

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

**WASTEWATER RECLAMATION PROJECT  
MANAGEMENT COMMITTEE**

**MINUTES**

**Meeting of May 11, 2021  
Virtual Meeting hosted by  
Pebble Beach Community Services District (PBCSD)**

**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); Brent Reitz, Director of Energy and Water Conservation, Pebble Beach Company (PBCo); Joe Huston, Independent Reclaimed Water Users Group (IRWUG)

Absent: None

**Others in attendance:**

Barbara Buikema, General Manager, CAWD  
Jim Grover, Principal Accountant, CAWD  
Rob Wellington, Legal Counsel, CAWD/PBCSD  
Kevin Young, Operations Supervisor, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Nick Becker, District Engineer, PBCSD  
David Stoldt, General Manager, Monterey Peninsula Water Management District (MPWMD)  
Vinod Badani, E2 Consulting Engineers  
Yuriana Nunez, Administrative Assistant, PBCSD  
Laura Paxton, Clerk, PBCSD

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

There were no requested changes to the agenda.

**3. Minutes**

*It was moved by Member McKee and seconded by Member Huston to approve the minutes of the February 9, 2021 Committee meeting. Member White – Aye; Member Townsend – Aye; Member Reitz – Aye; Member Verbanec – Aye; Member McKee – Aye; Member Huston – Aye. Motion passed.*

**4. Approve CAWD/PBCSD Wastewater Reclamation Project Budget for Fiscal Year 2021-22**

Barbara Buikema, CAWD General Manager gave a comprehensive review of the proposed budget. The \$50,000 for Asset Analysis on line #4 of the Capital Budget on

page 16 will develop a long-term capital outlay plan including useful life of assets. Mr. Niccum noted that a long-term financial plan would be developed prior to project debt is paid off in 2022.

*It was moved by Member White and seconded by Member Reitz to adopt the CAWD/PBCSD Reclamation Project Budget for fiscal year 2021-22. Member White – Aye; Member Townsend – Aye; Member Reitz – Aye; Member Verbanec – Aye; Member McKee – Aye; Member Huston – Aye. Motion passed.*

**5. Receive and consider reports relating to Operations and Maintenance of Project**

**A. Financial Statements (ending March 31, 2021)**

Jim Grover, CAWD Principal Accountant gave an overview of Financial Statements for the three-month period ending March 31, 2021. The Reclamation Project was reported to be in good standing with revenue and expenses within 1% of budget.

*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, Operations Supervisor for CAWD briefed the committee on plant maintenance and operations over the last three months. Enzyme cleaning of membranes dropped pressures considerably; enzyme cleaning may increase life expectancy of membranes from 1.5 years on average to 5 – 7 years. General maintenance is being performed on all tertiary and microfiltration/reverse osmosis (MF/RO) equipment per the CAWD Mainsaver Computer Maintenance Management System. A full reservoir allowed the system to be off-line March 3, and March 10-22. Sludge pump P-868 installed in 1994 was rebuilt. A final pipe wrap repair to the blend line was made. Reclamation pump P-932 was reconditioned and reinstalled. The flex seal was tightened around a six-inch pipe at the base of tertiary filter cell #1 to repair a small leak at the pipe outlet. The tertiary building 800amp/440volt main breaker was replaced March 3; the replaced breaker will be reconditioned and placed into inventory. The blend ratio is currently 75% RO and 25% MF water. Optimization for increased RO recovery continues.

Many committee members voiced recognition of the exceptional abilities of staff from both CAWD and PBCSD in coordinating and carrying out optimal project operations. Ms. Buikema and Mr. Niccum will convene to issue a letter or letters of commendation to staff in that regard.

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

**C. Distribution System Operations and Maintenance and Water Use**

Nick Becker, Principal Engineer for PBCSD presented a distribution system operations and maintenance report. Forest Lake Reservoir stands at 98MG or 86% of capacity, 7MG below the 5-year average. Golf courses have begun self-rationing. Plant

production rates remain strong for April and May at 90 and 91% respectively. All four alternative source water production facilities are back in operation as of mid-April. The rate of water level rebound of alternate source water wells when off line remains encouraging.

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

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

Chris Foley, Maintenance Superintendent for CAWD responded to Member Verbanec's inquiry regarding system vulnerability to cyberattack. Mr. Foley stated the project Supervisory Control and Data Acquisition (SCADA) automated system is vulnerable however staff has developed many safeguards including: a virus response plan with backup measures; multi-factor authorization for entry; and a "hardening" of the internal system that runs within the protective technology walls. Although the reclamation facility requires automated control with no manual capability, water would be held at the facility and deliverable to the water users in the event of SCADA compromise.

General Manager Niccum felt June 15, when California plans to lift most Covid restrictions, would be the key date in determining whether future meetings would be held in person or continued virtual, or held in a hybrid setting.

David Stoldt, MPWMD General Manager spoke regarding the option of potable water purchase during the current dry weather year.

**7. Closed Session**

The Committee did not meet in closed session.

**8. Adjournment & Next Meeting Date**

*There being an interruption of internet service to virtual meeting host PBCSD at 10:20 a.m., the meeting carried on without Mr. Niccum, Mr. Becker, Ms. Paxton, or Ms. Nunez until approximately 10:30 a.m. when it was determined by consensus of the remaining virtual members, that the Reclamation Management Committee adjourn to its next regular meeting on Tuesday, November 9, 2021, at 9:30 a.m. virtually and/or in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach.*

Respectfully submitted:

Laura Paxton, Clerk  
Pebble Beach Community Services District