

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of June 30, 2023**

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 30, 2023. President Leo M. Laska called the meeting to order at 9:30 a.m.

ROLL CALL

Present: Leo M. Laska – President, Richard B. Gebhart – Vice President, Jeffrey B. Froke, Peter B. McKee, and Richard D. Verbanec

Directors Absent: None

Others Present:

Mike Niccum, General Manager

Bob Rathie, Legal Counsel*

Nick Becker, Deputy General Manager/District Engineer

Chris Simmons, Associate Engineer

Marianna Pimentel, Finance Director

Yuriana Nuñez, Administrative Coordinator

Nijesh Sthapit, Accountant*

Alayna Gocke, Environmental Compliance Coordinator*

George Nunez, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Mike Meddles, Division Chief, CAL FIRE

Thomas Headley, Captain, CAL FIRE

Frank Espinoza, Fire Prevention Battalion Chief, CAL FIRE

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

Barbara Buikema, General Manager, CAWD*

Cheryl Burrell, Planning Manager, Pebble Beach Company (PBCo)

Shawn Casey, Vice President Resource Management, PBCo

Vinod Badani, Vice President, E2 Consulting Engineers*

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

Jerry Verhasselt, Pebble Beach resident

Hampton Stewart, Pebble Beach resident*

Sandi Verbanec, Pebble Beach resident*

Mary Housel, Pebble Beach resident*

Laura Paxton, Board Clerk

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

President Laska and General Manager Niccum presented to Deputy General Manager/District Engineer Nick Becker an award for ten years of PBCSD service.

AGENDA CHANGES

There were no requested changes to the agenda.

MINUTES AND FINANCIAL MATTERS

MOTION 23-06-01

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve the minutes of the regular board meeting held May 26, 2023, with the correction to Motion 23-05-02 that it was moved by Director Gebhart, not Froke.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements for May 2023*. Finance Director Pimentel presented slides. There were no questions.

Check Register

MOTION 23-06-02

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried 5-0 to approve the *Check Register* for May 2023.

TIMED BUSINESS - CONCURRENT PUBLIC HEARINGS

FISCAL YEAR 2023-24 PBCSD FINAL BUDGET AND SERVICE FEES

The Board received and reviewed the Final Budget for Fiscal Year 2023-24 (7/1/23 through 6/30/24). President Laska opened the public hearing at 9:40 a.m.

Ms. Pimentel detailed the \$242,000 increase in operating and maintenance expenses and the \$770,000 decrease in amount budgeted for capital outlay and construction project expenditures for a total \$528,000 decrease from preliminary budget. A comparison of the proposed budget to the prior year budget was provided.

Ms. Pimentel presented proposed Fiscal Year 2023-24 garbage and sewer service fees and sewer connection fee, changes from the prior year, the basis for changes, and comparisons to neighbor jurisdictions.

There were no public comments made or received. The hearing was closed at 10:01 a.m.

Ms. Pimentel thanked Senior Accountant Nancy Johnson, who was the lead on budget development, department managers, and fire staff for teaming up to prepare the budget.

MOTION 23-06-03

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to adopt the following Resolutions:

Resolution No. 23-11 approving Fiscal Year (FY) 2023-24 service charges and special tax for:

- **Garbage and Refuse Collection and Disposal Services:** The rate for garbage service is proposed to increase by 4.8% for basic residential from \$30.92 per month to \$32.40 per month.
- **Wastewater Treatment & Disposal Services:** The rate for sewer service is proposed to increase by 9.0% for residential from \$29.10 per month to \$31.72 per month.
- **Fire Protection Services:** No change is proposed in the residential assessment of \$51.20 per year and vacant lot assessment of \$25.60 per year.

Resolution No. 23-12 certifying compliance with state law for levying of general and special taxes, assessments and property-related fees and charges.

Resolution No. 23-13 approving Final Budget for FY 2023-24.

Resolution No. 23-14 approving positions, classifications and pay schedule for FY 2023-24.

Resolution No. 23-15 adopting the Appropriation Limit for FY 2023-24.

Resolution No. 23-16 approving Sewer Connection Fee for FY 2023-24.

END OF TIMED BUSINESS

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for May 20th - June 23rd, 2023. Captain Headley presented. On May 26th, the fire department responded to a Victorian residential structure fire in Pacific Grove. Captain Headley presented drone camera footage of the scene. The drone's thermal camera monitored internal flames, aiding in suppression efforts and firefighter safety. The importance of ladder trucks as a regional resource was emphasized; besides providing fire suppression water flow from a high elevation, the trucks also provide lighting for incidents such as this one that continue into the night. The extended ladders have also been used to lower rescuers to victims stranded along rocky shorelines.

Chief Espinoza reported on fire prevention efforts, noting that planning and preparations are underway for the 9th annual Zombie Race and Emergency Preparedness Fair on October 28, 2023; 100+ runners are already registered.

Chief Nunez proudly acknowledged District drone operators flight time as being in the top ten of 129 operators in the state, just one example of District programs flourishing with the support and leadership of the PBCSD Board of Directors.

PulsePoint Respond Mobile App

Chief Meddles presented slides and detailed program features (see admin.pulsepoint.org). PulsePoint could eventually replace the Code Red notification system currently in use. A PulsePoint feature not available with Code Red alerts citizens trained in CPR that someone nearby is in cardiac distress and needs help until professionals arrive.

Monterey Peninsula Airport District Vehicle Use Agreement

The Board received and reviewed the *General Manager Report* regarding an agreement with Monterey Peninsula Airport District (MPAD) for refurbishment and use of its command vehicle as a regional resource. MPAD will retain ownership of the vehicle.

MOTION 23-06-04

Moved by Director Verbanec, seconded by Director Froke, and unanimously carried 5-0 to adopt Resolution 23-17 approving agreement with Monterey Peninsula Airport District for use of Mobile Command Vehicle and authorize General Manager to purchase up to \$100,000 of equipment required to upgrade vehicle.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Operations and Maintenance Report

The Board received and reviewed the *Engineer's Report of Utilities and Operations and Maintenance* for May 20 – June 22, 2023. Mr. Simmons presented slides. Forest Lake Reservoir is currently at 85% capacity and daily demand remains low. Bird Rock Well #1 was shut down to better determine the draw down impact from nearby Bird Rock Well #2 that is soon to be commissioned. A policy has been implemented to limit operation of the alternative source water facilities during wet weather years when it is clear the reservoir has capacity to meet all irrigation season demand. The reason for the change is treated alternative source water will end up being discharged to the ocean and the incremental cost for primary and secondary treatment at CAWD for alternative water is \$60,000-\$70,000 annually.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. Mr. Simmons and Mr. Becker gave highlights. Director Froke advised of the corroded curved vent on the surface of the Bird Rock Pump Station P3. Carmel Hill Fire Station Restoration Project timeline has been shortened due to accelerated demolition and use of more standard subbase material, which reduced project costs; construction is anticipated to start at the end of July. The District plans to partner with Pebble Beach Company in September to repave roads impacted by Phase III construction; bids will be presented to the board in July. Bird Rock Well #2 will be test commissioned for a short time then shut down due to the high level of water storage at Forest Lake Reservoir.

CAWD Board Meeting

The Board received and reviewed the Agenda information for the board meeting held June 29, 2023, attended by Director Gebhart. The Board adopted the 2023/24 Budget. Work on the Phase II rehabilitation and sludge holding tank project remains on budget. Effective June 2, 2023, CAWD has voluntarily recognized the United Republic of Employees of California 792 as the exclusive representative of 17 non-exempt employees. Non-members will continue to be represented by the Union bargaining group.

SOLID WASTE MANAGEMENT

ReGen Monterey Board Meeting

The Board received and reviewed the Agenda information for the ReGen Monterey Regular Board meeting held June 23, 2023, attended by Director Laska. The 2023/24 Budget was adopted.

GENERAL GOVERNMENT

Safety Committee

The Board received and reviewed the minutes of the District Safety Committee meeting held June 12, 2023. Mr. Simmons noted that it was the last time Mr. Niccum would be in attendance and thanked him for his years of involvement.

Chief Financial Officer Job Description

The Board received and reviewed the job description. Mr. Niccum advised the board that wording would be changed in two places to clarify the Financial Officer serving in the General Manager's position under *Examples of Duties and Ability to*.

MOTION 23-06-05

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve the Chief Financial Officer job description with the

revision of the wording in two instances from “Serves as general manager in general manager’s absence and when delegated” to “Serves as general manager when delegated.”

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Administrative Coordinator Nuñez announced the following dates for PBCSD events:

July 21: Employee Appreciation Picnic at Indian Village Picnic Grounds 11:30am – 3pm

July 29: Fire Department Open House at Administrative Offices 10am – 2pm

August 12: Household Hazardous Waste Event at Administrative Offices 9am – 2pm


CLOSED SESSION

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

ADJOURNMENT

MOTION 23-06-06

M/S/C (unanimous) to adjourn at 11:32a.m. to a regular Board meeting to be held on Friday, July 28, 2023 at 9:30 a.m., in person/virtual.



Mike Niccum, Board Secretary