

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of July 26, 2019
MINUTES**

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held in the District Boardroom on July 26, 2019. Board President Peter B. McKee called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: None

Others Present

Mike Niccum, General Manager
Suha Kilic, Deputy General Manager/CFO
Rob Wellington, Legal Counsel
Nick Becker, Principal Engineer
Marianna Pimentel, Senior Accountant
Nijesh Sthapit, Finance & Information Systems Coordinator
Yuriana Nunez, Administrative Assistant
David Fulcher, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
George Nunez, Operations Battalion Chief, CAL FIRE
Robert Siegfried, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBC)
Peter Brown, Director of Security, PBC
Brent Reitz, Director of Energy and Water Conservation, PBC
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)
Hampton Stewart, Pebble Beach resident
Vinod Badani, E2 Consulting Engineers
Sgt. Chris Pia, California Highway Patrol (CHP)
Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

Law Enforcement Agenda Item 18 was moved forward on the agenda after Financial Item 7, and Reclamation Item 14 was moved forward after Fire Item 11.

PRESENTATION

Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Deputy General Manager Kilic was pleased to announce that the District received the highest form of recognition in governmental accounting for the 2018 fiscal year.

Awards of Financial Reporting Achievement are also presented to the individuals designated by the government as primarily responsible for having earned the Certificate: District Senior Accountants, Nancy Johnson and Marianna Pimentel, and Finance & Information Systems Coordinator, Nijesh Sthapit, earned that distinction with their efforts in financial reporting well beyond legal requirements.

MINUTES & FINANCIAL MATTERS

MOTION 19-07-01

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to approve, as presented, the minutes of the regular board meeting held June 28, 2019.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for June 2019. Mr. Kilic highlighted current fiscal year end cash balances versus last fiscal year end balances.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for June 2019. Mr. Kilic projected revenues 3% - 4% higher, and expenses 8% - 9% lower than budgeted once all transactions for the past fiscal year are finalized.

Check Register

The Board received and reviewed the June 2019 *Check Register*.

MOTION 19-07-02

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried to approve the *Check Register* for June 2019.

LAW ENFORCEMENT

Traffic Enforcement Status Report

The Board received and reviewed the Deputy General Manager Report regarding the Supplemental Traffic Enforcement Program status for quarter ending June 30, 2019. Sargent Pia reported no significant incidents occurred during the April Food and Wine event. During the U.S. Open sixty CHP officers were patrolling or at security posts each day. CHP will have enforcement coverage during the entire Concours d' Elegance event in August, and a CHP radar trailer will be placed along 17 Mile Drive to accompany District radar units.

PBC Director of Security, Peter Brown reported suspect leads were being developed for three recent burglaries on Marcheta Lane and Cormorant Road.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 15 – July 19, 2019. Chief Nunez announced that, effective July 15, 2019, Battalion Chief Mark Mondragon has been assigned Battalion Chief for Fire Prevention and Planning, the position vacated by Mark Mancini, where he will oversee the fire marshal, fire inspector, fuels reduction and disaster planning.

On July 23, ocean currents pushed a boat into rocks near China Rock. The family was retrieved without injury, however a person helping the family sustained minor injuries and was treated at the scene.

Status of Monterey County Emergency Medical Services Issues

The Board received and reviewed the *Fire Department Staff Report* on the hiring of an Emergency Medical Services prescribing physician by districts and advanced life support providers to authorize ordering of narcotics and other supplies. The Emergency Medical Services Director has recently approved an extension of the contract with the County Medical Director due to resign July 31, 2019 who agreed to remain for six months while a replacement is found.

The EMS Director continues to exclude the public from the process of requesting County ambulance services proposals.

Memorandums of Understanding (MOU) for PBCSD Lead Cost-shared Positions and Programs

The Board received and reviewed the *Fire Department Staff Report* on consolidation of MOUs for cost shared staff positions and operational programs.

MOTION 19-07-03

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried to approve the two Memorandums of Understanding between Pebble Beach Community Services District, Cypress Fire Protection District and Carmel Highlands Fire Protection District for the PBCSD lead cost-shared positions and programs.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Reclamation Project Well Drilling Services Budget Adjustment

The Board received and reviewed the *Engineering Report* on Reclamation Project Water Well Drilling Services. Brent Reitz, PBC Director of Energy and Water Conservation and well drilling project manager noted that drill testing at the Bird Rock alternative site shows production at approximately 40-60 gallons/minute, similar to MPCC No.8 well. Pumping draw down and recovery will be determined.

The first well attempt at China Rock was abandoned and filled per County requirements. Funding to develop and install pipeline conveyance at the Bird Rock alternative well site will be reimbursed by the Reclamation Project.

MOTION 19-07-04

Moved by Director Froke, seconded by Director Gebhart, and unanimously carried to authorize an increase to the Reclamation Budget from \$100,000 to \$250,000 for material and equipment procurement; additional well drilling services; and underground utility construction services for the development of well water production.

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for June 19 – July 18, 2019 and Mr. Becker presented slides. Forest Lake Reservoir water storage is 70% of capacity, approximately 25 million gallons more than average. Alternative source water MPCC No.8 Well has been repaired and is now operational. Director Froke offered to provide input on gopher and weed deterrent practices at the reservoir.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Alternative design and installation methods are being discussed with PG&E to expedite the progress of an undergrounding project. A special meeting is planned in the fall for the undergrounding overhead utilities program review.

MOTION 19-07-05

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried for the board to appoint a subcommittee of general manager and Directors McKee and Gebhart on the feasibility of PBCSD assisting private parties with undergrounding neighborhood overhead utility lines that are not on the main power line.

Mr. Becker commended Assistant Engineer, Justin Ferron for his lead on the 2019 Sewer Improvement Project at Fire Road 20; the project was completed ahead of schedule and under budget. Mr. Becker also noted the excellent coordination between PBCSD and CAWD Maintenance Superintendent, Chris Foley on the SCADA improvement project.

Reclamation Water Storage Tank Project Engineering Services

The Board received and reviewed the *Engineering Report and Resolution 19-19* on project engineering services. Interior tank work will need to be done from November to February during the golf course irrigation off-season.

MOTION 19-07-06

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 19-19* approving Project Assignment No.40 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services in association with the Reclamation Storage Tank Rehabilitation Project for an amount not to exceed \$60,000.

CAWD Board Meeting

Director Froke attended the CAWD board meeting held July 25, 2019. He reported several resolutions regarding expenditures were approved. It was discussed whether the non-native eucalyptus trees surrounding the plant were the best species choice. Ms. Buikema stated there was a meeting planned with the Coastal Commission on August 1 to discuss CAWD's red lined version of the Sea Level Rise Report; Mark Stilwell will represent PBC at the meeting.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

Director Laska attended the July 19, 2019 MRWMD Board and Authority meetings. The board approved \$400,000 to repair bank stability in landfill Modules 1 and 2 as a component of Module 6 construction.

GENERAL GOVERNMENT

California Special Districts Association (CSDA) of Monterey County

The Board received and reviewed the *General Manager Report* on the Special Districts Association of Monterey County meeting held July 16, 2019. Director Froke and General Manager Niccum attended the meeting and briefed the board.

Disposal of Surplus District Property

The Board received and reviewed *Resolution 19-20* and schedule of surplus equipment.

MOTION 19-07-07

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried to adopt *Resolution 19-20* declaring surplus and authorizing disposal of certain District property.

2019 CSDA Board Director Election Seat B Coastal Network Term 2020-2022

The Board received and reviewed *Ballot and Candidate Information Sheets* for incumbent Jeff Hodges, and candidate John R. (Jack) Curtis, Director of Ojai Valley Sanitary District. The board concurred to direct general manager to cast a ballot for incumbent Jeff Hodges.

PBCSD August 2019 Board Meeting

MOTION 19-07-08

Moved by Director Gebhart, seconded by Director Laska, and unanimously carried to cancel the August 30, 2019 PBCSD regular board meeting.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

The District employee picnic will be held Friday, August 2 at noon at the Indian Village Picnic Grounds; board directors are invited. The PBCSD Household Hazardous Waste and e-Waste Collection Event will be held Saturday, October 19 from 10am to 2pm. The Zombie Race and Emergency Preparedness Fair is Saturday, October 26 at 9:00am at the PBC Corporation Yard. Two maintenance department workers have been hired; their first day of work is August 1, 2019.

As PBCSD is one of the larger special districts in Monterey County, CSDA has requested a tour on September 6, 2019 in an effort to better understand local functions. The tour will begin at Monterey One Water, proceed to the Monterey Regional Waste Management District Materials Recycling Facility, and conclude with PBCSD, including a tour of the Carmel Hill Station for members to witness the joint effort between local Districts and the State.

Questions from Directors or staff seeking clarification of matters within the purview of the District

There were no questions from directors or staff.

Oral reports or announcements from Board President, Directors or staff

There were no reports or announcements.

CLOSED SESSION

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

ADJOURNMENT

MOTION 19-07-09

M/S/C (unanimous) to adjourn at 11:36am to a regular Board meeting to be held on Friday, September 27, 2019 at 9:30am in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary