



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., August 28, 2025

3945 Rio Road

Carmel, California 93923

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, Lonergan, Urquhart

A quorum was present.

Absent: None

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
Mohammed Serageldin, Laboratory Manager, CAWD
Matt Green, Chief Plant Operator (CPO), CAWD
Ed Waggoner, Operations Staff -(Retiring), CAWD
Chris Foley, Maintenance Superintendent, CAWD
Darly Lauer, Collections Superintendent, CAWD
Christian Schmidt, Senior Operator, CAWD
Joshua Downing, Collection Worker I, CAWD
*Kevin Young, Wastewater System Analyst, CAWD
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Angel Vazquez, Computer Science Intern | Monterey Peninsula College
Peter McKee, Director, Vice President |Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

Absent: Emilliano Ramirez Martinez, Computer Science Intern | Monterey Peninsula College

In Person Public Attendees: None

***Virtual Public Attendees:**

Steve Thomas |TBC Communications (entered 9:41 a.m.)

CALL TO ORDER - ROLL CALL

*Cole (Present)- Lonergan (Present), Siegfried (Present)- Urquhart (Present)-
President 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.*

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

3. **Formal Board Introductions of Chuck Else, Osborne Partners**

The Board greeted Mr. Else and thanked him for coming to the meeting.

4. **Recognition of Christian Schmidt, For Passing The Advanced Water Treatment Operator Test - Report by Chris Foley, Facilities Manager**

The Board recognized Mr. Schmidt for passing his Advanced Water Treatment Operator test.

Note: Item No. 36 regarding the Interns presentation was moved to the beginning of the meeting and presented after Item No. 4.

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. July 29, 2025 Salary & Benefits Minutes, July 31, 2025 Board Meeting Minutes, August 1, 2025 Pension & Longterm Investment Minutes, August 12, 2025 Special Meeting Minutes
6. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)-August 2025 (not available at time of board packet build)
7. Receive and Accept Schedule of Cash Receipts & Disbursements -July 2025

8. Approve Register of Disbursements – Carmel Area Wastewater District -July 2025
9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project- July 2025
10. Receive and Accept Financial Statements and Supplementary Schedules -July 2025
11. Receive and Accept Collection System Superintendent’s Report -For July, June & May 2025
12. Receive and Accept Safety and Regulatory Compliance Report -July 2025
13. Receive and Accept Treatment Facility Operations Report -For July, June & May 2025
14. Receive and Accept Laboratory/Environmental Compliance Report -July 2025
15. Receive and Accept Capital Projects Report/Implementation Plan
16. Receive and Accept Project Summaries – Capital & Non-Capital
17. Receive and Accept Facilities Manager Maintenance & Operations Report – July 2025
18. Receive and Accept Source Control-Environmental Compliance Report-July 2025

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. 2025-44: A Resolution Authorizing The General Manager To Purchase A Replacement Effluent Pump In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$94,525.88 - Report by, Chris Foley, Facilities Manager**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By President White.. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-44 Authorizing The General Manager To Purchase A Replacement Effluent Pump In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$94,525.88.

20. **Resolution No. 2025-45: A Resolution Authorizing The General Manager To Approve The Rebuild Of Tertiary Pump 732 In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$65,055 - Report by, Chris Foley**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-45 Authorizing The General Manager To Approve The Rebuild Of Tertiary Pump 732 In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$65,055.

- 21. Resolution No. 2025-46: A Resolution Authorizing The General Manager To Purchase A Portable Sewage Bypass Pump In Fiscal Year 2025-2026 In An Amount Not To Exceed \$90,757- Report by, Daryl Lauer**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-46 Authorizing The General Manager To Purchase A Portable Sewage Bypass Pump In Fiscal Year 2025-2026 In An Amount Not To Exceed \$90,757.

- 22. Resolution No. 2025-47: A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$393,186 For Wastewater Treatment Plant (WWTP) Utility Mains Relocation Project (PROJECT #22-03) - Report by Jeff Bandy**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-47 Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$393,186 For Wastewater Treatment Plant (WWTP) Utility Mains Relocation Project (PROJECT #22-03).

- 23. Resolution No. 2025-48: The Creation Of A Policy To Bring Reports To The Board On A Timely Basis, Items That Require Editing And Review- Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution, As Amended To Include Two Full Months, Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-48 For The Creation Of A Policy To Bring Reports To The Board On A Timely Basis, Items That Require Editing And Review.

- 24. Resolution No. 2025-49: A Resolution Authorizing The General Manager To Designate A Maintenance Supervisor Position And Approving Job Description- Report by, Chris Foley, Facilities Manager**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-49 Authorizing The General Manager To Designate A Maintenance Supervisor Position And Approving Job Description.

- 25. Resolution No. 2025-50: A Resolution Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees (Maintenance Supervisor) – Report by, Chris Foley, Facilities Manager**

Item No. 25 was moved after Item No. 27 during the meeting.

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-50 Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees (Maintenance Supervisor).

- 26. Resolution No. 2025-51: A Resolution Approving Laborer’s International Union Of North America (LIUNA), Local 792 Memorandum Of Understanding With The District For July 1, 2025 Through June 30, 2028-Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution With Non-Substantive Changes In Correction Of Typographical And Mathematical Errors, Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-51 Approving Laborer’s International Union Of North America (LIUNA), Local 792 Memorandum Of Understanding With The District For July 1, 2025 Through June 30, 2028.

Note: The Board approved the MOU (this subject) to the grammatical/mathematical or otherwise errors in the document for a final review by District Legal Counsel.

- 27. Resolution No. 2025-52: A Resolution Authorizing 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 Barbara Buikema, General Manager**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-52 Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees.

Item No. 25 was taken up after Item No. 27 was voted on.

- 28. Resolution No. 2025-53: A Resolution Authorizing Resolution Authorizing An Increase In Admin Leave For Non Represented Employees To 48 Hours Per Year-Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-53 Authorizing Resolution Authorizing An Increase In Admin Leave For Non Represented Employees To 48 Hours Per Year.

- 29. Resolution No. 2025-54: A Resolution Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees –Report by Barbara Buikema, General Manager**

Note RES 2025-50 will be superseded by RES 2025-54- effective is September 2025

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-54 Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees

- 30. Resolution No. 2025-55: A Resolution Authorizing The District To Increase Staffing Levels To Allow For The Hire Of A Maintenance Mechanic I Or II-Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-55 Authorizing The District To Increase Staffing Levels To Allow For The Hire Of A Maintenance Mechanic I Or II.

- 31. Resolution No. 2025-56: A Resolution Authorizing An Annual Adjustment Of The District's Reserve Fund Balances By Transferring \$7,248,782 To The Capital Fund From The Capital Improvement Reserve And The General O&M Fund And \$5,758,585 From The General O&M Fund To The Capital Fund, Respectively, In Accordance With The District's Reserve Policy-Report by James Grover, Principal Accountant**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-56 Authorizing An Annual Adjustment Of The District's Reserve Fund Balances By Transferring \$7,248,782 To The Capital Fund From The Capital Improvement Reserve And The General O&M Fund And \$5,758,585 From The General O&M Fund To The Capital Fund, Respectively, In Accordance With The District's Reserve Policy.

COMMUNICATIONS

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

- *Executive Coaching*
- *Discussion of Legislative Advocacy Policy- **The General Manager will bring this item back to the Board***

Note: The General Manager stated that she had attend the Special District Association meeting along with Director Urquhart, and Patrick Treanor, District Engineer.

OTHER ITEMS BEFORE THE BOARD

33. The Naming of the Ad Hoc Committee “To Investigate Why Collection’s Spills Are Higher Than Average, And Is Worsening, And Why It Is Underperforming.” The board committee members will also have to be appointed.

Board Action: Naming of the Ad Hoc Committee And Who Will Be Assigned To The Committee

A Motion To Approve The Formation Of An Ad Hoc Committee And Appointment Two Members Was Made By President White And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Approved of the formation of the Ad Hoc Committee with Director Siegfried and Urquhart appointed to the committee. The naming of the committee will be done at a later date by the committee members.

Director Siegfried stated the fact is to investigate that CAWD is above Region 3 average in spills per unit length of pipeline and the difference is getting larger and larger. CAWD is not improving as fast as the Region 3 average is improving.

34. **Discussion On Adding Septic Tank Effluent Pumped Discharge to Uniform Plumbing Ordinance - Report by, Patrick Treanor, District Engineer**

Mr. Treanor suggested that this be brought back for further discussion and come back with a recommendation for the Ordinance.

INFORMATION/DISCUSSION ITEMS

35. **Pebble Beach Community Service District Meeting July 25, 2025,-(No Meeting Scheduled for August 2025)**

Barbara Buikema, General Manager, presented the PBCSD July board meeting information.

36. **Presentation by Computer Science Interns- Angel Vazquez and Emiliano Ramirez** *

This presentation was moved to the beginning of the meeting after item No. 4 on the agenda.

37. Sewer Replacement Construction Update Regarding Santa Rita & Guadalupe Street-Report
by District Engineer, Patrick Treanor

Mr. Treanor presented the report. The Board did not have any questions.

38. 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, August -No Meeting, 2025 –No PBCSD Meeting

Friday, September 26, 2025, at 9:30 a.m. –Director TBD is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:

Tuesday, October 7, 2025, at 6:00 p.m. – Director Siegfried is scheduled to attend.

Tuesday, January TBD, 2026, 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 18, 2025, at 9:30 a.m. President White and Director TBD are scheduled to attend.

This portion of the meeting was completed at 10:51 a.m. and there was a ten minute break before taking up the closed session items.

39. CLOSED SESSION: As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

**Pursuant to Government Code Section 54957 the Board will meet in closed session to consider a Personnel Matter:
General Manager Performance Evaluation**

40. CLOSED SESSION: As permitted by Government Code Section 54957 (a) et seq., the Board of Directors will adjourn to a Closed Session:

A. THREAT TO PUBLIC SERVICES OR FACILITIES (§ 54957)

Consultation with: Barbara Buikema, General Manager; Chris Foley, Facilities Manager, Patrick Treanor, District Engineer & Aegis Security & Investigations Assessment, and Alex Lorca, District Counsel

The Board convened into closed session at 11:01 a.m. The Board came out of closed session at 12:03 p.m., The Board reconvened back into open session at 12:04 p.m. and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to both closed sessions, updates were provided to the board. The board gave direction, but no reportable action was taken. There being no further business to come before the Board, the meeting was adjourned at 12:04 p.m.

41. ADJOURNMENT

The Next Regular Board Meeting will be held at 9:00 a.m., Thursday, September 25, 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