

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of October 27, 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 October 27, 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, 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
Brennan Blue, Unit Chief CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Mark Edria, Assistant Fire Chief, CAL FIRE
Buddy Bloxham, Operations Battalion Chief, CAL FIRE
George Nunez, Battalion Chief, CAL FIRE
Mark Mancini, Fire Protection and Planning Chief, CAL FIRE
Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Cheryl Burrell, Planning Director, Pebble Beach Company (PBC)
Jeff Fuller, Board Director, Del Monte Forest Property Owners (DMFPO)
Jerry Verhasselt, Pebble Beach resident
Hampton Stewart, Pebble Beach resident
Vinod Badani, E2 Consulting Engineers
Sgt. Chris Pia, California Highway Patrol
Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS

Item 14 will be moved up on the agenda once Sgt. Pia arrives.

MINUTES AND FINANCIAL MATTERS

MOTION 17-10-01

Moved by Director Gebhart, seconded by Director McKee, and unanimously carried to approve, as presented, the minutes of the regular board meeting held September 29, 2017.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for September 2017. Mr. Kilic summarized the report and highlighted some expenditures. Total contract payment to Cal Fire for fiscal year 2016-17 was 10% below the budgeted amount.

Cash Basis Budget Report

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

Check Register

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

MOTION 17-10-02

Moved by Director McKee, seconded by Director Laska, and unanimously carried to approve the *Check Register* for September 2017.

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 September 30, 2017. Sgt. Pia reported no diversion of patrol to fires, etc. this year so CHP was available in the Forest more this quarter compared to last year. Patrol was focused on reports of traffic concerns (Chamisal/El Bosque, Ondulado, Seventeen Mile Drive) and historically higher speed areas (Crespi, Forest Lodge). Reports of unsafe bicyclist activity in the Forest have declined possibly due to CHP's repeated interface with cycling groups about safety concerns. Sgt. Pia reported only one collision on Hwy 68 occurred during car week in August. Burglary activity has been encountered in the Forest and renewed home security vigilance was encouraged.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for September 15, 2017 – October 14, 2017. Battalion Chief Bloxham provided video of the Sonoma/Napa area fires, located in the same area that burned in 1964 when there were significantly fewer structures and utilities. Fire planning and fuel management measures put in place after 1964 were ineffective against this year's extraordinary winds (70-100mph) that fanned flames rapidly through high density housing. General Manager Niccum suggested fire staff present facts on Pebble Beach area winds, housing density, prevention efforts, building standards and communications procedures versus other areas of the state at a future board meeting. Chiefs Bloxham and Mancini reported on fire protection and planning efforts.

Heart Monitor Purchase and Upgrades

The Board received and reviewed the *Fire Department Staff Report* requesting purchase of a heart monitor/defibrillator and upgrades for the Emergency Medical Services (EMS) Battalion Chief vehicle. The cost of the unit is \$57,175 and after reimbursement from partner agencies, the PBCSD cost will be \$21,440. This item is not in the budget but unspent operating funds may be used for the purchase and there is no need for a budget adjustment at this time.

MOTION 17-10-03

Moved by Director McKee, seconded by Director Froke, and unanimously carried to approve the purchase of a heart monitor for a cost of \$57,175.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for September 18, 2017 – October 17, 2017 and Principal Engineer Becker gave highlights of the report. Currently, Forest Lake Reservoir water storage is 20% of capacity, above the 5-year average. Irrigation season continues longer than historical average due to recent warm weather. The Forest Lake Reservoir pump suction header pipe leak was repaired for a cost of \$16,000. While a section of the pipe was replaced, it was observed that the interior concrete coating on the entire pipeline header is in need of repair. Engineering services for a complete header replacement will be considered at the next Reclamation Management Committee meeting. The California Department of Water Resources Division of Safety of Dams (DSOD) is requiring the Forest Lake Reservoir Emergency Action Plan inundation map be updated, which will provide information on the extent of water flows on surrounding neighborhoods for simulated scenarios of a reservoir failure. The annual DSOD inspection of the reservoir is scheduled for November 7, 2017. General Manager Niccum noted that staff from PBCSD, CAWD and City of Carmel-by-the-Sea met earlier in the week to consider working together to divert dry weather storm runoff to the District collection system, which would provide an additional source of water for the Reclamation Project and help satisfy storm water regulatory requirements for the City.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* on the status of *Capital Improvement Program* projects. Mr. Becker provided slides of the CAWD Capital Improvement Project estimated to be completed in December. The cost of the smaller scale sewer improvement project now planned for the Lodge Area is estimated at \$90,000. Slides were presented of the Pump Station P3 Rehabilitation Project construction.

CAWD Board Meeting

Director Gebhart attended the CAWD board meeting held October 26, 2017. The board adopted Resolution 2017-46 ratifying the general manager's authorization of a contract with Kennedy Jenks Consultants for professional engineering services for the Lagoon Crossing Project, in an amount not to exceed \$120,451. A consultant's report on administrative and engineering staffing needs will be considered at the December board meeting. To date, change orders are still well under 2% of the plant renovation construction contract amount. Director McKee requested a tour be arranged for PBCSD board members to view the renovated facilities.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

Director Laska reported on the meeting of the Monterey Regional Waste Management District held October 20, 2017. A historical review of past successes and challenges for the District was presented in preparation for long-term planning by the board. The Materials Recovery Facility \$20 million renovation project is estimated to be completed in December.

Household Hazardous Waste, E-Waste Collection Event

The Board received and reviewed the *Deputy General Manager Report* on the successful Household Hazardous Waste and E-Waste Collection Event held Saturday, September 23, 2017. The 427 attending cars and total tonnage collected were the highest since 2008, the first year of the event. Staff received complimentary comments from attending residents. Event expenses were slightly above budget due to the increase in tonnage collected. An updated listing of types of household hazardous waste that GreenWaste collects at curbside, such as paints and batteries will be included in future PBCSD newsletters.

GENERAL GOVERNMENT

California Special Districts Association of Monterey County

The Board received and reviewed the *General Manager Report* on the Special Districts Association of Monterey County (SDA) meeting held October 17, 2017 attended by Director Froke.

California Special Districts Association Annual Conference

The Board received and reviewed the *General Manager Report* of the California Special Districts Association Annual Conference held September 25 - 28, 2017 in Monterey attended by Director Froke, General Manager Niccum and Deputy General Manager Kilic. The annual CSDA Board Member of the Year was awarded to Gary Bales, a MRWMD board member for the past 48 years.

PBCSD Fall/Winter Newsletter

The Board received the new issue of the District newsletter.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported that the Fire Department held a successful Annual Zombie Race and Emergency Preparedness Fair on October 21, 2017. The annual general manager and legal counsel performance evaluations will be conducted at the next board meeting.

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

Mr. Hampton Stewart gave anecdotes on his management of telecom equipment and assignment of radio frequencies during the numerous fire events in the state.

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 11:35 a.m.

MOTION 17-10-04

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, December 8, 2017 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary