

Pebble Beach Community Services District

2018 Achievements and 2019 Goals



General Government

2018 Achievements:

- Provided consumer driven health plan option for District employees including health savings accounts.
- Approved District participation in Public Agencies Post-Employment Benefits Trust administered by Public Agency Retirement Services (PARS).
- Employed a college intern during the summer that assisted the Fire, Engineering Administration and Maintenance departments by completing field surveys, performing equipment inventory, data entry, reviewing plans and storing project files and mapping documents.
- Four Safety Committee meetings held with participation from Fire Department.
- 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 Conflict of Interest Code.

2019 Goals:

- Review District staffing levels and organization chart. Consider options for successful succession planning as the District workforce ages.
- Renew California Special Districts Association Transparency Certificate of Excellence.
- Retain a college intern during the summer to support Fire, Engineering and Maintenance departments.
- Retain Safety Consultant to perform Arc Flash study of district electrical facilities and assist with updating specific safety programs.

Community Relations

2018 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 Laska served as District representative on the Monterey Regional Waste Management District (MRWMD).

2018 Community Relations Achievements (Continued):

- Director Froke served as District representative on Traffic and Roads Committee of the Del Monte Forest Property Owners (DMFPO).
- Directors Verbanec and Froke represented the District at four Special Districts Association of Monterey County meetings.
- Directors Verbanec and McKee served on the CAWD/PBCSD Wastewater Reclamation Project Management Committee.
- Deputy General Manager served as the special district representative and the Chair of the Monterey County Treasury Oversight Committee; member of the ACWA/JPIA Finance and Audit Committee.
- Principal Engineer served as Vice President of the local Monterey Bay Chapter of the California Society of Professional Engineers.
- Maintenance Technician Kelvin Ellison served as a Director of the local Monterey Bay Chapter of the California Water Environment Association.
- General Manager served as a Director of the local Monterey Bay Chapter of the American Public Works Association and served on the Monterey County Disaster Council.
- Hosted tours of Forest Lake Reservoir for the California Association of Sanitation Agencies and the California Section of the WateReuse Association conferences.

Finance/Information Systems

2018 Achievements:

- Prepared Comprehensive Annual Financial Report (CAFR) to qualify for Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- Received an unmodified (“clean”) opinion from outside independent auditors on the District annual financial statements with no management recommendations.
- All vendors and contractors were paid in a timely manner per contract requirements and all revenues and reimbursements were collected according to Board policies and agreements.
- Served as the lead agency in various cost-share agreements with neighboring jurisdictions including allocation of costs and collection of accounts receivable.
- Completed and filed all mandated Federal and State reports on a timely basis.
- Provided support to the CAWD/PBCSD Wastewater Reclamation Project and the DMFC by reviewing bank reconciliations, accounting journal and monthly disbursement reports.
- Updated databases and mapping for the District Information Systems including the PBCSD, Cypress and Carmel Highlands Fire Protection Districts joint information systems.
- Migrated District file and email systems to a new server.

2019 Finance/Information Goals:

- Prepare CAFR to qualify for GFOA Certificate of Achievement.
- Upgrade District website and move to a new website management platform (Wordpress).
- Replace Forest Lake surveillance camera system with more efficient remote access and higher video quality.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision making process.

Fire Department

2018 Achievements:

- Received Insurance Services Office rating of Class One and Fire Prevention office was identified as the highest rated in California.
- Completed joint environmental review with Cypress and Carmel Highlands Fire Protection Districts for update of District Fire Defense Plan to include new conservation areas.
- Coordinated and provided funding for joint vegetative clearing projects with DMFC and Pebble Beach Company including fieldwork performed by a goat herd, inmate hand crews and landscaping contractors.
- Executed a three-year cooperative agreement with CalFire to provide fire protection services through June 2021.
- Sponsored summer open house for Pebble Beach residents with an attendance of approximately 900.
- Sponsored Pebble Beach 2K/5K Zombie Run and Emergency Preparedness Fair with participation of approximately 450 runners and 180 volunteers.
- Executed Paramedic Provider Agreement with Monterey County Emergency Medical Services Agency allowing the district to provide advance life support services through January 31, 2020.
- Responded to Request for Information from the Local Agency Formation Commission of Monterey County related to regional fire and emergency medical response issues.
- Completed 2,000 residential and vacant lot vegetation clearance inspections including 120 second inspections.
- Fire Prevention staff made several presentations on emergency preparedness for the risk of wildfire.
- Purchased new vehicles for Prevention Battalion Chief and Division Chief.
- Purchased new mobile data computers and new thermal imaging cameras for all fire engines and put into service new portable radios for all personnel.
- Coordinated design of new wastewater pump station and replacement of back flow valve at Carmel Hill Fire Station.
- Purchased floating dock for deployment of water rescue craft at Stillwater Pier.
- Installed air conditioning system for upper floor of Pebble Beach Fire Station.

2018 Fire Department Achievements (Continued):

- Continued medical waste take-back program providing the community with an environmentally responsible way to disposed of unused pharmaceutical and sharps waste.
- Maintained emergency preparedness list of 286 residents in Pebble Beach that require assistance in an emergency.
- Supported Community Emergency Response Teams (CERT) with about 30 residents participating in the program for the three districts.
- Participated in regional fire department discussions to insure continued mutual and automatic aid operations.
- Coordinated Fire Safe Demonstration Garden maintenance.
- Provided fire protection inspection services and staffed paramedic golf carts in support of the AT&T Pebble Beach Pro-Am Golf Tournament, the Pebble Beach Concours D'Elegance and Pebble Beach Food and Wine.
- Participated in planning meetings for the 2019 US Open Golf Tournament.

2019 Fire Department Goals:

- Update Fire Defense Plan to include new conservation areas.
- Work with Del Monte Forest Conservancy and Pebble Beach Company to apply for grant funding to expand fire reduction programs.
- 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.
- Begin negotiations with Monterey County to extend Paramedic Provider Agreement an additional five years.
- Add second water rescue craft and install floating dock at Stillwater Pier to improve Ocean Rescue Program.
- Continue Open House and Zombie Run events in 2019.
- Coordinate "Every 15 Minutes" program for local high schools serving district students. This is a two-day program that challenges students to think about drinking, driving, personal safety, responsibility of making mature decisions and the impact those decisions have on family, friends and the community.
- Include private fire hydrant information in District database.
- Coordinate with California American Water to field flow test fire hydrants.

Maintenance Department

2018 Achievements:

- There were three minor sanitary sewer overflows with less than 110 gallons that originated from the Pebble Beach wastewater collection system in 2018.
- Initiated biweekly engineering/maintenance department meetings to review safety and maintenance topics, practices and priorities.
- Performed engineering evaluation of Supervisory Control and Data Acquisition (SCADA) system including a radio communication system survey.

2018 Maintenance Department Achievements (Continued):

- Completed design of 2018 Sewer Replacement Project and planning for Seal Rock pump station P-3 rehabilitation project.
- Purchased new utility truck with service body and crane.
- Performed emergency repairs at Pump Station P-5 located below Sunset Lane in Pescadero Canyon due to leaking check valve.
- Installed new level indicating system at Cypress Point pump station P-1 wet well; replaced main electrical feed automatic transfer switch at Fan Shell Beach P-2 pump station; replaced two sump pumps, rehabilitated stands for four 75 horsepower pumps, replaced solids grinder and wet well mixer at Seal Rock pump station P-3; removed old seal water system at Pescadero Canyon P-5 pump station; replaced damaged impellers on 60 horsepower pumps at 18th Fairway pump station P-7; installed new wet well mixer at Spanish Bay pump station P-8 and rehabilitated power cords and receptors on four portable generators and Pump Stations P-1, P-2, Highway 68 P-4 and Pescadero Point P-6.
- Performed field verification of sewer system infrastructure to improve the GIS (Geographic Information System) mapping of sewer system.
- Participated in design review for capital improvement projects at CAWD.
- Performed 78 plan check reviews and issued 47 sewer permits.
- Reviewed and inspected installation of sewer improvements for Pebble Beach Company subdivisions located on Stevenson Drive and Spyglass Woods Road near the Spyglass Hill Golf Course and on Dunes Road next to Indian Village as well as the Affordable Housing Project on Morse Drive.
- Tour of District facilities by insurance carrier ACWA/JPIA resulted in no recommendations for improvement.

2019 Maintenance Goals:

- No Category I or II sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2019.
- Construct 2018 Sewer Replacement Project.
- Complete design and construct Seal Rock pump station P-3 rehabilitation project.
- Design and construct Phase I of the SCADA System Improvement Project including a new radio communication system.
- Design generator replacement projects at Pescadero Canyon pump station P-5 and at the District offices.
- Retain contractor to televise wastewater collection system and integrate data into District information system.
- Build database for a new asset management software system to track and prioritize maintenance activities.
- Purchase tablets to assist with electronically recording field maintenance activities.
- Implement new electronic sewer atlas system.

Reclamation Project

2018 Achievements:

- Coordinated meetings for Reclamation Management Committee (3), Technical Advisory Committee (3) and Oversight Committee (4).
- Coordinated California Division of Safety of Dams (DSOD) inspection in November and submitted Annual Monitoring Report to DSOD.
- Submit new inundation mapping and updated Emergency Action Plan to meet new DSOD requirements.
- Performed cathodic protection study on recycled water pipeline.
- Performed emergency repairs on Forest Lake pump header piping system and constructed Forest Lake pump station bypass system.
- Designed permanent repairs to Forest Lake pump station and for bypass of 2.5 million gallon recycled water storage tank to allow recycled water delivery to Poppy Hills Golf Course when the storage tank is out of service.
- Explore feasibility for additional dry weather storm water diversion projects in Carmel and Pebble Beach to increase the quantity of recycled water.
- Operated dry weather storm water diversion project on the 4th fairway of Pebble Beach Golf Links and diverted approximately 5.5 million gallons of storm water to the wastewater collection system.
- Maintained wells near the 8th and 9th fairways of MPCC and discharged approximately 7.0 million gallons of well water to the wastewater collection system.

2019 Reclamation Project Goals:

- Construct Forest Lake Reservoir pumping system improvements and bypass piping at recycled water storage tank.
- Construct new SCADA system improvements at Forest Lake and the recycled water storage tank.
- Schedule installation of interior and exterior coating system of 2.5 million gallon recycled water storage tank.
- Consider feasibility of installing fire hydrants on recycled water system.

Solid Waste

2018 Achievements:

- Held successful Household Hazardous Waste Collection Event at the District collecting 4.5 tons of household hazardous waste, 7.6 tons of electronic waste and 480 pounds of medical waste from 352 vehicles.
- Redirected recycled materials to the new MRWMD material recovery facilities.
- Participated in MRWMD Technical Advisory Committee including review of performance of the solid waste collection services franchise hauler as well as status of MRWMD capital projects.
- Examination of rate adjustment application from Franchise Holder resulted in reduction from the amount requested and provided the ability to increase District annual franchise revenue.
- Coordinated zero waste programs for Pebble Beach special events.

2019 Solid Waste Goals:

- Continue participation in MRWMD Technical Advisory Committee including review of regional solid waste planning, capital improvements at MRWMD facilities and performance of solid waste haulers.
- Schedule another Household Hazardous Waste Collection Event in 2019.
- Continue coordination with MRWMD, Green Waste Recovery and Pebble Beach Company to achieve higher diversion rates cost-effectively.

Supplemental Law Enforcement

2018 Achievements:

- California Highway Patrol (CHP) contract renewed and program continues with community support. Adjusted enforcement schedule as needed to assist with other law enforcement issues in addition to traffic enforcement.
- Prepared quarterly reports summarizing CHP citation data and information collected on vehicle speed measuring units which show speeds are consistent.
- Prepared report summarizing Pebble Beach crime statistics over the past ten years.
- Participated in quarterly DMFPO Roads and Traffic committee meetings to review traffic issues raised by Pebble Beach residents.
- Hosted Joint Operations Command Center for AT&T Golf Tournament security.

2019 Goals:

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

Undergrounding Overhead Utilities

2018 Achievements:

- Coordinated installation of utility feeders and equipment of the Phase II project including a section that was part of the Lodge Area Utility Improvement Project, a section on 17-Mile Drive between Peter Hay and Crespi Lane as well as replacing residential service connections.
- Started design of the Phase III project on Forest Lake Road between Stevenson and Hawkins.
- Reviewed options for the District to assist neighborhoods interested in undergrounding projects.

2019 Goals:

- Complete Phase II undergrounding project prior to the US Open.
- Continue design for Phase III undergrounding project.
- Review policy options with the Board to improve efficiency for future undergrounding projects.