

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

Deborah Mall, Legal Counsel

Nick Becker, District Engineer

Chris Simmons, Assistant Engineer

Marianna Pimentel, Senior Accountant

Yuriana Nunez, Administrative Assistant

Nijesh Sthapit, Finance & Information Systems Coordinator

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

Michael Meddles, Division Chief, CAL FIRE

Josh Silveira, Operations Battalion Chief, CAL FIRE

John Trenner, Fire Prevention Inspector, CAL FIRE

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

Barbara Buikema, General Manager, CAWD

Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (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

Chris Pia, Sergeant, California Highway Patrol (CHP)

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

District Engineer Nick Becker introduced and gave a brief background on the new District Assistant Engineer, Chris Simmons, hired the beginning of May. Item 16 was moved after item 8 on the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 21-05-01

Moved by Director Verbanec and seconded by Director Laska to approve, as presented, the minutes of the regular board meeting held April 30, 2021. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for April 2021 and Senior Accountant Pimentel presented slides. In response to Director McKee, Ms. Pimentel will compare to prior year the amount of delinquent property taxes expected to be received to assess any potential COVID-19 pandemic impact.

Cash Basis Budget Report

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

Check Registers

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

MOTION 21-05-02

Moved by Director Laska and seconded by Director Verbanec to approve the *Check Register* for April 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 March 31, 2021. Ms. Pimentel reported the yield for the quarter was 0.99% with a 0.92% apportionment rate, 22 basis points lower than the previous quarter. In comparison, the State Local Agency Investment Fund apportionment rate for the quarter was 0.44%. Ms. Pimentel expects investment earnings to achieve budgeted amounts by fiscal year-end June 30th.

LAW ENFORCEMENT

Traffic Enforcement Status Report

The Board received and reviewed the Deputy General Manager Report on Supplemental Traffic Enforcement Program status for quarter ending March 31, 2021. CHP Sgt. Pia reported no significant violations occurred during the quarter. The AT&T Pro-Am had no spectators and no significant law enforcement issues. Electric bicycle cyclists continue to run gates, run stop signs, block lanes and incidents are being monitored. Plans are underway to provide more law enforcement services for the Concours d'Elegance. The intersection of Stevenson Drive and Spyglass Hill Drive needs limit lines repainted as cars are cutting the corners. Peter Brown, PBCo Director of Security reported three residential burglaries in April were traced to suspects in one red-tagged Pebble Beach home.

Del Monte Forest Property Owners Roads and Traffic Committee Meeting

Mr. Niccum reported on the meeting held May 27, 2021 also attended by Director Froke and District Engineer Becker. Mr. Niccum reported realignment forming a T-intersection and shaving the hill back to allow line of sight when turning off Congress onto Lopez Road will begin Tuesday: Congress/Bird Rock Road to Congress/Lopez Road will be closed 24/7 until July 23rd; however, Lopez Road will remain open; emergency access during the closure will be coordinated with the fire department. Pebble Beach Company is considering realigning the intersection at Stevenson Drive and Forest Lake Road, and is working with the County on a possible four-way stop there. In response to a request from a property owner, a District radar unit will be installed by Pebble Beach Company along Congress Road between Forest Lodge Road and Spanish Bay to monitor speeds of vehicles traveling from the 5th gate.

Shawn Casey, PBCo reported no large paving projects were performed last year; however, patching and drainage improvements were done on and along various roads. Mr. Casey described the list of proposed 2021 road and drainage improvement projects with an anticipated total budget of approximately \$2 million.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for April 23 – May 21, 2021. Chief Meddles handed off to Chief Silveira who gave highlights. Inspector John Trenner highlighted fire prevention efforts. Fuel reduction work is being performed on Fire Road 24 off San Luis Road in Carmel Woods. The 315 goats are expected in May pending resolution of COVID-19 related immigration issues for the herders and will start along both sides of 17 Mile Drive at Carmel Hill Fire Station. Director Froke reported an abundance of 5' high weeds beginning at road edge in the area up Del Ciervo Road off 17 Mile Drive before Midwood.

Automatic Vehicle Locator (AVL) Program Memorandum of Understanding

The Board received and reviewed *Resolution No. 21-11* and memorandum of understanding for AVL Program cost sharing. Chief Silveira described details of the proposed upgrade to automated dispatching equipment and satellite service that will allow dispatchers to send the closest available vehicle to an emergency. PBCSD will own the license and server and each agency participating in the MOU will own its devices.

MOTION 21-05-03

Moved by Director Verbanec and seconded by Director Gebhart to adopt *Resolution No. 21-11* approving Memorandum of Understanding with Cypress, Carmel Highlands, Aromas and South Monterey County Fire Protection Districts and City of Soledad Fire Department for sharing certain Automatic Vehicle Location Program costs. Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

President Froke lost Zoom connection and was absent for the vote; Vice President Laska presided over the vote, and President Froke re-joined the meeting minutes later.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for April 22 – May 21, 2021. Mr. Becker presented slides. Forest Lake Reservoir (FLR) water storage is at 80% capacity. Plots of worst-case years 2009 and 2014 have been added to the FLR chart of storage volume current vs. historic. All alternative source water production facilities are online. Emergency sewer main repairs were made on May 25th to a line located on Vaquero Road near the intersection with Rodeo Road. The City of Gonzales purchased the PBCSD surplus sewer line vacuum truck for \$5,000. Director Froke suggested staff highlight key elements of board packet reports in yellow, similar to the presentations and include as many photos as possible in the meeting reports..

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Paving/patching of the Phase III Undergrounding Overhead Utilities trenching along Forest Lake Road will be coordinated with PBCo to minimize traffic impacts during the Concours. Staff is working with the contractor to resolve data discrepancies in the final report of the Wastewater Collection System Assessment Project that covered about 60% of the system. District may postpone further televising and proceed with sewer project next year to address high priority issues identified so far.

Wastewater Reclamation Project Management Committee Meeting

The Board received and reviewed the *Draft Minutes* of the videoconference meeting held May 11, 2021.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held May 27, 2021, attended by Director Gebhart. Discussed was the Coastal Commission mandate to study alternatives to relocate the CAWD plant in the future due to sea level rise. The Board agreed to retain a real estate professional to locate buildable land in Carmel Valley. A possible alternative to relocating the plant is for CAWD and PBCSD to connect to Monterey One Water in the future. A CAWD working group is researching cyber security threats with intent to create plans for response, continuation of service, and recovery; the PBCSD District Engineer is included in the working group. The Coastal Commission has permitted the Phase II capital project at the CAWD treatment plant.

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 May 21, 2021. Director Laska reported that the general manager and chief financial officer are both retiring by September 2021. Terms and conditions are being finalized for Veterans Transition Center to reopen the Last Chance Mercantile on July 4th. Director Bales will be terming off the MRWMD board after representing Pacific Grove for 52 years.

GENERAL GOVERNMENT

Finance Director Position Job Description and Salary Schedule

The Board received and reviewed the position documents. Mr. Niccum noted that Senior Accountant Pimentel would become Finance Director June 1st. Two staff will be added by year-end to maintain current service levels. CFO Kilic commended Ms. Pimentel as very capable to head District finances and had every confidence in her.

MOTION 21-05-04

Moved by Director McKee and seconded by Director Laska to approve the job description and salary schedule for Finance Director position. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Review Criteria for In-person Board Meetings

Mr. Niccum brought the subject to the board as a policy issue. He noted that State COVID-19 restrictions will be lifted on June 15th. All board members have been fully vaccinated. District has received a proposal for \$5,000 to install a remote videoconference system to allow hybrid in-person/remote meetings in the Board room. The board concurred to allow those fully vaccinated to attend meetings in person, to invest in technology to provide a remote attendance option, and to have staff work with legal counsel on requirements for unvaccinated attendees.

Resolution of Meritorious Services and Appreciation – Suha Kilic Retirement

Mr. Niccum esteemed Mr. Kilic’s tremendous capabilities, his key role in many District achievements, and the effective partnership they have had over 27 years of Kilic’s 33 years with PBCSD. Director Verbanec had sought PBCSD board membership based on the significant ability and efficiency of Kilic and staff; other directors also lauded Mr. Kilic and his service. Staff expressed appreciation for Kilic’s side-by-side leadership style and for enriching District careers. Mr. Kilic signed off with high praise for all those on the PBCSD team.

MOTION 21-05-05

Moved by Director Laska and seconded by Director McKee to adopt Resolution No. 21-12 citing meritorious services and expressing appreciation to Suha Kilic. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum announced that the annual District Household Hazardous Waste and e-Waste Collection Event will resume in September.

CLOSED SESSION

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

ADJOURNMENT

MOTION 21-05-06

M/S/C (unanimous) to adjourn at 11:50am to a regular Board meeting to be held on Friday, June 25, 2021 at 9:30am in person and via teleconference.



Mike Niccum, Board Secretary