



Board of Directors:

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

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**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Channel Islands Beach Community Services District will hold a Regular Board Meeting beginning at 5:00 P.M. on Tuesday, February 8, 2022. 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.

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 213-282-9788](tel:+12132829788), [285646642#](tel:+12132829788) United States, Los Angeles

Phone Conference ID: 285 646 642#

The agenda is as follows:

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

**B. PUBLIC COMMENTS:**

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

**C. CONSENT CALENDAR:**

1. Approve the Agenda Order
2. Financial Reports:
  - a. Cash Disbursal & Receipt Report – January 2022

3. Minutes:
  - a. January 11, 2022, Regular Board Meeting

**D. SPECIAL PRESENTATION:**

1. Presentation by City of Port Hueneme on Proposed Extension of Cross Base Pipeline Project – Don Villafana.

**E. ACTION CALENDAR:**

**1. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 22-02 ENABLING CONTINUED USE OF REMOTE TELECONFERENCE MEETINGS IN ACCORDANCE WITH ASSEMBLY BILL 361**

Recommendation:

- 1) It is recommended the Board adopt Resolution No. 22-02 authorizing remote teleconference meetings of the Legislative Bodies of the Channel Islands Beach Community Services District for the period of February 9, 2022, to March 9, 2022.

**2. COVID-19 CSDA RELIEF FUNDING**

Recommendation:

- 1) Board to consider and approve staff's recommendation to apply the COVID-19 Relief Funding to cover bad debt for water and sewer bills accrued from March 2020 through June 2021 due to the public health emergency.

**3. REVIEW AND ADOPTION OF RESOLUTION 22-03 ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**

Recommendation

- 1) Approve Resolution 22-03

**4. APPOINTMENT OF REAL PROPERTY NEGOTIATOR GENERAL MANAGER MARTINEZ FOR CROSS BASE PIPELINE - PARTY TO BE NEGOTIATED WITH CITY OF PORT HUENEME.**

Recommendation:

- 1) It is recommended that the Board appoint General Manager Martinez as the Real Property Negotiator for the cross base pipeline – party to be negotiated with City of Port Hueneme.

**F. CLOSED SESSION:**

1. In accordance with Government Code section 54956.8 - Conference with Real Property Negotiator General Manager Martinez regarding Cross Base Pipeline- Party to be negotiated with City of Port Hueneme.

**G. INFORMATION CALENDAR:**

1. Verbal update on water conservation messaging
2. Report from Board Members of any meeting or conference where compensation for attendance was received.

**H. BOARD MEMBER COMMENTS:**

**I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:**

**AGENDA POSTING CERTIFICATION**

This agenda was posted Thursday, February 3, 2022, by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

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

Agendas are also posted on the District's website at [www.cibcsd.com](http://www.cibcsd.com).

*Peter Martinez*  
Peter Martinez  
General Manager

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

Channel Islands Beach 2013

2/3/2022 4:03 PM

Register: 1002 · Checking Pacific Western

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			520.49	141,050.69
01/03/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			655.00	141,705.69
01/04/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			350.00	142,055.69
01/04/2022	7218	Badger Meter	2000 - Accounts Payable		1,682.99			140,372.70
01/04/2022	7219	Diener's Electric, Inc.	2000 - Accounts Payable		2,245.76			138,126.94
01/04/2022	7220	Elevated Entitlements	2000 - Accounts Payable		300.00			137,826.94
01/04/2022	7221	FGL Environmental I...	2000 - Accounts Payable		680.00			137,146.94
01/04/2022	7222	ImageSource	2000 - Accounts Payable		126.87			137,020.07
01/04/2022	7223	Jarrold Lawrence	2000 - Accounts Payable		320.00			136,700.07
01/04/2022	7224	Miguel Zavalza	2000 - Accounts Payable		1,825.00			134,875.07
01/04/2022	7225	Mission Linen & Uni...	2000 - Accounts Payable		517.76			134,357.31
01/04/2022	7226	Pacific Couriers	2000 - Accounts Payable		267.31			134,090.00
01/04/2022	7227	PrimeTimeElectric	2000 - Accounts Payable		2,250.00			131,840.00
01/04/2022	7228	Proven Print Services	2000 - Accounts Payable		191.35			131,648.65
01/04/2022	7229	ShredRite Inc.	2000 - Accounts Payable		60.00			131,588.65
01/04/2022	7230	Streamline	2000 - Accounts Payable	1-22 to 1-23 W...	2,400.00			129,188.65
01/04/2022	7231	SWRCB	2000 - Accounts Payable	Water System ...	12,557.42			116,631.23
01/04/2022	7232	Underground Service...	2000 - Accounts Payable		18.25			116,612.98
01/05/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/4			4,245.60	120,858.58
01/05/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/3			26,131.02	146,989.60
01/05/2022	DEP	QB:DEPOSIT	3120 Sewer Revenues:...	pr pd 7-1-21 to...			248,759.84	395,749.44
01/05/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/5 C...			634.94	396,384.38
01/05/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/5			2,953.86	399,338.24
01/05/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			393.79	399,732.03
01/05/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			421.00	400,153.03
01/05/2022	VOID	CIBCS-D-Petty Cash	2000 - Accounts Payable	VOID:		X		400,153.03
01/05/2022	7233	Dave Brock	2000 - Accounts Payable	Reimbursement...	74.60			400,078.43
01/05/2022	7234	CIBCS-D-Petty Cash	2000 - Accounts Payable		150.00			399,928.43
01/05/2022	7235	CIBCS-D-Petty Cash	2000 - Accounts Payable		42.69			399,885.74
01/06/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...			0.60	399,886.34
01/06/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			164.79	400,051.13
01/06/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			573.99	400,625.12
01/06/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...			0.60	400,625.72
01/06/2022	ACH	Spectrum	6 - Administrative Exp...	12-8-21	224.98			400,400.74
01/06/2022	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	Inv. 0679877	1,134.83			399,265.91
01/06/2022	ACH	Spectrum	6 - Administrative Exp...	12-16-21	58.13			399,207.78
01/06/2022	ACH	SCE- Office	-split-	2274 12/22/21	282.07			398,925.71
01/06/2022	ACH	So. California Edison...	2 - Sewer System Expe...	1451 12-16-21	571.82			398,353.89
01/06/2022	ACH	Arco	4 - Maintenance Expen...	1-3-22	598.76			397,755.13
01/06/2022	ACH	Cardmember Service	8000 - Suspense	December 2021	3,768.24			393,986.89

Channel Islands Beach 2013

2/3/2022 4:03 PM

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/06/2022	ACH	So. California Edison...	2 - Sewer System Expe...	7567 12-16-21	930.63			393,056.26
01/06/2022	ACH	AT & T	6 - Administrative Exp...	Dec. 01, 2021	810.23			392,246.03
01/06/2022	ACH	Aflac	*2020 - Payroll Liabilit...	576056	353.55			391,892.48
01/06/2022	ACH	So. California Edison...	2 - Sewer System Expe...	7350 12/17/21	325.38			391,567.10
01/06/2022	7236	CUSI	2000 - Accounts Payable		101.38			391,465.72
01/06/2022	7237	IVR Technology Gro...	2000 - Accounts Payable		101.75			391,363.97
01/07/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/7			582.84	391,946.81
01/07/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/7			9,019.75	400,966.56
01/07/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,790.89	402,757.45
01/07/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,054.54	404,811.99
01/07/2022	ACH	CalPers	5 - Salaries & Benefits:...	Unfunded Accr...	28.50			404,783.49
01/07/2022	7238	County of Ventura - ...	2000 - Accounts Payable		756.74			404,026.75
01/07/2022	7239	Nationwide Retirement	2000 - Accounts Payable	pr pd 12/11/21 ...	2,089.58			401,937.17
01/10/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,275.43	404,212.60
01/10/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,693.12	406,905.72
01/10/2022	7241	A to Z Law, LLP	2000 - Accounts Payable		66.00			406,839.72
01/10/2022	7242	County of Ventura - ...	2000 - Accounts Payable		2,305.00			404,534.72
01/10/2022	7243	FGL Environmental I...	2000 - Accounts Payable		605.00			403,929.72
01/10/2022	7244	PHWA	2000 - Accounts Payable		60,975.51			342,954.21
01/10/2022	7245	SWRCB	2000 - Accounts Payable	pr pd 7-1-22 to...	763.00			342,191.21
01/11/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			780.40	342,971.61
01/11/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,000.68	344,972.29
01/12/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			830.21	345,802.50
01/12/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			12,134.27	357,936.77
01/12/2022	ACH	CalPers	-split-	Period paid 12/...	3,849.38			354,087.39
01/12/2022	7240	Nationwide Retirement	2000 - Accounts Payable	Pr pd 12/25/21 ...	2,739.69			351,347.70
01/12/2022		QuickBooks Payroll ...	-split-	Created by Pay...	30,805.16			320,542.54
01/12/2022	To Print	Carol J Dillon	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Casey D Johnson	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	E.D. Brock	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Erika F Davis	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Jesus Navarro	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Keila E Wilson	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Mark A Espinosa	-split-	Direct Deposit		X		320,542.54
01/12/2022	To Print	Peter A. Martinez	-split-	Direct Deposit		X		320,542.54
01/13/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			469.64	321,012.18
01/13/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			7,898.45	328,910.63
01/14/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/14			23,722.05	352,632.68
01/14/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/14			9,967.96	362,600.64
01/14/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1-14			1,121.42	363,722.06

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Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/14/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,035.15	364,757.21
01/14/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,032.43	367,789.64
01/14/2022	ACH	Frontier	6 - Administrative Exp...	1-1-22	159.93		367,629.71
01/14/2022	ACH	Tampa Hardware 2	-split-	12-31-21	1,203.55		366,426.16
01/14/2022	ACH	AT & T	6 - Administrative Exp...		809.72		365,616.44
01/14/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...	0.93		365,615.51
01/14/2022	7246	net2phone	2000 - Accounts Payable		330.81		365,284.70
01/18/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,619.86	368,904.56
01/19/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/19		13,502.22	382,406.78
01/19/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/14		9,633.80	392,040.58
01/19/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/19		12,900.13	404,940.71
01/19/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/19		217.91	405,158.62
01/19/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		739.77	405,898.39
01/19/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,569.25	408,467.64
01/19/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Draft...		88,859.33	497,326.97
01/19/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...	0.03		497,326.94
01/20/2022	7248	Amazon Capital Serv...	2000 - Accounts Payable		651.48		496,675.46
01/20/2022	7249	FGL Environmental I...	2000 - Accounts Payable		161.00		496,514.46
01/20/2022	7250	Grainger	2000 - Accounts Payable		40.91		496,473.55
01/20/2022	7251	Wex Bank	2000 - Accounts Payable		428.03		496,045.52
01/20/2022	7252	XIO, Inc.	2000 - Accounts Payable		1,095.00		494,950.52
01/21/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/21		3,917.85	498,868.37
01/21/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/21		1,457.65	500,326.02
01/21/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/21		540.00	500,866.02
01/21/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/21		18,835.05	519,701.07
01/21/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,059.69	522,760.76
01/21/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		20,570.34	543,331.10
01/21/2022	7253	Michael K. Nunley ...	2000 - Accounts Payable		11,522.61		531,808.49
01/21/2022	7254	Traffic Technologies ...	2000 - Accounts Payable		215.22		531,593.27
01/24/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,727.41	533,320.68
01/24/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,097.87	536,418.55
01/25/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		2,336.00	538,754.55
01/25/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		4,125.39	542,879.94
01/25/2022	7269	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 12-1-21 t...	48,613.53		494,266.41
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/26		1,303.77	495,570.18
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/26		7,807.54	503,377.72
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/26		15,678.75	519,056.47
01/26/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		1,410.89	520,467.36
01/26/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		2,907.31	523,374.67
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/24	1,270.00		522,104.67

Channel Islands Beach 2013

2/3/2022 4:03 PM

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Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/24	7,807.54			514,297.13
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/26	1,912.79			512,384.34
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/26	1,303.77			511,080.57
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 1/25	15,678.75			495,401.82
01/26/2022	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit Correc...	0.26			495,401.56
01/26/2022		QuickBooks Payroll ...	-split-	Created by Pay...	25,998.41			469,403.15
01/26/2022	To Print	Carol J Dillon	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Casey D Johnson	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	E.D. Brock	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Erika F Davis	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Jesus Navarro	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Keila E Wilson	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Mark A Espinosa	-split-	Direct Deposit		X		469,403.15
01/26/2022	To Print	Peter A. Martinez	-split-	Direct Deposit		X		469,403.15
01/27/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			621.85	470,025.00
01/27/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,214.09	471,239.09
01/28/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			827.15	472,066.24
01/28/2022	7257	Aqua-Tech Services I...	2000 - Accounts Payable		350.00			471,716.24
01/28/2022	7258	United Rentals, Inc.	2000 - Accounts Payable	Repair Messag...	2,376.25			469,339.99
01/28/2022	7259	Elevated Entitlements	2000 - Accounts Payable		435.00			468,904.99
01/28/2022	7260	Famcon Pipe and Su...	2000 - Accounts Payable		386.10			468,518.89
01/28/2022	7261	Staples	2000 - Accounts Payable		39.42			468,479.47
01/31/2022	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			758.79	469,238.26

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, January 11, 2022

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

President Debley called the virtual meeting to order at 5:03 P.M. In attendance, Vice President Bouchard, Director Brewer, Director Marcus, Director Nast, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon, and Operations Manager Jesus (Chuy) Navarro.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Vice President Bouchard made the motion to approve the Consent Calendar. Director Marcus seconded the motion. The motion passed.

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

**D. ACTION CALENDAR:**

**1. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 22-01 ENABLING CONTINUED USE OF REMOTE TELECONFERENCE MEETINGS IN ACCORDANCE WITH ASSEMBLY BILL 361:**

General Manager Martinez said this was a resolution that would allow the District to comply with the state requirement regarding virtual meetings. There was no public comment. Vice President Bouchard moved to approve the Resolution No. 22-01 enabling continued use of remote teleconference meetings in accordance with Assembly Bill 361. Director Marcus seconded the motion. The motion passed.

**ROLL CALL VOTE:**

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



**2. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2022:**

Director Marcus moved to nominate Vice President Bouchard for President for the 2022 calendar year. Director Brewer seconded the motion. The motion passed unanimously.

ROLL CALL VOTE:

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

Director Nast moved to approve Director Marcus for Vice President for the 2022 calendar year. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

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

Board assignments were made (see attached). Director Debley moved to approve the Board assignments for the calendar year 2022. Vice President Marcus seconded the motion. The motion passed all in favor.

ROLL CALL VOTE:

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

**3. CI 401 – BUILDING AND YARD IMPROVEMENT PROJECT:**

Using a PowerPoint presentation, General Manager Martinez discussed the District’s new headquarters and maintenance yard redesign. Board agreed that it was important for staff to communicate to the public that this project is going forward. There was no public comment. Board gave staff direction to include project updates in the bills and a project timeline on the website. Vice President Marcus made the motion to authorize staff to negotiate and execute contract amendment with Coastal Architects to finalize the revised design not to exceed \$25,000. Director Nast seconded the motion.

ROLL CALL VOTE:

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

**4. PRESENTATION BY DAN DRUGAN (CALLEGUAS MUNICIPAL WATER DISTRICT):**

Dan Drugan from Calleguas Municipal Water District presented the drought status and possible restrictions taking place as early as April 2022. Board gave staff direction to increase drought messaging to the community making people aware early and to also educate staff to be prepared to answer and educate the public. The Board asked to be updated on this regularly.

**5. 2022 HOLIDAY SCHEDULE AND BOARD MEETING DATES:**

Office Manager Dillon presented the 2022 Holiday Schedule and Board Meeting Dates. There was no public comment. President Bouchard moved to approve the 2022 Holiday Schedule and Board Meeting Dates. Director Brewer seconded the motion. The motion passed.

**ROLL CALL VOTE:**

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

**6. ANNUAL PERFORMANCE AND SALARY REVIEW OF DISTRICT GENERAL MANAGER. THE BOARD WILL REVIEW AND CONSIDER THE GENERAL MANAGER’S PERFORMANCE AND COMPENSATION:**

President Bouchard explained that the Board went into closed session at the November 2021 meeting to discuss the General Manager’s annual performance evaluation. At the November 2021 meeting the Board announced in open session that the evaluation was favorable, and the compensation awarded was a 2% merit increase in addition to the 3% consumer price index (CPI). The reason this compensation for the General Manager is being revisited at this meeting is because the compensation was inappropriate contractually. The October to October CPI was 5.4% which contractually the General Manager is entitled to. Board discussion ensued. There was no public comment. Vice President Marcus made the motion that per the contract the District Board recognizes the CPI of 5.4% and that will be the salary adjustment for the General Manager for the year. Director Brewer seconded the motion. The motion passed.

**ROLL CALL VOTE:**

Bouchard: YES, Marcus: YES, Brewer: YES, Debley: YES  
Nast: ABSTAIN  
4 - Yes 0 -No 1-Abstain

**E. OPERATIONS REPORT:**

Using a PowerPoint presentation, Operations Manager Navarro described this month’s projects. The projects included were the AMS replacement at 129 Van Nuys Avenue, hot spots cleaning, B station repairs, and finalization of the new crane truck delivery.

## **F. INFORMATION CALENDAR:**

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

President Bouchard and Director Debley reported that they attended the PHWA meeting in December. President Bouchard stated that Don Villafana from the City of Port Hueneme presented capital projects moving forward with seismic studies of the tank sight.

## **G. BOARD MEMBER COMMENTS:**

Vice President Marcus referred to an article in the Los Angeles Times addressing changes that can take place to save water to continue and aid agriculture.

Director Debley noted recent legislation, Senate Bill 9 beginning January 1, 2022, which allows significant density in residential neighborhoods.

Director Debley stated with all that is going on in the District this is an opportunity to use social media for messaging as long as it can be maintained. Social media item should be brought back on a future agenda.

Director Debley said with the implementation of all the capital improvements and assessment management systems he thinks it would be a good idea for General Manager Martinez and Operations Manager Navarro to bring back to the Board information on how we are using those resources and how it is benefiting the District.

Director Nast wished that everyone stays healthy.

President Bouchard said he agrees with Director Debley that with the implementation of all the new technology and money spent, it would be great to see how it is functioning and how these efficiencies are benefitting the District so that the Board members can speak to the investment that the District made into these capital projects. Vice President Bouchard asked that General Manager Martinez and Operations Manager Navarro put together a presentation and bring it back to the Board in the next few months. This would be helpful, so the Board understands how in its entirety it is benefiting the organization.

President Bouchard congratulated General Manager Martinez for completing his master's program at University of Southern California. The Board in its entirety wished congratulations.

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

General Counsel congratulated the General Manager on completion of master's program.

General Counsel thanked Director Debley for his service the past year.

General Counsel said he appreciated Dan Drugan's presentation. He stated that we need to remember when we see all the good news about the snowpack and rain it doesn't necessarily correlate 1 to 1 in the amount of water we can use. Therefore, the message of conservation is important. He appreciates the District getting constituents to realize we are still in a drought.

General Manager Martinez said the organic waste diversion waiver request was denied by the State. The next step will be to submit notice of intent and develop an Ordinance and action plan to educate and promote what this will look like.

General Manager Martinez said the District received \$42,000 for COVID relief from State Special Districts to cover water and sewer bills that are in the rears. Board asked for more specific information how these funds are going to be distributed.

The Board Meeting adjourned at 7:05 P.M.

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Jared Bouchard, President

<b>Organization</b>	<b>Member(s)</b>	<b>Alternate</b>
<b>Board Positions</b>		
President	Jared Bouchard	n/a
Vice President	Marcia Marcus	n/a
<b>Committee Assignments</b>		
Finance Committee	Marcia Marcus, Bob Nast	President
Facilities Committee	Sean Debley, Kristina Brewer	President
Water Rate Review Committee	President	Vice President
<b>Agency Appointments</b>		
ACWA/JPIA	Jared Bouchard	Kristina Brewer
ACWA	Jared Bouchard	Kristina Brewer
PHWA	Jared Bouchard, Sean Debley	Marcia Marcus
VCSDA	Sean Debley	Jared Bouchard
VRSD & Committee	Bob Nast	Sean Debley
CSDA	Jared Bouchard	Sean Debley
CASA	Sean Debley	Jared Bouchard



Board of Directors:

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

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, February 8, 2022**

**To: Board of Directors**  
**From: Peter Martinez, *General Manager***  
**Subject: Presentation by City of Port Hueneme on Proposed Extension of Cross Base Pipeline Project**  
**Item No. D-1**

**SPECIAL PRESENTATION:**

Receive presentation from the City of Port Hueneme's Public Works Director, Don Villafana.



Board of Directors:

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

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, February 8, 2022**

**To: Board of Directors**

**From: Peter Martinez, *General Manager***

**Subject: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 22-02  
ENABLING CONTINUED USE OF REMOTE TELECONFERENCE  
MEETINGS IN ACCORDANCE WITH ASSEMBLY BILL 361**

**Item No. E-1**

**RECOMMENDATION:**

It is recommended the Board adopt Resolution No. 22-02 authorizing remote teleconference meetings of the Legislative Bodies of the Channel Islands Beach Community Services District for the period of February 9, 2022, to March 9, 2022.

**BACKGROUND/DISCUSSION:**

In March 2020, amid concern surrounding the spread of the COVID-19 virus throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Orders modified or waived meeting requirements in the Brown Act Open Meetings Law for local agency public meetings so that the public health and safety of all attendees would be protected through teleconferenced or remote meetings.

On September 16, 2021, the Governor signed Assembly Bill 361 requiring an approved Resolution justifying the need to continue virtual meetings due to imminent risks to the health and safety of attendees. If approved, the attached Resolution 22-02 would become effective February 9, 2022, through March 9, 2022.

**ATTACHMENTS:**

1. Resolution No. 22-02



Board of Directors:

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

PETER MARTINEZ  
General Manager

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RESOLUTION NO. 22-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S EXECUTIVE ORDER N-29-20 ON MARCH 17, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT FOR 30 ADDITIONAL DAYS UNTIL MARCH 9, 2022, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Channel Islands Beach Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Channel Islands Beach Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and



WHEREAS, emergency conditions persist in the District, specifically, ON MARCH 4, 2020 THE GOVERNOR'S OFFICE ISSUED A STATE OF EMERGENCY ORDER RELATED TO THE COVID-19 PANDEMIC AND THAT ORDER REMAINS EFFECTIVE AT THE TIME OF ADOPTION OF THIS RESOLUTION; and

WHEREAS, ON SEPTEMBER 17, 2021, ORDER OF THE VENTURA COUNTY HEALTH OFFICER EXTENDING THE AUGUST 20, 2021 ORDER REQUIRING ALL INDIVIDUALS IN THE COUNTY TO WEAR FACE COVERINGS IN ALL INDOOR PUBLIC SETTINGS AND BUSINESSES TO MINIMIZE THE SPREAD OF COVID-19; and

WHEREAS, the Board of Directors does hereby find that the continued risk of COVID-19 infection remains significantly higher than stated public health goals, and the Channel Islands Beach Community Services District Board Room is not sufficient in size to allow for appropriate social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Channel Islands Beach Community Services District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, all meetings will be conducted to ensure the ability for the public to continue to participate through publication of meeting agendas containing the meeting ID link and call in phone number of all remote meetings, which allow the public to listen and provide comment on any and all business being conducted before the legislative body.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Channel Islands Beach Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and

public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of March 9, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Channel Islands Beach Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Channel Islands Beach Community Services District this 8th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Board of Directors:

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

PETER MARTINEZ  
General Manager

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## Regular Board Meeting, February 8, 2022

To: Board of Directors  
From: Peter Martinez, *General Manager*  
Subject: COVID-19 CSDA RELIEF FUNDING  
Item No. E-2

### RECOMMENDATION:

Board to consider and approve staff's recommendation to apply the COVID-19 Relief Funding to cover bad debt for water and sewer bills accrued from March 2020 through June 2021 due to the public health emergency.

### BACKGROUND:

On July 12, 2021, Senate Bill 129 was approved directing the Department of Finance to implement a funding program to provide fiscal relief to special districts due to the COVID-19 public health emergency. To qualify for the fiscal relief funding the following criteria was to be met:

1. The agency is an independent special district;
2. The district is reporting fiscal impacts due to the COVID-19 public health emergency:
  - a. The district has encountered unanticipated costs due to the pandemic during the eligible period of March 4, 2020 to June 15, 2021; and/or,
  - b. The district has encountered loss of revenue during the eligible period, which is calculated using revenue from all fund sources of fiscal year 2020-21 compared against revenue from all fund sources of fiscal year 2018-19;
3. The district has not yet received direct COVID-19 fiscal relief from the state or federal government.

Having met the above criteria, the District was successful in the application process and received funding in the amount of \$42,487 to cover revenue loss during this time period of March 2020 through June 2021.

### DISCUSSION:

The amount of \$42,487 was a total of the bad debt specific to water and sewer bills during the aforementioned time period. Staff has developed options for distribution of the relief funding received and is seeking direction from the board on how to proceed. The distribution options are as follows:

1. Apply funding to cover bad debt during the time period of March 2020 through June 2021

2. Equally distribute funding across all customers of the District
3. Develop an application process that allows the District to verify a hardship occurred during this time period and distribute accordingly



Board of Directors:

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

Peter Martinez  
General Manager

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**Regular Board Meeting February 8, 2022**

**To:** Board of Directors  
**From:** CJ Dillon, *Office Manager*  
**Subject:** Review and Adoption of Resolution 22-03  
**ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**Item:** E-3

**RECOMMENDATION:** Approve Resolution 22-03

**FINANCIAL IMPACT:** Increase to District Medical Insurance in the future, depending on retirees use of CalPERS as supplemental insurance with their Medicare.  
**Example: \$149.00 per month x 1 employee = \$1788.00 annually**

**BACKGROUND:**

Channel Islands Beach Community Services District originally contracted for health as a Special District in 1987, and currently has a Non-CalPERS Health Contract. (Non-CalPERS Health Contract is for agencies that do not participate in CalPERS or CalSTRS pension but have some other qualified retirement system.) CalPERS recently became aware that the District joined CalPERS retirement in 2018 and giving our employees the CalPERS membership.

Consequently, we need to correct our health from a Non-CalPERS Health Contract to a CalPERS Health Contract. This requires the District to file and submit a new health resolution. This resolution should have been done when the District joined the retirement program but was overlooked by CalPERS.

Once the CalPERS Health Contract is created and health appointments are moved, the Non-CalPERS Health Contract will be closed. Billing wise, we will see no difference, and continue to be billed at the full premium for active employees. However, once we have a retiree, we will only be billed the employer contribution, and the member share will be deducted directly from the retiree's CalPERS monthly retirement warrant.

Hello Carol,  
**Included are my last two responses from CalPERS regarding issues with liability.**

Thank you for your time this afternoon. This email is to recap our conversation regarding CalPERS Health and any pre-payment or lump-sum payments requirements.

The CSD currently contracts for health through CalPERS with a Non-CalPERS Health Contract. This means that your agency did not participate in the CalPERS retirement system and the agency provided a separate employer sponsored retirement plan for its active employees. Since then, the District now contracts for retirement through CalPERS and now needs to establish a CalPERS Health contract to be in compliance with PEMHCA. You are working with Robyn to accomplish this. Once the signed resolution is submitted to CalPERS, your active employees will be “moved” to the CalPERS health contract and the NonPERS health contract will be closed. You will not notice any changes in your health invoice until any of your employees retire from CalPERS. We always bill total premium for active employees and will bill you for the difference between the health premium and the employer contribution (the PEMHCA Minimum) from the CalPERS retiree’s retirement check. In order to receive health benefits into retirement, the employee must meet the requirements to retire from CalPERS. The requirements are:

- Be age 50 or 52 (this depends whether the employee is a Classic or PEPR member) with 5 years of CalPERS service credit
- Retire from CalPERS within 120 of their last day on payroll
- Be receiving a monthly retirement check from CalPERS

There are NO pre-payment or lump-sum payments requirements to participate in the CalPERS health program.

Please feel free to email me if you have any additional questions.

Thanks,

Laura

**Laura Eldridge**

CalPERS Health Account Management Division

Health Resolution & Compliance Services

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Hi CJ,

Sorry, I did not mean to imply it was a choice. I just meant that an actuarial review really has no bearing on this resolution and should not be the reason for delaying it. The resolution does not change any current obligations, as you are already required to provide retiree health. You just don’t have any CalPERS retirees yet, which is why the billing issue is not yet a problem. But if you already have Non-CalPERS retirees and are denying them coverage, then you would be out of compliance and subject to termination from the CalPERS Health Program.

Yes – an updated health resolution is required to correct your agency’s health contract status (you are no longer a Special District, you are now a CalPERS agency with CalPERS retirement), which will allow us to bill the employer and future CalPERS retirees correctly.

No – you cannot remain in the CalPERS Health Program if you do not want to fund retirees. All contracting agencies are required to provide an employer contribution for retirees (you already have this obligation.) If you determine that retiree health is something you no longer want to provide for, then you will have to file a termination resolution to end your participation from our program.

Correct, those are the options – because the CalPERS Health Program requires contracting agencies to provide coverage and contributions for both active employees and retirees.

If we receive the signed resolution by February 10, it will be effective March 1.

Hope that helps! Let me know if you have any more questions, that's what I'm here for.

**Robyn Harada**

CalPERS Health Account Management Division

Health Resolution & Compliance Services

**ATTACHMENTS:**

1. Resolution 22-03 ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

**RESOLUTION NO. 22-03**  
**ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**000 ALL EMPLOYEES**

- WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Channel Islands Beach Community Services District is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and
- WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- WHEREAS, (5) Channel Islands Beach Community Services District desires to obtain for its employees and annuitants the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it
- RESOLVED, (a) Channel Islands Beach Community Services District elects to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the PEMHCA Minimum per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) Channel Islands Beach Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and annuitants of Channel Islands Beach Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Channel Islands Beach Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under



such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct, CJ Dillon, Office Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Channel Islands Beach Community Services District all functions required of it under the Act; and be it further

RESOLVED, (f) That coverage under the Act be effective on March 1, 2022.

Adopted at a regular meeting of the Board of Directors at Channel Islands Beach CSD, 353 Santa Monica Drive, Chnl Isl Bch, CA, this 8th day of February, 2022.

Signed: \_\_\_\_\_  
Jared Bouchard, Board President

Attest: \_\_\_\_\_  
Erika Davis, Clerk of the Board