

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of April 29, 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 April 29, 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

Rob Wellington, Legal Counsel

Nick Becker, Principal Engineer

Marianna Pimentel, Senior Accountant

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

Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

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

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

Jerry Verhasselt, Member, Open Space Advisory Committee

Hampton Stewart, Pebble Beach resident

Vinod Badani, E2 Consulting Engineers

Sgt. Chris Pia, California Highway Patrol (CHP)

Jim Moresco, General Manager Santa Cruz Operation, Green Waste Recovery (GWR)

Emily Finn, Director of Business Development and Communications, GWR

Travis Foster, Financial Analyst, GWR

Paul Petro, Media Systems Group

Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS**

The board concurred to move Law Enforcement Program agenda items forward to follow the Financial Matters agenda items.

## **MINUTES**

### **MOTION 16-04-01**

**Moved by Director Froke, seconded by Director Verbanec, and unanimously carried to approve, as presented, the minutes of the regular board meeting held March 25, 2016.**

## **FINANCIAL MATTERS**

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

The Board received and reviewed the *Statement of Receipts and Disbursements* for March 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 March 2016. Mr. Kilic summarized the report.

### **Check Register**

The Board received and reviewed the *Check Register* for March 2016. Mr. Kilic responded to questions

### **MOTION 16-04-02**

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

### **PBCSD Preliminary Budget Fiscal Year 2016-17 and Set Budget Hearing**

The Board received and reviewed the *PBCSD 2016-17 Preliminary Budget* and Deputy General Manager Kilic gave a presentation summarizing the proposed budget. Estimated revenue of \$14,530,000, excluding Reclamation Project reimbursements, is 5.8% higher than prior year. Sewer user fees are proposed to increase by 9.0% or \$1.45 per month from \$16.15 to \$17.60 for residential units effective July 1, 2016. The adjustment will help pay PBCSD share of CAWD Wastewater Treatment Plant Rehabilitation Project capital costs. The fees for garbage and recyclable material collection services are proposed to increase by 7.6% also effective July 1<sup>st</sup>, equivalent to \$1.63 per month from \$21.50 to \$23.13 for basic residential services. Operations & Maintenance (O&M) expenses increase by 4.1% to \$12,257,000, excluding \$465,000 for recycled water distribution system O&M expenses which will be reimbursed by the Reclamation Project.

Total budgeted expenses, including capital outlays, reserve contributions and carryover appropriations are \$21,280,000. A notice will be mailed to District property owners setting a public hearing for the user fee increases and adoption of the final budget at the June Board meeting. Director McKee requested a chart be included that shows 10 years of actual revenues received per year. There was no public comment.

Mr. Kilic recognized Senior Accountant Marianna Pimentel for her hard work in preparing the proposed budget.

**MOTION 16-04-03**

**Moved by Director Laska, seconded by Director McKee, and unanimously carried to adopt *Resolution No. 16-03* approving the Preliminary Budget for fiscal year 2016-17 and setting Final Budget Hearing on June 24, 2016 at 9:40 a.m.**

**LAW ENFORCEMENT**

**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 March 31, 2016. Sgt. Pia reported complaints of speeding vehicles received the end of January were primarily in three locations: Crespi/Del Ciervo; Majella/Forest Lodge; and Sloat/Wranglers Trail. The focus of bicycle safety in the Forest by CHP is to protect the cyclists that are more vulnerable to collision injury and included issuing five stop sign violations. The AT&T and Food and Wine events went well. Message boards were used in various locations to encourage safe, sober driving during the Food and Wine event.

The Holman Highway Roundabout Project is contracting with CHP for traffic control during field construction. The Transportation Agency of Monterey County is encouraging residents to sign up on their website to receive updates on construction activities particularly during high impact construction lane closure periods. Director Laska indicated several of his neighbors do not have computer access and suggested mailers be considered for Pebble Beach residents. Mr. Hampton Stewart suggested the Cal-Trans portable AM radio station be used for construction updates. Ms. Mathes noted that PBC has agreed to issue passes to neighboring residents who request to drive through the Forest during the high impact construction periods.

**DMFPO Traffic and Safety Committee Meeting**

The Board received the April 26, 2016 DMFPO Traffic and Safety Committee meeting packet including the Sheriff's Office presentation of crime statistics through the first quarter of 2016. Also included is a listing of collisions for the period; the only injury sustained was by a bicyclist.

**Extension of Agreement for California Highway Patrol Services to June 2017**

The Board received and reviewed *Resolution 16-04* regarding amendment to extend the term of agreement with CHP to June 30, 2017. Mr. Niccum expressed his appreciation to Sgt. Pia for his responsiveness and leadership in providing excellent program services.

### **MOTION 16-04-04**

**Moved by Director Verbanec, seconded by Director Laska, and unanimously carried to adopt *Resolution 16-04* authorizing execution of an amendment to the contract with California Highway Patrol to continue to provide supplemental law enforcement services through June 30, 2017 at a cost not to exceed \$200,000.**

### **FIRE DEPARTMENT**

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for March 15, 2016 – April 14, 2016. Battalion Chief Bloxham added that on April 19<sup>th</sup> crews responded to a crash on Hwy 68 and used the jaws-of-life to extricate a patient who sustained minor injuries. Staff attended a one day active shooter exercise facilitated by OES. Fire clearance notices were mailed to property owners early April. The goats will be in the Forest beginning May 16<sup>th</sup>.

### **MAINTENANCE, ENGINEERING, AND CONSTRUCTION**

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for March 19 to April 20, 2016 prepared by Principal Engineer Becker. As of April 27<sup>th</sup>, Forest Lake Reservoir water storage was 94% of capacity. Excavation during capital improvements at the CAWD treatment plant required pumps to be installed to dewater the digester construction area, resulting in 400,000 gallons/day of water diverted to the treatment plant for the benefit of the reclamation project.

#### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker provided photographs and schematics of the Lodge Area Utility Improvement Project and the CAWD Wastewater Treatment Plant Rehabilitation Project.

#### **CAWD Board Meeting**

General Manager Niccum attended the CAWD board meeting held April 28, 2016. The meeting was brief with nothing significant to report.

### **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 April 22, 2016. Mr. Niccum will be executing a Memorandum of Understanding to reimburse MRWMD for PBCSD's \$5,000 portion of the \$41,600 cost for contract management support services provided by HF&H Consultants to franchise agreement participants.

HF&H has also been providing consulting services to update the PBCSD Ordinance that governs franchise garbage hauling and services. The draft ordinance will be provided at an upcoming PBCSD Board meeting and updates the existing ordinance adopted in 1987.

### **GENERAL GOVERNMENT**

#### **Election of Alternate Member - Local Agency Formation Commission (LAFCO)**

The Board received and reviewed the Memorandum regarding the Ballot – Election of LAFCO Special District Alternate Member from Kate McKenna, LAFCO Monterey County Executive Officer. The ballot is due to be submitted to LAFCO by May 16, 2016.

#### **MOTION 16-04-05**

**It was moved by Director Verbanec, seconded by Director Froke, and unanimously carried to instruct the General Manager to cast a ballot for Stephen Snodgrass to serve as Alternate Special District representative to LAFCO.**

#### **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 19, 2016, attended by Directors Verbanec and Froke.

#### **Administrative Code Update**

The Board received and reviewed the *Deputy General Manager Report* on the update of the Administrative Code to incorporate recent legislative changes. Employees using District owned electronic equipment have no expectation of privacy. Board member personal email records are still considered private.

#### **MOTION 16-04-06**

**It was moved by Director Froke, seconded by Director Verbanec, and unanimously carried to approve *Resolution No. 16-05* adopting the revised PBCSD Administrative Code and repealing any previous versions.**

#### **Acquisition of Vehicles**

The Board received and reviewed the *Deputy General Manager Report* on acquisition of vehicles.

**MOTION 16-04-07**

It was moved by Director Laska, seconded by Director McKee, and unanimously carried to adopt *Resolution 16-06* 1) authorizing purchase of two replacement work trucks (for the District Maintenance Supervisor and the Fire Department Training Captain) for a total price not to exceed \$81,000 including sales tax, delivery, and installation of equipment and accessories, and 2) declaring both replaced trucks as surplus and authorizing their disposal according to District policies.

**PBCSD Safety Committee Meeting**

The Board received and reviewed the minutes of the March 18, 2016 Safety Committee meeting prepared by Engineer and Safety Officer, Nick Becker. He noted that operations staff is signed up for the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) 12-month training program.

**Restatement of PBCSD Supplemental Retirement Plan**

The Board received and reviewed the *Deputy General Manager Report* on restatement of the Plan. The Internal Revenue Service has required that the PBCSD Supplemental Retirement Plan be restated to comply with technical changes in the pension laws adopted over the past few years.

**MOTION 16-04-08**

It was moved by Director Verbanec, seconded by Director Froke, and unanimously carried to adopt *Resolution No. 16-07* restating the PBCSD Supplemental Retirement Plan.

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

General Manager Niccum provided information on ACWA JPIA 2016 Spring Conference seminars to be held May 2-3, 2016 in Monterey, including the required sexual harassment prevention training session, at no cost to the District. He plans to attend the California Special Districts Association Legislative Days May 17-18, 2016 in Sacramento. Carmel Highlands Fire Protection District is offering required ethics training taught by David Laredo on May 18<sup>th</sup>. The sound system in the board room was recently upgraded.

**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 11:47 a.m.

**MOTION 16-04-09**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, May 27, 2016 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**

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**Mike Niccum, Board Secretary**