

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of October 25, 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 October 25, 2019. Board Vice President Jeffrey B. Froke called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: Director Peter B. McKee, President

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Rob Wellington, Legal Counsel

Nick Becker, District Engineer

Reno DiTullio, Jr., Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Paul Gaines, Operations Battalion Chief, CAL FIRE

Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)

Rachel Lather, Acting General Manager, CAWD

Cheryl Burrell, Program Manager, Pebble Beach Company (PBC)

Shawn Casey, Vice President Resource Management, PBC

Peter Brown, Director of Security, PBC

Jerry Verhasselt, Board Director, Del Monte Forest Conservancy (DMFC)

Hampton Stewart, Pebble Beach resident

Sergeant Chris Pia, California Highway Patrol

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or announcements. The board concurred to move Item 15 Law Enforcement Program Status Report before Item 8 Fire Department.

MINUTES & FINANCIAL MATTERS

MOTION 19-10-01

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to approve, as presented, the minutes of the regular board meeting held September 27, 2019.

Statement of Receipts and Disbursements

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

Cash Basis Budget Report

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

Check Register

The Board received and reviewed the September 2019 *Check Register*. Staff responded to questions.

MOTION 19-10-02

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

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending June 30, 2019. Mr. Kilic reported the yield for the quarter was 2.43%, 10 basis points higher than the previous quarter and 30 basis points higher than two quarters ago. The County return on investments has been increasing gradually over the last four quarters. For the quarter ending September similar return of around 2.5% is expected. Beyond September if fixed income rates continue to fall as expected, any new money as well as the current securities that will mature may have to be invested at lower rates, resulting in lower portfolio yields. Yet, the District expects to achieve the budgeted amount of \$280,000 in investment earnings in the current fiscal year. In December 2018, the District Investment Committee of Directors McKee and Laska prudently invested the \$1.5 million in the District future pension obligations trust fund resulting in approximately 8% return to date.

LAW ENFORCEMENT

Traffic Enforcement Status Report

The Board received and reviewed the *Deputy General Manager Report* on the Supplemental Traffic Enforcement Program status for quarter ending September 30, 2019. Sgt. Pia noted that Pacific Grove High School is planning to host the 2020 Every 15 Minutes DUI-related crash awareness program in March or April. The District financially supports the program when hosted by Stevenson School or other local high schools serving the District residents. He thanked the District for use of the boardroom to hold CHP Age Well Drive Smart and Start Smart driver classes.

Concours d'Elegance events in adjacent communities, Carmel and Seaside in particular, commanded the balance of CHP resources; Peter Brown, Director of PBC Security advised that Sheriff's Office and private security resources in addition to CHP may be called upon for next year's event. Sgt. Pia recommended for future events more stringent control of gate inflow and posting of security personnel and barricades at high traffic areas.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for September 21, 2019 – October 25, 2019. Chief Gaines reported no significant incidences during the period. Mr. Niccum thanked Pebble Beach Company for allowing Rescue Water Craft docking at Stillwater Cove Pier. Additional to the report was Chief Gaines' sighting yesterday of a tree fallen on power lines at Sunridge & Ronda Roads causing a brush fire that was promptly extinguished by responding firefighters. Staff provided status of weather forecasts and fires throughout the state. Chief DiTullio reported on fire prevention efforts.

Monterey County Emergency Medical Services Agency (EMSA) Update

The Board received and reviewed the *Fire Department Staff Report* regarding the discussions for an extended contract with prescribing physician Stubblefield to be effective February 2020. Chief DiTullio reported Monterey County Ambulance Service Provider contract expires January 31, 2020. The EMSA director recently retired. There has been no update on the status of the Request for Proposals (RFP) for Exclusive Ambulance Service Provider for Monterey County. It appears likely there will be an extension to the current contract to allow time for an agreed upon course of action. More will be known after the November 13 Emergency Medical Care Committee (EMCC) meeting.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for September 17 – October 18, 2019 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 29% capacity. Total demand for the calendar year is 10% below the 5-year and 24-year average annual usages even though demand during a dry October has been high. Additional to the reported 4055 El Bosque Drive sanitary sewer overflow on October 8, is one on Sunset Lane (Category 3 under 1,000 gallons) earlier this week, promptly contained by maintenance staff with the assistance of Shawn Casey, PBC.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The intent of the Wastewater Collection System Assessment Project is to identify immediate and long-term (5 to 10-year) repair and maintenance needs. SCADA System Improvement Project computer tablets allowed remote access of Forest Lake Reservoir controls during control tank installation for the Reclamation Storage Tank Rehabilitation Project bypass-system. Moreover, SCADA improvements now allow improved data exchange between PBCSD and CAWD. Mr. Becker complimented Assistant Engineer, Justin Ferron for supervising an emergency sewer line bypass at Viscaino Road and Lisbon Lane for continued service to residents while completing main pipeline repairs. Salinity of the alternative source water from the newly constructed Bird Rock Well appears similar to the salinity of other wells in use, significantly lower than seawater salinity indicating no hydrogeological link to the ocean.

CAWD Board Meeting

There was no CAWD board meeting held during the period. Mr. Niccum introduced Rachel Lather in her last day as CAWD Acting General Manager.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD board meeting held October 18, 2019. Director Laska reported results of the Waste Characterization Study from SCS Engineers indicates a substantial amount of contamination in the recycling stream, the basis of focus for the “What Goes Where” campaign next fiscal year. The MRWMD Board appointed Director Laska to the Nomination Committee that will consider Board Chair and Vice Chair appointments.

PBCSD Representative to Monterey Regional Waste Management Authority Board of Directors

MOTION 19-10-03

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried to adopt *Resolution No. 19-22* appointing Director Laska as PBCSD representative to serve on the Board of Directors of the Monterey Regional Waste Management Authority (MRWMA).

GENERAL GOVERNMENT

California Special Districts Association (CSDA) of Monterey County

The Board received and reviewed the *General Manager Report* on the Special Districts Association of Monterey County meeting held October 15, 2019. Directors Verbanec and Froke and General Manager Niccum attended the meeting.

Update and Overview of Undergrounding Overhead Utilities Program

The Board received and reviewed the *Engineering Report* on the Undergrounding Overhead Utilities Program overview. Mr. Becker gave a recap of work done to date and the status of Phase III design. Mr. Niccum suggested the Board consider undergrounding utility lines along collector roads once undergrounding of main lines is complete. This would avoid collector road closures due to fallen trees and power lines during storms, keeping the roads open for emergency response.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum noted the Zombie Race and Emergency Preparedness Fair will be this Saturday, October 26, at 9am at the Pebble Beach Company Corporation Yard. The DMFPO Semiannual Meeting is November 10, featuring Donna Galletti, Crime Prevention Specialist, Monterey County Sheriff's Office speaking on protecting against scams and fraud.

Questions from Directors or staff seeking clarification of matters within the purview of the District

The General Manager and District Legal Counsel annual performance reviews are scheduled after the next board meeting on December 13, 2019.

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 19-10-04

M/S/C (unanimous) to adjourn at 12:00pm to a regular Board meeting to be held on Friday, December 13, 2019 at 9:30am in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary