

**MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, April 10, 2018**

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

Vice President Brewer called the meeting to order at 6:03 PM and led everyone in attendance in the Pledge of Allegiance. In attendance Director Marcus, Director Koesterer, Director Nast, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon and Deputy General Manager/ Operations Manager Pete Martinez.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Director Marcus moved to approve the Consent Calendar and Director Brewer seconded the motion. The motion passed.

Brewer, Marcus, Koesterer, Nast 4 - Yes 0 - No

**D. OPERATIONS AND MAINTENANCE REPORT**

Deputy General Manager/ Operations Manager Pete Martinez presented the Operations and Maintenance Report. Deputy General Manager/ Operations Manager Pete Martinez explained the water service line repair on Sunset Lane, the water meter inventory project, Backhoe purchase, and Hollywood Pump Station repairs illustrating the projects with a PowerPoint presentation.

**6:08 President Spiegel joined the meeting.**

**E. ACTION CALENDAR**

**1. CalPers Resolution Final Enrollment**

General Manager Alikhan explained that the approval of the Resolution of Final Enrollment in the California Public Employee Retirement System (CalPers) is the final action the Board is required to take in the CalPers Enrollment process. Director Nast made the motion to approve the Resolution of Final Enrollment in the California Public Employee Retirement System and Director Marcus seconded the motion.

Spiegel, Brewer, Marcus, Koesterer, Nast 5 - Yes 0 - No

**2. Flood Insurance Coverage**

Using a PowerPoint presentation General Manager Alikhan explained the current Insurance coverage, the history which includes the November 2017 Board

request for additional coverage, and the new policy. If the new policy is approved it will go into effect on April 15<sup>th</sup>, 2018. Director Marcus moved to approve the Earthquake and Flood Insurance Coverage and Vice President Brewer seconded the motion. The motion passed unanimously.

Spiegel, Brewer, Marcus, Koesterer, Nast            5 - Yes   0 – No

### **3. LAFCO Alternate Member Nomination**

General Manager Alikhan explained the Board's option to nominate a candidate. There was a short Board discussion. The Board did not nominate a candidate.

No action was taken.

### **4. Records Management Project Update & Revisions to Retention Policy**

General Manager Alikhan explained the proposed revisions to the Retention Policy. Director Marcus made the motion to approve the revisions to the Records Retention Schedule and Vice President Brewer seconded the motion. Motion passed all in favor.

Spiegel, Brewer, Marcus, Koesterer, Nast            5 - Yes   0 – No

### **5. Review of Ventura County Proposed Temporary Rental Unit Ordinance**

General Manager Alikhan presented the proposed Temporary Rental Unit Ordinance and asked the Board for feedback. Director Nast suggested a link on the County website be added for the public to access contact information for the property if there were any issues. Director Marcus said she hopes the Ordinance is adopted however her concern is the number of nights are not currently addressed in the Ordinance. Director Brewer agreed that the number of nights should be included. Director Koesterer said as an owner who rents out property she appreciated the Ordinance which details how to basically be a good neighbor. Board agreed to send a letter suggesting the number of nights be specified in the Ordinance. Director Marcus moved to send the comment letter and Director Koesterer seconded the motion. Board agreed.

Spiegel, Brewer, Marcus, Koesterer, Nast            5 - Yes   0 – No

### **6. Policy and Procedure for the Sale of Surplus Real Property**

General Manager Alikhan explained the need for a District Policy and Procedure for the Sale of Surplus Real Property and presented a PowerPoint presentation outlining key points. Board asked that the deposit be increased to \$25,000 and the addition of a contingency clause. Director Brewer and Director Marcus requested that the information on the decommissioned wells be brought back to the next month's meeting. The Board asked that the third bullet on slide 4 be

removed. The Board opted to approve the Policy and Procedure with the accepted amendments. Director Koesterer moved to adopt the Policy and Procedure for the Sale of Surplus Real Property with the amendments stated and Director Marcus seconded the motion. Board was all in favor.

Spiegel, Brewer, Marcus, Koesterer, Nast            5 - Yes   0 – No

#### **7. Sewer Lift Station Condition Assessment Results**

Deputy General Manager/ Operations Manager Pete Martinez summarized the Sewer Lift Station Condition Assessment Results with a PowerPoint presentation. General Manager Alikhan explained the proposed changes to the Capital Budget.

No action taken.

#### **8. Declaration of Surplus Personal Property**

Deputy General Manager/ Operations Manager Pete Martinez said that with the Backhoe they would like to have additional avenues available to aid in the disposal of Surplus Property. To do this, they would like to authorize General Manager staff to dispose of surplus property pursuant to Resolution No 92-5, Part IV, Section 601. Director Marcus moved to dispose of surplus property pursuant to Resolution No 92-5, Part IV, Section 601 and Director Brewer seconded the motion. The motion passed.

Spiegel, Brewer, Marcus, Koesterer, Nast            5 - Yes   0 – No

#### **9. FYI 2018-2019 Budget-Second Workshop**

General Manager stated that this is the last workshop for the Proposed Budget. There were no proposed changes to the Operating Budget and there were a couple of changes to the Capital Budget due to the results of Sewer Lift Station Condition Assessment. General Manager outlined the Budget schedule. Board had no further proposed changes.

No action taken.

#### **F. INFORMATION CALENDAR**

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

None.

2. PHWA Agenda Review

General Manager announced that the next PHWA meeting is scheduled for Monday April 16<sup>th</sup>. The two points of discussion will be a review of

Operations report from Steve Hickox and an update on the Groundwater Sustainability Plan.

**G. BOARD MEMBER COMMENTS**

Director Nast said he was pleased to announce the Baseline Testing was completed and the results were expected in about 13 days.

Director Nast said he would like to ask PHWA about the blended rate.

Director Brewer shared a Tsunami article that was given to her by one of her owners.

**H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS**

General Counsel and General Manager commented that the Metropolitan Water District Board of Directors voted to provide the additional financing necessary to support full construction of the California WaterFix Project.


General Manager announced that Deputy General Manager/ Operations Manager Pete Martinez will be attending the CWEA annual conference Tuesday April 17<sup>th</sup> through April 20<sup>th</sup>.

General Manager announced Office Manager CJ Dillon will be attending the CalPers classes in Glendale next week.

General Manager announced he will be attending the AWA Annual Water Symposium on April 19<sup>th</sup>.

General Manager commented on discussions regarding storm water diversion with the County and once he has more information he will be sharing it with the Board.

The Board Meeting adjourned at 8:40 PM.



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Ellen Spiegel, President