

**MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, October 8, 2019**

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

President Brewer called the meeting to order at 6:00 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Nast, 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.

Director Marcus was absent.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Vice President Nast made the motion to approve the Consent Calendar and President Brewer seconded the motion. The motion passed all in favor.

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

**D. PRESENTATION: GENERAL COUNSEL**

General Counsel presented a high-level review of the policy requirements related to the Brown act which was an item requested at the last Board meeting.

**6:04 p.m. Director Marcus joins the meeting.**

Board asked questions. General Counsel stated that there are a couple of different ways to agendize an item and it is a good idea to follow the Bylaws of the District. Board requested that the Bylaws be reviewed and updated as deemed appropriate by General Counsel and Staff. General Counsel stated to the Board the importance of using the District email for any District business.

**E. OPERATIONS AND MAINTENANCE REPORT:**

IGM Martinez using a PowerPoint presentation, presented the Operations and Maintenance Report. The update on the GIS contract explained that they are establishing every asset and once finished, will integrate the sewer video. This eventually will lead to the CMMS program, the preventative maintenance program. The results of the lead and copper testing samples, all came back below all actionable levels. The updates on the yard maintenance and improvement project and the Community Cleanup Event and its success. Event feedback from residents was extremely positive. Also, a reminder the CERT event is on October 26, 2019 from 10:00 a.m. to 2:00 p.m.

**F. CLOSED SESSION:**

**General Counsel announced the Board entered closed session at 6:21 p.m.**

**1. PUBLIC EMPLOYMENT (Gov. Code § 54957(b)(1))54957(b)(1).**

**Title: General Manager**

**General Counsel announced the Board was back in Open Session at 6:54 p.m. Board met with General Counsel to discuss the item under closed session Public Employment General Manager position and there was no formal action taken.**

**G. ACTION CALENDAR:**

**1. Employment/Appointment of Permanent General Manager. The Board will discuss how to proceed with filling the General Manager position.**

**Director Bouchard made the motion to appoint Pete Martinez as the permanent General Manager for the Channel Islands Beach Community Services District and to amend the compensation portion of his contract in line with the adopted salary schedule the Board has of \$123,500.00 as his starting wage and the amendment be made to his existing contract to allow 1 year of additional educational benefits as it is stated in his Operational contract providing him one more year to complete the master's program and the compensation related to that. Director Debley seconded the motion. The motion passed collectively.**

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

**Pete Martinez accepted the permanent General Manager position.**

**2. Agreement for Engineering Support Services with Michael K. Nunley & Associates, Inc. (MKN)**

**General Manager Martinez explained that this agreement has to do with Ryan Gallagher who has been working with the District for a decade. Ryan Gallagher is no longer with Gannett Fleming and is now with Michael K. Nunley & Associates, Inc. (MKN) in Ventura. This recommendation is to consider and approve an agreement with MKN designating MKN as District Engineer for engineering support services of the District. There is no additional financial impact this year. Director Marcus made the motion to approve an agreement with MKN designating MKN as District Engineer for engineering support services. President Brewer seconded the motion. The motion passed.**

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

### **3. Authorization to Proceed with Conditional Use Permit (CUP) Application for District Administration and Operations Facility.**

General Manager Martinez introduced the professionals that were helping the District with the Conditional Use Permit (CUP) process. Kevin Kohan with Elevated Entitlements is helping the District with the entitlement of redevelopment of the site and the CUP process. Jeff Zook with Coastal Architects is helping the District with site design and architectural design. General Manager Martinez used a PowerPoint presentation to give background on the CUP, explain the contracts the District entered during this process and how they arrived at the two concepts, the architectural design, CUP submittal and the community workshop. The recommendation is to authorize the General Manager to proceed with submitting the CUP application with the County of Ventura for the redevelopment of the District's administration and operations facility. Board asked questions. Kevin Kohan and Jeff Zook explained that the CUP relates to zoning use for 25 years. Director Marcus made the motion to authorize the General Manager to proceed with submitting the CUP application with the County of Ventura for the redevelopment of the District's administration and operations facility. Director Bouchard seconded the motion.

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

### **H. INFORMATION CALENDAR:**

1. General Manager Martinez reviewed the PHWA Agenda. Board stated concerns with the PHWA Budget. The meeting is on Monday, October 21<sup>st</sup> at 4:00 p.m.

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

Vice President Nast attended the VRSD meeting and VRSD updated their Bylaws.

Director Marcus attended the PHWA meeting and said the Budget was not ready at that meeting.

Director Bouchard stated that the PHWA is struggling since they are short staffed. The Budget was not ready so there was not much to speak of. Director Bouchard said he will bring up his concerns regarding the Budget not being prepared and its effect on the District at this month's PHWA meeting.

### **I. BOARD MEMBER COMMENTS:**

Vice President Nast wants PFA and PFO testing on the agenda next meeting. General Manager Martinez said he has already scheduled the District to do their own testing. If the results come back with any traces, then General Manager Martinez will discuss that with United.

Director Debley asked about the Stage 2 water signs and asked that if they need to be up, they should be cleaned or replaced.

Director Debley asked that Staff investigate adding Household Hazardous Waste Collection to the next Community Clean Up Event to help people dispose of it and make it easier for residents to get rid of dangerous material.

Director Debley announced that along with his son he signed up for a CERT class and is looking forward to it.

Director Marcus would like to remind residents of the ways to dispose of Household Hazardous Waste.

Director Marcus is concerned about the parking lot and would like Sheriff involvement.

President Brewer said golf carts have been a problem at Hollywood Beach.

Director Debley suggested that they could address the issue with the Sheriff at the next meeting.

Director Marcus discussed the recent newspaper articles that are addressing water issues relating to the environment and agency's in discord with each other. Director Marcus suggested that the Board should have an educational opportunity focusing on these current issues at the next Board meeting. For example, more information on the State water conflict, the GMA issues and such. It may be good to refresh.

President Brewer agreed with Director Marcus that it was good idea to learn more about these issues.

Director Bouchard said at the next PHWA meeting the presentation by United on Article 21 water may be a helpful opportunity to learn about some of the water issues.

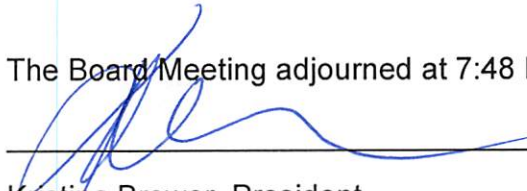
President Brewer asked that General Manager Martinez reach out to Sheriff's to attend the Board meetings to address the concerns and revisit the camera discussion.

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

General Counsel said that several months ago there was discussion regarding interest in the State Water Interconnection Project concerning Calleguas and the City of Ventura. They were served with a lawsuit regarding the Environmental Impact Report which is being challenged by a group from Oakland. General Counsel stated it best to see how things develop.

General Manager Martinez said that he spoke with City of Oxnard regarding the Hueneme Foundation request from last meeting. City of Oxnard is in support and will notify the District when they need something from CIBCSD.

The Board Meeting adjourned at 7:48 P.M.



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Kristina Brewer, President