

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of October 30, 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 October 30, 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

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

David Fulcher, Unit Chief, CAL FIRE

John Trenner, Fire Inspector, CAL FIRE

Josh Silveira, Battalion Chief, CAL FIRE

Paul Gaines, Operations Battalion Chief, CAL FIRE

Keith Tsudama, Fire Captain, CAL FIRE

Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD

Dawn Mathes, Environmental/Governmental Affairs, 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

Hampton Stewart, Pebble Beach resident

Sgt. Chris Pia, California Highway Patrol

Laura Paxton, Board Clerk

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances and no changes to the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 20-10-01

Moved by Director Gebhart and seconded by Director Laska to approve, as presented, the minutes of the regular board meeting held September 25, 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.

Statements of Receipts and Disbursements

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

Cash Basis Budget Report

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

Check Registers

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

MOTION 20-10-02

Moved by Director Laska and seconded by Director Froke to approve the *Check Register* for September 2020. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – 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 September 30, 2020. California Highway Patrol (CHP) Sgt. Pia reported there were no significant incidents during the quarter. During the quarter at times officers were diverted to fire related safety and traffic needs throughout the State. Coverage within the District averaged 50 hours per week. Patrol conducted traffic enforcement on car club participants that came to the Forest during what would have been Concours d'Elegance week. The CHP Public Affairs Officer is unable to provide hands-on driver safety programs during COVID-19 restrictions; however, teleconference sessions for various age groups can be scheduled if desired. Cameras positioned in the Forest and in certain surrounding communities have been helpful in crime control.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for September 18, 2020 – October 23, 2020. Chief Gaines reported on four successful ocean rescues that occurred during the period. There was also successful patient resuscitation in two separate cases of full cardiac arrest—a testament to the importance and effectiveness of Advanced Life Support response. Chief DiTullio reported that Fire Prevention and Planning Chief Mark Mondragon is retiring November 1, 2020 with Chief Gaines interim manager of the department. Unit Chief Fulcher reported 4.8 million acres burned in California fires, and acknowledged the dedication of CAL FIRE workers, both firefighters and medics state-wide and locally. The Disaster Preparedness Council will present the updated Emergency Operations Plan to the County Board of Supervisors for approval. Chief Fulcher commended John Trenner for his efforts on the Carmel and River Fires, and Chief DiTullio for his steady hard work.

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for September 15 – October 22, 2020. Forest Lake Reservoir water storage is currently at 28% capacity, normal for this time of year. A combined total of 14.3 million gallons in alternative source water recovery year-to-date makes this the most productive year yet.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides. The Undergrounding Utilities Program Phase III project bid is anticipated during January 2021. A two-phased approach is planned for the Pump Station P3 (Seal Rock) Pump Replacement Project. Mr. Becker reviewed the general scope, approach, funding, and scheduling of the project.

Spanish Bay Pump Station P-8 Electrical and SCADA Improvement Project

The Board received and reviewed the *Engineering Report* and Mr. Becker presented slides.

MOTION 20-10-03

Moved by Director Laska and seconded by Director Gebhart, with respect to the Spanish Bay Pump Station P-8 Electrical and SCADA Improvement Project, to:

- A.) Approve budget increase for Project Assignment No. 42 to the Master Agreement with E2 Consulting Engineers, Inc. to provide additional engineering services during panel fabrication and installation phases**

increasing current budget from \$70,000 to an amount not to exceed \$106,000.

- B.) Declare the bid from Tesco Controls, Inc. as the lowest responsible bid and authorize award of a fabrication contract for new PLC and Motor Control panels for an amount not to exceed \$53,385.**
- C.) Authorize General Manager to retain contractor to install new PLC and Motor Control panels on a time and materials basis for an amount not to exceed \$40,000.**
- D.) Authorize a budget of \$225,000 for the project. McKee – Aye; Verbanec – Aye; Froke – Aye; Gebhart – Aye; Laska – Aye. Motion passed.**

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD teleconference board meeting held October 29, 2020. Director McKee noted discussion regarding expansion of the CAWD service area into a neighborhood.

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 October 23, 2020. Director Laska noted that the board approved an agreement with contractor to modify garbage trucks for compressed natural gas refueling. Results were presented on a waste characterization study of service area jurisdictions analyzing how much of a 150-pound waste sample from blue recycling carts is recyclable versus the amount contaminated that needs to be landfilled. Data collected will be used to meet or enforce new state regulations requiring diversion of organic material from the landfill.

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 October 20, 2020. Director Verbanec and General Manager Niccum attended.

PARS Trust and CalPERS Unfunded Liability Updates

The Board received and reviewed the *Deputy General Manager Report* on unfunded liability for California Public Employee's Retirement System (CalPERS) and status of District Public Agency Retirement Services (PARS) Benefits Trust. As of June 30, 2019, the District's CalPERS unfunded liability is \$241,415 with a funded ratio of 96.3%, placing the District among the most stable pension funded agencies. Mr. Kilic said the current policy to make a payment towards unfunded liability is based on the funded ratio and the market value of investments in PARS

Pension Trust. The conditions that would trigger a payment do not exist at this time. The report was received as informational with no action recommended.

2021 PBCSD Management Objectives

The Board received and reviewed the listed management objects provided by General Manager Niccum. President McKee requested any input be submitted to the general manager prior to the next board meeting.

Revised Assistant and Associate Engineer Job Descriptions and Recruitment

The Board received and reviewed the *General Manager Report* regarding engineering positions. The accomplishments of Assistant Engineer Justin Ferron over his 5 years with the District were acknowledged: he is resigning his position today and relocating to Colorado. Based on an informal survey of local agencies, salary levels for the assistant and associate engineering positions will be reduced by 10% and 2.5% respectively. Engineer recruitment will begin immediately.

MOTION 20-10-04

Moved by Director Laska and seconded by Director Gebhart to approve job descriptions for two Engineering Department positions with a salary range of \$94,464 - \$136,500 and authorize recruitment of one engineering position. 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 the District received a Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association for comprehensive annual financial reporting fiscal year ended June 30, 2019. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and represents a significant accomplishment by a government agency.

The District is now actively recruiting for two maintenance positions with applications due in November. Positions are anticipated to be filled early next year.

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 20-10-05

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



Mike Niccum, Board Secretary