

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of January 26, 2018  
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 January 26, 2018. 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  
Mark Stilwell, Executive VP Real Estate, Pebble Beach Company (PBC)  
Dawn Mathes, Environmental/Governmental Affairs Director, PBC  
Greg D'Ambrosio, Board Director, Carmel Area Wastewater District (CAWD)  
Barbara Buikema, General Manager, CAWD  
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**

There were no appearances or requested changes to the agenda.

## **MINUTES AND FINANCIAL MATTERS**

### **MOTION 18-01-01**

**Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to approve, as presented, the minutes of the regular board meeting held December 8, 2017.**

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

The Board received and reviewed the *Statements of Receipts and Disbursements* for November and December 2017. Mr. Kilic summarized the December report and responded to questions.

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

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

#### **Check Register**

The Board received and reviewed the *Check Registers* for November and December 2017. Mr. Kilic highlighted certain checks and responded to questions.

### **MOTION 18-01-02**

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

#### **Capitalization Threshold for Capital Assets**

The Board received and reviewed the *Deputy General Manager Report* regarding increasing the District capitalization threshold to \$10,000. Individual items purchased that are under the threshold are expensed in the year of acquisition in District's financial statements. If multiples of the same items are purchased together and in total exceed the threshold, the items will still be expensed in the year of acquisition, however will be included together in the long-term capital outlay program and financial plans as well as annual capital outlay budgets. This practice will help maintain stability in operating budgets while earmarking funds for large purchases.

### **MOTION 18-01-03**

**Moved by Director Froke, seconded by Director McKee, and unanimously carried to approve increasing the District's capitalization threshold from \$2,000 to \$10,000 to match industry standards for organizations of similar size and to improve efficiency of Finance Department operations.**

## **FIRE DEPARTMENT**

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

Chief Blue explained the memorandum he provided regarding California State University Monterey Bay (CSUMB) withdrawal effective June 30, 2018, from the CAL FIRE/Presidio of Monterey/CSUMB agreement for fire protection services. The City of Seaside and City of Marina are working on alternative services to CSUMB.

The Insurance Services Office (ISO) rates fire suppression delivery services from 10 – 1, with "1" being the best. Chief Blue announced that ISO staff indicated the Pebble Beach Fire Department rating is improving from a 2 to a 1. The rating is used as a factor when determining the availability of fire insurance to homeowners. A board presentation will be made once the District receives the formal notification from ISO.

Chief Blue reported on hazardous surf event public outreach efforts by the District and PBC. A multilingual pamphlet warning to remain off the rocky shoreline is now handed out at all the gates to tour bus drivers and passengers, and some road turnouts are being closed in dangerous areas during high surf events.

The Board received and reviewed the *Monthly Fire Department Activity Report* for November 15, 2017 – January 14, 2018. Chief Bloxham and Chief Blue responded to questions. Chief Mancini highlighted fire protection and planning efforts during the period. A half marathon on Saturday, January 27<sup>th</sup> from 7:00-11:00 a.m. will occupy one lane of 17 Mile Drive between Spanish Bay Beach and Pescadero Point. Chief Mancini will report on emergency preparedness for the risk of wildfires at the next board meeting in light of recent wildfires in Napa, Sonoma and Southern California.

## **LAW ENFORCEMENT**

### **Traffic Enforcement Status Report**

The Board received and reviewed the *Deputy General Manager Report* regarding the Supplemental Traffic Enforcement Program status for quarter ending December 31, 2017. Sgt. Pia reported on staffing for tomorrow's half marathon. Patrol activity was very uneventful during the quarter in comparison to last year's stormy weather. Patrol will focus on known pre-AT&T Pro Am traffic violation areas. Staffing patrol coverage has been challenging due to CHP assignment to the Santa Barbara landslide. General Manager Niccum reported that a radar unit has been placed on Palmero Road that serves as the main entrance to the Lodge area. High schools are being encouraged to consider hosting the Every15 Minutes Program every four years.

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for November 27, 2017 – January 11, 2018 provided by Principal Engineer Becker. Currently, Forest Lake Reservoir water storage is 72% of capacity, below the 5-year average. Mr. Becker responded to questions. A tour of the CAWD treatment plant can be arranged for those who missed the dedication ceremony on January 11.

### **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 Undergrounding Overhead Utilities Phase II Project; AT&T and Comcast are occupying the District's completed substructure. AT&T splicing of lines is all that remains to complete Phase I. Mr. Becker responded to questions.

### **CAWD Board Meeting**

Director Verbanec attended the CAWD board meeting held January 25, 2018. The meeting was routine and relatively brief. Mr. Niccum complimented CAWD staff for assembling a very capable technical team including the plant superintendent, maintenance supervisor and safety and regulatory compliance administrator. The CAWD Phase I treatment plant capital improvement project is complete and planning is underway for Phase II.

## **SOLID WASTE MANAGEMENT**

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

The Board received *Highlights* of the Monterey Regional Waste Management District board meeting held January 19, 2018 attended by Director Laska. Two open house events will celebrate completion of the Material Recycling Facilities upgrade and renovation: February 23 from 4:00 to 6:00 p.m. for dignitaries and February 24 from 10:00 a.m. to 2:00 p.m. for the general public.

## **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 January 16, 2018 attended by Directors Froke and Verbanec. President Verbanec was re-elected secretary of SDA. Mr. Niccum provided the memorandum from the Local Agency Formation Commission (LAFCO) calling for nominations for Special District Representative (Regular) seat with a four-year term that will expire in May 2022; and the Special District Representative (Alternate) through May 2020.

**2018 Assignments for PBCSD Board of Directors**

The Board received and reviewed the *General Manager Report* regarding board director assignments for 2018.

**MOTION 18-01-04**

**It was moved by Director Laska, seconded by Director Froke, and unanimously carried to continue with the same assignments in 2018 for PBCSD Directors.**

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

General Manager Niccum provided a letter from Association of California Water Agencies Joint Powers Insurance Authority awarding PBCSD with the "President's Special Recognition Award" in all three insurance programs, Liability, Property and Workers' Compensation, and commended the District on its hard work in reducing claims.

**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.

**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 11:17 a.m.

**MOTION 18-01-05**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, February 23, 2018 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**



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**Mike Niccum, Board Secretary**