

Pebble Beach Community Services District

2019 Achievements and 2020 Goals



General Government

2019 Achievements:

- Continued succession planning effort as the District workforce ages, reviewed District staffing levels, updated organization chart, added maintenance worker position, updated job descriptions, hired two new maintenance workers, promoted Principal Engineer to District Engineer position formerly held by General Manager and moved responsibility for maintenance department under District Engineer.
- Expanded consumer driven health plan option with health savings accounts to include 85% of employees resulting in lower health care premiums.
- Renewed California Special Districts Association Transparency Certificate of Excellence for another two years.
- 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.
- Participated in Carmel Area Wastewater District (CAWD) Sea Level Rise Committee to address California Coastal Commission concerns at CAWD Treatment Plant.
- Two Safety Committee meetings held with participation from Fire Department.
- Started development of hearing protection safety program.
- Employed an intern during the summer that assisted Fire, Engineering Administration and Maintenance departments by completing field surveys, performing equipment inventory, data entry, reviewing plans and storing project files and mapping documents.

2020 Goals:

- Continue to consider options for successful succession planning as the District workforce ages including training and organizational changes.
- 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.
- Complete biennial review of Conflict of Interest Code.

Community Relations

2019 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 Board of Directors for Monterey Regional Waste Management District (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 four Special Districts Association of Monterey County meetings.
- Directors Verbanec and McKee served on CAWD/PBCSD Wastewater Reclamation Project Management Committee.
- Deputy General Manager served as special district representative and Chair of the Monterey County Treasury Oversight Committee; member of ACWA/JPIA Finance and Audit Committee.
- Maintenance Technician Kelvin Ellison served as a Director 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 and served on Monterey County Disaster Council.
- Hosted California Special Districts Association (CSDA) Coastal Network Legislative Staff tour of Carmel Hill Fire Station highlighting local cooperative agreements increasing the level of service regionally.
- Hosted California Water Environment Association (CWEA) conference tour of the Forest Lake Reservoir facilities.

Finance/Information Systems

2019 Achievements:

- Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Comprehensive Annual Financial Report (CAFR) for fiscal year ending 2018.
- 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, 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 cost-share agreements with neighboring jurisdictions including allocation of costs and collection of accounts receivable.

2019 Finance/Information Achievements (cont.)

- Provided ongoing oversight support to CAWD/PBCSD Wastewater Reclamation Project and DMFC by reviewing monthly accounting records.
- Upgraded District website complying with California laws related to local governments and moved to new user friendly website management platform.
- Replaced two Forest Lake surveillance cameras and recording system software with higher video quality and mobile device compatible system.
- Migrated Document Management System (Questys) to newer Windows platform with latest software versions.

2020 Finance/Information Goals:

- Prepare CAFR to qualify for GFOA Certificate of Achievement for fiscal year ending June 2019.
- Review and revise accounting policies and procedures as needed.
- Move Database Information Systems to newer Windows platform and upgrade system architecture and user interface.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision making process.
- Replace Administration and Fire Department business telephone system.

Fire Department

2019 Achievements:

- Updated Fire Defense Plan to include new DMFC conservation areas and summary of fuel reduction projects for 2019 and 2020.
- Coordinated and provided extra funding for joint fuel reduction projects with DMFC and Pebble Beach Company with a focus on creating a shaded fuel break along evacuation routes leading to five gates. Fieldwork performed by masticator and tree removal contractors, a herd of 315 goats and inmate hand crews.
- Coordinated with neighboring jurisdictions sharing experiences in regards to fuel reduction and modification planning and action.
- 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 600 runners and 150 volunteers.
- Participated in Monterey County Emergency Medical Care Committee meetings to monitor ambulance contract process.
- Executed Prescribing Physician Agreement to continue advanced life support paramedic program without interruption when County EMS Medical Director stopped providing prescribing physician services.
- Supported AB438 to maintain local control of EMS dispatch services.
- Coordinated with Local Agency Formation Commission of Monterey County on regional fire and emergency medical response study including participation on special advisory committee.
- Completed 1,750 residential and vacant lot vegetation clearance inspections.

2019 Fire Department Achievements (Continued):

- Maintained emergency preparedness list of 274 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.
- Continued medical waste take-back program providing the community with an environmentally responsible way to disposed of unused pharmaceutical and sharps waste.
- Fire Prevention staff made several presentations on emergency preparedness for the risk of wildfire and taught numerous CPR, first aid, fire extinguisher and safe babysitter training classes to the community.
- Coordinated construction of new wastewater pump station and replacement of back flow valve at Carmel Hill Fire Station.
- Added second water rescue craft and installed floating dock at Stillwater Pier to improve Ocean Rescue Program.
- Participated in regional fire department discussions to insure continued mutual and automatic aid operations.
- Participated in California American Water Fire Hydrant Flow Task Force.
- Coordinated rehabilitation of Fire Safe Demonstration Garden including new walkway and plantings.
- Provided fire protection inspection services and staffed paramedic golf carts in support of the 2019 US Open Golf Tournament, the AT&T Pebble Beach Pro-Am Golf Tournament, the Pebble Beach Concours D'Elegance and Pebble Beach Food and Wine events.
- Participated in public safety unified command for US Open.
- Consolidated several Memorandums of Understanding with Cypress and Carmel Highlands Fire Protection Districts for Water Rescue, Training, Paramedic and Fire Prevention Programs into two agreements for PBCSD Lead Cost-shared Positions and Programs.
- Started preliminary planning with architectural firm for kitchen remodel project.
- Repaired northwest driveway from fire station.

2020 Fire Department Goals:

- Extend Paramedic Provider Agreement with Monterey County Emergency Medical Services Agency allowing district to provide advance life support services past January 31, 2020.
- 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 Open House and Zombie Run events in 2020.
- Complete design and construction of kitchen remodel project.
- Coordinate “Every 15 Minutes” program for local high schools serving district.
- Include private fire hydrant information in District database.
- Coordinate with California American Water to field flow test fire hydrants.

Maintenance Department

2019 Achievements:

- Completed Phase I of Supervisory Control and Data Acquisition (SCADA) system project including reclamation facilities at Forest Lake Reservoir, Carmel metering station, the District office and connections with CAWD Treatment Plant.
- Purchased mobile tablets to allow field connection with SCADA system and assist with electronically recording field maintenance activities.
- Completed construction of 2019 Sewer Replacement Project in Pescadero Canyon
- Completed generator replacement and aboveground fuel tank rehabilitation projects at the District offices.
- Prepared specifications and solicited cost proposals to televise wastewater collection system and integrate data into District information system. This information will be critical in prioritizing future sewer improvement projects.
- Performed emergency repairs at two locations on El Bosque Drive and Sunset Lane to repair sewer mains damaged by settling storm drain lines.
- Constructed pipeline bridges at two locations on Viscaino Easement to protect sewer lines exposed by storm water channel erosion.
- Repaired broken water pump in portable generator; tested emergency pump bypass, rebuilt two 75 horsepower pumps, stiffened pump support frames for four 75 horsepower pumps, replaced 150 horsepower motor starter at Seal Rock pump station P-3; repaired main power conductor at Fan Shell Beach P-2 pump station.
- There were three minor sanitary sewer overflows that originated from the Pebble Beach wastewater collection system in 2019.
- Continued biweekly engineering/maintenance department meetings to review safety and maintenance topics, practices and priorities.
- Participated in design review for capital improvement projects at CAWD.
- Performed 39 plan check reviews and issued 57 sewer permits.
- Coordinated with United States Golf Association for wastewater disposal from portable restrooms at the U.S. Open Golf Tournament.
- Reviewed design of sewer improvements for Pebble Beach Company Lodge improvements at the Sloat Building.
- Tour of District facilities by insurance carrier ACWA/JPIA resulted in no recommendations for improvement.
- Built database for a new asset management software system to track and prioritize maintenance activities.

2020 Maintenance Goals:

- No Category I or II sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2020.
- Complete design of Seal Rock pump station P-3 rehabilitation project.
- Design and construct Phase II of the SCADA System Improvement Project including eight wastewater pump stations.
- Complete project to televise wastewater collection system and integrate data into District information system.

Reclamation Project

2019 Achievements:

- Constructed Forest Lake Reservoir pumping system improvements and bypass piping at 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.
- Installed new SCADA system improvements at Forest Lake and the recycled water storage tank.
- Designed, bid and started field installation of interior and exterior coating system of 2.5 million gallon recycled water storage tank.
- 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 2018.
- Submitted new inundation mapping and updated Emergency Action Plant to meet new DSOD requirements.
- Explored 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 4th fairway of Pebble Beach Golf Links and diverted approximately 5 million gallons of storm water to wastewater collection system.
- Drilled two wells and began development of well located near intersection of Bird Rock Road and 17-Mile Drive.
- Maintained wells near 8th and 9th fairways of MPCC and discharged approximately 3 million gallons of well water to wastewater collection system.

2020 Reclamation Project Goals:

- Complete improvements at 2.5 million gallon recycled water storage tank including new interior and exterior coating systems.
- 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.
- Support CAWD efforts to drill a well at the treatment plant as another water source to increase the quantity of recycled water.
- Consider feasibility of installing fire hydrants on recycled water system.

Solid Waste

2019 Achievements:

- Held successful Household Hazardous Waste Collection Event at the District collecting 5 tons of household hazardous waste, 7.7 tons of electronic waste and 300 pounds of medical waste from 445 vehicles.
- Participated in MRWMD Technical Advisory Committee meetings including review of solid waste collection services franchise hauler performance as well as status of MRWMD capital projects.
- Requested cost-based rate study for the Solid Waste Franchise Agreement with GreenWaste Recovery to confirm assumptions in original request for proposals.
- Coordinated zero waste programs for Pebble Beach special events.

2020 Solid Waste Goals:

- Continue participation in MRWMD Technical Advisory Committee including review of regional solid waste planning, legislative and regulatory requirements, capital improvements at MRWMD facilities and performance of solid waste haulers to achieve higher diversion rates cost-effectively.
- Schedule another Household Hazardous Waste Collection Event in 2020.
- Assess coastal trash/recyclable removal needs during tourist season and participate in coordinated public education efforts as may be necessary.

Supplemental Law Enforcement

2019 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.

2020 Goals:

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

Undergrounding Overhead Utilities

2019 Achievements:

- Completed Phase II undergrounding project prior to the US Open Golf Tournament.
- Started design of the Phase III project on Forest Lake Road, Drake Road, Ondulado Road and Stevenson Drive.
- Board subcommittee reviewed options for the District to assist neighborhoods interested in undergrounding projects.
- Presented Program Review that confirmed the priority of replacing electrical main lines which may require up to ten years to complete. The next identified priority would be to replace electrical lines on collector roads to improve public safety access during power outages.

2020 Goals:

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