

Pebble Beach Community Services District

Primary 2021 Goals



1. Continue to consider options for organizational changes to meet challenges as longtime employees retire.
2. Continue to respond to COVID-19 challenges and modify District procedures and policies as required.
3. Continue expanded fuel reduction efforts with Del Monte Forest Conservancy and Pebble Beach Company. Perform biennial update of District Fire Defense Plan.
4. Complete construction on Phase III undergrounding project from the District offices to the Peter Hay Golf Course and Equestrian Center Area on Forest Lake Road.
5. Focus on improving documentation of Safety Program to help educate new employees on District safety procedures. 40% of employees will have less than 2 years' experience next year.
6. Participate in MRWMD Technical Advisory Committee including review of performance of solid waste haulers, regional solid waste planning, legislative and regulatory issues, capital improvements at MRWMD facilities and the implementation of SB1383 requirements to divert organic material from landfills.
7. Work with Monterey County Emergency Medical Services (EMS) Agency through Ambulance Request for Proposal process for new contract starting in early 2022. Coordinate with Monterey County Emergency Communications Department to transition to new CAD to CAD (Computer Aided Dispatch) system to reduce response times.

Pebble Beach Community Services District

2020 Achievements and 2021 Goals



General Government

2020 Achievements:

- Continued succession planning effort as the District workforce ages. Adopted Retirement Incentive Plan that four employees agreed to with one employee retiring this year and the remaining three next April. Started recruitment for two Maintenance Department positions and one engineering position to replace the Assistant Engineer that resigned and relocated to Colorado. Updated job descriptions for all positions being recruited.
- Responded to COVID-19 issues including several staff meetings on the topic, modified work schedules, provided personal protective equipment like masks and sanitizers, modified work places to provide greater employee spacing, restricted public access to District offices, provided equipment to allow work from home and transitioned to teleconferences for public and interagency meetings. Unfortunately, all of the usual District community events and training have had to be canceled this year.
- 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.
- Three Safety Committee meetings held.
- Completed biennial review of Conflict of Interest Code.
- Completed 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.
- Negotiated with City of Pacific Grove to transfer fire and solid waste responsibilities for a property owned by Mission Linen within the District that the city would like to annex from Monterey County. The District would retain wastewater authority.

2021 General Government Goals:

- Complete hiring process for two new maintenance positions and one engineering position. Continue to consider options for organizational changes to address program responsibilities of the retiring Deputy General Manager.
- 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.
- Renew California Special Districts Association Transparency Certificate of Excellence for another two years.

Community Relations

2020 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 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, as a member of Monterey County Disaster Council and as chair of the MRWMD Technical Advisory Committee.
- Provided District Boardroom as a polling location for the Monterey County elections.

Finance/Information Systems

2020 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 June 2019.

2020 Finance/Information Systems Achievements:

- 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.
- Provided ongoing oversight support to CAWD/PBCSD Wastewater Reclamation Project and DMFC by reviewing monthly accounting records.
- Began process for upgrading District telephone system.
- Updated District Database Information System.

2021 Finance/Information Systems Goals:

- Prepare CAFR to qualify for GFOA Certificate of Achievement for fiscal year ending June 2020.
- Continue enhancement of information systems to automate routine tasks, provide remote access and support decision making process.
- Complete replacement of District business telephone system.

Fire Department

2020 Achievements:

- 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 300 goats and inmate hand crews.
- Coordinated with neighboring jurisdictions on joint projects to reduce fuel on the north side of Highway 68 below the 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 summer open house for Pebble Beach residents and Pebble Beach 2K/5K Zombie Run and Emergency Preparedness Fair were cancelled this year due to COVID-19 restrictions. Numerous CPR, first aid, fire extinguisher and safe babysitter training classes normally provided to the community were cancelled as well.
- Participated in Monterey County Emergency Medical Care Committee meetings to monitor ambulance contract process including review of the Request for Proposals.
- Extended Paramedic Provider Agreement with Monterey County Emergency Medical Services Agency allowing District to provide advance life support services through January 31, 2022.
- Completed annual residential and vacant lot vegetation clearance inspections.

2020 Fire Department Achievements:

- Coordinated with Local Agency Formation Commission of Monterey County on regional fire and emergency medical response study including participation on special advisory committee.
- 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 2020 AT&T Pebble Beach Pro-Am Golf Tournament.
- Completed design for fire department kitchen remodel project.

2021 Fire Department Goals:

- Update Fire Defense Plan including a summary of fuel reduction projects for 2021 and 2022.
- Work with Monterey County Emergency Medical Services (EMS) Agency through Ambulance Request for Proposal process for new contract starting in early 2022.
- Coordinate with Monterey County for transition to new CAD (Computer Aided Dispatch) system at Emergency Communications Centers to improve communication and reduce response times.
- Continue Open House and Zombie Run events in 2021 as allowed.
- Complete construction of kitchen remodel project.
- Coordinate planning for “Every 15 Minutes” program for local high schools serving District.
- Coordinate with California American Water to field flow test fire hydrants.

Maintenance Department

2020 Achievements:

- Completed project televising 80% of clay sewer mains in the wastewater collection system and integrated data into District information system. This information will be critical in prioritizing future sewer improvement projects.
- Complete preliminary design of Seal Rock pump station P-3 rehabilitation project.
- Completed design and procured materials for SCADA system upgrade at Spanish Bay (P-8) pump station.
- Performed five-year review of the Sewer System Maintenance Plan, which is a requirement of the Regional Water Quality Control Board General Permit for the wastewater collection system.
- There was one minor sanitary sewer overflow that originated from the Pebble Beach wastewater collection system in 2020 caused by a third-party contractor damaging a sewer line during construction activities.

2020 Maintenance Department Achievements

- Held biweekly engineering/maintenance department meetings to review safety and maintenance topics, practices and priorities.
- Participated in design review for capital improvement projects at CAWD.
- Coordinated installation of wastewater pump station at Carmel Hill Fire Station.

2021 Maintenance Goals:

- No Category I or II sanitary sewer overflows originate from the Pebble Beach wastewater collection system in 2021.
- Design and upgrade instrumentation controls at six pump stations so that all maintenance facilities are controlled by the same SCADA system software and server.
- Complete SCADA system upgrade at Spanish Bay (P-8) pump station.

Reclamation Project

2020 Achievements:

- Completed 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 2019.
- 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 MPCC and near the intersection of Bird Rock and 17-Mile Drive. A total of 14.5 million gallons or 45 acre-feet gallons of water was diverted to the wastewater collection system.

2021 Reclamation Project Goals:

- 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.

Solid Waste

2020 Achievements:

- Participated in MRWMD Technical Advisory Committee meetings including review of solid waste collection services franchise hauler performance, status of MRWMD capital projects and regional plans to meet new laws and regulations related to diverting organic materials from the landfill.
- Coordinated zero waste programs for Pebble Beach special events.

2021 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 2021.

Supplemental Law Enforcement**2020 Achievements:**

- California Highway Patrol (CHP) contract renewed and program continues with community support. The enforcement schedule was increased to assist with law enforcement during the COVID-19 restrictions.
- Monterey County Sheriff's Department was retained to provide supplementary coverage during holiday weekends.
- 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.
- Hosted Joint Operations Command Center for AT&T Golf Tournament security.

2021 Goals:

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

Undergrounding Overhead Utilities**2020 Achievements:**

- Completed design of the Phase III project on Forest Lake Road, Drake Road, Ondulado Road and Stevenson Drive.

2021 Goals:

- Complete construction of Phase III undergrounding project.
- Review policy options with the Board to improve efficiency for future undergrounding projects.