



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

Thursday, 9:00 a.m., July 31, 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, Lonergan, Urquhart

A quorum was present.

Absent: None

Others: Barbara Buikema, General Manger 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
Eric Van Duren, Laboratory Analyst I, CAWD
*Simrandeep Singh, Laboratory Analyst I, CAWD (present at the start of the meeting)
Matt Green, Chief Plant Operator (CPO), CAWD
Ed Waggoner, Operations Staff -(Retiring), CAWD
Chris Foley, Maintenance Superintendent, CAWD
Darly Lauer, Collections Superintendent, CAWD
Joshua Downing, Collection Worker I, CAWD
*Kevin Young, Wastewater System Analyst, CAWD
Kevin Young, Wastewater System Analyst, CAWD (physically at meeting: 10:40 a.m.)
Richard Gebhart, Director, Pebble Beach Community District (PBCSD)
Nick Becker, General Manager, PBCSD
Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel
Rick Bolanos – Liebert, Cassidy, Whitmore, CAWD Union Legal Counsel

Absent: Christian Schmidt, Senior Operator, CAWD

In Person Public Attendees:

Steve Thomas |TBC Communications

***Virtual Public Attendees: None**

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.*

There were no public comments.

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

There were no agenda changes.

- 3. *CLOSED SESSION:*** *As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:*

A. CONFERENCE WITH LABOR NEGOTIATORS:

The Board will meet in closed session pursuant to Government Code Section 54957.6:

- Agency Designated Representative:** Barbara Buikema| General Manager, Patrick Treanor |District Engineer, Chris Foley| Facilities Manager, Rick Bolanos| Legal Counsel
Bargaining Unit Organization: United Public Employees of California, Local 7LiUna, Local 92

The Board convened into closed session at 9:02 a.m. The Board came out of closed session at 9:51 a.m., and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to the closed session, and the Board met with its labor negotiation attorney and staff members. Direction was provided to the attorney, but no reportable action was taken. The Board reconvened back into open session at 9:52 a.m. to take up the remainder of the agenda.

- 4. *Recognition of Christian Schmidt, For Passing The Advanced Water Treatment Operator Test - Report by Chris Foley, Facilities Manager***
Mr. Schmidt was not available for his recognition of passing the Advance Water Treatment Operator test.
- 5. *Recognition of Joshua Downing, For Passing The Mechanical Technologist Grade I Test - Report by Daryl Lauer, Collections Superintendent***
The Board gave recognition to Mr. Downing for passing the Mechanical Technologist test.
- 6. *Recognition of Erik Van Duren, For Passing The Laboratory Analyst I Test – Report by , Mohammed Serageldin, Laboratory Manager***
The Board gave recognition to Mr. Van Duren for passing the Laboratory Analyst I test.

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.

CONSENT CALENDAR ITEM NUMBER 7 HAD A SEPARATE MOTION:

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

Introduce and hold a second reading of Ordinance 2025-01; An Ordinance Setting Compensation And Benefits For Board Members Attending Meetings, Conferences, Etc.

A Motion To Approve The Second Reading Of Ordinance 2025-01 Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Passed Ordinance 2025-01 Setting Compensation And Benefits For Board Members Attending Meetings, Conference.

CONSENT CALENDAR ITEM NUMBER 8-21 MOTION:

A Motion To Receive And Approve The Consent Agenda (Items 8 through 21) 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

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

Director Siegfried stated that he requested the formation of an ad hoc committee regarding the System Sewer Management Plan (SSMP) to investigate why the District Collections data has a worse rating/gap than the regional board average of all collections systems. "The gap between cause performance and the average performance of the collection systems in region 3 are getting wider and wider over time." Requested that this item be agendized the next board meeting (August).

A Motion Was Made By Director Siegfried And Seconded By Director Urquhart To Agendize An Ad Hoc Committee To Investigate Why Collections' Spills Per Some Length Of Pipeline Are Higher Than The Average Of All Wastewater Districts In Region 3 And Why The Trend Is Worsening And Why The District Is Underperforming. Following A Roll Call Vote, The Board Unanimously Approved Agendizing The Ad Hoc Committee At the August Board Meeting.

Director Siegfried requested that the Board set a policy of not bringing things to the board that requires a vote that may need additional review and/or an amendment at the last minute, specifically with respect to the Sewer System Management Plan as that should have been brought to the board a couple of months in advance.

A Motion Was Made By Director Siegfried And Seconded By President White To Agendize The Creation Of A Policy To Bring Reports To The Board On A Timely Basis, Items That Require Editing And Review. Following A Roll Call Vote, The Board Unanimously Approved Agendizing A Resolution For The Creation Of A Policy For Timely Reports In August 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

- 22. Resolution No. 2025-34: A Resolution For An Amended Contract With Applied Marine Sciences For Central Coast Long-Term Environmental Assessment Network (CCLEAN) Program Management For A Total Contract Amount To \$586,585)-Report by Patrick Treanor, District 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 The Resolution For An Amended Contract With Applied Marine Sciences For Central Coast Long-Term Environmental Assessment Network (CCLEAN) Program Management For A Total Contract Amount To \$586,585.

- 23. Resolution No. 2025-35: A Resolution Authorizing The General Manager to Purchase A Skid Mounted Sewer Jetter In Fiscal Year 2025-26 In An Amount Not To Exceed \$45,329- Report by Daryl Lauer , Collections Superintendent**

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 The Resolution Authorizing The General Manager to Purchase A Skid Mounted Sewer Jetter In Fiscal Year 2025-26 In An Amount Not To Exceed \$45,329.

Director Cole stated that a new template will be provided for more concise language on the resolutions.

- 24. Resolution No. 2025-36: A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With MNS Engineers Inc. In An Amount Not To Exceed \$769,174 For Construction Phase Services For The Scenic Rd Sewer Rehabilitation Project (Project #20-08)- Report by Patrick Treanor, District Engineer**

There was a discussion on the procurement of professional services verses the selection process and if there was a need to develop a policy that encompasses Request For Proposals (RFP). Following that discussion the following motion was taken.

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Passed The Resolution Authorizing The General Manager To Execute A Professional Services Agreement With MNS Engineers Inc. In An Amount Not To Exceed \$769,174 For Construction Phase Services For The Scenic Road Sewer Rehabilitation Project (Project #20-08)2025-36; With Ayes From Directors; Cole, Lonergan, Siegfried, and Urquhart. A No Vote was issued by President White.

President White requested that chair and vice chair meet with our attorney and staff and get more information on the purpose for this professional service item. President White asked if this was amenable to the board. The board was in consensus.

- 25. Resolution No. 2025-37: A Resolution Accepting The Lowest Responsible And Responsive Bid For The “Scenic Rd. Sewer Main Rehabilitation Project” (Project #20-08), Awarding Construction Contract \$7,438,000, And Authorizing A Change Order Allowance Of \$400,00 For A Total Amount Not To Exceed \$7,838,000-Report by Jeff Bandy, Principal Engineer**

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Passed The Resolution Accepting The Lowest Responsible And Responsive Bid For The “Scenic Rd. Sewer Main Rehabilitation Project” (Project #20-08), Awarding Construction Contract \$7,438,000, And Authorizing A Change Order Allowance Of \$400,00 For A Total Amount Not To Exceed \$7,838,000 With Ayes From Directors; Cole, Lonergan, Siegfried, and Urquhart. A No Vote was issued by President White.

- 26. Resolution No. 2025-38: A Resolution Authorizing The General Manager To Execute A Professional Services Agreement Amendment With Kennedy Jenks Consultants In An Amount Not To Exceed \$208,195 For 30% Design Services For Carmel Meadows Sewer Improvements (Project #19-03)- 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 The Resolution To Execute A Professional Services Agreement Amendment With Kennedy Jenks Consultants In An Amount Not To Exceed \$208,195 For 30% Design Services For Carmel Meadows Sewer Improvements (Project #19-03).

- 27. Resolution No. 2025-39:A Resolution Authorizing The General Manager To Purchase A Portable Generator In Fiscal Year 2025-26 In An Amount Not To Exceed \$70,475- 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 To Purchase A Portable Generator In Fiscal Year 2025-26 In An Amount Not To Exceed \$70,475.

President White encourage staff to look at purchasing additional generators.

- 28. Resolution No. 2025-40: A Resolution Authorizing The General Manager To Purchase An Ammonia Dosing Skid For The Reclamation Project In Fiscal Year 2025-26 In An Amount Not To Exceed \$84,641- Report by Chris Foley , Facilities Manager**

After a discussion by the Board with Staff comparing the liquid method verses the dry solution and their associated costs with each, which included the input with a multiplier and the use of deionized water, the following motion was made.

A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Passed The Resolution To Purchase An Ammonia Dosing Skid For The Reclamation Project In Fiscal Year 2025-26 In An Amount Not To Exceed \$84,641. With Ayes From Directors; Cole, Lonergan, and Urquhart. A No Vote Was Issued By President White and Director Siegfried.

- 29. Resolution No. 2025-41: A Resolution Authorizing The General Manager To Purchase A Gas Compressor In Fiscal Year 2025-26 In An Amount Not To Exceed \$44,816- 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 Authorizing The General Manager To Purchase A Gas Compressor In Fiscal Year 2025-26 In An Amount Not To Exceed \$44,816.

Director Cole brought up the resolution template language and that a revised template will be issued to staff. The resolution should repeat the finding and state why the expenditure is required, as to whether it has passed its estimated useful life, if it is obsolete, and how it furthers the District's mission, which is to treat wastewater in a cost, effective manner, and return clean water to the environment. Then have the statement to approve the General Manager to make the purchase or contract.

30. Resolution No. 2025-42: A Resolution Approving A Legislative Advocacy Policy For The District- Report by Barbara Buikema , General Manager

A Motion To Continue This Discussion Regarding The Approval Of A Legislative Advocacy Policy Was Made By Director Cole And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Unanimously Agreed To Continue This Discussion.

31. Resolution No. 2025-43: A Resolution Authorizing A Notice of Intent to Adopt a Mitigated Negative Declaration for Project #18-28 –“WWTP Perimeter Improvements Project” and Circulate Draft Mitigated Negative Declaration for Public Comment-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 The Resolution Authorizing A Notice of Intent to Adopt a Mitigated Negative Declaration for Project #18-28 –“WWTP Perimeter Improvements Project” and Circulate Draft Mitigated Negative Declaration for Public Comment.

Note: Notice of Intent to Adopt A Mitigated Negative Declaration is under separate cover *

COMMUNICATIONS

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

- *Executive Coaching*
- *Small Claims Court*
- *Osborne Partners - Chuck Else Visit*

The General Manager Barbara Buikema exited the board meeting at 11:16 a.m. to attend a legal hearing and returned to the board meeting at 12:15

Chris Foley, Facilities Manager, stepped in as the acting General Manager.

- *Mr. Foley stated that he could not speak to the executive coaching*
- *Per Legal Counsel the small claims court was dismissed and it stated that it is not the correct court.*
- *The District will reach out to Mr. Else to attend the August or September board meeting to be introduced to the full board.*

OTHER ITEMS BEFORE THE BOARD

33. Restaurant Fume Hood Observations Discussion *Report by District Engineer, Patrick Treanor*

Action Required From The Board To Provide Direction

A Motion To Continue This Item Regarding The Restaurant Fume Hood Topic And For the Chair Or Staff To Discuss With The City of Carmel-by-the-Sea Fire Committee Was Made By Director Urquhart And Seconded By President White . Following A Roll Call Vote, The Board Unanimously Agreed To This Approach And To Bring It Back To The Board.

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

Date Set: For August 12, 2025

35. Discussion Regarding The Hiring Of The Wastewater Reclamation Project's Management Committee Hiring Its Own Lawyer - *Report by General Manager, Barbara Buikema*

Legal Counsel, Alex Lorca, stated that the agreement needs to come back to the respective boards for the approval by both parties (CAWD & PBCSD). This can be agendized to bring it back to the full board on both sides.

Nick Becker, General Manager, of PBCSD stated that there was consensus among the Reclamation Committee (RMC) to solicit a proposal from De Lay & Laredo. It was Director Heuck who suggested to pursue a legal engagement with De Lay & Laredo and that is where the committee ended their discussion. Mr. Becker stated it was to pursue just that one legal firm.

Director Cole requested to open the discussion up to more than one firm. President White asked if it was opened up to other firms. Mr. Becker stated it was not.

Director Cole stated that in the meantime De Lay & Laredo can act as the interim attorney.

Mr. Becker stated It is a recommendation from the RMC to solicit one firm for this engagement.

A Motion To Continue This Item Was Made By Director Cole And Seconded By Director Urquhart And It Is To Direct Our Representative To The Reclamation Committee To Recommend To The Reclamation Committee That They Issue A Request For Proposal To Other Firms. Following A Roll Call Vote, The Board Unanimously Agreed With This Approach.

- 36. Annual Disclosure of Reimbursements to staff of at least \$100-Report by Barbara Buikema, General Manager**

Board Action: Requesting Board to Receive the Report

A Motion To Adopt The Amended Report, To Strike Any Final Paychecks From The Report, Was Made By Director Urquhart And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Approved The Annual Disclosure Of Reimbursement To Staff Of At Least \$100.00.

- 37. Topics for Upcoming Fall 2025 CAWD Connections-Report by Barbara Buikema, General Manager**

Board Action: Requesting Board Provide Fall Connections Topics

The Board Was In Consensus To Include The Following Five Topics In The Fall 2025 Newsletter.

- ***Current Collections Project***
- ***Summer Intern Highlight***
- ***Fats, Oils, & Grease***
- ***Budget Graphs***
- ***Employee Spotlight (Chief Plant Operator - Matt Green and Laboratory Manager- Mohammed Serageldin)***

- 38. Assembly Bill 339 (AB 339)- Report by General Manager, Barbara Buikema**

Board Action: Requesting Board Approve The Letter

A Motion To Approve The Board Letter Was Made By Director Lonergan And Seconded By Director Urquhart. Following A Roll Call Vote, The Board Approved The AB 339 Letter With Ayes from; President White and Directors Cole, Lonergan, and Urquhart and A No Vote From Director Siegfried.

INFORMATION/DISCUSSION ITEMS

- 39. Special District Association of Monterey County – July 17,2025-Report by General Manager, Barbara Buikema**
- 40. Pebble Beach Community Service District Meeting June , 2025,-Report by General Manager, Barbara Buikema**
- 41. Sewer Replacement Construction Update Regarding Santa Rita & Guadalupe Street-Report by District Engineer, Patrick Treanor**
- 42. Wastewater Treatment Plant Electricity Use Update- Report by District Engineer, Patrick Treanor**

The Board Was In Consensus To Provide The Electricity Report Once A Year.

43. 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, July 25, 2025, at 9:30 a.m. – Director Cole is scheduled to attend.
Friday, August -No Meeting, 2025 –No PBCSD Meeting.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:
Tuesday, October TBD, 2025, at 6:00 p.m. – Director Siegfried is scheduled to attend.
Tuesday, January TBD, 2026, 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.

Request To Agendize The following Items:

- *There was Board Consensus to agendize Total Compensation Survey within the next few months requesting the General Manager to work it into the agenda, revise the motion to say the Total Compensation survey. Scoping would begin by the salary and benefits commission after negotiations are completed, and then we would schedule it for a board discussion. Director Urquhart revised the motion to say the Total Compensation Survey scoping would begin by the salary and benefits commission after negotiations are completed, and then we would schedule it for a board discussion one and a half years from this meeting.*
- *There was Board Consensus to agendize to scope out a consultant to review a rate plan model, and evaluate a sub rate plan for septic influent and include the segmentation of rates between capital and flow. This should be done before the fiscal year is complete. This discussion should take place after the scope is identified and then discuss first before a consultant is hired. The scope should be done in the August board meeting.*
- *There was Board Consensus to agendize a discussion and consolidation of the Construction In Process (CIP) Plan concepts that includes the managed retreat for sea level rise in order to have a better understanding of future cash needs so it can be feed into the budget. Director Urquhart stated that the District does not have the equivalent of what a legally mandated CIP for accumulation of capital cash. We cannot keep accumulating money without being to link it back very specifically to a CIP. Director Siegfried suggested a summarization. Director Lonergan stated the language might need to be how you plan for liabilities (e.g. sea level rise). This could occur a few months out around the October meeting.*

General Comment:

- *Director Urquhart stated that he completed the Special District Leadership Academy certification.*
- *President White stated that there will be a California Special District Association conference in Monterey*

44. CLOSED SESSION: *As permitted by Government Code Section 54957 et seq., the Board of Directors will adjourn to a Closed Session:*

A. CONFERENCE WITH LABOR NEGOTIATORS:

The Board will meet in closed session pursuant to Government Code Section 54957.6:

- **Agency Designated Representative:** Barbara Buikema| General Manager, **Employee Organization:** Management Employee Group

The Board convened into closed session at 12:27 p.m. The Board came out of closed session at 12:54 p.m., and Legal Counsel reported that during the closed session the Board took up, the matter at hand with regard to labor negotiation, and no reportable action was taken. The Board reconvened back into open session at 12:54 p.m. and there being no further business to come before the Board, the meeting was adjourned at 12:54 p.m.

45. ADJOURNMENT

The Regular Board Meeting will be held at 9:00 a.m., Thursday, September 25, 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