

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of February 23, 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 February 23, 2018. Board President Richard D. Verbanec called the meeting to order at 9:30am.

**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  
Mark Edria, Assistant Fire Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)  
Buddy Bloxham, Operations Battalion Chief, CAL FIRE  
Mark Mancini, Fire Protection and Planning Chief, CAL FIRE  
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBC)  
Michael Rachel, 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  
Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS**

There were no requested changes to the agenda. Pebble Beach Company is seeking families to host players in the upcoming U.S. Amateur August 16-18, 2018.

**MINUTES AND FINANCIAL MATTERS**

**MOTION 18-02-01**

**Moved by Director Froke, seconded by Director Laska, and unanimously carried to approve, as presented, the minutes of the regular board meeting held January 26, 2018.**

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

The Board received and reviewed the *Statements of Receipts and Disbursements* for January 2018. Mr. Kilic summarized the report and responded to questions.

### **Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for January 2018. Mr. Kilic gave highlights and responded to questions.

### **Check Register**

The Board received and reviewed the *Check Register* for January 2018. Mr. Kilic and Mr. Niccum responded to questions.

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

**Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to approve the *Check Register* for January 2018.**

### **Monterey County Treasurer's Investment Report**

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending December 31, 2017. Mr. Kilic reported the yield for the quarter was 1.27%, 2 basis points higher than the previous quarter. For comparison, the yield of the State Local Agency Investment Fund was 1.09%. The investment portfolio was in compliance with State law and the County investment policy.

## **FIRE DEPARTMENT**

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for January 15, 2018 – February 14, 2018. Chief Bloxham reported that surf rescue training was also conducted during the period. Chief Mancini highlighted fire prevention and planning efforts during the period. Mr. Niccum reported that progress is being made on the programmatic environmental impact report (EIR) being developed for updating fire defense plans for all three fire districts. Additional environmental studies requested by Cypress Fire Protection District will be performed. The District received two awards from the Federal Emergency Management Agency: John D. Solomon Whole Community Preparedness Award and the Outstanding Achievement in Youth Preparedness Award.

### **Wildfire Risk and Emergency Preparedness**

Chief Mancini gave a PowerPoint presentation on whether the destructive fires that occurred in Santa Rosa could happen in Pebble Beach. Cal Fire resources, communications, and incident planning have been significantly enhanced since the 1987 Morse fire. Chief Edria described the significant amount of firefighting resources now available to the District, including two local helicopters that can quickly locate and contain fires. Fires that have occurred in the last five years have all been contained in less than an acre. Some were caused by downed power lines; however, there was no wind involved, as was the case in Santa Rosa. Prevailing wind in Pebble Beach is off the ocean, unlike the Santa Ana style winds that prevailed in Santa Rosa. Chief Bloxham provided a tactical assessment matrix used for pre-fire planning that categorizes areas of Pebble Beach by level of fire vulnerability based on factors such as housing density and proximity to forested areas. Forest thinning and clearing is ongoing in high risk areas and where fires have occurred previously. Although there is always potential to experience destructive fire in Pebble Beach, District preparedness measures, the cool moist climate, and the prevailing ocean wind greatly reduce the risk. Chief Mancini is the featured speaker on this topic at the May 20, 2018 DMFPO Semiannual Meeting.

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for January 11, 2018 – February 14, 2018 provided by Principal Engineer Becker. Currently, Forest Lake Reservoir water storage is 86% of capacity, above the 5-year average. A Reclamation Management Oversight Committee meeting is scheduled for March 6 to discuss water strategies for the upcoming irrigation season. Mr. Becker responded to questions.

#### **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. There were no questions.

#### **2018 Sewer Replacement Project Engineering Services**

The Board received and reviewed the *Engineering Report* and *Resolution 18-01* regarding Project Assignment No. 37 with E-2 Consulting Engineers.

### **MOTION 18-02-03**

**Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 18-01* approving Project Assignment No. 37 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services required for the 2018 Sewer & Manhole Replacement Project with a budget not to exceed \$90,000.**

### **Wastewater Reclamation Management Committee Meeting February 14, 2018**

The Board received and reviewed the *Engineering Report*. Mr. Becker gave highlights. The next meeting will be held Wednesday, May 9, 2018 at 9:30am.

### **CAWD Board Meeting**

Director Froke attended the CAWD board meeting held February 22, 2018. Chris Foley, CAWD Maintenance Superintendent gave a presentation on the new District asset inventory system. Ms. Buikema noted that the board gave approval to hire a second engineer and extend an offer to Patrick Treanor, who oversaw Phase I capital improvement project the last three years as a consultant for the District.

### **SOLID WASTE MANAGEMENT**

#### **Letter Directing GreenWaste Recovery to Deliver Recycled Materials**

No Monterey Regional Waste Management District (MRWMD) Board meeting was held in February. The Board received the letter dated February 14, 2018, from PBCSD serving as notice for its franchise hauler, GreenWaste Recovery, to begin delivering recyclables collected in Pebble Beach to the newly constructed and now operational MRWMD Materials Recovery Facility (MRF) in Marina. The MRF project ribbon cutting celebration will be held today at 3:30pm and a general public open house is to be held tomorrow 10am to 2pm.

### **LAW ENFORCEMENT**

#### **DMFPO Roads and Traffic Committee Meeting February 22, 2018**

Director Froke attended the meeting, noting that the survey by DMFPO board and committee members of all roads in the Forest is now underway, the results of which will be submitted to PBC for consideration in the development of its 2018 roads project budget. The next Committee meeting is Wednesday, May 24, 2018 at 4:00pm.

### **GENERAL GOVERNMENT**

#### **Review Topics for PBCSD Spring/Summer Newsletter**

The Board received and reviewed the *General Manager Report*. Article preferences and suggestions were discussed. Ms. Mathes suggested a topic on fire preparedness relating to home construction materials, and offered to provide such an article to the PBC Architectural Review Office for distribution to the public.

### **Local Agency Formation Commission (LAFCO) Election**

The Board received and reviewed the ballot materials and candidate nomination forms for election of LAFCO Commissioner – Special District Regular Member.

#### **MOTION 18-02-04**

**It was moved by Director Laska, seconded by Director Froke, and unanimously carried to instruct the General Manager to cast a ballot for Mary Ann Leffel to serve as Special District Regular Member.**

### **Disposal of District Surplus Supplies and Equipment**

The Board received and reviewed *Resolution No. 18-02*, a schedule of surplus equipment, and an excerpt from the District Administrative Code. Mr. Stewart suggested clearing the programming from communications radios prior to disposal.

#### **MOTION 18-02-05**

**It was moved by Director Gebhart, seconded by Director Laska, and unanimously carried to adopt *Resolution No. 18-02* declaring surplus and authorizing disposal of certain District property.**

### **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

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

General Manager Niccum reported that next month MRWMD General Manager, Tim Flanagan will present on projects and long-term plans for that district. Board terms for Directors Froke and McKee expire at the end of 2018; materials for re-election, if either so choose, are due to the County mid-July to Mid-August. An item calling for the 2018 election will be provided at a future 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**

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 11:45am.

**MOTION 18-02-06**

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



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**Mike Niccum, Board Secretary**