

**CARMEL AREA WASTEWATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
3945 Rio Road, Carmel, CA 93923 (831) 624-1248**

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**NOTICE & AGENDA**

**Thursday, 9:30 a.m., January 24, 2013**

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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 per topic. 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 per topic and will be allowed prior to Board action on the item under discussion.*
2. **Agenda Changes:** *Any requests to move an item forward on the agenda will be considered at this time.*

**CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS** **PAGE NO.**

*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 December 14, 2012          | 3-10  |
| 4.  | Approve Register of Checks-CAWD - November 2012                     | 11-13 |
| 5.  | Approve Register of Checks-Reclamation Project - November 2012      | 14    |
| 6.  | Receive Statement of Receipts and Disbursements - November 2012     | 15-17 |
| 7.  | Receive Income Statement and Budget to Actual - November 2012       | 18-29 |
| 8.  | Receive Bank Statement Review - October 2012                        | 30-31 |
| 9.  | Receive Collection System Supervisor's Report - December 2012       | 32-33 |
| 10. | Receive Report on Treatment Plant Operations - December 2012        | 34-42 |
| 11. | Receive Safety Report - December 2012                               | 43-44 |
| 12. | Receive Environmental Compliance Inspector's Report - December 2012 | 45-47 |
| 13. | Receive Engineer Report - December 2012                             | 48-49 |
| 14. | Receive Capital Improvement Program Project Status - December 2012  | 50    |

*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.*

*\*indicates no board attachment*

## **ACTION ITEMS BEFORE THE BOARD**

**PAGE NO.**

*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.*

15. Presentation and Acceptance of the Financial Audit for Fiscal Year Ending 06-30-12 51

## **RESOLUTIONS**

16. Resolution No. 2013-01, Approving the Adoption of the Amended Expense Reimbursement and Travel Policy as Attached as per Required by AB1234 and Directing the General Manager to Include Said Policy in All Necessary and Appropriate District Documents. 52-57
17. Resolution No. 2013-02, Amending the District's Fixed Asset Policy to Increase the Capitalization Threshold for Both the District and the District's Portion of all Reclamation Assets from \$3,000 to \$10,000, Effective February 1, 2013. 58-64
18. Resolution No. 2013-03, Approving the Adoption Amending the Budget and Authorizing the General Manager to Sign an Agreement with Exceedio in an Amount Not to Exceed \$29,276 to Purchase and Install a Cisco Unified Communication system. 65-69

## **OTHER ITEMS BEFORE THE BOARD**

19. Board Member Assignments, 2013 70-76
- CASA Conference and WateReuse Symposium
  - Attendance at PBCSD Board Meetings
  - Committee Assignments
20. Review of 2012 Monterey County Civil Grand Jury Interim Report No. 3 - "An Overview of the Carmel Area Wastewater District" and Give Direction to Staff Regarding the Response 77-84

## **INFORMATION/DISCUSSION ITEMS**

21. Electrical System Assessment and Repair Status \*
22. Maintenance Software Project Status \*

## **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.*

23. General Manager's Report \*

*\*indicates no board attachment*

**COMMUNICATIONS**

**PAGE NO.**

24. Board Members or staff may wish to make announcements on items of interest to the Board.

A. Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

*Reclamation Management Committee Meeting - November 9, 2012* \*  
*(Directors Siegfried and White attended)*

*PBCSD Board Meeting, Draft Minutes - December 7, 2012* 85  
*(Director Siegfried and General Manager Buikema attended; report written by Ms. Buikema)*

*Special Districts Association of Monterey County - January 15, 2013* 86-89  
*(Director Townsend and General Manager Buikema attended)*

*2013 CASA Mid-Year Conference - January 16 - 18, 2013* 90-91  
*(Director Siegfried attended)*

*PBCSD Board Meeting Draft Agenda - January 25, 2013* 92-94  
*(Director White is scheduled to attend)*

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

- 25. A. Personnel Matter Enclosure
  - 1. Goals of the General Manager and the District
  - 2. Public Employee Evaluation -General Manager

**ANNOUNCEMENTS AND/OR ACTIONS FROM CLOSED SESSION**

**ADJOURNMENT**

*The next Regular Meeting will be held at 9:30 a.m., Thursday February 28, 2013 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.

\*indicates no board attachment