



# CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES

*Thursday, 9:00 a.m., June 26, 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, Lonergan, Urquhart  
*Director Urquhart attend remotely, and could be seen and heard, under the Just Cause Clause Assembly Bill 2449. President White read out specific questions to Director Urquhart, which he responded to before the board meeting proceeded.*

**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  
Matt Green, Chief Plant Operator (CPO), CAWD  
Ed Waggoner, Operations Staff -(Retiring), CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Mark Dias, Safety & Compliance Officer, CAWD  
Robert Bowman, Interim Collections Superintendent, CAWD  
\*Kevin Young, Plant Operations Supervisor, CAWD  
Leo Laska, Director, Pebble Beach Community District (PBCSD)  
Nick Becker, General Manager, PBCSD  
Emmanuel Perea Jimenez - Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

**Absent:** Alex J. Lorca- Fenton & Keller, Attorneys At Law, CAWD Legal Counsel

**In Person Public Attendees:**

Ramesh Manian | Stanford Ph.D. Student  
Connor Bone| Intern Carmel Unified School District  
Merielle Flagg |Intern Carmel Unified School District

**\*Virtual Public Attendees:**

\*Paul Causey |Causey Consulting  
\* Steve Thomas |TBC Communications

## 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 made.***

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. **Recognition of Christian Schmidt, For Passing The Advanced Water Treatment Operator Test - Report by Chris Foley, Facilities Manager**

*Mr. Schmidt was not available to attend the June meeting and the Board requested that this item be moved to the July meeting.*

*Interns Connor Bone and Merielle Flagg were introduced to the Board by the Facilities Manager, Chris Foley. Both Mr. Bone and Ms. Flagg received a certificate of completion regarding their internship at the District. The Board received both of them and shook their hands.*

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

## OPEN PUBLIC HEARING #1 @ 9:11 a.m.

*Open Public Hearing on Thursday, June 26, 2025, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2025-01 regarding compensation.*

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

*The public hearing was closed at 9:11 a.m. as there were no public comments made.*

***A Motion To Approve Ordinance 25-01 Was Made By Director Lonergan And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Approved Ordinance 25-01 Setting the Board Compensation.***

5. **Receive Staff Report** - for Sewer Rates for Fiscal Year 2025-26 -  
Report by General Manager, Barbara Buikema

### **OPEN PUBLIC HEARING #2 @ 9:17 a.m.**

*Open Public Hearing on Thursday, June 26, 2025, or Soon Thereafter as the Matters May Be Taken Up considering Ordinance 2025-02 establishing sewer service charges for Fiscal Year 2025-26.*

***Ordinance . 2025-02; An Ordinance Establishing Sewer Service Charges for Fiscal Year 2025-2026 and thereafter, Providing for the Collection of Such Charges on the Tax Roll, and Providing Further that this Ordinance and the Charges Established Hereby and the Tax Collection Procedure Selected Herein Shall Remain in Effect Until Either the Said Charges are Revised or this Ordinance is Otherwise Amended or Repealed – Report by General Manager, Barbara Buikema***

*The public hearing was closed at 9:17 a.m. as there were no public comments made.*

***A Motion To Approve Ordinance 25-02 Was Made By Director Cole And Seconded By Director Lonergan. Following A Roll Call Vote, The Board Approved Of Ordinance 25-02 Establishing Sewer Service Charges For Fiscal Year With Ayes From Directors Cole, Lonergan, Urquhart & President White, And A No Vote From Director Siegfried.***

### **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 President White Seconded By Director Siegfried. After A Roll Call Vote, The Board Unanimously Received And Approved The Following Consent Calendar/Agenda Items, Except For Agenda Items Number 13 and 15, Which Were Pulled From Consent Calendar To Be Discussed Later In The meeting. Via Roll Call The Board was in consensus to pull these items.***

*Directors Cole and Siegfried requested the following Agenda Items number 13 and 15 be pulled from the consent calendar for further discussion:*

6. May 29, 2025 Regular Board Meeting Minutes, June 5, 2025 Salary and Benefits Meeting Minutes, June 18, 2025 Bridge To Everywhere Minutes
7. Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) April 2025, And May Correspondence will occur in the July Board Meeting
8. Receive and Accept Schedule of Cash Receipts & Disbursements- May 2025
9. Approve Register of Disbursements – Carmel Area Wastewater District - May 2025
10. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project - May 2025
11. Receive and Accept Financial Statements and Supplementary Schedules - May 2025
12. Receive and Accept Collection System Superintendent’s Report For May, April & March 2025
13. **(Pulled)** Receive and Accept Safety and Regulatory Compliance Report -May 2025
14. Receive and Accept Treatment Facility Operations Report For May, April & March 2025
15. **(Pulled)** Receive and Accept Laboratory/Environmental Compliance Report - May 2025
16. Receive and Accept Capital Projects Report/Implementation Plan
17. Receive and Accept Project Summaries – Capital & Non-Capital
18. Receive and Accept Facilities Manager Maintenance & Operations Report – May 2025
19. Receive and Accept Source Control-Environmental Compliance Report - May 2025

**Agenda Item #13:**

*Barbara Buikema, General Manager, requested a roll call on this item, and if there is consensus to perform a cost comparison, and also an evaluation of the risks and capital costs involved, of transitioning from aqueous ammonia to liquid ammonium sulfate.*

***A Motion Was Made By President White And Seconded By Director Lonergan . Following A Roll Call Vote, The Board Was Unanimously In Consensus With Adding These Two Items To The Next Agenda.***

**Agenda Item #15:**

*Barbara Buikema, General Manager, Requested A Roll Call On this item and If And When The Center For Disease Control (CDC) Ceases Funding, And The Surveillance Testing End Does The Board Authorize Issuance Of A Request For Proposal (RFP).*

***A Motion To Approve The Consent Was Made By Director Siegfried And Seconded By Director Cole . Following A Roll Call Vote, The Board Accepted Agenda Item #15 With Ayes From Directors: Cole, Lonergan, Siegfried, And A No Vote From Director Urquhart.***

***Director Urquhart voted no because we are a special district. We are not a taxing agency. And thus, we must fund things only that are within the nexus of our agency, and we are not public health. The question is do we have the legal authority to do so?***

***A Motion Was Made By Director Urquhart And Seconded By President White To Add To The Next Agenda that we add to the prior approved motion a review of whether funding public health tracking assessments like this are legally within our purview to charge to our rate payers. Following A Roll Call Vote, The Board Accepted To Add This Topic To The Next Agenda With Ayes From Directors: Lonergan, Siegfried, Urquhart And President White, And A No Vote From Director Cole.***

## **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. 2025-28: Approval and Adoption of the 2025 Updated Sewer System Management Plan (SSMP)-Report by Jeff Bandy, Principal Engineer**

***A Motion To Adopt The Resolution Was Made By Director Urquhart To Accept The SSMP "As Is" And Seconded By Director Lonergan . Then Director Siegfried Made A Motion To Drop The "As Is" And To Add Language Amendments. Director Urquhart Accepted The Amendment That Director Siegfried Suggested Regarding The Edits. Director Lonergan Requested That The Principal Engineer, Jeff Bandy, Use His Discretion In Accepting The Edits Provided By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-28 Approval and Adoption of the 2025 Updated Sewer System Management Plan (SSMP).***

***Note: Director Siegfried and Principal Engineer, Jeff Bandy will discuss the incorporation of language edits to be reviewed and agreed upon by the inclusion of Director Siegfried, Principal Engineer Jeff Bandy, And The Author Of The SSMP Report, Paul Causey collective input.***

***Per President White, In the event that there is not an agreement on the edits a special meeting will need to be called. There was no consensus from the Board.***

*At 9:58 a.m. President White interrupted the meeting to include the intern Merielle Flagg who had joined the board meeting and Chris Foley, Facilities Manager, provided an introduction to the board. The Board received Ms. Flagg and shook her hand.*

- 21. Resolution No. 2025-29 - A Resolution Adopting Budget for the Fiscal Year 2025-26 – Report by Barbara Buikema, General Manager**

*Fiscal Year 2025-26 Budget – Under Separate Cover \**

***A Motion To Adopt The Resolution Was Made By President White And Seconded By Director Siegfried . Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-29 Adopting Budget for the Fiscal Year 2025-26 With Reclamation Being Removed As Presented To The Board. With the Board Requesting That The Bridge To Everywhere Funding Be Brought Back To The \$85K Funding Limit.***

***Director Cole Requested That The Bridge To Everywhere Review Of The Project Be Agendized At The July Board Meeting. With A Motion Made By Director Cole And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Agreed To Agendize The Bridge To Everywhere At The July Board Meeting.***

- 22. Resolution No 2025-30-Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes Assessments and Property Related Fees and Charges – Report by Barbara Buikema, General Manager**

***A Motion To Adopt The Resolution Was Made By Director Urquhart And Seconded By Director Cole. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-30 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes Assessments and Property Related Fees and Charges.***

- 23. Resolution No. 2025-31-A Resolution Approving a Contribution of \$1,000,000 to the “Defend or Managed Retreat Restricted Reserve” as Part of the Budget Process for Fiscal Year 2025-26- Report by Barbara Buikema, General Manager**

***A Motion To Adopt The Resolution And Leave It Where It Is Was Made By President White And Seconded By Director Siegfried. Following A Roll Call Vote, The Board Unanimously Passed Resolution 2025-31 Approving a Contribution of \$1,000,000 to the “Defend or Managed Retreat Restricted Reserve” as Part of the Budget Process for Fiscal Year 2025-26.***

***Director Urquhart stated that he is not suggesting cutting the money from the budget. However, we need to quit allocating to something that we have not developed the underlying management documents to legally justify accumulating funds.***

- 24. Resolution No. 2025-32 - A Resolution Determining the Fiscal Year 2025-26 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District – Report by Barbara Buikema, General 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 Determining the Fiscal Year 2025-26 Tax Proceeds Appropriation Limitation for the Carmel Area Wastewater District.***

- 25. Resolution No. 2025-33 - A Resolution Specifying The District Sewer Connection Fees, As Adopted By Ordinance No.85-2, Commencing July 1, 2025 – Report by Barbara Buikema, General 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 2025-33 Specifying The District Sewer Connection Fees, As Adopted By Ordinance No.85-2, Commencing July 1, 2025.***

***Requesting To Agendizing This Topic Before The Next Budget: Director Siegfried stated that Budget Committee put to staff during negotiations that henceforth we do an explicit carryover of funds that were allocated but not used, carry over into the next fiscal year. Can the Board confirm the resolution to carry over funds that are allocated but not used into the next fiscal year?***

***There was no consensus from the Board.***

## **COMMUNICATIONS**

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

- i. CAWD Connections – Newsletter***
  - Barbara Buikema informed the Board that the vendor who produces The District Newsletter is retiring and that a Request For Proposal will have to be submitted to find a new vendor.***
- ii. Update on County response to CAWD questions about removing funds out of County depository***

***Per Ms. Buikema, the County of Monterey has responded via email with the necessary steps to proceed to transfer funds.***

- Need confirmation regarding property tax statements and will check with the County of Monterey Auditor.***
- The District will need to send out an RFP for a Treasurer.***
- The Funds will have to drawn out in an orderly manner.***

- *Executive Coaching Update -Per Barbara currently working on time management.*

*Director Siegfried brought up his question about the salinity lab that he posed to the General Manager. Director Cole asked why it is not being discussed under Information & Discussion Items. Legal Counsel stated because the information was posted the discussion could continue. The Principal Engineer, Jeff Bandy, responded that the end of the discussion is that it is not going to affect sea level rise. Pre Mr. Bandy there are a row of eucalyptus trees that are actually outside the work zone closer to the plant, and if we proceed with a 10 foot working zone around the fence, then we would have no reason to remove and grind stumps. We could just do the normal pruning on those. So, the nuance is that we are not removing the entirety of the eucalyptus trees on the south end of the plant. It would just be those that would be impacted by the fence replacement. So, the direction was given to Kennedy Jenks to have Sanders do a survey of all the trees, the exact location survey of the defense and paint that 10 foot barrier around it.*

## **OTHER ITEMS BEFORE THE BOARD**

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

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

***A Motion Was Made By Director Siegfried To Approve Option Number One (Informally observe fume hood cleaning logs during grease trap inspections-pulled from the Staff report) And Seconded By President White. Director Urquhart Then Stated An Amendment To Notify The Business and Property Owner. No Roll Call Was Taken As Further Discussion Continued.***

***Then Director Siegfried Withdrew The Original Motion And Was Seconded By President White Requesting To Delay This Discussion Until The July Board Meeting Until Legal Counsel Provides An Opinion As To The Responsible Jurisdiction And If The District Can Notify The Property Owner And Business Owner. President White Stated That Carmel Fire Is The Responsible Department. Following A Roll Call Vote, The Board Unanimously Agreed To Table This Discussion.***

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

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

***The Full Board Was In Consensus For President White and Pro Tem Siegfried To Bring A Proposal And Outline Of What The Board Could Discuss At The (To Be Determined) Board Member Retreat At The July Board Meeting.***

29. Question Regarding California Employers' Pension Prefunding Trust (CEPPT) – 115 Transfer - Report by General Manager, Barbara Buikema

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

***A Motion Was Made By Director Urquhart and Seconded by Director Lonergan To Implement The Vote Already Taken In A Previous Board Meeting (February 27, 2025) To Continue To Fund Section 115 And To Invest All Funds Into Strategy 1. Following A Roll Call Vote, The Board Unanimously Agreed To Transfer All The Funds To Strategy One.***

**This Item was added to the agenda after the packet went out but before the board meeting occurred with a response deadline request before July 31<sup>st</sup>.**

California Association of Sanitation Agencies (CASA) Vote For Board Of Directors, And Approving A New Dues Resolution For Fiscal Year 2025-26-Report by General Manager, Barbara Buikema

*Note: This email notification from CASA was received on 6-23-25 after the publication of the board packet. So, the information was added to the District website as a separate document. The information was posted prior to the start of the meeting.*

***Director Cole Agreed To Volunteer As A Director If Someone Would Take Over Her Attendance at the Special Districts Meeting. Director Siegfried Volunteered To Be An Alernate. A Motion Was Made By Director Urquhart And Seconded By President White. Following A Roll Call Vote, The Board Unanimously Agreed To The Ballot And Their Respective Volunteer Delegations.***

***A Motion Was Made By Director Siegfried And Seconded By Director Lonergan To Approve The New Dues Resolution For CASA. Following A Roll Call Vote, The Board Unanimously Agreed To Their Respective Volunteer Delegations.***

**INFORMATION/DISCUSSION ITEMS**

30. Pebble Beach Community Service District Meeting May , 2025,-Report by General Manager, Barbara Buikema

- *Quarterly Interest Allocation from the County of Monterey is being reviewed by both PBCSD and CAWD. PBCSD is taking the lead on this item and will remain engaged with the County of Monterey.*

### 31. **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, June 27, 2025, at 9:30 a.m. – President White is scheduled to attend.*  
*Friday, July 25, 2025, at 9:30 a.m. – Director Cole 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, November 18, 2025, at 9:30 a.m. President White and Director Lonergan are scheduled to attend.*

*Director Siegfried just completed two hours of NASA sea Level Rise training. He stated it was both entertaining and useful.*

*Director Lonergan stated that the treatment plant is in the high hazard zone, not very high. He also looked into a little bit of background, and the model that it was used for those new maps looks at potential fuel over a 50 year period. So, it is a big, broad look. and they also look at woodlands and threats nearby. So, it helped answer my own question, which is, why are we in a high fire hazard zone when it is in a riparian area.*

*There being no further business to come before the Board, the meeting was adjourned at 11:33 a.m.*

### 32. **ADJOURNMENT**

**The Regular Board Meeting will be held at 9:00 a.m., Thursday, July 31, 2025, or at an alternate acceptable date. The next Board Meeting will occur on August on 28<sup>th</sup> at 9 a.m.** 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, President of the Board