

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of January 30, 2015
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 January 30, 2015. Board President Richard B. Gebhart called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: Richard D. Verbanec

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Robert Wellington, Legal Counsel

Nick Becker, Principal Engineer

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

Buddy Bloxham, Battalion Chief, Operations, CALFIRE

Robin Hamelin, Battalion Chief, Fire Protection and Planning, CALFIRE

Nate Armstrong, Fire Captain, Paramedic Program Coordinator, CALFIRE

Bob Siegfried, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

Bob Hutchison, Board Director, Del Monte Forest Property Owners (DMFPO)

Jerry Verhasselt, Chair, Open Space Advisory Committee

Hampton Stewart, Pebble Beach resident

Dawn Mathes, Environmental & Governmental Affairs Director, Pebble Beach Company

Sergeant Chris Pia, California Highway Patrol (CHP)

Laura Dadiw, Board Clerk, Dadiw Associates

APPEARANCES AND ORDER OF BUSINESS

Mr. Hampton Stewart advised the board of a two-day fire scope communications meeting held a few weeks ago, and thanked PBCSD for use of the District board room for the event. There were no requested changes to the agenda.

MINUTES

MOTION 15-01-01

Moved by Director Laska, seconded by Director Froke, and unanimously carried to approve, as presented, the minutes of the regular board meeting held on December 12, 2014.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for November and December 2014. Mr. Kilic noted that property tax revenue July through December was at 60% of budgeted amount, approximately 5% over the prior year same period.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for December 2014.

Check Register

The Board received and reviewed *Check Registers* for November and December 2014.

MOTION 15-01-02

Moved by Director Laska, seconded by Director McKee, and unanimously carried, to approve the November and December 2014 *Check Registers*.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for November 20, 2014 – January 14, 2015. Operations Battalion Chief, Buddy Bloxham reviewed storm event logistics: Resources were brought in ahead of the storms, and battalions were divided into two areas for best response coverage. He reported 75 calls were responded to over a 2-day period in December. Fire Protection and Planning Chief, Robin Hamelin reviewed fire prevention activities during the period. 8 Community Emergency Response Team (CERT) members answered phones and contacted all 200 residents needing assistance during the storm period. Director McKee suggested printed copies of the updated tsunami maps be made available at the PBCSD. Chief Hamelin will present an annual review of vegetation management program work at a future Board meeting.

GENERAL GOVERNMENT

Law Enforcement Status Report for Quarter Ending December 31, 2014

The Board received and discussed the *Deputy General Manager's Report* regarding Supplemental Traffic Enforcement Program status for the quarter ending December 31, 2014. California Highway Patrol (CHP) Sergeant Chris Pia met with cyclists in the Forest on a Saturday morning to encourage safe riding practices. He also reached out to local bicycling clubs via e-mail with the same message. Patrol efforts include providing safety tips to pedestrians walking the roads. Sergeant Pia will contact parcel delivery companies to remind their employees to drive safely in the forest. He will contact drivers in specific incidents if the license plate information is provided.

Mr. Niccum expressed the importance of CHP having a role in the Highway 1/Highway 68 Roundabout Project for traffic control and collision response during the planning and construction of the intersection.

Purchase of Vehicle Extraction Tools

The Board received and reviewed the *Fire Department Staff Report* regarding a request to purchase replacement vehicle extraction tools for Medic Truck 6671 (ladder truck). Chief Bloxham responded to questions.

MOTION 15-01-03

Moved by Director Froke, seconded by Director McKee, and unanimously carried to authorize the purchase of a replacement set of vehicle extrication tools for Medic Truck 6671 in the amount of \$32,353.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for December 1, 2014 to January 22, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir storage measures approximately 83 million gallons, near historical average. Approximately 30 million gallons were added to the reservoir during December of which 3 million gallons were estimated to have entered directly from rainfall. The Poppy Hills storage tank was drained and cleaned; further maintenance on the tank ceiling will be required in the future.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker reported on Phase I of undergrounding of overhead utilities on main power lines; current AT&T service lines will remain on poles for another estimated six months before redesign is complete and lines are installed underground. Mr. Becker displayed photographs of Wastewater Pump Station P-6 (Pescadero Point) Rehabilitation Project. A large tree fell along the perimeter of the project site in late December with minor damage to a fence and outhouse.

Update of District Sewer System Management Plan (SSMP)

The Board received and reviewed the *Engineering Report* requesting Wallace Group be retained to assist in the audit and update of the District SSMP adopted in 2010. Mr. Becker pointed out State Water Resources Control Board requires the SSMP be reviewed and updated every five years.

MOTION 15-01-04

Moved by Director Laska, seconded by Director Froke, and unanimously carried to authorize the General Manager to enter into agreement with the Wallace Group to provide engineering consulting services to update the District's Sewer System Management Plan (SSMP) for a cost not to exceed \$40,000.

CAWD Board Meeting

Director McKee attended the CAWD board meeting held January 29, 2015 and gave highlights. Mr. Kilic noted PBCSD has been setting aside funds to finance its 1/3 share of CAWD Treatment Plant Rehabilitation Project costs. The Board's policy has been financing the capital projects on a pay-as-you-go basis without incurring debt. CAWD is considering debt financing to meet capital requirements for both treatment plant and collection system improvements. General Manager Buikema expects this will be an 8 month review process and interest rates for the financing should be near 3%. PBCSD staff has been invited to participate in CAWD meetings considering debt financing options.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meetings

Director Laska provided reports on the Monterey Regional Waste Management District (MRWMD) Board meetings held on December 19, 2014 and January 16, 2015. At the next PBCSD board meeting, MRWMD staff will give an overview capital projects including the Materials Recovery Facility (MRF) Improvement Project, the Truck Parking and Maintenance Facility, the Compressed Natural Gas (CNG) Fueling Station; and related financing.

GENERAL GOVERNMENT

Meeting of the Special Districts Association of Monterey County

The Board received and reviewed the *General Manager's Report* of the Special District's Association meeting held January 20, 2015, attended by Directors Verbanec and Froke. Mr. Niccum and Director Froke provided meeting highlights.

2015 Assignments for PBCSD Board of Directors

The Board received and reviewed the *General Manager's Report* of 2015 assignments for PBCSD Directors.

MOTION 15-01-05

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to approve the following assignments of PBCSD Directors:

- A. CAWD/PBCSD Wastewater Reclamation Project Management Committee (2 directors, 1 alternate director) – *Directors Verbanec and McKee; Director Gebhart as alternate***
- B. PBCSD Supplemental Retirement Plan Trustees (2 directors) – *Directors Laska and McKee***
- C. DMFPO Traffic and Safety Advisory Committee (1 director) – *Director Froke***
- D. Del Monte Forest Community Advisory Committee (1 director) – *Director Gebhart***
- E. Association of California Water Agencies Joint Powers Insurance Authority (“ACWA/JPIA”) Board of Directors (1 director, 1 alternate director) – *Director McKee, Mr. Kilic as alternate***
- F. Special Districts Association of Monterey County (1 director, 1 alternate director) – *Director Verbanec; Director Froke as alternate***
- G. Monterey Regional Waste Management District and Finance Authority (1 director) – *Director Laska***
- H. CAWD Board of Directors “observer” (1 rotating director assignment)**

2015 Conferences and Symposiums

The Board received and reviewed the *General Manager’s Report* of 2015 conferences and symposiums. Mr. Niccum will notify any directors in need of ethics training per AB1234.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided an article by Mr. Kilic in the November-December 2014 issue of the California Special Districts Association (CSDA) magazine entitled *PBCSD: Innovative Partnerships Reduce Waste at Incredible Levels*. Lincoln’s Birthday, one of the 13 holidays provided to District employees, falls on Thursday during the AT&T Pro Am this year; District staff is willing to work on that day to keep the offices open for event security activities. Mr. Niccum will report back to the board on discussions with staff regarding changing the Lincoln’s Birthday holiday to a floating holiday in the future. At next month’s meeting, Mr. Niccum will provide details of programs offered by California Special Districts Association promoting good governance.

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

There were no reports or announcements from directors or staff.

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 11:13 a.m.

MOTION 15-01-06

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, February 27, 2015 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.

Mike Niccum, Board Secretary