

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of July 27, 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 July 27, 2018. Board President Richard D. Verbanec called the meeting to order at 9:30 a.m.

**ROLL CALL**

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

**Absent:** Director Richard B. Gebhart

**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)

Reno DiTullio, Jr., Battalion Chief, CAL FIRE

Kim Bernheisel, Captain, CAL FIRE

Mark Mancini, Fire Protection and Planning Chief, CAL FIRE

Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

Peter Brown, Security Director, Pebble Beach Company (PBC)

Jeff Fuller, Board Director, Del Monte Forest Property Owners (DMFPO)

Hampton Stewart, Pebble Beach resident

Jerry Verhasselt, Pebble Beach resident

Vinod Badani, E2 Consulting Engineers

Polaris Kinison Brown, EMC Planning Group

Sergeant Chris Pia, California Highway Patrol (CHP)

Laura Dadiw, Board Clerk

**APPEARANCES AND ORDER OF BUSINESS AND ANNOUNCEMENTS**

Mr. Kilic introduced Peter Brown, the new director of security for Pebble Beach Company. Item 15 Law Enforcement Program Status Report will be moved forward on the agenda when Sgt. Pia arrives at the meeting.

## MINUTES AND FINANCIAL MATTERS

### MOTION 18-07-01

**Moved by Director Froke, seconded by Director Laska, and unanimously carried to approve, as presented, the minutes of the regular board meeting held June 29, 2018.**

#### **Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* for June 2018.

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

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

#### **Check Register**

The Board received and reviewed the *Check Register* for June 2018.

### MOTION 18-07-02

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

## FIRE DEPARTMENT

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

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 15, 2018 – July 14, 2018. Chiefs Di Tullio and Edria gave updates on fires burning throughout California. Director McKee requested that an ongoing list of fire causes at the conclusion of investigations be included in the monthly staff report.

Chief Mancini gave a summary of fire prevention efforts. Director Froke suggested contractor Mike Bleck, who is performing vegetation clearing near the 17 Mile Drive turnout in Shepherd's Knoll, remove a stand of poison Hemlock there. Chief Mancini will contact Cal-Trans to coordinate District vegetation clearing with that being performed for the Hwy 68 improvement project. The annual Zombie Run and Emergency Preparedness Fair is scheduled for Saturday, October 27, 2018.

The Board received and reviewed the *Staff Report* for the District open house held June 23<sup>rd</sup>. Chief Mancini reported that over 1,100 meals were served and 26 vendors/exhibitors participated. Goats R Us brought goats. The kid's corner was a great success. Michelle Warren was recognized for exemplary event coordination.

## **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 June 30, 2018. Sgt. Pia was able to attend the PBCSD Open House event and had very positive interactions with community members. The Food and Wine Event had no major incidents, attributable to maximum patrol coverage, changeable message signs, and an increased Uber use. There will be extra enforcement along the coast during car week to address potential vehicle violations.

No significant incidents occurred during routine patrol of the Forest during the period. High-speed traffic areas have been the focus of patrol. Foreman at construction sites are being contacted when work trucks block streets. Drivers of delivery vehicles are being cited and/or reminded of safe driving practices. In April, being Distracted Driver Awareness Month, there was an increase in citations for driving while using a cell phone.

Mr. Niccum met this month with DMFPO Director Lucy Carlton and Sheriff's Office representative Donna Galletti. PBCSD offered to fund Ms. Galletti's time in providing reports of Pebble Beach burglaries, vandalism, and thefts to DMFPO, and to PBCSD for inclusion in the quarterly Law Enforcement report.

## **FIRE DEPARTMENT**

### **Initial Study Mitigated Negative Declaration for District Fire Defense Plan**

The Board received and reviewed the *General Manager Report* and *Resolution No. 18-19*. A map of open space areas within the Forest was provided. The PBCSD Fire Defense Plan is being expanded to incorporate the newly designated open spaces pursuant to the approved Pebble Beach Company development program. Cypress and Highlands Fire Protection Districts are developing first time Fire Defense Plans in conjunction with the PBCSD's update process. The County appreciates the annual joint work plan by the Del Monte Forest Conservancy, Pebble Beach Company and PBCSD that is reviewed by the Open Space Advisory Committee. Mr. Niccum recognized Captain Bernheisel for adeptly steering the project through the process.

### **MOTION 18-07-03**

**Moved by Director Laska, seconded by Director Froke, and unanimously carried to adopt *Resolution No. 18-19* adopting the Mitigated Negative Declaration and approving the Mitigation Monitoring Program for amending the District Fire Defense Plan.**

### **Fire Defense Plan Environmental Consulting**

The Board received and reviewed the *General Manager Report* regarding increasing the budget for Fire Defense Plan environmental services.

#### **MOTION 18-07-04**

**Moved by Director Froke, seconded by Director Laska, and unanimously carried to authorize General Manager to increase by \$10,000 the not to exceed cost of agreement with EMC Planning Group, Inc. for Fire Defense Plan environmental services required for PBCSD, Cypress and Carmel Highlands Fire Protection Districts.**

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

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

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for June 19, 2018 – July 18, 2018. Forest Lake Reservoir water storage is currently 45% of capacity. An Oversight Committee meeting is scheduled for August 8 to proactively address storage supply in the coming months. Production at the CAWD plant achieved 87% in June. The District staff is reviewing the draft Forest Lake Reservoir inundation map/report and will submit the final to the Division of Safety of Dams in advance of the end of year deadline. A leak occurred yesterday morning in the Reservoir pump pit area: The bypass pump system installed during earlier repairs was used while repairing the current leak and there was no interruption of service to recycled water users.

#### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineering Report*. Mr. Becker provided slides and responded to questions.

#### **Transfer of Abandoned Sewer Main Ownership - 1552 Cypress Drive**

The Board received and reviewed the *Engineering Report* regarding the District relinquishing interest in Sewer Main #2536 at 1552 Cypress Drive. The property is being sold and the owner requested the District relinquish ownership interest of the abandoned main no longer used by the District.

#### **MOTION 18-07-05**

**Moved by Director Froke, seconded by Director McKee, and unanimously carried to authorize the General Manager to execute Quitclaim Deed to relinquish interest in existing sanitary sewer main #2536 traversing residential property located at 1552 Cypress Drive.**

### **CAWD Board Meeting**

Director Froke attended the CAWD board meeting held July 26, 2018. A significant contract with Kennedy Jenks was approved for the Phase II Capital Improvement Project. A part time administrative person is being hired, and some Human Resources work will be outsourced. Ms. Buikema, CAWD General Manager, reported the County Board of Supervisors met regarding the Carmel Lagoon Scenic Road Protection and Environmental Protection Barrier (EPB) and chose to have the full EIR conducted and brought back for consideration.

### **SOLID WASTE MANAGEMENT**

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

Director Laska reported on the meeting of the Monterey Regional Waste Management Authority and the meeting of the Monterey Regional Waste Management District Board held on July 20, 2018. Mr. Niccum noted that the Board is considering up to \$25 million in long-term capital project funding.

### **GENERAL GOVERNMENT**

#### **District Conflict of Interest Code**

The Board received and reviewed the *General Manager Report* and *Resolution No. 18-20*.

#### **MOTION 18-07-06**

**After having reviewed the code entitled, "*Conflict of Interest Code of the Pebble Beach Community Services District*", it was moved by Director McKee, seconded by Director Laska, and unanimously carried to adopt *Resolution No. 18-20* determining that no changes are required.**

#### **Meeting of the Special Districts Association of Monterey County**

The Board received and reviewed the *General Manager Report* on the July 17, 2018 Special Districts Association meeting. Directors Froke and Verbanec attended. Mr. Niccum gave highlights.

#### **Cancellation of the August 31, 2018 PBCSD Board Meeting**

#### **MOTION 18-07-07**

**It was moved by Director Laska, seconded by Director McKee, and unanimously carried to cancel the PBCSD Board meeting scheduled for Friday, August 31, 2018.**

**Resolution of Appreciation/Meritorious Services to Chief Brennan Blue**

The Board received and reviewed *Resolution No. 18-21* citing meritorious services and expressing appreciation to Brennan Blue, retiring officially on June 30, 2018 as Chief of the CAL FIRE San Benito-Monterey Unit.

**MOTION 18-07-08**

**Moved by Director Laska, seconded by Director Froke, and unanimously carried to adopt *Resolution No. 18-21* citing meritorious services and expressing appreciation to Brennan Blue.**

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

Mr. Niccum provided the ACWA-JPIA *Perspective* newsletter Volume 30, No.3 containing a photograph of the PBCSD Board directors receiving a refund in insurance premiums paid as a result of staff effectively managing risk. An article was also provided on the passing of Scott Wood, an ACWA JPIA trainer who instructed District staff and was highly esteemed.

The District's annual Indian Village employee picnic will be on August 3, 2018. Mr. Niccum inquired whether the draft packet sent out Friday a week prior to board meetings is necessary. The board concurred that only the final packet is necessary. A high deductible employee health insurance plan combined with a Tax-advantaged Health Savings Account offered through the District's insurance provider ACWA/JPIA is being reviewed. District staff has indicated some interest and further information will be brought to the Board for consideration at the next Board meeting. The next DMFPO Roads and Traffic Committee meeting has been rescheduled to September 13, 2018 at 4:00 p.m.

**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 11:26 a.m.

**MOTION 18-07-09**

**M/S/C (unanimous) to adjourn to a regular Board meeting to be held on Friday, September 28, 2018 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.**



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**Mike Niccum, Board Secretary**