

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

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of November 14, 2014
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 9:40 a.m. Members or alternates present were: Robert Siegfried and Charlotte Townsend, Carmel Area Wastewater District Board of Directors (CAWD); Richard Verbanec and Peter McKee, Pebble Beach Community Services District Board of Directors (PBCSD); Brent Reitz, Capital Services Project Manager Pebble Beach Company (PBCo), and Mike Bowhay, Independent Reclaimed Water Users Group (IRWUG).

Others in attendance:

Barbara Buikema, General Manager, CAWD
Rob Wellington, Legal Counsel, CAWD/PBCSD
Jim Grover, Principal Accountant, CAWD
Kevin Young, Operations Supervisor, CAWD
James Pinkevich, Plant Superintendent, CAWD
Hank Matz, CAWD
Ralph Stephens, Maintenance Supervisor, CAWD
David Stoldt, General Manager, Monterey Peninsula Water Management District (MPWMD)
Suresh Prasad, Administrative Services Manager/Chief Financial Officer, MPWMD
Nick Becker, Principal Engineer, PBCSD
Laura Dadiw, Clerk, PBCSD

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

There were no comments or requested changes to the agenda.

3. Minutes:

It was moved by Member Verbanec, seconded by Member McKee, and unanimously carried, to approve the minutes of the Committee meeting of May 9, 2014.

4. Receive Annual Financial Report for Fiscal Year ending June 30, 2014

CAWD Principal Accountant, Jim Grover noted that the financials had been reviewed by the Finance Officers group. The Management Discussion and Analysis summarized the report.

It was moved by Member Verbanec, seconded by Member McKee, and unanimously carried, to approve the Financial Report for Fiscal Year ending June 30, 2014.

5. Consider adjustment to Operations and Maintenance Budget

A. Authorize budget allocation for annual inspection of the Project.

It was moved by Member Verbanec, seconded by Member Bowhay, and unanimously carried, to authorize Pebble Beach Community Services District to retain a consulting engineer firm to perform an inspection of the reclamation project for a cost not to exceed \$30,000.

B. Authorize budget allocation for Microfiltration Membrane Resolution Plan.

Ms. Buikema requested that the proposed budget amendment of \$65,000 to cover costs for a membrane replacement and cleaning and testing regime be increased to \$100,000 to allow for negotiations with, and procurement of, Carter Lake “used” membranes.

It was moved by Member Verbanec, seconded by Member Reitz, and unanimously carried, to approve a budget amendment amending the original request of \$65,000 to \$100,000 to cover cost of Carter Lake membranes, Evoqua Pilot and Enzyme Clean Testing regime.

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

A. Financial Statements (July 2014)

Mr. Grover summarized the statements, noting that revenues are exceeding and expenses are tracking with projected amounts.

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

CAWD Operations Supervisor, Kevin Young reported the Carter Lake membranes would be installed over a three day period and should greatly improve production. Member Reitz hoped to receive the membranes in roughly a month. CAWD is embarking on a \$15 million capital improvement project that should reduce solids leaving secondary and provide a more stable effluent. Mr. Young is concerned the current membranes will not be able to meet design requirements and production water could be lost during a rain event.

CAWD Maintenance Supervisor, Ralph Stephens reported that the computerized maintenance management system is now operational. Mr. Stephens reported on other plant maintenance performed.

C. Distribution System O & M

The Committee received a written Distribution System Operations Report from PBCSD Principal Engineer, Nick Becker who provided an overhead presentation of graphs and photographs. There is currently 22.5 million gallons contained in Forest Lake Reservoir. Sodium levels are at approximately 111 mg/L with 55 mg/L being roughly normal; reverse osmosis treatment currently in progress will reduce sodium levels.

There was committee consensus for staff to continue discussions with California Division of Safety of Dams regarding the results of the recent stability analysis conducted by the firm URS to implement Forest Lake Reservoir improvements for increased storage capacity.

Member Bowhay requested a daily graph of yield amounts from Mr. Becker.

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

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

MPWMD General Manager, David Stoldt gave an update on Regional Water Project efforts, and reported on recent voter-approved water project funding legislation.

Member Siegfried noted that the Project agreement should be reviewed for needed amendments in light of IRWUG now having representation on the committee.

8. Closed Session

The Committee did not meet in a closed session.

9. Adjournment & Next Meeting Date

There being no further business at 11:13 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 in February, with the exact date to be determined, 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/Dadiw Associates