

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 30, 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 September 30, 2016. Board President Richard B. Gebhart called the meeting to order at 9:30 a.m.

ROLL CALL

Present: Directors Richard B. Gebhart, Jeffrey B. Froke, 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

Nijesh Sthapit, Finance & Information Systems Coordinator

Yuriana Nunez, Administrative Assistant

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

Buddy Bloxham, Operations Battalion Chief, CALFIRE

Mark Mancini, Fire Protection and Planning Chief, CAL FIRE

Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

Bruce Cowan, Naturalist (retired), Open Space Advisory Committee

Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS

New District Employees

Deputy General Manager, Suha Kilic introduced new District Finance & Information Systems Coordinator Nijesh Sthapit, and new Administrative Assistant Yuriana Nunez.

There were no requested changes to the agenda.

Meritorious Services and Appreciation

Naturalists Bruce Cowan and Vern Yadon were recognized by the District for over 35 years of service as members of the Del Monte Forest Open Space Advisory Committee, providing valuable leadership and knowledge to improve the conservation, protection and maintenance of the Del Monte Forest.

MOTION 16-09-01

Moved by Director Laska, seconded by Director Froke, and unanimously carried to adopt *Resolution 16-17* and *Resolution No. 16-18*, commending and expressing appreciation to Vern Yadon and Bruce Cowan, respectively.

MINUTES AND FINANCIAL MATTERS

MOTION 16-09-02

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried to approve, as presented, the minutes of the regular board meeting held August 26, 2016.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for August 2016. Mr. Kilic reported that total investment revenue for fiscal year 2015/2016 exceeded the amount budgeted by \$75,000.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for August 2016. Mr. Kilic noted that last year's unspent funds for the Lodge Area Utility Improvement Project have been carried over to complete the project this fiscal year.

Check Register

The Board received and reviewed the *Check Register* for August 2016. Mr. Kilic referred to page 5, Capital Outlay Fund, check number 10926 to Coalinga Motors in the amount of \$63,104.14 for two vehicles for fire training captain and maintenance supervisor. To the left of that line item there should be a letter notation "C" since 62.5% of the cost will be reimbursed by CALFIRE. Total reimbursable expenses on page 8 should therefore be \$166,395.

MOTION 16-09-03

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

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for August 15, 2016 – September 14, 2016. Battalion Chief Bloxham added that the rescue water craft was used to perform a successful rescue of a kayaker whose kayak sank on September 29th at Stillwater Cove. Chief Edria gave an overview of the Loma (3,400 acre) and Soberanes (127,000 acre) fires. Chief Mancini reported that the annual Zombie Run is scheduled for October 29, 2016. The goats used for fire fuel reduction are currently being moved to the Ortega greenbelt area.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for August 18 – September 22, 2016 prepared by Principal Engineer Becker. Currently, Forest Lake Reservoir water storage is near the historical average at 24% of capacity. The permanent dry weather diversion facility at the Fourth Fairway of Pebble Beach Golf Links may begin construction in October, the 300' well at MPCC Dunes Fairway 9 is running 12 hours on and 12 hours off, and installation of the new 560' well near the MPCC Maintenance Yard is nearly complete; Mr. Niccum noted that a sewer fee for treatment costs of the water discharged to the PBCSD collection system from the three project sites is being calculated. District Associate Engineer, Justin Ferron is working to consolidate State Regional Water Quality Control Board permits required of individual golf courses into one general permit maintained by the District.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker reviewed the report and provided slides of the CAWD Wastewater Treatment Plant Rehabilitation Project.

Undergrounding Overhead Utilities - Phase IIB

The Board received and reviewed the *Engineering Report* regarding Undergrounding Overhead Utilities - Phase IIB.

MOTION 16-09-04

Moved by Director McKee, seconded by Director Froke, and unanimously carried, to adopt *Resolution 16-19* amending the existing construction contract with Lewis & Tibbitts, Inc. for Phase IIA of the dry utility component of the Lodge Area Utility Improvement Project to add Phase IIB of the Undergrounding Overhead Utilities Program for an additional amount not to exceed \$2,504,000.

CAWD Board Meeting

Director Froke attended the CAWD board meeting held September 22, 2016. Painting of the exterior of the administration building was discussed. The District will be hiring a facility operator for four months to cover a staff absence. Johnson Marigot Consulting, LLC was approved to prepare environmental documentation and permit applications to repair a portion of the district outfall in the Carmel Lagoon. The District received a pollution prevention award from the California Water Environment Association Monterey Bay Section.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

The Board received a Memorandum on the highlights of the meeting of the Monterey Regional Waste Management District held on September 23, 2016. Mr. Niccum reported that the truck yard facility is nearing occupancy by GreenWaste Recovery, Inc., contingent upon negotiation of a right of entry agreement.

GENERAL GOVERNMENT

Payment to CalPERS to Eliminate Unfunded Accrued Liability

The Board received and reviewed the *Deputy General Manager Report* regarding CalPERS investment returns and District Unfunded Accrued Liability (UAL). Up to 7.5% in interest is applied to the UAL by CalPERS, the same rate as its assumed rate of return on investments. The District may achieve significant cost savings by eliminating the UAL and thus avoiding payment of interest.

MOTION 16-09-05

It was moved by Director Laska, seconded by Director Froke, and unanimously carried to adopt *Resolution No. 16-20* approving a \$450,000 payment to CalPERS for the District's Unfunded Accrued Liability as of June 30, 2016.

Resolution Declaring District Property Surplus and Authorizing its Disposal

The Board received and reviewed *Resolution No. 16-21* regarding the declaration of certain District property surplus and authorizing its disposal.

MOTION 16-09-06

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried to adopt *Resolution 16-21* declaring certain District property surplus and authorizing its disposal in accordance with the policy established in the District Administrative Code.

Administrative Code Policies

The Board received and reviewed the *Deputy General Manager Report* regarding Administrative Code Policies. The District plans to apply for "District Transparency Certificate of Excellence" requiring adoption of three policies that are not currently in written form in the Administrative Code: Board Conduct and Code of Ethics; Agenda and Brown Act Compliance; and Public Records Act Requests.

MOTION 16-09-07

Moved by Director Froke, seconded by Director Verbanec, and unanimously carried to approve *Resolution No.16-22* adopting three proposed policies and incorporating into PBCSD Administrative Code.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided correspondence from the Mayor and Fire Chief of the City of Salinas thanking the Pebble Beach Fire Department for its mutual aid in battling the structure fire on Main Street in Salinas. A flu shot clinic hosted by the Del Monte Forest Property Owners will be held in the board room on Thursday, October 13, 2016 from 9:00 am to noon. The Household Hazardous Waste Collection event on September 24, 2016 was very successful. The Local Agency Formation Commission performs jurisdictional sphere of influence and municipal services reviews every 10 years. The District is due for a review to be completed by the end of this year/early next year. The board will be presented the draft document for review prior to finalization.

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 Board President, 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 11:25 a.m.

MOTION 16-09-08

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, October 28, 2016 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary