



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., October 30, 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 or call 1 (669) 900-9128 and use

Webinar ID: 851 0124 0277 Password: 576464

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@kawd.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 _____ Siegfried _____ Urquhart _____ Weiland _____ 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.*

Note: Public comment included in the board packet

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

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.

3. September 25, 2025 Regular Board Minutes 10
September 26, 2025 Salary & Benefits Meeting Minutes
September 22, 2025 Special Board Meeting Minutes
October 15, 2025 Special Board Meeting – Scenic Road Community Meeting
October 6, 2025 Pension and Longterm Investment
October 23, 2025 Harassment Prevention Training
4. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) 27
August 2025, (September not available at time of board packet build)
5. Receive and Accept Schedule of Cash Receipts & Disbursements 29
September 2025
6. Approve Register of Disbursements – Carmel Area Wastewater District 32
September 2025
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project 36
September 2025
8. Receive and Accept Financial Statements and Supplementary Schedules 37
September 2025
9. Receive and Accept Collection System Superintendent’s Report 59
For September, August & July 2025

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

"e" - indicates a separate insert is enclosed.

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10.	Receive and Accept Safety and Regulatory Compliance Report September 2025	64
11.	Receive and Accept Treatment Facility Operations Report For September, August & July 2025	66
12.	Receive and Accept Laboratory/Environmental Compliance Report <i>September 2025</i>	72
13.	Receive and Accept Capital Projects Report/Implementation Plan	82
14.	Receive and Accept Project Summaries – Capital & Non-Capital	83
15.	Receive and Accept Facilities Manager Maintenance & Operations Report – September 2025	103
16.	Receive and Accept Source Control-Environmental Compliance Report September 2025	107

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

17.	Resolution No. 2025-61: A Resolution Authorizing (increase in change order allow Santa Rita & Guadalupe -for the Dolores St segments & Crossroads segments) <i>-Report by Patrick Treanor, District Engineer</i>	109
18.	Resolution No. 2025-62: A Resolution Authorizing The General Manager To Purchase A Replacement Yard Tractor In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$234,500.00- <i>Report by Chris Foley, Facilities Manager</i>	114
19.	Resolution No. 2025-63: A Resolution Authorizing Advertisement Of Requests For Proposals For WWTP Perimeter Eucalyptus Tree Maintenance And Security Fence Replacement For The “WWTP Perimeter Improvements” (Project #19-18)- <i>Report by Jeff Bandy, Principal Engineer</i>	119
20.	Resolution No. 2025-64: A Resolution Authorizing The General Manager To Approve A Consultant Contract With Enterprise Automation To Design And Implement Industrial Control Network Improvements In Fiscal Year (Fy) 2025-2026 In An Amount Not To Exceed \$148,481.50- <i>Report by Chris Foley, Facilities Manager</i>	125
21.	Resolution No. 2025-65: A Resolution Authorizing An Updated Policy On Hiring Of Relatives- <i>Report by Barbara Buikema, General Manager</i>	153

- 22. Resolution No. 2025-66: A Resolution Approving The Purchase Of The Software Package Waterworth – Continuous Utility Rate Management For A Period Of 3 Years In The Amount Of \$29,700-** Report by Barbara Buikema, General Manager 159

COMMUNICATIONS

- 23. General Manager Report-** Report by General Manager, Barbara Buikema
- Executive Coaching
 - Compensation for Harassment Prevention Training and Ethics Training

OTHER ITEMS BEFORE THE BOARD

- 24. Carmel Area Wastewater District Portfolio – July 1 , 2025 to August 26,2025** 201
-Report by Barbara Buikema, General Manager

Board Action: Requesting Board Approve Report

- 25. Initial Review of Security Policy -** Report by Chris Foley, Facilities Manager 220

INFORMATION/DISCUSSION ITEMS

- 26. Pebble Beach Community Service District Meeting September 26, 2025** 231
-Report by Barbara Buikema, General Manager
- 27. Sewer Replacement Construction Update Regarding Santa Rita & Guadalupe Street-**Report by District Engineer, Patrick Treanor 233
- 28. Local Income Growth Changes In Adjust Gross Income – Informational only** 237
- 29. Special District Associations Meeting Attendance, October 7, 2025-** Report by Barbara Buikema, General Manager 238
- 30. Spill Response Report From 10-22-2025 to 10-24-2025 –** Report by Barbara Buikema, General Manager 240

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, October 31, 2025, at 9:30 a.m. – Director Siegfried is scheduled to attend.
November 2025 – No scheduled meeting.
December 19, 2025 – Director Urquhart

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
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. Director Cole and Director Weiland are scheduled to attend.

32. 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**

33. 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.