

# Pebble Beach Community Services District

## 2016 Achievements and 2017 Goals



### General Government

#### 2016 Achievements:

- Paid off unfunded liability with California Public Employees Retirement System (CalPERS)
- Continued to reduce employer paid member contributions for the CalPERS retirement program.
- Hired new Finance and Information Systems Coordinator position and recruited Administrative Assistant position.
- Employed a college intern during the summer that assisted the Fire, Engineering and Maintenance departments by completing field surveys, performing equipment inventory, reviewing plans and storing project files and mapping documents.
- Three Safety Committee meetings with participation from Fire Department.
- Retained consultant to assist in updating injury and illness prevention and emergency response plans.
- Updated District Administrative Code including new sections related to Brown Act Compliance, Public Records Act Requests and Code of Ethics and Board Conduct.
- Prepared information for Local Agency Formation Commission of Monterey County Municipal Services Review scheduled every ten years.
- Completed biennial review of the District Conflict of Interest Code.

#### 2017 Goals:

- Apply for California Special District Leadership Foundation (SDLF) Transparency Certificate of Excellence.
- Update safety program including injury and illness prevention and emergency response plans.
- Retain a college intern during the summer to support Fire, Engineering and Maintenance departments.

### Community Relations

#### 2016 Achievements:

- Published two District newsletters and a budget summary mailed to all Del Monte Forest residents.
- Assisted the Del Monte Forest Conservancy in vegetation management projects and provided support services including GIS maps for various needs, Indian Village management/security and administrative accounting support services.

### **2016 Community Relations Achievements (Continued):**

- Director Laska served as District representative on the Monterey Regional Waste Management District.
- Director Froke served as District representative on Traffic and Safety Committee of the Del Monte Forest Property Owners.
- Directors Verbanec and Froke participated in four Special Districts Association of Monterey County meetings.
- Directors Verbanec and McKee served on the CAWD/PBCSD Wastewater Reclamation Project Management Committee.
- Deputy General Manager served as the special district representative and the Chair of the Monterey County Treasury Oversight Committee; member of the ACWA/JPIA Finance and Audit Committee.
- Principal Engineer served as Vice President of the local Monterey Bay Chapter of the California Society of Professional Engineers.

## **Finance/Information Systems**

### **2016 Achievements:**

- Prepared District Annual Financial Statements to include new Governmental Accounting Standards Board Rule No. 68 (GASB 68) related to Pension Plan Disclosures.
- Developed and adopted records retention schedule.
- Upgraded Forest Lake Security Cameras.
- Upgraded Administration and Maintenance Department computers.
- All vendors and contractors were paid in a timely manner per contract requirements and all revenues and reimbursements were collected according to Board policies and agreements.
- Served as the lead agency in various cost-share agreements with neighboring jurisdictions including allocation of costs and collection of accounts receivable.
- Completed and filed all mandated Federal and State reports on a timely basis.
- Provided support to the CAWD/PBCSD Wastewater Reclamation Project and the Del Monte Forest Conservancy by reviewing bank reconciliations, accounting journal and monthly disbursement reports.
- Updated databases and mapping for the District Information Systems including the PBCSD, Cypress and Carmel Highlands Fire Protection District joint information systems.

### **2017 Goals:**

- Apply for Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision making process.

## Fire Department

### 2016 Achievements:

- Continued construction of a shaded fuel break above Fire Road 4 between the Pebble Beach Company corporation yard and Highway 68.
- Completed 3,000 residential and vacant lot vegetation clearance inspections with assistance of Wounded Warrior inspector.
- Coordinated and provided funding for joint vegetative clearing projects with the Del Monte Forest Conservancy and Pebble Beach Company including fieldwork performed by a goat herd, inmate hand crews and landscaping contractors.
- Upgraded Community Emergency Notification System platform from Reverse 911 to Code Red.
- Sponsored summer open house for Pebble Beach residents with an attendance of approximately 800.
- Sponsored Pebble Beach 2k/5K Zombie Run and Emergency Preparedness Fair with participation of approximately 350 runners.
- Completed equipment purchases and training for new Ladder Truck 6671.
- Purchased new vehicles for EMS Battalion Chief, Prevention Fire Captain and Training Captain
- Purchase new portable radios.
- Continued new medical waste take-back program providing the community with an environmentally responsible way to disposed of unused pharmaceutical and sharps and needles waste.
- Maintained emergency preparedness list of 200 residents in Pebble Beach that require assistance in an emergency.
- Supported Community Emergency Response Teams (CERT) with over 100 Pebble Beach residents participating in the program.
- Participated in regional fire department discussions to insure continued mutual and automatic aid operations.
- Coordinated Fire Safe Demonstration Garden maintenance.
- Provided fire protection inspection services and staffed paramedic golf carts in support of the AT&T Pebble Beach Pro-Am Golf Tournament, the Pebble Beach Concours D'Elegance and Pebble Beach Food and Wine.
- Participated in Local Government Advisory Committee meetings to provide feedback to CalFire Sacramento staff.
- Coordinated with City of Monterey, Pebble Beach Company, Caltrans and Transportation Agency of Monterey County to ensure effective response during construction of a roundabout at the intersection of Highway 1 and 68.
- Participated in Fire Flow Task Force meetings with California American Water.
- Performed flow testing for 43 fire hydrants in Pebble Beach for the first time in several years and coordinated testing in Cypress and Carmel Highlands Fire Protection Districts.
- Continued development of enhanced water rescue program sending firefighters to ocean rescue class and purchase of emergency water rescue craft.

### **Fire Department 2017 Goals:**

- Coordinate with Monterey County for transition to new CAD system at Emergency Communications Center.
- Continue coordination with local agencies during construction of a roundabout at the intersection of Highway 1 and 68.
- Include private fire hydrant information in District database.
- Coordinate with California-Am Water to field flow test fire hydrants.
- Continue Open House and Zombie Run events in 2017.

## **Maintenance Department**

### **2016 Achievements:**

- There were five sanitary sewer overflows originated from the Pebble Beach wastewater collection system in 2016.
- The largest sewer sanitary overflow of 2,000 gallons was caused by a downed tree destroying the Pelican Easement Bridge, which required emergency replacement with installation of new syphon under Sawmill Gulch Creek.
- Maintenance crew completed a circuit of cleaning 75 miles of the wastewater collection system pipelines.
- Completed construction of Lodge Area Utility Improvement Project including sewer main lines, potable and fire service water main lines. Design additional sewer system improvement in the upper Lodge area near new parking structure.
- Designed sewer system improvements at Indian Village and installed new sewer improvements on Spyglass Woods Road.
- Rebuilt 150 horsepower pumps at Seal Rock pump station P-3, repaired the access road in Pescadero canyon leading to pump station P-5 located below Sunset Lane and repaired the aboveground fuel storage tanks at the district offices including recoating the exterior.
- Purchased new vehicle for Maintenance Supervisor.
- Participated in design reviews and construction meetings for capital improvement project at Carmel Area Wastewater District wastewater treatment plant.
- Coordinated special Board meeting field trip to CAWD treatment plant improvement project.
- Reviewed construction plans for 129 permit applications in Pebble Beach.
- Tour of District facilities by insurance carrier ACWA/JPIA resulted in no recommendations for improvement.

### **2017 Goals:**

- No Category 1 or 2 sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2017.
- Complete construction of sewer system improvements in the upper Lodge area and Indian Village.
- Improve and develop GIS mapping of sewer system.

## **Reclamation Project**

### **2016 Achievements:**

- Coordinated meetings for Reclamation Management Committee (4), Technical Advisory Committee (4) and Oversight Committee (6).
- Coordinated DSOD inspection in November and submitted Annual Monitoring Report to DSOD.
- Installed pilot dry weather storm water diversion project on the 4<sup>th</sup> fairway of Pebble Beach Golf Links and diverted approximately 2.3 million gallons of storm water to the wastewater collection system.
- Reviewed design and construction of a permanent dry weather storm water diversion structure located on the 4<sup>th</sup> Fairway of Pebble Beach Golf Links near the Beach Club Pier.
- Maintained rehabilitated well located off 9<sup>th</sup> fairway of Monterey Peninsula Country Club Dunes (MPCC) golf course and discharged approximately 3 million gallons of well water to the wastewater collection system.
- Constructed new well located off the 8<sup>th</sup> fairway of Dunes golf course near MPCC maintenance yard.
- Obtained general permit from Central Coast Regional Water Quality Control Board to consolidate five recycled water discharge permits.
- Improved gopher control program at Forest Lake Reservoir.

### **2017 Reclamation Project Goals:**

- Maintain wells near 8<sup>th</sup> and 9<sup>th</sup> fairways of MPCC and dry weather storm water diversion structure near 4<sup>th</sup> fairway of Pebble Beach Golf Links. Determine and collect sewer fees for primary and secondary treatment of the new wastewater sources.
- Explore feasibility for additional dry weather storm water diversion and well construction projects to increase the quantity of recycled water.
- Consider feasibility of installing fire hydrants on recycled water system.
- Schedule inspection of interior coating system of 2.5million gallon storage tank.
- Perform cathodic protection study on recycled water pipeline.

## **Solid Waste**

### **2016 Achievements:**

- Coordinated with Green Waste Recovery to insure a seamless transition for new solid waste franchise agreement.
- Held successful Household Hazardous Waste Collection Event at the District collecting 4.1 tons of household hazardous waste, 7.5 tons of electronic waste and 260 pounds of medical waste from 354 vehicles.
- Participated in MRWMD Technical Advisory Committee including implementation of franchises for new solid waste collection services for seven jurisdictions and negotiations for lease of truck storage and office facility.

### **2017 Solid Waste Goals:**

- Continue participation in MRWMD Technical Advisory Committee including review of Monterey County regional solid waste study, planned capital improvements at MRWMD facilities and performance of solid waste haulers.
- Schedule another Household Hazardous Waste Collection Event in 2017.
- Continue coordination with MRWMD, Green Waste Recovery and Pebble Beach Company to achieve higher diversion rates cost-effectively.

## **Supplemental Law Enforcement**

### **2016 Achievements:**

- California Highway Patrol (CHP) contract renewed and program continues with wide spread support. Adjusted enforcement schedule as needed to assist with other law enforcement issues in addition to traffic enforcement.
- Hosted Joint Operations Command Center for AT&T Golf Tournament security services.
- Prepared quarterly reports summarizing CHP citation data and information collected on vehicle speed measuring units which show speeds are consistently below the speed data measurements at the inception of the program.
- Maintained a patrol grid system to improve effectiveness of CHP presence.
- Participated in quarterly DMFPO Traffic and Safety committee meetings to review traffic and crime issues raised by Pebble Beach residents.
- Participated in monthly Holman Highway 68 Roundabout Project Interagency Task Force Meetings and weekly construction meeting. Mailed information postcard to all Forest residents related to southbound lane closure lasting three days.

### **2017 Goals:**

- Continue program operation and propose modifications if conditions change.
- Continue participation in DMFPO Traffic and Safety committee.

## **Undergrounding Overhead Utilities**

### **2016 Achievements:**

- Coordinated with utilities to complete the design of the Phase II Undergrounding Overhead Utilities project in Del Monte Forest.
- Started construction of Phase II project as part of the Lodge Area Utility Improvement Project including installation of new gas main as well as 17-Mile Drive between Peter Hay and Crespi Lane.
- Started development of options for the District to assist neighborhoods interested in Undergrounding projects.

### **2017 Goals:**

- Complete construction of Phase II undergrounding projects.
- Determine level of increased funding for future undergrounding projects.