

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of February 28, 2020
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 February 28, 2020. 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-Vice President, Richard B. Gebhart, Leo M. Laska and Richard D. Verbanec

Absent: None

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Rob Wellington, Legal Counsel

Nick Becker, District Engineer

Justin Ferron, Assistant Engineer

Nancy Johnson, Senior Accountant

David Drewien, Field Operations Supervisor

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

John Trenner, Fire Inspector, 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)

Vinod Badani, E2 Consulting Engineers

Jerry Verhasselt, Board Director, Del Monte Forest Conservancy

Jacqueline Fobes, Board Director, Del Monte Forest Property Owners

Hampton Stewart, Pebble Beach resident

Myrna Thorson, US Census 2020

Daniel Gonzales, US Census 2020

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

Daniel Gonzales, US Census 2020 with colleague Myrna Thorson solicited 2020 census takers for the Pebble Beach area, providing brochures. The positions pay \$21-\$23 per hour for 10 to 40 hours per week.

President McKee presented service recognition awards to Director Froke for 15 years of service on the board of directors, and to Nancy Johnson, Senior Accountant for 25 years of service to PBCSD.

There were no requested changes to the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 20-02-01

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0, to approve, as presented, the minutes of the regular board meeting held January 31, 2020.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for January 2020 and Mr. Kilic gave highlights.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for January 2020.

Check Register

The Board received and reviewed the January 2020 *Check Register*. Staff responded to questions from directors.

MOTION 20-02-02

Moved by Director Laska, seconded by Director Froke, and unanimously carried 5-0, to approve the *Check Register* for January 2020.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending December 31, 2019. Mr. Kilic reported the yield for the quarter was 2.3%, 15 basis points less than the previous quarter. The return is higher than the same quarter last year. In comparison, the Local Agency Investment Fund yield for the quarter was also 2.3%. It is anticipated investment income will exceed the District 2019-20 budgeted amount. The investment income may be less in the next fiscal year, if the Fed continues with rate cuts because any new money as well as the current securities that will mature may have to be invested at lower rates.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for January 24, 2020 – February 21, 2020. Chief DiTullio reviewed incident responses during the period. Inspector Trenner noted that annual LE 100 (defensible space) lot inspections are conducted by military veterans contracted by PBCSD on a seasonal basis.

Review 2020 Pebble Beach Fuel Reduction Projects

The Board received and reviewed the *Fire Department Staff Report* regarding 2020 fire defense projects and authorization of agreements. Chief DiTullio presented slides. The goats are to arrive May 18. Staff recommends approving three agreements on a time and materials basis with: Bleck Fire Prevention & Excavation \$220,000; Tope's Tree Service \$220,000; and Goats R Us \$60,000. Scopes of work are to be determined with flexibility to shift focus as treatment needs are determined.

MOTION 20-02-03

Moved by Director Froke, seconded by Director Verbanec, and unanimously carried 5-0, to authorize three agreements for 2020 fuel reduction projects for a total of \$500,000.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for January 23, 2020 – February 18, 2020 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 98% capacity and there is full production at the treatment plant. The Fourth Fairway alternative source water facility is operational.

Carmel Area Wastewater District staff is exploring the feasibility of installing a well in the area of the CAWD treatment plant. A dewatering well used during the Phase I treatment plant upgrades showed that the area yields significant source water. One option is to obtain water rights from Monterey Peninsula Water Management District that would allow use in springtime and aid in keeping Forest Lake Reservoir full until June 1st each year. In addition to providing source water to the project, well production may help to manage Carmel Lagoon water levels.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Reclamation Storage Tank Rehabilitation Project progresses with coating work underway. While keeping the tank operational and with the assistance of communications expert Hampton Stewart, system control cabinets were moved by maintenance staff to a temporary location until new cabinets are available, and the radio system was upgraded.

Seal Rock Pump Station P-3 Rehabilitation Project Engineering Services

The Board received and reviewed the *Engineering Report*. Staff recommended a phased approach to replacing three pumps at the District's largest pump station. Engineering services in Phase I will include a full evaluation of phased pump replacement alternatives optimally using the existing electrical system.

MOTION 20-02-04

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0, to adopt *Resolution 20-03* approving Project Assignment No.41 to the Master Agreement with E2 Consulting Engineers, Inc. to provide preliminary engineering services in association with the Seal Rock (P3) Pump Station Improvement Project, Phase I for an amount not to exceed \$135,000.

Sewer System Televising Project Services

The Board received and reviewed the *Engineering Report* on contract services for the 2020 Wastewater Collection System Assessment Project. Assessment Phase I would cover 56% of the collection system: 44 of the 80 miles of sewer lines (primarily old 6" clay lines) and 800 of the 1,500 manholes and cleanouts.

MOTION 20-02-05

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0, to adopt *Resolution 20-04* approving contract with Professional Pipe Services (Pro-Pipe) for the Wastewater Collection System Assessment Project Phase 1 based on unit costs for an amount not to exceed \$1,000,000.

Reclamation Management Committee Meeting

The Board received and reviewed the *Engineering Report* on the meeting held February 19, 2020. Ms. Buikema reported on CAWD's conditional development permit and sea-level rise agreement, to be considered at the California Coastal Commission (CCC) hearing March 11th in Scotts Valley. Ms. Buikema noted that CAWD is satisfied with the conditions negotiated with the CCC: the facility is allowed to remain where it is, with CAWD reporting to the CCC every 5 years ; plant construction remains within the current footprint; rights to seawall armoring are waived; and CAWD deeding property outside plant fencing as a conservation easement.

CAWD Board Meeting

Director Laska attended the CAWD board meeting held February 27, 2020. Sea-level rise was the main topic of discussion. Director Townsend celebrated her 95th birthday, and has served 33 years on the CAWD board.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD board strategic planning retreat held February 26, 2020. The board planned for the state mandate prohibiting organic materials in landfills by 2025/26.

LAW ENFORCEMENT

Del Monte Forest Property Owners Roads and Traffic Committee Meeting

Mr. Niccum reported on the meeting held February 27, 2020 also attended by Director Froke and District Engineer Becker. PBC spent \$1.9 million on road improvements last year, and intends to spend \$1.5 million in the coming year (April 1, 2020 – March 31, 2021). Ms. Mathes, PBC noted Director McKee's report of water and potholes at 17 Mile Drive and Madre Lane caused by construction contractor vehicle parking.

GENERAL GOVERNMENT

PBCSD Spring/Summer Newsletter

The Board received and reviewed the *Deputy General Manager Report* with suggested articles for the PBCSD spring/summer newsletter. It was suggested to include a blurb pointing to Monterey County coronavirus information and a map of fuel reduction areas.

District Retirement Incentive Program

The Board received and reviewed the *General Manager Report*. Mr. Niccum gave an overview of options for a one-time retirement incentive program for current retirement aged employees. The program would allow the District to better manage the transition of District workforce retirements and at the same time reduce personnel costs. The board concurred to direct staff to develop a plan with health benefits options.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum advised that the 2020 Open House and Safety Day is scheduled for June 20, 2020. Management objectives were provided via email to board members for them to offer feedback.

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 20-02-06

M/S/C (unanimous) to adjourn at 11:58am to a regular Board meeting to be held on Friday, March 27, 2020 at 9:30am in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary