

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of October 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 October 30, 2015. Board President Richard B. Gebhart called the meeting to order at 9:00 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

Brennan Blue, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Mark Edria, Assistant Fire Chief, CAL FIRE

Buddy Bloxham, Fire Operations Chief, CAL FIRE

Jennifer Valdez, Fire Captain, Disaster Planning, CAL FIRE

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

Barbara Buikema, General Manager, CAWD

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

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

Jerry Verhasselt, President, Open Space Advisory Committee

Sgt. Chris Pia, California Highway Patrol (CHP)

Hampton Stewart, Pebble Beach resident

Karla Cristi, Board Clerk

APPEARANCES AND ORDER OF BUSINESS

There were no requested appearances or changes to the agenda.

MINUTES

MOTION 15-10-01

Moved by Director Froke, seconded by Director McKee, and carried by three votes to approve the minutes of the regular board meeting held September 25, 2015. Directors Verbanec and Laska abstained having not attended the meeting.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

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

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for September 2015. Mr. Kilic had no additions to the report.

Check Register

The Board received and reviewed the *Check Register* for September 2015. Mr. Kilic noted the \$166,055 first quarter payment made to Green Waste Recovery, Inc. under the new franchise agreement which became effective July 1, 2015. He also noted a \$532,506 lump-sum payment to CAWD for the one-third PBCSD share of fiscal year 2014-15 treatment plant capital expenditures.

MOTION 15-10-02

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

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for September 15, 2015 – October 14, 2015. Fire Operations Chief Bloxham gave highlights of the report and responded to questions.

Pebble Beach 2K/5K Zombie Race and Emergency Preparedness Fair

The Board received and reviewed the Fire Department Staff Report and Fire Captain Valdez presented a slide show summarizing the event held October 17, 2015. The number of participants increased from 300 last year to 500 this year.

Preparations for El Nino Winter Storms Emergency Response

The Board received and reviewed Staff Report presented by Chief Bloxham regarding winter preparedness, including an action plan developed by the District and the CAL FIRE that is being provided to the public. Mr. Niccum noted that the District maintenance department is also preparing for winter weather and potential high wind events.

Mr. Niccum reported that the modified SB239 Hertzberg bill which requires agreements between public agencies to provide fire protection services to be approved by the local agency formation commissions (LAFCO) is now law.

GENERAL GOVERNMENT

Traffic Enforcement Status Report

The Board received and reviewed the *Deputy General Manager's Report* regarding the Supplemental Traffic Enforcement Program for quarter ending September 30, 2015. Sgt. Pia recapped the Concours d'Elegance, reporting two minor collisions during the event. Drivers taking high-performance vehicles for test drives were monitored closely by CHP patrol with 15 vehicles stopped and 7 cited.

Currently, cyclist safety continues to be addressed. Patrol is positioning in areas of speed concerns voiced by residents. The DMFPO hosted a home security seminar on September 13th featuring the Sheriff's Office, and a CHP presentation on senior driver safety on October 18th; both events were well attended. CHP will conduct a delivery driver safety outreach before the holiday delivery season begins.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for September 16, 2015 to October 27, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir current water storage level is 15 million gallons or 13% of capacity.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker provided overhead photos of the Lodge Area Utility Improvement Project planned area of improvements including the District Undergrounding Overhead Utilities Project Phase II construction. CAWD Wastewater Treatment Plant Rehabilitation Project slides were also presented.

Lodge Area Utility Improvement Project (LAUIP) Reimbursement Agreement

The Board received and reviewed the *Engineering Report* by Engineer Becker regarding establishing a reimbursement agreement with Pebble Beach Company.

MOTION 15-10-03

Moved by Director Laska, seconded by Director Froke, and unanimously carried to adopt *Resolution 15-22* to authorize execution of reimbursement agreement between Pebble Beach Community Services District and Pebble Beach Company for work associated with private wet and dry utility improvements as part of the Lodge Area Utility Improvement Project.

CAWD Board Meeting

Director Verbanec attended the CAWD board meeting held October 29, 2015. Various administrative issues were discussed. Also discussed was the new OSHA requirement regarding "arc flash," a phenomenon where a flashover of electric current leaves its intended path and travels through the air from one conductor to another, or to ground, causing injury. CAWD plans to meet with the City of Carmel-by-the-Sea city council to discuss issues of mutual concern. CAWD has begun winter preparedness efforts.

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 October 16, 2015. There were no questions.

Household Hazardous Waste, E-Waste Collection Event

The Board received and reviewed the *Deputy General Manager Report* on the successful Household Hazardous Waste and E-Waste Collection Event held Saturday, September 26, 2015. The 318 cars served is less than the 370 average vehicles over the last 10 years, but total tonnage collected was comparable to past years. Event expenses were below budget. Mr. Kilic noted exemplary coordination of efforts between private vendor Stericycle Inc., District solid waste franchise holder GreenWaste Recovery Inc., Monterey Regional Waste Management District, and PBCSD Fire, Maintenance and Administrative staff.

GENERAL GOVERNMENT

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 October 20, 2015, attended by Director Verbanec.

California Special Districts Association Annual Conference

The Board received and reviewed the *General Manager Report* of the California Special Districts Association Annual Conference held September 21 - 24, 2015 in Monterey.

District Undergrounding Overhead Utilities Program Overview

The Board received and reviewed the *Engineering Report* for the undergrounding overhead utilities program overview. The District activated the undergrounding utilities latent power in late 2010. The initial board objective for the program was to underground all utility lines in the Forest beginning with the 10 miles of main distribution lines with a budget allocation of \$1 million per year. Staff completed preliminary program planning and environmental review by the end of 2012 and organized the main distribution line projects into five phases. After three years of experience from the Phase I and II projects with utilities and contractors, staff has a better indication of costs and schedule moving forward.

Staff estimates all of the main distribution lines will require 15 years to underground for a total of \$30 million. This will require a larger annual budget allocation. The board directed staff to analyze the District Long-term Financial Plan during the next budget cycle to determine the magnitude and sustainability of future annual financial commitments for all capital projects. Once the Long-term Plan is updated, the board could consider adjusting the amount of the District funds directed to the undergrounding program.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported that at the December board meeting the annual General Manager and Legal Counsel review will be conducted, as well as selection of a president and vice president of the board, and swearing in of the three appointed board members for new four year terms of office. The draft newsletter is provided and will be mailed in the next few days. The DMFPO semiannual meeting on November 8th will include a presentation by PBCSD Principal Engineer Nick Becker on the Undergrounding Utilities Project.

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

Director McKee wished the incumbent directors well with re-election. Director Froke suggested having a discussion on the topic of evaluation of supplemental law enforcement services at the next board meeting.

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 11:55 a.m.

MOTION 15-10-04

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, December 11, 2015 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.

Mike Niccum, Board Secretary