

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 27, 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 September 27, 2019. Board President Peter B. McKee called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: None

Others Present

Mike Niccum, General Manager
Rob Wellington, Legal Counsel
Nick Becker, District Engineer
Justin Ferron, Assistant Engineer
Marianna Pimentel, Senior Accountant
Nancy Johnson, Senior Accountant
Reno DiTullio, Jr., Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Paul Gaines, Operations Battalion Chief, CAL FIRE
Mark Mondragon, Fire Prevention Battalion Chief, CAL FIRE
John Trenner, Fire Inspector
Ken White, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBC)
Peter Brown, Director of Security, PBC
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)
Hampton Stewart, Pebble Beach resident
Yuriana Nunez, Administrative Assistant

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or announcements.

MINUTES & FINANCIAL MATTERS

MOTION 19-09-01

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to approve, as presented, the minutes of the regular board meeting held July 26, 2019.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for July and August 2019. There were no comments or questions.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for August 2019. There were no comments or questions.

Check Register

The Board received and reviewed the July and August 2019 *Check Registers*. Staff responded to questions.

MOTION 19-09-02

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried to approve the *Check Registers* for July and August 2019.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for July 27 – September 20, 2019. Chief Gaines detailed reports of three successful water rescues: two involved stranded fishermen and one involved a vessel in distress. Additionally, Fire Engines responded to two structural fires: a residential fire at 1436 Padre Lane and the other a commercial fire at the Spanish Bay Inn. Both fires were contained and extinguished promptly with no injuries. He also reported on an advanced life support (ALS) incident at Spanish Bay, which resulted in a positive patient outcome. Chief DiTullio, Jr. credited a well-trained staff for the success of the water rescue program, now routinely saving more lives than the ALS program.

Chief DiTullio, Jr. reported on the CSDA Legislative Tour for state legislative staff on September 6 that included visits to the Monterey One Water and Monterey Regional Waste Management District facilities in Marina and concluded at the Carmel Hill Fire Station. District Engineer Nick Becker gave a presentation on different services provided by PBCSD. The objective of the fire station tour was to present how two special districts (PBCSD and Cypress Fire Protection District) and CAL FIRE work together regionally by sharing a fire station. Chief DiTullio Jr. made a presentation highlighting programs such as ALS, Fire Prevention, Vegetative Management and Water Rescue programs. Sharing equipment, staff and other resources are examples of the collaboration between the agencies. The tour was very well received by legislative staff.

Chief DiTullio, Jr. presented slides on fuel reduction work completed this year, specifically on the clearance work done along the ingress/egress routes at the Highway One, SFB Morse, Pacific Grove and Country Club gates. The general manager authorized an additional \$10,000 for the completion of Goats-R-Us work above the \$60,000 authorized by the Board.

Director and Professor Froke arranged for his class of MPC students to visit the district where John Trenner and Chief Mondragon gave a presentation on the District fire prevention program.

Director McKee suggested including information about barbecue disposal fire hazards in a PBCSD Newsletter.

Monterey County Emergency Medical Services Agency (EMSA) Update

The District will enter into an agreement with James Stubblefield, M. D. to provide prescribing physician services. The agreement will allow the District Fire Department continue to provide ALS services without interruption. Purchase of medications required for the ALS program requires oversight by a licensed physician. The agreement will terminate on January 31, 2020 and Chief Nunez is working with Dr. Stubblefield to extend the agreement.

The current Monterey County Ambulance Service Provider contract expires January 31, 2020. There has been no update on the status of the Request for Proposals (RFP) for Exclusive Ambulance Service Provider for Monterey County.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for July 18 – September 17, 2019 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 38% capacity.

CAWD Board Meeting

Director Gebhart attended the CAWD board meeting held July 25. CAWD Board approved a resolution authorizing an expenditure of \$190,000 for replacement of existing Reverse Osmosis (RO) membranes, which have been in service for six years. Membranes will be purchased from two sources: Hydranautics and Toray. Another resolution was approved authorizing development of a landscaping plan for the eucalyptus trees located on the boundary of the facility. Director Froke advised to follow bird habitat rules and regulations while removing eucalyptus.

Director Laska attended the CAWD board meeting held August 29. He reported on the project to rehabilitate a digester. CAWD is holding Sexual Harassment Prevention training required for Board members during its October 31 Board Meeting at 10:00am. PBCSD Directors can participate in the training.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Projects included the Phase III Undergrounding Overhead Utilities Project, the Seal Rock Wastewater Pump Station P3 Rehabilitation Project, the 2019 Sewer Improvement Project, the Wastewater Collection System Assessment Project, the Reclamation Storage Facilities Improvement Project and emergency repairs needed to the Fire Station driveway.

Reclamation Water Storage Tank Rehabilitation Construction Contract

The Board received and reviewed the *Engineering Report and Resolution 19-21*. Mr. Becker summarized that five contractors participated in a mandatory pre-bid conference and three contractors submitted bids. Unified Field Services Corporation submitted the lowest responsive, responsible base bid of \$826,760. The base bid work includes coating the interior of the tank. Optional bid items included coating the exterior of the tank, replacement of interior and exterior ladders and replacement of tank overflow pipe for a total amount of \$162,250. Staff recommended inclusion of optional bid items in the contract as the total contract price of \$989,010 was well within the project budget. Fieldwork on the project will begin in November and be completed by February of 2020.

MOTION 19-09-03

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 19-21* declaring the bid from Unified Field Services Corporation as the lowest responsible bid and authorize award of construction contract for an amount of \$989,010 for the construction of the Reclamation Storage Tank Rehabilitation Project.

Emergency Repairs to Viscaino Road Easement Sewer Line

Nick Becker reported on an emergency repair to a sewer line on Viscaino Road easement. With assistance of CAWD, a temporary patch repair was performed on September 6, the same day an overflow was reported. Staff met at the site with local contractor Don Chapin to discuss repair options of two collectors on the easement. The estimated cost of repairs is \$120,000, with a contingency of \$40,000. After repairs are completed, the sewer line will have an expected life of over 50 years.

MOTION 19-09-04

Moved by Director Laska seconded by Director Gebhart, and unanimously carried to authorize GM to enter into a construction contract with the Don Chapin Company for an amount not to exceed \$160,000 for the Viscaino Road Easement Emergency Sewer Repair Project.

Standby Portable Generator Emergency Purchase

District Engineer Nick Becker presented a report on the Standby Portable Generator emergency purchase. Generator G3 will be replaced after 18 years of service and recent startup testing failure. The estimated cost to replace it is \$80,000 from vendor MQ Power. There will be no need to go through competitive bidding for this item since the District and MQ Power can participate in Sourcewell, which provides competitive cooperative government contracts.

MOTION 19-09-05

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried to authorize GM to purchase a replacement standby portable generator for an amount not to exceed \$80,000.

SCADA System Improvement Project

Nick Becker presented a report on the SCADA (Supervisory Control and Data Acquisition) System Improvement Project, recommending an increase of \$140,000 to the project assignment with E2 Consulting Engineers. The proposed work includes improvements to Spanish Bay Wastewater Pump Station P8 and programming for Poppy Hills Tank to bypass mode. The additional services will increase the original amount budgeted for professional engineering and programming services to \$400,000.

MOTION 19-09-06

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to authorize Addendum No. 1 to Project Assignment No. 39 of the master agreement with E2 Consulting Engineers, Inc. to provide additional engineering and programming services for the SCADA System Improvement Project and increase professional service agreement budget from \$260,000 to an amount not to exceed \$400,000.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

Director Laska attended the MRWMD board meetings held on July 19 and September 20. The meeting start time has been changed to 9:00am effective the January 2020 meeting. Director of Communications and Sustainability Jeff Lindenthal has retired and is now involved with the Sea Otter Classic.

LAW ENFORCEMENT

DMFPO Quarterly Roads and Traffic Committee Meeting

Director Froke and Mr. Becker attended the meeting held August 22. The contrast between the US Open and Concourse D'Elegance events was discussed, noting that less traffic issues arose during the US Open. In late October, Pebble Beach Company will be conducting road improvements in the segment of 17 Mile Drive from the Spanish Bay beach turnout to Ocean Road for approximately five days. Pebble Beach Company is examining the rules and regulations regarding motorized bicycles. Director Froke acknowledged PBC staff members Peter Brown, Dawn Mathes, Micah Hawbaker and Shawn Casey for completing fencing projects at China Rock and Bird Rock to reduce natural habitat destruction and increase safety for visitors to the areas.

GENERAL GOVERNMENT

Review Topics for PBCSD Fall/Winter Newsletter

The Board received and reviewed the report presented by Administrative Assistant, Yuriana Nunez, and provided feedback on topics to be included in the Fall/Winter Newsletter.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided a letter from ACWA/JPIA regarding a risk assessment field visit with the District's insurance provider, ACWA/JPIA, on August 20.

The annual DMFPO sponsored Flu Shot Clinic will be held Thursday, October 3, at the District's Board Room. The District covers the cost of the flu shot for District staff, CAL FIRE, CERTS, and directors.

The Household Hazardous Waste and e-Waste Collection event will take place on Saturday, October 19, from 9am – 2pm. The Zombie Race and Emergency Preparedness Fair will be on Saturday, October 26, at 9am at the Pebble Beach Company Corporation Yard.

The General Manager recognized Administrative Assistant Yuriana Nunez for stepping up to fill in for Board Clerk, Laura Paxton, and to report on behalf of Suha Kilic at the meeting.

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

MOTION 19-09-07

M/S/C (unanimous) to adjourn at 11:48am to a regular Board meeting to be held on Friday, October 25, 2019 at 9:30am in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary