



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., December 18, 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.

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: 822 8407 1774 Password: 438559

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, 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.*

Notes:

- Public comment submitted via email included in the board packet 03
- Introduction of new Lab Analyst and new Laboratory Intern

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

3. **Carmel Area Wastewater District Portfolio 10-1-2025 to 11-30-2025- 06**
Osborne Partners Capital Management, LLC- *Report by Barbara Buikema, General Manager*

Requesting Board To Approve Report

4. **Accessory Dwelling Unit (ADU) Policy Update-** *Report by Chris Foley, 23*
Facilities Manager

Board Discussion

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.

5. November 20, 2025 Regular Board Minutes 28
Reclamation Management Meeting Minutes(staff report)
6. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) 36
December, November & October 2025 (**Not available** at time of board packet build)
7. Receive and Accept Schedule of Cash Receipts & Disbursements 37
November 2025- (**Available in January 2026**)
8. Approve Register of Disbursements – Carmel Area Wastewater District 38
November 2025- (**Available in January 2026**)

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

"e" - indicates a separate insert is enclosed.

9.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project November 2025- (Available in January 2026)	39
10.	Receive and Accept Financial Statements and Supplementary Schedules November 2025- (Available in January 2026)	40
11.	Receive and Accept Collection System Superintendent’s Report For November, October & September 2025	41
12.	Receive and Accept Safety and Regulatory Compliance Report November 2025	48
13.	Receive and Accept Treatment Facility Operations Report For November, October & September 2025	50
14.	Receive and Accept Laboratory/Environmental Compliance Report November 2025	56
15.	Receive and Accept Capital Projects Report/Implementation Plan	66
16.	Receive and Accept Project Summaries – Capital & Non-Capital	67
17.	Receive and Accept Facilities Manager Maintenance & Operations Report – November 2025	86
18.	Receive and Accept Source Control-Environmental Compliance Report November 2025	89

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. 2025-71: A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Services District (PBCSD) Reclamation Project Audit For The Years Ended June 30,2025- Report by Barbara Buikema, General Manager	91
20.	Resolution No. 2025-72: A Resolution Authorizing The Approval Of A District Information Security Policy -Report by Chris Foley, Facilities Manager	137
21.	Resolution No. 2025-73: A Resolution Authorizing Issuing An Invitation For Bids For The Construction Of Project #25-01- “Carmel Meadows Easement Sewer Repairs”- Report by Patrick, Treanor, District Engineer	148
22.	Resolution No. 2025-74: A Resolution Authorizing The General Manager To Execute A Professional Services Agreement Amendment With MME Civil + Structural Engineering In An Amount Not To Exceed \$127,600 For Engineering Services For A Conceptual Bridge Design Alternatives Report (Project #22-04) - Report by Patrick, Treanor, District Engineer	152

- 23. Resolution No. 2025-75 : A Resolution Authorizing The General Manager To Execute An Amendment To Its Deferred Compensation Plan With Corebridge Financial (Formerly “Valic”) To Amend And Restate To Plan To Conform With The Setting Every Community Up For Retirement Enhancement (Secure 2.0 Act) Passed In 2022 - Report by Barbara Buikema, General Manager** **171**
- 24. Resolution No. 2025-76 : A Resolution Authorizing The General Manager To Execute An Amendment To Its Deferred Compensation Plan With Nationwide Financial To Amend And Restate To Plan To Conform With The Setting Every Community Up For Retirement Enhancement (SECURE 2.0 ACT) PASSED IN 202- Report by Barbara Buikema, General Manager** **182**
- 25. Resolution No. 2025-77: A Resolution Selecting a President and President Pro Tem, and Appointing a Secretary and Secretary Pro Tem of the Carmel Area Wastewater District, for a Term of One Year, Commencing on December 30, 2025 – Report by Barbara Buikema, General Manger** **218**

COMMUNICATIONS

- 26. General Manager Report- Report by General Manager, Barbara Buikema**
- *Retreat Progress*
 - *Spring Tour Dates Stanford Codiga Resource Center & Infrastructure Lab, Sunnyvale Tour (Blocked Dates: April 30- April 2, April 27, March 13th- May 22nd (every other Friday))*
 - *Certifical*
 - *Board Website Portal*

OTHER ITEMS BEFORE THE BOARD

- 27. Reclamation Management Committee (RMC) – Recommendation Regarding De Lay & Laredo- Report by Barbara Buikema, General Manager** **226**

Board Recommendation Requested

- 28. 2026 Board Committee Assignments, PBCSD Meetings, SDA Meetings, and conference schedule – Report by General Manager, Barbara Buikema** **238**

Requesting Board To Approve Assignments

- 29. Monterey County Treasurer Report – As of September 30, 2025-** 245
Report by Barbara Buikema, General Manger

Requesting Board Acceptance of the report:

- 30. Discussion Item – Cañada Woods Water Company Extra Territorial Service Agreement-** 261
Report by Patrick, Treanor, District Engineer

Board Discussion & Provide Direction

- 31. Dogs For the Blind-** 278
Report by Domine Barringer, Board Clerk Guide

Requesting Board Approval

INFORMATION/DISCUSSION ITEMS

- 32. Pebble Beach Community Service District Meeting** 288
- No meeting was scheduled for the month of November

- 33. Sewer Replacement Construction Update Regarding Santa Rita & Guadalupe Street-** 289
Report by District Engineer, Patrick Treanor

- 34. 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, December 12, 2025 – Director Urquhart Attended The PBCSD Meeting
Friday, January 30, 2026 – President Ken White To Attend The PBCSD Meeting

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, January 20, 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, February 17, 2026, at 9:30 a.m. Director Cole and Director Weiland are scheduled to attend.

35. 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: General Manager Performance Evaluation

36. ADJOURNMENT

The Next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 18, 2025, or at an alternate acceptable date. The Following Regular Board Meeting will be held at 9:00 a.m., Thursday, January 29, 2026. 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.