

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 30, 2022**

MINUTES

CALL TO ORDER

A regular meeting of the Board of Directors of the Pebble Beach Community Services District (PBCSD) was held in the PBCSD board room on September 30, 2022. 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,
Richard B. Gebhart, Richard D. Verbanec, and Peter B. McKee

Directors Absent: None

Others Present:

Mike Niccum, General Manager
Rob Wellington, Legal Counsel
Nick Becker, Deputy General Manager/District Engineer
Chris Simmons, Associate Engineer
Marianna Pimentel, Finance Director
Yuriana Nuñez, Administrative Coordinator
Nijesh Sthapit, Accountant*
Nic Faro, Maintenance Manager*
George Nunez, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)
Mike Meddles, Division Chief, CAL FIRE
Frank Espinoza, Fire Prevention and Planning Battalion Chief, CAL FIRE
Roger Rinehart, EMS Coordinator Battalion Chief, CAL FIRE
Josh Silveira, Operations Battalion Chief, CAL FIRE
John Trenner, Fire Prevention and Planning, CAL FIRE
Robert Siegfried, Board Director, Carmel Area Wastewater District (CAWD)*
Barbara Buikema, General Manager, CAWD*
Peter Brown, Director of Security, Pebble Beach Company (PBCo)
Cheryl Burrell, Planning Manager, PBCo
Shawn Casey, Vice President Resource Management, PBCo
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)*
Hampton Stewart, Pebble Beach resident
Sofyan Karim, Pebble Beach resident
Persia Mumtaz, Pebble Beach resident
Laura Paxton, Board Clerk
Alayna Gocke, Assistant Board Clerk*

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or announcements.

AGENDA CHANGES

There were no requested changes to the agenda.

MINUTES AND FINANCIAL MATTERS

MOTION 22-09-01

Moved by Director Laska, seconded by Director McKee, and unanimously carried 5-0 to approve, as presented, the minutes of the regular board meeting held July 29, 2022.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for July and August 2022 and Finance Director Pimentel presented.

Cash Basis Budget Report

The Board received and reviewed the August 2022 report. Finance Director Pimentel presented slides.

Check Registers

MOTION 22-09-02

Moved by Director Laska, seconded by Director McKee, and unanimously carried 5-0 to approve the *Check Registers* for July and August 2022.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending June 30, 2022. Ms. Pimentel reported the rate of return for the quarter was 0.71%.

CalPERS Unfunded Liability and PARS Trust

The Board received and reviewed the *Finance Director's Report* submitted as informational noting District retirement plans are currently overfunded and require no action at this time. Mr. Niccum thanked Investment Committee members McKee and Laska for their prudent stewardship of the plans.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed and Chief Silveira presented the *Monthly Fire Department Activity Report* for July 17 – September 15, 2022. Chief Espinoza reported on fire protection and planning. Drone footage is being taken in areas before and after fuel reduction treatment to monitor outcome.

Mr. Niccum noted the correlation between District-provided cardiopulmonary resuscitation (CPR) training to PBC, MPCC, and other employee groups and the four

lives that have been saved this year. Trained employees can provide CPR while the fire department and other first responders travel to the incident.

PulsePoint Respond Program

The Board received and reviewed the *Fire Department Staff Report* and Chief Silveira presented. Citizen program application users who have indicated they are trained in CPR and are willing to assist in an emergency can be notified if someone nearby is having a cardiac emergency and may require CPR.

MOTION 22-09-03

Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried 5-0 to approve PulsePoint Program integration and a PBCSD, Cypress, Highlands, Aromas, Soledad, and South Monterey County Fire Protection Districts 6-way equal cost share.

2022 Fuel Reduction Projects Agreements

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

MOTION 22-09-04

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 5-0 to authorize Project Assignment No.4 to the agreement with Bleck Fire Prevention and Excavation with a maximum budget of \$200,000 and an agreement with Rob Thompson with a maximum budget of \$50,000 for work on the 2022 Pebble Beach fuel reduction projects on a time and materials basis.

Purchase of Fire Department Vehicles

The Board received and reviewed three *Fire Department Staff Reports* on vehicle purchases and Chief Silveira presented. General Manager Niccum noted there are adequate funds in the District Long-term Capital Outlay Plan to cover the purchases once the vehicles are fabricated and delivered in 12 – 24 months. Payment will be made upon delivery.

MOTION 22-09-05

Moved by Director Verbanec, seconded by Director Laska, and unanimously carried 5-0 to: authorize purchase of a Pierce Type-6 Wildland Patrol for \$450,000; approve the commitment of \$1,200,000 to purchase a new ladder truck T22 to replace ladder truck T122, the 2004 American La France, and move the current T22 into reserve status; and authorize the early replacement of command vehicles for Battalion 21, Battalion 22, and Battalion 26.

Carmel Hill Station Pavement Improvement Project

The Board received and reviewed the *Engineering Report* and *Resolution 22-21* on engineering design and bid-phase services to remove and replace distressed driveway

and equipment staging areas at the Carmel Hill Fire Station. Cypress Fire Protection District will fund 50% of the project. Director McKee requested the engineer's criteria of design include a statement that the concrete driveway will last 40 – 50 years.

MOTION 22-09-06

Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 22-21* approving Project Assignment No. 53 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering design and bid-phase services required for the Carmel Hill Fire Station Pavement Improvement Project for an amount not to exceed \$75,000.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineer's Report of Utilities Operations and Maintenance* for July 21 – September 23, 2022. District Engineer Becker presented slides. Forest Lake Reservoir water storage is at 20% capacity, well below the 5-year average. The six alternative source water projects remain in production until early October. Two small sanitary sewer overflows occurred during the period with blockages quickly cleared and normal flow resumed.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. District Engineer Becker presented slides. PG&E is tentatively scheduled to occupy underground conduit on Forest Lake Road from October 17th to mid-December. Bid award for the Wastewater Collection Sewer Line Replacement Project is expected in December. Mr. Becker complimented District maintenance staff led by Maintenance Manager, Nic Faro, for completing the complicated work required to replace the Forest Lake Reservoir horizontal mixers.

Bird Rock Well No. 2 Construction

The Board received and reviewed the *District Engineer's Report*. Mr. Becker presented slides. Cost for unbudgeted new alternative source water well design/construction would be reimbursed by the Wastewater Reclamation Project.

MOTION 22-09-07

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 5-0 to approve increase of Reclamation Project budget and authorize General Manager to procure materials and enter into agreement for design and construction services associated with Bird Rock Well No. 2 for an amount not to exceed \$250,000.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD board meetings held August 25, 2022, attended by Director Gebhart and September 29, 2022, attended by Director Laska, with both attended by General Manager Niccum.

Director Gebhart reported the board approved a \$44,000 Beecher Engineering contract for assistance in finding alternatives for replacing outdated variable frequency drives in the MF/RO system. Engineer Treanor provided an update on the Sludge Holding Tank, Influent Pump Station, and Headworks Rehabilitation Projects. Director Laska reported sewer line upgrades and today's PBCSD agenda item 23, addressing a review of the CAWD/PBCSD Agreement for use of the Wastewater Treatment Facilities, were covered at the September 29th meeting.

SOLID WASTE MANAGEMENT

ReGen Monterey Board Meeting

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Board meeting held September 23, 2022 attended by Director Laska. Mr. Niccum noted that lithium batteries thrown in the trash continue to ignite fires at the landfill and in collection trucks.

GENERAL GOVERNMENT

Addition of Accounting Position and Revision to District Salary Schedule

The Board received and reviewed the *Finance Director's Report* on proposed recruitment of an accounting position and a revised Salary Schedule to accommodate the new position. In response to director inquiry, Ms. Pimentel stated the Range column of the Pay and Classification Plan would be removed as it was a detail for management reference and not necessary to display.

MOTION 22-09-08

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve the revised Pay and Classification Plan and authorize recruitment of one accounting position.

Pebble Beach Company Community Advisory Board Meeting

The Board received and reviewed the *Draft Minutes* of the September 7, 2022 meeting attended by General Manager Niccum for Director Froke.

Del Monte Forest Property Owners Roads & Traffic Committee Meeting

The Board received and reviewed the *Agenda* and May 26th meeting minutes provided at the August 25, 2022 meeting attended by General Manager Niccum and District Engineer Becker.

PBCSD Fall/Winter Newsletter Topics

The Board received and reviewed the *Administrative Coordinator Report* on topics for the upcoming newsletter. Board members were encouraged to provide input.

PBCSD Safety Committee Meeting

The Board received and reviewed the *Minutes* of the Safety Committee Meeting held September 6, 2022. Assistant Engineer Simmons reported.

CAWD/PBCSD Wastewater Treatment Facilities Agreement

The Board received and reviewed the *General Manager Report* and the *1994 Agreement* currently in effect. Mr. Niccum provided a list of issues to address and possibly update. In light of potential Coastal Commission regulation with regard to sea level rise, a beginning step would be to meet with Sea Level Rise Committee members. There was Board consensus to have staff begin the update process.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

Ms. Pimentel reported PBCSD received a Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending June 30, 2021 that includes demonstrating a constructive spirit of full disclosure. Mr. Niccum mentioned the re-election of Directors Froke and McKee was uncontested so they will each serve on the board for four more years. The PBCSD insurance firm recommends the District develop a written policy for volunteers.

CLOSED SESSION

A closed session of the Board convened at 12:00 p.m. for Conference with Legal Counsel related to Potential Litigation Pursuant to Government Code 54965.9, one case. The matter was discussed and no reportable action was taken in closed session. The board reconvened open session at 12:45 p.m.

ADJOURNMENT

MOTION 22-09-09

M/S/C (unanimous) to adjourn at 12:45 p.m. to a regular Board meeting to be held on Friday, October 28, 2022 at 9:30 a.m., in person/virtual.



Mike Niccum, Board Secretary