



Board of Directors:

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

PETER MARTINEZ  
General Manager

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# BOARD OF DIRECTORS SPECIAL MEETING NOTICE & AGENDA

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold a Special Meeting beginning at 10:00 A.M. on Tuesday, March 31, 2020. In accordance with the California Governor's Executive Stay at Home Order resulting from the novel Coronavirus the Meeting will be held telephonically by calling **1-213-282-9788 and entering Conference ID 466 995 222#.** The Agenda is as follows:

**A. APPROVE THE SPECIAL MEETING AGENDA**

**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. APPROVE THE EMERGENCY DECLARATION AND ORDERS RELATED TO THE 2020 COVID-19 OUTBREAK**

## AGENDA POSTING CERTIFICATION

This agenda was posted Friday, March 27, 2020 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](http://www.cibcsd.com)**.

*Peter Martinez*  
Peter Martinez  
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.**

AN EMERGENCY DECLARATION AND ORDERS OF THE CHANNEL ISLANDS BEACH  
COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RELATED TO THE 2020  
COVID-19 OUTBREAK

The Board of Directors of the Channel Islands Beach Community Services District hereby declares that a District emergency condition exists due to the outbreak and spread of the Coronavirus (COVID-19). The Board of Directors issues this emergency declaration based on the following facts:

- On March 4, 2020, California Governor Gavin Newsom proclaimed a State of Emergency exists in California as a result of the threat of the novel Coronavirus (COVID-19) outbreak.
- On March 11, 2020, the World Health Organization declared the COVID-19 outbreak as a global pandemic.
- On March 12, 2020, the Ventura County Health Officer proclaimed a local health emergency exists in the County of Ventura due to the COVID-19 outbreak.
- On March 13, 2020, the President of the United States proclaimed that the COVID-19 outbreak constituted a National Emergency.
- On March 17, 2020, the Ventura County Health Officer issued a Public Health Order implementing social distancing guidelines and stay at home orders for the County's vulnerable residents.
- On March 20, 2020, the Ventura County Health Officer issued a "Stay Well at Home" emergency order, ordering all residents of the County of Ventura to stay inside their residences and to limit movement outside of their homes beyond what is absolutely necessary to take care of essential needs.
- Social distancing guidelines and mandatory "Stay at Home" orders have led to uncertainty as to the ongoing availability of the District's Board of Directors, District staff, and the District's consultants and vendors and has also led to massive layoffs of "non-essential" workers.
- The District's core functions must be maintained for the health and safety of the community under any and all conditions, including the COVID-19 outbreak.
- Due to social distancing guidelines, "Stay at Home" orders, and subsequent layoffs, District customers may need additional time to pay their water bills without the fear of late fees and penalties.

- District staff continues to discuss, analyze and execute operational adjustments to meet the uncertainties of this emergency.
- Such adjustments may require senior staff to exercise immediate discretion to maintain District services, perform District operations, and protect public health and safety.

Further, as a result of this emergency declaration, the Board of Directors orders:

1. All billing delinquency fees and penalties identified in the Channel Islands Beach Community Services District Rates and Regulations are hereby waived for the billing periods of February, March, and April 2020.
2. All water service shutoffs for non-payment are hereby suspended until May 31, 2020.
3. The General Manager or his designee are authorized and approved to use the District's Operating and Emergency Reserve funds, up to a total of \$100,000.00, to meet the District's needs during this Channel Islands Beach Community Services District-declared emergency.
4. The General Manager or his designee may adjust District staffing in his sole discretion to meet the needs of the District and to ensure the health, safety, and ongoing availability of all Channel Islands Beach Community Services District employees. This includes, where the General Manager or his designee deems appropriate, use of paid administrative leave, work-from-home arrangements, and other necessary budgetary and payroll discretion to meet the needs of the District and its employees during this Channel Islands Beach Community Services District-declared emergency.
5. The District's offices shall be closed to the public, District consultants and vendors, and all non-essential District staff during this Channel Islands Beach Community Services District-declared emergency to reduce exposure and potential spread of COVID-19.
6. The General Manager or his designee shall to coordinate, schedule, and conduct Special Board Meetings as needed, to inform the Board of Directors on the state of the District and for the Board of Directors to provide direction to the General Manager. Special meetings shall be noticed and held pursuant to Government Code Section 54956 but shall be subject to Governor Newsom's Executive Orders N-25-20 and N-29-20 which suspend certain provisions of the Ralph M. Brown Act. Otherwise, all regularly scheduled Board of Directors meetings are cancelled during the duration of this Channel Islands Beach Community Services District-declared emergency.

7. All Board of Directors Committee meetings shall be held by teleconference and are subject to Governor Newsom's Executive Orders N-25-20 and N-29-20 which suspend certain provisions of the Ralph M. Brown Act, during the duration of this Channel Islands Beach Community Services District-declared emergency.

This emergency declaration shall remain in place for thirty (30) days from the date of its approval unless acted upon by the Board of Directors to either terminate or extend its duration.

Date: \_\_\_\_\_

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BOB NAST

Channel Islands Beach Community  
Services District, Board President

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SEAN DEBLEY

Channel Islands Beach Community  
Services District, Board Vice President