



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., January 30, 2025

3945 Rio Road

Carmel, California 93950

Via Teleconference Webinar & In Person

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, Urquhart,

A quorum was present.

Absent:

Others: Barbara Buikema, General Manager Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Principal Engineer, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Supervisor, CAWD
Leo Laska, Director, Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

In Person Public Attendees:

Ramesh Manian | Stanford Ph. D, Student
Hunter Leighton | Guest
Steve Wilson| Monterey Bay Engineers, Inc.
Dan and Dasha Keig
Steve Thomas |TBC Communications

***Virtual Public Attendees:**

*Scott Lonergan | Guest

Note: Prior to the start of the meeting Steve Wilson spoke with President White and provided a document. This document was also given to the Board Clerk, and it was posted to the District website after the meeting was concluded.

CALL TO ORDER - ROLL CALL

Cole (Present)- Siegfried (Present)- Urquhart (Present)- White(Present)

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. 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.*

Mr. Leighton addressed the board regarding the accessory dwelling unit policy. President White requested that Mr. Leighton provide the Board Clerk the document he brought to the meeting. Mr. Leighton stated that the document would be emailed to the District.

Director Siegfried requested that the Principal Engineer's projects that he is involved in be agendaized for the next board meeting. The Board was in consensus to agendaize this discussion at the February board meeting.

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

The Board was in consensus to move agenda item #31 before the consent calendar to accommodate attendees who wished to speak on this item. See Board comments under item #31.

3. **Introduction of Simrandeep Singh and Erik Van Duren:** *As Lab Analyst I/ Environmental Compliance Inspector I*

There was consensus from the Board to move this item to the February board meeting.

4. Remembrance of Director Michael Rachel, for his 10 years of service to Carmel Area Wastewater District.

Resolution No. 2025-01; A Resolution Recognizing And Acknowledging The Special Recognition of Director Michael Rachel for 10 years of Service to the District-*Report by Barbara Buikema, General Manager*

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 Recognizing And Acknowledging The Special Recognition of Director Michael Rachel for 10 years of Service to the District.

A moment of silence was observed by all participants in honor of Mr. Rachel

Comments made by the Board of Directors:

Mr. Rachel was a prince of a human being, humble, selfless, and a good soul. He provided a great background for the Board, and he will be missed.

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.

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

- 5.** December 19, 2024, Regular Board Meeting Minutes, January 15, 2025 Bridge To Everywhere Minutes
- 6.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-December, November, October, and September 2024
(Note: The District was informed by CLA that the December, November, October and September letters are not available for the January board meeting)
- 7.** Receive and Accept Schedule of Cash Receipts & Disbursements December 2024
- 8.** Approve Register of Disbursements – Carmel Area Wastewater District December 2024
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project December 2024
- 10.** Receive and Accept Financial Statements and Supplementary Schedules - December 2024
- 11.** Receive and Accept Collection System Superintendent’s Report For December, November & October 2024
- 12.** Receive and Accept Safety and Regulatory Compliance Report December 2024
- 13.** Receive and Accept Treatment Facility Operations Report December, November & October 2024
- 14.** Receive and Accept Laboratory/Environmental Compliance Report December 2024
- 15.** Receive and Accept Capital Projects Report/Implementation Plan
- 16.** Receive and Accept Project Summaries – Capital & Non-Capital
- 17.** Receive and Accept Plant Operations Report- December 2024
- 18.** Receive and Accept Maintenance Projects Report – December 2024
- 19.** Receive and Accept Source Control-Environmental Compliance Report December 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

- 20. Resolution No. 2025-02:** A Resolution Appointing a Board Clerk and Pro Tem Clerk of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 19, 2024 ~~January 30, 2025~~ – Report by Domine Barringer, Board Clerk

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution Resolution Appointing a Board Clerk and Pro Tem Clerk of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 19, 2024.

- 21. Resolution No. 2025-03;** A Resolution Authorizing The General Manager To Enter Into A Contract Amount Of \$47,846 With R.F. Macdonald Co. To Recondition Reclamation Pump 932-Report Written by Chris Foley, Maintenance Superintendent-Presented by Ed Waggoner, Plant Superintendent

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 To Enter Into A Contract Amount Of \$47,846 With R.F. Macdonald Co. To Recondition Reclamation Pump 932.

- 22. Resolution No. 2025-04;** A Resolution Accepting The 2024 Surplus Property Disposition-Foley Report Written by Chris Foley, Maintenance Superintendent-Presented by Ed Waggoner, Plant Superintendent ~~Daryl Lauer, Collections Superintendent~~

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 Accepting The 2024 Surplus Property Disposition.

- 23. Resolution No. 2025-05-** 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 \$231,715 For Construction Phase Engineering And Public Outreach Services For The Santa Rita And Guadalupe Sewer Replacement Project (Project #23-01)-*Report by Patrick Treanor, District Engineer*

A Motion To Approve The Resolution Was Made By President White And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed 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 \$231,715 For Construction Phase Engineering And Public Outreach Services For The Santa Rita And Guadalupe Sewer Replacement Project (Project #23-01).

- 24. Resolution No. 2025-06-** A Resolution Authorizing The General Manager To Sign A Consultant Contract For Executive Coaching - *Report by General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution Authorizing The General Manager To Sign A Consultant Contract For Executive Coaching For \$42K With Limelight Strategies.

COMMUNICATIONS

- 25. General Manager Report-** *Report by General Manager, Barbara Buikema* *

- a. Retreat Progress

The management team will be meeting again in early February to discuss the retreat.

- b. County Response on District Funds

Barbara Buikema stated, on the question regarding the County's response to District request, a letter was sent out and they did not respond. The response from the District's consultant stated there is a rule that says the District cannot, as a Special District, petition the Attorney General. Another call is scheduled with Mandel Consulting.

- c. CWEA Awards Event – 71st Annual Awards Banquet February 21, 2025 6-9 pm

OTHER ITEMS BEFORE THE BOARD

- 26.** 2025 Board Committee Assignments, PBCSD Meetings, SDA Meetings, and conference schedule – *Report by Board Clerk, Domine Barringer*

Requesting Board Approval

The Board Was In Consensus To Continue The Current Committee Assignments.

- 27.** Budget Committee Discussion - *Report by General Manager, Barbara Buikema*

Requesting Board Decision

Items below numbered 1-6 as listed in the Staff report and voted on during the January 30, 2025, board meeting: Guidance to the budget committee from the full Board.

- **Should the Sea Level Rise Reserve continue to be augmented, and, if so, why and at what rate?**
 - ***A Motion To Continue Funding Sea Level Rise was made by President White and seconded by Director Siegfried. Roll Call Vote Was Taken On Sea Level Rise And The Continuance Of The Yearly Funding. After The Roll Call Vote Ayes from Directors Cole, Siegfried, and President White, With A No Vote From Director Urquhart. Following A Roll Call Vote, The Board Agreed To Continue The Sea Level Rise Funding.***

Barbara Buikema asked if it was to be funded at the current rate of \$1M a year. Director Siegfried stated that the Budget Committee can decide the amount. There was no consensus from the Board regarding this comment.

- It is an open question whether CalPERS Section 115 investments consistently are able to outperform the market. Such investments represent an additional commission on ratepayers' funds compared to leaving funds with the ratepayers and requesting contributions when CalPERS issues requests for supplementary contributions. There are advantages and disadvantages to maintaining Section 115 investments. Should Carmel Area Wastewater District continue investing in Section 115 funds?
 - *A Motion To Cease Funding CalPERS 115 Was Made By Director Siegfried And Seconded by Director Urquhart To Leaving Funds With The Ratepayers And Requesting Contributions When CalPERS Issues Requests For Supplementary Contributions. After The Roll Call Vote There Were No Votes from Directors Cole and President White, With Yes Votes From Director Urquhart and Siegfried. Following A Roll Call Vote, The Motion Failed.*
- Over how many years should funds be raised for planned, significant capital investments?

A Motion To Continue The 15 Year Time Frame To Raise Significant Capital Investment Was Made By President White And Seconded by Director Cole. After The Roll Call Vote There Where Ayes from Directors Cole, Siegfried, and President White, And A No Vote From Director Urquhart. The Board Agreed To Continue The Status Quo Of Funding Capital Investments for 15 years.
- Should money be budgeted to compensate for depreciation?
 - *A Motion To Continue The Status Quo Regarding Depreciation Was Made By Director Siegfried and seconded by President White. After The Roll Call Vote All Ayes, The Board Unanimously Agreed To Continue The Status Quo Regarding Depreciation.*
- Does the Board wish to maintain its Pay-as-You-Go policy for capital projects and for Sea Level Rise?
 - *A Motion To Continue The Pay-as-you-Go Was Made By President White And Seconded by Director Siegfried. After The Roll Call Vote With Ayes From Directors Cole, Siegfried, and President White And A No Vote From Director Urquhart. The Board wish to maintain its Pay-as-You-Go policy for capital projects and for Sea Level Rise?*
- Should we initiate a practice of linking performance measures to specific program goals? Should these be reported in the budget document?
 - *A Motion To Initiate And Articulate A Practice Of Linking Performance Measures To Specific Program Goals And Have These Be Reported In The Budget Document Was Made By Director Cole And Seconded By Urquhart. After The Roll Call Vote All Ayes, The Board Unanimously Agreed To Initiate Practice Of Linking Performance Measures To Specific Program Goals And Have These Be Reported In The Budget Document And The Budget Committee Will Decide The Measures.*

28. Newsletter Topics- *Report by General Manager, Barbara Buikema*

The Board Was In Consensus To Choose The Following Newsletter Topics:

- Smartcovers – what are they, where are they, why do we use them.
- Microorganism of the Month
- Budget graphs
- Energy Improvement
- Fats, Oil and Grease (FOG) Plan
- If You See Something – Say Something
- Digital Newsletter Comment

29. 2024 Annual Collection Report -*by Daryl Lauer, Collections Superintendent*

Requesting Board Approval

A Motion To Approve The 2024 Annual Collection Report Was Made By Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Accepted the 2024 Annual Collection Report.

30. Requesting A Motion To Accept The Carmel Area Wastewater District's June 30,2024 Financial Audit- *Report by General Manager, Barbara Buikema*

Requesting Board Acceptance

A Motion To Accept The Carmel Area Wastewater District's June 30, 2024 Financial Audit Was Made By Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Accepted The Carmel Area Wastewater District's June 30, 2024 Financial Audit.

31. Special Sewer Connection Agreement Discussion – Keig Property -Highlands Gas Station (70 Hwy 1)- *Report by Patrick Treanor, District Engineer*

Requesting Board Discussion

A Motion To Table Item #31 Regarding The Special Sewer Connection Agreement Discussion – Keig Property- Highlands Gas Station (70 Hwy 1) and bring it back to the next board meeting - Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Agreed To Table Item #31.

President White requested if the applicant is in support of the motion? Steve Wilson requested that a special meeting be held to discuss this issue. President White requested that the applicant provide a date that is amenable. Director Cole agreed with the request for a single issue meeting (special meeting). President White requested consensus, and the Board was in consensus.

INFORMATION/DISCUSSION ITEMS

32. January 24,2025 Pebble Beach Community Service District Meeting- *Report by General Manager, Barbara Buikema*
33. Staff report – Director Questions Submission To Be Received By Wednesday Morning- *Report by General Manager, Barbara Buikema*

The Board Was In Consensus To Deliver Questions To Staff The Tuesday Before The Board Meeting.

34. Statement of Economic of Interest (FORM 700)- *Report by Domine Barringer, Board Clerk*
- The Board Clerk reported that all FORM 700 will have to be submitted electronically going forward.*
35. Board Vacancy Information- Notification of Special Board Meeting -February 26, 2025- *Report by Domine Barringer, Board Clerk*

The Board Was In Consensus To Post The Board Vacancy At The Rio Road Post Office.

36. Term Limit Policy-*Report by Domine Barringer, Board Clerk*

The Board requested that we move this to the next board meeting.

37. Special District Meeting- *Report by General Manager, Barbara Buikema*
38. Wastewater Treatment Plant Electricity Use Update-*Report by Patrick Treanor, District Engineer*

39. 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, February 28, 2025, at 9:30 a.m. –TBD is scheduled to attend.
Friday, March 28, 2025, at 9:30 a.m. –TBD is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, April 15, 2025, at 6:00 p.m. –TBD is scheduled to attend.
Tuesday, July (TBD), 2025, at 6:00 p.m. –TBD is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, February 11, 2025, at 9:30 a.m. President White and Director Siegfried.

- *Director Cole’s Report on CASA Conference Information*

There being no further business to come before the Board, the meeting adjourned at meeting at 11:26 a.m.

40. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 27, 2025, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You can access the Zoom link by visiting our website, www.cawd.org. If you need assistance, please call the District office at 831-624-1248 or send an email to downstream@cawd.org. After staff reports have been distributed, if additional documents are produced by the District and provided to the Board regarding any item on the agenda, they will be made available on the District website.

As Reported To:
Domine Barringer
Domine Barringer, Board Clerk

APPROVED: *Ken White*
Ken White, President of the Board