

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of September 24, 2021**

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 24, 2021. Board President Jeffrey B. Froke called the meeting to order at 9:37 a.m. after technical difficulties were resolved.

ROLL CALL

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

Others Present:

Mike Niccum, General Manager
Rob Wellington, Legal Counsel
Nick Becker, District Engineer
Marianna Pimentel, Finance Director
Yuriana Nunez, Administrative Coordinator*
Nijesh Sthapit, Accountant*
Reno DiTullio Jr., Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)*
Michael Meddles, Division Chief, CAL FIRE
Roger Rinehart, EMS Coordinator Battalion Chief, CAL FIRE
Josh Silveira, Operations Battalion Chief, CAL FIRE*
Tim Jones, Deputy Fire Marshall/Fire Prevention and Planning, CAL FIRE
Dawn Mathes, Environmental/Governmental Affairs, Pebble Beach Company (PBCo)*
Peter Brown, Director of Security, PBCo*
Shawn Casey, Vice President Resource Management, PBCo*
Michael Rachel, Board Director, Carmel Area Wastewater District (CAWD)*
Barbara Buikema, General Manager, CAWD*
Vinod Badani, E2 Consulting Engineers*
Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)*
Hampton Stewart, Pebble Beach resident
Jerry Verhasselt, Pebble Beach resident
Laura Paxton, Board Clerk*
Alayna Gocke, Assistant to Board Clerk

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or changes to the agenda.

MINUTES & FINANCIAL MATTERS

MOTION 21-09-01

Moved by Director Verbanec, seconded by Director Laska and unanimously carried 5-0 to approve, as presented, the minutes of the regular board meeting held July 30, 2021.

Statements of Receipts and Disbursements

The Board received and reviewed the *Statements of Receipts and Disbursements* for July and August 2021. Finance Director Pimentel presented slides and staff responded to questions from the board.

Cash Basis Budget Report

The Board received and reviewed the Cash Basis Budget Report for August 2021.

Check Registers

MOTION 21-09-02

Moved by Director Laska, seconded by Director Gebhart and unanimously carried 5-0 to approve the *Check Registers* for July and August 2021.

Monterey County Treasurer's Investment Report

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ending June 30, 2021. Ms. Pimentel reported the yield for the quarter was 0.69% with a 0.62% apportionment rate, 30 basis points lower than the previous quarter. In comparison, the State Local Agency Investment Fund apportionment rate for the quarter was 0.33%. Ms. Pimentel presented a chart of 10-year comparison of the investment pool rates of return. In FY 2020/21, \$267,000 or 95% of the \$280,000 in budgeted investment earnings was received.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for July 23 – September 16, 2021. Chief Reinhart reviewed the report, noting that personnel were sent to assist in both the Caldor and Dixie fires. Fire and Maintenance Department staff assisted with response to a water leak that damaged six homes. Total number of personnel in the battalion is 54 not including fire prevention, with 18 on duty per day staffing all three stations. At PB Fire Department, four personnel are assigned to the medic truck and 3 personnel assigned to the medic engine each day.

The District funds 23 of the 54 positions and shares the cost of fire prevention staff, three battalion chiefs and one Division Chief with its two sister agencies. District receives a cost benefit from the collaborative share of chiefs and fire prevention staffing as well as duty scheduling/relief coverage flexibility.

Captain Tim Jones reviewed fire prevention efforts during the period and responded to board member inquiries. The Zombie Run on October 30th is sold out at 350 people; donations from sister agencies Carmel Highlands and Cypress have made this a battalion event.

New Roll Up Doors for Fire and Maintenance Departments

The Board reviewed the *Fire Department Report* on roll up door replacements for Maintenance and Fire Departments. The doors are due for replacement this fiscal year, budgeted at \$126,000. The Overhead Door Company of Salinas, the same company that the fire department regularly uses to repair the current doors, submitted the only bid of \$132,000. After researching CALFIRE stations that had similar replacements, the bid was deemed to be reasonable taking into consideration the current increased materials cost environment.

MOTION 21-09-03

Moved by Director Verbanec, seconded by Director Laska and unanimously carried 5-0 to authorize purchase and installation of fourteen new roll up doors with new motors and tracks at a cost of \$132,000.

MAINTENANCE, ENGINEERING AND CONSTRUCTION

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance* for July 19 – September 15, 2021. District Engineer Becker presented slides. Forest Lake Reservoir water storage is at 34% capacity, slightly above the 5-year average. The three alternative source water wells are now off-line to maximize well recovery that will be tracked through fall, winter, and early spring. Drawdown and recovery operational strategies are being developed for next season. The 4th fairway diversion facility remains in service until a significant storm event and/or a full reservoir.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineering Report*. Mr. Becker presented slides. Pavement restoration costs on Forest Lake Road for the Phase III Undergrounding project were \$10,000 over the projected \$24,000 budget due to having to overlay a more extensive trenching area than anticipated.

Estimated bid award for fabrication of instrumentation and electrical panels for Pump Station P1 & P2 rehabilitation project will be at the October Board meeting. Design documents for the civil, structural, and mechanical components of the project will be ready for bidding in January.

CAWD Board Meeting

The Board received and reviewed the *Agenda Information* for the CAWD board meeting held August 26, 2021, attended by Director Froke and General Manager Niccum. The CAWD board approved the negative declaration for the Lagoon Outfall Project, to be done in conjunction with the Carmel River FREE Project that extends the Highway 1 bridge south to significantly reduce floodwater impact to nearby houses.

CAWD General Manager Buikema reported that CAWD vaccination policy has been updated and now requires employees be vaccinated or exempted with weekly COVID testing required.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meeting

The Board received and reviewed the *Agenda Information* for the MRWMD board meetings held August 20 and September 17, 2021. Director Laska reported the Board recognized Director Gary Bales' 52 years of service on the board. The board authorized purchase of a fire sprinkler system due to frequent fires at the Materials Recovery Facility ignited by lithium batteries. Interviews of final general manager candidates will be held on October 6th. General Manager Niccum reported that SB1383, that requires organic material to be diverted from landfills, will become effective January 2022. Residential and multifamily properties will be able to dispose of food waste in the green waste bins. These new requirements will require the PBCSD solid waste ordinance and franchise hauler agreement with GreenWaste Recovery to be amended before the end of the year. Furthermore, GreenWaste Recovery has requested a change in ownership that will also require a franchise agreement amendment before the end of the year.

GENERAL GOVERNMENT

Community Advisory Board

The board received and reviewed the minutes from the meeting held September 1, 2021. Director Froke reported the Hay Grill will be open in early October. Over two million dollars are being expended by PBCo this year to systematically maintain and improve certain roads and drainages throughout the forest.

DMFPO Roads and Traffic

The board received and reviewed the agenda from the meeting held August 26, 2021, and the current roads and drainage project schedule. General Manager Niccum reported the local Monterey County Land Use Plan provides DMFPO some oversight whether road condition standards are being met by PBCo. Shawn Casey reported PBCo has spent 1.5 million dollars on asphalt and more than \$600,000 on drainage improvements this year. Limited paving was performed last year due to COVID.

Administrative Coordinator Report

The board received a list provided by Coordinator Nunez to review and provide input on topics for the fall/winter newsletter.

California Special Districts Association (CSDA) Annual Conference

The board received the *General Manager Report* on the CSDA annual conference held August 30 through September 2, 2021.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

Finance Director Pimentel provided a copy of the Award of Financial Reporting Achievement received by the PBCSD finance department in June. She stated this is the third year in a row the District received this award. General Manager Niccum commended Administrative Coordinator Nunez for heading up the Household Hazardous and e-Waste Collection Event this year, to be held September 25th at the PBCSD parking lot from 9am – 2pm. The DMFPO semi-annual meeting will be held October 24th at Spanish Bay, with David Stivers of PBCo and Chief Meddles of PBCSD Fire Department as the featured speakers.

Mr. Niccum will present proposed organization and salary schedule changes at the next board meeting including a request for an additional maintenance worker.

Mr. Niccum reported receiving communication from California American Water (CAW) indicating that PBCSD stood to lose property tax revenues in the event of a takeover by the Monterey Peninsula Water Management District. Staff determined that PBCSD receives \$54,000 per year in tax revenue from CAW, which represents a loss of approximately 0.3% of the \$16.2 million in property tax collected per year. The board directed staff to remain neutral on the issue.

Regarding the Brown Act requirements for video conferenced meetings, Mr. Niccum felt this board had no conflict since all board members attend in person. The Brown Act allows for the public to attend remotely. If a board member desired to attend a board meeting remotely, then the Board would have to take action to allow an exemption for related Brown Act requirements.

CLOSED SESSION

It was determined that a closed session of the board was not required.

ADJOURNMENT

MOTION 21-09-04

M/S/C (unanimous) to adjourn at 11:47am to a regular Board meeting to be held on Friday, October 29, 2021, at 9:30am, in person/virtual.



Mike Niccum, Board Secretary