

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 27, 2024**

MINUTES

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held in the PBCSD board room on September 27, 2024. President Leo M. Laska called the meeting to order at 9:30 a.m.

ROLL CALL

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

Directors Absent: None

Others Present:

Nick Becker, General Manager

Chris Simmons, Associate Engineer

Rob Wellington, Legal Counsel

Marianna Pimentel, Chief Financial Officer (CFO)

Yuriana Nuñez, Administrative Coordinator

Nijesh Sthapit, Accountant*

Alayna Paxton, Environmental Compliance Coordinator

Nic Faro, Maintenance Manager

Luis Martinez, Maintenance Technician

Ryan Casey, Maintenance Worker I

Jesse Huddleson, Maintenance Technician

Travis Edwards, Maintenance Worker II

George Nunez, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Matt Stanford, Western Division Operations Chief, CAL FIRE

Mike DeLeo, Battalion Chief, EMS Coordinator, CAL FIRE*

Tom Bolyard, Battalion Chief, CAL FIRE

Daniel Fry, Battalion Chief, CAL FIRE

Greg Leonard, Fire Prevention and Planning Captain, CAL FIRE

Curtis Rhodes, Battalion Chief, CAL FIRE

Justin Hollingshead, Fire Prevention and Planning Captain, CAL FIRE

John Trenner, Fire Prevention and Planning, CAL FIRE

Thomas Headley, Captain, CAL FIRE

Martin Ruiz, Captain, CAL FIRE

Peter Brown, Director of Security, Pebble Beach Company (PBCo)

Laura Silva, Security, PBCo

Kathleen Lee, Director of Governmental and Community Affairs, PBCo*

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)*

Michael Rachel, Board Director, CAWD

Vinod Badani, E2 Consulting Engineers*
Charles DeWitt, Board Director, Del Monte Forest Property Owners (DMFPO)*
Jerry Verhasselt, Pebble Beach resident
Hampton Stewart, Pebble Beach resident
Scott Hanham, Board President, Cypress Fire Protection District
Mary Housel, Pebble Beach resident*
Nancy Dayton, Board Clerk Pro Tem
**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

Counsel Wellington noted that Director Froke is attending remotely due to a medical situation and is authorized to vote. General Manager Becker welcomed Scott Hanham, Cypress Fire Protection District Board President, to the meeting, and introduced Nancy Dayton, filling in for Clerk Paxton. He presented a 5-year service award to Jesse Huddleson of the PBCSD maintenance crew and thanked him for his dedication to the District. There were no requested agenda changes.

MINUTES AND FINANCIAL MATTERS

MOTION 24-09-01

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 5-0 to approve, as presented, the *Minutes* of the Regular Board meeting held July 26, 2024.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for July and August 2024 and CFO Pimentel presented slides.

Cash Basis Budget Report

The Board received and reviewed the August 2024 report and CFO Pimentel presented slides.

Check Register

MOTION 24-09-02

Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried 5-0 to approve the *Check Registers* for July and August 2024.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ended June 30, 2024. CFO Pimentel reported the rate of return for the quarter was 4.13%.

Status of California Public Employee Retirement System (CalPERS) Unfunded Liability and Public Agency Retirement Services (PARS) Trust

The Board received and reviewed the *CFO's Report* on CalPERS unfunded liability and the PARS Trust. CFO Pimentel highlighted updates and responded to questions.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report for July 20 – September 16, 2024*. Chief Bolyard reported on operations. Director McKee requested a schedule be provided of fires that have occurred and the results of investigations into cause. John Trenner reported on community risk reduction efforts. Chief Nunez announced the promotion of Curtis Rhodes to Battalion Chief; he will be reassigned in November and replaced by Captain Justin Hollingshead in Fire Prevention and Planning. Captain Leonard reported on current fuel reduction projects. The goats have departed the forest.

Material Procurement for Fire Prevention Storage Facility

The Board received and reviewed the *Fire Department Report and Resolution 24-28*. Chief Nunez and Captain Leonard presented.

MOTION 24-09-03

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 24-28* approving a \$75,000 increase to the FY 2024-25 Fire Department Capital Budget and authorizing the General Manager to procure materials for the construction of the Fire Prevention Storage Facility for a total amount not to exceed \$75,000.

Purchase of EKG Monitor Defibrillators

The Board received and reviewed the *Fire Department Report and Resolution 24-29*. Chief Nunez presented. Four of the ten Battalion's defibrillators are being replaced.

MOTION 24-09-04

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 5-0 to adopt *Resolution 24-29* ratifying purchase of four replacement X-Series Advanced EKG Monitor Defibrillators from Zoll for an amount of \$181,083.

At 10:25am President Laska departed the meeting; Vice President Gebhart began presiding.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineer's Report of Utilities Operations and Maintenance for July 18 - September 20, 2024*. Associate Engineer Simmons presented slides. The reservoir was at 44% capacity. All alternative source water facilities are operating.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. Engineer Simmons reported that PBCSD met with PG&E on September 24th to walk the Phase IV route; PG&E had preliminary design concepts prepared. The Cathodic Protection Project was completed under budget. Director Verbanec requested to review facilities remodel furniture specs.

Seal Rock Creek Pump Station (P-3) Rehabilitation Project Engineering Services

The Board received and reviewed the *Engineer's Report and Resolution 24-30*. Engineer Simmons presented slides. Staff responded to technical and funding questions regarding the multimillion-dollar rehabilitation project. Engineering design will be completed this fiscal year and related construction activities shall commence next fiscal year. The cost of the project will be further defined in March with annual update of the District's 15-year Long-term Capital Outlay Plan.

MOTION 24-09-05

Moved by Director Verbanec, seconded by Director Froke, and unanimously carried 4-0 to adopt *Resolution 24-30* approving Project Assignment No.59 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering design and bid-phase services required for Seal Rock Pump Station (P-3) Rehabilitation Project for an amount not to exceed \$485,000.

Exterior Painting of Administration, Fire, and Maintenance Buildings

The Board received and reviewed the *Maintenance Manager's Report and Resolution 24-31*. Maintenance Manager Faro presented.

MOTION 24-09-06

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 4-0 to adopt *Resolution 24-31* authorizing the General Manager to enter into contract with All Star Painting & Maintenance, Inc. to perform exterior painting of the District's Building Facilities for a total amount not to exceed \$95,000.

CAWD Board Meeting

The Board received and reviewed the Agenda Information for the CAWD Board meeting attended by Director Laska on August 29, 2024, and by Director Froke

on September 26, 2024. General Manager Becker gave highlights of the August meeting: General Manager Buikema provided a report on the presentation to the Monterey Peninsula Regional Park District on the “Bridge to Everywhere” access footbridge from the City of Carmel Rio Park to the CAWD plant. Director Froke gave highlights of the September meeting: CAWD is considering distribution of its newsletter by email. The final Environmental Impact Report for the Carmel Lagoon Scenic Road Protective Structure, Ecosystem Protective Barrier and Interim Sandbar Management Plan that is intended to curtail flooding in the area was reported as recently being certified by the County Board of Supervisors.

General Manager Becker noted CAWD is planning to hold meetings in both November and December instead of consolidating into one meeting in early December as in years past: CAWD Board of Directors meetings will be held on November 21st and December 19th.

SOLID WASTE MANAGEMENT

ReGen Monterey Board Meeting

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Regular Board meeting held September 20, 2024, attended by Director McKee. The retirement of Director of Engineering Guy Petraborg was acknowledged. ReGen Monterey’s role has been recently summarized in a document titled “Where Waste Travels.” Director Verbanec expressed interest in understanding the maximum height requirement at the landfill.

GENERAL GOVERNMENT

Special Districts Association of Monterey County

The Board received and reviewed the *Draft Minutes* of the Pebble Beach Company Community Advisory Board meeting held August 7, 2024, attended by Director Laska and General Manager Becker, who gave highlights. Cypress Point Club will host the Walker Cup September 6 - 7, 2025.

Del Monte Forest Property Owners Roads and Traffic Committee Meeting

The Board received and reviewed the *Agenda Information* for the meeting held August 22, 2024 and General Manager Becker gave highlights. PBC is commencing 2024 road projects primarily in the Country Club area. There were eight non-injury and three injury collisions reported. PBC Director of Security Brown gave details of traffic issues encountered during the Concours d’Elegance that warranted review and potential restructuring of PBC traffic logistics for future events.

PBCSD Fall/Winter Newsletter

The Board received and reviewed the *Administrative Coordinator Report* on topics for the upcoming newsletter. An article on fire insurance was explored, but

suggested it be better suited for an independent publication given the size of related content.

PBCSD Conflict of Interest Code Update

The Board received and reviewed the *Amendment* to the *Conflict of Interest Code* and *Resolution No. 24-32*. There were no public comments made.

MOTION 24-09-07

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 4-0 to adopt *Resolution 24-32* approving amendment to the District's Conflict of Interest Code due to changes in personnel assignments.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Becker provided the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association for the sixth consecutive year to the District accounting team. PBCSD gave CAWD staff a tour of Forest Lake Reservoir and hosted a BBQ. Information on the newly adopted Monterey County Vacation Rental Ordinance can be viewed at:

<https://www.countyofmonterey.gov/government/departments-a-h/housing-community-development/planning-services/advance-planning/ordinances-plans-under-development/vacation-rentals>.

CLOSED SESSION

There was no closed session held.

ADJOURNMENT

MOTION 24-09-08

M/S/C (unanimous) to adjourn at 12:03 p.m. to a regular Board meeting to be held on Friday, October 25, 2024, at 9:30 a.m., in person and virtually.



Nicholas R. Becker, Board Secretary Pro Tem