



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., March 28, 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
Jeff Bandy, Principal Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Operations Supervisor, CAWD*
Carla James, Laboratory Supervisor, CAWD*
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Jeffrey Froke, Director, Pebble Beach Community District
Mike Niccum, General Manager, PBCSD
Nick Becker, Deputy General Manager, District Engineer, PBCSD

In Person Public Attendees:

Ivonne Glen, Ph.D., Director of College and Career Readiness, Carmel Unified School District

***Virtual Public Attendees:**

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.*

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

There was Board consensus to drop agenda item #27 regarding the Pebble Beach Community Service District Agreement to allow additional time for further review.

3. **Introduction of New Employee:** The Board gave a warm welcome to Jeff Bandy, Principal Engineer, Ph.D., P.E.

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 As Amended Was Made By Director Siegfried And Seconded By Director Cole. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Amended Consent Calendar/Agenda Items.

The Consent Calendar was amended by request of Director Siegfried to pull items number ten and thirteen be discussed in further detail at the end of the meeting. The Board was in consensus with this request.

4. February 21, 2024 Bridge To Everywhere Minutes, February 22, 2024 Special Meeting Minutes, February 29, 2024 Regular Meeting Minutes, February 26, 2024 Bridge To Everywhere Minutes, March 5, 2024 Budget Meeting Minutes, March 8, 2024 Budget Meeting Minutes, March 14, 2024 Budget Meeting Minutes, March 18, 2024 Budget Meeting Minutes
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-February 2024
This document posted to the District website prior to the meeting and provided to the full Board.
6. Receive and Accept Schedule of Cash Receipts & Disbursements- February 2024
7. Approve Register of Disbursements – Carmel Area Wastewater District-February 2024
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –February 2024
9. Receive and Accept Financial Statements and Supplementary Schedules – February 2024
10. Receive and Accept Collection System Superintendent's Report –February & January 2024, and December 2023- *(Pulled from consent agenda for further discussion)*
11. Receive and Accept Safety and Regulatory Compliance Report –February 2024
12. Receive and Accept Treatment Facility Operations Report – February & January 2024, and December 2023
13. Receive and Accept Laboratory/Environmental Compliance Report – February 2024- *(Pulled from consent agenda for further discussion)*
14. Receive and Accept Capital Projects Report/Implementation Plan

15. Receive and Accept Project Summaries – Capital & Non-Capital
16. Receive and Accept Plant Operations Report – February 2024
17. Receive and Accept Maintenance Projects Report – February 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

18. **Resolution No. 2024-19:** A Resolution Accepting the Carmel Area Wastewater District's & Pebble Beach Community Special Districts Reclamation Project- Audit June 30,2023, *Report by General Manager, Barbara Buikema*

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 2024-19 Accepting the Carmel Area Wastewater District's & Pebble Beach Community Special Districts Reclamation Project- Audit June 30,2023.

19. **Resolution No. 2024-20:** A Resolution Approving The Payment Of CalPERS Classic Unfunded Accrued Liability In An Amount Not To Exceed \$535,250 And CalPERS PEPR Unfunded Accrued Liability In An Amount Not To Exceed \$109,193 With Funds From District Reserves- *Report by General Manager, Barbara Buikema*

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 2024-20 Approving The Payment Of CalPERS Classic Unfunded Accrued Liability In An Amount Not To Exceed \$535,250 And CalPERS PEPR Unfunded Accrued Liability In An Amount Not To Exceed \$109,193 With Funds From District Reserves.

Director Siegfried stated that the pension committee should have a say in matters regarding the unfunded liability going forward.

COMMUNICATIONS

20. General Manager Report
 - *The Board requested a post mortem report on the Corona Road project at the April board meeting.*

OTHER ITEMS BEFORE THE BOARD

- 21.** Local Agency Formation Commission (LAFCO) Election - Staff Report
Report by General Manager, Barbara Buikema

Board Action

A Motion To Approve The Candidate For The LAFCO Election Was Made By Director Siegfried And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Approved Russell Jeffries As The LAFCO Representative.

- 22.** Carmel Area Wastewater District's Fiscal Year 2023-2024 Preliminary Budget- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Report With The Amendment Specified By Director Siegfried Was Made By Director Siegfried And Seconded By Director Urquhart That The Budget Items Are To Be Broken Down Into More Individual Line Items To Enhance Budget Communication And To Specify The Budget In Fundamental Units. Following A Roll Call Vote, The Board Unanimously Accepted The Fiscal Year 2024-25 Preliminary Budget.

- 23.** Carmel Area Wastewater District's Fiscal Year 2024-2025 Preliminary Rate Model- *Report by General Manager, Barbara Buikema and Maintenance*

Board Action

A Motion To Accept The Rate Model Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Accepted the Preliminary Rate Model For Fiscal Year 2024-25.

- 24.** Carmel Area Wastewater District's Staff Report- Audit, June 30,2023- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Table The Acceptance Of The June 30,223 Audit Report Was Made By Director Siegfried And Seconded By Director Cole, Requesting A Response From Legal Counsel On The Signature Of The Audit Report. The Board Was In Consensus To Wait For A Response And A Role Call Was Taken With The Board In Consensus.

Legal Counsel indicated that many items are now authorized electronically.

- 25.** Monterey County Treasurer's Report As of December 31,2023, *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Report Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Accepted The Monterey County Treasurer's Report As of December 31,2023.

26. Update On Internship with Carmel Unified School District,
Report by Superintendent, Ed Waggoner

PowerPoint Presentation – Regarding An Informational Update, By Superintendent, Ed Waggoner

There will be another internship presentation occurring on April 10th at 5 p.m. at the Carmel Middle School. President White stated he will attend this event.

27. Carmel Area Wastewater District and Pebble Beach Community
Service District Agreement, *Report by General Manager, Barbara Buikema*

INFORMATION/DISCUSSION ITEMS

28. Pebble Beach Community Service District Meeting February 23, 2024,- *Report by General Manager, Barbara Buikema*

29. Response to the Revised Draft Environmental Impact Report for the “Carmel Lagoon Ecosystem Protective Barrier, Scenic Road Protection structure, and Interim Sandbar Management Plan Project” dated January 2024-- *Report by General Manager, Barbara*

Director Urquhart requested that the Pebble Beach communication also be included going forward.

30. Reclamation Management Meeting Notes, February 13, 2024– *Report by General Manager, Barbara*

31. **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. –Director 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.

- *Director Siegfried discussed Nonmelanoma skin cancer and that this would be a topic for the Safety Officer to take up.*
- *Director Urquhart requested that the Investment Committee Report be agenzized at the next meeting.*

- Director Rachel requested that the other Board members consider moving to an electronic format in lieu of the printed packet to save on costs.

At 10:28 am the Board discussed Consent items number 10 (Collections) and 13 (Laboratory):

- Item Number 10(Collections Report): Director Siegfried requested to change the line cleaning graph from a calendar year to a fiscal year. The Board was in consensus regarding this change
- Item Number 10 (Collections Report): Director Siegfried was asking about the Board learning how Collections approaches optimal cleaning scheduling. There are fundamental questions that need to be addressed on what the best methodology for cleaning the lines at the District that are listed in the monthly Collection report.

Daryl Lauer, Superintendent of Collections, is researching new technology to make data driven decision on how to best clean sewer lines.

- Item Number 13(Laboratory/Environmental Compliance Report): Director Siegfried requested that more substance be included in the Laboratory report to state the outcome of the process undertaken and if any additional action needs to be taken to bring a conclusion to the activity undertaken.

32. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:43 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, May 30, 2024, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer
Domine Barringer, Board Clerk

APPROVED:

Ken White
Ken White, President of the Board