

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

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of November 7, 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 2:00 p.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 Financial Officer, Pebble Beach Company (PBCo); J. J. West, 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
Patrick Treanor, Plant Engineer, CAWD
Brent Reitz, Capital Services Project Manager, PBCo
Nick Becker, Principal Engineer, PBCSD
Justin Ferron, Assistant Engineer
David Stoldt, General Manager, Monterey Peninsula Water Management District
Laura Paxton, Clerk, PBCSD

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

Principal Engineer Becker introduced PBCSD Assistant Engineer, Justin Ferron.

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 May 9, 2018.

4. Audited Annual Financial Report for Fiscal Year ending June 30, 2018

Jim Grover, Principal Accountant for CAWD gave a brief overview of the Annual Financial Report for Fiscal Year ending June 30, 2018. In summary the auditor (Marcello & Company) concluded that the CAWD/PBCSD Reclamation Project is in good standing and is being operated in accordance with general accounting practices.

It was moved by Member Verbanec, seconded by Member White, and passed 6-0, to receive the Annual Financial Report for Fiscal Year Ending June 30, 2018.

5. Budget Adjustment Trussell Agreement Advanced Treatment Engineering Services

Barbara Buikema, General Manager for CAWD presented a report recommending extension of the existing professional engineering services contract with Trussell Technologies by an amount not to exceed \$30,000. CAWD would like to continue to utilize Trussell Technologies to identify short and long term ways of increasing recycled water production. The increased expense will be funded from multiple unexpended operational budget line items.

It was moved by Member McKee, seconded by Member Townsend, and unanimously carried 6-0, to approve an extension of Trussell Technologies, Inc. contract signed in June 2018 for \$29,960 by an amount not to exceed \$30,000 bringing the total to \$59,960 to provide plant membrane filtration and reverse osmosis operational support.

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

A. Financial Statements (ending September 30, 2018)

Jim Grover, CAWD Principal Accountant presented an updated financial report for the current fiscal year highlighting first quarter financials. It was noted that the cost of 5 million gallons of potable water purchased in September was \$113,000- \$170,000 yet to be billed so not yet reflected in the financials.

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

Ed Waggoner, Operations Superintendent for CAWD briefed the committee on a number of improvements underway at the treatment plant. These improvements include bringing the old tertiary coagulation/flocculation and Dynasand filters online to serve as pre-treatment for the Micro Filter (MF) membranes; switching to an alternative coagulant to better remove phosphate; and optimizing secondary operations (reactivating air diffusers in aeration basins No.5 & No.6 to increase air flow). In addition, CAWD staff recently changed MF membrane modules in Cell No.3 due to high trans-membrane pressures (TMPs). The modules that were selected and installed were a new MF membrane manufactured by Scinor. CAWD staff will monitor the performance of these new membranes and compare their service life to that of the existing MF membranes.

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

C. Distribution System O & M

Principal Engineer Becker presented a distribution system operations report noting a prolonged 2018 irrigation season. Typically, at the end of October / beginning of November storage trends reverse at Forest Lake Reservoir with supply exceeding demand resulting in a net storage increase. At present storage continues to decrease due to abnormally high demand well into November. Production remained consistent throughout the irrigation season with CAWD recovering on average around 86% of wastewater

flows. Alternative source water (ASW) projects shall remain in service until demand curtails below supply. These three ASW projects have delivered approximately 12 million gallons to CAWD (for recycling) this calendar year helping mitigate the declining trend in wastewater flows.

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

Principal Engineer, Nick Becker presented a status update on scheduled capital improvement projects for FY2018/19. Both the Reclamation Storage Facility Improvement Project (RSFIP) & SCADA Improvement Project continue to track on schedule. The RSFIP is currently out to bid; this project is anticipated to be awarded at the PBCSD December board meeting.

The report on scheduled capital improvement projects for FY2018/19 was received for information and no action was required or taken.

7. **Receive Miscellaneous Information or Announcements from Members, Staff or Visitors**

Dave Stoldt, General Manager for MPWMD gave a brief overview of local water issues, including the CPUC's recent approval of the Monterey Peninsula Water Supply Project. California American Water is now able to move forward with construction of the desalination plant but is still subject to permitting approvals from both the City of Marina and the California Coastal Commission.

8. **2019 Committee Meeting Schedule**

The 2019 Committee Meeting Schedule was received for information.

9. **Closed Session**

The Committee did not meet in a closed session.

10. **Adjournment & Next Meeting Date**

There being no further business at 2:43 p.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, February 13, 2019, at 9:30 a.m. in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach.

Respectfully submitted:

Laura Paxton, Clerk
Pebble Beach Community Services District