

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Regular Meeting of January 24, 2025**

**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 Boardroom on January 24, 2025. President Richard D. Verbanec called the meeting to order at 9:30 a.m.

**ROLL CALL**

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

**Directors Absent:** None

**Others Present:**

Nick Becker, General Manager

Chris Simmons, Associate Engineer

Rob Wellington, Legal Counsel

Marianna Pimentel, Chief Financial Officer (CFO)

Yuriana Nuñez, Administrative Coordinator

Alayna Paxton, Environmental Compliance Coordinator

Nijesh Sthapit, Accountant\*

Nic Faro, Maintenance Manager

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

Nick Ciardella, Deputy Chief, CAL FIRE

Tom Bolyard, Operations Battalion Chief, CAL FIRE

Greg Leonard, Fire Prevention and Planning Captain, CAL FIRE

Frank Espinoza, Fire Prevention and Planning Chief, CAL FIRE

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

Peter Brown, Director of Security, PBCo

Shawn Casey, VP Resource Management, PBCo\*

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

Ken White, Board Director, CAWD

Vinod Badani, E2 Consulting Engineers\*

David Goupil, Board Director, Del Monte Forest Property Owners (DMFPO)

Ray Tongol, Commander, Monterey County Sheriff's Office

Kimbly Craig, Chief of Staff, District 5 Supervisor Daniels

Michael Laredo, De Lay and Laredo Law Firm\*

David Laredo, De Lay and Laredo Law Firm\*

Michael Paxton, Public\*

Richelle Noroyan, Fields Coordinator, California Special Districts Association (CSDA)

Laura Paxton, Board Clerk

*\*Signifies virtual attendance*

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

Ms. Richelle Noroyan, CSDA, presented to PBCSD a Transparency Certificate of Excellence under the Special District Leadership Foundation program for special districts throughout the state of California. She detailed the transparency checklist that PBCSD satisfied to receive the award. General Manager Becker thanked the current and past staff for setting PBCSD's high transparency standards.

Items 18 and 19 were moved to the top of the agenda. The Board showed appreciation to retiring PBCSD Legal Counsel Wellington and Board Clerk Paxton by presenting each with a resolution of meritorious service for 35 and 24 years of service, respectively.

## **MINUTES AND FINANCIAL MATTERS**

### **MOTION 25-01-01**

**Moved by Director Froke, seconded by Director Laska, and unanimously carried 5-0 to approve, as presented, the *Minutes* of the Regular Board meeting held December 13, 2024.**

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

The Board received and reviewed the *Statements of Receipts and Disbursements* for November and December 2024. CFO Pimentel presented slides and responded to questions.

### **Cash Basis Budget Report**

The Board received and reviewed the December 2024 report. CFO Pimentel presented.

### **Check Register**

### **MOTION 25-01-02**

**Moved by Director Gebhart, seconded by Director McKee, and unanimously carried 5-0 to approve the *Check Registers* for November and December 2024.**

## **LAW ENFORCEMENT**

### **Law Enforcement Program Status Report**

The Board received and reviewed the Law Enforcement Program Status Report for the quarter ending December 31, 2024. Sgt. Pia from California Highway Patrol was absent. Commander Ray Tongol from Monterey County Sheriff's office provided a report of 2024 Pebble Beach burglary, theft, and vandalism statistics, and a comparison of the years 2020 through 2024. Commander Tongol will notify PBCSD promptly of any significant events that occur before next quarter's reporting. Peter Brown reported on areas of high speeds being focused on, and the planned security measures for the upcoming AT&T Pro-Am.

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

The Board received and reviewed the *Monthly Fire Department Activity Report for December 14, 2024 – January 14, 2025*. Chief Bolyard reported on operations. He added to the report a significant rescue effort, ultimately unsuccessful due to hazardous conditions, to recover an elderly tourist swept to sea near China Rock. Director McKee requested a report covering Santa Cruz to Big Sur on the number of cases and the circumstances of those swept to sea to assist with developing a plan for the Pebble Beach coastline that could bolster proactive preventative measures noted by Peter Brown as currently in place.

Chief Espinoza reported on fire protection, planning including the AT&T Pro-Am, and training. He will share printed media on, and explained, Zone Zero defensible space enforceable on new construction whereby no materials flammable by embers can be within five feet of structures. Director Verbanec recommended CAL FIRE look into updating local ordinances with stricter fire prevention requirements. Although the District's Class 1 ISO rating establishes it as a premier structural firefighting entity, Director Verbanec stressed that addressing wildland fire threat is a shared responsibility of property owners maintaining their property in fire safe condition. Fire Risk Reduction Community Listing (FRRCL) may allow the District to obtain grant funding that could be passed on to property owners to perform wildland risk reduction measures on their homes and properties. He felt evacuation procedures and fire prevention "home hardening" protocol should be added to the PBCSD Fire Defense Plan currently being updated along with a distinction made between "wildland" and "wilderness" for general clarity.

Chief Nunez reported on regional fire efforts and drones being used in southern California and Moss Landing. He noted the numerous calls the Fire Department has responded to from Pebble Beach property owners asking what the fire department is doing to prevent catastrophes as occurred in southern California. Deputy Chief Nick Ciardella addressed the board regarding fire event risk assessment, staffing, and positioning.

Captain Leonard reported on fire fuel reduction efforts that encompass forest health and habitat protection. A coordination meeting with PBCSD/CAL FIRE/DMFC/Open Space Advisory Committee/PBCo was held January 14<sup>th</sup> to set and prioritize District fire fuel clearance projects to be performed in the upcoming season and incorporated into the update of the PBCSD Fire Defense Plan. There will be a 2024 report on defensible space annual inspections provided to the Board in the March/April timeframe.

The Board concurred to hold the 2025 PBCSD Open House and Safety Day on Saturday, June 7<sup>th</sup>. Director Verbanec felt the event would be prime for Chief Nunez to give a fire safety speech.

## **MAINTENANCE, ENGINEERING AND CONSTRUCTION**

### **Wastewater Collection, Treatment and Disposal System**

The Board received and reviewed the *Engineering Report of Utilities Operations and Maintenance for December 6, 2024 - January 16, 2025*. Engineer Simmons presented slides. The reservoir was at 99% capacity. Staff installed a pontoon boat mooring dock near the outlet structure eliminating the need to crane the boat in and out of the lake to perform regular maintenance activities. Engineer Simmons will arrange for Director Froke to accompany staff for future site visit to Forest Lake Reservoir. One small sanitary sewer overflow (40 gallons) due to roots occurred on December 16<sup>th</sup> on 17 Mile Drive. Sixty-one miles of sewer line cleaning was performed in 2024 compared to thirty-seven miles in 2023.

### **PBCSD Capital Improvement Projects**

The Board received and reviewed the *Engineer's Report* and Engineer Simmons presented. It is likely that Phase IV underground overhead utility project will be ready for construction bidding in fiscal year 2025-26 and will be reflected this year's update to the District's Long-Term Capital Outlay and Financial Plans.

### **Facilities Improvement Project**

The Board received and reviewed the *Engineering Report* and Engineer Simmons presented slides, recommending to reject all bids received and re-bid the project with a reduced scope of work that would fall within budget

### **MOTION 25-01-03**

**Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 25-01* rejecting all bids received on December 11, 2024, for the Facilities Improvement Project and authorizing the General Manager to direct staff to rescope the project.**

### **Repurpose District Reserve Line Cleaning Truck as New District Crane Truck**

The Board received and reviewed the *Engineering Report* and Maintenance Manager Nic Faro presented.

### **MOTION 25-01-04**

**Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 5-0 to adopt *Resolution 25-02* authorizing the General Manager to purchase material for a new crane truck for a total amount not to exceed \$170,000.**

### **CAWD Board Meeting**

The Board received and reviewed the Agenda Information for the CAWD Board meeting attended by Director Verbanec and General Manager Becker on December 19, 2024.

There were technical difficulties with the Zoom connection and much of the meeting could not be deciphered by Director Verbanec. GM Becker reported that CAWD is discussing a monetary settlement with the State Water Resources Control Board for a large spill that occurred. The CAWD Board selected Fenton and Keller, Alex Lorca, as new legal counsel. Operations Superintendent Ed Waggoner is retiring from CAWD in the spring; recruitments for both his position and a lab manager are underway. Maintenance Department Supervisor Chris Foley will be promoted to Plant Manager in charge of all of operations. The CAWD Board elected 2025 officers: Ken White, president; Robert Siegfried, vice president. Public comment was received on the equitableness of the CAWD service fee for accessory dwelling units being the same as for a single-family residence. Director Michael Rached passed away at the end of December; this meeting will be adjourned in his honor.

### **GENERAL GOVERNMENT**

#### **Pebble Beach Community Advisory Board**

The Board received and reviewed the *Draft Minutes* of the meeting held December 11, 2024, attended by Director Laska.

*Director McKee left the meeting at 12:09 p.m.*

#### **2025 PBCSD Director Assignments**

The Board received a report on the Director assignments for 2025.

#### **MOTION 25-01-05**

**Moved by Director Laska, seconded by Director Froke, and unanimously carried 4-0 to approve 2025 PBCSD Director assignments to match that which was assigned in 2024.**

#### **General Manager Compensation**

The Board received and reviewed the *General Manager's Report*.

#### **MOTION 25-01-06**

**Moved by Director Laska, seconded by Director Gebhart, and unanimously carried 4-0 to increase the General Manager's salary by 2.5%, retroactive to July 1, 2024.**

#### **Legal Counsel Recruitment**

The Board received and reviewed the *General Manager's Report*. The executive management team chose as worthy candidates two of the three firms that responded to the District's request for proposals. The Board concurred to have Directors Laska and Verbanec interview the two firms as the next step in the selection process and present a recommendation at the February Board meeting.

**MISCELLANEOUS INFORMATION AND COMMUNICATIONS**

**General Manager Report**

The Board received and reviewed the *General Manager's Report* covering meetings, events, and information received during the months of December and January. Included was an article by Director Verbanec condensed in the recent issue of *The Pine Cone* entitled "Fire Threat Response – More is always better, but how much is enough?" and a Fire Risk Reduction Community List FAQs page.

**CLOSED SESSION**

There was no closed session held.

**ADJOURNMENT**

**MOTION 25-01-07**

**M/S/C (unanimous) to adjourn in honor and memory of Michael Rachel at 12:27 p.m. to a regular Board meeting to be held on Friday, February 28, 2025, at 9:30 a.m., in person and virtually.**



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**Nicholas R. Becker, Board Secretary**