



Board of Directors:

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

PETER MARTINEZ
General Manager

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A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCS.D.COM

BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

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 6:00 P.M. on Tuesday, January 12, 2021. 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 by calling **1- 213-282-9788 and entering Conference ID: 938 905 377#**. 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 – November 2020
 - b. Cash Disbursal & Receipt Report – December 2020
3. Minutes:
 - a. November 10, 2020 Regular Board Meeting

5. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	00000061	\$109.72	\$288.49	\$398.21
b.	17721-02	\$45.38	\$122.76	\$168.14
c.	19850-06	\$65.62	\$184.14	\$249.76
				\$816.11

D. OPERATIONS AND MAINTENANCE REPORT:

E. SPECIAL PRESENTATION: SPECIAL WATER COUNSEL CANDY

1. Special Water Counsel Candy will provide a verbal update on Oxnard-Pleasant Valley Basin Allocation Ordinance and the Consensus Building Institute (CBI) Facilitation Process

F. ACTION CALENDAR:

1. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2021

Recommendation:

- 1) Appoint new officers for Board positions, committees, outside agency appointments, and professional associations.

2. BOARD MEMBER COMPENSATION

Recommendation:

- 1) Provide direction to Staff to return with Ordinance regarding Board member compensation.

3. EXTENSION OF EMERGENCY DECLARATION

Recommendation:

- 1) Consider and approve the Extension of Emergency Declaration and Orders related to the COVID-19 outbreak.

G. INFORMATION CALENDAR:

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

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, January 7, 2021 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.

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

1/7/2021 12:12 PM

Register: 1002 · Checking Pacific Western

From 11/01/2020 through 11/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2020	6515	XIO, Inc.	2000 - Accounts Payable		865.00			468,436.50
11/02/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	718.05	469,154.55
11/02/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep. Correction	0.05	X		469,154.50
11/02/2020	6529	Elevated Entitlements	2000 - Accounts Payable		825.00	X		468,329.50
11/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit		X	622.92	468,952.42
11/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	694.01	469,646.43
11/03/2020	6533	Badger Meter	2000 - Accounts Payable		1,682.99	X		467,963.44
11/03/2020	6534	Underground Service...	2000 - Accounts Payable		39.70	X		467,923.74
11/03/2020	6535	ZWORLD GIS	2000 - Accounts Payable		1,250.00	X		466,673.74
11/03/2020	6536	Diener's Electric, Inc.	2000 - Accounts Payable		639.00	X		466,034.74
11/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	663.91	466,698.65
11/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,171.14	468,869.79
11/04/2020	ACH	Pacific Western	6 - Administrative Exp...	On-line stamp ...	179.11	X		468,690.68
11/04/2020	6537	FedEX	2000 - Accounts Payable		29.42	X		468,661.26
11/04/2020	6538	Nu-Line Technolog...	2000 - Accounts Payable		226,978.75	X		241,682.51
11/04/2020	6541	Employment Develo...	2000 - Accounts Payable	Letter ID L163...	177.83	X		241,504.68
11/04/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,333.95	X		217,170.73
11/04/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		217,170.73
11/04/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		217,170.73
11/05/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,427.43	219,598.16
11/05/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	3,240.66	222,838.82
11/05/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0656949	1,093.07	X		221,745.75
11/05/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-11-2004	235.47	X		221,510.28
11/05/2020	ACH	Arco	4 - Maintenance Expen...	59117005	902.17	X		220,608.11
11/05/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	10-31-20	280.75	X		220,327.36
11/05/2020	ACH	Tampa Hardware 2	2 - Sewer System Expe...	10-31-20	62.14	X		220,265.22
11/05/2020	ACH	Aflac	*2020 - Payroll Liabilit...	947150	235.70	X		220,029.52
11/05/2020	ACH	Cardmember Service	8000 - Suspense	9-19-2020 to 1...	4,223.29	X		215,806.23
11/05/2020	6539	IVR Technology Gro...	2000 - Accounts Payable		100.67	X		215,705.56
11/05/2020	6540	CIBCS-D-Petty Cash	2000 - Accounts Payable		100.45	X		215,605.11
11/06/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 11/3		X	150.00	215,755.11
11/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/5		X	1,877.60	217,632.71
11/06/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/3		X	2,014.37	219,647.08
11/06/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	876.40	220,523.48

Channel Islands Beach 2013

1/7/2021 12:12 PM

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From 11/01/2020 through 11/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/06/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	1,470.27	221,993.75
11/06/2020	6542	CUSI	2000 - Accounts Payable		101.20	X		221,892.55
11/06/2020	6547	County of Ventura - ...	2000 - Accounts Payable		274.50	X		221,618.05
11/06/2020	6548	Famcon Pipe and Su...	2000 - Accounts Payable		669.24	X		220,948.81
11/06/2020	6549	Michael K. Nunley ...	2000 - Accounts Payable		15,605.04	X		205,343.77
11/06/2020	6550	Xpress Lube	2000 - Accounts Payable		47.99	X		205,295.78
11/07/2020	6555	SWRCB-DWOCB	2000 - Accounts Payable	Earl D. Brock ...	80.00	X		205,215.78
11/09/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,456.59	208,672.37
11/09/2020	ACH	CalPers	*2020 - Payroll Liabilit...	unpaid liability	15.82	X		208,656.55
11/09/2020		QuickBooks Payroll ...	6 - Administrative Exp...	Created by Pay...	50.00	X		208,606.55
11/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,403.59	210,010.14
11/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	7,146.19	217,156.33
11/12/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,407.50	218,563.83
11/12/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	9,498.30	228,062.13
11/12/2020	ACH	CalPers	-split-	10-17-20 to 10-...	3,755.91	X		224,306.22
11/12/2020	6556	A to Z Law, LLP	2000 - Accounts Payable		952.39	X		223,353.83
11/12/2020	6557	CUSI	2000 - Accounts Payable		100.84	X		223,252.99
11/12/2020	6558	FGL Environmental I...	2000 - Accounts Payable		146.00			223,106.99
11/12/2020	6559	Soares, Sandall, Bern...	2000 - Accounts Payable		2,233.00	X		220,873.99
11/13/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 11/9		X	150.00	221,023.99
11/13/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/9		X	6,616.36	227,640.35
11/13/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/10		X	25,765.94	253,406.29
11/13/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/13		X	7,691.41	261,097.70
11/13/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	580.44	261,678.14
11/13/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	5,809.50	267,487.64
11/13/2020	6560	Nationwide Retirement	2000 - Accounts Payable	pr pd 10-31-20 ...	2,074.98	X		265,412.66
11/13/2020	6561	Nu-Line Technologie...	2000 - Accounts Payable	10-1-20 to 10-3...	56,034.80	X		209,377.86
11/13/2020	6565	VRSD	2000 - Accounts Payable		5,421.50			203,956.36
11/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,101.39	205,057.75
11/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,531.77	207,589.52
11/16/2020	ACH	Vanco Chrg	6 - Administrative Exp...		96.40	X		207,493.12
11/16/2020	6562	FGL Environmental I...	2000 - Accounts Payable		267.00			207,226.12
11/16/2020	6563	PHWA	2000 - Accounts Payable		64,613.33			142,612.79
11/16/2020	6564	Traffic Technologies ...	2000 - Accounts Payable		24.73	X		142,588.06
11/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	522.51	143,110.57
11/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,179.61	146,290.18
11/18/2020	ACH	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Mont...		X	85,381.06	231,671.24
11/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	520.63	232,191.87
11/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	4,060.59	236,252.46
11/18/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,169.50	X		212,082.96

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1/7/2021 12:12 PM

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/18/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		212,082.96
11/18/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		212,082.96
11/19/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,403.39	215,486.35
11/19/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	16,387.74	231,874.09
11/19/2020	6566	SWRCB-DWOCB	2000 - Accounts Payable		105.00			231,769.09
11/19/2020	6567	Karpet King	2000 - Accounts Payable		600.00	X		231,169.09
11/20/2020	Dep	QB:DEPOSIT	2050 - Customer Depo...	Dep 11/11		X	300.00	231,469.09
11/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/11		X	442.12	231,911.21
11/20/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/16		X	25,220.65	257,131.86
11/20/2020	DEP {	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/13		X	16,533.35	273,665.21
11/20/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,088.12	274,753.33
11/20/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	3,059.98	277,813.31
11/20/2020	Retck	QB:Returned Item	1200 - Accounts Recei...	Cucci	371.28	X		277,442.03
11/20/2020	Retck	QB:Returned Item	1200 - Accounts Recei...	Raffaelli	673.45	X		276,768.58
11/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Arosteguy	551.56	X		276,217.02
11/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Arosteguy	1,331.65	X		274,885.37
11/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	561.01	275,446.38
11/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	4,163.16	279,609.54
11/23/2020	ACH	Spectrum	6 - Administrative Exp...	cable	55.80	X		279,553.74
11/23/2020	ACH	Bay Alarm Company	4 - Maintenance Expen...	103152	99.24	X		279,454.50
11/23/2020	ACH	Spectrum	6 - Administrative Exp...	WIFI	224.98	X		279,229.52
11/23/2020	ACH	SCE- Office	8000 - Suspense		239.35	X		278,990.17
11/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...		239.71	X		278,750.46
11/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...		449.70	X		278,300.76
11/23/2020	ACH	AT & T	6 - Administrative Exp...		621.08	X		277,679.68
11/23/2020	ACH	So. California Edison...	2 - Sewer System Expe...		743.38	X		276,936.30
11/23/2020	ACJ	Frontier	6 - Administrative Exp...		154.19	X		276,782.11
11/23/2020	6568	Famcon Pipe and Su...	2000 - Accounts Payable		64.35			276,717.76
11/23/2020	6569	FGL Environmental I...	2000 - Accounts Payable		245.00			276,472.76
11/23/2020	6570	JEM TECH PROS	2000 - Accounts Payable	Computer assis...	1,480.25			274,992.51
11/23/2020	6571	net2phone	2000 - Accounts Payable		331.14			274,661.37
11/23/2020	6572	EJ Harrison & Sons, ...	2000 - Accounts Payable	10-1-20 to 10-3...	46,898.25			227,763.12
11/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	815.67	228,578.79
11/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,533.09	231,111.88

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1/7/2021 12:12 PM

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From 11/01/2020 through 11/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/23		X	18,473.20	249,585.08
11/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/20		X	26,232.07	275,817.15
11/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/24		X	240.00	276,057.15
11/25/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	1,534.14	277,591.29
11/25/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	4,927.29	282,518.58
11/25/2020	ACH	CalPers	-split-	10-31-20 to 11-...	3,755.91	X		278,762.67
11/25/2020	ACH	CalPers	5 - Salaries & Benefits:...		10,449.74	X		268,312.93
11/26/2020	6574	FGL Environmental I...	2000 - Accounts Payable		146.00			268,166.93
11/27/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	659.34	268,826.27
11/27/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	2,073.60	270,899.87
11/30/2020	Dep	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/23			320.00	271,219.87
11/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/23			160.25	271,380.12
11/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/25			769.31	272,149.43
11/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/22			1,002.66	273,152.09
11/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 11/23			469.03	273,621.12
11/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 11/30			19,980.66	293,601.78
11/30/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		X	198.55	293,800.33
11/30/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		X	698.47	294,498.80
11/30/2020			6 - Administrative Exp...	Service Charge	81.35	X		294,417.45
11/30/2020	06-23		66901 · *Reconciliatio...	Balance Adjust...		X	0.36	294,417.81

Channel Islands Beach 2013

1/7/2021 12:13 PM

Register: 1002 · Checking Pacific Western

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			258.69	294,676.50
12/01/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,059.71	295,736.21
12/01/2020	6575	PHWA	1 - Water System Expe...	Inv. 332	59,181.97			236,554.24
12/01/2020	6576	EJ Harrison & Sons, ...	3 - Trash Expense:428...	pr pd 7/1/2020 ...	48,056.46			188,497.78
12/01/2020	6577	XIO, Inc.	2 - Sewer System Expe...	201210374	865.00			187,632.78
12/01/2020	6578	Badger Meter	2000 - Accounts Payable		1,682.99			185,949.79
12/01/2020	6579	CUSI	2000 - Accounts Payable		101.38			185,848.41
12/01/2020	6580	Diener's Electric, Inc.	2000 - Accounts Payable	B station	510.00			185,338.41
12/01/2020	6581	Elevated Entitlements	2000 - Accounts Payable		375.00			184,963.41
12/01/2020	6582	Jarrold Lawrence	2000 - Accounts Payable		320.00			184,643.41
12/01/2020	6583	Miguel Zavalza	2000 - Accounts Payable		225.00			184,418.41
12/01/2020	6584	TC Experts, Inc.	2000 - Accounts Payable		1,511.77			182,906.64
12/01/2020	6585	Underground Service...	2000 - Accounts Payable		21.55			182,885.09
12/01/2020	12-01		1 - Water System Expe...	Void ck no.642...	59,181.97			123,703.12
12/01/2020	12-02		6 - Administrative Exp...	Void Ck # 643...	2,050.00			121,653.12
12/01/2020	12-03		2 - Sewer System Expe...	Void Ck no/ 64...	865.00			120,788.12
12/01/2020	12-04		3 - Trash Expense:428...	Void Ck. # 643...	48,056.46			72,731.66
12/01/2020	12-05		5 - Salaries & Benefits:...	Void ck # 6428...	25.00			72,706.66
12/02/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			638.34	73,345.00
12/02/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,256.82	74,601.82
12/02/2020	ACH	CalPers	5 - Salaries & Benefits:...	Employer Cont...	94.92			74,506.90
12/02/2020	ACH	CalPers	-split-	pr pd 11/14/20 ...	3,755.91			70,750.99
12/02/2020	6586	Nationwide Retirement	2000 - Accounts Payable	pr pd 11-14-20 ...	1,949.63			68,801.36
12/02/2020	6587	JEFFREY WAYMAN	2000 - Accounts Payable	Customer Refund	150.00			68,651.36
12/02/2020	6589	ZWORLD GIS	2000 - Accounts Payable		1,250.00			67,401.36
12/02/2020	6596	SWRCB	2000 - Accounts Payable	Index no. 421844	2,848.00			64,553.36
12/02/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,391.18			40,162.18
12/02/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		40,162.18
12/02/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		40,162.18
12/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			642.51	40,804.69
12/03/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,264.06	42,068.75
12/03/2020	6573	XIO, Inc.	2000 - Accounts Payable		865.00			41,203.75
12/04/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/1			17,372.50	58,576.25
12/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,940.28	60,516.53

Channel Islands Beach 2013

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Register: 1002 · Checking Pacific Western

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,568.78	63,085.31
12/04/2020	ACH	Aflac	*2020 - Payroll Liabilit...	363388	235.70			62,849.61
12/04/2020	ACH	Arco	4 - Maintenance Expen...	12-3-20	512.44			62,337.17
12/04/2020	ACH	Mission Linen & Uni...	5 - Salaries & Benefits:...	11-30-20	224.60			62,112.57
12/04/2020	ACH	Cardmember Service	8000 - Suspense	10-22-20 to 11-...	2,564.13			59,548.44
12/04/2020	ACH	ImageSource	6 - Administrative Exp...	25AR1208424	111.35			59,437.09
12/07/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,064.46	60,501.55
12/07/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,244.41	61,745.96
12/07/2020	12-4-20	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/1			733.00	62,478.96
12/07/2020	6598	FGL Environmental I...	2000 - Accounts Payable		146.00			62,332.96
12/07/2020	6599	IVR Technology Gro...	2000 - Accounts Payable		101.20			62,231.76
12/07/2020	6600	Michael K. Nunley ...	2000 - Accounts Payable		13,497.13			48,734.63
12/08/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			648.43	49,383.06
12/08/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			6,018.89	55,401.95
12/08/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Check could'nt ...	248.68			55,153.27
12/09/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,054.44	56,207.71
12/09/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			16,253.80	72,461.51
12/09/2020	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	12-4-20 0658637	1,091.55			71,369.96
12/09/2020	ACH	Frontier	6 - Administrative Exp...	121-01-20 1651	159.83			71,210.13
12/09/2020	ACH	SoCalGas	6 - Administrative Exp...	12-3-20 07991...	1.49			71,208.64
12/09/2020	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	11-26-20 9-30-...	496.77			70,711.87
12/09/2020	ACH	Tampa Hardware 2	4 - Maintenance Expen...	11-30-20	268.20			70,443.67
12/09/2020	6601	County of Ventura - ...	2000 - Accounts Payable	District, new of...	987.64			69,456.03
12/09/2020	6602	FGL Environmental I...	2000 - Accounts Payable		146.00			69,310.03
12/09/2020	6603	Keila Wilson	2000 - Accounts Payable		547.63			68,762.40
12/09/2020	6604	Performance Pipeline...	2000 - Accounts Payable	Hot spot cleaning	5,362.50			63,399.90
12/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			747.89	64,147.79
12/10/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			5,120.35	69,268.14
12/11/2020	Dep	QB:DEPOSIT	1200 - Accounts Recei...	dep 12/9			1,972.17	71,240.31
12/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/7			3,021.81	74,262.12
12/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/8			20,285.01	94,547.13
12/11/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 12/9			150.00	94,697.13
12/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/8			1,473.38	96,170.51
12/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/4			7,732.81	103,903.32
12/11/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			250.00	104,153.32
12/11/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,071.57	107,224.89
12/14/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,193.44	108,418.33
12/15/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			149.34	108,567.67
12/15/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,177.43	110,745.10
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/11			8,045.42	118,790.52

Channel Islands Beach 2013

1/7/2021 12:13 PM

Register: 1002 · Checking Pacific Western

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/11		19,857.76	138,648.28
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/10		8,672.87	147,321.15
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/14		15,267.31	162,588.46
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15		12,161.60	174,750.06
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15		1,081.81	175,831.87
12/16/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/11		225.00	176,056.87
12/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		713.52	176,770.39
12/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		4,118.87	180,889.26
12/16/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Draft...		81,564.93	262,454.19
12/16/2020	6611	Nationwide Retirement	2000 - Accounts Payable	pr pd 11/28/20 ...	1,950.48		260,503.71
12/16/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,307.05		236,196.66
12/16/2020	To Print	Carol J Dillon	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Casey D Johnson	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	E.D. Brock	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Erika F Davis	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Keila E Wilson	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Mark A Espinosa	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Peter A. Martinez	-split-	Direct Deposit			236,196.66
12/16/2020	To Print	Jesus Navarro	-split-	Direct Deposit			236,196.66
12/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,005.03	239,201.69
12/17/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		17,269.16	256,470.85
12/17/2020	6605	A to Z Law, LLP	2000 - Accounts Payable		634.19		255,836.66
12/17/2020	6606	Base Auto Parts	2000 - Accounts Payable		22.79		255,813.87
12/17/2020	6607	CSDA	2000 - Accounts Payable	CSDA Annual...	7,253.00		248,560.87
12/17/2020	6608	net2phone	2000 - Accounts Payable		331.66		248,229.21
12/17/2020	6609	PHWA	2000 - Accounts Payable		61,420.95		186,808.26
12/17/2020	6610	Soares, Sandall, Bern...	2000 - Accounts Payable		3,342.00		183,466.26
12/17/2020	6612	Wilmington Trust Fe...	2000 - Accounts Payable	Trustee fees for...	2,500.00		180,966.26
12/18/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/17		29,630.38	210,596.64
12/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		300.00	210,896.64
12/18/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,817.83	214,714.47
12/18/2020	ACH	CalPers	-split-	pr pd 11/28/20 ...	3,755.91		210,958.56
12/18/2020	ACH	CalPers	-split-		11,204.93		199,753.63
12/18/2020	6613	Peter Martinez	2000 - Accounts Payable	1/2 year educat...	4,000.00		195,753.63
12/18/2020	6614	FGL Environmental I...	2000 - Accounts Payable		146.00		195,607.63
12/18/2020	6615	Raftelis Financial Co...	2000 - Accounts Payable	Rate Study	1,353.75		194,253.88
12/21/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		795.23	195,049.11
12/21/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco		3,433.54	198,482.65
12/21/2020	6618	SWRCB	2000 - Accounts Payable		682.00		197,800.65
12/22/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI		780.69	198,581.34

Channel Islands Beach 2013

1/7/2021 12:13 PM

Register: 1002 · Checking Pacific Western

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/22/2020	6616	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 11/1/202...	48,847.74			149,733.60
12/22/2020	6617	XIO, Inc.	2000 - Accounts Payable	Sensors for repl...	3,481.44			146,252.16
12/22/2020	6619	Nu-Line Technolog...	2000 - Accounts Payable	pr pd 11-1-20 t...	102,914.07			43,338.09
12/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,276.36	44,614.45
12/23/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,449.89	46,064.34
12/23/2020	ACH	CalPers	-split-		3,755.91			42,308.43
12/23/2020	6620	AWA	2000 - Accounts Payable		25.00			42,283.43
12/23/2020	6621	Diener's Electric, Inc.	2000 - Accounts Payable	B station	142.00			42,141.43
12/23/2020	6622	FGL Environmental I...	2000 - Accounts Payable		198.00			41,943.43
12/23/2020	6623	AWWA-California-...	2000 - Accounts Payable	AWWA annual...	459.00			41,484.43
12/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			631.36	42,115.79
12/24/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,090.44	45,206.23
12/28/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/28			15,596.10	60,802.33
12/28/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			553.39	61,355.72
12/28/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,626.88	64,982.60
12/29/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			352.67	65,335.27
12/29/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			387.07	65,722.34
12/29/2020		QuickBooks Payroll ...	-split-	Created by Pay...	24,486.00			41,236.34
12/29/2020	6624	Kristina N Brewer	-split-		184.70			41,051.64
12/29/2020	6625	Marcia L Marcus	-split-		184.70			40,866.94
12/29/2020	6626	Robert T Nast	-split-		184.70			40,682.24
12/29/2020	6627	Sean Debley	-split-		184.70			40,497.54
12/29/2020	To Print	Carol J Dillon	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Casey D Johnson	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	E.D. Brock	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Erika F Davis	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Jared Bouchard	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Jesus Navarro	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Keila E Wilson	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Mark A Espinosa	-split-	Direct Deposit				40,497.54
12/29/2020	To Print	Peter A. Martinez	-split-	Direct Deposit				40,497.54
12/30/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			779.72	41,277.26
12/30/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,136.74	43,414.00
12/31/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			650.48	44,064.48
12/31/2020	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			812.15	44,876.63

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, November 10, 2020

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

President Nast called the virtual meeting to order at 6:02 P.M. In attendance, Vice President Debley, Director Bouchard, Director Marcus, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon and Operations Manager Jesus (Chuy) Navarro.

Director Brewer was absent.

B. PUBLIC COMMENTS:

None.

6:04 p.m. Director Brewer joined the meeting.

C. CONSENT CALENDAR:

General Manager Martinez asked to amend the Agenda Order by moving F-1 in front of E-1 and removing item E-3. Director Bouchard made the motion to approve the Consent Calendar with the modifications to the Agenda Order moving F-1 after the Operations and Maintenance report in front of E-1 and removing item E-3. Director Marcus seconded the motion. The motion passed.

Nast, Debley, Bouchard, Brewer, Marcus

5- Yes 0 -No

D. OPERATIONS AND MAINTENANCE REPORT:

Operation Manager Navarro used a PowerPoint slide to update the Board on the Sewer Rehab Project stating it is 95% complete.

F. INFORMATION CALENDAR:

1. Verbal Update regarding District Office and Yard Improvement Project Conditional Use Permit

Kevin Kohan reported that the CUP was approved and granted a 25-year extension. The Public Hearing at the Planning Commission is scheduled for January 2021.

E. ACTION CALENDAR:

1. Agreement with Coastal Architects for final design of office and yard improvements project (CI 402)

General Manager Martinez asked the Board to consider and approve the Coastal Architects agreement for project (CI 402). Jeff Zook from Coastal Architects answered Board questions regarding the agreement. There was no public comment. Director Bouchard moved to approve the agreement with Coastal Architects for final design services of the District Office and Yard Improvements project in the amount of \$98,850.50. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

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

2. Agreement with IRJ Engineers Inc

General Manager Martinez explained that after the condition and assessment of the sewer lift stations there were electrical concerns. This agreement with IRJ Engineers is to address and correct these electrical issues. There was no public comment. Director Brewer moved to approve the agreement with IRJ Engineers Inc in the amount of \$43,900. Director Marcus seconded the motion. The motion passed.

ROLL CALL VOTE:

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

4. Third Amendment for Wastewater Transportation and Treatment Services with the City of Oxnard

General Manager Martinez said this third amendment is a 2-year extension through the end of 2022 and there is no financial impact. There was no public comment. Director Marcus moved to approve the Third Amendment to Agreement A-7864 with the City of

Oxnard to extend until December 31, 2022 for wastewater transportation and treatment services. Vice President Debley seconded the motion. The motion passed.

ROLL CALL VOTE:

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

5. 2021 Holiday Schedule and Board Meeting Dates

Board discussion ensued regarding the 2021 Holiday Schedule and Board Meeting Dates. There was no public comment. Director Bouchard made the motion to approve the 2021 Holiday and Board Meeting Schedule going Dark in August for the next 2 years. Director Marcus seconded the motion. The motion passed.

ROLL CALL VOTE:

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

F. INFORMATION CALENDAR:

2. Receive report regarding the extension of the March 31, 2020 Emergency Declaration and Orders of the Channel Islands Beach Community Services District Board of Directors Related to the 2020 COVID-19 Outbreak. Board received report.
3. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

Director Marcus reported that the PHWA meeting was short and no motions were passed.

G. BOARD MEMBER COMMENTS:

Director Marcus thanked General Manager Martinez and the staff.

Director Marcus wished everyone health and safety.

Director Brewer said sales of property in the beach areas have skyrocketed and there is very low inventory of properties left on the market.

Vice President Debley asked that the Board Member compensation be revisited

and possibly adjusted.

Director Bouchard thanked President Nast for his year as Chair of the Board.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel stated that there is a lot going on in the groundwater world and the District has been actively involved. General Counsel said that General Manager Martinez and Special Water Counsel Candy did a great presentation at a recent groundwater meeting.

General Counsel wish everyone a safe and healthy holiday season.

General Manager Martinez had no comment.

The Board Meeting adjourned at 6:56 P.M.

Bob Nast, President



Board of Directors:

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

PETER MARTINEZ
General Manager

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Regular Board Meeting, January 12, 2021

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Presentation by Peter Candy
Item No. E-1

INFORMATION:

Peter Candy will provide a verbal update on Oxnard-Pleasant Valley Basin Allocation Ordinance and the Consensus Building Institute (CBI) Facilitation Process.



Board of Directors:

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

PETER MARTINEZ
General Manager

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Regular Board Meeting, January 12, 2021

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Election of Board Officers for Calendar Year 2021
Item No. F-1

RECOMMENDATION:

1. Appoint new officers for Board positions, committees, outside agency appointments, and professional associations.

FINANCIAL IMPACT: No impact to District budget.

BACKGROUND/DISCUSSION:

At the beginning of each calendar year, the Board appoints new officers for its President and Vice President positions. In addition, the Board selects officer assignments for its three committees –

1. Finance Committee
2. Facilities Committee
3. Water Utility Rate Review Committee (WURRC)

The Board assigns two Board members each to the Finance and Facilities Committees, with the Board President typically serving as the alternate to both committees. The WURRC was established to provide a forum for the District Board and the County Harbor Administration to discuss utility rate issues. The WURRC, which has not met in recent years, was established to provide a forum for the District Board and the County Harbor Administration to discuss utility rate issues. This committee is typically served by the Board President, with the Vice President serving as the alternate.

Lastly, the Board selects appointees to seven outside agencies. These outside agencies include:

1. Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Board of Directors
2. ACWA Region 8 Council
3. Port Hueneme Water Agency (PHWA) Board of Directors
4. Ventura County Special Districts Association (VCSDA) Board of Directors
5. Ventura Regional Sanitation District (VRSD)
6. California Special Districts Association (CSDA)
7. California Association of Sanitation Agencies

For reference, the table below summarizes all the Board, Committee, Agency seats, and Professional Association appointments that need to be filled.

2020 list of Positions & Assignments

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



Board of Directors:

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

PETER MARTINEZ
General Manager

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Regular Board Meeting, January 12, 2021

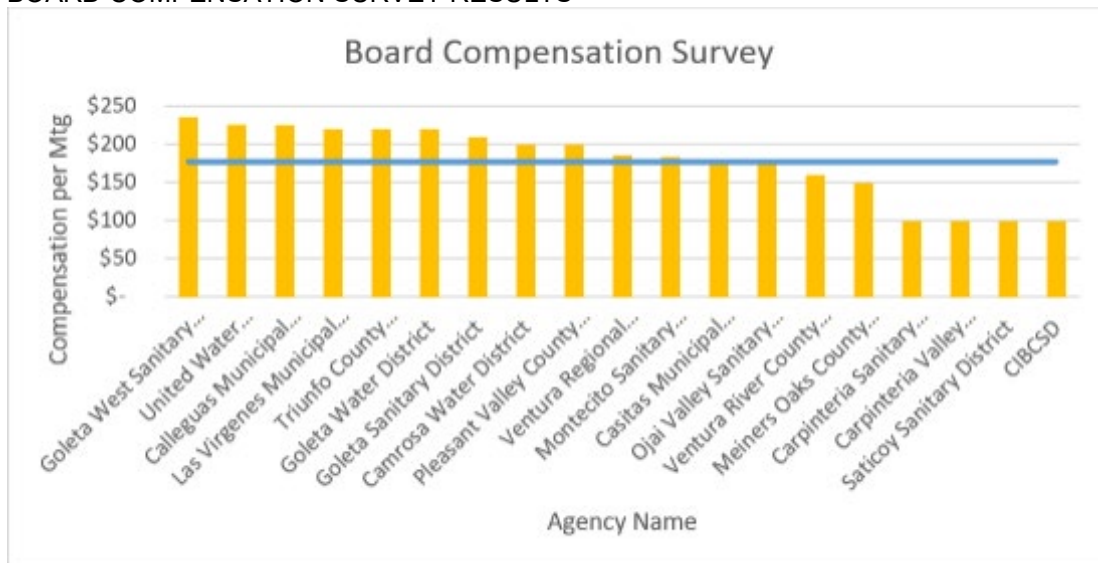
To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Board Compensation
Item No. F-2

RECOMMENDATION: Provide direction to staff to return with Ordinance regarding board member compensation.

BACKGROUND: Per Resolution 14-03 that was adopted in 2014, the members of the Districts’ Board of Directors currently receive compensation in the amount of \$100 per day/meeting. Based on direction from the Board, staff performed a high-level survey of the surrounding water/sanitation districts in the area. The results of the survey are illustrated in the chart/table below which indicate the District is well below the local average compensation received by members of a Board of Directors.

INFORMATION

BOARD COMPENSATION SURVEY RESULTS



Agency	Compensation Per Meeting
Goleta West Sanitary District	\$235
United Water Conservation District	\$226
Calleguas Municipal Wtr District	\$225
Las Virgenes Municipal Water District	\$220
Triunfo County Sanitation District	\$220
Goleta Water District	\$220
Goleta Sanitary District	\$210
Camrosa Water District	\$200
Pleasant Valley County Wtr District	\$200
Ventura Regional Sanitary District	\$186
Montecito Sanitary District	\$184
Casitas Municipal Water District	\$180
Ojai Valley Sanitary District	\$175
Ventura River County Wtr District	\$160
Meiners Oaks County Wtr District	\$150
Carpinteria Sanitary District	\$100
Carpinteria Valley Water District	\$100
Saticoy Sanitary District	\$100
CIBCS	\$100

Average: **\$178**

Median: **\$186**

LEGAL ANALYSIS: Government Code Section 61047(a) limits compensation for members of a community services district's board of directors to "an amount not to exceed one hundred (\$100) for each day of service." Compensation is also limited to not more than six days of service in a given month (Govt. Code Section 61047). However, the following paragraph provides a board of directors' discretion to "increase the amount of compensation" as long as it is adopted pursuant to the process provided in Chapter 2 of Division 10 of the Water Code. Govt. Code Section 61047(b).

Water Code Section 20200 include "community services districts" within its definition and meaning of "water district." Water Code Section 20201 then provides the following:

Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

Based on the legal analysis the Board has options to increase member compensation by an amount over \$100 per day, as long as 1) the District's principal act do not prohibit and/or limit compensation and 2) the increase is instituted by an adopted ordinance as required by Section 20202.

According to the Articles of Incorporation and the 1982 LAFCO formation documents, there are no provisions prohibiting or limiting the board's compensation. However, the District did adopt Resolution 14-04 in 2014. This resolution provides that compensation is subject to a statutory limitation (Govt. Code Section 61207) and thus, compensation is limited to \$100/day and \$600 during any calendar month.

However, the resolution is not a "principal act" per say and is not cemented in the District's governing documents. The board is also explicitly authorized to adopt an ordinance to increase compensation. (See 61047(b)). It is also a conservative approach to include the "prohibition by principal act" condition as a requirement for a Section 20202 increase because the condition only appears to apply to the District's decision to provide compensation initially, not on the second action of increasing compensation above \$100. Thus, a decision to increase the compensation is not subject to the "prohibited by its principal act" condition/limitation and does not apply to the increase at all.

Section 20202 becomes the applicable provision. Water Section 20202 provides:

In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

DISCUSSION:

Option 1 - The increase is limited to 5% of the amount stated in the last adopted ordinance (Resolution 14-04).

In scenario one the District could only increase the amount to \$105 per day if it adopted an increase because the District's "last adjustment" (i.e. Resolution 14-04) established the rate as \$100, but may raise it by 5% again the next calendar year (Jan. 2022).

Option 2 - The District can increase the amount to \$140.71 because the District is authorized to increase the amount by 5% for each calendar year since it has adopted its past ordinance.

Option 3 - A third interpretation would be that this section would only apply once the District underwent the process of adopting an ordinance adjusting compensation, and thus, if this was the District's first time setting or adjusting compensation, it could do so at any amount within its discretion.

It is also worth noting that Section 20202 provides this limitation: No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

Next Steps

- Any ordinance adopted by this Water Code Section and chapter requires a public hearing and a notice of hearing must be published in a newspaper of general circulation. See Water Code 20203; Government Code 6066.
- The ordinance also has a "60 day" lag time, meaning that it does not become effective until after 60 days after its adoption. Water Code Section 20204.
- Constituents are authorized to petition and/or protest the increase and can suspend an ordinance by obtaining at least 10% of signatures in the District. Water Code 20205.

Attachment: Resolution 14-03

RESOLUTION NO. 14-03
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
ADOPTING MINOR AMENDMENTS TO EXISTING POLICIES
GOVERNING BOARD MEMBER COMPENSATION PAYMENTS
PURSUANT TO GOVERNMENT CODE SECTION 61207

WHEREAS, California Government Code Section 61207 authorizes the Board of Directors to establish policies governing compensation payments to Directors for their attendance at meetings of the Board of Directors and for each day's service rendered by the Director at the request of the Board of Directors; and

WHEREAS, the Board of Directors of the Channel Islands Beach Community Services District has adopted a number of resolutions in the past establishing and amending policies governing compensation payments to Directors, the most recent being Resolution No. 03-04, which was adopted during the August 26, 2003 regular board meeting; and

WHEREAS, the Board of Directors desires to amend existing policies governing board member compensation payments in order to reflect changing conditions, and provide the General Manager with clear policy direction regarding the administration of these policies on a day-to-day basis:

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Channel Islands Beach Community Services District as follows:

1. **REPEAL OF CONFLICTING POLICIES**- All existing policies governing board member compensation payments and the reimbursement of expenses incident to the their performance of official District business as a Director which conflict with the provisions of this resolution and applicable to State law are hereby repealed.
2. **COMPENSATION PAYMENTS**- Each Director shall be eligible to receive compensation payments for attendance at meetings of the Board of Directors and the performance of a day of service rendered as a Director at the request of the Board of Directors in accordance with the following provisions:
 - A. Attendance at a duly noticed regular, special and/or emergency meeting of the Board of Directors = ONE HUNDRED DOLLARS (\$100);
 - B. Attendance at meetings of an Ad-Hoc Committee, appointed by the Board President, at the request of the Board, to accomplish a specific task and then cease to function = FIFTY DOLLARS (\$50);
 - C. Rendering a "day of service" as a Director, at the request of the Board of Directors, including but not limited to attendance at duly noticed meetings of the following member organizations or standing committees of the District = FIFTY DOLLARS (\$50);

1. Water Utility Rate Review Committee (WURRC)
2. Finance Committee
3. Facilities Committee

D. Directors desiring to receive a FIFTY DOLLAR (\$50) “day of service” compensation payment from the District in consideration of their representing the Board of Directors at meetings/events not specifically referenced above in sub-section (c) shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for a \$50 “day of service” compensation payment shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the \$50 “day of service” compensation payment.

3. **STATUTORY LIMITATION**- Compensation payments to Directors shall be limited to a maximum of ONE HUNDRED DOLLARS (**\$100**) per day, and SIX HUNDRED DOLLARS (**\$600**) during any calendar month, regardless of the number of meetings attended or “days of service” performed by that Director at the request of the Board of Directors, in accordance with the statutory limitations on compensation payments found in Government Code Section 61207. Payment for meetings attended and days of service given in one month shall **not** be delayed to another month to avoid this limitation.

4. **EXPENSES**- Each member of the Board of Directors, the General Manager, and each staff member authorized by the General Manager, shall be entitled to have reasonable expenses that are incident to attendance at meetings, conferences, seminars, or other District business, paid by the District in accordance with the following limitations:

A. **REGISTRATION FEES, TRANSPORTATION & LODGING EXPENSES**

Advance payments for conference/seminar registration fees, common carrier transportation charges and lodging expenses may be prepaid by the District upon request, the General Manager shall approve all employee requests for such payments. Director requests are **subject** to the following :

1. Directors desiring to receive lodging, meal or mileage pre payment or reimbursement for attendance at any meeting or conference where mileage reimbursement, food, or combined travel expenses will exceed \$200.00 total shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for reimbursement shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the reimbursement payment. The General Manager may authorize travel, lodging and reimbursement requests under \$200.00 for Directors.

2. Directors desiring to attend any conference or meeting where the registration fees will exceed \$250.00 shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for reimbursement shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the reimbursement payment. The General Manager may authorize reimbursement, prepayment and registration fees under \$250.00 for Directors.

Reimbursement claims for additional expenses above the prepaid amounts shall **only** be paid upon the submission of a signed claim form accompanied by paid receipts.

B. PER DIEM ALLOWANCES/MEAL EXPENSES

A “per diem” allowance for meals will be provided by the District at THIRTY-FIVE DOLLARS (60) per day, with no receipts required. For partial days, meal allowances shall be at the rate of FIFTEEN DOLLARS 15 for breakfast, FIFTEEN DOLLARS 15 for lunch, and THIRTY DOLLARS (30) for dinner. Actual costs of meals in excess of these amounts shall **only** be reimbursed on submission of a signed claim form accompanied by paid receipts and subject to the approval of the General Manager. The District will not reimburse for the purchase of alcohol during meals.

C. INCIDENTAL EXPENSES

All other incidental expenses, such as local travel, baggage handling, taxi, etc., shall be reimbursed on submission of a signed claim form, **subject** to the approval of the General Manager. Receipts are required for each expenditure item that exceeds TEN DOLLARS (\$10).

D. PRIVATE VEHICLE MILEAGE

Use of Directors’ and/or District Employees’ private vehicles required during the course of official District business shall be eligible for reimbursement payments from the District at a mileage rate determined annually by the Internal Revenue Service (IRS) made upon the submission of a signed claim form setting forth the mileage and brief description of the reason why the individual’s private vehicle was required for use in the conduct of the District’s business, **subject** to the approval of the General Manager.

5. SPOUSAL EXPENSE EXCLUSION

Spouses of Directors and/or District employees who accompany the Director or District employee to any meeting, seminar, conference, dinner, or other official event designated as “day of service” shall not be eligible, nor shall they receive any compensation payments or reimbursement of expenses incurred by the spouse resulting from their attendance at that seminar, conference, dinner, or other official event.

6. COMPENSATION PAYMENTS/EXPENSE CLAIM SUBMITTALS

Each Director **shall** submit their monthly request for board member compensation payments

and expense reimbursements to the District by the last regular business day of the calendar month. Payments will be processed by the District staff by the second regular business day of the succeeding calendar month.

PASSED AND ADOPTED on this 14th day of **October, 2014**, by the following vote, to wit:

AYES:

NOES:

ABSENT:

JARED BOUCHARD, Secretary

Approved As to Form
JOHN MATHEWS, General Counsel

KEITH MOORE, President
Board of Directors



Board of Directors:

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

PETER MARTINEZ
General Manager

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Regular Board Meeting, January 12, 2021

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Extension of Emergency Declaration
Item No. F-3

RECOMMENDATION: Consider and approve the Extension of Emergency Declaration and Orders related to the COVID-19 outbreak.

BACKGROUND: On March 31, the Board approved the Emergency Declaration and Orders, which have been extended monthly through the duration of the coronavirus pandemic.

INFORMATION: The current Emergency Declaration and Orders are similar to the original version; however, this includes a change which allows checks to be approved/signed with only one signature. This change would override the current District policy that requires two signatures, but only throughout the duration of this pandemic and while the Emergency Declaration is in place. The purpose of adding this language to the Emergency Declaration is to minimize person to person contact during this time. Please see the proposed Emergency Declaration attachment to this staff report. The additional language is located in #9 of the Orders and reads as follows:

The Board hereby temporary waives the purchasing policy provision that requires District staff to obtain two authorized signatures on any check issued for payment of any vendor service where that vendor service is not expressly authorized for ACH payment, as specified and provided in Exhibit A to District Resolution No. 19-01, and hereby authorizes District staff to pay vendors with checks containing only one authorized signature.

ATTACHMENT: Extension of Emergency Declaration and Orders

EXTENSION OF THE MARCH 31, 2020 EMERGENCY DECLARATION AND ORDERS OF
THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS RELATED TO THE 2020 COVID-19 OUTBREAK

The Board of Directors of the Channel Islands Beach Community Services District hereby declares that a District emergency condition still exists due to the continued transmission and spread of the Coronavirus (COVID-19) pandemic. Pursuant to the March 31, 2020 Emergency Declaration issued by the District's Board of Directors, the Board of Directors extend the March 31, 2020 Emergency Declaration based on the following facts:

- On March 4, 2020, California Governor Gavin Newsom proclaimed a State of Emergency exists in California as a result of the threat of the novel Coronavirus (COVID-19) outbreak.
- On March 11, 2020, the World Health Organization declared the COVID-19 outbreak as a global pandemic.
- On March 12, 2020, the Ventura County Health Officer proclaimed a local health emergency exists in the County of Ventura due to the COVID-19 outbreak.
- On March 17, 2020, the Ventura County Health Officer issued a Public Health Order implementing social distancing guidelines and stay at home orders for the County's vulnerable residents.
- On March 20, 2020, the Ventura County Health Officer issued a "Stay Well at Home" emergency order, ordering all residents of the County of Ventura to stay inside their residences and to limit movement outside of their homes beyond what is absolutely necessary to take care of essential needs.
- On March 31, 2020, the District's Board of Directors adopted an Emergency Declaration which closed the District's offices to the public, cancelled the District's public meetings, suspended certain provisions of the District's Rates and Regulations, and authorized the General Manager to exercise limited emergency powers.
- On July 13, 2020, the California Public Health Officer issued a Statewide Public Health Order reinstating restrictions on several industries to limit the transmission and spread of COVID-19.
- On August 28, 2020, the California State Health Officer amended the State's health orders to a tiered system that allowed those in Tier 1 to reopen certain indoor operations, but only if the businesses complied with strict safety protocols set in the State's health order.

On August 31, 2020, Ventura County was listed as a Tier 1 County, authorizing the reopening of certain indoor operations. However, social distancing and strict health guidelines still remain in effect and all sectors are advised to proceed with an abundance of caution.

- As of January 7, 2021, 45,959 cases of COVID-19 have been reported in Ventura County with new cases being reported daily. The County is currently sitting in the State’s “Purple” tier classification and the State’s Tier 1 restrictions are in effect.
- Social distancing guidelines and mandatory “Stay at Home” orders have led to uncertainty as to the ongoing availability of the District’s Board of Directors, District staff, and the District’s consultants and vendors and has also led to massive layoffs of “non-essential” workers.
- The District’s core functions must be maintained for the health and safety of the community under any and all conditions, including the COVID-19 outbreak.
- Due to social distancing guidelines, “Stay at Home” orders, and subsequent disruptions to business as usual in most economic sectors, District customers may need additional time to pay their water bills without the fear of late fees and penalties.
- District staff continues to discuss, analyze and execute operational adjustments to meet the uncertainties of this emergency.
- Such adjustments may require senior staff to exercise immediate discretion to maintain District services, perform District operations, and protect public health and safety.
- Due to this public health crisis and global pandemic, the District’s Board of Directors, or the District’s General Manager under the authority of the District’s Board of Directors, has found a need to extend this Emergency Declaration, in whole or in part, since its adoption in March of 2020, and will continue to do extend its provisions until our community reaches a safe and reasonable resolution of this emergency.

NOW THEREFORE, as a result of this emergency declaration, the Board of Directors orders:

1. All billing delinquency fees and penalties identified in the Channel Islands Beach Community Services District Rates and Regulations are hereby waived for the billing periods of February 2020 through January 2021.
2. Pursuant to Governor Gavin Newsom’s Executive Order N-42-2020, all water service shutoffs for non-payment are hereby suspended indefinitely and until further notice.
3. The General Manager or his designee are authorized and approved to use the District’s Operating and Emergency Reserve funds, up to a total of \$100,000.00, to

meet the District's needs during this Channel Islands Beach Community Services District-declared emergency.

4. The General Manager or his designee may adjust District staffing in his sole discretion to meet the needs of the District and to ensure the health, safety, and ongoing availability of all Channel Islands Beach Community Services District employees. This includes, where the General Manager or his designee deems appropriate, use of paid administrative leave, work-from-home arrangements, and other necessary budgetary and payroll discretion to meet the needs of the District and its employees during this Channel Islands Beach Community Services District-declared emergency.
5. The District's offices shall be closed to the public, District consultants and vendors, and all non-essential District staff during this Channel Islands Beach Community Services District-declared emergency to reduce exposure and potential spread of COVID-19.
6. The General Manager or his designee shall coordinate, schedule, and conduct Special Board Meetings as needed, to inform the Board of Directors on the state of the District and for the Board of Directors to provide direction to the General Manager. Special meetings shall be noticed and held pursuant to Government Code Section 54956 but shall be subject to Governor Newsom's Executive Orders N-25-20 and N-29-20 which suspend certain provisions of the Ralph M. Brown Act. Otherwise, all regularly scheduled Board of Directors meetings are cancelled during the duration of this Channel Islands Beach Community Services District-declared emergency.
7. All Board of Directors Committee meetings shall be held by teleconference and are subject to Governor Newsom's Executive Orders N-25-20 and N-29-20 which suspend certain provisions of the Ralph M. Brown Act, during the duration of this Channel Islands Beach Community Services District-declared emergency.
8. The General Manager may terminate or restore any of the provisions provided herein, if, in their discretion, the emergency provision(s) are no longer necessary due a change in circumstances or subsequent action by federal, state, or local government officials.
9. The Board hereby temporary waives the purchasing policy provision that requires District staff to obtain two authorized signatures on any check issued for payment of any vendor service where that vendor service is not expressly authorized for ACH payment, as specified and provided in Exhibit A to District Resolution No. 19-01, and hereby authorizes District staff to pay vendors with checks containing only one authorized signature.

This emergency declaration shall remain in place for thirty (30) days from the date of its approval unless acted upon by the Board of Directors, or the General Manager, to either terminate or extend the duration of this Emergency Declaration, as a whole or in part.

Date: _____

BOB NAST

Channel Islands Beach Community
Services District, Board President

SEAN DEBLEY

Channel Islands Beach Community
Services District, Board Vice President