

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of July 31, 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 July 31, 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
Rob Wellington, Legal Counsel
Nick Becker, Principal Engineer
Holly Heebink, Engineering Intern
David Drewien, Field Operations Supervisor
Brennan Blue, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Mark Edria, Assistant Fire Chief, CAL FIRE
Robin Hamelin, Fire Protection and Planning Chief, CAL FIRE
Mike Meddles, Fire Captain, Training Program, CAL FIRE
Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Drew Lander, Principal Engineer, CAWD
George Chelinick, Pebble Beach Company (PBC)
Bob Hutchison, Board Director, Del Monte Forest Property Owners (DMFPO)
Jerry Verhasselt, President, Open Space Advisory Committee
Hampton Stewart, Pebble Beach resident
Sgt. Chris Pia, California Highway Patrol (CHP)
Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS

There were no requested appearances or changes to the agenda.

MINUTES

MOTION 15-07-01

Moved by Director Laska, seconded by Director Froke, and unanimously carried to approve the minutes of the regular board meeting held June 26, 2015.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for June 2015. There were no questions.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for June 2015. Mr. Kilic reported the operational revenues estimated to be at 105% of budgeted amount and expenditures at 97%, with \$500,000 in contingency funds not used at the end of fiscal year 2014-15.

Check Register

The Board received and reviewed the *Check Register* for June 2015. Mr. Kilic responded to questions.

MOTION 15-07-02

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

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 15, 2015 – July 14, 2015. Assistant Fire Chief Edria added to the report a fire at Colton and Lopez Roads on July 16th. The fire, which began near the garage from an unknown source, spread to 30' of surrounding vegetation but was ultimately limited to the garage area of the one property. Captain Nate Armstrong has been promoted to Emergency Medical Services (EMS) Battalion Chief. Captain Meddles reported on company training. Chief Hamelin offered a tour for those interested to view thinning of the "stick forest" along Fire Road 8; a special board meeting will be arranged for the latter part of August to conduct the tour.

PBCSD Open House and Public Safety Day Report

The Board received and reviewed the Fire Department Staff Report summarizing the event held June 27, 2015. Next year's event is scheduled for Saturday, June 25, 2016. Board members are encouraged to submit any ideas or improvements to Chief Hamelin.

Battalion-wide Training Program

The Board received and reviewed Chief Edria's Staff Report regarding modifying the cost-share percentages of the battalion-wide training program based on the latest number of employees in each District. The change will result in an estimated cost reduction of \$4,000 annually to the District.

MOTION 15-07-03

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried, to approve a Memorandum of Understanding for sharing costs of the battalion-wide training program between PBCSD, Cypress and Carmel Highlands Fire Protection Districts.

PBCSD and CAL FIRE Three-year Agreement

The Board received and reviewed *Resolution 15-18* approving a three year agreement between California Department of Forestry and Fire Protection (CAL FIRE) and PBCSD to provide structural fire protection and emergency medical services. Chief Edria noted that the agreement included a 3-1/2% per year increase for years two and three. The proposed amount is based on the highest step for each position and the actual payments have historically been about 8% below the budget.

MOTION 15-07-04

Moved by Director Verbanec, seconded by Director Froke, and unanimously carried, to adopt *Resolution 15-18* approving a three-year agreement between CAL FIRE and PBCSD to provide structural fire protection and emergency medical services for fiscal years 2015-16 through 2017-18 for an amount not to exceed \$16,308,819.

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, 2015. Sgt. Pia reported no significant collisions or arrests for the period. Burglaries are occurring again; Sgt. Pia suggested another DMFPO seminar be held on increased home security. CHP will be very proactive in regulating traffic during the Concours. CHP offers senior driver safety on-site training among other programs. Mr. Niccum noted that the District allocates \$10,000 for the "Every 15 Minutes" impaired driving prevention program offered at local high schools on a 4-year rotating basis; Pacific Grove and Carmel High Schools are due for a program in 2016. Director McKee inquired as to whether motorcycles are allowed through the gates – Mr. Niccum to clarify the Pebble Beach Company/County policy.

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 17, 2015 to July 27, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir current water storage level is 45 million gallons or 39% of capacity.

As of yesterday, the reverse osmosis process was turned off and micro-filtered only water with a higher salt content is being used for golf course irrigation to help boost treatment plant output and reservoir storage.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker reported to the board details of the Fire Station Bathroom Remodel Project unforeseen conditions encountered, changes to project, and an increase in project cost of \$5,998 within the General Manager Change Order authority of 5% (\$10,831) of the contract amount.

Lodge Area Utility Improvement Project (LAUIP) Contract Award

The Board received and reviewed the *Engineering Report* by Engineer Becker and viewed diagrams of planned improvements to PBCSD wastewater, Cal-Am main water and PBC private water distribution lines; and Phase IIA undergrounding of overhead utilities. Staff responded to questions from Directors. Because of the unique and sensitive location, limited time frame to complete the project, number of utilities affected and lack of information on the existing underground utility locations, the staff determined the normal design, bid process would be undesirable and not in the public interest. PBC will reimburse PBCSD for the cost of constructing the private water lines. An informal proposal process agreed to by PBCSD and PBC resulted in three contractors submitting proposals, of the five provided with plans and specifications. Mr. Niccum recognized Engineer Becker's exemplary efforts in coordinating all the elements of the challenging complex project.

MOTION 15-07-05

Moved by Director Froke, seconded by Director Laska, and unanimously carried to adopt *Resolution 15-19* to increase the Lodge Area Utility Improvement Project (LAUIP) budget from \$3,680,000 to \$6,000,000 and authorize the General Manager to enter into a construction agreement with Monterey Peninsula Engineering for an amount not to exceed \$2,026,610 to complete the Wet Utility component of the LAUIP; and authorize the General Manager to enter into a construction agreement with Lewis & Tibbitts for an amount not to exceed \$2,659,257 to complete the Dry Utility component of the LAUIP.

Carmel Area Wastewater District Treatment Plant Capital Improvements

Drew Lander, Principal Engineer for CAWD, gave a presentation of the treatment plant capital project that is underway. The construction contract was awarded to Anderson Pacific with Kennedy Jenks as construction manager and MNS Engineers as CAWD consultant. PBCSD will reimburse CAWD for one third of the capital construction costs.

CAWD Board Meeting

Director Gebhart attended the CAWD board meeting held July 23, 2015. An organization change was approved via resolution that changes the position and pay scale of Maintenance Supervisor to Maintenance Superintendent reporting to the General Manager. A contract was approved for construction management consulting services with MNS Engineers for treatment plant capital improvements projects.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

Director Laska provided a Memorandum on the highlights of the meeting of the Monterey Regional Waste Management District (MRWMD) held on July 17, 2015. Mr. Timothy Flanagan has been appointed as the new District General Manager.

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 July 28, 2015. Quarterly meeting documents included the PBCSD Supplemental Traffic Enforcement Program Status Report for Quarter Ending June 30, 2015.

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 July 21, 2015, attended by Directors Verbanec and Froke. Advocacy and Public Affairs Director Kyle Packham reported on the SB239 Hertzberg bill that has been modified to require approval of LAFCO, rather than the recognized employee organization, for agreements between public agencies to provide fire protections services outside current service areas. CSDA is opposed to the legislation. Mr. Niccum will send on behalf of the Board a letter of opposition to the legislation.

California Special Districts Association 2015 Board Election

MOTION 15-07-06

Moved by Director McKee, seconded by Director Laska, and unanimously carried to instruct the General Manager to cast a ballot for Robert Blair to fill Coastal Network Seat A of the California Special Districts Association Board of Directors.

Safety Committee Meeting Held July 16, 2015

The Board received and reviewed the Safety Committee Meeting Minutes from the July 16, 2015 meeting.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported that the District has applied for membership in the California Association of Sanitation Agencies. 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. Mr. Niccum will arrange a special meeting in August for the board member site visit to fire fuel reduction areas. A board study session on undergrounding overhead utilities will be arranged sometime in September or October.

The 2015 Household Hazardous Waste Collection Day is scheduled for Saturday, September 26th.

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 11:56 a.m.

MOTION 15-07-07

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, August 28, 2015 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.

Mike Niccum, Board Secretary