



CARMEL AREA WASTEWATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

3945 Rio Road, Carmel, CA 93923

(831) 624-1248

Thursday, 9:00a.m., December 10, 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.

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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.

- 3. Oath of Office** **003**

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.

- 4. Approve Regular Board Meeting Minutes of - October 29, 2015** **009**
- 5. Receive and Accept Bank Statement Review - September - October 2015** **018**
- 6. Receive and Accept Statement of Cash Receipts and Disbursements - October 2015** **022**
- 7. Approve Register of Disbursements - Carmel Area Wastewater District (CAWD) - October 2015** **025**
- 8. Approve Register of Disbursements - Reclamation Project - October 2015** **028**
- 9. Receive and Accept Financial Statements and Supplementary Schedules- October 2015** **029**
- 10. Receive and Accept Collection System Supervisor's Report - October and November 2015** **057**
- 11. Receive and Accept Treatment Facility Operations Report - August - October 2015** **061**
- 12. Receive and Accept Safety and Training Report - October 2015** **067**
- 13. Receive and Accept Environmental Compliance Inspector's Report - October and November 2015** **069**
- 14. Receive and Accept Maintenance Projects/Issues Status Report - October 2015** **073**
- 15. Receive and Accept Pension Committee minutes of November 30, 2015** **075**
- 16. Receive and Accept General Engineering Report- October 2015** **078**

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17. Receive and Accept Capital Improvement Project Status Report - October 2015 080

RESOLUTIONS/ORDINANCES

18. Resolution No. 2015- 45; A Resolution Selecting President and President Pro Tem and Appointing Secretary and Secretary Pro Tem of the Carmel Area Wastewater District for a Term Commencing December 10, 2015- *Report written by Dotty Hall Secretary to the Board* 084
19. Resolution No. 2015- 46; A Resolution approving the updated and amended job descriptions for Maintenance Mechanic I-III; Collections Maintenance Worker I-III; and Administrative Services Coordinator 088
20. Resolution No. 2015-47; A Resolution approving the CAWD/PBCSD Reclamation Project Audit for the fiscal year ended 06-30-15 112
21. Resolution No. 2015- 48; A Resolution authorizing the position of Maintenance Mechanic III, approving its placement on the Schedule at Range 18, and a budget amendment up to \$5,995 to allow for the increase to salaries 144
22. Resolution No. 2015-49; A Resolution approving the Temporary services of an Administrative/Board Secretary position at a rate of \$50/hr for a maximum of 120 hours for the balance of the current fiscal year 152
23. Resolution No. 2015-50; A Resolution authorizing the General Manager to extend the agreement with Keith Day Company, Inc. for transport and disposal of biosolids for one year 158
24. Resolution No. 2015-51; A Resolution expressing appreciation to Dotty Hall for her service to the District and the community 163
25. Resolution No. 2015-52; A Resolution authorizing a contract with Calcon Systems to provide SCADA programming and professional services not to exceed \$190,000 and authorizing an amendment to the 2015-16 budget in the amount of \$67,000 to purchase, install and integrate the Ignition software platform 166
26. Resolution No. 2015-53; A Resolution authorizing the use of funds allocated as line item #8 of the 2015-16 Long Term Capital Budget in an amount not to exceed \$85,000 for the purchase of three replacement #3 water pumps, associated equipment and installation 172
27. Resolution No. 2015-54; A Resolution authorizing the expenditure of \$36,000 for the replacement of the treatment plant security gate and system hardware to prevent unlawful entry into the plant 182

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28.	Resolution No. 2015-55; A Resolution adopting a negative declaration for the Carmel Area Wastewater District (CAWD) sphere of influence and annexation proposal and directing staff to initiate proceedings for a proposed sphere of influence amendment and annexation	185
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OTHER ITEMS BEFORE THE BOARD

29.	Board Member Committee Assignments, Conference Attendance and PBCSD Board Meeting Attendance for 2016- <i>Report written by Dotty Hall Secretary to the Board</i>	265
30.	CSRMA Risk Control Survey - Motion to accept	273
31.	Emergency Pump Purchase - El Nino Preparedness	297
32.	Reconcile Secondary Clarifier costs and ratify actions of General Manager	303

INFORMATION/DISCUSSION ITEMS

33.	Solar Photovoltaic Project Evaluation and Energy Audit	306
34.	County Treasurer Report 09-30-15	380
35.	Change Order #1 - Wastewater Treatment Plant Rehabilitation Phase I	382
36.	Construction Committee Meeting - Dec 1, 2015	386 & e
37.	Regional Board Notice of Violation meeting	387
38.	Oral Report on Treatment Plant - Kevin Young, Treatment Plant Supervisor	*

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.

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COMMUNICATIONS

- 39.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager* **e**
a. Monterey braces for suit over aging, leaky sewage system - Monterey County Weekly
- 40.** 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 - October 30, 2015 - Report written by General Manager Buikema; Director D'Ambrosio attended **418**
- PBCSD Board Public Meeting Notice & Agenda - December 11, 2015 at 9:30a.m. *****
Director Siegfried is scheduled to attend. The next meeting is scheduled for January 29, 2016 at 9:30 a.m. and Director Townsend is scheduled to attend.
- Special Districts Association of Monterey County - The next meeting is scheduled for Tuesday, January 19, 2016 at 6:00 pm. *****
Director Townsend is scheduled to attend.
- Reclamation Management Committee Meeting - Friday, November 13, 2015 at 9:30 a.m. **419**
Director's Townsend and Siegfried attended. - Report Written by General Manager Buikema
- Reclamation Management Committee Meeting - The next meeting is scheduled for Friday, February 19, 2015 At 9:30 a.m. *Director's Townsend and Siegfried to attend.* *****
- Pension Committee Meeting - Tuesday, November 30, 2015 at 11:00 a.m. *****
Director Siegfried attended.

41. CLOSED SESSION: As permitted by Government Code, section 54965 et seq., the Board will hold Closed Sessions as Follows:

1. Conference with Legal Counsel - Significant Exposure to Potential Litigation
 - a. Pursuant to Government Code Section 54956.9(b), the Board will meet in closed session with Legal Counsel regarding one matter of significant exposure to litigation.

42. ADJOURNMENT

*The next Regular Meeting will be held at 9:00 a.m., **Thursday, January 28, 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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