

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of May 25, 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 May 25, 2018. Board Vice President Peter B. McKee called the meeting to order at 9:30 a.m.

ROLL CALL

Present: Directors Jeffrey B. Froke, Richard B. Gebhart, Leo M. Laska, and Peter B. McKee, Vice President

Absent: Richard D. Verbanec, President

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, Battalion Chief, CAL FIRE

Mark Mancini, Fire Protection and Planning Chief, CAL FIRE

Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBC)

Ken White, 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

Laura Dadiw, Board Clerk

APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS

There were no requested changes to the agenda.

Unit Chief Brennan Blue, CAL FIRE announced he would be retiring after 32 years of service effective July 2, 2018. He felt honored to have served the cooperating districts and greatly appreciated the support of PBCSD staff and the board of directors. He felt that the District obtaining an ISO Rating of 1 was the most memorable achievement.

MINUTES AND FINANCIAL MATTERS

MOTION 18-05-01

Moved by Director Gebhart, seconded by Director Laska, and unanimously carried to approve, as presented, the minutes of the regular board meeting held April 27, 2018.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for April 2018. Mr. Kilic summarized the report.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for April 2018.

Check Register

The Board received and reviewed the *Check Register* for April 2018 and Mr. Kilic highlighted certain items.

MOTION 18-05-02

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

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending March 31, 2018. Mr. Kilic reported the yield for the quarter was 1.41%, 14 basis points higher than the previous quarter. For comparison, the yield of the State Local Agency Investment Fund was 1.18%, and the one-year treasury and agency yield was 2.14%. He indicated the portfolio was in compliance with the 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 April 15, 2018 – May 14, 2018. Chief Bloxham added to the report a small fryer fire at the Beach and Tennis Club on May 17 that was extinguished without incident. The MPCC fire reported last month was caused by a faulty thermostat. Chief Mancini reviewed fire prevention and planning efforts during the period. The District plans to treat the lower portion of Pescadero Canyon by the Carmel Gate as a collaborative effort with neighboring City of Carmel-by-the-Sea.

Progress is being made on the environmental review for updating fire defense plans for all three fire districts. The initial study recommending a mitigated negative declaration will be submitted for a 30-day public review through the State Clearinghouse. Comments will be addressed in the final document that should come to the board for approval at the July meeting.

Mr. Niccum gave an update on the Paramedic Provider Agreement (PPA) due to expire June 30, 2018, between Monterey County Emergency Medical Services (EMS) Agency and fire department based Advanced Life Support (ALS) providers. A new PPA is being negotiated and once minor issues are resolved, the staff will sign and submit it to the County Board of Supervisors for approval prior to the June 30 deadline; the final document will be presented to the PBCSD board at the June Board 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 April 18, 2018 – May 17, 2018 provided by Principal Engineer Becker. Forest Lake Reservoir water storage is currently 83% of capacity. Production has dipped slightly to 83-85% from 85-87% as a result of the plant switching from chlorine to sodium hypochlorite disinfection. The change has driven up the sodium level in recycled product water. CAWD staff is in process of adjusting the new disinfection system to meet recycled water specifications while maximizing production.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker provided information. Both CAWD and PBCSD are upgrading Supervisory Control and Data Acquisition (SCADA) systems. CAWD Maintenance Superintendent, Chris Foley has significant expertise in SCADA systems, and he and Collections Superintendent, Daryl Lauer met with PBCSD engineers to review the upgrade plans and determine how to best integrate the two systems.

Wastewater Reclamation Management Committee Meeting May 9, 2018

The Board received and reviewed the *Engineering Report*. Mr. Becker gave highlights. Staff responded to questions regarding Reclamation Project bond payoff in 2022 and potential impact on water charges thereafter.

Reclamation Storage Facilities Improvement Project Engineering Services

The Board received and reviewed the *Engineering Report and Resolution 18-08* regarding the project that combines the Reclamation Storage Tank Bypass Project and Forest Lake Reservoir Pump Station Improvements. Staff responded to questions from the board.

MOTION 18-05-03

Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to adopt *Resolution 18-08* approving project assignment No. 38 to the master agreement with E2 Consulting Engineers, Inc. for the Reclamation Storage Facilities Improvement Project for an amount not to exceed \$120,000.

Phase II Undergrounding Overhead Utilities Project Utility Fee

The Board received and reviewed the *Engineering Report* regarding the PG&E utility fee. The fee amount was recently finalized by PG&E: \$2,673,443. Mr. Becker provided slides to explain the significant difference in the utility fee paid to PG&E for Phase I compared to Phase II of the project. There is allowance in the PBCSD 2018-19 Budget to cover the fee payment. Staff responded to questions from the board and public, and recapped lessons learned to consider in future project work.

MOTION 18-05-04

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to authorize the general manager to issue payment of PG&E's utility fee for the Undergrounding Overhead Utilities Phase II Project for an amount not to exceed \$2,800,000.

CAWD Board Meeting

Director Laska attended the CAWD board meeting held May 24, 2018. Accuracy in the recording of Reclamation Project shared costs was discussed. CAWD board meetings will now be held the last Thursday instead of the fourth Thursday of the month.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District Board Meeting

Mr. Niccum reported on the meeting of the Monterey Regional Waste Management District held on May 18, 2018. The preliminary 2018-19 budget was adopted and included an increase in tipping fees. Capital asset needs and District bonding capability were discussed. China's increasingly limited acceptance of recycled materials continues to be discussed extensively.

LAW ENFORCEMENT

DMFPO Roads and Traffic Committee Meeting May 24, 2018

Mr. Becker attended the meeting, noting that PBC had provided a list of planned 2018 road improvement projects. The next Committee meeting is Thursday, August 23, 2018 at 4:00 p.m.

GENERAL GOVERNMENT

PBCSD Safety Committee Meeting May 16, 2018

The Board received and reviewed the minutes of the meeting prepared by Principal Engineer/Safety Officer, Nick Becker who gave highlights.

National Public Works Week May 20 – 26, 2018

MOTION 18-05-05

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 18-09* proclaiming May 20-26, 2018, as National Public Works Week.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

A memorandum from the Local Agency Formation Commission was provided noting the election of Mary Ann Leffel to the regular member seat and Graig Stephens to the alternate member seat. Also provided was the notice of the passing of former PBCSD board member Nancy McCullough.

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. Niccum will research the restrictions on drone use in the Forest for Director Froke.

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 11:18 a.m.

MOTION 18-05-06

M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, June 29, 2018 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary