

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of February 23, 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 February 23, 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, Jeffrey B. Froke, Peter B. McKee, and Richard D. Verbanec

**Directors Absent: None**

**Others Present:**

Mike Niccum, General Manager

Nick Becker, Deputy General Manager/District Engineer

Rob Wellington, Legal Counsel

Chris Simmons, Associate Engineer

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)

Mike Meddles, Division Chief, CAL FIRE

Josh Silveira, Fire Operations Battalion Chief, CAL FIRE

Ryan Preast, Fire Apparatus Engineer, CAL FIRE

Robert Douglas, Environmental Scientist, CAL FIRE

Kevin Ruskell, CAL FIRE

John Trenner, Fire Prevention, CAL FIRE

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

Shawn Casey, VP Resource Management, PBCo\*

Peter Brown, Director of Security, PBCo

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

Robert Siegfried, Board Director, CAWD\*

Vinod Badani, E2 Consulting Engineers\*

Charles DeWitt, Board Director, Del Monte Forest Property Owners (DMFPO)

Jerry Verhasselt, Pebble Beach resident

Hampton Stewart, Pebble Beach resident\*

Sofyan Karim, Pebble Beach resident

Mary Housel, Pebble Beach resident\*

Laura Paxton, Board Clerk

*\*Signifies virtual attendance*

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

Director McKee was presented with a 10-year PBCSD board service award. General Manager Niccum was recognized for his 2024 Public Works Person of the Year Award from American Public Works Association. Mr. Niccum informed that well-known public leader Bill Reichmuth recently passed away and asked that the meeting be adjourned in his honor. There were no requested changes to the agenda.

## **MINUTES AND FINANCIAL MATTERS**

### **MOTION 24-02-01**

**Moved by Director Verbanec, seconded by Director Gebhart, and unanimously carried 5-0 to approve, as presented, the *Minutes* of the Regular Board meeting held January 26, 2024.**

### **Statement of Receipts and Disbursements**

The Board received and reviewed the *Statement of Receipts and Disbursements* for January 2024 and CFO Pimentel presented. Director McKee gave some feedback to improve future visual presentations.

### **Cash Basis Budget Report**

The Board received and reviewed the *Cash Basis Budget Report* for January 2024 and CFO Pimentel presented.

### **Check Register**

### **MOTION 24-02-02**

**Moved by Director Verbanec, seconded by Director Froke, and unanimously carried 5-0 to approve the *Check Register* for January 2024.**

### **Monterey County Treasurer's Investment Report**

The Board received and reviewed the Monterey County Treasurer's Investment Report for quarter ended December 31, 2023. CFO Pimentel reported the rate of return for the quarter was 3.54%. Director Verbanec requested the total portfolio budget with the PBCSD percentage determined be included in future reports.

## **LAW ENFORCEMENT**

### **Extended Supplemental Law Enforcement Services through June 2025**

The Board received and reviewed *Resolution No. 24-02* to extend California Highway Patrol Services with a 6% contract increase to \$360,000. Director McKee requested staff present at a future board meeting a program review of traffic enforcement and the reduction in crime occurrences over the last several years as a result of PBCo prevention measures. Mr. Niccum will assemble statistics on collisions involving bicycles in the Forest and will include in the next law enforcement update.

Peter Brown, PBC Security Director briefed the board on the implementation process for the new gate entrance system. Features accessible by residents via a web portal allow them to register guests for clearance, be in close communication with PBCo on Pebble Beach community issues and streamline vehicle entrance through the gates using scanning technology. Resident outreach on the new system will begin April 1 with system launch targeted for June 1, 2024.

**MOTION 24-02-03**

**Moved by Director Gebhart, seconded by Director Verbanec, and unanimously carried 5-0 to adopt *Resolution No. 24-02* approving and authorizing execution of an amendment to the contract with California Highway Patrol to extend the supplemental law enforcement services to June 30, 2025.**

**FIRE DEPARTMENT**

**Fire Chief's Monthly Report**

The Board received and reviewed and Chief Meddles presented the *Monthly Fire Department Activity Report for January 20–February 15, 2024*. The storm system that hit on February 4<sup>th</sup> resulted in nearly 200 calls over a 48-hour period for the coastal battalion. The calls ranged from powerlines down and minor flooding to homes impacted by falling trees. Monterey County issued a Shelter in Place order as more than 200 trees came down on roads and 32 homes were damaged by falling trees. Chief Meddles responded to questions regarding the Pebble Beach Fire Department Drone Program.

**Fire Engine Purchase**

The Board received and reviewed the *Fire Department Staff Report and Resolution No. 24-03*. Chief Silveira responded to director questions and noted that the proposed new fire engine is Pierce manufactured, the same as the department's other engines, the familiarity providing a training benefit. A consortium bidding process was used to obtain competitive pricing. Delivery lead time is 48 months.

**MOTION 24-02-04**

**Moved by Director McKee, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 24-03* authorizing purchase of a Type 1 fire engine to replace Engine 22 as the front-line apparatus for a total cost of \$1,200,000.**

**Fuel Reduction Project Agreements**

The Board received and reviewed the *General Manager Report and Resolution No. 24-04*. John Trenner advised the board that a 2024 project work scope meeting with PBCSD/CAL FIRE, PBCo, and DMFC will be held March 12, 2024.

The board discussed and concurred that of the proposed contractors' level of work performance, sensitive habitat knowledge, and availability, known from contracting with PBCSD on previous projects were used as criteria for selection to perform this work.

### **MOTION 24-02-05**

**Moved by Director Froke, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution No. 24-04* authorizing approval of three agreements with Goats R Us, Bleck Fire Prevention & Excavation, and Tope's Tree Service for work on 2024 Pebble Beach fuel reduction projects on a time and materials basis with a maximum budget of \$475,000.**

### **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 January 20 - February 15, 2024*. Associate Engineer Simmons presented slides. He reported on maintenance staff call out during the storms. The reservoir remained at 100% capacity. Engineer Simmons will provide Director Froke Forest Lake Reservoir vertical aeration calculations with regard to nutrients that birds feed on mixed to the surface by the aerators. Peter Brown reported as a result of storms 32 trees fell on homes causing minor to major damage; overall 200-300 trees fell not including those in open spaces and on trails.

#### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineer's Report* and Associate Engineer Simmons presented and provided slides, particularly of Pump Station P-2 Fanshell Beach rehabilitation, and responded to director questions.

District Engineer Becker presented photographs taken of trees that fell during the recent storms in the proposed Phase IV area of undergrounding overhead utility lines: Trees brought down multiple lines in the Ronda Road/Sunridge Road area, the Midwood Lane open space area, Crespi Lane and 21kV lines in front of Macomber Estates causing a 5-day outage.

Engineer Becker presented design drawings of the Administration Office/Maintenance Shop/Fire Prevention Office Facility Improvement Project. The project will be up for bid in approximately two weeks and is estimated to take 6 to 9 months to complete. Director Laska requested staff review District policy on returning the retained percentages in contracts.

#### **Reclamation Management Committee Meeting**

The Board received and reviewed the Draft Minutes for the CAWD/PBCSD Wastewater Reclamation Management Committee meeting held February 13, 2024

attended by Directors McKee and Verbanec. Engineer Becker reported it was a routine meeting and gave highlights.

### **Portable Generators Replacement**

The Board received and reviewed the *Maintenance Manager's Report and Resolution No. 24-05*. Nic Faro, Maintenance Manager presented slides of corrosion to one of four generators to be replaced, and of the generator model that will replace them.

### **MOTION 24-02-06**

**Moved by Director McKee, seconded by Director Froke, and unanimously carried 5-0 to purchase four replacement portable generators for an amount not to exceed \$275,000.**

### **CAWD Board Meeting**

There was no meeting held during the period. The next CAWD Board meeting is scheduled for February 29, 2024. General Manager Buikema noted that there will be no Corona Road wastewater collection system assessment district due to the vote for it failing.

### **SOLID WASTE MANAGEMENT**

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

The Board received and reviewed the *Agenda Information* for the ReGen Monterey Regular Board meeting held February 16, 2024, attended by Director McKee. A maintenance assistant was acknowledged for 20 years of service, and David Ramirez was internally promoted to Director of Engineering. A strategic planning workshop is scheduled for March 6<sup>th</sup> to review the history of as well as current and future uses of the ReGen Monterey facilities.

### **GENERAL GOVERNMENT**

#### **Topics for PBCSD Spring /Summer Newsletter**

The Board received and reviewed the *Administrative Coordinator Report*. Ms. Nuñez can be contacted with article preferences for the next newsletter. Included will be an announcement for the PBCSD Open House and Safety Day scheduled for June 29, 2024, and the Household Hazardous Waste and e-Waste Collection Event in the fall.

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

The Board received and reviewed the agenda for the meeting held February 22, 2024. General Manager Niccum felt that the backup of vehicles entering the Country Club Gate during certain hours is a safety concern and warrants PBCSD consideration of financially supporting PBCo with installation of an additional entry lane. PBCSD share could be up to \$100,000 of the \$200,000-\$300,000 total cost. More information will be presented as PBCo develops the scope and obtains

clearances for the project. Director Gebhart requested a bike path be considered in the scope.

### **District Facilities Use by Outside Groups/Individuals**

The Board received the *General Manager Report* to review district policy on facilities use with any change to be included in the Administrative Code update forthcoming. The Board directed staff to not allow weekend use by organizations/individuals not on the list provided in the report; weekday use is preferably by those listed however use by others would be at discretion of the general manager.

### **Process for General Manager Position Transition**

General Manager Niccum inquired of the Board's preference for an internal promotion or an internal/outside recruitment process. Counsel Wellington noted that there is no requirement to conduct outside recruitment. At the board's direction, Mr. Niccum will present at the next board meeting an internal promotion process.

## **MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

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

General Manager Niccum stated at the next board meeting the long-term capital and financial plans will be presented, and legal counsel review will be conducted. The 10-year office space leases PBCSD has with DMFC and DMFPO are ending June 30, 2024. Information on the establishment of the original leases and other pertinent information will be presented at the next board meeting.

There is an opening on the boards of the California Special Districts Association (in April) and on the Local Agency Formation Commission (next week). There will be a call for 2024 elections in November for the seats of Directors Laska, Gebhart, and Verbanec.

### **CLOSED SESSION**

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

### **ADJOURNMENT**

#### **MOTION 24-02-07**

**M/S/C (unanimous) to adjourn at 11:45 a.m.**

**In Memory and Honor of William Edmond Reichmuth III**

**to a regular Board meeting to be held on Friday, March 29, 2024, at 9:30 a.m., in person and virtually.**



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**Mike Niccum, Board Secretary**