

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of March 25, 2016
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 March 25, 2016. 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

Robert Rathie, Legal Counsel

Nick Becker, Principal Engineer

Marianna Pimentel, Senior Accountant

David Drewien, Field Operations Supervisor

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

Mark Edria, Assistant Fire Chief, CAL FIRE

Mark Mancini, Fire Protection and Planning Chief, CAL FIRE

Nate Armstrong, Battalion Chief, Paramedic Program Coordinator, CALFIRE

Ken White, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

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

Kamlesh Parikh, President, Del Monte Forest Property Owners (DMFPO)

Hampton Stewart, Pebble Beach resident

Vinod Badani, E2 Consulting Engineers

Warren "Pete" Poitras, Monterey County Regional Fire District Board Director, Candidate for the Special District seat on Local Agency Formation Commission (LAFCO)

Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS

Warren "Pete" Poitras addressed the board, citing his credentials to serve as Commissioner - Special District Regular Member on LAFCO of Monterey County (see Item 17 for ballot information). Mr. Poitras is currently serving as an alternate LAFCO commissioner.

There were no requested changes to the agenda.

MINUTES

MOTION 16-03-01

Moved by Director Froke, seconded by Director McKee, and unanimously carried to approve, as presented, the minutes of the regular board meeting held February 26, 2016.

FINANCIAL MATTERS

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for February 2016. Mr. Kilic summarized the report and responded to questions.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for February 2016. Mr. Kilic summarized the report.

Check Register

The Board received and reviewed the *Check Register* for February 2016.

MOTION 16-03-02

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried to approve the *Check Register* for February 2016.

Annual Update of the District Long-term Capital Outlay Program

The Board received and reviewed the 2016/17 *Long-term Capital Outlay Program*, and Principal Engineer Becker gave an overview slide presentation of the 15-year program. The total cost of items in the Plan has decreased 18% from the previous year, mainly attributed to the “*every-other*” year approach for future sewer line replacement projects.

Annual Update of the District Long-term Financial Plan

The Board received and reviewed the *Long-term Financial Plan*. Chief Financial Officer, Suha Kilic gave a presentation and reviewed the highlights, recommended policy considerations related to capital outlays and a long-term financial outlook based on implementation of the Capital Outlay Program. Mr. Kilic recognized Senior Accountant, Marianna Pimentel for her work on producing the documents; and recognized the assistance of Mark Edria, Buddy Bloxham and Mark Mancini of CALFIRE, and Barbara Buikema and Drew Lander of CAWD.

MOTION 16-03-03

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried, to approve the PBCSD 2016/17 Long-Term Capital Outlay Program and the 2016 Long-Term Financial Plan and authorize the staff to make necessary inter-fund transfers to implement the Plan.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for February 15, 2016 – March 14, 2016. Battalion Chief Armstrong noted that the new fire truck experienced transmission problems and will be back in service later today. A Rescue Watercraft (RWC) used in the water rescue program was placed on display outside the board room for review. Chief Mancini provided California Emergency Management Agency flyers entitled *How to Survive a Tsunami*. Chief Mancini is scheduled to speak on the new CodeRED emergency notification system at the DMFPO Semiannual Meeting on May 22nd at the Spanish Bay Ballroom and will have the tsunami flyers available for distribution to the public at that event.

2015/16 Pebble Beach Fire Fuel Reduction Program

The Board received and reviewed the *Fire Department Staff Report* summarizing 2015/16 Pebble Beach fuel reduction projects. Chief Mancini gave a slide presentation of the work performed. As a result of a State drought declaration funding fire fuel reduction projects, twenty firefighters augmented the standard work crews. Mr. Niccum recognized Chief Mancini for quickly grasping fire fuel reduction needs in the Forest and keeping the projects moving forward. Dawn Mathes thanked the Fire Department for participation in the Go Red women's heart disease awareness fundraiser hosted by PBC.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for February 22 to March 18, 2016 prepared by Principal Engineer Becker. As of March 24th, Forest Lake Reservoir water storage level was 99% of capacity.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker noted that the design portion of the Phase II B Overhead Utilities Project is approximately 95% complete; and the design of Phase II C is approximately 30% complete. The start of construction on the Roundabout Project has been pushed from April to May 2016. Mr. Becker provided photographs and schematics of the CAWD Wastewater Treatment Plant Rehabilitation Project.

Emergency Storm Related Repairs

The Board received and reviewed the *Engineering Report* on wet weather related emergency repairs to Pump Station P-3 at Spyglass Hill Road & 17 Mile Drive, and the PLC controls at the PBCSD Carmel Gate Metering Station. The cost of repairs was \$35,000 and \$5,000, respectively.

Status Report on Lodge Area Utility Improvement Project

The Board received and reviewed the *Engineering Report* regarding the status update of the project. Mr. Becker provided photographs of recent work underway. Two change orders totaling \$459,000 for additional gas line trenching performed by Lewis and Tibbitts will be fully reimbursed by PG&E.

Overhead Utilities Phase II Project Wallace Group Contract Amendment

The Board received and reviewed the *Engineering Report* regarding the Overhead Utilities Phase II Project contract amendment to allow for increased scope and complexity.

MOTION 16-03-04

Moved by Director McKee, seconded by Director Laska, and unanimously carried, to adopt *Resolution 16-02* authorizing the General Manager to enter into an agreement amendment with Wallace Group to continue providing project management, engineering consulting, and construction support services required to complete the Undergrounding Overhead Utilities, Phase II Project for a cost not to exceed \$149,072.

Director Froke departed the meeting 11:37 a.m.

CAWD Board Meeting

Director Verbanec and General Manager Niccum attended the CAWD board meeting held March 24, 2016. General Manager Barbara Buikema noted that the preliminary budget and rate model were adopted by the CAWD board at the meeting in preparation for publication of the Proposition 218 notice.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

Director Laska provided and reviewed a Memorandum on the highlights of the meeting of the Monterey Regional Waste Management District (MRWMD) held on March 18, 2016.

GENERAL GOVERNMENT

Election of Commissioner - Local Agency Formation Commission

The Board received and reviewed the Memorandum regarding the Ballot – Election of LAFCO Commissioner (Special District Regular Member) from Kate McKenna, Executive Officer of LAFCO of Monterey County.

The ballot was due to be submitted to LAFCO by April 8, 2016.

MOTION 16-03-05

It was moved by Director Verbanec, seconded by Director Laska, and unanimously carried to instruct the General Manager to cast a ballot for Warren “Pete” Poitras to serve as Regular Special District representative to LAFCO.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided a memo from the California Special District Association (CSDA) regarding a call for nominations for 2017–2019 Board of Directors Seat B. The PBCSD draft budget will be presented to the board in April, and the final budget at the June board meeting. The District is planning to hire Holly Heebink to intern for a second summer. Improvements are planned for the District boardroom sound system in the near future.

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

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 11:48 a.m.

MOTION 16-03-06

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

Mike Niccum, Board Secretary