



## **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., January 30, 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.*

*Due to the recent increased COVID occurrences in our area it is advised that you wear a mask. If any of the following are occurring:*

- ❖ If you test positive for COVID the minimum return time for participation at the District is 48 hours after you are fever free and symptoms mild and are improving.*
- ❖ You are encouraged to wear a mask for 10 days from onset of symptoms or first positive test.*
- ❖ If still feeling sick then err on the side of caution to minimize exposure to the public*
- ❖ Masks are available upon request*

*To access the meeting via Zoom please visit our website homepage at [www.cawd.org](http://www.cawd.org) or call 1 (669) 900-9128 and use  
Webinar ID: 869 2851 2948 Password: 700781.*

*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](mailto:downstream@caud.org), at least 24 hours before the meeting. You July 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 \_\_\_\_\_ Siegfried \_\_\_\_\_ Urquhart \_\_\_\_\_ White \_\_\_\_\_ To Be Determined \_\_\_\_\_

### 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 Simrandeep Singh and Erik Van Duren:*** As Lab Analyst I/ Environmental Compliance Inspector I
- 4. *Remembrance-***of Director Michael Rachel, for his 10 years of service to Carmel Area Wastewater District.

**Resolution No. 2025-01;** A Resolution Recognizing Acknowledging The Special Recognition of Director Michael Rachel for 10 years of Service to the District-Report by Barbara Buikema, General Manager

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.*

<b>5.</b>	December 19, 2024 Regular Board Meeting Minutes January 15, 2025 Bridge To Everywhere Minutes	09
<b>6.</b>	Receive and Accept Bank Statement Review by Clifton Larson Allen (CLA) December, November, October, and September 2024	25
	<i>(Note: The District was informed by CLA that the December, November, October and September letters are not available for the January board meeting)</i>	
<b>7.</b>	Receive and Accept Schedule of Cash Receipts & Disbursements December 2024	26
<b>8.</b>	Approve Register of Disbursements – Carmel Area Wastewater District December 2024	29
<b>9.</b>	Approve Register of Disbursements – CAWD/PBCSD Reclamation Project December 2024	34
<b>10.</b>	Receive and Accept Financial Statements and Supplementary Schedules December 2024	36
<b>11.</b>	Receive and Accept Collection System Superintendent’s Report For December, November & October 2024	56
<b>12.</b>	Receive and Accept Safety and Regulatory Compliance Report December 2024	62
<b>13.</b>	Receive and Accept Treatment Facility Operations Report December, November & October 2024	65
<b>14.</b>	Receive and Accept Laboratory/Environmental Compliance Report December 2024	71
<b>15.</b>	Receive and Accept Capital Projects Report/Implementation Plan	73
<b>16.</b>	Receive and Accept Project Summaries – Capital & Non-Capital	75
<b>17.</b>	Receive and Accept Plant Operations Report- December 2024	96
<b>18.</b>	Receive and Accept Maintenance Projects Report – December 2024	98
<b>19.</b>	Receive and Accept Source Control-Environmental Compliance Report December 2024	101

*\*\*" - indicates no board attachment or oral report.  
"e" - indicates a separate insert is enclosed.*

## 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. 2025-02:** A Resolution Appointing a Board Clerk and Pro Tem Clerk of the Carmel Area Wastewater District, for a Term of One Year, Commencing on January 30, 2025 – *Report by Domine Barringer, Board Clerk* 103
- 21. Resolution No. 2025-03;** A Resolution Authorizing The General Manager To Enter Into A Contract Amount Of \$47,846 With R.F. Macdonald Co. To Recondition Reclamation Pump 932-*Report Written by Chris Foley, Maintenance Superintendent- Presented by Ed Waggoner, Plant Superintendent* 105
- 22. Resolution No. 2025-04;** A Resolution Accepting The 2024 Surplus Property Disposition- *Foley Report Written by Chris Foley, Maintenance Superintendent- Presented by Daryl Lauer, Collections Superintendent* 111
- 23. Resolution No. 2025-05-** A Resolution Authorizing The General Manager To Execute An Amendment To An Existing Professional Services Agreement With MNS Engineers, Inc. In An Amount Not To Exceed \$231,715 For Construction Phase Engineering And Public Outreach Services For The Santa Rita And Guadalupe Sewer Replacement Project (Project #23-01)-*Report by Patrick Treanor, District Engineer* 114
- 24. Resolution No. 2025-06-** A Resolution Authorizing The General Manager To Sign A Consultant Contract For Executive Coaching - *Report by General Manager, Barbara Buikema* 127

## COMMUNICATIONS

- 25.** General Manager Report- *Report by General Manager, Barbara Buikema* \*
- a. Retreat Progress
  - b. County Response on District Funds
  - c. CWEA Awards Event – 71<sup>st</sup> Annual Awards Banquet February 21, 2025 6-9 pm

## OTHER ITEMS BEFORE THE BOARD

26. 2025 Board Committee Assignments, PBCSD Meetings, SDA Meetings, and conference schedule – *Report by Board Clerk, Domine Barringer* 136

### Requesting Board Approval

27. Budget Committee Discussion - *Report by General Manager, Barbara Buikema* 143

### Requesting Board Decision

28. Newsletter Topics- *Report by General Manager, Barbara Buikema* 145

### Requesting Board Input On Topics

29. 2024 Annual Collection Report -*by Daryl Lauer, Collections Superintendent* 146

### Requesting Board Approval

30. Requesting A Motion To Accept The Carmel Area Wastewater District's June 30,2024 Financial Audit- *Report by General Manager, Barbara Buikema* 150

### Requesting Board Acceptance

31. Special Sewer Connection Agreement Discussion – Keig Property -Highlands Gas Station (70 Hwy 1)- *Report by Patrick Treanor, District Engineer* 235

### Requesting Board Discussion

## INFORMATION/DISCUSSION ITEMS

32. January 24,2025 Pebble Beach Community Service District Meeting- *Report by General Manager, Barbara Buikema* 241

33. Staff report – Director Questions Submission To Be Received By Wednesday Morning- *Report by General Manager, Barbara Buikema* 243

34. Statement of Economic of Interest (FORM 700)- *Report by Domine Barringer, Board Clerk* 244

35. Board Vacancy Information- Notification of Special Board Meeting February 26, 2025- *Report by Domine Barringer, Board Clerk* 245

36. Term Limit Policy-*Report by Domine Barringer, Board Clerk* 246

37. Special District Meeting- *Report by General Manager, Barbara Buikema* 250
38. Wastewater Treatment Plant Electricity Use Update- *Report by Patrick Treanor, District Engineer* 252

**39. 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, February 28, 2025, at 9:30 a.m. –TBD is scheduled to attend.*  
*Friday, March 28, 2025, at 9:30 a.m. –TBD 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. –TBD is scheduled to attend.*  
*Tuesday, July(TBD), 2025, at 6:00 p.m. –TBD is scheduled to attend.*

**Reclamation Management Committee (RMC) Meeting** – The next RMC meeting is scheduled for:  
*Tuesday, February 11, 2025, at 9:30 a.m. President White and TBD are scheduled to attend.*

- *Director Cole’s Report on CASA Conference Information*

**40. ADJOURNMENT**

*The next Special Meeting will be held February 26,2025 at 9 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 27, 2025, or at an alternate acceptable date. NOTE: The meeting will have a teleconference option hosted through Zoom. You July 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.*