



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., May 29, 2025

3945 Rio Road

Carmel, California 93923

Via Teleconference Webinar & In Person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 8:59 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole, Urquhart, Lonergan

A quorum was present.

Absent: None

Others: Barbara Buikema, General Manager 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
Ed Waggoner, Operation Staff -(Retiring), CAWD
Chris Foley, Maintenance Superintendent, CAWD
Mark Dias, Safety & Compliance Officer, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Barry Blevins, Collection III Worker, CAWD
Mark Napier, Collection III Worker, CAWD
Seth Steele-Freitas, Collection III Worker, CAWD
*Kevin Young, Plant Operations Supervisor, CAWD
Richard Verbanec, Director, Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

In Person Public Attendees:

Bob Donaldson | Collaborative Strategies, LLC.
Steve Thomas | TBC Communications
Ken Spilfogel | Carmel Restaurant Association

***Virtual Public Attendees:**

*Annie Mitchell | Limelight Strategies

CALL TO ORDER - ROLL CALL

*Cole (Present)- Lonergan (Present), Siegfried (Present)- Urquhart (Present)-
President White(Present – Until 10:07 a.m.)*

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.*

None

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

Director Cole requested that a change be made regarding item #8 on the agenda. President White stated that we will go through the introduction for the employees and then right to that item to allow the employees to go back to work.

3. **Recognition of Seth Steele-Freitas For Passing The Collection Worker III Test**

Board recognized and congratulated Mr. Freitas on his accomplishment.

4. **Recognition of Mark Napier For Passing The Collection Worker III Test**

Board recognized and congratulated Mr. Napier on his accomplishment.

5. **Recognition of Barry Blevins taking first place at the California Water Environmental Association State level for Gimmicks & Gadgets**

Mr. Blevin's provide a demonstration of the gadget he developed and how it should be used to illuminate the dark and difficult spaces an individual may have to work in. The Board congratulated Mr. Blevins on winning first place at the CWEA statewide contest.

6. **Recognition of Seth Steele-Freitas taking third place at the CWEA State level for Gimmicks & Gadgets**

The gadget that Mr. Steele-Freitas developed provides the ability to access a manhole and use a bended guide pipe for a hose to go down through and drop into manhole safely so the area can be cleaned. The Board congratulated Mr. Steele-Freitas on winning third place at the CWEA statewide contest.

7. Introduction of New Laboratory Manger-Mohammed Serageldin, Ph.D.

Mr. Treanor provided the introduction of Mr. Serageldin. The Board gave a warm welcome to Mr. Serageldin.

8. Receive Staff Report -For Compensation & Benefits For Board Members-Report by General Manager, Barbara Buikema

At 9:13 a.m.: Introduce And Hold A First Reading Of Ordinance 2025-01; Ordinance Setting Compensation And Benefits For Board Members Attending Meetings, Conferences, Etc.

A Motion To Continue Ordinance 2025-01 To The Next Meeting Was Made By Director Cole And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Agreed To Move Ordinance 2025-01 Setting Compensation and Benefits For Board Members Attending Meetings, Conferences, Etc. To The Next Board Meeting.

9. Receive Staff Report -Regarding Assembly Bill 2561 a Public Hearing on the status of vacancies, recruitment and retention efforts, and identify any necessary changes to policies, procedures, and recruitment activities-Report by General Manager, Barbara Buikema

Open Public Hearing on Thursday, 9:50 a.m., May 29, 2025, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2025-01 regarding compensation.

At 9:14 a.m., Assembly Bill 2561 A Public Hearing On The Status Of Vacancies, Recruitment And Retention Efforts, And Identify Any Necessary Changes To Policies, Procedures, And Recruitment Activities

Public Hearing was open at 9:58 a.m. there were no comments made. The Public Hearing was closed to the public and was followed by a motion.

At 9:58 a.m., A Motion To Accept The Assembly Bill 2561 Report Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Agreed To Accept The Report Regarding The Status Of Vacancies, Recruitment And Retention Efforts, And Identify Any Necessary Changes To Policies, Procedures, And Recruitment Activities

10. Presentation on Fire Safety: Report by Chris Foley, Facilities Manager and Mark Dias Safety and Regulatory Compliance Administrator

Mr. Dias discussed fire safety and the Board received the presentation and no action was taken by the Board.

11. Vision For The Future – Collaborative Strategies Presentation – Report by Bob Donaldson

At 9:30 a.m., The Board received the information regarding the presentation by Mr. Donaldson.

ACTION ITEM 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

12. Resolution No. 2025-25: A Resolution Authorizing The General Manager To Enter Into A Contract With Collaborative Strategies In An Amount Not To Exceed \$79,000 For Staff Training- Report by General Manager, Barbara Buikema

Note: Request to move this item before the Consent Calendar To Accommodate Vendor

A Motion To Adopt The Resolution Was Made By Director Siegfried And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-25 Authorizing The General Manager To Enter Into A Contract With Collaborative Strategies In An Amount Not To Exceed \$79,000 For Staff Training.

After completing the vote on resolution 2025-25 The Board went back to agenda item #9 to open the public hearing for comment and to vote on AB 2561 report.

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.

At 9:59 a.m., A Motion To Receive And Approve The Consent Agenda Was Made By President White Seconded By Director Urquhart. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

- 13.** April 22, 2025 Special Meeting Minutes – Scenic Road, April 23 Salary & Benefits Minutes, April 24, 2025 Regular Board Minutes, April 25, 2025 Special Meeting Minutes-Union Negotiations, April 25, 2025, Special Meeting Minutes – Carmel Meadows, May 23,2025 Special Meeting Minutes- Pension & Investment
- 14.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) *March 2025, And April Correspondence will occur in the June Board Meeting*
- 15.** Receive and Accept Schedule of Cash Receipts & Disbursements - *April 2025*
- 16.** Approve Register of Disbursements – Carmel Area Wastewater District - *April 2025*
- 17.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project - *April 2025*
- 18.** Receive and Accept Financial Statements and Supplementary Schedules - *April 2025*
- 19.** Receive and Accept Collection System Superintendent’s Report - *For April, March & February 2025*
- 20.** Receive and Accept Safety and Regulatory Compliance Report -*April 2025*
- 21.** Receive and Accept Treatment Facility Operations Report - *For April, March & February 2025*
- 22.** Receive and Accept Laboratory/Environmental Compliance Report - *April 2025*
- 23.** Receive and Accept Capital Projects Report/Implementation Plan
- 24.** Receive and Accept Project Summaries – Capital & Non-Capital
- 25.** Receive and Accept Facilities Manager Maintenance & Operations Report – *April 2025*
- 26.** Receive and Accept Source Control-Environmental Compliance Report - *April 2025*

Note: at approximately 10:05 a.m., before taking a motion on Resolution 2025-27, and after the consent calendar was approved and a motion taken on Resolution 2025-26, Director Siegfried requested to go back to the consent calendar and on item number 26 requested that the Board agendaize a discussion regarding grease on vent hoods and the District’s role at the next board meeting. The Board was in consensus to add this discussion to the next board meeting.

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 (Continued)

- 27. Resolution No. 2025-26: A Resolution Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Fiscal Year 2025-2026 Reclamation Project Budget- Report by General Manager, Barbara Buikema**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-26 Adopting The Carmel Area Wastewater District (CAWD)/Pebble Beach Community Service District (PBCSD) Fiscal Year 2025-2026 Reclamation Project Budget

- 28. Resolution No. 2025-27: A Resolution Adopting A Procedure For Setting Board Meeting Agenda And Or Special Report Both Within The Framework Of A Regular Meeting And Outside Of That Framework- Report by General Manager, Barbara Buikema**

At 10:07 a.m., President White excused himself from the meeting and Pro Tem Siegfried conducted the remainder of the Board meeting.

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-27 Adopting A Procedure For Setting The Board Meeting Agenda And Or Special Report Both Within The Framework Of A Regular Meeting And Outside Of That Framework.

COMMUNICATIONS

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

i. *Small Claims Court – Accessory Dwelling Unit*

Barbara Buikema, General Manager, stated the District is waiting for the Small Claims Court Opinion.

Director Siegfried requested that the board agenda the rate model discussion. The Board was in consensus with this request. In addition, Director Siegfried requested that as it is agenda that there be a two layer model with one being cost and the other being the variable.

ii. *Executive Coaching Update*

Barbara Buikema, General Manager, it is going well and has been a good experience.

OTHER ITEMS BEFORE THE BOARD

30. Discussion Of Future Board Member Retreat- *Report by General Manager, Barbara Buikema*

Action Required From The Board To Provide Direction

The Board requested a Doodle Poll be sent to out to determine the best date.

31. **Board Discussion Regarding** The Establishment Of A “Fats, Oils And Grease Plumbing Program For Commercial Kitchens”- *Report by Patrick Treanor, District Engineer*

Action Requested From The Board To Provide Direction Regarding The Source Control Compliance Loan Program

At 10:32 a.m., The Board Was In Agreement To Push This Item Later In The Meeting To Allow For A Participant To Join. After Agenda Items number 32,33 were taken up by the Board The Participant, Ken Spilfogel, joined the meeting at 10:50 a.m. to discuss item number 31. Mr. Treanor stated that the compliance letters were sent out last week.

Mr. Spilfogel discussed the amount of grease that can come from one fryer and the need to move forward on the enforcement of Source Control Compliance Program.

The Board Motioned To Move Forward On The Issuance Of The Compliance Letters At All Reasonable Haste. The Board Was In Consensus.

Director Cole requested that the ordinance be brought back and requested if the Board would agree to amend it to make sure that the fine is not only in the ordinance, but there are milestones listed that need to be met and that the red tag noncompliance is listed. The Board Was In Consensus. President White was absent.

- 32.** Monterey County Treasurer's Report As of March 31,2025, Report by General Manager, Barbara Buikema

Action Required – Requesting A Motion to Accept this report

A Motion To Accept The Monterey County Treasurer's Report As of March 31,2025 Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Accepted The Report. President White was absent.

- 33.** Contact With Regional Water Quality Board, As of May 5, 2025- Report by General Manager, Barbara Buikema

Request Board Direction On Next Step

No Action Was Taken By The Board.

INFORMATION/DISCUSSION ITEMS

- 34.** Pebble Beach Community Service District Meeting April 25, 2024,- Report by General Manager, Barbara Buikema

The Board had no questions.

- 35.** California Water Environment Association Annual Conference (CWEA)- Attendance Report – Report by Collections Superintendent, Daryl Lauer

Daryl Lauer, Collections Superintendent, provided the oral report out of the CWEA conference attendance by staff. The Board received the information.

- 36.** Presentation of District Geographic Information System (GIS)– Report by Collections Superintendent, Daryl Lauer.

Daryl Lauer, Collections Superintendent, provided the GIS presentation. The Board received the information.

37. Reclamation Management Meeting- *Report by General Manager, Barbara Buikema*

Director Cole asked what theoretically could be a conflict with the De Lay & Laredo Firm, with respect to the Reclamation Committee and Monterey Peninsula Water Management District? Legal Counsel, Alex Lorca, stated that it could be taken as an action and provide a memo, if that is the pleasure of the Board. The Board was in consensus.

38. Discussion Regarding Strategic Asset Management Plan-*Director Siegfried (e.g. increase fixed income portion to 40%)*

Requestion Board Decision

A Motion To Accept The Increase Of The Fixed Income Portion To 40 Percent Was Made By Director Siegfried And Seconded By Director Lonergan. Following A Roll Call Vote, With Yes Votes From Directors Cole, Lonergan, and Siegfried, A No Vote From Director Urquhart, President White Was Absent.

39. 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, May 30, 2025, at 9:30 a.m. –Director Urquhart is scheduled to attend.
Friday, June 27, 2025, at 9:30 a.m. –President White is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, July 17, 2025, at 6:00 p.m. – President White is scheduled to attend.
Tuesday, October TBD, 2025, at 6:00 p.m. – Director Siegfried 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 Lonergan are scheduled to attend.

- *Director Cole’s Report on CASA Conference Information **
- *Director Urquhart encouraged the other Board members to get involved with the Specialty District Leadership Certification to stay current on training.*

The Board took a break at 11:54 am for ten minutes prior to entering closed session.

40. 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

Note: Annie Mitchell | Limelight Strategies attended the closed session per Legal Counsel instructions.

The Board then convened into closed session at 12:04 p.m. The Board came out of closed session at 12:43 p.m., and reconvened back into open session at 12:44 p.m. and Legal Counsel reported that during the closed session an update was given to the board and board provided direction, but no reportable action was taken. There being no further business to come before the Board, the meeting was adjourned at 12:44 p.m.

41. ADJOURNMENT

The next Regular Board Meeting will be held at 9:00 a.m., Thursday, June 26, 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:

Bob Siegfried
Bob Siegfried, Pro Tem of the Board