

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of March 31, 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 March 31, 2017. Board President Richard D. Verbanec 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  
Marianna Pimentel, Senior Accountant  
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  
Mark Mancini, Fire Protection and Planning Chief, CAL FIRE  
Robert Siegfried, Board Director, Carmel Area Wastewater District (CAWD)  
Barbara Buikema, General Manager, CAWD  
David Stivers, Executive Vice President, Pebble Beach Company (PBC)  
Dawn Mathes, Environmental & Governmental Affairs Director, PBC  
Jeff Fuller, Board Director, Del Monte Forest Property Owners (DMFPO)  
Jerry Verhasselt, Pebble Beach resident  
Vinod Badani, E2 Consulting Engineers  
Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS**

There were no requested appearances or changes to the agenda.

**MINUTES AND FINANCIAL MATTERS**

**MOTION 17-03-01**

**Moved by Director Gebhart, seconded by Director McKee, and unanimously carried to approve, as presented, the minutes of the regular board meeting held February 24, 2017.**

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

The Board received and reviewed the *Statements of Receipts and Disbursements* for February 2017. Mr. Kilic summarized the report.

### **Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for February 2017. Mr. Kilic responded to questions.

### **Check Register**

The Board received and reviewed the *Check Register* for February 2017. Mr. Kilic gave details and responded to questions.

### **MOTION 17-03-02**

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

### **Annual Update of the District Long-term Capital Outlay Program**

The Board received and reviewed the 2017/18 Long-term Capital Outlay Program. Principal Engineer, Nick Becker gave an overview slide presentation of the 15-year program. The total cost of items in the Program has increased 0.2% from the previous year, mainly attributed to the 32% reduction in CAWD capital costs and the 16% increase in Wastewater department costs.

### **Annual Update of the District Long-term Financial Plan**

The Board received and reviewed the Long-term Financial Plan. Chief Financial Officer, Suha Kilic gave a presentation and reviewed the highlights, recommended policy considerations related to capital outlays, and provided a long-term financial outlook based on implementation of the Capital Outlay Program. Mr. Kilic responded to questions and recognized Senior Accountant, Marianna Pimentel for her work in producing the documents.

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

**Moved by Director Laska, seconded by Director Gebhart, and unanimously carried, to approve the PBCSD 2017/18 Long-Term Capital Outlay Program, and to approve the 2017 Long-Term Financial Plan, with an increase in the undergrounding of overhead utilities project funding to a satisfactory level to commit the balance of special project reserves over the 15-years, and authorize the staff to make necessary inter-fund transfers according to the Plan.**

## **FIRE DEPARTMENT**

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for February 14, 2017 – March 14, 2017. Chief Bloxham reported a youth swept into the ocean at Monastery Beach on March 28. Chief Blue said Fire Department response and recovery of the victim to the beach by rescue swimmers took seven minutes from the time of dispatch. The victim was rushed to the hospital where he died. Chief Blue gave information on the local discussions to determine what can be done to improve safety at the beach.

CAL FIRE Captain Julie Freeman assigned to Carmel Hill Fire Station passed away March 5, 2017 after a courageous battle with cancer. General Manager Niccum attended the memorial service in San Jose.

Chief Mancini noted that the 2017 PBCSD Open House and Safety Day will be held Saturday, June 24 from 10:00am to 2:00pm.

### **Update of the Fire Defense Plan and Review of Fuel Reduction Projects**

The Board received and reviewed the updated *Fire Defense Plan for Pebble Beach*. Chief Mancini presented slides including changes in fire road and fuel break designations and the fire defense work plan. One environmental consultant will be contracted to assist with updating fire defense plans for PBCSD, Cypress and Carmel Highlands Fire Protection Districts.

## **MOTION 17-03-04**

**Moved by Director Laska, seconded by Director Froke, and unanimously carried to approve the updated Fire Defense Plan.**

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for February 17, 2017 – March 22, 2017 prepared by Principal Engineer Becker, who gave highlights of the report. Currently, Forest Lake Reservoir water storage is at 100% of capacity. On March 25, a leak was found in a recycled water transmission main on 17 Mile Drive within the undergrounding work area currently closed off to traffic; a seam weld had failed and was repaired in 22 hours. The CAWD facilities improvement project construction dewatering pumps are in operation again, contributing ~0.3MGD inflow.

### **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. During the Highway 68 Roundabout Project construction Stages 4 through 6 beginning April 12<sup>th</sup>, weather permitting, there will be no left turn at the exit out of Pebble Beach. Traffic will instead be detoured southbound onto Highway One to make a U-turn at Carpenter or Ocean Streets to proceed north. Ms. Mathes advised that PBC will mail a postcard to residents to inform them of the impending left-turn closure out of the gate and the detour route. Mr. Stivers briefed the board on PBC plans to temporarily divert road maintenance resources from repaving projects to address pot holes and other road storm damage. Eight to ten drainage improvement projects are also planned, with a \$500,000 budget separate from the PBC road maintenance budget. Mr. Stivers thanked the District for assisting with detours and traffic mitigation during undergrounding construction work.

### **Undergrounding Overhead Utilities Phase II**

The Board received and reviewed the *Engineering Report* on the request to fund additional work by Lewis and Tibbitts, and to fund the repaving of the Phase II area of roadway disturbed by the project. Mr. Becker reviewed the report and provided slides. Staff responded to questions regarding the potential PG&E Utility Fee that will be charged to the project. Mr. Stivers responded to questions regarding the timing of pavement restoration.

### **MOTION 17-03-05**

**Moved by Director Gebhart, seconded by Director Laska, and unanimously carried to authorize the General Manager to execute contract change orders to Lewis & Tibbitts, Inc.'s Undergrounding Overhead Utilities Phase II construction contract to complete additional work including pavement restoration for an amount not to exceed \$650,000; or**

**If a contractor provides a lower cost to perform overlay pavement restoration on the section of 17-Mile Dr. disturbed by Phase II construction activities, authorize the General Manager to retain said contractor for an amount not to exceed \$600,000 and to increase the Lewis & Tibbitts, Inc. contract by an amount not to exceed \$50,000.**

### **CAWD Board Meeting**

Director Froke attended the CAWD board meeting held March 23, 2017. A bike path in Rio Park is being proposed. The Central Coast Long-term Environmental Assessment Network (Cclean) program measures the impact of wastewater discharges from treatment plants in Santa Cruz, Watsonville, MRWPCA and CAWD to protect the quality of nearshore marine waters in Monterey Bay. CAWD will be assuming the role of lead

agency, and issuing an RFP for a program manager. The Regional Water Quality Control Board is requiring CAWD to include sea level rise risk assessment when renewing its 5-year Wastewater Discharge Order, prompting CAWD to budget for the assessment and establish reserves to respond to such an event.

Director Froke left the meeting at 11:43 a.m.

### **SOLID WASTE MANAGEMENT**

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

Director Laska gave highlights of the meeting of the Monterey Regional Waste Management District held on March 24, 2017. The District celebrated its 65<sup>th</sup> anniversary on March 18<sup>th</sup> with a ribbon cutting, tours and entertainment at the new truck yard facility. The Board approved an audit services contract. The District is considering a tip fee increase of 8% to commence July 1, 2017, amounting to an approximate twenty-five cents per month increase in garbage fees for residents of Pebble Beach.

### **GENERAL GOVERNMENT**

#### **PBCSD Injury and Illness Prevention Program**

The Board received and reviewed the *Engineering Report* on the revised District Injury and Illness Prevention Program. General Manager Niccum recognized Assistant Engineer Justin Ferron for his efforts in updating the document.

### **MOTION 17-03-06**

**Moved by Director Laska, seconded by Director Gebhart, and carried 4-0-1 to adopt *Resolution 17-02* certifying the Pebble Beach Community Services District's Injury and Illness Prevention Program, Revised March 2017.**

### **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

#### **Oral reports from General Manager**

General Manager Niccum advised the board that a new law effective January 1, 2017 requires that board members obtain sexual harassment prevention training by July 1, 2017. Training webinars will be available April 6 and May 2, 2017; there will also be an opportunity for training during a two-hour session at the Association of California Water Agencies Spring Conference May 9, 2017 at the Hyatt in Monterey.

The consumer price indexes used in determination of cost of living adjustments have been released and the 3.5% increase will be factored into the District 2017/18 budget.

The Board acknowledged the passing of former PBCSD director Gary Hornbuckle, and Pebble Beach residents and active community members Reverend Dr. Paul Woudenberg and Mrs. Joan Williams Hendrick.

**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 11:52 a.m. in honor and memory of the late Gary Hornbuckle.

**MOTION 17-03-07**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, April 28, 2017 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**



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**Mike Niccum, Board Secretary**