

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of January 31, 2020
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 January 31, 2020. Board President Peter B. McKee called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: Jeffrey B. Froke-Vice President

Others Present

Mike Niccum, General Manager
Suha Kilic, Deputy General Manager/CFO
Rob Wellington, Legal Counsel
Nick Becker, District Engineer
Justin Ferron, Assistant Engineer
David Drewien, Field Operations Supervisor
Kelvin Ellison, Maintenance Technician II
Marty Manjares, Maintenance Technician II
James McClure, Maintenance Technician II
Jesse Huddleson, Maintenance Worker I
Kregg Bush, Maintenance Worker I
Reno DiTullio, Jr., Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Paul Gaines, Operations Battalion Chief, CAL FIRE
Mark Mondragon, Fire Protection and Planning 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
Vinod Badani, E2 Consulting Engineers
Jerry Verhasselt, Board Director, Del Monte Forest Conservancy
Hampton Stewart, Pebble Beach resident
Sgt. Chris Pia, California Highway Patrol (CHP)
Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

District Engineer, Nick Becker presented the board with the Project of the Year Award plaque the District received from American Public Works Association for the

Undergrounding Overhead Utilities Project Phase II. Engineer Becker thanked the board, the maintenance staff, engineering firm Wallace Group, contractor Lewis and Tibbitts, Pebble Beach Company and the three utilities for supporting and achieving such project success. President McKee in turn thanked all involved.

President McKee presented service recognition awards to Justin Ferron, Assistant Engineer for 5 years of service; and Kelvin Ellison, Maintenance Technician II for 25 years of service to the District.

New recruits Jesse Huddleson and Kregg Bush, Maintenance Workers I, have commendably completed the six-month employment introductory period and the board welcomed them as regular District employees.

There was consensus of the board to move Item 16 after Announcements.

LAW ENFORCEMENT

Traffic Enforcement Status Report

The Board received and reviewed the Deputy General Manager Report on the Supplemental Traffic Enforcement Program status for quarter ending December 31, 2019. Sgt. Pia reported there were no significant incidents during the period. Director McKee requested that CHP obtain Pebble Beach traffic enforcement statistics from Monterey County Sheriff's Office.

Preparations are underway for the AT&T Pro-Am. Law enforcement chiefs in the area are meeting to coordinate activities during car week and the Concours d'Elegance. Sgt. Pia noted the CHP Public Information Officer (PIO) recently held a Start Smart driver class for teens at Stevenson School. The PIO offers age appropriate safety workshops such as Start Smart and Age Well Drive Smart held annually in September. Pacific Grove High School will be hosting the 2020 Every 15 Minutes DUI-related crash awareness program in April. The District financially supports the program when hosted by local high schools serving District residents. Mr. Niccum advised of another high school program, Sober Grad Night, keeping students entertained and contained during the graduation night. The District will donate \$1,000 from budgeted funds to each of the three high schools that serve the District and provide the program.

MINUTES & FINANCIAL MATTERS

MOTION 20-01-01

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried 3-0, to approve, as presented, the minutes of the regular board meeting held December 13, 2019.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for November and December 2019.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for December 2019. Mr. Kilic gave a presentation of the report and responded to questions.

Check Register

The Board received and reviewed the November and December 2019 *Check Registers*. Mr. Kilic responded to questions.

MOTION 20-01-02

Moved by Director Laska, seconded by Director Verbanec, and unanimously carried 3-0, to approve the *Check Registers* for November and December 2019.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for December 23, 2019 – January 24, 2020. Chief Gaines reviewed incident responses during the period. Chief Mondragon reported vegetation management projects and priorities have been set for the upcoming season including the following roads: Highway 68 to Haul Road; 17 Mile Drive from Ocean Pines to Shepherds Knoll; Del Ciervo from 17 Mile Drive toward Midwood; Sunridge from Ronda to the PBC Corporation Yard; and Congress from SFB Morse to Lopez. Chief DiTullio provided a letter of recognition from Cypress Fire Protection District for efforts made by Shawn Casey, PBC to help reduce the overall fire threat to the High Meadows community on Aguajito Road near the Unitarian Universalist Church, identified as a Very High Fire Hazard Severity Zone. Director Verbanec requested Assessing Structure Ignition Potential from Wildfire training materials be distributed to the public including recommendations on mitigation options to reduce the risk of ignition.

Placement of Lien on 1267 Cantera Court to Perform Fire Hazard Abatement

The Board received and reviewed the *Fire Department Staff Report*.

MOTION 20-01-03

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried 3-0, to adopt *Resolution 20-01* authorizing placement of lien on 1267 Cantera Court and ordering a \$6,000 fire hazard abatement assessment for collection on property tax rolls.

Advanced Life Support Paramedic Program Prescribing Physician Contract

The Board received and reviewed the *Fire Department Staff Report* regarding the agreement between six Monterey County Advanced Life Support Provider agencies and prescribing physician Dr. Stubblefield, extending the agreement set to expire January 31, 2020 to January 31, 2022 at a cost of \$11,000 per year, per agency.

Director Gebhart arrived at the meeting at 10:32am.

MOTION 20-01-04

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried 4-0, to approve the first amendment to September 5, 2019 agreement for Prescribing Physician services between the Pebble Beach Community Services District and James Stubblefield, M.D.

PBCSD/Monterey County Paramedic Service Provider Agreement

The Board received and reviewed as informational the *Fire Department Staff Report* regarding the current Paramedic Service Provider Agreement between PBCSD and Monterey County due to expire January 31, 2020. Chief DiTullio reported PBCSD executed on January 17, 2020 the Monterey County Emergency Medical Services Agency amendment to extend the current agreement, on the same terms and conditions, for two years to January 31, 2022. The Monterey County Board of Supervisors approved the agreement earlier in the week.

The acting director of the Monterey County Emergency Medical Services Agency has indicated a revised draft Request for Proposal for County ambulance services will be released for stakeholder review and input in March or April 2020.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for December 4, 2019 – January 23, 2020 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 100% capacity, allowing performance of preventive maintenance at the Reservoir and CAWD treatment plant. Alternative source water facilities remain off line for the winter.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Reclamation Storage Tank Rehabilitation Project progresses with structural repairs to the corroded roof area above the water line completed.

Coating work is now underway. Staff offered to tour directors individually around the tank site upon request.

Unanticipated underground conditions significantly expanded the scope of the Emergency Fire Station Driveway Repair Project. Final cost was \$50,000, exceeding the original time and materials estimated contract cost of \$25,000.

Reclamation Storage Tank Rehabilitation Project Contract Amendment

The Board received and reviewed the *Engineering Report* on the contract amendment. In July 2019, the Board of Directors approved an agreement with E2 Consulting Engineers (E2) to provide engineering support services for an amount not to exceed \$60,000. As the mid-point of the rehabilitation project is reached, it became evident the balance remaining will not be adequate for E2 to complete remaining construction management services. Contract Amendment No.01 for the continuance of construction management services is for an amount not to exceed \$25,000. Moreover, staff has identified the need to replace the tank's control and instrumentation cabinets and consolidate them into a single cabinet. The new cabinet will be moved away from the tank's exterior shell to the exterior wall of a nearby vault. Contract Amendment No.02 for the design, build and installation of a new control and instrumentation cabinet is for an amount not to exceed \$80,000. There are adequate funds in the existing project budget for these additional costs.

MOTION 20-01-05

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0, to adopt *Resolution 20-02* approving Amendments No.01 & No.02 to 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 increasing the budget by \$105,000.

CAWD Board Meeting

Director Gebhart attended the CAWD board meeting held December 19, 2019. The board adopted resolutions authorizing purchase of one 600kW standby generator to replace an existing 450kW generator at the Treatment Plant, two new 400kW generators at the Reclamation Facility, and removal of an estimated 60 additional tons of digester residue.

Director Froke attended the CAWD board meeting held January 30, 2020. General Manager Niccum reported the American Public Works Association awarded CAWD project of the year for the Hatton Canyon Road Rehabilitation Project that included firefighting access improvements. The CAWD Board received a status report on activities of a human resources consultant working at the treatment plant.

Staff from CAWD and PBCSD will meet to coordinate updates to each agency's Sanitary Sewer Master Plan.

Ms. Buikema related that the California Coastal Commission Sea Level Rise draft agreement is close to completion. CAWD supports the Monterey County Resource Management Agency Carmel River Floodplain Restoration and Enhancement (Carmel FREE) Project. CAWD is applying for a \$750,000 Coastal Conservancy grant to mitigate Carmel FREE Project impact to an outfall pipeline.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD board meeting held January 24, 2020. Director Laska reported the board authorized \$3.5 million on additional Materials Recovery Facility equipment upgrades to better sort, segregate and collect paper from the recycle stream which is expected to improve material quality and market value. There will be no February regular MRWMD board meeting; scheduled instead is a February 26 strategic planning meeting.

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 January 21, 2020. Directors Verbanec and Froke, and General Manager Niccum attended the meeting.

District California Public Employee's Retirement System (CalPERS) Unfunded Liability

The Board received and reviewed the Deputy General Manager/CFO Report. Mr. Kilic gave a presentation on the history of changes in accrued liability related to District CalPERS pension plans, factors that impact the funding status and \$157,000 unfunded accrued liability (UAL) as of June 30, 2018 (the most recent report available from CalPERS). The PBCSD Investment Committee prefers not to fund the UAL unless one of the following two conditions occur: 1) District funded ratio falls below 95% (at 97.3% as of June 30, 2018) or, 2) the market value of the investments in Public Agency Retirement Services Pension Trust becomes less than twice the amount of UAL. The presented report was informational and the board took no action.

2020 PBCSD Board Member Assignments

MOTION 20-01-06

Moved by Director Laska, seconded by Director Gebhart and unanimously carried 4-0, to continue with current PBCSD Board Member Assignments for 2020.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum advised that filing of Form 700 Statement of Economic Interests deadline is April 1, 2020; staff will email a reminder to directors.

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

The board convened closed session at 11:48am. Open session reconvened at 12:42pm and Legal Counsel announced that in the closed session the Board had taken up and concluded its performance evaluations of both the General Manager and the Legal Counsel, and no reportable action was taken.

MOTION 20-01-07

Moved by Director Laska, seconded by Director Gebhart and unanimously carried 4-0 that the annual compensation of the General Manager be set at \$236,000 per year, retroactive to July 1, 2019.

ADJOURNMENT

MOTION 20-01-08

M/S/C (unanimous) to adjourn at 12:44pm to a regular Board meeting to be held on Friday, February 28, 2020 at 9:30am in the District Board Room at 3101 Forest Lake Road.



Mike Niccum, Board Secretary