

**CARMEL AREA WASTEWATER DISTRICT (CAWD)
MINUTES**

Regular Board Meeting – 9:30 a.m. – Thursday, February 28, 2013

CALL TO ORDER - ROLL CALL

Present: Directors: Greg D'Ambrosio, Robert Siegfried, Ken White,
Suzanne Paboojian and President Charlotte Townsend
Absent: None
Others Present: Barbara Buikema, General Manager
James Grover, Principal Accountant
Rob Wellington, District Legal Counsel
Mike Niccum, General Manager, PBCSD
(Pebble Beach Community Services District)
Leo Laska, Board Director, PBCSD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments

There were no unscheduled appearances or public comments.

2. Agenda Changes

The following items were postponed due to the absence of Superintendent Pinkevich.

26. Electrical System Assessment and Repair Status

27. Maintenance Software Project Status

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

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

3. Approve Regular Board Meeting Minutes of January 24, 2013
4. Approve Summary or Retirement Pension Plan Trustees Meeting Held -Jan 2013
5. Approve Register of Checks-CAWD - Dec 2012 & Jan 2013
6. Approve Register of Checks-Reclamation Project - Dec 2012 & Jan 2013
7. Receive Statement of Receipts and Disbursements - Dec 2012 & Jan 2013
8. Receive Income Statement and Budget to Actual - Dec 2012 & Jan 2013
9. Receive Bank Statement Review - November & Dec 2012 & Jan 2013
10. Receive Collection System Supervisor's Report - Jan 2013
11. Receive Report on Treatment Plant Operations - Jan 2013

12. Receive Safety Report - January 2013
13. Receive Environmental Compliance Inspector's Report - January 2013
14. Receive Capital Improvement Program Project Status - January 2013

The Board reviewed all Consent Calendar items. General Manager Buikema, Principal Accountant Grover and Mike Niccum of PBCSD responded to questions.

Board Action

Director Siegfried requested future Collection System Supervisor's reports, (Item #10), be more detailed. Following a motion by Director D'Ambrosio, a second by Director Siegfried, the Board unanimously approved the Minutes of January 24, 2013 and all Consent Calendar items.

ACTION ITEMS BEFORE THE BOARD

15. **Board selection of date and time for workshop with Kennedy/Jenks Consulting Engineers to review the final Capital Improvement Plan.**

General Manager Buikema said Kennedy/Jenks wanted to meet on Monday, March 18th, between the hours of 12:00 - 3:00pm.

Director Paboojian noted this time frame would conflict with the Water Reuse Conference.

General Manager Buikema said she would contact Kennedy/Jenks to reschedule.

16. **Board motion to accept the Strategic Asset Management (SAM) Pension Plan 2012 Actuary Report.**

The Board passed the Action Items by Consensus.

RESOLUTIONS

17. **Resolution No. 2013-04: Approving the General Manager to Amend the 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.**

Board Action

Director Siegfried requested an updated Organization Chart which reflects staffing changes. Following a motion by Director White and a second by Director D'Ambrosio, the Board unanimously approved, Resolution No. 2013-04, as follows: "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."

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.**

Resolution 03-27 dated August 21, 2003: Policy #502 as revised provides for the promotion of Collection I and Operator I upon receipt of Grade I certification. The Board of Directors has since determined that promotions for Collection Worker I and Operator I should be based on experience and should not automatically occur upon receipt of Grade 1 Certification.

Board Action

Following a motion by Director White and a second by Director Siegfried, the Board unanimously approved Resolution No. 2013-02, "Resolution No. 2013-05, "Authorizing the General Manager to Amend Personnel Policies and Procedures Policy #502 Eliminating an Automatic Promotion of Collection Worker I and Operator I Upon Receipt of Grade I Certification."

19. **Resolution No. 2013-06, Approving the General Manager's Response Letter to the 2012 Monterey Civil Grand Jury Interim Report No. 3.**

The Monterey County Civil Grand Jury issued its 2012 Monterey County Civil Grand Jury Interim Report No. 3: "An Overview of the Carmel Area Waste Water District." Pursuant to California Penal Code Sec. 933, the Board of Directors is required to comment or respond to the presiding judge on the findings set forth in the Grand Jury Report within ninety days, or by March 11, 2013. A committee of the Board of Directors was formed and prepared a Response and that Response was reviewed and approved by the Board of Directors.

Board Action

Director Paboojian suggested making some changes to the language of the response letter. The Board agreed. Following a motion by Chair Townsend and a second by Director Paboojian, the Board unanimously approved Resolution No. 2013-06, as amended, "Approving the General Manager's Response Letter to the 2012 Monterey Civil Grand Jury Interim Report No. 3."

20. Resolution No. 2013-07: Approving the Job Description for Safety/Regulatory Compliance Administrator I/II and Approving their Placement on the Salary Scale.

In the staff report included with the agenda packet for the Board's February 28, 201, regular meeting, the General Manager, for reasons set out in the report, recommended the authorization of a new job description for the Safety/Regulatory Compliance Administrator I/II and the job's placement on the salary scale.

Board Action

Following a motion by Director Siegfried and a second by Director D'Ambrosio, the Board unanimously approved Resolution No. 2013-07, "Approving the Job Description for Safety/Regulatory Compliance Administrator I/II and Approve it's Placement on the Salary Scale."

21. Resolution No. 2013-08, Amending the Budget and Authorizing the Purchase of an Ottawa Commando YT-30 Yard Truck for the amount of \$32,950.

Staff has advised that it is necessary to replace the failed 1983 Rhino Yard Truck used to move the sludge truck bin. Multiple quotes were solicited from the open market and the used Ottawa Commando YT-30 truck was determined by staff to be the best vehicle for the price.

Board Action

Following a motion by Director White and a second by Director D'Ambrosio, the Board unanimously approved Resolution No. 2013-08, "Amending the Budget and Authorizing the Purchase of a used Ottawa Commando YT-30 Yard Truck for the amount of \$32,950."

OTHER ITEMS BEFORE THE BOARD
INFORMATION/DISCUSSION ITEMS

22. Flu Impact & Vaccine

The Board Accepted the information provided and agreed that it was a good idea to make sure staff was vaccinated. When the item is added to the budget, the Board will vote on it.

23. Cell Tower - Draft Lease Agreement

The Board Accepted the information.

24. TelePacific Phone Service

The Board Accepted the information.

25. Monterey Audubon Society Letters

The Board Accepted the information.

26. **Electrical System Assessment and Repair Status**
Postponed due to absence of Superintendent Pinkevich.
27. **Maintenance Software Project Status**
Postponed due to absence of Superintendent Pinkevich.
28. **Monterey County Quarterly Treasurer's Report**
The Board Accepted the information.
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**
Postponed due to absence of Superintendent Pinkevich.

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 concerning 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

General Manager Buikema is scheduled to attend a Funding Fair conference call with Kennedy Jenks regarding grant dollars for the Capital Improvement Plan.

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)*

*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)*

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**
 - b. **Legal Counsel**

ANNOUNCEMENTS AND/OR ACTIONS FROM CLOSED SESSION

The Board went into closed session at 11:40 a.m., relative to the two personnel matters listed on the Agenda. The Board came out of its closed session at 12:56 p.m.

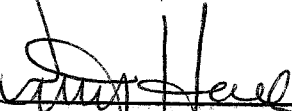
Legal Counsel announced that in the closed session, the Board had taken up and completed the annual performance evaluations of the General Manager and Legal counsel. No other action was taken.

ADJOURNMENT

There being no further business, the Board Meeting was adjourned at 12:58 pm.

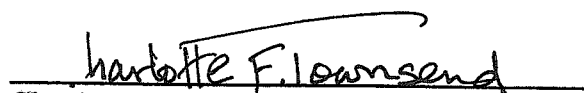
The next Regular Meeting will be held at 9:30 a.m., Thursday March 28, 2013 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:



Dotty Hall,
Secretary to the Board

APPROVED:



Charlotte F. Townsend, President