

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of February 25, 2022**

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 February 25, 2022. 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, Richard B. Gebhart, Richard D. Verbanec, and Peter B. McKee

Directors 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 Nuñez, Administrative Coordinator

Nijesh Sthapit, Accountant*

Kregg Bush, Field Operations Supervisor

Kelvin Ellison, Maintenance Technician

Jesse Huddleson, Maintenance Worker II

Nic Faro, Maintenance Technician

Ryan Casey, Maintenance Worker

Luis Martinez Gutierrez, Maintenance Technician

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

Josh Silveira, Battalion Chief, CAL FIRE

Roger Rinehart, EMS Coordinator Battalion Chief, CAL FIRE*

John Trenner, Fire Prevention Inspector, CAL FIRE

Tim Jones, Deputy Fire Marshall/Fire Prevention and Planning, CAL FIRE

Curtis Rhodes, Fire Prevention and Planning, CAL FIRE

Greg D'Ambrosio, 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

Cheryl Burrell, Planning Manager, PBCo

Vinod Badani, E2 Consulting Engineers*

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

Hampton Stewart, Pebble Beach resident*

Laura Paxton, Board Clerk / Alayna Gocke, Assistant*

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

District Engineer Becker introduced maintenance department staff: Luis Martinez Gutierrez is the newest member of the team; Nic Faro and Ryan Casey have been at the District for about a year; Kregg Bush and Jesse Huddleson are two years on the team; and Kelvin Ellison has 27 years with the District. The department runs effectively and efficiently with much appreciation.

AGENDA CHANGES

There were no requested changes to the agenda.

MINUTES AND FINANCIAL MATTERS

MOTION 22-02-01

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 5-0 to approve, as presented, the minutes of the regular board meeting held January 28, 2022.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for January 2022. Finance Director Pimentel presented slides and responded to questions from the board.

Cash Basis Budget Report

The Board received and reviewed the January 2022 report and Ms. Pimentel presented slides.

Check Register

MOTION 22-02-02

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to approve the *Check Register* for January 2022.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending December 31, 2021. Ms. Pimentel reported the rate of return for the quarter was 0.42%. Investment return to date is 23% of District budgeted amount.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for January 22, 2022 – February 18, 2022. Chief Silveira reported the new Cypress Fire Protection District Engine 28 is on display outside the board room; engine dedication will be held next Friday, March 4th at 2:00pm at the Carmel Hill Station.

Chief Silveira introduced Curtis Rhodes, new to the Fire Prevention Department, who will handle public education, CPR, and fire extinguisher certification.

Fire department staff recommended cancelling the annual summertime Fire Department Open House and Safety Day due to uncertainties related to the denseness of up to 900 community members expected to attend the event. The Board concurred to cancel the 2022 event.

Captain Jones covered fire protection and planning efforts. Inspector Trenner reported on annual fire defense projects completed: removal of ~28 hazard trees on 17 Mile Drive between Del Ciervo and Crespi Lane, and fuel reduction at Fire Road 24/San Luis Road in the Carmel Woods area with additional clearance below San Pedro Road along Pescadero Canyon much to the appreciation of homeowners there. Fuel reduction work coming up: ingress/egress routes at the five gates; Indian Village area/Seal Rock Creek; Navajo Tract/Area B; and goats along Scenic Drive at Shepherds Knoll. The goats arrive in March. Dead and down trees on fire roads will be assessed, removed and chipped. The updated annual fuel reduction work schedule will be presented at the next board meeting.

Mr. Niccum stated the Site-Specific Resource Management Plan (SSRMP) for the Navajo Tract prepared by Pebble Beach Company was submitted to the County several years ago and the County has not been responsive in its review and approval. PBCo prepared a SSRMP for the Huckleberry Hill Natural Habitat Area but has not yet submitted to the county pending review of the Navajo Tract. He proposed the District split the cost with PBCo to complete the remaining SSRMPs using the same consultant, Zander Associates. Cheryl Burrell, PBCo Planning Manager was supportive of the cost share to complete the SSRMPs. Director Verbanec noted the importance of the Open Space Advisory Committee in bringing together parties experienced with the plans before they are no longer available.

Mr. Niccum recommended and the board concurred to terminate the District 1620AM emergency broadcast radio station. There are other means to reach the public such as the Code Red system used by the Fire Department.

2022 Pebble Beach Fuel Reduction Goat Projects

The Board received and reviewed the *Fire Department Staff Report* regarding a Goats R Us agreement. Inspector Trenner presented.

MOTION 22-02-03

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 5-0 to authorize agreement with Goats R Us for 2022 fuel reduction projects with a budget not to exceed \$100,000.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineer's Report of Utilities Operations and Maintenance* for January 20, 2022 – February 16, 2022. District Engineer Becker presented slides. Forest Lake Reservoir water storage remains at 100% capacity. Alternative source water projects remain shut down during full reservoir until irrigation season in 4 to 6 weeks.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. Mr. Becker presented slides. The Phase III undergrounding PG&E fee came in slightly over \$2.4 million.

Wastewater Reclamation Project Management Committee Meeting

The Board received and reviewed *Draft Minutes* of the meeting held February 8th.

Replacement of Forest Lake Reservoir Submersible Mixers

The Board received and reviewed the *Engineer's Report*., The horizontal mixers coupled with the vertical bubble mixers has resulted in no blue-green algae blooms experienced in the reservoir without using chemicals. The mixers are 15 years old and at the end of useful life. Replacement purchase was approved by the Reclamation Management Committee at its February 8th meeting.

MOTION 22-02-04

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to authorize General Manager to procure replacement mixers for Forest Lake Reservoir for an amount not to exceed \$95,000.

2022 Sewer Replacement Project

The Board received and reviewed the *Engineer's Report* by Assistant Engineer Chris Simmons who presented slides showing the lines identified for replacement by the evaluation of the data collected by the televised inspection of the wastewater collection system. Some lines to be replaced are constructed in old terra cotta material. The project is scheduled for bidding this summer and work is anticipated to be completed by winter.

MOTION 22-02-05

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 22-03* approving Project Assignment No. 52 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering design, bid-phase services, and construction support services required for the 2022 Sewer Replacement Project for an amount not to exceed \$130,000.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD board meeting held February 24th attended by Director McKee and General Manager Niccum. The Board approved \$35,000 for purchasing 3rd and 4th stage reverse osmosis membranes. An April/May CAWD board retreat is planned.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meetings

The Board received and reviewed the *Agenda Information* for the MRWMD board meeting held February 18th. Residential food waste collection buckets are now available at the PBCSD front counter (limited supply first come first served) to comply with SB 1383 organics disposal requirements.

GENERAL GOVERNMENT

Biennial Review of District Conflict of Interest Code

MOTION 22-02-06

It was moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 22-04* approving revisions to the District's *Conflict of Interest Code* due to changes in personnel assignments.

Extension of California Highway Patrol Services Contract

General Manager Niccum will present an in-depth program overview in the next quarterly law enforcement program report.

MOTION 22-02-07

It was moved by Director McKee, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 22-05* approving and authorizing execution of an amendment to the contract with California Highway Patrol to extend the supplemental law enforcement services to June 30, 2023.

Topics for PBCSD Spring/Summer Newsletter

The board received and reviewed the *Administrative Coordinator Report* on topics for the upcoming newsletter. Board members provided input.

DMFPO Roads and Traffic Committee Meeting

The board received and reviewed the agenda from the meeting held February 24th. Shawn Casey at today's meeting reported the PBCo budget was increased for 2021 projects allowing additional paving commencing next week: 17 Mile Drive from Ocean Road to Spyglass Hill Road; 17 Mile Drive from Crespi Lane to Carmel Way; Colton Road from Lopez to Bird Rock Road; Palmero from 17 Mile Drive to

Sonado Road; Congress Road from SFB Morse Drive to Forest Lodge Road; and Majella to Forest Lodge Road. Drainage projects are still underway. The crosswalk paint on Forest Lake Road at Stevenson School will soon be refreshed. The roadway will be repaved after utility occupancy of PBCSD undergrounding project.

Ms. Burrell at today's meeting gave an update of improvements at The Hay intersection with Stevenson Drive. Monterey County Public Works is amending its vehicle code to allow a four-way stop at the intersection, which requires approval by the Board of Supervisors.

PBCSD Safety Committee Meeting

The board received and reviewed the minutes of the Safety Committee Meeting held January 25th. Assistant Engineer Simmons reported.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum reported nominations are open for primary and alternate seats on the Local Agency Formation Commission; Mary Ann Leffel is running again, the alternate is not. He reminded board members that Forms 700 are due by April 1st. The District is looking into making administrative staff space improvements, adding high-efficiency particulate absorbing (HEPA) filters to the building ventilation system, and extending the front of the fire bays to accommodate the longer engines—more information will be presented at a future board meeting. A closed session is planned at the next Board meeting regarding a personnel issue.

CLOSED SESSION

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

ADJOURNMENT

MOTION 22-02-08

M/S/C (unanimous) to adjourn at 11:40 a.m. to a regular Board meeting to be held on Friday, March 25, 2022 at 9:30 a.m., in person/virtual.



Mike Niccum, Board Secretary