



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., March 27, 2025

3945 Rio Road

Carmel, California 93923

Via Teleconference Webinar & In Person

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:00 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
Angel Vazquez, Internet Technical Intern
Chris Foley, Maintenance Superintendent, CAWD
Robert Bowman, Acting Collections Superintendent, CAWD
Ed Waggoner, Plant Superintendent, CAWD
*Kevin Young, Plant Operations Supervisor, CAWD
Richard Gebhart, 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:

Steve Thomas |TBC Communications

Steve Wilson| Monterey Bay Engineers, Inc. (left the meeting)

***Virtual Public Attendees:**

None

CALL TO ORDER - ROLL CALL

Cole (Present)- Lonergan (Present), Siegfried (Present)- Urquhart (Present)- 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.*

There was no public comment made.

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

Requesting the approval of new wording regarding agenda items #22 and #23 and request the amendments be taken up by the Board when these items are presented during the meeting as listed on the agenda. The Board was in consensus.

3. **Introduction of Simrandeep Singh and Erik Van Duren:** *As Lab Analyst I/ Environmental Compliance Inspector*

The new hires at the lab were presented to the Board and both Simrandeep Singh and Erik Van Duren were introduced to the Board along with the current laboratory intern Connor Barringer. All received a warm welcome.

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 Urquhart Seconded By Director Cole. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items.

- 4.** February 21, 2025 Budget Meeting Minutes, 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) January 2025, And February Correspondence
- 6.** Receive and Accept Schedule of Cash Receipts & Disbursements February 2025
- 7.** Approve Register of Disbursements – Carmel Area Wastewater District February 2025
- 8.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project February 2025
- 9.** Receive and Accept Financial Statements and Supplementary Schedules February 2025
- 10.** Receive and Accept Collection System Superintendent’s Report For February & January 2025, 2024 December
- 11.** Receive and Accept Safety and Regulatory Compliance Report February 2025 & COVID-19 Policy Draft
- 12.** Receive and Accept Treatment Facility Operations Report For February & January 2025, 2024 December
- 13.** Receive and Accept Laboratory/Environmental Compliance Report January 2025
- 14.** Receive and Accept Capital Projects Report/Implementation Plan
- 15.** Receive and Accept Project Summaries – Capital & Non-Capital
- 16.** Receive and Accept Plant Operations Report- February 2025
- 17.** Receive and Accept Maintenance Projects Report – February 2025
- 18.** Receive and Accept Source Control-Environmental Compliance Report February 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

- 19. Resolution No. 2025-11:** A Resolution Authorizing The General Manager To Execute A Professional Service Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$125,603 For Wastewater Treatment Perimeter Improvements Project #19-18 – Kennedy/Jenks Consultants, Inc.– *Report by Jeff Bandy, Principal Engineer*

A Motion To Adopt The Resolution As Presented With The Direction To Staff To Reach Out To The U.S. Salinity Lab Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-11.

Director Urquhart requested that contract language be specific as to time frames. Semi being more precise than bi-weekly would be more accurate. Jeff Bandy responded on future contracts more precise language would be used such as every two weeks.

An Additional Motion To Use More Precise Contract Language Was Made By President White And Seconded By Director Urquhart. Another Roll Call Was Done For The More Precise Contract Language. Following A Roll Call Vote, The Board Unanimously Consented.

- 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*

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-12 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 Road Sewer Replacement Projects.

- 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*

A Motion To Approve The Resolution Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-13 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.

- 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*

A Motion To Approve The Amended Resolution, Which Is Specific To The Facilities Manager, Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-14 Authorizing The Approval Of The Job Description For The Facilities Manager.

At the start of the meeting an agenda request was made to discuss the language change on Resolution 2025-14 that was made after the board agenda and packet were posted to the District website. The revised resolution was provided to the public, all board members, and posted to the District website before the meeting was started.

- 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*

A Motion To Approve The Resolution Was Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-15 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees-Specific To The Facilities Manager.

COMMUNICATIONS

24. General Manager Report- Report by General Manager, Barbara Buikema

A. Central Coast Regional Water Board Violation Letter

A Motion To Accept The Central Coast Regional Water Board Letter And Pay The Fine Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Accepted The Terms Of The Violation Letter.

B. Valentine Environmental Engineering Report

A Motion To Accept The Valentine Environmental Engineer Report Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Accepted The Valentine Environmental Engineering Report.

C. Conference Reporting Documentation

Barbara Buikema stated that the District does have a reporting process in place on the back of every expense report. Staff are to populate the document and report out to the District.

OTHER ITEMS BEFORE THE BOARD

- 25.** Discussion Regarding Tiered Rate Structure South Of The River - *Report by General Manager, Barbara Buikema*

The Board concurred for staff to continue researching tiered rate structure south of the river and the discussion should continue sometime this year.

- 26.** Highlands Force Main – *Report by Patrick Treanor, District Engineer*

A Motion To Create An Ad Hoc Forcemain Committee Was Made By President White and Second By Urquhart To Discuss the Right of Way, Forcemain, Break to Gravity, Septic Tank Effluent, And Infrastructure. Following A Roll Call Vote, The Board Unanimously Agreed To The Creation Of The Ad Hoc Committee. Directors Lonergan and Urquhart Were Assigned To This Ad Hoc Committee With A Target Report Date of May 2025.

President White requested that this Ad Hoc Committee be noticed. District Counsel stated that some of the meetings have public meetings.

- 27.** Carmel Area Wastewater District's Fiscal Year 2025-26 **Preliminary Budget-** *Report by General Manager, Barbara Buikema*

***Action Required** – Requesting A Motion to Accept the Fiscal Year 2025-2026 Preliminary Budget Preliminary Budget Under Separate Cover*

A Motion Was Made By Director Siegfried And Seconded By President White To Add One More Department To The Budget To Track Carmel Meadows Costs. Following A Roll Call Vote, The Board Unanimously Passed The Addition Of One More Department To The Budget.

Note: Barbara Buikema stated that Carmel Meadows will be tracked in the CIP and the other additional department was the lab.

And

A Motion To Approve The Preliminary Budget Was Made By President White And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Passed The Preliminary Budget For Fiscal Year 2025-26 With Yes Votes From President White and Directors; Siegfried, Cole, And Lonergan, And A No Vote From Director Urquhart.

28. Carmel Area Wastewater District's Fiscal Year 2025-26 Preliminary
Rate Model- Report by General Manager, Barbara Buikema and Maintenance

Action Required – Requesting A Motion to Accept the Fiscal Year 2025-2026
Preliminary Rate Model

A Motion Was Made By Director Urquhart And Seconded By Director Siegfried That We Agendize For A Future Meeting, A Full Discussion Of Whether We Should Revise Our Rate Model, What Information Data Would Be Needed To Effectively Do It, And What Criteria We Use In It. Following A Roll Call Vote, The Board Agreed To Agendize This Topic With Yes Votes From President White And Directors; Lonergan, Urquhart, Siegfried, And A No Vote From Director Cole. The Expected Report Date Sometime In July 2025.

A Motion Was Made By President White And Seconded By Cole To Approve The 2025-26 Fiscal Year Preliminary Rate Model As Presented (option 1) Without Inflation. Following A Roll Call Vote, The Board Passed, With Yes Votes From President White and Directors; Cole, Urquhart, And Director Lonergan Abstaining, And A No Vote From Director Siegfried.

29. Monterey County Treasurer's Report As of December 31,2024, Report by General Manager,
Barbara Buikema

Action Required – Requesting A Motion to Accept this report

A Motion To Accept The December 31,2024 Monterey County Treasurer's Report Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Accepted The Report.

30. Committee Meetings- Report by Domine Barringer, Board Clerk

Requesting Board Acceptance of The Pension and Longterm Investment Committee Change To Split The Duties Between Directors Cole and Siegfried.

A Motion To Accept The Change To Split The Duties Between Directors Cole and Siegfried Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Accepted The Change.

31. Uncollectable Accounts- Report by Barbara Buikema, General Manager

**Action Required From The Board To Provide Direction On
Uncollectable Accounts**

The Board Agreed To Send Back For Further Analysis. A Motion To Continue The Analysis Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote With Yes Votes From President White And Directors; Cole, Siegfried, and Urquhart, And A No Vote From Director Lonergan.

INFORMATION/DISCUSSION ITEMS

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

**33. Carmel Pine Cone Posting –“Sewer District Gets OK To Replace Scenic Main”-
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*

*There being no further business to come before the Board, the meeting adjourned at meeting at
12:08 a.m.*

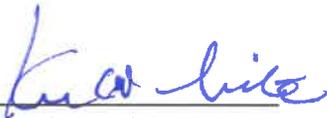
35. ADJOURNMENT

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.

As Reported To:

Domine Barringer
Domine Barringer, Board Clerk

APPROVED:



Ken White, President of the Board