

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

**WASTEWATER RECLAMATION PROJECT
MANAGEMENT COMMITTEE**

MINUTES

**Meeting of November 2, 2007
Pebble Beach Community Services District Boardroom
3101 Forest Lake Road, Pebble Beach, CA**

1. Call to Order

Ray von Dohren, CAWD General Manager, serving as facilitator, called the meeting to order at 9:36 a.m. Members or alternates present were: Charlotte Townsend and William Englander, Carmel Area Wastewater District Board of Directors (CAWD); Gary D. Hornbuckle and Richard Verbanec, Pebble Beach Community Services District Board of Directors (PBCSD). Mark Stilwell, Executive Vice President, Pebble Beach Company (PBCo) was absent.

Others in attendance:

Craig Anthony, General Manager, PBCSD
Robert Wellington, Legal Counsel, CAWD/PBCSD
Michael Niccum, P.E., District Engineer, PBCSD
Brent Reitz, Capital Services Project Manager, Pebble Beach Company
Barbara Buikema, Accountant/Controller, CAWD
Michael Magretto, Operations Supervisor, California American Water

2. Period for welcoming visitors, receiving public comment regarding matters not listed or considering changes to the agenda:

There was no public comment. No requests were received to change the content or order of the agenda.

3. Minutes:

It was moved and seconded by Member Verbanec and Member Englander, and carried, to approve the minutes of the Committee meeting of May 11, 2007.

4. Receive and consider reports relating to operations and maintenance (“O & M”) of Project:

4-A-1 Consolidated Financial Statements from July 2006 through June 2007

Barbara Buikema reviewed the financial statements for the period from July 2006 through June 2007. Ms. Buikema and Mr. Niccum responded to questions from committee members.

4-A-2. Consolidated Financial Statements for July 2007

Barbara Buikema reviewed the financial statements for the period ending July 2007. Ms. Buikema and Mr. Niccum responded to questions from committee members.

The O & M Financial Statements were received for information and no action was required or taken by the Committee.

4-B-1. Treatment Plant O & M

The Committee received a written status report from CAWD Treatment Plant Superintendent, Mark Scheiter, regarding treatment plant operations for August/September 2007.

There being no further questions or comments, the written and oral reports regarding Treatment Plant O & M were received as informational and no action was required or taken by the committee.

4B-2. Budget Amendment for PLC Modification

The committee received a written report from Superintendent Mark Scheiter requesting a budget increase of \$6,250 to the operation and maintenance budget for modifications to the instrumentation controls for the disinfection system. The budget increase represents the reclamation project 25% share of the total estimated cost of \$25,000.

It was moved and seconded by Member Townsend and Member Englander, and carried, to approve the \$6,250 budget amendment for modification to the Programmable Logic Controllers project at the CAWD treatment plant.

4-C-1. Distribution System O & M; reclaimed and potable water use

PBCSD District Engineer, Michael Niccum, reviewed his Distribution System Operations Report and responded to questions.

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

5. Receive status reports concerning Main Components Phase II (Expanded) Reclamation Project:

5-A. Project Schedule - Handout

CAWD General Manager, Ray von Dohren, provided the committee members with an Advanced Treatment Project Schedule Update for April 2007. He reported that the MF/RO completion date is still being firmed up for sometime around May of 2008. Critical work such as the secondary effluent diversion structure needs to be completed prior to the wet weather. Mr.

Brent Reitz, Capital Services Project Manager for Pebble Beach Company, stated that conducting the project as a design/build gained a month on the project schedule. Mr. von Dohren responded to committee member questions.

5-B. Forest Lake Reservoir Construction Project

Mr. Niccum reviewed his submitted report regarding the Forest Lake Reservoir Project. The enlargement application process with Department of Safety of Dams (“DSOD”) aims to reduce the freeboard of the reservoir from 8 feet to 4 feet.

The Forest Lake Reservoir Construction Project Report was received for information and no action was required or taken by the Committee.

6. Receive Miscellaneous Information or Announcements from Members, Staff or Visitors:

The committee recognized the contributions of William Englander on the occasion of his last committee meeting as a representative of the CAWD Board. There were no further reports or announcements from Committee members, staff or visitors.

7. Closed Session

The Committee did not meet in a closed session.

8. 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 Friday, February 1, 2008 at 9:30 a.m. in the PBCSD Boardroom at 3101 Forest Lake Road, Pebble Beach. (The February 1, 2008 meeting was subsequently postponed to April 18th, 2008.)

Respectfully submitted:

Pebble Beach Community Services District