

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of July 31, 2020
MINUTES**

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held via teleconference on July 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, Jeffrey B. Froke-Vice President, Leo M. Laska, and Richard D. Verbanec

Absent: Director Richard B. Gebhart

Others Present

Mike Niccum, General Manager

Suha Kilic, Deputy General Manager/CFO

Rob Wellington, Legal Counsel

Nick Becker, District Engineer

Justin Ferron, Assistant Engineer

Yuriana Nunez, Administrative Assistant

Marianna Pimentel, Senior Accountant

Reno DiTullio, Jr., Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Paul Gaines, Fire Operations Chief, CAL FIRE

John Trenner, Fire Inspector, CAL FIRE

Josh Silveira, Captain, CAL FIRE

Sam Filson, Captain, CAL FIRE

Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

David Stivers, President, Pebble Beach Company (PBCo)

Dawn Mathes, Environmental/Governmental Affairs, PBCo

Shawn Casey, Vice President Resource Management, PBCo

Peter Brown, Director of Security, PBCo

Chris Pia, Sergeant, California Highway Patrol (CHP)

Ray Tongol, Commander, Monterey County Sheriff's Office

Vinod Badani, E2 Consulting Engineers

Jacqueline Fobes, Board Director, Del Monte Forest Property Owners

Kate McKenna, AICP, Executive Officer, Local Agency Formation Commission

Hampton Stewart, Pebble Beach resident

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances. Item 19 was moved after Item 11 as both are presented by Kate McKenna.

MINUTES & FINANCIAL MATTERS

MOTION 20-07-01

Moved by Director Laska and seconded by Director Verbanec to approve, as presented, the minutes of the regular board meeting held June 26, 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for June 2020 and CFO Kilic gave highlights and details.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for June 2020. Mr. Kilic reported revenues currently 102% of the budgeted amount through June 30, 2020, the end of the 2019/20 fiscal year; fourth quarter revenues received after fiscal year end such as investment earnings are not yet reflected. Expenses at June 30, 2020 are currently 80% of budgeted amount with approximately \$700,000 more in expenditures anticipated by fiscal year close.

Check Register

The Board received and reviewed the June 2020 *Check Register*.

MOTION 20-07-02

Moved by Director Verbanec and seconded by Director Laska to approve the *Check Register* for June 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

LAW ENFORCEMENT

Traffic Enforcement Status Report

The Board received and reviewed the *Deputy General Manager Report* on Supplemental Traffic Enforcement Program status for quarter ending June 30, 2020. Sgt. Pia reported on CHP activity from April – June 2020. Patrol was increased to 70 hours per week however service was interrupted from Memorial Day in May through mid-June when officers were redirected to civil unrest elsewhere. Three arrests were made, two DUI without incident and one warrant, and two non-injury collisions occurred. Speeding is up county and statewide with

117 to 140 mph recorded on Highways One and 101. There have been increased incidents of exhibition of speed in the forest, and CHP will increase patrol during the originally planned week of the Concours d'Elegance. Enforcement is increasing along the coast as rental bike groups are becoming a danger. A family disturbance, homeless encampment, and illegal marijuana grow at a home rented on a short-term basis occurred during the period.

Pebble Beach Crime Statistics

The Board received and reviewed graphed and charted *Crime Statistics* from 2015 through 2020 year-to-date prepared by Monterey County Sheriff's Office Commander Ray Tongol. The Sheriff's Office addressed the increase in burglaries in Pebble Beach in early 2020 by focusing property, stolen vehicle, and agricultural crime detectives on developing intelligence from previous burglary cases. This culminated in the arrest of a ring of suspects from Monterey targeting construction sites and vacant homes in Pebble Beach. Cmdr. Tongol commended the coordination between the Sheriff's Office, Pebble Beach Security, and CHP that led to the arrests. General Manager Niccum stated the agencies will continue to coordinate and plan to test small law enforcement pilot projects. Any project proposed with long-term financial impacts would come before the board for approval.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for June 24, 2020 – July 17, 2020. Captain Silveira reviewed incident responses during the period. Additionally reported, crews responded to an automatic aid structure fire in Pacific Grove on June 18. Captain Filson reported on training and fire prevention activities.

Monterey County Exclusive Ambulance Service Provider Update

The Board received and reviewed the *Fire Department Staff Report*. Chief DiTullio reported the preliminary draft Request for Proposals (RFP) for ambulance service has been distributed for public comment by the Monterey County Emergency Medical Services Agency (EMSA). The comment period ends July 2. The timeline for finalizing the RFP is yet to be determined. County cooperation with stakeholder agencies is much greater now than during the earlier RFP development process undertaken by the previous EMSA director.

Local Agency Formation Commission (LAFCO) Municipal Service Review

The Board received and reviewed the *2020 Municipal Service Review and Sphere of Influence Study: Special Districts Providing Fire Protection and Emergency Medical Services in Unincorporated Monterey County* dated June 22, 2020. LAFCO Executive Officer, Kate McKenna presented slides summarizing the purpose, areas (including PBCSD / CAL FIRE), and key findings of the report, with options for consideration.

GENERAL GOVERNMENT

Special Districts Association of Monterey County

The Board received and reviewed the *General Manager Report* on the Special Districts Association of Monterey County meeting held July 21, 2020. Directors Verbanec and Froke, and General Manager Niccum attended. Ms. McKenna provided the PBCSD board with an overview of the dissolution of the Fort Ord Reuse Authority (FORA) similar to the meeting presentation.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for June 17 – July 22, 2020 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 47% capacity—slightly below the 5-year average when the unusually wet 2019 data set is removed. Golf course supervisors are now rationing irrigation. Mr. Becker added two charts to the Engineering Report: Historical Demand; and Forest Lake Reservoir Current / Historic Storage Volume. The four alternative source water facilities all remain on-line. The District entered into a time and materials contract with Granite Construction to raise 5 manhole covers on Hwy 68 near CHOMP.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Wastewater Collection System Assessment Project has cleaned and assessed 130,000 feet of sewer mains representing 30% of the total system: Assistant Engineer, Justin Ferron was commended for his leadership on the project, including development of an assessment/evaluation geographic information system (GIS) that the District maintenance department will continue to use after project completion. Mr. Niccum noted that the Reclamation Distribution Main Cathodic Protection Project is a joint project with CAWD.

Supervisory Control and Data Acquisition (SCADA) Maintenance Services

The Board received and reviewed the *Engineering Report* regarding annual SCADA maintenance services beginning with Spanish Bay (P8) Pump Station.

MOTION 20-07-03

Moved by Director Laska and seconded by Director Froke to adopt Resolution No. 20-17 approving Project Assignment No. 43 to the Master Agreement with E2 consulting Engineers, Inc. to provide annual SCADA maintenance services for an amount not to exceed \$75,000. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held July 30, 2020. Director Laska attended and reported a routine meeting with several resolutions adopted.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD teleconference board meeting held July 24, 2020. Director Laska reported the board approved purchase of a Caterpillar excavator and compactor. Two employees who live in the same household were confirmed with COVID-19 and quarantined prior to interaction with other employees.

GENERAL GOVERNMENT

PBCSD Conflict of Interest Code

The Board received and reviewed the *General Manager Report* on biennial review of the *District's Conflict of Interest Code*. There were no changes made.

MOTION 20-07-04

Moved by Director Laska and seconded by Director Verbanec to adopt *Resolution No. 20-18* determining that no changes are required to the District's Conflict of Interest Code. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

Field Operations Supervisor Position

The Board received and reviewed the *General Manager Report*.

MOTION 20-07-05

Moved by Director Verbanec and seconded by Director Froke to approve the job description and authorize salary schedule change for a Field Operations Supervisor position with a salary range of \$99,240 - \$120,636. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

Cancellation of PBCSD August Board Meeting

MOTION 20-07-06

Moved by Director Verbanec and seconded by Director Laska to cancel the PBCSD August 2020 board meeting. McKee – Aye; Verbanec – Aye; Froke – Aye; Laska – Aye. Motion passed.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided the spring 2020 edition of the *Board for Professional Engineers, Land Surveyors, and Geologists Bulletin* with PBCSD Principal Engineer, Nick Becker featured in the "Get to Know Our Licensees" section. The newsletter reaches all professional engineers in the state.

The property at 801 Sunset Drive in unincorporated Monterey County near Pacific Grove High School currently receives sewer, fire protection and garbage services from PBCSD. The City of Pacific Grove is intending to annex the property and the City Council reconsidered the proposed MOU allowing the District to continue these services after annexation. General Manager Niccum will negotiate for PBCSD to continue sewer service and relinquish fire and garbage services to the City of Pacific Grove.

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 oral reports or announcements.

CLOSED SESSION

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

ADJOURNMENT

MOTION 20-07-07

M/S/C (unanimous) to adjourn at 11:28am to a regular Board meeting to be held on Friday, September 25, 2020 at 9:30am via teleconference.



Mike Niccum, Board Secretary