



# PEBBLE BEACH COMMUNITY SERVICES DISTRICT

3101 FOREST LAKE ROAD • PEBBLE BEACH, CALIFORNIA 93953 • (831) 373-1274

## PEBBLE BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS Regular Meeting of September 26, 2008 MINUTES

### **CALL TO ORDER**

A regular meeting of the Board of Directors of the Pebble Beach Community Services District ("PBCSD") was held in the District Boardroom on September 26, 2008. Board President Richard D. Verbanec called the meeting to order at 9:43 a.m.

### **ROLL CALL**

**Present:** Directors Leo M. Laska, Richard D. Verbanec, and Gerald F. Verhasselt

**Absent:** Directors Jeffrey B. Froke and Gary D. Hornbuckle

### **Others Present:**

Michael Niccum, General Manager/District Engineer  
Suha Kilic, Deputy General Manager/CFO  
Robert Wellington, Legal Counsel  
George Haines, Fire Chief, CAL FIRE San Benito-Monterey Unit  
Robin Hamelin, Fire Prevention Chief, CAL FIRE  
Buddy Bloxham, Battalion Chief, CAL FIRE  
John Tormey, Pebble Beach resident  
Vinod Badani, Vice President, E2 Consulting Engineers  
Mark Verbonich, Vice President Community Affairs, Pebble Beach Company ("PBCo")  
Mark Stilwell, Executive Vice President, PBCo  
Ken White, Director, Carmel Area Wastewater District ("CAWD")  
Laura Dadiw, Board Clerk, Dadiw Associates

### **APPEARANCES AND ORDER OF BUSINESS**

There were no appearances and no requests for changes to the agenda.

### **MINUTES**

#### **MOTION 08-09-01**

**Moved by Director Laska, seconded by Director Verhasselt, and carried, to approve the minutes of the regular Board meeting held August 29, 2008 and the special meeting of September 5, 2008.**

## **FINANCIAL MATTERS**

### **Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* and the *Cash Basis Budget Report* for August 2008. Deputy General Manager/CFO, Suha Kilic advised the Board that, after consulting with Director Laska, the Board's representative on the Retirement Plan Investment Committee, on September 16, 2008, staff moved \$7 million of the District's money into a six-month treasury bill. He said the Board had previously authorized staff to invest up to \$7 million outside the County's pooled portfolio. He stated that the action will result in lower than budgeted interest revenue, however, the investment risk is significantly reduced during the current turmoil in the financial industry.

The State approved its budget last week with no "take-away" or borrowing from special district revenues. However reform of the State budget system did not occur, therefore, it can be expected that State may consider revenue shift from special districts in future years' budgets. Director Laska commended Mr. Kilic's work with the County Treasurer to facilitate the recent investment transactions for potentially significant savings to the District.

The Board received the *Check Register* for July 2008. Mr. Kilic stated that the check to E. Valdez Tree Service was the District's contribution toward the work performed on DMFF open space property in accordance with fire safety measures under the Fire Defense Plan; \$50,000 has been budgeted by the District for joint PBCSD/DMFF projects.

Mr. Niccum stated that the District extended an offer to a candidate for the position of District Assistant Engineer after unanimous recommendation by the interview committee. The offer was accepted and the assignment is to begin in a couple of weeks.

### **MOTION 08-09-02**

**Moved by Director Laska, seconded by Director Verhasselt, and unanimously carried, to approve the *Check Register* for August 2008.**

## **FIRE PROTECTION**

### **Fire Chief's Monthly Report**

The Board received and reviewed the monthly fire department activity report for August 15<sup>th</sup> – September 14<sup>th</sup>, 2008. Fire Chief Haines reported that the County is considering the use of Community Emergency Response Team ("CERT")

members to aid in replanting the fire ravaged Big Sur area to prevent landslides this winter. PBCSD CERT trainers would assist in training Big Sur CERT for the effort. Chief Haines stated that there is an annual winter preparedness message from National Oceanographic and Atmospheric Administration and Office of Emergency Services due out on October 22<sup>nd</sup> and that he would e-mail the notice to the General Manager to pass on to directors.

Director Verbanec suggested assembling a working group with director participation to execute the current Fire Defense Plan and to begin drafting the next update of the plan.

Fire Prevention Chief Hamelin reported on the interest and active participation of core PBCSD CERT members in attending state-wide training and organizing in-house training. He stated that CERTs are formed under the Citizen Corps of the Federal Emergency Management Agency authority; CAL FIRE is trying to get the program regionalized to the County. The next new CERT class is scheduled for October at the PBCSD fire station.

Chief Haines responded to Mr. Tormey's question stating that he believed that the drug "tPA" which is used to treat stroke and heart attack victims is not administered by responding advanced life support personnel; it is administered at the hospital once the patient is transported.

### **Fifth Priority Pipeline Replacement Project**

The Board received and reviewed the *General Manager's Report* regarding the increased cost for replacing dry barrel fire hydrants and associated underground piping. Cal-Am Water has agreed to reimburse the District \$200,000 for the installation of fire hydrants on this project. Mr. Niccum estimated that upon completion of the project, roughly 95% of all hydrants in the District would be less than 10 years old.

### **MOTION 08-09-03**

**Moved by Director Laska, seconded by Director Verhasselt, and unanimously carried, to authorize the General Manager to increase the construction contract with Monterey Peninsula Engineering, Inc. for the Fifth Priority Fire Protection Water Pipeline Replacement Project by an additional \$304,000.**

### **MAINTENANCE, ENGINEERING, AND CONSTRUCTION**

#### **Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed the *District Engineer's Report of Utilities Operations and Maintenance for 8/22/08 – 9/18/08* prepared by Assistant

Engineer, J.T. Rethke. Mr. Niccum noted that CAWD at its board meeting yesterday authorized the purchase of a replacement meter for the PBCSD Carmel gate flow metering station that was not recording flows accurately and that a correcting adjustment to the District's percentage of flow over the last few months is likely. CAWD has been sending 200,000 gallons per day to the Carmel River Lagoon to help with fish habitat. Mr. Niccum was optimistic that the volume of water in Forest Lake Reservoir was sufficient for the remainder of the year. He noted that historically demand drops off significantly this time of year due to days being shorter. Mr. Stilwell stated the importance of the reservoir being emptied out as much as possible this year to allow for replacement with "cleaner" water from the CAWD advanced treatment facility.

### **PBCSD Capital Improvement Projects**

Mr. Niccum reviewed the monthly status of Capital Improvement Program projects and responded to questions from the Board. Vinod Badani, Vice President of E2 Consulting Engineers, reported that he had mailed a response to the comments made by the Department of Safety of Dams ("DSOD") on the revised plans for the Forest Lake reservoir storage expansion permit. The outlet modifications are considered by DSOD as a separate project, not an extension of the original reservoir project. Final approval from DSOD is expected shortly and construction on the project is planned to commence in November.

### **CAWD Board Meeting**

Director Laska attended the September 25, 2008 CAWD board meeting and reported that authorization of \$6,500 for the replacement of the inflow meter mentioned earlier was the highlight of the meeting.

### **SOLID WASTE MANAGEMENT**

The Board received and reviewed a report from Director Laska on the highlights of the meeting of the Monterey Regional Waste Management District held on September 19, 2008 and responded to questions from the Board.

### **Pilot Household Hazardous Waste Collection Event**

The Board received a copy of the flyer mailed to residents announcing the household hazardous and electronics waste collection event to be held in the District parking lot on Saturday, September 27, 2008 between 9:00 a.m. and 2 p.m. for District residents. Hanger notices were also affixed to resident trash bins. Deputy General Manager Suha Kilic reported on the preparations for the event and answered questions.

## **GENERAL GOVERNMENT**

### **Alternate Date(s) for November and December Board Meetings**

The Board concurred to combine the November and December regular board meetings into one regular meeting to be held December 12, 2008.

## **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

### **Oral reports from General Manager**

Mr. Niccum reported that a Reclamation Management Committee meeting most likely would be scheduled in the next couple of months.

Mr. Niccum stated that Butte County sent a letter thanking the District for use of reserve engine 6621 for three weeks during the fire emergencies earlier in the year.

The District's annual employee picnic is scheduled for next Friday at Indian Village beginning around noon and those present were invited.

### **Questions from Directors or staff seeking clarification of matters within the purview of the District**

There were no questions from Directors or Staff.

### **Oral reports or announcements from Board President, directors or staff**

Director Verbanec reported that Monterey County Treasurer/Tax Collector, Lou Solton would be presenting a financial state of the county and implications to special districts at the next California Special Districts Association meeting on October 21, 2008.

## **CLOSED SESSION**

It was determined that no closed session was in order.

## **ADJOURNMENT**

There being no further business at 10:40 a.m. a motion was made to adjourn.

### **MOTION 08-09-04**

**M/S/C (unanimous) to adjourn to the next regular Board meeting to be held on Friday, October 31, 2008 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**