

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Regular Meeting of January 28, 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 January 28, 2022. Board Vice President Leo M. Laska called the meeting to order at 9:30 a.m.

ROLL CALL

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

Directors Absent: Jeffrey B. Froke - President

Others Present:

Mike Niccum, General Manager

Rob Wellington, Legal Counsel

Nick Becker, District Engineer

Chris Simmons, Assistant Engineer

Marianna Pimentel, Finance Director

Yuriana Nuñez, Administrative Coordinator

Nijesh Sthapit, Accountant*

Michael Meddles, Division Chief, CAL FIRE San Benito-Monterey Unit (CAL FIRE)

Josh Silveira, Battalion Chief, CAL FIRE

Roger Rinehart, EMS Coordinator Battalion Chief, CAL FIRE*

John Trenner, Fire Prevention Inspector, CAL FIRE

Ken White, Board Director, Carmel Area Wastewater District (CAWD)*

Barbara Buikema, General Manager, CAWD*

Domine Barringer, Administrative Assistant/Board Clerk, CAWD*

Peter Brown, Director of Security, Pebble Beach Company (PBCo)*

Shawn Casey, Vice President Resource Management, PBCo*

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

Zoe Shoats, Communications Director, Monterey Regional Waste Management District*

Laura Paxton, Board Clerk*

**Signifies virtual attendance*

APPEARANCES, ORDER OF BUSINESS, & ANNOUNCEMENTS

Per County requirement, masks were required to be worn during today's meeting.

General Manager Niccum announced that former 12-year board member Janice O'Brien recently passed away and requested the meeting be adjourned in her honor.

AGENDA CHANGES

Mr. Niccum requested a resolution to authorize application for SB 1383 block grant be added to the agenda as item 18a.

MOTION 22-01-01

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 4-0 to approve adding to the agenda item 18a resolution to authorize District application for SB 1383 block grant.

MINUTES AND FINANCIAL MATTERS

MOTION 22-01-02

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 December 10, 2021.

Statements of Receipts and Disbursements

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

Cash Basis Budget Report

The Board received and reviewed the December 2021 report and Ms. Pimentel presented slides.

Check Registers

MOTION 22-01-03

Moved by Director Verbanec, seconded by Director McKee, and unanimously carried 4-0 to approve the *Check Register* for November 2021.

MOTION 22-01-04

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to approve the *Check Register* for December 2021.

District Retirement Unfunded Liability

The Board received and reviewed the *Finance Director Report* on PARS (Public Agency Retirement Services) Trust and CalPERS (California Public Employee Retirement System) Unfunded Liability updates. Ms. Pimentel gave a summary.

MOTION 22-01-05

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to approve PARS trustees' recommendation not to pay the CalPERS unfunded accrued liability reported on the CalPERS June 30, 2020 actuarial valuation reports.

Request for Proposals (RFP) for annual audit of financial transactions.

The Board received and reviewed the *Finance Director Report*. Ms. Pimentel reported the PBCSD three-year agreement with Hayashi & Wayland Accounting and Consulting, LLP audit firm ended with the completion of the fiscal year 2020-21 audit. Hayashi and Wayland can submit a proposal however would need to rotate audit partner and manager if awarded the agreement.

MOTION 22-01-06

Moved by Director McKee, seconded by Director Gebhart, and unanimously carried 4-0 to authorize and direct the staff to request proposals from accounting firms to conduct the District's annual audit of financial transactions for a three-year period (fiscal year 2021-22 through fiscal year 2023-24).

LAW ENFORCEMENT

Pebble Beach Area Crime Statistics and Traffic Enforcement Status Report

The Board received the *Law Enforcement Program Status Report* for the quarter ending December 31, 2021 and Administrative Coordinator Nuñez reviewed. Director McKee requested the Vehicle Statistics at Higher Speed Locations table on page two of the report should subtotal and average the 17 Mile Drive speeds where up to 55mph is allowed. The remaining areas with 25mph speed limits be subtotaled and averaged separately to give a truer picture of speeding in Pebble Beach. The statement in the report that 17 Mile Drive speed limit is 25mph should be corrected.

FIRE DEPARTMENT

Fire Chief's Monthly Report

The Board received and reviewed the *Monthly Fire Department Activity Report* for December 4, 2021 – January 21, 2022. Chief Silveira reviewed the report, attributing the third period of no responses over 8 minutes to implementation of the Automatic Vehicle Location Program that identifies for dispatch the real time

location of every vehicle for closest response. CAL FIRE remains engaged in the Colorado Fire until potentially this Sunday afternoon. Inspector Trenner reported on annual fuel reduction projects set at a meeting held early January: ingress/egress routes at the five gates; goats here in March; Fire Road 24/San Luis Road in the Carmel Woods area; additional clearance below San Pedro Road continuing along Pescadero Canyon; Seal Rock Creek; Navajo Tract; removal of 20+ hazard trees on 17 Mile Drive between Del Ciervo and Crespi Lane; and mowing along Scenic Drive at Shepherds Knoll. Work is progressing under budget, concentrating on removal of non-native flammable plants and dead wood on the ground.

Extension of Paramedic Provider Agreement with Monterey County

The Board received and reviewed the *Fire Department Staff Report* regarding the Paramedic Provider Agreement with Monterey County Emergency Medical Services Agency expiring this January 31st. Chief Rinehart recommended a six-month extension to allow time to negotiate details of a multi-year agreement.

MOTION 22-01-07

Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to approve a six (6) month short-term extension to the Paramedic Provider Agreement with Monterey County Emergency Medical Services Agency to allow time to negotiate details of a new multi-year agreement.

Amendment to Prescribing Physician Agreement

The Board received and reviewed the *Fire Department Staff Report* regarding a three year extension of the prescribing physician agreement for the Advanced Life Support paramedic program. The current agreement expires this January 31st. Chief Rinehart presented.

MOTION 22-01-08

Moved by Director Gebhart, seconded by Director McKee, and unanimously carried 4-0 to approve the second amendment of services with James Stubblefield MD and authorize the General Manager to sign the second amendment agreement.

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 December 1, 2021 – January 19, 2022. District Engineer Becker presented slides. Forest Lake Reservoir water storage is at 100% capacity. Alternative source water projects are shut down when the reservoir is full.

PBCSD Capital Improvement Projects

The Board received and reviewed the *Engineer's Report*. Mr. Becker presented slides. The District weather station installed at Forest Lake Reservoir is operational; data can be viewed from any mobile device at *Weather Underground* <https://www.wunderground.com/dashboard/pws/KCAPEBBL40>

Fire Hydrant Testing Engineering Services

The Board received and reviewed the *Engineer's Report*. Staff plans to administer the project collaboratively on behalf of Pebble Beach, Cypress, and Highlands Fire Protection Districts to improve the fire protection system regionally. The Cypress and Highlands Fire Districts will reimburse PBCSD for engineering and field support services based on the number of hydrants tested in each respective fire district. Approximately 120 hydrants will be tested for fire flow and data used to enhance the system model.

MOTION 22-01-09

Moved by Director McKee, seconded by Director Verbanec, and unanimously carried 4-0 to adopt *Resolution 22-01* approving Project Assignment No.51 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering and field support services required for 2022 Fire Hydrant Testing for an amount not to exceed \$70,000.

CAWD Board Meetings

The Board received and reviewed the *Agenda Information* for the CAWD board meetings held December 30, 2021, attended by Director Verbanec, and January 27, 2022, attended by Director Gebhart, with both attended by General Manager Niccum. At the December meeting, CAWD approved staff issuing a request for proposals for annual audit services. Project photos are now presented in CAWD board reports. Director Gebhart reported several resolutions passed for collection systems repairs and upgrades. Electrical/mechanical and sludge tank upgrade project is proceeding on pace with minor delays resulting from supply chain issues. Electrical upgrades have resulted in lowest power usage in a decade. General Manager Buikema announced a treatment plant tour for the CAWD board is being arranged and PBCSD board members are welcome. A CAWD strategic planning session is also being planned as COVID allows.

SOLID WASTE MANAGEMENT

Monterey Regional Waste Management District (MRWMD) Board Meetings

The Board received and reviewed the *Agenda Information* for the MRWMD board meetings held December 17, 2021 and January 21, 2022. Director Laska reported that MRWMD plans to sell electricity generated by its landfill gas program directly to neighboring Monterey One Water. The two districts may establish a separate power authority for the arrangement. Currently MRWMD sells power to PG&E and

Monterey One Water buys power from PG&E. Residential food waste collection buckets are now available at the PBCSD front counter (limited supply first come first served) to comply with SB 1383 organics disposal requirements.

Mandatory Organic Waste Disposal Reduction Ordinance – Second Reading

MOTION 22-01-10

It was moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to adopt Ordinance No. 27 titled Mandatory Organic Waste Disposal Reduction Ordinance.

Urgency Matter SB1383 Grant Application

MOTION 22-01-11

It was moved by Director Verbanec, seconded by Director McKee, and unanimously carried 4-0 to adopt *Resolution No. 22-02* authorizing general manager to submit applications for all Department of Resources Recycling and Recovery (CalRecycle) grants for which PBCSD is eligible including a \$20,000 block grant to address SB1383 requirements.

GENERAL GOVERNMENT

Special Districts Association Meeting

The board received and reviewed the *General Manager Report on the January 18, 2022, Special Districts Association virtual meeting* attended by Director Verbanec.

Engineering and Environmental Compliance Positions

The board received and reviewed the *General Manager Report* providing a job description for an environmental compliance coordinator and recommending recruitment for that position and for an engineer. Director McKee requested a proposed organizational chart including the positions once better defined.

MOTION 22-01-12

It was moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 4-0 to authorize recruitment of one engineering position and one environmental compliance position, increasing District staffing up to 15 employees.

2022 Assignments for PBCSD Directors

The board concurred to accept the 2022 assignments as presented.

MISCELLANEOUS INFORMATION AND COMMUNICATIONS

Oral reports from General Manager

General Manager Niccum provided the ACWA JPIA President's Special Recognition Award certificates for achieving a Loss Ratio of less than 20% for total losses versus total premiums on the Liability, Property and Workers' Compensation programs for the period 2017 through 2020. Mrs. Nuñez notified board members that Form 700 is due April 1, 2022; she will send pertinent web links to those required to file.

CLOSED SESSION

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

ADJOURNMENT

MOTION 22-01-13

M/S/C (unanimous) to adjourn at 11:19 a.m. in honor of Janice O'Brien to a regular Board meeting to be held on Friday, February 25, 2022 at 9:30 a.m., in person/virtual.



Mike Niccum, Board Secretary