

**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., June 27, 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  
NO. STATEMENTS AND MONTHLY REPORTS**

**PAGE**

*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 - May 23, 2013            | 3-7   |
| 4. Approve Register of Disbursements-CAWD - May 2013                  | 8-10  |
| 5. Approve Register of Disbursements - Reclamation Project - May 2013 | 11    |
| 6. Receive Statement of Cash Receipts and Disbursements - May 2013    | 12-14 |
| 7. Receive Income Statement and Budget to Actual - May 2013           | e     |
| 8. Receive Bank Statement Review - April & May 2013                   | 15-18 |
| 9. Receive Collection System Supervisor's Report - May 2013           | 19-21 |
| 10. Receive Report on Treatment Plant Operations - May 2013           | 22-30 |
| 11. Receive Safety Report - May 2013                                  | 31-32 |
| 12. Receive Environmental Compliance Inspector's Report - May 2013    | 33-34 |
| 13. Receive Capital Improvement Program Project Status - May 2013     | 35    |
| 14. Receive Engineer's Report - May 2013                              | 36-37 |

*"\*" - indicates no board attachment*

*"e" - indicates a separate insert is enclosed*

**PUBLIC HEARING, 9:30 A.M.**, or as soon thereafter as the matter may be taken up

- 15. Sewer User Fee Rates for Fiscal Year 2013-14** **38-41**

*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.*

**ORDINANCES**

- 16. Ordinance No. 2013-01:** Staff recommends the Board approve an ordinance establishing sewer service charges for fiscal year 2013-14 and thereafter, providing for the collection of such charges on the tax roll, and providing further that this ordinance and the charges established hereby and the tax collection procedure selected herein shall remain in effect until either the said charges are revised or this ordinance is otherwise amended or repealed. **42-44e**

**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.*

- 17. Staff is requesting direction from the Board on the Rio Park Pedestrian Bridge Project.** **45-47**

**RESOLUTIONS**

- 18. Resolution No. 2013-16:** Staff recommends the Board adopt a Resolution approving an amendment to the District Reserve Policy to add a provision explaining the percentage of O&M Fund balance requirement and to specify the time frame for the O& M Budget. **48-55**
- 19. Resolution No. 2013-17:** Staff recommends the Board adopt a Resolution certifying compliance with State law with respect to the levying of general and special taxes, assessments and property related fees and charges. **56-59**
- 20. Resolution No. 2013-18:** Staff recommends that the Board adopt a Resolution approving the CAWD/PBCSD Fiscal Year 2013-14 Reclamation Project Budget. **60-61e**

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| <b>21. Resolution No. 2013-19:</b> Staff recommends the Board adopt a resolution to change Employer Paid Member Contributions to the California Public Employees' Retirement System (CalPers).   | <b>62-66</b>    |
| <b>22. Resolution No. 2013-20:</b> Staff recommends the Board adopt a resolution authorizing the adoption of the Carmel Area Wastewater District Annual Budget for the fiscal year 2013-14.  | <b>67-81e</b>   |
| <b>23. Resolution No. 2013-21:</b> Staff recommends the Board adopt a resolution designating classification titles in the Carmel Area Wastewater District and providing for the number of positions and monthly salary ranges.   | <b>82</b>       |
| <b>24. Resolution No. 2013-22:</b> Staff recommends the Board adopt a Resolution determining the Fiscal Year 2013-14 tax proceeds appropriation limitation for the Carmel Area Wastewater District.  | <b>83-86</b>    |
| <b>25. Resolution No. 2013-23:</b> Staff recommends the Board adopt a Resolution specifying the District sewer connection and annexation fees, as adopted by Ordinance No. 85-2, commencing July 1, 2013.  | <b>87-92</b>    |
| <b>26. Resolution No. 2013-24:</b> Staff recommends the Board accept the lowest responsible bid for the Calle La Cruz Wetwell Rehabilitation/Crespi Sewer Line Rehabilitation (FY2012-2013 Calle La Cruz/Crespi Collection Rehabilitation Project) Wastewater Biosolids Hauling and Disposal Project and awarding contract and a budget amendment therefor.  | <b>93-97</b>    |
| <b>27. Resolution No. 2013-25:</b> Staff recommends the Board adopt a resolution authorizing the General Manager to execute an agreement with Kennedy/Jenks Consultants for professional services for the preparation of design, and bid support for the replacement of the aerial portion of the Calle La Cruz force Main and a condition assessment of the buried portion of the force main, as outlines in the proposal dated May 31, 2013 and a budget amendment therefor. | <b>98-101e</b>  |
| <b>28. Resolution No. 2013-26:</b> Staff recommends the Board approve the Resolution authorizing the General Manager to execute an agreement with Kennedy/Jenks consultants for professional services for wastewater treatment plant rehabilitation design and preparation of an energy management plan study and septage receiving station study.   | <b>102-107e</b> |

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**OTHER ITEMS BEFORE THE BOARD**

**PAGE NO.**

**INFORMATION/DISCUSSION ITEMS**

- 29. Electrical System Assessment and Repair Status \*
- 30. Maintenance Software Project Status \*
- 31. Introduction and welcome of new employees: Chris Dixon and Charles DayEngel, Plant Operator I's, and Ryan Gibson, Collection Worker I \*
- 32. Root Control Pilot Program e

**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.*

- 33. General Manager's Report \*

**COMMUNICATIONS**

- 34. 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.*

*PBCSD Board Meeting, Draft Minutes -May 24, 2013* **108-109**  
*(Director Townsend and General Manager Buikema attended; report written by Ms. Buikema)*

*PBCSD Board Meeting Agenda - June 28, 2013* **110-112**  
*(Director Paboojian is scheduled to attend. The next meeting is scheduled for July 26, 2013 and Director Siegfried is scheduled to attend)*

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## **ADJOURNMENT**

*The next Regular Meeting will be held at 9:30 a.m., Thursday July 25, 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.

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