

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

**WASTEWATER RECLAMATION PROJECT  
MANAGEMENT COMMITTEE**

**MINUTES**

**Meeting of November 10, 2020  
Virtual Meeting hosted by  
Pebble Beach Community Services District**

**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, 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 & Water Conservation, Pebble Beach Company (PBCo); Joe Huston, Independent Reclaimed Water Users Group (IRWUG)

Absent: Charlotte Townsend, Board of Directors, CAWD

**Others in attendance:**

J.J. West, Independent Reclaimed Water Users Group (IRWUG)  
Barbara Buikema, General Manager, CAWD  
Rob Wellington, Legal Counsel, CAWD/PBCSD  
Jim Grover, Principal Accountant, CAWD  
Ed Waggoner, Operations Superintendent, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Suha Kilic, Deputy General Manager/CFO, PBCSD  
David Stoldt, General Manager, Monterey Peninsula Water Management District (MPWMD)  
Suresh Prasad, CFO, 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 Verbanec and seconded by Member McKee to approve the minutes of the May 13, 2020 Committee meeting. Member White – Aye; Member Reitz – Aye; Member Verbanec – Aye; Member McKee – Aye; Member Huston – Aye. Motion passed.*

4. **Audited Financial Report for Fiscal Year 2019-20**

Jim Grover, CAWD Principal Accountant gave an overview of the financial report. Water sales increased, 1,066 acre-feet versus 894 acre-feet the year before, with 1,000 acre-feet budgeted. Total liabilities were reduced \$2.7 million. A number of capital projects were completed during the year. There are two Certificate of Participation (COP) payments left for the project: \$2.5 million on July 1, 2021 and \$2.6 million on July 1, 2022.

*It was moved by Member Huston and seconded by Member White to receive the Audited Financial Report for Fiscal Year 2019-20. Member White – 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 September 30, 2020)**

Jim Grover, CAWD Principal Accountant gave a brief overview of Financial Statements for the three-month period ending September 30, 2020. The Reclamation Project was reported to be in good standing. Water sales were down 46 acre-feet from last year at this time.

*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 plant maintenance and operations over the last three months. The Reverse Osmosis (RO) membranes are operating satisfactorily, having phosphate levels currently below 1. Microfiltration (MF) membranes in cell #2 are nearing a two-year life and continue to operate within tolerances. The new SCADA should provide better control of aeration blowers and improve the quality of secondary effluent. A majority of the feed lines from the sand filter wet wells to the MF strainers have been replaced. There is a new membrane cleaning regime, and general maintenance is being performed on all tertiary and MF/RO equipment per the CAWD Mainsaver Computer Maintenance Management System. Maintenance focus is currently on rebuilding equipment on the sand filter clarifier. The plant received 100 new Scinor MF system modules; the remaining 25 modules will arrive in the next weeks. Replacements are now on hand if modules in any of the three MF cells fail.

*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 was absent due to illness. General Manager Niccum gave a status update on scheduled capital improvement projects for FY2020/21. The maintenance department is rehabilitating the chlorination system at Forest Lake Reservoir, performing fencing repair, and completing reclamation tank fencing and tank area road repair. The distribution pipeline cathodic protection project is

being deferred due to limited staffing with the departure of the PBCSD assistant engineer, Justin Ferron. Mr. Niccum reported under the distribution system operational update a major milestone – the Division of Safety of Dams approved the major, costly PBCSD Forest Lake Reservoir inundation study/map. The rate of recovery of the alternate source water wells now that they are off-line is encouraging. The Forest Lake Reservoir sodium level is higher this year, awaiting the rainy season. Mr. Niccum thanked CAWD staff including Ed Waggoner, Chris Foley, and Patrick Treanor, for consistent 85-90% reclaimed water recovery throughout the year. Mr. Waggoner noted CAWD is pursuing a permit change with the Regional Water Quality Control Board to increase the concentration and “weight based” allowance of project reject water into Carmel Bay. The current permit sets concentrations allowed based on 3 million gallons per day of reject flow generated when in reality 0.15 million gallons per day of reject water is generated.

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

6. **Approve 2021 Committee Meeting Schedule**

Mike Niccum, PBCSD General Manager provided a schedule of 2021 CAWD/PBCSD Wastewater Reclamation Management Project Reclamation Management Committee and Technical Advisory Committee meetings. No August meeting is scheduled. Meetings will be held on Tuesdays at 9:30am.

*It was moved by Member White and seconded by Member Reitz to approve the 2021 Meeting Schedule as presented. Member White – Aye; Member Reitz – Aye; Member Verbanec – Aye; Member McKee – Aye; Member Huston – Aye. Motion passed.*

7. **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 the California American Water regional desalination project. He thanked the committee for approving the Reclamation Project Audit at this meeting, timely for inclusion in the MPWMD comprehensive audit of financial reports through June 30, 2020.

8. **Closed Session**

The Committee did not meet in closed session.

9. **Adjournment & Next Meeting Date**

*There being no further business at 9:55 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 Tuesday, February 9, 2021, 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