



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

*Thursday, 9:00 a.m., July 25, 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 8:58 a.m.

*\*Signifies Virtual Attendance*

**Present:** President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Rachel,  
Director Urquhart arrived at 9:04 am

**Absent:** None

**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\*  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Ed Waggoner, Plant Superintendent, CAWD  
Bob Rathie, Wellington Law Offices, CAWD Legal Counsel  
Richard Verbanec, Director, Pebble Beach Community District (PBCSD)  
Nick Becker, General Manager, PBCSD

**In Person Public Attendees:**

Mr. Warren | Carmel Links in Rio Park  
Greg D'Ambrosio| Friends of Mission Fields Nature Preserve  
Carmel Unified School District Interns| Brianna Scuito, Thomas Gardner, Drew Galy,  
Monterey Peninsula District Intern| Angel Vazquez

**\*Virtual Public Attendees:**

Claude Schott| Complete Paperless Solutions (CPS)  
Steve Thomas |TBC Communications

## 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.*

*Each intern was introduced by their District oversight manager to the Board and the interns stayed through the meeting and departed when the closed session began.*

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

*There was one agenda change on item number 22, page 121 the word Enterprise Automation was changed to Rockwell Automation.*

3. *Presentation of Carmel Links in Rio Park-by Richard Warren. The approximate time allocation will be 10 minutes per the Chair.*

*Mr. Warren spoke about the Carmel Links and requested that a YouTube video be played to the Board titled "Golden Gate Park Public Golf Course Reopens After Renovation"*

## 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 June 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 Siegfried. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda.***

4. June 27, 2024 Regular Board Meeting Minutes, July 16, 2024 Pension & Investment -Long Term Investments, July 17, 2024 Bridge To Everywhere Minutes
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-June 2024
6. Receive and Accept Schedule of Cash Receipts & Disbursements- June 2024
7. Approve Register of Disbursements – Carmel Area Wastewater District-June 2024
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –June 2024
9. Receive and Accept Financial Statements and Supplementary Schedules – June 2024

10. Receive and Accept Collection System Superintendent's Report –June, May & April 2024
11. Receive and Accept Safety and Regulatory Compliance Report –June 2024
12. Receive and Accept Treatment Facility Operations Report – June, May & April 2024
13. Receive and Accept Laboratory/Environmental Compliance Report –June 2024
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 – June 2024
17. Receive and Accept Maintenance Projects Report – June 2024
18. Receive and Accept Source Control-Environmental Compliance Report- June 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**

19. **Resolution No. 2024-42; A Resolution Approving A Contribution Of \$100,000 To The District's CalPERS Section 115 Account As Part Of The Budget Process For Fiscal Year 2024-25- Report by General Manager, Barbara Buikema**

*A Motion To Accept The Amended Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. President White made a counter motion to amend Resolution 2024-42 with a clear writing and vetted and brought back to the next board meeting and Director Cole seconded the counter motion. Following A Roll Call Vote, with a No vote from Director Urquhart, The Board agreed to bring back Resolution 2024-42 as amended to the next board meeting.*

20. **Resolution No. 2024-43; A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$34,500 For Public Outreach Support For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08) And The Santa Rita & Guadalupe Sewer Main Rehabilitation Project (Project #23-01)- Report by District Engineer, Patrick Treanor**

*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 2024-43 Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$34,500 For Public Outreach Support For The Scenic Road Sewer Main Rehabilitation Project (Project #20-08) And The Santa Rita & Guadalupe Sewer Main Rehabilitation Project (Project #23-01).*

**21. Resolution No. 2024-44; A Resolution Adopting A Mitigated Negative Declaration And Mitigation Monitoring And Reporting Plan For The “Scenic Road Pipeline Replacement Project” (Project #20-08) Pursuant To The California Environmental Quality Act - Report by District Engineer, Patrick Treanor**

*Note: The Final Initial Study-Mitigated Negative Declaration and the Mitigation Monitoring & Reporting Program are under separate cover.* e

*A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-44 Adopting A Mitigated Negative Declaration And Mitigation Monitoring And Reporting Plan For The “Scenic Road Pipeline Replacement Project” (Project #20-08) Pursuant To The California Environmental Quality Act.*

**22. Resolution No. 2024-45: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Enterprise Rockwell Automation In Fiscal Year 2024-25 In An Amount Not To Exceed \$124,497-- Report by Superintendent of Maintenance, Chris Foley**

*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 2024-45 Authorizing The General Manager To Enter Into A Professional Services Agreement With Rockwell Automation In Fiscal Year 2024-25 In An Amount Not To Exceed \$124,497.*

**23. Resolution No. 2024-46: A Resolution Authorizing The General Manager To Enter Into A Professional Services Agreement With Complete Paperless Solutions (CPS) In Fiscal Year 2024-25 In An Amount Not To Exceed \$28,000- Report by General Manager, Barbara Buikema**

*A Motion To Approve The Resolution Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-46 Authorizing The General Manager To Enter Into A Professional Services Agreement With Complete Paperless Solutions (CPS) In Fiscal Year 2024-25 In An Amount Not To Exceed \$28,000.*

*Note: Director Urquhart requested an amended motion for the District to have on site electronic backup archived. Superintendent Foley stated that before the transition a local backup will be done. Director Verbanec stated that the data needs to be readable. Director Urquhart stated there is no need for an amendment.*

## COMMUNICATIONS

### 24. General Manager Report- Report by General Manager, Barbara Buikema

The General Manager stated:

- CalPERS preliminary net return of 9.3%, which will improve the plans funding status and the Unfunded Accrued Liability (UAL) will be decreased.
- Monterey One will continue to perform billing in house instead of moving this process to the County tax roll.
- Requested the Board to provide a date for retreat.

Directors comments:

- Director Siegfried requested that the collaborative sea level statement project should be removed from the General Manager's follow up items.

## OTHER ITEMS BEFORE THE BOARD

### 25. Annual Disclosure of Reimbursements to staff of at least \$100 – Report by Barbara Buikema, General Manager

**Board Action:**

*A Motion To Accept And Post The Annual Disclosure Of Reimbursement Report Was Made By Director Urquhart And Seconded By Director Siegfried To Accept The Annual Disclosure Of Reimbursement Report. Following A Roll Call Vote, The Board Unanimously Accepted The Report.*

### 26. Topics for Upcoming Fall 2024 CAWD Connections – Report by Barbara Buikema, General Manager

**Board Recommendation:**

*The Board was in consensus to add the following topics to the Fall 2024 Newsletter:*

- Internship program
- Smartcovers
- Microorganism
- Employee spotlight – new employee Jeff Bandy
- Fats, Oil, and Grease (FOG) Plan- Simple introduction (e.g. impact, origin, what it looks like)
- Use of enzymes to clean household pipes
- Street Construction

**27. Construction Of Telecommunications & Public Utility Facility-**  
*Report by District Engineer, Patrick Treanor*

**Board Action:**

*A Motion Was Made By Director Cole And Seconded By Director Siegfried to deny staff from spending any more time on the potential development of a cell phone tower at the wastewater treatment plant. Following A Roll Call Vote, The Board Unanimously agreed to no longer commit any more staff hours to this project.*

*Director Urquhart's guidance to the board is that this is put on hold until the Barnyard tower is an improvement. Director Cole's stated that this came up 10 years ago and the board said no because of staff time and suggested to cover a staff position. Director Siegfried stated that the treatment plant is in the State Scenic Highway View Shed and recommends no more staff time be committed to this project. President White stated the proposed tree is 90 feet tall and none of the vegetation at the plant is that size it is more like 40 to 50 feet tall. These trees were trimmed down due to wind. The District Engineer, Patrick Treanor stated that the trees were trimmed to 50-55 feet tall. This telecommunication tower will be 40 feet higher than anything around. President White also stated that that is a wind corridor up the river and is concerned about how to anchor such a structure for safety reasons.*

**28. Ad Hoc Committee Member Selection:** Director Concerns & National Association of Corporate Directors – Kevan will participate but another Director needs participate and the committee will provide the naming convention

**Board Action: Requesting Naming Convention & Other Director Volunteer**

*The Board was in consensus to table this item and continue this item at another time.*

**29. Eminent Domain:** Requesting the Board to make a position statement on if the District is willing to utilize eminent domain in potentially moving the treatment facility as required by the California Coastal Commission in response to sea level rise

**Board Action:**

*A Motion Was Made By President White And Seconded By Director Urquhart To Be Able To Pursue All Possible Options Of All Real Property Acquisition In Furtherance Of This Project. Following A Roll Call Vote, The Board Unanimously Agreed To This Approach.*

## INFORMATION/DISCUSSION ITEMS

- 30. A Status Update On The Request For Proposals For Investment Management Services To The Board: Osborne Partners, Royal Bank of Canada, And Retirement Plan Advisors- Report by General Manager, Barbara Buikema**

*Informational only*

*There was board was in consensus to wait another month to choose a new investment manager at the next board meeting.*

- 31. Pebble Beach Community Service District Meeting June 26, 2024,-Report by General Manager, Barbara Buikema**

- 32. Special District Association of Monterey County – July 15,2024-Report by General Manager, Barbara Buikema**

- 33. 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, July 26, 2024, at 9:30 a.m. – Director Cole is scheduled to attend.*  
*August - 2024, – No Scheduled PBCD meeting.*

**Special Districts Association of Monterey County** – The next SDA meeting is scheduled for: *Tuesday, October (TBD), 2025, at 6:00 p.m. –Director Rachel is scheduled to attend.*  
*Tuesday, January (TBD), 2025, at 6:00 p.m. –Director Cole is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for: *Tuesday, November 12, 2024, at 9:30 a.m. President White and Director Rachel are scheduled to attend.*

**34. CLOSED SESSION:** *As permitted by Government Code Section 54956 et seq., the Board of Directors June 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. Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

*The board went into closed session at 11:17 a.m. and discussed agenda item 34.(A) regarding the performance evaluation of the General Manager. The closed session ended at 12:22 p.m. Legal Counsel reported out that the board met regarding the public employee performance evaluation of the General Manager. The board provided direction and received information and no reportable action was taken during the closed session. The Board reconvened into open session at 12:23.*

**35. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 12:23 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, August 29, 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**