

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, May 8, 2018

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

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

Director Koesterer was absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

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

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

D. OPERATIONS AND MAINTENANCE REPORT

Deputy General Manager/ Operations Manager Pete Martinez presented the Operations and Maintenance Report. Deputy General Manager/ Operations Manager Pete Martinez explained the failures at H station and B station were due to aged electrical equipment. Deputy General Manager/ Operations Manager Pete Martinez noted that on April 11th the SCADA Pilot test at Hueneme Station began. Since its implementation there has not been an alarm. District is looking forward to outfitting all the sewer stations with this system beginning July 2018. Deputy General Manager/ Operations Manager Pete Martinez also mentioned sewer station pump repairs and Operations Staff participation in safety training during the month.

E. ACTION CALENDAR

1. Changes to Proposed FY 2018-2019 CIP Budget

Using a PowerPoint presentation, General Manager Alikhan pointed out the five key changes to the proposed CIP Budget: 1) increase in Billing/Financial Systems from \$40,000 to \$50,000, 2) Water Line Relocation item changing to Water Line Monitoring decreasing the cost from an estimate of approximately \$300,000 to \$60,000 3) District's share of the cost of the Oxnard Wastewater Treatment Plant electrical improvements increased to \$200,000, 4) Pump Station Improvements are consolidated into one single project and 5) the addition of the Wastewater Flow Meter Installation Project for the year 2019.

No action taken.

2. Revised District Policy and Procedure for the Sale of Surplus Real Property

General Manager Alikhan explained that the requested revisions to the policy from the last Board meeting were made. Board asked questions. The Board suggested shortening the surplus real property policy publication requirement from 60 days to 45 days prior to auction. General Counsel John Mathews said he would confirm this conforms to the law. If it is confirmed that it is in accordance with the law the motion made by Vice President Brewer is to approve Revised District Policy and Procedure for the Sale of Surplus Real Property with the amended change from 60 days to 45 days prior to auction. Director Marcus seconded the motion. The motion passed as amended.

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

President Spiegel made the motion to Authorize General Manager to begin advertising of Las Palmas Property and set auction date pursuant to adopted policy. Vice President Brewer seconded the motion. Motion passed all in favor.

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

3. Redwood Trunk Line Authorization for Payment

Deputy General Manager/ Operations Manager Pete Martinez explained the final true up payment to the City of Oxnard using a PowerPoint presentation to show the details. Board asked questions regarding the decrease in cost and the delay in billing. Deputy General Manager/ Operations Manager Pete Martinez explained that the cost was renegotiated and lowered by the previous General Manager and that the delay in billing was due to litigation issues at the City of Oxnard. Director Marcus moved to approve the motion and Vice President Brewer seconded the motion. The motion passed.

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

4. First Reading of Rate Ordinances / Retirement of Water Availability Charge

General Manager Alikhan stated this is a legal requirement to update the Rate Ordinances to reflect the changes to the rates. In addition to the standard requirement the water availability charge is being retired. The first reading of Ordinances 89 and 90 were performed in title only and the public hearing date was set for June 12, 2018. Director Marcus made the motion to Adopt Ordinance 89 and Ordinance 90 and set June 12, 2018 as the Public Hearing date. Vice President Brewer seconded the motion. The motion passed.

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

5. Proposed Side Letter to Union Memorandum of Understanding

General Manager Alikhan stated that to follow the CalPers requirements three new job classifications have been created. The side letter to the Union Memorandum of Understanding defines the new job classifications. General Manager Alikhan described the new job classifications with a PowerPoint Presentation. Vice President Brewer moved to approve the Side Letter to Memorandum of Understanding with Local SEIU 721 and President Spiegel seconded the motion. The motion passed unanimously.

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

6. Discussion on General Manager's Participation in PHWA Activities

General Manager Alikhan and the Board of Directors discussed the possible involvement of General Manager Alikhan in PHWA Activities. The Board agreed it would be beneficial to the Channel Islands Beach Community Services District and the Port Hueneme Water Agency. Director Marcus moved to have the General Manager of the Channel Islands Beach Community Services District participate in Port Hueneme Water Agency activities and Vice President Brewer seconded the motion. The motion passed.

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

7. Opposition to SB 623 Drinking Water Tax

General Manager Alikhan explained the proposed Senate Bill 623 and although he supports the mission he does not think this is the right way to accomplish it. He recommended sending a position letter opposing the Senate Bill 623. Director Marcus moved to Authorize General Manager to send position letter on behalf of the District opposing the SB 623 Drinking Water Tax. Vice President Brewer seconded the motion. The motion was adopted.

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

F. INFORMATION CALENDAR

1. Historic Vote on California Water Fix

General Alikhan presented a PowerPoint presentation which included content from Susan Mulligan that explained the historic vote on California Water Fix.

2. Temporary Rental Unit Policy Letter

General Manager announced that a letter was sent to the County on behalf of the District capturing the comments from the last Board Meeting. The next meeting regarding the Temporary Rental Units is scheduled on June 12th at 5pm.

3. PHWA Agenda Review

General Manager Alikhan went over the suggested format with the Board. Board agreed on the format. The possible items on the PHWA agenda were reviewed.

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

Director Nast referred to the detailed report he handed out regarding the 26th Annual Water Symposium Conducted by The Association of Water Agencies Ventura County at the Oxnard Marriot.

G. BOARD MEMBER COMMENTS

Director Marcus said the recall results will be finalized in City of Oxnard tomorrow.

Director Nast announced a group of concerned citizens in Hollywood Beach may be starting a Neighborhood Watch Program.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

General Counsel had no comments.

General Manager Alikhan stated his Annual Review is scheduled for next month in closed session. Board may change meeting time to 5:30 p.m. if all members can attend.

General Manager Alikhan announced next month's meeting will include discussion of Smart Meter Installation Contracts and the first draft of the District Office and Yard Redesign will be presented.

General Manager Alikhan announced the May 22nd meeting is cancelled.

The Board Meeting adjourned at 8:12 PM.



Ellen Spiegel, President

Operations & Maintenance Report

May 8, 2018

Water Service Line Repairs

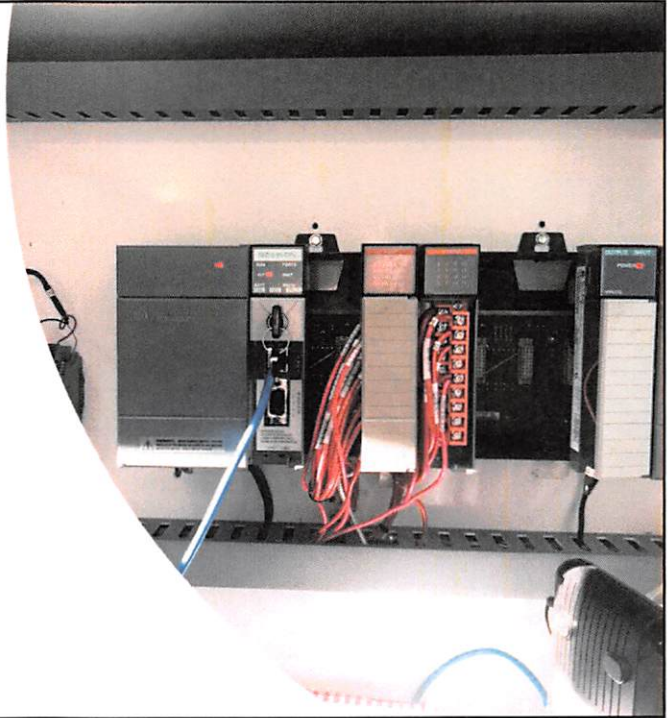


- 3/4" Angle Meter Stop Repairs
- Repaired by District staff
 - 154 Los Angeles Ave
 - 344 Rossmore Drive

Lift Station After Hour Call-Outs

- H Station
 - Output card on the processor failed
 - Resulted in complete shutdown of Programmable Logic Controller (PLC)
 - Pumps controlled by manual operation

- B Station
 - Low float cable failure
 - Float bypass system not working
 - Resulted in intermittent shutdown of PLC
 - Pumps controlled by manual operation



SCADA Pilot Test at Hueneme Sewer Lift Station

- Installed on April 11th at Hueneme Station
- Provides 24/7 real-time remote monitoring accessible from any computer, smart phone, and/or tablet
- Ability to reset alarms and control pump operation remotely
- Replacement of existing Programmable Logic Controller (PLC)
- [SCADA Website \(XiO\)](#)



Sewer Station Pump Repairs

- Hollywood Station pump #1
- Panama Station pump #2
- Hollywood Station backup pump



Safety Training

- Asbestos Cement Pipe Training at Camrosa Water District (upper photo)
 - CIBCSD staff provided live demonstration of proper procedure for handling asbestos cement pipe
- District hosted Confined Space Training attended by CIBCSD Ops staff and Montecito Water District (lower photo)
- Weekly Safety Meetings
- Lynda Lunches
 - Lunch time training for all District staff
 - Stress Management





Revisions to FY 2018 -2019 CIP Budget

MAY 8, 2018 – REGULAR BOARD MEETING

AKBAR ALIKHAN, GENERAL MANAGER

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Previous Action

- Board held budget workshops on March 13 and April 10
- District provided budget to Harbor Department in late March
- Scheduled final adoption for June 12, 2018 Board Meeting

- Tonight's action – brief Board on 5 requested changes to proposed CIP Budget
- No changes to Operations Budget

5/8/2018

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Naming Conventions



- First digit
 - 1 – Water Project
 - 2 – Wastewater Project
 - 3 – Solid Waste Project
 - 4 – Multiple Enterprises

- Second two digits are sequential series, counting upwards from “01”

CI 403 – Billing & Financial Systems

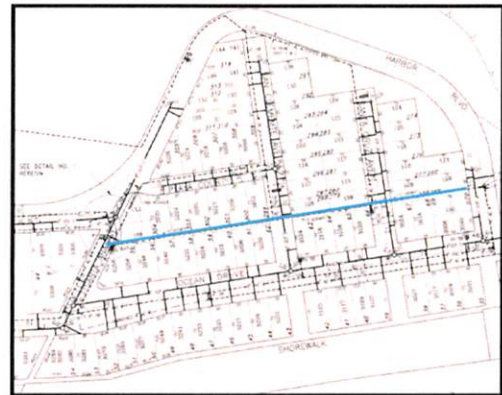


- Increase project costs from \$40K to \$50K
 - Early research shows desired products are approx. \$40K
 - Additional funds will provide for:
 - project contingencies
 - customizations
 - ample training

CI 101 – Water Line Relocation



- Water Line Relocation “Santa Ana to Harbor” renamed to Monitoring of Water Lines in Easements
- Instead of relocating water pipes, District will use advanced monitoring techniques to prevent breaks
- Reduces project costs from \$240,000 to \$60,000
 - Relocation engineer’s estimate came back at \$298,000



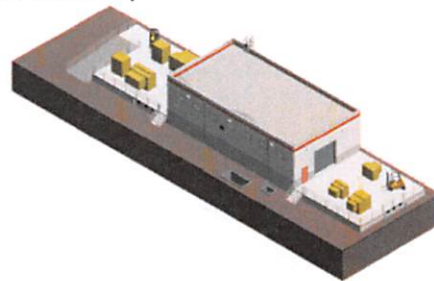
5/8/2018

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CI 206 – OWTP Allocation



- First disbursement shifted out to FY 2020 (from 2019) and increased to \$200,000 from \$80,000
 - District’s share of Phase 1 – Electrical Improvements
- Staff has been attending design meetings with Oxnard WW staff and design engineers to review plans periodically



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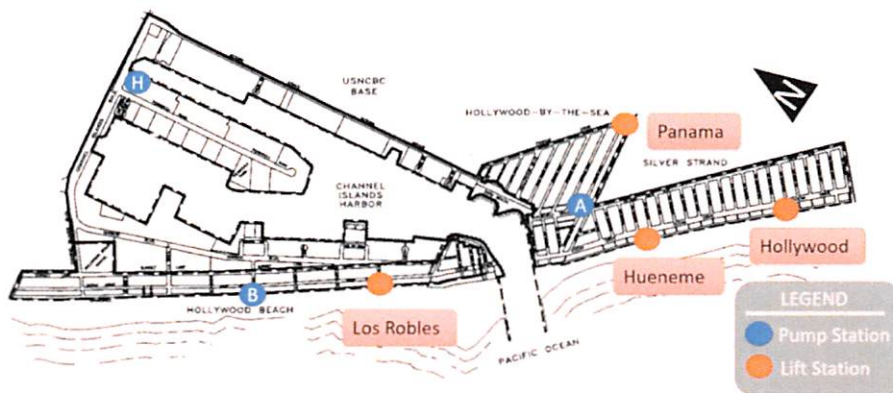
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CI 202 – Pump Station Improvements



- Consolidated multiple pump station projects into one single project.

STATION LOCATION



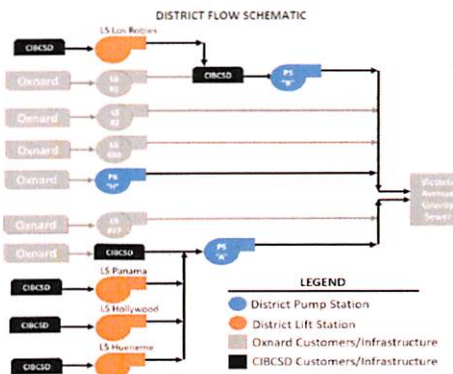
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CI 208 – WW Flow Meter Installation



- Addition of Wastewater Flow Meter Installation Project for \$35,000 for FY 2019
- Tracks wastewater flow that we convey for Oxnard ratepayers through our force mains AND flow from our ratepayers that goes into Oxnard's collection system for treatment
- City will pay for half of project costs
- \$35,000 is District's estimated share of costs



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Next Steps

Date	Event
May 8, 2018	1 st Reading of Rate Ordinance
June 12, 2018	2 nd Reading of Rate Ordinance and Budget Adoption
July 1, 2018	Beginning of Fiscal Year
July 15, 2018	New Rates Effective



Redwood and Victoria Sewer Trunk – Final True Up

MAY 8, 2018 – BOARD MEETING

PETE MARTINEZ, DEPUTY GM / OPERATIONS MANAGER

5/8/2018

Background

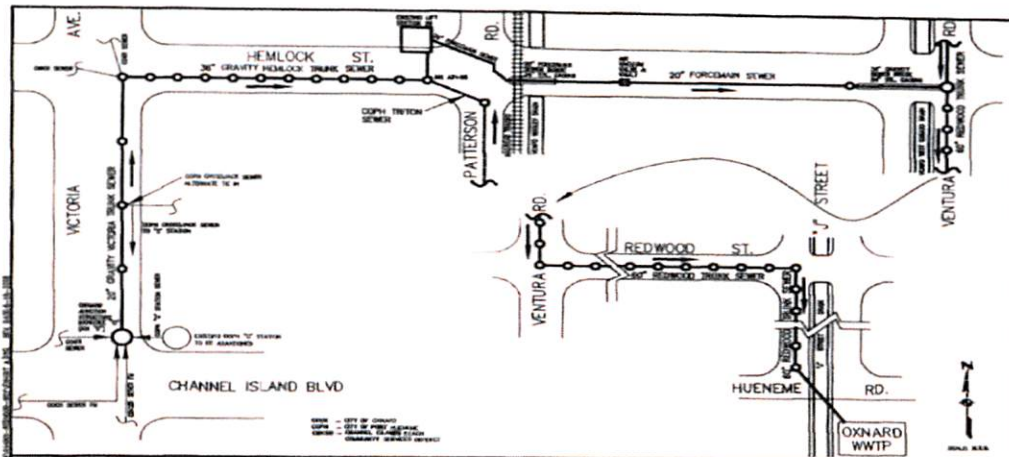


- Redwood Trunk (2004-2007)
 - 5-mile long trunk sewer system
 - 36-inch segment on Hemlock St from Victoria to Patterson
 - New sewer lift station No. 29
 - 20-inch sewer force main on Hemlock from Patterson to Ventura Rd
 - 42-inch segment on Ventura Rd south of Hemlock
 - 60-inch segment on Redwood St>J St>Oxnard Wastewater Treatment Plant

- Victoria Trunk (2011-2012)
 - 20-inch segment on Victoria from Channel Islands to Hemlock
 - Removed all District and City of Oxnard flow from City of Port Hueneme

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Redwood and Victoria Trunk - Map



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Final Cost Allocation Per Agreement



Item	Description	Project Cost	Channel Islands Beach CSD	
			Percent %	Amount
1	Victoria Trunk	\$1,849,176	41.86%	\$774,065
2	Hemlock Trunk	\$6,233,983	7.70%	\$480,016
3	Hemlock Gravity MH AT+68 to LS 29	\$53,736	7.70%	\$4,137
4	Hemlock Force Main + LS 29	\$6,622,432	4.92%	\$325,823
5	Redwood Trunk - Ventura Rd /S. Hemlock	\$23,861,552	1.97%	\$470,072
			Original Bal	\$2,054,115
			CIBCSD Payment 1	(\$1,248,314)
			CIBCSD Payment 2	(\$543,140)
			Original True Up	\$262,662
			Revised Final True Up	\$226,354

5/8/2018

Factors Attributed to Final True Up Costs

- The majority of the final true up costs were associated with many of the following challenges:

- Construction
- Micro-tunneling
- Public outreach
- Permitting
- Traffic control
- Safety issues
- Utility relocations
- Litigation



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Recommendation

- Consider and approve the final true up payment to the City of Oxnard for Redwood and Victoria Trunk Sewer Projects in the amount of \$226,354.

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Proposed Side Letter to Union MOU

MAY 8, 2018 – REGULAR BOARD MEETING

AKBAR ALIKHAN, GENERAL MANAGER

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Background

- April 10 – Approved final resolution for Enrollment into CalPERS
- CalPERS requires all unionized staff to be within the pay range for their assigned job classification
 - 3 staff members are “out of range”
- Unionized staff represented by SEIU Local 721

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Solution

- Create 3 new job classifications to put staff members “back within range”
- Does not increase wages for the upcoming fiscal year
- Creates two new advancement steps for the Lead Operator and Lead CSR/Clerk positions
- MOU Steps
 - CSR I/II and Operator I/II – A, B, C, D, E (5 Steps)
 - Lead Operator / Lead CSR – A, B, C (3 Steps)

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Proposed New Positions

- Lead Customer Service Rep (CSR)/ Clerk of the Board (3 Total Steps)
- Lead Water/Wastewater Operator (3 Total Steps)
- Water & Wastewater Operator II / Equipment Operator (5 Total Steps)

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Summary of Unionized Staff

1. Lead Water/Wastewater Operator
2. Water & Wastewater Operator II / Equipment Operator
3. Water & Wastewater Operator I
4. Lead Customer Service Rep (CSR)/ Clerk of the Board
5. Customer Service Admin Asst I



Recommendation

1. Approve proposed Side Letter to Memorandum of Understanding with Local SEIU 721.

CHANNEL ISLANDS BEACH COUMMUNITY SERVICES DISTRICT (CIBCSD)

353 SANTA MONICA DR.,

CHANNEL ISLANDS BEACH, CA 93035

WWW.CIBCSD.COM

7 May 2018

(Draft) MEMORANDUM FOR OTHER CIBCSD BOARD MEMBERS AND STAFF

FROM: Director Bob Nast

rnast@cibcsd.com

Mobile: (805) 832-9895

SUBJECT: Trip Report Re: 26th Annual Water Symposium Conducted By The Association of Water Agencies (AWA) Ventura County at the Oxnard Marriot on 10 Apr

1. **PURPOSE OF TRIP:** To participate in the AWA 26th Annual Water Symposium and 'network' with other AWA members to include a key state water policy maker, other members of local water boards, local water distribution related activity vendors, and our water vendor(s); the Port Hueneme Water Agency (PHWA), which in turn receives/buys CIBCSD's underground sources of public water directly from United Water Conservation District (UWCD).
2. **WHO?** (Other Travelers, Participants, and Networking Contacts of Note Were :)
 - CIBCSD- Akbar Alikhan, General Manager; fellow CIBCSD traveler; (e-mail: aalikhana@cibcsd.com)
 - Fruit Growers Laboratory (FGL), Glenn Olsen, Senior Manager (e-mail: glennofglinc.com). Note that FGL is the laboratory who performed the baseline test of CIBCSD drinking water received by PHWA from UWCD; results are pending.
 - PHWA- Steve Hickox, Water Operations Manager (since retired)
 - UWCD-Anthony Emmert, Deputy General Manager (e-mail: tonym@unitedwater.org)
 - CA Department of Water Resources (DWR)-Karla Nemeth, Director (e-mail: Karla.Nemeth@water.ca.gov)
3. **WHAT WAS DISCUSSED AND WHAT ACTIONS WERE PROPOSED OR TAKEN.**

The morning of speakers was culminated (highlighted) by the keynote speaker, Ms. Karla Nemeth, Director of the California Department of Water Resources (DWR); please

double click on . What interested me were Karla's remarks concerning climate change and how it presents Californians with a serious disrupting public drinking water problem. We at the Channel Islands are particularly sensitive to marginalized current and future supplies of underground sources of drinking water. As you know, CIBCSD relies heavily (read as 80% +) on underground sources of drinking water. Note: that exact percentage is under advisement and subject to separate discussion/ correspondence).

Currently, these underground sources of drinking water come exclusively from the Oxnard Upper and Lower Aquifer Systems rather than the more expensive (3X's as expensive) surface water sourced from the State Water Project (SWP) currently supplied to CIBCSD by Calleguas Municipal Water District (<http://www.calleguas.com/>) via PHWA.

- a. **BACKGROUND.** CIBCSD has been collaborating for over a year with other local water agencies under the direction of our Fox Canyon Groundwater Management Agency (FCGMA), to develop a Groundwater Sustainability Plan (GSP). In our case, it would address the Oxnard subbasin. This effort is required and in response to the CA Sustainable Groundwater Management Act (SGMA) passed in 2014. The following quote from FCGMA's website describes our immediate responsibilities in this important and on-going effort; that is, some near-term actions we are aware of:

"As part of the next step in completing the GSPs FCGMA in collaboration with other water agencies [like CIBCSD, PHWA, UWCD, etc.], will be conducting groundwater modeling of future conditions over the next 50 years to evaluate the sustainable yield of the groundwater basins and management areas. The GSPs must identify projects and management actions that will be implemented to achieve sustainable groundwater management within 20 years and maintain sustainable groundwater management over a 50 year planning horizon. The FCGMA is seeking to identify projects with planned implementation within the next 20 years that will affect sustainable management of the groundwater basins to include in future conditions modeling scenarios. If you work for an agency that plans to implement a project that would have an impact on basin sustainable yield within the next 20 years, please provide a one-page summary of the project and complete the attached GSP [Project Evaluation Checklist](#) and submit them to the FCGMA. The **deadline for submittals is May 18, 2018**. The submittals may be mailed to the FCGMA or emailed to FCGMA-GSP@ventura.org." Note: Define sustainable yield as..." Groundwater sustainability is defined as the use of ground water in a manner that can be maintained for an indefinite time without causing unacceptable consequences."


b. **PROPOSED ACTIONS.**

- i. Provide a one-page summary of each of the CIBCSD projects and complete the attached GSP [Project Evaluation Checklist](#) and submit them to the FCGMA. The **deadline for submittals is May 18, 2018.** (Staff)
- ii. Forward the written guidance and direction received from the Director of the Department of Water Resources (DWR) to the FCGMA and others, as

 PDF



DWR_E-mail.pdf

received (Nast); please double click on  for an e-mail response from the Director, DWR.

- iii. Follow-up with the FCGMA re: review comments on the draft Oxnard Subbasin GSP (Nast-on-going); please see review comments at the bottom of <http://fcgma.org/component/phocadownload/category/57-comments#v>

4. WHAT DID THIS TRIP COST CIBCSD RATE-PAYERS? \$205

Bob Nast
CIBCSD Board
Member