in the Carmel Area Wastewater District and Providing for the Number of Positions and Monthly Salary Ranges - *Report written by General Manager Barbara Buikema* 123
- 22. Resolution No. 2016-04; A Resolution Authorizing the General Manager to Enter into a Contract with California Coatings in an Amount Not To Exceed \$86,750 on Behalf of the Reclamation Project for Rehabilitation of the Reclamation Pad Structure Canopy and Support Beams - *Report written by Maintenance Superintendent Ralph Stevens* 126
- 23. Resolution No. 2016-05; A Resolution Authorizing the General Manager to Enter into a Contract with Cintas Uniform Company for Laundry and Linen Service for a Period of Three Years - *Report written by Regulatory Compliance Administrator Joseph Gregory* 134
- 24. Resolution No. 2016-06; A Resolution Authorizing the General Manager to Enter into an Agreement with Kennedy/Jenks Consultants for an Operations & Maintenance Manual and Reallocation of \$50,000 from Current Construction Management Budget and Budget \$100,000 for Both 2016-17 and 2017-18 - *Report written by General Manager Barbara Buikema* 142

OTHER ITEMS BEFORE THE BOARD

- 25. Receive and Accept CAWD Financial Audit for fiscal year ending 06-30-15 154

INFORMATION/DISCUSSION ITEMS

- 26. Construction Committee Meeting Report – January 7, 2016 – *written by General Manager Barbara Buikema* 212
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- 27. Auditor Rotation Report – January 28, 2016 – *written by General Manager Barbara Buikema* **213**
- 28. Solar Power Update-Aromas Water District & Monterey Unified School District Report – January 28, 2016 - *written by General Manager Barbara Buikema and Principal Engineer Drew Lander* **224**
- 29. Board Member Committee Assignments, Conference Attendance and PBCSD Board Meeting Attendance for 2016 Report – January 28, 2016 – *written by General Manager Barbara Buikema* **228**
- 30. Pebble Beach Community Services District – Regular Board Meeting December 11, 2015 Report – January 28, 2016 - *written by General Manager Barbara Buikema* **236**
- 31. Consideration of Coastal Development Permit (CDP 15-244) for the restoration of sand dunes located on City property in the P-2 (Improved Parklands) and Beach and Riparian Overlay District (BR) Zoning District – December 15, 2015 - *written by Community Planning & Bldg Director Marc Weiner* **238**

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

- 32. General Manager’s Report - *Oral Report by Barbara Buikema, General Manager*
- 33. 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 Board Public Meeting Notice & Agenda – January 29, 2016 at 9:30a.m.
Director Townsend is scheduled to attend. The next meeting is scheduled for February 26 , 2016 at 9:30 a.m. and Director Rachel is scheduled to attend.

Reclamation Management Committee Meeting -Friday, February 19, 2016 at 9:30 a.m.
Directors Townsend and Siegfried are scheduled to attend.

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Special Districts Association of Monterey County -The next meeting is scheduled for Tuesday, April 19, 2016 at 6:00 pm. and Director Townsend is scheduled to attend.

34. CLOSED SESSION: A closed session of the Board is not planned, but may be held if necessary for certain limited purposes authorized pursuant to California Government Code.

35. ADJOURNMENT

The next Regular Meeting will be held at 9:00 a.m., **Thursday, February 25, 2016** 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.