



Board of Directors:

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

AKBAR ALIKHAN  
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 Meeting beginning at 6:00 PM on Tuesday, April 9, 2019. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

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

**B. PUBLIC COMMENTS:**

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 –March 2019
3. Minutes
  - a. March 12, 2019 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>	13150-03	\$25.41	\$60.15	\$85.56
<b>b.</b>	26	\$14.55	\$98.43	\$112.98
				\$198.54

## **D. OPERATIONS AND MAINTENANCE REPORT**

### **E. ACTION CALENDAR**

#### **1. Revision to Meter Reading and Leak Relief Policy**

Recommendation:

- 1) Consider and adopt revisions to Meter Reading and Leak Relief Policy

#### **2. Award of Contract for CCTV Inspection and Cleaning of Sanitary Sewer System (MI 204) to Ayala Engineering Inc**

Recommendation:

- 1) Approve additional appropriation of \$5,000 for MI 204
- 2) Award Contract for CCTV Inspection and Cleaning of Sanitary Sewer System (MI 204) to Ayala Engineering in the not-to-exceed amount of \$74,889.

#### **3. Discussion on Sewer Cleaning Truck**

Recommendation:

- 1) Provide feedback to staff on large equipment purchase to include in FY 2019-2020 Capital Budget

### **F. INFORMATION CALENDAR**

1. Allocation Ordinance Update
2. PHWA Agenda Review
3. Special Presentation from Vice President Nast regarding Harbor Quality
4. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

### **G. BOARD MEMBER COMMENTS**

## H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

### AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, April 4, 2019 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

- Hollywood Beach School, 4000 Sunset
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

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



Akbar Alikhan  
*General Manager*

**REQUESTS FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, IN ORDER TO ATTEND OR PARTICIPATE IN A MEETING, SHOULD BE MADE TO THE SECRETARY OF THE BOARD IN ADVANCE OF THE MEETING TO ENSURE THE AVAILABILITY OF REQUESTED SERVICE OR ACCOMODATION. NOTICES, AGENDAS AND PUBLIC DOCUMENTS RELATED TO THE BOARD MEETINGS CAN BE MADE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST.**

Channel Islands Beach 2013

4/4/2019 2:47 PM

Register: 1002 · Checking Pacific Western

From 03/01/2019 through 03/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8			131.44	1,397,492.92
03/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8			11,778.91	1,409,271.83
03/08/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/7			10,883.59	1,420,155.42
03/12/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	Wellman	53.15			1,420,102.27
03/12/2019		QuickBooks Payroll ...	-split-	Created by Pay...	23,095.59			1,397,006.68
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12			288.00	1,397,294.68
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/13			7,263.66	1,404,558.34
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/13			200.00	1,404,758.34
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11			6,495.94	1,411,254.28
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/12			15,675.63	1,426,929.91
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/5			9,273.19	1,436,203.10
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/5			907.67	1,437,110.77
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8			336.29	1,437,447.06
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/4			5,354.59	1,442,801.65
03/13/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 3/4			300.00	1,443,101.65
03/13/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 3/4			150.00	1,443,251.65
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/4			132.86	1,443,384.51
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/8			35.12	1,443,419.63
03/13/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/6			2,435.27	1,445,854.90
03/13/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,445,854.90
03/13/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,445,854.90
03/14/2019	5640	A to Z Law, LLP	2000 - Accounts Payable		2,749.02			1,443,105.88
03/14/2019	5641	AWA	2000 - Accounts Payable	2019 Operators...	285.00			1,442,820.88
03/14/2019	5642	Carrisa Martinez	2000 - Accounts Payable	Phone coverag...	120.00			1,442,700.88
03/14/2019	5643	County of Ventura - ...	2000 - Accounts Payable		455.00			1,442,245.88
03/14/2019	5644	County of Ventura, E...	2000 - Accounts Payable	Nov. Elections	1,320.81			1,440,925.07
03/14/2019	5645	Document Systems, I...	2000 - Accounts Payable	Office HP's	76.12			1,440,848.95
03/14/2019	5646	Frontier-Office	2000 - Accounts Payable		135.19			1,440,713.76
03/14/2019	5647	Hollister & Brace	2000 - Accounts Payable		3,853.99			1,436,859.77
03/14/2019	5648	House Sanitary Supply	2000 - Accounts Payable		130.63			1,436,729.14
03/14/2019	5649	ImageSource	2000 - Accounts Payable		43.38			1,436,685.76
03/14/2019	5650	Miguel Zavalza	2000 - Accounts Payable		225.00			1,436,460.76
03/14/2019	5651	Pacific Couriers	2000 - Accounts Payable		222.15			1,436,238.61
03/14/2019	5652	PHWA	2000 - Accounts Payable		49,066.15			1,387,172.46

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From 03/01/2019 through 03/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/14/2019	5653	Pitney Bowes Inc.	2000 - Accounts Payable		144.16		1,387,028.30
03/14/2019	5654	Soares, Sandall, Bern...	2000 - Accounts Payable		4,700.00		1,382,328.30
03/14/2019	5655	SoCalGas	2000 - Accounts Payable		47.60		1,382,280.70
03/14/2019	5656	Tampa Hardware 2	2000 - Accounts Payable		923.68		1,381,357.02
03/14/2019	5657	Underground Service...	2000 - Accounts Payable		33.00		1,381,324.02
03/14/2019	5658	VCSDA	2000 - Accounts Payable	Bob Nast - Apr...	20.00		1,381,304.02
03/14/2019	5659	Xerox Financial Serv...	2000 - Accounts Payable		260.91		1,381,043.11
03/14/2019	5660	AWA	2000 - Accounts Payable	March 27 Lunc...	70.00		1,380,973.11
03/14/2019	5661	AWA	2000 - Accounts Payable	Akbar Feb. Bre...	25.00		1,380,948.11
03/14/2019	5662	Nationwide Retirement	2000 - Accounts Payable		3,279.31		1,377,668.80
03/14/2019	5663	SEIU, Local 721	2000 - Accounts Payable		167.50		1,377,501.30
03/15/2019	ACH	Cardmember Service	-split-		3,357.63		1,374,143.67
03/15/2019	5664	American Red Cross	2000 - Accounts Payable		790.00		1,373,353.67
03/15/2019	5665	AT & T	2000 - Accounts Payable		494.34		1,372,859.33
03/15/2019	5666	CUSI	2000 - Accounts Payable		101.50		1,372,757.83
03/15/2019	5667	FGL Environmental I...	2000 - Accounts Payable		413.00		1,372,344.83
03/15/2019	5668	Frontier	2000 - Accounts Payable		416.82		1,371,928.01
03/15/2019	5669	IVR Technology Gro...	2000 - Accounts Payable		214.38		1,371,713.63
03/15/2019	5670	KEH & Associates, I...	2000 - Accounts Payable		26,773.75		1,344,939.88
03/15/2019	5671	Mission Linen & Uni...	2000 - Accounts Payable		187.58		1,344,752.30
03/15/2019	5672	Office Depot	2000 - Accounts Payable		136.48		1,344,615.82
03/15/2019	5673	Pitney Bowes Purcha...	2000 - Accounts Payable		2,946.25		1,341,669.57
03/15/2019	5674	Prime Masonry Mate...	2000 - Accounts Payable		170.95		1,341,498.62
03/15/2019	5675	SCE- Office	2000 - Accounts Payable		319.96		1,341,178.66
03/15/2019	5676	Spectrum	2000 - Accounts Payable		48.98		1,341,129.68
03/15/2019	5677	Teaman, Ramirez & ...	2000 - Accounts Payable	yearly audit	16,500.00		1,324,629.68
03/18/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	O'Hearn	128.74		1,324,500.94
03/18/2019	RETCK	QB:Returned Item	1200 - Accounts Recei...	K. Thomas	200.00		1,324,300.94
03/19/2019	ACH	CalPers	-split-	Medical Ins.	10,224.31		1,314,076.63
03/20/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	Heuring	167.58		1,313,909.05
03/21/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	Marcotte	138.00		1,313,771.05
03/21/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	Cantu	246.40		1,313,524.65
03/21/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	brown	119.49		1,313,405.16
03/21/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	Reed	138.00		1,313,267.16
03/21/2019	RETACH	QB:Returned Item	1200 - Accounts Recei...	Tides	341.10		1,312,926.06
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11		280.55	1,313,206.61
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/14		28,232.54	1,341,439.15
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/18		14,384.76	1,355,823.91
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/19		12,534.63	1,368,358.54
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/21		4,872.62	1,373,231.16

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/20			5,214.24	1,378,445.40
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/21			8,008.37	1,386,453.77
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/14			6,814.38	1,393,268.15
03/22/2019	DEP	QB:DEPOSIT	-split-	Dep 3/15 Const...			15,368.00	1,408,636.15
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/11			560.48	1,409,196.63
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/18			883.70	1,410,080.33
03/22/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/13			3,242.07	1,413,322.40
03/22/2019	3/19	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/19			1,478.70	1,414,801.10
03/26/2019	5682	A to Z Law, LLP	2000 - Accounts Payable		2,222.00			1,412,579.10
03/26/2019	5683	ACWA/JPIA Health ...	2000 - Accounts Payable		958.97			1,411,620.13
03/26/2019	5684	Aflac	2000 - Accounts Payable		235.70			1,411,384.43
03/26/2019	5685	AWA	2000 - Accounts Payable	AWA Confere...	410.00			1,410,974.43
03/26/2019	5686	CASA	2000 - Accounts Payable	Annual Membe...	1,671.00			1,409,303.43
03/26/2019	5687	CUSI	2000 - Accounts Payable		1,642.53			1,407,660.90
03/26/2019	5688	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 1/16/19 t...	43,713.32			1,363,947.58
03/26/2019	5689	FGL Environmental I...	2000 - Accounts Payable		146.00			1,363,801.58
03/26/2019	5690	Janet Nichol	2000 - Accounts Payable	Cert Lunch for ...	122.21			1,363,679.37
03/26/2019	5691	Nationwide Retirement	2000 - Accounts Payable	pr pd 3/9/19 to ...	1,662.23			1,362,017.14
03/26/2019	5692	Philip's Janitorial Ser...	2000 - Accounts Payable		256.25			1,361,760.89
03/26/2019	5693	Pitney Bowes Inc.	2000 - Accounts Payable		564.08			1,361,196.81
03/26/2019	5694	SCE- Office	2000 - Accounts Payable		360.19			1,360,836.62
03/26/2019	5695	SEIU, Local 721	2000 - Accounts Payable	April 2019 Dues	167.50			1,360,669.12
03/26/2019	5696	Service-Pro Fire Prot...	2000 - Accounts Payable	Annual Fire Ex...	334.48			1,360,334.64
03/26/2019	5697	So. California Edison...	2000 - Accounts Payable		1,262.27			1,359,072.37
03/26/2019	5698	Spectrum	2000 - Accounts Payable	internet	224.98			1,358,847.39
03/26/2019	5699	Badger Meter	2000 - Accounts Payable		38,169.75			1,320,677.64
03/26/2019	5700	Diener's Electric, Inc.	2000 - Accounts Payable		122.00			1,320,555.64
03/26/2019	5701	FGL Environmental I...	2000 - Accounts Payable		146.00			1,320,409.64
03/26/2019	5702	Sunbelt Rentals, Inc.	2000 - Accounts Payable		2,507.90			1,317,901.74
03/26/2019	5703	XIO, Inc.	2000 - Accounts Payable	telemetry	865.00			1,317,036.74
03/26/2019	5704	CIBCSO-Petty Cash	2000 - Accounts Payable		204.03			1,316,832.71
03/26/2019		QuickBooks Payroll ...	-split-	Created by Pay...	22,920.65			1,293,912.06
03/27/2019	1	Jared Bouchard	-split-			X		1,293,912.06
03/27/2019	5678	Kristina N Brewer	-split-		415.57			1,293,496.49
03/27/2019	5679	Marcia L Marcus	-split-		277.05			1,293,219.44
03/27/2019	5680	Robert T Nast	-split-		369.40			1,292,850.04
03/27/2019	5681	Sean Debley	-split-		369.40			1,292,480.64
03/27/2019	To Print	Akbar Alikhan	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Carol J Dillon	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Casey D Johnson	-split-	Direct Deposit		X		1,292,480.64

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<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
03/27/2019	To Print	E.D. Brock	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Erika F Davis	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Keila E Wilson	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Mark A Espinosa	-split-	Direct Deposit		X		1,292,480.64
03/27/2019	To Print	Peter A. Martinez	-split-	Direct Deposit		X		1,292,480.64
03/28/2019	5705	Staples	2000 - Accounts Payable		339.23			1,292,141.41
03/29/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/27			308.75	1,292,450.16
03/29/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 2/26			22,560.60	1,315,010.76
03/29/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 3/26			943.79	1,315,954.55
03/29/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	dep 3/22			353.33	1,316,307.88
03/29/2019	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 3/22			2,613.11	1,318,920.99
03/29/2019	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 2/28			150.00	1,319,070.99

MINUTES OF THE  
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING, March 12, 2019

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

Vice President Nast called the meeting to order at 6:02 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance President Brewer, Director Marcus, Director Bouchard, Director Debley, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, Rob Congelliere, Office Manager, CJ Dillon, and Deputy General Manager/ Operations Manager Pete Martinez.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT CALENDAR:**

Director Bouchard moved to approve the Consent Calendar and Director Debley seconded the motion. The motion passed.

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

**D. OPERATIONS AND MAINTENANCE REPORT:**

Deputy General Manager/ Operations Manager (DGM/OM) Pete Martinez presented the Operations and Maintenance Report. DGM/OM Pete Martinez, using a PowerPoint presentation, discussed the month's projects which included cross-base pipeline monitoring, water line repairs, sewer system maintenance, and CCTV sewer lateral inspection. (DGM/OM) Pete Martinez shared updates on the Smart Water Meter Project, the City of Oxnard Paving Project and the Sewer System CCTV RFP.

**E. ACTION CALENDAR**

**1. Legislative Advocacy Policy**

General Manager Alikhan presented a PowerPoint Presentation explaining the Legislative Advocacy Policy. Director Bouchard made the motion to adopt the Legislative Advocacy Policy and Director Nast seconded the motion. The motion carried.

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

**2. Authorization for ACH and Emergency Payments**

General Manager Alikhan explained the current adopted Resolution 97-3 which addresses check issuance from the District. In a PowerPoint presentation General Manager Alikhan listed the vendors that are providing regular recurring services to the district. General Manager Alikhan explained the new Resolution 19-01 presented before the board would amend



Resolution 97-3 to allow the District to use ACH payments and require one signature on checks issued for recurring services provided to the District. Director Marcus moved to approve Resolution 19-01 with an amendment including a line allowing CPI adjustments for these vendors providing these services. President Brewer seconded the motion. The Motion passed collectively.

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

### **3. Exercise Option for Auditing Services**

General Manager Alikhan discussed the current auditing firm and the benefits to signing a 3-year extension with them which included cost benefit. Director Bouchard made the motion to exercise the option for a 3-year extension to retain Teaman, Ramirez and Smith Inc. for auditing. Director Marcus seconded the motion and the motion passed.

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

## **F. INFORMATION CALENDAR**

### **1. Allocation Ordinance Update**

General Manager Alikhan focused on two main issues, the Pre-Sigma versus Tea Base Period and the OH pipeline Allocation Holder of Record. The Pre-Sigma versus Tea Base Period set of years reflects different quantities of water use. At the last GMA meeting there was reassurance from United staff that they recognized and commented on the OH pipeline allocation holder of record specifically that the CIBCSD retained their GMA Allocation credits and never transferred them, CIBCSD has historical allocation. Peter Candy who represents both the District and PHWA is trying to compromise to include language that recognizes that the allocation is sub allocated to the OH contractors. The language is meant to preserve the status quo. General Manager Alikhan said he would continue to keep the Board updated.

### **2. PHWA Agenda Review**

General Manager Alikhan stated the three items that will be included on the PHWA Agenda are the Operations Report, an update on the GMA, and an agreement with Sourcewell.

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

Director Nast attended VRSD and said there was discussion regarding a sewer vacuum cleaner.

Director Nast said they are waiting the results of the Harbor Water Quality Data Analysis which should be ready by the end of the month.

Director Bouchard stated he and Director Debley attended the PHWA meeting.

#### **G. BOARD MEMBER COMMENTS**

Director Marcus shared two articles in the Ventura County Star discussing the Harbor and City of Oxnard relations.

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

General Counsel had no comments.

General Manager commented that he had the following announcements:

- 1) LAFCO is visiting March 21<sup>st</sup>
- 2) District was asked to do a capacity analysis for the Harbor area
- 3) District now has Agency status on Next Door
- 4) CCTV Bids and RFP for Architectural Services are coming up
- 5) Ethics Training at District Office this Thursday 10am – 3pm
- 6) AWA Symposium is on the 18<sup>th</sup>
- 7) Farmers Market booth is scheduled to start April 14<sup>th</sup>
- 8) Gold Coast Tour still working on getting it scheduled

The Board Meeting adjourned at 7:40 P.M.

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Kristina Brewer, President



Board of Directors:

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

AKBAR ALIKHAN  
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**Regular Board Meeting, April 9, 2019**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Revisions to Meter Reading and Leak Relief Policy  
**Item No.** E-1

**RECOMMENDATION:**

1. Consider and adopt revisions to Meter Reading and Leak Relief Policy

**FINANCIAL IMPACT:** No financial impact.

**BACKGROUND:**

The District currently offers financial relief to customers who experience water leaks during the billing cycle and furnish proof of repair of the leak. The leak relief policy has been an effective means of reducing abnormally high bills for unintended water use. With the District's new smart meters, customers are able to be notified of leaks within 24 hours of the leak starting and can address the leak before excessive water loss occurs.

At the August 14, 2018 Board Meeting, the District adopted a revised leak relief policy that incorporated the capabilities of the new smart meters. Some of the new provisions included how residents would be notified of a leak, when shutoff would occur, how the District would bolster enrollment in Eye on Water, and when the Leak Relief Program would eventually be retired.

The District's Smart Meter Deployment Project (CI 401) is substantially complete with 1,800 meters installed. Over the past four months, staff has had the opportunity to execute the policy in practice and catalog suggested edits.

**DISCUSSION:**

The attached Leak Relief Policy contains several changes from the current version. The proposed changes are to reconcile the policy with how the metering system operates (e.g. read date window), ease administrative burden, and provide for greater flexibility. The list below summarizes the proposed key changes to the policy.

- District will use a 3-day billing window to generate a bill, with the 15th of every month being the most desirable read date. District may move to a true monthly billing cycle. (Section 1.1)
- District staff will notify customers for any leak greater than 5 gallons per minute and may notify customers of leaks less than 5 gallons per minute if workload allows. (Section 2.3)

- The General Manager will have the discretion to approve leak relief requests up to \$500, provided that the customer meets all eligibility criteria. A summary of all granted leak reliefs will be provided at least quarterly at a District Board meeting. (Section 2.4).
- The District will limit the Leak Relief period to only 3 business days after resident is notified of the leak (formerly 72 hours). (Section 2.2).
- Retain Leak Relief Program indefinitely.

A redlined version of the current policy and a copy of the proposed policy are attached for reference.

**ATTACHMENT(S):**

1. Proposed Meter Reading Leak Relief Policy
2. Current Meter Reading and Leak Relief Policy (redlined)

**Channel Islands Beach Community Services District**  
**Revised Meter Reading and Leak Relief Policy for Smart Meters**  
**April 9, 2018**

**POLICY STATEMENT**

The District recently installed new water meters on every service connection as part of its Smart Meter Deployment Project (CI 401). With the new meters, District staff and customers have the ability to access daily usage data and be notified of leaks during the billing cycle. The following revisions to the Meter Reading and Leak Relief Policies are due to the heightened capabilities of the new meters.

**PROCEDURE**

**1. Read Window**

**1.1** The District will use a 3-day billing window to generate a bill, with the 15th of every month being the most desirable read date. The District may move to a true monthly billing cycle, with the 1<sup>st</sup> being the most desirable read date.

**1.2.** If a read is not available within the 3-day window, the trailing 6-month average usage will be used to generate a bill. If no read is available on the second month, staff will undertake the following procedures in order:

1.2.1. Contact the resident to make the meter accessible

1.2.2 Place a doorhanger notifying resident that the meter needs to be unobstructed

1.2.3 Place an artificially high usage charge on the bill to motivate resident to call the District

**2. Leak Relief**

**2.1.** Eligible customers granted leak relief will be responsible for fixed charges, all water consumed (billed at the Tier 1 Rate), and sewer usage charges only up to the customer's trailing six-month average.

**2.2.** The District will limit the Leak Relief period to only 3 business days after resident is notified of the leak. Each customer is only eligible for two leak relief requests in a 12-month period.

**2.3.** District staff will notify customers for any leak greater than 5 gallons per minute and may notify customers of leaks less than 5 gallons per minute if workload allows.

**2.4.** The General Manager will have the discretion to approve leak relief requests up to \$500, provided that the customer meets all eligibility criteria. A summary of all granted leak reliefs will be provided at least quarterly at a District Board meeting.

**2.5.** District staff will notify customers of a leak on their property as soon as possible, but no later than 3 business days after a leak is detected. The means of notification will include:

2.2.1 Phone call

2.2.3 Email

2.2.3 Doorhanger/ visitation

**2.3** If Staff is unable to reach the resident after 2 additional business days, Operations staff will shut off the water. In extreme cases, where excessive damage to personal property occurs or where a public safety hazard is present, Operations staff may shut the water off immediately.

### **3. Eye on Water Enrollment**

**3.1.** One of the key benefits of the smart meter system is the customer portal called “Eye on Water”, where customers can see their daily usage and be notified of any leaks or high usage. District staff will promote the adoption of the “Eye on Water” system in the following ways:

**3.2.** Any customer requesting leak relief will be required to sign up for the “Eye on Water” system to be eligible

**3.3.** Any customer requesting to set up a special deferred payment arrangement with the District will be required to sign up for the “Eye on Water” system

**3.4.** Any customer requesting a late fee waiver for a past due bill will be required to sign up for the “Eye on Water” system

**3.5.** The General Manager by exercising administrative discretion and judgment, has the authority to waive the “Eye on Water” requirements referred to above

**3.6.** District staff will encourage, but not require, “Eye on Water” enrollment upon signing up for new service

**Channel Islands Beach Community Services District**  
**Revised Meter Reading and Leak Relief Policy for Smart Meters**  
**April 9, 2018**

**POLICY STATEMENT**

The District recently installed new water meters on every service connection as part of its Smart Meter Deployment Project (CI 401). With the new meters, District staff and customers have the ability to access daily usage data and be notified of leaks during the billing cycle. The following revisions to the Meter Reading and Leak Relief Policies are due to the heightened capabilities of the new meters.

**PROCEDURE**

**~~0.~~ Read Window**

1.1 The District will use a ~~53~~-day billing window to generate a bill, with the 15th of every month being the most desirable read date. ~~In order of priority, the billing system will seek the following read dates:~~

~~1.2.2. \_\_\_\_\_ 15<sup>th</sup> of the month~~

~~1.2.3. \_\_\_\_\_ 14<sup>th</sup> of the month~~

~~1.2.4. \_\_\_\_\_ 16<sup>th</sup> of the month~~

~~1.2.5. \_\_\_\_\_ 13<sup>th</sup> of the month~~

~~1.2.6.1. \_\_\_\_\_ 17<sup>th</sup> of the month~~ The District may move do a true monthly billing cycle, with the 1<sup>st</sup> being the most desirable read date.

~~1.3.1.2.~~ \_\_\_\_\_ If a read is not available within the ~~53~~-day window, the trailing 6-month average usage will be used to generate a bill. If no read is available on the second month, staff will undertake the following procedures in order:

1.2.1. Contact the resident to make the meter accessible

1.2.2 Place a doorhanger notifying resident that the meter needs to be unobstructed

1.2.3 Place an artificially high usage charge on the bill to motivate resident to call the District

**2. Leak Relief**

~~4.~~

~~2.1.~~ Eligible customers granted leak relief will be responsible for fixed charges, all water consumed (billed at the Tier 1 Rate), and sewer usage charges only up to the customer's trailing six-month average.

~~2.2.~~ ~~2.1~~ The District will limit the Leak Relief period to only ~~72 hours~~ 3 business days after resident is notified of the leak. Each customer is only eligible for ~~one~~ two leak relief requests ~~s~~ in a 12-month period.

2.3. District staff will notify customers for any leak greater than 5 gallons per minute and may notify customers of leaks less than 5 gallons per minute if workload allows.

2.4. The General Manager will have the discretion to approve leak relief requests up to \$500, provided that the customer meets all eligibility criteria. A summary of all granted leak reliefs will be provided at least quarterly at a District Board meeting.

2.5. 2.2 District staff will notify customers of a leak on their property as soon as possible, but no later than 3 business days after a leak is detected. The means of notification will include:

2.2.1 Phone call

2.2.3 Email

2.2.3 Doorhanger/ visitation

2.3 2.3 If Staff is unable to reach the resident after 2 additional business days, Operations staff will shut off the water. In extreme cases, where excessive damage to personal property occurs or where a public safety hazard is present, Operations staff may shut the water off immediately.

### 3. Eye on Water Enrollment

~~2.~~

3.1.

~~3.1~~ One of the key benefits of the smart meter system is the customer portal called “Eye on Water”, where customers can see their daily usage and be notified of any leaks or high usage. District staff will promote the adoption of the “Eye on Water” system in the following ways:

3.2.

~~3.1.1~~ Any customer requesting leak relief will be required to sign up for the “Eye on ~~Water~~” system to be eligible

3.3. Any customer requesting to set up a special deferred payment arrangement with the District will be required to sign up for the “Eye on Water” system

2.1.3.4.

~~3.1.2~~ Any customer requesting to set up a special deferred payment arrangement with ~~the District~~ will be required to sign up for the “Eye on Water” system

Any customer requesting a late fee waiver for a past due bill will be required to sign up for the “Eye on Water” system



2.2.3.5. The General Manager by exercising administrative discretion and judgment, has the authority to waive the “Eye on Water” requirements referred to above

2.3.3.6. District staff will encourage, but not require, “Eye on Water” enrollment upon signing up for new service



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BOB NAST, Vice President  
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AKBAR ALIKHAN  
General Manager

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**Regular Board Meeting, April 9, 2019**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Award of Contract for CCTV Inspection and Cleaning of Sanitary Sewer System (MI 204) to Ayala Engineering Inc.  
**Item No.** E-2

**RECOMMENDATION:**

1. Approve additional appropriation of \$5,000 for MI 204
2. Award Contract for CCTV Inspection and Cleaning of Sanitary Sewer System (MI 204) to Ayala Engineering in the not-to-exceed amount of \$74,889.

**FINANCIAL IMPACT:** Estimated project costs of \$70,000 have been programmed into the adopted FY 2018 – 2019 Capital Improvement Budget. If approved, additional appropriation of \$5,000 can be drawn from Sewer Capital Reserve Fund.

**BACKGROUND:**

The District maintains 43,000 lineal feet of gravity sewer line to service its nearly 2,000 wastewater customers. The gravity sewer lines are responsible for conveying sewer flows from homes and businesses to one of the District’s seven sewer lift stations, where sewage ultimately travels through a pressurized force main into the City of Oxnard’s collection system. It is common practice to perform a CCTV inspection of gravity sewer lines once every five years to determine where repairs in the collection system need to be made. The District’s most recent CCTV inspection was performed in 2015 by the City of Port Hueneme.

At the February 12, 2019 Board Meeting, the District authorized staff to solicit a request for proposals (RFP) for MI 204. Staff issued the RFP and received four responses from qualified vendors. The responses are summarized in the table below.

Company	Bid	Location
Ayala Engineering Inc	\$74,888	Anaheim, CA
National Plant Services, Inc	\$94,252	Long Beach, CA
Nor-Cal Pipeline services	\$194,714	Long Beach, CA
Professional Pipe Services	\$109,406	Mission Viejo, CA

**DISCUSSION:**

Ayala Engineering’s (Ayala) proposal was closest to the District’s estimated project costs and meets all the qualifications and bid bond requirements. Ayala has performed CCTV and Sewer Cleaning services throughout Southern California and for other agencies within Ventura County. The award of contract requires an additional project appropriation of \$5,000. If approved, the project would proceed as follows:

<b>April 9, 2019</b>	Award of contract
<b>Mid April</b>	Issue Notice to Proceed
<b>May 2019</b>	Work begins
<b>June 30, 2019</b>	Completion

During the project, residents can expect minor traffic inconveniences. The CCTV truck will operate in the road shoulder where available or may occupy a travel lane on smaller roads. Staff will notify residents of CCTV work through bill inserts sent in late April and NextDoor posts.

**ATTACHMENT(S):**

1. Contract for MI 204 is available under separate cover from the Board Clerk and accessible at [www.cibcsd.com/bids](http://www.cibcsd.com/bids).



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**Regular Board Meeting, April 9, 2019**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Discussion on Sewer Line Cleaning Truck  
**Item No.** E-3

**INFORMATION:**

*Item to be delivered via verbal presentation. Presentation is provided on following pages for reference.*



## Discussion on Sewer Cleaning Truck

APRIL 9, 2018 – REGULAR BOARD MEETING

AKBAR ALIKHAN, GENERAL MANAGER  
4/3/2019

1

## Goals for Today

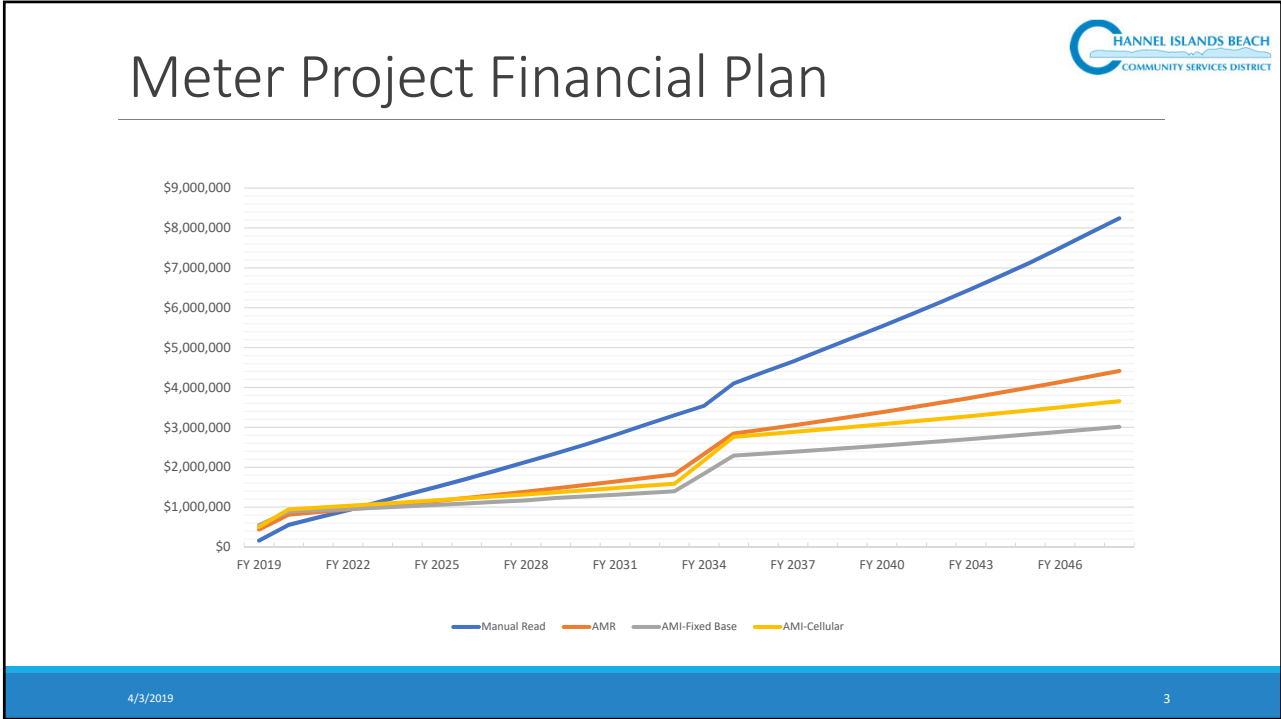


- Provide feedback to staff on large equipment purchase to include in FY 2019 – 2020 Capital Budget
1. Renting vacuum/jetter truck
  2. Purchasing truck-mounted jetter system (sewer line cleaning only)
  3. Purchasing vacuum truck



4/3/2019

2



- ## Financial Plan Factor
- **Meter Costs**
    - Cost per meter
    - Cost per communication node
    - Installation
    - Meter Box Lids
    - Meter and communication node lifespan
  - **Communication Asset costs**
  - **Subscription costs**
  - **Personnel costs**
    - Annual Operations Labor
    - Annual Customer Service Labor
  - **Impacts to other Operational Costs**
    - Wastewater Line Cleaning (potential to eliminate contracted work)
    - Leak Relief program (potential to eliminate program with daily usage data)
    - Apparent water loss
  - **Inflationary factors**
    - Meter costs
    - Personnel
    - Contracted Labor
    - Subscription/License
    - Water/Sewer Rates
    - Asset Replacement
- 4/3/2019 4

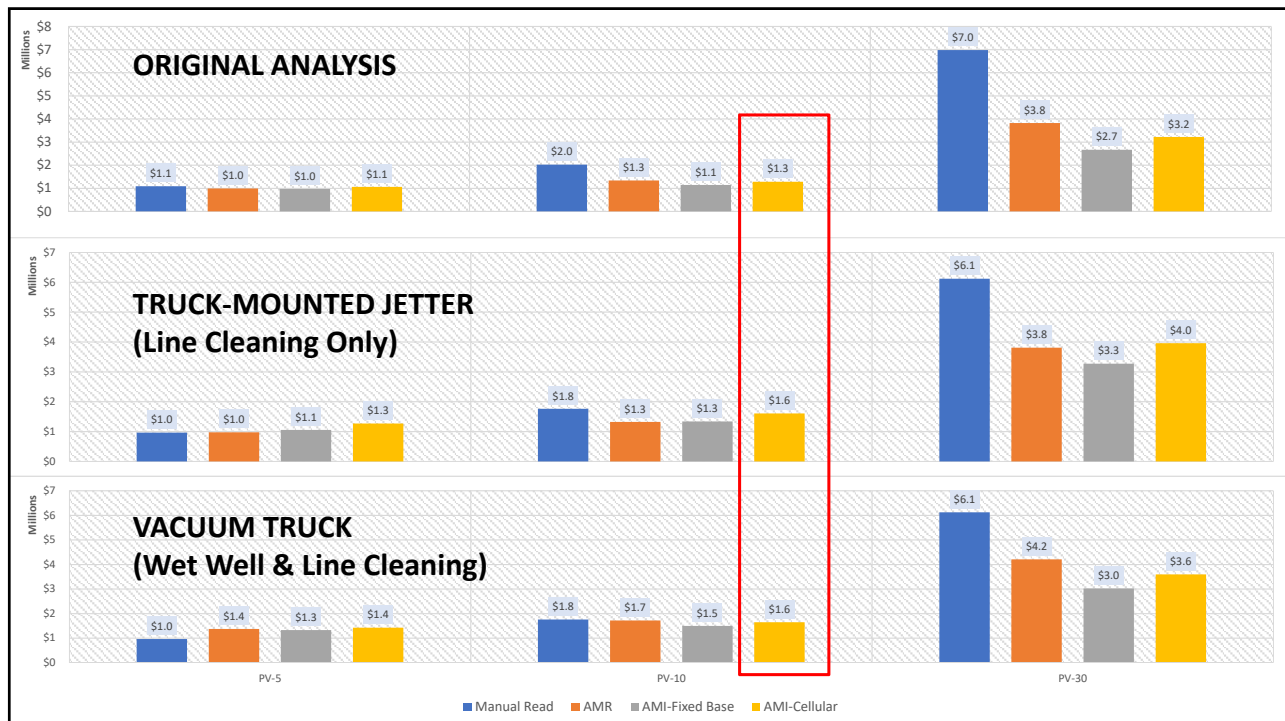


# Contracted Labor Costs

- Model assumed savings of \$25,000 per year if District performs line cleaning
- Assumed District would purchase or rent jetter/vacuum truck
  - Missing from initial analysis – shown on following slide
- City of Port Hueneme performs all sewer line and wet well cleaning for the District
  - Average cost of contracted personnel from CoPH: \$62/hour
  - Actual costs for FY 2017 – 2018: \$45,373

4/3/2019

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# Options Evaluated

- ~~1. Renting vacuum truck (\$5,000/week for 8 weeks)~~
2. Purchasing truck-mounted jetter system (sewer line cleaning only)



\$140,000

3. Purchasing vacuum truck (line cleaning and wet well maint.)




\$400,000

# Jetter vs. Vacuum Truck

	Jetter	Vacuum Truck
Cost	\$140,000	\$400,000
Avoided costs	\$25,000/year	\$50,000/year
Line Cleaning	YES	YES
Wet Well Cleaning	NO	YES
SSO Response	NO	YES
Water Repairs	NO	YES
Stormwater	NO	YES



## WET WELL & SSO RESPONSE




**SEWER LINE CLEANING**

		In-House	Contract
SEWER LINE CLEANING	In- House	Vacuum truck	Jetter
	Contract	X	Status Quo

4/3/2019 9

## Basic Analysis



$\$400,000 - \$140,000 = \$260,000$   
 Additional Savings of \$25,000 per year  
 Payback period: 10.4 years

4/3/2019 10

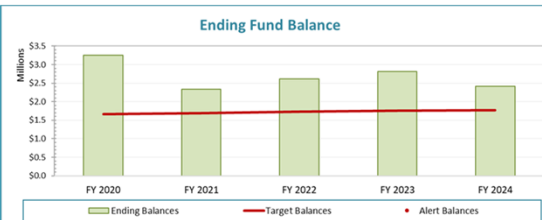
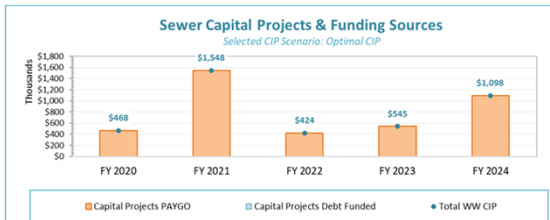
# Vacuum Truck Uses

Quarterly wet well & hot spot cleaning	20 days
Sewer line cleaning	36 days
Water line repairs	20 days
	<b>76 days per year</b>

- More frequent cleaning of sewer system
- Provides for more self-reliance for SSO Response
- Benefits water enterprise
- Allows District to perform Minor stormwater cleanup
- Maximizes in-house resources

# Financial Plan

Line	Project No.	Capital Project	Water	Sewer	FY 2020
1	CI 101	Monitoring of Water Lines in Easements	100%		\$20,000
2	CI 102	AMI Installation on Well	100%		\$10,000
3	CI 103	PHWA Improvements	100%		\$30,000
4	CI 201	I&I Reduction - Main & Manhole Improvements		100%	\$75,000
5	CI 202	Sewer Lift Station and Pump Station Rehabilitation		100%	\$0
6	CI 204	CCTV Video Inspection		100%	\$0
7	CI 205	Hydrogen Sulfide Reduction		100%	\$0
8	CI 206	Oxnard Wastewater Plant Improvements		100%	\$0
9	CI 402	Yard and Building Improvements	50%	50%	\$125,000
10	CI 404	Vactor Equipment Purchase	32%	68%	\$405,000
11	CI 208	Wastewater Flow Meter Installation		100%	\$35,000
12	MI 209	Sewer System Management Plan		100%	\$20,000
13	MI 104	Water Emergency Response Plan	100%		\$20,000
		<b>Water</b>			\$272,100
		<b>Sewer</b>			\$467,900
		<b>Trash</b>			\$0
		<b>Total</b>			<b>\$740,000</b>





# Recommendation

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- Provide feedback to staff on large equipment purchase to include in FY 2019 – 2020 Capital Budget



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**Regular Board Meeting, April 9, 2019**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** Allocation Ordinance Update  
**Item No.** F-1

**INFORMATION:**

*Item to be delivered via verbal presentation.*



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**Regular Board Meeting, April 9, 2019**

**To:** Board of Directors  
**From:** Akbar Alikhan, *General Manager*  
**Subject:** PHWA Agenda Review  
**Item No.** F-2

**INFORMATION:**

The following items are slated for consideration at the next PHWA Board Meeting. The following is not an official agenda or notice and is subject to change.

**Date:** Monday, April 15, 2019

**Time:** 4:00 PM

**Location:** City Council Chambers - 250 North Ventura Road, Port Hueneme, CA 93041

**Items for Consideration:**

1. Special Presentation: Iron & Manganese Removal Facility (United Water Conservation District)
2. BWRDF Operational Report
3. Update on Groundwater Sustainability Plan Development