



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., November 21, 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,

Absent: Director Urquhart

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
Joshua Downing, Collections Worker I
Ed Waggoner, Plant Superintendent, CAWD
Kevin Young, Plant Supervisor, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Peter McKee, Director, Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD

In Person Public Attendees: None

***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.*

Director Siegfried commented that a constituent on his street is a big fan of CAWD. However, this constituent did not know how to contact the District regarding an overflow. It was the police department

that called back to this constituent. Director Siegfried stated that perhaps the District is not getting the penetration of the newsletter that is wanted.

Director Cole stated that the District Engineers and Collections Crew provided excellent customer service at the condominiums.

The General Manager, Barbara Buikema, stated that Hunter Leighton letters is an additional agenda item added regarding public comment to the Board. Mr. Leighton would like the letter agendaized at the next meeting and request that the accessory dwelling fee be waived. All present Directors have a copy of the letter and no action was taken by the Board.

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

(1) **Amended Urgency Measure -Requesting The Board To Approve This Amended Agenda Item: (separate attachment)**

Resolution No. 2024- 71: A Resolution Authorizing An Increase In The Number Of Lab Analyst Positions To Three- *Report By District Engineer, Patrick Treanor*

A Motion To Include The Resolution As An Agenda Change Was Made By President White And Seconded By Director Rachel . Following A Roll Call Vote, The Board Was In Consensus To Added Resolution 2024-71 To The Agenda Authorizing An Increase In The Number Of Lab Analyst Positions To Three.

(2) **Relates To New Information Received After The Agenda Was Prepared And Request Board Action To Proceed With This Additional Agenda Item**

CLOSED SESSION: *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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-Millas-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**

A Motion To Add The Closed Session Regarding New Information Received After The Agenda Was Prepared Was Made By President White Seconded By Director Rachel. After A Roll Call Vote, The Board Was In Consensus To Add The Closed Session Item.

3. Introduction of Joshua Downing-Collection Worker I-By Collection Superintendent, Darly Lauer

The Board welcomed Mr. Downing to the District.

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

4. October 31,2024 Regular Board Meeting Minutes, November 7, 2024 Special Meeting Minutes and November 8, 2024 Budget Committee Minutes
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-September and October, 2024
(Note: The District was informed by CLA that both the September and October letters are not available for this board meeting.)
6. Receive and Accept Schedule of Cash Receipts & Disbursements- October 2024
7. Approve Register of Disbursements – Carmel Area Wastewater District-October 2024
8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project –October 2024
9. Receive and Accept Financial Statements and Supplementary Schedules –October 2024
10. Receive and Accept Collection System Superintendent’s Report –October, September & August 2024
11. Receive and Accept Safety and Regulatory Compliance Report –October 2024
12. Receive and Accept Treatment Facility Operations Report – October, September & August 2024
13. Receive and Accept Laboratory/Environmental Compliance Report –October 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- October 2024
17. Receive and Accept Maintenance Projects Report – October 2024
18. Receive and Accept Source Control-Environmental Compliance Report-October 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. 2024-57;** A Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees- *Report By General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Rachel And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-57 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees.

- 20. Resolution No. 2024-58;** A Resolution Union Reopener Side Letter Of Agreement Between Carmel Area Wastewater District And The Carmel Area Wastewater District Employees Association- *Report By General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Siegfried And Seconded By Director Rachel. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-58 Union Reopener Side Letter Of Agreement Between Carmel Area Wastewater District And The Carmel Area Wastewater District Employees Association (Represented Employees).

- 21. Resolution No. 2024- 70:** A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30,2024- *Report By General Manager, Barbara Buikema*

A Motion To Approve The Resolution Was Made By Director Rachel And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2024-70 Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30, 2024

Agenda Item added: At the beginning of the meeting during the request for agenda changes this item was requested to be included in the agenda. The board was in agreement with the addition of the urgency measure Resolution 2024-71.

Amended Agenda: Urgency Measure -Requesting The Board To Approve This Amended Agenda Item: (separate attachment)

Resolution No. 2024- 71: A Resolution Authorizing An Increase In The Number Of Lab Analyst Positions To Three- *Report By District Engineer, Patrick Treanor*

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 2024-71 Authorizing An Increase In The Number Of Lab Analyst Positions To Three.

COMMUNICATIONS

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

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In person ethics training will occur on December 3rd, 2024 at the District from 9 a.m. to 11 a.m.

Mandell Consulting provided an update and Mr. Mandell has advised a letter to the County regarding them acting as the District's treasurer. The General Manager, Barbara Buikema, gave direction to Mandell Consulting to send the letter to the County.

Director Siegfried brought up short term investments and requested an analysis on how the County is tracking inflation. An investigation needs to be done to see how well the County tracks inflation on their investments, which would provide information to the District when making a final decisions.

OTHER ITEMS BEFORE THE BOARD

23. Agendize the Standing Committee Discussion-Salary & Benefits Membership-
Report by General Manager, Barbara Buikema

A Motion For The Status Quo To Continue For The Salary and Benefits Committee And Remain With the Committee Bringing Their Determination To the Full Board Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Was In Consensus.

Director Siegfried would encourage the Salary and Benefits Committee to bring a recommendation regarding terms of reference to the Board for approval so that Salary and Benefits Committee has some guidelines.

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

A Motion To Continue The Budget Committee Discussion To The Next Meeting To Occur When The Full Board Is Present Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Was In Consensus To Continue This Item To The Next Board Meeting.

The General Manager, Barbara Buikema, stated the budget committee met on November 8th and came up with a list of questions that we thought the entire board should consider. So that there are terms of reference for the full board to see how these items will impact how the budget is formulated. This is to establish priorities and to determine how the District will finance in terms of these reference points for the budget process in 2025-26 and beyond . The Board's preference will impact how the budget is built and a board consensus on these items will provide a better guide in formulating the budget.

Director Siegfried requested to table this item until Director Urquhart is present to add to this discussion.

INFORMATION/DISCUSSION ITEMS

25. Pebble Beach Community Service District- No November Meeting 2024

(Note: The October PBCSD meeting was reported out at the District's October meeting. There was no meeting at PBCSD in the month of November.)

26. November 12, 2024 Reclamation Management Committee Meeting,-Report by General Manager, Barbara Buikema

27. 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, November, 2024, at 9:30 a.m. – There is no PBCSD meeting.
Friday, December 13, 2024, at 9:30 a.m. – Director Siegfried is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, January 21, 2025, at 5:30 p.m. –Director Cole is scheduled to attend.
Tuesday, April (TBD), 2025, at 6:00 p.m. –President White is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, To be Determined, 2025, at 9:30 a.m. President White and Director Rachel are scheduled to attend.

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

Director Cole made comments on the risk management seminar and that one of the topics discussed was on Sanitary Sewer Waste Discharge requirements and that the presenter commented that Daryl Lauer, Collections Superintendent, was an expert on this topic. Mabel Miguel from the University of North Carolina, Kenan-Flagler School Business School (key speaker) spoke on creating a culture of change. Our District appears to be going through some change right now. The speaker stated that 80% of major transformational change fails, and you have to affect change on time, on budget, and still have staff wanting to participate. Transformational change goes through steps of resentment, low morale, low productivity, anxiety, resistance, skepticism. Then you begin to move into possibilities, clarifying goals, creativity being renewed, and then staff buying into the change. Then you begin to see higher energy, openness to learning, greater focus, attention, enthusiasm, trust, cooperation, and teamwork. Let us have a sensitivity to where people are with respect to the changes being made.

Director Rachel asked how we can enhance our position with our constituents to lessen the surprises regarding the large projects that are going to occur.

Agenda Item added: *At the beginning of the meeting during the request for agenda changes this item was requested to include the new information received after the agenda was prepared. The Board was in consensus to add the closed session.*

Relates To New Information Received After The Agenda Was Prepared And Request Board Action To Proceed With This Amended Agenda Addition

CLOSED SESSION: *As permitted by Government Code Section 54956 et seq., the Board of Directors July 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

Note: *District Legal Counsel will report out concerning any reportable action taken in the closed session in open session.*

The board entered into the closed session at 10:29 a.m. and discussed the closed session item. The Board ended closed session at 11:33 a.m. The Board reconvened into open session at 11:34 a.m. and Legal Counsel reported out that general directions were given relative to their actions in connection with the exit interview process and no further action was taken.

There being no further business to come before the Board, the meeting adjourned at meeting at 11:45 p.m.

28. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 19, 2024, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You may 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