

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 25, 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 September 25, 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

Marianna Pimentel, Senior Accountant

Nijesh Sthapit, Finance and Information Systems Coordinator

Andrew Stewart, Intern

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

Mark Mondragon, Fire Prevention Chief, CAL FIRE

John Trenner, Fire Inspector, CAL FIRE

Josh Silveira, Battalion Chief, CAL FIRE

Greg D'Ambrosio, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

Dawn Mathes, Environmental/Governmental Affairs, PBCo

Peter Brown, Director of Security, 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. Item 11 was moved after Item 8.

MINUTES & FINANCIAL MATTERS

MOTION 20-09-01

Moved by Director Froke and seconded by Director Verbanec to approve, as presented, the minutes of the regular board meeting held July 31, 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for July and August 2020 and CFO Kilic highlighted details.

Cash Basis Budget Report

The Board received and reviewed the *Cash Basis Budget Report* for August 2020.

Check Registers

The Board received and reviewed the July and August 2020 *Check Registers*. Mr. Kilic advised the Board that the District commercial banking is being transferred from Union Bank to Chase Bank that offers increased security and service with reduced banking fees.

MOTION 20-09-02

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

Monterey County Treasurer's Investment Report

The Board received and reviewed the *Monterey County Treasurer's Investment Report* for quarter ending June 30, 2020. Mr. Kilic reported the rate of return for the quarter was 1.9%, 35 basis points lower than the previous quarter. In comparison, the Local Agency Investment Fund return for the quarter was 1.5%. Mr. Kilic provided a chart of investment returns over the last 10 years with the highest returns being the quarter ending June 30, 2020. Low treasury yields are predicted for the next several years based on Federal Reserve policies. Current fiscal year budgeted investment earnings are conservative and remain unchanged.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for July 24, 2020 – September 18, 2020. Josh Silveira, recently promoted to Battalion Chief, had no significant incidents to report during the period. Updates on area

fires were provided. The District and PBCo staff are scheduled to review the Fire Defense Work Plan with residents of Sunset Lane. Inspector Trenner reported remaining fire fuel reduction work of emergency egress roads includes: areas along Highway 68 above Haul Road to the “S” curve bridge; Ronda Road below Lopez Road; and Congress Road from SFB Morse Drive to Lopez Road. The work is being performed within budget. All open space areas are assessed and prioritized annually.

MAINTENANCE, ENGINEERING, AND CONSTRUCTION

Fire Department Kitchen Remodel Project Cabinetry Fabrication

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. Three bid proposals were received. Project completion is anticipated February 2021.

MOTION 20-09-03

Moved by Director Verbanec and seconded by Director Laska to authorize the General Manager to enter into contract with Sam & Ron Inc. for the fabrication of new fire station kitchen cabinetry for an amount not to exceed \$30,000. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for July 22 – September 15, 2020 and Mr. Becker presented slides. Forest Lake Reservoir water storage is currently at 35% capacity—well above the 5-year average. The four alternative source water facilities are anticipated to remain on-line until October. The Wastewater Collection System Assessment Project discovered a PG&E gas lateral line intersecting the top 1/3 of a District 6” clay sewer main on Mestres Drive. PG&E removed the gas line and the sewer main was repaired.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Undergrounding Utilities Program Phase III final design composite drawings are being reviewed by PG&E with comments expected by mid-October. Once all three utilities approve the design, the project will go out to bid.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held August 27, 2020. Director Verbanec and Mr. Becker provided notes of the meeting. Agenda Information was also provided

for the September 24 CAWD teleconference meeting. Director Froke summarized the discussion regarding a request from a customer for sewer fee relief due to reduced revenue and outflows due to COVID-19. Ms. Buikema stated all sewer lines will be televised within 3 years in keeping with a settlement reached between CAWD and California River Watch. Ms. Buikema thanked CFO Kilic for assisting CAWD with also transferring its commercial account from Union to Chase Bank

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 September 18, 2020. In order to balance the budget, Director Laska reported 15 employees chose early retirement, and Last Chance Mercantile remains closed. A \$2.5 million contract was approved to ensure compliance with new State climate change regulations on organics processing: Mr. Niccum noted that the MRWMD Technical Advisory Committee composed of the nine service area jurisdictions and three franchise waste haulers is working to develop a regional solution to divert organics from the landfill per the State regulations.

GENERAL GOVERNMENT

PBCSD Fall/Winter Newsletter Topics

The Board received and reviewed the *Deputy General Manager Report*. Mr. Kilic requested additional topics be submitted to him within the next two weeks.

PBCSD Safety Committee Meeting

The Board received and reviewed the *Minutes* of the September 15, 2020 Safety Committee meeting prepared by General Manager Niccum who now serves as safety coordinator. The District is focused on training of new employees and keeping staff safe.

Retirement Incentive Plan

The Board received and reviewed the *General Manager Report*. One employee has requested to retire in a week, and the other three eligible employees will retire April 30, 2021.

MOTION 20-09-04

Moved by Director Laska and seconded by Director Gebhart to approve Retire Incentive Plan that will provide one year of salary to four eligible employees as an incentive to retire on a date certain within the current fiscal year. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.

Maintenance Worker I, II and Technician Job Descriptions and Recruitment
The Board received and reviewed the *General Manager Report* regarding maintenance department positions.

MOTION 20-09-05

Moved by Director Froke and seconded by Director Verbanec to approve job descriptions for three Maintenance Department positions with a salary range of \$60,576 - \$109,296 and authorize recruitment of two maintenance worker positions. 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 that the November election for PBCSD board appointment will be contested. Current board members Gebhart, Laska and Verbanec have all filed to run for re-election, and Pebble Beach resident Chris Stapleton has also filed his candidacy.

Jim McClure who has worked for the District Maintenance Department for 19 years will be retiring next week; District staff will recognize with gratitude his dedication, contributions and value to the District over the years.

The Del Monte Forest Property Owners is hosting a VNA flu shot clinic on October 8, 2020 from 9:00am to Noon in the PBCSD board room.

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 20-09-06

M/S/C (unanimous) to adjourn at 11:14am to a regular Board meeting to be held on Friday, October 30, 2020 at 9:30am via teleconference.



Mike Niccum, Board Secretary