

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

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of November 6, 2019
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); Brent Reitz, Capital Services Project Manager, Pebble Beach Company (PBCo); J.J. West, Independent Reclaimed Water Users Group (IRWUG)

Absent: None

Others in attendance:

Barbara Buikema, General Manager, CAWD
Jim Grover, Principal Accountant, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Nick Becker, Principal Engineer, PBCSD
David Stoldt, General Manager, Monterey Peninsula Water Management District (MPWMD)
Suresh Prasad, Administrative Services Manager/Chief Financial Officer, MPWMD
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 Verbanec, seconded by Member White, and unanimously carried 6-0, to approve the minutes of the February 13, 2019 Committee meeting.

4. Receive audited Annual Financial Report for Fiscal Year 2018-19

Jim Grover, Principal Accountant for Carmel Area Wastewater District (CAWD) gave a brief overview of the Annual Financial Report for fiscal year ending June 30, 2019. 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 and principals.

It was moved by Member West, seconded by Member McKee, and unanimously carried 6-0, to receive the audited Annual Financial Report for Fiscal Year ending June 30, 2019 for the CAWD/PBCSD Reclamation Project.

5. Increase in budget for pipe repair project at CAWD Treatment Plant

Ed Waggoner, Operations Superintendent for CAWD presented a recommendation to the committee for increasing the Reclamation Project budget by \$30,000 to perform emergency repairs to microfiltration feed piping. A failure in the PVC feed piping was recently observed after the plant experienced minor earthquake activity.

It was moved by Member White, seconded by Member Reitz, and unanimously carried 6-0, to approve a capital project budget amendment in the amount of \$30,000 for replacement of the existing above ground section of 12-inch and 8-inch diameter microfiltration feed pipe.

6. Increase in budget for Bird Rock Well project

Nick Becker, Principal Engineer for PBCSD presented a recommendation to the committee for increasing the Reclamation Project budget by \$50,000 to complete the new Bird Rock Well project.

It was moved by Member West, seconded by Member White, and unanimously carried 6-0, to approve an increase in budget from \$250,000 to \$300,000 for the Bird Rock Well project to complete remaining work necessary to develop the well and associated conveyance system.

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

A. Financial Statements (ending September 30, 2019)

Jim Grover, Principal Accountant for Carmel Area Wastewater District (CAWD) gave a brief overview of Financial Statements for the three-month period ending September 30, 2019. The Reclamation Project was reported to be in good standing. Water sales are up from last year likely due to late warm weather. Plant expenses are down from last year mostly attributed to the decrease in microfiltration (MF) and reverse osmosis (RO) membranes purchased.

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 present operations along with a number of improvements underway at the treatment plant. The plant has provided a steady and consistent supply of recycled water with an average recovery in the range of 83%-87%. A PLC calibration issue was recently identified as the cause of discrepancy in the average recovery rate; this has since been corrected and the recovery rate has now normalized around 87%. Aeration basins #5 and #6 have recently been overhauled, providing better quality effluent to tertiary systems. The tertiary sand filters and associated coagulation/flocculation system is now online pretreating MF feed water. MF membranes continue to operate better than expected with trans membrane pressures in the range of 2.5-3.5 after operating for approximately one year.

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

Principal Engineer Becker presented a status update on scheduled capital improvement projects for FY2019/20. The Reclamation Storage Tank Rehabilitation Project has been awarded to contractor Unified Field Services Corporation for a total contract amount not to exceed \$989,010. Notice to Proceed was issued to the contractor to commence work on November 12, 2019. PBCSD staff recently coordinated the installation of a 10,000-gallon bypass/control tank to assist in operating the system while the 2.5 million-gallon tank is out of service for rehabilitation. The rehabilitation project is anticipated to take approximately four months to complete. Engineer Becker also presented a distribution system operations report noting that the 2019 irrigation season is ending later than usual due to above normal seasonal temperatures and lack of rain. Filling of the reservoir is anticipated to commence mid-November, officially marking the end of the irrigation season. All three of the alternative source water (ASW) projects are currently online producing approximately 50,000 gallons per day. Both well projects are anticipated to be taken out of service at the end of the irrigation season. The 4th fairway diversion facility will remain online until the first significant rain event.

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

8. 2020 Committee Meeting Schedule

General Manager Niccum requested that any changes to or comments on the 2020 calendar of Committee meetings be emailed to him.

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

Dave Stoldt, General Manager for MPWMD reported on regional water issues including status update on Measure J's feasibility study for public takeover of California American Water. MPWMD will be hosting a special meeting in November to discuss findings from a recently released report.

10. Closed Session

The Committee did not meet in closed session.

11. Adjournment & Next Meeting Date

There being no further business at 10:50 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, February 19, 2020, 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