

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

**WASTEWATER RECLAMATION PROJECT  
MANAGEMENT COMMITTEE**

**MINUTES**

**Meeting of May 8, 2019  
Pebble Beach Community Services District Boardroom  
3101 Forest Lake Road, Pebble Beach, CA**

**1. Call to Order**

Barbara Buikema, CAWD General Manager, serving as facilitator, called the meeting to order at 9:40 a.m. Members or alternates present were: Charlotte Townsend and Bob Siegfried, Board of Directors, Carmel Area Wastewater District (CAWD); Richard Verbanec and Richard Gebhart, Board of Directors, Pebble Beach Community Services District (PBCSD); David Heuck, Executive Vice President & Chief Administrative Officer, Pebble Beach Company (PBCo); Brad Spencer, Controller, Monterey Peninsula County Club, Independent Reclaimed Water Users Group (IRWUG)

Absent: None

**Others in attendance:**

Brent Reitz, Director of Energy & Water Conservation, PBCo.

George Thatcher, Legal Counsel, CAWD/PBCSD

Jim Grover, Principal Accountant, CAWD

Ed Waggoner, Operations Superintendent, CAWD

Nick Becker, Principal Engineer, PBCSD

David Stoldt, General Manager, Monterey Peninsula Water Management District

Suresh Prasad, Chief Financial Officer, Monterey Peninsula Water Management District

**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 Gebhart, seconded by Member Verbanec, and unanimously carried 6-0, to approve the minutes of the Committee meeting of February 13, 2019.*

**4. CAWD/PBCSD Wastewater Reclamation Project Budget for Fiscal Year 2019-20**

Barbara Buikema, CAWD General Manager, gave a comprehensive review of the proposed budget.

*It was moved by Member Townsend, seconded by Member Heuck, and unanimously carried 6-0, to adopt the CAWD/PBCSD Reclamation Project Budget for fiscal year 2019-20*

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

**A. Financial Statements (ending March 31, 2019)**

Jim Grover, Principal Accountant for Carmel Area Wastewater District (CAWD) gave a brief overview of Financial Statements for the nine-month period ending March 31, 2019. The Reclamation Project was reported to be in good standing. Water sales are down from last year due to a wet winter season resulting in below normal demand, plant expenses are up from last year, namely attributed to acquisition of replacement micro filtration (MF) membranes.

*The O & M Financial Statements for the period were received for information and no action was required.*

**B. Treatment Plant Operations and Maintenance**

Ed Waggoner, Operations Superintendent for CAWD briefed the committee on present operations along with a number of improvements underway at the treatment plant. With Forest Lake Reservoir reaching full capacity in mid-February the advanced water treatment facility was taken offline for a period of approximately a month and a half; allowing CAWD staff to perform a number of preventative maintenance tasks as well as process improvements. During this period CAWD staff upgraded tertiary PLC's, developed new programming to include microfiltration pre-treatment, resurrection of "moth-balled" Coagulation and Flocculation systems; and replacement of recycled water meter.

*The Treatment Plant Operations and Maintenance Report was received for information and no action was required.*

**C. Distribution System Operations and Maintenance**

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. Both projects are anticipated to be completed before the end of the fiscal year. There is only one planned capital improvement project scheduled for FY2019-20; the Reclamation Storage Rehabilitation Project, with a related budget of \$1,600,000. Principal Engineer Becker also presented a distribution system operations report noting that the 2019 irrigation season has commenced; marked by reservoir drawn-down observed in early April. Recycled water treatment facilities were subsequently brought online on April 9<sup>th</sup>, currently averaging a recovery rate of 85%. Two of three alternative source water (ASW) projects were also brought online in April. The #8 Well is currently out of service due to a faulty well controller; staff is expediting replacement parts in an effort to bring the well back into service as soon as possible.

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

**6. Short Term Financing for FY2019-20 Capital Improvement Project**

David Stoldt, General Manager for Monterey Peninsula Water Management District (MPWMD) presented a report on a short-term financing option for funding the FY2019-20 Reclamation Storage Tank Rehabilitation capital improvement project (CIP). The FY2019-20 Reclamation Project Budget would absorb \$600,000 of the planned \$1,600,000 CIP; while MPWMD would internally fund the remaining \$1,000,000 as a short-term loan with a 2year term, and approximate interest rate of 3%. This short-term financing option shall be presented to the MPWMD board for approval on May 21<sup>st</sup>.

*It was moved by Member Heuck, seconded by Member Gebhart, and unanimously carried 6-0, to pursue short-term financing option through Monterey Peninsula Water Management District for assistance in funding the Reclamation Storage Tank Rehabilitation Project.*

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

No information or announcements were received from members, staff or visitors.

**8. Closed Session**

The Committee did not meet in a closed session.

**9. Adjournment & Next Meeting Date**

*There being no further business at 10:20 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, November 6, 2019, at 9:30 a.m. in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach.*

Respectfully submitted:

Nick Becker for  
Laura Paxton, Clerk  
Pebble Beach Community Services District