

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of April 28, 2023**

**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 April 28, 2023. President Leo M. Laska called the meeting to order at 9:30 a.m.

**ROLL CALL**

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

**Directors Absent: None**

**Others Present:**

Mike Niccum, General Manager

Rob Wellington, Legal Counsel

Nick Becker, Deputy General Manager/District Engineer

Marianna Pimentel, Finance Director

Yuriana Nuñez, Administrative Coordinator

Nijesh Sthapit, Accountant\*

Mark Sullivan, Accounting Technician

Nic Faro, Maintenance Manager

Alayna Gocke, Environmental Compliance Coordinator

Mike Meddles, Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Josh Silveira, Fire Operations Chief, CAL FIRE

Frank Espinoza, Fire Prevention Battalion Chief, CAL FIRE

Curtis Rhodes, Fire Prevention and Planning Captain, CAL FIRE

John Trenner, Fire Prevention and Planning, CAL FIRE

Greg Leonard, Captain, CAL FIRE

Robert Siegfried, Board Director, Carmel Area Wastewater District (CAWD)\*

Patrick Treanor, Acting General Manager, CAWD\*

Cheryl Burrell, Planning Manager, Pebble Beach Company (PBCo)

Shawn Casey, Vice President Resource Management, PBCo

Peter Brown, Director of Security, PBCo

Nicole Davis, Commander, Monterey County Sheriff's Office (MoCoSO)

Chris Pia, Sergeant, California Highway Patrol (CHP)\*

Vinod Badani, Vice President, E2 Consulting Engineers\*

Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)\*

Hampton Stewart, Pebble Beach resident

Jerry Verhasselt, Pebble Beach resident

Mark Stilwell, Pebble Beach resident

Mary Housel, Pebble Beach resident\*

Laura Paxton, Board Clerk

*\*Signifies virtual attendance*

## **APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS**

Finance Director Marianna Pimentel introduced new District accounting technician Mark Sullivan, hired April 3<sup>rd</sup>.

## **AGENDA CHANGES**

Item 7 Law Enforcement was moved to the top of the agenda.

## **LAW ENFORCEMENT**

### **Law Enforcement Program Status Report**

The Board received and reviewed the Law Enforcement Program Status Report for the quarter ending March 31, 2023. Sergeant Chris Pia, CHP reported no significant incidents during the quarter. Pebble Beach patrol hours were shorted during the storms as officers were reassigned elsewhere; the time will be made up during the U.S. Women's Open in July. Car week planning is underway.

Nicole Davis, Sheriff's Coastal Station Commander and special event lead provided a report of Pebble Beach burglary, theft, and vandalism statistics from 2019-March 2023. There were no significant crime events during the quarter. Peter Brown, Director of Security reported on PBCo proactive measures being taken to keep crime at a minimum and responded to questions. Mr. Niccum noted, to promote public awareness, the PBCSD newsletter just out includes crime prevention tips.

## **MINUTES AND FINANCIAL MATTERS**

### **MOTION 23-04-01**

**Moved by Director Verbanec, seconded by Director Froke, and unanimously carried 5-0 to approve, as presented, the minutes of the regular board meeting held March 31, 2023.**

### **Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* for March 2023 and Finance Director Pimentel presented.

### **Check Register**

### **MOTION 23-04-02**

**Moved by Director Froke, seconded by Director Gebhart, and unanimously carried 5-0 to approve the *Check Register* for March 2023.**

### **Preliminary Budget for Fiscal Year 2023-24 and Set Public Hearing**

The Board received and reviewed and Ms. Pimentel presented the PBCSD 2023-24 Preliminary Budget. Estimated revenue of \$22,565,000, excluding Reclamation Project reimbursements, is 11.0% higher than prior year's budget. Sewer user fees are proposed to increase by 9.0% or \$2.62 per month from \$29.10 to \$31.72 for residential units effective July 1, 2023. The fees for garbage and recyclable material collection services are proposed to increase by 4.8% also effective July 1, equivalent to \$1.48 per month from \$30.92 to \$32.40 for basic residential services.

Operations & Maintenance (O&M) expenses increased by 3.0% to \$17,545,000 including \$600,000 for recycled water distribution system O&M expenses reimbursed by the Reclamation Project. Total budgeted expenses including capital outlays, reserve contributions, and carryover appropriations are \$30,785,000.

District property owners will receive a notice by mail setting a public hearing for the adoption of the final budget and user fees at the June Board meeting. There were no comments from the public. Ms. Pimentel thanked Senior Accountant Nancy Johnson for leading budget development and department heads for assisting.

### **MOTION 23-04-03**

**Moved by Director McKee, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 23-05* approving the Preliminary Budget for fiscal year 2023-24 and setting Final Budget Hearing on June 30, 2023 at 9:40 a.m.**

### **FIRE DEPARTMENT**

#### **Fire Chief's Monthly Report**

The Board received and reviewed and Chief Silveira presented the *Monthly Fire Department Activity Report* for March 25 – April 20, 2023. Mr. Niccum noted the gift to PBCSD on the board room wall, an aerial photo of Pebble Beach coastline from Joel Gambord, a resident who donated the initial drone that launched the fire department program. Chief Espinoza presented fire prevention activities.

#### **Biennial Update of Fire Defense Plan**

The Board received a presentation on updates made to the *Fire Defense Plan for Pebble Beach* last updated April 2021. John Trenner summarized the updates: biological standards; completed and planned projects; vacant lot listing; DMFC properties listing and maps. Drone tracking of goat treatment is planned.

### **MOTION 23-04-04**

**Moved by Director Froke, seconded by Director Verbanec, and unanimously carried 5-0 to approve the 2023 Fire Defense Plan.**

## **MAINTENANCE, ENGINEERING AND CONSTRUCTION**

### **Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed and Engineer Becker presented the *Engineer's Report of Utilities Operations and Maintenance* for March 24 – April 21, 2023. Forest Lake Reservoir water storage was at 97% capacity. Irrigation season has begun. Staff responded April 9<sup>th</sup> to a sewer overflow of approximately 5 gallons at a 2826 Raccoon Trail clean out.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineer's Report*. District Engineer Becker presented slides and responded to questions primarily related to the construction of Bird Rock Well No. 2 and Carmel Hill Fire Station pavement restoration.

### **Pump Station P7 Fuel Storage Tank Replacement Project**

The Board received and reviewed the *Engineer's Report*. Engineer Becker presented slides. Estimated project construction time is two weeks.

## **MOTION 23-04-05**

**Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 5-0 to approve *Resolution 23-06* approving Construction Contract with Triton Construction for a total amount not to exceed \$75,000 for the Pump Station P7 Fuel Storage Tank Replacement Project.**

### **CAWD Board Meeting**

The Board received and reviewed the *Agenda Information* for the CAWD board meeting held April 27, 2023, attended by Director Verbanec. CAWD is seeking grant funding and partnership with City of Carmel-By-The-Sea, Diocese of Monterey, California State Parks, Monterey Regional Park District, and Big Sur Land Trust for a walking trail connection between Carmel-By-The-Sea and the State Park and Regional Park lands south of the Carmel River. The new trail would cross over the Carmel River at the location of an existing bridge owned by CAWD. The sea level rise study continues. It was determined that 34 out of 96 restaurants in Carmel are responsible for grease source control issues. Cybersecurity measures continue to be placed and followed.

## **SOLID WASTE MANAGEMENT**

### **ReGen Monterey Board Meeting**

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Regular Board meeting held April 21, 2023, attended by Director Laska. The preliminary 23/24 budget was approved with a 5% tipping fee increase. Mr. Niccum complimented staff and general manager for negotiating a 3-year labor agreement incorporated in the preliminary budget. An \$8 million contract was approved for new module excavation and lining.

**GENERAL GOVERNMENT**

**Meeting of the Special Districts Association of Monterey County**

The Board received and reviewed the *General Manager Report* on the April 18, 2023 Special Districts Association Meeting. Mr. Niccum will attend the May Legislative Days conference in Sacramento.

**Revised PBCSD Organization Chart and Added Positions**

The Board received and reviewed the *General Manager Report*. Mr. Niccum detailed his efforts at setting up everyone at the District for success by promoting, restructuring, and adding staff depth in preparation for future staff retirements.

**MOTION 23-04-06**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to revise the District Organization Chart and approve new Maintenance and Engineering positions.**

**National Public Works Week**

**MOTION 23-04-07**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve *Resolution 23-07* proclaiming the week May 21 to 27, 2023 as National Public Works Week for associated agencies to pay tribute to public workers.**

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

Mr. Niccum provided the latest issue of *District News* distributed to all PBCSD residents and thanked Administrative Coordinator Nunez for managing the production of the newsletter.

Director McKee noted he would not be in attendance at next month's meeting.

**CLOSED SESSION**

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

**ADJOURNMENT**

**MOTION 23-04-08**

**M/S/C (unanimous) to adjourn at 11:35 a.m. to a regular Board meeting to be held on Friday, May 26, 2023 at 9:30 a.m., in person/virtual.**



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**Mike Niccum, Board Secretary**