

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of January 29, 2021**

MINUTES

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held via videoconference on January 29, 2021. Board President Jeffrey B. Froke called the meeting to order at 9:30 a.m.

ROLL CALL

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

Absent: None

Others Present:

Mike Niccum, General Manager
Suha Kilic, Deputy General Manager/Chief Financial Officer (CFO)
Rob Wellington, Legal Counsel
Nick Becker, District Engineer
Nancy Johnson, Senior Accountant
Yuriana Nunez, Administrative Assistant
Nijesh Sthapit, Finance and Information Systems Coordinator
Reno DiTullio, Jr., Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
John Trenner, Fire Prevention Inspector, CAL FIRE
Josh Silveira, Operations Battalion Chief, CAL FIRE
Tim Jones, Fire Prevention Captain, CAL FIRE
Paul Gaines, Operations Battalion Chief, CAL FIRE
Charlotte Townsend, Board Director, Carmel Area Wastewater District (CAWD)
Barbara Buikema, General Manager, CAWD
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBCo)
Shawn Casey, Vice President Resource Management, PBCo
Peter Brown, Director of Security, PBCo
Vinod Badani, E2 Consulting Engineers
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)
Hampton Stewart, Pebble Beach resident
Ray Tongol, Commander, Monterey County Sheriff's Office
Chris Pia, Sergeant, California Highway Patrol (CHP)
Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances. The board concurred to have Item 7 moved to the top of the agenda.

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 December 31, 2020. CHP Sgt. Pia gave an overview of responses by CHP during the quarter. High surf advisory drew crowds to the coast creating parking challenges. PBCo Director of Security, Peter Brown reported on a cooperative effort between PBCo Security, CHP, and Monterey County Sheriff's Office that resulted in stopping the vehicle of a suspected package thief trailing a delivery truck in Pebble Beach. In a separate stop, Sheriff's officers recovered stolen mail from a suspect who admitted stealing the mail from several Pebble Beach homes. PBCo is testing an application that maps road closures and incident points to assist in coordinating routing of resources and, ultimately, for community ingress/egress reference during storms. Sgt. Pia reported on CHP coverage plans during the upcoming AT&T Pro-Am; PBCSD offices will be used for player security and Sheriff's command centers during the event.

MINUTES & FINANCIAL MATTERS

MOTION 21-01-01

Moved by Director Gebhart and seconded by Director Verbanec to approve, as presented, the minutes of the regular board meeting held December 11, 2020. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for November and December 2020 and CFO Kilic gave highlights.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for December 2020. CFO Kilic reviewed the revenues and expenses at mid-year.

Check Registers

The Board received and reviewed the November and December 2020 *Check Registers*. Staff responded to questions from the board.

MOTION 21-01-02

Moved by Director Verbanec and seconded by Director Gebhart to approve the *Check Registers* for November and December 2020. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for November 18, 2020 – January 21, 2021. Chief Gaines advised that details of storm response would be presented at the next board meeting. The Fire Department assisted State Parks with retrieving its water rescue craft from Stillwater Cove. Director Verbanec suggested posting signs that bicyclists are not advised on certain roadways, which will be taken to the DMFPO Roads and Traffic Committee. Captain Tim Jones reported on fire prevention and highlighted that 80 fire hydrants are currently being flow tested. Fire Inspector John Trenner reported fire fuel reduction work is scheduled next along Congress Road from Chaparral to Lopez Road. Goats will be scheduled in May instead of June this year per the recommendation of Director Froke. Inspector Trenner thanked the PBCSD crew that assisted CAL FIRE yesterday with flooding at the Carmel neighborhood next to the Carmel River Lagoon. Mr. Niccum advised that the biennial update of the Fire Defense Plan will be completed in the March/April timeframe and contracts for fuel reduction work in 2021 will be presented to the board for consideration at that time.

Designation of PBCSD Fire Chief

MOTION 21-01-03

Moved by Director Verbanec and seconded by Director Gebhart to adopt *Resolution 21-01* designating Reno DiTullio, Jr., Chief of San Benito-Monterey CAL FIRE Unit, to serve, ex-officio, as the Fire Chief of the District and direct District Secretary to deliver certified copies of Resolution 21-01 to the CAL FIRE Region Chief and to the San Benito-Monterey CAL FIRE Unit Chief. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

Fire Station Kitchen Remodel

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Appliances have been delivered. Cabinet design is underway. The tile flooring will be removed beyond the kitchen area and the underlying concrete floor will be polished. Fire department staff obtained quotes for general construction services and may assist with demolition and carpentry work. It is proposed to have General Contractor Mark Porch manage the sub-contractors and coordinate demolition work, cabinet installation and miscellaneous carpentry work on a time and materials basis at an estimated cost of \$25,000 for his services. Staff proposes an agreement with Mark Porch for a cost not to exceed \$75,000 including a budget of \$40,000 for subcontractor work and a \$10,000 contingency. Director McKee requested a written detailed description of construction services to be provided with related expenditures prior to execution of agreement.

MOTION 21-01-04

Moved by Director Verbanec and seconded by Director Laska to authorize in principal the agreement with contractor Mark Porch to provide general construction services including oversight of related sub-contractors for the Fire Station Kitchen Remodel Project for an amount not to exceed \$75,000 subject to board member sign off of an emailed memorandum clarifying the scope of construction services to be performed and apportionment of the \$75,000 prior to execution of agreement by general manager. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

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 3, 2020 – January 21, 2021 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 71% capacity, well below averages. Lack of rain substantially increased demand in 2020; production was steady however inflow was unusually low during the dry winter months. January 2021 inflows increased with recent rain. The one remaining operational alternative source water recovery facility on the Fourth Fairway that diverts storm water flow was shut off prior to the January storm. The sediment at the bottom of Forest Lake Reservoir can be sampled to determine composition.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Undergrounding Utilities Program Phase III project award is anticipated at the February 2021 Board meeting. A tree on Alva Lane fell into power lines during the recent storm resulting in a 24-hour power outage; Alva Lane is designated to have utility lines undergrounded in Phase III.

Pump Station SCADA Improvement Project

The Board received and reviewed the *Engineering Report*. Mr. Becker reviewed his report and summed up project intent: transition of all pump station communications systems from the old to the new District server. Staff responded to questions regarding programming warranty and security.

MOTION 21-01-05

Moved by Director Laska and seconded by Director McKee to adopt *Resolution 21-02* approving Project Assignment No. 44 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering

services for SCADA system improvements at pump stations P1, P2, P3, P4, P5, P6, & P7 for an amount not to exceed \$465,000 and authorize staff to procure SCADA system hardware and materials for an amount not to exceed \$235,000. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held January 28, 2021. Director Laska reported multiple resolutions were adopted regarding personnel and capital matters. Ms. Buikema gave a brief update on the still-viable Environmental Protection Barrier Project that would be constructed next to the homes that recently flooded from the Carmel River Lagoon. CAWD opposed this project as originally designed as it created a treatment plant flood risk.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD videoconference board meeting held January 22, 2021. Director Laska reported a two-year instead of a 10-year contract with Keith Day Company was approved to continue composting operations at the landfill while the cause of odors reported in the City of Marina is determined. A presentation was given by Veterans Transition Center and The Bridge/Second Chance Store on proposals to manage the Last Chance Mercantile.

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 virtual meeting held January 19, 2021. Director Verbanec and General Manager Niccum attended.

District Safety Committee Meeting

The Board received and reviewed the minutes of the Safety Committee Meeting held December 18, 2020. District Safety Officer Niccum had nothing to add.

2021 Assignments for PBCSD Board of Directors

MOTION 21-01-06

It was moved by Director Laska and seconded by Director Gebhart to continue with the current PBCSD Board of Directors assignments for 2021. Froke – Aye; Verbanec – Aye; Laska – Aye; Gebhart – Aye; McKee – Aye. Motion passed.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided a letter from Association of California Water Agencies Joint Powers Insurance Authority awarding the District the President's Special Recognition Award for achieving very low loss to premium ratios in its liability, property, and workers' compensation programs. Filing of Form 700 Statement of Economic Interests by board members is coming due by April 1, 2021. The general manager, deputy general manager, and all board members with the exception of Director Verbanec are due for ethics training.

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 21-01-07

M/S/C (unanimous) to adjourn at 11:37am to a regular Board meeting to be held on Friday, February 26, 2021 at 9:30am via teleconference.



Mike Niccum, Board Secretary