

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, July 9, 2019

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

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

President Brewer was absent.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Director Bouchard made the motion to approve the Consent Calendar and Director Marcus seconded the motion. The motion passed all in favor.

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

**D. OPERATIONS AND MAINTENANCE REPORT:**

IGM Martinez using a PowerPoint presentation discussed the month's projects which included Fourth of July preparation, water line service repairs on Peninsula Road and Anacapa Avenue, sewer station maintenance, sewer system CCTV project at 100% completion and a mention of the District's participation at the Sheriff's at Your Service Day event.

**E. CLOSED SESSION:**

**General Counsel announced the Board went into Closed Session at 6:07 p.m.**

- 1. PUBLIC EMPLOYMENT (Gov. Code § 54957(b)(1))54957(b)(1).  
Title: Interim General Manager**

**General Counsel announced the Board was back in Open Session at 6:25 p.m. Board met with General Counsel to discuss the item under closed session Public Employment Interim General Manager. No actionable item to report.**

## **F. ACTION CALENDAR:**

### **1. Interim General Manager: The Board will review and approve Interim General Manager contract.**

General Counsel commented the Interim General Manager Agreement is attached and it has the Interim General Manager performing both his duties, as the Operations and Maintenance individual and the Interim General Manager. The duties are explained in the contract. Director Marcus made the motion to approve the Interim General Manager position for Pete Martinez at \$114,000 retroactive to June 12, 2019. Director Bouchard seconded the motion. Motion passed.

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

### **2. Appointment of Executive Advisory Committee.**

IGM Martinez explained that at the ADHOC committee meeting there was a suggestion made by the members to appoint an Executive Advisory Committee to support the Interim General Manager for three months. Director Bouchard wanted to state that the Executive Advisory Committee is meant to be a resource available to the Interim General Manager and up to Interim General Manager's discretion not an obligation. Director Marcus moved to appoint an Executive Advisory Committee and appoint Director Bouchard and Director Debley to the Executive Advisory Committee. Director Debley seconded the motion. Motion passed collectively.

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

### **3. Bad Debt Write-Off.**

Director Bouchard moved to approve bad debt write-off from FY 2017/2018 to be written off in FY 2018/2019. Director Marcus seconded the motion. Motion passed.

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

### **4. 2019 CSDA Board of Directors, Election, (Seat B) Coastal Network – 2020-2022**

Office Manager CJ Dillon explained that this came from CSDA and if the Board chooses to vote there are two candidates to choose from Jeff Hodge and Jack Curtis. If the Board chooses to vote they also need to authorize the Office Manager to respond to the online ballot on behalf of the CIBCSD Board. Director Bouchard made the motion to cast ballot for Jeff Hodge and authorize Office Manager to cast the ballot on behalf of the Board. Director Marcus seconded the motion. Motion passed.

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

## **G. INFORMATION CALENDAR:**

### **1. Transition Plan for New Monthly Billing Schedule**

IGM Martinez using a PowerPoint presentation explained the plan for transitioning the billing schedule. The billing schedule transition was approved by the Board at the May 14<sup>th</sup> meeting and the option that the Board agreed on was the one-time transition. The month of December will be when the billing transition will take place starting with the service dates November 15<sup>th</sup> through November 30<sup>th</sup> billing out on December 15<sup>th</sup>. The start of the new billing cycle will be December 1<sup>st</sup> to December 31<sup>st</sup> billing out no later than January 7<sup>th</sup>. Community outreach will be done to let the community know about the new billing schedule and the receipt of two separate bills during the month of December.

### **2. Teaman, Ramirez and Smith Engagement Letter**

Office Manager CJ Dillon explained this is a letter received every year from the auditors before they arrive. They were here July 1<sup>st</sup> and 2<sup>nd</sup> for their internal audit and they will return in October for their year-end audit.

### **3. Annual Drinking Water Quality Report**

Vice President Nast and Director Marcus said they were pleased with the Water Quality Report. Director Debley asked for a disclaimer or narrative when the water hardness increases due to bypassing the plant. Director Bouchard said that maybe during those unique years add to the narrative a range of hardness throughout the year. IGM Martinez stated certain content is required by the State and will ask the State for direction on the proposed additional language.

### **4. PHWA Agenda Review**

IGM Martinez announced that today they canceled the PHWA Meeting in July because they felt they needed more time to go over the Budget. There is also no meeting in August because they are dark. September will be the next meeting. Board raised concerns regarding the PHWA Budget. IGM Martinez suggested the Executive Advisory Committee meet and discuss their concerns.

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

Vice President Nast said he attended the VRSD trip to the Toland Landfill and it was informative and impressive. Vice President Nast said he thought it would be beneficial for IGM Martinez and the Board to attend the tour. Vice President Nast shared a recycling article he received at VRSD.

Director Marcus said she attended the PHWA meeting June 17th and they elected Richard Rollins as the AWA representative.

#### **H. BOARD MEMBER COMMENTS:**

Vice President Nast stated his concern regarding Earthquake preparedness in the District.

Vice President Nast wanted to warn pet owners that there is poison in the Harbor area meant to deter rats but to watch out for pets.

Director Debley said speaking from experience you are required by the Agricultural department to be a licensed pesticide applicator in order to use anything with approval from the County. They shouldn't be doing that due to the strict requirements. The Harbor should be aware of that.

Director Debley said he recalled vaguely that the District offered rebates in the last 25 years in some capacity or another. Director Debley asked if there are any active programs the District can participate in. Staff explained the State took over the rebate programs so residents are directed to go to [Bewaterwise.org](http://Bewaterwise.org) for rebates through the State. Director Debley then supported IGM Martinez's suggestion that Staff include that information in the next billing insert to remind residents.

Director Debley stated that he was pleased to hear that IGM Martinez was working with the Harbor to deal with the median issue residents were concerned about. He thanked IGM Martinez.

Director Marcus said the parking lot was still having issues and that City of Oxnard was cutting back on funding for parks.

Director Marcus mentioned there are still a lot of coyotes in the area.

Director Bouchard commented that the coyote situation is due to the water in the river pushing coyotes out to further areas.

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

General Counsel announced that Anthony Goff was appointed General Manager of Calleguas Municipal Water District.

IGM Martinez said that on August 14, 2019 United will be hosting a tour that covers Lake Piru down to the Freeman Diversion. If anyone is interested, please let the Clerk know.

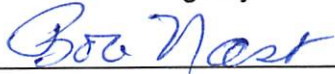
IGM Martinez announced that United will be doing a presentation on Article 21 water so if anyone is interested it will be September 16<sup>th</sup>.

IGM Martinez said he met with Mark Sandoval this morning, had an introduction, discussed some ongoing issues and chatted about the median issue residents were concerned about. Mark Sandoval is aware of it and working with the Public works Director to resolve the issue. It was a good conversation.

IGM Martinez said at the GMA meeting adoption of the proposed Allocation Ordinance was postponed after several comments from the audience in opposition. They are hoping to arrange a workshop to hopefully come up with a consensus.

IGM Martinez announced he will be on vacation July 10, 2019 through July 16, 2019.

The Board Meeting adjourned at 7:24 P.M.



---

Bob Nast, Vice President