



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
SEAN DEBLEY, Director

PETE MARTINEZ
Interim General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156
A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCS.D.COM

BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, August 13, 2019. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

B. PUBLIC COMMENTS:

1. Opportunity for members of the public to address the Board on matters under the purview of the District and which are not on the agenda. (Time limit 3 minutes per speaker)

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Financial Reports:
 - a. Cash Disbursal & Receipt Report –July 2019
3. Minutes
 - a. July 9, 2019 Regular Board Meeting

4. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	19000-01	\$8.73	\$38.28	\$47.01
b.	01580-01	\$84.45	\$267.95	\$352.40
c.	17161-02	\$5.91	\$38.28	\$44.19
d.	00350-01	\$2.31	\$5.47	\$7.78
e.	06230-01	\$31.83	\$109.37	\$141.20
				\$592.58

D. CIBERT PRESENTATION:

E. OPERATIONS AND MAINTENANCE REPORT:

F. ACTION CALENDAR:

1. Agreement for Geographic Information Systems (GIS) Services
 Recommendation:
 1) Approve a one-year agreement with ZWORLD Geospatial Information Systems for GIS services

2. 2020 CASA Board of Directors, Approve the slate of Directors
 Recommendation:
 1) Consider candidates for the California Association of Sanitation Agencies (CASA) and cast a yes or no vote for the slate of Directors

G. INFORMATION CALENDAR:

1. PHWA Agenda Review- *DARK*

2. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday August 8, 2019 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

- Hollywood Beach School, 4000 Sunset
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at www.cibcsd.com.

Peter Martinez

Pete Martinez
Interim General Manager

REQUESTS FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, IN ORDER TO ATTEND OR PARTICIPATE IN A MEETING, SHOULD BE MADE TO THE SECRETARY OF THE BOARD IN ADVANCE OF THE MEETING TO ENSURE THE AVAILABILITY OF REQUESTED SERVICE OR ACCOMODATION. NOTICES, AGENDAS AND PUBLIC DOCUMENTS RELATED TO THE BOARD MEETINGS CAN BE MADE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST.

Channel Islands Beach 2013

8/7/2019 8:59 AM

Register: 1002 · Checking Pacific Western

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2019		QuickBooks Payroll ...	-split-	Created by Pay...	18,801.62			665,256.46
07/03/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		665,256.46
07/03/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		665,256.46
07/05/2019	ACH	Document Systems, I...	6 - Administrative Exp...	101596	76.12			665,180.34
07/09/2019	5814	A to Z Law, LLP	2000 - Accounts Payable		1,254.00			663,926.34
07/09/2019	5815	ACWA/JPIA	2000 - Accounts Payable		4,443.32			659,483.02
07/09/2019	5816	CIBCS-D-Petty Cash	2000 - Accounts Payable		314.35			659,168.67
07/09/2019	5817	City of Oxnard	2000 - Accounts Payable	Wastewater Tr...	223,777.26			435,391.41
07/09/2019	5818	Famcon Pipe and Su...	2000 - Accounts Payable		614.95			434,776.46
07/09/2019	5819	Flo-Services, Inc.	2000 - Accounts Payable	Sewer Pump R...	13,813.72			420,962.74
07/09/2019	5820	Gannett Fleming, Inc.	2000 - Accounts Payable		1,075.00			419,887.74
07/09/2019	5821	Hollister & Brace	2000 - Accounts Payable		525.00			419,362.74
07/09/2019	5822	IVR Technology Gro...	2000 - Accounts Payable		109.33			419,253.41
07/09/2019	5823	Marc Rowen	2000 - Accounts Payable	Customer Refund	150.00			419,103.41
07/09/2019	5824	National Meter & Au...	2000 - Accounts Payable	Engagement Fee	2,100.00			417,003.41
07/09/2019	5825	Nationwide Retirement	2000 - Accounts Payable	pr pd 6/15/19-6...	1,653.14			415,350.27
07/09/2019	5826	Pete Martinez	2000 - Accounts Payable	Education	4,000.00			411,350.27
07/09/2019	5827	Prime Masonry Mate...	2000 - Accounts Payable		166.51			411,183.76
07/09/2019	5828	Proven Print Services	2000 - Accounts Payable	Annual Water ...	3,668.87			407,514.89
07/09/2019	5829	Staples	2000 - Accounts Payable		146.30			407,368.59
07/09/2019	5830	Sunbelt Rentals, Inc.	2000 - Accounts Payable		1,256.06			406,112.53
07/09/2019	5831	TC Experts, Inc.	2000 - Accounts Payable		3,215.83			402,896.70
07/09/2019	5832	Underground Service...	2000 - Accounts Payable		14.95			402,881.75
07/09/2019	5833	Urban Futures, Inc.	2000 - Accounts Payable	Bond Disclosur...	1,102.50			401,779.25
07/09/2019	5834	Walton Motors & Co...	2000 - Accounts Payable	Submersible Pu...	8,869.40			392,909.85
07/09/2019	5835	XIO, Inc.	2000 - Accounts Payable		865.00			392,044.85
07/09/2019	5836	B.L. Wallace Distrib...	2000 - Accounts Payable		168.55			391,876.30
07/09/2019	5837	Badger Meter	2000 - Accounts Payable		1,653.62			390,222.68
07/09/2019	5838	Diener's Electric, Inc.	2000 - Accounts Payable		3,966.57			386,256.11
07/09/2019	5839	IVR Technology Gro...	2000 - Accounts Payable		112.46			386,143.65
07/09/2019	5840	National Meter & Au...	2000 - Accounts Payable		2,102.10			384,041.55
07/09/2019	5841	PHWA	2000 - Accounts Payable		57,059.59			326,981.96
07/09/2019	5842	Staples	2000 - Accounts Payable	VOID:		X		326,981.96
07/09/2019	5843	Vulcan Materials Co...	2000 - Accounts Payable		87.95			326,894.01
07/10/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/8			150.00	327,044.01

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8/7/2019 8:59 AM

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From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/3			464.12	327,508.13
07/10/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/3			300.00	327,808.13
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/3			4,513.30	332,321.43
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 7/1			150.00	332,471.43
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/9			24,282.74	356,754.17
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 7/8			5,717.38	362,471.55
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/9			13,931.01	376,402.56
07/10/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/1			1,965.44	378,368.00
07/10/2019		CalPers	5 - Salaries & Benefits:...	1959 Benefit	61.20			378,306.80
07/10/2019		CalPers	5 - Salaries & Benefits:...	1959 Benefit	428.40			377,878.40
07/11/2019		CalPers	-split-		2,547.64			375,330.76
07/11/2019		CalPers	5 - Salaries & Benefits:...	2018-2019 Ad...	900.00			374,430.76
07/12/2019	ACH	Pacific Couriers	6 - Administrative Exp...	19-07-2004	222.15			374,208.61
07/12/2019	ACH	Frontier	6 - Administrative Exp...	1651	139.59			374,069.02
07/16/2019	5844	ACWA/Joint Powers...	2000 - Accounts Payable	pr pd 4/1/19 to ...	2,955.22			371,113.80
07/16/2019	5845	AWA	2000 - Accounts Payable	7/24/19 Lunche...	105.00			371,008.80
07/16/2019	5846	County of Ventura - ...	2000 - Accounts Payable	112 Anacapa	315.00			370,693.80
07/16/2019	5847	CUSI	2000 - Accounts Payable	9/1/19 to 8/31/...	8,120.00			362,573.80
07/16/2019	5848	James-Glenda Samps...	2000 - Accounts Payable	CUSTOMER ...	13.56			362,560.24
07/16/2019	5849	Miguel Zavalza	2000 - Accounts Payable		225.00			362,335.24
07/16/2019	5850	Proven Print Services	2000 - Accounts Payable		378.59			361,956.65
07/16/2019	5851	Red Wing Shoe Store	2000 - Accounts Payable	M Espinosa	274.54			361,682.11
07/16/2019		QuickBooks Payroll ...	-split-	Created by Pay...	19,388.29			342,293.82
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7//10			2,852.40	345,146.22
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/1			605.84	345,752.06
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/16			24,401.42	370,153.48
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/15			9,439.18	379,592.66
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/12			13,586.62	393,179.28
07/17/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/11			7,414.16	400,593.44
07/17/2019	5852	Golden State Copier	2000 - Accounts Payable	Annual Folding...	2,187.00			398,406.44
07/17/2019	5853	Philip's Janitorial Ser...	2000 - Accounts Payable		205.00			398,201.44
07/17/2019	5854	Ventura County Star	2000 - Accounts Payable	Hearing and A...	637.15			397,564.29
07/17/2019	5855	XIO, Inc.	2000 - Accounts Payable	aug. stmt.	865.00			396,699.29
07/17/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		396,699.29
07/17/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		396,699.29

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/18/2019	5856	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 5/16/19 t...	44,891.08			351,808.21
07/18/2019	5857	Port Hueneme Marin...	2000 - Accounts Payable	VOID:		X		351,808.21
07/19/2019		CalPers	-split-		2,833.16			348,975.05
07/19/2019		CalPers	-split-		9,382.33			339,592.72
07/19/2019	5858	CWEA	2000 - Accounts Payable	Earl David Brock	192.00			339,400.72
07/19/2019	5859	Granite Construction ...	2000 - Accounts Payable	CI Blvd	7,200.00			332,200.72
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/23			1,957.27	334,157.99
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/18			456.65	334,614.64
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/16			916.99	335,531.63
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep /15			794.75	336,326.38
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/18			8,986.73	345,313.11
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/18			760.00	346,073.11
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/17			806.00	346,879.11
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/18			19,523.65	366,402.76
07/24/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/18			150.00	366,552.76
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/22			147.86	366,700.62
07/24/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/22			150.00	366,850.62
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/22			23,232.35	390,082.97
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/11			305.00	390,387.97
07/24/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/23			138.00	390,525.97
07/24/2019	ACH	FGL Environmental I...	1 - Water System Expe...	908650A	146.00			390,379.97
07/24/2019	ACH	FGL Environmental I...	1 - Water System Expe...	908902A	146.00			390,233.97
07/24/2019	ACH	Spectrum	6 - Administrative Exp...	1907	224.98			390,008.99
07/24/2019	ACH	Spectrum	6 - Administrative Exp...	7786	48.98			389,960.01
07/24/2019	ACH	SCE- Office	-split-		211.50			389,748.51
07/24/2019	ACH	So. California Edison...	2 - Sewer System Expe...	6294	880.98			388,867.53
07/24/2019	ACH	So. California Edison...	2 - Sewer System Expe...	6591	584.70			388,282.83
07/24/2019	ACH	So. California Edison...	2 - Sewer System Expe...	4804	243.57			388,039.26
07/24/2019	ACH	Bay Alarm Company	4 - Maintenance Expen...	8/1/19 to 11/1/19	285.00			387,754.26
07/24/2019	ACH	Xerox Financial Serv...	6 - Administrative Exp...	1680488	285.91			387,468.35
07/24/2019	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0619072	828.43			386,639.92
07/24/2019	5860	House Sanitary Supply	2000 - Accounts Payable		378.84			386,261.08
07/24/2019	5861	Xpress Lube	2000 - Accounts Payable	Serv. 2010 For...	76.11			386,184.97
07/24/2019	5862	Base Auto Parts	2000 - Accounts Payable		124.45			386,060.52
07/24/2019	5863	Port Hueneme Marin...	2000 - Accounts Payable		625.39			385,435.13
07/24/2019	5864	Nationwide Retirement	2000 - Accounts Payable		1,337.38			384,097.75
07/25/2019	5865	AWA	2000 - Accounts Payable	2019/2020 Due...	75.00			384,022.75
07/25/2019	5866	Famcon Pipe and Su...	2000 - Accounts Payable		705.33			383,317.42
07/25/2019	5867	LAFCO	2000 - Accounts Payable	2019-2020 App...	2,857.00			380,460.42
07/25/2019	5868	Ayala Engineering, I...	2000 - Accounts Payable	CCTV and Cle...	72,388.60			308,071.82

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/25/2019	5869	City National Bank	2000 - Accounts Payable	Annual Payme...	84,806.54			223,265.28
07/26/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 7/24			150.00	223,415.28
07/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/24			1,348.67	224,763.95
07/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/25			5,722.49	230,486.44
07/26/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 7/23			824.31	231,310.75
07/26/2019	5870	Proven Print Services	2000 - Accounts Payable	Annual order o...	1,480.05			229,830.70
07/29/2019	5871	Nationwide Retirement	2000 - Accounts Payable	pr pd 7/13/19 t...	1,333.45			228,497.25
07/30/2019		QuickBooks Payroll ...	-split-	Created by Pay...	18,830.52			209,666.73
07/31/2019	5873	United Rentals, Inc.	2000 - Accounts Payable	New Compressor	9,850.91			199,815.82
07/31/2019	5874	A to Z Law, LLP	2000 - Accounts Payable		1,936.00			197,879.82
07/31/2019	5875	Hollister & Brace	2000 - Accounts Payable		700.00			197,179.82
07/31/2019	5876	Miguel Zavalza	2000 - Accounts Payable		225.00			196,954.82
07/31/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		196,954.82
07/31/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		196,954.82

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, July 9, 2019

A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE:

Vice President Nast called the meeting to order at 6:00 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance, Director Marcus, Director Bouchard, Director Debley, Interim General Manager (IGM), Pete Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

President Brewer was absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

Director Bouchard made the motion to approve the Consent Calendar and Director Marcus seconded the motion. The motion passed all in favor.

Nast, Marcus, Bouchard, Debley 4 - Yes 0 -No

D. OPERATIONS AND MAINTENANCE REPORT:

IGM Martinez using a PowerPoint presentation discussed the month's projects which included Fourth of July preparation, water line service repairs on Peninsula Road and Anacapa Avenue, sewer station maintenance, sewer system CCTV project at 100% completion and a mention of the District's participation at the Sheriff's at Your Service Day event.

E. CLOSED SESSION:

General Counsel announced the Board went into Closed Session at 6:07 p.m.

1. PUBLIC EMPLOYMENT (Gov. Code § 54957(b)(1))54957(b)(1).
Title: Interim General Manager

General Counsel announced the Board was back in Open Session at 6:25 p.m. Board met with General Counsel to discuss the item under closed session Public Employment Interim General Manager. No actionable item to report.

F. ACTION CALENDAR:

1. Interim General Manager: The Board will review and approve Interim General Manager contract.

General Counsel commented the Interim General Manager Agreement is attached and it has the Interim General Manager performing both his duties, as the Operations and Maintenance individual and the Interim General Manager. The duties are explained in the contract. Director Marcus made the motion to approve the Interim General Manager position for Pete Martinez at \$114,000 retroactive to June 12, 2019. Director Bouchard seconded the motion. Motion passed.

Nast, Marcus, Bouchard, Debley 4 - Yes 0 -No

2. Appointment of Executive Advisory Committee.

IGM Martinez explained that at the ADHOC committee meeting there was a suggestion made by the members to appoint an Executive Advisory Committee to support the Interim General Manager for three months. Director Bouchard wanted to state that the Executive Advisory Committee is meant to be a resource available to the Interim General Manager and up to Interim General Manager's discretion not an obligation. Director Marcus moved to appoint an Executive Advisory Committee and appoint Director Bouchard and Director Debley to the Executive Advisory Committee. Director Debley seconded the motion. Motion passed collectively.

Nast, Marcus, Bouchard, Debley 4 - Yes 0 -No

3. Bad Debt Write-Off.

Director Bouchard moved to approve bad debt write-off from FY 2017/2018 to be written off in FY 2018/2019. Director Marcus seconded the motion. Motion passed.

Nast, Marcus, Bouchard, Debley 4 - Yes 0 -No

4. 2019 CSDA Board of Directors, Election, (Seat B) Coastal Network – 2020-2022

Office Manager CJ Dillon explained that this came from CSDA and if the Board chooses to vote there are two candidates to choose from Jeff Hodge and Jack Curtis. If the Board chooses to vote they also need to authorize the Office Manager to respond to the online ballot on behalf of the CIBCSO Board. Director Bouchard made the motion to cast ballot for Jeff Hodge and authorize Office Manager to cast the ballot on behalf of the Board. Director Marcus seconded the motion. Motion passed.

Nast, Marcus, Bouchard, Debley 4 - Yes 0 -No

G. INFORMATION CALENDAR:

1. Transition Plan for New Monthly Billing Schedule

IGM Martinez using a PowerPoint presentation explained the plan for transitioning the billing schedule. The billing schedule transition was approved by the Board at the May 14th meeting and the option that the Board agreed on was the one-time transition. The month of December will be when the billing transition will take place starting with the service dates November 15th through November 30th billing out on December 15th. The start of the new billing cycle will be December 1st to December 31st billing out no later than January 7th. Community outreach will be done to let the community know about the new billing schedule and the receipt of two separate bills during the month of December.

2. Teaman, Ramirez and Smith Engagement Letter

Office Manager CJ Dillon explained this is a letter received every year from the auditors before they arrive. They were here July 1st and 2nd for their internal audit and they will return in October for their year-end audit.

3. Annual Drinking Water Quality Report

Vice President Nast and Director Marcus said they were pleased with the Water Quality Report. Director Debley asked for a disclaimer or narrative when the water hardness increases due to bypassing the plant. Director Bouchard said that maybe during those unique years add to the narrative a range of hardness throughout the year. IGM Martinez stated certain content is required by the State and will ask the State for direction on the proposed additional language.

4. PHWA Agenda Review

IGM Martinez announced that today they canceled the PHWA Meeting in July because they felt they needed more time to go over the Budget. There is also no meeting in August because they are dark. September will be the next meeting. Board raised concerns regarding the PHWA Budget. IGM Martinez suggested the Executive Advisory Committee meet and discuss their concerns.

5. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

Vice President Nast said he attended the VRSD trip to the Toland Landfill and it was informative and impressive. Vice President Nast said he thought it would be beneficial for IGM Martinez and the Board to attend the tour. Vice President Nast shared a recycling article he received at VRSD.

Director Marcus said she attended the PHWA meeting June 17th and they elected Richard Rollins as the AWA representative.

H. BOARD MEMBER COMMENTS:

Vice President Nast stated his concern regarding Earthquake preparedness in the District.

Vice President Nast wanted to warn pet owners that there is poison in the Harbor area meant to deter rats but to watch out for pets.

Director Debley said speaking from experience you are required by the Agricultural department to be a licensed pesticide applicator in order to use anything with approval from the County. They shouldn't be doing that due to the strict requirements. The Harbor should be aware of that.

Director Debley said he recalled vaguely that the District offered rebates in the last 25 years in some capacity or another. Director Debley asked if there are any active programs the District can participate in. Staff explained the State took over the rebate programs so residents are directed to go to Bewaterwise.org for rebates through the State. Director Debley then supported IGM Martinez's suggestion that Staff include that information in the next billing insert to remind residents.

Director Debley stated that he was pleased to hear that IGM Martinez was working with the Harbor to deal with the median issue residents were concerned about. He thanked IGM Martinez.

Director Marcus said the parking lot was still having issues and that City of Oxnard was cutting back on funding for parks.

Director Marcus mentioned there are still a lot of coyotes in the area.

Director Bouchard commented that the coyote situation is due to the water in the river pushing coyotes out to further areas.

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel announced that Anthony Goff was appointed General Manager of Calleguas Municipal Water District.

IGM Martinez said that on August 14, 2019 United will be hosting a tour that covers Lake Piru down to the Freeman Diversion. If anyone is interested, please let the Clerk know.

IGM Martinez announced that United will be doing a presentation on Article 21 water so if anyone is interested it will be September 16th.

IGM Martinez said he met with Mark Sandoval this morning, had an introduction, discussed some ongoing issues and chatted about the median issue residents were concerned about. Mark Sandoval is aware of it and working with the Public works Director to resolve the issue. It was a good conversation.

IGM Martinez said at the GMA meeting adoption of the proposed Allocation Ordinance was postponed after several comments from the audience in opposition. They are hoping to arrange a workshop to hopefully come up with a consensus.

IGM Martinez announced he will be on vacation July 10, 2019 through July 16, 2019.

The Board Meeting adjourned at 7:24 P.M.

Bob Nast, Vice President



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
SEAN DEBLEY, Director

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, August 13, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Agreement for Geographic Information Systems (GIS) Services
Item No. F-1

RECOMMENDATION:

1. Approve a one-year agreement with ZWORLD Geospatial Information Systems for GIS services.

FINANCIAL IMPACT: There is sufficient funding in the FY 2019 – 2020 water and sewer operating budgets to fund the agreement in the amount not to exceed \$25,000.

BACKGROUND:

The District currently has a three-year agreement in place that will sunset in September of 2019 for GIS services with Websoft Development Inc. During this contract period, the District has been successful in developing a functional GIS database of its water and sewer assets. With that said, the District has invested in GIS data and resources; therefore, staff recommends that now is the time to integrate this data by utilizing an Environmental Systems Research Institute (ESRI) based platform as a means for improving workflow processes, infrastructure, services, information and decision making.

DISCUSSION/ANALYSIS:

In anticipation of the expiry of the current agreement, staff began meeting with different vendors to find the right solution for the District's unique needs. ZWORLD GIS is a local GIS company based in Santa Barbara, California, and has similar contracts with other local agencies related to the District. With a District-wide vision to improve workflow and business processes by integrating geospatial information with business systems, the District is at an important crossroad with leveraging GIS technology. By establishing a GIS program that is relevant, reliable, and cost effective with integration across participating functions the District can benefit by deploying a GIS model that:

- Provides an efficient and cost-effective means for managing, maintaining, and deploying geospatial data
- Improves access to the District's geographic information, as well as to other organizations through data sharing opportunities
- Improves security, reliability, quality, and performance of GIS for staff and the community

- Provides a strategic direction for GIS investment and activities
- Improves workflow within the District
- Integrates with existing and planned business systems

If approved, ZWORLD GIS could begin work immediately and will have the new software up and running by the time our current agreement expires in mid-September. It is important to note that all data which is integrated into this GIS platform is property of the District and will remain property of the District upon termination of this agreement.

ATTACHMENTS:

1. Agreement for GIS Services with ZWORLD GIS
2. Exhibit A – ZWORLD GIS Proposal

**Channel Islands Beach Community Services District
353 Santa Monica Dr. Chnl Isl Bch, Ca 93035
Telephone 805-985-6021**

Some of the important terms of this agreement are printed on Pages 2-4. For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2-4 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: ZWORLD GIS

DATE: August 13, 2019

27 West Anapamu Street Suite #191

Agreement No. 08-2019-1

Santa Barbara, CA 93101

The undersigned Contractor offers to furnish the following:

Reference: ZWORLD GIS Cost and Schedule

Contract period is to be a one year contract as stated on page 11 of Exhibit A - ZWORLD GIS Cost and Schedule. The ZWORLD GIS Scope of Work for Support Function 1 - GIS Web Map Application and Support Function 2 - Staff Supplement Services can be found on page 5 - 10 of Exhibit A.

Contract price \$ \$10,000 Support
 Function 1 - Web
 Map; \$15,000 per
 year for Support
 Function 2 -
 Support Services

Completion date 1 year term from
 the date of notice
 to proceed

Instructions: Sign and return original. Upon acceptance by CIBCSD, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: Channel Islands Beach
 CSD

Contractor:

By _____

(Business Name)

By _____

Title _____

Title _____

Date _____

Date _____

Other authorized representative(s):

Other authorized representative(s):

Contractor or supplier (Contractor), agrees with CIBCSD that:

- a) To the fullest extent permitted by law, Contractor will immediately defend, indemnify and hold harmless CIBCSD, its directors, officers, employees, or authorized volunteers from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to, claims by the Contractor or Contractor's employees for damages to persons or property except for the sole negligence or willful misconduct of CIBCSD, its directors, officers, employees, or authorized volunteers. Contractor shall immediately defend upon the CIBCSD's tender, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against CIBCSD, its officials, officers, agents, employees and representatives, notwithstanding whether Contractor's liability is or can be established Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any received by CIBCSD, or its directors, officers, employees, or authorized volunteers.
- b) By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Contractor and subcontractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

INSURANCE PROVISIONS

- c) **Commercial General Liability and Automobile Liability Insurance** - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

Limits - The Contractor shall maintain limits no less than the following:

1. General Liability – Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (via ISO endorsement at least as broad as the ISO CG 2503, or ISO CG 2504, provided to CIBCSD) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit and shall cover all owned, non-owned, and hired automobiles.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. CIBCSD, its directors, officers, employees, and authorized volunteers are to be given insured status (via ISO endorsement at least as broad as CG 2010 1185 or both CG 2010 and CG 2037 04 13 forms (if later revisions used) as respects: liability arising out of

activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to CIBCSD, its directors, officers, employees, or authorized volunteers.

2. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects CIBCSD, its directors, officers, employees, or authorized volunteers using the ISO CG 20 01 04 13 or coverage at least as broad. Any insurance, self-insurance, or other coverage maintained by CIBCSD, its directors, officers, employees, or authorized volunteers shall not contribute to it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CIBCSD, its directors, officers, employees, or authorized volunteers.

4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the CIBCSD.

Such liability insurance shall indemnify the Contractor and his/her sub-contractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or his/her sub-contractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

All of the insurance shall be provided on policy forms and through companies satisfactory to CIBCSD.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by CIBCSD. At the option of CIBCSD, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-:VII or equivalent or as otherwise approved by CIBCSD.

Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with CIBCSD a certificate of insurance (Acord Form 25 or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include Required Provisions 1-5. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above. Failure to continually satisfy the Insurance requirements is a material breach of contract.

- d) If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to CIBCSD at least ten (10) days prior to the expiration date. The Contractor shall, upon demand of CIBCSD, deliver to CIBCSD such policy or policies of insurance and the receipts for payment of premiums thereon.

- e) Contractor shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representatives."
- f) Payment, unless otherwise specified on Page 1, is to be _____ days after acceptance CIBCSD.
- g) Permits required by governmental authorities will be obtained at Contractor's expense, and Contractor will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
- h) Any change in the scope of the work to be done, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the work will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by CIBCSD. Contractor's "authorized representative(s)" has (have) the authority to execute such written change for Contractor.



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
SEAN DEBLEY, Director

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, August 13, 2019

To: Board of Directors
From: Pete Martinez, *Interim General Manager*
Subject: Exhibit A – ZWORLD GIS Proposal
Item No. F-1

Exhibit A- ZWORLD GIS PROPOSAL

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
GIS SUPPORT SERVICES

August 6, 2019



Submitted to:

Pete Martinez
Interim General Manager / Operations Manager
Channel Islands Beach Community Services District
353 Santa Monica Drive
Channel Islands Beach, CA 93035

Submitted by:

ZWORLD GIS
27 West Anapamu Street Suite #191
Santa Barbara, CA 93101
Tel 805.448.1726
info@zworldgis.com

August 6, 2019

Channel Islands Beach Community Services District
353 Santa Monica Drive
Channel Islands Beach, CA 93035

Re: GIS SUPPORT SERVICES

ZWORLD GIS is honored to provide a solution for the District's need for ongoing GIS Support. The attached submittal contains details on the GIS Support Services we provide and the particular approach we have designed for the District's GIS Program. The Channel Islands Beach Community Services District having developed GIS data within its various operations identifies the need for ongoing GIS Support Services for all District Mapping/GIS needs.

The District has identified the need to develop and maintain GIS data in support of the various operations within the District. These tasks include: creating, developing and populating new GIS data based on engineering and/or field requirements from aerial imagery, engineering and survey drawings, tabular data, GPS data, and also GIS data support for the District GIS web application. ZWORLD GIS will provide essential GIS support services for the District that fulfills core functions and tasks that provide support for the District GIS data and applications.

ZWORLD GIS has proposed staff supplement services that provide a solution that addresses the immediate tasks of the District, while providing a solution for on-going support for maintenance of the GIS data and applications that provide the District with business GIS data that is updated and reliable for operational use. The fixed cost of the proposed contract services and not to exceed is \$25,000 for the annual on-going support of the District GIS.

Thank you for the opportunity to provide you with this proposal. ZWORLD GIS would welcome any opportunity to meet with District officials to discuss any District specific questions related to this proposal. We understand the importance of this project to the District and the local community. We look forward to talking with you at your convenience.

Sincerely,



Zacharias Hunt, MPA
Project Manager
ZWORLD GIS



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ABOUT ZWORLD GIS

GEOSPATIAL INFORMATION SYSTEMS



- Mapping**
- Needs Assessment & Strategic Planning**
- GIS Data Development**
- GIS Training**
- GIS Database Design & Development**
- GIS Application Development**
- Systems Integration**
- Project Management**
- Staff Supplement**
- Emergency Preparedness**

"Zacharias is highly expertised in GIS, but never ceases the exploration of new techniques and applications. He's got that rare capability to take control of the details while remaining flexible and creative, and always with the customer foremost in mind." - Lauren Moore, County of Santa Barbara

As a one of the leading service providers of geospatial data products and services in the Santa Barbara/Ventura region, we are cognizant of the crucial role that such information and technology plays in key decisions at all levels of government. ZWORLD GIS is committed to the highest quality and technical standards in this industry, and to supplying decision makers with reliable, accurate information that empowers decision making. This commitment is what sets ZWORLD GIS above others in the industry.

Our goal has been to combine cutting-edge technology with a team of key technical personnel with impressive career achievements and extensive experience in the field of Geospatial Technology and Mapping. ZWORLD GIS will be utilizing the latest approaches and best practices developed in the industry. ZWORLD GIS draws upon the 19 years of experience deploying GIS services, which included developing a GIS Strategic Plan for the County of Santa Barbara as well as the Channel Islands Regional Geographic Information System Collaborative. Being familiar with asset management, mobile field applications, engineering and design processes, legal policies and procedures, and GIS solutions, ZWORLD GIS is uniquely qualified to produce GIS data that is realistic and will assist with achieving business success for the Channel Islands Beach Community Services District.

ZWORLD GIS is a GIS consulting business located in Santa Barbara, California. We provide GIS services and solutions to both private and public organizations. ZWORLD GIS is an Environmental Systems Research Institute, Inc. (ESRI) centered business utilizing the ESRI suite of desktop, database, web, mobile and cloud product solutions and integration strategies related to geospatial data. We support small business needs of basic GIS data development, analyses, and cartographic needs, as well as large scale organizations that require enterprise advanced solutions to capture, store and disseminate information through a variety of application types and portals. With over 19 years of experience in the geospatial technology industry, ZWORLD GIS understands today's business needs within local government and municipalities. Whether the focus is on infrastructure and utility management, planning and land use, law enforcement, environmental and natural resource, emergency preparedness, or public safety, ZWORLD GIS has the experience and resources to meet your challenges with cost effective and scalable GIS solutions.

BACKGROUND



CIB COMMUNITY SERVICES DISTRICT

Jurisdiction Customers: 10,000
Total Service Connections: 2,200

DISTRICT FUNCTIONS

The DISTRICT Divisions include:

[Administration](#)

[Finance](#)

[Operations](#)

- [Water Field Staff](#)
- [Sanitation Field Staff](#)

Board of Directors

The CIB Community Services District is governed by a five member Board of Directors, each elected to a four-year term. The Directors are elected on an at-large basis by registered voters living within the District's service area.

[Board Meeting Information](#)

The CIB Community Services District Board of Directors meets the 2nd Tuesday of every month at the District Office.

The Channel Islands Beach Community Services District (CIBCSD) is responsible for providing water distribution, sanitation, and refuse collection to the people of the District. In addition, the District is legally authorized, but not obligated to provide street maintenance and improvement, street lighting, undergrounding of overhead utilities, fire protection, and police protection. The District does not provide these additional services at this time as the District does not have sufficient revenues for any of these services. The ability of the District to provide these services in the future will depend upon available revenues and decisions by the Board of Directors and the District electors. These additional services are provided by The County of Ventura in the unincorporated areas of the District and by the City of Oxnard within its boundaries. The District has specific statutory authority to collect user fees and charges for a given level of service; levy benefit assessments; special taxes; or sell revenue bonds to finance improvements to the level of service.

The District currently serves about 10,000 customers via approximately 2200 service connections.

CIBCSD is governed by a Board of Directors, who are elected representatives of the people who reside within the District. The Board of Directors is composed of 5 members, elected at large, from among the electors of the District. Those individuals who live in properties located on the land in the Harbor are residents of the City of Oxnard and are therefore not within the political boundaries of the District and thus are not entitled to vote for the District Directors. Individuals who live aboard a boat in a public marina south of Channel Islands Boulevard are in fact residents of the District. Directors have a term of office of four years, staggered so that 2 Directors are elected in the first cycle and the other 3 Directors elected in the following cycle two years later. There is no limit on the number of terms of office a Director may serve.

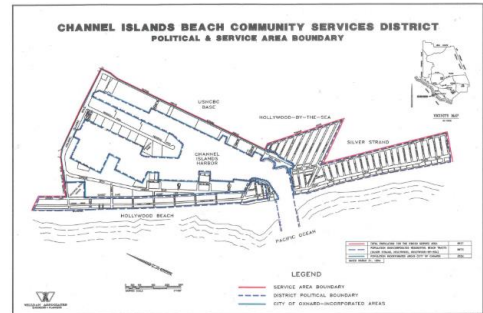
CIBCSD Operations Department has a need for a GIS tool within various operations. The Operations Department has several datasets in a GIS format that support the system infrastructure of the District, including Pipe Mains, Manholes, Cleanouts, etc. Since the District has invested in GIS data and resources, it is now time to provide a platform and program that will leverage the GIS data for District staff to use.

The CIBCSD GIS Program is committed to advancing the automation and modernization of infrastructure and asset management practices and leveraging existing "location-based" projects to maximize their use and integration across participating Departments. This proposed project will address the needs and potential deployment of GIS in Operations, while also recognizing how the information "fits" into the larger organization of the District.



Significance of Project

The District’s Strategic Plan for both the water and sewer system management plan, can greatly benefit from a GIS Program. The District Plan consists of goals, elements and implementation timelines to address infrastructure needs. Elements of the plan include operational plans and policies, preventative maintenance, inspections, training, resource allocation, and long term asset evaluation.



The GIS Program can strengthen the success of achieving and supporting many of the goals the District has established. In particular the following goals can achieve a positive impact from GIS:

Goal – Long Term Maintenance
 To properly manage, operate and maintain all parts of both the water and sanitary system, helping reduce and prevent infrastructure failures.

Goal – Infrastructure Resources for the entire District
 Maintenance and Repair of System Pipes to develop and begin implementation of strategies for all Improvement Programs (IP) updates.

Goal – Maintain an Up-To-Date Map of both Systems
 Vital information that support the operational needs of District Staff can be made available through online map applications and provide GIS data, that pertains to service needs and requests.

SCOPE OF WORK – Channel Islands Beach Community Services District GIS

Program Description

The CIB Community Services District recognizes the importance and utility of technology as a means for improving its business processes, infrastructure, services, information and decision making. As the acquisition, management, and dissemination of information continue to be increasingly valuable functions within utility districts, so too has GIS proven to be increasingly valuable. The District is committed to advancing the automation and modernization of infrastructure and asset management practices by pursuing geospatial information solutions. With a District-wide need to improve workflow and business processes by integrating geospatial information with business systems, the District is at an important crossroad with leveraging GIS technology. By establishing a GIS program that is relevant, reliable, and cost effective with integration across participating functions, the CIB Community Services District can benefit greatly by deploying a District GIS, and institute an organizational model that:

- Provides a more efficient and cost-effective means for managing, maintaining, and deploying geospatial data;
- Improves access to the District's geographic information, as well to other agencies through data sharing opportunities;
- Reduces duplication of effort and redundant maintenance of GIS related data;
- Improves security, reliability, quality, and performance of GIS for staff and the community;
- Provides a strategic direction for GIS investment and activities;
- Improves workflow within the District;
- Integrates with existing and planned business systems;
- Delivers GIS related solutions that reduces cost and adds value.
- Supports GIS applications.
- Represents the District in local, regional, and state GIS activities, and is a liaison for outside agencies.

Program Support

Support Function 1 – GIS Web Map Application

ZWORLD GIS will provide an application for District staff to access the GIS System, leveraging a cloud based solution, thus saving costs associated with building application “in-house”. The application provides a common interface for District staff to be able to interact with the District GIS information. The application supports priority datasets and critical functionality for operational needs. Since the District GIS represents an inventory of the District assets, the application becomes the vehicle to look-up valves, hydrants, and pipe network in parallel to property boundaries, customer information, pressure zone boundaries, and aerial imagery. The application provides the ability for staff to track routine maintenance, exercising and repairs for valves.

This application is referred to as Software as a Service (SaaS), and avoids purchasing any additional hardware or software. Along with an annual subscription the District receives;

- Unlimited Data storage
- Unlimited Data Uploads
- Staff Training

GIS Web Map Application Description

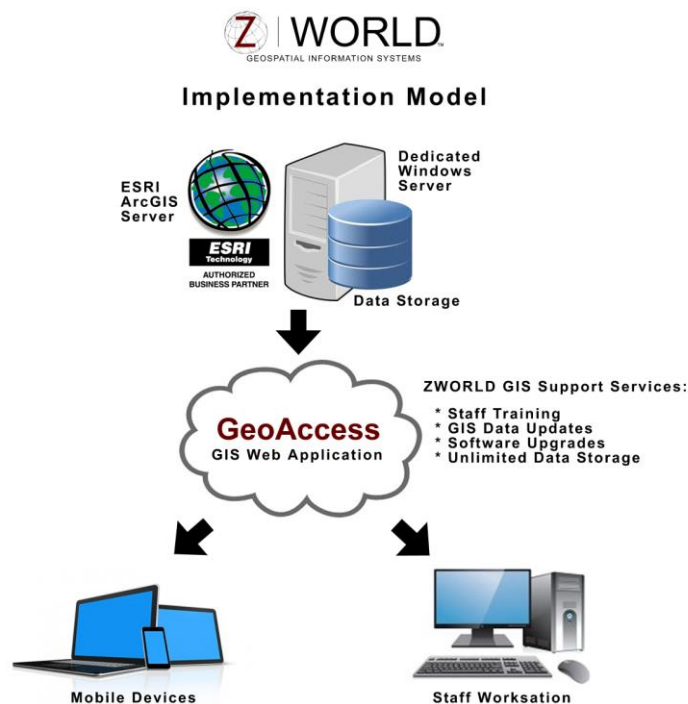
ZWORLD GIS in partnership with ESRI, will provide a standard mapping tool (GeoAccess) for District staff to access. The application will be configured for a web based interface, so staff will not need to install any software on their workstations.

The application provides many standard mapping functions and will include:

- Map Navigation
- Search Capability
- Distance and Area Calculations
- Create Exhibit Map documents
- Mailing Label and Parcel Notification
- Internal (District Staff) & External (Public Access) Applications

Implementation Model

The subscription use covers server administration to be performed by ZWORLD GIS. ZWORLD GIS will configure the District’s data to be used with GeoAccess. The GeoAccess application is built using the ESRI ArcGIS Server product. The windows server is a dedicated server in a secure data center, along with IT Server maintenance. The GeoAccess application is a Software as a Service (SaaS), and District staff will access the application through a web-based connection. Staff will be able to access the application within mobile devices as well. ZWORLD GIS will provide application support such as basemap updates and staff training.



Staff Training

ZWORLD GIS will provide onsite training for District staff on the use of the GeoAccess application. Two training levels are provided. Each training session is a three hour course, and can be done in groups of 5-10 people.

Level 1 Basic

In the Level 1 Basic training session, staff is introduced to the applications main functionality and becomes familiar with the interface. This session covers Map Navigation, Search Tools, and Map exporting.

Level 2 Advanced

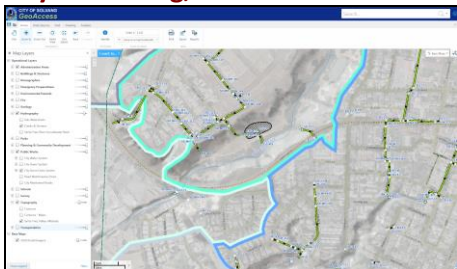
In the Level 2 Advanced training session, staff is introduced to more in-depth use of the GIS data. This training session provides application techniques that are specific to a certain District operation. For example, the District staff would use this session to develop understanding of the Water GIS data. This session covers advanced Searching, Markup Tools, advanced Map documents, and using the application for projects.



ZWORLD GIS – Providing Staff Training

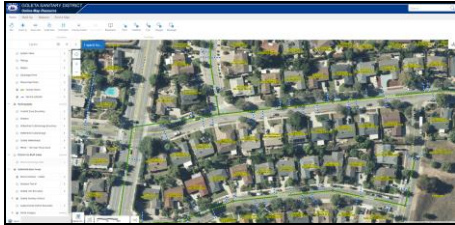
Other similar projects and clients

City of Solvang, California



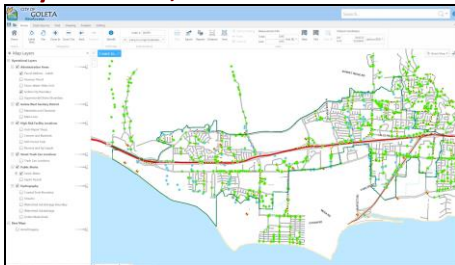
The City of Solvang originally did not have their water system in a GIS format. ZWORLD GIS assisted with migrating the water, wastewater, and storm water infrastructure into a GIS data format. Once in GIS, ZWORLD GIS created an online interactive map where staff can access all of the system data as well as other mapping, query, and printing capabilities.

Goleta Sanitary District, California



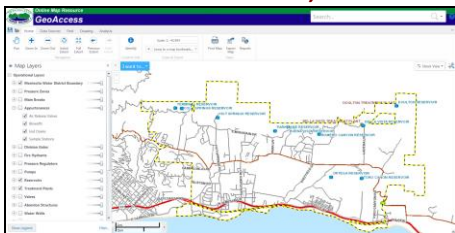
The Goleta Sanitary District had already invested in developing the sewer system into a GIS, however lacked a way to integrate into an asset management program. ZWORLD GIS assisted with developing a plan to transition into a product called Lucity, which now is linked to the GIS data. Field staff has direct access to the GIS system and work orders with mobile devices.

City of Goleta, California



The City of Goleta, Storm Water Management Plan recently updated by ZWORLD GIS. ZWORLD GIS worked with staff to identify High Risk Facility Locations, including Auto Repair Shops, Cement and Materials Manufacturing facilities, Nursery and Agriculture locations, and city trash can locations. This was used to overlay with other areas to visualize locations of illegal dumping spots within the City.

Montecito Water District, California



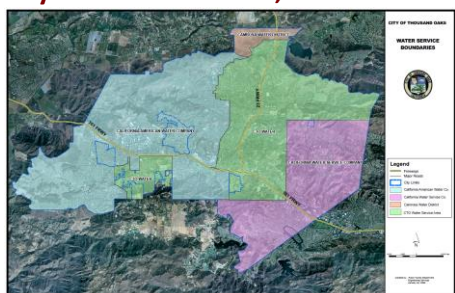
Montecito Water District, originally had a digital dataset of the water system in an AutoCAD environment. ZWORLD GIS assisted with getting the data from a schematic level of accuracy to a more mapping level of accuracy, suitable for modeling and asset management. Currently the district is integrating the GIS with the Incode customer billing database, which once complete will allow staff to be able to have access to individual account information in the GIS.

City of Carpinteria, California



The City of Carpinteria, Storm Water Management Plan is currently being updated by ZWORLD GIS. ZWORLD GIS is working with staff to identify new drop inlets, city monitoring sites, and ditches and culverts. Also working to integrate field inspections for storm water outfalls, where inspection reports and photos will be linked to the GIS data and access by staff using an interactive map application.

City of Thousand Oaks, California



The City of Thousand Oaks, has a complete and fully integrated GIS for all of their Public Works infrastructure including the water, storm, and sewer systems. ZWORLD GIS helped assist with maintaining the GIS datasets as part of the production Esri geodatabase. ZWORLD GIS would receive new field updates from staff and then perform the GIS edits to the master geodatabase for the City Public Works.

Program Support

Support Function 2 – Staff Supplement Services

ZWORLD GIS will assist the District with the need for dedicated GIS services to either maintain current GIS initiatives or to fulfill legal mandates and obligations associated with business needs. ZWORLD GIS can sustain the GIS staffing needs while implementing GIS initiatives within the current staffing levels and budget constraints. In outsourcing GIS functions, the District can ensure critical operations are stabilized with the benefit of experienced GIS knowledge.

Service Tasks

GIS Data Development

This task will entail generating new GIS data from the hardcopy document or CAD as built drawings into a GIS data format (either shapefile or geodatabase feature class). ZWORLD GIS is experienced with the necessary techniques needed to adequately capture the new GIS data and successfully create corresponding attribute (tabular) information. Either importing the scanned document and georeferencing for a digitizing process or projecting the CAD drawing to harvest the correct vector data, ZWORLD GIS will create the new GIS format data, making it ready for applications and maps.

ZWORLD GIS can also generate new GIS data from using other source resources. Survey documents that contain Coordinate Geometry (COGO) information, such as distance and bearings of pipes, can be used to develop the vector GIS data. Tabular data that contains X,Y values such as northing and eastings, or longitude and latitude can be used to position GIS data. GIS data can also be created using a GPS device, occupying the location of the asset in the field.

GIS Data Maintenance

This task will focus on maintaining the GIS data once it has been created and where GIS data needs to be updated based on operational changes. This task ensures that the data is kept current and provides the most up to date information is available to staff and application users. ZWORLD GIS will become the data steward of the District GIS data maintaining both new assets and modifying existing features. ZWORLD GIS will be working closely with District staff to perform the required edits to features and attributes.

GIS Application Support

This task will ensure that applications using the District GIS data are updated in parallel to the ongoing GIS data maintenance that is also used in applications for use for District staff. ZWORLD GIS will provide GIS data updates to the applications, for the benefit of the District operations. ZWORLD GIS can assist with edits to other District applications using maps, locators, geoprocessing models from the GIS data.

Mapping Support

ZWORLD GIS can assist with providing custom mapping and cartographic images for:

- Staff Reports
- Publications & Documents
- Project Plans
- Operational meetings
- Public Sessions & Media Presentation

Perform other GIS and Mapping duties as required.

This task will include other GIS and Mapping services that support the District GIS business data.

Requirement for field work and onsite review.

ZWORLD GIS can assist with field work as it relates to capturing or correcting District GIS data. ZWORLD GIS provides mapping grade GPS devices, and can help create GIS data for new assets and infrastructure

Ownership of GIS Data

All GIS data that ZWORLD GIS creates and assists with maintaining is owned outright and entirely under the possession of the District.

COST AND SCHEDULE

It is proposed that the services involved in the scope of work be conducted by Zacharias Hunt and staff as shown on the following page. ZWORLD GIS will be the primary contractor for the proposed scope of work.

All work under Support Function 2 would be invoiced monthly. Proposed timeline assumes a starting date of September 1, 2019.

Channel Islands Beach Community Services District – GIS Program

	Service Duration	Total Cost
Deliverable		
Support Function 1 – Web Map	Annual	\$10,000
Support Function 2 – Support Services	12 Months	\$15,000
Project Fixed Total		\$25,000

PROJECT TEAM

QUICK FACTS

Previously Managed Projects:

CITY OF SOLVANG

Provide GIS Services for the City, that included updating the Water System Atlas Maps, including:

- * Water Valves
- * Pipe Network
- * Fire Hydrants
- * Hydrant Valves
- * Water Meters

CITY OF GOLETA – PUBLIC WORKS

Worked with City staff to develop a GIS Strategic Plan for the Public Works Department that was incorporated into a larger Information Technology Plan. The GIS objectives included:

- * Technical Architecture
- * Web Application
- * Enterprise GeoDatabase
- * City GIS Data Standards
- * Emergency Support

CITY OF THOUSAND OAKS

Provide GIS Services for the City, that included updating the Water System GIS Data, including:

- * Water Valves
- * Pipe Main Network
- * Fire Hydrants
- * Hydrant Valves
- * Water Meters

Zacharias Hunt

Project Manager

Overview

Mr. Hunt is the founding principal of ZWORLD GIS. He has been working in the GIS/Mapping and local government industry since 1999 and holds a Master's degree in Public Administration as well as a Bachelor Degree in Geography. Mr. Hunt also has certification in the use of Global Positioning Systems (GPS) from Ventura College, California. Mr. Hunt has been involved in all aspects of deploying GIS for local government special districts. As the Geographic Information Officer (GIO) for Santa Barbara County, Mr. Hunt managed all aspects of a County Enterprise GIS program which included: developed and implemented a County GIS Strategic Plan; managed GIS web based applications for both internal County staff as well as the public; implemented GIS policy and standards; participated in annual budgeting and procurement process for GIS; developed sustainable GIS revenue opportunities; recruited and trained GIS staff; managed the County GIS Internship program; and coordinated GIS based systems for the County Office of Emergency Services (OES). Mr. Hunt also participates with the Channel Island Regional GIS Collaborative.



Education & Qualifications

- Master's Degree – Public Administration, California State University of Northridge, 2011
- Bachelor of Arts Degree – Geography, University of California, Santa Barbara, 1999

Career Experience

Owner, ZWORLD GIS
June 2011 – Present

CIRGIS President, CIRGIS Collaborative
Mar. 2010 – Jan. 2016

Geographic Information Officer (GIO), Santa Barbara County, CA
Feb. 2007 – June 2011

Public Works GIS Supervisor, Santa Barbara County, CA
Aug. 2004 – Feb. 2007

Lead GIS Analyst, Nellis Air Force Base (USAFE Geobase)
Feb. 2004 – Aug. 2004

Public Works GIS Analyst, Santa Barbara County, CA
 Apr. 2000 – Feb. 2004
PROJECT TEAM

QUICK FACTS

Recent Projects:

**COUNTY OF SANTA BARBARA
 TRANSPORTATION DIVISION**

Assist with the design and development of the major capital assets for the County Transportation Division to include into the GIS system in support of their various operations and staging for an enterprise asset management program. Critical GIS assets included:

- * **Trees in the Urban Forest**
- * **Street Signs**
- * **Pedestrian - Sidewalks & Ramps**
- * **Maintained Road System**
- * **County Maintained Bridges**

GOLETA SANITARY DISTRICT

Developed advanced GIS data for the District which included creating a custom indexing layer for the entire As-Built library, as well as produce large scale cartographic operational wall maps for the District field staff.

The GIS support services included:

- * **As-Built / Record Drawing Index**
- * **Operational Wall Maps**
- * **Integration to Mobile Web Map**
- * **Update District GIS Data**

MONTECITO WATER DISTRICT

Created & upgraded the GIS data for the District Water system which included:

- * **Water Pipe Mains / Laterals**
- * **System Valves**
- * **Fire Hydrants**
- * **Pressure Zones**

Alexandra Motyka

GIS Analyst

Overview

Ms. Motyka is the lead GIS Analyst of ZWORLD GIS. She has been working in the Geospatial Science Industry and assisting with local government agencies since 2015 and holds a Bachelor of Arts degree in Geography/GIS and is currently finishing a Master's Degree in GIS from the University of Southern California. Ms. Motyka also has obtained certifications in the use of Esri GIS Desktop software, and is qualified on mapping grade GPS collection processes in the field. Ms. Motyka has been involved in the many aspects of mapping and data development of GIS for local government and special district agencies. As the GIS Analyst for ZWORLD GIS, Ms. Motyka provides core functions of a GIS data development project which can include developing a technical strategy for data creation; development of GIS data with advanced digitization techniques; create accurate and reliable data from field collection using GPS equipment; integrate GIS data into various third party databases systems; and produce final data reports describing technique, statistical analysis, and metadata documentation. Ms. Motyka also assists in supporting Web Map applications for agencies that need a common tool to use for all staff. Ms. Motyka enables agencies by preparing custom training guides for on-site training sessions so staff become more aware of the functionality of the GIS Web Map application deployed by their organization, as well as maintaining core base data for each application to ensure that the GIS is kept relevant and reliable.



Education & Qualifications

- Masters of Science Degree – GIS, University of Southern California, December 2017
- Bachelor of Arts Degree – Geography, University of California, Santa Barbara, June 2015

Career Experience

GIS Analyst, ZWORLD GIS
 October 2017 – Present

GIS Technician, ZWORLD GIS
 October 2015 – October 2017

GIS Intern, ZWORLD GIS
 April 2015 – September 2015

Geography Club, University of California, Santa Barbara
 June 2014 – June 2015

PROJECT TEAM



Irwin Vargas-Ortiz

GIS Technician

Overview

Mr. Vargas-Ortiz is the lead GIS Technician of ZWORLD GIS. He has been working in the Geospatial Science Industry and assisting with local government agencies since 2017 and holds a Bachelor of Arts degree in Geography/GIS and from the University of California, Santa Barbara. Mr. Vargas-Ortiz also has obtained certifications in the use of Esri GIS Desktop software, and is qualified on mapping grade GPS collection processes in the field. Mr. Vargas-Ortiz has been involved in the many aspects of mapping and data development of GIS for local government and special district agencies. As the Geospatial Information Systems Technician (GIST) for ZWORLD GIS, Mr. Vargas-Ortiz provides core functions of a GIS data development project which can include developing a technical strategy for data creation; development of GIS data with advanced digitization techniques; create accurate and reliable data from field collection using GPS equipment; integrate GIS data into various third party databases systems; and produce final data reports describing technique, statistical analysis, and metadata documentation. Mr. Varags-Ortiz also assists in maintaining core base data for each client application to ensure that the GIS is kept relevant and reliable.

Education & Qualifications

- Bachelor of Arts Degree – Geography, University of California, Santa Barbara, June 2018

Career Experience

GIS Technician, ZWORLD GIS
 August 2018 – Present

GIS Intern, ZWORLD GIS
 September 2017 – March 2018

Geography Club, University of California, Santa Barbara
 June 2015 – June 2017

QUICK FACTS

Recent Projects:

**COUNTY OF SANTA BARBARA
 TRANSPORTATION DIVISION**

Assist with the design and development of the major capital assets for the County Transportation Division to include into the GIS system in support of their various operations and staging for an enterprise asset management program. Critical GIS assets included:

- * Street Signs
- * Storm Water Infrastructure
- * Maintained Road System

GOLETA SANITARY DISTRICT

Developed advanced GIS data for the District which included creating a custom indexing layer for the entire Easement library, as well as produce cartographic operational maps for the District field staff.

The GIS support services included:

- * As-Built / Record Drawing Index
- * Integration to Mobile Web Map
- * Update District GIS Data

**VENTURA RIVER WATER
 DISTRICT**

Created & upgraded the GIS data for the District Water system which included:

- * Water Pipe Mains / Laterals
- * Water Meters
- * System Valves
- * Fire Hydrants
- * Pressure Zones

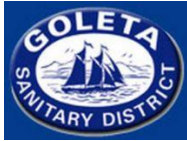
REFERENCES

City of Solvang, California



Company Address: 411 Second Street, Solvang CA 93463
Contact Phone: 805.688.5575
Contact Person: Matthew van der Linden
Date: 2011-Current

Goleta Sanitary District, California



Company Address: 1 Moffett Place, Goleta, CA 93117
Contact Phone: 805.967.4519
Contact Person: Steve Wagner
Date: 2015-Current

City of Goleta, California



Company Address: 130 Cremona Drive, Goleta, CA 93117
Contact Phone: 805.961.7561
Contact Person: Lila Spring
Date: 2013-Current

Montecito Water District, California



Company Address: 583 San Ysidro Road, Montecito, CA 93108
Contact Phone: 805.969.2271
Contact Person: Adam Kanold
Date: 2013-Current

City of Carpinteria, California



Company Address: 5775 Carpinteria Avenue, Carpinteria, CA 93013
Contact Phone: 805.880.3415
Contact Person: Erin Maker
Date: 2015-Current

MAS Public Safety, California



Company Address: 14 Castilian Ct. Thousand Oaks, CA 91320
Contact Phone: 805.479.8365
Contact Person: Melvin Smith
Date: 2014-Current

County of Santa Barbara, Public Works Department – Transportation Division



Company Address: 123 East Anapamu Street, Santa Barbara, CA 93101
Contact Phone: 805.896.6296
Contact Person: Kurt Klucher
Date: 2011-Current



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
SEAN DEBLEY, Director

PETE MARTINEZ
Interim General Manager

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Regular Board Meeting, August 13, 2019

To: Board of Directors
From: CJ Dillon
Subject: 2020 CASA Board of Directors, Approve the slate of Directors
Item: F-2

RECOMMENDATION:

1. Consider candidates for the California Association of Sanitation Agencies (CASA) and cast a yes or no vote for the slate of Directors.

FINANCIAL IMPACT: NONE

DISCUSSION ANALYSIS:

Our District Board of Directors is being asked to approve a slate of four nominees for the open seats on the CASA Board of Directors. The slate was recommended by the Nominating Committee for CASA and approved by the CASA Board of Directors. The nominees will serve a three-year term.

Attachments

1. Candidate information
2. Electronic Ballot



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

July 2, 2019

TO: CASA Member Agencies
FROM: Traci Minamide, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 22-23, 2019,
Manchester Grand Hyatt, San Diego, CA**

CASA Members,

CASA will hold its annual business meeting on August 22-23, 2019 during the Annual Conference at the Manchester Grand Hyatt in San Diego. The agenda for the meeting is as follows:

Election of the Directors for FY 2019-20

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Jason Dow, General Manager, Central Marin Sanitation Agency
- Jim Herberg, General Manager, Orange County Sanitation District
- Traci Minamide, Chief Operations Officer, City of Los Angeles Sanitation
- Tony Trembley, Director, City of Camarillo/Camarillo Sanitary District

Brief biographies of the nominees are attached.

The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Brian Danley of Anchor Engineering, to a one-year term.

The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 22, 2019.

The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

Approval of the Dues Resolution

The dues resolution carries forward the dues from the current year with no increases. The members will be asked to approve the dues resolution during the Annual Business Meeting.

In addition to the action items, at the conference members will receive for their information the FY 2020 Budget, approved by the Board on June 13, 2019, and the year-end FY 2019 Treasurer's Report.

During my term as your President, CASA launched a major nonflushables campaign, involving both legislation and related communications and awareness efforts. We led the coalition that successfully defeated legislation to prohibit ocean discharges (SB 332-Hertzberg). Thanks to

the efforts of our membership committee, 100% of CASA agency members renewed this year and 10 new members joined us. I was also fortunate to lead the process for recruiting and selecting CASA's next Executive Director. Following an open process, the Board was pleased to select Adam Link to assume the role in January upon Bobbi Larson's retirement. Adam and Bobbi will be working together over the next several months on an organizational structure and staffing proposal to ensure that CASA continues to provide excellent service to its members.

I look forward to seeing you in San Diego to learn how we can all stay "ahead of the curve."

Nominees for the CASA Board of Directors FY 2020

Tony Trembley, Director



Tony Trembley is a long-time community leader in Camarillo. He has devoted countless hours over 30 years in serving the community as a leader in local hospitals, Camarillo Hospice, the Chamber of Commerce, Boy Scouts and youth sports. As an Eagle Scout, Tony takes seriously his obligation to help others.

As an attorney in Ventura County since 1983, Tony has provided general counsel legal assistance to many local government agencies. He is an experienced problem solver with the ability to help parties engage, resolve disputes, move projects forward and achieve results. Tony has represented many Ventura County special districts and school districts. His current longtime clients include the Pleasant Valley Recreation & Park District and the United Water Conservation District. Tony has also previously advised the Pleasant Valley and Oxnard Union High School Districts on a variety of issues. His extensive experience includes environmental, water, recreation and park, and public education issues, together with intergovernmental relations. His experience provides him with a unique perspective into making local government work better.

Tony received his undergraduate education at Trinity College, Dublin, Ireland, and the University of California, Davis. Here, he attained his B.A. in Political Science – Public Service, with highest honors. Tony also earned his J.D. from UC Davis in 1983.

Jason Dow, General Manager



Jason Dow was appointed general manager of the Central Marin Sanitation Agency (CMSA) in 2002. He began his career with CMSA in June 1993 as a University of California, Berkeley, College of Engineering intern and was then hired permanently as an engineering technician in December of 1993. Jason graduated from University of California, Berkeley in with his Bachelor of Science in civil engineering and received his Masters-of-Science in environmental engineering from San Francisco State. He is a California registered civil engineer.

Jim Herberg, General Manager



James (Jim) Herberg is the General Manager for the Orange County Sanitation District. Mr. Herberg has been with OCSD since 1995. Prior to becoming the Orange County Sanitation District's General Manager, he was the District's Director of Engineering and Assistant General Manager. Among his achievements, is the successful management of the District's \$2.7 billion capital improvement program including \$554 million in secondary treatment upgrades, which were completed in September 2012-on time and on budget.

Jim is a registered Civil Engineer in the State of California and is a board-certified Environmental Engineer by the American Academy of Environmental Engineers. He holds a Bachelor's Degree in Civil Engineering from the University of Oklahoma, and a Master's Degree in Civil Engineering from Long Beach State. He completed the Senior Executives in State and Local Government Program at Harvard University in 2002.

Traci Minamide, Chief Operations Officer



Traci is the chief operating officer for the City of Los Angeles, LA Sanitation. In this capacity, she assists the director by maintaining bureau-wide oversight of operational activities in a program that consists of three core services: wastewater collection and treatment, solids resources, and watershed protection (stormwater). Her main area of focus is in wastewater treatment, water recycling, and biosolids management where over 450 million gallons per day are collected and treated. Traci has been with the city for 25 years and has previously served with the city's Department of Water and Power and the Irvine Ranch Water District. She has served in many capacities including water planning, industrial pretreatment, environmental regulations, and wastewater treatment.

Traci holds a Bachelor of Science in civil engineering from California State Polytechnic University at Pomona and a Master of Science in environmental engineering from Loyola Marymount University. She is also a licensed professional civil engineer in the State of California and a board-certified environmental engineer.



OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies (CASA) are requested to cast their votes on the following important action:

Board of Directors FY 2020

The Nominating Committee and the Board of Directors recommend election of the following slate of Directors to the four available Board seats:

- Tony Trembley, Director, City of Camarillo/Camarillo Sanitary District
- Jason Dow, General Manager, Central Marin Sanitation Agency
- Jim Herberg, General Manager, Orange County Sanitation District
- Traci Minamide, Chief Operations Officer, City of Los Angeles Sanitation

Please check one:

- Approve the slate of Directors
- Do not approve the slate of Directors

Please mark this Official Ballot for approval or disapproval and then print the voting agency name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to the CASA registration desk** at the Manchester Grand Hyatt **by 5:00 p.m. on Thursday, August 22, 2019. Materially incomplete or illegible ballots will not be counted.**

Date: _____

Print name of CASA Member Agency

Signature of CASA Member Agency representative

Print name of representative