

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of February 27, 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 February 27, 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, Peter B. McKee, and Richard D. Verbanec

Absent: None

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

George Thacher, Legal Counsel

Nick Becker, Principal Engineer

Brennan Blue, Unit Chief, CALFIRE San Benito-Monterey Unit (CALFIRE)

Mark Edria, Assistant Fire Chief, CALFIRE

Buddy Bloxham, Battalion Chief, Operations, CALFIRE

Nate Armstrong, Fire Captain, Paramedic Program Coordinator, CALFIRE

Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

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

Hampton Stewart, Pebble Beach resident

David Stivers, Executive Vice President and Chief Administrative Officer, Pebble Beach Company (PBC)

Dawn Mathes, Environmental & Governmental Affairs Director, PBC

Tim Flanagan, Assistant General Manager, Monterey Regional Waste Management District (MRWMD)

Vinod Badani, E2 Consulting Engineers

Laura Dadiw, Board Clerk, Dadiw Associates

APPEARANCES AND ORDER OF BUSINESS

President Gebhart requested the MRWMD presentation be moved to follow the Fire Department report.

MINUTES

MOTION 15-02-01

Moved by Director Laska, seconded by Director Froke, and unanimously carried to approve, as presented, the minutes of the regular board meeting held on January 31, 2015.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for January 2015. Mr. Kilic responded to questions.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for January 2015.

Check Register

The Board received and reviewed the *Check Register* for January 2015. Mr. Kilic noted one correction that will be made in the final version of the report – a notation was omitted to the left of check 10781 to Thomas and Associates indicating it as a partially reimbursable expense (shared cost with the State and Cypress Fire Protection District). Of the \$5,836.85 total payment, PBCSD share is \$1,459.21. The total of reimbursable expenses on page 9 will be adjusted from \$18,030.99 to \$22,408.63 accordingly.

MOTION 15-02-02

Moved by Director Froke, seconded by Director Verbanec, and unanimously carried, to approve the January 2015 *Check Register* with the noted change.

Treasurer's Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending December 31, 2014. Mr. Kilic reported the Treasurer's portfolio yield for the quarter was 0.45%. For comparison, the yield of the State Local Agency Investment Fund was 0.25% and the yield of the 2-year Treasury bill was 0.5%. Mr. Kilic reported the Treasurer submits quarterly investment reports to pool participants and the Oversight Committee meets one time per year to review the outside audit.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for January 15, 2015 – February 14, 2015. Operations Battalion Chief, Buddy Bloxham noted the retirement of Fire Captain Ray Alexander after 34 years of service all in the local Battalion.

Mr. Niccum reported that California American Water and the Carmel River Conservancy groups will be issuing a public release as outreach for the Pharmaceutical Take Back Program offered at the Pebble Beach Fire Department and the Carmel-by-the-Sea Police Department. Paramedic Program Coordinator Captain Nate Armstrong reviewed paramedic operations during the recent AT&T Pro Am event.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Capital Projects

Mr. Timothy Flanagan, Assistant General Manager, Monterey Regional Waste Management District (MRWMD) briefed the board on capital projects that will upgrade Materials Recycling Facility equipment, construct a compressed natural gas fueling station, vehicle parking and maintenance yard, and administration building for Green Waste Recovery, which will begin providing solid waste collection service to seven of the MRWMD member jurisdictions this year. The Monterey Regional Waste Management Authority (MRWMA) will be considering the issuance of up to \$34 million in bonds to finance the upgrades that will help satisfy State legislation requiring a reduction in greenhouse gas emission and an increase in solid waste diversion from landfills.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for January 22, 2015 to February 19, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir storage measures approximately 100 million gallons, or 87% of capacity, which is the historical average. The Sewer System Management Plan (SSMP) update by Wallace Group is underway. Reclamation Management Committee decided earlier this month to place the project to increase the Forest Lake Reservoir storage capacity on hold until further notice.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker gave highlights.

Director McKee requested monthly updates be provided on the Highway 68 Roundabout Project – Mr. Stivers indicated he would provide those. Project complexities may delay commencing construction until Spring 2016.

Wastewater Reclamation Management Committee Report

The Board received and reviewed the Engineering Report regarding the Reclamation Management Committee meeting held on February 20, 2015 and Mr. Becker gave highlights.

CAWD Board Meeting

Director Gebhart attended the CAWD board meeting held February 26, 2015. The construction of a bike/pedestrian path is being considered by City of Carmel-by-the-Sea that would cross a CAWD parcel which contains sewer trunk and reclamation lines. CAWD is generally supportive of the project provided that there is adequate access for maintenance. CAWD adopted a mitigated negative declaration for the treatment plant renovation project that is currently out to bid.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meetings

Director Laska provided a report on the Monterey Regional Waste Management District (MRWMD) Board meeting held on February 20, 2015.

Amendment to Joint Exercise of Powers Agreement

The Board received and reviewed *Resolution No. 15-01* approving an amendment to the Joint Exercise of Powers Agreement for the Monterey Regional Waste Management Authority, and the accompanying amendment with edits in red that include City of Monterey and County of Monterey revisions in Article 7.

MOTION 15-02-03

Moved by Director Laska, seconded by Director McKee, and unanimously carried, to adopt *Resolution 15-01* approving amendment to Joint Exercise of Powers Agreement for the Monterey Regional Waste Management Authority.

GENERAL GOVERNMENT

Extension of Agreement for California Highway Patrol Services to June 2016

The Board received and reviewed *Resolution 15-02* regarding amendment to extend the term of agreement with CHP set to expire June 30, 2015.

MOTION 15-02-04

Moved by Director Froke, seconded by Director Laska, and unanimously carried to adopt *Resolution 15-02* authorizing execution of an amendment to the contract with California Highway Patrol to continue to provide supplemental law enforcement services through June 30, 2016 at a cost not to exceed \$195,000.

Administrative Code Revisions for Holidays and Uniforms

The Board received and reviewed the *Deputy General Manager's Report* regarding District Administrative Code revisions changing Lincoln's Birthday holiday to a floating holiday; and the addition of a provision confirming the District provides uniforms for maintenance employees.

MOTION 15-02-05

Moved by Director Verbanec, seconded by Director Froke, and unanimously carried, to approve the two revisions of the District Administrative Code as presented.

Del Monte Forest Property Owners Traffic and Safety Committee Meeting

The Board received the DMFPO Traffic and Safety Committee agenda and related documents from the meeting held January 27, 2015. General Manager Niccum noted that quarterly meeting documents include law enforcement statistics for Pebble Beach. Director Froke, a member of the committee, commented on meeting benefits.

Topics for PBCSD Spring / Summer Newsletter

The Board received and reviewed the *Deputy General Manager's Report* regarding District newsletter articles. There were no suggested changes to the topics.

California Special District Association (CSDA) Good Governance Programs

The Board received and reviewed the *General Manager Report* regarding CSDA Good Governance Programs. Mr. Niccum noted that two of the four programs listed are designed for Districts, and two are for individuals. Director McKee requested that the General Manager and Legal Counsel formulate for board consideration a recommendation on which programs to pursue.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum included correspondence from Firescope Communications Specialist Group thanking the board for use of the District boardroom in January. The District budget process is underway beginning a month sooner than in past years; the Long-term Capital Outlay and Financial Plans will be the first element presented in the next Board meeting.

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 15-02-06

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

Mike Niccum, Board Secretary