

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of July 28, 2017  
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 July 28, 2017. Board President Richard D. Verbanec called the meeting to order at 9:30 a.m.

**ROLL CALL**

**Present:** Directors Jeffrey B. Froke, Richard B. Gebhart, Peter B. McKee, and Richard D. Verbanec

**Absent:** Director Leo M. Laska

**Others Present**

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Robert Rathie, 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, Operations Battalion Chief, CAL FIRE

George Nunez, Battalion Chief, CAL FIRE

Kim Bernheisel, Captain, Fuel Mitigation Officer, CAL FIRE

John Trenner, Fire Inspector

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

Barbara Buikema, General Manager, CAWD

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

Chris Palmer, Public Affairs Field Coordinator, California Special Districts Association

Jeff Fuller, Board Director, Del Monte Forest Property Owners (DMFPO)

Jerry Verhasselt, Pebble Beach resident

Hampton Stewart, Pebble Beach resident

Sgt. Chris Pia, California Highway Patrol (CHP)

Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS**

California Special Districts Association Public Affairs Field Coordinator, Chris Palmer presented to the Board the Special District Leadership Foundation District Transparency Certificate of Excellence. The program promotes transparency in operations and governance of special districts for public benefit. Mr. Palmer said five percent of the 2,200 special districts in California have received the certification.

Item 15 Law Enforcement will be taken up once Sgt. Pia arrives.

## **MINUTES AND FINANCIAL MATTERS**

### **MOTION 17-07-01**

**Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to approve, as presented, the minutes of the regular board meeting held June 30, 2017.**

#### **Statements of Receipts and Disbursements**

The Board received and reviewed the *Statements of Receipts and Disbursements* for June 2017. Mr. Kilic summarized the report and there were no questions.

#### **Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for June 2017. Mr. Kilic expected revenues to be 6% above 2016/17 budgeted amounts, and expenses 9% below, including 5% unused contingencies.

#### **Check Register**

The Board received and reviewed the *Check Register* for June 2017.

### **MOTION 17-07-02**

**Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to approve the *Check Register* for June 2017.**

## **FIRE DEPARTMENT**

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 15, 2017 – July 14, 2017 and Operations Battalion Chief Bloxham summarized the report. On July 24<sup>th</sup> crews responded to a 2-story structure fire on Marcheta Lane that was quickly extinguished, with no cause yet established. Captain Bernheisel reported on fuels management. The District may consider purchase of mastication equipment to intensify fire fuel clearance.

The State Responsibility Area fire fee has been suspended and property owners will no longer be required to pay the annual fee. Any refund of past payments is dependent on the outcome of the Howard Jarvis Taxpayers Association lawsuit filed against the State in the matter.

#### **District Open House and Public Safety Day Held June 24, 2017**

The Board received and reviewed the *Staff Summary Report* on the 2017 District Open House. Fire Inspector Trenner reported the event served approximately 850 people, and by all accounts was very successful. Mr. Niccum thanked Chief Mancini and Michelle Warren for organizing and executing the event.

## **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 June 30, 2017. Sgt. Pia reported that more CHP presence in the afternoon during the Food and Wine event proved productive in preventing intoxicated driving. Historic high speed areas and Stevenson School are the planned focus of patrol. Sgt. Pia encouraged calling 911 for loud and/or reckless test driving of vehicles during Concours d'Elegance car week August 14<sup>th</sup> – 20<sup>th</sup>. The Age Well Drive Smart senior driver course hosted by DMFPO and conducted by CHP is scheduled for September 24, 2017 from 1–3pm in the PBCSD board room; and CHP will be in attendance at the Zombie Race and Emergency Preparedness Fair on October 21<sup>st</sup> at the PBC Corporation Yard.

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for June 20, 2017 – July 18, 2017 and Principal Engineer Becker gave highlights of the report. Currently, Forest Lake Reservoir water storage is at about 50% of capacity. A Reclamation Oversight Committee meeting is planned for August 15<sup>th</sup>. Alternative source water well No. 8 appears to best function at a rate of 20,000 gallons/9 hours/day.

### **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. He noted that change orders to-date amounting to 1.5% of the \$14 million CAWD Treatment Plant Improvements Project contract is a significant achievement.

### **Lodge Area Sewer Improvement Project (LASIP) Construction Contract**

The Board received and reviewed the *Engineering Report* on the item. Funding is from the FY2017/18 Sewer Replacement Project budget allocation of \$685,000.

## **MOTION 17-07-03**

**Moved by Director Gebhart, seconded by Director McKee, and unanimously carried to adopt *Resolution 17-16* approving a construction contract to Monterey Peninsula Engineering, for an amount not to exceed \$370,000 for the Lodge Area Sewer Improvement Project.**

### **Seal Rock Pump Station P3 Rehabilitation Phase I Construction Contracts**

The Board received and reviewed the *Engineering Report* on the item and Engineer Becker summarized.

#### **MOTION 17-07-04**

**Moved by Director Froke, seconded by Director McKee, and unanimously carried to adopt *Resolution 17-17* to approve a construction contract with Anderson Pacific for an amount not to exceed \$70,000 and approve a construction contract with Day Electric for an amount not to exceed \$20,000 to complete the Seal Rock Pump Station P3 Rehabilitation Project Phase I without competitive bidding.**

### **CAWD Board Meeting**

Director Verbanec attended the CAWD board meeting held July 27, 2017. The board approved the creation of an associate engineer position, and authorized the general manager to pursue a “design-build” method of procurement as defined by state statute for sewer projects. Director Rachel was impressed by the succinct presentation style of PBCSD Engineer, Nick Becker.

### **SOLID WASTE MANAGEMENT**

#### **Monterey Regional Waste Management District Board Meeting**

The *Memorandum* on the highlights of the meeting of the Monterey Regional Waste Management District held on July 21, 2017 was not available. Mr. Niccum provided a brief summary of the meeting.

### **GENERAL GOVERNMENT**

#### **Special Districts Association (SDA) of Monterey County**

The Board received and reviewed the *General Manager Report* regarding the SDA meeting held July 18, 2017.

#### **California Special Districts Association (CSDA) Leadership Academy**

The Board received and reviewed the *General Manager Report* regarding the CSDA academy held July 10<sup>th</sup> through 12<sup>th</sup> in Monterey.

### **PBCSD August 2017 Board Meeting**

#### **MOTION 17-07-05**

**Moved by Director Gebhart, seconded by Director McKee, and unanimously carried to cancel the August 25, 2017 PBCSD Board meeting.**

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

General Manager Niccum thanked Director Gebhart for attending the District annual employee appreciation picnic held July 21<sup>st</sup> at Indian Village.

**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**

The quarterly Reclamation Management Committee meeting scheduled for August 11, 2017 has been cancelled. The next RMC meeting will be held on Thursday, November 9, 2017 (instead of Friday, November 10<sup>th</sup>, Veterans Day).

**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 11:14 a.m.

**MOTION 17-07-06**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, September 29, 2017 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**



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**Mike Niccum, Board Secretary**