



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., September 25, 2025

3945 Rio Road

Carmel, California 93923

Via Teleconference Webinar & In Person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:02 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole (arrived 9:04 a.m.),
Urquhart (arrived 9:03 a.m.), Weiland

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
Chris Foley, Maintenance Superintendent, CAWD
Darly Lauer, Collections Superintendent, CAWD
Robert Bowman, Collections Worker IV
*Kevin Young, Wastewater System Analyst, CAWD
*Richard Verbanec, President |Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

Absent: None

In Person Public Attendees: None

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

***Virtual Public Attendees:**

Taylor Gordon | Streamline

CALL TO ORDER - ROLL CALL

Cole (Present), Siegfried (Present)- Urquhart (Present)-Weiland (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. **Recognition of Robert Bowman for passing the California Water Environmental Association Collections System Maintenance Grade IV-Daryl Lauer, Collections Superintendent**

The Board congratulated Mr. Bowman on passing the Grade IV exam.

4. **Districts Steps Toward Accessibility: Taylor Gordon, Special District Manager – Streamline Representative**

Note: Live demonstration on the District website regarding accessibility updates.

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.** August 28, 2025 Regular Board Minutes, September 10, 2025 Special Board Meeting Minutes-Board Vacancy, September 18, 2025 Special Board Meeting Minutes-Bridge To Everywhere
- 6.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) July 2025 (to be included) - August 2025 (not available at time of board packet build)
- 7.** Receive and Accept Schedule of Cash Receipts & Disbursements - August 2025
- 8.** Approve Register of Disbursements – Carmel Area Wastewater District - August 2025
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project- August 2025
- 10.** Receive and Accept Financial Statements and Supplementary Schedules- August 2025
- 11.** Receive and Accept Collection System Superintendent’s Report For August, June & May 2025
- 12.** Receive and Accept Safety and Regulatory Compliance Report - August 2025
- 13.** Receive and Accept Treatment Facility Operations Report - For August, June & May 2025
- 14.** Receive and Accept Laboratory/Environmental Compliance Report- August 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 – August 2025
- 18.** Receive and Accept Source Control-Environmental Compliance Report- August 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. 2025-58: A Resolution Authorizing An Updated Policy Against Discrimination, Harassment And Retaliation To Include Discrimination And Retaliation Language-Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution Was Made By Director Cole And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-58 Authorizing An Updated Policy Against Discrimination, Harassment And Retaliation To Include Discrimination And Retaliation Language.

- 20. Resolution No. 2025-59: A RESOLUTION Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “WWTP Perimeter Improvements” (Project #19-18) Pursuant to the California Environmental Quality Act- Report by Jeff Bandy, Principal Engineer**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Passed The Resolution 2025-59 Authorizing Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “WWTP Perimeter Improvements” (Project #19-18) Pursuant to the California Environmental Quality Act.

Note: Final Draft Initial Study/Mitigated Negative Declaration for the Carmel Area Wastewater District Wastewater Treatment Plant Perimeter Improvements Project was provided under separate cover

- 21. Resolution No. 2025-60: A Resolution Authorizing The General Manager To Invite Bids For “Newsletter Publishing Services” -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 Passed The Resolution 2025-60 Authorizing The General Manager To Invite Bids For “Newsletter Publishing Services. With Ayes From President White, And Directors; Siegfried, Urquhart, Weiland, And A No Vote From Director Cole.

COMMUNICATIONS

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

- *Executive Coaching*
- *November – December Board Meeting Dates*

Board Action: Requesting Possible Dates

The dates suggested - November 20th and December 18th

A Motion To Set The November and December Board Dates Was Made By President White And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Agreed To The November and December Board Meeting Dates.

OTHER ITEMS BEFORE THE BOARD

- 23. Approving Non-Substantive Edits Of Laborer’s International Union Of North America (LIUNA), Local 792 Memorandum Of Understanding With The District For August 1, 2025 Through June 30, 2028-Report by Barbara Buikema, General Manager**

Board Action: Requesting approval of the non-substantive edits

A Motion To Adopt As Amended, The Memorandum of Understanding (MOU)With Items Listed Below, Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Agreed To The Edits.

Changes the Board requested associated with their motion above:

- ***Article 5.2 define Lab Analyst as Lab Analyst II***
 - ***Article 9 deleted the term “successor”. This is not the first MOU so the term successor was appropriate. Successor MOU also deleted in Article 19.***
 - ***Article 13 refers to “educational encentive pay”. This was spelled correctly and should remain “incentive.”***
 - ***Save the Article 10 as originally written***
 - ***Article 20 board question “when does the list expire?”. No expiration date is given in original or successor MOU.***
 - ***Article 24 the 5% out of class and standby pay are two different pay types. The 5% is not included in standby pay.***
- 24. 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.”**

Board Action: Naming of the Ad Hoc Committee

A Motion To Have The Committee Members Name The Ad Hoc Committee. A Motion Was Made By President White And Seconded By Director Weiland. Following A Roll Call Vote, With Ayes From President White, And Directors; Siegfried, Urquhart, Weiland, And A No Vote From Director Cole.

25. The Rate Model Request For Proposal Scope - Report by Barbara Buikema, General Manager

Board Action: Requesting Scope Parameters

A Motion To Create An Ad Hoc Committee For The Rate Model And Also Develop A Request For Proposal (RFP) And Bring Back To The Full Board. The Board Also Requested That Directors Siegfried and Weiland Be Appointed to the Rate Model Ad Hoc Committee. A Motion Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Agreed To The Creation Of The Rate Model Ad Hoc Committee, With Directors Siegfried And Weiland And The Development Of An RFP.

26. Various Committee Assignment- Report by Barbara Buikema, General Manager

Board Action: Requesting Board To Choose Committee Assignments

A Motion To Adopt The Amended Committee Assignments Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Agreed To The Following Committee Assignments And To Restore The Construction Committee.

Carmel Area Wastewater District (CAWD)

Standing Committee Assignments

Budget & Audit	Pension & Investment (Long Term)	Reclamation Management	Salary & Benefits	Bridge To Everywhere (BTE)
Bob Siegfried	Bob Siegfried	Suzanne Cole	Ken White	Ken White
Suzanne Cole	Kevan Urquhart	Elise Weiland	Kevan Urquhart	Elise Weiland

Carmel Area Wastewater District (CAWD)

Ad Hoc Committees - Do Not Fall Under The Brown Act Requirements

Real Estate	Carmel River Floodplain Restoration & Environmental Enhancements (CRFREE)	Sea Level Rise	Executive/ Organizational Coaching	Legal Counsel	Rate Model	Construction
Ken White	Suzanne Cole	Bob Siegfried	Bob Siegfried	Ken White	Bob Siegfried	Ken White
Suzanne Cole	Kevan Urquhart	Kevan Urquhart	Suzanne Cole	Suzanne Cole	Elise Weiland	Kevan Urquhart

27. Treatment Plant Bridge Rehabilitation- Report by Barbara Buikema, General Manager

**Board Action: Motion To Confirm Intent of The Bridge To Everywhere
Committee Meeting Ask**

The General Manager stated that at the September 18th special meeting the board requested that staff come back with an agenda items authorizing staff to move forward with an initial proposal to go forward with the rehabilitation of the bridge.

A Motion To Confirm The Intent Of The Rehabilitation of The Bridge And Obtain An Initial Proposal Was Made By President White And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Agreed To Move Forward And Obtain An Initial Proposal For The Rehabilitation Of The Bridge.

INFORMATION/DISCUSSION ITEMS

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

29. Opening The Floodgates Article- Report by Director Siegfried,

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

Patrick Treanor, District Engineer provided an update on the Santa Rita & Guadalupe Street project.

31. 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 Weiland TBD-is scheduled to attend.

Friday, October 31, 2025, 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, 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.

- *President White requested that He and Vice Chair Siegfried meet with the General Manager to organize a retreat in two parts one for Boardsmanship and the other part for Departments heads to discuss how to improve things at the plant. Director Cole would like to follow through with line staff.*

This portion of the meeting was completed at 10:25 a.m. and a ten minute break was taken before taking up the closed session items.

32. 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: Consultation With:

Barbara Buikema, General Manager; Chris Foley, Facilities Manager, ~~Patrick Treanor, District Engineer~~ (Not in attendance & ~~Aegis Security & Investigations Assessment~~ (Not in attendance), and Alex Lorca, District Counsel

33. 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**

The Board convened into closed session at 10:35 a.m. The Board came out of closed session at 12:45 p.m., and reconvened back into open session at 12:46 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 to staff, but no reportable action was taken. There being no further business to come before the Board, the meeting was adjourned at 12:46 p.m.

34. ADJOURNMENT

The Next Regular Board Meeting will be held at 9:00 a.m., Thursday, October 30, 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