



CARMEL AREA WASTEWATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

In-person or by Teleconference Webinar

3945 Rio Road, CA 93923

Phone: (831)624-1248

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

Board Members will be attending this meeting In-Person (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act).

The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or virtually. The District will try and resolve any technical issues as quickly as possible.

To access the meeting via Zoom please visit our website homepage at www.cawd.org or call 1 (669) 900-9128 and use

Webinar ID: 832 4838 2366 Password: 986215.

If you would like to comment on any item on the Agenda or an item not on the Agenda, please submit those in writing to our office at 3945 Rio Road, Carmel CA 93923 or via email at downstream@kawd.org, at least 24 hours before the meeting. You may also submit comments via the "Chat" function available during the teleconference webinar online. All participants have access during the meeting to be recognized and utilize the platform to speak. Please use the virtual "raised hand" to be acknowledged. Please note: all regular meetings of the Carmel Area Wastewater District are recorded via Zoom.

If you need assistance in accessing this information, please call the CAWD office at 831-624-1248, Monday through Friday, 8:00 am to 5:00 pm.

ADA Compliance Statement

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Carmel Area Wastewater District administrative office at (831)624-1248, Monday through Friday, 8:00 am to 5:00 pm. Notification prior to the meeting will enable CAWD to make reasonable arrangement to ensure accessibility to this meeting.

NOTICE & AGENDA

CALL TO ORDER - ROLL CALL

Cole _____ Lonergan _____ Siegfried _____ Urquhart _____ White _____

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.*

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

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

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 05

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.

| | | |
|------------|--|-----|
| 5. | March 27, 2025 Regular Board Meeting Minutes | 11 |
| | 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) | 35 |
| | February 2025, And March Correspondence will occur in the May Board Meeting | |
| 7. | Receive and Accept Schedule of Cash Receipts & Disbursements | 38 |
| | March 2025 | |
| 8. | Approve Register of Disbursements – Carmel Area Wastewater District | 41 |
| | March 2025 | |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project | 44 |
| | March 2025 | |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules | 45 |
| | March 2025 | |
| 11. | Receive and Accept Collection System Superintendent’s Report | 68 |
| | For March, February & January 2025 | |
| 12. | Receive and Accept Safety and Regulatory Compliance Report | 74 |
| | March 2025 | |
| 13. | Receive and Accept Treatment Facility Operations Report | 77 |
| | For March, February & January 2025 | |
| 14. | Receive and Accept Laboratory/Environmental Compliance Report | 83 |
| | March 2025 | |
| 15. | Receive and Accept Capital Projects Report/Implementation Plan | 85 |
| 16. | Receive and Accept Project Summaries – Capital & Non-Capital | 87 |
| 17. | Receive and Accept Plant Operations Report- March 2025 | 108 |
| 18. | Receive and Accept Facilities Manager Maintenance Projects Report – March 2025 | 110 |
| 19. | Receive and Accept Source Control-Environmental Compliance Report | 113 |
| | 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* 115
- 21. Resolution No. 2025-17:** A Resolution Authorizing The Approval Of The Job Description For An Associate Engineer- *Report by Patrick Treanor, District Engineer* 120
- 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* 137
- 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* 138
- 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* 142
- 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* 148
- 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* 150
- 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* 169

COMMUNICATIONS

- 28.** General Manager Report- *Report by General Manager, Barbara Buikema* 172
- a. *Data Security Breach*
 - b. *Letter from Carla James regarding the data breach*

OTHER ITEMS BEFORE THE BOARD

- 29.** Uncollectable Accounts- *Report by Barbara Buikema, General Manager* 174

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

- 30.** Board Compensation Report – *Report by General Manager, Barbara Buikema* 186

Action Required From The Board To Provide Direction

INFORMATION/DISCUSSION ITEMS

- 31.** Pebble Beach Community Service District Meeting March 28, 2024,- 200
Report by General Manager, Barbara Buikema
- 32.** Special Districts Association of Monterey County Meeting , April 15, 2025- 202
Report by General Manager, Barbara Buikema
- 33.** Advocacy Letter for Senate Bill 496-*Report by General Manager, Barbara Buikema* 204
- 34.** Advocacy Letter for Assembly Bill 259-*Report by General Manager, Barbara Buikema* 209
- 35.** Laserfiche – Empower 2025 Event Attendance - *Report by Domine Barringer,* 214
Board Clerk

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, April 25, 2025, at 9:30 a.m. –Director Siegfried is scheduled to attend
Friday, May 30, 2025, at 9:30 a.m. –Director Urquhart 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*

37. ADJOURNMENT

The following meetings to occur are; A Special Meeting will be held Tuesday, May 22, 2025 at 5:30 p.m. at the Carmel Foundation South East Corner of 8th and, Lincoln St, Carmel-By-The-Sea, CA 93921 (Scenic Road). A Special Meeting will be held Friday, May 25, 2025 at 2 p.m. at 3945 Rio Road, Carmel, CA 93923 (Carmel Meadows). The 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. 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.