



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., September 28, 2023
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, and *Directors Greg D'Ambrosio, and Mike Rachel, Director Urquhart

Absent:

A quorum was present.

Others: Barbara Buikema, General Manger Carmel Area Wastewater District (CAWD or District)
Rachél Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD*
Ed Waggoner, Plant Superintendent, CAWD*
Kevin Young, Plant Operations Supervisor, CAWD*
Chris Foley Maintenance Superintendent, CAWD
Robert Bowman, Acting Collections Superintendent *
Domine Barringer, Board Secretary, CAWD
Stephanie Atigh, Wellington Law Offices, CAWD Legal Counsel
Director Verbanec, Director, Pebble Beach Community Services District (PBCSD) *
Mike Niccum, General Manager, PBCSD*
Nick Becker, Deputy General Manager, District Engineer, PBCSD*

In Person Public Attendees:

None

***Virtual Public Attendees:**

*Karen Helton| Carmel Meadows Representative-arrived after the close of public comment

*Steve Thomas |TBC Communications & media *admin

1. Appearances/Public Comments: Public Comments (Matters Not on Agenda Any Subject):

None

Appearances/Public Comments on Agendized Items: (Matters On Agenda Any Subject):

The Board received questions from Karen Helton, Carmel Meadows representative, through the Question and Answer (Q&A) Zoom platform, which were read aloud by the Board Clerk at 10:45 a.m. to the Board of Directors after the close of public comment and after the Board approved item #19 regarding the TBC Communications contract for Carmel Meadows. Ms. Helton stated the questions were stated after the fact in order to provide a thoughtful and detailed request.

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

- *Insertion of Karen Helton's email regarding Carmel Meadows Project-posted to the website and hard copies provided to all Board members*
- *United Public Employees of California number is 792*
- *Insertion of the 9-27-23 Salary & Benefits meeting minutes*
- *Correction of a typo on Item #21 -Correct Resolution number is 2023-57*

3. CLOSED SESSION: *As permitted by Government Code Section 54957 et seq., the Board of Directors may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations, or to confer with the District's Meyers-Milias-Brown representative.*

A. Conference with Labor Negotiators:

The Board will meet in closed session pursuant to Government Code Section 54957.6:

- **Agency Designated Representatives:** Rick Bolanos & Barbara Buikema,
Employee Organization: United Public Employees of California, Local 792

The Board went into closed session at 9:02 a.m. and discussed agenda item #3 regarding labor negotiations. The closed session ended at 10:09 a.m. Legal Counsel reported that during the closed session the Board took up the matter at hand with regard to Labor Negotiations, and no reportable action was taken. The Board reconvened into open session at 10:12 a.m. and all in person attendees were invited back into the open session and all virtual attendees had access to the audio and visual platform for participation in the meeting.

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

Board Action

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

- 4.** Approve August 31, 2023, Regular Board Meeting Minutes & September 1, 2023 Bridge To Everywhere Minutes
September 19,2023 Bridge To Everywhere Minutes
September 27,2023 Salary & Benefits Minutes (provided at the meeting)
- 5.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-August 2023
- 6.** Receive and Accept Schedule of Cash Receipts & Disbursements-August,2023
- 7.** Approve Register of Disbursements Carmel Area Wastewater District –August,2023
- 8.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –August,2023
- 9.** Receive and Accept Financial Statements and Supplementary Schedules –August,2023
- 10.** Receive and Accept Collection System Superintendent’s Report – 2023 August, July & June 2023
- 11.** Receive and Accept Safety and Regulatory Compliance Report –August,2023
- 12.** Receive and Accept Treatment Facility Operations Report – 2023 August, July & June 2023
- 13.** Receive and Accept Laboratory/Environmental Compliance Report –August
- 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 – August 2023
- 17.** Receive and Accept Maintenance Projects Report –August 2023
- 18.** Receive and Accept District Engineer’s Report-August 2023

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

- 19. Resolution No. 2023-55:** Authorizing The General Manager To Execute A Contract For A Professional Service Agreement With TBC Communications In An Amount Not To Exceed \$20,000 For Public And Project Related Communications Services For The District With The Carmel Meadows Pipeline Project (#19-03)- *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 2023-55 Authorizing The General Manager To Execute A Contract For A Professional Services Agreement With TBC Communications In An Amount Not To Exceed \$20,000 For Public And Project Related Communications Services For The District With The Carmel Meadows Pipeline Project (#19-03).

Ms. Helton stated that she could not hear the audio during the closed session. The Board Clerk answered her concerns in the chat function and via the live format. The Board clerk stated that the Board was in closed session and that is why she could not hear the audio, and it was confirmed that Ms. Helton could see the place card holder stating the Closed Session was in progress. She stated that the chat function was disabled and was communicating via the Question & Answer section on the Zoom platform. The Board Clerk corrected the disabled chat function and Ms. Helton confirmed that she was able to use it.

After the Board reconvened into open session it was confirmed that Ms. Helton could hear the audio and her questions were received via the Question & Answer section on the Zoom platform.

President White, responded after the questions were read aloud and requested the following from staff:

That a staff member reach out to Ms. Helton to resolve these questions. The General Manager addressed some of the questions live and will reach out to Ms. Helton directly.

There was a consensus from the board members.

- 20. Resolution No. 2023-56:** Authorizing The New Engineering Technical Services Manager And The Revised Principal Engineer's Job Description- *Report by General Manager, Barbara Buikema*

Board Action

A Motion To Approve The Resolution Was Made By Director D'Ambrosio And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2023-56: Authorizing The New Engineering Technical Services Manager And The Revised Principal Engineer's Job Description.

- 21. Resolution No. 2023-57:** Resolution Clarifying Resolution 2023-26 For Denise Duffy & Associates Contract Amendment #2 for the Corona Road Project Such That All Funds Expended by the District Will Be Reimbursed Via Bond Proceeds For This Project- *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, Resolution Clarifying Resolution 2023-26 For Denise Duffy & Associates Contract Amendment #2 for the Corona Road Project Such That All Funds Expended by the District Will Be Reimbursed Via Bond Proceeds For This Project.

COMMUNICATIONS

- 22.** General Manager Report – oral report

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OTHER ITEMS BEFORE THE BOARD: *None*

INFORMATION/DISCUSSION ITEMS:

- 23.** September Construction Updates of Project #18-01 Electrical/Mechanical Rehab and Sludge Holding Tank Replacement – *Report by Plant Engineer, Patrick Treanor*

24. 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, September 29, 2023, at 9:30 a.m. – Director D’Ambrosio will attend for Director Rachel
Friday, October 27, 2023, at 9:30 a.m. – Director Urquhart is scheduled to attend.

Special Districts Association of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October 17, 2023, at 6:00 p.m. –Director Siegfried is scheduled to attend.
Tuesday, January TBD, 2024, at 6:00 p.m. –Director Urquhart is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, November 7, 2023, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

25. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:07 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, October 26, 2023, or an alternate acceptable date, via teleconference webinar.

As Reported To:

Domine Barringer
Domine Barringer, Secretary to the Board

APPROVED:

Ken White
Ken White, President of the Board