

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of March 29, 2019
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 March 29, 2019. Board President Peter B. McKee called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: None

Others Present

Mike Niccum, General Manager
Suha Kilic, Deputy General Manager/CFO
Rob Wellington, Legal Counsel
Nick Becker, Principal Engineer
Justin Ferron, Assistant Engineer
Yuriana Nunez, Administrative Assistant
Vinod Badani, E2 Consulting Engineers
Buddy Bloxham, Fire Operations Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Mark Mancini, Fire Prevention Battalion Chief, CAL FIRE
George Nunez, Battalion Chief, CAL FIRE
John Trenner, Fire Chief, CAL FIRE
Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBC)
Cheryl Burrell, Project Manager, PBC
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)
Jerry Verhasselt, Board Director, Del Monte Forest Conservancy (DMFC)
Hampton Stewart, Pebble Beach resident
Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

An award honoring fifteen years of board service was presented to Director Verbanec by President McKee. Deputy General Manager Kilic spoke words about

William "Rick" Srigley who passed away recently. Mr. Kilic worked with Mr. Srigley on the board of the Del Monte Forest Conservancy. He had a subtle effective way of leading and accomplished much. Director Verbanec noted that he had known Mr. Srigley for a long time, introduced upon moving into the forest when Mr. Srigley was active on the board of the Del Monte Forest Property Owners. There were no changes to the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 19-03-01

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to approve, as presented, the minutes of the regular board meeting held February 22, 2019.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for February 2019.

Cash Basis Budget Report

The Board received and reviewed the February 2019 *Cash Basis Budget Report*.

Check Register

The Board received and reviewed the February 2019 *Check Register*.

MOTION 19-03-02

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried to approve the *Check Register* for February 2019.

Annual Update of the District Long-term Capital Outlay Program

The Board received and reviewed the 2019/20 Long-term Capital Outlay Program. Principal Engineer, Nick Becker gave an overview slide presentation of the 15-year program. The total cost of items in the Program has increased approximately 3% from the previous year, without reimbursable Reclamation department capital improvements which increased by 78%. Mr. Becker recognized Assistant Engineer Ferron for his diligence in developing the presented Program.

MOTION 19-03-03

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to approve the PBCSD 2019/20 Long-term Capital Outlay Program.D

Annual Update of the District Long-term Financial Plan

The Board received and reviewed the 2019 Long-term Financial Plan. Chief Financial Officer, Suha Kilic presented a long-term financial outlook based on implementation of the Capital Outlay Program. As revenues increase at a higher rate than operating expenses, the allocations available for capital outlays also increase. The Undergrounding allocation increased from \$1.4 million per year to \$2.2 million in 2032/33 and 2033/34 and the 12-year temporary reduction period in previous plans for capital outlay reserves is reduced to eight years in the proposed plan. The financial plan also includes building \$4 million in additional reserves for Carmel Area Wastewater District (CAWD) Treatment Plant capital outlays by 2031/32. Per Director McKee's suggestion, an item will be presented at next month's board meeting to increase funding for forest maintenance to enhance ingress/egress routes and speed removal of accumulated dead and downed trees as a result of the drought.

MOTION 19-03-04

Moved by Director Gebhart, seconded by Director Froke, and unanimously carried to approve the PBCSD 2019 Long-term Financial Plan.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for February 15 – March 14, 2019. Chief Bloxham reported no significant activity during the period. National Guard crews will work two years in the CAL FIRE San Benito-Monterey Unit in Palo Colorado, Palo Corona, Laurel Springs, and San Juan Canyon beginning April 8, conceivably freeing up inmate crews for District work. Chief Mancini gave his last fire prevention report for the District. The 17 Mile Drive project is progressing, with clearance and reduction of fuels from the Highway One Gate toward Crespi Lane. Planning for the US Open is underway. Beginning in three to four weeks CAL FIRE bulldozers will be repairing fire roads in the Forest.

Mr. Niccum gave an update on the County Emergency Medical Services Agency (EMSA) request for proposals for a new countywide ambulance service contract (RFP). The Emergency Medical Care Committee (EMCC) that advises the County Board of Supervisors on emergency medical services is comprised of representatives from basic life support and advanced life support fire departments, the ambulance provider, hospitals and public members. The committee at its last meeting discussed the RFP extensively and found four major concerns with: emergency dispatch process changes that would increase

response times; allowable response times being increased for extended areas; mutual aid from other ambulance providers that improves response times being prohibited; and significant ambulance provider fines levied by and paid to the EMSA. Moreover, the RFP was not presented for public review or input. The Committee voted unanimously to recommend to the Board of Supervisors to suspend the RFP until concerns can be addressed through a stakeholder review process. Battalion Chief George Nunez, alternate representative on the EMCC for advanced life support agencies, detailed for the board concerns with the RFP.

Update of the Fire Defense Plan and Review of Fuel Reduction Projects

The Board received a presentation on the *Fire Defense Plan for Pebble Beach*, last updated April 2017. Chief Mancini presented slides of the proposed updates consisting primarily of changes to maps and prioritized projects in the appendices. Fire roads and fuel breaks have been added, the annual fire defense work plans updated, and former lots of record now designated as open spaces incorporated. With new PBC subdivisions approved since 2017, undeveloped lots increased from 129 to 142.

The presentation was informational only. The final proposed Fire Defense Plan and agreements for 2019 fuel reduction projects will be submitted for approval at the April board meeting.

Meritorious Service

The Board presented *Resolution No. 19-04* citing meritorious services and expressing appreciation to Mark Mancini for his years of service as Fire Prevention Battalion Chief upon his transfer from the CAL FIRE San Benito-Monterey Unit.

MOTION 19-03-05

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to approve *Resolution No. 19-04* citing meritorious services and expressing appreciation to Fire Prevention Chief, Mark Mancini.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for February 13 – March 20, 2019 and Mr. Becker presented slides. Forest Lake Reservoir water storage is essentially 100% of capacity. Irrigation demand to date is significantly lower than average as a result of wet weather in February and March. On Monday, March 25, a leak was discovered on the reclamation transmission main at PB Golf Links near the golf maintenance yard and repairs were completed within four days.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. It is anticipated that Phase II undergrounding will be completed (poles out) in early May 2019.

2019 Sewer Improvement Project Construction Contract

The Board received and reviewed the *Engineering Report* on the subject. Assistant Engineer Ferron presented slides.

MOTION 19-03-06

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 19-05* declaring the bid from Don Chapin Company, Inc. as the lowest responsible bid and authorize award of construction contract for an amount of \$275,900 for the construction of the 2019 Sewer Improvement Project.

CAWD Board Meetings

Deputy General Manager Kilic and Engineer Becker attended the CAWD board meeting held February 28, 2019. Mr. Becker reported staff received a number of 2018 California Water Environment Association awards. The Board approved adding tasks to Computerized Maintenance Management System (CMMS) purchasing modules and an amended contract to migrate plant alarm components to the new SCADA system. A consultant will analyze the costs for CAWD to operate and maintain a potable water system for September Ranch. Director Gebhart attended the CAWD board meeting held March 28, 2019. The 2019/20 Preliminary Budget was approved. The Board approved a rate increase of 7.55% for 2019/20, the lowest increase in the last four years. The Coastal Commission is requiring a sea level rise plan mitigating hazards to existing structures before Phase II plant improvements can commence.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

Director Laska attended the March 22, 2019, MRWMD Board meeting. A \$3,610,881 contract was awarded for Module 6 landfill liner construction. The Board approved purchase of biogas conditioning equipment to convert anaerobic digester gas to compressed natural gas (CNG) to fuel franchise waste hauler trucks. A webcam to view owl box residents is operational 24/7 on the District website.

LAW ENFORCEMENT

Ten-year Pebble Beach Crime Statistics Summary

The Board received and reviewed the *General Manager Report*. In 2018, there were 47 thefts/burglaries in Pebble Beach. Pacific Grove in comparison had approximately 300 thefts/burglaries in 2018. Monterey County Sheriff and CHP are holding a town hall meeting at The Inn at Spanish Bay on Thursday, April 4, 2019 from 6 – 7:30 p.m.

DMFPO Quarterly Roads and Traffic Committee Meeting

General Manager Niccum provided materials from the meeting on February 28, 2019. There were four collisions during the period. A PBC-contracted engineering survey on all Pebble Beach roadway conditions will be conducted after the US Open.

GENERAL GOVERNMENT

Maintenance and Engineering Job Descriptions

The Board received and reviewed the *General Manager Report* with a District organizational chart proposing changes and job descriptions for new positions. Juan Moreno, a 30-year maintenance department employee, has retired with his position now needing to be filled. Staff will begin recruitment for two maintenance department positions. The 2019/20 budget will factor approved organizational changes.

MOTION 19-03-07

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried to approve as presented the job descriptions for Maintenance Worker I/II, Maintenance Technician I/II, and District Engineer.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

Mr. Niccum reported the PBCSD Open House and Safety Day is now scheduled for Saturday, July 20, 2019 to avoid conflict with the US Open. District Senior Accountant Marianna Pimentel delivered a healthy baby girl on February 18.

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 from directors or staff.

CLOSED SESSION

It was determined that a closed session of the board was not required.

ADJOURNMENT

MOTION 19-03-08

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to adjourn at 11:46 a.m. in memory of William "Rick" Srigley, to a regular Board meeting to be held on Friday, April 26, 2019 at 9:30 a.m. in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary