



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., October 30, 2025

3945 Rio Road

Carmel, California 93923

Via Teleconference Webinar & In Person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 a.m.

**Signifies Virtual Attendance*

Present: President Ken White, Pro Tem Bob Siegfried, Directors: Cole Weiland (arrived 9:02 a.m.)

A quorum was present.

Absent: Director Urquhart

Others: Barbara Buikema, General Manager Carmel Area Wastewater District (CAWD or District)
Domine Barringer, Board Clerk, CAWD
Patrick Treanor, District Engineer, CAWD
Jeff Bandy, Ph.D. Principal Engineer, CAWD
Mohammed Serageldin, Laboratory Manager, CAWD
Matt Green, Chief Plant Operator (CPO), CAWD
Chris Foley, Maintenance Superintendent, CAWD
Mike Skinkle, Maintenance Supervisor
Christian Schmidt, Senior Operator
Darly Lauer, Collections Superintendent, CAWD
*Kevin Young, Wastewater System Analyst, CAWD
*Jeffrey B. Froke, Ph.D., Director | Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

Absent: None

In Person Public Attendees: None

Carolyn Bardsley | Constituent
Steve Thomas | TBC Communications

***Virtual Public Attendees:**

Hunter Leighton | Constituent
Jack | Guest (left at 9:40 a.m.)
Mollie Wooden | Pebble Beach Company (left at 9:31 a.m.)
Cawdtoc | Guest

CALL TO ORDER - ROLL CALL

Cole (Present), Siegfried (Present)- Urquhart (Absent)-Weiland (Present), President White(Present)

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 emailed prior to meeting was included in the board packet

Director Siegfried stated that spoke with Dr. Haeyoung Noh, who gave a presentation on sensors for bridges and pipelines. Director Siegfried requested to agendize this discussion for the next meeting and get back with her after the November board meeting. Director Cole requested that the discussion be broadened to include other technologies.

A Motion To Add This Discussion And Other Technologies Was Made By Director Cole And Seconded By Director Wiland. Following A Roll Call Vote, The Board Unanimously Agreed To Add This To The November Agenda.

A Motion To Add This Discussion Ms. Bardley's Questions Was Made By Director Siegfried And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Agreed To Add This Discussion To Agenda.

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

There were no agenda changes.

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.

A Motion To Receive And Approve The Consent Agenda Was Made By Director Siegfried Seconded By Director Cole. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items

President White pulled item number 10 (page 65 in the packet) on the consent calendar and Director Siegfried stated that he had some questions regarding this item. Item No. 10 was taken up later on in the meeting.

- 3.** August 28, 2025 Regular Board Minutes, September 10, 2025 Special Board Meeting Minutes-Board Vacancy, September 18, 2025 Special Board Meeting Minutes-Bridge To Everywhere
- 4.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) July 2025 (to be included) - August 2025 (not available at time of board packet build)
- 5.** Receive and Accept Schedule of Cash Receipts & Disbursements - August 2025
- 6.** Approve Register of Disbursements – Carmel Area Wastewater District - August 2025
- 7.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project- August 2025
- 8.** Receive and Accept Financial Statements and Supplementary Schedules- August 2025
- 9.** Receive and Accept Collection System Superintendent’s Report For August, June & May 2025
- 10.** Receive and Accept Safety and Regulatory Compliance Report - August 2025
- 11.** Receive and Accept Treatment Facility Operations Report - For August, June & May 2025
- 12.** Receive and Accept Laboratory/Environmental Compliance Report- August 2025
- 13.** Receive and Accept Capital Projects Report/Implementation Plan
- 14.** Receive and Accept Project Summaries – Capital & Non-Capital
- 15.** Receive and Accept Facilities Manager Maintenance & Operations -Report – August 2025
- 16.** Receive and Accept Source Control-Environmental Compliance Report- August 2025

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)-Report by Patrick Treanor, District Engineer**

A Motion To Adopt The Resolution Was Made By Director Siegfried And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Passed Resolution No. 2025-61 Authorizing (increase in change order allow Santa Rita & Guadalupe -for the Dolores St segments & Crossroads segments).

- 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-Report by Chris Foley, Facilities Manager**

A Motion To Table This Resolution Was Made By Director Siegfried And Seconded By Director Cole. Following A Roll Call Vote, The Board Agreed To Table Resolution No. 2025-62 To Bring Back To The Board More Numerical Information On Alternatives. With Ayes From Directors; Cole, Siegfried, Weiland and A No Vote From President White.

- 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)- Report by Jeff Bandy, Principal Engineer**

A Motion To Adopt The Resolution, Alternate No. 2, Was Made By Director Weiland And Seconded By resident White. Following A Roll Call Vote, The Board Passed Resolution No. 2025-63 Authorizing Advertisement Of Requests For Proposals For WWTP Perimeter Eucalyptus Tree Maintenance And Security Fence Replacement For The “WWTP Perimeter Improvements” (Project #19-18); With Ayes From Directors; Siegfried, Weiland, President White, and A No Vote From Director Cole.

- 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- Report by Chris Foley, Facilities Manager**

A Motion To Adopt The Resolution Was Made By Director Cole And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Passed Resolution No. 2025-64 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.

- 21. Resolution No. 2025-65: A Resolution Authorizing An Updated Policy On Hiring Of Relatives- Report by Barbara Buikema, General Manager**

A Motion To Adopt The Resolution Was Made By Director Cole And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Resolution No. 2025-65 Resolution Authorizing An Updated Policy On Hiring Of Relatives.

- 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**

A Motion To Adopt The Resolution Was Made By Director Siegfried And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Passed Resolution No. 2025-66 Approving The Purchase Of The Software Package Waterworth – Continuous Utility Rate Management For A Period Of 3 Years In The Amount Of \$29,700.

COMMUNICATIONS

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

- *Executive Coaching*
- *Compensation for Harassment Prevention Training and Ethics Training*

A Motion To Approve The Compensation For Harassment Prevention Training and Ethics Training Was Made By Director Siegfried And Seconded By President White. The Board Was In Agreement To Receiving Payment For These Trainings. The Board Also Requested That The Policy Be Brought Back To The Board And Include The Direction On The Items Listed Below. Following A Roll Call Vote, The Board Unanimously Approved Of The Items.

The General Manager discussed the Sunnyvale Plant Tour and the Stanford Codiga Resource Recovery Center Visit And the Stanford Fiber Optic Lab(discussed at the beginning of the meeting). This will be brought back to the Board.

The General Manager also discussed the ocean spill that occurred and compliment staff on their quick response time. Items that need to be worked on are who to call, social media response, and staff will be working on a crisis communication plan. Staff issued thanks to the multiagency that assisted with the spill (e.g., Marina Coast Water, Pebble Beach Community Service District, PSTS).

OTHER ITEMS BEFORE THE BOARD

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

Board Action: Requesting Board Approve Report

A Motion To Accept The Report Was Made By Director Siegfried And Seconded By Director Weiland. Following A Roll Call Vote, The Board Unanimously Accepted The Report.

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

Director Siegfried requested that a presentation and a use case be brought to the Board and that the District join the Government AI coalition and designate a representative to go to the meetings.

A Motion To Join The Government AI Coalition And Bring Back Revisions To The Report That Was Presented In This Meeting Was Made By Director Siegfried And President White Asked For Consensus From The Board. The Board Was In Consensus.

INFORMATION/DISCUSSION ITEMS

- 26. Pebble Beach Community Service District Meeting September 26, 2025-Report by Barbara Buikema, General Manager**

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

Mr. Treanor presented the report and that the project was progressing.

- 28. Local Income Growth Changes In Adjust Gross Income – Informational only**

- 29. Special District Associations Meeting Attendance, October 7, 2025- Report by Barbara Buikema, General Manager**

30. Spill Response Report From 10-22-2025 to 10-24-2025 – Report by Barbara Buikema, General Manager

Consent Calendar Item No. 10: Was pulled by President White and was discussed at this time to provide clarifying language under the motion made under the Consent Calendar. President White stated the safety and injury report was very clean. Director Siegfried discussed neutralization and the chemical injection system and exothermic action on PVC pipes.

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 12 ~~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.

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**

A ten minute break was taken before entering closed session. The Board convened into closed session at 11:10 a.m. The Board came out of closed session at 12:12 p.m., and reconvened back into open session at 12:13 p.m. and Legal Counsel reported that during the closed session the Board took up the matter and no reportable action was taken. There being no further business to come before the Board, the meeting was adjourned at 12:14 p.m.

31. ADJOURNMENT

The Next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 18, 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:

Ken White

Ken White, President of the Board