

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of December 11, 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 December 11, 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

Justin Ferron, Assistant Engineer

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

Buddy Bloxham, Fire Operations Chief, CAL FIRE

Mark Mancini, Fire Protection and Planning Chief, CAL FIRE

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

Barbara Buikema, General Manager, CAWD

Cheryl Burrell, Planning Manager, Pebble Beach Company (PBC)

Dawn Mathes, Environmental & Governmental Affairs Director, PBC

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

Jerry Verhasselt, President, Open Space Advisory Committee

Hampton Stewart, Pebble Beach resident

Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS**

The execution of Oath of Office by Richard B. Gebhart, Richard D. Verbanec, and Leo M. Laska as directors of the Pebble Beach Community Services District was conducted by General Manager Niccum. Chief Edria introduced Fire Protection and Planning Chief Mark Mancini, replacing Robin Hamelin who retired. There were no requested changes to the agenda.

**MINUTES**

**MOTION 15-12-01**

**Moved by Director Froke, seconded by Director McKee, and unanimously carried to approve the minutes of the regular board meeting held October 30, 2015, with the addition of Hampton Stewart as having attended.**

## **FINANCIAL MATTERS**

### **Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* for October 2015. Mr. Kilic summarized the report.

### **Cash Basis Budget Report**

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

### **Check Register**

The Board received and reviewed the *Check Register* for October 2015.

## **MOTION 15-12-02**

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

### **Monterey County Treasurer's Investment Report**

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending September 30, 2015. Mr. Kilic reported the Treasurer's portfolio yield for the quarter was 0.69%. For comparison, the yield of the State Local Agency Investment Fund was 0.29%. \$346 Million or 35% of the County portfolio was in money market and other immediately available funds to meet cash flow needs of pool participants.

## **FIRE DEPARTMENT**

### **Fire Chief's Monthly Report**

The Board received and reviewed the *Monthly Fire Department Activity Report* for October 15, 2015 – November 25, 2015. Fire Operations Chief Bloxham added that personnel responded yesterday to a vehicle over the side at the S curve on Hwy 68; the vehicle occupant was extracted and in good condition. Medic engine apparatus in the area fire districts have been renumbered from a "66xx" series to a two-digit twenty series with Pebble Beach fire station designated as 22; engine apparatus owned by CAL FIRE will retain the four digit series. Director McKee requested a monthly report depicting how department training compares to other similar agencies.

Chief Mancini covered fire prevention efforts. The new "CodeRED<sup>®</sup>" emergency telephone notification system replacing the "Reverse 911<sup>®</sup>" system is web based and is more efficient and cost effective, with improved redundancy.

### **Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for October 27, 2015 to December 7, 2015 prepared by Principal Engineer Becker. Forest Lake Reservoir current water storage level is at 12 feet equating to 44 million gallons or 38% of capacity.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker presented photographs of Lodge area improvements. The board concurred that the general manager is authorized to execute the entire \$524,000 of the project contingency amount as needed; Mr. Niccum notify board members by email, if a change order is encountered that requires contingency funding of over \$30,000.

### **Wastewater Reclamation Management Committee Report**

The Board received and reviewed the *Engineering Report* regarding the Reclamation Management Committee meeting held on November 13, 2015, and Mr. Becker gave highlights. There were no questions.

### **Reclamation Project Well Water Production**

The Board received and reviewed the *Engineering Report* by Engineer Becker.

### **MOTION 15-12-03**

**Moved by Director Verbanec, seconded by Director Laska, and carried by a vote of four to zero with Director Froke abstaining to adopt *Resolution 15-23* to increase the Reclamation Budget by \$200,000 and authorize the General Manager to procure well drilling contractor services; along with materials and equipment for the development of well water production for an amount not to exceed \$200,000.**

### **CAWD Board Meeting**

Director Gebhart attended the CAWD board meeting held December 10, 2015. A negative declaration was adopted based on the environmental review for the CAWD sphere of influence and annexation proposal. Capital improvements at the treatment facility currently involve a high noise level due to pile driving however only a few more days of that work remain. Plant Superintendent Pinkevich has resigned his position and Supervisor Kevin Young is serving as the Superintendent in the interim. Current CAWD Board officers will continue to serve through 2016. The PBCSD board and general manager are invited to tour the CAWD facilities; Mr. Niccum will arrange a special meeting for a treatment plant tour in January.

## **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 November 20, 2015. There were no questions.

### **PBCSD Representative to serve on the Monterey Regional Waste Management Authority Board of Directors**

#### **MOTION 15-12-04**

**Moved by Director Verbanec, seconded by Director McKee, and unanimously carried to adopt *Resolution No. 15-24* appointing Director Laska as PBCSD representative to serve on the Board of Directors of the Monterey Regional Waste Management Authority (MRWMA).**

## **GENERAL GOVERNMENT**

### **Safety Committee Meeting Held November 19, 2015**

The Board received and reviewed the *Safety Committee Meeting Minutes* from the November 19, 2015 meeting. Mr. Becker clarified there were no accidents or incidents during the reporting period.

### **California Public Employees Labor Relations Association Training**

The Board received and reviewed the *General Manager Report* of the CALPELRA Annual Training Conference held October 19<sup>th</sup> to 23<sup>rd</sup> in Monterey.

### **Schedule of 2016 Conferences and Symposiums**

The Board received and reviewed the *General Manager Report* of the 2016 Conferences Schedule. The Association of California Water Agencies and the California Association of Sanitation Agencies both have annual conferences in Monterey in 2016. There is opportunity to complete ethics training at one of the conferences as well as on-line. Directors may contact the PBCSD office if interested in attending.

### **2016 Calendar of Board Meetings**

Director McKee requested that a calendar of all associated board and committee meetings and director assignments be added to the board meeting calendar.

#### **MOTION 15-12-05**

**It was moved by Director Laska, seconded by Director Froke, and unanimously carried to approve the 2016 Board Meeting Calendar Dates.**

### **Election of District Officers**

The Board received and reviewed the *General Manager Report* regarding election of District officers for terms of office from January 1, 2016 through December 31, 2016.

### **MOTION 15-12-06**

**It was moved by Director Laska, seconded by Director Verbanec, and unanimously carried, to adopt *Resolution 15-25* electing President Richard B. Gebhart, Vice President Richard D. Verbanec, General Manager Mike Niccum to serve as District Secretary, and Deputy General Manager Suha Kilic to serve as District Secretary Pro-Tem and Treasurer, for the 2016 calendar year.**

### **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

#### **Oral reports from General Manager**

General Manager Niccum provided a copy of the notification from the District's insurance provider Joint Powers Insurance Authority that the District received the President's Special Recognition Award for achieving low loss ratio in all insurance programs, a reflection of the District's excellent safety program. The annual holiday party for District employees will be held December 23<sup>rd</sup>. The DMFPO semiannual meeting on November 8<sup>th</sup> included a presentation by Principal Engineer Nick Becker that was well received by property owners on the Undergrounding Utilities Project and Lodge Area Utility Improvements.

Mr. Niccum gave an overview of the recent reductions in Monterey County Sheriff's patrol staffing levels. He proposed that the issue go to the DMFPO Traffic and Safety Committee on January 26<sup>th</sup> for review of recent crime statistics to determine if there has been any impact due to the reduced patrol. He would then present information on the findings at the January Board meeting.

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

There were no questions from directors or staff.

#### **Oral reports or announcements from Board President, Directors or staff**

There were no reports or announcements from directors or staff.

### **CLOSED SESSION**

The president convened closed session of the Board at 11:27 a.m. The Board reconvened open session 12:30 p.m. Legal Counsel announced that the Board conducted its annual performance evaluations of the General Manager and Legal Counsel.

**MOTION 15-12-07**

**It was moved by Director Laska, seconded by Director Froke, and unanimously carried, to approve an increase in the General Manager salary to \$198,000 per year effective July 1, 2015; and to approve a 5% increase in Legal Counsel non retainer hourly rates.**

**ADJOURNMENT**

There being no further business a motion was made to adjourn at 12:32 p.m.

**MOTION 15-12-08**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, January 29, 2016 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**

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**Mike Niccum, Board Secretary**