

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of February 26, 2021**

MINUTES

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held via videoconference on February 26, 2021. Board President Jeffrey B. Froke called the meeting to order at 9:30 a.m.

ROLL CALL

Present: Jeffrey B. Froke - President, Leo M. Laska – Vice President, Directors Peter B. McKee, Richard B. Gebhart, 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

Nancy Johnson, Senior Accountant

Nijesh Sthapit, Finance & Information Systems Coordinator

Yuriana Nunez, Administrative Assistant

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

Paul Gaines, Operations Battalion Chief, CAL FIRE

Roger Rinehart, EMS Chief, CAL FIRE

John Trenner, Fire Prevention Inspector, CAL FIRE

Ken White, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

David Stivers, President, Pebble Beach Company (PBCo)

Dawn Mathes, Environmental/Governmental Affairs, PBCo

Shawn Casey, Vice President Resource Management, PBCo

Peter Brown, Director of Security, PBCo

Vinod Badani, E2 Consulting Engineers

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

Hampton Stewart, Pebble Beach resident

Ray Tongol, Commander, Monterey County Sheriff's Office

Tim Flanagan, General Manager, Monterey Regional Waste Management District (MRWMD)

Tim Brownell, Director of Operations, MRWMD

Zoe Shoats, Director of Communications, MRWMD

Rob Hilton, President, HF&H Consultants, LLC

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no requested changes to the agenda.

Presentation on Reduction of Organic Waste at Landfill

Rob Hilton, President, HF&H Consultants, LLC presented slides on SB 1383, the Short-lived Climate Pollutants Reduction Act. A 75% reduction in organic waste to landfills and recovery of 20% of edible food from the waste stream by 2025 is the goal. Certain requirements for jurisdictions must be met by January 2022: provide organics collection service to all residents and businesses; establish an edible food recovery program; conduct education and outreach; establish an ordinance to enforce requirements; and ensure adequate waste facility capacity to carry out SB 1383. MRWMD already has adequate waste facility capacity. The MRWMD Technical Advisory Committee (TAC) is composed of representatives from all nine MRWMD jurisdictions and three franchise haulers. The TAC is coordinating on a regional basis to address SB1383 requirements in a cost-effective manner. Three subcommittees are working on specific areas including Collection Programs/Educations & Outreach, Edible Food Recovery, and Contamination Monitoring/California Department of Recycling and Recovery (CalRecycle) Reporting/Enforcement. Some of the work required by SB1383 will be completed by MRWMD, some by the haulers and some by the jurisdictions. A memorandum of understanding for administrative cost share for the work to be performed by MRWMD will come before MRWMD member jurisdiction boards and councils soon.

Monterey County Sheriff's Pebble Beach 2020 Crime Statistics Summary

Commander Ray Tongol, Monterey County Sheriff's Office presented 2020 v 2019 Pebble Beach theft, burglary, and vandalism statistics and responded to questions.

MINUTES & FINANCIAL MATTERS

MOTION 21-02-01

Moved by Director Laska and seconded by Director Gebhart to approve, as presented, the minutes of the regular board meeting held January 29, 2021. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for January 2021 and CFO Kilic gave highlights.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for January 2021.

Check Registers

The Board received and reviewed the January 2021 *Check Register*.

MOTION 21-02-02

Moved by Director Verbanec and seconded by Director Laska to approve the *Check Register* for January 2021. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending December 31, 2020. Mr. Kilic reported the yield for the quarter was 1.21% with a 1.14% apportionment rate, 40 basis points lower than the previous quarter. In comparison, the State Local Agency Investment Fund apportionment rate for the quarter was 0.63%. Mr. Kilic presented a 10-year chart of investment pool rate of return; a low rate of return is expected for the next few quarters, reflecting the Federal Reserve's near zero rate policy. The value of the District's pension trust fund investments increased from the original \$1.5 million in December 2018 to over \$1.9 million at the end of January 2021. The trust fund can be used for annual required CalPERS pension plan premiums as well as unfunded liabilities. Mr. Kilic acknowledged Directors McKee and Laska and General Manager Niccum for their trust fund stewardship.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for January 21 – February 18, 2021 and Chief Gaines gave operations highlights. A vehicle fire on Congress at Chaparral Road was extinguished this morning. Chief Rinehart gave an update on Emergency Medical Services regarding authority to administer the COVID vaccination. Fire Inspector John Trenner reported fire fuel reduction work is being coordinated with City of Monterey along Highway 68 to Scenic Drive, and with City of Pacific Grove for the goats to treat Rip Van Winkle Park in May. An update of the Fire Defense Plan is underway. Fire roads are undergoing grading improvement.

District Water Rescue Program Inflatable Boat Purchase

The Board received and reviewed the *Fire Department Report* regarding acquisition of an inflatable boat for the District Water Rescue Program. Inflatable boat 121 being replaced can be used for training and/or by the District for Forest Lake Reservoir maintenance needs. The \$19,500 cost is shared with the two other fire districts.

MOTION 21-02-03

Moved by Director McKee and seconded by Director Gebhart to authorize purchase of replacement inflatable rescue boat, engine and trailer for a total price not to exceed \$19,500. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

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 21 – February 18, 2021 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 98% capacity due in large part to very low irrigation demand in February. When the reservoir is full, the treatment plant will be shut down and preventative maintenance performed.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Wastewater Collection System Assessment Project video inspection and evaluation of lines by Pro-Pipe rendered a clean data set that maintenance staff is using as a base for continual system upkeep. The fire department kitchen remodel is anticipated to begin in March. Director Froke observed children playing on the Pump Station P-3 structure; it was suggested to place warning signs in the area.

Wastewater Reclamation Project Management Committee Meeting

The Board received and reviewed the *Draft Minutes* of the videoconference meeting held February 9, 2021.

Phase III Undergrounding Overhead Utilities Project Construction Contract

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Total cost for Phase III is estimated at \$8.0 – \$8.5 million including the estimated \$1.85 million PG&E fee. The increased undergrounding budget will be covered by budget funding available from capital projects deferred to next fiscal year.

MOTION 21-02-04

Moved by Director Laska and seconded by Director Gebhart to adopt *Resolution 21-03* declaring the bid from Leo Tidwell Excavating Corporation as the lowest responsible bid and authorize award of construction contract for an amount of \$5,082,500 for the construction of the Undergrounding Overhead Utilities, Phase III Project; and increase the FY2020/21 Undergrounding Program Budget from \$5,100,00 to \$5,600,000. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Phase III Undergrounding Overhead Utilities Project Engineering services

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides.

MOTION 21-02-05

Moved by Director McKee and seconded by Director Verbanec to adopt *Resolution 21-04* approving Contract Amendment No.5 to the agreement with Wallace Group to provide engineering support services required to complete the Undergrounding Overhead Utilities Phase III Project for an amount not to exceed \$245,000. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Forest Lake Chlorine Feed System Engineering Services / Equipment Purchase

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The project budget will be covered by budget funding available from the SCADA capital project deferral to next fiscal year and the funds remaining in the Forest Lake fencing budget.

MOTION 21-02-06

Moved by Director Laska and seconded by Director Verbanec to approve Project Assignment No.46 with E2 Consulting Engineers, Inc. to provide engineering, fabrication, and software services for the Forest Lake Chlorine Feed System project for an amount not to exceed \$110,000; authorize staff to procure materials for an amount not to exceed \$50,000; and authorize a project budget of \$175,000 for the Forest Lake Chlorine Feed System project. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held February 25, 2021 attended by Director Verbanec and Engineer Becker. Director Verbanec reported CAWD is applying to Local Agency Formation Commission for District expansion to include Carmel Manor, Yankee Point, Spindrift, Otter Cove and surrounds.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD videoconference board meeting held February 19, 2021. Director Laska reported the board heard the SB 1383 presentation by Rob Hilton. Those impacted suggest a separate item on the bill that details cost of compliance. The board will consider

in March staff recommendation on the three proposals to reopen the Last Chance Mercantile.

GENERAL GOVERNMENT

Topics for PBCSD Spring/Summer Newsletter

The Board received and reviewed the *Deputy General Manager Report* on District newsletter article topics. Director McKee asked that SB 1383 be covered in the next several issues.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported the DMFPO Roads and Traffic Committee meeting scheduled for February 25th had been cancelled due to lack of items. The two recent maintenance department hires are working out well. Resuming in-person board meetings will be discussed at the March videoconference board meeting.

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

Director McKee requested Community Advisory Board meetings be added to the agenda meeting list.

Oral reports or announcements from Board President, Directors or staff

There were no oral reports or announcements.

CLOSED SESSION

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

ADJOURNMENT

MOTION 21-02-07

M/S/C (unanimous) to adjourn at 11:49am to a regular Board meeting to be held on Friday, March 26, 2021 at 9:30am via teleconference.



Mike Niccum, Board Secretary