



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156  
A PUBLIC ENTITY SERVING CHANNEL ISLANDS BEACHES AND HARBOR · CIBCS.D.COM

# 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 Board Meeting beginning at 5:00 P.M. on Tuesday, January 9, 2024. **The meeting will be held at the Temporary District Office Conference Room, 2300 Roosevelt Blvd., Channel Islands Beach, CA 93035.**

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 – December 2023
3. Minutes:
  - a. December 12, 2023, Regular Board Meeting

4. 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>
<b>a.</b>	00000639	\$376.88	\$872.90	\$1249.78
<b>b.</b>	13871-10	\$23.14	\$100.72	\$123.86
<b>c.</b>	16320-03	\$3.48	\$60.43	\$63.91
<b>d.</b>	11910-02	\$154.92	\$366.49	\$521.41
				\$1958.96

**D. ACTION CALENDAR:**

**1. AUTHORIZATION FOR GENERAL MANAGER TO APPROVE A 3-YEAR AGREEMENT FOR AN ASSET AND OPERATIONAL MANAGEMENT PROGRAM AND RELATED SUPPORT SERVICES WITH ELEMENTS XS (NOVOTX).**

Recommendation:

- 1) Board to authorize the General Manager to execute a 3-Year Agreement with Elements XS (Novotx) for an Asset and Operational Management Program.

**E. INFORMATION CALENDAR:**

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

**F. BOARD MEMBER COMMENTS:**

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

## AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, January 4, 2024, 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 Lane
- Corner Store, 2425 Roosevelt Blvd.
- Temporary District Office, 2300 Roosevelt Blvd.

Agendas are also posted on the District's website at [www.cibcsd.com](http://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

1/4/2024 1:44 PM

Register: 1002 · Checking Pacific Western

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			262.07	163,562.34
12/01/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			790.85	164,353.19
12/01/2023	ACH	Aflac	*2020 - Payroll Liabilit...	Nov. 2023 01...	358.95			163,994.24
12/01/2023	ACH	Cardmember Service	8000 - Suspense	November 2023	7,089.83			156,904.41
12/01/2023	8532	Amazon Capital Serv...	2000 - Accounts Payable		441.51			156,462.90
12/01/2023	8533	Badger Meter	2000 - Accounts Payable		1,835.40			154,627.50
12/01/2023	8534	CUSI	2000 - Accounts Payable		203.96			154,423.54
12/01/2023	8535	Mission Linen & Uni...	2000 - Accounts Payable		160.86			154,262.68
12/01/2023	8536	Raftelis Financial Co...	2000 - Accounts Payable		285.00			153,977.68
12/01/2023	8537	Underground Service...	2000 - Accounts Payable		32.75			153,944.93
12/01/2023	8538	Miguel Zavalza	2000 - Accounts Payable		150.00			153,794.93
12/04/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			888.27	154,683.20
12/04/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,135.69	155,818.89
12/05/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit			140.85	155,959.74
12/05/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			317.53	156,277.27
12/05/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			555.90	156,833.17
12/05/2023	8539	Coastal Architects	2000 - Accounts Payable		2,325.00			154,508.17
12/05/2023	8540	XIO, Inc.	2000 - Accounts Payable		2,190.00			152,318.17
12/05/2023	8541	FGL Environmental I...	2000 - Accounts Payable		171.00			152,147.17
12/05/2023	8542	County of Ventura - ...	2000 - Accounts Payable		1,254.05			150,893.12
12/05/2023	8543	Diener's Electric, Inc.	2000 - Accounts Payable		1,764.97			149,128.15
12/05/2023	8544	SWRCB	2000 - Accounts Payable	7-1-23 to 6-30-...	3,746.00			145,382.15
12/05/2023	8545	County of Ventura - ...	2000 - Accounts Payable		1,430.00			143,952.15
12/06/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,179.71	147,131.86
12/06/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			3,911.52	151,043.38
12/07/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			978.98	152,022.36
12/07/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,217.43	154,239.79
12/07/2023	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	3106405259	527.02			153,712.77
12/07/2023	ACH	Tampa Hardware 2	2 - Sewer System Expe...		28.25			153,684.52
12/07/2023	ACH	Arco	4 - Maintenance Expen...	NP65543676	229.50			153,455.02
12/07/2023	ACH	ACWA/JPIA Health ...	5 - Salaries & Benefits:...	0701329	893.17			152,561.85
12/07/2023	8546	IVR Technology Gro...	2000 - Accounts Payable		100.79			152,461.06
12/07/2023	8547	Port Hueneme Marin...	2000 - Accounts Payable		76.40			152,384.66
12/07/2023	8548	James Guiboa	2000 - Accounts Payable		393.81			151,990.85
12/08/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			642.78	152,633.63
12/08/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			907.56	153,541.19
12/08/2023	RETCK	QB:Returned Item	1200 - Accounts Recei...	Crandall	140.85			153,400.34
12/08/2023	8549	FGL Environmental I...	2000 - Accounts Payable		260.00			153,140.34
12/11/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			270.15	153,410.49
12/11/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,596.34	156,006.83

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/11/2023	ACH	AT & T	6 - Administrative Exp...	12-1-23	895.64			155,111.19
12/11/2023	ACH	Spectrum	6 - Administrative Exp...	12-1-23	825.28			154,285.91
12/11/2023	8550	City of Oxnard	2000 - Accounts Payable		7,341.61			146,944.30
12/11/2023	8551	SSBP	2000 - Accounts Payable		999.00			145,945.30
12/12/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,485.55	147,430.85
12/12/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			5,695.56	153,126.41
12/12/2023	8552	805 Cleaning Services	2000 - Accounts Payable		225.00			152,901.41
12/12/2023	8553	FGL Environmental I...	2000 - Accounts Payable		276.00			152,625.41
12/12/2023	8554	McGillivray Constru...	2000 - Accounts Payable	Payment 1 on ...	173,389.80			-20,764.39
12/12/2023	8555	Michael K. Nunley ...	2000 - Accounts Payable		21,544.70			-42,309.09
12/12/2023	8556	Pacific Couriers	2000 - Accounts Payable		298.82			-42,607.91
12/13/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12-11			4,230.78	-38,377.13
12/13/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/5			4,767.29	-33,609.84
12/13/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/8			13,108.38	-20,501.46
12/13/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/8			2,058.50	-18,442.96
12/13/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			999.17	-17,443.79
12/13/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			2,395.89	-15,047.90
12/13/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			6,141.83	-8,906.07
12/13/2023	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...	12-13-23 Dues	50.25			-8,956.32
12/13/2023	8558	Coastline Equipment	2000 - Accounts Payable		5,118.94			-14,075.26
12/13/2023	8559	CUSI	2000 - Accounts Payable		19.50			-14,094.76
12/13/2023	8560	Famcon Pipe and Su...	2000 - Accounts Payable		1,628.06			-15,722.82
12/13/2023	8561	Robert Lostutter	2000 - Accounts Payable	January 2024 R...	3,000.00			-18,722.82
12/13/2023		QuickBooks Payroll ...	-split-	Created by Pay...	45,312.78			-64,035.60
12/13/2023	To Print	Carol J Dillon	-split-	Direct Deposit		X		-64,035.60
12/13/2023	To Print	E.D. Brock	-split-	Direct Deposit		X		-64,035.60
12/13/2023	To Print	Erica M Pena	-split-	Direct Deposit		X		-64,035.60
12/13/2023	To Print	Jesus Navarro	-split-	Direct Deposit		X		-64,035.60
12/13/2023	To Print	Peter A. Martinez	-split-	Direct Deposit		X		-64,035.60
12/13/2023	To Print	Erika F Davis	-split-	Direct Deposit		X		-64,035.60
12/14/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			4,185.66	-59,849.94
12/14/2023	8562	net2phone	2000 - Accounts Payable		341.09			-60,191.03
12/14/2023	8563	DFA-actuaries, LLC	2000 - Accounts Payable	GASB 75 Fee	500.00			-60,691.03
12/14/2023	8564	PHWA	2000 - Accounts Payable		70,777.43			-131,468.46
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			130.00	-131,338.46
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/14			7,785.28	-123,553.18
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/14			5,970.59	-117,582.59
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/4			200.00	-117,382.59
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Wtr and Swr C...			21,504.00	-95,878.59
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/6			818.41	-95,060.18

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/15/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/15			9,693.11	-85,367.07
12/15/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			321.08	-85,045.99
12/15/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,493.41	-82,552.58
12/15/2023	ACH	Pacific Western	6 - Administrative Exp...	Analyst fee	149.96			-82,702.54
12/15/2023	ACH	SEIU, Local 721	*2020 - Payroll Liabilit...		50.25			-82,752.79
12/15/2023	ACH	Vanco Chrg	6 - Administrative Exp...		92.50			-82,845.29
12/15/2023	8565	FGL Environmental I...	2000 - Accounts Payable		171.00			-83,016.29
12/15/2023	8566	Michael K. Nunley ...	2000 - Accounts Payable		775.08			-83,791.37
12/15/2023	8567	Gaby's Bakery	2000 - Accounts Payable		960.00			-84,751.37
12/18/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,808.76	-82,942.61
12/18/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,694.94	-79,247.67
12/18/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Pac West Mont...			96,249.61	17,001.94
12/18/2023	RETCK	QB:Returned Item	1200 - Accounts Recei...	Bachstein	140.85			16,861.09
12/19/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,978.76	20,839.85
12/19/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			31,994.68	52,834.53
12/19/2023	RETCK	QB:Returned Item	1200 - Accounts Recei...		140.85			52,693.68
12/20/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUS			1,013.03	53,706.71
12/20/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,147.51	56,854.22
12/20/2023	RETCK	QB:Returned Item	1200 - Accounts Recei...	Bustos	129.30			56,724.92
12/21/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			744.54	57,469.46
12/21/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			2,950.38	60,419.84
12/22/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			675.87	61,095.71
12/22/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			3,658.94	64,754.65
12/22/2023	RETCK	QB:Returned Item	1200 - Accounts Recei...	Spieß	152.41			64,602.24
12/22/2023	8568	Base Auto Parts and ...	2000 - Accounts Payable		92.02			64,510.22
12/22/2023	8569	FGL Environmental I...	2000 - Accounts Payable		276.00			64,234.22
12/22/2023	8570	Great American Fina...	2000 - Accounts Payable		163.82			64,070.40
12/22/2023	8571	McGillivray Constru...	2000 - Accounts Payable	Payment #2	87,859.20			-23,788.80
12/22/2023	8572	Mission Linen & Uni...	2000 - Accounts Payable	2nd Check, 1st ...	160.86			-23,949.66
12/22/2023	8573	Port Hueneme Marin...	2000 - Accounts Payable		50.23			-23,999.89
12/22/2023	8574	Robert Lostutter	2000 - Accounts Payable		246.24			-24,246.13
12/22/2023	8575	TC Experts, Inc.	2000 - Accounts Payable		1,390.50			-25,636.63
12/22/2023	8576	Traffic Technologies ...	2000 - Accounts Payable		419.52			-26,056.15
12/22/2023	8577	WHITE CAP	2000 - Accounts Payable		249.84			-26,305.99
12/22/2023		QuickBooks Payroll ...	-split-	Created by Pay...	27,283.44			-53,589.43
12/22/2023	To Print	Carol J Dillon	-split-	Direct Deposit		X		-53,589.43
12/22/2023	To Print	E.D. Brock	-split-	Direct Deposit		X		-53,589.43
12/22/2023	To Print	Erica M Pena	-split-	Direct Deposit		X		-53,589.43
12/22/2023	To Print	Erika F Davis	-split-	Direct Deposit		X		-53,589.43
12/22/2023	To Print	Jared Bouchard	-split-	Direct Deposit		X		-53,589.43

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/22/2023	To Print	Jesus Navarro	-split-	Direct Deposit		X		-53,589.43
12/22/2023	To Print	Kristina N Brewer	-split-		426.57			-54,016.00
12/22/2023	To Print	Michael Lebow	-split-		284.38			-54,300.38
12/22/2023	To Print	Peter A. Martinez	-split-	Direct Deposit		X		-54,300.38
12/22/2023	To Print	Robert T Nast	-split-		426.57			-54,726.95
12/22/2023	To Print	Sean Debley	-split-		426.58			-55,153.53
12/26/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			629.03	-54,524.50
12/26/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			5,199.17	-49,325.33
12/27/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			937.76	-48,387.57
12/27/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			665.28	-47,722.29
12/28/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			1,136.16	-46,586.13
12/28/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,942.23	-44,643.90
12/28/2023	8528	SWRCB-DWOC	2000 - Accounts Payable	Earl David Brock	80.00			-44,723.90
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/18			9,555.08	-35,168.82
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/28			25,905.10	-9,263.72
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/28			27,591.60	18,327.88
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/19			17,184.83	35,512.71
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/20			4,775.47	40,288.18
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/22			9,671.67	49,959.85
12/29/2023	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Deposit			15,475.00	65,434.85
12/29/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	Vanco			198.00	65,632.85
12/29/2023	EDEP	QB:DEPOSIT	1200 - Accounts Recei...	CUSI			1,506.40	67,139.25

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, December 12, 2023

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

President Debley called the meeting to order at 5:00 P.M. In attendance, Vice President Bouchard, Director Brewer, Director Lebow, Director Nast, General Manager, Peter Martinez, General Counsel, Dennis McNulty, Clerk of the Board, Erika Davis, Office Manager, CJ Dillon, and Operations Manager Jesus (Chuy) Navarro.

**B. PUBLIC COMMENTS:**

None.

**C. CONSENT CALENDAR:**

Director Brewer made the motion to approve the Consent Calendar. Director Lebow seconded the motion. The motion passed.

**ROLL CALL VOTE:**

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

**D. CLOSED SESSION:**

The Board went into Closed Session at 5:02 p.m.

Vice President Bouchard and General Counsel McNulty did not participate in Closed Session due to a potential conflict of interest.

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**Authority: California Government Code § 54956.9(d)(1)**

Pursuant to Government Code § 54956.9(d)(1), the Board of Directors will meet in closed session to discuss, confer with, and receive advice from legal counsel regarding existing litigation to which the District is a named party, specifically OPV Coalition, et. al. v. Fox Canyon Groundwater Management Agency, et. al., Santa Barbara County Superior Court Case No. VENC100555357.



The Board went back into Open Session at 5:46 p.m. The Board announced that they met in Closed Session to discuss Item D-1. No action was taken at this time.

The Board went back into Closed Session at 5:46 p.m.

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOV. CODE § 54957)**

Title: General Manager

The Board went back into Open Session at 6:22 p.m. General Counsel reported that the Board met in Closed Session to discuss Item D-2. No reportable action taken.

**E. ACTION CALENDAR:**

Item E-1 was moved after Item G. Item E-3 was moved before Item E-2.

**3. 2024 HOLIDAY SCHEDULE AND BOARD MEETING DATES**

The 2024 Holiday Schedule and Board Meeting Dates were presented. Vice President Bouchard moved to approve the 2024 Holiday Schedule and Board Meeting Dates. Director Brewer seconded the motion. The motion passed.

ROLL CALL VOTE:

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

**2. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2024**

President Debley moved to nominate Director Brewer for President for the 2024 calendar year. Director Lebow seconded the motion. The motion passed.

ROLL CALL VOTE:

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

Vice President Bouchard moved to nominate Director Lebow for Vice President for the 2024 calendar year. President Debley seconded the motion. The motion passed.

ROLL CALL VOTE:

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

Board assignments were made (see attached). Vice President Bouchard made the motion to approve the Board assignments for calendar year 2024. Director Lebow seconded the motion. The motion passed unanimously.

**ROLL CALL VOTE:**

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

**F. INFORMATION CALENDAR:**

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

President Debley and Vice President Bouchard attended the PHWA meeting. They reported that there was a discussion from the Operations Manager regarding cost saving Capital Improvement projects that they will be implementing in the way of lower flow pumps that maximize the use of groundwater and minimize use of state water. At the meeting they also approved the agency moving forward with decommissioning the use of fluoride which is another significant cost savings.

Vice President Bouchard attended the ACWA Fall Conference in Indian Wells. He reported that the keynote speaker was the EPA Director appointed by Governor Newsom who presented a very ambitious environmental agenda. Vice President Bouchard said that the main points were how they are laser focused on environmental quality within the state and how they intend to implement that.

**G. BOARD MEMBER COMMENTS:**

Director Nast wished everyone a Happy Holiday and said our hearts are with Casey Johnson's family.

President Debley said the County of Ventura's initial kick off meeting was held discussing the County's requirement to establish a drought task force for the individual water users in the County that rely on well water under AB552. The County of Ventura is developing a plan addressing the need for everyone to have a reliable water supply.

Director Brewer wished everyone a Happy New Year.

Vice President Bouchard wished everyone Happy Holidays and Happy New Year.

Director Lebow wished everyone Happy Holidays.

**E. ACTION CALENDAR:**

**1. ANNUAL PERFORMANCE AND SALARY REVIEW OF DISTRICT GENERAL MANAGER. THE BOARD WILL REVIEW AND CONSIDER THE GENERAL MANAGER'S PERFORMANCE AND COMPENSATION FOLLOWING THE CLOSED SESSION PERFORMANCE EVALUATION.**

President Debley said regarding compensation by contractual obligation General Manager Martinez will receive the 2.4% cola. Vice President Bouchard said in recognition of General Manager Martinez's evaluation exceeding expectations he made a motion to approve a 3.6% merit increase to Pete's base salary in addition to the 2.4% cola. Director Brewer seconded the motion. The motion passed

**ROLL CALL VOTE:**

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

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

General Counsel wished everyone Happy Holidays.

General Manager Martinez updated the Board about the new administration and operations building. General Manager Martinez said that the elevator base was poured yesterday. The sewer and electrical intuits were also installed.

General Manager Martinez said the Toy Drive was a success and he enjoyed volunteering at it.

General Manager Martinez wished everyone Happy Holidays.

The Board Meeting adjourned at 6:59 p.m.

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Sean Debley, President

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



Board of Directors:

KRISTINA BREWER, President  
MICHAEL LEBOW, Vice President  
JARED BOUCHARD, Director  
SEAN DEBLEY, Director  
BOB NAST, Director

PETER MARTINEZ  
General Manager

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**Regular Board Meeting, January 9, 2024**

**To:** Board of Directors  
**From:** Peter Martinez, *General Manager*  
**Subject:** Authorization for General Manager to Approve a 3-Year Agreement for an Asset and Operational Management Program and Related Support Services with Elements XS (Novotx).  
**Item No.** D-1

**RECOMMENDATION:**

Board to authorize the General Manager to execute a 3-Year Agreement with Elements XS (Novotx) for an Asset and Operational Management Program.

**FINANCIAL IMPACT:** There is sufficient funding in the FY 2023-24 Operating Budget in the amount of \$33,000 to cover the \$16,500 (one-time implementation cost) plus the \$16,500 (annual subscription cost).

**BACKGROUND/DISCUSSION:**

In July of 2021, the District entered into an agreement with Sedaru Inc. for Asset and Operations Management subscription services for a three-year term. Unfortunately, Sedaru Inc. was acquired by Aquatic Informatics approximately 2 years ago and during this transition Aquatic Informatics continued to support the Sedaru product per contract. However, the District was recently informed that Aquatic Informatics will no longer be supporting the Sedaru product upon the sunseting of the existing contract. Our current contract with Sedaru/Aquatic Informatics is scheduled to terminate July 28, 2024.

This type of program is aimed to allow for the scheduling of all preventative and corrective maintenance work of its current water and sewer assets. Therefore, the District is seeking to select a web-based online asset management platform with the following capabilities:

1. Access for all District staff and contractors with mobile capability
2. Online storage of all GIS data files, with capability to update on a quarterly basis.
3. Provide asset management tracking for the following:
  - a. Customer Service Work Orders (Water, Sewer, Trash)
  - b. Valve Exercising
  - c. Sewer Line Cleaning
  - d. Lift Station Maintenance
  - e. Air VAC Maintenance
  - f. Sampling Stations
4. Ability to integrate with the District's Wachs Valve Machine
5. Ability to integrate with the CUSI billing software

**PROCESS:**

The District chose the following three vendors to assess for asset/operations management: Elements XS, Cartegraph, and Nobel Enterprises. The District requested proposals from each of the three vendors which specialize in Asset Management for Water and Sanitation Agencies. The proposals included reference agencies, time of operation, information on how infrastructure is updated in the program, implementation time from notice to proceed, and estimated annual and implementation costs associated with set up.

The vendors also provided initial proposals that highlighted their software's best features. The initial implementation costs ranged from \$5,000 to \$25,000 and the annual costs ranged from \$16,500 to \$25,000. After reviewing initial responses and proposals, the vendors were selected for a more in-depth evaluation: Elements XS, Cartegraph, and Nobel. Demonstrations and product discussions were coordinated with each of the three listed.

All three vendors provided refined proposals which included additional and modified services based on negotiations, including Wachs Valve Machine Integration, and CUSI billing software integration. In addition, the staff contacted reference agencies for each vendor. Based on review of the final proposals, Elements XS has been recommended. Implementation and annual costs are similar, and references had positive reviews for each of the vendors. The main deciding factors are Elements' live integration with our current billing system (CUSI) and Element XS' focus in the water/wastewater/customer service industry.

The implementation (one-time) and annual cost is \$16,500 and \$16,500, respectively, totaling \$33,000 in the first year. In year (2) the annual amount will increase by 3% for a total amount of \$16,995, and year (3) the annual amount will also increase by 3% for a total amount of \$17,504. Our 12-month annual term will not commence until full implementation has been completed. We currently pay Sedaru/Aquatic Informatics \$20,500 for annual subscription services.

**NEXT STEPS**

If approved, staff would begin the implementation of the Elements XS Asset/Operational Management Program in February with the goal of full implementation by June 30, 2024.

**ATTACHMENTS:**

1. Agreement with Elements XS (Novotx) for Asset Management and Related Support Services



**Novotx, LLC**  
 4905 South 1500 West Suite 210  
 Riverdale  
 Utah  
 United States 84405

**Sales Agreement**  
 Valid Until: Jan 31, 2024  
 Agreement Number : 5405498000031769131  
 Prepared By: Adam Schmidt  
 aschmidt@novotx.com

<b>BILL TO:</b>	<b>SHIP TO:</b>
<b>353 Santa Monica Dr</b> Oxnard CA United States 93035	<b>353 Santa Monica Dr</b> Oxnard CA United States 93035

This agreement describes the products and/or services to be provided and/or licensed by the Customer at the address below. Prior to installation and/or use, an authorized representative of the Customer must agree to the terms and conditions of the License Agreement(s) associated with the product(s) listed below (provided separately).

Account Name: <b>Channel Islands Beach Community Services District</b>	Title: <b>General Manager</b>
Contact Name: <b>Pete Martinez</b>	Email: <b>pmartinez@cibcsd.com</b>

No. Product Details	Quantity	List Price	Discount	Total
<b>1. Elements XS Annual Subscription - Municipal Single Utility Tier 1 EXS-MS-T1</b>  Elements XS Annual Subscription. Enterprise License; includes unlimited named users. Subscription renews annually beginning 12 months after installation.	1	\$ 10,000.00	\$ 0.00	\$ 10,000.00
<b>2. Hosting Services (AWS) EXS-HOST-AWS</b>  Annual hosting services fee for Elements XS. Includes setup, maintenance, and support of Elements XS environment and up to 150gb of cloud storage for file attachments.	1	\$ 4,000.00	\$ 0.00	\$ 4,000.00
<b>3. Utility Billing Integration - Annual Subscription UB-ANNUAL</b>  Annual subscription fee for Elements XS integration with approved Utility Billing vendor as detailed below.	1	\$ 2,500.00	\$ 0.00	\$ 2,500.00
<b>4. Asset Management Onboarding Services EXS-ONB-AM</b>  Fixed price for Elements XS onboarding services as outlined below.  Divisions included: Water Distribution, Wastewater Collections, Trash	1	\$ 10,000.00	\$ 0.00	\$ 10,000.00
<b>5. Professional Services - Data Migration PS-DATA</b>  Data Migration Services to convert Sedaru data provided into Elements XS.	1	\$ 6,500.00	\$ 0.00	\$ 6,500.00
			Sub Total	<b>\$ 33,000.00</b>
			Tax	\$ 0.00
			Adjustment	\$ 0.00
			<b>Grand Total</b>	<b>\$ 33,000.00</b>

**Payment Terms**

Elements XS Annual Subscription, Cloud Hosting, and Utility Billing: \$16,500 (first year), due upon contracting. Costs for the second and third years will be \$16,995 and \$17,505, respectively, with the reflected 3% annual increase starting from the second year.

Subscription renews annually for a total contract duration of 3 years, beginning 12 months after the date of installation.

Elements XS Onboarding, Training and Professional Services (total \$16,500): 50% due upon contracting (\$8,250), remaining 50% due after project acceptance/go-live date (\$8,250).

**Onboarding Services Included**

Applied toward "Standard Deliverables" as outlined below.

Divisions - Water Distribution, Wastewater Collections, Trash  
 Integrations - Utility Billing (CUSI)

**Standard Deliverables**

The items below are included with a standard deployment of Elements XS.

## What's Included

### Pre-Installation Items

- Business process review and consultation for best practices with Elements XS
- Review IT infrastructure
- Review GIS infrastructure Review Reporting Requirements

### Installation

- Installation of Elements XS

### Map Integration

- Integration of one map viewer in Elements XS
- Configuration to load map-based (GIS) assets from map viewer
- Training to Configure GIS Layers in Elements

### Deployment of the following workflows:

- Create Service Order from GIS Asset
- Report a GIS Problem from Map
- Select Multiple Assets from Map using the Elements Select Tool Add GIS Asset Relationships to Tasks
- Zoom to GIS Assets

### General Application Setup

- Setting up company, department, and division structure o Setup of default navigation menus
- Configure SMTP settings for Email notifications
- Active Directory Integration with LDAP

### Service Orders Setup

- Configuration of Default Statuses
  - 1 - Pending
  - 2 - In Progress
  - 3 - Ready for Review
  - 4 - Complete
  - 5 - Cancelled
- Configuration of Default Priorities:
  - 1 - Low
  - 2 - Medium
  - 3 - High
  - 4 - Emergency

### Delivery of standard Service Order templates using default Status and Priority configurations

### Training on the following items:

- Configure custom application menus
- Configure service order templates
- Configure preventive and routine maintenance schedules
- Configure users and user permissions
- Configure basic Elements XS workflows
- Configure custom Service Order Task Status and Priority types
- Configuration of custom Elements XS forms
- Configuration of default Service Order Task assignments

### One-Time Data Imports (Includes Test Imports and Data Validations)

- Non-spatial assets
- Inventory Items (materials, equipment).

### Utility Billing Integration (as specified on Sales Agreement)

### Standard Reports and Dashboards

### Service Orders & Work Management Reports

- Task Charges
- Task Contractor Usage



- Task Costs
- Task Equipment Usage
- Task Labor Usage
- Task Material Usage

#### Inventory Reports

- Purchase Order Details
- Item Receiving Details
- Invoice Details
- Material Usage by Asset Type
- Contractor Purchase Order History
- FIFO Valuation Report
- Item Quantity Transaction History
- Item Purchase Order History
- Parts Used by Account / Date
- Stock Levels Report
- Vendor Purchase Order History

#### Other Included Reports

- Activities Details
- Notes Details
- Phone Calls Details
- Timesheet Hours
- System Configuration Reports

#### **What's Not Included**

- Installing or configuring Microsoft SQL Server, Esri products, or any other third-party applications that may be required for Elements XS.
- Configuring and/or publishing map or feature services, including query layers
- Configuring Esri web maps, dashboards, or other Esri technology
- Setting up preventive and routine maintenance schedules \*
- Setting up asset scoring \*
- Setting up service order templates \*
- Setting up user accounts and user permissions \*
- Setting up custom application menus \*
- Setting up basic Elements XS workflows \*
- Configuring default assignments for Service Order templates \*
- Creation of Elements Advanced Workflows to support custom business process (unless specified in sales agreement)
- Training on creation of Elements Advanced Workflows
- IT setup (opening ports, installing IIS, etc.)
- Creating dynamic forms
- Creating Custom Reports

\* Training on how to configure and use these features is provided

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#### **Additional Terms**

##### Annual Subscription Increase:

An increase to the annual subscription fee of no more than 3% will begin starting in the second year of the annual subscription. This cost will be added automatically and will be reflected on your subscription invoice.

##### Onsite Meetings:

If the District desires to include onsite trips from Novotx team members, the following applies. Since these are optional trips that can be scheduled or can also be accommodated remotely, these are not included as line items in this agreement. These trips will be invoiced when requested by the customer.

We anticipate each trip being onsite for three (3) full days. The cost for each trip is inclusive of travel and expenses. Some items that can be managed in these trips include: Post-Contract Discovery sessions, Project Updates, Training, Go-Live Support. When you are arranging the onsite visit, your Project Manager will detail the expectations and goals of the trip based on the progress of the project. These can be flexible and we will work with the District to ensure needs of the trip are met. Any of the above functions will also happen virtually as a standard part of the agreed upon project costs.

Trip cost: \$5,500 per trip

To arrange a trip, contact your Project Manager to initiate the process.

#### **Required Licensing:**

All Elements XS deployments require Esri's ArcGIS Enterprise and/or an active subscription to ArcGIS Online. On-premise deployments also require Microsoft SQL Server and a standard Windows server operating environment. Pricing in this agreement does not include these products and Customer is responsible for purchasing, installing, and maintaining these applications. 17

**Scope Limitations & Additional Services**

For all items beyond the original project scope, additional professional services are billed at \$1,800 per day (\$225 per hour). Services beyond the project scope must be approved by Customer prior to services being performed and will be billed separately. Services beyond the scope of this agreement include:

- Any scripts, interfaces, reports or program code requested by the Licensee, other than Program Modifications to the Elements XS applications that provide specific functionality uniquely designed for the Licenses
- Consulting services for Custom Applications or Custom Programming performed specifically for the Licensee
- Historical data imports require the customer to provide data to Novotx in a tabular format following a template provided by Novotx

**Travel Expenses**

Unless specified otherwise, all travel expenses will be billed actual, as incurred, for any services performed onsite.

**Sales Tax**

Customer agrees to pay any and all applicable sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. It is the customers responsibility to pay any and all applicable taxes if the customer is not tax exempt.

**Purchase Authorization**

By signing below, customer agrees to purchase products and services listed above.

**Customer**

Printed Name

Signature

Title

Date

**Novotx Representative**

Printed Name

Signature

Title

Date

Novotx Internal Authorizations

Sales

Onboarding

Technical

Product