



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

*Thursday, 9:00 a.m., April 24, 2025*

**3945 Rio Road**

**Carmel, California 93923**

*Via Teleconference Webinar & In Person*

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**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  
Matt Green, Chief Plant Operator  
Chris Foley, Maintenance Superintendent, CAWD  
Robert Bowman, Acting Collections Superintendent, CAWD  
Ed Waggoner, Plant Superintendent, CAWD  
\*Kevin Young, Plant Operations Supervisor, CAWD  
Peter McKee, 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:**

None

**\*Virtual Public Attendees:**

\*Steve Thomas |TBC Communications

\*Chris Paquette

\*Jack Coyne

## 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.*

*None*

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

*There was a zip code correction on the 3-27-25 board meeting minutes to reflect the correct zip code as 93923.*

3. **Introduction of Matt Green:** *The New Chief Plant Operator*

*Chris Foley the Facilities Manager introduced Mr. Green to the board and the board gave a warm welcome.*

4. **Nitrogen Management In Wastewater Treatment** – PowerPoint presentation at Director Siegfried’s request entitled “Nitrogen Management in Wastewater Treatment”-Report by Jeff Bandy, Principal Engineer

*Mr. Bandy presented the material to the Board.*

**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.***

*Director Siegfried requested the following on Agenda Items number 11 and 14:*

- That the coordinates be added to the Collections report where the street patches are being repaired so he can go take a look at them.*
- Item number 14, that the lab table be changed to be more informative and add charts or statistics. Director Siegfried also requested information on the Polio virus and was informed by staff that this information is in flux.*

*Director Lonergan requested that the implementation of schedule have a key added to the Gantt Chart.*

- 5.** March 27, 2025 Regular Board Meeting Minutes, February 19, 2025 Revised Bridge To Everywhere Minutes, April 16, 2025 Bridge To Everywhere Minutes, April 18, 2025 Salary & Benefit Minutes
- 6.** Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) February 2025, And March Correspondence will occur in the May Board Meeting
- 7.** Receive and Accept Schedule of Cash Receipts & Disbursements-March 2025
- 8.** Approve Register of Disbursements – Carmel Area Wastewater District -March 2025
- 9.** Approve Register of Disbursements – CAWD/PBCSD Reclamation Project-March 2025
- 10.** Receive and Accept Financial Statements and Supplementary Schedules-March 2025
- 11.** Receive and Accept Collection System Superintendent’s Report-For March, February & January 2025
- 12.** Receive and Accept Safety and Regulatory Compliance Report -March 2025
- 13.** Receive and Accept Treatment Facility Operations Report -For March, February & January 2025
- 14.** Receive and Accept Laboratory/Environmental Compliance Report-March 2025
- 15.** Receive and Accept Capital Projects Report/Implementation Plan
- 16.** Receive and Accept Project Summaries – Capital & Non-Capital
- 17.** Receive and Accept Plant Operations Report- March 2025
- 18.** Receive and Accept Facilities Manager Maintenance Projects Report – March 2025
- 19.** Receive and Accept Source Control-Environmental Compliance Report March 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**

- 20. Resolution No. 2025-16:** A Resolution Accepting The Lowest Responsible And Responsive Bid For The “Santa Rita St. And Guadalupe St. Sewer Rehabilitation Project” (Project #23-01), Awarding Construction Contract, And Authorizing A Change Order Allowance-*Report by Jeff Bandy, Principal Engineer*

***A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-16. Accepting The Lowest Responsible And Responsive Bid For The “Santa Rita St. And Guadalupe St. Sewer Rehabilitation Project” (Project #23-01), Awarding Construction Contract, And Authorizing A Change Order Allowance.***

- 21. Resolution No. 2025-17:** A Resolution Authorizing The Approval Of The Job Description For An Associate Engineer- *Report by Patrick Treanor, District Engineer*

***An Additional WHEREAS, With A Causal Connection Was Requested By Director Cole, And That The Addition Of An Associate Engineer Would Accelerate The Implementation Of Capital Improvement Projects. The Amended Motion Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-17.***

***The Board Was Also In Consensus For The Directors Office To Be Used For The Associate Engineer To Be Hired.***

- 22. Resolution No. 2025-18:** A 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 Patrick Treanor, District Engineer*

***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 2025-18 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees (Associate Engineer).***

*Director Urquhart would like the salary comps to private industry and the agencies added to the staff report for public knowledge.*

- 23. Resolution No. 2025-19:** A Resolution Authorizing The General Manager To Invite Bids For The Construction Of Project #20-08 - "Scenic Rd. Sewer Main Rehabilitation Project"- *Jeff Bandy, Principal Engineer*

***A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Lonergan . Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-19 Authorizing The General Manager To Invite Bids For The Construction Of Project #20-08 - "Scenic Rd. Sewer Main Rehabilitation Project".***

- 24. Resolution No. 2025-20:** A Resolution Authorizing The Establishment Of A "Fats, Oils And Grease Plumbing Rebate Program For Commercial Kitchens"- *Report by Patrick Treanor, District Engineer*

***A Motion To Move This Agenda Item To The Next Meeting Was Made By President White And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Agreed That Staff Should Look Into A Loan Program Regarding The Fats, Oils, And Grease Program." And Will Discuss The Authorization Of Compliance Action At The Next Meeting.***

- 25. Resolution No. 2025-21:** A Resolution Authorizing The General Manager To Purchase A Spare Digester Mixing Pump From Muniquip, LLC In Fiscal Year 2024-25 In An Amount Not To Exceed \$70,000- *Report by Chris Foley, Facilities Manager*

***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 2025-21 . Authorizing The General Manager To Purchase A Spare Digester Mixing Pump From Muniquip, LLC In Fiscal Year 2024-25 In An Amount Not To Exceed \$70,000.***

- 26. Resolution No. 2025-22:** A Resolution Authorizing The Approval Of The Job Description For The Wastewater System Analyst- *Report by Chris Foley, Facilities Manager*

***A Motion To Adopt The Resolution Was Made By Director Siegfried And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-22 Authorizing The Approval Of The Job Description For The Wastewater System Analyst.***

- 27. Resolution No. 2025-23:** A 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 Chris Foley, Facilities Manager*

***A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-23 Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees (Wastewater System Analyst).***

## COMMUNICATIONS

### 28. General Manager Report- *Report by General Manager, Barbara Buikema*

- a. *Data Security Breach*
- b. *Letter from Carla James regarding the data breach*

*The General Manager, Barbara Buikema, stated that Norton Life Lock is being offered to all employees and that it is also available to the Board.*

***Board was in consensus to offer outside help to Staff and the Board.***

## OTHER ITEMS BEFORE THE BOARD

### 29. Uncollectable Accounts- *Report by Barbara Buikema, General Manager*

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

***A Motion To Take No Further Action Regarding Uncollectable Accounts Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Agreed To No Further Action And Continue With The County Process.***

### 30. Board Compensation Report – *Report by General Manager, Barbara Buikema*

#### **Action Required From The Board To Provide Direction**

##### **Director Cole is recommending the following:**

- Director Cole Provided A Draft of A Possible Ordinance
- Board meeting attendance fee per day \$200 and Board President \$250
- Special Meetings and Pebble Beach Community District remain the same.
- Ad Hoc board member fee per day \$100 per day
- State Meeting fee for board member attendance \$100 first day and \$50 a day thereafter
- Forum/Seminars \$50 per day
- Include Vision Insurance
- You could increase theoretically to a \$1,000 a month
- Director Cole stated that more than \$600 is not needed, but if the board wants to increase the cap to 10 days rather than 6 it would give some flexibility in terms of other meetings just take a look at this week.

**General Manager stated the following:**

- The monthly stipend is limited to \$600.00
- For Dental there is direct reimbursement and the differential of personal dental insurance is taken into consideration.
- Vision is an allocation

**Director Urquhart is recommending the following:**

- That that the \$600 cap for the Finance Committee be looked into for whatever rule changes are needed.

**President White stated the following:**

- The change in days
- Draft ordinance would have to be changed from 6 days to 10 days

***Board Action Taken***

***A Motion To Amend The Draft Ordinance From Six to Ten Days Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Agreed To The Amended Draft Ordinance Changing It from Six to Ten Days.***

***After The Motion Was Accepted, Legal Counsel, Alex Lorca stated that this is the first reading. [sic] We make those changes. So, this will be the first reading with that amendment and we will just follow the regular process with that amendment.***

***What was published in the Carmel Pine Cone the vote was not listed and there was a change in the days by legal counsel which differed from what was presented in the board packet.***

**INFORMATION/DISCUSSION ITEMS**

- 31.** Pebble Beach Community Service District Meeting March 28, 2024,-*Report by General Manager, Barbara Buikema*
- 32.** Special Districts Association of Monterey County Meeting , April 15, 2025-*Report by General Manager, Barbara Buikema*
- 33.** Advocacy Letter for Senate Bill 496-*Report by General Manager, Barbara Buikema*

***A Motion To Send The Advocacy Letter Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Agreed To Send the Advocacy Letter For Senate Bill 496.***

- 34.** Advocacy Letter for Assembly Bill 259-*Report by General Manager, Barbara Buikema*

***A Motion To Send The Advocacy Letter Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Agreed To Send the Advocacy Letter For Assembly Bill 259.***

- 35.** Laserfiche – Empower 2025 Event Attendance - Report by Domine Barringer, Board Clerk

***The information about the Laserfiche Empower Event was presented to the Board.***

**36. 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, 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 11:08 p.m.*

**ADJOURNMENT**

***The next Regular Board Meeting will be held at 9:00 a.m., Thursday, May 29, 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](http://www.cawd.org). If you need assistance, please call the District office at 831-624-1248 or send an email to [downstream@cawd.org](mailto: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**