



## **CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING**

*In-person or by Teleconference Webinar*

*3945 Rio Road, CA 93923*

*Phone: (831)624-1248*

*Thursday, 9:00 a.m., May 29, 2025*

*Board Members will be attending this meeting In-Person (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act).*

*The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or virtually. The District will try and resolve any technical issues as quickly as possible.*

*To access the meeting via Zoom please visit our website homepage at [www.cawd.org](http://www.cawd.org) or call 1 (669) 900-9128 and use*

*Webinar ID: 882 5889 8518 Password: 389063.*

*If you would like to comment on any item on the Agenda or an item not on the Agenda, please submit those in writing to our office at 3945 Rio Road, Carmel CA 93923 or via email at [downstream@caud.org](mailto:downstream@caud.org), at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference webinar online. All participants have access during the meeting to be recognized and utilize the platform to speak. Please use the virtual "raised hand" to be acknowledged. Please note: all regular meetings of the Carmel Area Wastewater District are recorded via Zoom.*

*If you need assistance in accessing this information, please call the CAWD office at 831-624-1248, Monday through Friday, 8:00 am to 5:00 pm.*

### **ADA Compliance Statement**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Carmel Area Wastewater District administrative office at (831)624-1248, Monday through Friday, 8:00 am to 5:00 pm. Notification prior to the meeting will enable CAWD to make reasonable arrangement to ensure accessibility to this meeting.*

## **NOTICE & AGENDA**

### **CALL TO ORDER - ROLL CALL**

Cole \_\_\_\_\_ Lonergan \_\_\_\_\_ Siegfried \_\_\_\_\_ Urquhart \_\_\_\_\_ White \_\_\_\_\_

### **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. **Recognition of Seth Steele-Freitas For Passing The Collection Worker III Test**
4. **Recognition of Mark Napier For Passing The Collection Worker III Test**
5. **Recognition of Barry Blevins taking first place at the CWEA State level for Gimmicks & Gadgets**
6. **Recognition of Seth Steele-Freitas taking third place at the CWEA State level for Gimmicks & Gadgets**
7. **Introduction of New Laboratory Manger-Mohammed Serageldin, Ph.D.**

8. **Receive Staff Report** -For Compensation & Benefits For Board Members  
-Report by General Manager, Barbara Buikema

09

### OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:20 a.m., May 29, 2025, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2025-01 regarding compensation.

**Introduce and hold a first reading of Ordinance 2025-01; AN ORDINANCE SETTING COMPENSATION AND BENEFITS FOR BOARD MEMBERS ATTENDING MEETINGS, CONFERENCES, ETC.**

*Chair will close the public hearing after public comment is heard*

9. **Receive Staff Report** -Regarding Assembly Bill 2561 a Public Hearing on the status of vacancies, recruitment and retention efforts, and identify any necessary changes to policies, procedures, and recruitment activities-Report by General Manager, Barbara Buikema

14

### OPEN PUBLIC HEARING

Open Public Hearing on Thursday, 9:50 a.m., May 29, 2025, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2025-01 regarding compensation.

**ASSEMBLY BILL 2561 A PUBLIC HEARING ON THE STATUS OF VACANCIES, RECRUITMENT AND RETENTION EFFORTS, AND IDENTIFY ANY NECESSARY CHANGES TO POLICIES, PROCEDURES, AND RECRUITMENT ACTIVITIES**

*Chair will close the public hearing after public comment is heard*

**Action Required** – Requesting A Motion to Accept this report

10. **Presentation on Fire Safety: Report by Chris Foley, Facilities Manager and Mark Dias Safety and Regulatory Compliance Administrator**

23

11. **Vision For The Future – Collaborative Strategies Presentation – Report by Bob Donaldson**

31

### ACTION ITEM 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

12. **Resolution No. 2025-25: A Resolution Authorizing The General Manager To Enter Into A Contract With Collaborative Strategies In An Amount Not To Exceed \$79,000 For Staff Training-** Report by General Manager, Barbara Buikema

67

*Note: Request to move this item before the Consent Calendar To Accommodate Vendor*

*\*\*" - indicates no board attachment or oral report.*

*"e" - indicates a separate insert is enclosed.*

~ 3 ~

**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.*

<b>13.</b>	April 22, 2025 Special Meeting Minutes – Scenic Road	71
	April 23 Salary & Benefits Minutes	
	April 22, 2025 Special Minutes – Scenic Road	
	April 24, 2025 Regular Board Minutes	
	April 25, 2025 Special Meeting Minutes-Union Negotiation	
	April 25, 2025 Special Meeting Minutes – Carmel Meadows	
	May 23,2025 Special Meeting Minutes- Pension & Investment	
<b>14.</b>	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)	88
	<i>March 2025, And April Correspondence will occur in the June Board Meeting</i>	
<b>15.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements	90
	<i>April 2025</i>	
<b>16.</b>	Approve Register of Disbursements – Carmel Area Wastewater District	93
	<i>April 2025</i>	
<b>17.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project	96
	<i>April 2025</i>	
<b>18.</b>	Receive and Accept Financial Statements and Supplementary Schedules	97
	<i>April 2025</i>	
<b>19.</b>	Receive and Accept Collection System Superintendent’s Report	120
	<i>For April, March &amp; February 2025</i>	
<b>20.</b>	Receive and Accept Safety and Regulatory Compliance Report	126
	<i>April 2025</i>	
<b>21.</b>	Receive and Accept Treatment Facility Operations Report	128
	<i>For April, March &amp; February 2025</i>	
<b>22.</b>	Receive and Accept Laboratory/Environmental Compliance Report	134
	<i>April 2025</i>	
<b>23.</b>	Receive and Accept Capital Projects Report/Implementation Plan	144
<b>24.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	145
<b>25.</b>	Receive and Accept Facilities Manager Maintenance & Operations	165
	Report – <i>April 2025</i>	
<b>26.</b>	Receive and Accept Source Control-Environmental Compliance Report	168
	<i>April 2025</i>	

*\*\*" - indicates no board attachment or oral report.  
"e" - indicates a separate insert is enclosed.*

## **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 (Continued)**

- 27. Resolution No. 2025-26: A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Fiscal Year 2025-2026 Reclamation Project Budget- Report by General Manager, Barbara Buikema** 170
- 28. Resolution No. 2025-27: A Resolution Adopting A Procedure For Setting Board Meeting Agenda And Or Special Report Both Within The Framework Of A Regular Meeting And Outside Of That Framework- Report by General Manager, Barbara Buikema** 206

## **COMMUNICATIONS**

- 29. General Manager Report- Report by General Manager, Barbara Buikema**
- a. Small Claims Court – Accessory Dwelling Unit* 209
- b. Executive Coaching Update* \*

## **OTHER ITEMS BEFORE THE BOARD**

- 30. Discussion Of Future Board Member Retreat– Report by General Manager, Barbara Buikema** \*

### **Action Required From The Board To Provide Direction**

- 31. Board Discussion Regarding The Establishment Of A “Fats, Oils And Grease Plumbing Program For Commercial Kitchens”– Report by Patrick Treanor, District Engineer** 215

### **Action Requested From The Board To Provide Direction Regarding The Source Control Compliance Loan Program**

- 32. Monterey County Treasurer’s Report As of March 31,2025, Report by General Manager, Barbara Buikema** 217

**Action Required** – Requesting A Motion to Accept this report

33. Contact With Regional Water Quality Board, As of May 5, 2025- 219  
*Report by General Manager, Barbara Buikema*

***Request Board Direction On Next Step***

**INFORMATION/DISCUSSION ITEMS**

34. Pebble Beach Community Service District Meeting April 25, 2024,- 221  
*Report by General Manager, Barbara Buikema*
35. California Water Environment Association Annual Conference (CWEA) \*  
 Attendance Report – *Report by Collections Superintendent, Daryl Lauer*
36. Presentation of District Geographic Information System (GIS)– *Report by Collections* \*  
*Superintendent, Daryl Lauer*
37. Reclamation Management Meeting- *Report by General Manager, Barbara Buikema* 225
38. Discussion Regarding Strategic Asset Management Plan-*Director Siegfried* \*  
*(e.g. increase fixed income portion to 40%)*

*Requestion Board Decision*

**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, May 30, 2025, at 9:30 a.m. –Director Urquhart is scheduled to attend.*  
*Friday, June 27, 2025, at 9:30 a.m. –President White is scheduled to attend.*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, July 17, 2025, at 6:00 p.m. – President White is scheduled to attend.*  
*Tuesday, October TBD, 2025, at 6:00 p.m. – Director Siegfried 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 Lonergan are scheduled to attend.*

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

**40. 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**

**41. ADJOURNMENT**

*The Next Regular Board Meeting will be held at 9:00 a.m., Thursday, June 26, 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](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto: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.*