

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of June 26, 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 June 26, 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, 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, District Engineer  
Justin Ferron, Assistant Engineer  
Yuriana Nunez, Administrative Assistant  
Nijesh Sthapit, Finance & Information Systems Coordinator  
Nancy Johnson, Senior Accountant  
Marianna Pimentel, Senior Accountant  
Reno DiTullio, Jr., Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)  
John Trenner, Fire Inspector  
Josh Silveira, Captain, CAL FIRE  
Roger Rinehart, Captain, CAL FIRE  
Robert Siegfried, 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  
Vinod Badani, E2 Consulting Engineers  
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners  
Hampton Stewart, Pebble Beach resident  
Laura Paxton, Board Clerk

**APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS**

There were no appearances and no requested changes to the agenda.

## **MINUTES & FINANCIAL MATTERS**

### **MOTION 20-06-01**

**Moved by Director Laska and seconded by Director Froke to approve, as presented, the minutes of the regular board meeting held May 29, 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.**

### **Statement of Receipts and Disbursements**

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

### **Check Register**

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

### **MOTION 20-06-02**

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

## **FIRE DEPARTMENT**

### **Fire Chief's Monthly Report**

The Board received and reviewed the *Monthly Fire Department Activity Report* for May 21, 2020 – June 19, 2020. Captain Silveira reviewed incident responses and reported on fire prevention activities during the period. The goats have arrived, a herd of 315, for a two-month period. Chief DiTullio reported on fires occurring throughout the state.

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.

General Manager Niccum noted that the Local Agency Formation Commission (LAFCO) earlier this week adopted a municipal services review of special districts,

including PBCSD, having fire responsibilities in the County. The report emphasized cooperative work relationships between agencies.

### **TIMED BUSINESS - CONCURRENT PUBLIC HEARINGS**

#### **FISCAL YEAR 2020-21 PBCSD FINAL BUDGET AND SERVICE FEES**

The Board received and reviewed the Final Budget for Fiscal Year 2020-21 (7/1/20 through 6/30/21). Mr. Kilic reported that following the adoption of the preliminary budget, a summary of the user fees and the proposed budget had been mailed to property owners and a budget hearing notice had been published in the Pine Cone according to the timelines specified in State Law. He gave a summary presentation and noted changes from the preliminary budget. There is a net \$47,000 increase in operating expenditures with Supplemental Law and Traffic Enforcement Contract amount increasing \$67,000 and Reclamation operating expenses decreasing \$20,000. Fire department capital outlays decreased by \$40,000 by deferring a project. Reclamation Project capital outlays decreased by net \$50,000 due to removing a \$100,000 Flow Meter Remote Measuring Systems project and adding \$50,000 to the Poppy Hills Storage Tank Rehabilitation project. Changes in reclamation operating and capital outlay expenses have no impact on the District's financial position since the Reclamation Project reimburses the District for all project related expenses. Corresponding reimbursement revenue has been adjusted accordingly.

Mr. Kilic presented the proposed Fiscal Year 2020-21 garbage and sewer service fees including changes from the prior year, the basis for the adjustments, and comparisons to neighbor jurisdictions.

Mr. Kilic presented background information and purposes of Resolutions 20-11 through 20-16.

President McKee opened the public hearing at 10:12 a.m.

Mr. Niccum reported one public comment was received by mail from Mr. Ken Nixon, property owner at 1074 Wranglers Trail, protesting the increase in the District's contract with California Highway Patrol (CHP). Mr. Nixon had submitted similar protests regarding CHP contracts in prior years and staff has talked to him in the past explaining the scope of CHP services.

There were no other comments, protests or requests for clarification regarding the budget or service charges. President McKee closed the hearing at 10:14 a.m.

**MOTION 20-06-03**

**Moved by Director Laska and seconded by Director Verbanec to adopt the following resolutions:**

***Resolution No. 20-11* approving service charges for garbage collection and disposal; sewer treatment and disposal services; and special tax for fire protection services for the Fiscal Year 2020-21;**

***Resolution No. 20-12* certifying compliance with State law for levying general and special taxes, assessments, and property related fees and charges;**

***Resolution No. 20-13* adopting the Final Budget for Fiscal Year 2020-21;**

***Resolution No. 20-14* approving positions, classifications and pay schedule for Fiscal Year 2020-21;**

***Resolution No. 20-15* adopting the Appropriations Limit for FY 2020-21;**

***Resolution No. 20-16* approving sewer connection, inspection, and permit fees for FY 2020-21.**

**McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye.  
Motion passed.**

**END OF TIMED BUSINESS**

**MAINTENANCE, ENGINEERING, AND CONSTRUCTION**

**Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for May 22 – June 17, 2020 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 63% capacity-- slightly below the 5-year average when the abnormally wet 2019 data set is removed. Golf course supervisors are meeting July 8 to discuss irrigation rationing options. No impact has yet been seen on CAWD treatment plant inflow due to shelter in place conditions. Alternative source water Bird Rock Well water level drawdown is being assessed to improve the efficiency of well operations. Sewer permit applicants can now submit applications on-line via the District web site.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The District is seeking a formal utility fee submittal from PG&E at the beginning of Phase III of the Undergrounding Overhead Utilities Program. (For phase two the fee was significantly higher than the first phase and was not received from PG&E until the end of phase work.) The Wastewater Collection System Assessment Project has cleaned and assessed 27,000 feet more of sewer mains in the Huckleberry Hill area, for a total 17% of the system assessed so far. A Poppy Hills storage tank inspection is planned in January/February 2021 while still under warranty.

### **CAWD Board Meeting**

Director Gebhart was unable to attend the CAWD teleconference board meeting held June 25. Mr. Niccum reported the budget for the coming fiscal year was the main topic of the routine meeting.

### **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 June 19, 2020. Director Laska reported the 2020/21 budget includes the layoff of 13 to 14 employees and temporary closure of the Last Chance Mercantile until revenues return. Labor negotiations continue regarding the budgeted layoffs. The Buy Back Center has closed permanently.

### **GENERAL GOVERNMENT**

#### **District Information Systems Database Improvement**

The Board received and reviewed the *Deputy General Manager Report* regarding proposed upgrade to the District information systems database application. Mr. Kilic explained various databases used in daily operations. Cypress and Carmel Highlands Fire Protection Districts share the application with PBCSD and would contribute \$12,500 of the \$50,000 cost.

### **MOTION 20-06-04**

**Moved by Director Laska and seconded by Director Verbanec to authorize agreement with Monterey Bay Technologies, Inc. to upgrade the District Information Systems application for an amount not to exceed \$50,000.**

**McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye.  
Motion passed.**

**Election of Representative to California Special Districts Association (CSDA)**

The Board received the CSDA Board of Directors Election Ballot – Term 2021-2023; Seat C – Coastal Network, and candidate statements.

**MOTION 20-06-05**

**Moved by Director Laska and seconded by Director Verbanec to authorize General Manager to cast ballot for incumbent Vincent Ferrante as representative to California Special Districts Association Board of Directors for Coastal Network, Seat C. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.**

**Annexation Memorandum of Understanding (MOU) with City of Pacific Grove**

The Board received and reviewed the *General Manager Report* and *MOU* regarding 801 Sunset Drive in unincorporated Monterey County near Pacific Grove High School that the City of Pacific Grove intends to annex. The property currently receives sewer, fire protection and garbage services from PBCSD. District Legal Counsel has reviewed and is comfortable with the wording of the MOU.

**MOTION 20-06-06**

**Moved by Director Verbanec and seconded by Director Froke to authorize General Manager to execute Memorandum of Understanding with the City of Pacific Grove, related to a proposed annexation of a property located at 801 Sunset Drive, that will allow the District to retain existing services. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.**

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**Oral reports from General Manager**

General Manager Niccum reported a formal Retirement Incentive Program proposal will be presented at a near-future board meeting. He reminded directors that those filing with the County as candidates for re-election to the PBCSD board in November must do so from July 13 to August 7, 2020; Mr. Niccum will find out if filing can be done remotely. Cancellation of the August board meeting will be recommended for consideration at the July board meeting. Thanks to Suha Kilic and Yuriana Nunez for coordinating relatively smooth Zoom teleconference board meetings. The Zombie Race and Emergency Preparedness Fair held annually in October will be cancelled.

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

Director Froke and staff responded to Director McKee's inquiry regarding the split rail fence recently placed around the Del Monte Forest Conservancy Property at Crocker Grove.

**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 20-06-07**

**M/S/C (unanimous) to adjourn at 11:34am to a regular Board meeting to be held on Friday, July 31, 2020 at 9:30am via teleconference.**



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**Mike Niccum, Board Secretary**