



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Board Vacancy

November 7, 2022, Monday, 3:00 p.m.

Via teleconference webinar and in person

CALL TO ORDER - ROLL CALL:

The meeting was called to order at 3:00 p.m.

Present: President Ken White
Pro Tem Bob Siegfried
Director Greg D'Ambrosio
Director Michael Rachel
Barbara Buikema, General Manager
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel

Absent: None

Appearances/Public Comments: None

Agenda Changes: None

AGENDA ITEMS:

Information/Discussion Items:

Passing of Board Member Charlotte Townsend:

- a. *Remove Charlotte Townsend from the District Board, effective November 1, 2022, due to her passing.*

Board Action

A motion to accept the vacancy in the Board of Directors was made by Director D'Ambrosio and seconded by Director Rachel. After a Roll Call vote, the motion was approved by all present board members.

- b. *Discuss and Determine whether to fill the board vacancy left by Charlotte Townsend by board appointment or election.*

Board Action

After brief discussion, a motion to use an appointment to fill the Board vacancy was made by Director Rachel and seconded by Director Siegfried. After a Roll Call vote, the motion was approved by all present board members.

- c. *Depending on the choice made in item 3.b. Immediately above, direct Staff to take all legally required steps to either (i) fill the vacancy by appointment, or (ii) Call an election to fill the vacancy by election.*

Board Action

A motion to fill the Board vacancy by appointment and advertise it was made by President White and seconded by Director D'Ambrosio. After a Roll Call vote, the motion was approved by all present board members.

d. Review proposed process

Board Action

After discussion, the Board decided on the following process:

- 1. The District will publicly post the vacancy on November 7, 2022.**
- 2. Applications with Candidate Statements from individuals wishing to fill the vacancy will be accepted until 3:00 pm on November 30, 2022.**
- 3. The Board will invite all candidates to a public meeting on December 6, 2022, to make oral statements and answer questions in front of the Board.**
- 4. The Board will decide and declare their appointment recommendation and the winning candidate will accept on December 6, 2022, at the same public meeting.**

ADJOURNMENT: There being no further business to come before the Committee, the meeting concluded at 3:23 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 8, 2022, or an alternate acceptable date, via teleconference webinar or in person. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@caud.org.

As Reported To:



Barbara Buikema, General Manager

APPROVED:



Ken White, President