# Amended August 27,2026 Meeting Minutes(Redline)

# CARMEL AREA WASTEWATER DISTRICT

## REGULAR BOARD MEETING MINUTES

***Thursday, 9:00 a.m., August 27, 2026***

**3945 Rio Road**

**Carmel, California 93923**

*Via Teleconference Webinar & In Person*

---

## Call to Order / Roll Call

President Siegfried called the meeting to order at 9:00 a.m.

** Signifies virtual attendance.*

Present: President Siegfried; President Pro Tem Urquhart; and Directors *Cole, Weiland, and White.

***A quorum of the Board was present in person.***

***Director Cole participated remotely pursuant to the Brown Act teleconferencing provisions authorized by SB 707. The Board determined that Director Cole qualified for remote participation under a statutory "just cause" circumstance. Director Cole participated by audio and video communication throughout the meeting, and all votes were conducted by roll call.***

**Absent**: None

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD/District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Ph.D., Principal Engineer, CAWD
Alex Henson, Associate Engineer, CAWD
Mohammed Serageldin, Ph.D., Laboratory Manager, CAWD
Chris Foley, Facilities Manager, CAWD
*Kevin Young, Water System Analyst, CAWD
Matt Green, Chief Plant Operator, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Angel Vazquez, Information Technologist, CAWD Intern
President Verbanec, Pebble Beach Community Services District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex Lorca-Fenton & Keller, Attorneys at Law, CAWD Legal Counsel

**In-Person Public Attendees:**
Steve Thomas, TBC Communications
Judah Matthews, Pebble Beach Company| Senior Vice President & Chief Financial Officer

***Virtual Public Attendees:**
*Michael Miller (Guest)

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.*

   *During public comment, the District received a letter on August 20, 2026, regarding the Santa Rita & Guadalupe Project. The letter, which is included in the Board packet, expresses appreciation to the District and project team for a job well done.*

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

   *The introduction of Jessica Reclusado, Information Technology Intern, was deferred and will be moved to the September Board Meeting agenda.*

3. ***Introduction of Information Technology Intern, Jessica Reclusado-***
   *Oral Report by Chris Foley, Facilities Manager*

   *Withdrawn to a later date.*

## 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.*

**Public Comment on Consent Calendar**
There was no public comment on the Consent Calendar.

**Motion:** Director White moved to approve the Consent Calendar. The motion was seconded by Director Urquhart.

**Vote:** President Siegfried called for the vote. The motion carried unanimously, with all Directors present voting **Aye**.

**Action:** The Board approved the Consent Calendar.

4. June 25, 2026 Regular Board Minutes; July 1, 2026 Salary & Benefits Committee; July 15, 2026 Special Meeting – Community Meeting Pescadero/Carmel Woods; July 22, 2026 Special Meeting – Community Meeting Pescadero/Carmel Woods
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) June 2026 (not available at time of Board meeting) and May 2026 (included in the packet)
6. Receive and Accept Schedule of Cash Receipts & Disbursements June 2026
7. Approve Register of Disbursements – Carmel Area Wastewater District June 2026

8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project June 2026
9. Receive and Accept Financial Statements and Supplementary Schedules June 2026
10. Receive and Accept Collection System Superintendent's Report for June, May, and April 2026
11. Receive and Accept Safety and Regulatory Compliance Report June 2026
12. Receive and Accept Treatment Facility Operations Report for June, May, and April 2026
13. Receive and Accept Laboratory/Environmental Compliance Report June 2026
14. Receive and Accept Capital Projects Report/Implementation Plan
15. Receive and Accept Project Summaries – Capital and Non-Capital
16. Receive and Accept Facilities Manager Maintenance and Operations Report – June 2026
17. Receive and Accept Source Control-Environmental Compliance Report June 2026

## 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

18. **Resolution No. 2026-64 — A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with GEI Consultants, Inc. in an Amount Not to Exceed $231,762 for Part 1 of the Wastewater Treatment Plant Adaptation-in-Place Alternatives Identification Study** — *Report by Alex Henson, Associate Engineer*

***Motion: President Siegfried moved to postpone consideration of Resolution No. 2026-64, refer the matter to the Sea Level Rise Committee for review, and bring the Committee's findings back to the full Board. The motion was seconded by Director Urquhart.***

***Vote: President Siegfried then requested that a roll call vote be taken. The motion carried, with President Siegfried, Directors Cole and Urquhart voting Aye, and Directors Weiland and White voting No.***

***Action: Resolution 2026-64 is postponed. The Sea Level Rise Committee will report back to the full board.***

***Second Motion: Director Urquhart moved to agendize and review the Long-Term Sea Level Rise Road Map at the next board meeting. The motion was seconded by President Siegfried.***

***Vote: President Siegfried then requested that a roll call vote be taken. The motion carried, with President Siegfried, Directors Cole and Urquhart voting Aye, and Directors Weiland and White voting No.***

***Action: The Board agreed to agendize review of the Long-Term Sea Level Rise Road Map at the next Board meeting.***

19. **Resolution No. 2026-65 — A Resolution Authorizing the General Manager to Invite Bids for the Construction of the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05)** — *Report by Jeff Bandy, Principal Engineer*

***Motion: Director Urquhart moved to approve Resolution No. 2026-65. The motion was seconded by Director White.***

***Vote: President Siegfried requested that a roll call vote be taken. The Board roll call was completed with Aye votes from each Board member, and the motion carried unanimously.***

***Action: The Board authorized the General Manager to invite bids for the construction of the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05).***

20. **Resolution No. 2026-66 — A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with TBC Communications in an Amount Not to Exceed $185,000 for Public Relations for the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05)** — *Report by Jeff Bandy, Principal Engineer*

***Motion: President Siegfried moved to approve Resolution No. 2026-66. The motion was seconded by Director Urquhart.***

***Vote: President Siegfried requested that a roll call vote be taken. The motion carried, with Directors Cole, Urquhart, and Weiland voting Aye and Director White voting No.***

***Action: The Board authorized the General Manager to execute a professional services agreement with TBC Communications in an amount not to exceed $185,000 for public relations for the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05).***

21. **Resolution No. 2026-67 — A Resolution Authorizing an Annual Adjustment of the District's Reserve Capital Fund Balances by Transferring $5,843,054 to the Capital Fund from the Capital Improvement Reserve and the General O&M Fund and $2,067,020 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*

***Motion: Director Urquhart moved to approve Resolution No. 2026-67. The motion was seconded by Director White.***

***Vote: President Siegfried requested that a roll call vote be taken. The Board roll call was completed with Aye votes from each Board member, and the motion carried unanimously.***

***Action: The Board authorized the annual adjustment of the District's Reserve Capital Fund balances.***

## COMMUNICATIONS

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

*Presented by Barbara Buikema, General Manager*

a. ***Rauch Communication Strategic Planning - General Manager Barbara Buikema stated that February 2027 may be a possible date, but the date was not certain.***

*President Siegfried moved that the General Manager poll the Board for available dates, identify dates on which all Directors are available, and hire the facilitator. There was no objection by the other Board members.*

*The General Manager stated that she will contact the facilitators Baker Tilly, Raftelis, Kiosk, Community Foundation, Limelight Strategies (Annie Mitchell), and Rauch Communications, and then arrange a committee meeting.*

*Note: Limelight Strategies was not specifically named and only the facilitators name was mentioned during the board meeting. The company name was added for the minutes to provide context.*

***b. Comments on Board Meeting Time Change:***

*Director Cole stated she is agreeable to leaving the standard date and time for the Board meetings.*

c. ***Reminder About Employee Annual Picnic:***

*The General Manager, Barbara Buikema, reminded the board of the picnic date of 9-25-26.*

d. *Assembly Bill 1234 Ethics Training* ***Due December 2026*** *(oral)*

- *Potential Training Dates:*
  - ~~*Tuesday, November 3rd at 10 a.m.*~~
  - ~~*Tuesday, November 10th at 10:00 a.m.*~~
  - *Friday, November 13th at 11:00 a.m.*

***Action:*** *The Board agreed by consensus to Friday, November 13th at 11:00 a.m. to attend the ethics training.*

## OTHER ITEMS BEFORE THE BOARD

**23. Carmel Area Wastewater District Board Meetings for the Months of November and December 2026** — *Report by Barbara Buikema, General Manager*

***Requesting Board To Approve The Dates For The November & December Board Meetings***

***Action: The Board reached a consensus, with no dissenting votes, to modify the Board meeting dates for November 19, 2026, and December 17, 2026, due to the holiday schedule.***

***President Siegfried requested that future Board meetings for the months of November and December be institutionalized going forward. There was no action taken by the Board.***

**24.** **Discussion Regarding the Need for a Policy Governing Subconsultant Contracts** — *Report by Patrick Treanor, District Engineer*

***Requesting Direction From The Board***

***Action: The Board reached a consensus that it is not advisable to outsource work to subconsultants that customarily work for the District; otherwise, staff has discretion to decide whether to hire subconsultants.***

**25.** **Reclamation Management Meeting Protocol & Discussion** — *Report by Barbara Buikema, General Manager*

***Requesting Direction From The Board***

***Public Comment: Mr. Matthews addressed the Board. The Board received the comments; no direction was provided and no action was taken by the Board.***

## INFORMATION/DISCUSSION ITEMS

**26.** **Pebble Beach Community Services District July 31, 2026 Meeting** — *Report by Barbara Buikema, General Manager*

*Informational Only*

**27.** **State Controller's Office — California Uniform Construction Cost Accounting Commission (CUPCCA)** — *Report by Jeff Bandy, Principal Engineer*

*Informational Only*

*General Manager Barbara Buikema stated this letter is documentation regarding the District's membership in the California Uniform Public Construction Cost Accounting Act (CUPCCAA) program. Mr. Bandy explained that the correspondence was informational in nature and noted that participation in the program provides the District with additional flexibility for delivering smaller construction projects. Staff expressed appreciation to the Board for its support of the District's participation in the program.*

**28.** **Designated Reclamation Task Force Representative (Jeff Bandy)** — *Report by Jeff Bandy, Principal Engineer*

- *8/4/2026 GSC sub-committee meeting*
- *7/1/2026 GSC sub-committee meeting*

***Requesting Board Direction***

***After the discussion the board agreed that no vote would be taken regarding item 28 on the agenda just the discussion points listed above summarize the discussion and what authority Mr. Bandy has within the GSC committee.***

***The District's representative to the Governance Subcommittee (GSC), Jeff Bandy, has been authorized to discuss and engage legal counsel, and make decisions as deemed appropriate, and agreed upon by the subcommittee. That the GSC current status quo remain in place until the five-way agreement is reviewed by the boards.***

***During the discussion, Director Cole requested that Section 8 of the 1991 Management Agreement and Section 6 of the 2004 Agreement be made consistent and aligned.***

**29.** **Sewer Replacement Construction Update Regarding Scenic Road Sewer Replacement & Santa Rita & Guadalupe Sewer Replacement** — *Report by Patrick Treanor, District Engineer*

*Mr. Treanor provided an update on the projects.*

## 30. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff

a. *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 2026, at 9:30 a.m. –No Meeting – Pebble Beach Community Services District*
*Friday, September 25, 2026, at 9:30 a.m. –Director Weiland scheduled to attend*
*Friday, October 30, 2026, at 9:30 a.m. – President Siegfried scheduled to attend*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:
*Tuesday, October 20, 2026, at 6:00 p.m. –President Siegfried scheduled to attend the meeting*
*Tuesday, January (TBD), 2027, at 6:00 p.m. –Director Urquhart scheduled to attend the meeting*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:
*Tuesday, To Be Determined, 2026, at 9:30 a.m. Director Cole and Director Weiland are scheduled to attend.*

*Directors Request:*
*Director Urquhart asked that bid/no-bid contracts or pseudo-bid process, RFP process for consulting contracts, and a Request for Proposal (RFP) policy be agendized, including an explanation as to why or why not the job was sent out to bid. It is a balance between public transparency and confidence of the public that we are spending the money right, and not overloading staff with bureaucracy. Perhaps there is a simplified RFP process somewhere that we could model on that would not take a lot of staff time, and would come closer to a bid process, even though we are not required by law to do it all. President Siegfried, asked if this topic could be this could be a topic for the workshop.*

*Original 8-27-26 Meeting Minutes:*
*Director Cole requested that the item 25 on the agenda regarding the General Managers report on the Reclamation Management meeting protocol and discussion, requesting direction from the board, and requested that the board adopt this position, and that the two delegates to the RMC does not bind the CAWD board. This item was not adopted.*

*Amended 8-27-26 Meeting Minutes:*
*Director Cole requested that item 25 on the 8-27-26 agenda regarding the General Managers report on the Reclamation Management meeting protocol and discussion, requesting direction from the board, requested that the board* ***adopt the staff report,*** *and that the* ***vote*** *of two* ***CAWD*** *delegates to the RMC does not bind the CAWD board.*

***Board's Decision As of 10-29-26***

At its regular meeting on October 29, 2026, the Board of Directors considered the amended August 27, 2026 Regular Board Meeting Minutes and took the following action:

**Motion:** Director Urquhart moved to accept the amended August 27, 2026 Regular Board Meeting Minutes. The motion was seconded by Director Cole.

**Vote:** The motion carried by a vote of 4–1, as follows:

**Ayes:** Directors Cole, Urquhart, Siegfried, and Weiland
**Noes:** Director White

**Action:** The Board accepted the amended August 27, 2026 Regular Board Meeting Minutes.

31. **CLOSED SESSION:** *As permitted by Government Code Section 54950 et seq., the Board of Directors will adjourn to a Closed Session:*

**A. Conference with Legal Counsel – Existing Litigation**
**Government Code section 54956.9(d)(1)**
**Carmel Area Wastewater District vs. Pebble Beach Community Services District**
**Monterey County Superior Court Case No. 26CV001951**

**B. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION Government Code section 54956.9(d)(1) Name of case: (Hunter Leighton v. Carmel Area Wastewater District. Monterey County Superior Court case no. 26CV001187.)**

*The Board convened in Closed Session at 11:30 a.m. and adjourned Closed Session at 12:08 p.m. The Board reconvened in Open Session at 12:09 p.m. Legal Counsel reported that, with respect to Items 31.A and 31.B, updates were provided to the Board provided and direction was given to Counsel, but No reportable action was taken.*

## 32. ADJOURNMENT

***There being no further business to come before the Board, the meeting was adjourned at 12:09 p.m.***

***The next regular Board meeting will be held at 9:00 a.m. on Thursday, September 24, 2026, or on an alternative acceptable date. The following regular Board meeting will be held at 9:00 a.m. on Thursday, October 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.*

***As Reported To:*** Domine Barringer
***Domine Barringer, Board Clerk***

***APPROVED:*** Robert Siegfried
***Robert Siegfried, President of the Board***

*Original August 27, 2026 Meeting Minutes - Not Approved*

*These minutes were amended and approved at the October 29,2026 board meeting.*

# Original August 27,2026 Meeting Minutes Not Approved – Amended 10-26-26

# CARMEL AREA WASTEWATER DISTRICT

## REGULAR BOARD MEETING MINUTES

***Thursday, 9:00 a.m., August 27, 2026***

**3945 Rio Road**

**Carmel, California 93923**

*Via Teleconference Webinar & In Person*

---

## Call to Order / Roll Call

President Siegfried called the meeting to order at 9:00 a.m.

** Signifies virtual attendance.*

Present: President Siegfried; President Pro Tem Urquhart; and Directors *Cole, Weiland, and White.

***A quorum of the Board was present in person.***

***Director Cole participated remotely pursuant to the Brown Act teleconferencing provisions authorized by SB 707. The Board determined that Director Cole qualified for remote participation under a statutory "just cause" circumstance. Director Cole participated by audio and video communication throughout the meeting, and all votes were conducted by roll call.***

**Absent**: None
**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD/District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Ph.D., Principal Engineer, CAWD
Alex Henson, Associate Engineer, CAWD
Mohammed Serageldin, Ph.D., Laboratory Manager, CAWD
Chris Foley, Facilities Manager, CAWD
*Kevin Young, Water System Analyst, CAWD
Matt Green, Chief Plant Operator, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Angel Vazquez, Information Technologist, CAWD Intern
President Verbanec, Pebble Beach Community Services District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex Lorca-Fenton & Keller, Attorneys at Law, CAWD Legal Counsel

**In-Person Public Attendees:**
Steve Thomas, TBC Communications
Judah Matthews, Pebble Beach Company| Senior Vice President & Chief Financial Officer

***Virtual Public Attendees:**
*Michael Miller (Guest)

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.*

   *During public comment, the District received a letter on August 20, 2026, regarding the Santa Rita & Guadalupe Project. The letter, which is included in the Board packet, expresses appreciation to the District and project team for a job well done.*

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

   *The introduction of Jessica Reclusado, Information Technology Intern, was deferred and will be moved to the September Board Meeting agenda.*

3. ***Introduction of Information Technology Intern, Jessica Reclusado-***
   *Oral Report by Chris Foley, Facilities Manager*

   *Withdrawn to a later date.*

## 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.*

**Public Comment on Consent Calendar**
There was no public comment on the Consent Calendar.

**Motion:** Director White moved to approve the Consent Calendar. The motion was seconded by Director Urquhart.

**Vote:** President Siegfried called for the vote. The motion carried unanimously, with all Directors present voting **Aye**.

**Action:** The Board approved the Consent Calendar.

4. June 25, 2026 Regular Board Minutes; July 1, 2026 Salary & Benefits Committee; July 15, 2026 Special Meeting – Community Meeting Pescadero/Carmel Woods; July 22, 2026 Special Meeting – Community Meeting Pescadero/Carmel Woods
5. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)
   June 2026 (not available at time of Board meeting) and May 2026 (included in the packet)
6. Receive and Accept Schedule of Cash Receipts & Disbursements June 2026
7. Approve Register of Disbursements – Carmel Area Wastewater District June 2026

8. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project June 2026
9. Receive and Accept Financial Statements and Supplementary Schedules June 2026
10. Receive and Accept Collection System Superintendent's Report for June, May, and April 2026
11. Receive and Accept Safety and Regulatory Compliance Report June 2026
12. Receive and Accept Treatment Facility Operations Report for June, May, and April 2026
13. Receive and Accept Laboratory/Environmental Compliance Report June 2026
14. Receive and Accept Capital Projects Report/Implementation Plan
15. Receive and Accept Project Summaries – Capital and Non-Capital
16. Receive and Accept Facilities Manager Maintenance and Operations Report – June 2026
17. Receive and Accept Source Control-Environmental Compliance Report June 2026

## 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

18. **Resolution No. 2026-64 — A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with GEI Consultants, Inc. in an Amount Not to Exceed $231,762 for Part 1 of the Wastewater Treatment Plant Adaptation-in-Place Alternatives Identification Study** — *Report by Alex Henson, Associate Engineer*

***Motion: President Siegfried moved to postpone consideration of Resolution No. 2026-64, refer the matter to the Sea Level Rise Committee for review, and bring the Committee's findings back to the full Board. The motion was seconded by Director Urquhart.***

***Vote: President Siegfried then requested that a roll call vote be taken. The motion carried, with President Siegfried, Directors Cole and Urquhart voting Aye, and Directors Weiland and White voting No.***

***Action: Resolution 2026-64 is postponed. The Sea Level Rise Committee will report back to the full board.***

***Second Motion: Director Urquhart moved to agendize and review the Long-Term Sea Level Rise Road Map at the next board meeting. The motion was seconded by President Siegfried.***

***Vote: President Siegfried then requested that a roll call vote be taken. The motion carried, with President Siegfried, Directors Cole and Urquhart voting Aye, and Directors Weiland and White voting No.***

***Action: The Board agreed to agendize review of the Long-Term Sea Level Rise Road Map at the next Board meeting.***

19. **Resolution No. 2026-65 — A Resolution Authorizing the General Manager to Invite Bids for the Construction of the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05)** — *Report by Jeff Bandy, Principal Engineer*

***Motion: Director Urquhart moved to approve Resolution No. 2026-65. The motion was seconded by Director White.***

***Vote: President Siegfried requested that a roll call vote be taken. The Board roll call was completed with Aye votes from each Board member, and the motion carried unanimously.***

***Action: The Board authorized the General Manager to invite bids for the construction of the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05).***

20. **Resolution No. 2026-66 — A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with TBC Communications in an Amount Not to Exceed $185,000 for Public Relations for the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05)** — *Report by Jeff Bandy, Principal Engineer*

***Motion: President Siegfried moved to approve Resolution No. 2026-66. The motion was seconded by Director Urquhart.***

***Vote: President Siegfried requested that a roll call vote be taken. The motion carried, with Directors Cole, Urquhart, and Weiland voting Aye and Director White voting No.***

***Action: The Board authorized the General Manager to execute a professional services agreement with TBC Communications in an amount not to exceed $185,000 for public relations for the Carmel Woods and Pescadero Road (Rd.) Sewer Main Rehabilitation Project (#21-05).***

21. **Resolution No. 2026-67 — A Resolution Authorizing an Annual Adjustment of the District's Reserve Capital Fund Balances by Transferring $5,843,054 to the Capital Fund from the Capital Improvement Reserve and the General O&M Fund and $2,067,020 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*

***Motion: Director Urquhart moved to approve Resolution No. 2026-67. The motion was seconded by Director White.***

***Vote: President Siegfried requested that a roll call vote be taken. The Board roll call was completed with Aye votes from each Board member, and the motion carried unanimously.***

***Action: The Board authorized the annual adjustment of the District's Reserve Capital Fund balances.***

## COMMUNICATIONS

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

*Presented by Barbara Buikema, General Manager*

a. ***Rauch Communication Strategic Planning - General Manager Barbara Buikema stated that February 2027 may be a possible date, but the date was not certain.***

*President Siegfried moved that the General Manager poll the Board for available dates, identify dates on which all Directors are available, and hire the facilitator. There was no objection by the other Board members.*

*The General Manager stated that she will contact the facilitators Baker Tilly, Raftelis, Kiosk, Community Foundation, Limelight Strategies (Annie Mitchell), and Rauch Communications, and then arrange a committee meeting.*

*Note: Limelight Strategies was not specifically named and only the facilitators name was mentioned during the board meeting. The company name was added for the minutes to provide context.*

***b. Comments on Board Meeting Time Change:***

*Director Cole stated she is agreeable to leaving the standard date and time for the Board meetings.*

c. ***Reminder About Employee Annual Picnic:***

*The General Manager, Barbara Buikema, reminded the board of the picnic date of 9-25-26.*

d. *Assembly Bill 1234 Ethics Training* ***Due December 2026*** *(oral)*

- *Potential Training Dates:*
  - ~~*Tuesday, November 3rd at 10 a.m.*~~
  - ~~*Tuesday, November 10th at 10:00 a.m.*~~
  - *Friday, November 13th at 11:00 a.m.*

***Action:*** *The Board agreed by consensus to Friday, November 13th at 11:00 a.m. to attend the ethics training.*

## OTHER ITEMS BEFORE THE BOARD

**23. Carmel Area Wastewater District Board Meetings for the Months of November and December 2026** — *Report by Barbara Buikema, General Manager*

***Requesting Board To Approve The Dates For The November & December Board Meetings***

***Action: The Board reached a consensus, with no dissenting votes, to modify the Board meeting dates for November 19, 2026, and December 17, 2026, due to the holiday schedule.***

***President Siegfried requested that future Board meetings for the months of November and December be institutionalized going forward. There was no action taken by the Board.***

**24.** **Discussion Regarding the Need for a Policy Governing Subconsultant Contracts** — *Report by Patrick Treanor, District Engineer*

***Requesting Direction From The Board***

***Action: The Board reached a consensus that it is not advisable to outsource work to subconsultants that customarily work for the District; otherwise, staff has discretion to decide whether to hire subconsultants.***

**25.** **Reclamation Management Meeting Protocol & Discussion** — *Report by Barbara Buikema, General Manager*

***Requesting Direction From The Board***

***Public Comment: Mr. Matthews addressed the Board. The Board received the comments; no direction was provided and no action was taken by the Board.***

## INFORMATION/DISCUSSION ITEMS

**26.** **Pebble Beach Community Services District July 31, 2026 Meeting** — *Report by Barbara Buikema, General Manager*

*Informational Only*

**27.** **State Controller's Office — California Uniform Construction Cost Accounting Commission (CUPCCA)** — *Report by Jeff Bandy, Principal Engineer*

*Informational Only*

*General Manager Barbara Buikema stated this letter is documentation regarding the District's membership in the California Uniform Public Construction Cost Accounting Act (CUPCCAA) program. Mr. Bandy explained that the correspondence was informational in nature and noted that participation in the program provides the District with additional flexibility for delivering smaller construction projects. Staff expressed appreciation to the Board for its support of the District's participation in the program.*

**28.** **Designated Reclamation Task Force Representative (Jeff Bandy)** — *Report by Jeff Bandy, Principal Engineer*

- *8/4/2026 GSC sub-committee meeting*
- *7/1/2026 GSC sub-committee meeting*

***Requesting Board Direction***

***After the discussion the board agreed that no vote would be taken regarding item 28 on the agenda just the discussion points listed above summarize the discussion and what authority Mr. Bandy has within the GSC committee.***

***The District's representative to the Governance Subcommittee (GSC), Jeff Bandy, has been authorized to discuss and engage legal counsel, and make decisions as deemed appropriate, and agreed upon by the subcommittee. That the GSC current status quo remain in place until the five-way agreement is reviewed by the boards.***

***During the discussion, Director Cole requested that Section 8 of the 1991 Management Agreement and Section 6 of the 2004 Agreement be made consistent and aligned.***

**29.** **Sewer Replacement Construction Update Regarding Scenic Road Sewer Replacement & Santa Rita & Guadalupe Sewer Replacement** — *Report by Patrick Treanor, District Engineer*

*Mr. Treanor provided an update on the projects.*

## 30. Announcements on Subjects of Interest to the Board Made by Members of the Board or Staff

a. *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 2026, at 9:30 a.m. –No Meeting – Pebble Beach Community Services District*
*Friday, September 25, 2026, at 9:30 a.m. –Director Weiland scheduled to attend*
*Friday, October 30, 2026, at 9:30 a.m. – President Siegfried scheduled to attend*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:
*Tuesday, October 20, 2026, at 6:00 p.m. –President Siegfried scheduled to attend the meeting*
*Tuesday, January (TBD), 2027, at 6:00 p.m. –Director Urquhart scheduled to attend the meeting*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:
*Tuesday, To Be Determined, 2026, at 9:30 a.m. Director Cole and Director Weiland are scheduled to attend.*

*Directors Request:*
*Director Urquhart asked that bid/no-bid contracts or pseudo-bid process, RFP process for consulting contracts, and a Request for Proposal (RFP) policy be agendized, including an explanation as to why or why not the job was sent out to bid. It is a balance between public transparency and confidence of the public that we are spending the money right, and not overloading staff with bureaucracy. Perhaps there is a simplified RFP process somewhere that we could model on that would not take a lot of staff time, and would come closer to a bid process, even though we are not required by law to do it all. President Siegfried, asked if this topic could be this could be a topic for the workshop.*

*Director Cole requested that the item 25 on the agenda regarding the General Managers report on the Reclamation Management meeting protocol and discussion, requesting direction from the board, and requested that the board adopt this position, and that the two delegates to the RMC does not bind the CAWD board. This item was not adopted.*

**31. CLOSED SESSION:** *As permitted by Government Code Section 54950 et seq., the Board of Directors will adjourn to a Closed Session:*

**A. Conference with Legal Counsel – Existing Litigation**
**Government Code section 54956.9(d)(1)**
**Carmel Area Wastewater District vs. Pebble Beach Community Services District**
**Monterey County Superior Court Case No. 26CV001951**

**B. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION Government Code section 54956.9(d)(1) Name of case: (Hunter Leighton v. Carmel Area Wastewater District. Monterey County Superior Court case no. 26CV001187.)**

*The Board convened in Closed Session at 11:30 a.m. and adjourned Closed Session at 12:08 p.m. The Board reconvened in Open Session at 12:09 p.m. Legal Counsel reported that, with respect to Items 31.A and 31.B, updates were provided to the Board provided and direction was given to Counsel, but No reportable action was taken.*

## 32. ADJOURNMENT

***There being no further business to come before the Board, the meeting was adjourned at 12:09 p.m.***

***The next regular Board meeting will be held at 9:00 a.m. on Thursday, September 24, 2026, or on an alternative acceptable date. The following regular Board meeting will be held at 9:00 a.m. on Thursday, October 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.*

**Not Approved – Amended 10-26-26**

***As Reported To:_____***
***Domine Barringer, Board Clerk***

***APPROVED:_____***
***Robert Siegfried, President of the Board***