

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 29, 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 September 29, 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, Director 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
David Drewien, Field Operations Supervisor
Brennan Blue, Unit Chief CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Mark Edria, Assistant Fire Chief, CAL FIRE
Mike Meddles, Battalion Chief, CAL FIRE
Mark Mancini, Fire Protection and Planning Chief, CAL FIRE
John Trenner, Fire Inspector
Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Cheryl Burrell, Planning Director, Pebble Beach Company (PBC)
Dawn Mathes, Environmental and Governmental Affairs Director, PBC
Rich Deal, PE, TE, PTOE, Traffic Engineer, City of Monterey
Bobby Pentorali, Construction Manager, Harris & Associates
Kristin Cushman, Executive Director, The Offset Project (TPO)
Rico Tesio, Director of National Programs, TPO
Stephanie Locke, Monterey Peninsula Water Management District
Jeff Fuller, Board Director, Del Monte Forest Property Owners (DMFPO)
Jerry Verhasselt, Pebble Beach resident
Hampton Stewart, Pebble Beach resident
Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS

There were no changes to the agenda.

Mr. Niccum recognized the contributions of contractor Bob Pack who passed away unexpectedly at age 53. Bob was with Monterey Peninsula Engineering for over 30 years. He was heavily involved with many construction projects for PBCSD including installation of standby generators at pump station P-7 on the 18th Fairway; four of the five water pipeline projects to improve fire protection and numerous sewer projects; was Principal Engineer Nick Becker's point person for the Lodge Area Utility Improvement Project water and sewer lines; and was the go to contractor for emergency issues such as the siphon sewer line that replaced the sewer line bridge over Sawmill Gulch Creek damaged by a fallen tree and the recent water leak on the 1887 water line in 17-Mile Drive. The District will miss him very much.

Holman Highway Roundabout Project Presentation

City of Monterey Traffic Engineer, Rich Deal and Harris & Associates Construction Manager, Bobby Pentorali presented slides on the Holman Highway 68 Roundabout Project and accelerated construction schedule achievements. Rain delays through the wet winter resulted in three months of no project work. The acceleration measures saved nine working days (15 calendar days) in Stage 4 alone, and the overall construction schedule was shortened an estimated six weeks. Mr. Deal and Mr. Pentorali thanked the board for its contribution of \$50,000 toward the total cost of \$90,000 for construction acceleration. Mr. Deal responded to questions and commented on: statistics on roundabout operations for comparison with pre-roundabout conditions; signage effectiveness; landscaping considerations; road rehabilitation plans for Skyline Drive and Lighthouse Avenue that were impacted by construction detours; PBC's contribution of \$5.3 million that was above what was required for its development mitigation, along with PBC's exemplary outreach efforts and mailings that PBCSD helped fund; and the Roundabout being considered the role model for future Central Coast projects including the Highway 68 corridor between Monterey and Salinas.

Pebble Beach Events Waste Program Presentation by The Offset Project

Rico Tesio, Director of National Programs for The Offset Project gave a presentation on zero waste efforts during last February's AT&T National Pro-Am golf tournament, the Concours d'Elegance in August, and other local events. At the 2017 AT&T Tournament a 92% diversion rate for waste, recyclables, construction and media materials such as cabling, flooring, etc., was achieved through composting and reuse strategies. GreenWaste Recovery assisted in collecting over 40,000 pounds of organic waste that was taken to the Monterey Regional Waste Management District (MRWMD) anaerobic digester, possible in large part to PBC agreeing to purchase compostable food ware. Mr. Tesio thanked PBCSD for its support of community environmental programs.

The Offset Project Executive Director, Kristin Cushman reported on the Monterey Bay Regional Climate Action Compact co-chaired by The Offset Project and comprised of representatives of 21 jurisdictions that promotes discussion of renewable energy programs, sharing of resources around climate action planning, and sharing of relevant member information. The last meeting was a panel discussion on the process of incorporating joint powers associations for Community Choice Energy programs. Ms. Cushman encouraged the District to become involved in the Compact that has a website at climateactioncompact.org. The cost for membership is \$2,000 per year. Mr. Niccum noted that regulatory agencies are focusing more on climate impact in the review and permitting process and felt that participating in the Compact would help the District stay abreast of climate and energy issues.

MINUTES AND FINANCIAL MATTERS

MOTION 17-09-01

Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to approve, as presented, the minutes of the regular board meeting held July 28, 2017.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for July and August 2017. Mr. Kilic summarized the reports.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for August 2017.

Check Register

The Board received and reviewed the *Check Registers* for July and August 2017. Mr. Kilic explained the benefits of special district participation in the Local Agency Formation Commission (LAFCO) and the calculation of the District's 2017-18 LAFCO budget allocation share of \$26,000. Mr. Kilic noted that the total payment to CHP for 2016-17 enhanced law enforcement contract services was \$158,000, \$37,000 below the budgeted amount, mainly due to CHP allocating resources to the Soberanes fire and Big Sur storm response. Mr. Kilic and Mr. Niccum responded to questions from board members.

MOTION 17-09-02

Moved by Director Gebhart, seconded by Director Laska, and unanimously carried to approve the *Check Registers* for July and August 2017.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending June 30, 2017. Mr. Kilic reported the yield for the quarter was 1.22%, 4 basis points higher than the previous quarter. For comparison, the yield of the State Local Agency Investment Fund was 0.78%, and the yield on the 2-year T-bill was 1.3%.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for July 15, 2017 – September 14, 2017. Assistant Chief Edria reported that the District is undergoing ISO re-certification and it is anticipated that the current rating of 2 will be maintained. Vehicles designated as surplus will soon be sold. Peak fire season continues. Dawn Mathes reported that a High Surf Safety brochure is nearing completion and a draft was provided to the Board. Chief Meddles, replacing Operations Battalion Chief Nate Armstrong, who transferred to Santa Cruz, reviewed the Fire Department report, adding that on September 27th crews responded to a vehicle fire on the lowest (3rd) level of the parking garage at the Spa; the PBC employee that discovered the fire used an extinguisher to prevent spreading until crews arrived and extinguished the blaze. Chief Mancini reported fire protection and planning efforts. The Zombie Race and Emergency Preparedness Fair will be held on Saturday, October 21st at the PBC Corporation Yard and will feature an earthquake trailer. Fire Inspector Trenner reported on the Concours d'Elegance stating only three minor medical incidents occurred. Safety inspections of the tents prior to the event were well coordinated with Cheryl Burrell, PBC and Lou Fiori, County building inspector supervisor.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for July 18, 2017 – September 18, 2017 and Principal Engineer Becker gave highlights of the report. Currently, Forest Lake Reservoir water storage is 28% of capacity, above the 5-year average. Mr. Becker commended CAWD staff for consistent production during plant capital improvements. The well development at MPCC No. 7 has been abandoned due to no water found at 600 feet. Slides were presented on the Forest Lake Reservoir pump suction header pipe leak and repair; Anderson Pacific mobilized promptly from the CAWD plant to perform effective repairs.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects and Mr. Becker provided slides. An easement is required by PG&E to complete the remaining three Private Service Conversion Project properties. The CAWD Capital Improvement Project is 95% complete and change orders remain at an impressive 1.5% of contract. The cost of the smaller scale sewer improvement project now planned for the Lodge Area is estimated at \$100,000. Dawn Mathes reported on preliminary plans for the former Bank of the West and Wells Fargo buildings, and surrounding parking improvements.

P3 Seal Rock Pump Station Rehabilitation Project Engineering Services

The Board received and reviewed the *Engineering Report* on the item. Contracts with Anderson Pacific and Day Electric to complete Phase I without competitive bidding were approved at the last board meeting to commence ordering of materials. Engineering services cover evaluation, design, and construction support.

MOTION 17-09-03

Moved by Director Froke, seconded by Director Laska, and unanimously carried to adopt Resolution 17-18 approving Project Assignment No.34 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services required for the Seal Rock, Pump Station P3 Rehabilitation Project with a budget not to exceed \$70,000.

CAWD Board Meetings

Director Froke attended the CAWD board meeting held August 24, 2017. The board approved a 1-year sustainable food waste management system pilot project with Grind2Energy; GreenWaste Recovery, MRWMD, and CAWD will meet to discuss legal aspects of food waste collection within MRWMD jurisdiction. Director McKee attended the CAWD board meeting held September 28, 2017 where energy improvements, Hatton Canyon sewer line replacement engineering services, and the new safety and compliance administrator position were discussed.

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 September 22, 2017 was not available. Director Laska reported Chinese companies that process recycled materials are requiring less contamination and the new Material Recovery Facility should provide a cleaner and more marketable product than the former MRF system.

LAW ENFORCEMENT

DMFPO Traffic and Safety Committee Meeting

The Board received the August 24, 2016 DMFPO Traffic and Safety Committee meeting packet attended by Director Froke, who gave a summary of the meeting. Director Verbanec noted that opinions by community members regarding how the Highway 68 Roundabout is working are being posted on the Nextdoor.com website.

GENERAL GOVERNMENT

Topics for District Fall/Winter Newsletter

The Board received and reviewed the *Deputy General Manager Report* providing recommended article topics and seeking input for the District Fall/Winter newsletter.

PBCSD Safety Committee Meeting

The Board received and reviewed the minutes of the August 17, 2017 Safety Committee meeting prepared and presented by Principal Engineer/Safety Officer, Nick Becker.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum noted the correct meeting time for the next regular meeting of the Board of Directors of the Monterey Regional Waste Management District on Friday, October 20, 2017 is 9:00 a.m., not 9:30 a.m.

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

Director Froke announced that he, Mr. Kilic and Mr. Niccum attended the California Special Districts Association conference September 25-28 in Monterey where General Manager Niccum was recognized for excellence in special district governance.

Oral reports or announcements from Board President, Directors or staff

The next Reclamation Management Committee meeting is scheduled for Thursday, November 9, 2017 (instead of Friday, November 10th, the observed Veterans Day Holiday).

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 12:03 p.m.

MOTION 17-09-04

M/S/C (unanimous) to adjourn the meeting in memory of Bob Pack, Monterey Peninsula Engineering, with the next regular Board meeting to be held on Friday, October 27, 2017 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary