

**Carmel Area Wastewater District/Pebble Beach Community Services District  
Pebble Beach Company/ Independent Recycled Water Users Group**

**WASTEWATER RECLAMATION PROJECT  
MANAGEMENT COMMITTEE**

**MINUTES**

**Meeting of November 9, 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); David Heuck, Executive Vice President/Chief Administrative Officer, Pebble Beach Company (PBCo); J.J. West, Independent Recycled 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  
Chris Foley, Maintenance Superintendent, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Operations Superintendent, CAWD  
Nick Becker, District Engineer, PBCSD  
Chris Simmons, Assistant Engineer, PBCSD  
Brent Reitz, Director of Energy and Water Conservation, PBCo  
David Stoldt, General Manager, Monterey Peninsula Water Management District (MPWMD)  
Suresh Prasad, Administrative Services Manager/Chief Financial Officer, MPWMD  
Vinod Badani, E2 Consulting Engineers  
Marianna Pimentel, Finance Director, PBCSD  
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 White and seconded by Member Verbanec to approve the minutes of the May 11, 2021 Committee meeting. Member White – Aye; Member Townsend – Aye; Member Reitz for Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

**4. Receive Audited Financial Report for Fiscal Year 2020-21**

Jim Grover, CAWD Principal Accountant reviewed the 2020-21 audited financial report. There were no auditor comments or corrections.

*It was moved by Member McKee and seconded by Member White to receive the audited Annual Financial Report for fiscal year 2020-21. Member White – Aye; Member Townsend – Aye; Member Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

**5. Supervisory Control and Data Acquisition (SCADA) Migration Project at CAWD Treatment Plant – Engineering Services**

The Committee received and reviewed the staff report regarding a reclamation capital project consultant contract. Chris Foley, CAWD Maintenance Superintendent noted that the treatment plant and the collection system legacy SCADA have already been migrated to the new Inductive Automation SCADA system; the current engineering services request is to migrate the reclamation system. The migration would also address SCADA safety modifications needed for the Sulfuric Acid and Citric Acid Storage and Feed Systems Project. The upgraded system would make the reclamation system compatible with not only the CAWD treatment plant and collection systems, but also with the reclamation SCADA platform that PBCSD uses. The system is locally hardwired and has a cellular backup to remain functional in the event of internet outages.

*It was moved by Member West and seconded by Member Verbanec to approve a capital project consultant contract with Frisch Engineering for the SCADA Migration Project in the amount of \$139,080. Member White – Aye; Member Townsend – Aye; Member Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

**6. Contingency Budget for Treatment Plant Sulfuric & Citric Acid Tank Project Construction**

The Committee received and reviewed the staff report regarding a reclamation capital project consultant contract. Patrick Treanor, Plant Engineer reported the bid for the project came in at \$377,000. A change order to add a project contingency of \$37,000 would bring the project total to \$414,000 (instead of the capital plan bid estimate of \$370,000). There is cost benefit by using staff for construction support services. The project will provide a significant safety benefit for storing and handling hazardous chemicals.

*It was moved by Member White and seconded by Member Townsend to approve a capital project budget amendment for the Sulfuric Acid and Citric Acid Storage and Feed Systems Project in the amount of \$37,000 to be used as a contingency budget for change orders during construction. Member White – Aye; Member Townsend – Aye; Member Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

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

**A. Financial Statements (ending September 30, 2021)**

Jim Grover, CAWD Principal Accountant gave an overview of Financial Statements for the three-month period ending September 30, 2021. The Reclamation Project was reported to be in good 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 briefed the committee on plant maintenance and operations over the last three months. The 160 backup Sinor microfiltration modules were finally received last week. The Carter Lake modules in cell number 2 were pushed to ultimate extended life and failed August 31<sup>st</sup>, replaced by the Sinor modules previously in stock. Cells one and three have been in production for over three years and have a life expectancy of 5 years. The company that provides the Sinor brand of microfiltration modules currently used at the plant has limited stock on hand to avoid tariffs and orders take four to five months to fulfill.

System chemicals such as ammonia are increasingly difficult to procure and a budget amendment may be needed in the future.

Phos58 has been proven to effectively treat phosphorus scaling in reverse osmosis stages three and four, and appears to benefit the microfiltration membranes also. Mr. Waggoner felt the purchase of 44 Toray reverse osmosis membranes (less expensive, better than Hydronautics membranes, and faster to procure) for \$16,000 should wait to be considered until the February 2022 committee meeting since treatment of scaling with Phos58 is maintaining module production.

*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, District Engineer for PBCSD presented a distribution system operations and maintenance report. Forest Lake Reservoir stands at 43% of capacity, significantly above the 5-year average. The irrigation season ended mid-October. Although demand was abnormally low in July and October, demand year to-date overall is average. Plant production rates remain strong at 88 to 91% May through September, dropping to 82% in October due to a major rain event. Only the 4<sup>th</sup> Fairway alternative source water production facility remains in operation; the rate of water level recovery of the three off-line wells remains encouraging. The new PBCo 18<sup>th</sup> green dry weather diversion facility commissioned in late October will operate through winter. Scope and design of cathodic protection of the southern section of Carmel distribution pipeline is being developed.

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

8. **2022 Committee Meeting Schedule**

*It was moved by Member Verbanec and seconded by Member McKee to approve the 2022 Committee Meeting Schedule. Member White – Aye; Member Townsend – Aye; Member Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

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

David Stoldt, MPWMD General Manager had nothing to report.

10. **Closed Session**

The Committee did not meet in closed session.

11. **Adjournment & Next Meeting Date**

*There being no further business at 10:18 a.m., it was moved by Member West and seconded by Member Verbanec that the Reclamation Management Committee adjourn to its next regular meeting on Tuesday, February 8, 2022, at 9:30 a.m. virtually or in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach. Member White – Aye; Member Townsend – Aye; Member Heuck – Aye; Member Verbanec – Aye; Member McKee – Aye; Member West – Aye. Motion passed.*

Respectfully submitted:

Laura Paxton, Clerk  
Pebble Beach Community Services District