

**Carmel Area Wastewater District/Pebble Beach Community Services District
Pebble Beach Company**

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of May 9, 2018
Pebble Beach Community Services District Boardroom
Forest Lake & Lopez Roads, Pebble Beach, CA**

1. Call to Order

Mike Niccum, PBCSD General Manager, serving as facilitator, called the meeting to order at 9:30 a.m. Members or alternates present were: Ken White and Charlotte Townsend, Board of Directors, Carmel Area Wastewater District (CAWD); Peter McKee and Richard Verbanec, Board of Directors, Pebble Beach Community Services District (PBCSD); David Heuck, Executive Vice President and Chief Administrative Officer, Pebble Beach Company (PBCo); Mike Bowhay, Independent Reclaimed Water Users Group (IRWUG)

Absent: None

Others in attendance:

Barbara Buikema, General Manager, CAWD
Rob Wellington, Legal Counsel, CAWD/PBCSD
Jim Grover, Principal Accountant, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Kevin Young, Operations Supervisor, CAWD
Patrick Treanor, Plant Engineer, CAWD
Brent Reitz, Capital Services Project Manager, PBCo
Nick Becker, Principal Engineer, PBCSD
Joe Huston, President, Northern California Golf Association
Laura Dadiw, Clerk, PBCSD

2. Period for welcoming visitors, receiving public comment regarding matters not listed or considering changes to the agenda

Mike Bowhay introduced Joe Huston, Chief Executive Officer of the Northern California Golf Association, who will be the Independent Recycled Water Users Group representative to RMC upon Mr. Bowhay's retirement. Barbara Buikema introduced Patrick Treanor, CAWD's new Plant Engineer.

3. Minutes

It was moved by Member White, seconded by Member Townsend, and unanimously carried 6-0, to approve the minutes of the Committee meeting of February 14, 2018.

4. CAWD/PBCSD Wastewater Reclamation Project Budget for Fiscal Year 2018-19

Barbara Buikema, CAWD General Manager, gave a comprehensive review of the proposed budget.

It was moved by Member Bowhay, seconded by Member McKee, and unanimously carried 6-0, to adopt the CAWD/PBCSD Reclamation Project Budget for fiscal year 2018-19.

5. Review Status of CAWD Projects

Ed Waggoner, Operations Superintendent for CAWD briefed the committee on a number of plant improvements resulting from a collaborative effort between staff and engineering consultants Trussell Technologies. These improvements have been focused on bringing tertiary coagulation/flocculation and sand filters back online as microfiltration and reverse osmosis (MF/RO) pre-treatment/phosphate removal; evaluation of method & frequency of MF membrane cleaning regimes; and optimization of secondary treatment processes. In addition, CAWD staff has completed a number of improvements including; repair of outlet nozzle on RO Train A, replacement of MF strainer feed piping, installation of flexible couples at MF tank inlets, installation of new air diffuser mixing system within the Flow Equalization Basin.

6. Review Status of PBCSD Projects and Authorize Engineering Services for Forest Lake Pump Station Improvement Project

Principal Engineer, Nick Becker presented a status update on planned capital improvement projects for FY2018/19. The Reclamation Storage Facilities Improvement Project combines two of the FY2018/19 capital projects (Storage Tank Bypass and Forest Lake Pump Station Improvements) into a single design/bid/build project. The interior and exterior rehabilitation of the 2.5MG Recycled Water Storage Tank project along with the Pipeline Cathodic Protection Project has been moved to FY2019/20.

It was moved by Member Bowhay, seconded by Member McKee, and unanimously carried 6-0, to approve professional services agreement with E2 Consulting Engineers to provide engineering services for Reclamation Storage Tank Bypass Project and Forest Lake Reservoir Pump Station Improvement Project for an amount not to exceed \$120,000.

7. Receive and consider reports relating to Operations and Maintenance of Project

A. Financial Statements (ending March 31, 2018)

Jim Grover, CAWD Principal Accountant presented an updated financial report for the current fiscal year highlighting third quarter financials. It was noted that water sales were up 48% from last year due to higher demand over the winter; a result of below normal precipitation. A number of capital improvement projects will not be completed this year resulting in a cash surplus that will be carried forward into the FY2018/19 budget. In summary the Reclamation Project was reported to be in good financial standing.

The O & M Financial Statements for the period were received for information and no action was required.

B. Receive/consider reports relating to Project operations and maintenance – (“O & M”) of Project

Kevin Young, CAWD Operations Supervisor discussed the current operational status of the microfiltration and reverse osmosis (MF/RO) facility. In mid-March staff initiated an enzymatic cleaning on the MF membranes due to above normal Trans Membrane Pressures (TMP). This new cleaning regime resulted in favorable conditions reducing TMP's by approximately 43%. The current MF membranes have now been in service for approximately 2-1/2 years (now exceeding the service life of past MF membranes) and are anticipated to remain in service throughout the rest of the calendar

year. Staff continues to perform quarterly cleaning of the RO membranes; existing membranes have been in service for approximately four years and are anticipated to last another two years.

The report on Project operations and maintenance was received for information and no action was required.

C. Distribution System O & M

Nick Becker, PBCSD Principal Engineer presented a distribution system operations report noting that Forest Lake Reservoir reached full capacity (115MG) on March 12th; storage volume remained at full capacity throughout the remainder of March and much of April before the onset of the irrigation season. The irrigation season commenced late April with demand consistently exceeding CAWD's daily supply (1.1MG/day) resulting in reservoir drawdown. Current storage volume was noted to be 106MG, above the five-year average of 100MG. Recent production rates throughout March (58%) & April (56%) are skewed due to on/off production periods only required to "top-off" the reservoir. Alternative source water (ASW) projects had limited down-time this winter to rest and recharge, resulting in lower production rates to that of which was noted last April (75,000 gals/day versus 105,000 gals/day). To date the ASW projects have produced approximately 4.4MG for the 2018 calendar year.

The Distribution System O & M Report was received for information and no action was required or taken by the Committee.

8. Receive Miscellaneous Information or Announcements from Members, Staff or Visitors

There was no miscellaneous communication and/or information.

9. Closed Session

The Committee did not meet in a closed session.

10. Adjournment & Next Meeting Date

There being no further business at 10:35 a.m., it was moved and seconded, and determined by consensus of the members, that the Reclamation Management Committee adjourn to its next regular meeting on Wednesday, August 8, 2018, at 9:30 a.m. in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach.

Respectfully submitted:

Laura Dadiw, Clerk
Pebble Beach Community Services District