

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of May 29, 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 May 29, 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, Peter B. McKee, and Richard D. Verbanec

Absent: Leo M. Laska

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Rob Wellington, Legal Counsel

Nick Becker, Principal Engineer

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

Mark Edria, Assistant Fire Chief, CALFIRE

Buddy Bloxham, Operations Battalion Chief, CALFIRE

Greg D'Ambrosio, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

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

Jerry Verhasselt, President, Open Space Advisory Committee

Hampton Stewart, Pebble Beach resident

Vinod Badani, E2 Consulting Engineers

Dawn Mathes, Environmental & Governmental Affairs Director, Pebble Beach Co. (PBC)

William Merry, General Manager, Monterey Regional Waste Management District

Karla Cristi, Board Clerk

APPEARANCES AND ORDER OF BUSINESS

There were no requested appearances or changes to the agenda.

MINUTES

MOTION 15-05-01

Moved by Director Froke, seconded by Director McKee, and unanimously carried to approve the minutes of the regular board meeting held April 24, 2015.

APPEARANCES AND ORDER OF BUSINESS

President Gebhart presented *Resolution No. 15-09* commending and expressing appreciation to William Merry upon his retirement from Monterey Regional Waste Management District after 30 years of employment.

Mr. Merry expressed appreciation to PBCSD board and staff, past and present, that he had the pleasure of working with over the years.

MOTION 15-05-02

Moved by Director Froke, seconded by Director McKee, and unanimously carried to approve *Resolution No. 15-09* commending and expressing appreciation to William Merry.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

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

Cash Basis Budget Report

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

Check Register

MOTION 15-05-03

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried to approve the *Check Register* for April 2015.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending March 31, 2015. Mr. Kilic reported the Treasurer's portfolio yield for the quarter was 0.57%, a 12 basis point improvement from last quarter. For comparison, the yield of the State Local Agency Investment Fund was 0.27% and the yield of the 2-year Treasury bill was approximately 0.50%.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for April 15, 2015 – May 14, 2015. Operations Battalion Chief Buddy Bloxham reported and responded to questions. Chief Edria recounted the recent goat escape from open space containment into a local yard and residence. Fire department staff corralled the animals and restored the yard and interior of the residence to owner satisfaction.

Insurance Service Office Rating for Pebble Beach Fire Department

The Board received and reviewed correspondence from the Insurance Service Office (ISO) indicating the Public Protection Certification (PPC) for the Pebble Beach Fire Department was upgraded to 02 from 03 effective August 1, 2015 as a result of a recent survey.

The PPC assesses fire protection capabilities and plays a role in the underwriting process at insurance companies. This information will be included in a future District newsletter and the full PPC report will be forwarded to directors when it arrives.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for April 20, 2015 to May 22, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir measures 85 million gallons or approximately 74% of capacity, 6% below historical average however tracking above the last two years' capacity.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Budgeted contingency funds for the Fire Station Bathroom Remodel are adequate to cover costs of two unforeseen conditions encountered – sewer line replacement and rerouting of ducting for ventilation system.

Status of Undergrounding Overhead Utilities Program

The Board received and reviewed the *Engineering Report* regarding an overview of the program. Directors McKee and Verbanec suggested another project study session would be useful now that three years of the project have elapsed.

Lodge Area Utility Improvement Project

The Board received and reviewed the *Engineering Report* by Engineer Becker and viewed planned improvements to PBCSD wastewater, Cal-Am water distribution, Pebble Beach Company domestic and fire water distribution systems as well as the Phase IIA undergrounding overhead utilities. E2 Consulting Engineers would act as lead consultant for project design, bid and construction phases. Pebble Beach Company is performing multi-million dollar renovation of Lodge-area facilities in concert with the District infrastructure improvements.

MOTION 15-05-04

Moved by Director Froke, seconded by Director McKee, and unanimously carried to adopt *Resolution 15-10* approving Project Assignment No. 31 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services required for the Lodge Area Utility Improvement Project with a budget not to exceed \$170,100.

Wastewater Reclamation Management Committee Report

The Board received and reviewed the *Engineering Report* regarding the Reclamation Management Committee meeting held on May 8, 2015. Directors Verbanec and Gebhart attended. Mr. Becker gave highlights and responded to questions.

CAWD Board Meeting

Director Froke attended the CAWD board meeting held May 28, 2015. The board appointed new director Mike Rachel to replace Suzanne Cole who retired. The PBCSD board wished past Director Cole well.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

PBCSD Deputy GM/CFO Suha Kilic attended the Monterey Regional Waste Management District Board meeting held on May 15, 2015 and recapped the highlights of the meeting.

GENERAL GOVERNMENT

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 April 28, 2015. Quarterly meeting documents included the PBCSD Supplemental Traffic Enforcement Program Status Report for Quarter Ending March 31, 2015. Director Froke, a member of the committee, commented on meeting highlights.

Meeting of the Special Districts Association of Monterey County

The Board received and reviewed the *General Manager Report* of the Special Districts Association meeting held April 21, 2015, attended by Directors Verbanec and Froke.

Consumer Price Index Used for Cost-of-Living Adjustment

The Board received and reviewed the *Deputy General Manager Report* presented as informational. Mr. Kilic gave an overview of the report. Director McKee expressed appreciation to Mr. Kilic for following through with his request for this information.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported that the District would be hiring a college intern in June. The two accounting stations in the front office are being considered for redesign at a minor cost for partition installation. Registration is underway for the California Special Districts Association Conference September 21 – 24, 2015 in Monterey – directors can notify PBCSD front office if interested in attending.

A Monterey County Elections Calendar is provided in today's agenda packet: Directors Laska, Gebhart, and Verbanec are up for election on November 3, 2015.

Mr. Kilic summarized the provided CalPERS Office of Audit Services Public Agency Review of PBCSD dated March 2015. Two recommendations by CalPERS were implemented by the District with a very minor (\$16) cost adjustment. This is the first CalPERS audit of the District in eleven years of membership.

Saturday, June 27th is the date of the 2015 District Open House and Safety Day; and Saturday, September 26th is the date of the 2015 Household Hazardous Waste Collection Day.

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 11:29 a.m.

MOTION 15-05-05

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, June 26, 2015 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.

Mike Niccum, Board Secretary