



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., March 26, 2026

**3945 Rio Road**

**Carmel, California 93923**

*Via Teleconference Webinar & In Person*

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## **CALL TO ORDER - ROLL CALL AT 9:00 a.m.**

*\* Signifies virtual attendance.*

**Present:** President Bob Siegfried; Pro Tem Urquhart; Directors: Cole, Weiland, White

### **A quorum was present**

*Note: At the opening of the meeting, the microphone was off from 9:00 a.m. to 9:03 a.m. and roll call was taken. The President opened public comment for a second time after this was discovered. There were no public comments, and the Board moved to the Consent Calendar.*

**Absent:** None

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)  
Domine Barringer, Board Clerk, CAWD  
Patrick Treanor, District Engineer  
Jeff Bandy, Ph.D. Principal Engineer, CAWD  
Alex Henson, Associate Engineer, CAWD  
Mohammed Serageldin, Ph.D. Laboratory Manager, CAWD  
Chris Foley, Facilities Manager  
Matt Green, Chief Plant Operator  
Daryl Lauer, Collections Superintendent, CAWD  
Kevin Young, Wastewater System Analyst, CAWD  
\*Director Richard Gebhart, 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  
Mark Stilwell | Constituent

### **Virtual Public Attendees:**

Michael (Guest)  
Bill Lipe | LAFCO Alternate Candidate  
David Kong | LAFCO Alternate Candidate

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.

*The President reopened public comment after it was discovered that the microphone had been off at the beginning of the meeting. No public comments were made, and the Board moved to the Consent Calendar.*

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 Calendar 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.*

**Motion: Director Urquhart moved to pull Item 9 from the Consent Calendar for later Board discussion on the regular agenda. The motion was seconded by Director Weiland.**

**Vote: President Siegfried called for the vote. The motion carried unanimously, with all Directors voting Aye.**

**Action: Item 9 was pulled from the Consent Calendar.**

**Motion: Director Urquhart moved to approve the remainder of the Consent Calendar. The motion was seconded by Director White.**

**Vote: President Siegfried called for the vote. The motion carried unanimously, with all Directors voting Aye.**

*There was no public comment on the Consent Calendar.*

3. February 26, 2026 Regular Board Minutes, February 27, 2026 Bridge To Everywhere Minutes (TAMC), February 23, 2026 Budget Minutes, March 6, 2026 Budget Minutes
4. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA), February 2026 (not available at time of board meeting) & January 2026 (included in the packet)
5. Receive and Accept Schedule of Cash Receipts & Disbursements February, 2026
6. Approve Register of Disbursements – Carmel Area Wastewater District February, 2026
7. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project February, 2026
8. Receive and Accept Financial Statements and Supplementary Schedules, February, 2026
9. (Item Pulled For Further Discussion) Receive and Accept Collection System Superintendent’s Report For February & January 2026, December 2025
10. Receive and Accept Safety and Regulatory Compliance Report February, 2026

11. Receive and Accept Treatment Facility Operations Report For February & January 2026, December 2025
12. Receive and Accept Laboratory/Environmental Compliance Report February, 2026
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 – February 2026 (~~not available at the time of board packet build~~). This report was presented in the board packet.
16. Receive and Accept Source Control-Environmental Compliance Report February, 2026

## **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. 2026-25;** A Resolution Accepting The Lowest Responsible And Responsive Bid For The Wastewater Treatment Plant (WWTP) Perimeter Security Fence Replacement Project For The “WWTP Perimeter Improvements” (Project #19-18), Awarding Construction Contract And Authorizing A Change Order Allowance- *by Jeff Bandy, Principal Engineer*

***Motion: Director White moved to accept the lowest responsible and responsive bid for the Wastewater Treatment Plant (WWTP) Perimeter Security Fence Replacement Project, part of the WWTP Perimeter Improvements (Project No. 19-18), to award Brett George the construction contract, and to authorize a change order allowance. The motion was seconded by Director Urquhart.***

***Vote: Following a roll call vote, the motion passed unanimously, with all Directors voting Aye.***

***Action: The Board approved the bid award, construction contract, and change order allowance.***

18. **Resolution No. 2026-26;** A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$570K For Wastewater Treatment Plant (WWTP) Site Improvements (Project #25-02) – *by Jeff Bandy, Principal Engineer*

***Motion: Director Urquhart moved to authorize the General Manager to execute a Professional Services Agreement with Kennedy Jenks Consultants in an amount not to exceed \$570,000 for Wastewater Treatment Plant (WWTP) Site Improvements (Project No. 25-02). The motion was seconded by Director Weiland.***

***Vote: Following a roll call vote, the motion passed unanimously, with all Directors voting Aye.***

**Action: The Board authorized execution of the Professional Services Agreement With Kennedy Jenks Consultants.**

19. **Resolution No. 2026-27;** A Resolution Authorizing The General Manager To Enter Into A Contract With Bravo Consulting Group in an amount not to exceed \$122,408 in Fiscal Year (FY) 2025-26- *by Chris Foley, Facilities Manager*

**Motion: Director White moved to authorize the General Manager to enter into a contract with Bravo Consulting Group, in an amount not to exceed \$122,408, for Fiscal Year 2025-26. The motion was seconded by Director Weiland.**

**Vote: Following a roll call vote, the motion was approved with Ayes from Directors Cole, Urquhart, Weiland, and White, and a No vote from President Siegfried.**

**Board Direction: Following discussion, the Board directed staff to include a non-binding arbitration clause in the subject contract and in all future District contracts.**

20. **Resolution No. 2026-28;** A Resolution Authorizing The General Manager To Enter Into A Contract With Film Tec Corporation For Microfiltration (MF) Modules Not To Exceed \$166K- *by Chris Foley, Facilities Manager*

**Motion: Director Weiland moved to authorize the General Manager to enter into a contract with Film Tec Corporation for Microfiltration (MF) modules, in an amount not to exceed \$166,000. The motion was seconded by Director White.**

**Vote: Following a roll call vote, the motion was approved with Ayes from President Siegfried and Directors Cole, Urquhart, and Weiland, and a No vote from Director White.**

**Board Direction Reiterated: Following discussion, the Board directed staff to include a non-binding arbitration clause in the subject contract and in all future District contracts.**

21. **Resolution No. 2026-29;** - A Resolution Accepting The Lowest Responsible And Responsive Bid For The "Carmel Meadows Easement Sewer Repairs Project" Of \$262,225, Awarding The Construction Contract, And Approving A Change Order Allowance Of \$50,000 (Project #25-01)-*by, District Engineer, Patrick Treanor*

**Motion: Director White moved to accept the lowest responsible and responsive bid for the Carmel Meadows Easement Sewer Repairs Project in the amount of \$262,225, to award the construction contract, and to approve a change order allowance of \$50,000 (Project No. 25-01). The motion was seconded by Director Urquhart.**

**Vote: Following a roll call vote, the motion was unanimously approved with Ayes from President Siegfried and Directors Cole, Urquhart, Weiland, and White.**

**22. Resolution No. 2026-30;** - A Resolution Authorizing The General Manager To Execute An Amendment No. 2 To The Professional Services Agreement With Kennedy Jenks Consultants Inc. For The Carmel Meadows Easement Sewer Pipeline Repair Project For Engineering Services During Construction (ESDC) And Inspection Services In An Amount Not To Exceed \$106,633 Bringing The Total Contract Amount To \$293,083 (Project #25-01)- *by District Engineer, Patrick Treanor*

***Motion: Director Weiland moved to authorize the General Manager to execute Amendment No. 2 to the Professional Services Agreement with Kennedy Jenks Consultants, Inc. for the Carmel Meadows Easement Sewer Pipeline Repair Project, to provide Engineering Services During Construction (ESDC) and inspection services, in an amount not to exceed \$106,633, bringing the total contract amount to \$293,083 (Project No. 25-01). The motion was seconded by Director Urquhart.***

***Vote: Following a roll call vote, the motion was approved with Ayes from President Siegfried and Directors Cole, Urquhart, and Weiland, and a No vote from Director White.***

***Board Direction: Following discussion, the Board directed staff to include a non-binding arbitration clause in the subject contract and in all future District contracts.***

**23. Resolution No. 2026-31;** - A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With MNS Engineers Inc In An Amount Not To Exceed \$63,818 For Engineering Design Services Planning Support For Gravity Sewer Main Replacement Projects-*by District Engineer, Patrick Treanor*

***Motion: Director White moved to authorize the General Manager to execute a Professional Services Agreement with MNS Engineers, Inc., in an amount not to exceed \$63,818, for engineering design services and planning support for gravity sewer main replacement projects. The motion was seconded by Director Urquhart.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

24. **Resolution No. 2026-32;** - A Resolution Authorizing The General Manager To Execute Additional Change Orders With Pacific Trenchless, Inc. In An Amount Not To Exceed \$32,200 To Conduct Microsurfacing And Pavement Restriping As Part Of The Extra Pipe Bursting Work On Mission St Between Ocean And 7th (PROJECT #23-01) – by *District Engineer, Patrick Treanor*

***Motion: Director White moved to authorize the General Manager to execute additional change orders with Pacific Trenchless, Inc., in an amount not to exceed \$32,200, to conduct microsurfacing and pavement restriping as part of the extra pipe bursting work on Mission Street between Ocean Avenue and 7th Street (Project No. 23-01). The motion was seconded by Director Urquhart.***

***Vote: Following a roll call vote, the motion was approved with Ayes from President Siegfried and Directors Urquhart, Weiland, and White, and a No vote from Director Cole.***

***After discussion of this item, the Board agreed that a CAWD Director contact the City, specifically Director White, to discuss with the City of Carmel-by-the-Sea the need to save public funds by coordinating projects.***

## **Communications**

25. **General Manager Report** – Report by General Manager, Barbara Buikema  
*Presented by Barbara Buikema, General Manager*

- Board Retreat

*Director White requested that he and President Siegfried meet to discuss the Board retreat prior to scheduling the listening session. Following that discussion, the General Manager will arrange a listening session with management before meeting with the consultant.*

- Informational only – Overview of after-hours use of the Board Room by non-District parties and the administrative requirement that users submit a Certificate of Insurance naming the District as the required certificate holder. Certificates are reviewed and verified through the District’s established insurance compliance process (Certifical) prior to approval of facility use.

***Board Consensus:*** *By consensus, the Board agreed to agendize this discussion and to have staff prepare and present **preliminary cost estimates** on anticipated insurance expenses at a time most convenient for staff presentation and return to the Board.*

- FORM 700 Reminder

## Other Items Before the Board

### 26. Carmel Area Wastewater District's Fiscal Year 2026-27 **Preliminary Budget** Report by General Manager, Barbara Buikema

**Action Required – Requesting a vote on each question and the approval of the preliminary budget: (The preliminary budget under separate cover)**

*See additional attachments to discuss*

*Prior to answering Questions 1–7, the Board discussion resulted in a consensus:*

**Board Consensus: By consensus, the Board agreed to agendaize, for August, a comparison of actual costs versus previously presented estimates and projections, to assess the accuracy of those projections.**

#### *Preliminary Budget Committee Questions Number 1-7*

*Using the final votes on **Questions 1–7** in order to incorporate into the final Fiscal Year 2026-27 budget.*

**Question #1: Do we want to fund CalPERS Section 115 fund If funded, should a portion of District investments be shifted to a more conservative investment allocation to mitigate market volatility?**

**Motion: President Siegfried moved to cease further investment in Section 115 funds and to apply the funds currently held in the Section 115 trust toward the District's unfunded liability. The motion was seconded by Director Urquhart.**

**Vote: Following a roll call vote, the motion was approved with Ayes from President Siegfried and Directors Urquhart, Weiland, and White, and a No vote from Director Cole.**

**Question #2: Should the District continue dedicated funding to Sea Level Rise planning?**

**Motion: President Siegfried moved to continue funding sea level rise activities. The motion was seconded by Director White.**

**Vote: Following a roll call vote, the motion was approved with Ayes from President Siegfried and Directors Cole, Weiland, and White, and a No vote from Director Urquhart.**

**Question #3: If a Sea Level Rise fund is maintained, should annual funding targets be adjusted to account for inflation over time?**

***Motion: Director White moved to provide compensation adjustments for inflation, to be reviewed annually, including for the current year, using projected inflation rates, on a fiscal-year basis. The motion was seconded by President Siegfried.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

***Board Request: The Board requested that staff return with a recommendation regarding the appropriate inflation metric to be used for future reviews.***

**Question #4: Should CAWD's reserve projections be updated to reflect current and anticipated cost levels rather than historical assumptions?**

***Motion: President Siegfried moved to approve the concept of annually adjusting the District's Reserve Account funding targets for inflation. The motion was seconded by Director White.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

***Overall request is to show which metric accomplishes what the District needs to accomplish to prevent erosion of reserve purchasing power over time.***

**Question #5: Spill Reduction Plan – the budget provides for one additional staff member in Collections. What is the anticipated timeframe for reducing sanitary sewer overflows sufficiently to fall below the Regional Water Quality Control Board threshold on a rolling five-year basis?**

***Board Consensus: The Board reached consensus to agendaize this item for the April Board meeting, allowing staff to return with a proposal that identifies the optimal allocation of resources required and the anticipated timeframe to reduce the District's average number of Sanitary Sewer Spills to below the Regional Water Quality Control Board threshold.***

**Question #6: The Capital Budget is currently a rolling 15-year plan. Should the annual budget presentation and financial modeling focus on a shorter five-year horizon for planning and decision-making purposes?**

***Motion: Director Weiland moved to accept that staff is applying the appropriate financial strategy with respect to the multi-year capital plan. The motion was seconded by Director Cole.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

**Question #7: Should the amount of budget carryforward between fiscal years be adjusted to reflect inflationary impacts on project and operating costs?**

***Motion: President Siegfried moved to add carryforward and/or overspent funds to the budget for the coming fiscal year. The motion was seconded by Director Urquhart.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

***Action Required – Requesting a motion to accept the Fiscal Year 2026-27 Preliminary Budget - Preliminary Budget Under Separate Cover***

*The motion to accept the Fiscal Year 2026-27 preliminary budget occurred after Item 27 was voted on.*

***Motion: Director Urquhart moved to accept the Fiscal Year 2026-27 Preliminary Budget. The motion was seconded by Director Weiland.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

- 27.** Carmel Area Wastewater District's Fiscal Year 2026-27 Preliminary Rate Model – Report by General Manager, Barbara Buikema, and Maintenance

***Action Required – Requesting a motion to accept the Fiscal Year 2026-27 Preliminary Rate Model***

***Motion: President Siegfried moved to accept the Fiscal Year 2026-27 Preliminary Rate Model. The motion was seconded by Director White.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

*During the meeting, the WaterWorth Dashboard was shared.*

- 28.** Election of Local Agency Formation Commissioners Alternate Member Ballot-Staff Report – Report by General Manager, Barbara Buikema

**Requesting 2<sup>nd</sup> Voting Round For The LAFCO Commissioner-Special District Alternate Member Ballot For - Response Due: April 20, 2026**

***Mr. Lipe and Mr. Kong each addressed the Board regarding their respective qualifications and interest in serving as the LAFCO alternate member. Following their statements, the Board made the following motion.***

***Motion: Director Urquhart moved to continue the District's support of the originally endorsed candidate and to cast the LAFCO Alternate Member ballot for Mr. Bill Lipe. The motion was seconded by Director Cole and Director Weiland.***

***Vote: Following a roll call vote, the motion was approved unanimously, with all Directors voting Aye.***

**Action: The full Board cast their ballot vote for Mr. Bill Lipe as the LAFCO Alternate Member.**

*The Board took a break from 11:57 a.m. to 12:05 p.m.*

**Consent Item #9 Pulled For Further Discussion:**

- 9. (Item Pulled For Further Discussion) Receive and Accept Collection System Superintendent's Report For February & January 2026, December 2025**

*Motion: President Siegfried moved to agendaize a discussion at the April Board meeting regarding potential modifications to the collections staff reports. The motion was seconded by Director Urquhart.*

*Vote: In lieu of a roll call vote, the Board approved the motion by consensus.*

*Action: Item 9 was also approved on the Consent Calendar.*

**Information/Discussion Items**

- 29. Landscaping at Administration Office – Report by Chris Foley, Facilities Manager**

Mr. Foley discussed several options regarding landscaping.

- 30. Wastewater System Analyst Position Update – Report by Chris Foley, Facilities Manager**

Mr. Foley discussed the benefits of this position and recommended retaining this position.

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

*Mr. Stilwell spoke to his experience with the Reclamation Management Committee (RMC). He stated he was available to answer any questions the Board may have regarding the RMC. The Board thanked Mr. Stilwell for his comments and stated that the Board may have questions in the future.*

- 32. Sewer Replacement Construction Update Regarding Scenic Road Sewer Replacement & Santa Rita & Guadalupe Sewer Replacement-Report by District Engineer, Patrick Treanor**

*Mr. Treanor provided an update on these projects.*

- 33. Los Padres Dam California Environmental Quality Act (CEQA) Scoping Letter – by District Engineer, Patrick Treanor**

*Note: President Siegfried requested that staff be more specific about the connection between the sediment supply and shoreline retreat due to the absence of sediment renewal at the coastline.*

**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 27, 2026, at 9:30 a.m. –Director Weiland is scheduled to attend*  
*Friday, April 24, 2026, at 9:30 a.m. –President Siegfried is scheduled to attend*

**Special Districts Association (SDA) of Monterey County** – The next SDA meeting is scheduled for:  
*Tuesday, April 21, 2026, at 6:00 p.m. – Director White scheduled to attend the meeting*  
*Tuesday, TBD, 2026, at 6:00 p.m. –Director Weiland scheduled to attend the meeting*  
**(Estimated date: July 21 at 6:00 p.m.)**

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, May 12, 2026, at 9:30 a.m. Director Cole and Director Weiland are scheduled to attend.*

**35. Closed Session**

**As permitted by Government Code Section 54956 et seq., the Board of Directors adjourned to a Closed Session.**

- A. CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION.  
Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (One case.)**
- B. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION  
Government Code section 54956.9(d)(1) Name of case: (Hunter Leighton v. Carmel Area Wastewater District. Monterey County Superior Court case no. 26CV001187.)**

*The Board convened into closed session at 12:05 p.m. The Board came out of closed session at 1:49 p.m. and reconvened back into open session at 1:49 p.m. Legal Counsel reported that during the closed session, the Board took up the matters at hand. For Item #35A on the agenda, there was direction to initiate an action. The action defendants and other particulars, once formally commenced, will be disclosed to any person upon inquiry. With respect to Item #35B, direction was given to file responsive pleadings in the lawsuit.*

**36. Requesting the Board of Directors Take Another Photo for the Website Landing Page – Chris Foley, Facilities Manager**

*The Board did not address item #36 in the meeting.*

*There being no further business to come before the Board, the meeting was adjourned at 1:50 p.m.*

**37. Adjournment**

*The next Regular Board Meeting will be held at 9:00 a.m., Thursday, April 30, 2026, or at an alternate acceptable date. The following Regular Board Meeting will be held at 9:00 a.m., Thursday, May 28, 2026. NOTE: The meeting will have a teleconference option hosted through Zoom. You can access the Zoom link by visiting the District website. 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:**

*Robert Siegfried*  
Robert Siegfried, President of the Board