

Pebble Beach Community Services District

2017 Achievements and 2018 Goals



General Government

2017 Achievements:

- Paid off current unfunded liability with California Public Employees Retirement System (CalPERS)
- Eliminated employer paid member contributions for the CalPERS retirement program effective fiscal year 2017-18.
- Employed a college intern during the summer that assisted the Fire, Engineering Administration and Maintenance departments by completing field surveys, performing equipment inventory, data entry, reviewing plans and storing project files and mapping documents.
- Four Safety Committee meetings held with participation from Fire Department.
- Achieved California Special District Leadership Foundation (SDLF) Transparency Certificate of Excellence.
- Approved updated injury and illness prevention plan including emergency response plan.
- Municipal Services Review and Sphere of Influence Study approved by Local Agency Formation Commission of Monterey County.
- Received Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA) Presidents Special Recognition Award in all three insurance categories: liability, property and workers' compensation.
- Changed date of future PBCSD elections from odd to even years.

2018 Goals:

- Retain a college intern during the summer to support Fire, Engineering and Maintenance departments.

Community Relations

2017 Achievements:

- Published two District newsletters and a budget summary mailed to all Del Monte Forest residents.
- Assisted the Del Monte Forest Conservancy (DMFC) in vegetation management projects and provided support services including Indian Village management/security and administrative accounting support services.
- Director Laska served as District representative on the Monterey Regional Waste Management District (MRWMD).

2017 Community Relations Achievements (Continued):

- Director Froke served as District representative on Traffic and Roads Committee of the Del Monte Forest Property Owners (DMFPO).
- Directors Verbanec and Froke represented the District at 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.
- Assistant Engineer served as a Director of the local Monterey Bay Chapter of the California Water Environment Association.
- General Manager served as a Director of the local Monterey Bay Chapter of the American Public Works Association and received Special District Governance Recognition from SDLF.

Finance/Information Systems

2017 Achievements:

- Prepared Comprehensive Annual Financial Report (CAFR) to qualify for Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- Received an unmodified (“clean”) opinion from outside independent auditors on the District annual financial statements with no management recommendations.
- Upgraded Fire 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 DMFC 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 Districts joint information systems.
- Migrated information systems database to a new server.

2018 Finance/Information Goals:

- Prepare CAFR to qualify for GFOA Certificate of Achievement.
- Upgrade District website.
- Upgrade District file server and email system.
- Train finance/information systems coordinator to make minor modifications on GIS system in-house.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision making process.

Fire Department

2017 Achievements:

- Updated Fire Defense Plan and began environmental review for new open space areas to be incorporated into the Fire Defense Plan.
- Completed 4,362 residential and vacant lot vegetation clearance inspections including 661 second inspections.
- Coordinated and provided funding for joint vegetative clearing projects with the DMFC and Pebble Beach Company including fieldwork performed by a goat herd, inmate hand crews and landscaping contractors.
- 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 250 runners and 100 volunteers. The Zombie Run received two 2017 FEMA Honorable Mentions for Outstanding Achievement in Youth Preparedness Award and Whole Community Preparedness Award
- Purchased new vehicles for Operations and Prevention Battalion Chiefs.
- Purchased and put into service new portable radios for all personnel.
- Purchased new Self Contained Breathing Apparatus (SCBA) for all fire department operations personnel.
- Purchased new heart monitor for emergency medical responses.
- Continued new medical waste take-back program providing the community with an environmentally responsible way to disposed of unused pharmaceutical and sharps waste.
- Maintained emergency preparedness list of 220 residents in Pebble Beach that require assistance in an emergency.
- Supported Community Emergency Response Teams (CERT) with about 65 residents participating in the program for the three districts.
- 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.

2017 Fire Department Achievements

- Coordinated with City of Monterey, Pebble Beach Company, Caltrans and Transportation Agency of Monterey County to ensure effective emergency response during construction of Holman Highway Roundabout Project at the intersection of Highways 1 and 68.
- Participated in Fire Flow Task Force meetings with California American Water.
- Performed flow testing for 10 fire hydrants in Pebble Beach and coordinated testing in Cypress and Carmel Highlands Fire Protection Districts.

2018 Fire Department Goals:

- Put into service new SCBA units.
- Continue Open House and Zombie Run events in 2018.
- Coordinate with Monterey County for transition to new CAD system at Emergency Communications Center.
- Include private fire hydrant information in District database.
- Coordinate with California American Water to field flow test fire hydrants.

Maintenance Department

2017 Achievements:

- There were six minor sanitary sewer overflows with less than 150 gallons that originated from the Pebble Beach wastewater collection system in 2017.
- Maintenance crew completed a circuit of cleaning 75 miles of the wastewater collection system pipelines.
- Completed construction of sewer system improvement project in the upper Lodge area.
- Installed new sewer system improvements at Indian Village to eliminate septic tank system located near Seal Rock Creek.
- Helped fund new sewer system improvement at Cypress Point Golf Course Maintenance Yard to eliminate septic tank system located near Fan Shell Creek.
- Repaired four 75 horsepower pumps, replaced sump pumps, installed solids grinder and made drainage improvements at Seal Rock pump station P-3.
- Worked on design of new utility truck for Maintenance Department.
- Participated in design reviews and construction meetings for capital improvement project at Carmel Area Wastewater District (CAWD) wastewater treatment plant.
- Performed 113 plan check reviews and issued 65 sewer permits.
- Reviewed and inspected installation of sewer improvements for Pebble Beach Company subdivisions located on Stevenson Drive next to Spyglass Hill Golf Course and on Dunes Road next to Indian Village,
- Reviewed design of sewer improvements for the Affordable Housing Project.
- Tour of District facilities by insurance carrier ACWA/JPIA resulted in no recommendations for improvement.

2018 Maintenance Goals:

- No Category 1 or 2 sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2018.
- Inspect construction of sewer system improvements for the Affordable Housing Project on Morse Drive.
- Perform engineering evaluation of Supervisory Control and Data Acquisition (SCADA) system and design system improvements.
- Improve and develop GIS mapping of sewer system.
- Participate in design review for capital improvement projects at CAWD.
- Design and construct 2017/18 Sewer Replacement Project.
- Design and construct Seal Rock pump station P-3 rehabilitation project.
- Design generator replacement project at Pescadero Canyon pump station P-5.
- Purchase new utility truck for Maintenance Department.

Reclamation Project

2017 Achievements:

- Coordinated meetings for Reclamation Management Committee (3), Technical Advisory Committee (3) and Oversight Committee (4).
- Coordinated California Division of Safety of Dams (DSOD) inspection in November and submitted Annual Monitoring Report to DSOD.
- Operated new dry weather storm water diversion project on the 4th fairway of Pebble Beach Golf Links and diverted approximately 3.6 million gallons of storm water to the wastewater collection system.
- Maintained wells near the 8th and 9th fairways of MPCC and discharged approximately 6.2 million gallons of well water to the wastewater collection system.
- Determined methodology to collect sewer fees for primary and secondary treatment of the new wastewater sources.
- Constructed new well located off the 7th fairway of Dunes golf course near MPCC maintenance yard that unfortunately did not find water.

2018 Reclamation Project Goals:

- Schedule installation of interior and exterior coating system of 2.5 million gallon recycled water storage tank next winter.
- Perform cathodic protection study on recycled water pipeline and 2.5 million gallon recycled water storage tank.
- Evaluate design alternatives for rehabilitating Forest Lake pump header piping system.
- Submit new inundation mapping and updated Emergency Action Plan to meet new DSOD requirements.
- 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.

Solid Waste

2017 Achievements:

- Held successful Household Hazardous Waste Collection Event at the District collecting 8.6 tons of household hazardous waste, 7.5 tons of electronic waste and 420 pounds of medical waste from 427 vehicles.
- Participated in MRWMD Technical Advisory Committee including review of performance of the new solid waste collection services franchise hauler as well as MRWMD capital projects.
- Coordinated zero waste programs for Pebble Beach special events.

2018 Solid Waste Goals:

- Continue participation in MRWMD Technical Advisory Committee including review of regional solid waste planning, capital improvements at MRWMD facilities and performance of solid waste haulers.
- Schedule another Household Hazardous Waste Collection Event in 2018.
- Continue coordination with MRWMD, Green Waste Recovery and Pebble Beach Company to achieve higher diversion rates cost-effectively.

Supplemental Law Enforcement

2017 Achievements:

- California Highway Patrol (CHP) contract renewed and program continues with community support. Adjusted enforcement schedule as needed to assist with other law enforcement issues in addition to traffic enforcement.
- Participated in monthly Holman Highway 68 Roundabout Project Interagency Task Force meetings and weekly construction meetings. Funded postcards mailed to all Forest residents including information related to southbound lane closure lasting three days. Provided funding for weekend and night work to expedite project to reduce traffic impact on Pebble Beach residents.
- Hosted Joint Operations Command Center for AT&T Golf Tournament security.
- 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.
- Participated in quarterly DMFPO Roads and Traffic committee meetings to review traffic issues raised by Pebble Beach residents.

2018 Goals:

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

Undergrounding Overhead Utilities

2017 Achievements:

- Completed construction of Phase II project including a section that was part of the Lodge Area Utility Improvement Project, a section on 17-Mile Drive between Peter Hay and Crespi Lane as well as replacing residential service connections.
- Reviewed options for the District to assist neighborhoods interested in undergrounding projects.

2018 Goals:

- Coordinate utility installation for Phase II undergrounding project.
- Begin design for Phase III undergrounding project.
- Review policy options with the Board to improve efficiency for future undergrounding projects.