

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of July 25, 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 July 25, 2014. Board President Leo M. Laska called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: Director Jeffrey B. Froke

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Robert Wellington, Legal Counsel

Nick Becker, Principal Engineer

Marianna Pimentel, District Accountant

Mark Edria, Assistant Fire Chief, CALFIRE San Benito-Monterey Unit (CALFIRE)

Buddy Bloxham, Battalion Chief, Operations, CALFIRE

Bob Siegfried, 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

Averil Nero, Pebble Beach Resident

Hampton Stewart, Pebble Beach Resident

Charles Winston, Pebble Beach Resident

Mark Stilwell, Executive Vice President, Real Estate, Pebble Beach Company (PBC)

Sgt. Chris Pia, California Highway Patrol (CHP)

Laura Dadiw, Board Clerk, Dadiw Associates

APPEARANCES AND ORDER OF BUSINESS

Mrs. Averil Nero wished to thank the PBCSD Fire Department for its hard work protecting the community. She presented to Assistant Fire Chief Mark Edria a large thank you card that residents signed at the DMFPO table at the recent PBCSD Open House and Safety Day event.

MINUTES

MOTION 14-07-01

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to approve, as presented, the minutes of the regular board meeting held on June 27, 2014.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

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

Check Register

The Board reviewed the *Check Register* for June 2014.

MOTION 14-07-02

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

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 15, 2014 – July 14, 2014. Operations Chief, Buddy Bloxham gave highlights. The Fire Prevention Office is planning a "Zombie Run" and Emergency Preparedness Fair on October 18, 2014 as a public education and outreach program for youth.

FINANCIAL MATTERS

TIMED BUSINESS

Fiscal Year 2013-14 PBCSD Final Budget and Service Fees

The Board received and reviewed the Final Budget for Fiscal Year 2014-15. Mr. Kilic gave a presentation highlighting the changes made since board approval of the preliminary budget in May, consisting of an increase of \$100,000 in the amount budgeted for the District's share of CAWD wastewater treatment plant capital outlay expenditures, and a \$25,000 increase in other capital outlay expenditures.

Mr. Kilic presented the proposed Fiscal Year 2014-15 garbage and sewer service fees, including changes from the prior year as well as the basis for the adjustments. He provided a comparison of the proposed fees to neighboring jurisdictions and other similar size agencies. The fire service tax remains unchanged.

Mr. Kilic reported the District received two comments regarding proposed garbage service fees in response to Proposition 218 public notice. President Laska opened the public hearing at 9:57 a.m. There were no comments. President Laska closed the public hearing at 9:58 a.m.

MOTION 14-07-03

Moved by Director Gebhart, seconded by Director McKee, and unanimously carried, to adopt *Resolution No. 14-12* approving service charges for garbage collection and disposal, sewer treatment and disposal services, and special tax for fire protection service for Fiscal Year 2014-15.

MOTION 14-07-04

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried, to adopt *Resolution No. 14-13* certifying compliance with State law for levying general and special taxes, assessments, and property related fees and charges for Fiscal Year 2014-15.

MOTION 14-07-05

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried, to adopt *Resolution No. 14-14* adopting the Final Budget for Fiscal Year 2014-15.

MOTION 14-07-06

Moved by Director McKee, seconded by Director Gebhart, and unanimously carried, to adopt *Resolution No. 14-15* approving positions, classifications and pay schedule for Fiscal Year 2014-15.

MOTION 14-07-07

Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried, to adopt *Resolution No. 14-16* approving sewer connection, inspection and permit fees for Fiscal Year 2014-15.

Mr. Kilic thanked District Accountants Nancy Johnson and Marianna Pimentel, as well as Engineer Nick Becker, Maintenance Supervisor David Drewien and fire department staff for their contributions in preparing the budget document.

END OF TIMED BUSINESS

GENERAL GOVERNMENT

Traffic Enforcement Status Report

The Board received and reviewed the *Deputy General Manager's Report* regarding the Supplemental Traffic Enforcement Program status for quarter ending June 30, 2014. In an effort to focus enforcement efforts in areas where data shows higher speeds, a schedule is being developed by District staff and CHP Contract Officer. The goal is more optimized distribution of officer time and increased patrol presence in those areas. Sgt. Pia will formulate a District newsletter article regarding safety "rules of the road" for golf cart and bicycle traffic, and remind officers to relay that safety information to the public during patrol.

FIRE DEPARTMENT

PBCSD Open House and Public Safety Day

Assistant Chief Edria reported approximately 1,100 people attended the successful PBCSD Open House and Safety Day on June 21st. The new smoke trailer was well received. He thanked PBCSD office and maintenance staff for their hard work during the event. A letter from DMFPO congratulating the District on a fine event was received. The 2015 Open House is scheduled for Saturday, June 27th.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for June 18, 2014 to July 16, 2014 prepared by Principal Engineer Becker. Forest Lake Reservoir storage measures 37 million gallons, remaining below historical levels. Golf courses continue robust self-imposed conservation efforts. Mr. Becker thanked Supervisor Drewien and crew for being proactive in readying a portable pump to maximize the use of water when Forest Lake Reservoir gets to a low level. A meeting with the State Division of Safety of Dams is set for August 14th in Sacramento, focusing on reservoir improvements required to allow an increase in capacity. Water sampling is being performed near the Stillwater Cove pier to determine if dry-weather storm water can be diverted into the District sewer system to increase flows for the recycled water project.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. AT&T continues feeder line installation for Phase I Undergrounding Overhead Utilities Project. The 2014 Sewer Line Replacement Project is being coordinated with PBC infrastructure improvements and renovations in the Lodge area. Phase II Undergrounding Overhead Utilities Project design is now considering the upgrade of 4kV lines to a 21kV loop around the Lodge area, foregoing undergrounding of lines on Ondulado and Drake Roads for the time being.

Pump Station P-6 (Pescadero Point) Replacement Project

The Board received and reviewed the *Engineering Report* on the Pump Station P-6 Rehabilitation Project.

MOTION 14-07-08

Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried to a) adopt *Resolution 14-17* approving fee proposal from Day Electric and authorize agreement in the amount of \$93,461 for electrical services required for the construction of the Pump Station P-6 Rehabilitation Project; and b) declare the bid from Monterey Peninsula Engineering as the lowest responsible bid and authorize award of a contract in the amount of \$239,500 for the construction of the Pump Station P-6 Rehabilitation Project.

CAWD Board Meeting

Director McKee attended the CAWD board meeting held July 24, 2014 where design and location options for administration offices were discussed. A joint meeting between CAWD and City of Carmel-by-the-Sea is scheduled for September 8th to discuss recycled water usage, shared services, etc. Increases were approved associated with treatment plant engineering and construction, costs to be shared with PBCSD.

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 July 18, 2014 and gave highlights.

GENERAL GOVERNMENT

Special Districts Association of Monterey County

The Board received and reviewed the *General Manager Report* regarding the Special Districts Association of Monterey County meeting held July 15, 2014 attended by Directors Verbanec and Froke. The guest speaker was Christina Lokke, Legislative Representative for the California Special Districts Association.

Safety Committee Meeting Held June 19, 2014

The Board received and reviewed the *Safety Committee Meeting Minutes* from the June 19, 2014 meeting. The CAL/OSHA Construction Safety course scheduled for July 1st and 2nd has been postponed to August 6th and 7th.

California Special Districts Association (CSDA) 2014 Board Election

The board reviewed mail ballot information from CSDA on the 2014 Board Election for Coastal Network Region 5, Seat C.

MOTION 14-07-09

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to instruct the general manager to cast a ballot for Vincent Ferrante to fill Coastal Network Region 5, Seat C of the California Special Districts Association Board of Directors.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

The CSDA Annual Conference will be held in Palm Springs in September; Director Froke is planning to attend. New signs have been installed in the PBCSD Administration parking area. CALFIRE has announced a new unit chief who is expected to attend the next board meeting. The District staff picnic is scheduled for Friday, August 1st at Indian Village; all are invited. The County has released the draft EIR for the NextGen Project (the proposed tower at the top of Huckleberry Hill) with public comments due September 2nd.

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

There were no questions of clarification.

Oral reports or announcements from Board President, Directors or staff

Mr. Stilwell reported that the first sale of one of the new lots created near Poppy Hills Golf Course would be closing soon. The County approved the contract with an environmental firm to conduct an EIR on the Area D Affordable Housing Project.

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 11:39 a.m.

MOTION 14-07-10

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, August 29, 2014 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.

Mike Niccum, Board Secretary