

Pebble Beach Community Services District

2022 Achievements and 2023 Goals



General Government

2022 Achievements:

- Continued succession planning effort as the District workforce ages. Hired one Maintenance Department position and recruited an Environmental Compliance Coordinator that will begin employment in January. Promoted District Engineer to Deputy General Manager. Promoted Maintenance Technician Nic Faro to Maintenance Manager, the first time the position has been filled in over 20 years. Provided leadership training to the Management Team including the Deputy General Manager, Finance Director and Maintenance Manager.
- Received Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA) Presidents Special Recognition Award in all three insurance categories: liability, property and workers' compensation.
- Completed biennial review of the District Conflict of Interest.
- The Safety Committee had four committee meetings and four safety inspections in the field, provided safety training program for new employees and held several in person and field training sessions. Safety Officer retained consultant to help update District Injury and Illness Prevention Plan.
- LAFCO (Local Agency Formation Commission of Monterey County) approved the City of Pacific Grove annexation of a property owned by Mission Linen from Monterey County. The annexation included the transfer of fire and solid waste responsibilities from the District to the City. The District retained wastewater authority for the property and the boundaries of the District did not change.
- Maintenance Technician Kelvin Ellison received the Collection Worker of the Year Award from the local Monterey Bay Chapter of the California Water Environmental Association (CWEA) and went on to receive the statewide CWEA award.
- Maintenance Technician Jesse Huddleson obtained State Water Distribution System Grade I certification.

2023 Goals:

- Complete hiring process for one new accountant maintenance position. Continue to consider options for organization changes including employing additional personnel to address program responsibilities of the retiring employees.
- Retain a college intern during the summer to support Engineering, Fire, Administration and Maintenance departments.
- Retain safety consultant to assist with updating specific safety programs.

2023 General Government Goals:

- Retain human resources consultant to assist with updating the District Administrative Code and continue leadership training for Management Team.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision-making process.
- Review and negotiate updates to the Agreement for Use of Treatment Facilities between Carmel Area Wastewater District (CAWD) and Pebble Beach Community Services District (PBCSD).
- Review potential impacts of Sea Level Rise on District facilities.

Community Relations

2022 Achievements:

- Published two District newsletters and a budget summary mailed to all Del Monte Forest residents.
- Assisted the Del Monte Forest Conservancy (DMFC) in vegetation management projects and provided support services including Indian Village management/security and administrative/accounting support services.
- Director Froke served as the District representative of the Community Advisory Committee.
- Director Laska served as District representative on Board of Directors for ReGen Monterey (MRWMD).
- Director Froke served as District representative on Traffic and Roads Committee of Del Monte Forest Property Owners (DMFPO).
- Directors Verbanec and Froke represented District at Special Districts Association of Monterey County meetings.
- Directors Verbanec and McKee served on CAWD/PBCSD Wastewater Reclamation Project Management Committee.
- Maintenance Technicians Kelvin Ellison and Jesse Huddleson and Associate Engineer Chris Simmons served as Directors of local Monterey Bay Chapter of the California Water Environment Association.
- General Manager served as a Director of the local Monterey Bay Chapter of American Public Works Association, as a member of Monterey County Disaster Council and as chair of the ReGen Monterey Technical Advisory Committee.
- Provided District Boardroom as a polling location for the Monterey County elections.

Finance Systems

2022 Achievements:

- Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Annual Comprehensive Financial Report for fiscal year ending June 2021.
- Solicited Request for Proposals for new audit firm and contracted with new outside independent audit firm for review of future annual financial statements.
- Received an unmodified (“clean”) opinion from outside independent auditors on the District Annual Comprehensive Financial Report.
- All vendors and contractors were paid in a timely manner per contract requirements, all revenues and reimbursements were collected according to Board policies and agreements, and all mandated Federal and State reports were completed and filed on a timely basis.
- Served as lead agency in various Fire Department cost-share agreements with neighboring jurisdictions.
- Provided ongoing oversight support to CAWD/PBCSD Wastewater Reclamation Project and DMFC by reviewing accounting records.

2023 Goals:

- Prepare Annual Comprehensive Financial Report to qualify for GFOA Certificate of Achievement for fiscal year ending June 2022.
- Hire new Accounting Technician.

Fire Department

2022 Achievements:

- Extended Paramedic Service Provider Agreement (PPA) with Monterey County Emergency Medical Services Agency allowing the District to provide advance life support services for the three years remaining on the Monterey County ambulance contract.
- Extended Prescribing Physician Agreement for the length of the PPA.
- Completed joint fuel reduction projects with DMFC and Pebble Beach Company with a focus on creating a shaded fuel break along evacuation routes within Del Monte Forest as well as Highway 68. Fieldwork performed by masticator and tree removal contractors, a herd of three hundred goats and inmate hand crews.
- Coordinated with neighboring jurisdictions on joint projects to reduce fuel on the north side of Highway 68 below Scenic Drive near Monterey, at the south side of Pescadero Canyon near Carmel-by-the-Sea and the Navajo Tract near Pacific Grove.
- The annual Pebble Beach 2K/5K Zombie Run and Emergency Preparedness Fair was held this year with approximately 450 runners and 100 volunteers.
- The annual summer Public Safety Day Open House for Pebble Beach residents was cancelled for a third year due to COVID-19 concerns.

2022 Fire Department Achievements:

- Numerous CPR, first aid, fire extinguisher and safe babysitter training classes were once again provided to the community.
- Participated in Monterey County Emergency Medical Care Committee meetings to monitor ambulance contract and paramedic provider requirements.
- Completed annual residential and vacant lot vegetation clearance inspections.
- Maintained emergency preparedness list of residents in Pebble Beach that require assistance in an emergency.
- Participated in California American Water Fire Hydrant Flow Task Force.
- Provided fire protection inspection services and staffed paramedic golf carts in support of the 2022 AT&T Pebble Beach Pro-Am Golf Tournament and Pebble Beach Concours D'Elegance.
- Completed fire flow testing on 30 hydrants within Pebble Beach.
- Started design of Carmel Hill Fire Station Repaving Project.
- Authorized early purchase of Patrol Vehicle and Ladder Truck due to supply constraints.
- Declared reserve fire engine surplus and donated to Monterey Peninsula College Fire Academy.
- Purchased new portable radios, a water rescue craft and an all-terrain rescue vehicle.
- Began participation in PulsePoint program that provides real-time information to the public.
- Provide funding with Pebble Beach Company to prepare Site Specific Resource Management Plans for open space areas contained in the Pebble Beach Fire Defense Plan.
- Expanded Drone Program by developing pilots and purchasing equipment.

2023 Fire Department Goals:

- Update Fire Defense Plan including a summary of fuel reduction projects for 2023 and 2024.
- Complete paving project at Carmel Hill Fire Station.
- Coordinate with Monterey County for transition to new CAD to CAD (Computer Aided Dispatch) system at Emergency Communications Centers to improve communication and reduce response times.
- Continue Public Safety Day Open House and Zombie Run events in 2023.
- Coordinate planning for "Every 15 Minutes" program for four local high schools that serve Pebble Beach residents.
- Support Sober Graduation programs at four local high schools serving Pebble Beach residents.
- Coordinate with California American Water to field flow test fire hydrants.

Maintenance Department

2022 Achievements:

- Assessed data from project televising clay sewer mains in the wastewater collection system, identified highest priority lines for replacement and prepared the 2023 Sewer Line Replacement Project construction documents.
- Updated SCADA hardware system at P-5 (Sunset Lane) pump station.
- Migrated wastewater pump stations P-8 and P-6 to new SCADA platform.
- Completed design and bidding for Pump Station P-1 (Cypress Point) and P-2 (Fanshell Beach) Improvement Project.
- Completed construction project to raise manhole lids on Highway 68 due to Caltrans repaving project.
- Installed and commissioned District weather station at Forest Lake Reservoir.
- There were no Category I or II sanitary sewer overflows and eight minor Category III sanitary sewer overflows that originated from the Pebble Beach wastewater collection system in 2022.
- Participated in project meetings for capital improvement projects at CAWD.

2023 Goals:

- No Category I or II sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2023.
- Complete construction of 2023 Sewer Line Replacement Project and design of 2024 Sewer Line Replacement Project.
- Complete construction of Pump Station P-1 (Cypress Point) and P-2 (Fanshell Beach) Improvement Project
- Design and upgrade instrumentation controls at pump stations P-4 (Highway 68) and P-3 (Seal Rock) pump stations so that all maintenance facilities are controlled by the same SCADA system software and server.
- Purchase new 10-inch portable pump and two maintenance vehicles.

Reclamation Project

2022 Achievements:

- Coordinated meetings for Reclamation Management Committee (3), Technical Advisory Committee (3) and Oversight Committee (3).
- Submitted Annual Monitoring Report to California Division of Safety of Dams (DSOD) for 2021 and hosted annual DSOD field inspection visit.
- Continued update of Forest Lake Reservoir Emergency Action Plan to incorporate comments from CalOES (California Office of Emergency Services) and DSOD.
- Continued design of cathodic protection project on unprotected section of recycled water distribution pipeline located in Carmel.
- Completed replacement of mixers at Forest Lake Reservoir by maintenance staff.

2022 Reclamation Project Achievements

- Operated dry weather storm water diversion project on 4th fairway of Pebble Beach Golf Links and three wells near the 8th and 9th fairways of Monterey Peninsula Country Club (MPCC) Dunes Course and near the intersection of Bird Rock and 17-Mile Drive near the MPCC Shore Course. Commissioned two new storm water diversion projects on the 18th fairway of Pebble Beach Golf Links and started design of new well near Bird Rock. A total of 15 million gallons of water were diverted to the wastewater collection system.

2023 Reclamation Project Goals:

- Complete cathodic protection project on Carmel section of recycled water distribution pipeline.
- Upgrade flow meters with remote monitoring capabilities.
- Identify major capital items with expected useful life greater than the 15-year Long-Term Capital Outlay Program and estimate cost to replace.
- Design replacement system for strainers at Forest Lake Reservoir.
- Complete construction of new well near Bird Rock.

Solid Waste

2022 Achievements:

- Approved Memorandum of Understanding (MOU) with other ReGen Monterey jurisdictions to share costs of meeting SB1383 requirements to divert organic materials from the landfill and obtained a grant from CalRecycle for SB1383 program costs.
- Held a successful Household Hazardous Waste Collection Event with approximately 400 cars from Pebble Beach residents participating.
- Participated in ReGen Monterey Technical Advisory Committee meetings that included regional coordination between agencies to address SB1383 requirements, performance review of solid waste collection services franchise haulers, field tours and updates for ReGen Monterey capital projects and regional solid waste issues.
- Coordinated zero waste programs for Pebble Beach special events.

2023 Goals:

- Continue participation in ReGen Monterey Technical Advisory Committee including review of regional solid waste planning, legislative and regulatory requirements, capital improvements at ReGen Monterey facilities and performance of solid waste haulers to achieve higher diversion rates cost-effectively.
- Schedule another Household Hazardous Waste Collection Event in 2023.

Supplemental Law Enforcement

2022 Achievements:

- California Highway Patrol (CHP) contract renewed and program continues with community support. The enforcement schedule was increased to assist with law enforcement during special events.
- Prepared quarterly reports summarizing CHP citation data and information collected on District vehicle speed measuring units which show speeds are consistent.
- Participated in quarterly DMFPO Roads and Traffic Committee where traffic data and crime statistics are shared with DMFPO members.
- Received quarterly reports from Monterey County Sheriff's office and Pebble Beach Security summarizing Pebble Beach crime statistics.

2023 Goals:

- Continue program operation and propose modifications if conditions change.
- Continue participation in DMFPO Roads and Traffic committee.

Undergrounding Overhead Utilities

2022 Achievements:

- Completed approximately 90% of construction on the Phase III Undergrounding Overhead Utilities Project on Forest Lake Road, Drake Road, Ondulado Road, Alva Lane, Sombria Lane and Portola Road.

2023 Goals:

- Complete construction of Phase III Undergrounding Overhead Utilities Project.
- Perform Program Review of undergrounding program.
- Begin design of Phase IV undergrounding project.