



Board of Directors:

SUSIE KOESTERER, President  
 ELLEN SPIEGEL, Vice President  
 KRISTINA BREWER, Director  
 MARCIA MARCUS, Director  
 BOB NAST, Director

AKBAR ALIKHAN  
 General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156  
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# 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 Meeting beginning at 7:00 PM on Tuesday, October 10, 2017. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

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

**B. PUBLIC COMMENTS:** 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 –September 2017
3. Operations & Maintenance Report –
  - a. Deferred
4. Minutes
  - a. September 12, 2017
  - b. September 22, 2017
5. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	<b>Account Number</b>	<b>Water Relief</b>	<b>Sewer Relief</b>	<b>Total Relief</b>
a.	01310-06	\$47.64	\$70.00	\$116.64
b.	08060-01	\$309.63	\$744.18	\$1,053.81
c.	05580-01	\$112.20	\$184.11	\$296.31

**D. ACTION CALENDAR**

1. Adoption of Standard Development Plate for Abandonment of Services

**E. INFORMATION CALENDAR**

1. Report from Board Members of any meeting or conference where compensation from the District for attendance was received.
2. Summary of District Agreements with Other Agencies

**F. BOARD MEMBER COMMENTS**

**G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS**

**AGENDA POSTING CERTIFICATION**

This agenda was posted Thursday, October 5, 2017 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).



Akbar Alikhan  
*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

10/9/2017 8:18 AM

Register: 1002 · Checking Pacific Western

From 09/01/2017 through 09/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/6			16,462.74	805,329.30
09/08/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/8			16,365.39	821,694.69
09/11/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			19,791.56	841,486.25
09/11/2017	4433	Aflac	2000 - Accounts Payable		966.35			840,519.90
09/11/2017	4434	Arco	2000 - Accounts Payable		765.72			839,754.18
09/11/2017	4435	AWA	2000 - Accounts Payable	2017 Dues	300.00			839,454.18
09/11/2017	4436	County of Ventura - ...	2000 - Accounts Payable		300.00			839,154.18
09/11/2017	4437	Data West Corp.	2000 - Accounts Payable		180.00			838,974.18
09/11/2017	4438	Dial Security	2000 - Accounts Payable		210.00			838,764.18
09/11/2017	4439	Document Systems, I...	2000 - Accounts Payable	HP Office	60.69			838,703.49
09/11/2017	4440	Elecsys Corporation	2000 - Accounts Payable		223.50			838,479.99
09/11/2017	4441	FedEX	2000 - Accounts Payable		31.25			838,448.74
09/11/2017	4442	FGL Environmental I...	2000 - Accounts Payable		688.00			837,760.74
09/11/2017	4443	Frontier	2000 - Accounts Payable		129.84			837,630.90
09/11/2017	4444	Frontier-Office	2000 - Accounts Payable		338.10			837,292.80
09/11/2017	4445	KEH & Associates, I...	2000 - Accounts Payable		600.00			836,692.80
09/11/2017	4446	Mission Linen & Uni...	2000 - Accounts Payable		147.77			836,545.03
09/11/2017	4447	Mycol, Inc.	2000 - Accounts Payable		120.00			836,425.03
09/11/2017	4448	Nationwide Retirement	2000 - Accounts Payable	pr pd 8/26/17 t...	3,029.17			833,395.86
09/11/2017	4449	Pacific Couriers	2000 - Accounts Payable		188.72			833,207.14
09/11/2017	4450	PagersDirect Inc C/o ...	2000 - Accounts Payable	Pager service t...	147.00			833,060.14
09/11/2017	4451	Philip's Janitorial Ser...	2000 - Accounts Payable		185.00			832,875.14
09/11/2017	4452	Soares, Sandall, Bern...	2000 - Accounts Payable		1,080.00			831,795.14
09/11/2017	4453	Spectrum	2000 - Accounts Payable		39.56			831,755.58
09/11/2017	4454	Streamline	2000 - Accounts Payable		200.00			831,555.58
09/11/2017	4455	Tampa Hardware 2	2000 - Accounts Payable		318.10			831,237.48
09/11/2017	4456	Underground Service...	2000 - Accounts Payable		24.85			831,212.63
09/12/2017		QuickBooks Payroll ...	-split-	Created by Pay...	19,583.59			811,629.04
09/13/2017	4457	Kristina Brewer	2000 - Accounts Payable	Travel Per Diem	240.00			811,389.04
09/13/2017	4458	Robert Nast	2000 - Accounts Payable	Mileage and Fo...	533.18			810,855.86
09/13/2017	4459	AWA	2000 - Accounts Payable	Brock, Espinos...	175.00			810,680.86
09/13/2017	4460	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 7/16/17 t...	45,253.90			765,426.96
09/13/2017	4461	FGL Environmental I...	2000 - Accounts Payable		198.00			765,228.96
09/13/2017	4462	Office Depot	2000 - Accounts Payable		234.90			764,994.06
09/13/2017	4463	Pitney Bowes Inc.	2000 - Accounts Payable		144.16			764,849.90
09/13/2017	DD	Akbar Alikhan	-split-	Direct Deposit		X		764,849.90
09/13/2017	DD	Carol J Dillon	-split-	Direct Deposit		X		764,849.90
09/13/2017	DD	Casey D Johnson	-split-	Direct Deposit		X		764,849.90
09/13/2017	DD	E.D. Brock	-split-	Direct Deposit		X		764,849.90
09/13/2017	DD	Erika F Davis	-split-	Direct Deposit		X		764,849.90

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/13/2017	DD	Lupe C Lopez	-split-	Direct Deposit		X		764,849.90
09/13/2017	DD	Mark A Espinosa	-split-	Direct Deposit		X		764,849.90
09/14/2017	4465	C.O.R.	2000 - Accounts Payable	Water and Sew...	5,880.00			758,969.90
09/14/2017	4466	Embroider This.....	2000 - Accounts Payable	New Uniforms	423.00			758,546.90
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/15			565.83	759,112.73
09/15/2017	DEP	DEPOSIT	1 - Water System Expe...	Dep 9/15			164.63	759,277.36
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/11			255.04	759,532.40
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/15			18,464.78	777,997.18
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/14			12,651.58	790,648.76
09/15/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 9/6			600.00	791,248.76
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/11			7,136.35	798,385.11
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/9			10,280.48	808,665.59
09/15/2017	DEP	DEPOSIT	2050 - Customer Depo...	Dep 9/6			300.00	808,965.59
09/15/2017	DEP	DEPOSIT	1200 - Accounts Recei...	Dep 9/12			10,674.57	819,640.16
09/15/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	echecks			20,115.07	839,755.23
09/15/2017	4467	Frontier	2000 - Accounts Payable		200.60			839,554.63
09/21/2017	4468	AT & T	2000 - Accounts Payable		672.25			838,882.38
09/21/2017	4469	AWA	2000 - Accounts Payable	Distribution Cl...	35.00			838,847.38
09/21/2017	4470	CALL 24 Communic...	2000 - Accounts Payable		120.00			838,727.38
09/21/2017	4471	CalPers	2000 - Accounts Payable		6,997.89			831,729.49
09/21/2017	4472	Document Systems, I...	2000 - Accounts Payable		117.67			831,611.82
09/21/2017	4473	Frontier	2000 - Accounts Payable		277.71			831,334.11
09/21/2017	4474	Hollister & Brace	2000 - Accounts Payable		2,712.50			828,621.61
09/21/2017	4475	PHWA	2000 - Accounts Payable		65,823.74			762,797.87
09/21/2017	4476	So. California Edison...	2000 - Accounts Payable		1,352.37			761,445.50
09/21/2017	4477	Spectrum	2000 - Accounts Payable	internet	119.98			761,325.52
09/21/2017	4478	Venco Controls, Inc.	2000 - Accounts Payable		4,153.50			757,172.02
09/21/2017	4479	Websoft Developers, ...	2000 - Accounts Payable	Annual Contra...	12,000.00			745,172.02
09/21/2017	4480	SWRCB-DWOCP	2000 - Accounts Payable	D-2 Certificate ...	80.00			745,092.02
09/21/2017	4485	Bob Nast	2000 - Accounts Payable	1 addnl day me...	60.00			745,032.02
09/21/2017	4486	Kristina Brewer	2000 - Accounts Payable	1 addnl night h...	312.73			744,719.29
09/22/2017	4487	CIBCS-D-Petty Cash	2000 - Accounts Payable		281.65			744,437.64
09/26/2017		QuickBooks Payroll ...	-split-	Created by Pay...	19,318.05			725,119.59
09/27/2017	4488	Ellen S Spiegel	-split-		369.40			724,750.19
09/27/2017	4489	Kristina N Brewer	-split-		369.40			724,380.79
09/27/2017	4490	Marcia L Marcus	-split-		277.05			724,103.74
09/27/2017	4491	Robert T Nast	-split-		369.40			723,734.34
09/27/2017	4492	Susan Koesterer	-split-		369.40			723,364.94
09/27/2017	To Print	Akbar Alikhan	-split-	Direct Deposit		X		723,364.94
09/27/2017	To Print	Carol J Dillon	-split-	Direct Deposit		X		723,364.94

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09/27/2017	To Print	Casey D Johnson	-split-	Direct Deposit		X		723,364.94
09/27/2017	To Print	E.D. Brock	-split-	Direct Deposit		X		723,364.94
09/27/2017	To Print	Erika F Davis	-split-	Direct Deposit		X		723,364.94
09/27/2017	To Print	Lupe C Lopez	-split-	Direct Deposit		X		723,364.94
09/27/2017	To Print	Mark A Espinosa	-split-	Direct Deposit		X		723,364.94
09/28/2017	EDEP	DEPOSIT	1200 - Accounts Recei...	e-checks			82,888.74	806,253.68
09/29/2017	4493	A to Z Law, LLP	2000 - Accounts Payable		1,034.00			805,219.68
09/29/2017	4494	ACWA/Joint Powers	2000 - Accounts Payable	Auto/Liability ...	32,085.17			773,134.51
09/29/2017	4495	Aflac	2000 - Accounts Payable		386.54			772,747.97
09/29/2017	4496	America's Tire	2000 - Accounts Payable	Tire F-350	529.47			772,218.50
09/29/2017	4497	Data West Corp.	2000 - Accounts Payable		180.00			772,038.50
09/29/2017	4498	Famcon Pipe and Su...	2000 - Accounts Payable		228.44			771,810.06
09/29/2017	4499	FGL Environmental I...	2000 - Accounts Payable		719.00			771,091.06
09/29/2017	4500	Frontier	2000 - Accounts Payable		394.59			770,696.47
09/29/2017	4501	Nationwide Retirement	2000 - Accounts Payable	pr pd 9/9/17 to...	3,272.44			767,424.03
09/29/2017	4502	Port Hueneme Marin...	2000 - Accounts Payable		6.12			767,417.91
09/29/2017	4503	Sam Hill & Sons, Inc.	2000 - Accounts Payable	120 Ventura	1,580.00			765,837.91
09/29/2017	4504	SCE- Office	2000 - Accounts Payable		281.74			765,556.17
09/29/2017	4505	SEIU, Local 721	2000 - Accounts Payable	September Dues	167.50			765,388.67
09/29/2017	4506	Jared L. Bouchard	2000 - Accounts Payable		687.50			764,701.17
09/29/2017	4507	Bob Nast	2000 - Accounts Payable	Hotel Reimbur...	1,430.57			763,270.60

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, September 12, 2017

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

President Koesterer called the meeting to order at 7:00 PM and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Spiegel, Director Nast, Director Marcus, Director Brewer, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

**B. PUBLIC COMMENTS:**

CHP Officer Kevin Denharder said it was pretty quiet in the Channel Islands Beach area. He explained that the CHP was training drug requisition experts, performing school zone enforcement, and policing pedestrian walk ways in the county. He also answered Director Brewer's question regarding boat parking enforcement confirming it was 72 hours.

**C. CONSENT CALENDAR:**

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

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 - No

**D. ACTION CALENDAR**

1. Office Manager, CJ Dillon presented the Review of Investment Report and Policy for fiscal year ending 6/30/17. Director Marcus moved to approve the motion as presented and Director Brewer seconded the motion and the motion passes unanimously.

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 - No

2. Review of the travel request from Director Brewer and Director Nast to attend the CSDA Fall Conference was presented to the Board. Office Manager, CJ Dillon explained due to the cost of the trip Board approval is required in order to remain in line with Resolution 14-04. Director Marcus moved to approve motion and Director Spiegel seconded. The motion passed 5-0.

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 - No

3. Office Manager explained that the auditors suggested to Increase the Capitalization Limit. The state limit is \$5,000.00 and the proposed resolution recommends \$3,000.00. She said this was a good middle ground number. Director Marcus moved to approve and adopt Resolution 17-02 as amended. Director Brewer seconded. The motion passed unanimously.

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 - No

4. Clerk of the Board gave a brief power point presentation illustrating the proposed revisions to the current records retention policy. General Manager explained costs involved. Director Brewer moved and Director Spiegel seconded. The motion passed unanimously.

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 – No

5. General Manager requested extension of consulting agreement with Jared Bouchard through June 30, 2018 with a not-to-exceed amount of \$9,500. Director Marcus moved and Director Nast seconded. Motion passed unanimously.

Koesterer, Spiegel, Marcus, Brewer and Nast 5 - Yes 0 – No

## **E. INFORMATION CALENDAR**

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

Director Spiegel reported that she attended the PHWA meeting with General Manager Alikhan. Board discussed PHWA contracts.

2. Update on California Water Fix

General Manager presented two short videos concerning California Water Fix. He stated there is a meeting September 26<sup>th</sup> in Los Angeles addressing this.

3. Discussion on Board Member travel to California Coastal Commission Meeting on September 14, 2017 in Cambria CA

The General Manager said the meeting has been postponed and he will let the board know the new date once it is announced.

## **F. BOARD MEMBER COMMENTS:**

Director Brewer stated that the deck appeals will be on November 1<sup>st</sup> or 10<sup>th</sup>.

Director Brewer explained that the City of Oxnard announced at the Board of Realtors workshop that they will be implementing permits for rentals.

Director Spiegel shared that she and General Manager attended PHWA meeting last Wednesday regarding Groundwater Project updates.

Director Spiegel noted that there was an article in VC star about Harbor Development project and voiced her concerns about the artistic rendering of the project. .

Director Marcus proposed a review of the General Manager since the 100 day mark was coming up. Board Discussion ensued. September 22, 2017 at 10:00am was agreed upon for a Special Meeting in closed session for the review of the progress of the new administration.

Director Nast asked if there was anything new to report regarding Operations Manager Recruitment. Also is anything new from CalPERS. General Manger stated this would be addressed in General Manager comments.

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

General Counsel said he had three comments:

1. Last Tuesday City of Ventura vs United went in front of California Supreme Court. Will wait to see how it turns out.
2. Last month United discovered Quagga mussels in Piru and Santa Paula. He explained the hazardous effects this has on the pipes. Fish and Wildlife will be meeting with United.
3. The GSP is at a standstill. They have heard proposals from Agricultural side and M and I side so now GMA makes decision.

The General Manager made the following announcements:

- 1) PHWA Agenda for September 18, 2017 meeting was distributed but it is missing the budget. They will be addressing the budget at the October meeting. Once they submit draft of budget General Manager assured the board he will be going through it meticulously and make sure allocations getting value.
- 2) Reiterated that in August he along with Director Spiegel attended PHWA meeting..
- 3) General Manager will be sending a letter on behalf of the district to United in support of the improvements.
- 4) Director Nast and Director Brewer will be attending the Monterey CSDA conference September 26<sup>th</sup> through September 28<sup>th</sup>.
- 5) Fisherman's Wharf was scheduled for inclusion in the Coastal Commission meeting September 14, 2017 but it has been postponed to October or November. General Manager will keep board apprised when it is rescheduled.
- 6) Community Clean Up Day is scheduled for September 23<sup>rd</sup> from 9:00 am to 1:00 pm.
- 7) Ryan Gallagher from KEH is hosting toilet to tap water event locally on September 26<sup>th</sup>. Please rsvp if anyone is interested in attending.
- 8) Southern California Gas is videoing sewer lines to see if near gas lines. Video inspection is going on all over the state. Our area should be completed by November. Benefit is the District will receive copies of videos free of charge.
- 9) OPV update. Once there is information Peter Candy will attend District Board Meeting to report on latest updates.



10) Negotiations with EJ Harrison will be coming up. Their performance has been great but we will making adjustments to include simplifying disposal of Hazardous waste for residents.

11) Selected Operations Manager Candidate is still engaged. District still waiting on CalPers. The assiduous Operations staff ensures that the District operations continues to run smoothly. Also having Jared Bouchard as an available resource aids Operations Staff. New Operations Manager won't be here until 2018.

**H. CLOSED SESSION: None**

The Board Meeting adjourned at 9:27 PM.

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Susie Koesterer, President

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING, September 22, 2017

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

President Koesterer called the meeting to order at 8:42 AM and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Spiegel, Director Marcus, Director Brewer, Director Nast, General Manager, Akbar Alikhan, Clerk of the Board Erika Davis, General Counsel, John Mathews, and Office Manager, CJ Dillon.

**B. PUBLIC COMMENTS:**

General Counsel commented that traffic at base is dangerous.

**C. CONSENT CALENDAR:**

General Counsel announced to the Board a change in the Agenda order to add Board Member comments at the end of the meeting. Director Spiegel moved to approve the amended Agenda and Consent Calendar. Director Marcus seconded the motion and the motion passed unanimously.

Koesterer, Marcus, Spiegel, Brewer and Nast 5 - Yes 0 - No

**D. CLOSED SESSION: Public Employee Performance Evaluation – Title: General Manager; Pursuant to Government code Section 54957(b).**

**8:53 AM - General Counsel, John Mathews, announced the Board was going into Closed Session pursuant to California Government Code Section 54957 (b)(1) to discuss Public Employee Performance Evaluation – Title: General Manager.**

**11:26 AM - General Counsel, John Mathews, announced the Board concluded the Closed Session Item.**

**No Board Action.**

**E. ACTION CALENDAR:**

**1. Status of Current and Planned District Projects**

**Recommendation:** Receive report.

**Staff Presentation:** Akbar Alikhan

General Manager Alikhan presented a PowerPoint presentation displaying the status of current and planned projects.

**F. INFORMATION CALENDAR: None**

**G. BOARD MEMBER COMMENTS:**

Director Nast requested the following items be added to future agendas: 1) Baseline water testing 2) Emergency preparedness ensuring infrastructure safety in cases like flooding.

Director Marcus suggested sending out a stuffer that commends EJ Harrison on how great of a job they are doing here at the District.

Director Marcus asked that a workshop be assembled explaining the three party agreement with PHWA and reviewing contractual agreements. General Counsel stated it should be in closed session.

Director Nast commented on importance of GIS mapping.

The Board Meeting adjourned at 1:51 PM.

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Susie Koesterer, President



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**Regular Board Meeting, October 10, 2017**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Adoption of Standard Development Plate for Abandonment of Water Services  
**Item No.** D-1

**RECOMMENDATION:**

Adopt attached standard development plate for Abandonment of Services

**FINANCIAL IMPACT:** No funding requested.

**BACKGROUND/DISCUSSION:**

The Districts owns, operates, and maintains the water appurtenances in its service area. For all new connections, private developers are responsible for adhering to the District's specifications for installation, modification, or removal of any water service devices – including pipes, meters, backflow prevention devices, etc.

Many agencies publish a book of standard development plates as a reference to prospective developers on the specifications listed by the water provider that they must adhere to. Historically, the District has relied on standard development plates of neighboring agencies to provide to private developers, in lieu of its own development standards.

The County of Ventura recently submitted plans to the District for the redevelopment of the Casa Sirena Hotel, which includes the relocation and installation of new water services. Furthermore, the project calls for the abandonment of asbestos concrete (AC) piping. The removal of AC pipe can pose a safety hazard if not performed correctly and must be disposed of in an appropriate manner. To that end, District staff felt it was necessary to adopt a standard development plate for the abandonment of water services, which clearly addresses how private contractors must abandon these pipe materials.

The attached development standard will act as authority on water service abandonment and provide private developers with a reference for how to handle removals in the future. District staff will develop a full set of standards at a later date for Board consideration and adoption.

**ATTACHMENT:** Standard Development Plate for Abandonment of Water Services

## **ABANDONMENT OF WATER SERVICES**

### **GENERAL**

All existing water lines or structures that are to be abandoned shall be indicated on the drawings by the applicant's engineer. In general, abandoned lines which are in service will be replaced with a parallel line of equal or larger size, and the engineer shall demonstrate in any case that the abandonment does not adversely affect the water system.

All abandonment and construction techniques shall be discussed with, and approved by, the Operations Manager prior to any such work.

### **WATER LINES**

Water lines to be abandoned shall be removed or entirely filled by pumping concrete into them. The pump mix shall be Standard Specifications for Public Works Construction (SSPWC) 100-E-100 sand/slurry concrete mixture sufficiently workable for the purposes intended. The engineer shall show on the drawings the approximate number of cubic yards of slurry which will be required for any particular reach.

When abandoning AC pipe, leave as much of the mainline in place as is possible, and fill it with a sand/slurry concrete mixture. Remove only those portions of the pipe which are less than 30 inches deep, or which will interfere with proposed improvements. There is one exception to this guideline. Since it is generally best to remove AC pipe by pulling it apart at the joints, it may be more practical to remove a slightly greater amount of pipe than is necessary to provide the required 30 inches of cover.

AC pipe that cannot be filled with a sand/slurry mixture and abandoned in place shall be removed from the trench, left intact and double bagged in 6-mil thick plastic bags and disposed of at a disposal facility certified to accept asbestos. The contractor shall provide proof to the Operations Manager that the material was delivered to a certified disposal facility.

Abandoned sections of AC pipe shall not be crushed and left in the trench.

### **STRUCTURES AND/OR APPURTENANCES**

Structures and/or appurtenances associated with lines to be abandoned shall be removed by the contractor and delivered by the contractor to the District's office at 353 Santa Monica Drive, if salvageable. Prior to delivery of any structures or appurtenances, the contractor shall contact the Operations Manager to determine if said items are salvageable or desirable by the District. If such items are not useable or desirable by the District, they shall become the property of the contractor and shall be disposed of in a legal manner and location.



Board of Directors:

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**Regular Board Meeting, October 10, 2017**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Summary of Agreements for Core Services  
**Item No.** E-2

**RECOMMENDATION:**

Receive and file report.

**FINANCIAL IMPACT:** No funding requested.

**BACKGROUND/DISCUSSION:**

The District is engaged in several service agreements with neighboring agencies to provide water, sewer, and solid waste service to District residents. These service agreements allow the District to leverage the collective resources of its neighbors to maintain a high level of service. This report is a summary of the District's existing long-term service agreements. This summary also contains agreements where Port Hueneme Water Agency (PHWA) is the named party.

The District is currently engaged in the following eight service agreements, either directly or via PHWA:

	<b>Official Name</b>	<b>Commonly Referred to As</b>
1.	Three Party Water Supply Agreement	Three Party Agreement
2.	Water Supply Agreement for Delivery of Water through the Oxnard/Hueneme Pipeline	OH Pipeline Agreement
3.	Water Service Agreement between the County of Ventura and the Channel Islands Beach Community Services District	Harbor Service Agreement
4.	Water Sales Agreement between the PHWA and the CIBCSD	PHWA Water Sales Agreement
5.	Water Treatment, Plan Site Facilities, and Land Lease Agreement	PHWA Land Lease
6.	Wastewater Transportation and Treatment Agreement	Wastewater Service Agreement
7.	Agreement for Formation of a Joint Powers Agency	PHWA Formation
8.	Agreement between Channel Islands Beach Community Services District and E.J. Harrison and Sons, Inc. for Collection, Diversion, Transport and Disposal of Solid Waste and Recyclable Materials	Solid Waste Agreement

## **No. 1: Three Party Agreement**

### **Parties**

PHWA  
City of Oxnard  
Calleguas Municipal Water District (CMWD or Calleguas)

### **Term**

Effective Date: 12/10/2002  
Expiration Date: 6/30/2036

### **Purpose:**

- Allows PHWA to enter into a pooled water purchase order with Oxnard to avoid system peaking charges from CMWD, an estimated \$95,000 per year (2002).
- During periods of peaking demand, PHWA receives State water from Oxnard, not directly from CMWD.
- Required upgrading of emergency interconnections between Oxnard and PHWA to allow for regular ongoing use and only for emergency use.

### **Recent Developments**

- No recent developments, but the future of PHWA and its water supply will affect or materially dissolve the Three Party Agreement.

## **No. 2: OH Pipeline Agreement**

### **Parties**

Contractors (including PHWA, Oxnard, and several smaller groundwater recipients)  
United Water Conservation District (UWCD or United)

### **Term**

Effective Date: 7/1/1996  
Expiration Date: 6/30/2036

### **Purpose:**

- Reduce groundwater extractions in coastal areas and the Oxnard Plain by shifting pumping operations to more inland areas (Montalvo Forebay) to avoid seawater intrusion and other environmental impacts
- Terms of rates and service for how groundwater is delivered from United Water Conservation District's groundwater wells to PHWA, including quantity, reserved capacity, and establishment of enterprise fund for OH Pipeline activities

### **Recent Developments**

- Contractors and retained counsels have been negotiating revisions to the existing agreement and are nearly complete with revised language to the agreement.
- Revised language includes discussion of Groundwater Sustainability Plan, terms of withdrawal, and terms of future contractors (new connections to pipeline).
- New agreement will likely come before PHWA Board prior to FY 2018-2019 fiscal year.

### **No. 3: Harbor Service Agreement**

#### **Parties**

Channel Islands Beach CSD  
County of Ventura

#### **Term**

Effective Date: 10/22/1996  
Expiration Date: 10/22/2026, capacity share debt paid in 2021

#### **Purpose:**

- Provides terms of water service between the District and the Harbor including asset ownership, terms of separation, rate equity, and process of setting rates.
- Rate equity clause – Harbor portion of District revenues must be equal or less than Harbor's percentage of total District water use.
- Obligates the District to provide up to 465 acre feet per year for Harbor use and retain capacity in PHWA for such purpose.
- County can unilaterally withdraw from the agreement at any time with payment of outstanding PHWA capacity debt, outstanding O&M obligations, cost to tie-in District facilities at each end of Harbor property, and one year notice.

#### **Recent Developments**

- While Harbor water use has been well below the reserved 465 acre foot threshold, the redevelopment of the Casa Sirena Hotel and the proposed development of Fisherman's Wharf will increase demand in future years. The District has ample reserved capacity in PHWA to meet both Harbor and Non-Harbor demand.
- The District and Harbor's debt associated with PHWA capacity will be retired in 2021.

### **No. 4: Water Sales Agreement with PHWA**

#### **Parties**

Channel Islands Beach CSD  
PHWA

#### **Term**

Effective Date: 7/1/1996  
Expiration Date: 7/1/2036

#### **Purpose:**

- Provides terms of water service between the District and the PHWA including participation in the Water Treatment Plant Facilities (WTPF), estimated usage by District, and demand/pressure specifications.

#### **Recent Developments**

- No proposed or discussed changes to contract language.
- Any amendments to PHWA Formation (JPA Agreement) may affect this agreement.



## **No. 5: Land Lease Agreement**

### **Parties**

PHWA  
City of Oxnard

### **Term**

Effective Date: 2/13/1996  
Expiration Date: 2/13/2016

### **Purpose:**

- Provides terms of lease for PHWA facility at the City's preferred location.
- Restricts footprint of facility to 1.5 acres.
- Commitment by parties to acknowledge and consider regional partnerships for future development at project site.

### **Recent Developments**

- Lease has continued beyond the agreement length.
- City of Oxnard has approached PHWA staff about relocating plant facilities to allow for future expansion of City facilities.

## **No. 6: Wastewater Service Agreement**

### **Parties**

PHWA  
City of Oxnard

### **Term**

Effective Date: 6/13/2006  
Expiration Date: 6/13/2036

### **Purpose:**

- Provides terms of service for conveyance and treatment of sewage from District.
- Includes reimbursement provision for homes in Oxnard service area which use District wastewater lines to transport sewage to Redwood Trunk connection (91% of bill total).
- Obligates the District to pay for capital improvements related to construction of Redwood and Victoria Trunk lines.

### **Recent Developments**

- Lease has continued beyond the agreement length.
- City of Oxnard has approached PHWA staff about relocating plant facilities to allow for future expansion of City facilities.

## **No. 7: PHWA Formation**

### **Parties**

Channel Islands Beach Community Services District  
City of Port Hueneme

### **Term**

Effective Date: 7/20/1994

Expiration Date: 7/20/2019, or expiration date of PHWA agreement with UWCD

### **Purpose:**

- Terms of creation, governance, and operation for PHWA for the development of a cost-effective means to provide quality potable water to the region.
- Detailed specific authority to acquire real property, build plant facilities, enter into agreements with wholesale water suppliers, and engage professional services.
- Most recently amended in 2002 to accommodate the Three Party Agreement.

### **Recent Developments**

- Staff has discussed introduction of Fourth Amendment to name Channel Islands Beach CSD General Manager as the Assistant Executive Director of PHWA.
- Water Supply Strategic Planning exercise that is currently underway will help inform the future of PHWA.

## **No. 8: Solid Waste Agreement**

### **Parties**

Channel Islands Beach Community Services District  
EJ Harrison & Sons, Inc.

### **Term**

Effective Date: 1/31/2013

Expiration Date: 1/31/2018

### **Purpose:**

- Franchise agreement for solid waste hauling, recycling, and large bin provider.
- Agreement also includes Christmas tree disposal, two large item residential pick-ups per customer, and disabled walk-in service.
- Rates paid to contractor are reduced by 15% for District franchise fee credit.

### **Recent Developments**

- Contractor and staff have engaged in discussions for renewal of service agreement. Renewal will come before the Board at the December Board Meeting.

**ATTACHMENT:** Tabular Summary of Agreements for Core Services

### Tabular Summary of Agreements for Core Services

Agreement Name	Party 1	Party 2	Effective Date	Expiry Date	Scope
<b>Three Party Water Supply Agreement</b>	City of Oxnard PHWA	Calleguas MWD	12/10/2002	6/30/2036	Allows PHWA to enter into a pooled water purchase order with Oxnard to avoid system peaking charges from Calleguas
<b>Oxnard Hueneme Pipeline Agreement</b>	PHWA City of Oxnard Other Contractors	United Water CD	1/1/1996	6/30/2036	Reduces groundwater extractions in coastal areas and the Oxnard Plain by shifting pumping operations to more inland areas
<b>Water Service Agreement between County of Ventura and CIBCSD</b>	CIBCSD	County of Ventura	10/22/1996	10/22/2026	Terms of water service delivered to Harbor customers
<b>Water Sales Agreement between PHWA and CIBCSD</b>	PHWA	CIBCSD	6/10/1996	6/10/2036	Terms of water delivered to District via PHWA
<b>Land Lease Agreement</b>	PHWA	City of Oxnard	2/13/1996	2/13/2016	Terms of lease of land for PHWA's water treatment facility
<b>Wastewater Transportation and Treatment Agreement</b>	CIBCSD	City of Oxnard	6/13/2006	6/13/2036	Charges for service and capital costs charged by City to District for conveyance and treatment of sewage.
<b>PHWA Formation Agreement</b>	City of Port Hueneme	CIBCSD	7/20/1994	7/20/2019	Terms of creation, governance, and operation for PHWA