

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of June 28, 2024**

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 June 28, 2024. President Leo M. Laska called the meeting to order at 9:30 a.m.

ROLL CALL

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

Directors Absent: Jeffrey B. Froke

Others Present:

Mike Niccum, General Manager

Nick Becker, Deputy General Manager (DGM)/District Engineer

Chris Simmons, Associate Engineer

Rob Wellington, Legal Counsel

Marianna Pimentel, Chief Financial Officer (CFO)

Yuriana Nuñez, Administrative Coordinator

Alayna Paxton, Environmental Compliance Coordinator

Nic Faro, Maintenance Manager

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

Matt Stanford, Chief, Western Division Operations, CAL FIRE

Frank Espinoza, Chief, Fire Prevention, CAL FIRE

John Trenner, Fire Prevention, CAL FIRE

Mike DeLeo, Battalion Chief, EMS Coordinator, CAL FIRE

Buddy Bloxham, Battalion Chief, CAL FIRE

Cheryl Burrell, Planning and Real Estate Division, Pebble Beach Company (PBCo)

Shawn Casey, VP Resource Management, PBCo

Kathleen Lee, Director of Governmental and Community Affairs, PBCo

Peter Brown, Director of Security, PBCo

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)*

Kevan Urquhart, Board Director, CAWD

Vinod Badani, E2 Consulting Engineers*

Jerry Verhasselt, Pebble Beach Resident

Domine Barringer, Board Secretary, Carmel Area Wastewater District (CAWD)*

Hampton Stewart, Pebble Beach Resident*

Mary Housel, Pebble Beach Resident*

Laura Paxton, Board Clerk

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

There were no appearances or announcements. Item 7 was moved before Item 6 Timed Business to allow time for virtual audio technical issues to be addressed.

MINUTES AND FINANCIAL MATTERS

MOTION 24-06-01

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to approve, as presented, the *Minutes* of the Regular Board meeting held May 31, 2024.

Statement of Receipts and Disbursements

The Board received and reviewed the *Statement of Receipts and Disbursements* for May 2024 and CFO Pimentel presented.

Check Register

MOTION 24-06-02

Moved by Director Gebhart, seconded by Director McKee, and unanimously carried 4-0 to approve the *Check Register* for May 2024.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed, and Chief Espinoza presented the *Monthly Fire Department Activity Report for May 25 – June 21, 2024*. Chief Nunez reported on regional CAL FIRE efforts.

General Manager Niccum expressed appreciation for the long-term cooperative and productive PBCSD / CAL FIRE relationship. He commended Chief Espinoza and John Trenner for exemplary fire prevention management. Chief Nunez in turn thanked Mr. Niccum for his and the board's outstanding support and guidance over the years and wished him well in his retirement as of June 30th.

TIMED BUSINESS - CONCURRENT PUBLIC HEARINGS

FISCAL YEAR 2024-25 PBCSD FINAL BUDGET AND SERVICE FEES

The Board received and reviewed the Final Budget for Fiscal Year 2024-25 (7/1/24 through 6/30/25). President Laska opened the public hearing at 9:53 a.m.

Ms. Pimentel detailed the \$13,000 increase in operating and maintenance expenses and the \$293,000 decrease in capital outlay and construction project expenditures for a total \$280,000 decrease from preliminary budget. A comparison of proposed to prior year budget was provided.

Ms. Pimentel presented proposed Fiscal Year 2024-25 garbage and sewer service/connection fees and comparisons to neighbor jurisdictions. Director Verbanec requested that the PBCSD sewer service fee presented in comparison to other agencies show full operations and capital costs including those subsidized.

There was correspondence received from two members of the public, one in opposition to PBCSD providing CHP services in the forest, and the other opposing the increase in garbage collection fees.

The hearing was closed at 10:09 a.m.

Ms. Pimentel thanked Senior Accountant Nancy Johnson lead, department managers, and staff for the team effort on budget development.

MOTION 24-06-03

Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried 4-0 to adopt the following Resolutions:

Resolution No. 24-17 approving Fiscal Year (FY) 2024-25 service charges and special tax for:

- **Garbage and Refuse Collection and Disposal Services:** Increase of 3.0% for basic residential from \$32.40 per month to \$33.36 per month.
- **Wastewater Treatment & Disposal Services:** Increase of 9.0% for residential from \$31.72 per month to \$34.58 per month.
- **Fire Protection Services:** No change in the residential assessment of \$51.20 per year and vacant lot assessment of \$25.60 per year.

Resolution No. 24-18 certifying compliance with state law for levying of general and special taxes, assessments and property-related fees and charges.

Resolution No. 24-19 approving Final Budget for FY 2024-25.

Resolution No. 24-20 approving positions, classifications and pay schedule for FY 2024-25.

Resolution No. 24-21 adopting the Appropriation Limit for FY 2024-25.

Resolution No. 24-22 approving Sewer Connection Fee for FY 2024-25.

END OF TIMED BUSINESS

MAINTENANCE, ENGINEERING AND CONSTRUCTION

CAWD/PBCSD Agreement for Use of Facilities

DGM Becker reported a second meeting was held June 19th with Directors McKee and Laska, GM Niccum, himself and CAWD Directors and staff. PBCSD & CAWD staff are working together on drafting an amendment to the agreement to be presented for approval at a future board meeting. The provision for cost accounting based on suspended solids and biochemical oxygen demand will be removed, and an allowance for dry weather flow to be captured into the PBCSD wastewater collection system added. Proposed amendments will update the agreement to match present day practices.

CAWD Board Meeting

The Board received and reviewed the Agenda Information for the CAWD board meeting attended by Director McKee on June 27, 2024, where PBCSD General Manager Niccum was recognized for his years of involvement and cooperation with CAWD. Six Carmel High School students are participating in a CAWD summer intern program. Sewer service charges in 2024-25 will not increase. A presentation was received on restaurant fats, oil, and grease source control. Director McKee noted there are 12-15 restaurants within PBCSD bounds and requested DGM Becker arrange for the next board meeting a presentation on this district's source control program.

Wastewater Collection, Treatment and Disposal System

The Board received and reviewed the *Engineer's Report of Utilities Operations and Maintenance for May 24 - June 19, 2024*. Associate Engineer Simmons presented slides. The reservoir was at 78% capacity. On June 24th a blockage in District sewer main caused a manhole to overflow on Wranglers Trial Road resulting in a 25-gallon sewer spill. It is intended for PBCSD to coordinate its Workplace Violence Prevention Plan with like plans of CAL FIRE, PBCo, Stevenson School, Poppy Hills Golf Course, etc.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. Engineer Simmons presented photographs and reported the installation of the Cathodic Protection Project 300' well at CAWD is underway. A chart listing costs of consulting services as percentages of construction costs from E2 Consulting Engineers and Wallace Group over the last 10 years was presented. It was concluded that both consultants have provided cost-effective design, bid-phase, and construction support services for the District.

SOLID WASTE MANAGEMENT

ReGen Monterey Board Meeting

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Regular Board meeting held June 21, 2024, attended by Director McKee who reported PBCSD General Manager Niccum was presented a Resolution of Appreciation.

GENERAL GOVERNMENT

Del Monte Forest Property Owners Roads and Traffic Committee Meeting

The Board received and reviewed the agenda for the meeting held May 29, 2024. Shawn Casey, PBCo reported on proposed paving and drainage improvements projects scheduled for the fall; work will commence the second week in September and will include coordinating with the PBCSD staff on sequencing sewer line replacement on Cayuse Road. Mr. Casey is arranging to have sand removed from the walking path along 17 Mile Drive that has pedestrians walking unsafely in the bike lane. DGM Becker reported owners neighboring 3180 Cortez Road spoke at the May 29th meeting regarding safety concerns of relocating the existing residential driveway entrance from Cortez to Oleada Road; the committee advised the owners that the committee is merely an advisory committee with no authority to deny or condition the project and that they should present their concerns to the County along with a professional analysis that supports their claim of traffic hazards that would result.

PBCSD Administrative Code Update

The Board received and reviewed the *Summary of Notable Administrative Code Updates*, the revised *PBCSD Administrative Code*, and *Resolution No. 24-23*.

MOTION 24-06-04

Moved by Director Gebhart, seconded by Director Laska, and unanimously carried 4-0 to approve *Resolution No. 24-23* adopting the revised PBCSD Administrative Code and repealing any previous versions.

Appointment of PBCSD General Manager

DGM Becker gave retiring General Manager Niccum high praise for strong leadership, mentoring, and support during his career, and announced a retirement party being held in his honor on July 26th at the PBCSD Fire Station.

MOTION 24-06-05

Moved by Director McKee, seconded by Director Gebhart, and unanimously carried 4-0 to approve *Resolution No. 24-24* appointing Nicholas R. Becker PBCSD General Manager and approve Agreement for Employment.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

DGM Becker provided a chart of key dates for the November 5, 2024 General Election. A packet with map, contact information, candidate statement form, and schedule was provided to Directors Laska, Gebhart, and Verbanec whose terms end December 31, 2024. Filing period for candidate statements opens July 15th through August 9th; no PBCSD election is necessary if the seats are uncontested.

Retiring General Manager Niccum thanked Counsel Wellington for his level-headedness, and everyone in the PBCSD family for their support and service. He especially recognized the major achievements of the PBCSD board accomplished by its distinction between policy and management, a rare trait of a governing board.

CLOSED SESSION

There was no closed session held.

ADJOURNMENT

MOTION 24-06-06

M/S/C (unanimous) to adjourn at 11:08 a.m. to a regular Board meeting to be held on Friday, July 26, 2024, at 9:30 a.m., in person and virtually.



Nicholas R. Becker, Secretary Pro Tem