

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of March 28, 2014  
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 March 28, 2014. Board President Leo M. Laska called the meeting to order at 9:30 a.m.

**ROLL CALL**

**Present:** Directors Jeffrey B. Froke, Richard B. Gebhart, Leo M. Laska, Peter B. McKee, and Richard D. Verbanec

**Absent:** None

**Others Present**

Mike Niccum, General Manager  
Suha Kilic, Deputy General Manager/CFO  
Rob Wellington, Legal Counsel  
Nick Becker, Principal Engineer  
Rick Hutchinson, Unit Chief, CALFIRE San Benito-Monterey Unit (CALFIRE)  
Mark Edria, Assistant Fire Chief, CALFIRE  
Robin Hamelin, Battalion Chief, Fire Prevention, CALFIRE  
Buddy Bloxham, Battalion Chief, Operations, CALFIRE  
Bo Lee, Fire Captain, Fire Prevention, CALFIRE  
Jennifer Valdez, Fire Captain, Disaster Planning, CALFIRE  
Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)  
Barbara Buikema, General Manager, CAWD  
Vinod Badani, E2 Consulting Engineers  
Bob Hutchison, Board Director, Del Monte Forest Property Owners (DMFPO)  
Jerry Verhasselt, President, Open Space Advisory Committee  
Hampton Stewart, Pebble Beach Resident  
Mark Stilwell, Executive Vice President, Pebble Beach Company (PBC)  
Thomas Quattlebaum, Director of Environmental Affairs, PBC  
Yavuz Atila, Monterey Bay Technologies  
Kristin Cushman, Executive Director, The Offset Project (TOP)  
Abbie Beane, TOP  
Laura Dadiw, Board Clerk, Dadiw Associates

**APPEARANCES AND ORDER OF BUSINESS**

There were no requested appearances or changes to the agenda.

**MINUTES**

**MOTION 14-03-01**

**Moved by Director Gebhart, seconded by Director McKee, and unanimously carried to approve, as presented, the minutes of the regular board meeting held on February 28, 2014.**

## **FINANCIAL MATTERS**

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

The Board received and reviewed the *Statement of Receipts and Disbursements* for February 2014. Mr. Kilic gave highlights.

### **Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for February 2014. Mr. Kilic responded to questions.

### **Check Register**

The Board received and reviewed the *Check Register* for February 2014. Mr. Kilic noted the \$197,306 payment to CAWD was the final adjustment for the fiscal year 2012-13 to reconcile monthly estimated payments to actual costs. The total PBCSD cost for the year was approximately \$1.1 million or 39% of the Treatment Plant operating costs. The percentage share was based on a 31.5% wastewater flow ratio and a 7.5% administrative charge.

## **MOTION 14-03-02**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to approve the February 2014 *Check Register*.**

## **FIRE DEPARTMENT**

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for February 15, 2014 – March 14, 2014. Fire Operations Chief, Buddy Bloxham gave highlights. Unit Chief Hutchinson introduced Chief Mark Edria who on April 1<sup>st</sup> will assume management of the West Division of the CALFIRE Monterey-San Benito County Unit.

### **Pebble Beach Fuel Reduction Projects Completed in 2013**

The Board received and reviewed the *Fire Department Staff Report* regarding 2013 Pebble Beach fuel reduction projects. Fire Prevention Chief Robin Hamelin gave a slide presentation with video clips of various aspects of the projects.

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for February 19, 2014 to March 19, 2014 prepared by Principal Engineer, Nick Becker. Forest Lake Reservoir storage levels have increased through February and March with current capacity at 86 million gallons, however still 19% below the historic average. Director Froke noted that an approximate 20% reduction in water use by Poppy Hills Golf Course is expected due to the course renovation.

The District will receive the second place certificate in the State-wide California Water Environment Association Small Wastewater Collection System Award. The award ceremony will be held next month at the California Water Environment Association annual conference.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Undergrounding overhead utility lines project made good progress; approximately 75% of PG&E utility feeder lines have been installed to date. Mr. Becker gave a slide presentation on the Pescadero Point Pump Station P6 rehabilitation plans that will eliminate the need for maintenance staff to descend thirty feet into the pump station several times a week.

### **Engineering services for 2014 Sewer Line Replacement Project**

The Board received and reviewed the *Engineering Report* on the 2014 Sewer Line Replacement Project prepared by Mr. Becker. This majority of the work is planned in the Lodge area in late fall at the same time PBC will be performing hotel renovation work.

### **MOTION 14-03-03**

**Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 14-02* approving Project Assignment No. 29 to Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services required for 2014 Sewer Line Replacement Project with a budget not to exceed \$81,700.**

### **Engineering services for Underground Overhead Utilities Phase II Project**

The Board received and reviewed the *Engineering Report* on Undergrounding Overhead Utilities, Phase II prepared by Mr. Becker. He described the scope of the project extending down Forest Lake Road, Drake and Ondulado Roads.

### **MOTION 14-03-04**

**Moved by Director McKee, seconded by Director Verbanec, and unanimously carried to adopt *Resolution 14-03* approving an agreement with Wallace Group to provide project management and engineering consulting services required for Underground Overhead Utilities Phase II Project for a cost not to exceed \$232,513.**

### **CAWD Board Meeting**

Director Gebhart attended the CAWD board meeting held March 27, 2014. Ken White is the new board president; plant repairs, maintenance and purchasing are now being tracked by a software system; a grade-three operator position was authorized for recruitment; CAWD representatives will meet with Supervisor Parker and Mayor Burnett on April 9<sup>th</sup> at the CAWD offices to discuss the proposed environmental barrier project near the Carmel Lagoon.

### **SOLID WASTE MANAGEMENT**

#### **Monterey Regional Waste Management District Board Meetings**

Director Laska provided a *Memorandum* of the Monterey Regional Waste Management District meeting held on March 21, 2014.

### **The Offset Project Diversion Program for AT&T National Pro-Am Golf Tournament**

Kristin Cushman, Executive Director of The Offset Project, gave a presentation on zero-waste efforts during the AT&T National Pro-Am golf tournament in February. The Offset Project obtained national "gold" certification by the Council for Responsible Sports for the event project that included many waste reduction and reuse components. PBCSD contributed to program funding which enabled hiring of local non-profit groups to sort through 85 dumpsters of waste. A 93% diversion rate was achieved through composting and reuse strategies, with only 5 of the dumpsters considered trash being taken to the landfill. Monterey Peninsula Foundation (MPF) and PBC saved an estimated 85% of their hauling fees since Waste Management does not charge for recycling. Ms. Cushman thanked PBCSD for its support as one of the program stakeholders.

### **GENERAL GOVERNMENT**

#### **PBCSD Web-based Geographic Information Systems (GIS)**

Mr. Kilic presented the updated PBCSD Web-based Geographic Information Systems (GIS) for local or remote access by authorized staff to District data and maps. Database architecture was changed to allow the Carmel Highlands and Cypress Fire Protection District access to a common standardized, user-friendly platform. Captain Valdez reported fire hydrant, fire inspection and residents emergency incident special assistance information is rendered into a map layer that links data with respective locations and can be accessed from fire vehicles or remotely in the field.

Mr. Kilic introduced and thanked the District's information technology consultant Mr. Yavuz Atila who was instrumental in updating the system, along with Battalion Chief Bloxham and Captain Valdez.

#### **PBCSD Safety Committee Meeting Minutes**

Mr. Becker reviewed highlights of the March 12, 2014 *Safety Committee Meeting Minutes*.

### **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

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

Mr. Niccum reported the Association of California Water Agencies spring conference and exhibition is being held May 6 to 9, 2014 in Monterey. Any director interested in attending can contact the District office to be registered for the event.

The long-term capital outlay and financial plans will be presented at the April board meeting, and the preliminary budget will be presented in May.

Ethics training is required every two years for Directors and can be completed on-line, or there are several opportunities to obtain training at local agencies or conferences this year. Directors can contact District Administrative Assistant, Cheri Rainwater to determine whether ethics training is required.

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

There were no questions or comments.

**Oral reports or announcements from Board President, Directors or staff**

Director Verbanec will not be able to attend the Reclamation Management Committee on May 9, 2014. Director McKee will not be at the PBCSD board meeting in April.

**CLOSED SESSION**

It was determined that a closed session of the Board was not required.

**ADJOURNMENT**

There being no further business a motion was made to adjourn at 11:52 a.m.

**MOTION 14-03-05**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, April 25, 2014 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**

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**Mike Niccum, Board Secretary**