



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., March 27, 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: 895 6276 8968 Password: 159543.*

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 _____ 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.

Thank you letter from Dan and Dasha Keig

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- 2. *Agenda Changes:*** Any requests to move an item forward on the agenda will be considered at this time.
- 3. *Introduction of Simrandeep Singh and Erik Van Duren:*** As Lab Analyst I/ Environmental Compliance Inspector

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.

4.	February 21, 2025 Budget Meeting Minutes	06
	February 24, 2025 Budget Meeting Minutes	
	February 26, Special Board Meeting Minutes	
	February 27, 2025 Regular Board Meeting Minutes	
	March 5, 2025 Budget Committee Meeting Minutes	
	March 7, 2025 Salary & Benefits Meeting Minutes	
	March 10, 2025 Special Meeting Minutes	
5.	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA)	28
	January 2025, And February Correspondence	
6.	Receive and Accept Schedule of Cash Receipts & Disbursements	32
	February 2025	
7.	Approve Register of Disbursements – Carmel Area Wastewater District	36
	February 2025	
8.	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project	40
	February 2025	
9.	Receive and Accept Financial Statements and Supplementary Schedules	42
	February 2025	
10.	Receive and Accept Collection System Superintendent’s Report	64
	For February & January 2025, 2024 December	
11.	Receive and Accept Safety and Regulatory Compliance Report	71
	February 2025 & COVID-19 Policy Draft	
12.	Receive and Accept Treatment Facility Operations Report	76
	For February & January 2025, 2024 December	
13.	Receive and Accept Laboratory/Environmental Compliance Report	82
	January 2025	
14.	Receive and Accept Capital Projects Report/Implementation Plan	84
15.	Receive and Accept Project Summaries – Capital & Non-Capital	86
16.	Receive and Accept Plant Operations Report- February 2025	107
17.	Receive and Accept Maintenance Projects Report – February 2025	109
18.	Receive and Accept Source Control-Environmental Compliance Report	112
	February 2025	

***" - 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

- 19. Resolution No. 2025-11:** A Resolution To Design Services for Wastewater Treatment Plant Perimeter Improvements – Kennedy/Jenks Consultants, Inc.– *Report by Jeff Bandy, Principal Engineer* 114
- 20. Resolution No. 2025-12:** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Harris & Associates In An Amount Not To Exceed \$898,016 For Construction Management And Inspection Services For The Santa Rita & Guadalupe Sewer Rehab And Scenic Rd Sewer Replacement Projects (Project #23-01 & #20-08)-*Report by Patrick Treanor, District Engineer* 160
- 21. Resolution No. 2025-13:** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With TBC Communications & Media In An Amount Not To Exceed \$80,000 For Public Outreach Support- *Report by Patrick Treanor, District Engineer* 171
- 22. Resolution No. 2025-14:** A Resolution Authorizing The Approval Of The Job Descriptions, For The Facilities Manager And The Operations Specialists- *Report by Chris Foley, Maintenance Superintendent* 174
- 23. Resolution No. 2025-15:** Resolution Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees- *Report By Maintenance Supervisor, Chris Foley* 208

COMMUNICATIONS

- 24. General Manager Report- *Report by General Manager, Barbara Buikema***
- A. *Central Coast Regional Water Board Violation Letter* 211
 - B. *Valentine Environmental Engineering Report* 235
 - C. *Conference Reporting Documentation* 238

OTHER ITEMS BEFORE THE BOARD

25. Discussion Regarding Tiered Rate Structure South Of The River- 241
Report by General Manager, Barbara Buikema
26. Highlands Force Main – *Report by Patrick Treanor, District Engineer* 244
27. Carmel Area Wastewater District’s Fiscal Year 2023-2024 **Preliminary Budget**– 245
Report by General Manager, Barbara Buikema
- Action Required** – *Requesting A Motion to Accept the Fiscal Year 2024-2025 Preliminary Budget Preliminary Budget Under Separate Cover* e
28. Carmel Area Wastewater District’s Fiscal Year 2024-2025 Preliminary 246
Rate Model– *Report by General Manager, Barbara Buikema and Maintenance*
- Action Required** – *Requesting A Motion to Accept the Fiscal Year 2024-2025 Preliminary Rate Model*
29. Monterey County Treasurer’s Report As of December 31,2024, 250
Report by General Manager, Barbara Buikema
- Action Required** – *Requesting A Motion to Accept this report*
30. Committee Meetings- *Report by Domine Barringer, Board Clerk* 252
- Requesting Board Acceptance of The Pension and Longterm Investment Committee Change To Split The Duties Between Directors Cole and Siegfried.**
31. **Uncollectable Accounts**- *Report by Barbara Buikema, General Manager* 259
- Action Required From The Board To Provide Direction On Uncollectable Accounts**

INFORMATION/DISCUSSION ITEMS

32. Pebble Beach Community Service District Meeting February 28, 2024,- 265
Report by General Manager, Barbara Buikema

33. Carmel Pine Cone Posting –“Sewer District Gets OK To Replace Scenic Main”- 267
Report by General Manager, Barbara Buikema

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, March 28, 2025, at 9:30 a.m. –Director Lonergan is scheduled to attend.
Friday, April 25, 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, April 15, 2025, at 6:00 p.m. –President White is scheduled to attend.
Tuesday, July 17, 2025, at 6:00 p.m. – Director Lonergan is scheduled to attend.

Reclamation Management Committee (RMC) Meeting – The next RMC meeting is scheduled for:
Tuesday, May 13, 2025, at 9:30 a.m. President White and Director Lonergan are scheduled to attend.

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

35. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, April 24, 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.