

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

**WASTEWATER RECLAMATION PROJECT  
MANAGEMENT COMMITTEE**

**MINUTES**

**Meeting of May 10, 2022  
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); Richard Gebhart (entered the meeting at 9:47am), 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:**

J.J. West, IRWUG  
Barbara Buikema, General Manager, CAWD  
Jim Grover, Principal Accountant, CAWD  
Rob Wellington, Legal Counsel, CAWD/PBCSD  
Ed Waggoner, Operations Superintendent, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Nick Becker, District Engineer, PBCSD  
Chris Simmons, Assistant Engineer, PBCSD  
Suresh Prasad, Administrative Services Manager/Chief Financial Officer, Monterey Peninsula Water Management District (MPWMD)  
Vinod Badani, E2 Consulting Engineers  
Marianna Pimentel, Finance Director, PBCSD  
Yuriana Nuñez, Administrative Coordinator, 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 White and seconded by Member Huston to approve the minutes of the February 8, 2022 Committee meeting. Member White – Aye; Member Townsend – Aye; Member Reitz – Aye; Member Huston – Aye. Motion passed.*

**4. CAWD/PBCSD Wastewater Reclamation Project Budget for Fiscal Year 2022-23**

Barbara Buikema, CAWD General Manager gave an overview of the proposed budget. There was an attempt to account for escalating costs associated with materials, labor and chemical costs as well as supply chain disruption in the operations and capital budgeted expenditures. Mr. Niccum and committee members thanked staff for significant effort in preparing the 2022-23 budget.

*It was moved by Member Huston and seconded by Member White to adopt the CAWD/PBCSD Reclamation Project Budget for fiscal year 2022-23. Member White – Aye; Member Townsend – Aye; Member Reitz – Aye; Member Huston – Aye. Motion passed.*

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

**A. Financial Statements (ending March 31, 2022)**

Jim Grover, CAWD Principal Accountant gave an overview of Financial Statements for the three-month period ending March 31, 2022. June 2023 will be the last COP payment due. 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**

Ed Waggoner, CAWD Operations Superintendent presented slides and briefed the committee on plant maintenance and operations over the last three months. Staff is investigating the source of occasional spikes in sodium levels observed in the microfiltration feed line.

Patrick Treanor, Plant Engineer reported on the Sulfuric Acid Project. The project is back on track after new subcontractors were assigned. Concrete will be poured next week. Tanks will be delivered in June. Piping material shall be upgraded to better withstand chemical contact; the slow materials order/delivery environment will delay the arrival of the new pumps for several months. Engineer Treanor reported that costs for the current phase of treatment plant upgrades are spread over this and next fiscal year; project parties will receive the first progress billing this July.

Superintendent Waggoner detailed a serious matter with regard to ammonia supply. Delivery of the latest ammonia order was delayed until this morning due to a shortage in delivery drivers. The plant supply ran out yesterday at 3:20pm necessitating the shutdown of the reverse osmosis system and loss of roughly 50,000 gallons to the ocean. To reduce loss, staff promptly diverted flows into available storage tanks. The ammonia was received this morning and the system is back up and running. The ammonia storage tank capacity is 1,200 gallons and each order is limited to that amount. The next order is placed as soon as the current order is delivered. There is \$100,000 budgeted for a new ammonia storage tank as the current

tank is at the end of useful life. An upgrade to a 4,000-gallon storage tank, the capacity of the ammonia delivery tanker trucks, is recommended. Counsel Wellington confirmed that the situation warrants the board declaring the need for an emergency project and taking immediate action.

*It was moved by Member White and seconded by Member Townsend to approve addressing the ammonia storage crisis on an expedited emergency basis. Member White – Aye; Member Townsend – Aye; Member Reitz – Aye; Member Gebhart – Aye; Member Huston – Aye. Motion passed.*

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

Nick Becker, District Engineer for PBCSD presented slides and provided a distribution system operations and maintenance report. Forest Lake Reservoir stands at 90% of capacity, slightly above the 5-year average. Cumulative production of the five alternative source water production projects is approximately 92,000 gallons per day.

*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**

The next meeting date was originally calendared for November 8, 2022 however the PBCSD board room will be used as a voting center on that date. The next meeting has been moved to the following week, November 15, 2022.

**7. Closed Session**

The Committee did not meet in closed session.

**8. Adjournment & Next Meeting Date**

*There being no further business at 10:27 a.m., it was moved by consensus that the Reclamation Management Committee adjourn to its next regular meeting on Tuesday, November 15, 2022, at 9:30 a.m. virtually or in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach.*

Respectfully submitted:

Laura Paxton, Clerk  
Pebble Beach Community Services District