

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of May 26, 2023**

**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 May 26, 2023. President Leo M. Laska called the meeting to order at 9:30 a.m.

**ROLL CALL**

**Present:** Leo M. Laska – President, Richard B. Gebhart – Vice President, and Richard D. Verbanec

**Directors Absent:** Jeffrey B. Froke, Peter B. McKee

**Others Present:**

Mike Niccum, General Manager

Rob Wellington, Legal Counsel

Nick Becker, Deputy General Manager/District Engineer

Marianna Pimentel, Finance Director

Yuriana Nuñez, Administrative Coordinator

Chris Simmons, Associate Engineer

Nic Faro, Maintenance Manager

Alayna Gocke, Environmental Compliance Coordinator\*

George Nunez, Unit Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)\*

Mike Meddles, Division Chief, CAL FIRE

Josh Silveira, Fire Operations Chief, CAL FIRE

John Trenner, Fire Prevention and Planning, CAL FIRE

Greg Leonard, Captain, CAL FIRE

Thomas Headley, Captain, CAL FIRE

Kevan Urquhart, Board Director, Carmel Area Wastewater District (CAWD)

Barbara Buikema, General Manager, CAWD\*

Cheryl Burrell, Planning Manager, Pebble Beach Company (PBCo)

Peter Brown, Director of Security, PBCo

Vinod Badani, Vice President, E2 Consulting Engineers\*

Jacqueline Fobes, Board Director, Del Monte Forest Property Owners (DMFPO)\*

Jerry Verhasselt, Pebble Beach resident

Mary Housel, Pebble Beach resident\*

Laura Paxton, Board Clerk

*\*Signifies virtual attendance*

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

Kevan Urquhart, CAWD board director as of December 2022, introduced himself. A fisheries scientist having worked with the California Department of Fish and Wildlife, Monterey Peninsula Water Management District, and City of San Diego, he is familiar with wastewater facility operations.

## **AGENDA CHANGES**

The Fire Department item was moved to the beginning of the agenda while awaiting a quorum of directors to arrive.

## **FIRE DEPARTMENT**

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

The Board received and reviewed and Chief Silveira presented the *Monthly Fire Department Activity Report* for April 21 – May 19, 2023. He described a response to a vehicle fire at the Highway One gate. Chief Meddles reported on fire prevention efforts noting the goats have treated 63 acres so far in the forest.

### **Carmel Hill Fire Station Pavement Rehabilitation Project Construction**

The Board received and reviewed the *Engineer's Report and Resolution No. 23-08*. Associate Engineer Simmons presented slides. Staff gave details of the bid environment, noting only one bid was received and introduced scope modifications that would likely reduce construction cost to within the project's allocated budget.

## **MOTION 23-05-01**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 3-0 to adopt *Resolution 23-08* and authorize the following actions:**

- a.) Reject bids received for the Carmel Hill Fire Station Pavement Rehabilitation Project.**
- b.) Approve Project Assignment No.56 to the Master Agreement with E2 Consulting Engineers to perform construction support services for the Carmel Hill Fire Station Pavement Rehabilitation Project for an amount not to exceed \$90,000.**
- c.) Authorize General Manager to negotiate a construction contract with a modified scope of work with Graniterock for an amount not to exceed \$1,000,000.**

### **Fire Hydrant Testing Consulting Services**

The Board received and reviewed the *Engineer's Report and Resolution No. 23-09*. Engineer Becker gave an overview of the testing program and presented slides. Hydrant testing with California American Water helps calibrate the water system hydraulic model to determine fire flow deficiencies that need to be addressed. Water supply is 40% of the ISO score that rates how prepared a community is to respond to fire events. This proposal also includes fire hydrant testing in Cypress and Carmel Highlands Fire Protection Districts and those costs will be reimbursed to PBCSD.

**MOTION 23-05-02**

Moved by Director Froke, seconded by Director Verbanec, and unanimously carried 3-0 to adopt *Resolution 23-09* approving Project Assignment No.55 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering and field support services required for Fire Hydrant Testing for an amount not to exceed \$150,000.

**MINUTES AND FINANCIAL MATTERS**

**MOTION 23-05-03**

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 3-0 to approve, as presented, the *minutes* of the regular board meeting held April 28, 2023.

**Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* for April 2023 and Finance Director Pimentel presented. Property tax revenues received to date are 4% over budget projections.

**Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for April 2023 and Finance Director Pimentel presented.

**Check Register**

**MOTION 23-05-04**

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 3-0 to approve the *Check Register* for April 2023.

**Monterey County Treasurer's Investment Report**

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ended March 31, 2023. Ms. Pimentel reported the rate of return for the quarter was 2.33%. Interest received year to date is \$203,000 over the budgeted amount.

**MAINTENANCE, ENGINEERING AND CONSTRUCTION**

**Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed and Associate Engineer Simmons presented the *Engineer's Report of Utilities Operations and Maintenance* for April 22 – May 19, 2023. Forest Lake Reservoir water storage is near capacity. Crews have removed tall weeds around the reservoir. Regulatory updates are being made to the District Sewer System Management Plan (SSMP), including updating the

category for sanitary sewer overflows and adding a new section for emergency response plans specific to each pump station; an updated SSMP will be submitted to the state by June 5<sup>th</sup>.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineer's Report*. Mr. Simmons gave updates on the P1 and P2 Pump Station Rehabilitation Project, the 2023 Sewer Replacement Project and planning for the 2024 sewer project, and the Reclamation Cathodic Protection Project located near the CAWD treatment plant.

Mr. Becker reviewed the Undergrounding Overhead Utilities Program, Phase III conduit installation issue along Forest Lake Road; PBCSD project contractor, LTEC will be on hand to assist PG&E/Alvah Contractors with mitigating the issue if necessary. Phase IV planning is underway. The County permit for the Pump Station P7 Fuel Storage Replacement Project has been received. Pump Station P7 SCADA improvements will be wrapped up mid-next week; remaining SCADA updates will occur during the rehabilitation of Pump Stations P1 and P2. Proposals were solicited for the installation of the pump at Bird Rock Well No. 2; start-up is anticipated at the end of June/early July. The Facility Improvement Project is progressing with a systems evaluation scheduled to assess existing ventilation, electrical, and networking systems.

### **CAWD/PBSCD Wastewater Reclamation Project Management Committee**

The Board received and reviewed the *Minutes* of the meeting held May 9, 2023, attended by Directors Gebhart and McKee. Mr. Becker gave highlights, noting that project certificates of participation have been paid off, reducing next year's budgeted cost per acre-foot of reclaimed water from \$6,700 to \$4,700. The 2023/24 budget was approved. Thanks to CAWD staff efforts there has been a significant improvement in the life of microfiltration membranes from 1-1/2 years to now approaching 5 years. For the first time, a condition assessment and long-term planning of reclamation project asset replacement is underway.

### **CAWD Board Meeting**

The Board received and reviewed the *Agenda Information* for the CAWD board meeting held May 25, 2023, attended by Director Froke. CAWD General Manager Buikema reported that CAWD is working to win Carmel Meadows neighborhood support for moving a collection system pipeline away from the Carmel River Lagoon.

### **SOLID WASTE MANAGEMENT**

#### **ReGen Monterey Board Meeting**

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Regular Board meeting held May 19, 2023, attended by Director Laska. The draft 2023/24 budget was approved with a 5% tipping fee increase.

## **GENERAL GOVERNMENT**

### **Del Monte Forest Property Owners Road and Traffic Committee Meeting**

The Board received and reviewed the *Agenda Information* from the May 25, 2023 meeting. Mr. Becker reported that PBCo presented a list of approximately 3 miles of planned road and drainage improvement projects for the fall of 2023. It was noted at the meeting that drainage improvements over the years resulted in no major drainage issues reported during the 2022 extremely wet winter. Peter Brown, PBCo Director of Security reported a change in traffic patterns for special events, closing the road in front of the conference center up Peter Hay Hill to traffic and providing shuttle service. Traffic patterns are being assessed in preparation for the Concours d' Elegance in August. The new gate clearance computer web portal and phone app is being developed to allow homeowners to enter guests themselves and receive PBCo announcements. Carmel Middle School will be used for spectator parking for the U.S. Women's Open in early July.

### **California Highway Patrol Law Enforcement Services Agreement**

The Board received and reviewed *Resolution No. 23-10* extending supplemental law enforcement services with a slight increase in cost and increased patrol hours.

## **MOTION 23-05-05**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 3-0 to authorize execution of an amendment to the contract with California Highway Patrol to extend the supplemental law enforcement services to June 30, 2024.**

### **California Special Districts Association Legislative Days Conference**

The Board received and reviewed the *General Manager Report* for the California Special Districts Association Legislative Days Conference in Sacramento May 16 and 17, 2023, attended by General Manager Niccum who gave highlights.

## **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

### **Oral reports from General Manager**

Mr. Niccum provided to the board a thank you letter from Firescope Communications Specialist Group for use of the PBCSD boardroom for its meeting. This group coordinates communication systems statewide for CAL FIRE. Mr. Niccum also provided handouts from newly elected Sheriff Tina Nieto on crime trends, incidents, and Sheriff's Office goals and challenges presented at the DMFPO Semiannual Meeting last Sunday afternoon.

Administrative Coordinator Nuñez announced the following dates for PBCSD events:

- June 15 Ethics training (in-person)
- June 22 Sexual harassment prevention training (in-person)
- July 21 Employee Appreciation Picnic at Indian Village Picnic Grounds
- July 29 Fire Department Open House and Safety Day
- August 12 Household Hazardous Waste and e-Waste Disposal Event
- October 28 Zombie Race and Emergency Preparedness Fair

**CLOSED SESSION**

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

**ADJOURNMENT**

**MOTION 23-05-06**

**M/S/C (unanimous) to adjourn at 11:20 a.m. to a regular Board meeting to be held on Friday, June 30, 2023 at 9:30 a.m., in person/virtual.**



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**Mike Niccum, Board Secretary**