

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of June 25, 2021**

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 June 25, 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

Rob Wellington, Legal Counsel

Nick Becker, District Engineer

Chris Simmons, Assistant Engineer

Marianna Pimentel, Finance Director

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

Paul Gaines, Operations Battalion Chief, CAL FIRE

John Trenner, Fire Prevention Inspector, CAL FIRE

Shayon Ascarie, Fire Prevention Captain, CAL FIRE

Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)*

Barbara Buikema, General Manager, CAWD*

Peter Brown, Director of Security, Pebble Beach Company (PBCo)

Shawn Casey, Vice President Resource Management, PBCo*

Vinod Badani, E2 Consulting Engineers*

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

Hampton Stewart, Pebble Beach resident

Domine Barringer, Administrative Assistant/Board Clerk, CAWD*

Laura Paxton, Board Clerk*

*Signifies virtual attendance

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or announcements, and no requested changes to the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 21-06-01

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to approve, as presented, the minutes of the regular board meeting held May 28, 2021.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for May 2021 and Finance Director Pimentel presented slides.

Check Registers

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

MOTION 21-06-02

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 5-0 to approve the *Check Register* for May 2021.

TIMED BUSINESS - CONCURRENT PUBLIC HEARINGS

FISCAL YEAR 2021-22 PBCSD FINAL BUDGET AND SERVICE FEES

The Board received and reviewed the Final Budget for Fiscal Year 2021-22 (7/1/21 through 6/30/22). Ms. Pimentel gave a summary presentation. There is a \$2,025,000 increase from preliminary budget in capital outlay and construction project expenditures. The Undergrounding Utilities Phase 3 Project accounts for \$2,000,000 of the increase to reflect updated estimated costs for Sombria Lane design change, increased PG&E utility fees, and pavement restoration.

Ms. Pimentel presented the proposed Fiscal Year 2021-22 garbage and sewer service fees including changes from the prior year, the basis for the adjustments, and comparisons to neighbor jurisdictions. The annual sewer rate increase of 9% correlates with the District goal for the long-term CAWD treatment plant expenses to be fully funded by sewer service fees. Director McKee requested staff review the percentage of actual wastewater costs funded by sewer fees and property taxes for an agenda item at a future board meeting.

President Froke opened the public hearing at 10:01 a.m.

Hampton Stewart, Pebble Beach resident addressed the board requesting it consider increasing the fee for fire services. Staff responded that the District Fire Defense Plan and associated annual work plans provide comprehensive fire defense services to the community with District financial position allowing adequate funding of these services, leaving the District unable to justify an increased fire service fee.

Mr. Niccum reported correspondence was received by mail from one property owner against the increase in District contract with California Highway Patrol (CHP) and against CHP District presence. The property owner has submitted similar protests regarding CHP contracts in prior years. Mr. Niccum contacted the constituent and explained while his issues of concern are reasonable; they were considered by the Board along with significant input of other reasonable concerns from the entire community before deciding to continue with the CHP contract. There were no other comments, protests or clarification requests regarding budget or service charges.

President Froke closed the hearing at 10:16 a.m.

Ms. Pimentel thanked Senior Accountant Nancy Johnson, Finance, and Information Systems Coordinator Nijesh Sthapit, and department heads for all their hard work on budget preparation.

MOTION 21-06-03

Moved by Director Laska, seconded by Director McKee, and unanimously carried 5-0 to adopt the following resolutions:

Resolution No. 21-13 approving service charges for garbage collection and disposal; sewer treatment and disposal services; and special tax for fire protection services for the Fiscal Year 2021-22;

Resolution No. 21-14 certifying compliance with State law for levying general and special taxes, assessments, and property related fees and charges;

Resolution No. 21-15 adopting the Final Budget for Fiscal Year 2021-22;

Resolution No. 21-16 approving positions, classifications and pay schedule for Fiscal Year 2021-22;

Resolution No. 21-17 adopting the Appropriations Limit for FY 2021-22;

Resolution No. 21-18 approving Amendment No. 2 to the 15-year solid waste franchise agreement with GreenWaste Recovery, Inc.

END OF TIMED BUSINESS

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for May 21 – June 18, 2021. Chief Gaines gave highlights and described an incident that occurred after the reporting period. A PBCo Security employee, that received CPR training from Pebble Beach Fire Prevention, successfully performed CPR until emergency crews arrived at Pebble Beach Golf Links; the patient was delivered to hospital with heartbeat. A limited-scope Zombie Run and Emergency Preparedness Fair is planned for October 30, 2021.

Peter Brown, PBC Security Director reviewed public agency staffing for the Concours d' Elegance week August 8-15, 2021. Up to twenty CHP officers will be present in the Forest during peak days. Traffic patterns are being enhanced. Monterey County Sheriff's Office and PBCSD Fire Department deployment plans are being developed. Unlike in the past when each jurisdiction addressed events within its boundaries, this year's approach is a Peninsula-wide coordinated security effort. Monterey County will be supplemented with twelve CHP officers from out of the area Thursday through Sunday of the event.

Inspector John Trenner reported cooperative fire fuel reduction work with PBCSD, Cal Trans, and City of Monterey is nearly complete in the area of 17 Mile Drive and Hwy 68 from Community Hospital to Ocean Pines. Fire Defense Plan work will continue along Ronda, Sunridge, and Lopez Roads to the Spruance extension. The goats expected in May were diverted to Jacks Peak Park. They are expected to be in the Forest for 8-10 weeks and will start in Pescadero Canyon near the Carmel Hill Fire Station and then move south to treat the Morse Drive/Pacific Grove Rip Van Winkle area. Heavy fuel clearance over the last two years will be transitioning into maintenance of treated areas within the next couple of years.

LAW ENFORCEMENT

Extend Supplemental Law Enforcement Services Through June 2022

The Board received and reviewed *Resolution No. 21-19* and Standard Agreement with California Highway Patrol (CHP).

MOTION 21-06-04

Moved by Director McKee, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 21-19* approving agreement with California Highway Patrol to extend supplemental law enforcement services through June 2022.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for May 21 – June 20, 2021. Mr. Becker presented slides. Forest Lake Reservoir water storage is at 64% capacity. All alternative source water production facilities are online. When turned off, well drawdown is recovering adequately despite lack of rainfall. In response to a question from Director Froke, Seal Rock Creek surface level readings could be used to determine any impact of Bird Rock Well extractions. On June 12, a sanitary sewer overflow occurred at Forest Lake and Lopez Roads; 230 gallons were quickly contained by maintenance staff.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report*. Mr. Becker presented slides. Director Laska suggested the District should perform an in-house sea level rise study to determine the future impact on the six District pump stations located along the coast. Mr. Niccum stated staff, perhaps with professional assistance, could draw from the existing tsunami plan as the area impacted from sea level rise is similar to the wave run up areas as well as the CAWD sea level rise study.

Forest Lake Reservoir Emergency Action Plan (EAP) Engineering Services

The Board received and reviewed the *Engineering Report*. The primary EAP update is the addition of a preparedness plan for notifying response agencies, and verifying existence of a database and process for notifying residents. The updated EAP will be distributed to the Division of Safety of Dams, California Office of Emergency Services, and local emergency responders.

MOTION 21-06-05

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 5-0 to adopt *Resolution No. 21-20* approving Project Assignment No. 48 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services for Forest Lake Reservoir Emergency Action Plan with a budget not to exceed \$50,000.

Wastewater Collection System Assessment Project Engineering Services

The Board received and reviewed the *Engineering Report* and staff responded to questions.

MOTION 21-06-06

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 21-21* approving amendment to agreement with Wallace Group to provide additional engineering services for the Wastewater Collection System Assessment Project increasing the budget by an amount not to exceed \$50,000.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD board meeting held June 24, 2021, attended by Director Laska. Resolutions were adopted regarding housekeeping matters and construction projects. Flood control for certain district residences was also discussed. Nick Becker, PBCSD and Chris Foley, CAWD are working on a plan for response, continuation of service, and recovery from potential cyber security breaches with regard to the wastewater SCADA system.

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 June 18, 2021. Director Laska reported adoption of the final budget, issuance of staff authority to purchase heavy equipment, and approval of \$1.6 million new landfill module mass excavation were actions taken by the board. Recruitment planning is underway for general manager retiring this September, and chief financial officer retiring the end of July. Director Bales attended his last MRWMD board meeting after representing Pacific Grove for 52 years.

Memorandum of Understanding (MOU) Regarding Senate Bill 1383

The Board received and reviewed *Resolution 21-22*, the related *MOU* between MRWMD and its member agencies, and *MRWMD staff memo* from Zoë Shoats regarding SB1383 shared costs and allocation. The District would reimburse MRWMD \$9,668 of the SB1383 implementation costs. Beginning January 1, 2022, SB1383 requires homeowners have the ability to place organic waste into green refuse bins instead of black bins.

MOTION 21-06-07

Moved by Director Laska, seconded by Director McKee, and unanimously carried 5-0 to adopt *Resolution No. 21-22* approving Memorandum of Understanding with MRWMD and Member Agencies for Assistance with California Senate Bill 1383 Compliance.

GENERAL GOVERNMENT

Pebble Beach Company Community Advisory Board Meeting

The Board received and reviewed the *minutes* of the meeting held June 2, 2021, attended by Director Froke.

Administrative Coordinator Position Job Description and Salary Schedule

The Board received and reviewed the position documents. Mr. Niccum noted that Administrative Assistant, Yuriana Nunez, will be promoted to this position.

MOTION 21-06-08

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve the job description and salary schedule for Administrative Coordinator position.

District Safety Committee Meeting

The Board received and reviewed the *minutes* of the Safety Committee Meeting held June 11, 2021. District Safety Officer Niccum had nothing to add.

Election of Representative to California Special Districts Association (CSDA)

The Board received the CSDA Board of Directors Election Ballot – Term 2022-2024; Seat A – Coastal Network, and candidate statements. There was consensus to have general manager cast a ballot for incumbent Elaine Magner.

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 be held September 25, 2021 from 9:00am to 2:00pm. The DMFPO-hosted flu shot clinic is scheduled for October 7, 2021 from 9:00am to noon in the PBCSD board room; it is being determined whether a COVID booster shot will be available at the clinic.

CLOSED SESSION

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

ADJOURNMENT

MOTION 21-06-09

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



Mike Niccum, Board Secretary