

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

NOTICE & AGENDA

Thursday, 9:30 a.m., February 28, 2013

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.

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| 3. Approve Regular Board Meeting Minutes of January 24, 2013 | 3-11 |
| 4. Approve Summary or Retirement Pension Plan Trustees Meeting Held - February 1, 2013 | 12-13e |
| 5. Approve Register of Checks-CAWD - December 2012 & January 2013 | 14-17 |
| 6. Approve Register of Checks-Reclamation Project - December 2012 & January 2013. | 18-19 |
| 7. Receive Statement of Receipts and Disbursements - December 2012 & January 2013. | 20-25 |
| 8. Receive Income Statement and Budget to Actual - December 2012 & January 2013. | e |
| 9. Receive Bank Statement Review - November & December 2012 | 26-29 |
| 10. Receive Collection System Supervisor's Report - January 2013 | 30-31 |
| 11. Receive Report on Treatment Plant Operations - January 2013 | 32-41 |
| 12. Receive Safety Report - January 2013 | 42 |
| 13. Receive Environmental Compliance Inspector's Report - January 2013 | 43-44 |
| 14. Receive Capital Improvement Program Project Status - January 2013 | 45 |

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*

"e" - indicates a separate insert is enclosed

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.

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| 15. | Board selection of date and time for workshop with Kennedy/Jenks Consulting Engineers to review the final Capital Improvement Plan. | 46 |
| 16. | Board motion to accept the Strategic Asset Management (SAM) Pension Plan 2012 Actuary Report. | 47-48e |

RESOLUTIONS

- | | | |
|-----|--|-------|
| 17. | Resolution No. 2013-04, Approving the General Manager to Amend Salary Resolution Increasing the Number of Senior Operator Positions from Three to Four and Decreasing the Number of Grade II Positions from Three to Two. | 49-52 |
| 18. | Resolution No. 2013-05, Authorizing the General Manager to Amend the Personnel Policies and Procedures Policy #502 Eliminating an Automatic Promotion of Collection Worker I and Operator I Upon Receipt of Grade I Certification. | 53-56 |
| 19. | Resolution No. 2013-06, Approving the General Manager's Response Letter to the 2012 Monterey Civil Grand Jury Interim Report No. 3. | 57-63 |
| 20. | Resolution No. 2013-07, Approving the Job Description for Safety/Regulatory Compliance Administrator I/II and Approve their Placement on the Salary Scale. | 64-72 |
| 21. | Resolution No. 2013-08, Amending the Budget and Authorizing the Purchase of an Ottawa Commando YT-30 Yard Truck in the amount of \$32,950. | 73-79 |

OTHER ITEMS BEFORE THE BOARD

INFORMATION/DISCUSSION ITEMS

- | | | |
|-----|--|--------|
| 22. | Flue Impact & Vaccine | 80-82 |
| 23. | Cell Tower - Draft Lease Agreement | 83e |
| 24. | TelePacific Phone Service | 84-85e |
| 25. | Monterey Audubon Society Letters | 86-87 |
| 26. | Electrical System Assessment and Repair Status | * |
| 27. | Maintenance Software Project Status | * |

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- 28. Monterey County Quarterly Treasurer's Report e
- 29. Recognition of CAWD's Plant Operator II's, David Bradley, Christian Schmidt and Joseph Gregory for achieving their Certificates of Competence as Grade III Water Treatment Plant Operators *

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.

- 30. General Manager's Report *

COMMUNICATIONS

- 31. 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 - January 25, 2013
(Director White and General Manager Buikema attended; report written by Ms. Buikema)* 88-93

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

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

*PBCSD Board Meeting Agenda - February 22, 2013
(Director D'Ambrosio attended)* 94-96

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

- 32. A. Personnel Matter
 - 1. Public Employee Evaluation
 - a. General Manager e
 - b. Legal Counsel e

ANNOUNCEMENTS AND/OR ACTIONS FROM CLOSED SESSION

"*" - indicates no board attachment
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ADJOURNMENT

The next Regular Meeting will be held at 9:30 a.m., Thursday March 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. 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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