



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES**

Thursday, 9:00 a.m., February 29, 2024

3945 Rio Road

Carmel, California 93950

Via Teleconference Webinar & In Person with Proof of Vaccination

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel, and Urquhart

Absent:

A quorum was present.

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)

Domine Barringer, Board Clerk, CAWD

Patrick Treanor, District Engineer, CAWD

Ed Waggoner, Plant Superintendent, CAWD (in person) &*

Kevin Young, Plant Operations Supervisor, CAWD*

Carla James, Laboratory Supervisor, CAWD*

Chris Foley, Maintenance Superintendent, CAWD

Daryl Lauer, Collections Superintendent

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Leo Laska Director, Pebble Beach Community District*

Mike Niccum, General Manager, PBCSD*

Nick Becker, Deputy General Manager, District Engineer, PBCSD*

In Person Public Attendees:

None

***Virtual Public Attendees:**

Rick Bolanos, Legal Counsel| Liebert Cassidy Whitmore, Gwyn De Amaral,

Steve Thomas| TBC Communications

- 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.*

None

2. **Agenda Changes:** Any requests to move an item forward on the agenda will be considered at this time.

- Item #15, Page 102 Superintendent Plant Operations Report a correction was made to state that “no” violations in December 2023 occurred
- Item #18, page 114 was moved before the consent calendar to accommodate legal counsel’s schedule
- Item #18, Page 122 Union MOU The Formal Grievance-Level II. The first sentence should read “If the grievance has not been disposed at Level 1”, instead of Level II

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS-ALL REPORTS RELATE TO CURRENT YEAR

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.

Board Action

A Motion To Receive And Approve The Consent Agenda Was Made By Director Urquhart And Seconded By Director Rachel. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

3. Approve December 15, 2023 Special Meeting Minutes, January 22, 2024 Salary & Benefits Meeting Minutes, January 25, 2024 Regular Meeting Minutes, January 31, 2024 Bridge To Everywhere Meeting Minutes, February 8, 2024 Pension Meeting Minutes, February 9, 2024 Budget Meeting Minutes, February 14, 2024 Budget Meeting Minutes, February 20, 2024 Budget Meeting Minutes, February 20, 2024 Special Meeting Minutes, February 21, 2024 Salary & Benefits Meeting Minutes
4. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-January 2024
5. Receive and Accept Schedule of Cash Receipts & Disbursements- January 2024
6. Approve Register of Disbursements – Carmel Area Wastewater District – January 2024
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – January 2024
8. Receive and Accept Financial Statements and Supplementary Schedules – January 2024
9. Receive and Accept Collection System Superintendent’s Report – January 2024, 2023 December and November, Manhole Monitoring System Report
10. Receive and Accept Safety and Regulatory Compliance Report – January 2024
11. Receive and Accept Treatment Facility Operations Report – January 2024, 2023 December & November
12. Receive and Accept Laboratory/Environmental Compliance Report – January 2024
13. Receive and Accept Capital Projects Report/Implementation Plan
14. Receive and Accept Project Summaries – Capital & Non-Capital
15. Receive and Accept Plant Operations Report – January 2024
16. Receive and Accept Maintenance Projects Report – January 2024

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.

RESOLUTIONS

- 17. Resolution No. 2024-10:** A Resolution Adopting A Conflict Of Interest Code For The Carmel Area Wastewater District- *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-10 Adopting A Conflict Of Interest Code For The Carmel Area Wastewater District.

- 18. Resolution No. 2024-11:** A Resolution Adopting Laborer's International Union Of North America (LiUna), Local 792 Memorandum Of Understanding With The District For March 2,2024 Through June 30,2025- *Report by Barbara Buikema, General Manager, and Chris Foley, Maintenance Superintendent*

Board Action

A Motion To Approve The Resolution As Amended Was Made By Director Siegfried And Seconded By Director Urquhart Following A Roll Call Vote, The Board Unanimously Passed The Amended Resolution 2024-11 Adopting Laborer's International Union Of North America (LiUna), Local 792 Memorandum Of Understanding With The District For March 2,2024 Through June 20,2025.

- 19. Resolution No. 2024-12:** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For **Represented** Employees- *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-12 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees.

- 20. Resolution No. 2024-13:** A Resolution Adjusting Collection Superintendent Pay Range In The Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For **Non-Represented** Employees-
Report by Barbara Buikema, General Manager

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-13 Adjusting The Collection's Superintendent Pay Range In The Designating Classification Titles In The Carmel Area Wastewater District And Providing For the Number of Positions And Monthly Salary Ranges For Non-Represented Employees.

- 21. Resolution No. 2024-14:** A Resolution Specifying The District Sewer Connection Fees, As Adopted By Ordinance No. 85-2, Commencing March 1, 2024 And The Specified Per Equivalent Residential Unit To Be \$5,036.99-*Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-14 Specifying The District Sewer Connection Fees, As Adopted By Ordinance No. 85-2, Commencing March 1, 2024 And The Specified Per Equivalent Residential Unit To Be \$5,036.99.

Note: The household number of 2.3 will be amended per the board's request and will be posted accordingly. The impact of the amended household number is to be determined and it will not impact the connection fee approved for \$5,036.99 in Resolution 2024-14.

- 22. Resolution No. 2024-15:** A Resolution Adopting An Amended Expense Reimbursement And Travel Policy- *Report by Barbara Buikema, General Manager*

Board Action

A Motion To Approve The Resolution Was Made By President White And Seconded By Director Rachel With Director Urquhart Abstaining. Following A Roll Call Vote, The Board Passed Resolution 2024-15 A Resolution Adopting An Amended Expense Reimbursement And Travel Policy.

- 23. Resolution No. 2024-16:** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$37,728 For Preparation Of Traffic Control Plans For The Santa Rita And Guadlaupe Sewer Main Replacement Project (Project #23-01)-*Report by Patrick Treanor, District Engineer*

Board Action

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-16 Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$37,728 For Preparation Of Traffic Control Plans For The Santa Rita And Guadlaupe Sewer Main Replacement Project (Project #23-01).

- 24. Resolution No. 2024-17:** A Resolution Authorizing The General Manager To Execute An Equipment Purchase with Metrohm And Approving The Purchase Of Metrohm Ion Chromatography And UV/Vis Transition Metals Equipment In The Amount Of \$66,196.30-*Report by Carla James, Laboratory Supervisor*

Board Action

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-17 Authorizing The General Manager To Execute An Equipment Purchase with Metrohm And Approving The Purchase Of Metrohm Ion Chromatography And UV/Vis Transition Metals Equipment In The Amount Of \$66,196.30.

- 25. Resolution No. 2024-18:** A Resolution Authorizing The General Manager For The Purchase A Standby Generator For Hacienda Pump Station From Conte's Generator Service Not To Exceed \$82,800- *Report by Daryl Lauer, Superintendent of Collections*

Board Action

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-18 Authorizing The General Manager For The Purchase A Standby Generator For Hacienda Pump Station From Conte's Generator Service Not To Exceed \$82,800.

COMMUNICATIONS

- 26. General Manager Report**

Informational only

OTHER ITEMS BEFORE THE BOARD

27. Standing Pension Committee Name Change To Pension & Investment Committee

Board Action

A Motion Was Made By President White And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Approved Adding Kevin Young To the Pension Committee. Following A Roll Call Vote, The Board Unanimously Approved The Addition To The Pension Committee.

A Motion Was Made For The Establishment Of A Standing Investment Committee By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Approved The Establishment Of The Investment Committee For Long-term Investments. Per President White, with the understanding the Investment Committee Will Come To The Full Board With A Proposal.

28. Sequence Of Termination with Hastie Financial Group

The agenda stated the sequence of termination with Hastie Financial Group (HFG), which should have been listed as informational input regarding what is required for the termination process and what is required with respect to the agreement with HFG. Barbara Buikema, General Manger, stated the requirement to inform HFG is a one week notice to transfer funds from Commonwealth Financial.

Informational only

29. 2023 Annual Collections Plant Report – Report by Ed Waggoner, Plant Superintendent

Board Action

A Motion To Accept The 2023 Annual Collections Plant Report Was Made By Director Cole And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Accepted The Report.

INFORMATION/DISCUSSION ITEMS

Pebble Beach Community Service District Meeting January 26, 2024,-Report by General Manager, Barbara Buikema

Mike Niccum, General Manager, at PBCSD stated that Nick Becker, PBCSD District Engineer, will be promoted to General Manager at PBSCD after Mr. Niccum retires at the end of June 2024

30. 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 Board Public Meeting Notice & Agenda – The next PBCSD meeting is scheduled for:
Friday, March 29, 2024, at 9:30 a.m. – Director Rachel is scheduled to attend.
Friday, April 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 16, 2024, at 6:00 p.m. – President White is scheduled to attend
Tuesday, July 16, 2024, at 6:00 p.m. – President Rachel is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 7, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

31. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:34 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, March 28, 2024, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Damine Barringer
Damine Barringer, Board Clerk

APPROVED:

Ken White
Ken White, President of the Board