



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., August 28, 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: 894 4714 3037 Password: 890611

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@caud.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 _____ TBD _____ 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. *Formal Board Introductions of Chuck Else, Osborne Partners***
- 4. *Recognition of Christian Schmidt, For Passing The Advanced Water Treatment Operator Test - Report by Chris Foley, Facilities Manager***

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.

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|------------|--|-----------|
| 5. | July 29, 2025 Salary & Benefits Minutes | 06 |
| | July 31, 2025 Board Meeting Minutes | |
| | August 1, 2025 Pension & Longterm Investment Minutes | |
| | August 12, 2025 Special Meeting Minutes | |
| 6. | Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) | 22 |
| | August 2025 (not available at time of board packet build) | |
| 7. | Receive and Accept Schedule of Cash Receipts & Disbursements | 23 |
| | July 2025 | |
| 8. | Approve Register of Disbursements – Carmel Area Wastewater District | 25 |
| | July 2025 | |
| 9. | Approve Register of Disbursements – CAWD/PBCSD Reclamation Project | 28 |
| | July 2025 | |
| 10. | Receive and Accept Financial Statements and Supplementary Schedules | 29 |
| | July 2025 | |
| 11. | Receive and Accept Collection System Superintendent’s Report | 49 |
| | For July, June & May 2025 | |

"*" - indicates no board attachment or oral report.

"e" - indicates a separate insert is enclosed.

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12.	Receive and Accept Safety and Regulatory Compliance Report July 2025	56
13.	Receive and Accept Treatment Facility Operations Report For July, June & May 2025	59
14.	Receive and Accept Laboratory/Environmental Compliance Report July 2025	65
15.	Receive and Accept Capital Projects Report/Implementation Plan	75
16.	Receive and Accept Project Summaries – Capital & Non-Capital	76
17.	Receive and Accept Facilities Manager Maintenance & Operations Report – July 2025	96
18.	Receive and Accept Source Control-Environmental Compliance Report July 2025	100

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

19.	Resolution No. 2025-44: A Resolution Authorizing The General Manager To Purchase A Replacement Effluent Pump In Fiscal Year (FY) 2025-2026 In An Amount Not To Exceed \$94,525.88 - Report by, Chris Foley, Facilities Manager	102
20.	Resolution No. 2025-45: A Resolution Authorizing The General Manager To Approve The Rebuild Of Tertiary Pump 732 In Fiscal Year (Fy) 2025-2026 In An Amount Not To Exceed \$65,055 - Report by, Chris Foley	106
21.	Resolution No. 2025-46: A Resolution Authorizing The General Manager To Purchase A Portable Sewage Bypass Pump In Fiscal Year 2025-2026 In An Amount Not To Exceed \$90,757- Report by, Daryl Lauer	119
22.	Resolution No. 2025-47: A Resolution Authorizing The General Manager To Execute A Professional Services Agreement With Kennedy Jenks Consultants In An Amount Not To Exceed \$393,186 For Wastewater Treatment Plant (WWTP) Utility Mains Relocation Project (PROJECT #22-03) - Report by Jeff Bandy	126
23.	Resolution No. 2025-48: The Creation Of A Policy To Bring Reports To The Board On A Timely Basis, Items That Require Editing And Review- Report by Barbara Buikema, General Manager	156

24.	Resolution No. 2025-49: A Resolution Authorizing The General Manager To Designate A Maintenance Supervisor Position And Approving Job Description- <i>Report by, Chris Foley, Facilities Manager</i>	159
25.	Resolution No. 2025-50: A Resolution Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees (Maintenance Supervisor) - <i>Report by, Chris Foley, Facilities Manager</i>	178
26.	Resolution No. 2025-51: A Resolution Approving Laborer’s International Union Of North America (LIUNA), Local 792 Memorandum Of Understanding With The District For July 1, 2025 Through June 30, 2028-<i>Report by Barbara Buikema, General Manager</i>	179
27.	Resolution No. 2025-52: A Resolution Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Represented Employees- <i>Report by Barbara Buikema, General Manager</i>	197
28.	Resolution No. 2025-53: A Resolution Authorizing Resolution Authorizing An Increase In Admin Leave For Non Represented Employees To 48 Hours Per Year-<i>Report by Barbara Buikema, General Manager</i>	199
29.	Resolution No. 2025-54: A Resolution Authorizing Designating Classification Titles In The Carmel Area Wastewater District And Providing For The Number Of Positions And Monthly Salary Ranges For Non-Represented Employees - <i>Report by Barbara Buikema, General Manager</i>	202
30.	Resolution No. 2025-55: A Resolution Authorizing The District To Increase Staffing Levels To Allow For The Hire Of A Maintenance Mechanic I Or II-<i>Report by Barbara Buikema, General Manager</i>	203
31.	Resolution No. 2025-56: A Resolution Authorizing An Annual Adjustment Of The District’s Reserve Fund Balances By Transferring \$7,248,782 To The Capital Fund From The Capital Improvement Reserve And The General O&M Fund And \$5,758,585 From The General O&M Fund To The Capital Fund, Respectively, In Accordance With The District’s Reserve Policy- <i>Report by James Grover, Principal Accountant</i>	206

COMMUNICATIONS

- 32. General Manager Report- Report by General Manager, Barbara Buikema** *
- *Executive Coaching*
 - *Discussion of Legislative Advocacy Policy*

OTHER ITEMS BEFORE THE BOARD

- 33. The Naming of the Ad Hoc Committee “To Investigate Why Collection’s Spills Are Higher Than Average, And Is Worsening, And Why It Is Underperforming.”** 211
The board committee members will also have to be appointed.

Board Action: Naming of the Ad Hoc Committee And Who Will Be Assigned To The Committee

- 34. Discussion On Adding Septic Tank Effluent Pumped Discharge to Uniform Plumbing Ordinance - Report by, Patrick Treanor, District Engineer** 212

INFORMATION/DISCUSSION ITEMS

- 35. Pebble Beach Community Service District Meeting July 25, 2025,-** 219
(No Meeting Scheduled for August 2025)
- 36. Presentation by Computer Science Interns-** *
Angel Vazquez and Emiliano Ramirez
- 37. Sewer Replacement Construction Update Regarding Santa Rita & Guadalupe Street-Report by District Engineer, Patrick Treanor** 222

38. 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, August -No Meeting, 2025 –No PBCSD Meeting

Friday, September 27, 2025, at 9:30 a.m. –Director Lonergan is scheduled to attend.

Special Districts Association (SDA) of Monterey County – The next SDA meeting is scheduled for:

Tuesday, October 7, 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.

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

**Pursuant to Government Code Section 54957 the Board will meet in closed session to consider a Personnel Matter:
General Manager Performance Evaluation**

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

A. THREAT TO PUBLIC SERVICES OR FACILITIES (§ 54957)

Consultation with: Consultation With:

Barbara Buikema, General Manager; Chris Foley, Facilities Manager, Patrick Treanor, District Engineer & Aegis Security & Investigations Assessment, and Alex Lorca, District Counsel

41. ADJOURNMENT

The Next 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.

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