

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

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of November 7, 2023
Pebble Beach Community Services District (PBCSD)**

1. Call to Order

Mike Niccum, PBCSD General Manager, serving as facilitator, called the meeting to order at 2:00 p.m. Members or alternates present were:

Ken White and Michael Rachel, Board of Directors, Carmel Area Wastewater District (CAWD)
Richard Verbanec and Peter McKee, Board of Directors, Pebble Beach Community Services District (PBCSD)
David Heuck, Executive Vice President/Chief Administrative Officer, Pebble Beach Company (PBCo)
Chris Dalhamer, Independent Reclaimed Water Users Group (IRWUG)

Absent: None

Others in attendance:

Nick Becker, Deputy General Manager/District Engineer, PBCSD
Barbara Buikema, General Manager, CAWD
Jim Grover, Principal Accountant, CAWD
Rob Rathie, Legal Counsel, CAWD/PBCSD*
Ed Waggoner, Operations Superintendent, CAWD
Patrick Treanor, Plant Engineer, CAWD
Brent Reitz, Director of Energy and Water Conservation, PBCo*
Marianna Pimentel, Chief Financial Officer, PBCSD
Merrie Cole, Administrative Coordinator, PBCSD
Vinod Badani, E2 Consulting Engineers*
Laura Paxton, Clerk, PBCSD

**Signifies virtual attendance*

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. Facilitator Niccum thanked Nick Becker, PBCSD Deputy General Manager/District Engineer for developing today's packet of meeting materials.

3. Minutes

It was moved by Member White, seconded by Member Heuck, and unanimously carried 6-0 to approve the minutes of the May 9, 2023 Committee meeting.

4. CAWD/PBCSD Wastewater Reclamation Project Audited Annual Financial Report

Jim Grover, CAWD Principal Accountant gave an overview of the fiscal year 2022-23 report. The audit of the project financials was routine.

It was moved by Member Verbanec, seconded by Member McKee, and unanimously carried 6-0 to accept the CAWD/PBCSD Wastewater Reclamation Project Audited Financial Report for Fiscal Year 2022-23 as presented.

5. Reclamation Treatment Plant Facilities Master Planning Report

Patrick Treanor, CAWD Plant Engineer presented on reclamation facilities condition assignment study performed over the past year by CAWD with Kennedy Jenks, Trussell Technologies, and Beecher Engineering. Facilities built in the mid-1990s and early 2000's will be in need of capital improvements in the next 5-15 years. An asset management best practices approach to risk was used for assessing conditions and establishing goals and budget projections. Each asset was given a score based on levels of consequence of its failure and the scores graphed to provide a "map" for risk-centered capital planning. The overall 15-year capital outlay budget is projected to cost approximately \$27 million. To achieve economies of scale, improvements are planned to be made in two large phases. There is currently approximately \$690,000 in capital reserves with approximately \$68,000 being added each month. Phase 2 of the study will include an alternatives analysis and coordination with stakeholders on construction scheduling.

It was suggested by the committee to consider placing walls around the microfiltration & reverse osmosis facilities for flood protection and include a preliminary estimate to enclose the entire reclamation building to protect sensitive assets currently located outdoors. Ramifications to the CAWD waste discharge permit (currently under renewal) of a resulting increase in discharged wastewater concentration due to the capital improvements is unknown until the permit is received; the renewed permit may include a change from weight-based to flow-based discharge requirements. Cyber security risk for the entire plant is continually addressed by CAWD and includes security of reclamation facility controls.

The Reclamation Treatment Plant Facilities Master Plan Report was received for information and no action was required.

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

A. Financial Statements (ending September 30, 2023)

Jim Grover, CAWD Principal Accountant gave an overview of Financial Statements for the period ending September 30, 2023. 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 during the period. Microfiltration (MF) cells are operating well; there are two complete sets in inventory, one Scinor and one Evoqua. Reduced phosphorus from sand filtration continues to improve operations of both the MF and reverse osmosis (RO) systems. A recent autopsy on the RO membranes showed calcium chloride as a primary foulant instead of the expected calcium phosphate; staff plans to investigate the source of calcium chloride. Superintendent Waggoner intends to retire December 2024.

C. Distribution System Operations and Maintenance and Water Use

Nick Becker, PBCSD Deputy General Manager/District Engineer presented slides and provided a distribution system operations and maintenance report. Forest Lake Reservoir currently stands at an above normal 50% capacity due to low wet-weather demand observed earlier in the year. All four alternative source water (ASW) wells remain off-line. The latest ASW project, Bird Rock Well #2, was commissioned in July.

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

7. 2024 Committee Meeting Schedule

One meeting date, November 5th, will need to be rescheduled due to a conflict in the board room with Election Day. A revised schedule will be emailed to members for approval.

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

No miscellaneous information or announcements were received.

9. Closed Session

The Committee did not meet in closed session.

10. Adjournment & Next Meeting Date

There being no further business at 3:13 p.m., it was moved by consensus that the Reclamation Management Project Committee adjourn to its next regular meeting on Tuesday, February 13, 2024, 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