



Board of Directors:

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

PETER MARTINEZ
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 6:00 PM on Tuesday, May 12, 2020. In accordance with the Governor's Executive Order N-29-20 and the Ventura County Stay Well at Home Order resulting from the novel Coronavirus the Meeting will be held virtually using the Microsoft Teams platform by calling **1-213-282-9788 and entering Conference ID 387 616 783#**. The Agenda is as follows:

A. CALL TO ORDER, ROLL CALL:

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 –March 2020
 - b. Cash Disbursal & Receipt Report – April 2020
3. Minutes
 - a. March 10, 2020 Finance Committee Meeting
 - b. March 10, 2020 Regular Board Meeting
 - c. March 31, 2020 Special Board Meeting
 - b. April 30, 2020 Special 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.	06800-01	\$10.14	\$28.97	\$39.11
b.	06970-02	\$.62	\$11.59	\$12.21
c.	04250-01	\$33.42	\$98.50	\$131.92
d.	03660-04	\$11.90	\$28.97	\$40.87
e.	12210-01	\$16.14	\$52.15	\$68.29
f.	01880-01	\$7.14	\$17.38	\$24.52
g.	12020-02	\$5.48	\$46.35	\$51.83
h.	06020-01	\$39.94	\$121.67	\$161.61
i.	00410-05	\$89.30	\$225.96	\$315.26
				\$845.62

D. OPERATIONS AND MAINTENANCE REPORT:

E. ACTION CALENDAR:

1. Budget Workshop: Review of FY 2020-2021 Preliminary Budget

Recommendation:

- 1) Review and comment on proposed FY 2020-2021 Operating and Capital Budgets

2. First Reading of Ordinance 93: CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT RATES AND REGULATIONS FOR WATER, SEWER, AND REFUSE COLLECTION SERVICES

Recommendation:

- 1) Perform first reading of Ordinance 93, in title only. Second reading, Public hearing and adoption noticed and scheduled for June 9, 2020 at 6:00 P.M.

3. District Involvement in Allowing for Testing of Wastewater for COVID-19

Recommendation:

- 1) Board discretion

F. INFORMATION CALENDAR:

1. Welcome Letter to Port Hueneme City Manager
2. Report from Board Members of any meeting or conference where compensation from

the District for attendance was received

G. BOARD MEMBER COMMENTS:

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday May 7, 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.



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.

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 03/01/2020 through 03/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/02/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	298.00	884,842.68
03/02/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	585.49	885,428.17
03/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	945.73	886,373.90
03/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,448.60	887,822.50
03/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	833.94	888,656.44
03/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,538.17	890,194.61
03/05/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	2,413.55	892,608.16
03/05/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,431.77	895,039.93
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/5		X	1,960.08	897,000.01
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/5		X	314.45	897,314.46
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/6		X	2,341.86	899,656.32
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/2		X	373.60	900,029.92
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/4		X	100.00	900,129.92
03/06/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 3/4		X	150.00	900,279.92
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/3		X	2,359.43	902,639.35
03/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/4		X	363.83	903,003.18
03/06/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	365.96	903,369.14
03/06/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Cusi		X	643.54	904,012.68
03/06/2020	6167	A & A Concrete Inc.	2000 - Accounts Payable	Large Smart M...	610.83	X		903,401.85
03/06/2020	6168	CUSI	2000 - Accounts Payable		101.02	X		903,300.83
03/06/2020	6169	Famcon Pipe and Su...	2000 - Accounts Payable	VOID: Smart ...		X		903,300.83
03/06/2020	6170	HDS White Cap Con...	2000 - Accounts Payable		488.61	X		902,812.22
03/06/2020	6171	IVR Technology Gro...	2000 - Accounts Payable		204.94	X		902,607.28
03/06/2020	6172	Jarrold Lawrence	2000 - Accounts Payable	February Janito...	256.25	X		902,351.03
03/06/2020	6173	Leo Martinez	2000 - Accounts Payable	Uniforms	907.79			901,443.24
03/06/2020	6174	Michael K. Nunley ...	2000 - Accounts Payable		17,222.89	X		884,220.35
03/06/2020	6184	Miguel Zavalza	2000 - Accounts Payable		225.00	X		883,995.35
03/06/2020	6185	Nationwide Retirement	2000 - Accounts Payable	PR Pd 2/22/20-...	1,768.16	X		882,227.19
03/06/2020	6186	NICK NYBERG	2000 - Accounts Payable	CUSTOMER ...	47.54	X		882,179.65
03/06/2020	6187	SEIU, Local 721	2000 - Accounts Payable		335.00	X		881,844.65
03/06/2020	6188	ZWORLD GIS	2000 - Accounts Payable		1,667.24	X		880,177.41
03/09/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	592.24	880,769.65
03/09/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	1,779.75	882,549.40
03/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	565.17	883,114.57
03/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	5,770.53	888,885.10
03/10/2020		QuickBooks Payroll ...	-split-	Created by Pay...	19,393.34	X		869,491.76
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11		X	1,000.00	870,491.76
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/10		X	152.74	870,644.50
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/10		X	11,640.60	882,285.10
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11		X	709.00	882,994.10

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 03/01/2020 through 03/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/9		X	399.44	883,393.54
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/9		X	825.47	884,219.01
03/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/9		X	4,272.46	888,491.47
03/11/2020	DEP	Department of Health	2050 - Customer Depo...	Dep 3/11		X	150.00	888,641.47
03/11/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	628.38	889,269.85
03/11/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	8,345.98	897,615.83
03/11/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		897,615.83
03/11/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		897,615.83
03/12/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	588.35	898,204.18
03/12/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,984.66	902,188.84
03/12/2020	ACH	Spectrum	6 - Administrative Exp...		224.98	X		901,963.86
03/12/2020	ACH	SCE- Office	-split-	2-20-20	401.00	X		901,562.86
03/12/2020	ACH	Cardmember Service	-split-	Feb. 2020	2,812.00	X		898,750.86
03/12/2020	ACH	ImageSource	6 - Administrative Exp...	25AR1099843	205.38	X		898,545.48
03/12/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-03-2004	235.47	X		898,310.01
03/12/2020	ACH	Arco	4 - Maintenance Expen...	Feb 2020 NP57...	847.05	X		897,462.96
03/12/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0643040	1,865.68	X		895,597.28
03/12/2020	ACH	SoCalGas	6 - Administrative Exp...	3-4-2020	47.60	X		895,549.68
03/12/2020	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	12-30-19 thru 3...	496.77	X		895,052.91
03/12/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	Cleaning/Unifo...	559.81	X		894,493.10
03/12/2020	ACH	AT & T	6 - Administrative Exp...	03092020	521.90	X		893,971.20
03/12/2020	ACH	Frontier	6 - Administrative Exp...	03-01-20	138.95	X		893,832.25
03/12/2020	ACH	Spectrum	6 - Administrative Exp...	Cable	52.69	X		893,779.56
03/12/2020	6189	United Rentals, Inc.	2000 - Accounts Payable	Purchase of Sol...	15,015.00	X		878,764.56
03/13/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	628.65	879,393.21
03/13/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	666.94	880,060.15
03/13/2020	ACH	CalPers	-split-	Pr Pd 2-22-20 t...	2,930.89	X		877,129.26
03/13/2020	6190	Coastal Architects	2000 - Accounts Payable	Building Design	14,972.00	X		862,157.26
03/13/2020	6191	Coastal Pipco	2000 - Accounts Payable		750.63	X		861,406.63
03/13/2020	6192	Famcon Pipe and Su...	2000 - Accounts Payable		2,389.54	X		859,017.09
03/13/2020	6193	FGL Environmental I...	2000 - Accounts Payable		314.00	X		858,703.09
03/13/2020	6194	HDS White Cap Con...	2000 - Accounts Payable		108.55	X		858,594.54
03/13/2020	6195	PHWA	2000 - Accounts Payable		97,908.82	X		760,685.72
03/13/2020	6196	Port Hueneme Marin...	2000 - Accounts Payable	VOID:		X		760,685.72
03/13/2020	6197	Soares, Sandall, Bern...	2000 - Accounts Payable	Audit work	8,325.00	X		752,360.72

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 03/01/2020 through 03/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/13/2020	6198	Underground Service...	2000 - Accounts Payable		14.85	X		752,345.87
03/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	301.90	752,647.77
03/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,418.75	755,066.52
03/16/2020	ACH	Vanco Chrg	6 - Administrative Exp...	March 2020 Fees	94.75	X		754,971.77
03/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	153.84	755,125.61
03/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,298.22	758,423.83
03/17/2020	ACH	CalPers	-split-		10,452.87	X		747,970.96
03/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	716.39	748,687.35
03/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,672.88	751,360.23
03/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	UMS		X	67,232.87	818,593.10
03/19/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	4,072.97	822,666.07
03/19/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	15,364.10	838,030.17
03/19/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	531.04	838,561.21
03/20/2020	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	Pr pd 7/1/19 to ...		X	449,123.78	1,287,684.99
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/18		X	11,277.60	1,298,962.59
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12		X	10,682.50	1,309,645.09
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11		X	8,331.16	1,317,976.25
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/16		X	8,372.59	1,326,348.84
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/17		X	25,340.93	1,351,689.77
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/17		X	297.37	1,351,987.14
03/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/20		X	29,217.56	1,381,204.70
03/20/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,189.38	1,384,394.08
03/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	L. Werner-AC...	145.00	X		1,384,249.08
03/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	R. Bentley-AC...	174.47	X		1,384,074.61
03/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,106.97	1,385,181.58
03/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,556.16	1,387,737.74
03/23/2020	ACH	SCE- Office	-split-	3-20-20	378.06	X		1,387,359.68
03/23/2020	ACH	Spectrum	6 - Administrative Exp...	3-16-20	52.69	X		1,387,306.99
03/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...	3-17-20	275.27	X		1,387,031.72
03/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...	3-17-20	643.92	X		1,386,387.80
03/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...	3-17-20	407.73	X		1,385,980.07
03/23/2020	ACH	Tampa Hardware 2	2 - Sewer System Expe...		1,155.11	X		1,384,824.96
03/23/2020	6203	A to Z Law, LLP	2000 - Accounts Payable		1,210.00	X		1,383,614.96
03/23/2020	6204	Base Auto Parts	2000 - Accounts Payable		290.73			1,383,324.23
03/23/2020	6205	FGL Environmental I...	2000 - Accounts Payable		292.00			1,383,032.23
03/23/2020	6206	Raftelis Financial Co...	2000 - Accounts Payable	Project R-NLC...	4,210.00	X		1,378,822.23
03/23/2020	6207	Sam Hill & Sons, Inc.	2000 - Accounts Payable	157 Sawtelle R...	3,670.35	X		1,375,151.88
03/23/2020	6208	TC Experts, Inc.	2000 - Accounts Payable		2,722.11	X		1,372,429.77
03/23/2020	6209	Underground Service...	2000 - Accounts Payable		9.90	X		1,372,419.87
03/23/2020	6210	Xerox Financial Serv...	2000 - Accounts Payable		285.91	X		1,372,133.96

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 03/01/2020 through 03/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/23/2020	6212	Wilmington Trust, N...	2000 - Accounts Payable	Interest Pymt ...	38,590.63			1,333,543.33
03/23/2020	6213	Nationwide Retirement	2000 - Accounts Payable	pr pd 3-7-20 to ...	1,841.13	X		1,331,702.20
03/23/2020	6214	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 2/1/20 to ...	45,815.55	X		1,285,886.65
03/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	442.35	1,286,329.00
03/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,238.13	1,289,567.13
03/24/2020	ACH	CalPers	-split-	pr pd 3-7-20 to ...	2,944.44	X		1,286,622.69
03/24/2020		QuickBooks Payroll ...	-split-	Created by Pay...	30,722.27	X		1,255,900.42
03/25/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,715.97	1,257,616.39
03/25/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,605.70	1,260,222.09
03/25/2020		Port Hueneme Marin...	2000 - Accounts Payable	QuickBooks ge...		X		1,260,222.09
03/25/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...		157.01	X		1,260,065.08
03/25/2020	6215	SEIU, Local 721	2000 - Accounts Payable	March Dues	167.50	X		1,259,897.58
03/25/2020	6199	Kristina N Brewer	-split-		230.87	X		1,259,666.71
03/25/2020	6200	Marcia L Marcus	-split-		323.22			1,259,343.49
03/25/2020	6201	Robert T Nast	-split-		277.05			1,259,066.44
03/25/2020	6202	Sean Debley	-split-		323.22			1,258,743.22
03/25/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Jared Bouchard	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,258,743.22
03/25/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,258,743.22
03/26/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/23			10,014.59	1,268,757.81
03/26/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/23			7,162.51	1,275,920.32
03/26/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25			11,836.83	1,287,757.15
03/26/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/21			529.33	1,288,286.48
03/26/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/25		X	157.01	1,288,443.49
03/26/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	279.22	1,288,722.71
03/26/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,605.84	1,292,328.55
03/27/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	498.62	1,292,827.17
03/27/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,337.43	1,294,164.60
03/30/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	265.44	1,294,430.04
03/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/27			104.75	1,294,534.79
03/31/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/27			5,181.33	1,299,716.12
03/31/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	180.00	1,299,896.12
03/31/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	497.23	1,300,393.35
03/31/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...		157.01	X		1,300,236.34

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 04/01/2020 through 04/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/02/2020	6211	XIO, Inc.	2000 - Accounts Payable		865.00	X		1,299,371.34
04/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/1			5,296.00	1,304,667.34
04/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/1			143.53	1,304,810.87
04/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/2			1,010.04	1,305,820.91
04/03/2020	ACH	Cardmember Service	-split-	March 2020	2,543.64			1,303,277.27
04/03/2020	ACH	Arco	4 - Maintenance Expen...	3/2020	556.33			1,302,720.94
04/03/2020	ACH	Spectrum	6 - Administrative Exp...	0207442031820	224.98			1,302,495.96
04/03/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-04-2004	235.47			1,302,260.49
04/03/2020	ACH	ImageSource	6 - Administrative Exp...	25AR1113773	236.54			1,302,023.95
04/03/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	March 2020	224.60			1,301,799.35
04/03/2020	ACH	Aflac	*2020 - Payroll Liabilit...	invs. 613373 /0...	471.40			1,301,327.95
04/03/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0644767	932.84			1,300,395.11
04/03/2020	6216	Elevated Entitlements	2000 - Accounts Payable	Building Project	2,137.50			1,298,257.61
04/03/2020	6217	Jarrold Lawrence	2000 - Accounts Payable		383.75			1,297,873.86
04/03/2020	6218	Michael K. Nunley ...	2000 - Accounts Payable	A	22,312.38			1,275,561.48
04/03/2020	6219	Miguel Zavalza	2000 - Accounts Payable		545.00			1,275,016.48
04/03/2020	6224	ZWORLD GIS	2000 - Accounts Payable		1,667.24			1,273,349.24
04/03/2020	6225	ACWA/Joint Powers...	2000 - Accounts Payable		2,206.19			1,271,143.05
04/03/2020	6226	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/21/20 t...	1,568.76			1,269,574.29
04/03/2020	6227	IVR Technology Gro...	2000 - Accounts Payable		101.02			1,269,473.27
04/03/2020	6228	Underground Service...	2000 - Accounts Payable		14.85			1,269,458.42
04/03/2020	6229	FGL Environmental I...	2000 - Accounts Payable		198.00			1,269,260.42
04/04/2020	ACH	CalPers	-split-	pr pd 3/21/20 t...	2,944.44			1,266,315.98
04/06/2020	6230	MARIA SORENSON	2000 - Accounts Payable	customer refund	22.50			1,266,293.48
04/07/2020	6231	FGL Environmental I...	2000 - Accounts Payable		800.00			1,265,493.48
04/07/2020	6232	Staples	2000 - Accounts Payable		102.29			1,265,391.19
04/07/2020		QuickBooks Payroll ...	-split-	Created by Pay...	19,585.34			1,245,805.85
04/08/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,245,805.85
04/08/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,245,805.85
04/09/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/6			5,771.61	1,251,577.46
04/09/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/6			9,488.23	1,261,065.69
04/09/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/8			9,179.30	1,270,244.99
04/09/2020	6243	XIO, Inc.	2000 - Accounts Payable		865.00			1,269,379.99
04/09/2020	6244	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 3-1-20 to ...	46,268.81			1,223,111.18
04/13/2020	6245	A to Z Law, LLP	2000 - Accounts Payable		2,781.31			1,220,329.87

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 04/01/2020 through 04/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/13/2020	6246	Coastal Architects	2000 - Accounts Payable	Geotechnical F...	2,800.00			1,217,529.87
04/15/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/14			16,191.64	1,233,721.51
04/15/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/10			5,120.02	1,238,841.53
04/15/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/10			5,551.37	1,244,392.90
04/16/2020	ACH	SoCalGas	6 - Administrative Exp...	March 2020	43.14			1,244,349.76
04/16/2020	ACH	Frontier	6 - Administrative Exp...	4-1-20	138.70			1,244,211.06
04/16/2020	ACH	AT & T	6 - Administrative Exp...	287015748855...	521.75			1,243,689.31
04/16/2020	ACH	Xerox Financial Serv...	6 - Administrative Exp...	inv. 2045687	260.91			1,243,428.40
04/16/2020	6247	City of Oxnard	2000 - Accounts Payable	pr pd 1/1/20 to ...	232,551.96			1,010,876.44
04/16/2020	6248	PHWA	2000 - Accounts Payable		49,692.90			961,183.54
04/16/2020	6249	Teaman, Ramirez & ...	2000 - Accounts Payable	18-19 Fiscal Y...	18,100.00			943,083.54
04/16/2020	6250	Ventura County Star	2000 - Accounts Payable	Annual Subscri...	556.37			942,527.17
04/20/2020	6251	CUSI	2000 - Accounts Payable		100.66			942,426.51
04/20/2020	6252	Performance Pipeline...	2000 - Accounts Payable		7,380.00			935,046.51
04/21/2020	ACH	So. California Edison...	2 - Sewer System Expe...	4-15-20 4804	157.69			934,888.82
04/21/2020	ACH	So. California Edison...	2 - Sewer System Expe...	4-16-20 6294	609.90			934,278.92
04/21/2020	ACH	So. California Edison...	2 - Sewer System Expe...	4-16-20 6591	383.43			933,895.49
04/21/2020	ACH	Bay Alarm Company	4 - Maintenance Expen...	103152 pr pd 5...	285.00			933,610.49
04/21/2020	ACH	SCE- Office	-split-	4-18-20 1547	350.84			933,259.65
04/21/2020	6253	Nationwide Retirement	2000 - Accounts Payable	pr pd 4-4-20 to ...	1,727.29			931,532.36
04/21/2020	6254	FGL Environmental I...	2000 - Accounts Payable		146.00			931,386.36
04/21/2020	6255	Raftelis Financial Co...	2000 - Accounts Payable	Financial Mode...	560.00			930,826.36
04/21/2020		QuickBooks Payroll ...	-split-	Created by Pay...	30,702.28			900,124.08
04/22/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		900,124.08
04/22/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		900,124.08
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/22			6,812.28	906,936.36
04/24/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 4/22			150.00	907,086.36
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			17,954.07	925,040.43
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			3,636.86	928,677.29
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			6,906.02	935,583.31
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/20			8,238.42	943,821.73
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16			6,163.74	949,985.47
04/24/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/16			17,834.31	967,819.78
04/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/24			13,524.55	981,344.33

Channel Islands Beach 2013

5/7/2020 12:40 PM

Register: 1002 · Checking Pacific Western

From 04/01/2020 through 04/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/28		8,786.09	990,130.42
04/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		1,099.98	991,230.40
04/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		681.61	991,912.01
04/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 4/29		500.00	992,412.01
04/30/2020	6256	Proven Print Services	2000 - Accounts Payable	Business Cards	289.58		992,122.43
04/30/2020	6257	Urban Futures, Inc.	2000 - Accounts Payable	Dissemination ...	1,157.63		990,964.80
04/30/2020	6259	CIBCSD-Petty Cash	2000 - Accounts Payable		335.34		990,629.46

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING, March 10, 2020

A. APPROVE THE FINANCE COMMITTEE MEETING AGENDA

The Finance Committee Agenda was approved and called to order at 5:00 P.M. In attendance Director Bouchard, Director Marcus, General Manager, Peter Martinez, Office Manager CJ Dillon, Auditor Rick Gallo (via telephone) and Clerk of the Board, Erika Davis.

B. REVIEW AND DISCUSS FY 2018-2019 AUDIT

Auditor Gallo, Office Manager Dillon, and General Manager Martinez explained important points of the Budget. Directors asked questions. Director Bouchard asked that the CalPERS payroll number be corrected since it included overtime. Auditor Gallo said he would make the correction. The Finance Committee agreed to bring the FY 2018-2019 Annual Audit Report to the Regular Board Meeting with the recommendations to approve the Channel Islands Beach Community Services District Annual Audit Report for Fiscal Year Ended June 30, 2019 and to authorize staff to present a Final Audit Report with the correction of the CalPERS payroll amount.

The Finance Committee Meeting adjourned at 5:39 P.M.

Jared Bouchard, Director

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, March 10, 2020

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

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

Director Brewer was absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

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

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

D. OPERATIONS AND MAINTENANCE REPORT:

General Manager Martinez presented the Operations and Maintenance Report. General Manager Martinez using a PowerPoint presentation explained that the Hollywood Sewer Station was converted to three phase power which reduced the electrical consumption 50% and allows flexibility to interchange pumps at Hollywood, Los Robles and Panama Stations. Director Marcus asked this be posted on website. Other tasks for the month included collaboration with Ventura County to facilitate water asset improvements, large meter installs, and hydrant inspections.

E. ACTION CALENDAR:

1. FY 2018-2019 ANNUAL AUDIT REPORT

Rick Gallo and Rich Teaman from Teaman, Ramirez & Smith, Inc. Certified Public Accountants telephonically joined the meeting. Director Marcus moved to approve allocations for

June 30, 2019 and Vice President Debley seconded the motion. The motion passed.

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

Rick Gallo gave an overview of the audit and answered Board questions. Rick Gallo explained during the Finance Committee meeting a correction to the audit was made. The CalPERS payroll number included overtime and it was corrected to exclude the overtime amount. Director Bouchard moved staff's recommendations to approve the Channel Islands Beach Community Services District Annual Audit Report for Fiscal Year Ended June 30, 2019 and to authorize staff to present a Final Audit Report with the correction of the CalPERS payroll amount. President Nast seconded the motion. The motion passed all in favor.

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

2. DISTRICT PARTICIPATION IN THE INSTALLATION OF CCTV SECURITY CAMERAS IN DISTRICT SERVICE AREA

Vice President Debley reported that the Facilities Committee met on February 28th and explained that out of the 3 Options discussed they decided that Option 2 where the District will participate in the outreach of available services the Ventura County Sheriff's Department offers residents of the unincorporated areas of the District service area which will have a minor financial impact was the best to recommend to the Board. After brief discussion the motion was made by Director Bouchard to accept the recommendation of Option 2 and Vice President Debley seconded the motion. The motion passed collectively.

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

3. DISTRICT OPTIONS TO CONSIDER IN RESPONDING TO SEA LEVEL RISE

General Manager Martinez explained the three options up for consideration. Board discussion ensued. Vice President Debley made a motion for Option 2, to engage on a limited basis by fostering collaboration and communication between major stakeholders and District ratepayers. President Nast seconded the motion. The motion passed.

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

F. INFORMATION CALENDAR:

1. PHWA Agenda Review

General Manager Martinez said the meeting will be next Monday. General Manager Martinez said they will be presenting the Brackish Water Reclamation Demonstration

Facility Operational Report. Board directed General Manager Martinez to write a welcome letter to the newly appointed City Manager of Port Hueneme.

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

Director Marcus said that she and Director Bouchard attended the PHWA meeting and Director Bouchard was appointed Chair of the PHWA Board.

G. BOARD MEMBER COMMENTS:

President Nast said that he attended the United presentation regarding future projects, and it was informative. The presentation is available on the United website.

Vice President Debley said he thought the District website should direct customers to the VC Emergency page rather than the CDC page since it focuses on local updates regarding COVID-19.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel had no comment.

General Manager Martinez said the Operations Manager interviews went well. There were good candidates so the position should be filled soon.

General Manager Martinez said there is a meeting regarding the CUP at the County this Thursday at 10:30am.

General Manager Martinez said that along with Officer Manager Dillon they will be focusing their efforts on the Budget.

The Board Meeting adjourned at 6:58 P.M.

Bob Nast, President

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING, March 31, 2020

President Nast called the telephonic meeting to order at 10:00 A.M. In attendance, Vice President Debley, Director Bouchard, Director Brewer, Director Marcus, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

A. APPROVE THE SPECIAL MEETING AGENDA:

Director Marcus moved to approve the Special Meeting Agenda and Director Bouchard seconded the motion. The motion passed.

ROLL CALL VOTE:

Nast: YES, Debley: YES, Bouchard: YES, Brewer: YES, Marcus: YES 5-Yes 0-No

B. PUBLIC COMMENTS:

None.

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

General Manager Martinez explained the key points in the Emergency Declaration. Board asked questions. Director Marcus moved to approve the Emergency Declaration and orders related to the 2020 COVID-19 Outbreak and Director Bouchard seconded the motion. The motion passed.

ROLL CALL VOTE:

Nast: YES, Debley: YES, Bouchard: YES, Brewer: YES, Marcus: YES 5-Yes 0-No

The Board Meeting adjourned at 10:47 A.M.

Bob Nast, President

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING, April 30, 2020

A. CALL TO ORDER, ROLL CALL:

President Nast called the virtual meeting to order at 10:04 A.M. In attendance, Vice President Debley, Director Bouchard, Director Brewer, Director Marcus, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

B. APPROVE THE SPECIAL MEETING AGENDA:

President Nast moved to approve the Special Meeting Agenda and Director Marcus seconded the motion. The motion passed.

Nast, Debley, Bouchard, Brewer, Marcus 5 - Yes 0 -No

C. PUBLIC COMMENTS:

Mark Sandoval, Channel Islands Beach Harbor Director, explained that as of last Thursday the County of Ventura Harbor Department decided to have a “soft closure” at Silver Strand and Hollywood Beaches. Harbor Director Sandoval said at the meeting yesterday afternoon it was agreed upon that the “soft closure” worked. Beach parking lots and restrooms remained closed. Governor Newsom last night announced that all beaches were to close. At this point Director Sandoval said he was unsure how this would affect Ventura County Beaches. He stated that Ventura County would see what they were going to do at the meeting scheduled this afternoon. Mark Sandoval asked questions regarding the past protocol when closing the beach to residents only on 4th of July. With permission of President Nast, Director Bouchard answered the question by explaining that the CIBCSD worked with the Sherriff and County Harbor Department and issued passes in the bill leading up to the 4th and at the office to pick up. The passes allowed law enforcement to quickly identify the vehicle that had the resident pass allowing it on and off the beach. It was successful at the time. Mark Sandoval thanked Director Bouchard for the explanation and said he would keep General Manager Martinez up to date when he finds out more information at the meeting in the afternoon on how Ventura County will proceed regarding the beach closure.

D. APPROVE THE EXTENSION OF THE MARCH 31, 2020 EMERGENCY DECLARATION AND ORDERS OF THE CHANNEL ISLANDS BEACH COMMUNITY

SERVICES DISTRICT BOARD OF DIRECTORS RELATED TO THE 2020 COVID-19 OUTBREAK:

Director Bouchard moved to approve the Extension of the March 31, 2020 Emergency Declaration and orders of the Channel Islands Beach Community related to the 2020 COVID-19 Outbreak and President Nast seconded the motion. The motion passed.

ROLL CALL VOTE:

Nast: YES, Debley: YES, Bouchard: YES, Brewer: YES, Marcus: YES 5-Yes 0-No

E. BOARD MEMBER COMMENTS:

President Nast thanked Pete and the Staff for a job well done.

President Nast asked to agendaize the item concerning participation in a United Kingdom University lab wastewater-based epidemiology testing of COVID-19 in the CIBCSD service area at the next Regular Board Meeting. President Nast stated that there would be no financial obligation to the District. According to the Board Formation Policy adopted in February 2020 a vote to put the item on the future agenda was taken:

Nast: YES, Debley: YES, Bouchard: NO, Brewer: YES, Marcus: YES 4-Yes 1-No

In accordance with the policy, the item will be agendaized at the next Regular Board Meeting due to the majority vote.

Director Bouchard said that if a public health agency wants to make a request to sample the sewer for public health purposes, that is ok. If a reputable agency wants to sample the sewer, General Manager Martinez could make those decisions. Director Bouchard said he did not know what more needs to be discussed and what getting involved in the study would further accomplish.

Vice President Debley said regarding participating in the study he supports that but would like to make it clear on what the intent is on what the District is agendaizing. Vice President Debley said that doing testing for the benefit of the District to say that we don't have it he thinks there is a huge liability in this because of the fact that the dynamic can change in this whether you have no positive in the wastewater sample on a Monday could change on a Tuesday. Vice President Debley feels uncomfortable presenting results to anybody from the District saying we don't have anything in our wastewater. If we are participating in a study and the results come in the form of a written report with the conclusion that the data shows this at this particular time Vice President Debley agrees with, but he asked to be careful on what we are trying to accomplish by doing something like this.

Director Marcus said she supports participation in the study and there is more information on the wastewater-based epidemiology testing in yesterday's LA times article.

Director Marcus asked if the District could get and provide information on how many, if any people have COVID-19 in the District.

Director Marcus asked about getting information of the use of masks in the District when people are out exercising.

General Counsel said it may be a good idea for General Manager Martinez to present and update the Board about any data or information he knows regarding Director Marcus's questions at the next Regular Board Meeting under General Manager Comments. General Counsel said the Ventura County Emergency is a very good link with good information that is updated daily.

General Counsel stated he is grateful to live in Ventura County and they have done a great job informing the residents about the COVID-19 outbreak. General Counsel asked that Vice President Debley please pass this on to the county.

The Board Meeting adjourned at 10:42 A.M.

Bob Nast, President



Board of Directors:

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

PETER MARTINEZ
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

Regular Board Meeting, May 12, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Review of FY 2020 – 2021 Preliminary Budget
Item No. E-1

RECOMMENDATION:

1. Review and comment on proposed FY 2020 – 2021 Operating and Capital Budgets.

FINANCIAL IMPACT: Current action has no financial impact. Requested changes will be incorporated into next draft of Operating and Capital Budgets in preparation for Board approval at a future meeting.

BACKGROUND:

Attached for Board review is the FY 2020 – 2021 Operating Budget and Capital Improvement Program (CIP) Budget. Requested edits by Board members will be incorporated into future drafts of the Budget, in preparation for adoption at the June 9, 2020 Regular Board Meeting.

DISCUSSION/ANALYSIS:

Budget to Projected Review

As part of the annual budget process, Board and staff perform a review of budgeted expenses compared to the projected expenditures by fiscal year end. These projections are based on actual expenses incurred as of March 31, 2020 and take into account any known outstanding obligations. Still, projected values are staff's best estimate of future total expenditures.

Overall, the District is projected to be under budget by 3% for FY 2019 – 2020, which is mostly attributable to lower than anticipated water purchase costs and the vacant Operations Manager position for 75% of the fiscal year. The table below summarizes the adopted budget versus projected expenditures.

	Budget	Projected	% Change
Total Water System Expense	\$986,800	\$883,680	-10.4%
Total Sewer System Expense	\$1,002,000	\$1,082,000	7.9%
Total Trash Expense	\$528,000	\$550,730	4.2%
Total Maintenance Expenses	\$52,500	\$42,700	-18.7%
Total Salaries & Benefits	\$914,800	\$852,420	-6.8%
Total Administrative Expenses	\$430,350	\$385,088	-10.5%
TOTAL OPERATING EXPENSES	\$3,914,450	\$3,796,618	-3.0%

FY 2020 – 2021 Operating Budget

The proposed Operating Budget represents an overall 10.5% increase from the previous year’s budget, with the bulk of the increase due to increased water purchase costs through PHWA. The table below summarizes the proposed budget changes for the upcoming fiscal year.

	FY 2019 – 2020	FY 2020 – 2021	% Change
Total Water System Expense	\$986,800	\$1,075,600	8.9%
Total Sewer System Expense	\$1,002,000	\$1,131,000	12.8%
Total Trash Expense	\$528,000	\$600,000	13.6%
Total Maintenance Expenses	\$52,500	\$54,500	3.8%
Total Salaries & Benefits	\$914,800	\$999,100	9.2%
Total Administrative Expenses	\$430,350	\$466,000	8.3%
TOTAL OPERATING EXPENSES	\$3,914,450	\$4,326,200	10.5%

There are two key changes to the proposed Operating Budget from previous year’s budget amounts.

- Water System Expenses – Water purchase costs from PHWA are anticipated to rise significantly due to surcharges levied by United Water Conservation District for the Iron & Manganese Removal Facility (\$67.40 per acre foot) and the Fox Canyon Groundwater Management Agency for the Replenishment fee (estimated at \$130 per acre foot). The current price of blended water from PHWA is \$733. With the addition of these two surcharges, the cost per acre foot will exceed \$900 per acre foot. It is uncertain when the surcharges will go into effect (see page 4).
- Sewer System Expenses – Wastewater transportation costs to the City of Oxnard increased by 5.25% and were not fully accounted for in the previous fiscal year’s budget.

FY 2020 – 2021 Capital Improvement Program Budget

The proposed CIP Budget calls for \$1,418,740 in capital spending for FY 2020 – 2021, with \$342,240 assigned to the Water Enterprise and \$1,076,500 assigned to the Sewer Enterprise. The proposed capital expenditure totals for FY 2021 through FY 2025 are shown in the Capital Budget Sheet of the FY 2020 – 2021 Draft Budget.

Next Steps

The Board's action on June 9, 2020 will be to approve planned expenditures for FY 2020 – 2021 only. However, staff has prepared a five-year CIP Budget document to show upcoming capital needs. In some cases, a single project can span several years. While staff has identified costs for each project based on best available data, it is anticipated that some project costs may be updated prior to final adoption on June 9, 2020.

Date	Event
May 12, 2020	Finance Committee Meeting
May 12, 2020	1 st Reading of Rate Ordinance / Budget Workshop
June 9, 2020	2 nd Reading of Rate Ordinance and Budget Adoption
July 1, 2020	Beginning of Fiscal Year
July 15, 2020	New Rates Effective

ATTACHMENTS:

1. Preliminary FY 2020 – 2021 Operating and Capital Improvement Program Budget. Full Budget Document is available by request to Board Clerk or accessible by visiting www.cibcsd.com/budget.

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total
		FY 2019 - 2020	3/31/2020	June 2020	FY 2020 - 2021		\$	%	\$	%	\$	%	\$	%	
OPERATING REVENUES															
Rate Revenues															
1	Water Revenue	3110	2,198,000	1,628,917	2,100,000	96%	2,264,000	100%	0	0%	0	0%	0	0%	2,264,000
2	Sewer Revenue	3120	2,270,000	1,781,346	2,201,943	97%	0	0%	2,400,000	100%	0	0%	0	0%	2,400,000
3	Solid Waste Revenue	3130	731,000	569,130	749,275	103%	0	0%	0	0%	750,000	100%	0	0%	750,000
Total Rate Revenues			\$ 5,199,000	\$ 5,051,218	\$ 5,414,000	97%	\$ 2,264,000		\$ 2,400,000		\$ 750,000		\$ -		\$ 5,414,000
OPERATING EXPENSES															
Water System Expense															
4	PHWA Water Contract	4210	810,000	530,772	710,000	88%	900,000	100%	0	0%	0	0%	0	0%	900,000
5	Water Sampling	4215	16,000	9,552	14,000	88%	15,000	100%	0	0%	0	0%	0	0%	15,000
6	SWRCB Annual Admin Fee	4220	14,000	13,180	14,000	100%	14,000	100%	0	0%	0	0%	0	0%	14,000
7	Annual Water Quality Report	4225	4,000	0	4,000	100%	4,000	100%	0	0%	0	0%	0	0%	4,000
8	Cross Connect Contract Charge	4230	1,800	840	1,680	93%	2,000	100%	0	0%	0	0%	0	0%	2,000
9	Water Repair & Maintenance	4235	130,000	79,326	130,000	100%	130,000	100%	0	0%	0	0%	0	0%	130,000
10	Telemetry	4240	11,000	6,600	10,000	91%	10,600	100%	0	0%	0	0%	0	0%	10,600
Total Water System Expense			\$ 986,800	\$ 883,680	\$ 1,075,600	90%	\$ 1,075,600		\$ -		\$ -		\$ -		\$ 1,075,600
Sewer System Expense															
11	Wastewater Transportation	4260	830,000	680,106	925,000	111%	0	0%	980,000	100%	0	0%	0	0%	980,000
12	Sewer Repair & Maintenance	4265	114,000	39,700	110,000	96%	0	0%	97,000	100%	0	0%	0	0%	97,000
13	Telemetry	4270	38,000	20,760	30,000	79%	0	0%	34,000	100%	0	0%	0	0%	34,000
14	Power	4275	20,000	12,987	17,000	85%	0	0%	20,000	100%	0	0%	0	0%	20,000
Total Sewer System Expense			\$ 1,002,000	\$ 1,082,000	\$ 1,131,000	108%	\$ -		\$ 1,131,000		\$ -		\$ -		\$ 1,131,000
Trash Expense															
15	Contract Trash Services	4285	528,000	413,044	550,730	104%	0	0%	0	0%	600,000	100%	0	0%	600,000
Total Trash Expense			\$ 528,000	\$ 550,730	\$ 600,000	104%	\$ -		\$ -		\$ 600,000		\$ -		\$ 600,000
Maintenance Expenses															
16	Gasoline	4310	15,000	7,830	10,000	67%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000
17	Vehicle Maintenance	4320	10,000	8,825	11,000	110%	5,160	43%	4,920	41%	1,680	14%	240	2%	12,000
18	Building Security	4330	3,000	1,600	2,500	83%	990	33%	1,020	34%	990	33%	0	0%	3,000
19	Building Maintenance	4340	12,000	5,731	8,000	67%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000
20	Signs & Banners	4350	1,500	0	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500
21	Public Landscaping	4360	4,500	2,620	4,000	89%	0	0%	0	0%	0	0%	4,500	100%	4,500
22	Employee Workplace Safety	4370	5,000	1,252	5,000	100%	2,150	43%	2,050	41%	700	14%	100	2%	5,000
23	Emergency Preparedness	4380	1,500	490	700	47%	0	0%	0	0%	0	0%	1,500	100%	1,500
Total Maintenance Expenses			\$ 52,500	\$ 42,700	\$ 54,500	81%	\$ 19,205		\$ 18,730		\$ 9,925		\$ 6,640		\$ 54,500

Sheet No.	Account	Adopted FY 2019 - 2020	Actual Through 3/31/2020	Projected June 2020	Proposed FY 2020 - 2021	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total				
							\$	%	\$	%	\$	%	\$	%					
Salaries & Benefits																			
24	Regular Salaries	4400	673,000	427,120	630,000	729,600	94%	284,544	39%	291,840	40%	138,624	19%	14,592	2%	729,600			
25	Payroll Taxes	4500	19,000	8,000	16,000	29,000	84%	11,310	39%	11,600	40%	5,510	19%	580	2%	29,000			
26	Group Insurance	4525	119,000	86,805	115,000	128,000	97%	49,920	39%	51,200	40%	24,320	19%	2,560	2%	128,000			
27	Retirement Benefits	4550	68,900	41,580	60,100	74,000	87%	28,860	39%	29,600	40%	14,060	19%	1,480	2%	74,000			
28	Uniforms	4575	3,900	3,101	4,400	4,500	113%	1,935	43%	1,845	41%	630	14%	90	2%	4,500			
29	Workers' Comp Insurance	4600	13,000	5,117	10,920	12,000	84%	4,680	39%	4,800	40%	2,280	19%	240	2%	12,000			
30	Employee Education	4650	18,000	15,647	16,000	22,000	89%	8,580	39%	8,800	40%	4,180	19%	440	2%	22,000			
Total Salaries & Benefits		\$	914,800	\$	852,420	\$	999,100	93%	\$	389,829	\$	399,685	\$	189,604	\$	19,982	\$	999,100	
Administrative Expenses																			
31	Regular Board Payments	5010	9,000	4,450	7,000	9,000	78%	3,510	39%	3,600	40%	1,710	19%	180	2%	9,000			
32	Special Board Meetings	5020	2,350	400	2,000	2,000	85%	780	39%	800	40%	380	19%	40	2%	2,000			
33	Board/ Committee Expenses	5030	1,000	600	1,000	1,000	100%	390	39%	400	40%	190	19%	20	2%	1,000			
34	Board Conferences & Seminars	5040	5,000	355	1,000	5,000	20%	1,950	39%	2,000	40%	950	19%	100	2%	5,000			
35	Travel & Lodging	5050	8,500	6,488	6,488	8,500	76%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500			
36	District Dues & Memberships	5100	22,000	22,040	23,650	24,000	108%	10,262	43%	9,387	39%	4,092	17%	259	1%	24,000			
37	Office Supplies	5210	7,500	6,340	7,500	8,000	100%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000			
38	On-Line Bill Paying	5215	7,000	2,796	5,000	6,000	71%	2,460	41%	2,640	44%	900	15%	0	0%	6,000			
39	Communications	5220	16,000	12,416	15,750	17,000	98%	5,610	33%	5,780	34%	5,610	33%	0	0%	17,000			
40	Printing & Publications	5230	6,000	2,149	5,000	6,000	83%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000			
41	Postage & Shipping	5240	15,000	7,000	11,000	12,000	73%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000			
42	Miscellaneous Office Expense	5250	13,200	9,688	13,700	14,700	104%	5,975	41%	6,364	43%	2,309	16%	52	0%	14,700			
43	Office Utilities	5260	3,800	2,132	3,500	3,800	92%	1,254	33%	1,292	34%	1,254	33%	0	0%	3,800			
44	Office Equipment Maintenance	5290	8,000	5,730	9,000	9,000	113%	2,970	33%	3,060	34%	2,970	33%	0	0%	9,000			
45	Capital Replacement	5295	49,000	3,000	3,000	8,000	6%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000			
46	Insurance	5400	39,000	27,911	37,000	39,000	95%	15,990	41%	17,160	44%	5,850	15%	0	0%	39,000			
47	Legal Services	5510	60,000	20,836	40,000	60,000	67%	36,400	61%	17,600	29%	6,000	10%	0	0%	60,000			
48	Accounting Services	5520	48,000	44,115	49,000	51,000	102%	20,910	41%	22,440	44%	7,650	15%	0	0%	51,000			
49	Computer Services & Subscriptions	5530	19,000	21,549	26,000	52,000	137%	21,320	41%	22,880	44%	7,800	15%	0	0%	52,000			
50	Engineering Services	5540	60,000	32,690	75,000	75,000	125%	30,750	41%	33,000	44%	11,250	15%	0	0%	75,000			
51	Bank & Trustee Fees	5560	4,000	2,500	4,000	4,000	100%	1,640	41%	1,760	44%	600	15%	0	0%	4,000			
52	Other Professional Services	5565	10,000	24,708	30,000	30,000	300%	12,300	41%	13,200	44%	4,500	15%	0	0%	30,000			
53	Legal Notices Publication	5600	3,000	637	1,500	7,000	50%	2,310	33%	2,380	34%	2,310	33%	0	0%	7,000			
54	Public Information & Outreach	5650	14,000	5,231	8,000	14,000	57%	4,620	33%	4,760	34%	4,620	33%	0	0%	14,000			
Total Administrative Expenses		\$	430,350	\$	385,088	\$	466,000	89%	\$	195,936	\$	185,463	\$	83,780	\$	821	\$	466,000	
TOTAL OPERATING EXPENSES		\$	3,914,450	\$	-	\$	3,796,618	\$	4,326,200	\$	1,680,570	\$	1,734,878	\$	883,309	\$	27,443	\$	4,326,200
NET OPERATING INCOME		\$	1,284,550	\$	1,254,600	\$	1,087,800	\$	583,430	\$	665,122	\$	(133,309)	\$	(27,443)	\$	1,087,800		

Sheet No.	Account	Adopted FY 2019 - 2020	Actual Through 3/31/2020	Projected June 2020	Proposed FY 2020 - 2021	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
							\$	%	\$	%	\$	%	\$	%		
OTHER REVENUES																
55	Interest Earnings	6100	38,000	115,965	125,000	90,000	329%	31,500	35%	49,500	55%	9,000	10%	0	0%	90,000
56	Penalty Revenue	6200	25,000	13,916	15,000	25,000	60%	2,500	10%	2,500	10%	2,500	10%	17,500	70%	25,000
57	Secured & Unsecured Taxes	6320	66,000	46,080	65,000	66,000	98%	0	0%	0	0%	0	0%	66,000	100%	66,000
TOTAL OTHER REVENUES			\$ 129,000	\$ 205,000	\$ 181,000	159%	\$ 34,000		\$ 52,000		\$ 11,500		\$ 83,500		\$ 181,000	
DEBT OBLIGATIONS																
58	2012 Water Revenue Bonds	2805	313,000	312,834	312,834	311,000	100%	311,000	100%	0	0%	0	0%	0	0%	311,000
59	2016 Sewer Refunding Bonds	2855	191,000	146,290	186,991	220,000	98%	0	0%	220,000	100%	0	0%	0	0%	220,000
60	CSDA Loan - Smart Meter Project	2700	85,000	85,000	85,000	85,000	99%	41,225	49%	43,775	52%	0	0%	0	0%	85,000
TOTAL DEBT OBLIGATION			\$ 504,000	\$ 499,825	\$ 531,000	99%	\$ 352,225		\$ 263,775		\$ -		\$ -		\$ 616,000	
OTHER BUDGET ITEMS																
61	Allocation of Community Service	N/A	50,000	0	0	50,000	0%	24,250	49%	25,750	52%	0	0%	(50,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 50,000	\$ -	\$ 50,000		\$ 24,250		\$ 25,750		\$ -		\$ (50,000)		\$ -	
AVAILABLE FOR CAPITAL & RESERVES			\$ 859,550	\$ -	\$ 959,775	\$ 687,800		\$ 240,955		\$ 427,597		\$ (121,809)		\$ 106,057	\$ 652,800	
RESERVE CONTRIBUTIONS																
Unrestricted																
	Water						0		0		0		0		0	
	Sewer						0		0		0		0		0	
	Solid Waste						0		0		0		0		0	
	Community Reserves						0		0		0		106,057		106,057	
Total Unrestricted Contributions							\$ -		\$ -		\$ -		\$ 106,057		\$ 106,057	
Board Restricted																
	Water Operations Reserve						0		0		0		0		0	
	Water Rate Stabilization						22,000		0		0		0		22,000	
	Water Capital Reserve						219,000		0		0		0		219,000	
	Sewer Operations Reserve						0		0		0		0		0	
	Sewer Rate Stabilization						0		0		0		0		0	
	Sewer Capital Reserve						0		427,597		0		0		427,597	
	Solid Waste Operations Reserve						0		0		0		0		0	
	Solid Waste Rate Stabilization						0		0		(121,809)		0		(121,809)	
	Solid Waste Capital Reserve						0		0		0		0		0	
Total Board Restricted Contributions							\$ 241,000		\$ 427,597		\$ (121,809)		\$ -		\$ 546,788	
Outside Restricted																
	Water						0		0		0		0		0	
	Sewer						0		0		0		0		0	
	Solid Waste						0		0		0		0		0	
Total Outside Restricted Contributions							\$ -		\$ -		\$ -		\$ -		\$ -	
AVAILABLE AFTER RESERVE CONTRIBUTIONS							\$0		\$0		\$0		\$0		\$0	

FY 2020 - 2021 CAPITAL IMPROVEMENT PROGRAM

Line	Project No.	Capital Project	Water	Sewer	Expended	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	5-Year Total
1	CI 101	Water Line Easement Evaluation	100%		\$0	\$20,000	\$40,000	\$0	\$0	\$0	\$60,000
2	CI 102	AMI Installation on Well	100%		\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
3	CI 103	PHWA Improvements	100%		\$0	\$64,740	\$116,700	\$117,810	\$55,650	\$32,250	\$387,150
4	CI 105	Water Distribution Improvements	100%		\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
5	CI 201	I&I Reduction - Main & Manhole Improvements		100%	\$59,309	\$481,000	\$0	\$30,000	\$266,000	\$0	\$836,309
6	CI 202	Sewer Lift Station and Pump Station Rehabilitation		100%	\$35,000	\$190,000	\$100,000	\$320,000	\$100,000	\$0	\$745,000
7	CI 205	Hydrogen Sulfide Reduction		100%	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
8	CI 206	Oxnard Wastewater Plant Improvements		100%	\$0	\$200,000	\$200,000	\$300,000	\$600,000	\$0	\$1,300,000
9	CI 208	Wastewater Flow Meter Insallation		100%	\$9,000	\$10,000	\$0	\$0	\$0	\$0	\$19,000
10	CI 402	Yard and Building Improvements	50%	50%	\$40,000	\$100,000	\$1,450,000	\$0	\$0	\$0	\$1,590,000
11	CI 403	Asset Management Software Program	50%	50%	\$0	\$31,000	\$0	\$0	\$0	\$0	\$31,000
12	CI 501	Air Compressor	50%	50%	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
13	CI 502	Changeable Message Sign	50%	50%	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
14	CI 503	Vehicle Replacement - 2001 Crane Truck	50%	50%	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
15	MI 104	Water Emergency Response Plan	100%		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
16	MI 105	Water & Sewer Master Plan	50%	50%	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
17	MI 204	CCTV Video Inspection Program		100%	\$0	\$0	\$0	\$0	\$85,000	\$0	\$85,000
18	MI 209	Sewer System Management Plan		100%	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
19	MI 404	Water & Sewer Rate Study	50%	50%	\$5,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Water					\$40,000	\$342,240	\$931,700	\$167,810	\$105,650	\$82,250	\$1,629,650
Sewer					\$143,309	\$1,076,500	\$1,125,000	\$650,000	\$1,051,000	\$0	\$3,902,500
Trash					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total					\$183,309	\$1,418,740	\$2,056,700	\$817,810	\$1,156,650	\$82,250	\$5,532,150

Water Enterprise

FY 2021

Beginning Capital Reserve Balance	\$3,582,268
Contributions for FY 2020 - 2021:	\$219,000
Planned Capital Expenditures	-\$342,240
Ending Capital Reserve Balance	\$3,459,028

Minimum Capital Reserve Balance \$1,013,249

Sewer Enterprise

FY 2021

Beginning Capital Reserve Balance	\$3,065,579
Contributions for FY 2020 - 2021:	\$427,597
Planned Capital Expenditures	-\$1,076,500
Ending Capital Reserve Balance	\$2,416,676

Minimum Capital Reserve Balance \$1,048,640



Board of Directors:

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

PETER MARTINEZ
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

Regular Board Meeting, May 12, 2020

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: First Reading of Rate Ordinance 93
Item No. E-2

RECOMMENDATION:

1. Perform first reading of Ordinance 93, in title only & set Public Hearing date on June 9, 2020 at 6 P.M.

FINANCIAL IMPACT: Financial impacts are available in the Proposition 218, 5-year notice approved by the Board on August 9, 2016. No changes have been made.

BACKGROUND/DISCUSSION:

Subject 1: First Reading of Ordinance 93: AN ORDINANCE AMENDING RATES, FEES AND REGULATIONS RELATED TO THE PROVISION OF WATER, SEWER, AND REFUSE COLLECTION SERVICES WITHIN THE SERVICE AREA OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

ATTACHMENTS:

1. Ordinance 93 – District Rates and Regulations
2. Exhibit 2 – Cross Reference Chart of Current District Ordinances Establishing Rates for District Services to the Proposed Rates and Regulations

Ordinance 93

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT RATES AND REGULATIONS FOR WATER, SEWER, AND REFUSE COLLECTION SERVICES

[Adopted on [DATE]]
Effective as of July 15, 2020

Article I. Definitions

Section 1.1 Unless the provision or context otherwise requires, the following definitions shall govern the construction of the District's Rate and Regulations:

- (a) "Accessory Dwelling Unit" or "ADU" shall mean an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
- (b) "Billing Period" shall mean the following:
 - (i) The period during which service is provided and for which the customer is billed.
 - (ii) For water service, billing period means the period of time between meter readings for which a customer is billed.
 - (iii) All billing periods occur 12 times per calendar year and frequency of bills shall be one month (monthly).
- (c) "Board of Directors" shall mean the elected Board of Directors which is the governing body of the Channel Islands Beach Community Services District.
- (d) "Charge" or "Rate" shall mean the amount of money to be paid by the person liable to the District for water service, sewer service, or refuse collection service.
- (e) "Construction Site" shall mean real property undergoing construction or substantial repairs and/or reconstruction.
- (f) "Commercial Property" shall mean a site, building, or real property used for the exchange or buying and selling of material goods or services, including, but not limited to, offices, restaurants, and hotels or motels.
- (g) "Customer" or "Consumer" or "Constituent" means any person liable for a water service and/or sewer service connection and/or refuse collection services.
- (h) "Date of Demolition" or "Demolition" shall mean the sign-off date of an approved demolition permit from the County of Ventura.

- (i) “District” shall mean the Channel Islands Beach Community Services District and all territory now or hereafter included within the boundaries of the District.
- (j) “Employee” shall mean all persons engaged in the operation or conduct of any water, wastewater, garbage, trash or refuse contractor business
- (k) “Equivalent Residential Unit” or “ERU” shall mean:
 - (i) One (1) freestanding single-family residence; or
 - (ii) Any dwelling unit, attached or detached, designed to be an independent dwelling unit; or
 - (iii) Any independent dwelling unit that is part of an apartment complex, condominium development, mobile home, or duplex.
- (l) “Fire Line” shall include a fire sprinkler system and/or a UL fire water meter and manifold installed in a residential dwelling unit.
- (m) “General Manager” or “Manager” shall mean the General Manager of the Channel Islands Beach Community Services District or his/her assigned designee(s). The General Manager shall be appointed by the Board and shall be responsible for the daily oversight and management of operations performed by the District.
- (n) “Governmental Property” or “Public Entity Property” shall mean any site, structure, building, real property, or works which is owned or occupied by a public entity, including, but not limited to:
 - (i) Property owned and/or occupied by the Hueneme School District; and
 - (ii) Property owned and/or occupied by the County of Ventura.
- (o) “HCF” shall mean Hundred Cubic Feet of water. HCF is a standard unit of measurement for water consumption. One (1) HCF equals 748 gallons of water.
- (p) “Industrial Property” shall mean any site, structure, building, real property, or works which is, or which is designed to be, used for the manufacture, processing, or distribution of material, equipment, supplies, food, or commodities of any description or which used or designed to be used as a sanitarium, hospital, penal institution or charitable institution; together with all appurtenances thereto and the surrounding premises under the same ownership or control.
- (q) “Multi-Unit Residential Property” shall mean a residential property containing two (2) or more residential dwelling units including, but not limited to, a duplex with two (2) dwelling units, a triplex with three (3) dwelling units, and an apartment complex or other multi-tenant building containing four (4) or more dwelling units
- (r) “Nuisance” shall mean anything which is injurious to health, including, but not limited to, anything that is indecent or offensive to the senses, an obstruction to the free use of property, so as to interfere with the comfortable enjoyment

of life or property, or unlawfully obstructs the free passage or use, in the customary manner, of any public park, sidewalk, street, or highway.

- (s) “Occupant” shall mean every resident or possessor of improved real property within the District, including, but not limited to, residential property, commercial property, industrial property, and/or governmental property.
- (t) “Owner” shall mean the person holding title to real property within the District.
- (u) “Person” means an individual, firm, company, partnership, corporation, society, entity, municipality, quasi-municipality, or any commercial association or venture, however defined.
- (v) “Real Property,” “Property” or “Properties” shall mean all real property in the District, residential, commercial, governmental, and/or industrial, vacant or otherwise.
- (w) “Refuse Collection” shall mean the collection, disposal, and transport of solid waste and recyclable materials from properties within the District by the District or the District’s contractor.
- (x) “Residential Dwelling Unit” or “Dwelling Unit” shall mean an independent residential living space, with kitchen facilities, designed for use by one (1) or more persons. For purposes of this definition, a residential dwelling unit includes, without limitation, a single-family dwelling, one-half (1/2) of a duplex, and an apartment within a multi-unit residential building.
- (y) “Residential Property” shall mean any site, structure, building, or real property used for residential purposes and containing at least one (1) dwelling unit.
- (z) “Service” shall mean the furnishing of water, sewer, and/or refuse collection by the District.
- (aa) “Single-Unit Residential Property” shall mean a residential property containing no more than one (1) dwelling unit and one (1) ADU.
- (bb) “Street” shall mean any public or private street or right of way.

Article II. General Provisions

Section 2.1 *Title.* This document shall be known as the “Rate and Regulations for District Services” of the Channel Islands Beach Community Services District.

Section 2.2 *Applicability.* Except as otherwise provided herein, these rates and regulations apply to all properties, and the owners and/or occupants of such properties, within the District’s service area that receive any of services the District is authorized to provide pursuant to Government Code Section 61100. Unless otherwise approved by the Board of Directors, all services shall be made in accordance with these rates and regulations.

Section 2.3 *Eligibility for District Services.*

- (a) All real property within the District shall be eligible to receive water, sewage, and refuse collection services by the District or the District’s Contractor on the

condition that the real property is on the current property tax roll for the County of Ventura.

- (b) Provision of services may be subject to proof of legal occupancy and compliance with all terms and conditions of this Article, including timely payment of all service rates and charges.

Section 2.4 *Amendments.* Notwithstanding applicable provisions of state law, these rates and regulations may be amended by resolution or ordinance at any regular or special meeting of the Board of Directors.

Section 2.5 *Rate Setting.* Pursuant to Government Code Section 61115, the Board of Directors may, by resolution or ordinance, establish rates and other charges to cover the cost of providing any of the services the District is authorized to provide.

Section 2.6 *Billing.*

- (a) The District shall levy and collect the service rates and charges for all properties within the District receiving water service, sewer service, and refuse collection service from the District or the District's Contractor. All charges shall be billed by the District.
- (b) To the extent practicable, all such charges for District services shall be billed by the District in conjunction with its billings for all water, sewer, and refuse collection services.
- (c) Charges for a portion of a month shall be appropriately prorated.
- (d) The owner or occupant of the property receiving service shall make payment of the amount owed within twenty-one (21) days of the District's mailing of the billing statement.
- (e) *Late Fee.* In the event of past due payment of a billing statement, an owner or occupant shall be assessed a late fee of (10%) in accordance with the procedures established by the Board of Directors.
- (f) *Nonpayment.* Except as provided in Article III of these Rates and Regulations, in the event of nonpayment of a billing statement for service, the District may initiate proceedings to discontinue refuse service to the affected property or exercise any remedies available to the District pursuant to Government Code Section 61115.
- (g) *Returned Checks.*
 - (i) Upon receipt of a returned check taken as payment on a delinquent account, the District may deem the account unpaid and the account will remain delinquent. The District shall make a reasonable, good-faith effort to notify the customer by phone or email of the returned check.
 - (ii) If the account is more than 60 days delinquent at the time the District received a returned check, a Door Hanger Notice for discontinuation of service shall be placed at the service address notifying the customer that service will be discontinued in seven (7) business days.

- (iii) Services may be disconnected if the amount of the returned check and the returned check charge are not paid on or before the date specified in the Door Hanger Notice.
- (iv) Any customer issuing a returned check as payment to restore service turned off for non-payment may be required to pay cash, credit card or certified funds to restore future service disconnections for a period of 12 months from the date of the returned payment.
- (h) *Returned Checks for Previously Disconnected Service.* In the event a customer tenders a returned check as payment to restore water service previously disconnected for non-payment and the District restores service, the District may promptly disconnect service without providing further notice. No 48-hour notice of termination shall be given in the case of a returned check tendered for payment of water charges that were subject to discontinuance.
- (i) *Multiple Returned Checks.* After three returned checks on a single customer account, all amounts paid must be in money orders, cashier's check, or cash.

Section 2.7 *Disputes and Appeals.* If a customer wishes to dispute a charge on a bill, the customer has the right to appeal as follows:

- (a) *Appeal to Office Manager.* The appeal must be in writing, legible, and received by the Office Manager within 15 calendar days of the date the bill the customer seeks to appeal was issued to the customer. The appeal shall include:
 - (i) The basis for the appeal; and
 - (ii) Evidence supporting the basis for the appeal; and
 - (iii) A suggestion for the resolution of the dispute, if any.
- (b) Upon receipt, the Office Manager shall notify the customer of confirmation of receipt of the appeal and, within fifteen (15) calendar days the Office Manager shall provide the customer an independent determination of the disputed bill, provided to the customer in writing.
- (c) *Appeal of Office Manager's Determination.* The Office Manager's determination may be appealed to the General Manager within fifteen (15) calendar days of the mailing date of the Office Manager's determination. The appeal of the Office Manager's determination shall be heard and considered by the General Manager within 30 calendar days from the General Manager's receipt of an appeal, but no public hearing is required. The General Manager shall provide the applicant notice of the time and place for the appeal hearing. The General Manager may, in his or her discretion, affirm, reverse, or modify the determination accordingly. The General Manager's decision shall be final.
- (d) *Pending Appeals.* The District may not disconnect a customer's residential water service while the customer has an appeal pending.

Section 2.8 *Severability.* In the event any section, clause, or portion of these rates and regulations is found to be invalid, the validity of the remaining sections of the rates and regulations shall not be affected.

Section 2.9 *Liability*. Nothing contained herein shall be deemed to constitute the assumption of any duty by the District not otherwise required of it by law.

Article III. Water Service Fees and Charges

Section 3.1 *Definitions*. For purposes of this Article, the following definitions shall apply:

- (a) “Commercial” shall include the following:
 - (i) any use that is not solely comprised of residential dwelling units including those where dwelling units and commercial uses are serviced by a single (1) metered water connection; and
 - (ii) hotels or motels.
- (b) “Harbor Customers” shall mean those customers who are served water through a connection subject to the terms of the 1996 Water Service Agreement between the County of Ventura and the District. This includes those areas within the lands and water ways owned and operated by the Channel Islands Harbor Department.
- (c) “Industrial” shall include any use that is not solely comprised of residential dwelling units including those where dwelling units and industrial uses are serviced by a single (1) metered water connection.
- (d) “Multi-Family Residential” shall include the following:
 - (i) Single-family residences with two (2) or more ADUs;
 - (ii) Residential multiplexes with three (3) or more dwelling units serviced through a single (1) metered water connection; and
 - (iii) “Multi-Family Residential” shall not include any connection that services both a dwelling unit and another non-residential use simultaneously.
- (e) “Non-Harbor Customers” shall mean those customers who are served water through a connection *not* subject to the terms of the 1996 Water Service Agreement between the County of Ventura and the District. This includes the residential subdivisions commonly referred to as Hollywood Beach, Hollywood by the Sea, and Silver Stand.
- (f) “Single-Family Residential” shall include the following:
 - (i) Single-family residences;
 - (ii) Single-family residences with one (1) ADU; and
 - (iii) Residential duplexes serviced through a single (1) metered water connection
- (g) “Water System” shall mean the District infrastructure, facilities, and water rights that provide water service, including without limitation water treatment facilities, transmission lines, storage tanks, pumping stations, and production wells.

Section 3.2 *Intent.* Pursuant to the statutory authority provided in Government Code Sections 61060 and 61100(a), it is the declared intent of the District to provide water service to its constituents for any beneficial use.

Section 3.3 *Base Charges.*

- (a) A fixed monthly service charge for water service is based upon the size and location of the water meter and are as follows for all water meters within the District's service area that are connected to the District's water system:
 - (i) For Non-Harbor Customers
 - 1) ¾" meter: \$38.63/month
 - 2) 1" meter: \$60.80/month
 - 3) 1 ½" meter: \$116.23/month
 - 4) 2" meter: \$182.74/month
 - 5) 3" meter: \$393.38/month
 - 6) 4" meter: \$703.78/month
 - (ii) For Harbor Customers
 - 1) ¾" meter: \$53.19/month
 - 2) 1" meter: \$85.07/month
 - 3) 1 ½" meter: \$164.77/month
 - 4) 2" meter: \$260.41/month
 - 5) 3" meter: \$563.28/month
 - 6) 4" meter: \$1,009.60/month
- (b) All customers with a water meter connected to the District's water system shall be liable for the applicable fixed monthly service charge as long as water service is immediately available to the customer.

Section 3.4 *Non-Harbor Residential Tiered Usage Rates.*

- (a) In addition to the fixed monthly base charge, the following tiered usage rates apply to the water delivered through the District's water system to Non-Harbor Residential customers.:
 - (i) For Non-Harbor, Single-Family Residential Customers
 - 1) Tier 1: \$4.02/HCF for 0-5 HCF
 - 2) Tier 2: \$4.66/HCF for 6-8 HCF
 - 3) Tier 3: \$6.47/HCF for each HCF beyond 8 HCF
 - (ii) For Non-Harbor, Multi-Family Residential Customers
 - 1) Tier 1: \$4.02/HCF for 0-4 HCF
 - 2) Tier 2: \$4.66/HCF for 5-6 HCF

- 3) Tier 3: \$6.47/HCF for each HCF beyond 6 HCF
- (b) HCF for tiered rates shall be based on the meter reading for the connection as recorded at the end of each billing period

Section 3.5 *Metered Rates.* In addition to the fixed monthly service charge, all Harbor Residential, Commercial, Governmental, and Industrial properties within the District with a water meter connected to the District's water system shall be subject to the following variable rates:

- (a) Non-Harbor: \$4.52/HCF
- (b) Harbor: \$5.28/HCF

Section 3.6 *Construction Sites.*

- (a) In addition to the fixed monthly service charge, all Construction Sites with a water meter connected to the District's water system shall be subject to the metered variable rates in Section 3.5 of this Article.
- (b) Notwithstanding the variable rates in paragraph (a), if a Construction Site requires a Fire Hydrant and a Fire Hydrant Meter, an additional fixed monthly Fire Hydrant Construction Meter charge of \$50.00 shall apply. Following the first full billing cycle, the \$50.00/month charge shall be prorated to reflect the actual number of days of service.

Section 3.7 *Connection Charges.*

- (a) *Capacity Connection Charge.* Except for connection charges subject to the 1996 Water Service Agreement, any new development within the District's service area requiring a metered service connection to the District's water system shall be subject to a capacity-based connection fee as follows:
 - (i) ¾" connection: \$6,064.00 (based on equivalency factor:1)
 - (ii) 1" connection: \$12,128.00 (based on equivalency factor: 2)
 - (iii) 1 ½" connection: \$24,252.00 (based on equivalency factor: 4)
 - (iv) 2" connection: \$43,909.00 (based on equivalency factor:7)
 - (v) 3" connection: \$90,946.00 (based on equivalency factor:15)
 - (vi) 4" connection: \$181,893.00 (based on equivalency factor: 30)
 - (vii) 6" connection: \$363,786.00 (based on equivalency factor: 60)
- (b) *Connection Charge for Delayed Construction on Vacant Parcels.*
 - (i) If a capacity connection charge has been paid for a vacant and unconnected parcel within the District within five (5) years of the date a request for a connection is received, the connection shall not be subject to an applicable connection charge.
 - (ii) If a capacity connection charge has been paid for a vacant and unconnected parcel within the District more than five (5) but less than ten (10) years of the date a request for a connection is received, the connection

- shall be subject to payment of fifty percent (50%) of the applicable connection charge.
- (iii) If a capacity connection charge has been paid for a vacant and unconnected parcel within the District over ten (10) years of the date a request for a connection is received, the connection shall be subject to full payment of the applicable connection charge.
- (c) *Connection Charge for Demolished and Replaced Structures.*
- (i) Any structure within the District that is constructed to replace a demolished structure shall not be subject to the applicable connection charge if:
 - 1) The demolished structure was properly connected to the District's water service system as evidenced by past payment of an applicable connection charge; and
 - 2) The replacement structure is constructed within five (5) years from the date of demolition.
 - 3) The property owners bear the burden of proof.
 - (ii) If a replacement structure is constructed more than (5) years but less than ten (10) years after the date of demolition, the connection shall be subject to payment of fifty percent (50%) of the applicable connection charge.
 - (iii) If a replacement structure is constructed more than ten (10) years after the date of demolition, the connection shall be subject to full payment of the applicable connection charge.
- (d) *Incremental Connection Charges.* Notwithstanding any other part of this Article, if any replacement structure requires a larger sized water meter, the property owner shall pay the difference between the applicable connection charges.
- (e) *Connection Charges for ADUs.*
- (i) Pursuant to Government Code Section 65852.2(f)(4), the District shall not assess a connection charge for water service to an ADU that meets the description of Government Code Section 65852.2(e)(1)(A).
 - (ii) The District may assess connection charges for all ADUs that do not meet the description of Government Code Section 65852.2(e)(1)(A).
- (f) *Will Serve Letters.* A "Water Will Serve Letter" or "Water Availability Letter" shall be issued for sewer service upon request, but all applicable connection charges shall be paid in full before the construction and installation of a District water meter.

Section 3.8 *Relocation or Abandonment of Metered Service.*

- (a) Charges for all meter relocation services shall be billed at the District's actual cost to remove and relocate the meter, including, but not limited the costs of ordering, shipping, and handling all materials, all other costs incurred related

to and/or in connection with the removal and relocation of the meter, plus an additional 15% administration fee.

- (b) The General Manager shall provide a cost estimate for relocation or abandonment upon request of a District customer.

Section 3.9 *Fire Lines*

- (a) *Fire Line Service Charge.* In addition to fixed monthly service charge, there shall be a fixed monthly service charge for fire line protection services for fire lines connected to the District's water system. The fixed monthly service charge for fire lines are based on the size of the connection:

- (i) ¾" connection: \$6.57/month

- (ii) 1" connection: \$9.91/month

- (b) *Dedicated Fire Protection Line.* If the connection to the District's water system is dedicated solely for fire protection, the fixed monthly rate for the fire line shall be based on the diameter of the connection as follows:

- (i) 1" connection: \$6.44/month

- (ii) 2" connection: \$12.04/month

- (iii) 3" connection: \$24.75/month

- (iv) 4" connection: \$46.69/month

- (v) 6" connection: \$125.40/month

- (vi) 8" connection: \$261.15/month

- (c) *Capacity Connection Charge for Dedicated Fire Protection Lines.* Any new development within the District's service area requiring a metered service connection to the District's water system for a connection dedicated solely to fire protection shall be subject to a capacity-based connection fee as follows:

- (i) ¾" connection: \$800.00

- (ii) 1" connection: \$1,212.00

- (iii) 2" connection: \$1,842.00

- (iv) 3" connection: \$2,818.00

- (v) 4" connection: \$3,860.00

- (vi) 6" connection: \$5,712.00

- (d) *Cost of Installation for Dedicated Fire Protection Line.* In addition to the connection fee described in paragraph (c), applicants seeking to install a connection for a dedicated fire protection line shall be billed at the District's actual cost to install the connection, including, but not limited to, the costs of ordering, shipping, and handling all materials, and all other costs incurred related to and/or in connection to the installation of the meter, plus an additional 15% administration fee. The General Manager shall provide a cost estimate for the installation upon request.

- (e) *Ventura County Fire Protection District Ordinance 31*. Ordinance 31 requires new and/or remodeled homes to install fire sprinklers under certain specified conditions. All water service modifications required for fire sprinkler installations required under Ordinance 31 shall be billed at the District's actual cost to modify the connection, including, but not limited to, the costs of ordering, shipping, and handling all materials, and all other costs incurred related to and/or in connection to the modification, plus an additional 15% administration fee. The General Manager shall provide a cost estimate for the installation upon request.

Section 3.10 *Delinquent Accounts*.

- (a) Delinquent accounts are hereafter identified as any account that remains unpaid (and without having made payment arrangements or established an alternative payment schedule) by close of business 21 days after issuance of the water bill. The following rules apply to the collection of delinquent accounts.
 - (i) *Small Balance Accounts*. Any balance on a bill of \$15 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action. Failure to pay an amount of \$15 or less will not render an account "delinquent."
 - (ii) *Late Fees*. If payment for a bill of more than \$15 is not received by close of business on the 21st day after the bill is issued, a late fee of 10% of the amount past due will be assessed onto the customer's account. The due date and late fee will be displayed prominently on the customer's subsequent service bill and appear on the Late Notice.
 - (iii) *Waiver of Late Fees*. At the request of the customer, the District may waive a late fee if there are extenuating circumstances and the customer has not been assessed a late fee for delinquent payment in the preceding 12 months. The District shall only waive one late fee in a 12-month period.
- (b) *Notice for Delinquent Accounts*.
 - (i) *Late Notice for Delinquent Accounts*. The District shall provide the customer a "Late Notice" informing the customer that the account remains past due and is now deemed delinquent. The Late Notice shall also inform the customer that termination of service will be forthcoming if the bill remains delinquent for more than 60 days. A Late Notice shall be sent as soon as the customer's account is deemed delinquent. The Late Notice shall include all the following:
 - 1) Customer's name and address;
 - 2) Amount that is past due;
 - 3) Date by which payment arrangements are required to avoid discontinuation of service;
 - 4) Description of the process to apply for an amortization plan;

- 5) Description of the process to dispute or appeal the bill and past due amount; and
 - 6) The District's phone number and a web link to the District's discontinuation of residential service policy.
- (ii) *When Service Address is Different than Customer's Billing Address.* If the customer's billing address for residential service is different than the service address, the District shall also send a Late Notice to the service address, addressed to "Occupant" or name of the occupants if known to the District.
 - (iii) *When a Late Notice is Returned to District.* The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer. If the written notice is returned through mail, the District will make a reasonable, good faith effort to notify the customer by placing the Late Notice in a conspicuous place on the residential property.
 - (iv) *Residential Service for Tenants with Delinquent Landlords.*
 - 1) For purposes of this subparagraph "residential service" includes water service to all single-family residential properties and multi-family residential properties in the District's service area.
 - 2) If the "Occupant" of the service address is a tenant, and the customer of record is the tenant's landlord, the tenant may opt to become the customer of record to whom service will then be billed. However, the tenant may only become the customer of record if the landlord's account for the service address has been deemed delinquent.
 - 3) The tenant must agree to the terms and conditions of service and meet the requirements of service. The District may request proof of prompt payment of rent or other credit obligation that the District deems acceptable.
 - 4) If the tenant becomes the customer of record, the tenant is not required to pay any amount which may be due on the landlord's account for the service address. However, the landlord is still liable for their past due amount and will be required to pay the amount past due in order to remain in good standing with the District.
- (c) *Alternative Payment Arrangements for Delinquent Accounts.* Any customer who is unable to pay for water service within the normal payment period may request an alternative payment arrangement to avoid late fees or disruption of service. The District may consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.
- (i) *Amortization Plan.* Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. An amortization plan will amortize the unpaid balance over a period defined by the customer, not to exceed 12 months

from the original date of the bill. The amortized payments will be combined with, and subject to the due date of, the customer's regular bill. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan.

(ii) *Alternative Payments When Discontinuation Poses Serious Health & Safety Risk.* Residential service shall not be discontinued, and the customer shall be offered an alternative payment arrangement if *all* the following conditions (1,2, and 3) are met:

- 1) The customer provides certification by a Primary Care Provider (General Practitioner, Obstetrician/Gynecologist, Pediatrician, Family Practice Physician, Primary Care Clinic, Hospital, or Outpatient Clinic) who certifies that the termination will be life-threatening or pose a serious threat to the health and safety of any resident of the premises where water is provided will obligate the District to enter an amortized repayment plan.;
- 2) The customer demonstrates that he or she is financially unable to pay for residential service within the normal billing cycle. The customer is deemed financially unable to pay for service if:
 - a) Any member of the customer's household is a recipient of:
 - i) CalWORKs;
 - ii) Cal Fresh;
 - iii) General Assistance;
 - iv) Medi-Cal;
 - v) Supplemental Security Income/State Supplementary Payment Program; or
 - vi) California Special Supplemental Nutrition Program for Woman, Infants, and Children. Or,
 - b) The customer declares that the household annual income is less than 200 percent of the federal poverty level.
- 3) The customer is willing to enter into an amortization agreement, the alternative payment schedule, or a plan for a deferred or reduced payment.

(iii) *Default on Alternative Payment Arrangements.*

- 1) Failure to comply with the terms of an alternative payment or amortization plan within a billing cycle shall deem the account delinquent and result in the issuance of a Late Notice, pursuant to Section 3.11(b)(1).

- 2) Failure to comply with the terms of an alternative payment or amortization plan for more than 60 days may result in the issuance of a Door Hanger Notice, pursuant to Section 3.12.

Section 3.11 *Discontinuation of Service for Nonpayment.*

- (a) *Written Notice of Discontinuation of Service.* The District shall not discontinue water service for non-payment until payment by the customer has been delinquent for more than 60 days. The District shall contact the customer in writing, in the form of a door hanger tag (“Door Hanger Notice”) at least seven (7) business days before the discontinuation of water service for non-payment.
- (b) *Door Hanger Notice Fee.* When a Door Hanger Notice is delivered, an additional \$15.00 fee is applied to the customer’s account balance. All applicable fees must be paid in order to avoid service disconnection and/or restore those services in the event they are disconnected.
- (c) *Disconnection Deadline.* All delinquent water service charges and associated fees must be received by the District by 4:30 p.m. on the day specified in the Late Notice, pursuant to Section 3.11(b)(1).
- (d) The District may disconnect water service by turning off, and in some cases locking off, the meter. Before service is disconnected, the customer shall be notified by a Door Hanger Notice at least 7 business days prior to termination of service, as provided in paragraph (a) of this section.
- (e) *Re-Establishment Notice.* At the time service is discontinued and terminated to the customer, the District shall place a “Reestablishment Notice” in a conspicuous place at the service address. The Reestablishment Notice shall provide the customer information on how to restore residential service.
- (f) *Reporting of Discontinuations of Residential Service.* The District shall report the number of annual discontinuations of residential service for inability to pay on the District’s website, pursuant to Health & Safety Code Section 116918.

Section 3.12 *Reestablishment of Water Service.*

- (a) In order to resume or continue service that has been disconnected for non-payment, the customer must pay a re-establishment fee. The District shall endeavor to reconnect service as soon as practicable but, at a minimum, shall restore service before the end of the next regular working day following payment of any past due amount and delinquent fees attributable to the termination of service. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer.
- (b) *Re-establishment of Service During Business Hours.* If District water service has been disconnected, an additional re-establishment fee of \$50.00 and all outstanding balances shall be paid prior to service being restored.
- (c) *Re-establishment of Service After Business Hours.* Service restored after 5:00 p.m. Monday through Friday, weekends, or holidays shall be charged an after-

hours re-establishment fee. Service may not be restored after regular business hours unless the customer has been informed of the after-hours re-establishment fee and has signed an agreement acknowledging the fee and agreeing to contact the District office no later than noon the following business day to pay the subject fee. If the customer requests re-establishment of water service outside of regular business hours, the fee to restore service shall be \$105.00, instead of the \$50.00 fee listed above, plus all other outstanding balances on the account.

Article IV. Sewer Service Fees and Charges

Section 4.1 *Definitions.* For purposes of this Article, the following definitions shall apply:

- (a) “District Wastewater Collection System” shall mean the District’s sewer facilities, including, but not limited to, sewer mains, treatment plants, interceptors, lift stations, outfalls, and other sewer facilities, owned and/or controlled by the District.
- (b) “Single-Family Residential” shall mean one (1) Single-Family residence with one (1) ADU.
- (c) “Multi-Family Residential” shall mean any residential structure comprised of more than one (1) dwelling unit, including single-family residences with more than (1) ADU.
- (d) “Sewer Service Only” shall mean those facilities known as the “Hollywood Beach Mobile Home Park” and the “Harbor Walk Condominiums.”
- (e) “Commercial I – Low” shall mean any premises used for general office functions, retail, and./or enterprise where it can be reasonably expected that the strength of sewerage generated and discharged will be generally low in TSS and BOD.
- (f) “Commercial III – High” shall mean any premises used for the purpose of food production, restaurant service, and/or where the sewerage generated and discharged can be reasonably expected to produce high volumes of flow, high TSS and high BOD.
- (g) “School” shall mean any premises owned and operated by the Port Hueneme School District.
- (h) “Return to Sewer” or “RTS” shall mean the amount of wastewater that flows through the District Wastewater Collection System. Because of technical limitations on accurately measuring the flows of sewage from individual connections, RTS is calculated based on industry-standard ratios that are a function of type of use and amount of water delivered. The RTS factor for Single-Family Residential and Multi-Family Residential is based on annualized FY 2015 winter usage.
- (i) “Lateral” shall mean those portions of sewer line necessary to connect any property to the District Wastewater Collection System including those portions

in the public right of way up to and including the “Wye” connection to the District sewer main and those sections extending onto private property.

Section 4.2 *Intent.* Pursuant to the statutory authority provided in Government Code Sections 61060 and 61100(b), it is the declared intent of the District to provide its constituents sewage and wastewater service, including the collection, treatment, and disposal of sewage and wastewater, for the welfare and public health and safety of the community, to prevent the introduction of pollutants not customarily found or that are incompatible with the District’s Waste Water Collection System, to protect District personnel who may be affected by wastewater and sludge in the course of their employment, and enable sufficient control authority to the District in order to comply with local, state, and federal wastewater regulation.

Section 4.3 *Base Charges.*

- (a) A fixed monthly service charge for sewer service is based upon the type of connection and are as follows for all properties within the District’s service area that are connected to the District’s Wastewater Collection System:
 - (i) Single-Family Residential: \$27.99 per month per connection
 - (ii) Multi-Family Residential: \$22.38 per month per connection
 - (iii) Sewer Service Only: \$22.38 per month per connection
 - (iv) School: \$165.37 per month per connection
 - (v) Commercial I – Low: \$26.34 per month per connection
 - (vi) Commercial II – High: \$66.39 per month per connection
- (b) All customers with an active sewer service connection to the District’s Wastewater Collection System shall be liable for the applicable fixed monthly service charge as long as sewer service is immediately available to the customer.

Section 4.4 *Variable Rates.* In addition to the fixed monthly base charge, the following variable rates are based on metered water consumption and listed RTS and apply for sewer service to all properties within the District’s service area that are connected to the District’s Wastewater Collection System as follows:

- (a) Single-Family Residential: \$6.60 per HCF per month for each metered connection calculated at 93% RTS
- (b) Multi-Family Residential: \$6.60 per HCF per month for each metered connection calculated at 94% RTS
- (c) Sewer Service: \$6.60 per HCF per month for each metered connection calculated at 94% RTS
- (d) School: \$6.30 per HCF per month for each metered connection calculated at 100% RTS
- (e) Commercial I – Low: \$6.38 per HCF per month for each metered connection calculated at 100% RTS

- (f) Commercial III – High: \$7.92 per HCF per month for each metered connection calculated at 100% RTS

Section 4.5 *Sewer Connection Charges.*

- (a) Each residential/commercial unit served by a 4-inch (4”) or smaller lateral connected directly to the District Wastewater Collection System shall be assessed a Sewer Connection fee of \$8,656.00.
- (b) It is the sole responsibility of the parcel owner to install and maintain the sewer lateral connecting the subject property to the District Wastewater Collection System.
- (c) *Connection Charge for Delayed Construction on Vacant Parcels.*
 - (i) If a sewer connection charge has been paid for a vacant and unconnected parcel within the District within five (5) years of the date a request for a connection is received, the connection shall not be subject to an applicable sewer connection charge.
 - (ii) If a sewer connection charge has been paid for a vacant and unconnected parcel within the District more than five (5) but less than ten (10) years of the date a request for a connection is received, the connection shall be subject to payment of fifty percent (50%) of the applicable sewer connection charge.
 - (iii) If a sewer connection charge has been paid for a vacant and unconnected parcel within the District over ten (10) years of the date a request for a connection is received, the connection shall be subject to full payment of the applicable sewer connection charge.
- (d) *Connection Charges for Demolished and Replaced Structures.*
 - (i) Any structure within the District that is constructed to replace a demolished structure shall not be subject to the applicable sewer connection charge if:
 - 1) The demolished structure was properly connected to the District’s water service system as evidenced by past payment of an applicable connection charge; and
 - 2) The replacement structure is constructed within five (5) years from the date of demolition.
 - 3) The property owners bear the burden of proof.
 - (ii) If a replacement structure is constructed more than (5) years but less than ten (10) years after the date of demolition, the connection shall be subject to payment of fifty percent (50%) of the applicable connection charge.
 - (iii) If a replacement structure is constructed more than ten (10) years after the date of demolition, the connection shall be subject to full payment of the applicable connection charge.

- (e) *Incremental Sewer Connection Charge.* Notwithstanding any other part of this Article, if any replacement structure requires a larger sized water meter or sewer connection, the property owner shall pay the difference between the applicable connection charges. Water service charges, including water connection charges and meter modifications are provided in Article 3.
- (f) *Connection Charges for ADUs.*
 - (i) Pursuant to Government Code Section 65852.2(f)(4), the District shall not assess a connection charge to connect an ADU that meets the description of Government Code Section 65852.2(e)(1)(A) to the District's Wastewater Collection System.
 - (ii) The District may assess connection charges to connect an ADU that does not meet the description of Government Code Section 65852.2(e)(1)(A) to the District's Wastewater Collection System.
- (g) *Will Serve Letters.* A "Sewer Will Serve Letter" or "Sewer Availability Letter" shall be issued for sewer service upon request, but all applicable connection charges shall be paid in full before the construction and installation of a District water meter or lateral connection to the District's Waste Water Collection System.

Section 4.6 *Camera Sewer Lateral.*

- (a) In the event that a parcel owner seeks a reconnection to the District Wastewater Collection System, the parcel owner shall arrange and pay for a video inspection of the sewer lateral.
- (b) The video inspection shall occur with an authorized agent of the District or a copy of the video inspection shall be provided to the District in DVD or other digital video format.
- (c) Upon review of the video inspection, the District may require the repair or replacement of any portion of the lateral shown to have the potential for excessive velocities, failures, infiltration of water, roots, soil, or the introduction of anything other than waste water into the District Waste Water Collection System.

Section 4.7 *Adoption of Certain Articles and Chapters of the City of Port Hueneme Municipal Code.*

- (a) Pursuant to Government Code Section 61060, except those portions excluded under paragraph (b), the Board of Directors adopt by reference and make apart of these Rules and Regulations Article VII, Chapter 2 of the City of Port Hueneme Municipal Code provided that:
 - (i) References to administrative authorities therein be construed, whenever applicable based on the context, to refer to the District;
 - (ii) Reference to authorities therein designated to the Public Works Director be construed, whenever applicable based on the context, to refer to the General Manager;

- (b) The following portions of Article VII, Chapter 2 of the City of Port Hueneme Municipal Code are specifically not part of the referenced adoption in paragraph (a), and shall not be deemed adopted by the District:
 - (i) Paragraph (2) of Section 7152G;
 - (ii) Paragraphs (2) & (3) of Section 7152H;
 - (iii) Section 7154D;
 - (iv) Section 7155;
 - (v) Sections 7156A – 7156L in their entirety;
 - (vi) Sections 7157B & 7157C;
 - (vii) Section 7159; and
 - (viii) Section 7160.

Article V. Refuse Collection Services

Section 5.1 *Definitions.* For purposes of this Article, the following definitions shall apply:

- (a) “Contractor” shall mean any person with whom the District may have a contract pursuant to Article VI for the collection and disposal of waste from any property within the District.
- (b) “Green Waste” shall mean tree trimmings, grass cuttings, dead plants, leaves, branches and dead trees, any type of non-chemically treated wood or lumber and similar materials.
- (c) “Independent Contractor” shall mean a person other than a “Contractor,” as herein defined, with whom an owner or occupant has a collection contract.
- (d) “Receptacle” shall mean a metal or plastic container for refuse, of substantial construction, with a tight-fitting lid, and provided with wheels or handles sufficient for safe and convenient handling for collection at curbside.
- (e) “Recyclable Materials” shall mean those materials designated by the District or the District’s refuse collection and disposal service Contractor which will be processed for marketing.
- (f) “Refuse Collection Service” shall mean the collection, transportation, and disposal, and all services ancillary to such collection, transportation, and disposal, of solid waste and recyclable materials by the District or the District’s Contractor within the District’s service area.
- (g) “Solid Waste” shall mean all putrescible and non-putrescible solids, semi-solids and liquid waste accumulated or delivered for collection and disposal within the District and includes, but are not limited to, construction, demolition, debris, and bulky waste.
 - (i) “Solid Waste” does not include:

- 1) Hazardous waste regulated under Health & Safety Code § 25100 et seq. and Chapter 10 of Title 22 of the California Code of Regulations; and
 - 2) Low level radioactive waste regulated under Health & Safety Code § 114960 et seq. and Subchapter 4, Chapter 4, of Title 17 of the California Code of Regulations; and
 - 3) Medical waste regulated under the Medical Waste Management Act, Health & Safety Code § 117600 et seq., provided that the medical waste, whether treated or untreated, is not disposed at a solid waste facility. Medical waste which has been treated and which is deemed to be solid waste shall be regulated pursuant to this Article; and
 - 4) Recyclable materials.
- (h) “Prohibited Materials” shall mean all the following:
- (i) Bricks, stones, concrete, cement, plaster, asphalt and other debris incident to construction or demolition;
 - (ii) Hot ashes;
 - (iii) Earth, sod, and sand other than minimal amounts accumulated in ordinary cleaning;
 - (iv) Any toxic or hazardous materials, chemicals, or waste, including flammable or explosive substances such as drain oil and paints;
 - (v) Any medicines, drugs, and/or pills, unless securely enclosed in containers which do not in any way indicate the nature of the contents;
 - (vi) Appliances and furniture which are bulky or unusually heavy, such as, but not limited to, couches, refrigerators, water heaters, and/or similar items.
 - (vii) Except where specified, such prohibited materials are specifically excluded from the definitions of “Garbage,” “Refuse,” and “Trash.”
- (i) “Waste,” “Trash,” “Garbage,” or “Refuse” shall mean solid waste and recyclable material accumulations consisting of, but not limited to, garbage, household trash, vegetative waste, yard trash and business trash which are subject to decomposition, decay, putrefaction or the generation of noxious or offensive gases or odors, or which during or after decay, may serve as breeding or feeding material for insects or animals.

Section 5.2 *Intent.* Pursuant to the statutory authority provided in Government Code Sections 61060 & 61100(c) and Public Resources Code Section 40059, it is the declared intent of the District to provide for the collection and removal of trash, garbage, and refuse from real property within the District in accordance with the provisions of this Article and the terms and conditions of any contract entered into between the District and Contractor(s) pursuant to Article VI.

Section 5.3 *Exclusive Right to Regulate Refuse Collection.*

- (a) The collection, removal, and disposal of all refuse shall be performed by the District or its authorized Contractor, and no other person shall engage in the business of collection, removal and disposal of trash unless authorized to do so by the District.
- (b) The provisions of this section do not apply to any owner and/or occupant who has entered into a contract with an Independent Contractor to collect and dispose of refuse or prohibited materials from property for which such services are not provided by the District or its Contractor.
- (c) *Owners' and Occupants' Exemption.* The following shall be exempted from this provision:
 - (i) Owners' and occupants' removal and conveyance of an occasional load of refuse or prohibited materials, not containing garbage, from their own property to a legal point of disposal; and
 - (ii) Hauling of grass cuttings, pruning's, manure or other refuse or rubbish not containing garbage, by gardeners or gardening services working on such property.

Section 5.4 *Supervision of Collection.*

- (a) The General Manager shall supervise the collection and removal of all garbage, refuse, waste, and trash within the District.
- (b) The Board of Directors may adopt by resolution and ordinance, adopt rules, regulations, terms and conditions for the administration, operation, and use and maintenance of facilities for or related to the collection, removal, and disposal of all garbage, refuse, waste, and trash within the District pursuant to Government Code Section 61060(b).

Section 5.5 *Unlawful Collection, Interference, or Deposit of Trash or Prohibited Materials on Streets.*

- (a) It shall be unlawful for any person to deposit, or cause or permit to be deposited, any trash or prohibited materials upon or in any public sidewalk, street, road, highway, court, or alley within the District, or upon any property owned or leased by the District, except in receptacles or areas specifically designated or provided for that purpose.
- (b) It shall be unlawful for any person other than an owner, occupant, District staff, or District's Contractor and Contractor's employees to:
 - (i) Interfere in any manner with any waste receptacle or the contents thereof, or place contents within or remove contents from any receptacle without consent of the owner or occupant;
 - (ii) Remove or disturb any solid waste, green waste, or recyclable materials, as defined herein, from the place where the same has been placed for collection;

- (iii) Collect or haul away any solid waste, green waste, or recyclable materials, as defined herein, from the place where the same has been placed for collection;
- (iv) Transport any solid waste, green waste, or recyclable materials, as defined herein, from the place where the same has been placed for collection.
- (c) It shall be unlawful for any person, other than the District or the District's Contractor, or an Independent Contractor as specified herein, or an owner or occupant as specified in Section 5.3(c), to remove or convey, or cause or permit to be removed or conveyed, any solid waste, green waste, or recyclable materials, as defined herein, upon any public sidewalk, street, road, highway, court, or alley within the District, or engage in the business of trash collection, removal and disposal within the District, including the collection and disposal of solid waste, green waste, or recyclable materials, as defined herein.
- (d) It shall be unlawful for any person, other than the District or the District's Contractor, or an Independent Contractor as specified herein, or an owner or occupant as specified in Section 5.3(c), to place, store, dispose, deposit, or cause or permit to be placed, stored, disposed, or deposited, any solid waste, green waste, or recyclable materials, as defined herein, upon any public sidewalk, street, road, highway, court, or alley within the District, or engage in the business of trash collection, removal and disposal within the District, including the collection and disposal of solid waste, green waste, or recyclable materials, as defined herein.
- (e) It shall be unlawful for any person to cause or permit the burning of refuse, garbage, trash, or waste of any kind.
- (f) A violation of this provision shall be a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days, or by a fine of not more than five-hundred dollars (\$500.00), or by both such fine and imprisonment.
- (g) Where a District employee determines that a person is unlawfully collecting or interfering with the collection of solid waste or recyclables under these provisions, that employee may either notify the appropriate authorities or issue a warning to the offender on a form drafted and approved by the District. Such form shall notify the offender of the District's authority, the nature of the offense, and the possibility of future criminal prosecution.

Section 5.6 *Accumulation of Trash or Prohibited Materials on Property.*

- (a) Every owner or occupant of real property shall properly store accumulations of trash or prohibited materials such that they shall not be carried or deposited by the elements upon any public sidewalk, street, road, highway, court, alley, or public place within the District or upon the private property of another person.
- (b) No person shall deposit, store, or cause or permit to be deposited or stored, any trash or prohibited materials upon any property owned or occupied by such

person so that such trash or prohibited materials constitute a “nuisance,” as defined in these Rates or Regulations.

- (c) Every person owning or occupying property where there is any accumulation of garbage or refuse shall cause the same to be lawfully removed or disposed of at least once each calendar week.
- (d) No person owning or occupying property shall set out or cause to be set out for collection during any week garbage or refuse for collection other than garbage or refuse originating on that same property.
- (e) No person may discard prohibited materials through the weekly collection process described in this article. All persons in possession of such prohibited materials shall either lawfully dispose of such materials themselves or make arrangements with the District for the removal and disposal of such materials.

Section 5.7 *Solid Waste & Recycle Receptacles.*

- (a) *Registration.* All solid waste & recycle receptacles s provided by the District or District’s Contractor shall bear a registration number, be kept at their designated property address, and shall not be painted by the occupant.
- (b) *Single-Unit Residential Property.* Each single-unit residential property shall be provided with a solid waste & recycle receptacle(s), including lid, of a size and type approved by the District.
- (c) *Multi-Unit Residential, Commercial, and Public Entity Properties.*
 - (i) Each multi-unit residential, commercial, and/or public entity property shall be provided with one (1) or more three cubic yard (3 yd³) bin(s), including lid, and suitable for locks, of a type approved by the District.
 - (ii) At the District’s discretion, commercial food service/restaurant establishments shall be liable for an additional surcharge for fly-tight lids for such bins.
- (d) *Construction Site Bins.* Upon the District’s request, a construction site shall maintain at least one (1) or more three cubic yard (3 yd³) bin(s), including lid, of a type approved by the District. Construction bin service shall be determined by the District upon processing a “Will Serve” letter or meter service request, or upon the District’s inspection of a construction site.
- (e) *Additional Receptacles.*
 - (i) Additional solid waste and/or recycle receptacles for a property are available upon request of either:
 - 1) The occupant or owner of the property; or
 - 2) The General Manager, upon evidence that the solid waste or recycle receptacle(s) placed on the property is generally insufficient to hold the accumulation of trash from the property, or that solid waste or recyclables needs to be collected more frequently.

- (ii) If the General Manger makes the request for additional receptacles, the General Manager shall notify the property's occupant or owner in writing of the District's intentions. A written notice of the placement of additional receptacle (s) with a schedule of service rates to be paid for the additional receptacle (s) shall be sent to the property owner or occupant of record.
- (f) *Maintenance of Receptacles.* Owners and occupants shall keep receptacles in a clean and sanitary condition.
- (g) *Non-Permitted Receptacles.* Apart for the exception of District-approved receptacles for recyclables, no other trash containers or receptacles other than those specifically authorized herein may be used to deposit trash for collection by the District or the District's Contractor. Trash deposited in non-permitted receptacles (e.g., disposable plastic bags, refuse bundles, oil drums, wooden crates, waste baskets, cardboard boxes, and paper bags) shall not be collected.

Section 5.8 *Collection of Solid Waste and Recycling*

- (a) *Placement of Receptacles.* Owners or occupants must locate receptacles in a manner that fully complies with both District requirements and applicable Ventura County Housing Code provisions.
 - (i) No owner or occupant or any other person shall place or cause to be placed any trash container or receptacles on any public sidewalk, street, road, highway, court, alley, or public place within the District at any time other than on the days established for the collection of solid waste and recyclables.
 - (ii) Receptacles shall be placed for collection within two (2) feet of the curbside after 5 p.m. on the day immediately preceding a scheduled collection day.
 - (iii) Receptacles shall be removed and returned after collection to an area within the property by 7 p.m., where such receptacles, if feasible, cannot be viewed from adjacent properties or from any street, road, or highway in front of or to the rear of said property.
 - (iv) *Exceptions Due to Practical Difficulty.* The District may make exceptions where site conditions prevent an owner or occupant from complying with the above stated receptacle placement requirements. The District shall only grant exceptions where the owner or occupant:
 - 1) Demonstrates that there is no area on the site where the receptacles cannot be viewed from adjacent properties or from any street, road, or highway in front of or to the rear of said property; and
 - 2) Stipulates that receptacles shall be located in the most unobtrusive manner under the circumstances as determined by the District.
- (b) *Improper Storage.*

- (i) The General Manager may impose a surcharge or fine on any owner, occupant, or person who violates the provisions of this section according to the following schedule:
 - 1) First Offense: \$25.00
 - 2) Second Offense: \$50.00
 - 3) Third Offense: \$75.00
 - 4) Each additional Offense: \$100.00
- (ii) Prior to levying such surcharges, the District shall either personally deliver or send by first class mail at least (1) written notice to the owner or occupant warning of the potential surcharge in the event of future non-compliance
- (c) *Walk-In Service.* Owners and occupants of residential property may request “walk-in” service from the District or the District’s Contractor at the rate specified by the District.
- (d) *Limitations.* Each property shall be entitled to have collected and disposed of by the District or the District’s Contractor the amount of solid waste or recyclables equaling the volume of the receptacle(s) placed on the property, as provided in Section 5.8. Any solid waste or recyclables beyond this volume limitation shall not be part of the basic refuse collection service specified in this article and shall not be collected by the District or the District’s Contractor unless directed otherwise.
- (e) *Holiday Collection.* There shall be no trash collection by the District or the District’s Contractor on the following holidays: New Year’s Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and any other holiday unspecified herein during which the landfill customarily used by the District or the District’s Contractor is closed. If a weekly scheduled pick-up falls on any of these days, solid waste and recycling shall be placed for collection and picked up on the following business day.

Section 5.9 *Refuse Collection Rates.*

- (a) *Findings.* The Board of Directors finds that the service rates provided herein are for the purpose of:
 - (i) Meeting contractual operating expenses of the District’s refuse collection services Contractor; and
 - (ii) Meeting the District’s general and administrative expenses in the administration and enforcement of the District’s refuse collection and disposal rules, regulations, and agreements.
- (b) *Effective Date.* The following rates shall become effective July 15, 2020 and shall be subject to periodic adjustment by the Board of Directors.
- (c) *Customer Liability.* Every owner and/or occupant of a property in receipt of a District-approved receptacle and/or bin shall be liable for the collection rates

for refuse collection services established by this article as long as such service is immediately available to the owner and/or occupant at said property.

(d) *Collection Rates.*

(i) *Single-Unit Residential and Commercial Standard Trash Collection.*
Standard refuse service for single-unit residential and commercial properties includes a 64-gallon solid waste receptacle and a 64-gallon or 96-gallon recycle receptacle. Rates are as follows:

- 1) Standard Service and one (1) collection per week:
\$31.93/receptacle/month
- 2) Walk-In Service and one (1) collection per week:
\$50.81/receptacle/month
- 3) Walk-In Service and two (2) collections per week:
\$101.62/receptacle/month
- 4) Additional empties (barrels): \$11.21/receptacle

(ii) *Multi-Unit Residential Property and Commercial Properties with Bins.*
Standard refuse service for multi-unit residential and commercial properties with bins includes a three cubic yard (3 yd³) bin. Rates are as follows:

- 1) Standard Service and one (1) collection per week:
\$178.19/bin/month
- 2) Standard Service and two (2) collections per week:
\$274.68/bin/month
- 3) Standard Service and three (3) collections per week:
\$353.01/bin/month
- 4) One-time additional collections: \$73.26/bin/collection
- 5) Locks for Commercial Bins: \$2.75

(iii) *Additional Receptacles*

- 1) 64 gallon Solid Waste: \$16.51/receptacle/month
- 2) 64 or 96 gallon Recycle: \$3.00/receptacle/month
- 3) Additional Solid Waste for Walk-In Service:
\$25.05/receptacle/month
- 4) Additional Recycle for Walk-In Service: \$7.39/receptacle/month

(iv) *Temporary Bins*

- 1) 3-Cubic Yard Bin: \$107.49/bin (includes delivery, initial load, and removal)
- 2) Additional Bin Collections: \$107.49/bin
- 3) Daily Rental Fee: \$2.60/day after seven (7) days.

- (e) *Construction Bin Services.* 20 or 40 Cubic Yard Construction Bin Service is available at rates and fees stipulated in the agreement for Refuse Collection Service between the District and the District's Contractor. Rates are subject to modification based on tipping, surcharge or other fee increases associated with the provision of service.
- (f) *Special Service Collections.* The District or the District's Contractor shall provide special service collection for those discarded appliances and furniture items whose size, bulk, volume, and/or composition prevents the discarded items from fitting within the provided receptacle. These items include, but are not limited to: mattresses; chairs, couches; stoves; refrigerators; and water heaters.
 - (i) Special Service Collection shall be available at the request of an owner or occupant and subject to the District's approval.
 - (ii) Charges for Special Service Collection shall be as follows:
 - 1) \$3.00 for each miscellaneous trash bag (33 gallons)
 - 2) \$22.40 for each of the following items: televisions, mattress or box springs, couch/stuffed chairs, two burner stoves, washer/dryers
 - 3) \$25.50 for each of the following items: four burner stoves, 50-60-gallon water heaters
 - 4) \$30.00 for each dump truck or contractor load
 - 5) \$33.60 for each of the following items: 80-100-gallon water heaters, sleeper couches
 - 6) \$35.00 for each refrigerator (19 cubic ft or less)
 - 7) \$40.00 for each refrigerator (more than 19 cubic ft.)

Section 5.10 *Surcharges.*

- (a) *Excess Solid Waste Surcharge.* The General Manager may impose an excessive solid waste volume surcharge upon any owner or occupant who repeatedly sets out for pick-up a volume of solid waste in excess of the weekly limits. The amount of the surcharge shall be:
 - (i) \$35.00 for each additional full solid waste receptacle or container utilized to pick up the excess solid waste; or
 - (ii) A pro-rated amount depending upon the volume of excess solid waste.
- (b) *Failure to Recycling Surcharge.* The General Manager may impose a Failure to Recycle Surcharge upon any owner or occupant that causes solid waste, hazardous waste, e-waste, or other non-recyclable materials to be placed in recycle receptacles or who repeatedly causes recyclable materials to be placed in solid waste receptacles. The amount of the surcharge shall be \$25.00 for each failure to recycle.

- (c) Prior to levying such surcharges, the District shall either personally deliver or send by first class mail at least (1) written notice to the owner or occupant warning of the potential surcharge in the event of future non-compliance

Article VI. Contract for Refuse Collection Services

Section 6.1 *Definitions.*

- (a) “Contractor” shall mean any person with whom the District may have a contract pursuant to this article for the collection and disposal of waste from any property within the District.

Section 6.2 *Authority.* Pursuant to Government Code Section 61100(b) and Public Resources Code Section 40059, the District may enter into a contract with any person to provide trash collection and disposal services for real property within the District.

Section 6.3 *Award of Contract.*

- (a) All decisions regarding the procurement of contractor services shall be within the discretion of the Board of Directors.
- (b) The District shall review all applications and requests received from prospective contractors to supply refuse collection services to the District and provide its recommendation to the Board of Directors.
- (c) Thereafter, the Board of Directors shall hold a public hearing, at which the award or renewal of an existing contract or contracts shall be made.
- (d) This provision shall not be construed to require the District to solicit applications, proposals, or bids from prospective contractors.

Section 6.4 *Compensation.* The terms of compensation to Contractor shall be specified in the District’s refuse collection services agreement.

Section 6.5 *Insurance.*

- (a) No contract shall be awarded nor shall Contractor operate a refuse or garbage truck within the District’s service area until Contractor files with the District a valid, unexpired certificate of liability insurance, evidencing insurance coverage with the following minimum limits:
 - (i) Bodily Injury:
 - 1) \$3,000,000/person;
 - 2) \$3,000,000/accident; and
 - 3) \$3,000,000/aggregate products
 - (ii) Property Damage:
 - 1) \$3,000,000/accident;
 - 2) \$3,000,000/aggregate operations;
 - 3) \$3,000,000/aggregate products; and
 - 4) \$3,000,000/aggregate contractual.

- (b) Contractor's insurance policy or policies shall be in a form and with a licensed insurance company authorized to do business within the State of California and approved by the District.
- (c) The insurance certificate shall provide that the insurance thereby evidenced shall not be cancelled, allowed to lapse or expire, or be reduced in amount during the term of any such refuse collection contract, unless the District is given at least a thirty (30) day notice, in writing, by the insurer prior to any such cancellation, lapse, expiration, or reduction in coverage.
- (d) A lapse of the minimum insurance required by this provision for any reason shall result in automatic termination of the District's agreement with Contractor.

Section 6.6 *Bonding.* Contractor shall be required to furnish a performance bond payable to the District in an amount sufficient to guarantee Contractor's performance. This bonding requirement shall be specified in the District's agreement with Contractor and shall be conditioned on the faithful performance of the duties imposed by this provision and the terms and agreements in the District's contract with Contractor.

Section 6.7 *Required Provisions.* The following performance specifications shall be included, at least by reference, in all refuse collection service contracts made by the District with a Contractor:

- (a) *Office.* Contractor shall maintain an office readily accessible to District officers and owners and/or occupants of property receiving refuse collection service within the District. The office shall remain open from 8 a.m. to 5 p.m., Monday through Friday, except on holidays.
- (b) *Emergency Number.* Contractor shall have a telephone number listed under its name in the local telephone directory. During non-office hours, as specified herein, Contractor shall be available through said telephone number to provide emergency services.
- (c) *Route Schedules.* Contractor shall file with the District a schedule and map showing its collection routes and the day or days on which each route is used. The collection schedule shall be subject to approval by the General Manager and shall be maintained unless a change therein is approved by the General Manager, in writing, not less than two (2) weeks prior to any and all changes. Contractor shall provide notice of any such changes to each property in the affected route.
- (d) *Notice.*
 - (i) At Contractor's expense, Contractor shall distribute to all owners and occupants printed information and instructions relating to collection routes and schedules, handling requirements for types of refuse, service rates, District notices, and any other information relating to waste collection that the District may require from time to time.
 - (ii) In the event of route change(s) or change(s) in scheduled collection days, Contractor shall provide occupants with at least two (2) weeks written

notice, sent by prepaid US Mail or by personal service, notifying each owner and/or occupant of all the following:

- 1) the day(s) of the week on which waste shall be collected if the change alters the existing schedule;
 - 2) that the change has been approved by the General Manager;
 - 3) the day(s) of the week upon which future collections will be made;
 - 4) the name, address, and telephone number of Contractors; and
 - 5) any other additional information deemed necessary by the General Manager.
- (iii) All notices shall be prepared by the District or approved in advance by the General Manager.
- (e) *Equipment Specifications.* Contractor's equipment shall meet the following specifications:
- (i) All trucks used for refuse collection services shall be metal-lined and non-leaking and shall be securely covered and closed, except during loading and unloading, to limit odors and prevent flies and insects from entering such trucks to the furthest extent possible.
 - (ii) All trucks shall be cleansed daily and thoroughly disinfected at least once a week.
 - (iii) All trucks shall carry, at all times, at least:
 - 1) One (1) broom;
 - 2) One (1) shovel;
 - 3) One (1) five pound (5 lb.) dry chemical fire extinguisher classified ABC multi-purpose; and
 - 4) An approved compound required to absorb and clean any liquid spills.
 - (iv) All trucks shall have Contractor's firm or business name and telephone number painted in letters no less than three inches (3") in height on both sides of the truck.
 - (v) All trucks shall at all times be kept in good and safe operating condition and meet all equipment and mechanical operating requirements of state law, including, but not limited to, all requirements of the California Vehicle Code and the California Code of Regulations, as those requirements may apply to each truck.
 - (vi) All trucks shall be subject to inspection at any time by the General Manager to ensure compliance with these requirements.
- (f) *Receptacles and Bins.* Contractor shall provide receptacles and/or bins in the following manner:
- (i) Contractor shall assign each receptacle and/or bin a registration number.

- (ii) Contractor shall provide each residential property at least one (1) solid waste receptacle and one (1) recycle receptacle, including lid, of a size and type approved by the District.
- (iii) Contractor shall provide each multi-unit residential, commercial, and/or public entity property at least one (1) or more three-cubic yard (3 yd³) trash bin(s), including lid, and suitable locks, of a type approved by the District.
- (iv) Contractor shall provide construction sites with bins, as necessary, of a type approved by the District.
- (v) Contractor shall provide additional solid waste and/or recycle receptacles and/or bins upon the request of:
 - 1) the District; or
 - 2) an owner and/or occupant, as communicated by the District.
- (g) *Collection.* Contractor shall adhere to the following:
 - (i) Contractor shall faithfully and regularly collect and remove all garbage and refuse properly left for collection by property owners and/occupants within the District in a prompt, thorough, and workmanlike manner.
 - (ii) Collection of waste within the District shall be confined to Monday through Friday between the hours of 7 a.m. and 6 p.m. Contractor may make collections on Saturdays if a holiday occurs within the preceding six (6) days.
 - 1) The General Manager may authorize collection of waste on such days and during such hours as the General Manager deems appropriate if, in the judgment of the General Manager, conditions warrant a temporary departure from the days and hours of collection.
 - (iii) To the extent feasible, collection on each route shall commence at the same point, at the same time, and follow the same route each time collections are made.
 - (iv) Contractor shall immediately pick up and remove any and all trash or any other material which spilled or dropped on public or private property during collection, transportation, or disposal of waste.
 - 1) Any expense incurred by the District in the pick-up, removal, or disposal of any spilled or dropped waste or any other materials shall be immediately paid by Contractor upon presentation of a written statement by the District of the District's expenses incurred, or in the alternative may be offset against the amount owed to Contractor in Contractor's proceeding billing cycle.
 - (v) After collecting waste from receptacles and/or bins, Contractor shall return the receptacle and/or bin in an upright position where it was collected.

- (vi) Contractor shall not place any receptacle and/or bin in the roadway portion of any street, nor on any public sidewalk to block the use of the sidewalk to pedestrians, or on private property other than that of the owner or occupant.
- (vii) Contractor shall not throw receptacles from its trucks to the ground, nor cause other unnecessary noise during the collection process.
- (viii) Should any trash not be collected by Contractor from a property on a regular collection day, Contractor shall attach a tag not less than three inches by five inches (3" x 5") in size to the property's receptacle(s) and shall state thereon the reasons for its refusal to collect such waste.
 - 1) After each day's collection, Contractor shall immediately advise the District, in writing, of all such notices given by Contractor.
- (ix) Contractor shall immediately notify the General Manager of any incident involving damage or potential damage to any person or property within the District caused or permitted by or involving Contractor. Contractor shall follow such notice by submitting a written report to the District of any such incident within five (5) days of the incident.
- (x) Contractor shall report to the District in a timely manner any property or owner or occupant that routinely overfills their waste receptacle(s).
- (h) *Special Service Collections.* Contractor shall provide special service collection as provided in Section 5.10(e) of these Rates and Regulations at Contractor's sole expense.
- (i) *Complaints.*
 - (i) Contractor shall maintain a written record of all complaints received regarding Contractor's services, receptacles, bins, or any aspect of Contractor's performance, including the following:
 - 1) the name and address of the complaining party;
 - 2) a description of the complaint;
 - 3) the time the complaint was received;
 - 4) the action taken in response to the complaint; and
 - 5) the time the responsive action was taken.
 - (ii) The record shall be kept at Contractor's office and shall be available for inspection or duplication at all reasonable times by the General Manager or Board of Directors.
 - (iii) Should any owner or occupant report to the General Manager that a complaint has not been resolved to the complaining party's satisfaction, the General Manager may require the Contractor to present a detailed report outlining the nature of the complaint and the proposed remedies or actions taken to resolve said complaint.

- (iv) If the General Manager determines that the Contractor's proposed remedies and/or actions taken to resolve the complaint are insufficient to adequately resolve the complaint, the General Manager may require Contractor to carry out an alternative remedy that the General Manager reasonably believes will resolve the complaint.
- (v) Any such remedies shall be performed by Contractor at no expense to the District unless otherwise specified by the General Manager.
- (j) *Permits.*
 - (i) Contractor shall obtain and maintain in full force and affect all permits and licenses required according to local, state, and/or federal law or any other governmental agency with jurisdiction over waste collection and disposal services described herein.
 - (ii) Contractor shall immediately notify the District, in writing, of any proceeding or action to revoke, suspend, or materially affect Contractor's permits or licenses.
- (k) *Compliance with Laws and Regulations.* Contractor shall comply with all local, state, and federal laws, regulations, and ordinances pertaining to Contractor's waste collection and disposal operation.
- (l) *Reports and Financial Information.* Contractor shall provide the District such financial information concerning Contractor, and such periodic reports on its current collection services within District, as required by the refuse collection services agreement between the District and Contractor.

Section 6.8 *Assignment or Transfer.* No Contractor shall assign or transfer its rights within its contract with the District to any other person without the written consent of the General Manager.

Section 6.9 *Termination.* In the event a Contractor violates any of the specific terms, conditions, and/or requirements of its agreement with the District, or in violation of these Rules and Regulations, or any other local, state, or federal law, rule, or regulation, either now in effect or hereafter enacted relating to the collection, disposal, or transportation of waste, the District may be terminate its refuse collection contract with Contractor.

Section 6.10 *Reservation of Rights.* Nothing in these Rules and Regulations shall be interpreted as limiting the retained rights and powers of the District regarding regulating or providing waste collection and disposal service within the District's service area pursuant to Government Code Sections 61060 and 61100 and Public Resources Code Section 40059. Each Contractor is put on notice and agrees by its execution of an agreement with the District that among the various rights and powers of the District, which the District reserves and may exercise, and which are not diminished or waived by the issuance of a collection contractor, is the District's right and power to:

- (a) Repeal or amend the whole or any provision of these Rates and Regulations;
- (b) Exclusively undertake all waste collection and disposal services within the District;

- (c) To grant and contract with one or more persons for waste and disposal services within the District;
- (d) Require Contractor(s) to deposit refuse located within the District at a legal disposal site specified by the District and located outside District boundaries;
- (e) Require Contractor(s) to collect and dispose of waste collected within the District in a manner or according to methods prescribed by the District; and/or
- (f) Establish specific routes within the District for Contractor(s) and to limit Contractor's operations within the District to such routes.

Article VII. Abatement of Nuisances

Section 7.1 *Authority.* Pursuant to Government Code Section 61100, the District may exercise the power of a fire protection district to abate public nuisances.

Section 7.2 *Nuisances.* The accumulation on property of trash or prohibited materials, including but not limited to weeds, rubbish, brush, any grass, hay, straw, vines, stubble, construction materials or debris, litter, hazardous materials, waste petroleum, or any flammable or combustible materials, such that the accumulation represents a threat to the public health or safety, shall be deemed a public nuisance and may be abated by the District pursuant to Health and Safety Code Section 13879.

Section 7.3 *Procedure.* Any abatement efforts by the District shall be carried on pursuant to the procedures set forth in Health and Safety Code Section 14875 et seq.

Section 7.4 *Notice.* If the General Manager determines that a public nuisance exists as defined in Section 6.2, the General Manager shall notify the occupant and/or the owner of the affected property, if different from the occupant, of the existence of the nuisance.

Section 7.5 *Opportunity to Cure.* The District shall provide the parties an opportunity to abate or cause the nuisance to be abated within legal means as provided in this article within ten (10) calendar days after receipt of such notice from the General Manager. If the occupant or owner of the affected property does not abate or cause the nuisance to be abated within said ten (10)-day period, then the District shall follow the abatement procedures specified in Health amid Safety Code Section 14875 et seq.

Section 7.6 *Costs of Abatement.* The expenses of abatement shall be borne by the owners of the property on which the accumulation of materials constituting a nuisance has occurred, in accordance with Health amid Safety Code Section 14875 et seq.

Section 7.7 *Abandoned Vehicles.*

- (a) Inoperative, unlicensed, or unregistered vehicles which are considered abandoned vehicles pursuant to the County Abandoned Vehicle Abatement Ordinance shall not be permitted on any vacant property within the District and any accumulation of a vehicle or vehicles on any vacant property shall be deemed a public nuisance.
- (b) The General Manager shall document the make; model, color, license number and vehicle identification number of the abandoned vehicle and report same to the County of Ventura for removal.

Section 8: Effective Date

This Ordinance shall become effective at 12:01 a.m. on July 15, 2020.

Section 9: Publication

Upon adoption, this Ordinance shall be published in title and general description only in a newspaper of general circulation within the District’s general area of service.

Section 10: Severability

In the event that any section, clause or portion of this Ordinance is found invalid, the validity of the remaining sections of the Ordinance shall not be affected.

PASSED, APPROVED AND ADOPTED by the Channel Islands Beach Community Services District Board of Directors on this **9th day of June, 2020**, by the following vote:

AYES:

NOES:

ABSENT:

ROBERT NAST, BOARD PRESIDENT

ATTEST:
APPROVED AS TO FORM:

PETER MARTINEZ, GENERAL MANAGER

JOHN MATHEWS, GENERAL COUNSEL

EXHIBIT 3

Cross-Reference Chart of the Current District Ordinances Establishing Rates for District Services to the Proposed Rates & Regulations

Current Ordinance (No. 91 & 92, SB 998)	Proposed Rates & Regulations Document
Ordinance 91 – Section 1 Short Title	Reorganized and consolidated as Art. II, § 2.1 <i>Title</i>
Ordinance 91 – Section 2 Purpose	Reorganized and consolidated as Art. III, § 3.2 <i>Intent</i> and Art. IV, § 4.2 <i>Intent</i>
Ordinance 91 – Section 3 Repeal of Ordinance 89	Removed in entirety
Ordinance 91 – Section 4: Water Service Charge	Reorganized as Article III “Water Services Fees and Charges”
Ordinance 91 – 4.1 Definitions	Consolidated into Article I “Definitions” except where specific to water service (Art. III, § 3.1 <i>Definitions</i>)
Ordinance 91 – 4.2 Base Service Rates	Reorganized as Art. III, § 3.3 <i>Base Charges</i> and § 3.9 <i>Fire Lines</i>
Ordinance 91 – 4.2(c) Fire Hydrant Construction Meter	Reorganized as Art. III, § 3.6 <i>Construction Sites</i>
Ordinance 91 – 4.3 Fire Line Charge	Reorganized and consolidated as Art. III, § 3.9 <i>Fire Lines</i>
Ordinance 91 – 4.4 Tiered Rates	Reorganized as Art. III, § 3.4 <i>Non-Harbor Residential Tiered Usage Rates</i>
Ordinance 91 - 4.5 Metered Consumption Rates	Reorganized and consolidated into Art. III, § 3.5 <i>Metered Rates</i>
Ordinance 91 – 4.6 Monthly Rates for Dedicated Fire Lines	Reorganized and consolidated into Art. III, § 3.9 <i>Fire Lines</i>
Ordinance 91 – 4.7 Charges for Relocation/Abandonment	Reorganized as Art. III, § 3.8 <i>Relocation or Abandonment of Metered Service</i>
Ordinance 91 – 4.8 Connection Charges for Harbor	Consolidated and reorganized as Art. III, § 3.7 <i>Connection Charges</i>
Ordinance 91 – 4.9 Connection Charges for Non-Harbor properties, for delayed, demolished, and replaced structures, and Incremental charges	Consolidated and reorganized as Art. III, § 3.7 <i>Connection Charges</i> and Art. III, § 3.9 <i>Fire Lines</i> where applicable
Ordinance 91 – 4.10 Charges for Modifying Fire Sprinkler System Connections	Reorganized and consolidated as Art. III, § 3.9 <i>Fire Lines</i>
SB 998 Policy – Section 1 <i>Delinquent Accounts</i>	Consolidated and reorganized as Art. III, § 3.10 <i>Delinquent Accounts</i>
SB 988 Policy -Section 2 <i>Discontinuation of Service for Nonpayment</i>	Consolidated and reorganized as Art. III, § 3.11 <i>Discontinuation of Service for Nonpayment</i>
SB 998 Policy – Section 3 <i>Reestablishment of Service</i>	Consolidated and reorganized as Art. III, § 3.12 <i>Reestablishment of Water Service</i>

SB 998 Policy – Section 4 <i>Returned Checks</i>	Consolidated and reorganized as Art. II, §2.6(g)
SB 998 Policy – Section 5 <i>Disputes and Appeals</i>	Consolidated and reorganized as Art. II, § 2.7 <i>Disputes and Appeals</i>
Ordinance 91 – Section 5.1 Definitions	Consolidated into Article I “Definitions” except where specific to sewer service (Art. IV, § 4.1 <i>Definitions</i>)
Ordinance 91 – Section 5.2 Base and Variable Rates	Reorganized and consolidated as Art. IV, § 4.3 <i>Base Charges</i> and § 4.4 <i>Variable Rates</i>
Ordinance 91 – Section 5.3 Sewer Connection Charges	Reorganized and consolidated as Art. IV, § 4.5 <i>Sewer Connection Charges</i>
Ordinance 91 Section 6.2 Camera Sewer Lateral	Reorganized and consolidated as Art. IV, § 4.6 <i>Camera Sewer Lateral</i>
Ordinance 91 – Section 7 Adoption of Certain Articles and Chapters of Port Hueneme Municipal Code	Reorganized and consolidated as Art. IV, § 4.7 <i>Adoption of Certain Articles and Chapters of the City of Port Hueneme Municipal Code</i>
Ordinance 91 – Section 10 Severability	Reorganized and consolidated as Art. II, § 2.8 <i>Severability</i>
Ordinance 92 – Section 1 Definitions	Consolidated into Article I “Definitions” except where specific to refuse collection service (Art. V, §1 <i>Definitions</i>)
Ordinance 92 – Section 2 Intent	Reorganized and consolidated as Art. V, § 5.2 <i>Intent</i>
Ordinance 92 – Section 3 Exclusive Right to Regulate Trash	Reorganized and consolidated as Art. V, § 5.3 <i>Exclusive Right to Regulate Refuse Collection</i>
Ordinance 92 – Section 4 Supervision of Collection	Reorganized and consolidated as Art. V, § 5.4 <i>Supervision of Collection</i>
Ordinance 92 – Section 5 Eligibility for Service	Reorganized and consolidated as Art. II, § 2.3 <i>Eligibility for District Services</i>
Ordinance 92 – Section 6 Owners and Occupants Exemptions	Reorganized and consolidated as Art. V, §5.3 <i>Exclusive Right to Regulate Refuse Collection</i>
Ordinance 92 – Section 7 Deposit of Trash or Prohibited Materials	Reorganized and consolidated as Art. V, § 5.5 <i>Unlawful Collection, Interference, or Deposit of Trash or Prohibited Materials on Streets</i>
Ordinance 92 – Section 8 Accumulation of Trash or Prohibited Materials on Property	Reorganized and consolidated as Art. V, § 5.6 <i>Accumulation of Trash or Prohibited Materials on Property</i>
Ordinance 92 – Section 9 Solid Waste & Recycle Containers	Reorganized and consolidated as Art. V, § 5.7 <i>Solid Waste & Recycle Receptacles</i>
Ordinance 92 – Section 10 Non-Permitted Solid Waste or Recycle Containers	Reorganized and consolidated as Art. V, § 5.7 <i>Solid Waste & Recycle Receptacles</i>
Ordinance 92 - Section 11 Limitation on Amount of Solid Waste	Reorganized and consolidated as Art. V, § 5.8 Section 5.8 <i>Collection of Solid Waste and Recycling</i>

Ordinance 92 – Section 12 Holiday Collection	Reorganized and consolidated as Art. V, § 5.8 <i>Section 5.8 Collection of Solid Waste and Recycling</i>
Ordinance 92 – Section 13 Placement of Trash Containers	Reorganized and consolidated as Art. V, § 5.8 <i>Section 5.8 Collection of Solid Waste and Recycling</i>
Ordinance 92 – Section 14 Unlawful Collection and Interference	Reorganized and consolidated as Art. V, § 5.5 <i>Unlawful Collection, Interference, or Deposit of Trash or Prohibited Materials on Streets</i>
Ordinance 92 – Section 15 Receptacles to be Kept Clean	Reorganized and consolidated as Art. V, § 5.7 <i>Solid Waste & Recycle Receptacles</i>
Ordinance 92 – Section 16 No Burning	Reorganized and consolidated as Art. V, § 5.5 <i>Unlawful Collection, Interference, or Deposit of Trash or Prohibited Materials on Streets</i>
Ordinance 92 – Section 17 Agreement Between District and Contractor	Reorganized and consolidated as Art. VI, § 6.2 <i>Authority</i>
Ordinance 92 – Section 18 Contract and Length of Term	Reorganized and consolidated as Art. VI, § 6.3 <i>Award of Contract</i>
Ordinance 92 – Section 19 Public Hearing on Award or Renewal of Contract	Reorganized and consolidated as Art. VI, § 6.3 <i>Award of Contract</i>
Ordinance 92 – Section 20 Conditions to be Included with Contractor	Reorganized and consolidated as Art. VI, § 6.7 <i>Required Provisions</i> , Art. V, § 5.8 <i>Collection of Solid Waste & Recycling</i> , Art. V, §5.9 <i>Collection Rates</i>
Ordinance 92 – Section 21 Insurance	Reorganized and consolidated as Art. VI, § 6.5 <i>Insurance</i>
Ordinance 92 – Section 22 Bonding Requirement	Reorganized and consolidated as Art. VI, § 6.6 <i>Bonding</i>
Ordinance 92 – Section 23 Information to Residents	Reorganized and consolidated as Art. VI, § 6.7 <i>Required Provisions</i>
Ordinance 92 – Section 24 Contract Limitations and Retained Rights and Powers of District	Reorganized and Consolidated as Art. V, §5.3 <i>Exclusive Right to Regulate Refuse Collection</i> ; Art. VI, § 6.10 <i>Reservation of Rights</i>
Ordinance 92 – Section 25 Trash Collection Rates	Reorganized and Consolidated Art. V, §5.9 <i>Collection Rates</i>
Ordinance 92 – Section 26 Compensation	Reorganized and consolidated as Art. VI, § 6.4 <i>Compensation</i>
Ordinance 92 – Section 27 Billing of Charges	Reorganized and consolidated as Art. II, § 2.6 <i>Billing</i>
Ordinance 92 – Section 28 No Assignment or Transfer	Reorganized and consolidated as Art. VI, § 6.8 <i>Assignment or Transfer</i>
Ordinance 92 – Section 29 Termination of Contract	Reorganized and consolidated as Art. VI, § 6.9 <i>Termination</i>
Ordinance 92 – Section 30 Abatement of Nuisances	Reorganized as Art. VII, §§ 7.1 – 7.7



Board of Directors:

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

PETER MARTINEZ
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 · CIBCSD.COM

Regular Board Meeting, May 12, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: District Involvement in Allowing for Testing of Wastewater for COVID-19
Item No. E-3

RECOMMENDATION: Board discretion

BACKGROUND: On April 30, 2020, Board President Nast requested for this item to be placed on the Regular Board Meeting agenda.

INFORMATION: Board President Nast will lead the discussion regarding District involvement in wastewater testing by a third-party to detect the presence of COVID-19 in our wastewater system. Direct General Manager to allow for the sampling and analyzing of District wastewater for the presence of COVID-19 when the science and technology become available. This could potentially provide an early indication of COVID-19 being present in our community, if detected. The City of Oxnard is currently involved with the Regional Board on this subject matter and the City and County of Los Angeles are participating with Stanford University and the University of Michigan on this topic. The City of Oxnard will be meeting with the Regional Board next week to discuss further.

ATTACHMENTS:

1. Article from Environmental Science & Technology

Can a Paper-Based Device Trace COVID-19 Sources with Wastewater-Based Epidemiology?

Kang Mao, Hua Zhang,* and Zhugen Yang*



Cite This: *Environ. Sci. Technol.* 2020, 54, 3733–3735



Read Online

ACCESS |

Metrics & More

Article Recommendations

SCIENTIFIC
OPINION
NON-PEER
REVIEWED



A recent outbreak of novel coronavirus pneumonia (COVID-19) caused by SARS-CoV-2 infection has spread rapidly around the globe, with cases now confirmed in 130 countries worldwide. Although public health authorities are racing to contain the spread of COVID-19 around the world, the situation is still grim. About 158 111 confirmed cases and 5946 cumulative deaths (81 059 confirmed cases and 3204 cumulative deaths from China) have been reported around the globe as of March 15, 2020. Some clinical cases have found that some carriers of the virus may be asymptomatic, with no fever, and no, or only slight symptoms of infection. Without the ability to screen these asymptomatic patients quickly and effectively, these unsuspecting carriers have the potential to increase the risk of disease transmission if no early effective quarantine measures are implemented. Therefore, to trace unknown COVID-19 sources, fast and accurate screening of potential virus carriers and diagnosis of asymptomatic patients is a crucial step for intervention and prevention at the early stage.

It remains a highly challenging logistical exercise for medical professionals to practically and effectively screen suspected infectious cases from individual households. Such a massive undertaking is time-consuming and labor intensive and is

constrained by the availability of testing technologies at this extremely critical time. However, an alternative method utilizing wastewater-based epidemiology (WBE), may provide an effective approach to predict the potential spread of the infection by testing for infectious agents in wastewater, which has been approved as an effective way to trace illicit drugs, and obtain information on health, disease, and pathogens.¹

Faeces and urine from disease carriers in the community will contain many biomarkers that can enter the sewer system. A recent study demonstrated that live SARS-CoV-2 was isolated from the faeces and urine of infected people,² which would then enter the wastewater treatment system. A further study has shown that SARS-CoV-2 can typically survive for up to several days in an appropriate environment after exiting the human body. There is potential, therefore, that the analysis of SARS-CoV-2 in community wastewater could trace COVID-19 sources through sewage pipe networks and determine whether there are potential SARS-CoV-2 carriers in certain local areas. If SARS-CoV-2 can be monitored in the community at the early stage through WBE, effective intervention can be taken as early as possible to restrict the movements of that local population, working to minimize the pathogen spread and threat to public health.

Using a WBE approach in developing an early warning system and consequent effective intervention system will require a rapid analytical method for the on-site detection of viruses at the wastewater collection point. Currently, the most direct method for the detection of SARS-CoV-2 is a nucleic acid-based polymerase chain reaction (PCR) assay, which is also a means for confirmation of COVID-19 patients throughout China. Although PCR has high sensitivity and specificity, requirements for complicated sample handling in the laboratory, skilled personnel, and a long period of data processing and analysis (4–6 h) are not conducive to real-time and effective monitoring of samples on location. Therefore, it is critical to develop efficient transportable and robust analytical tools to accurately and quickly trace low-level

Received: February 25, 2020

Published: March 23, 2020



Table 1. Examples of Paper-Based Devices for Infectious Diseases and Pathogens Determination

infectious diseases/pathogens	characteristics of paper-based devices	detection method
malaria	paper device combined vertical flow sample-processing steps	visual UV/lateral flow device
rotavirus A	integrated nucleic acid test on a single paper device, including extraction, amplification, and on-site detection	naked eye
Zika virus	wax-printed paper devices utilizing isothermal amplification	smartphone
human papillomavirus	paper device in a foldable system allowing for fully integrated operation from sample to result	lateral flow device
HIV	paper devices fabricated with cellulose paper and flexible plastic plate	electrochemistry
<i>Neisseria meningitidis</i>	versatile paper devices integrated with isothermal amplification	visual fluorescence
<i>Listeria monocytogenes</i>	loop-mediated isothermal amplification (LAMP)-based paper devices	visual fluorescence
<i>Cochlodinium polykrikoides</i>	paper devices based on LAMP	visual fluorescence
<i>Staphylococcus aureus</i>	self-priming paper devices	visual fluorescence
<i>Vibrio parahaemolyticus</i>	self-priming paper devices	visual fluorescence
<i>Mycobacterium smegmatis</i>	paper devices combined thermal lysis and isothermal amplification into a single step	visual fluorescence
<i>Bacillus subtilis</i>	a wax-printed cellulose paper device	colorimetry
<i>Salmonella</i>	paper devices integrated with purification, amplification, and on-site detection	colorimetry
<i>Escherichia coli</i>	foldable paper devices with the ability of long-term reagents storage	colorimetry
	paper devices based on isothermal amplification and on-chip detection	visual fluorescence
	paper machine integrated sample preparation and isothermal amplification with end point detection	visual UV/camera
	paper devices integrated extraction, purification, amplification and detection	smartphone/naked eye
	paper devices combined thermal lysis and isothermal amplification	visual fluorescence
bovine infectious reproductive diseases	multiplexed and point-of-care paper-analytical device	visual UV/smartphone
highly pathogenic strain of porcine reproductive and respiratory syndrome virus (HP-PRRSV)	paper devices fabricated with filter paper and plastic chip	colorimetry

SARS-CoV-2 sources through WBE to confirm these suspected cases and screen asymptomatic infected cases without centralized laboratories.

Paper analytical devices have emerged as powerful tools for the rapid diagnosis of pathogens and determination of infection transmission.³ The paper-based device is a small analytical tool with different functional areas printed with a wax printer that integrates all processes (extraction, enrichment, purification, elution, amplification, and visual detection) required for nucleic acid testing into an inexpensive paper material. The whole testing process can be completed through simple folding of a paper-based device in different ways in different steps without a pump or power supply, which overcomes the limitation of PCR and avoids multiple processes. Paper analytical devices enable multiplexed, sensitive assays that rival PCR laboratory assays and provide high-quality, fast precision diagnostics for pathogens. For example, a recent work has demonstrated that the multiplexed determination of malaria from whole blood using a paper-based device in rural Uganda.⁴ The test could sensitively analyze multiplexed nucleic acid sequences of pathogens within 50 min, which gave a higher-quality and faster precision diagnosis for malaria than PCR.

In addition, paper analytical devices are easy to stack, store, and transport because they are thin, lightweight, and of different thicknesses. Visual analysis is made simple due to the strong contrast with a colored substrate. Paper-based devices can also be incinerated after use, reducing the risk of further contamination.

Although wastewater is a complex matrix, paper-based devices have shown the potential to detect pathogens in wastewater. We have developed a fast “sample-to-answer”

analysis method that can provide quantitative monitoring of nucleic acids and genetic information through the analysis of sewage,⁵ which was confirmed with a robust electrophoresis and agarose gel image assay, showing promising reliability for wastewater analysis. Additional paper-based devices have also been fabricated for infectious diseases and pathogens determination as shown in Table 1.

In summary, the paper-based device has the potential to be used as a small, portable device to detect SARS-CoV-2 in wastewater on site and to track virus carriers in the community. Such an approach could provide near real-time and continuous data and serve as an early warning sensing system to help local governments and agencies make effective interventions to isolate potential virus carriers and prevent the spread of epidemics. We believe that in the case of asymptomatic infections in the community or people are not sure whether they are infected or not, rapid and real-time community sewage detection through paper analytical devices can determine whether there are SARS-CoV-2 carriers in the area in a timely manner to enable rapid screening, quarantine, and prevention. The potentially infected patient will also benefit from paper analytical device tracing SARS-CoV-2 sources with WBE, providing information for the correct and timely treatment of COVID-19.

■ AUTHOR INFORMATION

Corresponding Authors

Hua Zhang – State Key Laboratory of Environmental Geochemistry, Institute of Geochemistry, Chinese Academy of Sciences, Guiyang 550081, China; CAS Center for Excellence in Quaternary Science and Global Change, Xi'an 710061, Shanxi Province, China; Email: zhanghua@mail.gyig.ac.cn

Zhugen Yang – School of Water, Energy and Environment,
Cranfield University, Cranfield MK43 0AL, United Kingdom;
orcid.org/0000-0003-4183-8160; Email: zhugen.yang@
cranfield.ac.uk

Author

Kang Mao – State Key Laboratory of Environmental
Geochemistry, Institute of Geochemistry, Chinese Academy of
Sciences, Guiyang 550081, China; orcid.org/0000-0002-
1777-5959

Complete contact information is available at:
<https://pubs.acs.org/10.1021/acs.est.0c01174>

Notes

The authors declare no competing financial interest.

ACKNOWLEDGMENTS

This work is supported by STS of CAS (KFJ-STG-QYZD-185) and Royal Academy of Engineering Frontier Follow-up Grant (FF\1920\1\36). Z.Y. thanks UK NERC Fellowship grant (NE/R013349/2). We thank the editors from *ES&T* for their help in manuscript revision.

REFERENCES

- (1) Yang, Z.; Kasprzyk-Hordern, B.; Frost, C. G.; Estrela, P.; Thomas, K. V. Community Sewage Sensors for Monitoring Public Health. *Environ. Sci. Technol.* **2015**, *49* (10), 5845–5846.
- (2) Holshue, M. L.; DeBolt, C.; Lindquist, S.; Lofy, K. H.; Wiesman, J.; Bruce, H.; Spitters, C.; Ericson, K.; Wilkerson, S.; Tural, A.; Diaz, G.; Cohn, A.; Fox, L.; Patel, A.; Gerber, S. I.; Kim, L.; Tong, S.; Lu, X.; Lindstrom, S.; Pallansch, M. A.; Weldon, W. C.; Biggs, H. M.; Uyeki, T. M.; Pillai, S. K. First Case of 2019 Novel Coronavirus in the United States. *N. Engl. J. Med.* **2020**, *382* (10), 929–936.
- (3) Magro, L.; Escadafal, C.; Garneret, P.; Jacquelin, B.; Kwasiborski, A.; Manuguerra, J. C.; Monti, F.; Sakuntabhai, A.; Vanhomwegen, J.; Lafaye, P.; Tabeling, P. Paper microfluidics for nucleic acid amplification testing (NAAT) of infectious diseases. *Lab Chip* **2017**, *17* (14), 2347–2371.
- (4) Reboud, J.; Xu, G.; Garrett, A.; Adriko, M.; Yang, Z.; Tukahebwa, E. M.; Rowell, C.; Cooper, J. M. Paper-based microfluidics for DNA diagnostics of malaria in low resource underserved rural communities. *Proc. Natl. Acad. Sci. U. S. A.* **2019**, *116* (11), 4834–4842.
- (5) Yang, Z.; Xu, G.; Reboud, J.; Kasprzyk-Hordern, B.; Cooper, J. M. Monitoring Genetic Population Biomarkers for Wastewater-Based Epidemiology. *Anal. Chem.* **2017**, *89* (18), 9941–9945.