



Board of Directors:

SUSIE KOESTERER, President
 ELLEN SPIEGEL, Vice President
 KRISTINA BREWER, Director
 MARCIA MARCUS, Director
 BOB NAST, Director

AKBAR ALIKHAN
 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 · CIBCSO.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 7:00 PM on Tuesday, September 12, 2017. 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: 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 –August 2017
3. Operations & Maintenance Report –
 - a. Deferred
4. Minutes
 - a. August 8, 2017
5. 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.	Account # 06700-05	\$48.51	\$150.78	\$199.29
b.	Account # 12650-02	\$115.17	\$240.43	\$355.60

D. ACTION CALENDAR:

1. Review of Investment Report and Policy for fiscal year ending 6/30/17.

Recommendation: Approve the annual investment policy as presented.

Staff Presentation: CJ Dillon

2. Review travel request from Directors Brewer and Nast to the CSDA Fall Conference, September 26 through 28, 2017.

Recommendation: Approve travel as requested.

Staff Presentation: CJ Dillon

3. Increase of Capitalization Limit

Recommendation: Approve and Adopt Resolution 17-02: A Resolution of the Board of Directors for the Channel Islands Beach Community Services District Establishing a Policy on the Capitalization Limit for Acquired District Properties.

Staff Presentation: CJ Dillon

4. Revisions to the Retention Schedule

Recommendation: Amend and approve revisions to the current Records Retention Schedule, including digitization of current and future records.

Staff Presentation: Erika Davis

5. Extension of Consulting Agreement with J. Bouchard

Recommendation: Authorize General Manager to extend consulting agreement with J. Bouchard through June 30, 2018 with a not-to-exceed amount of \$9,500.

Staff Presentation: Akbar Alikhan

E. INFORMATION CALENDAR

1. Report from Board Members of any meeting or conference where compensation from the District for attendance was received.
2. Update on California Water Fix
3. Discussion on Board Member travel to California Coastal Commission Meeting on September 14, 2017 in Cambria, CA

F. BOARD MEMBER COMMENTS

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, September 7, 2017 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.



Akbar Alikhan
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

9/7/2017 3:07 PM

Register: 1002 · Checking Pacific Western

From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2017		QuickBooks Payroll ...	-split-	Created by Pay...	18,914.92			431,825.61
08/02/2017	To Print	Akbar Alikhan	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	Carol J Dillon	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	Casey D Johnson	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	E.D. Brock	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	Erika F Davis	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	Lupe C Lopez	-split-	Direct Deposit				431,825.61
08/02/2017	To Print	Mark A Espinosa	-split-	Direct Deposit				431,825.61
08/03/2017	4374	Jared L. Bouchard	2000 - Accounts Payable	Advisor Services	750.00			431,075.61
08/03/2017	4375	Mr. Akbar Alikhan	2000 - Accounts Payable	Reimbursement...	5,078.51			425,997.10
08/03/2017	4376	DAVID OR DENISE...	2000 - Accounts Payable	CUSTOMER ...	100.56			425,896.54
08/03/2017	4377	NICOLAS ALBRIG...	2000 - Accounts Payable	CUSTOMER ...	66.79			425,829.75
08/04/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/3			2,658.20	428,487.95
08/04/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/1			5,758.88	434,246.83
08/04/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/1			635.00	434,881.83
08/04/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/1			470.00	435,351.83
08/04/2017	DEP	DEPOSIT	-split-	Deposit			6,664.00	442,015.83
08/04/2017	4356	Cardmember Service	2000 - Accounts Payable		5,512.14			436,503.69
08/04/2017	4357	Secretary of State	2000 - Accounts Payable		6.00			436,497.69
08/05/2017	4358	Pitney Bowes Inc.	2000 - Accounts Payable		259.86			436,237.83
08/05/2017	4359	County of Ventura - ...	2000 - Accounts Payable		420.16			435,817.67
08/05/2017	4360	Dial Security	2000 - Accounts Payable		210.00			435,607.67
08/05/2017	4361	Document Systems, I...	2000 - Accounts Payable		60.69			435,546.98
08/05/2017	4362	Elecsys Corporation	2000 - Accounts Payable		223.50			435,323.48
08/05/2017	4363	FGL Environmental I...	2000 - Accounts Payable		322.00			435,001.48
08/05/2017	4364	Hollister & Brace	2000 - Accounts Payable		2,712.50			432,288.98
08/05/2017	4365	House Sanitary Supply	2000 - Accounts Payable		212.23			432,076.75
08/05/2017	4366	Mycol, Inc.	2000 - Accounts Payable		120.00			431,956.75
08/05/2017	4367	Pacific Couriers	2000 - Accounts Payable		188.72			431,768.03
08/05/2017	4368	Pitney Bowes Inc.	2000 - Accounts Payable		144.16			431,623.87
08/05/2017	4369	Spectrum	2000 - Accounts Payable		38.03			431,585.84
08/05/2017	4370	Tampa Hardware 2	2000 - Accounts Payable		59.19			431,526.65
08/05/2017	4371	Underground Service...	2000 - Accounts Payable		26.50			431,500.15
08/08/2017	4378	ALICE F REDING	2000 - Accounts Payable	CUSTOMER ...	72.64			431,427.51
08/08/2017	4379	Arco	2000 - Accounts Payable		900.70			430,526.81
08/08/2017	4380	CHARLES OR BAR...	2000 - Accounts Payable	CUSTOMER ...	34.26			430,492.55
08/08/2017	4381	CSDA	2000 - Accounts Payable	Erika Davis/Bo...	575.00			429,917.55
08/08/2017	4382	Frontier	2000 - Accounts Payable		40.21			429,877.34
08/08/2017	4383	Frontier-Office	2000 - Accounts Payable		427.55			429,449.79
08/08/2017	4384	Mission Linen & Uni...	2000 - Accounts Payable		119.88			429,329.91

Channel Islands Beach 2013

9/7/2017 3:07 PM

Register: 1002 · Checking Pacific Western

From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/08/2017	4385	NICHOLAS NOLES	2000 - Accounts Payable	CUSTOMER ...	24.16			429,305.75
08/08/2017	4386	PAM SHARKEY	2000 - Accounts Payable	CUSTOMER ...	69.66			429,236.09
08/08/2017	4387	Streamline	2000 - Accounts Payable		200.00			429,036.09
08/08/2017	4388	United States Postal ...	2000 - Accounts Payable		1,000.00			428,036.09
08/08/2017	4389	WILLIAM OR DON...	2000 - Accounts Payable	CUSTOMER ...	11.58			428,024.51
08/14/2017	4372	Blue Shield of Califo...	2000 - Accounts Payable	Payment for Jo...	689.50			427,335.01
08/14/2017	4373	Proven Print Services	2000 - Accounts Payable		333.25			427,001.76
08/14/2017	4390	Frontier	2000 - Accounts Payable		39.93			426,961.83
08/14/2017	4391	HDS White Cap Con...	2000 - Accounts Payable		21.53			426,940.30
08/14/2017	4392	Nationwide Retirement	2000 - Accounts Payable	pr pd 7/28/17 t...	3,647.04			423,293.26
08/14/2017	4393	Port Hueneme Marin...	2000 - Accounts Payable		238.62			423,054.64
08/14/2017	4394	Soares, Sandall, Bern...	2000 - Accounts Payable		810.00			422,244.64
08/14/2017		QuickBooks Payroll ...	-split-	Created by Pay...	18,924.18			403,320.46
08/15/2017	To Print	Akbar Alikhan	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	Casey D Johnson	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		403,320.46
08/15/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		403,320.46
08/16/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			39,096.24	442,416.70
08/22/2017	4416	CALL 24 Communic...	2000 - Accounts Payable		120.00			442,296.70
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/22			181.16	442,477.86
08/23/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/22			150.00	442,627.86
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/22			12,204.39	454,832.25
08/23/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 8/21			150.00	454,982.25
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/21			16,002.24	470,984.49
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/17			4,313.49	475,297.98
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/17			20,522.88	495,820.86
08/23/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 8/18			8,481.40	504,302.26
08/23/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checkd			69,850.11	574,152.37
08/23/2017	4395	ACWA/JPIA Health ...	2000 - Accounts Payable		190.70			573,961.67
08/23/2017	4396	AT & T	2000 - Accounts Payable		637.45			573,324.22
08/23/2017	4397	CIBCS-D-Petty Cash	2000 - Accounts Payable		316.76			573,007.46
08/23/2017	4398	Document Systems, I...	2000 - Accounts Payable	Ricoh 4000 + c...	58.30			572,949.16
08/23/2017	4399	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 6/16/17 t...	41,548.66			531,400.50
08/23/2017	4400	FGL Environmental I...	2000 - Accounts Payable		176.00			531,224.50
08/23/2017	4401	Frontier	2000 - Accounts Payable		401.38			530,823.12
08/23/2017	4402	Mr. Akbar Alikhan	2000 - Accounts Payable	kitchen cabinet...	2,904.13			527,918.99
08/23/2017	4403	Office Depot	2000 - Accounts Payable		1,045.60			526,873.39

Channel Islands Beach 2013

9/7/2017 3:07 PM

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From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/23/2017	4404	Oilfield Electric Motor	2000 - Accounts Payable		754.70			526,118.69
08/23/2017	4405	PHWA	2000 - Accounts Payable		65,329.26			460,789.43
08/23/2017	4406	Red Wing Shoe Store	2000 - Accounts Payable	M. Espinosa	203.76			460,585.67
08/23/2017	4407	SCE- Office	2000 - Accounts Payable		293.64			460,292.03
08/23/2017	4408	So. California Edison...	2000 - Accounts Payable		993.51			459,298.52
08/23/2017	4409	Spectrum	2000 - Accounts Payable	Internet	119.98			459,178.54
08/23/2017	4410	StoreRite	2000 - Accounts Payable	Yearly District ...	195.00			458,983.54
08/23/2017	4411	Tampa Hardware 2	2000 - Accounts Payable		71.03			458,912.51
08/23/2017	4412	VINCENT R. TATI...	2000 - Accounts Payable	CUSTOMER ...	150.00			458,762.51
08/23/2017	4413	VRSD	2000 - Accounts Payable	June 2017 Chrgs	1,326.00			457,436.51
08/23/2017	4414	Vulcan Materials Co...	2000 - Accounts Payable		124.97			457,311.54
08/23/2017	4415	Western Alliance Bank	2000 - Accounts Payable	Alliance Water...	294,978.73			162,332.81
08/23/2017	4417	Frontier	2000 - Accounts Payable		187.22			162,145.59
08/29/2017		QuickBooks Payroll ...	-split-	Created by Pay...	18,325.40			143,820.19
08/30/2017	To Print	Akbar Alikhan	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	Casey D Johnson	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		143,820.19
08/30/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		143,820.19
08/31/2017	4418	A-Same Day Backflo...	2000 - Accounts Payable		105.00			143,715.19
08/31/2017	4419	A to Z Law, LLP	2000 - Accounts Payable		1,417.00			142,298.19
08/31/2017	4420	CalPers	2000 - Accounts Payable		7,637.52			134,660.67
08/31/2017	4421	Cardmember Service	2000 - Accounts Payable		8,768.95			125,891.72
08/31/2017	4422	Frontier	2000 - Accounts Payable		238.28			125,653.44
08/31/2017	4423	Hollister & Brace	2000 - Accounts Payable		2,975.37			122,678.07
08/31/2017	4424	House Sanitary Supply	2000 - Accounts Payable		97.22			122,580.85
08/31/2017	4425	Jared L. Bouchard	2000 - Accounts Payable		937.00			121,643.85
08/31/2017	4426	Port Hueneme Marin...	2000 - Accounts Payable		238.62			121,405.23
08/31/2017	4427	Nationwide Retirement	2000 - Accounts Payable	pr pd 8/12/17 t...	2,891.20			118,514.03
08/31/2017	4428	SEIU, Local 721	2000 - Accounts Payable	August Dues	251.25			118,262.78
08/31/2017	4429	So. California Edison...	2000 - Accounts Payable		303.85			117,958.93
08/31/2017	4430	United Water Conser...	2000 - Accounts Payable		2.18			117,956.75

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, August 8, 2017

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

President Koesterer called the meeting to order at 7:00 PM and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Spiegel, Director Nast, Director Marcus, Director Brewer, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

B. PUBLIC COMMENTS:

CHP Officer Kevin Denharder said there was not much activity in the Channel Islands Beach area and answered traffic and parking questions from the Public and Board regarding the Naval Base. Harvey Platt introduced himself and his wife Lydia Platt as new residents in the District and offered volunteer services.

C. CONSENT CALENDAR:

Director Marcus moved to approve the Consent Calendar as presented. Director Brewer seconded the motion. The motion passed unanimously.

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

D. ACTION CALENDAR

NONE

E. INFORMATION CALENDAR

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

Director Marcus and Director Spiegel attended the PHWA meeting. Director Marcus said there was a presentation on the subject of ongoing water issues.

2. Update on Baseline Testing

Director Nast provided a handout relating to baseline water testing FAQ's. Director Nast voiced his concerns regarding fracking and the importance of baseline water testing. Director Nast suggested a possibility that there may be opportunity for data sharing and cost sharing.

The General Manager gave a short power point presentation defining baseline water testing. General Manager told the Board uncertain on pricing at this time and the staff would obtain 3 quotes and submit them to Board for approval in the future.

3. Update on Groundwater Supply in Western Ventura County

The General Manager explained that this information item was for educational purposes. General Manager presented a PowerPoint presentation on local water which covered definitions and explanations on local water issues and concerns.

F. BOARD MEMBER COMMENTS:

Director Nast mentioned that due to water issues rates will increase in the future.

Director Marcus asked if there were any updates on the short term rentals. Director Brewer said there were no new updates at this time.

Director Marcus mentioned concerns that City of Oxnard and City of Port Hueneme restructuring would have effects on the district. Discussion ensued among Board Members.

Director Marcus asked if there was anything new to report from CalPERS. General Manger stated there were no new developments at this time.

Director Spiegel welcomed new residents in the public and recommended volunteer opportunities available in the community.

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comments.

The General Manager made announcements:

- 1) Two Board Members and possibly General Manager hope to attend CSDA conference in September.
- 2) Board Packets will now be available on Thursdays.
- 3) General Manager will be meeting with COPH tomorrow regarding strategic planning.
- 4) AV Equipment was installed by Ops Department and thanked them for their diligence.
- 5) District is undergoing technological changes and advancements including a future project to transfer data into a cloud environment.
- 6) September 26th KEH is hosting an event featuring toilet to tap water and that there are 2 seats available for the Board if they are interested in attending.

H. CLOSED SESSION: None

The Board Meeting adjourned at 8:23 PM.



Board of Directors:

SUSIE KOESTERER, President
 ELLEN SPIEGEL, Vice President
 KRISTINA BREWER, Director
 MARCIA MARCUS, Director
 BOB NAST, Director

AKBAR ALIKHAN
 General Manager

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Regular Board Meeting, September 12, 2017

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Review of Investment Report and Policy for fiscal year ending 6/30/2017
Item: D-1

RECOMMENDATION: Approve the annual investment policy as presented.

FINANCIAL IMPACT: No additional funding requested. Interest earnings are reflected in ending account balances for FY 2016-2017. The estimated interest earnings for FY 2016-2017 was \$34,684.

BACKGROUND:

The District maintains three main investment accounts, as shown in the following table.

Account Name	Account Type	Ending Balance 6/30/2017
County of Ventura	Savings (pooled fund)	\$4,390,324
Pacific Western – Checking	Checking	\$224,563
Pacific Western – CD	Certificate of Deposit	\$34,048

County of Ventura – This is the District's primary savings account which is managed by the County. Agencies throughout the County pool their funds together for ease of expert management, increase yields, and make smaller agencies eligible for a diverse set of investment that otherwise may not be available to them.

Pacific Western Checking – This is the District's primary checking account which has a 0% yield. All operational functions are handled from this account.

Pacific Western Certificate of Deposit – This is an additional emergency account established by the District, earning .1% per year.

Staff is required to present the Board with an investment report and approve the renewal of the investment policy on an annual basis. Attached is a copy of the District's investment holdings with different institutions. Special districts are subject to specific guidelines for how to manage investment funds. The attached investment report and policy are in accordance with these guidelines.

ATTACHMENTS:

1. Investment Report for FY 2016-2017 and Investment Policy

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
 Summary of Cash & Investments
 Year Ending June 30, 2017

	QE 09/16		QE 12/16		QE 03/17		QE 06/17		Est. Interest Earnings
	Avg %	Balance	Avg %	Balance	Avg %	Balance	Avg %	Balance	
County of Ventura	0.73%	4,311,102	0.78%	4,318,629	0.80%	4,358,997	0.88%	4,390,324	\$34,649
First California - Checking	0.00%	307,683	0.00%	577,914	0.00%	672,158	0.00%	224,563	
First California - CD	0.10%	<u>34,014</u>	0.10%	<u>34,014</u>	0.10%	<u>34,014</u>	0.10%	<u>34,048</u>	\$34
		<u>4,652,799</u>		<u>4,930,557</u>		<u>5,065,169</u>		<u>4,648,935</u>	\$34,684

I hereby certify the ability of the District to meet the expenditure requirements for the next six months as per Government Code 53646(b)(3).
 This report is in compliance with CIBCSD's Investment Policy under Government Code 53645(b)(2).

 Akbar Alikhan, General Manager

 Date

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

ANNUAL STATEMENT OF INVESTMENT POLICY

This policy shall direct the investment of the District's temporarily inactive money for all funds accounted for in the District's financial statements, unless specifically exempted. This policy will not direct the investment of bond proceeds which are specifically governed by the individual bond documents and trust indentures.

Operational Funds are used on an ongoing basis to cover the costs of the operating and maintenance budget of the fiscal year. Operating and maintenance costs are funded through the collection of water, sewer and trash service fees and collection of current and prior year secured taxes. Operational funds are authorized to be invested in the Ventura County Investment Pool and money market funds of qualified banks and savings and loans.

Outside Restricted Cash Assets: Cash and investments held and invested by fiscal agents on behalf of the District are pledged for payment of security of certain long-term debt issuances. Fiscal agents are mandated by bond indentures as to the types of investments in which debt proceeds can be invested. Also included in this category are customer deposits, which are authorized to be invested in the Ventura County Investment Pool

Board Restricted Cash: Cash restricted for the cost of the following District projects: Sewer unanticipated repairs and maintenance, water distribution unanticipated repairs and maintenance, a reserve for rate stabilization and a reserve for operations. An amount equivalent to one month's operating expenses is allocated in the Board Restricted Cash Reserve account to guarantee operating expenses. These funds are authorized to be invested in the Ventura County Investment Pool.

From the eligible securities permitted by Government Code **53607**, the District is authorized to invest in only the Ventura County Investment Pool and money market funds of qualified banks and savings and loans as set forth in Government Code **53607.5**.

The Ventura County Treasurer-Tax Collector manages pooled cash under the prudent investor rule which states that: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" The county's portfolio is made up of a selection of investments that ensure diversification and availability of funds when needed. The basic objectives of these investments are safety of principal, maintenance of liquidity to meet cash flow need and to earn a competitive rate of return (i.e. yield) within the confines of the California Government Code.

This annual statement is submitted in compliance with Government Code **53646(a)**. And, as specified in Government Code **53600.5** when investing or managing public funds, the primary objectives are safety, liquidity, and return on investments.

Submitted by:

Date:



Board of Directors:

SUSIE KOESTERER, President
ELLEN SPIEGEL, Vice President
KRISTINA BREWER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, September 12, 2017

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Authorization of Board Member Travel to CSDA Conference
Item No. D-2

RECOMMENDATION:

Approve Travel Request for Directors Brewer and Director Nast to attend 2017 California Special Districts Association (CSDA) Conference in Monterey, CA, September 25 – 28, 2017.

FINANCIAL IMPACT: No additional funding requested. Travel and registration costs are incorporated into the adopted FY 2017-2018 Budget.

BACKGROUND/DISCUSSION:

As required by District Resolution 14-04, the Board must approve any Directors' attendance at any conference or seminar where the registration fees exceed \$250.00. Additionally, the Board must approve reimbursement or prepayment for Directors' attendance at any meeting or conference where mileage, food, lodging or combined travel expenses will exceed \$200.00.

Directors Brewer and Nast have made the appropriate request, as required by Resolution 14-04 to have Board authorized reimbursement/prepayment for attendance and related expenses to the following conference:

2017 CSDA Annual Conference, September 25-28, 2017.

Cost Item	Amount
Registration	\$630
Mileage	\$293
Lodging	\$1,078
Meals	\$240
Total	\$2,241



Board of Directors:

SUSIE KOESTERER, President
ELLEN SPIEGEL, Vice President
KRISTINA BREWER, Director
MARCIA MARCUS, Director
BOB NAST, Director

AKBAR ALIKHAN
General Manager

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Regular Board Meeting, September 12, 2017

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Increase of Capitalization Limit
Item No. D-3

RECOMMENDATION:

Review and Adopt Resolution 17-02: A Resolution of the Board of Directors for the Channel Islands Beach Community Services District Establishing a Policy on the Capitalization Limit for Acquired District Properties.

FINANCIAL IMPACT: No additional funding requested.

BACKGROUND:

Public agencies are required to capitalize assets above a Board-established dollar threshold that may have a useful life beyond the current operating year. This allows agencies to recognize large purchases over a length of several year rather than the year of purchase. While capitalizing assets is required and best practice, the dollar threshold for what needs to be capitalized should be revised periodically.

At the District's formation in 1982, a capitalization limit of \$500.00 for assets and depreciation was established. More than 35 years later, the District has not revised this threshold. For reference, the State of California's Capitalization limit is currently set at \$5,000.00.

DISCUSSION/ANALYSIS:

During their most recent visit, the District's auditors recommended that the District establish a higher Capitalization limit, more aligned with State standards. Staff recommends establishing a minimum value of \$3,000.00 for capitalization of assets.

Further action included in Resolution 17-02 would allow the District to remove any assets currently on the Depreciation Schedule valued under \$3,000.00. This action would lessen the number of hours the District's accounting firm works on the depreciation schedule for financial reporting to the State of California.

ATTACHMENTS:

1. Resolution 17-02

Resolution 17- 02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY ON THE CAPITALIZATION LIMIT FOR ACQUIRED DISTRICT PROPERTIES

WHEREAS, THE District as part of its normal operations and capital improvement activities will routinely acquire assets; and

WHEREAS, the District is required to account for and depreciate assets: and

WHEREAS, the District Board finds it is appropriate to establish a minimum value of assets that will be capitalized and depreciated; and

WHEREAS, the District Board finds it appropriate to set the minimum value of assets to be capitalized and depreciated at \$3000 (three thousand dollars)

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Channel Islands Beach Community Services District as follows:

- 1) THAT, the District policy for the capitalization of assets is set with a minimum value of \$3000 (two thousand dollars)
- 2) THAT, assets with a depreciated value, booked value or otherwise a value of less than \$3000 (two thousand dollars) shall be removed the Districts financial statements.

PASSED AND ADOPTED on this 12th day of September, 2017, by the following vote:

AYES:

NOES:

ABSTAINS:

Akbar Alikhan
Secretary
Channel Islands Beach
Community Services District

Susie Koesterer
President, Board of Directors
Channel Islands Beach
Community Services District



Board of Directors:

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Regular Board Meeting, September 12, 2017

To: Board of Directors
From: Erika Davis, *Clerk of the Board*
Subject: Revisions to the Retention Schedule
Item: D-4

RECOMMENDATION:

Amend and approve revisions to the current Records Retention Schedule, including digitization of current and future records.

FINANCIAL IMPACT: Additional funding of \$9,570 to FY 2017-2018 budget is requested. Ongoing costs for records retention system will be \$1,020 per year, beginning in FY 2018-2019 and will be incorporated into future budgets.

BACKGROUND:

The District's Records Retention Policy was adopted in 2004 to provide regulations and guidelines for the efficient operation of the District's records management program. Its main purpose is to ensure that all District records are maintained in accordance with regulatory compliance and those records are properly disposed of when no longer needed. Examples of the types of records retained are:

- Agendas
- Minutes
- Resolutions
- Ordinances
- Financial Documents

There are varying retention lengths required depending on the type of record. For example, Minutes are kept in perpetuity while job announcements are kept for three years. The Secretary of State publishes minimum requirements for how long records must be kept, however public agencies are free to adopt more stringent standards.

Historically, these records have been maintained on-site and in paper form. Retaining these records on-site requires ever-increasing storage space. The District also faces challenges with preserving permanent records due to weathering, insects, and other environmental factors. Due to the abundance of records maintained locating and accessing physical records becomes increasingly difficult.

In 2009, the Secretary of State issued new guidance on records retention policies and electronic storage of records, known as the Trustworthy Electronic Document or Records Preservation Standards (TEDRPS). TEDRPS allows public agencies to digitize physical records with an adopted records retention schedule. TEDRPS also identifies the uniform statewide standards for use in recording, storing, and reproducing permanent and nonpermanent documents or records in electronic media.

DISCUSSION/ANALYSIS:

Generally, the revisions to the records retention policy can be grouped in two major categories:

1. Organizational changes
2. Updates from new legislation.

Organizational changes include digital preservation of records, elimination of expired records, and improved accessibility of current records. Legislative updates include alignment with Secretary of State's most recent guidance on records retention lengths. The current policy requires some records to be retained shorter than minimum guidelines. Conversely, the current policy requires some records to be retained longer than minimum guidelines. The proposed schedule includes organizational changes that have occurred in the District since 2004. It also includes new legislative updates and conforms to the Local Government Retention Schedule Guidelines, a 1999 statute which is regularly updated.

The revisions of the current Record Retention Schedule would assist the District in the conversion of hard copy records to electronic records. Amending the District's Records Retention Policy, would allow certain records to be identified as being eligible for conversion from hard copy to electronic copy and would be maintained with a trusted system as described in the Secretary of State Guidelines for TEDRPS.

The primary benefit offered by digitization is increased access and, preservation of district documents. Records would be scanned and digitized allowing implementation of a document imaging system for the purpose of retrieval and access of the District's records as well as the archiving and preservation of older fragile records. Once this is done, it would also allow accessibility of District materials to the public via the District's website, thereby improving transparency. Additionally, a secondary benefit is cost savings through data storage reduction. It eliminates the duplication of records and files. Furthermore, revising the current schedule in accordance with the TEDRPS adopted by the Secretary of State would allow implementation of this technology which would enhance the records management program.

The Secretary of State has a short list of approved vendors that provide digital records retention systems. Staff has identified Laserfiche as its preferred vendor. The costs are identified in the table below:

Table 1: Laserfiche System Costs

Scope Item	Cost
Laserfiche Charges	
Initial Setup	\$1,600
Annual service fee	\$1,020
Training	\$450
Other District Costs	
Staff Overtime	\$5,000
Hardware Purchases	\$1,500
Total	\$9,570

Ongoing costs will be \$1,020 per year. If approved, Staff will proceed with the digitization effort and engage the selected vendor. After which, Staff will update the Board on a launch date for the new digital records system.

ATTACHMENTS:

1. Proposed Records Retention Policy



Board of Directors:

SUSIE KOESTERER, President
ELLEN SPIEGEL, Vice President
KRISTINA BREWER, Director
MARCIA MARCUS, Director
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RECORDS RETENTION POLICY

Updated: September 12, 2017

Purpose. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Channel Islands Beach Community Services District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

Description of Vital Records. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

Record Destruction Authority. The General Manager is authorized by the Board to interpret and implement this policy, authorize the transfer of records to the records center and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records specified herein.

Qualifications for Retention and Disposal of Records Pursuant to the provisions of *California Government Code §§60201 through 60203*, *California Water Code §21403*, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Channel Islands Beach Community Services District

- **Duplicate Records** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
- **Documents in Use** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, auditing purposes, project financing or regulatory agency reporting purposes.

Procedure for Destroying Records Records, papers or documents that are not expressly required by law to be filed and preserved, but required under this policy to be kept, may be destroyed if all of the following conditions are met:

- The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copies are made to an approved electronic media;
- The device used to reproduce such, record paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

1. The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving and examining said documents.

All payroll and personnel records shall be retained indefinitely. Originals for terminated employees may be destroyed after three years retention, provided said records have been preserved. Payroll and personnel records shall include the following:

District Property Appraisal Records All District property appraisal records may be destroyed after three years retention provided such records do not have to be retained to satisfy other requirements established for financing or grant award purposes.

District Financing Records Records authorizing long-term debt, bonds, warrants, loans, grants or other financing methods may be destroyed after issuance or execution. Terms and conditions of bonds, warrants, loans, grants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed after five years. Paid bonds, warrant certificates, and interest coupons may be destroyed after six months if detailed payment records are kept for five years.

Public Meetings Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon specific Board authorization, be destroyed if said minutes are reproduced as stated above. Recording tapes (or other media) of Board meetings will be kept for a period of six months from the date of the recorded meeting, after which they will be destroyed.

Property Records Unless otherwise provided herein, property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Confidentiality Nothing in this policy shall be interpreted to make District records deemed confidential by state or federal statute, regulation, and order or court adjudication available for public review.

Records Retention Schedule. The following retention schedule identifies the length of time a District record must be retained in active storage before it can be placed in permanent storage or destroyed. The retention period is the period of time during which records must be kept before final disposition into permanent storage or destruction. The column for retention period includes a number, which represents the number of years (unless otherwise noted) that the District must keep the record.

Record	Existing	Proposed	SOS Guideline
ACCOUNTING RECORDS			
Bank Deposits	7	Audit + 4	Audit + 4
Bank Statements	7	Audit + 5	Audit + 5
Checks	7	Audit + 5	Audit + 5
Budget	Permanent	Permanent	Permanent
Audits	Permanent	Permanent	Permanent
Loans & Grants	Permanent	Closed/ Completion + 5	Closed /Completion + 4
Cash Receipts	7	Audit + 5	Audit + 5
Security Deposits	7	Audit + 5	Audit + 4
Payroll	Permanent	Audit + 6	Audit + 6
Meter Books	5	Audit + 5	Current Year + 2
Depreciation Schedules	Audit + 5	Audit + 5	Audit + 4
Bonds (Final Bond Documentation)	Permanent	CL + 10	CL + 10
PERSONNEL			
Payroll, personnel forms and authorizations	Permanent	Permanent	Permanent
Vehicle Mileage Reimbursement Rates and travel records	5	Record is superseded + 2	Superseded + 2
Accident Reports, Injury Claims & Settlements	Denial or Settlement + 10	Permanent	Permanent
Employee Rights	5	Terminated + 6	Terminated + 5
DMV Reports	Permanent	Closed/Completion + 7	Closed/Completion + 7
IRS Forms	Permanent	Audit + 4	Audit + 4
Employee Handbook	Permanent	Superseded + 2	Superseded + 2
Negotiation (notes, correspondence, MOUs)	Permanent	Permanent	Permanent
Employment Applications, Tests, Changes, Terminations	Terminated + 5	Terminated + 3	Closed /Completion + 3
Job Descriptions	Superseded	Superseded + 3	Closed /Completion + 3
Job Announcements, Recruitment Materials, Eligibility Lists	2	Closed /Completion + 3	Closed /Completion + 3
Performance Evaluations & Disciplinary Actions	Terminated + 5	Terminated + 6	Terminated + 5
Retirements	Permanent	Permanent	Permanent
Time Sheets or Cards	7	Audit + 6	Audit + 6
Employee Training Records	7	Current year + 7	Current year + 7
OPERATIONS AND MAINTENANCE RECORDS			
Bacteriological Analysis	5	Current Year + 5	Current Year + 5

Record	Existing	Proposed	SOS Guideline
Chemical Analysis	10	Current Year + 10	Current Year + 10
Reports and Surveys from State Agencies	Permanent	Current Year + 10	Current Year + 10
Customer Complaints	5	Current Year + 2	Current Year + 2
Work Orders	5	Current Year + 2	Current Year + 2
Water Rights and Water Permits and Licenses	Permanent	Permanent	Permanent
Master Plans; Capital Improvement Projects	10	Permanent	Permanent
Groundwater and Project Studies	10	Permanent	Permanent
Construction photos and videos	Permanent	Life + 5	Record is superseded + 2
Underground Service Alert	5	Current year + 2	Current year + 2
Monthly Operations Reports	Permanent	Current year + 2	Current year + 2
ENGINEERING			
Construction Project Inspection Reports	10	Life + 7	Closed/ Completion + 2
Construction Videos and Photos	Permanent	Permanent	Superseded + 2
Reports, Plans, Studies Contracted by District	Permanent	Permanent	Permanent
Bids, Proposals and Notices	2	Closed/ Completion + 10	Closed/ Completion + 10
Contract and As-Built Drawings and Submittals	Permanent	Permanent	Permanent
Construction Related Correspondence	10	Closed/ Completion + 10	Closed/ Completion + 10
Permits (Issued by Others_	Permanent	Life + 3	Current year + 2
Environmental Impact Studies and Reports	Permanent	Permanent	Permanent
Maps	Permanent	Permanent	Permanent
Easements, Encroachments and Deeds	Permanent	Permanent	Permanent
MISCELLANEOUS			
Correspondence (To or From District)	10	Current year + 2	Current year + 2
Staff and Committee Reports	2	Current year + 2	Current year + 2
Agreements, Contracts, Leases	Permanent	Permanent	Termination + 5
Annexations and Detachments	Permanent	Permanent	Permanent
Policies, Rules and Regulations	Superseded	Superseded + 5	Superseded + 2
Press Releases and Newsletters	Permanent	Current Year + 2	Current Year + 2
PURCHASING RECORDS			

Record	Existing	Proposed	SOS Guideline
Inventory Records	7	Audit + 4	Audit + 4
Bids and Quotes	7	Audit + 5	Audit + 5
Maintenance Agreements	Permanent	Life + 4	Life + 2
ADMINISTRATION			
Agendas (Board)	10	Permanent	Current year + 2
Minutes (Board)	Permanent	Permanent	Permanent
Resolutions and Ordinances	Permanent	Permanent	Permanent
Public Records Act Requests	2	Closed/ Completion + 2	Closed/ Completion + 2
ELECTIONS/POLITICAL			
Elections Results	Permanent	Permanent	Permanent
Proposition 218 Ballots	Not on list	Permanent	Permanent
Campaign Statements, Conflict of Interest	4	Current year + 5	Current year + 5
Statement of Economic Interest (Elected)	4	Terminated + 7	Terminated + 7
Statement of Economic Interest (Not Elected)	4	Election + 5	Election + 5
RISK MANAGEMENT			
Insurance	Permanent	Permanent	Permanent
Accident Reports	2	Closed/ Completion + 7	Closed/ Completion + 7
Bonds, Insurance	Permanent	Permanent	Permanent
Incident Reports	Completion + 2	Closed/ Completion + 7	Closed/ Completion + 7
Insurance (Joint Powers Agreement)	Permanent	Permanent	Permanent
Worker's Compensation Insurance and Claims	Permanent	Permanent	Permanent
Suits, Claims, Liens where District is Party	Permanent	Permanent	Closed/ Completion + 5



Amendment to Records Retention Policy

SEPTEMBER 12, 2017 – REGULAR BOARD MEETING

ERIKA DAVIS, CLERK OF THE BOARD

What is a Records Retention Policy?



- The authority on which documents and records must be kept
- Length of time it must be kept
- Varies by type of record
 - Ex: Resolutions must be kept permanently whereas Job announcements once closed only need to be kept for 3 years
- Can be amended by Board action



Why have a Records Retention Policy?

“That Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state”

-Government Code

- Can be more stringent than State minimums
- Legal environment creates importance for special districts have a policy in place
- Current District policy was adopted in 2004

9/12/2017

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Issues with Current Policy

- Has not been updated since 2004
- Does not address electronic record keeping
 - New industry norm for records retention
- Misaligned with current Secretary of State guidelines
 - Current policy requires some records to be retained shorter than minimum guidelines
 - Current policy requires some records to be retained longer than minimum guidelines
 - Legal changes

9/12/2017

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Key Changes to Policy (Proposed)



Record	Existing	Proposed	SOS Guideline
Bank Deposits	7	Audit + 4	Audit + 4
Customer Complaints	5	Current Year + 2	Current Year + 2
Master Plans; Capital Improvement Projects	10	Permanent	Permanent

Key Change to CA State Code



“The California Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording permanent and nonpermanent documents in electronic media.”

“In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State shall approve and adopt appropriate standards established by the American National Standards Institute or the Association for Information and Image Management.”

-Government Code - GOV § 12168.7

Benefits of Electronic Records



Eliminates need to store physical records



9/12/2017

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Benefits of Electronic Records



- Eliminates need to store physical records
- Preserves paper records that may deteriorate over time
- Improves District function and accessibility to various records
 - On-site ≠ Accessibility
- Improves District's transparency
 - Residents can access District records online from their own devices
- Retains compliance with State requirements for records retention

9/12/2017

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Management of Electronic Records



- State has approved certain vendors that meet State guidelines for electronic records management systems
- After evaluation of options, Staff has identified Laserfiche as the preferred vendor for electronic records management
 - Laserfiche is used by several agencies in Ventura County
- Records will be stored in the cloud, backed up and off-site for added security

Laserfiche®

9/12/2017

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Plan for Implementation



9/12/2017

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Proposed Project Costs



Scope Item	Cost
Laserfiche Charges	
Initial Setup	\$1,600
Annual service fee	\$1,020
Training	\$450
Other District Costs	
Staff Overtime	\$5,000
Hardware Purchases	\$1,500
Total	\$9,570

- Additional funding of \$9,570 to FY 2017-2018 budget is requested
- Ongoing annual service fees will be \$1,020/year

Recommendation



- Adopt amendment to records retention policy and additional funding request.
- Upon approval, staff can proceed with digitization of paper records and destruction of expired records



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Regular Board Meeting, September 12, 2017

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Extension of Consulting Agreement with J. Bouchard
Item No. D-5

RECOMMENDATION:

Authorize General Manager to extend consulting agreement with J. Bouchard through June 30, 2018 with a not-to-exceed amount of \$9,500.

FINANCIAL IMPACT: No additional funding requested. Consulting fees are incorporated into the adopted FY 2017-2018 Budget.

BACKGROUND/DISCUSSION:

On June 27, 2017, the Board approved an agreement with former General Manager Jared Bouchard for ongoing consulting services during the onboarding period for the District's current General Manager, Akbar Alikhan. As of September 1, 2017, the District has incurred \$1,687 in consulting fees from Mr. Bouchard at a rate of \$125 per hour.

To date, Bouchard has provided special advisor services related to:

- Negotiations/discussions with neighboring agencies
- Plan review for proposed developments
- Personnel items (e.g. annual performance reviews)

The initial agreement term went through August 15, 2017, with the option to administratively extend until October 1, 2017.

Given the District's long-term planning issues, ongoing negotiations with neighboring agencies, and absence of an Operations Manager/Deputy General Manager, staff recommends extending the consulting agreement with Mr. Bouchard through the end of the current fiscal year, June 30, 2018. The revised agreement is proposed to contain a not-to-exceed amount of \$9,500 at the existing hourly rate, which is available in the adopted FY 2017-2018 Budget.

If approved, staff will direct the District's legal counsel to draft a revised agreement for Mr. Bouchard's continued services.